

**Private and Confidential**

26/10/2020

Ms. K. Bhuvaneshwari,  
Chennai.

Dear Bhuvaneshwari,

**Sub: Offer of Employment**

We are pleased to issue the offer letter of your employment as a **'Talent Acquisition Executive'** with us here at Job Booster Social India Pvt. Ltd. We hope you will enjoy your role and make a significant contribution to the success of the business.

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Commencement

Your employment will commence on 26/10/2020.

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Location

You will currently report to our office 2<sup>nd</sup> Floor, V Block, 36/2, New. No.12, 11<sup>th</sup> Street, Anna Nagar, Chennai, Tamil Nadu - 600 040.

If required, you will be expected to travel, be stationed & work at such other locations too, as reasonably determined by the needs of the business.

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Remuneration

Your CTC is Rs. 2,66,400/annum with a take home of Rs.22,000/month, which will be paid by the 5<sup>th</sup> day of every month.

A salary breakup of the overall CTC is below as an Annexure.



**Job Booster Social India Pvt. Ltd.**

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Email: [contact@jobboosterindia.com](mailto:contact@jobboosterindia.com)

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## Job Description: Talent Acquisition Executive

You will be required to develop, maintain and deliver institutional clients for our recruitment services - identifying and engaging candidates, clients & their requirements, which support Job Booster's overall strategic aims and objectives. You will be expected to contribute at operational level in-order to identify priorities and recommend appropriate solutions which support business aims, in addition to providing a stakeholder-focused service. Here your work and input will help directly influence our future. The outlines of the responsibilities are as below:

Your responsibilities will be as below:

- Searching & Reaching out to prospective candidates for their availability and to coordinate and drive interviews
- Talent Mapping - Matching the right candidate to the right Job.
- Recruitment by using various sources, for multiple roles & industries.
- Maintaining Talent Pipeline and Database Management.
- Working on multiple Projects simultaneously.
- Following up with all stakeholders - corporate clients, networking with institutions, NGO, soliciting referrals, and other networking events as requested.
- Leveraging social media, sourcing passive candidates, reviewing applications & screening candidates.
- Schedule and Coordinate interviews via emails, phone calls, in-person walk-in drives.

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## Hours of Work

At the office of **Job Booster Social India Pvt. Ltd.**, general hours of business are:  
Monday - Saturday, 9.30am - 6.30pm. The 2<sup>nd</sup> and 4<sup>th</sup> Saturday, 9.30am - 2pm.  
Every 1<sup>st</sup> and 3<sup>rd</sup> Saturday are an off.

It is expected that you will work an average of 47 hours per week, during general business hours. From time to time you will be required to work reasonable additional hours or after hours or on Saturdays, when necessary to perform your duties.

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## Probation

A Six-month Probationary Period will apply to this role. The appointment is subject to the satisfactory completion of the Probationary Period which itself is subject to termination during any stage, by either party, upon 7 days' notice, or by payment in lieu of notice.

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The end of the six-month probationary period does not automatically make you a "permanent" employee. The end of the probationary period and your subsequent permanent appointment will be intimated to you in *writing*.

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## Leave Policy

During the probation period you will be entitled for 1 earned leave at the start of every month.

On your confirmation, you will be entitled up to 24 annual leaves based on the date of confirmation and calendar year closure.

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## Termination

The minimum period of notice required to be given by either side are 15 days.

The company may terminate your employment at any time without notice if:

- You are guilty of serious misconduct; or
- You are in material breach, including confidentiality undertakings.

Following the closure of your employment you will be required to return all company property.

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## Privacy & Property

You are required to observe and uphold all Job Booster Social India Pvt. Ltd., privacy policies and procedures as implemented or varied from time to time. Collection, storage, access to and dissemination of company or employee information will be in accordance with the company privacy legislation.

If you have been given a company owned telephone, SIM card or laptop, it is solely your responsibility. Any damage or loss, will be incurred by you. On exit from company, you will have to hand them over in perfect working condition.

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## Company Policy

Job Booster Social India Pvt. Ltd., has in place company policies and procedures. You are required to comply with company policies, as viewed from time to time. A failure to comply with these policies may result in disciplinary action being taken against you.

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## Confidentiality of Information

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During your employment you may become aware of information relating to the business of Job Booster Social India Pvt. Ltd., including but not limited to client lists, trade secrets, client details and pricing structures.

Confidential information, including client lists, trade secrets, pricing structures and any and all documents, systems, processes and software, created by either you or the team, in the course of your employment, remain the sole property of Job Booster Social India Pvt. Ltd. You shall not, either during or after your employment, without the prior written consent of the Job Booster Social India's management, directly or indirectly divulge to any person or use the confidential information / intellectual property, for your own or another's benefit.

## Conflict of Interest

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During the course and 6 months after your employment with Job Booster Social India Pvt. Ltd., you will not engage yourself directly or indirectly in any professional or personal activity which might be considered prejudicial and detrimental to the lawful interest of the company **i.e., using its intellectual property, systems, processes, trade secrets, anything mentioned in its memorandum or articles of association or otherwise considered to be conflict of interest in this regard.** The employee shall at all times keep the company duly informed in writing at all times, and in the eventuality of failure to do so the company shall be at liberty to proceed against such employee by initiating and prosecuting such civil and criminal action as may be deemed fit and proper including seeking indemnity and damages.

You will not accept any individual, consulting or freelance work while being employed with our organization. You also cannot accept any gifts, commission or any sort of gratification in cash or kind from any person, firm or company while working with us, and if you are offered any, you should immediately report the same to the Management.

## Jurisdiction

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This contract is made in Anna Nagar, Chennai, T.N.



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## Welcome and Acceptance

Bhuvaneshwari, we would like to take this opportunity to welcome you to Job Booster Social India Pvt. Ltd. and wish you a long and rewarding career with us.



Charles Emanuel,  
CEO, Job Booster Social India Pvt. Ltd.

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I, K. Bhuvaneshwari, accept the terms and conditions of this contract.

Signed: K. Bhuvaneshwari

Dated: 26/10/2020

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Annexure: Salary break-up for Ms. K. Bhuvaneshwari, w.e.f. 26.10.2020.

Salary Component	Amount (Annual - Rs.)	Amount (Monthly - Rs.)
1. Basic	81,252	6,771
2. HRA	40,626	3,386
3. Special Allowance	1,23,876	10,323
4. Conveyance	20,646	1,721
<b>A Gross Salary (1 to 4)</b>	<b>2,66,400</b>	<b>22,200</b>
<b>B Annual Benefits</b>		
a. Professional Tax	2,400	200
<b>C Total Deductions (a + b)</b>	<b>2,400</b>	<b>200</b>
<b>D Take Home (A - C)</b>	<b>2,64,000</b>	<b>22,000</b>
<b>Annual CTC</b>	<b>2,66,400</b>	



Charles Emanuel

K. Bhuvaneshwari

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