



December 26, 2023

Ms. Mary Shalini A

58/C 7th Main 5th Cross,  
Garve Bhavi Palya  
Bengaluru, 560068

REF: OFFER LETTER

Dear Mary Shalini A,

Further to the interviews you had with us, we are pleased to offer you the position of "Primary - Subject Teacher" with "Meerabo Global Foundation".

You are expected to join on or before December 11, 2023.

The appointment is on the terms, mutually agreed between us during the course of interview. Formal appointment letter with terms & conditions will be handed over to you upon your joining and further completing the joining formalities.

Kindly find attached the Joining checklist which has the list of documents to be submitted at the time of joining.

Please sign a copy of this letter as a token of acceptance and return the same to the Human Resource Department.

We wish you all the best and look forward to a long-term association with you.

Yours Sincerely,

For Meerabo Global Foundation

  
Authorised Signatory

I, Ms. Mary Shalini A, accept the offer mentioned herewith and undertake to abide by the same.

Date of acceptance: 5/12/2023

Date of joining : 11/12/2023

Signature : Mary Shalini A

**Personal & Confidential  
Annexure I**

| Name  | Mary Shalini A                         | Location      |                 |
|---|--|---------------|-----------------|
| Designation                                 | SUBJECT TEACHER - PRIMARY              |               |                 |
| Band  | E2                                     | HSR III       |                 |
| Cost To Company                             | 2,81,591                               |               |                 |
| Department                                  | Primary                                |               |                 |
| Particulars                                 | Remarks                                | INR Monthly   | INR Annual      |
| 1 Basic                                     | 35% of CTC                             | 8,213         | 98,557          |
| 2 Grade Pay                                 |  | 2,000         | 24,000          |
| 3 Dearness Allowance                        | 25% of (Basic + GP)                    | 2,553         | 30,639          |
| 4 HRA *                                     | 50% of (Basic + GP)                    | 5,107         | 61,279          |
| 5 Advance Statutory Bonus                   |  | 1,555         | 18,656          |
| 6 Flexi Reimbursement Kitty *               |  | 1,624         | 19,491          |
| <b>A Gross Monthly Pay ( Sum of 1 to 6)</b> |  | <b>21,052</b> |                 |
| B PF (Employer Contribution)                | 12% of (Gross-HRA). Max upto 1800 p.m. | 1,800         | 21,600          |
| C Gratuity                                  | 4.81% of (Basic+GP+DA)                 | 614           | 7,369           |
|   |  |               |                 |
| <b>CTC (A + B + C)</b>                      |  | <b>23,466</b> | <b>2,81,591</b> |
| Deductions Details                          |  |               |                 |
| PF (Employee Contribution)                  | 12% of (Gross-HRA). Max upto 1800 p.m. | 1,800         | 21,600          |
| Professional Tax                            | Monthly Deduction                      | 0             | 0               |
|   |  |               |                 |
| <b>Net Salary Pre Tax</b>                   |  | <b>19,252</b> |                 |

**Note:-**

|    |  |
|----|--|
| 1) | Any commitment made other than the above will be valid only if given in writing by the undersigned.  |
| 2) | "Flexi Reimbursement Kitty" is a balancing figure and any contribution to be made to any other statutory body etc. from the Company's side in future, the same will be adjusted from this component. |
| 3) | Gratuity amount shall be paid to you as per the provisions of Gratuity act 1972  |
| *  | These components are not in the nature of wages and hence shall not rank for Provident Fund, Gratuity, Leave encashment.   |

**Confidentiality Clause:** The matter of your compensation is confidential information. Any discussion or disclosure of your compensation with anybody other than your Department Head or HR will be termed as breach of agreement by you. Further, please note that your compensation package is unique to you and not liable for comparison with any other employee of the company

*Bath*

Authorised Signatory

*Mary Shalini A*

Mary Shalini A

Accepted By

