

Ref.FIPL/Offer/Jan/1049/2015

Date: **28-Jan-2015**

Mr. Jay Singh
Sec-30, Silokhera, Near Star Mall Gurgaon
Mob: 9716050135
Email ID: jaysingh1389@gmail.com

Subject: Offer of Employment

Dear Jay,

Congratulations!

We are pleased to offer you employment with Fareportal India Pvt. Ltd., for the position of **"Executive (E2)-CCV"** subsequent to your job application and interviews you have had with us.

Your cost to company (CTC) would be **Rs. 252000 P.A (Rupees Two Lac Fifty Two Thousand Only)** which includes the statutory benefits payable by the company. The breakup of salary would be provided to you on your joining.

You are required to report to the Department of Human Resources on the **9th Day of Feb '2015 at 01:00 PM** for fulfillment of your joining formalities, along with the set of documents annexed herewith.

Please note that this offer is valid subject to your positive employment verification, background checks and verification of compensation/financial documents followed by successful completion of the process training.

Every one you have interviewed with and all the family members of Fareportal join hand in extending you a warm welcome to the company.

Fareportal is a team of professionals and provides a challenging and rewarding career ensuring a high level of job satisfaction with ample opportunities for career growth & development. We are confident that our association will prove to be mutually beneficial.

Please return a copy of the letter, duly signed as a token of your acceptance of the offer .Please note that this offer is valid till the date of your joining only after which it lapses automatically.

For Fareportal India Pvt. Ltd



Rakesh Kumar Singh
Senior Manager- Human Resources

I have read and accept the terms of the offer. I will join duty on or before 9th Feb'2015.

Name, Signature & Date

Basic	10500
HRA	5250
Conveyance Allowance	800
Special Allowance	190
Sub Total	16740
Uniform Allowance	2000
Medical Reimbursement	1000
Sub Total	3000
Employee PF	1260
Employee ESI	0
CTC	21000
Employee PF	1260
Employer ESI	0
Take Home (Including Medical Remb.)	18480
CTC Per Annum	252000

Your cost to company (CTC) would be **Rs. 252000 P.A. (Rupees Two Lac Fifty Two Thousand Only)** which includes the statutory benefits payable by the company.

***There should be no salary discussion. It is against company's policy.**

List of documents to be brought on the Date of joining:

CHECKLIST OF DOCUMENTS	
Sr. No.	Activity
1.	Signature verified and attested by bank
2.	Offer letter
3.	Attested Appointment letter of last organizations
4.	Attested Relieving /Resignation Letter of previous employer (Mandatory to bring on Date of Joining)
5.	Attested Latest salary slip
6.	Attested Copy of PAN card - (6 copies)
7.	Attested Copy of any Govt. identity card
8.	Attested Permanent address proof
9.	Attested Local address proof
10.	Attested Educational Certificates
11.	Attested Professional Certificates
12.	7 Passport size photographs (in White Background)
13.	Blood Group
14.	Receipted copy/email of resignation from the current organization before date of joining