

Dated: November 11, 2020

**Subject: Appointment-cum-Offer Letter**

Dear Manpreet Kaur,

We are pleased to offer you the position of Junior Associate in our Company.

Your engagement shall be subject to the terms expressed herein and the on-job training letter, and uniform terms and conditions of the Company, which are also accessible from Company's office server.

Subsequent to your completion of the Training Period you will be designated as Associate - IT-Acceptance of this letter is by expression of acceptance of the service agreement of the Minimum contractual period. Minimum Contractual Term" means the Internship Period i.e. (initial minimum 6(Six) Months which will be extended till the time you have not appeared for your final semester exams) and 1 (One) year thereafter. This period shall exclude any leaves availed by you apart from the stipulated earned leaves as per company's policy.

The date for commencement of your joining is On or before 15<sup>th</sup> Jan 2021. Your reporting officer is **Ms. Himani Gautama (Manager - Talent Management)**.

Upon joining, you will receive the detailed confirmation letter and you will be required to signed copy of the enclosed joining Report along with documents requested.

**Stipend and Salary Structure:**

- Salary Structure- Post completion of internship, below will be CTC breakup for one year.

Particulars	Post-completion of internship	
	0-06 Months	7-12 Months
	Amount (INR)	Amount (INR)
Basic Salary	25000	25000
HRA	7550	12000
Travelling Allowance	1600	1600
Special Allowance	1850	4035
Gratuity	726	731
Health Insurance	264	264
<b>Total Salary</b>	<b>36990</b>	<b>43630</b>
Performance Bonus*	2825	3270
<b>Monthly CTC</b>	<b>39815</b>	<b>46900</b>
<b>Expected In Hand Salary (pre-TDS)</b>	<b>36990</b>	<b>43630</b>
<b>Yearly CTC</b>	<b>523560</b>	
<b>Yearly Incentive**</b>	<b>76400 (After 01 Year in permanent employment)</b>	
<b>Gross Annual CTC</b>	<b>600000</b>	

Performance Bonus\*& Yearly Incentive\*\*: As per prevailing policy of company Wishing you a long and fruitful stay,

For Unthinkable Solutions LLP

Authorized Signatory

Registrar  
Invertis University  
Bareilly

Director Corporate Relations  
Invertis University  
Bareilly