

jaro education®

10th February 2024

To,
Ms. Geetha D.P,

Dear Geetha,

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 90 days (including training) you would be paid remuneration of **Rs.32,000/-pm**. If target of first 90 days 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 90 days	Effective 4 th month (Basis 100% target achievement)
Basic Salary	: 16,000	20,000
House Rent Allowance	: 7650	10,000
Transport Allowance	: 450	1,200
Telephone Allowance	: 500	500
Statutory Bonus (Paid Monthly)	: 1,400	1,700
Special Allowance	: 6000	6,600
Total	32,000	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 (Payable Half yearly based on the 100% achievement of targets for continued six months)	: 3,500	3,500
Total	48,500	56,500

Regards,
Jaro Education



Sushant Mallya
Vice President – Human Resource

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

Jaro Institute of Technology Management and Research Limited

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Principal

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