

Date: 06-10-2022
RFH No: HEPLRFH00897

Dear Ddaa,

CAREER OFFER

CONGRATULATIONS.

With reference to your application for a Career at HEMA'S ENTERPRISES PVT LTD and our subsequent discussions, we are delighted to offer you the full-time position of **Operation Coordinator**, with the anticipated start date of **06-10-2022**, commencing with Onboarding at 09:30 hours at HEMA'S ENTERPRISES PVT LTD, S3, SIDCO INDUSTRIAL ESTATE, SEMMANDALAM, CUDDALORE, TAMIL NADU 607 001 INDIA.

Your Starting Annual Compensation (ACTC) shall be **Rs 3,00,000 /- (Three Lakh Rupees only)** As an employee of HEPL, you will have access to our Comprehensive Benefits Program, details of which are attached along with Salary break up for your reference in the Annexure. This offer is contingent upon your successful completion of Pre-Onboarding processes including antecedent check and document verification.

Should you choose to accept this offer, please reply to this email with your acknowledgement and acceptance by **2022-10-13** and share the required documents as listed in the Annexure through the links provided for upload at the earliest.

Preethi M, (Email: preethi.m@hemas.in) from our Recruiting Team shall be your primary Point of Contact. Your Onboarding Buddy shall be **Shanthi**, (Email: rssmhiring@hemas.in) and you may reach out to him/her on the Day of Joining for commencing Onboarding actions.

We look forward to hearing from you and hope to see you onboard soon!

For Hema's Enterprises Limited

R PRASANNA

MANAGER HUMAN RESOURCES

This is an electronically generated document and does not require a signature

ANNEXURE 1

LIST OF DOCUMENTS TO BE SHARED WITH ONBOARDING TEAM

(Prior to Anticipated Start Date)

You are required to furnish copies of the following documents at the earliest through the links provided for upload. Documents in PDF and JPEG/JPG/PNG alone are accepted formats. Kindly ignore if you have already made the submission of all documents listed below.

1. **PROOF OF IDENTITY:** Govt issued AADHAR Card | PAN Card | VOTER ID Card | PASSPORT etc *
2. **PROOF OF ADDRESS:** AADHAR CARD | VOTER ID CARD | BANK STATEMENT | PASSPORT bearing Current Full Address of Residence *
3. **EDUCATIONAL QUALIFICATION:** In Chronological Order, beginning with the oldest and ending with the Latest qualification (Marksheets and Final Certificates included) *
4. **PROOF OF WORK EXPERIENCE:** Appointment Letters of Previous/Last Worked/Current Working Organisation (This is not applicable for Freshers) *
5. **PROOF OF COMPENSATION & BENEFITS RECEIVED:** Latest 3 Months PAYSLIPS | Form 16 of Previous Years | Bank Statement disclosing Credits , in PDF format (This is not applicable for Freshers) *
6. **TAX ENTITY PROOF:** PAN CARD bearing Name, PAN Number details
7. **PROOF OF DATE OF BIRTH:** Govt issued BIRTH CERTIFICATE| SSLC MARKSHEET | PAN CARD etc
8. **PROOF OF RELIEVING:** Relieving Letter/such documentation from Current/Latest Employer. (This is not applicable for Freshers)
9. **PROOF OF BANK ACCOUNT:** Cancelled CHECK LEAF | BANK STATEMENT bearing details of Bank Account | Bank Passbook Photo Identity Page with Account Details
10. **PROOF OF VACCINATION:** Final Vaccination Certificate as downloaded from Govt Portal
11. **PROOF OF BLOOD GROUP:** Medical certificate or Blood Donation Card bearing details

Please bring the Originals of the documents on the Day of Joining for Document Verification.

Hema's Enterprises Pvt Ltd.

Regional Office: No 3, SIDCO Industrial Estate, Semmandalam, Cuddalore - 1

CIN: U74999TN2019PTC132662

(Confidential Document. Meant For Intended Recipient Only. Do Not Share Or Circulate.)

ANNEXURE 2

DETAILS OF OFFER COMPENSATION & BENEFITS

Name :	ddaa	Band :	Band 6	
Department :	Accounts	Designation :	Operation Coordinator	
BU :	HEPL	Date of Joining :	24-01-2022	
Location :	Work from Site	CTC:	3,00,000	Remark
COMPONENTS		PM	PA	Description
Base Pay (Basic + DA)		10,144	1,21,728	40% of Monthly Cost to Company
House Rent Allowance (HRA)		4,058	48,691	50% of Base Pay
Medical Allowance		1,250	15,000	One Month Basic (or) Max. of Rs.15,000/-
Conveyance		1,600	19,200	Max. Rs.1,600/- p.m (as per IT Act)
Special Allowance		4,815	57,785	Residual Amount
Monthly Components [A]		21,867	2,62,404	Total Monthly Gross
Employer Contribution (DIRECT)				
Employee Contribution PF		1,800	21,600	12% on PF salary.
Employer Contribution ESI		0	0	3.25% on monthly Gross salary.
SUB TOTAL [B]		1,800	21,600	
Annual Benefits (INDIRECT)				
Gratuity		8,450	10,144	As per Payment of Gratuity Act, 1972
Statutory Bonus		8,450	10,144	Minimum Bonus @ 8.33% of Minimum Wage
SUB TOTAL [C]		1,333	15,996	
[A] + [B] + [C]		25,000	3,00,000	Cost to Company
NET PAY [In Rs PM]			0, st, 19,859	Subject to deduction as per IT Act
Group Medclaim for Self and Family(if ESI not Covered)			2,00,000	Per Annum
Personal Accident Policy			5,00,000	Per Annum
Term Insurance			5,00,000	Per Annum
PARTICULARS				

Hema's Enterprises Pvt Ltd.

Regional Office: No 3, SIDCO Industrial Estate, Semmandalam, Cuddalore - 1

CIN: U74999TN2019PTC132662

(Confidential Document. Meant For Intended Recipient Only. Do Not Share Or Circulate.)