



SPECTRUM TALENT MANAGEMENT (P) LTD.

Date: 15/11/2019

Subject: Offer-cum-Appointment Letter

Dear Subash,

We are pleased to offer you employment in our organization, and your acceptance on the following terms and conditions:

1. Date and Place of Posting

You are requested to join **Fastfox India Pvt. Ltd** on or before 19/11/2019. You shall be posted at Fastfox India Pvt. Ltd office located at **Bangalore**.

2. Transfer

Company reserves its right to transfer your services to any office/s under the same terms of employment

3. Designation

You are being designated as **Field Sales Officer**.

4. Remuneration

Detailed in Annexure – I

5. Job Responsibilities

Your duties shall be assigned to you by your Department Head/Immediate Manager or any other person deputed by them.

6. Hours of Work

Your working hours will be governed by applicable law and it is the sole discretion of the Company to revise the same from time to time. You will be governed by the working hours and holidays normally governing the SBU location you are assigned to. Because of frequent association with projects overseas and compliance with various deadlines, it might be necessary from time to time to work as per the business needs, which might be different from the standard working hours.

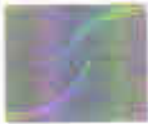
7. Termination of Employment

Your employment will stand terminated with the end / termination of contract or end date of the employment. The employment may also get terminated by giving 15 days notice by either party or gross salary in lieu of the same. In case you are found involved in any unethical practices your employment will stand terminated with immediate effect without giving any notice or payout in lieu of notice.

C - 142, SECTOR 63, NOIDA - 201301, **HR SUPPORT NO. - 0120 - 3384951, 884**

VISIT US : WWW.SPECTRUMTALENT.CO.IN helpdesk@spectrumtalentmanagement.com

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8. Joining Details

You are requested to submit the following documents in original at the time of joining for verification and a photocopy of the same for submission:

1. Copy of appointment letter of last employer
2. Copy of last salary slip
3. Five passport size color photographs
4. Copy of accepted resignation letter
5. Relieving letter from last employer
6. Self attested copies of educational certificates
7. Date of Birth Certificate
8. Self attested copies of work experience letter from all previous employer
9. Identity proof (Driving License / Aadhaar Card / Voter ID Card / Passport)
10. Copy of PAN card
11. Address proof (Fixed Line Phone Bill / Ration Card / Voter ID Card / Electric Bill / Driving License)
12. Copy of Cancelled Cheque of your present salary account.

Note: Your salary processing is subject to completion of above joining formalities.

9. Validity of Offer Letter

Please sign the duplicate copy of the appointment letter as token of acceptance within Two (02) days of receipt. If you fail to provide your acceptance and/or do not join within the stipulated time, this offer shall stand automatically withdrawn.

We look forward to your joining us and wish you a long lasting mutually enriching association with Spectrum Talent Management.

For Spectrum Talent Management Pvt. Ltd

(Authorized Signatory)

I, Mr./Ms. _____ have read the terms and conditions of my services as mentioned above and I accept the offer of employment without any reservation.

Name: Subash

Signature:.....

Date:.....

Place:.....

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Annexure - I

Name: Subash
Designation: Field Sales Officer

Component	Monthly	Yearly
Basic	15000	180000
HRA	4750	57000
TA	2000	24000
Bonus	1250	14994
Gross	23000	276000
PF	1,950	23,400
ESIC	0	0
Insurance	60	720
CTC	25010	300120
PF (E/ee)	1,800	21600
ESIC (E/ee)	0	0
P.Tax	200	2400
Net	21000	252000

"You would need to go through mandatory training post you will be selected to continue if you will clear the training".

For Spectrum Talent Management Pvt. Ltd

Candidate Acceptance

(Authorized Signatory)

(Signature)

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