

## Fwd: Offer Letter for Pooja Patwa

1 message

pooja patwa <poojapatwa1999@gmail.com>

Wed, Aug 30, 2023 at 7:22 PM

To: "deviprasadshetty@rjcollege.edu.in" <deviprasadshetty@rjcollege.edu.in>

----- Forwarded message -----

From: **Square Yards** <offers@squareyards.com>

Date: Wed, 10 Apr 2019, 1:36 pm

Subject: Offer Letter for Pooja Patwa

To: <poojapatwa1999@gmail.com>

Cc: <deepak.khandelwal@squareyards.com>, <amruta.ghodke@squareyards.in>, <sreeja.nair@squareyards.in>

Dear **Pooja Patwa**,

Congratulations!!

With reference to your application and subsequent interviews with us, we are pleased to offer you the position of **Management Trainee** in our Company. Your beginning annual remuneration will be **INR 416,000/- (Enclosed: CTC break-up)**.

In addition you will be eligible to participate in:

- **Variable Incentive Structure** based on the revenue generated by you. (Or your team including yourself on per month basis)
- **Reimbursements** for the expenses incurred like telephone, conveyance etc. in the performance of official duties subject to the policies framed by the company These may be contingent on performance threshold as defined from time to time.

Your joining location will be

**Mumbai (Andheri)**

Reporting Date & Time:

23-Apr-2019, 9:30 AM

Venue Detail:

Unit 704/705, 7th Floor, D&E Wing, Corporate Avenue, Chakala, Andheri East, Mumbai - 400093

Contact Person:

Amruta Ghodke

This offer and your employment are conditional upon the Company receiving satisfactory background check results. Please note if the Company is not satisfied with background verification report, the Company reserves the right to withdraw or delay this offer of employment. So Kindly provide 2 references for background verification.

**Mandatory Documents to be emailed before or produced on the day of Joining: (1 set of Photocopies as well as Originals)**

1. **Highest Education Certificate and Mark sheets (10th, 12th, Graduation, PG)**
2. **Photo Id Proof - Passport / Driving License / Voter's ID**
3. **PAN card**
4. **Aadhar Card**
5. **4 Passport size Photographs (in White Background)**
6. **Cancelled Cheque**
7. **CV (Resume)**
8. **Resignation Acceptance from your previous organization**
9. **EPF Number or UAN No.**
10. **Bank Statement**

Should you need any clarification prior to joining, please feel free to get in touch with Amruta Ghodke, Tel: 7738050446 Email: [amruta.ghodke@squareyards.in](mailto:amruta.ghodke@squareyards.in)

We look forward to a mutually rewarding partnership.

Please accept the offer by clicking on the button below. This shall however direct you to pre joining process further. You are requested to revert positively within 2 days.

Accept

Regards,

Human Resources

[Square Yards Consulting Pvt. Ltd.](#)

*Note: You will be eligible for the above said scheme only in case you have performed according to the unified incentive and reimbursement structure as apprised by Company from time to time. The incentives and reimbursement are discretionary and may vary from time to time and are only to facilitate and motivate the employee. The Company reserves the right to alter/vary the terms and condition of this scheme or may completely revoke the scheme, at any time without any notice.*



**CTC Breakup.pdf**

5K

**Pooja Patwa**

CTC	Yearly CTC	Monthly CTC
<b>CTC</b>	<b>250,000</b>	<b>20,834</b>
<b>Earning</b>		
Basic	180,012	15,001
HRA	58,113	4,843
Special Allowance	0	0
Conveyance	0	0
Medical Allowance	0	0
LTA	0	0
Lunch	0	0
Uniform Allowance	0	0
Children Allowance	0	0
Books & Periodicals	0	0
Car Running & Maint	0	0
Telephone allowance	0	0
<b>Statutory Benefits</b>		
PF (Employer Part)	0	0
ESIC (Employer Part)	11,875	990
LWF (Employer Part)	0	0
<b>Monthly Gross</b>	<b>238,125</b>	<b>19,844</b>
PF (Employee Part)	0	0
ESIC (Employee Part)	4,375	365
LWF (Employee Part)	0	0
PA Cover	360	30
Mediclaime	0	0
P TAX	2,400	200
<b>Take Home</b>	<b>230,990</b>	<b>19,249</b>
Average Incentive	100000	8333
Conveyance	60000	5000
Mobile Reimbursement	6000	500
<b>Total</b>	<b>416,000</b>	<b>34,667</b>

Average Incentive - Incentive Based on performance

Conveyance - Conveyance subject to OTP Verified meetings

\*In the event of mutual separation, your notice period would be 0 days till you're on probation & 15 days after confirmation.