

OFFER LETTER

November 06, 2021

Ms. Nisha S.,

No. 31/18, 7th Avenue , Ashok Nagar,

Chennai - 83.

Dear Nisha,

This has reference to your application and the subsequent interview you had with us. We are pleased to make you an offer of appointment in our organisation as **"Trainee - Language Editing"**. The remuneration as discussed and agreed mutually is attached as per Annexure A of this letter.

A detailed appointment order containing your terms and conditions of service will be issued to you at the time of your joining the Company's service. A list of documents to be submitted on your joining is provided with this letter in Annexure B. Please ensure that you submit these documents on or before your joining date.

We request you to confirm your acceptance either by email, or by returning to us the signed copy of this letter, and inform us of your expected date of joining our organisation.

Yours sincerely,



Shubha Kasivisweswaran
Senior Vice President - Human Resources

TNQ Technologies Private Limited (Formerly known as TNQ Software Private Limited)

4/600, Phase II, Dr. Vikram Sarabhai Instronic (VSI) Estate, Kottivakkam, Thiruvananthapuram, Chennai 600 041, INDIA

P +91 44 4596 4800 **F** +91 44 45964899 **E** info@tnq.co.in **W** www.tnq.co.in

CIN: U72900TN2010PTC077050

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Annexure - A

COST-TO-COMPANY (CTC) SHEET

NAME Nisha S
DESIGNATION Trainee - Language Editing

COMPONENT	MONTHLY (Rs)	YEARLY (Rs)
Basic	7,088	85,056
HRA	3,544	42,528
Conveyance	1,600	19,200
Special Allowance	5,718	68,616
TOTAL-1 (GROSS SALARY)	17,950	2,15,400
PF (Employer's Contribution)	1,729	20,748
ESI (Employer's Contribution)	583	6,996
Bonus*	0	16,800
Personal Accident Insurance	5	60
TOTAL-2	2,317	44,604
CTC (TOTAL-1 + TOTAL-2)	20,267	2,60,004
* This is payable for the financial year – April-March. However, in the event of your not being on the rolls of TNQ at the time of declaration of Bonus (which is in October/November), this will be paid only as per Bonus statutory requirement.		
Gratuity is over and above the CTC, and will be applicable, calculated and payable as per the prevailing Gratuity Act.		

MONTHLY TAKE-HOME SALARY	
COMPONENTS	MONTHLY (Rs)
TOTAL-1 (GROSS SALARY)	17,950
LESS	
PF (Employee's Contribution)	1,729
ESI (Employee's Contribution)	135
TOTAL-2	1,864
TAKE-HOME TOTAL (1-2)	16,086
Note: There is one more statutory component, Professional Tax, which is deductible. This is to be deducted twice-a-year, one in the August Payroll (Payable on 31, August) and the other in the February Payroll (Payable on 28, February). This amount is based on the gross earnings' slab.	



Shubha Kasivisweswaran
Senior Vice President - Human Resources

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Required Documents

- 10th / 12th mark sheet
- UG / PG / Diploma - Provisional Certificate / Overall mark sheet / Semester wise mark sheets
- Government id proof – Aadhar card (Mandatory), Other photo id
- 1 passport size photographs
- Bank account details (This is required for ESI registration)
- Bank name
- Name as per bank records
- Bank account number
- IFSC code

Important:

- TNQ insist that employees have a dongle or broadband connection while working from home. This is compulsory for effective working.
- The company will pay a monthly allowance of Rs.200 per month for dongle, Rs.400 for broadband towards monthly charges, once verification is complete, from the subsequent month's payroll.
- The company will give Rs. 1,000 towards purchase of a dongle. This is a one-time payment. This will be available to employees when they have completed 6 months of service. Installation/down payment charges for broadband is not covered in this.