

E. C. AGENCIES

CIN: U74999MH2019PTC325869

(A UNIT OF ASCENT WELLNESS AND PHARMA SOLUTIONS PRIVATE LIMITED)

Address: 14/4600 Shop.12, Bldg A, Dattagiri Apts, Varde Valaulikar Road, Margao Salcete Goa

✉ Email Id: praveen.mishra@ahwspl.com Contact No.: +91 9860217342

GA-SGO-8800 GA-SGO-8801

GST: 30AASCA3306L1ZR

Date: 05-02-2024

Name: Josecia K Jose

Address: H/No.169/A Morailem Near The
Chruch Curchorem Goa-403706

Sub: Offer of Employment

Dear Josecia,

We refer to your recent discussions with us and are pleased to offer you the position of **Executive Human Resource** in **Human Resource Department** at **E. C. AGENCIES** at **Goa location**.

You will be entitled to compensation and benefits as detailed in the Annexure to this letter.

1. As indicated, you will join us on or before **05-02-2024**. A **detailed** appointment letter will be issued to you after joining having the details of your terms of employment.
2. The company may end employment for just cause without notice and payment in case the employee violates any of the company's terms and conditions.
3. Employee Resignation Should be prior to the one-month notice period.
4. You are requested to bring along with you the following documents on the day of your joining.
 - a. Four recent passport size photographs.
 - b. Copy of educational certificates – SSC/HSC/Graduation/ Diplomas etc.
 - c. Relieving letter/ acceptance to resignation from the previous employer.
 - d. Experience letter from all the previous employers.
 - e. Proof of previous salary earnings (last 3 month's pay slips, recent appraisal letter if any and offer letter copy of previous employer).
 - f. Form 16 for the current and previous financial year.
 - g. Proof of current and permanent residence.
 - h. Copy of Adhara card and PAN card.

In case you fail to join by the date specified, the offer will be lapsed automatically, and you will not have any lien on the employment.

Further, this offer of employment is subject to the company obtaining satisfactory responses to the background verification & reference checks. You will be liable to conform to the Company's policies and procedures, rules and regulations, discipline and general work practice which are subject to change from time to time.

Please return a copy of this offer letter duly signed by you in token of acceptance of this offer letter.

For E. C. AGENCIES



Authorized Signatory

E. C. AGENCIES

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Salary Structure

Basic	8090
HRA	4045
Statutory Bonus	1618
Supplmentary Allowance	4379
Gross	18132
Employee PF	1496
Employee ESI	136
Net Take Home	16500
Employer PF	1496
Employer ESI	589
CTC	20217

Date of Joining: 05-02-2024

Signature _____

Name: Josecia K Jose

For E. C. AGENCIES



Authorized Signatory