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REF.NO. :BJ/HR/09-10/2021

Oct,09, 2021

**Ms.Saswoti Mahapatra**

**D/O Somanath Mahapatra**

Tulsi Bihar,Kumbharpada,  
Abhayapur,Puri  
Odisha- 752002  
7873976207/7008340051

**Dear Saswoti,**

RE: OFFER FOR THE POSITION OF (Client Success Executive)

With reference to your application and subsequent interview you had with us, we have pleasure to offer you the above position on the terms and conditions discussed and finalized with you. Your Cost to Company will be **Rs, 1,80,000** Per Annum.

As discussed, you should join duties on or before **12.10.2021**. At the time of your joining, you would be required to submit the following:-

- a) Certified true copies of your education/professional qualifications.
- b) 2 passport size colored photographs.
- c) Relieving / Resignation acceptance letter from your previous employer.
- d) Experience certificates from all previous employers.
- e) 6 months Bank statement.
- f) Last drawn 3 months Pay Slips from previous employer
- g) PAN Card Original & Photocopy
- h) Aadhar Card Original & Photocopy

You will be on probation for a period of six months from the date of joining. Your separation within the probation period will lead to notice period of 30 days & 2 months post probation.

**BookingJini Labs (P) Limited.**

Operations: Plot No. N2/24, IRC Village, Bhubaneswar-751015.

[www.bookingjini.com](http://www.bookingjini.com), [support@bookingjini.com](mailto:support@bookingjini.com), [+91-8448448717](tel:+91-8448448717), [+91-9439491151](tel:+91-9439491151)



On joining, you may please meet **Ms. Gangotri Acharya** On submission of your joining report, you will be issued a formal letter of appointment explaining terms and conditions, which will be binding on both the parties. Your initial posting will be in **Bhubaneswar**, however you may be transferred to any other office locations of Bookingjini in India or abroad.

Please return the duplicate copy of this letter duly signed by you as a token of your acceptance.

**Thanking You  
Yours Faithfully  
For Bookingjini Labs Private Ltd**

A handwritten signature in black ink that reads "Manoj Kumar Panda".

**Signing Authority**

**I ACCEPT**



Particular		Amount in INR	
		Per Annum	Per Month
1	Basic Salary	54,000	4,500
2	HRA	21,600	1,800
3	Special Allowances	35,143	2,929
4	Conveyance Allowance & Medical Reimbursement	34,200	2,850
5	Gratuity	2,597	216
6	<b>Sum of (1)+(2)+(3)+(4)+(5)</b>	<b>147,540</b>	<b>12,295</b>
7	PF - Employee's Contribution	6,480	540
8	PF - Employer's Contribution	6,480	540
9	Professional Tax	1,500	125
10	<b>Total Fixed Salary (7)+(8)+(9)</b>	<b>162,000</b>	<b>13,500</b>
11	Performance Linked Incentive	18,000	1,500
12	<b>Cost To Company (10)+(11)</b>	<b>180,000</b>	<b>15,000</b>