

Date: 07-February-2018
Ref No: QD/ JPR/2017-18/ OL/ARP-28
To,
Ms. Suchita Pundhir,

Subject : Offer Letter

Dear Suchita,

This has reference to your application and the subsequent interviews you had with us. We are pleased to make you an offer for the position of “**Subject Matter Expert**” at Jaipur location. You will be given a Letter of Appointment on joining.

Attached is a copy giving details of your salary package. (Refer Annexure A)

Your appointment is subject to:

1. You're joining the services of the company on or before **12th February 2018.**
2. Your written acceptance of the offer letter.
3. The verification of your testimonials.
4. Us receiving satisfactory reports from your references.
5. You are found medically fit for the job.
6. Copy of police verification certificate.

You will be on probation for a period of 6 months from the date of joining and this can be extended for a further period at the Company's discretion.

During probation & confirmation 30 days of Notice period needs to be served before leaving organisation. Any sort of available leaves will not be adjusted against the notice period. Learning and Development cost of Rs. 50,000/- will be charged, in case you decide to leave the organization before 6 Months

Please sign and return to us the duplicate of this letter as a token of your acceptance of the above terms and conditions.

We look forward to you joining our team and hope it is the beginning of a mutually fulfilling association.

For QDegrees Services

Arpita Mathur

Senior Executive H.R.

I have read and accept the terms and conditions:

Date of Joining : _____ Signature : _____

Name:	Suchita Pundhir	
Function:	Back Office	
Location :	Jaipur	
Designation	Subject Matter Expert	
Compensation Break up	Monthly	Annual
Basic	5296	63552
HRA	2648	31776
Conveyance	800	9600
Special Allowance	5037	60444
Lunch allowance	1350	16200
Gross	15131	181572
Deductions		
PF - Employee Contributions	636	7632
ESI - Employee Contribution	153	1836
Total Deductions	789	9468
Employers Contribution		
PF - Employer Contributions	697	8364
ESI - Employer Contributions	415	4980
Total	1112	13344
CTC A	16243	194916
Performance Bonus (Variable Pay)	757	9079
Total CTC	17000	203995
Take Home	14342	172104

Ratings	Meaning	Bonus %	Bonus Amount	Total CTC
OS	Outstanding	125%	11349	206265
VG	Very Good	110%	9987	204903
G	Good	100%	9079	203995
ME	Meet Expectation	50%	4540	199456
NI	Need Improvement	0	0	194916

Performance Bonus is an annual Pay-out and will be paid only if you are active into the system at the time of Pay-out, not serving the notice period.

For QDegrees Services

Arpita Mathur

Senior Executive H.R.

I have read and accept the terms and conditions:

Date of Joining : _____ Signature : _____

Date : _____