

Date: Jan 05, 2024

Subject: Offer of Employment

Shiwani Vyas
D/O Sanjeev Vyas
Ward No. 7, Near Gurudwara
Nunnawala, Bhaniyawala,
Dehradun, Uttarakhand
248144

Dear Priyanshi,

It gives us immense pleasure in inviting you to join **HBG Knowledge Services Pvt. Ltd.** as one of its valuable members. Please find below the joining details:

Designation: "Research Analyst–Market Research"

Compensation: Gross compensation of **INR. 4,95,326** per annum.

Confirmed date of joining: 16th Jan' 2024 (Tuesday)

****If unable to join on the said date, this Offer of Employment will stand null and void.**

A final appointment letter will be issued to you after final joining formalities post 1 month. You will be given 2 copies, 1 of which will be retained by us in your official file for documentation.

You will be on probation for a period of **Three months** from the date of joining and will be confirmed in the services based on your performance. Your association and employment will be governed by the various associate related policies and guidelines of the organization.

On your joining day, you will be required to submit the following documents for our records. You must get 1 set of duplicates along with the originals for verification, as mentioned in the list below:

1. All education (10th, 12th and Graduation), both degrees and Mark sheet.
2. Aadhar Card
3. Pan Card
4. Two coloured passport size photographs



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Dehradun (Uttarakhand)

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5. Experience letter of your last organization.
6. Offer Letter of your last organization.
7. Last 3 Month Pay Slips.
8. Relieving or Experience letter

While welcoming you to HBG Knowledge Services Pvt. Ltd. We are confident that you will contribute to the organization and its goals.

Sincerely,

HBG Knowledge Services Pvt. Ltd.


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HBG Knowledge Services Pvt. Ltd.
Plot # 103, 3rd Floor, Udyog Vihar, Phase – 1, Gurugram – 122016, (Haryana)
Phone: +91-124-4879699,
Email: info@hbgknowledge.com Website: www.hbgknowledge.com

Compensation & Benefits:

1. All entitlements given below are applicable after you have joined HBG Knowledge Services Pvt. Ltd. The entitlements are subject to company policies/procedures/guidelines that may be issued/modified from time to time. All perquisites and benefits including reimbursements are subject to Income Tax provisions.
2. These entitlements shall cease upon the termination of your employment with HBG Knowledge Services Pvt. Ltd. These entitlements may also cease if you need to take long-termed personal leave of absence. You will need to check with your HR team for details.
3. There will be 14 days training period at the start. You will be issued an appointment letter subject to review upon completing the training period. Should you decide to leave the company during the training period, joining will be considered null and void, and the company will not be liable to pay you any compensation for the days spent in training.
4. Taxation will be governed by the income tax rules. The company will be deducting income tax at source as per income tax guidelines.

Annexure-1		
Name	Shiwani Vyas	
Designation	Research Analyst	
Date of Joining	16th Jan 2024	
Department	Market Research	
City	Gurgaon	
Compensation Headers	Monthly	Annually
Basic Pay	15125	181500
HRA	9075	108900
Bonus	2329	27948
Travel Allowance	1694	20328
Medical Allowance	2027	24324
Total Fixed Salary	30250	363000
Benefits & Retirals		
Employer PF Contribution	1950	23400
*Gratuity	727	8726
**Performance Variable/ Incentives		
Monthly	5000	60000
***Other Allowance (Annual)	3300	39600
Other Statutory Contribution		
****Labour Welfare Fund	50	600
Total CTC	41277	495326
Employee PF Contribution	1800	21600
LWF	25	300
Medical Insurance	411	4932
In Hand (Excluding Tax)	28014	336168

NOTE: The Company, at any time, reserves the right to review and restructure its Compensation Package.

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Please see below for more details:

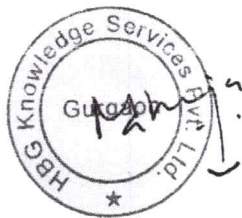
*Gratuity will be paid as per the Gratuity Act 1972

**Performance Variable to be paid annually basis the performance percentage. The mentioned amount is based on 100% performance; amount may vary basis the targets vs achievement. The targets will be discussed by the reporting manager.

***Labour Welfare fund- is paid as labour welfare contribution to Haryana government by the organization. NA for Jaipur location.

NOTE: On the first day of joining, employee needs to sign 1 year of service agreement.

For HBG Knowledge Services Pvt. Ltd.



Monika Ahuja
Associate Director- Human Resource


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