



SPECTRUM TALENT MANAGEMENT (P) LTD.

Dated: 9-Apr-19

Mr. Yanamala Raja
MOB: - 9493190484
Email id: - Yanamalraja222.ry@gmail.com
Location: Bangalore

Subject: Offer Letter

Dear Yanamala Raja

We are pleased to appoint you in our organization as **Hotel Manager** with effect from **9-Apr-19** or the date of your reporting, whichever is later on the following terms & conditions: -

- That your **Monthly Compensation (All Exclusive)** will be **Rs. 16000/- (Take home) P.M as per annexure 1.**
- During the course of your tenure of employment, you will be deputed to work with our client "**Oyo Rooms.**", and you shall follow rules, procedure, practices & decorum, regularly & punctually prescribed by the client concerned.
- That your appointment will initially starting from **9-Apr-19** and after which depending on your performance or our requirement we may give a further extension details of which will be given in writing.
- Leaves & holidays will be applicable as per policies prevalent in the company.
- **30 Days written notice** is necessary in case you wish to resign from the company. A Salary of 30 Days will be withheld if you fail to do so.
- Spectrum Talent Management. (STM), does not charge any amount in any manner whatsoever from any Associate/s towards facilitating the recruitment of an associate with its esteemed customers. In case any representative of STM demands any amount against helping him/her to get a job with its customer/s, you are hereby advised not to entertain any such demand. Further, you are requested to bring any such incident to the notice of STM by reporting it to Email ID.
- Kindly sign the copy of this letter as a token of acceptance of this offer. A formal appointment letter will be issued to you shortly. You are requested to kindly submit the copy of below mentioned documents with the acceptance of this offer letter.
 - Copy of Relieving Letter from your present employer.
 - Details of your last salary drawn.
 - Copies of your date of birth certificate, educational and professional qualifications.
 - Residential Address Proof
 - Identity Card carrying photo
 - Copy of Permanent Account Number Card
 - 04 Stamp-sized photographs.
 - Cancel Cheque Copy or Bank Statement (Existing Saving Account).
 - Two references with address and telephone nos.
 - Personal Cell nos and residential telephone nos.

We wish you all the best!!

With warm regards

For Spectrum Talent Management Pvt. Ltd

Candidate Acceptance

(Atanu Banerjee)
Business-Head

(Signature)



SPECTRUM TALENT MANAGEMENT (P) LTD.

Annexure – I

Name: Yanamala Raja

Designation: Hotel Manager

Date of Joining: 9-Apr-19

Component	Monthly	Yearly
Basic	13624	163488
HRA	3394	40728
Conv Allow	0	0
Medical Allow	0	0
Special Allow/CCA	0	0
Stat Bonus	1135	13620
Gross	18153	217836
Employer PF	1771	21252
Employer ESIC	862	10344
Employer LWF	0	0
Medical Insurance	214	2568
CTC	21000	252000
Employee PF	1635	19620
Employee ESIC	318	3816
Employee LWF	0	0
PT	200	2400
Net	16000	192000

*Income Tax deductions, if applicable, will be as per the Income Tax Act, 1961

Group Medical and Accidental Insurance:

You will be entitled to GMC – 1 Lac and GPA – 2 Lacs as per company policy.

NOTE: This Statement is only for the purpose of information and is illustrative in nature.

For Spectrum Talent Management Pvt. Ltd.

Candidate Acceptance

(Authorized Signatory)

(Signature)