

TECHJIVAA SOFTWARE PRIVATE LIMITED

Offer Letter

To
Mr.Vivek C,
Pune

Date: 27 Mar 23

Congratulations....!

With reference to your application & subsequent interviews you had with us, we have selected you as a **“Data Scientist”** in the Department of **“Information Technology”** Based at **“Chinchwad, Pune ”**.

You are requested to join on or before **1st May 2023**.

The formal Letter of Appointment will be issued upon joining the organization. You are required to submit photocopies of all education/experience certificates & testimonials at the time of joining which is mentioned in **Annexure -II**.

You will have to submit a Medical Fitness certificate from a Doctor with a minimum MBBS Qualification for performing your job as per **Annexure-III**. You will also have to submit a self-declaration that, you have not had any major illness/surgery in the past. Offer will be valid subject to medical fitness.

Kindly note that; your compensation is private and confidential and you are advised to treat it so.

This offer will be valid subject to submission of acknowledgment copy of your resignation letter from the current company within seven days from the date of this letter if any;

Kindly return the duplicate copy duly signed as a token of your acceptance of this letter.

For, **TECHJIVAA SOFTWARE PVT. LTD.**



Accepted:

Authorized Signatory

Name:

Registered Address: S. No. 17/1, Near Durga Mandir, Ganesh Nagar, Durga Colony,
Thergaon Pune MH 411033.

Corporate Office at: S. NO. 243 A, HI. NO. 2/2, Chinchwad, Pune City, Pune 411019 MH
Mob.: 9049653181, Email ID : techjivaa@gmail.com, CIN: U74999PN2016PTC167651

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Techjivaa Software Pvt. Ltd

S.No 243/A, Hissa No.6, CTS No. 4519, 4519/1

Chinchwad, Haveli, Pune – 411019

Employee Name : Vivek Choudhari		
Designation : Data Scientist		
Department : Information Technology		
Location : Chinchwad, Pune		
Effective Date : 01 May 2023		
Description	Amount (INR) Per Month	Amount (INR) Per Annum
Basic + VDA	18,759	225,109
HRA	9,380	112,555
Transport Allow.	1,600	19,200
Child Education Allow.	200	2,400
Other Allow.	16,959	203,509
Monthly Gross Salary (A)	46,898	562,773
Employee's Deduction		
Provident Fund@12%	1,800	21,600
PT	200	2,400
Mediclaime	1,000	12,000
Total Employee's Deduction (C)	3,000	36,000
Employer's Contribution		
Employer PF Contribution @ 13%	1,950	23,400
Gratuity @ 4.81%	902	10,828
Bonus	1,110	13,320
Total Employer's Contribution (B)	3,962	47,547
Fixed CTC (A+B)	50,860	610,320
PBVP (Performance Based Variable Pay) /Annum		
Annual CTC		610,320
Monthly Net Payable	45,008	540,092

Note: PBVP will be paid Annually based on KRA & KPI's ratings

*Gratuity will be paid as per the Payment of Gratuity Act-1972

The net take home salary may differ as per the changes in Statutory components

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Annexure – II

Proof of Education

1. SSLC (+10) Marks Card
2. Secondary School (+2) Marks Card
3. Graduation / Post Graduation Convocation / Marks Cards / Convocation Certificate
4. Other Professional Qualifications if any
5. Medical Council / Nursing Council Registration certificate

Proof of Previous Employments

1. Experience certificate of previous employments
2. Last three months' payslips

Other Requirements

1. Aadhar Card – mandatory
2. Passport size photograph with Blue Background – 4
3. PAN Card
4. UAN Number and ESI Number of Previous Employment (Not Applicable for Fresher)
5. Cancelled cheque leave with the name printed on it / Copy of Bank passbook with Photo and the details of A/c
No, IFSC Code, Branch Name ... etc mentioned on it.

Annexure – III

Pre-Employment Health Check-Up (If obtained within 15 days prior to the date of joining will be considered)	
1	Blood Grouping
2	Fitness certificate from Physician (From a Physician with Minimum MBBS Degree)

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