



PRAYATNA MICROFINANCE LTD.

B 208, CR PARK, NEW DEHI - 110019

CIN: U65929DL2017PLC322587

Date: 10/08/2023

To
The Placement Officer
J. S. University Shikohabad

Sub: - Offer Letter

Dear Sir,

We thank you for your interest and time invested in pursuing a career with us. Further to your application and the recent interviews you had with us, we are pleased to offer you a position in **Prayatna Microfinance Limited**, as Designation Probationary Center Manager with a consolidated CTC of **Rs. 105120.00 (Rs. One Lakh Five Thousand One Hundred Twenty Only)** per year on following terms:

- ☞ **Compensation** – As per Annexure I
- ☞ **Probation** – You shall be on probation for a period of six months from the date of commencement of your employment.
- ☞ **Confirmation** – A performance assessment will be carried out at the end of the six months probationary period, and subject to satisfactory performance, your services will be confirmed.
- ☞ **Performance Appraisal** – Your next performance appraisal will be as per company's policy.

Following candidates are:

Student ID	Name of the outgoing students placed
21203102015	KM. TANVI JAIN
21203102050	ANURADHA SHAKYA
21203102047	MOHAMMAD ALBAB SUHAIL
21203102020	MUSKAN RAYEEN
21203102010	HEMA KUMARI
21203102019	MOHINI CHAUHAN
21203102018	MOHD. ABDUL AMAAN SIDDIQUI
21203102057	KM ANAMIKA
21203102025	PRITIKA SINGH
21203102054	MISWA
21203102028	RAINU KUAMRI



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21203102022	KM POOJA YADAV
21203102026	PRIYANKA SHARMA
21203102001	AASHI JAIN

You are advised to join your duty on or before **08/11/2023** at **Kadaura**. A detailed appointment letter will be issued to you on your date of joining.

We welcome your association with **Prayatna Microfinance Ltd** & look forward to receiving your acceptance to this offer within 02 days from date of issue of this letter, to ensure all required assistance for you is arranged for. We look forward to a mutually rewarding relationship and wish you success in your new role!!

This offer letter will be considered as withdrawn in case your Equifax/BGV status is found negative at any stage of your employment in Prayatna Microfinance.

For **Prayatna Microfinance Limited**

Authorized Signatory
HR Department

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 info@prayatnamicrofinance.com
 www.prayatnamicrofinance.com

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Reg. Office: B-208 CR Park New Delhi - 110019

**Annexure I**

CTC	105120.00
Gross Benefit Amount	7910.00
Other Benefits	0.00
Contribution Amount	850.00
Recurring Deduction Amount	652.00
Net Take Home Before Tax	7258.00

GROSS BENEFITS

COMPONENT NAME	NATURE OF COMPONENT	MONTHLY REMUNERATION	YEARLY REMUNERATION
Basic	Fixed	3954.00	47448.00
HRA	Fixed	1977.00	23724.00
Medical	Fixed	500.00	6000.00
Fuel	Fixed	1000.00	12000.00
Other Allowance	Fixed	479.00	5748.00

OTHER BENEFITS

COMPONENT NAME	NATURE OF COMPONENT	MONTHLY REMUNERATION	YEARLY REMUNERATION
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CONTRIBUTION

COMPONENT NAME	MONTHLY CONTRIBUTION	YEARLY CONTRIBUTION
Employer PF	592.00	7104.00
Employer ESI	258.00	3096.00

RECURRING

COMPONENT NAME	NATURE OF COMPONENT	MONTHLY REMUNERATION	YEARLY REMUNERATION
Employee PF	Fixed	592.00	7104.00
Employee ESI	Fixed	60.00	720.00

**Documents required at the time of joining**

You are required to report at 9.30 AM on your Date of Joining at respective joining location with all the necessary documents mentioned below-

SN	Particulars
1	Resume
Educational Certificates	
2	10 th standard mark sheet & certificate
3	12 th standard mark sheet & certificate
4	Other educational certificate as per CV
Identity Proof	
5	Aadhar Card
6	Driving Licence
7	PAN Card
8	Bank Account Passbook
9	Family Aadhar Card photocopy (Only mother, father, spouse and children)
10	Photo passport size (6 Pcs)
11	Blood Group certificate
12	Cancel Cheque
Work Experience Documents (If Applicable)	
13	Recent Company- Relieving /Experience Letter or Appointment Letter + Last three-month salary Slips + Resignation Acceptance
14	Previous Company's Relieving/ Experience Letter
Bike's Document	
15	Registration Certificate
16	Bike Insurance

***Important Note:**

- ☞ Please get Originals and photocopies of all documents mentioned in list.
- ☞ Aadhar Card DOB must be in the format of DD/MM/YYYY and should be same as the DOB mentioned in 10th passing certificate
- ☞ Dress code:
 - Male- Formals with cleaned shave and properly hair dressed
 - Female- Either business or Indian formals with properly hair dressed