

Vyapar Vistar

Dehradun, Uttrakhand
India

January 20, 2026

Mrs. Akshara Khandelwal
Jaipur, Rajasthan

VYAPARVISTAR



Subject: Offer of Employment - Data Analyst

Dear Mrs. Khandelwal,

We are pleased to offer you the position of **Data Analyst** at **Vyapar Vistar**. We were impressed by your qualifications and believe you will be a valuable addition to our team.

Position Details

Job Title: Data Analyst

Reporting To: Kunal Chandna

Work Location: Dehradun, Uttarakhand

Employment Type: Full-time

Date of Joining: January 26, 2026

Compensation & Benefits

Annual Compensation: ₹3,40,000 per annum (Rupees Three Lakh Forty Thousand Only)

The annual compensation will be structured as follows:

- Basic Salary:** As per company policy
- House Rent Allowance (HRA):** As per company policy
- Special Allowances:** As per company policy
- Provident Fund:** As per statutory requirements

Your salary will be paid monthly on or before the last working day of each month, subject to applicable tax deductions.

Additional Benefits

- Earned Leave and Casual Leave as per company policy
- Health Insurance coverage as per company policy
- Other benefits as applicable under company policies

Key Responsibilities

As a Data Analyst, your primary responsibilities will include:

- Collecting, processing, and analyzing data to support business decisions
- Creating reports, dashboards, and visualizations
- Identifying trends, patterns, and insights from data
- Collaborating with various teams to understand data requirements
- Maintaining data quality and integrity
- Other duties as assigned by your supervisor

Terms & Conditions

1. **Probation Period:** Your employment will be subject to a probationary period of [90/180] days from the date of joining, during which either party may terminate employment with [notice period] notice.
2. **Notice Period:** After successful completion of probation, either party may terminate employment by providing 30 days' written notice or payment in lieu thereof.
3. **Confidentiality:** You will be required to sign a confidentiality and non-disclosure agreement to protect company information.
4. **Code of Conduct:** You are expected to adhere to all company policies, procedures, and code of conduct.
5. **Background Verification:** This offer is subject to satisfactory background verification and reference checks.

Documents Required

Please submit the following documents on or before your joining date:

- Educational certificates and mark sheets
- Previous employment experience letters (if applicable)
- PAN Card copy
- Aadhaar Card copy
- Passport size photographs (2 copies)
- Bank account details for salary transfer
- Any other documents as requested by HR

Acceptance

Please confirm your acceptance of this offer by signing and returning a copy of this letter by 22/01/2026. If you have any questions regarding this offer, please feel free to contact us.

We look forward to welcoming you to the Vyapar Vistar team and are confident that you will make significant contributions to our organization.

For Vyapar Vistar:

Kunal Chandra

Founder

Date: 20/01/2026

Acceptance:

I, Mrs. Akshara Khandelwal, hereby accept the above offer of employment with Vyapar Vistar under the terms and conditions mentioned in this letter.

Mrs. Akshara Khandelwal

Date: _____

B. Tech Project Guidelines

On-Campus BTP Form

On-Campus BTP – Supervisor Consent Form

Student ID	Name of the student	Broad Project Area (Tentative)	Name of the On-Campus Supervisor
202251106	Pulkit Gupta	Software Development	Dr. Ankush Agarwal

Supervisor's remark (if any):

Date: 23-12-2025


Signature(s) of the On-Campus Supervisor(s)