

12th October, 2020

**To,
Ms. Gayatri Biswas**

Dear Gayatri

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 three month (including training) you would be paid remuneration of **Rs.25,000/-pm**. If target of first three month 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 st three months	Effective from 4 th Month
Basic Salary	: 15,050	16,000
House Rent Allowance	: 1,505	8,000
Transport Reimbursement	: 1,600	1,600
Telephone Reimbursement	: 500	500
Statutory Bonus (Paid Monthly)	: 1,254	1,400
Special Allowance	: 5,091	12,500
Total	25,000	40,000
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	40,000	55,000

**Regards,
Jaro Education**



**Sushant Mallya
General Manager – Human Resource**

I agree to the above terms & conditions _____ Dated _____

Jaro Institute of Technology Management and Research Limited

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