

11th November 2022

Dear Karan,

Congratulations and welcoming you into the JSSPro family.

We are pleased to offer you an employment with us as a **Senior Executive – HR Operations** and we are excited with the prospect of you joining our organization on **21st November 2022**.

Your place of deployment is at **Everest Group – Gurgaon (also known as Gurugram)** and the duration of employment is six months to one year and extendable based on the client's requirement.

Your annual CTC is **Rs.650,000/- PA** and will be subject to statutory and other deductions as per Employer policies and practices. For the details of your compensation breakdown please refer to **Annexure A** below.

As part of Organization policies, we shall carry out background screening for employees, after joining with us. We shall verify selected details from the information you have provided with your previous employers. Depending on the response received we might verify all the information provided to us as part of our recruitment process.

A printed and signed version of the agreement regarding your terms of employment with the organization will be extended to you on the day you officially join JSS PRO. Please formally accept this offer by replying to us, so that we could take the necessary subsequent actions.

Please note that your salary details are highly confidential, sharing the same within or outside the organization is strongly prohibited and can lead to disciplinary issues.

Our Human Resources team and the leaders to which you have been extended an offer are available to provide any additional information as you consider your decision. Should you have any questions regarding these, please contact your concerned HR.

Again, congratulations on your offer! We hope you'll choose to be part of this exciting opportunity and would be thrilled to have you as part of our team.

Sincerely,



For JSSPro Services Private Limited

Manager - HR

Signature of Candidate

Date:

Annexure A

Name : Karan Sharma	Amount in Rupees	
DOJ – 21 st November 2022	PER ANNUM	PER MONTH
Designation – Senior Executive – HR Operations	650,000	54,167
Gross Salary Details (A)	PER ANNUM	PER MONTH
Basic Salary	314,200	26,183
HRA	125,680	10,473
Leave Travel Allowance	15,710	1,309
Statutory Bonus	26,173	2,181
Other Allowances	146,637	12,220
Gross Pay (A)	628,400	52,367
B) PF+Benefits		
PF - Company Contribution (12%)	21,600	1,800
Total Compensation (A+B)	650,000	54,167
Less: Deductions		
Profession Tax	2,400	200
Provident Fund -Employee contribution (12%)	21,600	1,800
Total deductions C)	24,000	2,000
Take Home Pay(before tax)	604,400	50,367
** Eligible for Medical Insurance for a sum of INR 2,00,000		
** Annual components (like LTA, Medical Allowance) will be considered for Tax benefits.		
** Gratuity will be applicable as per Gratuity Act 1972		

You are also entitled to a one- time joining bonus of Rs30,000/- if joining JSSPro on or before 21st November 2022, after completing the period of 90 days. In the event that you leave the company within 12 months of your date of joining, you have to repay the company the entire joining bonus.

If you are willing to leave the company, you must serve 60 day of notice period from day one.

Your compensation above is subject to income tax deductions per rules and guidelines prescribed under the prevailing tax laws.