

jaro education*

07th December 2021

To Ms. Akansha Singh,

Dear Akansha,


This has reference to the interview and discussion we had with you. We are pleased to offer you a position of "Graduate Trainee". You would be on probation for a period of one year. On successful completion of probation period your services would be confirmed and you will be re-designated as "Career Development Officer".

Find below compensation details:

During the first 90 days (including training) you would be paid remuneration of **Rs.36250/-pm**. If target of first 90 days is achieved (100%) then your salary will be revised to **Rs.65,000/-pm** (As per below table) effective from fourth month.

Particulars	(Amount in Rupees.)	
	For 1st 90 Days	Effective from 4th Month
Basic Salary	20,050	25,000
House Rent Allowance	3,500	8,200
Transport Reimbursement	2,500	3,500
Telephone Reimbursement	1200	1300
Statutory Bonus (Paid Monthly)	2,500	3,500
Special Allowance	6,500	8,500
Total	36,250	50,000
Daily Travel Reimbursement	3,000	3,000
Performance Incentive (Payable based on the achievement of Monthly targets)	10,000	10,000
Performance cum Continuity Bonus (Annual) (Payable based on the achievement of targets for the year and continuity in the organization for at least 1 year)	2,000	2,000
Total	51,250	65,000

Regards,
Jaro Education



Sushant Mallya
General Manager – Human Resource

I agree to the above terms & conditions _____ Dated _____



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