



Date: 23-Feb-2024

Rajneesh Singh
Moh Vijay Nagar, Dhanapura,
Uttar Pradesh,
India, 244231

Dear Rajneesh,

On behalf of **NSPIRA Management Services Pvt. Ltd.**, we are pleased to offer you the position of "Divisinol Manager" with the **Company**. You will be on the rolls of **NSPIRA Management Services Pvt. Ltd.** based in **Lucknow**.

Following are the terms and conditions:

1. You will be entitled to an Annual CTC of INR 5,46,000/- in Words, **Five Lakh Forty Six Thousand Rupees Only**.
2. The standard probation period will be Six (6) Months from your actual date of joining.
3. We provide leaves and other benefits based on your eligibility and policies.
4. We offer group medical coverage to those employees who are above ESIC slab on a co-pay basis. Employee's contribution will be deducted on pro-rata basis from the first month salary
5. You will receive your appointment letter within 10 days from your date of Joining.
6. Under any circumstances if you wish to resign your employment with Company, you will be required to provide written notice and serve one (1) month as notice period. As per the company norms if the notice is not served, he/she is liable to pay the company towards the same.
7. This offer is made to you on a good faith based on the information provided by you. This is merely a letter of intent and is valid subject to satisfactory reference check, background verification.
8. You are required to join NSPIRA Management Services Pvt. Ltd., **Lucknow**, on **01-Mar-2024 and 9:30 AM** along with following original and true copies documents:
 - a) Aadhaar & PAN card true copy
 - b) Education certificates (10th/Inter/Graduation/Post Graduation)
 - c) Appointment & salary revision, Experience & relieving letters of the current organization (if applicable)
 - d) Three months' pay slips/bank statement (if applicable)
 - e) Latest passport size photograph soft copy and 2 photographs
 - f) Cancelled Cheque/bank passbook scanned copy.

If the terms and conditions of this offer letter are acceptable to you, **please acknowledge with signed copy of this letter within 2 working days** failing which, this offer stands automatically withdrawn by the Company without any further notice to you.

If you have any queries, feel free to contact the HR – **Vikas Reddy**, over email: **vikasreddy.v@narayanagroup.com**

We congratulate you and wish you a long and mutually rewarding career with us.

Murlee Buda
General Manager – Talent Acquisition & Management
NSPIRA Management Services Pvt. Ltd.

I agree & accept employment on the terms and conditions mentioned above and I will be joining on 1st March 2024

RAJNEESH
Candidate's Full Name

Rajneesh
Candidate's Signature

24-2-24
Date

Registered Office Address: 10th Floor, Melange Tower, No 80-84, Patrika Nagar, Hi-Tech City, Madhapur, Hyderabad, Telangana 500081

Call: +91 40 4500 9999, **Email:** info@nspira.in, **Website:** www.nspira.in, **CIN:** U74900TG2013PTC088609

CTC Annexure		
Salary Components	Per Month	Per Annum
Basic	20,475	2,45,700
House Rent Allowance	18,200	2,18,400
Dearness Allowance	2,275	27,300
Other Allowance	4,550	54,600
Fixed Compensation	45,500	5,46,000

- *Gratuity is applicable as per the Act
- * Health Insurance benefit will be applicable on co-pay basis
- * Statutory deductions such as (PF, TDS etc.) will be levied as per the Act

Murlee

Murlee Buda
General Manager – Talent Acquisition & Management
NSPIRA Management Services Pvt. Ltd.

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RAJNEESH
Candidate's Full Name

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