



Dear Ms., **Jyoti Ranjan,**

We are delighted to offer you employment on a full-time basis in the role of **Business Development Executive**. It is intended for you to commence your employment on **5th August 2021**.

Please read through this letter carefully and indicate your acceptance of the offer by signing and returning a copy of this letter this letter.

1. Your Position

You will be employed on the terms and conditions in this agreement, in the role of: **Business Development Executive** and your reporting Manager will be **Mr Sourav Kumar (Sales & Marketing Head - Bangalore)**.

In addition to any duties allocated by the Employer from time to time, your position will involve the duties set out below:

2. Location

You will be based at the address shown below, although we may direct you to work at different locations from time to time: **Koramangala, Bangalore**.

3. Probationary Period

Your employment is subject to the satisfactory completion of a probationary period of three months.

The probationary period is designed to grant the Employer time to assess whether you are able to fulfil your role with the Employer. During the probationary period, your employment may be terminated by either you or the Employer upon providing 1 week's written notice.

4. Hours of Work

(a) As a full-time employee you will be required to devote substantially the whole of your time and attention during the Employer's ordinary business hours to the performance of your duties under this agreement.

(b) You will not be entitled to receive any remuneration for work performed outside of the hours referred to.

5. Salary and Benefits

(a) Your per annum salary will be **Rs.2,08,800/- (Rupees Two Lacs Eight Thousand Eight Hundred only)**.



Breakup of Total compensation package

Components	Annually	Monthly
Basic salary	88,800	₹ 7,400
Allowance/convince.	15,600	₹ 1,300
HRA	44,400	₹ 3,700
Medical	14,400	₹ 1,200
LTA	14,400	₹ 1,200
PF- employee contribution	14,400	₹ 1,200
PF- Employer contribution	14,400	₹ 1,200
PT	2,400	₹ 200
Total Gross Amount	2,08,800	17,400
Total Net Amount	1,77,600	14,800

Note: - Variable Pay:

You will be eligible for variable pay/incentives as per the company policy. Variable pay-out is subject to you being in employment with the Company on the date of variable disbursement and also not under notice of termination of employment, either originating from you or the Company. No variable pay/incentives will be paid if you are no longer in employment or are under notice of termination of employment, either originating from you or the Company.

If you will achieve 100% of your target for first 3 month then from the fourth month your salary will be increased by 30%.

(b) This salary will be paid monthly in the following manner: deposit into your account.



(c) To receive your incentive, you must be in service and not under any notice of termination on the date appointed for payment of Incentive. The Incentive, if any, shall be announced and paid on the dates specified by the Employer from time to time at its sole and absolute discretion.

6. Leave

(a) You will be entitled to annual and long service leave in accordance with the applicable laws and the leave policy of the company.

7. Company Policies

You agree that the Employer's policies, as amended or replaced from time to time, shall be binding upon you but shall not form part of the employment contract.

8. Confidentiality and Intellectual Property

You agree that you will not divulge any of the confidential information or trade secrets of the Employer to any person, whether during or after the termination of your employment.

9. Termination

(a) During your employment, either party may terminate this agreement by providing written notice of 30 days (or payment in lieu of notice) to the other party.

(b) Notwithstanding sub-clause (a) above, the Employer may terminate this agreement by notice effective immediately without payment (except salary accrued to the date of termination) where you have committed an act of wilful or serious misconduct, are significantly neglectful of your duties, or you are in breach of this agreement.

You are required to provide a set of documents on your date of joining as mentioned in Annexure A to HR department.

ANNEXURE A

1. 2 recent passport size photographs
2. Self- attested copies of all academic and professional qualifications, as mentioned in your resume.
3. Experience certificate.
4. Copy of your resume duly attested.
5. Copy of PAN Card.



6. Address proof (Passport, Driving License, Aadhar Card)
7. Previous Salary Slips (If any) for 3 months of previous company.
8. Cancelled Cheque as a proof of Bank Account and IFSC Code.

Please note: Your role as a **Business Development Executive** is subject to submission of the above documents, on the date of joining. In case of any irregularities, deficiencies or inconsistencies in the documents and data provided during the interview process or of joining, the offer is liable to be withdrawn or cancelled.

Acceptance

Please indicate your acceptance of this Letter of Offer and the terms of your Employment by signing and returning the enclosed copy of this letter to the Employer.

Madhina Nayak