



Innodata India Pvt. Ltd.
7th & 8th Floor, Stellar IT Park,
C-25, Sector 62, Noida (U.P.) 201309
Tel: +91 0120-462 6000
CIN: U72400DL1997PTC084165

14-June-2021

Shivam Saxena

LETTER OF INTENT

Dear Mr. Shivam,

This is further to your application exploring a suitable opportunity in our Organization, followed by your interview with our recruitment and selection team. In this connection, we are pleased to inform you that you have been selected and offered a position of "**Process Associate**" in our organization on mutually agreed terms and conditions.

As agreed, you are requested to join the services of the company on or before "02-Aug-2021" at the following address:

Innodata India Pvt. Ltd.
8th Floor, Tower-A, Stellar IT Park, C- 25, Sector-62, Noida


Also, please bring the photocopy of the following documents at the time of joining:

- 1) Certificates of educational qualification starting from 10th
- 2) Certificates of professional qualifications
- 3) Experience letters of previous employment(s)
- 4) Copy of Relieving Letter/ Resignation Letter
- 5) Salary Proof/ Pay slips (last 3 months) of last employment
- 6) Six (6) passport size color photographs with white background
- 7) PAN Card
- 8) Aadhaar Card

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Regd. Office: 708, Surya Kiran, 19 Kasturba Gandhi Marg, New Delhi - 110 001

Registrar
Invertis University
Bareilly


Director Corporate Relations
Invertis University
Bareilly



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This Letter of Intent is issued to you on the presumption that the particulars furnished by you in your application are correct.

A detailed appointment letter shall be issued to you on your joining the services of the Company.

This letter is subject to successful Background Verification Check. In case, the same is not found to be satisfactory, this offer stands null and void.

IIPL recruitment and selection team congratulates you on your selection.

Thanking you,

For Innodata India Pvt. Ltd.

A handwritten signature in black ink, appearing to read 'Parul Arora', written over a horizontal line.

Parul Arora

Manager- HR

A handwritten signature in black ink, appearing to read 'S.P. Choudhary', written over a horizontal line.

**Director Corporate Relations
Invertis University
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Name : Shivam Saxena
Designation : Process Associate
Level : Level 2
Date of Joining : 02-Aug-2021

Illustrative details of your compensation:

Pay Component	Monthly Amount	Annual Amount
Fixed CTC		
Fixed	25000	300000
Basic	15000	180000
HRA	7528	90336
ESI	672	8064
PF	1800	21600
Total Fixed CTC	25000	300000
Total CTC	25000	300000

For Innodata India Pvt. Ltd.

Parul Arora
Manager- HR

Registrar
Invertis University
Bareilly

Director Corporate relations
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