

22-12-2023

Reetanjay Rana
Noida

Subject: **LETTER OF OFFER**

Dear Reetanjay,

We thank you for your interest in discussing an opportunity to be part of Just Dial Ltd.

Based on the discussions with you, we are pleased to offer you to the position of **CERTIFIED INTERNET CONSULTANT**. You will be on probation for a period of six months from your date of joining which will be on or before **22-01-2024**.

The annual compensation calculated on Cost to Company will be **INR 276000/-** which is detailed in the Annexure. The payments of monthly remuneration, incentive are subject to you achieving Performance Levels in accordance with performance policy and company policy which will be intimated to you from time to time.

Details of your compensation are as follows:

1. CTC per month - First 3 months - Rs. 18400/-
2. CTC per month - 4th month onwards - Rs. 23000/-
3. Retention Bonus* - Payable at the end of 4 months - Rs.13800/-
4. Total CTC per annum - Rs. 276000/-

***You will be eligible for Salary revision & Retention bonus** on successful completion of 4 months and being active in the system (Resigned / Notice serving not eligible) till the salary pay date(4th month)

Your place of posting will be **Dehradun**.

It may be noted that the Company reserves the right to withdraw / postpone / cancel the Offer / joining at its sole discretion for any reason, which is beyond its reasonable control.

As a part of your joining formalities, a complete verification of your identity documents and your background would be done. On successful submission and verification of your documents and background checks, you shall be issued a Letter of Appointment from the company.

In case any of the verifications turns out to be negative at any point of time, your appointment with the organization shall be terminated with immediate effect.

For the Offer to be valid you are requested to confirm your acceptance of the Offer by clicking on the Offer link which has been emailed to you & also sent on your registered mobile number. After the electronic acceptance of the Offer letter, Company may ask you to submit the duly signed hard copy of the letter to Just Dial's office.

We look forward to your joining the **JUST DIAL** Team and wish you a long and fulfilling career with the organization.

For Just Dial Limited



Mudra Rastogi
Regional Head -Human Resources



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

Annexure:-

Annexure - Just Dial Ltd Compensation Structure		
Employee Name	Reetanjay Rana	
Department	Sales	
Designation	CERTIFIED INTERNET CONSULTANT	
Effective Date	22-01-2024	
CTC (in INR)	276000/- per annum	
Pay structure	Monthly	Monthly
	(First 3 months)	(4th Month onwards)
Fixed Components		
Basic	11098	11098
House Rent Allowance (HRA)	4538	5549
Attire Allowance	0	1894
Field Allowance	0	1550
Salary (C1)	15636	20091
Statutory Components		
Employer PF Contribution	1332	1332
Employer ESIC Contribution	508	653
Benefit's(C2)	1840	1985
Reimbursements		
Sodexo	0	0
Conveyance Reimbursement	0	0
Fuel Reimbursement	0	0
Reimbursements(C3)	0	0
Statutory Bonus	924	924
CTC (Total C1+C2+C3 + Statutory Bonus)(a)	18400	23000
Deductions		
Employee PF Contribution	1332	1332
Employee ESIC Contribution	118	151
Total Deductions (b)	1450	1483
*Net Take Home {a - b - C2}	15110	19532
Overall CTC	18400	23000

* Net Take Home is subject to applicable taxes, deductions, performance policy and company policy intimated to you from time to time.

Yours sincerely,
For Just Dial Limited

Mudra Rastogi

Regional Head -Human Resources

Training & Placement Cell
Swami Rama Missionary University
Dohad, (Gujarat)