

25<sup>th</sup> Dec, 2012

Reference No. : 357/ED

Ms. Eola Saurabh  
B-2/18, Vasant Vihar  
2<sup>nd</sup> Floor, New Delhi-110057



Letter of offer

Dear Eola,

With reference to your meeting with us, we are pleased to offer you the position of Trainee with Editorial Department in INX News Private Limited.

Your annual cost to the Company (CTC), including your Basic Salary, Allowances and Perquisites will be Rs. 2,02,800 (Rupees Two Lac Two Thousand Eight Hundred Only).

Please note that your place of posting will be Noida. You may, however, be transferred to any place outside Noida, at the discretion of the Company. You will be on probation of 3 months from the date of joining. However, the notice period in case of any resignation/termination before completion of probation period shall be 15 days from either party or basic salary in lieu thereof.

A detailed letter of appointment containing other terms and conditions of your employment will be issued to you on your date of joining.

You are requested to submit the following documents on your date of joining, failing which, this offer will stand void:

1. Latest Passport Size Color Photographs (Six)
2. Proof of Date of Birth, in the form of certificate issued by the Central Board of Secondary Education or any equivalent board or by the Registrar of Births and Deaths of the concerned State/ Municipality
3. Copies of Certificates and Marksheets of your educational and professional qualification duly attested by gazetted officer.
4. Medical certificate of your fitness, also stating your blood group issued by a registered MBBS doctor (Original).
5. Copy of ID proof in form of PAN card or Passport or Driving License
6. Copy of Address proof (Current Residence) in form of lease agreement or electricity bill or landline telephone bill
7. A letter of relieving / resignation acceptance letter from your current employer
8. Proof of your last drawn salary, duly certified by your current employer. (Latest Salary Slip or Copy of Appointment / Last Increment Letter)
9. Photographs of Dependents in your family

We would be grateful if you please return the duplicate copy of this letter, duly signed by you in token of your acceptance of the above terms and conditions and indicate your date of joining which should not be later than, 04<sup>th</sup> Jan, 2013.

We wish you a prosperous stint with us!

Yours truly,  
For INX News Private Limited

A handwritten signature in black ink, appearing to be "Eola Saurabh", written over a horizontal line.

For Authorized Signatory

I accept the above terms and conditions

Signature:

Date: