

HGS/2020/PC 38

HGS

Date: 24<sup>th</sup> Jan 2020

Name: M. Rachana  
Address: SR Engineering College; Warangal

Sub: Conditional Offer Letter.

Further to our discussions, we are pleased to make an offer to you as "**\_Customer Support representative\_**" (CRO) on the following terms and conditions:

1. Your initial place of posting will be at Bangalore.
2. You will be on probation for a period of 6 months. The probation period can be extended at the discretion of the Management.
3. You will be intimated about your Date of Joining in due course of time. You are advised to submit the documents listed below on the day of your joining, as a part of joining process.
4. Your annual Cost to the Company (CTC) will be 172020/- p.a. (Rupees One Lakh seventy two thousand twenty only). You will also be entitled to Provident Fund (PF), Pension under the PF Act, Employee State Insurance (ESI) benefits to you and your dependent Family members, Statutory Bonus and Gratuity as per the relevant Acts.
5. The information about your compensation is personal and strictly confidential. Please do not share these details with any person or organization internally or externally.
6. Appropriate Income Tax will be levied on salary and benefits.
7. Continuity of your services with HGS is subject to the successful completion of your Graduation course and producing the marks cards and degree certificate for verification by the company as well as thru an external investigation agency.

**Your Appointment is subjected to successful completion of all subsequent rounds and assessments at HGS. On completion on your final round selection you will be issued a detailed appointment letter on the date of joining.**

Please sign and return a copy of this provisional offer as a token of acceptance.

We look forward to your joining the HGS family.

Yours Sincerely,  
For Hinduja Global Solutions Ltd.

Authorized Signatory

**Declaration:**

I have read and understood the above provisional offer and hereby accept the same.

Signature of Candidate: \_\_\_\_\_

Date:

Place: Warangal

Please report at the address given below at 10:30 AM on your date of joining. Submission of the following documents is mandatory for joining. Please get the originals which will be returned to you post verification.

- a) Photo ID proof (Ex. College ID card, Voter's ID, PAN Card, Ration Card, Driving License, Passport, Exam Hall Tickets, etc. pls. refer attachment)
- b) Certificates / testimonials of your past experience including certificate from your last employer, if applicable.
- c) Marks cards of your Degree / Diploma, SSLC, PUC etc.
- d) 8 passport size color photographs, for our records.
- e) Address Proof
- f) One set of photo copy of all your documents

Address: HGS Chambers behind RNS Motors, 55, Palya Hosur Road Bangalore-560068

Location Link: <https://g.co/maps/6t1v34>



PRINCIPAL  
Sumathi Reddy Institute of Technology for Women  
Ananthasagar (V), Hasanparthy (M)  
WARANGAL - 506 371 (T.S.)

*Handwritten:*  
Sudhanu  
24/1/2020