

16th June 2023

To,
Ms. Shikha Gupta,

Dear Shikha,

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:

Particulars		(Amount in Rupees.)	
		Per Month	Per Annum
Basic Salary	:	19,500	2,34,000
House Rent Allowance	:	9,750	1,17,000
Transport Reimbursement	:	1,600	19,200
Telephone Reimbursement	:	500	6,000
Statutory Bonus (Paid Monthly)	:	1,630	19,560
Special Allowance	:	7,020	84,240
Total		40,000	4,80,000
Daily Travel Reimbursement	:	3,000	36,000
Performance Incentive (Payable based on the achievement of Monthly targets)	:	10,000	1,20,000
Performance cum Continuity Bonus (Payable Half yearly based on the 100% achievement of targets for continued six months)	:	3,500	42,000
CTC: Six Lakhs Seventy Eight Thousand Only p.a.	:	56,500	6,78,000

Regards,
Jaro Education



Sushant Mallya
Vice President – Human Resource

I agree to the above and attached terms & conditions _____ Dated _____