

jaro education®

07th December 2022

To Ms. Sama Khan,

Dear Sama,

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.36250/-pm**. If target of first 90 days is achieved (100%) then your salary will be revised to **Rs.65,000/-pm** (As per below table) effective from fourth month.

Particulars		(Amount in Rupees.)	
		For 1st 90 Days	Effective from 4th Month
Basic Salary	:	20,050	25,000
House Rent Allowance	:	3,500	8,200
Transport Reimbursement	:	2,500	3,500
Telephone Reimbursement	:	1200	1300
Statutory Bonus (Paid Monthly)	:	2,500	3,500
Special Allowance	:	6,500	8,500
Total		36,250	50,000
Daily Travel Reimbursement	:	3,000	3,000
Performance Incentive (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
Total	:	51,250	65,000

Regards,
Jaro Education



Sushant Mallya
General Manager – Human Resource

Registrar
Invertis University
Bareilly

I agree to the above terms & conditions _____ Dated _____

Jaro Institute of Technology Management and Research Limited

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