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Avance Consulting Services Pvt. Ltd

3-5-798/ 405&406, Prathima Schalass, Street No.8, Hyderguda,
King Koti, Hyderabad - 500029

Letter Of Offer

27th July 2016

Dear Maroju Sai Teja,

I am pleased to offer you a position of **Graduate Trainee** at **Avance Consulting Services Pvt. Ltd.** You will be entitled to a CTC of **INR 2,00,000 per annum** plus incentives subject to performance and achievement of your targets. On successful completion of your probation and achievement of targets, your employment will be confirmed with the company. Guaranteed Bonus is subject to a) Completion of 1 year with Avance and b) You should be on rolls of the company, should not be serving notice period. The incentive structure will be discussed in the first month of your joining.

Your job role will include

- Sourcing Candidate CVs
- Coordinating with clients and candidates to schedule interviews, negotiate the offer and close placement deals
- Other responsibilities as may be assigned

Our recruitment team will coordinate with you on the following

- Necessary paper work
- References

You will be on probation for a period of **6 months** from the date of joining. Subsequent, to your probationary period if your performance is found satisfactory, your position with the company will be confirmed. During the first 3 months of the probationary period you are not entitled to any leaves. Any leaves will be subject to loss of pay.

Your joining date is set as **01st August 2016.**

We will issue the Appointment letter during first month of your joining.

I look forward to working with you and wish you a rewarding career at Avance Consulting Services Pvt. Ltd.

Regards,

Avance Consulting Services Pvt. Ltd.
(Authorized Signatory)

Prathima Schalass, Street No.8, Hyderguda,
King Koti, Hyderabad - 500029

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CTC Break Up			Deductions	
	Monthly	Annual		
Basic	6397	76,764	Profession Tax	0.00
HRA	2559	30,708		
Conveyance	800	9,600	Provident Fund	768
Special Allowance			ESI Contribution (Employee)	224
Medical	1250	15,000		
Food Coupon	0	0	Medical	0
Shift Allowances	1785	21,420		
Monthly Gross Earnings :	12791	153,492		
Provident Fund	768	9212		
ESI Contribution (Employer)	608	7296		
CTC	14167	170,000		
Guaranteed Bonus*		30000		
Total CTC		200000		
Take Home per month	11,799			992
Subject to Investment declarations / submissions & TDS applicability				

Please carry following documents at the time of Joining:

1. Passport size photographs -3 [latest]
2. Educational documents - [SSC, INTERMEDIATE, GRADUATION, POST GRADUATION] - 1 Set
5. PAN photocopy - 1 copy
6. Address Proof -Any of these [Passport / Driving License / Ration Card / Voter ID] – 1 copy

Prathima Schalass, Street No.8, Hyderguda,
King Koti, Hyderabad - 5000