

DATAMARK

INDIA BPO LLP

(Formerly known as DATAMARK PRODAPT India BPO LLP)

04 March 2020,

To
Maria Kakkanattu,
Kakkanattu,
Athirampuzha, Kottayam,
Kerala - 686562.

LETTER OF OFFER

Dear Maria Kakkanattu,

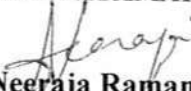
We are pleased to offer you an employment based on your application and subsequent interview with us. Details of the terms and conditions of offer are as under:

1. You will be designated as "**Language Interpreter**" and will be based at our Chennai Office. You are requested to report to office for joining before **02th March 2020**.
2. Salary: A) Your CTC (Cost to the Company) including annual payments, reimbursements and benefits will be **Rs.5,31,750/-p.a.) (Rupees Five lakh thirty one thousand seven hundred and fifty only)** per annum which shall be as per the enclosed in annexure A.
B) The company will deduct appropriate statutory taxes as per statutory rules and statutory dues as per applicable labour laws.
You will be on probation initially for a period of 6 Months from the date of joining which may be extended at the sole discretion of the management.
3. Your confirmation in employment with the Company is contingent upon:
 - (i) Submission of the following documents on the date of joining
 - a) Date of Birth proof certificate (Copy of passport / birth certificate / S.S.C)
 - b) Academic Certificates all from 10th to Highest (Original& Xerox)
 - c) Relieving letter from previous employer (Original& Xerox)
 - d) Appointment letter / Increment letter of previous employer (Original& Xerox)
 - e) Proof of compensation last drawn (3 Months – Original & Xerox)
 - f) 2 copies of PAN Card and Aadhar Card Copy
 - g) Four passport size photographs (Recent)
 - (ii) BGV check clearance by the Company
 - (iii) Medical clearance by certified medical practitioner approved by the Company; and
 - (iv) ISA (Interpreter Skill Analysis) test clearance.
4. You agree that by accepting this offer, you are giving your explicit consent for the Company or its associate Company to process your personal data, including sensitive personal data where necessary, whether electronically or manually for personnel, administration and management purposes for the purpose of business activities of the Company.
5. This offer of employment is given to you on the assumption that the information / documents furnished by you are true and correct. In case any information / document provided by you if subsequently found to be false / forged, this offer of employment shall stand revoked automatically.

6. If at any time in the opinion of the company you are found guilty of disobedience, negligence, dishonesty, disorderly behaviour, indiscipline, unauthorized absence or any other such misconduct or violation of any terms of probation, your probationary services with the company will be liable to be terminated without giving any prior notice.
7. This offer is valid till 04th March 2020.
8. Your date of commencement of Employment maybe after successful completion of your probation period. Your employment would be subject to the Terms & Conditions, mentioned in your appointment letter, which will be issued to you on confirmation.
9. Kindly sign a copy of this letter as a token of your acceptance of this offer. On receipt of your signed acceptance and successful completion of reference / medical check, we will issue to you your appointment letter.

Looking forward to a long and mutually beneficial career with us.

For & on behalf of
M/S. DATAMARK India BPO LLP


Neeraja Ramanath
Manager HR

I Manu Kulkarni have read the terms and conditions of this letter of appointment and confirm my acceptance of the same.

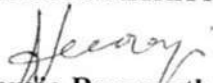
(Signature and Date)


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Annexure

Name of the employee	Maria Kakkanattu	
	Language Interpreter	
Designation	Per annum figure	Per month figure
Cost to the company	531,750	44,313
Basic Salary	212,700	17,725
HRA	106,350	8,863
Standard Deduction	39,996	3,333
Uniform Allowance	9,000	750
Employer PF	21,600	1,800
Gratuity (@4%)	8,508	709
Special Allowance	133,596	11,133
Gross Salary	531,750	44,313
Less: Deductions		
Employee PF	21,600	1,800
Employer PF	21,600	1,800
Total Deduction (A)	43,200	3,600
Less: Annual Component not forming part of monthly payment		
Gratuity	8,508	709
Total Annual Component(B)	8,508	709
Total Deduction (A+B)	51,708	4,309
Net Pay		
By Cheque	480,042	40,004
Total Monthly Payment	480,042	40,004
Reconciliation		
Total monthly payment	480,042	40,004
Total Deduction	43,200	3,600
Total Annual Component	8,508	709
Total Salary	531,750	44,313

For & on behalf of
M/S. DATAMARK India BPO LLP


Neeraja Ramanath
Manager HR