

Date: 16-09-2022

Reference: NMSPL/TS/HYD/09/2022/SBD/379

Ranjaboti Gosh

65, Maharaja Tagore Road, Dhakuria, Dhakuria S.O, Dhakuria, Kolkata, West Bengal, 700031.

Dear Ranja,

On behalf of **Nspira Management Services Pvt. Ltd. (the 'Company')**, we are pleased to offer you the position of **Development Coach** with the **Company**. You will be on the rolls of **Nspira Management Services Pvt. Ltd.** based out of **Bangalore**.

Following are the terms and conditions:

1. Your annual CTC (Cost to Company) will be Rs. **3,24,000/-PA** in Words-Rupees **Three Lakh Twenty Four Thousand Only Per Annum**.
2. You shall be on probation for a period of six (6) months (the 'Probation Period') from your actual date of joining
3. We provide leaves and other benefits basis on your eligibility and policies
4. We offer group medical coverage to those employees who are above ESIC slab on a co-pay basis. Employee's contribution will be deducted on pro-rata basis from the first month salary
5. You will receive your appointment letter on your joining day
6. This offer is made to you on a good faith based on the information provided by you. This offer as well as the appointment is subject to verification of your credentials. In case any of your professional or personal credentials is found to be negative or not in line with the details provided by you, your employment with the Company will become null and void.
7. You are required to join Nspira Management Services Pvt. Ltd., **Bangalore** on **01-11-2022** at 9:30am along with following original and true copies documents:
 - a) Aadhaar & PAN card true copy
 - b) Education certificates (10th/Inter/Graduation/Post Graduation)
 - c) Appointment & salary revision, Experience & relieving letters of the current organization (if applicable)
 - d) Three months' pay slips/bank statement (if applicable)
 - e) Latest passport size photograph soft copy and 2 photographs
 - f) Cancelled cheque/bank passbook scanned copy

If the terms and conditions of this offer letter are acceptable to you, please signify your acceptance by signing and returning a copy of this letter to the Company within 2 working days failing which, this offer stands automatically withdrawn by the Company without any further notice to you.

We congratulate you and wish you a long and mutually rewarding career with us.

For Nspira Management Services Pvt. Ltd.



M Laveen Babu

Head-Talent Acquisition

I agree & accept employment on the terms and conditions mentioned above and I will be joining on _____.

Candidate's Full Name

Candidate's Signature

Date