

Date: 25<sup>th</sup>, Feb 2019

To,  
Chirag Lekha,  
Invertis Bareilly,

Sub: Offer Letter

Dear Chirag Lekha,

In reference to your application, we would like to congratulate you on being selected as Teacher Trainee into a full-time position with **Itutor Group**.

Your job is scheduled to start effective **4<sup>th</sup> March 2019**. The intent of this letter is to offer a full-time opportunity with **Itutor Group**. At the end of the year your performance will be reviewed and contract may be renewed for next year. We, at Itutor are excited to welcome you on board!

If you wish to decline the offer of a full-time employment, you will be required to pay in lieu of the allowances of 6 months, the lock-in duration with the organization will be for 18 months during your full-time employment period.

The project details and technical platform will be shared with you on or before commencement of you job.

You are requested to return a copy of this offer letter as a token of your acceptance and confirm the exact date of your joining with our organization within 5 days.


Please see below **Annexure – A** for the detailed salary structure once you commence your fulltime employment with Itutor. You will also be paid one-time retention bonus of INR 50,000 post the completion of 12 months as a full-time employee with Itutor.

Best wishes and welcome to the **Itutor** family.

Accepted

Chirag Lekha

  
Registrar  
Invertis University  
Bareilly

  
Director Corporate Relations  
Invertis University  
Bareilly

# iTutorGroup

## Annexure A

| Particulars  | Monthly (₹)   | Annually (₹)   |
|--|---------------|----------------|
| Basic Salary   | 12,163        | 145,956        |
| House Rent Allowance                                   | 5,830         | 69,960         |
| Professional Attire Allowance                          | 880           | 10,560         |
| Telephone Allowance                                    | 880           | 10,560         |
| Leave Travel Allowance                                 | 1,460         | 17,520         |
| Professional Development Allowance                     | 3,787         | 45,444         |
| <b>CTC (Excluding Other Benefits &amp; Incentives)</b> | <b>25,000</b> | <b>300,000</b> |

|                              |               |                |
|------------------------------|---------------|----------------|
| <b>Total Cost To Company</b> | <b>25,000</b> | <b>300,000</b> |
|------------------------------|---------------|----------------|

| Other Benefits (Apart from CTC) | Monthly (₹)  | Annually (₹)   |
|---------------------------------|--------------|----------------|
| Gratuity (Amount for an year)   | ₹ 701        | ₹ 8,412        |
| Personal Accidental Insurance   | ₹ 100        | ₹ 1,200        |
| <b>Total Benefits</b>           | <b>₹ 801</b> | <b>₹ 9,612</b> |

For, Itutor group.



Rita D'souza

Human Resources- Manager

Accepted

Chirag Lekha

  
Registrar  
Invertis University  
Bareilly

  
Director Corporate Relations  
Invertis University  
Bareilly