



ACS Global Tech Solutions Pvt. Ltd.

Corporate Office: Plot No. 06
Sector-126, Noida-201303, U.P. India
(120) 492-5212 | info@acsicorp.com

Letter of Intent

29-Jun-2022

YASH DUBEY

City kotwali road infront of kamal Jewellers Chakraghat Sagar (M.P
,470002

Dear YASH,

CONGRATULATIONS!!

In reference to your application at ACS Global Tech Solutions Pvt. Ltd. (the "Company"), and the subsequent meetings and discussions with our team, we are delighted to welcome you to be a part of the Company and offer you the role of "Trainee - Recruitment" at grade L1. **You will be paid a compensation of INR 2,45,000.00 (Two Lakh Forty Five Thousand).** Your progression to next grade/level will be as per the company guidelines. The details of your compensation are provided in **Annexure - A**.

This offer has been extended keeping in mind your technical and professional qualifications, and in line with the points raised during our interactions with you. Some of these details would need to be verified through a background check, and you are requested to submit scanned copies of the documents in accordance with **Annexure - B** within two weeks of this offer or the date of your joining whichever is earlier. Both **Annexures - A** and **B** are incorporated by reference in this letter. By accepting this offer, you expressly consent to the Company or external agency instructed by Company to conduct any or all background checks prior to or after your date of joining.

Please confirm your acceptance of this offer by signing and returning within 5 days from the date of this letter. The acceptance of this offer does not create a contract of employment with the Company or guarantee employment for a specified term. The Employment Agreement will be issued to you, which will govern your relationship with the Company. As a condition of employment, you will be required to execute the Employment Agreement that restricts you from competing, soliciting customers or employees, or disclosing confidential information of Company and its affiliates.

The terms of this letter including salary information shall remain confidential and are not to be disclosed to any third party.



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You are requested to report for duty on or before **30-Jun-2022** (The exact date of joining would be conveyed to you separately on your email) and your initial place of work will be ACS Global Tech Solutions Pvt Ltd Plot# 6, Sector-126, Noida-201303 Uttar Pradesh, INDIA. However, your shift timings and office location may change at Company's sole discretion.

For ACS Global Tech Solutions Pvt. Ltd.

A handwritten signature in blue ink, appearing to read 'Jeena Peter', is positioned above the printed name.

Jeena Peter
Senior Director

Annexure A – Compensation Break Up

Name	YASH DUBEY
Designation	Trainee
Grade	L1
DOJ	30-Jun-2022
Department	US Staffing
Shift	Night A

Pay Component	Monthly Amount	Annual Amount
Gross Pay		
Fixed	18220	218656
Basic	8358	100301
House Rent Allowance	4179	50150
Special Allowance	2929	35151
Statutory Bonus	1250	15000
Employer Provident Fund	1504	18054
Total Gross Pay	18220	218656
Retirals & Benefits		
Retirals & Benefits	2195	26344
Gratuity	402	4824
Group Insurance	1250	15000
Employer ESI	543	6520
Total Retirals & Benefits	2195	26344
Total CTC	20415	245000

The CTC mentioned in the Annexure A would be applicable for the first 3 months from DOJ. The CTC would change respectively from the 4th and 10th month onward from the DOJ. Please refer to the table below.

Component	CTC
CTC Offered from 1-3 months	2,45,000
CTC Offered from 4-9 months	2,90,000
CTC Offered from 10-12 months	3,19,000

1. Group Insurance Premium: This is the premium paid by the Company for insuring our employees for medical, accidental and life insurance
2. Gratuity: This is calculated as per the applicable laws on your Basic Salary. Employees will be eligible for payment of gratuity as per "The Payment of Gratuity (Amendment) Act, 2010".
3. The breakup of the salary may change based on directions from the government or Company policies and is an indicative number.
4. The employee contribution towards Provident Fund will be deductible on a monthly basis from Part - A, as indicated above and deposited per the applicable laws.
5. Employee shall be eligible for the variable pay (if any) on an annual basis at the discretion of the Company based on performance
6. Employees may be eligible to participate in the Flexi Benefit Plan as per the Company policies
7. Any applicable taxes shall be deducted from the compensation.

For ACS Global Tech Solutions Pvt. Ltd.



Jeena Peter
Senior Director

Annexure B - BGC

By accepting this offer, you hereby authorize **ACS Global Tech Solutions Pvt. Ltd.** (the "Company") or external agency instructed by the Company to verify your educational, employment antecedents, conduct or other details and make any other background checks prior to or after your date of joining the Company. If the Company is not satisfied with the outcome of the background check report, it reserves the sole discretion and right to withdraw this offer or terminate your services at any time without notice or compensation in lieu of it.

You are requested to submit background verification form along with the scanned/ hard copies of the following documents:

S.No	Document	If Enclosed Comment "Yes" else reason for not being available
1	12th Mark sheet/ certificate or Graduation Degree, whichever is higher	
2	Any Post-Graduation or Professional Certifications	
3	Last 3 Salary Slips/ annual bonus pay out (if any)	
4	Appointment and Relieving letter from the previous 2 employers	
5	Passport front and back	
6	Copy of the following ID/address proofs:	
	PAN Card - mandatory for salary processing	
	Aadhar Card - mandatory salary processing	
7	A copy of Cancelled cheque leaf (any bank for payroll processing)	

Submission of all the above documents is mandatory for joining and processing of salary. Please fill this copy and submit the same to us with your documents.

Please note that your appointment will be null and void if the above documents are not submitted by or before the date of joining.

(please sign here->)

ACS Employee Acceptance -Signed and with Date