



PRIVATE & CONFIDENTIAL

OFFER LETTER

Date: June 30, 2021

Ms Poonam Changdeo Ghanwat

Sainagar, Navnagapur, MIDC area, Ahmednagar-414111.

Dear Poonam

We refer to our recent discussions with us and are pleased to offer you the position of **Engineer Trainee** at level **IC3**. This position is based at **Mumbai, India**. **You may be transferred to an associate company or a client location within India or Abroad based on requirements of the Company**, your joining date is **1st July 2021**.

Your Annual Total Cost to Company (TCTC) will be **Rs.350000 (Three Lakhs Fifty Thousand Only)** per annum.

On joining, you will be called upon to sign a contract of employment specifying terms and conditions of employment as applicable from time to time. The agreement will come into effect not later than is **1st July 2021**.

In addition, you will be eligible for Provident Fund and Gratuity as per Company Policy on commencement of your employment with Servion. You will also be eligible for Medical Insurance and Accident Insurance as per Company Policy

The Detail Breakup of your compensation and benefit are enclosed in Annexure I.

Your employment with the Company is subject to:

- Your being free from any contractual restrictions preventing you from accepting this offer or starting work on the above mentioned date.
- The satisfactory completion of your background investigations including employment history and personal references.
- Satisfactory verifications of your credentials, testimonials and other particulars mentions by you in your personal data form.

In the event of non-fulfilment of the above conditions this offer shall stand revoked automatically (whether or not you have accepted). If your employment with the Company has already commenced, such employment will automatically terminate without payment of any compensation or damages, but whatsoever and without prejudice to the Company's rights and remedies against you.

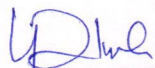
At the time of joining please submit to HR, the following documents:

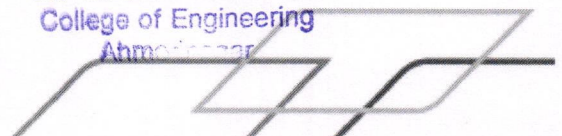
- 6 passport size photographs with white background
- Proof of date of birth

Serviont Global Solutions Ltd.

4/600 & 4/197, 7th Street, Dr. VSI Estate Phase II, Thiruvanniyur, Chennai - 600 041
T: +91 - 44 6108 4100 | F: +91 - 44 6108 4101 | CIN: U29309TN1991PLC020805




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- c) Copy of educational certificates & mark sheets – Post Graduation / Graduation / Diplomas / 12th / 10th
- d) Relieving letter or Acceptance of resignation letter from last employer. In case of submission of resignation acceptance Letter, Relieving Letter will need to be submitted within 30 days of joining.
- e) Salary Slips of last three months
- f) Previous employment credentials – Relieving / Experience Letter, Offer Letter, Form 16
- g) Proof of previous salary earnings
- h) Form 16 for the current/last financial year.
- i) Copy of PAN card, Aadhar Card
- j) Copy of Passport – Front and the last pages

You will confirm to the Company's policies and procedures, rules and regulations, discipline and general work practice. These will be communicated to you on your joining and are subject to change from time to time.

You will be abide by the Code of Conduct and are required to maintain due confidentiality and care as regards the Company's trade secret and confidential information.

This offer letter is valid for a period of 07 days from the date of issue and you are requested to confirm in writing your probable date of joining the company. In the event of no written communication received, this offer stands withdrawn automatically.

You are requested to kindly sign herein below in token of your acceptance of the above terms and return a copy thereof to us within seven days from the date hereof.

You will be issued a detailed appointment letter at the time of your joining the Company and you will be on a probation for a period of 12 months.

We look forward to your joining Servion.

Yours faithfully,

For Servion Global Solutions Ltd.



Prakash Arunachalam
HR - Head

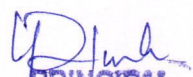
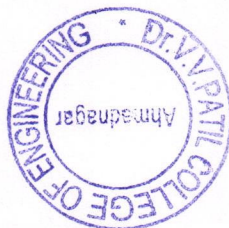
[On Office Copy letter only]

I hereby accept the Offer of Employment with your Company and request you to kindly issue Letter of Appointment.

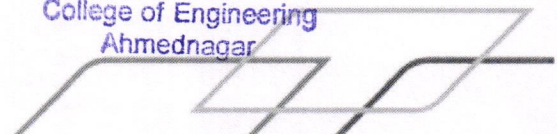
Signature:

Name:

Date:



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**ANNEXURE I
COMPENSATION & BENEFITS**

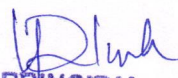
Name	Poonam Changdeo Ghanwat			
Designation	Engineer Trainee			
Level	IC3			
#	Salary Component	Per Annum	Per Month	Payment Norms
1	Basic	180000	15000	Monthly
2	Conveyance	19200	1600	Monthly
3	Flexible Benefits Plan	122200	10183	As Per FBP Selection
4	Provident Fund – Employer's Contribution	21600	1800	As per Act
5	Statutory Bonus	7000	583	As Per Act
A	Fixed Cost to Company (1+2+3+4+5)	350000	29167	
B	Others			
	Gratuity			As Per Act
	Premium – Medical Insurance			As Per Medical Insurance Policy
	ESIC – Company's Contribution			As per Act

Flexible Benefits Plan:

Flexible Benefit Plan (FBP) allows employees to structure their benefits to suit their individual needs. The salary elements that comprise the FBP are as given below. The employee is required to make allocations towards the various components after joining.

1	House Rent Allowance
2	Leave Travel Allowance
3	Food Coupons




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