



# Back Office IT Solutions Pvt. Ltd.

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

[www.navbackoffice.com](http://www.navbackoffice.com)

## OFFER LETTER

**Private & Confidential**

Ref: BO/HR/POL/1017

Dated: November 21<sup>st</sup>, 2022

Mr. Manthan Jain  
611, Vivek Vihar, Shyam Nagar,  
Sodala, Jaipur, Rajasthan - 302019

Dear Manthan,

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, **3<sup>rd</sup> 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.

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](mailto:hr@navbackoffice.com)  
**Phone:** +91-141-7156800  
**Fax :** +91-141-7156811



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## Salary Negotiation Sheet

<b>Name :</b>	<b>Manthan Jain</b>
<b>Date of Offer :</b>	<b>21-Nov-22</b>
<b>Position :</b>	<b>Trainee Associate - Technology</b>
<b>DOJ :</b>	<b>3-July-23</b>
<b>Department :</b>	<b>IT</b>

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

### Note:

- Income Tax shall be applicable on the CTC as per the income tax rules.

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