



**Shakshi Singh**

Date: 11-December-2018

**Invertis University**

Invertis Village, Delhi Lucknow Highway NH-24,  
Bareilly - 243123, Uttar Pradesh, India

Dear Shakshi,

It was a pleasure meeting you to explore a career opportunity for you with Infojini INC.

Based on our discussion, we are pleased to offer you the position of **Recruitment Associate** at grade **IS1**

1. Your annual gross salary along with the break-up of salary is enclosed at the end.
2. You are required to join us on or before **9-July-2019** and the offer stands withdrawn thereafter, unless the date is extended by us and communicated to you in writing.
3. You are requested to report at 9.30 AM to complete the joining formalities. Your initial place of posting will be at **Gurgaon**. At the time of joining you are requested to submit the copies of documents as per the checklist enclosed.
4. For any further clarifications, request you to communicate with the concerned recruiter contact.

**Your appointment is subject to**

- Your passing the Company's medical examination successfully. The decision of Company's medical team in this regard will be final.
- Your producing acceptable certified documentary evidence of your date of birth. This evidence must be a Birth Certificate or School Leaving Certificate, Copy of your passport or an Affidavit attesting your date of birth and sworn by your father, mother or a close relative. This date once accepted will be used for all purposes in connection with your employment and no cognizance will be taken for any alterations in the future.
- Your producing acceptable certified documentary evidence of your academic and professional qualifications.
- The Company receiving appropriate and satisfactory report on your background check i.e. past employment and education details.

Welcome to Infojini Inc and look forward to a long and mutually beneficial association.

Yours faithfully,  
Infojini Inc

**Syed Khan**

**General Manager- Talent Management**

**Registrar  
Invertis University  
Bareilly**


**Director Corporate Relations  
Invertis University  
Bareilly**



**Designation:** Recruitment Associate  
**Grade:** IS1  
**Location:** Bangalore  
**Qualification:** Any Graduate

<i>Components</i>	<i>Proposed Salary (Rs. Per Month)</i>	<i>Proposed Salary (Rs. Per Annum)</i>
<i>Consolidated Salary (Basic Salary)</i>	12,343	148,116
<i>House Rent Allowance</i>	4,000	48,000
<i>Supplementary Allowance</i>	2,900	34,800
<i>Conveyance Allowance</i>	1,600	19,200
<b>Sub Total</b>	<b>20,843</b>	<b>250,116</b>

  
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**Explanatory Notes:**

- 1) Meal Coupons - Coupons pertaining to a month will be distributed to the employees in the subsequent month (E.g. Rs.1100/- for the full month of November, will be distributed in the first week of December). However in cases where there is no full month of service (on account of Secondment/Exit, the prorated value will be paid as part of salary). For those locations where Meal Coupons facility is not available, the same will be added to Supplementary allowance and paid along with salary after applicable tax.
- 2) Medical Insurance for Self/Family (Spouse, 2 dependent children up to age of 24 years) will be covered under Company's Health Insurance scheme, with a sum insured value of Rs. 300,000 per annum. Option to cover parents on payment of associated premium by employee with attractive benefits. You will be covered as per the Company's - Group Accident Insurance Policy for a sum insured value of Rs. 1,000,000.
- 3) Medical Expenses - You will be entitled for the payment of medical expenses for self and family members per the company's policy, for Rs. 1,250 per month as part of salary. Your grade based eligibility shall be prorated from the month of joining.
- 4) Leave Travel Allowance of Rs. 11,000 per annum is paid as per company policy, prorated for the previous financial year along with April salary of the following financial year.
- 5) Performance Effectiveness Pay (PEP) - is payable at the sole discretion of the management of the company taking into account the individual, team and company performance as the case may be and paid annually. It is governed by the applicable policy of the company in this regard. At your grade, you are entitled to PEP not exceeding 20% of the Consolidated Salary (Basic Salary) earned for the accounting year. PEP Payout will not be part of salary for purpose of calculating separation/retirement benefits.
- 6) Infojini Products & Services - This scheme provides you an opportunity to avail and enjoy ITC's world class products and services, governed by the following policy. You are eligible to claim reimbursement towards the purchase upto Rs. 1,250 per annum. The reimbursement amounts are based on assumption that you are availing the benefit upto the entitlement as per the policy. If you do not avail the benefit, the amount mentioned is non-encashable or not carried forward to the next financial year.
- 7) Gratuity - You will also be eligible for Gratuity as per the Payment of Gratuity Act.

Yours faithfully,


Infojini Inc



Syed Khan

General Manager- Talent Management

  
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Documents to be carried on your DOJ-

MANDATORY DOCUMENTS	
1	3 Copies Passport size photo
2	All educational marks sheet and certificates - 10 <sup>th</sup> , Diploma/12 <sup>th</sup> , Graduation, Post-Graduation (if applicable)
3	Passport - (with all VISA stamping & ECNR pages if travelled onsite)/ Acknowledgement of application
4	PAN card/ Acknowledgement of application
OTHER DOCUMENTS- TO BE CARRIED AS APPLICLABLE	
1	Aadhar Card/ Acknowledgement of application
2	Certifications if any
3	UAN DETAILS
4	Marriage Certificate
5	NSR Registration
6	Present Employer – Pay slips for last 3 months (if applicable)
7	Present employer - Hike letter(s)/ Appointment letter(whichever is earlier) (if applicable)
8	Present employer - Relieving letter(resignation acceptance) (if applicable)
9	Previous Employer all relieving letters & Experience letters (if applicable)
10	Previous Employers PF Account Numbers (if applicable)

  
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