



Ambrelanexus BPO

And Digital Services Private Limited

SMART SOLUTION FOR DIGITAL WORLD

Corporate Identification Number (CIN): U82199JH2023PTC021533
Goods & Services Tax Number (GSTIN): 20AAZCA6874ETZD



Reference Number: ABDSPL/_____

Date: _____

Dear _____
Congratulations.

I am pleased to extend the following letter of training to you on behalf of "**Ambrelanexus BPO & Digital Services Private Limited**". You have been shortlisted as a **Work From Home Data Entry/Back Office Executive [Trainee]**.

We believe that your knowledge, skills and experience would be an ideal fit for our **Back Office Department**. We hope you will enjoy your role and make a significant contribution to the overall success of "**Ambrelanexus BPO & Digital Services Private Limited**".

We have been shared all the relevant details towards the offered posting to you. Please take the time to review the shared details and in case of any assistance, contact the **Department Head** as per details shared in this Training Letter.

Sign all the pages and share a copy with us.

We welcome you and look forward to working with you. To confirm this training module, return us the documents by signing.

With Best Regards,

Sanjay Sharma | Senior HR Manager
Ambrelanexus BPO & Digital Services Pvt. Ltd.

Plot Number C1-17E
1st Floor, Near Oppo Service Center, City Centre
Sector-4, Bokaro Steel City-827004
Jharkhand, India

Mobile & Whatsapp: +91 7050 799 957
Phone Number: +91 6542 367 390
Email Id: ambrelanexusbpo@gmail.com
Website: <https://www.ambrelanexusbpo.com>



PASTE PASSPORT
SIZE PHOTO AND DO
SIGNATURE



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City Centre, Bokaro-827004, JH, India



+91 6542 367 390
+91 8404 843 090



ambrelanexusbpo@gmail.com
<https://www.ambrelanexusbpo.com>

Date : _____

Name : _____

Father's / Spouse Name : _____

Address: _____

[Subject: Job Offer For Position Of Back Office Data Entry Executive (Trainee)]



Dear Trainee,

we are pleased to offer you, the said position with "**Ambrelanexus BPO & Digital Services Private Limited**" (the 'Company') on the following terms and conditions:

#01. Commencement Of Employment

Your training will be effective from _____ and timing will be in between **10.00 am to 07.00 pm**.

#02. Job Title

Your job title will be **Back Office Data Entry Executive [Trainee] and It's a Full-Time Home Based Job**.and will report to your **HR Department Head, Mr. Sanjay Sharma**. In case of you will contact rather than mentioned above contact person or your concern/concerns will not resolve; company will not be responsible for that.

#03. Salary/Commission

Your annual total income would be **Rs. 1,80,000/- (Rupees One Lac Twenty Thousand Only)** annually inclusive of all the expenses and exclusive of performance incentive as per offered by the company based on your performance. **The said sum/commission is applicable subject to the achievement of the chosen target by yourself as mentioned on Schedule I & Schedule II [A], [B] & [C]. Salary will be provide as per the chosen Silver, Gold or Platinum plan.** Please read the details carefully before starting the work.

#04. Probation Period/Confirmation and Reporting

Our enlisted registered office at **Plot Number C1-17E, First Floor, Near Oppo Service Center, City Centre, Sector 4, Bokaro Steel City-827004, Jharkhand, India**. You will be on a probation period for three months (**90 days**). In light of your presentation, your administrations will be updated with the organization in composed from that point. You have to report work online/offline through email or your whatsapp group (if any) every day at the end of the session. **Remember, your service will be terminated in case you do not submit the report for two consecutive days.** The organization has the right to end your administration or serve a notification to visit at an office address in Bokaro, Jharkhand. Organization has rights to terminate your administration or position anytime without any notice as per your below standard work ability or poor performance. You are liable to submit your work report at the end of every working day to your **immediate superior or team leader or your reporting person as agreed in clause no. 2**.

#05. Company Property

You will always maintain the assets/reports of the company in good condition, which you have been entrusted for official use during your employment, and must return all such assets to the company before it is relieved of its charge. In case of failure, the related amount will be taken from you or your authorized guardian/witness.

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#06. Leave/Holidays/Late Arrival:

Absence for a continuous period of two days without prior approval of your superior, (including overstay on leave / training) would result in your losing your lien on the service and the same shall automatically come to an end without any notice or intimation. It's a locally situated activity **Part-Time (05 hours)** or **Full-Time (09 hours)** with the facility as per your chosen silver, gold or a platinum plan. You are entitled to take a leave as per the leave policy mentioned in the **Schedule II**. Read carefully clause number 08 as per the **Schedule II** for specific information in this regard.

#07. Confidential Information and Documents

During your employment, you shall devote your full time and skills to the company and shall not engage in any other job, course, or business without prior written intimation to the company. You must maintain strict confidentiality of all company records, data, documents, and non-public work or training information. Any unauthorized sharing, use, or disclosure of such information will result in immediate termination without notice and may lead to legal action.

This appointment is issued based on the information and documents submitted by you. If at any time any information is found to be false, concealed, or supported by incorrect documents, the company reserves the right to take disciplinary and legal action. The company may verify your documents and call your registered guardian/parents to the office whenever required. Incorrect signatures will not be accepted, and no excuses will be considered in case of default

#08. Surveillance

You will be under real-time monitoring through online software. You are advised not to adopt an immoral attitude. You are responsible for securing all the confidentiality of our technical system which will be shared with you.

#09. Cessation / Termination

The company reserves the right to, in the future if at any time in our opinion; Which is final in this case, such as negligence in work, violation of basic rules, non-completion of work, indiscipline, misbehave with executives, disorderly behavior, absence from duty without permission or any other conduct considered harmful to us. In the event of a breach of one or more of the terms of this letter, your services can be terminated without notice and the damages will be recovered from your security amount. In case of experience as well as skilled fresher will not claim any losses if default. Their earned amount will be held and service will be terminated.

#10. Right To Reserved

The company has reserved the rights in the event the terms of this agreement shall be affected by the policies and future legislation of the company.

#11. Governing Law/Jurisdiction

Your employment with the company is subject to Indian laws. All disputes will be subject to the jurisdiction of Bokaro Steel City, Jharkhand, India.

#12. Acceptance Of Our Offer

We welcome you and look forward to working with you. To confirm this employment, return us the documents by signing.

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Schedule I:

Detail Structure of Back Office Data Entry Executive [Trainee]:

Dear _____

It gives us immense pleasure to inform you that your compensation has been effective from _____ . Your annual income would be **Rs. 1,80,000/- (One Lac Eighty Thousand Only)** inclusive of all the expenses, based on your performance. The details of which are given above is subject to the achievement of work as per schedule II clause number 03.

WORK DONE IN PERCENTAGE AS PER Schedule II [A] [B] & [C]	PAYMENT
99.01 - 100%	100%
98.01 - 99%	50%
97.01 - 98%	30%
96.01 - 97%	15%
95.01 - 96%	05%
Less Than 95%	Service Terminate. No Payment

[IMPORTANT NOTE: YOUR PERFORMANCE WILL BE MONITORED ON A DAILY BASIS]

With Best Regards,

Sanjay Sharma | Senior HR Manager

Ambrelanexus BPO & Digital Services Pvt. Ltd.

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IMPORTANT NOTICE

बिना पढ़े-समझे किसी भी डॉक्यूमेंट को बिल्कुल भी साइन न करें! **भविष्य में** किसी प्रकार के वाद-विवाद की स्थिति में साइन किये गए डॉक्यूमेंट्स के आधार पर ही निर्णय दिया जायेगा! अगर ऑफिस का कोई कर्मचारी यहाँ लिखी गातों को तोड़-मरोड़ कर, बदलकर आपके सामने रखता है तो उसकी गात न मानें। समय के अभाव में यह संभव नहीं है कि हर एक आवेदक को अधिकृत व्यक्ति ही नियमावली समझाए। इसलिए आवेदक को अपने विवेक से समझ-बूझकर ही दस्तावेज करना है। हिंदी में ऑफर लेटर के लिए <https://translate.google.co.in/> का उपयोग करें! किसी अन्य प्रकार की सुविधा के लिए आप सपोर्ट डिपार्टमेंट को ambrelanexusbpo@gmail.com पर ईमेल करें।

**Ambrelanexus BPO And Digital Services
Private Limited**

An ISO Certified Digital IT Company

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Website: [https://www.ambrelanexusbpo.com](http://www.ambrelanexusbpo.com)

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Schedule II [A]

Responsibilities, Details & Duties:

#01. It's a work from home back office data entry job. Demo work related to this work is already submit by yourself. Under this job, as you already know, need to install an extension on your computer or laptop. With the help of this extension, you can convert data of any city into an Excel file. Your work is to take the converted data and extract the client's business name, mobile number, city, and category, and then enter this information into the blank sheet provided by the company. As you have already seen in the video and practiced during the demo work, the work must be done exactly in the same manner.

#02. You can join either full-time or part-time as per your convenience. For full-time, you have to work 9 hours per day, which includes a 30-minute lunch break and 2 tea breaks of 15 minutes each. You are required to do data extraction work for a total of 8 hours. For part-time, you have to work 5 hours per day. In part-time, no breaks are allowed. In the Silver Package, the job timing has fixed timings. Full-time working hours are from 10:00 AM to 7:00 PM [Monday-Saturday], and part-time working hours are from 10:00 AM to 3:00 PM. Due to heavy traffic, joining date will be confirm after 15 days. In the Gold and Platinum packages, you may work at any time as per your convenience.

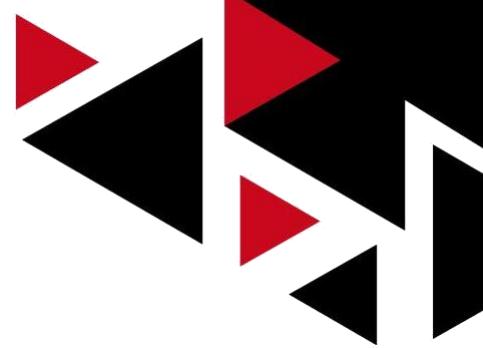
03. If you want the flexibility to work at any time and instant joining facility, you can choose the Gold or Platinum packages. In these packages, you are allowed to work at your selected time as per your convenience. You can also divide your working hours into multiple parts. This means you may work a few hours in the morning, some in the afternoon, some in the evening, and some at night, and complete your total working hours accordingly. Please note that no matter which time you choose to work, you must inform the company in advance. Working in multiple time slots and your timings keep changing, you must inform the company about your time schedule at least one day in advance through email or the WhatsApp group. If you change your working time without prior information, the report for that day will not be accepted.

#04. In this department, other executives are also working, so we clearly know how much data can be realistically extracted in one day. In full-time 8 hours, a minimum of four thousand records can be easily extracted, and in part-time, two thousand five hundred records can be completed under any circumstances. If you are unsure whether you will be able to perform this work, the company provides the option of a 7-day unpaid trial period. During these 7 days, you can evaluate whether you are able to meet the work requirements explained above. After the trial period, you can clearly assess your capability to perform the assigned work. If you are able to continue, you may proceed with the job. If required, the workload may be reduced. However, if you feel that the work is not feasible under any circumstances, you may request a refund. In such cases, the refund will be processed as per the refund timeline mentioned in the selected package. As the company has already informed you that salary is based on performance and not on the number of hours worked, if you complete fewer tasks or reduce your workload after the 7-day unpaid trial period, it is obvious that your salary will be reduced accordingly.

#05. The company is providing a decent salary along with work-from-home facilities, so your performance must meet the required standards. You are not being hired based on the number of hours you work, but on the standard level of performance. This level of performance must not fall below the required standard under any circumstances in the future. If your weekly performance is not satisfactory, work for the following week will not continue, your service will be terminated, and if any payment generated, it will be made as per Schedule I.

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Schedule II [B]

Responsibilities, Details & Duties:

#06. You may download a copy of this letter from the website or demand a copy on email/whatsapp before making the payment for the back office data entry executive. Please read and understand the document carefully first. If you have any confusion, get it clarified beforehand, and only then proceed with the payment. You are hereby informed that as per Schedule I& II[A], [B] & [C], you should join only if you are capable of completing the assigned work. Otherwise, do not join. Take only as much work as you are capable of handling according to the slab. Payment will be made strictly according to the amount of work taken and completed. Later on, giving excuses such as "payment should be made only for the amount of work done" will not be considered. Therefore, carefully review the work requirements, and join only if you are capable of completing them. Otherwise, do not join.

#07. It has been bringing to your notice that this kind of project you might be done or didn't before. So, obviously lots of things you will face first time on the time of actions. It's not possible to mention all such things. We are paying a smart package and we expect that the attitude will always learning and accept things and solving nature skills. On this ground, if you will raise any dispute it will not be considered by the company. Your nature should be very positive and energetic so that the office atmosphere will remain good from start to end. You should be customer-oriented and approachable it is very essential.

#08. Whether you are working full-time or part-time, you must send your report every hour in the WhatsApp group or by email. This is part of your job. It is not the company's responsibility to follow up with you. By sending hourly reports, you will show your performance. Based on this performance, you will be made permanent after a probation period of three months. This is a work-from-home and flexible-time job. Therefore, if you need to change your working time (in Gold or Platinum packages), you must inform the company in advance.

#09. It is not acceptable to say at the time of reporting that you will send the report in the afternoon, evening, night, or the next day. You have to complete your work on a daily basis. Work will not carry forward to the next day by any chance. If you want a leave, inform and take a leave as per the chosen package. If you do this, a warning memo will be issued. If a total of three warning memos are issued, your service will be terminated. You have already been informed that this job and salary are not given in exchange for your time, but in exchange for your performance.

#10. This position is offered based on your self-declared commitment and does not carry any sales target. Your employment will be finalized by the HR Department based on your commitment. We will not entertain candidates who join the position by making false commitments and later fail to perform according to their own commitment or the company's guidelines. If you join based on a false commitment and your performance does not meet the standards specified in Schedule II [A], [B] & [C], your employment will be terminated immediately without any notice or intimation. The paid security amount will also be forfeited.

#11. Payouts will be processed as per the selected plan. For a payment of Rs. 999, payouts will be made monthly, and the first payment will be released after 30 + 07 working days. For a payment of Rs. 1999, payouts will be released every 15 days, with the first payment after 15 + 07 working days. For a payment of Rs. 2999, payouts will be made weekly, and the first payment will be released after 07 + 07 working days. If you leave the work midway, fail to complete the assigned work, or show negligence, the security amount will not be refunded.

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Schedule II [C]

Responsibilities, Details & Duties:

#12. You are liable to raise your appeal if you are not comfortable with any policy updates of the company, either in terms of working environment, or in terms of a change in our product/services pricing structure between seven days of training before work starts. Further, if you are not comfortable working with such terms, you are immediately requested to take a release rather than appealing the same on the month-end. Practicing to do so, will not be considered in any way. Any of your requests, appeal, applications, should not be in a written form, only to the reporting associate as mentioned in clause number 02 of this letter. As per your commitment if you are not able to perform your service will be suspended for fifteen days. Absence for a continuous period of two days without prior approval of your superior, would result in your losing your lien on the service and the same shall automatically come to an end without any notice or intimation.

#13. Ideally, you should not make any payments without first speaking to an executive. However, if you have made a payment knowingly or unknowingly and later decide not to proceed, you can claim a refund within 24 hours. In such a case, a 100% refund will be provided. If the refund is claimed after 24 hours, only 50% of the amount will be refunded. You can check the demo project before making payment. If you want to cancel the job offer within 24 hours for any reason; And if any payment received / advance payment will be fully refundable. If you want to make any changes; within 24 hours, it is also possible (before live project date assigned). Changes cannot be made after 24 hours but can be canceled (before live project date assigned). In this case, the company will pay only fifty percent amount. In any refund situation's, the amount will be settled as per the chosen package (30-60 Days). After the agreement is processed (after live project date assigned), there will be no refund of the caution money amount in any of the situation.

#14. Providing incorrect, assumed, or fake data will be treated as serious misconduct and may lead to strict disciplinary action. All reports must be prepared accurately and submitted in the prescribed format within the assigned timelines. Any delay or excuse related to internet issues, power failure, or system problems will not be accepted. Employees who require flexible working hours must enroll under the Gold or Platinum package, where such flexibility is permitted. It is the sole responsibility of the employee to ensure uninterrupted internet connectivity and proper system backup before starting the work. Repeated report rejections may result in immediate termination of services without prior notice. Any arguments, excuses, or pressure on HR or Management will be treated as indiscipline. During working hours, use of social media, gaming, or engagement in personal activities is strictly prohibited; if found, a warning memo will be issued. The company reserves the right to conduct data audits and quality checks at any time. Continuous low performance may lead to termination even without additional training. This job is not meant for learning or trial purposes, and future claims of being a fresher or making mistakes due to inexperience will not be accepted; being a fresher does not grant permission for negligence.

#15. The Leave Policy for 2026 is already available on the website footer page, where all applicable holidays for the year 2026 are clearly mentioned, along with detailed information regarding Casual Leave and Sick Leave. To apply for any type of leave, you must send a request email at least one day in advance to ambrelanexusbpo@gmail.com, clearly mentioning the reason for the leave. Based solely on the details provided in your email and the company's operational requirements, the HR Department will review the request of your leave and accordingly approve or reject the leave.

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