

Offer Letter

To,

Date: 10th December, 2018

Navya Pratap,
Invertis University

Sub: Letter of Offer for Employment

We are pleased to offer you an appointment in our organization as **Sales Trainee** with effect from **15th January 2019**. You will be based in our corporate office, ViraaJ Ventures. Post induction your duties can be transferred to any business unit and location (PAN INDIA) as per discretion of the management.

You will be paid Annual remuneration as detailed in Annexure – A.

Your offer has been made based on information furnished by you. However, if there is a discrepancy in the copies of documents or certificates given by you as a proof of above, we retain the right to review our offer of employment.

You are requested to carry the below mentioned documents at the time of joining:

- All Educational certificates (original & photocopies).
- Passport size photographs x 6 copies
- Documents of proof of residence (Permanent & Current)
- Pan Card & Aadhaar Card copy.
- NOC from College
- Attested copy of Marksheets for the first year and second year (if Applicable).

Please sign and return duplicate copy of this letter as token of your acceptance within 24 hours after receiving this letter.

We congratulate you on your appointment and wish you a long and successful career with us. We are confident that your contribution will take us further in our journey towards becoming world leaders. We assure you of our support for your professional development and growth.


Yours truly,

For ViraaJ Ventures


Sheetal Sircar

General Manager- Human Resources


Registrar
Invertis University
Bareilly


Director Corporate Relations
Invertis University
Bareilly

Annexure – A

Salary structures as under:

Salary Component	Monthly	Yearly
Basic	11067	132804
Other	1100	13200
Special Allowance	4000	48000
Gross (A)	16167	194004
Accommodation	6000	72000
Food Allowance	2000	24000
Business Suit Allowance (2) *	0	0
IT Support Allowance	1000	12000
Retention Bonus **	4000	48000
(B)	13000	156000
Annual Remuneration(A+B)	29167	350004

Total Annual Remuneration: Rs. Three Lac Fifty Thousand and four rupees Only Per Annum

Note:

* Annual Remuneration is usually rounded off to nearest Zero and all the deduction part of the Annual Remuneration.

* Income Tax declarations are to be submitted within one month of joining, failing which TDS will be computed assuming you do not have any investment for Tax Exemption.

* Confidentiality: The letter contains all details with regard to your salary and incentives and supersedes all earlier communications. Please note that the contents of this letter and the compensation details are confidential. Employee should refrain from discussing or sharing the same with colleagues & non-Employees.

*Your employment is subject to accept the term & condition of our employee handbook which will be provided you at the time of joining.

*Your entitled to get Business Suite after completing your probation period successfully with the origination.

* All the allowances part is subject to use. They cannot reimburse or not cashable.

Registrar
Invertis University
Bareilly

Director Corporate Relations
Invertis University
Bareilly



Please Note: - The eligibility criteria to avail the Retention Bonus of 3 lac is to complete three years in the organization. But on a good faith we will be releasing the same as per points given below -

- 25% of 3 Lac on the completion of 1st year,
- 25% of 3 lac on the completion of 2nd year,
- 50 % of 3 Lac will be paid on the completion of 3rd year.

Sincerely,		
Human Resources		
Acceptance		
I have understood the above break up and hereby signify my acceptance for the same.		
Signature:	Name:	Date:

Registrar
Invertis University
Bareilly

Director Corporate Relations
Invertis University
Bareilly