

Letter of IntentDear Mr./Ms. Lakshman Mairal,

We are delighted to offer you the position of Associate Financial Consultant with our Consulting Division, the place of posting shall be at Indore (M.P.). You are going to be a part of a fast-paced and dedicated team that works together to provide our clients with the highest possible level of service and consulting.

We are confident that you will find this new opportunity both challenging and rewarding. An Appointment letter would be issued to you on joining. The following points outline the terms and conditions, along with this letter of intent:

Joining date: July 2014

Gross yearly package: 2,53,616/- (INR), Annexure 'A' attached,

Probation: On joining you would be serving a training period of 10-15 days as applicable to your level and then you will be on Probation for Three (3) months. If your services are found to be satisfactory, your employment with EPIC Research will be deemed to be confirmed, unless you are informed in writing otherwise. EPIC Research reserves the right to reduce, dispense with or extend your Probation Period at its absolute discretion. After confirmation you would be eligible for all company benefits as per company Standing Order from time to time.

During your Probation Period a sum of Rs.3,000/- will be deducted from your salary as retention amount which will be effective from first month. You shall be entitled to receive the retention amount in 13th month of your service only i.e. after completion of 1 year in the Company. In case of resignation or termination before 1 year the said amount is liable to be forfeited.

Separation: You should serve a notice period of one month before resigning from the position. If not, shall lose the pay and incentives for the one month period worked preceding resignation and forfeit 'Relieving Certificate' and 'Experience Certificate'. Your services shall be terminated on the Disciplinary, non performance or non adherence of the rules and policies of the company. EPIC Research shall have the right to terminate your employment, forthwith, without notice or payment of salary.

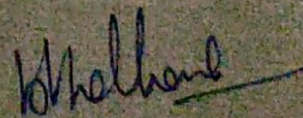
Here's wishing you a warm welcome and look forward to a long and mutually satisfying association.

On the day of joining you are required to bring the photo copies of following testimonials. This is mandatory for completing your joining and authentication process with EPIC Research (P) Ltd.

1. 10th/12th/ Graduation/ Post Graduation/ Certification courses-Certificates and Mark sheets (1copy)
2. ID Proof (AADHAR Card, PAN card, Driving License, Voter ID)- Three copies each
3. Copy of Bank pass book
4. Passport size photographs - Six Nos. (Colored)

For Epic Research (P) Ltd.

People Development Group



With the signature below, I accept this offer for employment

Name _____

Date _____

Salary Details for Associate Financial Consultant (AFC)

Annexure 'A'

Candidates name:	
Position offered:	
Joining date:	

Fixed Components	Monthly	Annual
Basic	7,800	93,600
Conveyance	356	4,272
Attendance allowance	1,000	12,000
Variance Components		
Key Performance Indicators	4,000	48,000
Annual Bonus	-	11,000
Monthly performance incentives (Special Inducements)	-	72,000
Retirement benefits		
Provident fund (Employer's Contribution)	1,062	12,744
Total CTC	14,218/-	2,53,616/-

Important terms:

- KPI and monthly* performance incentives will vary based on your performance score and meeting the delivery targets as per the team structure. The incentive scale may vary as per your team allocation.
- As per the Corporate policy, for 03 months; 11,218/- will be paid as stipend, later from the 4th month KPI will be the variable component and EPF contribution will be followed.
- Retention amount of Rs. 9000/- will be paid out in 13th month of your service.
- Annual Bonus/ loyalty bonus will vary between 9000-25000 based on your annual performance scores and as per the company policies it will be paid out in the 13th month of your service.
- Your salary structure is subject to revision based on notifications received from Labor Department.
- Employee Contribution to PF of Rs 936/- will be deducted from your Gross salary.
- Kindly confirm your acceptance of this offer by signing and returning a copy of this letter and share a mail at hr@epicresearch.co
- This appointment will be subject to you being found medically fit. (Medical certificate to be provided at the time of joining)
- You are not planning for any higher studies which would force you to quit the job during the Service Agreement of 1 year.
- For any further queries you can reach us at 7869961117.

[Signature]
In-Charge
Training & Placement
NIET, Chhapra

[Signature]
Principal
M. Patel Institute of Engg. &
Tech, Chhapra, Bihar

Accepted By

(Name and signature of candidate)