



OFFER LETTER

3rd December 2021

Dear Shweksha,

This is in reference to your application for the Hindi Content profile and the subsequent round of discussions you had with us.

We're happy to offer you the role of **Hindi Content Specialist** at Inshorts India Advertising and Services Private Limited ("Inshorts") subject to the successful completion of the employment background verification process, pre- or post-joining. We reserve the right to revoke this offer depending on the findings of the verification process. The offer is subject to the following terms and conditions:

1. Your annual CTC will be **INR 2,40,000/-** (Rupees Two Lakh Forty Thousand Only). The exact break-up of the CTC is as mentioned in **Annexure 1**. In addition to an annual CTC of INR 2.4 lakh, Inshorts will contribute to your Employees State Insurance (ESI) at its own cost which currently holds out to be INR 8,700 p.a. (approx).

2. **The offer is valid for 48 hours on receipt. Please accept the same by replying to this email with a tentative date of joining.** Prior to your joining, you have to submit the true copies of the following documents:

- (i) Experience certificate from previous employers (internships, etc. if applicable)
- (ii) Payslips for 2 months
- (iii) Proof of academic qualification (class 10th equivalent and above)
- (iv) 10th & 12th mark lists
- (v) Undergraduate/degree mark list and degree certificates
- (vi) Post-graduation mark list and degree certificates (if any)
- (vii) Other qualifications - mark lists and certificates (if any)
- (viii) PAN card (Required for PF Account on the day of joining)
- (ix) Aadhar Card Copy (Required for PF Account on the day of joining)
- (x) Two photographs
- (xi) Cancelled cheque

3. On and from the Joining Date, **you will be on probation for 3 (three) months** and will be assessed for meeting the expectations of the job profile.

4. All the terms of the offer letter are highly confidential and disclosure of any terms of the offer letter including but not limited to CTC are strictly against Inshorts' policy. Any violation in this regard will invite strong action against you, including revocation of this offer. Further, the offer letter is conditional.

5. You will be provided with a detailed employment agreement on your Joining Date and other policies of Inshorts. However, please note that we don't provide dedicated off days on Sundays or on gazetted holidays. Your weekly offs will be decided on your joining and it can be any days of the



**INSHORTS
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Comm. Add.
Plot No. 1, Fourth
Floor Sector 16-A,
Noida Uttar Pradesh-
201301 India

Regd. Add.
Level 15, Eros Corporate
Tower Nehru Place,
New Delhi,
South Delhi- 110019 India

+91 120 4628100
contact@inshorts.com
www.inshorts.com

(Formerly Known as INSHORTS MEDIALABS PRIVATE LIMITED)

CIN:U74110DL2015FTC283202

week. However, there is a flexible Leave Policy with an ample amount of paid leaves throughout the year. There are multiple shifts throughout the day and you'll be allotted one basis our requirement and general need of the company.

6. You can discuss the terms of the offer with our HR in case of any query.

7. This offer constitutes a legal, valid and binding obligation between us and supersedes all prior discussions or understandings we may have had with you.

8. Please share a signed copy of this offer letter indicating your acceptance of the terms of this offer. There can be no conditional acceptance of the terms of the offer. You have to either accept or reject the terms of this offer in its entirety.

For and On Behalf of Inshorts India Advertising and Services Private Limited (*formerly known as Inshorts Medialabs Private Limited*)

Name: Soumi Chakraborty
Designation: General Manager (HR)
Authorised Signatory

Acknowledged and accepted by **Shweksha Pathak**

Date



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ANNEXURE 1

Particulars	Annual
Basic	₹1,20,000
House Rent Allowance	₹60,000
Employer Provident Fund	₹21,600
Leave Travel Allowance	₹24,000
Special Allowance	₹14,400
Total	₹2,40,000