

6961



Hanisha Chawla <hanisha.c@invertis.org>

Fwd: Letter of Intent / Provisional Offer Letter || Diya Bharadwaj

3 messages

Ashish Maheshwari <ashish.m1@invertis.org>
To: Hanisha Chawla <hanisha.c@invertis.org>

Mon, Dec 6, 2021 at 5:40 PM

----- Forwarded message -----

From: Team HR (Posterity) <hr@posterity.in>

Date: Mon, Dec 6, 2021, 5:30 PM

Subject: Letter of Intent / Provisional Offer Letter || Diya Bharadwaj

To: diyabharadwaj97@gmail.com <diyabharadwaj97@gmail.com>

Cc: Chandra (Posterity) <chandra@posterity.in>, Dilip Kumar (Posterity) <dilip@posterity.in>, Sorabh Raizada (Posterity) <sorabh@posterity.in>, Kaamini Jha <Kaamini@posterity.in>, ashish.m1@invertis.org <ashish.m1@invertis.org>

Dear Diya,

Congratulations! We are happy to welcome you to Posterity.

Your joining date with us will be **17th January 2022 (Monday)**. You shall get on-boarding welcome mail separately.

Your designation will be "Associate - HR". Enclosed Below is your offer details as Associate - HR.

To facilitate the process, please confirm your acceptance over email with scanned copy of below documents and bring the originals on the day of joining:

1. PAN Card & Aadhar Card (Both side).
2. Passport/ Rent agreement/ Electricity bill / Telephone bill / Driving license
3. Certificates of Highest Qualification Degree: Graduation / PG / MBA and Mark-sheets of 10th and 12th
4. Passport sized photograph with white background.
5. Experience letter of previous employer (If any)
6. Internship Certificate (If any).

1. Compensation Breakup: During Probation Period / Till Academic session completion:

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Compensation Breakup: During Probation Period / Till Academic session completion		
Name	Diya Bharadwaj	
Designation	Associate-HR	
Grade	A	
Location	Noida	
Date of Joining	17-Jan-22	
Components of Salary	Amount in INR Per Month	Amount in INR Per Annum
Basic salary (inclusive DA)	15500	186000
HRA	6200	74400

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Location	Noida	
Date of Joining	17-Jan-22	
Components of Salary	Amount in INR Per Month	Amount in INR Per Annum
Basic salary (inclusive DA)	15500	186000
HRA	6200	74400
Medical Allowance	1250	15000
Conveyance Allowance	1600	19200
Special Allowance	450	5400
LTA	NA	NA
Statutory Bonus (8.33% @ 7000)	NA	NA
Professional Tax	NA	NA
Provident Fund (Employee contribution @12% of Basic)	NA	NA
ESI (Employee contribution @ 0.75% of fixed Compensation)	NA	NA
Fixed Compensation	25000	300000
Performance Linked Bi-Annual Retention Bonus (20% of fixed Comp)	5000	60000
Annual Retention Bonus (Pro-Rata basis)		30000
Gross Compensation (Fixed cost + Bonus)	30000	390000
ESI (Employer contribution @ 3.25% of fixed Compensation)	NA	NA
Provident Fund Employer Contribution (12% of Basic + DA)	NA	NA
Provident Fund Admin Charge (.50% of Basic + DA)	NA	NA
EDLI Charge (.50% of Basic + DA)	NA	NA
Gratuity (4.81% of Basic)	746	8947
Cost to Company (Gross Compensation + Retirals)	30746	398947
Group Mediclaim Insurance		5000
Accidental Insurance		2000
Term Life Insurance		2000
Targeted Total Cost to Company (Gross Compensation + Retirals + Benefits)		407947
Statutory, tax and needful deductions will be as per law and as applicable		

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Medical Allowance	NA	NA
Conveyance Allowance	NA	NA
Special Allowance	300	3600
LTA	NA	NA
Statutory Bonus (8.33% @ 7000)	NA	NA
Professional Tax	NA	NA
Provident Fund (Employee contribution @12% of Basic)	NA	NA
ESI (Employee contribution @ 0.75% of fixed Compensation)	NA	NA
Fixed Compensation	22000	264000
Performance Linked Bi-Annual Retention Bonus (20% of fixed Comp)	NA	NA
Annual Retention Bonus (Pro-Rata basis)		NA
Gross Compensation (Fixed cost + Bonus)	22000	264000
ESI (Employer contribution @ 3.25% of fixed Compensation)	NA	NA
Provident Fund Employer Contribution (12% of Basic + DA)	NA	NA
Provident Fund Admin Charge (.50% of Basic + DA)	NA	NA
EDLI Charge (.50% of Basic + DA)	NA	NA
Gratuity (4.81% of Basic)	746	8947
Cost to Company (Gross Compensation + Retirals)	22746	272947
Group Mediciam Insurance		5000
Accidental Insurance		2000
Term Life Insurance		2000
Targeted Total Cost to Company (Gross Compensation + Retirals + Benefits)		284947
Statutory, tax and needful deductions will be as per law and as applicable		

2. Compensation Breakup: Post Probation completion / Post successful Academic session completion:

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Compensation Breakup: Post Probation completion / Post successful Academic session completion	
Name	Diya Bharadwaj
Designation	Associate-HR
Grade	A

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Note:

- **Appraisal Cycle:** Posterity's cycle for appraisal work according to Fiscal Year, thus you will be eligible for appraisal on **March-April-2023**
- **Probation Period:** Your probation period will be completed on or before 6 months of your joining.
- **Group medical Insurance:** Company is providing a cashless Group medical Insurance Up to INR 3 lacs for Self, Spouse and 4 dependent children up to 25 years of age.
- **Group Personal Accident:** Cover of INR 10 Lakh for each employee.
- **Group Term Life Insurance:** Cover of INR 10 Lakh for each employee
- **Gratuity** is only due for payment after completion of 5 years of service. Gratuity amount due, if any, will be paid at the time of leaving the company.
- **Devices:** You are eligible for Company sponsored free internet, Mobile SIM and laptop.
- **Annual Retention bonus: (ARB after probation at company's discretion)** Applicability provided performance achievement of 75% or above of Revenue Target or "good rating -4 out of 5", Amount will be disbursed on pro-rata basis depending on work performance. One should not be in Notice period and should be serving in company at time of applying for and disbursement of IT and you cannot resign for at least next 3 months post receiving of Retention or in case of resignation retention bonus amount needs to be either adjusted or refunded before relieving.
- **PLBRB : (PLBRB after probation at company's discretion):** Performance Linked Bi-Annual Retention Bonus (PLBRB): Applicability provided performance achievement of 75% or above of Revenue Target or "good rating -4 out of 5". One should not be in Notice period and should be serving in company at time of applying for and disbursement of PLBRB and you cannot resign for at least next 3 months post receiving of PLBRB or in case of resignation PLBRB amount needs to be either adjusted or refunded before relieving.
- **Income Tax:** Employee will bear all taxes on the salary prerequisites and benefits in accordance with the Indian Income Tax Act 1961 and related rules as amended from time to time.
- **Other benefits** will be as per applicable Company Policies in force from time to time.

Looking forward to have you on board with Posterity. Feel free to contact in case of any clarification.

Thanks & Regards

Shweta Jaiswal

Human Resources

Mobile : +91- 9818337009

Posterity Consulting Pvt. Ltd.
F-1, Sector 03, Noida, U.P.-201301

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Internet presence of Posterity. www.posterity.in

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Mon, Dec 6, 2021 at 5:41 PM

Ashish Maheshwari <ashish.h.tpo@gmail.com>
Reply-To: ashish.h.tpo@gmail.com
To: Hanisha Chawla <hanisha.c@invertis.org>

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Tue, Dec 7, 2021 at 10:53 AM

Hanisha Chawla <hanisha.c@invertis.org>
To: Sarathi Prasad Gouda <sarathi.g@invertis.org>

Hanisha Chawla | Corporate Relations
Invertis University | <https://www.invertisuniversity.ac.in/>
(NAAC Accredited)
7217012785 Mobile
hanisha.c@invertis.org



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F-1, Sector 03, Noida, U.P.-201301

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