

13-02-2019

Sourabh Malvaiya
Noida

Subject: LETTER OF OFFER

Dear Sourabh,

We thank you for your interest in discussing an opportunity to be part of Just Dial Ltd.

Based on the discussions with you, we are pleased to offer you to the position of **Certified Internet Consultant**. You will be on probation for a period of six months from your date of joining which will be on or before **20-05-2019**.

The annual compensation calculated on Cost to Company will be **INR 259000/-**.

Details of your compensation are as follows:

S.No	Term	Salary	Total
1	First Six Months	Rs.17000 /-p.m.	102000
2	Revised Salary - After Six Months*	Rs.20000 /-p.m.	120000
	Performance Cum Retention Bonus**	Amount	
3	End of 6 Months - One month Salary	17000	17000
4	End of 12 Months - One month Salary	20000	20000
	Total CTC per annum		259000

***Revised Salary & Performance cum Retention Bonus (PCRB)** are paid subject to satisfactory performance report at the end of **6 months** and **12 months** after successful completion of probation in writing.

Your place of posting will be **Agra**.

As a part of your joining formalities, a complete verification of your identity documents and your background would be done. On successful submission and verification of your documents and background checks, you shall be issued a Letter of Appointment from the company.

In case any of the verifications turns out to be negative at any point of time, your appointment with the organization shall be terminated with immediate effect.

You are requested to sign a copy of this letter as a token of acceptance.

We look forward to your joining the **JUST DIAL** Team and wish you a long and fulfilling career with the organization.

For Just Dial Limited



Mudra Rastogi

Head - Human Resources, Noida

Annexure:-

Annexure - Just Dial Ltd Compensation Structure		
Employee Name	Ity Sahu	
Department	Sales	
Grade	G12	
Designation	Certified Internet Consultant	
Effective Date	20-05-2019	
CTC	259000/- per annum	
Pay structure	CTC	Revised CTC
Fixed Components		
Basic	5100	6000
House Rent Allowance (HRA)	3060	3600
Departmental Allowance	2125	2500
Desk Allowance	2125	2500
Personal Allowance	1883	2215
Salary (C1)	14293	16815
Statutory Components		
Employer PF Contribution	612	720
Employer ESIC Contribution	679	799
Benifits(c2)	1291	1519
Reimbursements		
Sodexo		
Conveyance Reimbursement		
Fuel Reimbursement		
Reimbursements(c3)	0	0
Statutory Bonus	1416	1666
CTC (Total C1+C2+C3 + Statutory Bonus)(a)	17000	20000
Deductions		
Employee PF Contribution	612	720
Employee ESIC Contribution	251	295
Total Deductions (b)	863	1015
Net Take Home {a - b - C2}	14846	17466
Total CTC	17000	20000

* Net Take Home is subject to tax & other applicable deductions basis individual's salary structure.

Yours sincerely,

For Just Dial Limited



Mudra Rastogi

Head - Human Resources, Noida