



MotherSumi INFotech & Designs Limited

February 20, 2018
Re: MIND/HR/ET/2018/02

Ms. Prachi Gulihar
House No. 312, Ground Floor,
Sector - 16-A, Faridabad,
Haryana

Subject: Letter of Intent – Engineer Trainee

Dear Ms. Gulihar,

This has reference to your participation in the campus select program on January 08, 2018 at NIT, Kurukshetra.

We would like to congratulate you on your qualifying and meeting the required level during the selection process. Accordingly, we are pleased to inform you that we have considered your candidature for employment in our organization as **Engineer Trainee**.

You shall be undergoing training for a period of One year (12 months) with effect from the date of your joining duties viz. **July 09, 2018 - July 08, 2019**. During your training period you shall be considered for compensation structure/package of **Rs. 6 Lacs per annum**. Further, after undergoing trainings satisfactorily, you shall be considered for absorption as Software Engineer in the organization.

Please note that you shall be required to enter into an agreement for serving in our organization for a period of two years (24 months) including 12 months training assignment. Agreement is enclosed for execution at your end. Further, at the time of your joining you shall also be required to sign an Affidavit in support of the Service Agreement (Draft format is enclosed).

The offer of employment is subject to your being found medically fit by the Doctor of Kailash Hospital, Noida and completion of your technical qualification degree. You are advised to report at Kailash Hospital & Research Centre Ltd., H-33, Sector-27, Noida-201301 on June 30, 2018 by 0900 Hrs with empty stomach for medical checkup. We are attaching herewith a sealed envelope, which needs to be handed over at the Reception of Kailash Hospital.

You will be issued formal letter of appointment on your joining the training assignment. You are advised to report to Mr. Rajesh Kumar Singh, HR representative on July 09, 2018 at 0900 hrs at our office at C – 26, Sector 62, Noida. In case of your failing to report at our office on the date mentioned, or seeking extension of joining in writing from us, the offer shall automatically stand withdrawn.

At the time of joining, you will be required to submit the following documents –

1. Date of birth certificate (in original).
2. Educational qualification certificate(s), in original with photocopy.
3. Photocopy of your passport. (if available)
4. Photocopy of Aadhaar card and Pan card.
5. Professional reference letters (other than relatives).
6. Four recent passport size photographs.

We welcome you to **MotherSumi INFotech & Designs Limited** and look forward to a mutually beneficial association. Please sign duplicate copy of this letter in token of your acceptance and return the same to us.

Thanking you,
Yours truly,
for **MotherSumi INFotech & Designs Ltd.**


(JAGMOHAN TALWAR)
GENERAL MANAGER - HR



MothersonSumi INFotech & Designs Limited

February 21, 2018
MIND/HR/MED-CHKUP – ET/2018/02

M/s. Kailash Hospital & Research Center Ltd.,
H-33, Sector – 27,
Noida – 201 301

Kind Attn: Mr. R N Sharma

REF: KHRC/MIND/2004-05/20178, Dated August 10, 2004

Dear Sir,

This is to inform you that *Ms. Prachi Gulihar* has been selected in our Organization as *Engineer Trainee*. As per the selection process, He/She needs to undergo pre – employment health check up. He/She has been advised to report at the reception counter on *June 30, 2018* in your hospital at 0900 Hrs.

Please arrange pre-employment health check-up of *Ms. Prachi Gulihar* as per the tests mutually agreed upon between us.

Medical report of the individual may be forwarded at the following address under sealed cover marked confidential for our reference.

Smriti.Bhaskar
Manager - HR
MothersonSumi INFotech & Designs Ltd
C-26, Sector-62, Noida-201309

Bill for the pre-employment health check-up administered on *Ms. Prachi Gulihar* may please be raised on us as per terms agreed.

Thanking you,

Yours truly,
For **MothersonSumi INFotech & Designs Ltd.**


(JAGMOHAN TALWAR)
GENERAL MANAGER – HR,



ANNEXURE

CONFIDENTIAL

Allowances & perquisites details - Ms. Prachi Gulihar

		Amount(Rs.) per month
Reference Salary	Base Salary	
	Stipend	12500
	HRA (50%)	6250
	Conveyance Allowance	1600
	Uniform Allowance	4000
	Special Allowance	11135
	Project Allowance	2500
	Sub Total (A)	37985
	Reimbursements	
	Medical Reimbursment	1250
	Leave Travel Assistance	1041
	Bonus/Exgratia	1041
	Sub Total (B)	3332
	Retiral Benefits	
	Contributory Provident Fund (as per provisions of Act)	1500
	Gratuity (Payable as per Gratuity Act)	601
	Sub Total (C)	2101
Total Reference Salary D (A+B+C)		43418
Annual Reference Salary		521016
Take Home		37735
Other Benefits	Benefits	
	Insurance - Mediclaim/ Group / EDLI	332
	Variable*	6250
	Sub Total (E)	6582
CTC (D+E)		50000
Annual CTC		600000

Remarks

Subsidized Food	Rs.7973/- p.a.
Mediclaim Insurance (as per company policy)	Rs.100000/- (4 Members)
Group Term Insurance	Rs.500000/-
Group Personal Accident Insurance	Rs.100000/-
EDLI Insurance	Rs.602000/-

*** Variable :**

Individual has to be on rolls of the company at the time of disbursement of the variable

Shall be payable based on individual performance and company performance

Variable payout shall be on successful completion of training (After 1 year)