



13th January 2022

Subject: Offer of Employment

Dear Amber,

With reference to your application & subsequent discussion, we are pleased to offer you the position of "Trainee Executive – Business Development" at our office in Noida. Your annual salary package will be Rs.3,60,000/- (Rupees Three Lacs Sixty Thousand Only) which is subject to applicable tax deduction.

The above offer is subject to verification of the certificates & testimonials, which have to be submitted at the time of joining as listed under:

1. Certificates of Education
2. Age & Address Proof (PAN Card & ADHAR Card)
3. Past Employment proof (experience, relieving & salary certificate of last 2 employers)
4. 4 Passport size photographs.
5. Accepted Resignation Copy/Relieving Letter of current organization.

You are expected to join at our office at Noida on or before 24th January 2022.

Your employment/offer will be continued after successful verification of details provided by you during the offer discussions and interviews held so far. If any of these details given by you are found to be incorrect or falsified at any point of time during verification, then your employment will be cancelled/terminated with immediate effect without any further notice. A detailed Appointment Letter and the Agreement to be executed between yourself and the Company and shall be issued to you at the time of Joining subject to receiving of the above mentioned documents. This Offer Letter shall be read and construed in conjunction with the Appointment Letter, the Employee Agreement and the HR Policies of the Company. This offer shall be valid only if the same is accepted on or before **14th January 2022.**

Kindly sign and return the duplicate copy of this letter as your acceptance.

We welcome you to our organization and look forward to a long and mutual beneficial relationship.

For Rtech Information Systems,

DocuSigned by:

Rashi A P

B7217C4869FF420...

Rashi A P

Senior Executive - Human Resources

Employee Name & Signature

Amber Saxena

[Signature]
Registrar
Invertis University
Bareilly

[Signature]
Director Corporate Relations
Invertis University
Bareilly



Annexure (Salary Break up)

Name of Candidate	Amber Saxena	
Location	Noida	
Designation	Trainee Executive – Business Development	
PF Status	No	
Particulars	Per Month	Per Annum
Basic Salary	21000	252000
HRA	5250	63000
Personal Allowance	3750	45000
Sub Total (A)	30000	360000
Variable Pay (B)	0	0
Total CTC (A+B)	30000	360000
Net Payable Inhand	30000	360000
Note: -All compliance and law of land will be implemented as and when applicable		

Notes

1. All payments are subject to appropriate taxation.
 2. PF, ESIC, Gratuity, Bonus, Professional Tax, & TDS are applicable as per respective acts.
 3. Gross Salary excludes Employee's PF contribution, P.T, & applicable TDS.
- All Payments, like Salary, Perquisites, Reimbursements, Incentives, Bonuses and Commissions are all subject to the Provisions of Tax Laws. The mentioned CTC Salary if effective from your date of joining and the Net salary will solely depend on your investments and other statutory withholdings according to the Tax Laws.

Employee Name & Signature

Amber Saxena

[Signature]
Director Corporate Relations
Invertis University
Bareilly

[Signature]
Registrar
Invertis University
Bareilly