

**Ms. KAVITA INDRAJEET MAURYA**

### Offer letter

Dear Kavita,

With reference to your application and the subsequent interview you had with us, we confirm our intent to offer you in **Ugam Solutions Pvt. Ltd.** at our **Thane** office on the following terms:

**Salary:** Your Total Compensation will be **₹ 320,000/- ( )** per annum.

The detailed break-up of your first year's compensation is specified in Annexure I.

**Joining date:** As discussed and agreed, you will join not later than **02-Jun-2022**.

**Training Period:** If required, you will be provided job-skill training related to your function. All such training(s) will be evaluated on a periodic basis and the feedback/result will be shared as appropriate. In the event your evaluation results are not satisfactory; the company reserves the right to terminate your services with immediate effect.

**Validity of the offer:** This offer is valid till receipt of satisfactory responses/feedback during reference and background checks made with your previous employer(s) and is subject to

1. Your acceptance of this offer within one week of receiving it and
2. Your joining on or before **02-Jun-2022**. However, the Company may extend your last date of joining.

A detailed Appointment Letter will be issued to you separately.

**Submission of Documents:** As part of your joining formalities, you are required to submit the following documents on your date of joining:

1. Copy of SSC, HSC, Graduation and Post-Graduation marksheets & degree certificates
2. Copy of relieving letter/experience certificate/accepted copy of resignation letter from your previous employer, if applicable
3. Copy of last three months' salary slips from your previous employer, if applicable
4. Copy of your PAN Card and Aadhar Card (mandatory)
5. Copy of Residence proof (Aadhar card, Driving License, Leave & License Agreement, Ration Card or Passport)
6. Four passport size photographs in white background

Please sign a copy of this letter as a token of your acceptance. We look forward to having you as a member of the growing family of Ugamites.

Thanking you.

Yours faithfully,



Vaishali Mehta

Vice President - Human Capital Management

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(Declaration)

I, **KAVITA INDRAJEET MAURYA**, understand the importance of submitting the listed documents, and will submit the same to the Human Capital Management team of Ugam Solutions SEZ Pvt. Ltd., not later than 45 days post my date of joining. I also understand that in case of non-submission of the listed documents within 45 days of my date of joining, the organization has all the rights to terminate this offer with no dues condition.

Signature: \_\_\_\_\_

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**(For Official use only)**

Comments by Authorized Human Capital Management representative

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Name and Signature

| Ugam Solutions SEZ Pvt. Ltd.  |                             |                |
|---|-----------------------------|----------------|
| Name  | Kavita Indrajeet Maurya     |                |
| Designation   | Associate Software Engineer |                |
| With effect from  | 02-Jun-2022                 |                |
| Annexure I: Salary Structure (in ₹)   |                             |                |
| Salary Heads  | Per Month                   | Per Annum      |
| <b>Fixed Components (FC)</b>  | <b>20,882</b>               | <b>250,580</b> |
| Basic Salary  | 13,000                      | 156,000        |
| HRA   | 7,882                       | 94,580         |
| <b>Bonus (B) +</b>  | <b>2,600</b>                | <b>31,200</b>  |
| <b>Gross Salary (G)</b>   | <b>23,482</b>               | <b>281,780</b> |
| <b>Retirals &amp; Medclaim (RM)</b>   | <b>1,560</b>                | <b>38,220</b>  |
| Co. Contribution to PF  | 1,560                       | 18,720         |
| Gratuity ++   | -                           | 7,500          |
| Mediclaime Premium +++  | -                           | 12,000         |
| <b>Total Compensation (G + RM)</b>  | <b>25,042</b>               | <b>320,000</b> |
| <b>Take Home Before Tax (G - PF)</b>  | <b>21,922</b>               | <b>263,060</b> |
| +++ <u>Insurances</u>   |                             |                |
| 1. Group Medclaim of ₹ 300000/- for Employee + 5 Dependents   |                             |                |
| 2. Group Personal Accidental death coverage of ₹ 20 Lakhs or 2 times your Total Compensation, whichever is higher |                             |                |
| 3. Group Term Life insurance coverage of ₹ 8 Lakhs or 1.5 times your Total Compensation, whichever is higher      |                             |                |
| + Includes any bonus payable as per the 'Payment of Bonus Act'  |                             |                |
| ++ Payable as per the 'Payment of Gratuity Act'   |                             |                |
| Additional Night Shift & Food Allowance of ₹ 250/- for every night shift worked                                   |                             |                |
| ₹ 10/- will be deducted in December towards Labour Welfare Fund contribution                                      |                             |                |