



Eckovation

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Aggarwal Bhawan, Rohini, Delhi - 110085, India



**Private & Confidential**

Date : 22<sup>nd</sup> January, 2020

Dear Mr. Gaurang Gupta,

Eckovation is pleased to offer you a permanent position of Inside Sales Associate. Your skills and experience will be an ideal fit for our sales team.

As we discussed, your joining date will be **February 22nd, 2020**.

Please analyze the following points:

- **CTC**  
Rs. 3,00,000 per year (Fixed) + Rs. 1,50,000 per year (Incentive)
- **Monthly Salary**  
Rs. 10,000 per month (during 6 months training period)  
*(Please note: In order to successfully complete your internship, you must complete 125 working days)*  
Rs. 22,727 per month (after training)
- **Incentives (as mentioned in the CTC)**  
You will be getting 5% of the sales as incentive (over and above Rs. 66,000) - (after reduction of taxes, discounts, material costs).  
The incentive will be provided during Internship period as well. The threshold will be of Rs. 30,000 during internship period.
- **Year End Settlement**  
Total Bonus is 10% of Base Annual Salary = Rs. 27,276 per year (paid at the end of 12 months).  
It will be calculated from the day when you are inducted for the full-time tenure (after training).
- **Termination**  
1 month notice from the end initiating it
- **Office**  
The office timings are 10:00 am till 06:00 pm. 8 hours per day. 6 days a week. Entry after 11:00 am is not permitted.
- **Working Days Policy**  
90 minutes of calling per day for mark of presence.  
1 Sunday per month (mandatory : cannot be carry forwarded to the next month) to be done on-rotation basis, which can be swapped for a leave in the same month.
- **Leave Policy**  
1 leave per month is allowed (cannot be carry forwarded to the next month).  
After 1 leave per month, the leaves will be deducted in the same month.