

## Offer Letter

Dear **Balaraju DG**,

We are pleased to offer you the role of **Management Trainee - Sales - EL** in **Auxilo Finserve Pvt.Ltd. ('the company')**. In your role, you will be stationed at **Bangalore**, However, the company reserves the right to require you to work from time to time at such other place or places, in its discretion.

Your CTC including all statutory benefits will be Rs. **5,00,000/-** per annum. The offer stands valid under the condition that you join us anytime on or before **26-Feb-2024**. Request you to revert with your acceptance and confirmation of joining within 2 days from date of issue of this offer.

Please note that your joining is subject to submission of documents for proof of age, academic qualification certificates, last drawn salary and relieving / resignation letter from the last employer. This offer is subject to positive reference checks which company may intend to conduct on your profile, the results of which may come even after your joining with us.

### Other Terms & Conditions:

1. Annual Performance Bonus/Incentives will be as per the company policy, primarily based on your and company's performance as approved by Board of Directors of the company.
2. PF and Gratuity will be applicable as per Employees Provident Fund and Miscellaneous Provisions Act,1952 and Payment of Gratuity Act,1972 respectively.
3. The company need to access your CIBIL report. Your acceptance of the offer is taken as a consent to do the same.
4. Other benefits, if any as per the company policy
5. You will be bound by detailed terms of employment as mentioned in your appointment letter, which will be issued to you within 7 days of your joining the organization.
6. You will be covered by all the policies & the service rules and regulations including conduct, discipline and administrative orders and any such other rules or orders of the company that may come in force from time to time.
7. The company reserves the right to amend any policy at any point in time.

## Annexure 1 Compensation Sheet

Name **Balaraju DG**  
 Grade **Management Trainee**  
 Designation **Management Trainee - Sales - EL**  
 Location **Bangalore**  
 Date of Joining **26-Feb-2024**

Compensation Break up	Proposed p.m	Proposed p.a
Basic	19,760	2,37,120
HRA	9,880	1,18,560
LTA	0	0
Statutory Bonus	1,646	19,752
Management Allowances	7,059	84,709
<b>Gross Salary</b>	<b>38,345</b>	<b>4,60,141</b>
<b>Retirals</b>		
Company's PF	2,371	28,454
Gratuity	950	11,405
Company's contribution to ESI	0	0
Total Retirals	3,322	39,859
<b>Total Cost</b>	<b>41,667</b>	<b>5,00,000</b>

**Your yearly CTC would be Rs. 5,00,000/-**

As per the Policy, the Flexible Pay Basket is available to opt for a bouquet of tax abating allowances (LTA, Fuel & Maintenance, Driver Salary, Professional Development Allowance, Internet Reimbursement, Meal Card, NPS, Gift Card, etc.) from the amount allotted in Special Allowance (if any).

PF and Gratuity Benefits would be applicable as per the Employees' Provident Funds and Miscellaneous Provisions Act, 1952 and Payment of Gratuity Act, 1972 respectively.

**Note :**

The management reserves the rights to amend policy at any point of time. Health Insurance coverage would be over and above the CTC

Please Note – In following circumstances we would not be able to process your joining formalities

- You have applied for PF amount withdrawal from your last organization and the process is yet to be settled
- There is any mismatch in name/ any other information mentioned in PAN and Aadhaar Card (the same should be rectified by candidate before the joining date)

Post acceptance of employment offer from your end; Company reserves the rights to withdraw the employment offer anytime before your joining ; without any compensation payable to you.

**You understand that your employment with the Company is subject to your successful completion of the final semester of your respective course in the first attempt.**

**You agree that failing to clear the Final Semester of the mentioned course in the first attempt, the company reserves the right to terminate your employment immediately.**

Auxilo believes in providing a bouquet of benefits to all employees across grades. Listed below is a brief about the same that may be applicable to you and not limited to the only one available. For further details please refer the policy document post joining



**Group Medical Insurance:** Employee, Spouse and 2 (two) dependent children will be covered under the company's Group Mediclaim Cover up to 3 Lacs annually.



**Group Term Life:** Employee will be covered in Group Term Life Insurance scheme upto 3 times of employees Annual



**Group Personal Accident:** Employee will be covered in Group Personal Accident policy upto 5 Lakhs.



**Flexi Benefit Plan:** Auxilo uses "Flexi Benefit Plan" as a pay component for tax saving as per Flexi Pay Basket Policy applicable to respective grades. Up to 20% of your CTC can be tagged as special allowance and be distributed amongst flexible components as selected by you.



**Rewards & Recognition:** Auxilo has a quarterly and annual Reward & Recognition program for Individual and Team performance as per the parameters set by the organization.



**Employee Referral TAG (Together Auxilo Grows)** is our employee referral program where Employee can refer and earn by recommending suitable candidates for open positions.



**Training & Development:** Detailed Induction, Behavioural, Leadership workshops and Skill based courses to enhance your professional & personal growth.



**Librarywala:** Services provided to employees to read and order from variety of books.



**Performance Linked Bonus / Incentive:** Employee may be eligible to receive performance linked bonus / incentive as per plan applicable to respective employee and policy of the organization.



**Mobile Expenses:** Employees are entitled to get reimbursement of mobile bills as per the limits defined in the policy.



**Work Life Harmony:** We encourage Work Life Harmony by providing Work from Home, Flexible working hours benefits, as per role & business requirement pre-defined in policy. We organize varied Employee Engagement activities onsite and employees are challenged to take up challenging roles as part of career progression.



**Paid time off:** Monthly leaves as per policy will be credited from the month of joining including pre-defined mandatory leaves subject to necessary approvals. Women employee will be entitled to maternity leave for 6 months days and Male employee will be entitled to paternity leave up to 7 days.

**Note: All the above benefits are applicable as per the pre-defined norms/policy of the organization. It is subject to change or to be seized without any prior notice.**