

Date: 31-10-2022
RFH No: HEPLRFH00897

Dear Ghfhg,

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 **31-10-2022**, 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 5,00,000 /- (Five Lakhs Indian 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 **November 03, 2022** and share the required documents as listed in the Annexure through the links provided for upload at the earliest.

Preethi M, (Email: durga.r@hepl.com) 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

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ANNEXURE 2

DETAILS OF OFFER COMPENSATION & BENEFITS

| | | | | |
|--|----------------|--------------------------|-----------------------|---|
| Name : | ghfhg | Band : | Band 6 | |
| Department : | Accounts | Designation : | Operation Coordinator | |
| BU : | HEPL | Date of Joining : | 24-01-2022 | |
| Location : | Work from Site | CTC: | 5,00,000 | Remark |
| COMPONENTS | | PM | PA | Description |
| Base Pay (Basic + DA) | | 16,667 | 2,00,000 | 40% of Monthly Cost to Company |
| House Rent Allowance (HRA) | | 6,667 | 80,000 | 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 | | 12,037 | 1,44,440 | Residual Amount |
| Monthly Components [A] | | 38,221 | 4,58,640 | 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 | | 801 | 9,616 | As per Payment of Gratuity Act, 1972 |
| Statutory Bonus | | 845 | 10,144 | Minimum Bonus @ 8.33% of Minimum Wage |
| SUB TOTAL [C] | | 1,646 | 19,760 | |
| [A] + [B] + [C] | | 41,667 | 5,00,000 | Cost to Company |
| NET PAY [In Rs PM] | | | 36,213 | 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 | | | | |
| | | | | |

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