

Ms. Deepika

Near Pwd Colony, Jubbal, Tehsil- Jubbal, P.O- Jubbal
Shimla, H.P, 171205

Offer Letter

Dear **Deepika**,

Based on the interview and discussions you had with us, we are pleased to offer you an employment in our **Customer Operations Vertical**. Details of the terms & conditions of offer are as under:

1. You will be designated as **Analyst** and your initial place of posting will be **Chandigarh**.
2. You will be required to work for five days a week and have two days of leave at any time during the week. Your weekly leaves as well as your shift timings will be conveyed to you by your manager, basis the roster for the program / process you are assigned to.
3. Your date of commencement of employment will be on or before **April 27, 2021**.
4. Your Cost to the Company will be **INR 224,988** (As per the enclosed Annexure).
5. Deductions applicable: PF / Professional Tax / Income Tax / Transport (As applicable).
6. eClerx offers subsidized transport to employees. Should you wish to avail the same, an amount of **INR 1250** will be deductible from your net monthly salary every month.
7. Your employment would be subject to the Terms & Conditions, mentioned in your appointment letter, which will be issued to you on your joining.
8. You will be on probation for a period of three months from the date of joining. Upon successfully completing the probationary period, your employment is terminable with **30 days'** notice, with notice being provided by either you or the company.
9. During the probation period, you may need to undergo specific / designated trainings as a part of your employment.
10. Successful completion of these training and probation period is critical for confirmation of your employment.
11. Some of the specialized trainings will require a commitment of significant investment by eClerx as well as the employee. In such cases, you will be required to enter into a retention agreement with us. The details of such developments will be made available to you before the commencement of any such training.

12. You are hereby informed that on the day of joining you will have to undergo drug tests pursuant of policies and procedures established by or as may be deemed fit, from time to time, by the Company / client(s) for whose

processes you will be working for (i.e. if any). By signing this offer letter, you give irrevocable consent to the Company / its affiliates / officers and employees / Company's client(s), their affiliated companies, agents and officers etc., to conduct / arrange to conduct such test(s) and also release the aforesaid persons/entities of any claims, which you may have in this regard. You may be required to undergo tests for substance abuse as and when deemed necessary by the organisation. Should the reports of such testing be positive, the organisation withholds the right to initiate suitable action, including termination of services, against you.

13. You may need to undergo specific / designated trainings as a part of your employment. Such trainings are aimed to present an opportunity to expand your knowledge base, enhance your domain and product know-how, and equip you for effective execution of all your job responsibilities. Some of the specialized trainings will require a commitment of significant investment by eClerx as well as the employee. In such cases, you will be required to enter into a retention agreement with us. The details of such developments will be made available to you before the commencement of any such training

14. The offer is made to you subject to the following pre-conditions without fulfilling which your offer may be treated as null and void:

You will be required to submit, the following set of documents within five working days from the date of this letter being issued to you.

- a. Four passport size color photographs.
 - b. One set of photocopies of all certificates and mark sheets along with the originals for verification.
 - c. One photocopy of appointment letter and last three months' salary slips from the current employer along with originals for verification (Applicable if currently employed).
 - d. One photocopy of appointment letter and experience certificate / relieving letter from all the previous employers along with originals for verification (Applicable if worked with more than one organization).
 - e. One photocopy of Pan Card. If Pan Card not available, candidate must apply for it and bring the acknowledgement copy.
 - f. One photocopy of passport / driving license etc. for photo ID.
 - g. One photocopy of telephone bill / ration card, gas connection bill, etc. for proof of address.
 - h. One photocopy of experience certificate / relieving letter from the current employer along with originals for verification (Applicable if currently employed) within three working days from the date of joining.
15. In the initial recruitment process you were advised that this position is considered 'critical' and, therefore, your appointment is contingent upon successful completion of a background check, documents submitted by you are sent for necessary verification and authentication to the background verification agency.

You will be required to report on the said date or you are required to inform the HR at least 15 days before the agreed joining date, failing this, the offer shall stand withdrawn automatically, without any further intimation to you.

On the day of your joining, you are requested to meet with Ankita Trehan from Human Resources team for all joining formalities at our Chandigarh office at 9:00 a.m. (Address: Tower A and B, 2nd Floor, Rajiv Gandhi Technology Park, Chandigarh, email: : Ankita.trehan@eclerx.com; contact number: 9646815243)

Terms of your employment are governed by eClerx and eClerx reserves the right to make changes to your work location, shift and business vertical based on requirements of the organisation.

Kindly sign a copy of this letter as a token of your acceptance of this offer.

We welcome you to the eClerx family and wish you a successful career with us.

Yours Truly,
By

Accepted

For eClerx Services Ltd



Andrews Simon
Associate Principal – Human Resources

Deepika

Annexure I**Name:** Deepika**Designation:** Analyst**Date of Joining:** April 27, 2021

SALARY OFFER BREAK-UP	Amount (INR)	Annual Amount(INR)
Basic Pay	8,680	104,160
Other Allowance	4,320	51,840
Bonus	2,800	33,600
Monthly Fixed Compensation	15,800	189,600
Retiral Fund	1,560	18,720
Monthly Total Compensation	17,360	208,320
Annual Total Compensation		208,320
Performance Bonus (Upto)	1,389	16,668
Cost To Company		224,988
Gratuity		5,010
Total Cost To Company		229,998

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

Other Benefits:

1. You will be entitled to earned leaves equivalent to 24 working days per year. From the total leave balance, a maximum of 12 leaves will be carry forward to next financial year and any further leave balance, after the carry forward, will lapse. The leave policy shall be guided leave policy of the company.
2. All increments and bonus payouts will be prorated basis the date of joining or standard salary changes as per company policy which are contingent on your performance and subject to you being on active payroll of the company, on the date of actual payout. Any Employee serving notice period will not be eligible to receive the increments & bonus pay-outs..
3. You will be entitled to gratuity as per the provisions of the Payment of Gratuity Act 1972 and the amendments made thereafter.
4. A comprehensive Hospitalization Benefit will be available for you, including pre-existing disease cover. The limit of coverage is Rs.100,000.

5. If you are required to work in the night shift, you will also be entitled to receive a night shift allowance calculated basis the number of nights worked during the month, subject to the terms and conditions laid out in the Company's policy.
6. Language Allowance, if any, will be withdrawn if your role changes for any reason whatsoever, and the new role does not require you to use your language proficiency.
7. In the event of your voluntary separation from the company within a period of 12 months from your date of relocation / transfer to any of the Company's offices in India (if any), you shall be liable to pay to the Company, all the expense incurred towards movement of household goods, relocation allowance, accommodation cost and all other expenses related to your relocation/transfer.

For any further queries, request you to get in touch with your recruiter or drop an email to below mentioned POC's:

Mumbai and Pune Location - candidateexperience_eclerx@eclerx.com or contact, Hema Nair (8879691083).

Chandigarh Location - Recruitment_Managers@eclerx.com or contact, Tara Sharma (9780009693)

I have read and understood all the above mentioned points and accept the offer.



Offered By: Andrews Simon
Designation: Associate Principal – Human Resources

Accepted by: _____

Date: _____



सरस्वती विद्या मन्दिर

संचालित : हिमाचल शिक्षा समिति, विकास नगर, शिमला

नियुक्ति पत्र

क्रमांक _____

दिनांक 29-02-2020

द्वारा

मन्त्री

सरस्वती विद्या मन्दिर उच्च विद्यालय जुब्बल

जिला शिमला

सेवा में

श्रीमान/श्रीमती/कुमारी _____ कृतिका सुं पुत्री श्री सुरेन्द्र सिंह

गाँव सरहाना डांडोची तहसिल जुब्बल शिमला

सेवा कार्य सम्बन्धी आपके प्रार्थना पत्र के उतर में सूचित किया जा रहा है कि आपको सरस्वती विद्या मन्दिर जुब्बल में अस्थाई अम्प्यर्स/आचार्य के पद के लिए नियुक्त किया है।

1. आपको _____ वेतन प्रतिमास प्राप्त होता रहेगा अन्य सुविधायें जो भी समय-समय पर हिमाचल शिक्षा समिति की ओर से आचार्यों को दी जावेगी, आप उनके अधिकारी होंगे।
 2. आपके सेवा कार्य का प्रशिक्षण काल एक वर्ष रहेगा, यह अवधि स्थिति की मांग के अनुसार एक वर्ष अथवा इससे अधिक समय के लिए बढ़ाई भी जा सकती है।
 3. आपको प्रशिक्षण काल के गुणावगुणों के अनुसार स्पाई किया जा सकता है।
 4. सेवा नियमों एवं अवकाशादि अन्य जर्तों के लिए आचार्य नियमावली के अनुसार आपका आचरण चाहिए।
 5. आप पूर्ण समय के लिए विद्या मन्दिर की सेवा में रहेंगे। विद्या मन्दिर की गुणात्मक उन्नति की व्यवस्था के साथ-साथ हिमाचल शिक्षा समिति द्वारा समय-समय पर आयोजित कार्यक्रमों में भाग लेने के लिए आपने सदा तैयार रहने की अपेक्षा की जायेगी।
 6. आपको हिमाचल शिक्षा समिति एवं प्रबन्ध समिति की अपेक्षाओं को यथावत् पूर्ण करते हुए उन दोनों में समन्वयात्मक एकात्मता के लिए प्रयत्न करने होंगे।
- यदि आप ऊपरलिखित जर्तों से सहमत हैं तो आप अपने पद का कार्यभार 06-03-2020 तक संभाल कर प्रबन्ध समिति को उसकी सूचना दें।

स्वीकृति की स्थिति में प्रायों के
हस्ताक्षर एवं पूरा पता

कुं कृतिका सुं श्री सुरेन्द्र सिंह
गाँव सरहाना डांडोची तहसिल जुब्बल
जिला - शिमला (हिं प्र०)

भवदीय
31-12-2020 तक नियुक्ति की जाती है
मन्त्री _____
Manager/सरस्वती विद्या मन्दिर Member
Saraswati Vidya Mandir
Distt. Shimla H.P.



M.S. Services Pvt. Ltd.

SCO 1, 1st Floor, HIMUDA Commercial Complex,

Sai Road, Baddi, Distt.-Solan, HP-173205

Mob: 098160-29768, 093180-49059

E-mail: mssgmha@gmail.com, Website: www.msservicesindia.com

MSS/HR/ADMIN/2022

Date: 09-03-2022

Mr. Robin

S/o Sh. Ramesh Lal,

Vill.- Jakhi, PO- Khashdhar,

Teh. Chirgaon, Distt.-Shimla (HP)-171208

Mobile:-08629808845

Sub: - LETTER OF INTENT

Dear Sir/Madam,

This has reference to your application and subsequent interview with us.

We are pleased to offer you the position of "FTU Co-Ordinator Equivalent to Dy.Ranger." in Forest Division Rohru, Khashdhar (HPNRMS, JICA Project), Rohru, Khashdhar, Distt.-Shimla (Himachal Pradesh) on contractual basis as per the terms & conditions mutually agreed upon at the time of interview.

As discussed, please take all actions to join our organization under Forest Division Rohru, Khashdhar (Shimla) on 10-03-2022 failing which this letter of intent shall be treated as cancelled.

Formal letter of appointment containing detailed salary structure and other terms & conditions of appointment shall be issued to you after completion of all the documentations.

Your appointment may be cancelled if you do not submit all the documents with the company within one (1) month prescribed time period or any documents found incomplete, manipulated & false during our verification process.

You are requested to bring/submit the following documents at the time of your joining or within in one (1) month after joining period:-

1. Photocopy of Matric or other certificate showing date of birth.
2. Photocopy of certificates of your educational qualifications.
3. NOC/Relieving & experience certificate from present employer.
4. Declaration on Stamp Paper (Affidavit Rs. 10/-) as per specimen attached
5. Form no. 16 (Income Tax) from present employer (If applicable).
6. Four recent passport /stamp size colored photographs.
7. Medical fitness certificate.
8. Provident Fund/UAN No. (If, Any)
9. E.S.I. No. (If, Any)
10. Police Verification Report.
11. Copy of Aadhar Card with proper Date of Birth (DD/MM/YY)
12. Copy of Bank Account Number with IFSC.

With best wishes,

For M. S. Services Pvt. Ltd.

Sanjay Rana

CC: Copy Forwarded to CPD-Shimla (JICA Project) for further necessary action please.

CC: Copy Forwarded to CPD-Solan (IDP Project) for further necessary action please.

Charge Report

Certified that the charge of the C.R.S. BLM was made over by (name)

Virender Singh to (Name) Shalle BLM At

Bro. Teram Date 15.07.2021 Forenoon/Afternoon in

accordance with No. memorandum of transfer for 2021 dated 10-09-21

Relieved officer (Signature)

Relieving officer (Signature)

Copy to :-

1. SSPOs Shimla Division - for info
2. Sr Postmaster Shimla GPO- for info and n/a
- 3-4. Individual
5. Office copy



मेल आवागमन विभाग
कैथल
उप-डाकघर
निदेशक
डॉकमेंट
रॉहटु
-171207

Cash - 36,519
1

डाकघर
उप-डाकघर, रोहटु - 171207
Post Office
Sub-Division, Rohru-171207

36,519

Dated, Jubbal : 14 September 2020

APPOINTMENT ORDER

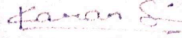

On the recommendation of the selection committee, Mr. Vipul Sharma S/O Sh. Kuldeep Sharma Vill – Pujarli PO – Mandal, Tehsil – Jubbal, Distt. Shimla (H.P) is hereby appointed as Gram Rozgar Sewak on fixed remuneration Rs. 6800/- Per Month under MGNREGA initially for one year, which may be extendable on year to year basis subject to conduct of the appointee, is satisfactory.

The appointment for the post is subject to the following terms and conditions :-

1. He/She will have to sign an agreement to be executed between appointee and the Government of Himachal Pradesh through Chief Executive Officer Panchayat Samiti-cum-Block Development Officer Jubbal-Kotkhai, as per Annexure attached.
2. He/She will have to produce the following certificate/declaration :-
 - (a) Medical fitness certificate from the Medical Officer concerned.
 - (b) Declaration to the fact that the candidate shall have not more than one living wife.
 - (c) A character certificate from any Gazetted Officer to whom the candidate is known for last three years.
 - (d) The certificates of educational qualifications and One Year Diploma in Computer Application.
 - (e) 10th Class Certificate in support of age and date of birth.
 - (f) An affidavit to the effect that the candidate is not dismissed employee from service of Government or Local Body, if any, held by him/her previously.
 - (g) A declaration that information and documents submitted by me are correct and true. In the event of my information/documents being found false at any stage, my appointment shall be liable to terminate without notice and punishable under law.
 - (h) A certificate of being SC/ST/OBC/Physically handicapped.
 - (i) The service of the appointee will be purely on temporary and co-terminus basis. The appointment is liable to be terminated in case the performance/conduct of the appointee is not found satisfactory.

Contd.....page No.2/-

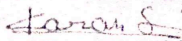
If the above mentioned conditions are accepting to the candidate, he may report to the Chief Executive Officer Panchayat Samiti-cum-Block Development Officer Jubbal-Kotkhai on or before 15 days positively, failing which his selection/appointment will be stand cancelled.


Chief Executive Officer Panchayat Samiti
-cum-Block Development Officer,
Jubbal Kotkhai 

Endst. No. 1634-1635, Dated : 14- September 2020

Copy to :

1. The Director Rural Development Department Himachal Pradesh Shimla-9 for information w.r.t your letter No. RDD-II-B-(1)/2019-Misc-3818-3893 dated 26th November 2019 and even No. 1795-1870 dated 22nd June 2020.
2. Mr. Vipul Sharma S/O Sh. Kuldeep Sharma Vill – Pujarli PO – Mandal, Tehsil – Jubbal, Distt. Shimla (H.P) for information and compliance please.


Chief Executive Officer Panchayat Samiti
-cum-Block Development Officer,
Jubbal Kotkhai 