

30-06-2023

Dear **Sejal More**,

SUB.:Offer Letter

Congratulations! With reference to your interview, we are pleased to offer you the position as **Product Specialist** at our **Pune** office.

The break-up of your compensation package is provided herewith. We would like you to join our company tentatively on **17-Jul-2023** at 10:30 AM unless otherwise agreed to in writing or else the offer will be null and void. Your gross emoluments will be Rs. **350000** per annum (CTC).

You are expected to furnish a bank guarantee of Rs.1,50,000/- for 3 years from HDFC Bank prior to your joining. A detailed appointment letter will be issued to you upon your joining.

| | Per Month | Per Annum |
|-------------------------------------|-----------------|------------------|
| General Components | | |
| Basic | 14583.00 | 175000.00 |
| House Rent Allowance | 7292.00 | 87500.00 |
| Special Allowance | 3707.00 | 44482.00 |
| Fixed Bonus | 583.00 | 7000.00 |
| Total Gross Salary | 26165.00 | 313982.00 |
| Employer Contribution | | |
| Provident Fund | 1800.00 | 21600.00 |
| Gratuity* | 702.00 | 8418.00 |
| Total Employer Contributions | 2502.0 | 30018.00 |
| Annuals | | |
| Insurance Premium | | 6000.00 |
| Cost to Company (CTC) | 29167.00 | 350000.00 |
| Employee Deductions | | |
| Provident Fund | 1800.00 | 21600.00 |
| Total Net Salary** | | 24365.00 |
| GMC & GPA Coverage | | |
| Health Insurance | | 200000.00 |
| Accidental Insurance | | 250000.00 |

Note 1:

- * Gratuity is payable to employee on completion of 5 years' service as per Payment of Gratuity Act, 1972
- * Statutory bonus is calculated as per the Payment of Bonus Act, 1965 and is paid monthly.
- ** Excluding taxes (Professional Tax, Income Tax, etc.)

Note 2:

Our monthly payroll cycle is from 1st to the last day of every month.

You are asked to report for duty at the following address: Neeeyamo Enterprise Solutions, 1st floor, IT 5 building, M/S Flagship Infrastructure Pvt Ltd, SEZ, Survey no. 154/6, Rajiv Gandhi InfoTech Park, Hinjewadi, Phase 1, Pune-411057.

Please indicate your acceptance of this offer under the terms described above by returning a signed copy of this letter no later than 02-07-2023, post which the offer stands null and void.

We count on you to take Neeeyamo to greater heights. Wish you the very best!

Warm Regards
For **Neeeyamo Enterprise Solutions Pvt. Ltd.**



Rupinder Kaur
Head - Human Capital Management | Neeeyamo Enterprise Solutions

Annexure

Annexure 1: List of document copies you need to produce on Day 1

1. Current Resume
2. Class X Mark Sheet & Certificate
3. Class XII Mark Sheet & Certificate
4. UG, PG, Other : Mark Sheets & Certificates
5. Professional Qualification: Certificate
6. Relieving Letter or Experience Certificate
7. Salary Slip from the Last Organization
8. 4 Passport Size Photographs on white background
9. Form 16/ Salary Certificate from the Last Organization
10. Passport Photocopy
11. PAN Card Photocopy
12. Address Proof (Voters ID/ Driving License/ Aadhar Card, etc.)
13. Signed Copy of the Offer Letter
14. Recent VISA (for NRI employee only)