

**FUTURZ**

Committed to Service. Committed to You.

STAFFING SOLUTIONS PRIVATE LIMITED

03-November-2024

OFFER LETTER**Dear Mr. Subhojit Gupta,**

Congratulations! With reference to your application and the interview you had with us, we are pleased to offer you, as per the following details:

TERMS

1.	DESIGNATION	Executive
2.	LOCATION	At Kolkata. However, you could be transferred anywhere in or outside India, depending upon Company's requirements.
3.	DATE OF JOINING	04-November-2024
4.	CTC PER ANNUM	INR 209892.00 /-. Detailed Structure defined in Annexure I
5.	CONTRACT END DATE	03-November-2025. Linked to the company's requirements & Renewable on mutual consent.
6.	LEAVE POLICY	You will be entitled to 2 leaves per month applicable from second payroll and same will lapse by the end of calendar year, previous all pending leaves would be carried forward in current month

DOCUMENT CHECKLIST

Issuance of your appointment Letter and temporary ID card would be subject to furnishing the details mentioned below. Digi Locker would be preferred:

- A. CV and a passport size photograph
- B. Filled Digital Joining Kit.
- C. Valid and authenticated mobile number
- D. Proof of age, Identity and Residence (Pancard & Aadhar Card are Mandatory)
- E. Certificate of Educational Qualifications (12th Pass & Above)
- F. Present address proof (Rent agreement or electricity bill)
- G. Valid and authenticated permanent address and permanent contact number.
- H. Experience Certificates from previous employer
- I. Release from previous employer
- J. A copy of your present salary slips and 2 references with telephone and e-mail contact.

**ID CARD & APPOINTMENT LETTER**

You will be issued temp ID card and appointment letter after properly completion of the joining formalities and your permanent ID card will be issued to you within 10 working days.



TRAINING & CERTIFICATION

You will undergo a three-day training and will be deputed only after successful completion of your trainings and certifications. If you fail your training, you will be released from this employment and no payments shall be made to you.

NOTICE PERIOD

Your services can be terminated by giving notice of Seven days (07) or payment of salary in lieu thereof on either side. However in event of your resignation, the company in its sole discretion, will have an option to accept the same and relieve you prior to completion of the stipulated notice period of Seven days (07), without any pay in lieu of the notice period.

INSURANCE

You will be entitled to a medical insurance cover, if you are not covered under ESI. You may nominate upto 3 family members if you are married. You will be entitled to Group Medical Cover (**GMC**) of **INR 2,00,000/-** and Group Accident cover (**GPA**) of **INR 1,00,000/-**. In case, you would want to add your parents as nominees as part of the entitled 3 family member nominations, you can opt for it separately by choosing a co-payment option of additional Rs. 200/- per month, which will be deducted from your Net Take Home.

BGV POLICY

Futurz Staffing Solutions Pvt. Ltd. (Futurz) or its Client to whom you would be deputed will conduct a Background Check (BGC). You are requested to submit documents as indicated by us / our client to facilitate the BGC. If subsequently or BGC report is negative, this offer will be considered revoked. In case BGC has to be completed before commencing the project, the date of joining may be realigned accordingly.

LETTER ACCEPTANCE

Please confirm your acceptance of this offer by signing all the pages in this letter. This offer is valid for Two (02) days from the date of issue of this letter. Validity of this Offer after the expiry period is at the discretion of the Company. Your Acceptance of our offer is also deemed as your acceptance of the results of the BGC conducted by **Futurz** or its Clients.

We look forward to your acceptance confirmation to be part of the **Futurz** family. We believe that you can create value for yourself and for the organization and wish you a successful career with **Futurz**.

Thanking you

For **Futurz Staffing Solutions Pvt. Ltd.**

Accepted & Signed


Authorized Signatory

ANNEXURE I

DESIGNATION	Executive
LOCATION	Kolkata
DATE OF JOINING	04-November-2024
CONTRACT END DATE	03-November-2025

Components	Monthly (INR)	Annually (INR)
Basic + DA	10,952	131,424
House Rent Allowance	3,697	44,364
Special Allowances	0	0
Bonus	912	10,944
Gross Total Earnings (A)	15,561	186,732
Employee PF	1,314	15,768
Employee ESI	117	1,404
Professional Tax	130	1,560
Employee LWF	0	0
Employee Insurance Deduction	0	0
Total Deductions (B)	1,561	18,732
Net Salary (A-B)	14,000	168,000
EDLI Admin Charge	55	660
Employer PF	1,314	15,768
EPF Admin Charge	55	660
Employer ESI	506	6,072
Employer LWF	0	0
Total Benefits (C)	1,930	23,160
Total Cost to Company (A+C)	17,491	209,892

*Professional Tax & LWF will be deducted as per state norms.

**In case of any changes in statutory law as per compliance, components will be adjusted within CTC.

I hereby accept the above-mentioned terms and conditions.

NAME: _____ SIGNATURE: _____ DATE: _____

