



Nagar Yuwak Shikshan Sanstha Airoli  
**NEW HORIZON COLLEGE OF COMMERCE**

Plot No.5, Sector -13, Airoli, Navi Mumbai 400 708.

Phone: 91 22 20871721

**AFFILIATED TO UNIVERSITY OF MUMBAI**

E-Mail: [nhims2011@gmail.com](mailto:nhims2011@gmail.com) / [enquiry@nhimsa.com](mailto:enquiry@nhimsa.com)

[University Affiliation No. Aff./Recog - 1/2049 of 2011 dated 06.05.2011]

**Placement in the Year – 2021 – 2022**

Sr. No	Name of the Company	No. Of Students Placed
1.	Impact InfoTechPvt.Ltd.	01
2.	GEP	02



*Jelhe*

Committee In- Charge

*Kank*

**PRINCIPAL**

New Horizon College of Commerce  
Plot # 5, Sector- 13, Airoli,  
NAVI MUMBAI 400 708.

*[Signature]*

I/C Principal

New Horizon College of Commerce

**I/C PRINCIPAL**

New Horizon College of Commerce  
Plot # 5, Sector - 13, Airoli,  
NAVI MUMBAI 400 708

Dear Mr. Jayaraman,

As discussed, please find the attached JD and details below for your reference.  
Am looking forward to receiving applicants from your college and hoping for a fruitful engagement.

**Drive Date – 28<sup>th</sup> May 2022 (In Office)**

**Type of Requirements** – FTE and Contract role for 6 months (Later convertible to Full time role)

**Qualification:** B.com, BBA, BMS, BAF, BBI, BMM and M.com (No MBA or PGDM they will be overqualified for the role)

Also if the candidates are still awaiting their results, we can schedule their interview for the Contract Role for the new SOW.

**CTC – 2.25 (2.15 Fixed + 10k Variable) for Fixed**  
15,000 per month for the contract role

**Location:** Airoli, Gigaplex.

**Shift:** 6pm – 3am

**Pick up and drop facility provided.**

Also attached the Job Description for your review.

Best,  
DHH

**Dipali Haithamwar**

(O): +1 732 382 6565, 7514 | (M): +91 8779624386  
[www.gcp.com](http://www.gcp.com)

**Selected Candidates :-**

**Date –28/05/2022**

1) Shubham Patil . 17  
2) Sharadha Chavan . 6  
3) Tejaswi Yesaji . 33

20/11/21



*Kant*  
**PRINCIPAL**  
New Horizon College of Commerce  
Plot # 5, Sector- 13, Airoli,  
NAVI MUMBAI 400 708.



GLOBAL LEADER  
IN PROCUREMENT  
TRANSFORMATION



# GEP

STRATEGY | SOFTWARE | MANAGED SERVICES



*Konita*

PRINCIPAL  
New Horizon College of Commerce  
Plot # 5, Sector- 13, Airoli,  
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 | SMART by 

# WHO WE ARE

**Fresh thinking. Extraordinary software.  
Transformative solutions.**

This is what defines GEP.

Every day, all over the world, we help hundreds of Fortune 500 and Global 2000 enterprises — in every major industry, in every major market — operate more efficiently and effectively, gain competitive advantage, boost profitability, and maximize business and shareholder value.

As a recognized global leader in procurement and supply chain transformation, GEP combines strategic thinking with innovative technology to



TRA

# AWARDS & RECOGNITION



**GEP** | **SMART** by **GEP**

GEP helps global enterprises operate more efficiently and effectively, gain competitive advantage, boost profitability, and maximize business and shareholder value.

Fresh thinking, innovative products, unrivaled domain and subject expertise, and smart, passionate people – this is how GEP creates and delivers unified business solutions of unprecedented scale, power and effectiveness.

Named a Leader in the Gartner Magic Quadrant and Best Provider at the World Procurement Awards and EPIC Procurement Excellence Awards, GEP is frequently honored as an innovator and leader in source-to-pay procurement software by Gartner, Forrester, IDC, Procurement Leaders, Spend Matters, PayStream and Ardent Partners. GEP is also ranked leader in managed procurement services (procurement outsourcing) by Everest Group, NelsonHall, IDC, ISG, HFS and IAOP. In addition, the foremost research firm in the management consulting sector, ALM Intelligence, ranks GEP leader in procurement strategy and supply chain consulting.

With 14 offices and operations centers in Europe, Asia and the Americas, Clark, New Jersey-based GEP helps enterprises worldwide realize their strategic, operational and financial objectives. To learn more about our comprehensive range of strategic and managed services, please visit [www.gep.com](http://www.gep.com). For more about SMART by GEP, our cloud-native, unified source-to-pay platform, please visit [www.smartbygep.com](http://www.smartbygep.com).

Access our free knowledge resources at <https://www.gep.com/knowledge-bank>

100 Walnut Avenue, Clark, NJ 07066 | P 732.382.6565 | [info@gep.com](mailto:info@gep.com) | [www.gep.com](http://www.gep.com)

Clark, NJ | Toronto | Dublin | London | Prague | Mumbai | Hyderabad | Shanghai | Mexico City | Costa Rica | Sao Paulo | Singapore | Sydney

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Kiran Thakur  
Airoli, Navi Mumbai, MH

Date: 7/26/2022

**Subject: Letter of Offer**

Dear Kiran,

Based on our recent discussions with you, we are pleased to extend you an offer to join GEP (dba GEP Solutions Private Limited, hereinafter referred to as 'the Company'), as Process Associate - Procurement Operations. This letter will officially confirm your annual total earning potential and terms of your employment.

Your total compensation as Cost to Company would be **INR 225,000.00** /- per annum, of which -

**Fixed Component: INR 215,000.00/-** per annum payable monthly

**Performance Linked Pay: INR 10,000.00/-** per annum payable bi-annually

All perquisites and benefits in your compensation shall be governed as per policy applicable to employees in your grade/level in the Company and shall be governed by statutory guidelines and taxes as applicable. However, the structure of your compensation plan may be altered/ modified at the discretion of the Company from time to time in line with its compensation policy.

Your designation, start date, compensation & benefits package will be as indicated on compensation & benefits stack up page.

The terms of your employment are subject to the following pre-conditions (*If applicable*) –

- The office will be open to business on all days, other than declared holidays, from Monday to Friday. Your total working hours (including break(s)) is 45 hours per week. Your specific work timings will be determined by your role / functional needs.
- Your date of commencement of employment will be no later than 8/8/2022.
- GEP offers subsidized transport facility to all the employees. Should you wish to avail the same, an amount as per transport guidelines will be deducted from your net monthly salary every month.
- You will be entitled to 21 working days leave per annum. Detailed Leave Policy will be shared with you post your joining.
- You will be on probation for six (6) months from the date of joining GEP. During probation, the notice period will be 30 days and on confirmation, it will be 60 days.

- Please note that in case of Voluntary or Involuntary separation for any reason at any time before completion of one year from your start date, full amount of any relocation assistance, notice buyout or joining bonus (if any), will be recovered as a part of your Full & Final Settlement
- The first Performance Linked Pay / Bonus / Commission will be applicable, only if you have spent at least three months in the organization and are eligible for the performance assessment for the immediate next Appraisal cycle (Mid-term Review or the Annual Appraisal).
- Performance Linked Pay / Bonus / Commission is determined by your performance and the payment is in accordance with the achieved ratings and applicable Performance metrics in conjunction with the amount stated above
- Performance Linked Pay / Bonus / Commission Eligibility - You should be an active employee of the firm and should not be serving notice on the date of disbursement of payout.
- The offer of employment will be termed null and void if there is any misrepresentation of facts noted on the employment verification form
- The terms of this letter and this offer are valid for two (2) days from the date of this letter. If we do not receive the above requested documents from you before the expiration of this period or after receiving your acceptance of this offer if you do not join the Company on a mutually agreed date of joining, or if, we are unable to set an alternative date, the terms of this letter and this offer will be deemed to have been rejected by you, unless otherwise communicated to you by the company in writing.
- You will be retired from service on attaining the superannuating age of 60 years or earlier in case you are found to be physically/ mentally unfit to work any longer or for continued ill health as certified by the medical officer / medical practitioner nominated by the Company.
- You are required to successfully pass the final degree examination without any backlogs on any examination pending to be cleared by you. This offer shall stand withdrawn and cancelled if you fail to clear all your exams at the time of your date of joining under this letter.
- The offer of employment will be termed valid only if you are presumed medically fit to perform your tasks without risk to yourself or others.
- The terms of your employment are subject to successful clearing of Background Verification Check conducted by GEP or any of its representatives or contractors

The Letter of Offer is strictly confidential between you and the Company. Any discussion of your compensation with any third party is a ground for revoking the Letter of Offer.

The Terms & Conditions of your employment will be governed by the Offer Letter and Appointment Letter given to you.

We believe you have a successful career ahead of you and look forward to your joining us.

**Yours Sincerely,**

Subhash Makhija  
Chief Executive Officer

**COMPENSATION & BENEFITS STACK UP**

Name		Kiran Thakur	
Designation		Process Associate - Procurement Operations	
Department		GD - POps - P2P - IND	
DOJ		8/8/2022	
Contact Details		+91 8692981106	
<b>Salary Breakup</b>			
<b>Annual CTC</b>		<b>INR 225,000</b>	
<b>Sr. No.</b>	<b>Salary Heads</b>	<b>Per Month (INR)</b>	<b>Per Annum (INR)</b>
1	Basic Salary	12,000	144,000
2	House Rent Allowance	0	0
3	Leave Travel Allowance	0	0
4	Statutory Bonus	1500	18000
5	Other Allowance	2,617	31,404
<b>Flexible Components</b>			
1	Food Coupon (i)	0	0
<b>Gross Earnings (A)</b>		<b>16,117</b>	<b>193,404</b>
1	Employer's PF cont. (ii)	1,800	21,600
<b>CTC (B)</b>		<b>17,917</b>	<b>215,000</b>
<b>Deductions</b>			
1	Employees' PF Cont.	1,800	21,600
2	Professional Tax	200	2,500
3	Employees' ESIC Cont.	121	1,452
4	Income Tax	As applicable based on investments	
<b>Gross Deductions (C)</b>		<b>2,121</b>	<b>25,552</b>
<b>Net Payable (B - C) - (i + ii)</b>		<b>13,996</b>	<b>167,852</b>
<b>Benefits</b>			



1	Medical Insurance	Upto INR 500,000/-	Self + Spouse + 2 Dependent Children
2	Accident Insurance	Upto INR 500,000/-	Self Only
3	PF	Inclusive of CTC	
4	Gratuity	Exclusive of CTC	
5	Life Insurance Coverage	Upto 3 times of CTC	Self Only
6	Performance Linked Pay*	INR 10,000	Bi-Annually

#### Other Benefits:

- You have an option to availing GEP negotiated rates to cover your parents under a separate insurance plan up to **INR 500,000**. Premium for this is paid by the employee. This plan allows for coverage of Pre-existing ailments. Employees needs to be avail this benefit within 15 days from his/her Date of Joining.
- For permissible claims under the medical insurance plans detailed above, a co-pay of 10% is applicable.
- Since you are enrolled under the Employees' Provident Fund Scheme, the Retiral Fund amount will be deposited in your PF account as Employer's contribution. Your personal contribution to PF will be deducted from your Monthly Fixed Compensation

Important Note - As per the recent EPFO guideline; it is mandatory to have KYC and Aadhaar seeding done by the employee on the EPFO portal. Employees can use their UAN credentials and complete the same. GEP will not be able to make the PF remittance to the EPFO if KYC is not done by the respective employee which makes the organization non-compliant. In view of the same, we will not be able to process salary for the employees who do not have the KYC and Aadhaar seeding done on the EPFO portal.

**Please select if you acknowledge and accept or decline the terms and conditions of this Offer of Employment below.**

I accept the offer



**Signature** Kiran Thakur 7/28/2022 6:14 PM

(checking the checkbox above is equivalent to a handwritten signature)

**You are required to print, sign on all pages, scan and email back the complete letter along with the completed acceptance section to Anusha Anand (Anusha.Anand@gep.com) no later than 7/29/2022.**

**Acceptance of Offer**

I, Kiran Thakur, accept the position of Process Associate - Procurement Operations, and agree to all terms and conditions set out in this letter,

Thank you,

Kiran Thakur

A rectangular box containing a handwritten signature in blue ink. The signature is written in a cursive style and appears to read "Kiran Thakur".



2021-22  
TVAF  
①

Shraddha Chavan  
Ashtavinayak society A-6/1-3, Sector 15, Airoli, Navi Mumbai, MH  
Dear Shraddha,

Date: 5/31/2022

We are pleased to offer you the position of "Process Associate - Procurement Operations" with GEP - Mumbai starting 6/27/2022. The terms and conditions of this Contract with the Company are set forth below. Your engagement with us is contingent upon your agreement to these terms and conditions, as evidenced by your signing the acknowledgment copy of this letter and returning it to us before you join the Company.

- 1. Business of Company** - GEP (dba GEP Solutions Pvt Ltd and hereby referred to as "Company") is in the business of helping companies transform their procurement operations to deliver substantial and real savings to the enterprise. We help clients reduce their costs by refining and perfecting their supply chain practices. We offer advanced spend analysis, strategic sourcing services, as well as cost-effective procurement outsourcing for non-core tasks. We support the Clients in-house teams with procurement tools that can dramatically streamline everyday operations, while building best practices into every process. It's about total procurement transformation.
- 2. Duties** - You will be responsible for performing services for the Company as assigned by the Company's leadership who are designated with authority to manage and supervise your work. You are required to comply with all rules, regulations and procedures of the Company and such rules, regulations and procedures of the Company as may from time to time apply to your work.
- 3. Compensation and Benefits** - Your compensation will consist of a base amount of Rs. 15,000.00 per month. You will be appointed on retainership basis through a direct contract, and applicable TDS will be deducted from the gross remuneration.
- 4. Contract Duration** - This Contract will be valid till 12/26/2022.
- 5. Review of Compensation** - Your performance will be reviewed on or before 11/27/2022 after which we will redefine future relationship. You will be required to provide reports concerning your work activities from time to time as required.
- 6. Employment-At-Will** - Your Contract with the Company is on an at-will basis. Subject to the Notice of Termination provisions below, you or the Company may terminate your Contract, with or without cause, at any time.
- 7. Notice of Termination** - Except in cases of termination by the Company due to your wilful misconduct or non-performance, the Company will provide you one-week advance notice of termination of contract engagement. You likewise will provide the Company with 15 days advance notice of your resignation from contract engagement. In this Agreement, the word "termination" includes, but is not limited to, resignation, dismissal, incapacity and any other form by which your Contract with the Company ceases.
- 8. Holiday** - You will be entitled to holidays as per the firm's policy.

8. Confidential Information - During the course of your engagement with us, you will learn and/or be privy to confidential and proprietary information of the Company and/or its Customers. Preservation of the secrecy of such confidential and proprietary information is of great value and importance to the Company and its Customers. You therefore agree that, both during your Contract with us and at all times thereafter, you will not directly or indirectly use or disclose any such confidential or proprietary information, except with prior written approval from the Company and/or its Customers, as the case may be. During the course of your Contract with us, you may be requested to sign additional, specific confidentiality agreements for the benefit of the Company's Customers and you agree to do so. You also may receive documents, files or other materials (including computer generated or stored matters) that contain confidential or proprietary information of the Company and/or its Customers. You agree to return all such documents, files and materials, and any and all copies thereof, before termination of your Contract with us. Finally, to the extent that you have agreed to confidentiality or non-disclosure agreements in prior contract relationships, you agree to comply with such agreements and to not use or disclose the confidential and proprietary information of others in connection with your Contract with us by the Company.
10. Ownership of Intellectual Property - You agree that all inventions, improvements, developments and/or discoveries (whether or not patentable), and all works of authorship (whether or not copyrightable) (hereinafter collectively "Intellectual Property"), which you conceive of, create or make within the scope of your contract by the Company, whether solely or jointly with another or others, shall be the sole and exclusive property of the Company and/or its Customers or their respective successors, assigns or nominees, as determined by the Company and its Customers (the Owner). You further agree that you shall promptly and fully disclose all such Intellectual Property and shall execute, acknowledge and deliver, upon request of the Owner and without further compensation, either during or subsequent to your contract, all instruments which are desirable or necessary to prosecute an application for and to acquire, maintain and enforce all patents, copyrights or registrations covering such Intellectual Property in all countries. Moreover, you hereby convey, assign and transfer your entire right, title and interest in and to such Intellectual Property to the Owner and otherwise agree to cooperate as necessary to perfect the Owner's rights and ownership therein.
11. Severability; Tolling - If any term or provision of this Agreement is declared illegal or unenforceable by any court of competent jurisdiction and cannot be modified to be enforceable, such term or provision shall immediately become null and void, leaving the remainder of this Agreement in full force and effect. The 3 months periods set forth in paragraphs 11 through 13 hereof shall be extended, at the option of the Company, for a period of time equal to all periods during which you are or were in violation of such provision and to extend the restricted period to run from the date any injunction may be issued against you to enable the Company to receive the full benefit of the provisions agreed to herein by you.
12. Non-Solicitation of Customers - In the course of your contract, you will develop in-depth knowledge of the company, its Customers and its employees. You will also develop relationships of special trust and confidence with the Company's Customers and its employees. Information about the Company and its relationships of trust and confidence with its Customers are of great value and importance to the Company and are the Company's exclusive benefit. To protect these important interests during your contract you shall not directly or indirectly expropriate any corporate opportunities or otherwise engage in any conduct adverse to the best interests of the Company and its relationships with its Customers. Moreover, during your contract and for a period of 3 months following the termination of your contract for whatever reason, you shall not, directly or indirectly, solicit the business of (or otherwise deal in any manner adverse to the Company) or offer to provide any software engineering, consulting or contract programming services, to any Customer of the Company (including the Customer's customer) regardless of whether or not you personally dealt with the party during your contract. You recognize and agree that the business of the Company is highly competitive and is national and international in scope. You therefore understand and agree that this covenant is intended to

be given the broadest lawful and enforceable scope permissible for the protection of the business interest and goodwill of the Company and its Customers and its employees.

13. **Non-Solicitation of the Company's Employees** - During your contract, and for a 3 months period following termination of your contract for whatever reason, you shall not, directly or indirectly, solicit the services of (or otherwise deal in a manner adverse to the Company) any employee of the Company or induce such employees to terminate his or her contract. If, during your contract, you are approached or contacted by any employee or former employee of the Company suggesting, proposing, recruiting or inducing you to terminate your contract with the Company, you agree to notify the Company immediately in writing.
14. **Rights and Remedies upon Breach** - If you breach, or threaten to a breach, any material terms and conditions hereof, then the Company shall have the following rights and remedies, each of which shall be independent of the other and severally enforceable, and all of which rights and remedies shall be in addition to, and not in lieu of, any other rights and remedies available to the Company under law or in equity.
  - a. **Specific Performance** - The right and remedy to have all provisions of the agreement specifically enforced by any court having equity jurisdiction, including obtaining an injunction to prevent any continuing violation thereof, it being acknowledged and agreed that any such breach or threatened breach will cause irreparable injury to the Company and that money damages will be difficult to ascertain and will not provide an adequate remedy to the Company.
  - b. **Accounting** - The right and remedy to require you to account for and pay over to the Company all compensation, profits, monies, accruals, increments or other benefits derived or received by you as a result of any transactions constituting a breach of any material provision of this agreement.
  - c. **Damages, Costs and Attorneys Fees** - If you are found to have breached this agreement by a court of competent jurisdiction, you shall be liable for and agree to pay the Company: i) all damages suffered by the Company as a result of your breach and ii) all costs and reasonable attorneys' fees incurred by the Company to enforce its rights under this agreement.
15. **Prior Contracts** - The Company is not responsible in any manner for any breach of or liability under any previous non-disclosure, non-solicitation or any other contractual agreement with any prior employer, including any current or future costs, expenses and/or attorneys' fees.
16. **Remedies Cumulative; Waiver; Continued Effect** - All remedies specified herein or otherwise available shall be cumulative and in addition to any and every other remedy provided hereunder or now or hereafter available. Waiver of any term or condition of this agreement by any party shall not be construed as a waiver of a subsequent breach or failure of the same term or condition; or a waiver of any other term or condition of this agreement. The provisions of this agreement set forth in paragraphs 8-15 shall survive termination of your contract and shall continue in effect for so long as the same apply.
17. **Governing Law** - You recognize that the Company's Human Resources and other administrative departments are headquartered in Mumbai, India and that this agreement was executed by the Company in Mumbai, India and that it is a legitimate business interest of the Company to have all employees' agreements in the form of this agreement interpreted consistently so that the Company and all employees may know of the legal implications thereof. Accordingly, you agree that this agreement shall be interpreted and enforced in accordance with the laws of India & the state of Maharashtra, exclusive of its provisions relating to conflicts of laws. In addition, you hereby submit to the jurisdiction of the federal and/or state courts, as applicable, located in the state of Maharashtra, India, in connection with any action arising from or relating to the

enforcement, interpretation or application of the terms of this agreement.

18. Assign ability. You specifically acknowledge and agree that in the event the Company should undergo any change in ownership or change in structure or control, or should the Company transfer some or all of its assets to another entity, the provisions of this agreement and the right to enforce the same contained herein may be assigned by the Company to any company, business, partnership, individual or entity, and that you will continue to remain bound by the terms hereof.
19. Entire Agreement - This agreement embodies the entire agreement and understanding between the Company and you and supersedes all prior agreements and understandings relating to the subject matter hereof.
20. Counterparts - This agreement may be executed in multiple counterparts, each of which shall have the force and effect of an original.
21. Review Clause - The continuation of the contract or any other form of engagement with GEP will be subject to performance review on or before 11/27/2022.

Agreed to and accepted with the GEP (dba GEP Solutions Pvt Ltd and hereby referred to as "Company")

**Signature** *S. Dharap*  
(checking the checkbox above is equivalent to a handwritten signature)

Sathi Aich-Dharap-Director,  
Human Resources

Date: 5/31/2022

Date: 5/31/2022

**GEP Solutions Private Limited - III**

Regd. Office : 1301, 13th Floor, Building No.3, M/S Gigaplex Estate Private Limited- IT/ITES SEZ, IT PLOT

No. 5, Airoli Knowledge Park, TTC Industrial Area, Airoli (W), Navi Mumbai- 400708

P: 022-62295200 | 022-61372100 | [www.gep.com](http://www.gep.com)

CIN : U72900MH2009FTC193401



pooja pradhan &lt;poojapradhan5june@gmail.com&gt;

## Invitation to New Horizon college students for Career Fest on 22nd Dec-2022

3 messages

Prescilla Dantas <pdantas@tnsif.org>

Sat, Dec 17, 2022 at 1:51 PM

To: poojapradhan5june@gmail.com

Cc: Ruby Vishwakarma &lt;rvishwakarma@tnsif.org&gt;, Neha Anand &lt;nanand@tnsif.org&gt;

Dear Pooja Ma'am,

We are glad to announce that we will be organizing a **Mega Career Fest** for TNS India Foundation trained students on **date: 22nd December, Thursday**

The fest will be held at **Venue: SNTD, Matunga**

The students are required to report to the venue at **9:00 am** and are also informed about the same.

The Mega Career Fest is being organized to provide formal sector job opportunities to ensure a secure future for our students. We are doing this by bringing together **more than 10 corporates** and more than **350 entry-level applicants** overall under one roof. In order to make the fest more competitive as well as to provide equal opportunities to all students, each student will have a chance to sit for more than 3 corporates selected by them. Once selected, the student will not be permitted to apply for another opportunity through TNSIF, to ensure that each student present gets equal opportunity.

**We request you to encourage your students for 100% participation and to get pre-placement offers at this unique opportunity.**

There are 12 students who have completed the TNS training session and Please find attached the list of students who will be participating for the said career fest. The participating corporates are as follows:

1. Andromeda
2. Kotak Bank
3. HDB Financial Services
4. ICICI prudential
5. PRK Solutions
6. Impact Infotech
7. IIFL
8. Piramal Finance
9. BNM Solutions
10. Fives Digital
11. Reckrut

With this, we wish the students all the success and again, humbly request your support in this initiative!

Thank you.

 **New Horizon College Students.xlsx**  
5K



*Harib*  
**PRINCIPAL**  
New Horizon College of Commerce  
Plot # 5, Sector- 13, Airoli,  
NAVI MUMBAI 400 708.

pooja pradhan <poojapradhan5june@gmail.com>

Sat, Dec 17, 2022 at 2:47 PM

To: Jayaraman V &lt;jayaramanvee@gmail.com&gt;, raghvendra varma &lt;1234r.varma@gmail.com&gt;

[Quoted text hidden]

 **New Horizon College Students.xlsx**  
5K



27<sup>th</sup> december 2022

## Offer letter

Dear Zeenat Khan

Congratulations!!!

This refers to your application for employment and the subsequent interviews & discussions you have had with us.

We are pleased to extend an offer of employment as; Executive – customer care with Impact Infotech (India) Pvt. Ltd.

1. Cost to Company (CTC): Your total CTC will be Rs. 190008/- P.A. detailed in the enclosed Annexure – I. This will be the cost to company (CTC) including all the components of the salary and subject to Income Tax as applicable.

2. Joining: You will be joining us on or before 2-January -2022 at 9:30 AM.

3. Location: Your place of posting will be Mumbai 1. However based on the organisational requirements, at any time, during your service with the company, you are liable to be transferred to another location anywhere in India or abroad. In the event of such transfer, you shall be governed by and shall be subject to the rules and regulations of the business unit & location you are posted at.

4. Appointment letter: You will be given a detailed appointment letter with specific terms and conditions of employment at the time of joining.

5. This offer of employment is conditional and subject to you clearing the Reference Check. If we have reasons to believe that you have not discontinued your previous employment contract (if any) and Impact infotech finds or get aware that currently as on date your employment with the previous employer is valid and existing while still in services with us or any of the information provided by you is false or incorrect, then we reserve our unconditional rights to terminate your services forthwith at our sole discretion without giving a further notice to you. Further the duration or period of your work in Impact Infotech shall be treated null and void ab initio.

6. This offer of employment is contingent upon passing the Medical Examination Procedure Scheduled by Impact and upon Receipt of Report by Impact HR department on being medically fit for appointment.

7. The detailed Compensation Structure applicable to your grade is enclosed for your reference. Please note that your compensation is a confidential matter between you and the company. The company shall view any breach of confidentiality with utmost seriousness.



8. We have a corporate tie-up with HDFC Bank for salary accounts. Please acknowledge that the said bank has not identified you as a defaulter and if you have been identified as one, please specify any such previous instance to the HR department. In the event that you have provided us in complete / inaccurate details, this offer will be treated as null & void with retrospective effect.

9. As a part of our procedure, you are requested to furnish the following testimonials in original along with one set of photocopy. The original documents will be returned after verifying the photocopies, on your date of joining.

- a. Academic qualification certificates.
- b. Relieving letter of your previous employer.
- c. Age proof / Date of Birth Certificate.
- d. Seven passport size coloured photographs with white background.
- e. Form 16/ Provisional Tax certificate
- f. Last 3 months salary slips from the last employer. Experience & salary certificates of your previous employers, including the immediate past employer.
- g. Copy of Passport and Address proof
- h. PAN Card (in case the PAN Card is not available, please carry the acknowledgment of the application for PAN card submitted to the Income tax Authorities – MANDATORY)

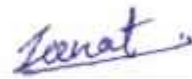
Please return the duplicate copy of this offer letter duly signed as an acknowledgement and the acceptance of the offer on or before falling which this offer shall stand withdrawn. We look forward to having you on board.

For Impact Infotech Pvt. Ltd.



Hitesh Hatkar

Senior Manager – Human Resources



Zeenat Khan