

Date: 16th May, 2022

Dear Manish Kumar,

Subject : Offer letter of employment as **Business Development Executive**.

With reference to your application and subsequent interview with us, we are pleased to offer you the position of **Business Development Executive**. Your cost to company (CTC) will be **Rs. 450,000** (Rupees Four Lakh Fifty Thousand Only) Per Annum and other terms of service shall be as per the discussion you had with us. The compensation details are as follows -

| Components | Per Annum | Per Month |
|--------------------------------|----------------|---------------|
| Basic Salary | 225,000 | 18,750 |
| HRA | 112,500 | 9,375 |
| Special Allowances | 72,156 | 6,013 |
| Employer's Contribution to EPF | 21,600 | 1,800 |
| Statutory Bonus | 18,744 | 1,562 |
| Total CTC Per Annum | 450,000 | 37,500 |

We would expect you to join as early as possible but not later than **30-May-2022** at the office located at **Thane, Maharashtra** beyond which the offer would stand withdrawn, unless a new date is mutually agreed upon, and confirmed in writing.

You are being offered the above position on the basis of authenticity of the information, preliminary documents (if any) provided/submitted by you about your education, experience etc. This offer letter (including the appointment, if made) can be withdrawn/terminated at any point in time (without any legal liability on the Company), if the information provided by you is/are found to be untrue/false.

Your services are transferable, with reasonable notice, to any location in India or overseas where the company conducts its businesses, or to any subsidiary, associate or group company whether now existing or yet to be formed. Such transfer / deputation will be according to the rules of the company in force at that time.

During the term of your employment, should you desire to leave the services of the Company, you will have to give to the Company **one month**' notice or salary in lieu thereof. Similarly, the Company shall be entitled to terminate your employment at any time by giving you **one month**' notice or salary in lieu thereof. However, the Company may terminate your employment with immediate effect by a notice in writing (without payment of salary) in the event of your misconduct, negligence, fraud, breach of terms of employment or Company policy, criminal conviction and prolonged unauthorized absence.

Registrar
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Bareilly

Director Corporate Relations
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EXTRA MARKS

You agree, acknowledge, and authorize the Company to carry out necessary verification, background check on you (which may be carried out by a third party) from your institution, college, previous employer etc. Should the Company receive any negative feedback during such verification, background check, the Company shall be well within its right to withdraw/terminate this offer letter (including your appointment, if made) without any legal liability on the Company.

We are confident you will find this new opportunity both challenging and rewarding. We are excited to have you on board and wish you a great career ahead!

Sincerely,



HR Department

I have been explained the terms and conditions of my employment and I have understood the same and accept them entirely. I shall join service on or before **30-May-2022**.

Accepted



Director Corporate Relations
Invertis University
Bareilly



Registrar
Invertis University
Bareilly



Annexure - Pre-Joining Documentation

Before your date of joining, kindly upload the below mentioned documents in the link given below -

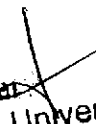
1. Offer letter acceptance*
2. Copies of Educational Certificates – Class 10th & Class 12th and Other Certificates (if any)
3. Copy of Graduation Certificate
4. Aadhar Card
5. PAN Card
6. Form 11 & Form 2
7. Bank Account Details
8. Clearance from the previous employer
9. Passport size Photograph (in .jpeg)
10. Last Payslip received from the previous employer
11. Address Proof
12. Reference sheet form
13. Adherence to Anti-Corruption Policy

The URL for the link is: <https://careers.extramarks.com/index/filldetail/refId/NTU0Njg3MTQ=>

You would also need to upload a scanned copy of this letter with your acceptance.

Please feel free to reach out incase of any doubts or queries.


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