`22 January 2021

LETTER OF EMPLOYMENT

Dear **M Vidhyashree,**

Consequent to your interview, we are pleased to offer you the position of **Sales associate- EM** with **IKYA HUMAN CAPITAL SOLUTIONS (A Division of Quess Corp Limited)** deputed at client site **ADITYA BIRLA SUN LIFE AMC LIMITED** at **Nagarcoil**. This assignment is purely a contractual assignment from **01-Feb-2021** to **31-Dec-2021.**We are enclosing the details of the salary package, payable to you. As per the terms discussed, a formal Appointment Letter will be issued on furnishing the details mentioned below:

- 1 Resume Copy
- Photocopy PAN Card Copy
- Aadhaar Card Copy

NOTICE PERIOD:

In the eventuality if you wish to separate from the organization you will need to give 30 day's notice in writing. The Contract can be terminated at the discretion of QUESS subject to 30 day's notice.

However due to breach of code of conduct, misbehavior or indiscipline etc, then in such cases, QUESS will have / reserve rights to terminate immediately without giving notice period.

Kindly sign the duplicate copy of this letter as a token of your acceptance.

With warm regards,

QUESS CORP LIMITED Mumbai

Authorized Signatory

Authorized Signatory

I hereby accept the above-mentioned terms and conditions.

Name: _____Signature:_____ Date: _____

IKYA
THE POWER OF BEING ONE

Annexure

Employee Name	**M Vidhyashree**	
Employee Code	**-**	
Designation	**Sales associate- EM**	
With Effective from	**01-Feb-2021**	
Particulars	**Monthly Amount**	**Annual Amount**
Basic	**9440**	**113280**
Special Allowance	**5560**	**66720**
HRA	**3776**	**45312**
City Compensatory Allowance	**3238**	**38860**
Statutory Bonus	**786**	**9432**
Gross	**22800**	**273600**
Employer PF (Basic + Special Additional Allowance)		**21600**
EDLI		**900**
Employer ESIC		**0**
Total CTC		**296104**

- 12 % Employee & Employer PF contribution amount will be calculated on the Basic & Special Allowance

Date: **Signature:**

Candidate Flow: Onboarding Candidates(Via POP App).

Candidates are the Selected applicants who need to upload their details and their documents using the POP App. They Should Login to the POP App as a Candidate with their Login details as stated to continue with the Paperless OnBoarding Process [Electronic Form Filling].

Step1:

Verify if the POP app is available in the Phone, if not please down load the POP app from google play store : https://play.google.com/store/apps/ details?id=com.harbour.onboarding

Step 2:

Clicking on the POP App loads the App, click the Candidate button to login as a Candidate.

For any clarification regarding your employment Or operation related query you can contact IKYA by

Calling Toll Free - 1800-208-9900 Mon - Fri (09:30 - 18:00 hrs)

Mailing to help@ikyaglobal.comOr Visiting nearest IKYA Office

Contact Person Name:-Dipti Amberkar.

Email Id:-dipti.amberkar@adityabirlacapital.com

Contact Details:-022-43568188

NOTE:-

- Ikya Emp. Code & ID card will be generated after first payroll.
- Pl's connect with nearest Ikya branch to collect your ID card.
- Pl's login on Associate portal for salary slip.
- Pl's write email to help@ikyaglobal.commention your Ikya Emp. Code.