

15.12.2021

**MOHANAPRIYA KRISHNAMOORTHY,
CHENNAI**

Dear Mohanpriya,

With reference to your discussion had with our client, we are pleased to offer you the position of **"Data Entry Specialist"** for **Buzz works Business Services Pvt Ltd**, to be deployed at client location of **Episource India Pvt Ltd, Chennai**.

Remuneration:

Your annual Cost to the Company (CTC) will be **Rs. 2,03,016 /- (Two Lakh Three Thousand Sixteen Rupees Only)**. The break-up of the CTC will be as per the **Annexure 'A'**.

Date of joining:

Your appointment shall commence on or before **16th December 2021**. Should you fail to join by **16th December 2021**, this offer shall stand withdrawn at sole discretion of the Company.

The detailed break-up of your CTC and the appointment letter governing the terms and conditions of your employment will be issued to you on or after the date of your joining subject to your providing the Company with all the necessary testimonials required by it.

This Offer is subject to us receiving satisfactory feedback from the references provided by you at the time of your interview. It is also likely that we conduct Third Party reference check post you're joining us and in the event these checks reveal negative reports, your services will be terminated with immediate effect without any financial obligation on us.

You are requested to sign a copy of this letter in token of your acceptance of this Offer and return the same to us.

This employment contract shall be terminable by either party giving 15(Fifteen) days' notice in writing or salary in lieu of notice, to the other party.

Looking forward to have a mutually beneficial association with you!

Thanking You,

For Buzzworks Business Services Pvt. Ltd.

Authorized Signatory

Registered Office:

Buzzworks Business Services Pvt. Ltd., 84, 3rd Floor, Murugesu Naicker Building. Greams Road, Thousand Lights, Chennai, Tamil Nadu - 600006
T +91.44.49781504 CIN: U74999TN2006PTC059363

Branch Office:

#502, 503, 5th Floor, Shreya House, Perry Cross Lane, Andheri East, Mumbai, Maharashtra - 400093
#6, 3rd floor, Udani Layout, Cambridge Road, Halasuru, Bengaluru, Karnataka - 560008
#9th Floor, Noel Focus, Seaport Airport Road, Thuthiyoor, Kakkanad, Ernakulam, Kerala - 682011
#1508, 15th Floor, Babukhan Estate, Basheerbagh, Hyderabad, Telangana - 500029

CTC break-up
Annexure 'A'
MOHANAPRIYA KRISHNAMOORTHY
DATA ENTRY SPECIALIST

SALARY BREAK UP	
Particulars	Monthly
Basic & DA	9,533.00
HRA	4,757.00
Bonus	794.00
GROSS	15,084.00
EMPLOYER SHARE	
Employer PF 13%	1,343.00
Employee ESI 3.25%	491.00
CTC	16,918.00
EMPLOYEE SHARE/ DEDUCTIONS	
Employee PF 12%	1,239.00
Employee ESI 0.75% on Gross	114.00
Professional Tax (TN)	208.00
TOTAL DEDUCTION	1,561.00
NET/ TAKE HOME	13,523.00

Accepted:
Date:

For Buzzworks Business Services Pvt. Ltd.

Authorized Signatory

Registered Office:

 Buzzworks Business Services Pvt. Ltd., 84, 3rd Floor, Murugesu Naicker Building. Greams Road, Thousand Lights, Chennai, Tamil Nadu - 600006
 T +91.44.49781504 CIN: U74999TN2006PTC059363

Branch Office:

 #502, 503, 5th Floor, Shreya House, Perry Cross Lane, Andheri East, Mumbai, Maharashtra - 400093
 #6, 3rd floor, Udani Layout, Cambridge Road, Halasuru, Bengaluru, Karnataka - 560008
 #9th Floor, Noel Focus, Seaport Airport Road, Thuthiyoor, Kakkanad, Ernakulam, Kerala - 682011
 #1508, 15th Floor, Babukhan Estate, Basheerbagh, Hyderabad, Telangana - 500029

Terms & Conditions

You will be guided by the provisions laid out by the company and as amended from time to time in respect of the policies and procedure to be followed.

1. The normal working hours of the company are 9.00 AM to 7.00 PM. These working hours may be modified to suit particular business requirements, may vary from individual to individual within the company and also entail working in shifts.
2. The company will notify the schedule of standard/ public holidays for the company during the calendar year. Employees will however be required to observe the work timings, holiday schedule and workplace rules and regulations of the location they are assigned to at any time.
3. Your manager will provide you with your detailed job description and provide you with the necessary guidance, supervision and direction in the execution of your daily job responsibilities. Your manager will also conduct your periodic performance appraisals and provide you with appropriate feedback and counseling.
4. During the course of your employment you will devote your whole time, attention and skills to the conduct of the business of the company. You will not accept any form of employment, consulting assignment or engage in any business whatsoever – even if such activity may be outside the normal working hours of the company.
5. If you are assigned to work at the company's customer locations you will represent the company's interests in a professional, sensitive, dignified and responsible manner. You will at no time solicit employment, directly or indirectly, with any of the company's customers. You will always inform the company's management of any problem situations at the customer's location in a timely fashion and seek the direction of the company in management in resolving the same.
6. You will keep all information relating to the company's business that may be available to you as an employee of the company in the strictest confidence and not divulge the same to any third party. Upon termination of your employment with the company you will return all such material in your possession to the company.
7. All work done by you as an employee of the company become the intellectual property of the company and belong exclusively to the company.
8. Upon separation/termination of your employment with the company, you will not use any company information that was available to you during your employment with the company, to undermine the business interests of the company in any manner.
9. You will adhere to all the professional norms and standard work practice. You shall compensate the loss caused to the company, in case you withdraw services while deputation to our customer location.

Name: _____ Signature: _____ Date: _____.

Registered Office:

Buzzworks Business Services Pvt. Ltd., 84, 3rd Floor, Murugesu Naicker Building. Greaves Road, Thousand Lights, Chennai, Tamil Nadu - 600006
T +91.44.49781504 CIN: U74999TN2006PTC059363

Branch Office:

#502, 503, 5th Floor, Shreya House, Perry Cross Lane, Andheri East, Mumbai, Maharashtra - 400093
#6, 3rd floor, Udani Layout, Cambridge Road, Halasuru, Bengaluru, Karnataka - 560008
#9th Floor, Noel Focus, Seaport Airport Road, Thuthiyoor, Kakkanad, Ernakulam, Kerala - 682011
#1508, 15th Floor, Babukhan Estate, Basheerbagh, Hyderabad, Telangana - 500029