



12-Dec-2023

Dear **Aayushi Jain,**

With reference to the discussions that we had with you; we are pleased to offer you the role of **"Student Counsellor"** at our office based out of **Delhi**.

Your Annual Total Compensation will be **₹ 400,000/-**.

We would be happy to have you with us on or before **2-Jan-2024** and you will be on probation period of **6 months** which may be extended or reduced depending on your performance and other parameters as defined by the management. On completion of the probation period, and subject to your services being found up to Company's expectation, you will be intimated in writing about your confirmation and change in package (if any).

The other detail about your compensation is presented in **Annexure A**.

Your compensation is highly confidential and if the need arises, you may discuss it only with your line manager.

We are excited to have you join our team!

Yours Sincerely,  
**For Edvoy.,**

**Honey Dev**  
**Head - People Function**



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*Aayushi Jain*  
Accepted on Dec 12 2023 11:56:20 (UTC)



## **Compensation / Benefit**

Until further notice, your position will carry a Total Cost to Company of ₹ 400,000/- (Four Lakh Only).

Your remuneration shall be paid in equal monthly installments in arrears on or before last working day of each month or first working day of the following month. Payment shall be made by bank transfer only.

Further, the payment of your salaries, other allowances and reimbursements under this appointment letter shall be subject to income tax, other taxes and such statutory deductions as may be required in accordance with applicable legislation in force from time to time. The Company may from to time, withhold any tax as may be required by applicable law. The Company assumes no responsibility for your personal tax affairs, and your tax liability in respect of your remuneration is entirely your responsibility.

We are evaluating our benefits programs and will be modifying them from time to time. However, the Company reserves the right to alter, amend, cancel or vary any of the benefits provided to you at any time after giving reasonable notice of such proposed alteration, cancellation or variation.

## **Posting & Transfer**

Your services are liable to be transferred, at the sole discretion of Management, in such other capacity as the company may determine, to any department / section, location, associate, sister concern or subsidiary, at any place in India or abroad, whether existing today or which may come up in future. In such a case, you will be governed by the terms and conditions of the service applicable at the new placement location.

## **Probation**

That you will be on probation for a period of six months. The period of probation can be extended at the discretion of the Management and you will continue to be on probation till an order of confirmation has been issued in writing.

## **Full time employment**

Your position is a full-time employment with the Company and you shall devote yourself exclusively to the business and interests of the company. You will not take up any other work for remuneration (part time or otherwise) or work in an advisory capacity, or be interested directly or indirectly (except as shareholder / debenture holder), in any other trade or business during your employment with the company, without permission in writing of the Management of the Company. You will also not seek membership of any local or public bodies without first obtaining specific permission from the Management.

## **Confidentiality**

You will not, at any time, during the employment or after, without the consent of the Management disclose or divulge or make public, except on legal obligations, any information regarding the Company's affairs or administration or research carried out, whether the same is confided to you or becomes known to you in the course of your service or otherwise.



### **Intellectual Property**

If you conceive any new or advanced method of improving designs/ processes/ formulae/ systems, etc. in relation to the business/ operations of the Company, such developments will be fully communicated to the company and will be, and remain, the sole right/ property of the Company.

### **Responsibilities & Duties**

Your work in the organization will be subject to the rules and regulations of the organization as laid down in relation to conduct, discipline and other matters. You will always be alive to responsibilities and duties attached to your office and conduct yourself accordingly. You must effectively perform to ensure results.

### **Past Records**

This letter of appointment is based on the information furnished in your application for employment and during the interviews you had with us. If any declaration given, or information furnished by you, to the company proves to be false, or if you are found to have willfully suppressed any material information, in such cases, you will be liable to removal from services without any notice.

### **Conduct and Discipline**

You shall perform such duties as may be assigned to you and you will be subject to all such applicable rules and regulations in accordance with the Company policy as may be in force from time to time.

During your employment you shall well and faithfully serve the Company and use your utmost endeavour to promote its interests, and devote the whole of your time, attention and abilities to its affairs during the hours in which you are required to perform your duties.

Since you are a full-time employee of the Company, you will devote your full time and attention to your assigned duties. While in the employment of the Company, you shall,

1. Use your best endeavour to defend and promote the business interests of the Company
2. Devote your full-time, attention and efforts to serve the Company

### **Termination of employment**

During the probation period and any extension of the same, an employee services may be terminated. In this scenario, the employee should serve notice period for 15days (band L1A to L2B), and 30days (band L3A to L5B) respectively. The same shall be followed by the Employer as well.

Exception to the above - ZTP for case in regards to POSH, any Integrity Issues and any act which is Fraudulent in nature.

However, on confirmation, the services can be terminated from either side by giving one month (30 days) notice for the band L1A to L2B and two months (60 days) for the band L3A to L3B and ninety days (90 days) for the band L4A to L5B or salary in lieu thereof.



Exception to the above - ZTP for case in regards to POSH, Integrity Issues and any ACT which is Fraudulent in nature.

Upon resignation/termination of employment, you will immediately hand over to the Company all correspondence, specifications, formulae, books, documents, market data, cost data, drawings, affects or records belonging to the Company or relating to its business and shall not retain or make copies of these items.

Upon resignation/termination of employment, you will also return all company property, which may be in your possession.

Notwithstanding the above condition, the contract of service may also be terminated because of under mentioned stipulations. This will be without payment of any compensation.

If you fail, refuse or neglect to carry out and perform your duties assigned to you by the company. For loss of confidence in you by the company for any of the act committed by you.

If you are found to be guilty of fraud, insubordination or misconduct whether in course of performance of duties entrusted to you or otherwise.

If you are found unfit for being entrusted with the responsible work commensurate with your position in consequences of any misconduct, moral turpitude. \* If you commit any act prejudicial to the continuing good relationship between you and the company.

If you commit breach of any of the terms of this letter of appointment.

### **Authority**

No authority is vested upon you to make any financial commitment and enter into agreements/contracts/understandings of any nature with any second party and third party without seeking the prior permission/approval of the management. Any violation to exceed your specified authority as mentioned will be seriously viewed and disciplinary/appropriate legal action will be taken.

If you agree to the above terms and conditions of the appointment, kindly confirm your acceptance by signing and returning the duplicate copy of this letter for our file and records.

Sincerely,

A handwritten signature in black ink that reads "Honey Dev".

**Honey Dev**  
**Head - People Function**  
**Edvoy**

## Annexure – A

Aayushi Jain, Student Counsellor, L1A		
Heads	Monthly	Annual
<b>BASIC</b>	₹ 16,667	₹ 200,004
<b>HRA</b>	₹ 10,000	₹ 120,000
<b>CONVEYANCE</b>	₹ 1,600	₹ 19,200
<b>MEDICAL ALLOWANCE</b>	₹ 1,250	₹ 15,000
<b>SPECIAL ALLOWANCE</b>	₹ 3,816	₹ 45,792
<b>SALARY</b>	₹ <b>33,333</b>	₹ <b>400,000</b>
<b>Deductions</b>		
<b>PF (Employees Contribution)</b>	₹ <b>1,800</b>	₹ <b>21,600</b>
<b>PT(Professional Tax)</b>	₹ <b>208</b>	₹ <b>2,496</b>
<b>Final CTC</b>		₹ <b>400,000</b>

**\*Incentive Policy:**

- Annual Incentive Bonus amount may be higher, lower as per employment terms & conditions subject to change and based on individual and the company performance.
- This job offer is contingent upon the following:
  - Completion of a satisfactory background check
  - Satisfactory reference checks

Yours Sincerely,  
**For Edvoy.,**

*Honey Dev*

**Honey Dev**  
**Head - People Function**

