



Offer Letter

Date: 21th Feb 2024

**To,
Nishant Kumar,
Swami Rama Himalayan University**

Sub: Letter of Offer for Employment

We are pleased to offer you an appointment in our organization as Relationship Manager with effect from **4th March 2024**. You will be based in our corporate office, Realty Assistant Pvt. Ltd. Post induction your duties can be transferred to any business unit and location (PAN INDIA) as per discretion of the management.

You will be paid Annual Remuneration as detailed in Annexure – A.

Your offer has been made based on information furnished by you. However, if there is a discrepancy in the copies of documents or certificates given by you as a proof of above, we retain the right to review our offer of employment.

You are requested to carry the below mentioned documents at the time of joining:

- All Educational certificates (original & photocopies).
- Passport size photographs x 6 copies
- Documents of proof of residence (Permanent & Current)
- Pan Card & Aadhaar Card copy.
- NOC from College
- Attested copy of Marksheets for the first year and second year (if Applicable).

Please sign and return duplicate copy of this letter as token of your acceptance.

We congratulate you on your appointment and wish you a long and successful career with us. We are confident that your contribution will take us further in our journey towards becoming world leaders. We assure you of our support for your professional development and growth.

We wish you all the best

Warm Regards

Sheetal

Sheetal Sircar
Vice President
Human Resources


Training & Placement Cell
Swami Rama Himalayan University
Dehradun (Uttarakhand)



Annexure – A

Salary structures as under:

Salary Component	Monthly	Yearly
Basic	16000	192000
Others	3000	36000
Special Allowance	6000	72000
Gross (A)	25000	300000
Business Suit Allowance	0	30000
IT Support Allowance	0	30000
Retention Bonus **	0	200000
B	21667	260000
Annual Remuneration(A+B)	46667	560000

Total Annual Remuneration: Rs Five Lakh Sixty Thousand Only Per Annum**Note:**

* **Annual Remuneration** is usually rounded off to nearest Zero and all the deduction part of the Annual Remuneration.

* Income Tax declarations are to be submitted within one month of joining, failing which TDS will be computed assuming you do not have any investment for Tax Exemption.

* **Confidentiality:** The letter contains all details with regard to your salary and incentives and supersedes all earlier communications. Please note that the contents of this letter and the compensation details are confidential. Employee should refrain from discussing or sharing the same with colleagues & non-Employees.

* Your employment is subject to accept the term & condition of our employee handbook which will be provided you at the time of joining.

* You are entitled to get Business Suite after completing your one year successfully with the organization.

**Eligibility criteria for Retention Bonus is to complete one year in the organization.

* All the allowance part are subject to use. They cannot reimburse or not cashable.


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Retention Bonus:

Please Note: - The eligibility criteria to avail the Retention Bonus of 2 lac is to complete two years in the organization. But on a good faith we will be releasing the same as per points given below -

- 30% of 2 Lac on the completion of 1st year,
- 70% of 2 Lac on the completion of 2nd year

Sincerely,		
Human Resources		
Acceptance		
Signature	Name:	Date:


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