

To **Nidhi Saxena**

Date: - 29th April, 2023

Sub: Letter Of Intent

Dear Nidhi,

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

Joining Date & Job Location

You are required to join **on or before 3rd May 2023** at **16th Floor, Tower C Bhutani Alphathum Sector 90 Noida.** Failing which 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)

Invertis University
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Salary Details

Your yearly salary will be Rs. 3,00,000/- (Rupees Three Lac Only).

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.

You are responsible for lining up 10-15 meeting in a month

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

I hereby agree to and accept the terms of employment offer and shall report for duty on the 30th May

Signature Nidhi
Name: Nidhi Saxena
Date: 01/05/2023

Registrar
Invertis University
Bareilly

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Director Corporate Relations
Invertis University
Bareilly

Annexure 1

Name: - Nidhi Saxena

Salary Composition, w.e.f 3rd May 2023

COMPENSATION ANNEXURE

S.No.	Salary Component	Monthly Entitlement (INR)	Per Annum
1	Basic	25000	300000
2	Dearness Allowance	0	0
3	House Rent Allowance	0	0
4	Conveyance Allowance	0	0
5	Mobile Allowance	0	0
6	Medical Allowance	0	0
7	Other Allowance	0	0
(A)	Gross Salary	25000	300000
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)		25000	300000
Variable			200000
TOTAL			500000

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.

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Bareilly

Nidhi Saxena

Nidhi

Signature of Candidate

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