

## OFFER LETTER

OL-2023: 0621

Dear **Ajil Antony**,

### **Congratulations!**

You have been selected to join Zifo through the Campus Recruitment process held at your College / University.

We are pleased to offer you the position of **Associate Analyst** with a consolidated pay of **Rs. 476,700/- p.a. (Rupees Four Lakhs Seventy Six Thousand Seven Hundred only per annum)**. This consolidated pay includes your Basic Salary, Gratuity, Medical & Health Insurance.

### **Probation**

You will be on probation for a period of 12 months from the date of joining. You would receive a **Confirmation letter** at the end of the probation period.

### **Insurance Coverage**

The insurance coverage extends to yourself, your spouse and two of your children.

### **Leaves**

You would be entitled to 12 Government-mandated public holidays per year. The office will be closed for 10 business days (which includes 5 Government mandated holidays) in a year and an additional 2 days can be chosen as optional holidays from the marked list of holidays in the calendar year.

In addition to this, you can avail leave for **18 days** in your first year as part of the earned leave component.

### **Maternity and Paternity Policy**

At Zifo, we are committed to ensuring a family-friendly environment and a culture that builds a great work-life balance. Women will be entitled to maternity leave with full pay for a period of 26 weeks, in line with latest Maternity Benefit (Amendment Act) 2017. Men will be entitled to paternity leave with full pay for a period of 14 continuous working days.

### **Working Hours**

Your working hours will be from **8:45 am to 5:45 pm** from Monday to Friday.



## Non-Disclosure Agreement and Service Agreement

You would be required to sign a **Non-Disclosure Agreement** and **Service Agreement** (for a period of 2 years at the time of joining).

## Background Verification

Zifo conducts background verification (BGV) for all its employees. We may leverage an external agency for this process, and you would be required to share relevant identity proof and academic documents with them. In case of any submission of false or misleading information, Zifo will take action as deemed appropriate.

## Joining Date

Your date of joining will be communicated through our Onboarding Platform – Launchpad.

### Note:

- *During your probation period you will be enrolled under the National Apprenticeship Training Scheme in compliance with the 'Apprenticeship Act 1961'. We will be submitting your basic information to NATS portal for enrollment, ensuring that the provided information remains strictly confidential within the government portal.*
- *Your job continuation/confirmation will be reevaluated if you are found to have any backlogs in academics or have not completed the course post joining Zifo.*

## We warmly welcome you to the Zifo family!

Regards,



Kamalahasan N  
Head – HR

