

OFFER LETTER

13th February 2025

T. Sandhra Santhosh,
12/932, TV Thankappan Lane,
Panayapilly, Mattancherry, Kochi,
Ernakulam, Kerala-682002.

Dear **T. Sandhra Santhosh,**

Congratulations!!!

With reference to your application and subsequent interviews you had with us, we are pleased to give you the Offer as “**US HR Recruiter**” at **NewAgeSys Solutions (P) Ltd.** subject to the following terms and conditions:

- During your training period, your stipend would be **INR 35,000/-** (in- hand).
- You will be eligible for incentives along with the mentioned stipend as applicable. Also you are eligible for the Interview incentive during your probation / training period (up to initial 3 months).
- You agree to give us a **2 years (twenty four months)** work commitment as we will be providing you with full ongoing training to make you an expert in Talent Acquisition. This will NOT affect your Salary Appraisal or Promotions.
- Your training period will be for **3 months**. The management, however, will have the option of extending the probation period based on your performance evaluation.
- Your First Performance Evaluation to make you permanent will be conducted after the training period.
- You will be working for only **five days** in a week (Monday through Friday).
- Effective from your date of joining, you will be entitled to public holidays and optional holidays as outlined in the NewAgeSys Solutions' Holiday List, in accordance with company policy. Employees in the probation period are permitted to take leave if necessary; however, any leave taken during this period will be considered as loss of pay.

- Your compensation package after successfully completing the training period could be INR 35,000/- based on your performance with annual CTC of **INR 4.55 Lakh**.
- Detailed CTC structure example with a salary of INR 35,000/- is added in Annexure 1, as an example.

Upon successfully completing your training period and being confirmed as a permanent employee of NewAgeSys Solutions (P) Ltd, you will become eligible for the following Employee Benefits, including those determined by your salary structure:

- **Provident Fund (PF):** Enrollment in the Provident Fund scheme, with a 13% contribution from the employer and a 12% contribution from the employee.
- **Gratuity:** Eligibility for gratuity benefits in accordance with the Payment of Gratuity Act.
- **Welfare Fund:** Access to labor welfare benefits as stipulated by the state legislature.
- **Medical Insurance:** Coverage under the company's medical insurance policy for employees earning a gross salary exceeding INR 21,000, subject to the terms and conditions of the policy.
- **ESI (Employee State Insurance):** Eligibility for ESI benefits for employees earning a gross salary of INR 21,000 or below, in compliance with labor regulations.
- **Public Holidays:** Entitlement to public holidays as outlined in the company's employment policy.
- **Casual Leave:** Access to casual leave upon confirmation as a permanent employee.

Additional Notes:

- Gratuity calculation period will be effective from the respective joining date.
- Health insurance coverage is up to Rs 2 Lakh per year. 100% of employee premium is contributed by the company.
- Based on the terms & condition, you will be able to add / enroll your family (Father, Mother, Spouse and Kids) into the Health insurance program.
- You will also be subject to the policies outlined in the Employee Handbook, which you will receive upon joining the company.

Kindly send us an email with your **Offer Acceptance** on or before the expiry of the offer Validity which will end by **05:00 PM on 17th February 2025**.

We are excited to welcome you to our organization as a member of a company that we believe provides each employee opportunities for both personal and professional development. If you have any questions, please do not hesitate to contact at abhijith@newagesysindia.com. We look forward to working with you and hope you will find your employment a rewarding experience.

For NewAgeSys Solutions (P) Ltd.
Abhijith Prakash
Assistant Manager - HR
Phone: 8089200791

Annexure-1

Candidate Name	T. Sandhra Santhosh	
Department	SYS (Cochin Office)	
Designation	US HR Recruiter	
COMPONENT	Monthly (₹)	Annually (₹)
Basic	13300	159600
HRA	5320	63840
Travel Allowance	1330	15960
Duty Allowance	4995	59940
Personal Allowance	4959	59508
Other Allowance	3500	42000
Advance Bonus	1596	19152
Total (A)	₹ 35,000/-	₹ 4,20,000/-
DEDUCTIONS		
Provident Fund (Employee Contribution)	1596	19152
Welfare Fund Contribution	50	600
Total Deduction (C)	₹ 1646	₹ 19,752
NET PAY (A-C) (Net pay is subject to applicable)	₹ 33,354/-	₹ 4,00,248/-
CTC STRUCTURE	Monthly (₹)	Annually (₹)
Salary (A)	35000	420000
Provident Fund (Employer Contribution)	1729	20748
Welfare Fund Contribution	50	600
Medical Insurance	530	6360
Gratuity	639	7668
Total (B)	₹ 2948	₹ 35,376
Total CTC (A+B)	₹ 37,948/-	₹ 4,55,376/-

Please Note: Net pay as mentioned above shall be subject to applicable Income Tax (TDS) / any other statutory deductions as per the existing laws prescribed by State or Central government authorities.