

To,
SHIVANG SINGH

Date: - 4th March 2022

Sub: OFFER LETTER

Dear Shivang ,

With reference to your application and subsequent interview, we are pleased to offer you employment with **Geetanjali Homestate Pvt Ltd.** as **Business Development Executive.**

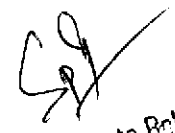
Joining Date & Job Location

You are required to join **on or before 10th March 2022** at our **Gurgaon** office :- Office No. 1017, 10th-Floor, Tower B, DLF Corporate Green Golf Course, Extension Road, Southern Peripheral Rd, Sector 74A, Gurugram, Haryana 122002 or Loft, Next to RYU, 32nd avenue NH-8, Sector 15 Part 2, Gurugram, Haryana 122001. If failing, the offer shall stand canceled.

Documents required at the time of Joining

You are requested to submit us the following below mentioned documents to enable us to complete the formalities:

- Copy of Xth Marksheet and certificate
- Copy of XIIth Marksheet and certificate
- Copy of Graduation marksheet and certificate
- Copy of Post-Graduation marksheet and certificate
- Offer letter of all previous employers.
- Appointment letter of all previous employers.
- Last Increment letter of last employer.
- Relieving letter of all previous employers.
- Permanent and current address proof.
- Copy of Pan Card
- Copy of Driving License, Passport, Adhar Card and Voter ID.
- 4 Passport size photographs.
- 2 Reference checks (from unrelated persons)


Director Corporate Relations

Registrar
Inveqis University
Bareilly

Salary Details

Your yearly salary will be **Rs. 4,00,000/- (Rupees Four Lac Only)**. The *Detailed appointment letter* will be issued to you after your joining.

Training & Probation Period, Confirmation

You shall serve a probationary period of six months from the date of joining. Upon your satisfactory completion of the probation, you shall be confirmed in the permanent establishment of the company. The company reserves the right to either extend the probationary period or terminate your employment, in the event that your performance is not up to the expectation.

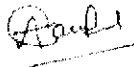
Acceptance

Please sign the copy of this letter indicating your acceptance to the offer of employment and send it to us at the earliest possible. If we do not hear from you within 1 day from the date of this letter, we shall assume that you do not wish to take up the company's offer of employment and our offer will lapse.

We take this opportunity to extend you a warm welcome to GEETANJALI Family and wish you all the best in your new assignment.

Yours Sincerely,

For and on behalf of Geetanjali Homestate Pvt Ltd




Authorized
Signatory

I hereby agree to and accept the terms of employment offer and shall report for duty on the _____

Signature

Name :

Date:



Registrar
Invertis University
Bareilly

Annexure 1

Name: - SHIVANG SINGH

Salary Composition, w.e.f. 10th Mar 2022

COMPENSATION ANNEXURE

S.No	Salary Component	Monthly Entitlement (INR)	Per Annum
1	Basic	10000	120000
2	Dearness Allowance	0	0
3	House Rent Allowance	4000	48000
4	Conveyance Allowance	1500	18000
5	Mobile Allowance	0	0
6	Medical Allowance	0	0
7	Other Allowance	4500	54000
(A)	Gross Salary	20000	240000
STATUTORY DEDUCTIONS FROM MONTHLY GROSS SALARY			
1	EPF deduction of Employee	0	0
2	ESIC Contribution of Employee	0	0
3	Professional Tax (if applicable)	0	0
4	LWF (if applicable)	0	0
(B)	Total Deduction	0	0
	Employer's Contribution of EPF @13% on Basic	0	0
	Employer's Contribution of ESI @4.75% on Gross Salary	0	0
(C)	Total Employer Contribution	0	0
Total CTC (A+C)		20000	240000
Variable			160000
Total			400000

Please note that there may be variation in monthly and annual CTC which will be accounted during payroll processing.

Deductions

There will be deductions in the salary as per the Government regulations.

Registrar
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Signature of Candidate


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