

Date 04-Jan-24

Name Shubha S

Address 1: No-21, Near BS Carmel School, Kachanaikanahalli, and Bengaluru-560105

Address 2: No-21, Near BS Carmel School, Kachanaikanahalli, and Bengaluru-560105

Mr. / Ms. Shubha S S/o. /D/o Srinivas P ,

This has reference to our earlier interviews. We are pleased to offer you the position of “**CSA**” in our organization. A detailed appointment letter will be given to you on the date of joining.

Your appointment will be effective from **04-Jan-24** (Subject to certification as per company norms).

1. You will be on probation for a minimum period of “**6**” months.
2. During the probation period,

Your **CTC** will be **Rs. 25,000** /- & **Take Home** will be **Rs. 21,459** /-, per month.

3. This offer will be valid only if you are certified if not, offer of employment will become null and void.
4. While in employment with **Ebixcash Global Services.**, you will not
 - Work/engage/associate yourself with any business/trade/profession/employment/office-of-profit outside your company responsibilities.
 - Have a direct or indirect financial interest in or a financial relationship with a company competitor/supplier/customer.
 - Take part in any company business decision involving an organization that employs your spouse or family member.
 - Receive/accept any gift/commission/rebate/discount/profit, directly or indirectly, under any circumstances, from any person, company or firm having business relationship/transaction with the company.
5. During probation period separation of service is subject to a notice of minimum 7 days for M1 Level, 15 days for M2 to M4 Level and 30 days for M5 and above Level. Post confirmation separation of service is subject to a notice of minimum 15 days for M1 Level and 30 days for M2 to M4 Level and 60 days for M5 and above Level.
6. The Company shall have the right to, take stringent action including severance of services with the Company, without giving due notice or salary/statutory compensation in lieu thereof, in an “Event of Breach”, which shall include
 - Fraud.
 - Gross negligence.
 - Breach of confidentiality.
 - Refusal, to discharge assigned duties & reporting for assigned work shifts.
 - Absenteeism from work without authorization/intimation for more than 3 consecutive days.
7. The Human Resources Department will conduct an orientation, presentation, and review of your employee handbook and benefits, normally on your first day of work. This will be coordinated with your schedule.

8. Along with this letter, the following documents for you to review, execute and bring with you on your first day of work:-

- Aadhaar Card hardcopy.
- Pan Card hardcopy.
- Education documents (SSC & HSC along with the highest qualification proof),
- Bank account hardcopy
- Experience certificate if any,
- "3" passport size photographs.

We look forward to your support and commitment in your work.

This offer letter contains the entire understanding between **Ebixcash Global Services** and you with respect to your employment, and shall supersede all prior and contemporaneous agreements and understandings, inducements or conditions, express or implied, oral or written

Please sign the duplicate copy of this offer letter and return the same for our records, as a token of your acceptance, within "7" working days of receiving this offer letter.

If we do not receive the duly signed duplicate copy of the offer letter within the time stipulated, then we will consider that you have declined this offer.

I believe that this covers everything we discussed. The **Ebixcash Global Services** team is excited at the prospect of you joining us. Should you have any questions, please do not hesitate to contact **HR** team and we will assist in any way we can.

With best regards,

Yours sincerely,

For,

Ebixcash Global Services

I Accept.



(HR MANAGER / AUTHORIZED SIGNATORY)

Date

Name :	Shubha S	
Designation :	CSR	
DOJ	04-Jan-2024	
Emp Code :		
Band:	M1	
Location	Bangalore	
ANNEXURE OF EMOLUMENTS		
	P.M. (Rs.)	Annual (Rs.)
Basic	13,699	1,64,391
HRA	3,562	42,744
Advance Statutory Bonus	5,958	71,493
Total	23,219	2,78,628
Statutory Deductions		
Profession Tax	-	-
Mediclaim	116	1,392
Provident Fund Employees Contribution	1,644	19,727
Total Deductions	1,760	21,119
Monthly Take Home Salary (Subject to applicable deductions)	21,459	
Company Contribution		
Employer Contribution to Provident Fund	1,781	21,372
Total	1,781	21,372
Gross Salary	23,219	2,78,628
Total Cost to Company	25,000	3,00,000

Registered Office : No. 88/1 BBMP Khata No. 272/88/1Nagawara Ring 2nd stage, Hennur-Bellary Road,
Nagawara, Bangalore KA 560045

Regional Office : AssureEdge Global Services Pvt. Ltd. 1st Floor, Okay House, A35 MIDC, Street no 2,
Andheri E, Mumbai 400 093

T : +91-022-68381110 | W : www.ebixcashglobalservices.com

CIN : U72400KA1989PTC009832

