

Date – 9 May 2022

Offer letter

Dear Purva Manohar Patel,

Further to the Letter of Intent we issued you earlier, we are pleased to extend an Offer for the position of a **Recruiter – Trainee** in our company, **Ciel HR Services Pvt. Ltd.** (henceforth referred as 'Ciel' or 'Company')

You will be part of our Recruitment Trainee program which starts with a 90 days i.e. 3 months Training and Probation period. Your date of joining for this program will be **16th May 2022** unless it is extended by Ciel

During this Training & Probation period you will be paid a stipend of **Rs 15,000/- per month.**

After 3 months on completion of your training & probation period, there will have a Confirmation & Evaluation discussion with you. Based on this evaluation, we shall confirm you as an employee with Ciel, wherein you will be having the designation of **Associate Consultant – Recruitment** with a Fixed CTC package of **Rs 2,89,000/- per annum.** In addition to this fixed CTC, you will also be eligible for incentives as per the applicable policy. After this confirmation, your salary will include coverage under medical Insurance plan for self and family, provident fund and other benefits applicable for a on-roll employee of Ciel.

Terms during Training & Probation period

- The normal working hours are 9:30 am to 6:30 pm for 5 days a week i.e Monday to Friday unless specifically required for any special purposes like Training or weekend recruitment drives, which can be compensated with an additional off-day later with manager's approval
- During the 3 months training & probation period, you will eligible for up to 1 Sick leave per month which can be carried forward to the next month

- The formal training will start with a 10 day online induction & kick-off training that will be conducted by our Trainer and you are expected to attend this induction & kick-off training without taking any leaves for effective learning
- Your nature of work would be recruitment consulting for Ciel HR Services Pvt. Ltd
- Post the 10 days kick-off training you will be assigned to your Reporting Manager
- During the probation period either parties i.e. Ciel or you, have the right to discontinue this engagement due to any reasons with a notice of 15 days.
- After the 3 months' probation period, if we feel your performance is not satisfactory, we may mutually decide to extend the probation period for a further period of 3 months or end the engagement at our discretion. A notice of 15 days will be given to you if there is a discontinuation decision.
- Currently we follow the 'work from anywhere' policy which allows you to work from anywhere in India subject to the condition that you will report to Ciel office when required based on business needs.
- When working from home, you are expected to have your own hardware like Laptop and broadband connection with a safe and quiet professional place to work from. If you do not have these, then you would be required to come to our offices and work from office.

For any queries or clarifications, please feel free to call our HR Department representatives who are in contact with you and they will be glad to assist you.

Welcome to the Ciel Family !

Best regards,



Anup Menon

General Manager

Annexure

Indicative Salary structure applicable after Confirmation

The below is an indicative salary structure that will be applicable only after the confirmation

Salary	Monthly CTC	Annual CTC
Basic	17508	210096
Special Allowance	3526	42312
Gross Earning	21034	252408
PF	1800	21600
Gross Deduction	1800	21600
Net Pay	19234	230808
Employer PF	1800	21600
Insurance	1250	15000
CTC	24084	289008

Note

All the above components are fixed and payable each month including the Allowance

Performance Incentives (Variable) – In addition to the above fixed CTC, performance incentives are paid separately as per eligibility and the applicable company incentive policy