

05-Aug-2021

Arshita Kumari
Village Basantpur Thana Itarhi Distt Buxar
Buxar Bihar 802123
India

LETTER OF INTENT

Dear Arshita,

This is further to your application exploring a suitable opportunity in our Organization, followed by your interview with our recruitment and selection team. In this connection, we are pleased to inform you that you have been selected and offered a position of "**Associate**" in our organization on mutually agreed terms and conditions.

As agreed, you are requested to join the services of the company on or before "09-Aug-2021" at the following address:

Innodata India Pvt. Ltd.

8th Floor, Tower-A, Stellar IT Park, C- 25, Sector-62, Noida

Also, please bring the photocopy of the following documents at the time of joining:

- 1) Certificates of educational qualification starting from 10th
- 2) Certificates of professional qualifications
- 3) Experience letters of previous employment(s)
- 4) Copy of Relieving Letter/ Resignation Letter
- 5) Salary Proof/ Pay slips (last 3 months) of last employment
- 6) Six (6) passport size color photographs with white background
- 7) PAN Card
- 8) Aadhaar Card

This Letter of Intent is issued to you on the presumption that the particulars furnished by you in your application

Regd. Office: 708, Surya Kiran, 19 Kasturba Gandhi Marg, New Delhi - 110 001



Innodata India Pvt. Ltd.
7th & 8th Floor, Stellar IT Park,
C-25, Sector 62, Noida (U.P.) 201309
Tel: +91 0120-462 6000
CIN: U72400DL1997PTC084165

are correct.

A detailed appointment letter shall be issued to you on your joining the services of the Company.

This letter is subject to successful Background Verification Check. In case, the same is not found to be satisfactory, this offer stands null and void.

I IPL recruitment and selection team congratulates you on your selection.

Thanking you,

For Innodata India Pvt. Ltd.

Parul Arora

Manager- HR

Name : Arshita Kumari

Designation : Associate

Level : Level 1

Date of Joining :09-Aug-2021

Illustrative details of your compensation:

Pay Component	Monthly Amount	Annual Amount
Fixed CTC		
Fixed	17999	216000
Basic	9000	108000
HRA	7370	88442
ESI	549	6598
PF	1080	12960
Total Fixed CTC	17999	216000
Total CTC	17999	216000

Parul Arora

Manager- HR

Read, Understood and Accepted

(_____)

Please sign the enclosed copy of this letter as a token of your acceptance.