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jaro education®

26th September, 2020

To,
Ms. Shahala Sheikh

Dear Shahala

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

Principal

A.J. Institute of Engineering & Technology
 Mangaluru 575 006

I agree to the above terms & conditions  Dated 30-9-2020