



Back Office IT Solutions Pvt. Ltd.

ISO 27001:2013 Certified & Microsoft Gold Certified Partner
CIN-U72200RJ2000PTC016780

www.navbackoffice.com

OFFER LETTER

Private & Confidential

Ref: BO/HR/POL/988

Dated: November 11th, 2022

Ms. Ritisha Garg
BF 2/2, Bhagwaanpura, VCW,
Khor, Neemuch, Madhya Pradesh - 458470

Dear Ritisha,

With reference to your application and subsequent interview you had with us, we are pleased to offer you an appointment as a **Trainee Associate - Technology** with **Back Office IT Solutions Pvt. Ltd.** based in **Jaipur**. You are required to join us on, **3rd July, 2023**. As a part of your total compensation, you will receive a remuneration of **Rs. 10,00,000/- CTC per annum**.

Human resources group will manage your joining remotely and we will be following a work model, which will be a combination of home, and office support due to these pandemic times, and the period of such state of operations is indefinite for now.

You will be required to join the office once the organization starts the operations on-premise with an advance intimation of 2 weeks. This offer is contingent on your having valid identity documents, signed offer letter, medical fitness and background verification, failing which the offer will automatically stand cancelled.

In addition to the foregoing and in lieu of your signing and returning a duplicate copy of this offer letter as a token of your acceptance of this offer letter within **7 (seven) days** of receipt of this offer letter, a one-time payment of **Rs. 2,50,000** (Two Lakh Fifty Thousand only) (less applicable withholdings and deductions) will be payable to you as joining bonus ("Joining Bonus") in relation to you agreeing, acknowledging and understanding that you would report and join at Back Office with effect from **3rd July, 2023** or on any other date given in writing by Back Office. The Joining Bonus will be remitted to your account number, as per the account details that will be furnished by you to Back Office.

You agree, acknowledge and understand that you shall maintain confidentiality of the terms and conditions mentioned in this offer letter. The detailed terms and conditions of your appointment, as discussed, shall be issued to you at the time of joining. We expect you to maintain the confidentiality of salary offered to you.

You are required to undergo a medical check-up at your own cost in any reputed Nursing Home or Hospital or by a Registered Medical Practitioner before your joining and will have to submit **test reports of Chest X-ray-PA View (Report only), Urine & Blood Group report, Blood F&PP and medical fitness certificate at the time of joining**.

Also, **please bring with you the following documents in original as well as a photocopy of the same:**

1. Proof of Age certificate (Xth Mark sheet/Certificate)
2. Educational/Professional/Technical Qualification certificates
3. Copy of Resignation Acceptance letter or relieving letter from last employer, if applicable.
4. Salary Certificate from last employer, if applicable.
5. 6 Passport size colour photographs
6. Copy of Present and Permanent Address Proof.
7. ID Proof (2 copies each)

This offer is contingent on your having valid identity documents, signed offer letter, medical fitness and background verification, failing which the offer will automatically stand cancelled. If you fail to join on the aforesaid date and in absence of any written communication to this effect from you, the said Preliminary Offer letter shall automatically be treated as withdrawn.

We look forward to a long, successful and mutually beneficial association.

Yours sincerely,

For Back Office IT Solutions Pvt. Ltd.

Authorized Signatory

Registered Office :
F-220-225, EPIP, IT Park,
Sitapura, Jaipur-302022, India

City Office :
3, Behind IOC Petrol Pump
Sahkar Marg, Jaipur-302001, India

Email : hr@navbackoffice.com
Phone : +91-141-7156800
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Salary Negotiation Sheet

| | |
|------------------------|--------------------------------|
| Name : | Ritisha Garg |
| Date of Offer : | 11-Nov-22 |
| Position : | Trainee Associate - Technology |
| DOJ : | 3-July-23 |
| Department : | IT |

| Compensation Package offered : | | |
|--------------------------------|---------------------------------------|----------------|
| S.No. | Head | Amount (Rs) |
| A | (Monthly) | |
| 1 | Basic | 33333 |
| 2 | HRA | 13333 |
| 3 | Conveyance Allowance | 2000 |
| 4 | Statuary Bonus | 725 |
| 5 | Additional Conveyance | |
| 6 | Special Allowance | 30538 |
| B | Sub Total (Per Month) | 79930 |
| C | Retirement Benefits(Per Month) | |
| 1 | Gratuity | 1603 |
| 2 | PF | 1800 |
| D | Total CTC | 1000000 |

Note:

- You are entitled to get a joining/signing bonus of INR. 2,50,000.
- Income Tax shall be applicable on the CTC as per the income tax rules.

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