

# OFFER LETTER

OL-2020:0282

Dear **Arya K Sreekumar**,

## **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. 4,76,214/- p.a. (Rupees Four Lakhs Seventy Six Thousand Two Hundred and Fourteen only per annum). This consolidated pay includes your Basic Salary, Gratuity, Medical & Health Insurance.

## **Insurance Coverage**

For each Zifo employee, the insurance coverage extends to yourself, your spouse and two of your children.

## **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.

## **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).

## **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 **16 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 employees will be entitled to maternity leave with full pay for a period of 26 weeks, in line with latest Maternity Benefit (Amendment Act) 2017. Male employees will be entitled to paternity leave with full pay for a period of 7 continuous working days.

### Working Hours

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

### Background Check

Zifo is a part of the Regulated R&D industry and Zifo reserves the right to conduct background reference checks for all its employees.

### Joining Date

Your date of joining will be communicated through Launchpad.

### We warmly welcome you to the Zifo family!

Regards,



Kamalahasan N  
Head – HR