

Ms. Laya Celin Jose
No: AN 247A, Adarsh Nagar, Pattom Palace (P.O)
Plamoodu, Trivandrum,
Kerala – 695 004.

OFFER LETTER

Dear **Laya Celin Jose**,

Congratulations!

We are pleased to inform you that you have been provisionally selected for employment as **Graduate Academic Analyst Trainee (Verbal Reasoning)** in our organization. You have cleared a highly selective process that aims to identify the most worthy of candidates with high potential for success in career. The company will be responsible for training and developing you into a professional academic analyst. Upon successful completion of your training, your position will be confirmed.

Your target gross Cost-To-Company upon successful achievement of all annual targets after confirmation will be **Rs. 5,40,000/-** per annum. Upon confirmation you will be appointed **Graduate Academic Analyst – Verbal Reasoning**.

Your position will be based at our Chennai office and you will report to **Mr. Balaji Subramani, General Manager, Business Development and Service Delivery**. The Cost-To-Company has two components:

1. Fixed component of Rs. 4,20,000/-
2. Target variable component of Rs. 1,20,000/-

During the probation and after confirmation, you will be eligible for Performance Driven Incentive Scheme. The target variable pay shall be according to the Performance Driven Incentive Scheme.

Upon successful achievement of minimum expected targets, you will be entitled to a total annual target CTC of 5,40,000/-. A formal letter of appointment will be handed over to you on the date of your joining the organization, which will have all the detailed break-ups of your compensation package. A detailed variable pay plan will be shared with you during the course of the probation period.

You will be on probation for a period of 6 months from your date of joining services. During this period, the company would invest in your training and professional development. You will be entitled to a fixed monthly remuneration (stipend) of Rs. 25,000/-.

Please note that the completion of your training and probation period does not automatically guarantee you a confirmation of services in the organization. Continuation and confirmation of your employment would entirely depend upon your performance. During the first year, the company will invest in your training and development as a Graduate Academic Analyst and expects sufficient returns on such investment. You will be governed by the rules, regulations and policies of the organization that may be in force and which may be introduced, amended, altered or extended from time to time. This offer is subject to completion of reference checks, tests of medical fitness, submission of required documents and security deposits as required.

Your date of joining will be informed to you based on our induction and training schedule.

Please return a copy of this letter duly signed by you, as a token of your acceptance of this offer. Wishing you the very best and we are sure you will have an enjoyable & enriching experience working with us: We wish you all the best for your professional career ahead!

For Valued Epistemics Pvt Ltd


Anand Kannan
Managing Director

Valued Epistemics Pvt Ltd.,
124, 5th Street, Padmanabha Nagar,
Adyar, Chennai-20.

Received.


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