

28<sup>th</sup> September 2021

To,  
Ms. Sitwat Nazim,

Dear Sitwat,

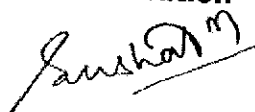
This has reference to the interview and discussion we had with you. We are pleased to offer you a position of "Graduate Trainee". You would be on probation for a period of one year. On successful completion of probation period your services would be confirmed and you will be re-designated as "Career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

**Find below compensation details:**

During the first 90 days (including training) you would be paid remuneration of **Rs.25,000/-pm**. If target of first 90 days is achieved (100%) then your salary will be revised to **Rs.40,000/-pm** (As per below table) effective from fourth month.

Particulars	(Amount in Rupees.)	
	For 1 <sup>st</sup> 90 Days	Effective from 4 <sup>th</sup> Month
Basic Salary		16,000
House Rent Allowance	15,050	
Transport Reimbursement	1,505	8,000
Telephone Reimbursement	1,600	1,600
Statutory Bonus (Paid Monthly)	500	500
Special Allowance	1,254	1,400
<b>Total</b>	<b>5,091</b>	<b>12,500</b>
Daily Travel Reimbursement	<b>25,000</b>	<b>40,000</b>
Performance Incentive	3,000	3,000
(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
<b>Total</b>	<b>40,000</b>	<b>55,000</b>

Regards,  
Jaro Education



**Sushant Mallya**  
General Manager - Human Resource

I agree to the above terms & conditions \_\_\_\_\_ Dated \_\_\_\_\_

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