

30-Jun-2021**SHRUTIKA KHANDERAO SARAF****ISPU02979****Pune****Subject: Appointment Letter****Dear SHRUTIKA,**

With reference to your application and subsequent discussions, we are pleased to offer you an appointment with ISON BPO India Private Limited on the following terms and conditions:

Designation	: Customer Service Executive
Location	: Pune
Date of joining	: On or before 01-Jul-2021
Compensation	: As per annexure (attached)

1. Compensation Details

All reimbursements shall be governed by applicable company rules in force from time to time. The Compensation/benefits due to you are liable to tax deductions in accordance with the income tax act & rules made there under, professional tax and other applicable taxes, if any, will be deducted as well.

2. Probation Period

You would be on probation initially for a period of 6 (six) calendar months from the date of joining but may be extended if the performance does not merit confirmation. You will be deemed as Confirmed in this post after completion of 6 months in the company unless company issues a separate Extension of Probation Letter to you. During the period of probation, your services are liable to be terminated without assigning any reason whatsoever.

3. Notice Period

In case you resign from the services of the Company during the period of your probation, you will be required to give fifteen (15) days' notice or pay in lieu thereof for the period falling short of the notice period. On confirmation, your services can be terminated by either of the parties by giving thirty (30) day's notice, or pay in lieu of such notice or pay for the period falling short of the prescribed notice period.

4 Transfer

You may be employed or transferred to any of the departments or establishments of the company in India or overseas as per the policy of the company applicable at that time.

5 Service Rules

- 5.1. Any unapproved leave from duty or overstay beyond the approved leave for a continuous period of 5 consecutive working days, you will be deemed to have abandoned the service voluntarily without giving due notice and your name will be struck off the rolls.
- 5.2. For any act/acts of misconduct, you would be liable for suspension/termination of the services with immediate effect without any notice.

6 Secrecy

- 6.1 You shall not divulge or pass any information, knowledge etc., which may come into our possession during your service in the company connected with the business of the Company to any outsider, person, Company or agency without the prior written consent of the Company.
- 6.2 The compensation payable to you has been decided between the management and yourself. As such you shall not divulge your pay and emoluments to anyone inside or outside the organization.

7 Please sign and return the duplicate copy of this letter in token of your acceptance of terms of this letter.

8 You are requested to report to the HR department on your date of joining along with original and photocopies of your educational certificates, residence proof & past employer experience and reliving letters (if applicable).

For Ison BPO India Private Limited



Smita Mirajkar – Deputy Manager HR

I have carefully read, considered, and understood the terms and conditions under which this appointment is being offered to me and I hereby signify my acceptance of all the terms and conditions by returning the duplicate copy of this letter. I will ensure that I will go through all key policies governing my employment in the company. I undertake to abide by those policies.

Signature : _____
Name : _____
Location : _____

COMPENSATION (ANNEXUREA)

Particulars	Monthly	Annual
Basic Pay	6000	72000
HRA	5867	70404
Interim Bonus	995	11940
Language Incentive	0	0
Gross	12862	154344
PF (Employer)	720	8640
ESIC (Employer)	418	5016
Monthly CTC	14000	168000
PF (Employee)	720	8640
ESIC (Employee)	96	1272
Contribution to Professional Tax	200	2400
Net Payable	11846	142152

Notes:

- All figures are in Indian Rupees.
- The above compensation package will be subject to Income Tax regulations and other relevant laws applicable from time to time.
- Compensation figures are confidential in nature and should not be disclosed to anyone, except for statutory reasons.

For Ison BPO India Private Limited



Smita Mirajkar – Deputy Manager HR

Received, Agreed & Accepted

SHRUTIKA KHANDERAO SARAF