



TECHTURE
ISO 9001:2015 Certified

Tectura Structures Pvt. Ltd.

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contact@techture.global
+91 913 009 2843

17th June 2024

Himanshu Kumar
NIT Sikkim

Dear Himanshu,
Subject: Provisional Offer Letter

We are pleased to offer you the position of “**Jr. BIM Engineer**”. We hope that your stay would be fruitful for the company as well as your personal skill development.

Job: You will be on probation for first 3 months w.e.f. your joining at Tectura. Though you have been engaged on a specific position, the company reserves the right to determine the type and range of work you may be subsequently called upon to perform. You will not accept any employment, part time or otherwise, without the written permission from the Director/CEO of the company authorizing you to do so.

Location: The present job location would be **Indore**. Tectura has offices in two cities in India, at Nagpur and Indore. Often, employees of Tectura are deployed at various sites in India and international locations. You may be shifted in any of the offices or site locations according to the company requirements. The Company would notify you in advance and provide sufficient time to enable a convenient shifting process.

Remuneration: Please refer Annexure - A.

Your remuneration, bonus, benefits or any other form of compensation are strictly confidential and should not be disclosed to any individual within or outside the company or any third-party that does not have a bonafide need to know. In case of its violation, you will be liable for strict disciplinary action including resultant severance of your services.

Work timings: The working days will be from Monday to Saturday. The Second and Fourth Saturdays of every month would be a holiday. You shall be expected to complete 8 effective hours in a day. There are morning as well as evening shifts and you may be allotted a particular shift based on the team or project that you are assigned to. The shift you are allotted to is subject to project requirements.

Overtime and Extra Working Days: Payments for overtime shall not be applicable for the present position and extra working days will be applicable as per the company policies.

Leaves: During the start of every year, an official Holiday list is announced for festivals / public holidays. You shall be eligible for 14 annual paid leaves once you complete 6 months at Tectura. Leaves are not carried forward or reimbursable. For new employees, leaves will be calculated on pro-rata basis.



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Notice Period: There is a notice period of 60 working days that needs to be provided by you in case you wish to leave the firm. Prior to doing the same, you will ensure that all your ongoing activities are successfully completed and handed over to another member of your team. If you will not serve the notice period or in case of absconding, company reserves right to recover suitable liquidated damages.

Service Bond: The Company requires a minimum guarantee period of 24 months (exclusive of the notice period) of employment in the present position, in view of the cost incurred by the Employer in respect of process of selection, training, induction etc. If the employee has to leave the company before completion of the minimum guarantee period, the employee will have to pay the equivalent amount of cumulative gross salary of 3months (Security cheque to submit) to the employer and serve minimum two months of notice period.

Joining Details: **Date of joining** at Tecture – **1st July 2024**. Delivery of the full-time employment appointment letter and other joining formalities will be carried out at your joining date. Non-Disclosure & Employment Agreement to be signed on joining.

At the time of joining, please bring with you:

- Valid Identity and Address proof (Aadhaar Card & Pan Card)
- Passbook/Cheque Book/Account Statement
- 10th & 12th original mark sheets (to be submitted at the time of joining till the time of your exit)

This Offer is valid till **19th June 2024, 4:00 PM**. Please send us back a scanned signed copy of this letter indicating your acceptance to join. The offer will be automatically cancelled if we do not receive the confirmation by the given deadline.

We look forward to your long and prosperous career at Tecture.

Thank You,

Kashvi Hingorani
General Manager HR
Tecture Structures Pvt. Ltd



ANNEXURE - A (Remuneration Details)

Table 1 (Monthly Remuneration for July 24 to Oct 24) - Full Time Employment

Particulars	Monthly	Annually	Remark
1. Gross Salary			
Basic Salary	15,500	186,000	
HRA	6,200	74,400	
Conveyance	1,600	19,200	
Personal Development Allowance	3,229	38,748	
Total - Gross Salary (A)	26,529	318,348	
2. Employee Contribution			
ESIC	0	0	NA
EPFO	0	0	
Profession Tax	167	2,004	
Total (B)	167	2,004	
In Hand Salary	26,362	316,344	(A-B)
3. Employer Contribution			
Management Share Gratuity Amount @ 4.81%	746	8,952	Eligibility after completion of 5 Years of employment as per Gratuity Act.
Employee Medical Insurance	225	2,700	Sum Insured – Rs. 2,00,000
ESIC	0	0	NA
EPFO	0	0	
Total (C)	971	11,652	
CTC	27,500	330,000	(A+C)
Note: TDS deductions might be applicable based on the Total Salary for a particular financial year, applicable Income Tax rules and tax saving investments of the employee.			



Table 2 (Monthly Remuneration for Nov 2024 to March 2026) - Fulltime Employment

Particulars	Monthly	Annually	Remark
1. Gross Salary			
Basic Salary	16,300	195,600	
HRA	6,520	78,240	
Conveyance	1,600	19,200	
Washing Allowance	1,500	18,000	
Personal Development Allowance	4,000	48,000	
Performance Allowance	2,571	30,852	
Total - Gross Salary (A)	32,491	389,892	
2. Employee Contribution			
ESIC	0	0	NA
EPFO	0	0	
Profession Tax	167	2,004	
Total (B)	167	2,004	
In Hand Salary	32,324	387,888	(A-B)
3. Employer Contribution			
Management Share Gratuity Amount @ 4.81%	784	9408	Eligibility after completion of 5 Years of employment as per Gratuity Act.
Employee Medical Insurance	225	2,700	Sum Insured - Rs. 2,00,000
ESIC	0	0	NA
EPFO	0	0	
Total (C)	1,009	12,108	
Variable Bonus(D)	0	30,000	The Variable bonus amount of Rs. 30,000 will be paid at the end March 26 on the basis of yours and company's business performance.
CTC	33,500	432,000	(A+C+D)

Note: TDS deductions might be applicable based on the Total Salary for a particular financial year, applicable Income Tax rules and tax saving investments of the employee.

Name of the Candidate: Himanshu Kumar

Signature of the Candidate:

Date: