

Hello Phani Kumar Kavula,

After detailed discussion with you, we are happy to announce that, you are selected for the position of **Senior Executive - Inside Sales** in **Tekskills India Pvt. Ltd.**

Your offered CTC will be **INR 1,200,000/- (Rupees Twelve Lakhs only)** per annum. You are expected to join us on or before **23rd December 2022**.

***Note: We are releasing this Offer letter based on our mutual understanding that bank verification will be done on the DOJ and also based on material representations that you have made during the selection process. Any material misrepresentation or failure to provide management approved verification mechanism within a week, you will be terminated without pay.**

In case of any deviations in the above or date of joining this letter of intent shall be considered as cancelled.

Also, please carry photocopies of below mentioned list of documents on the DOJ:

1. Profile
2. Certificates supporting Education Qualification (SSC to highest).
3. Additional qualifications/Certificates/Awards.
4. Previous employers offers letters and appointment letters.
5. Last 6 months salary slips from previous employer.
6. Screen shots of 6 months bank statements depicting your salary.
7. Relieving letters from all previous employers.
8. Passport size photographs - 6 copies.
9. Form 16 or Taxable income statement duly certified by previous employer (statement showing deductions & Taxable income with break-up).
10. Present residential proof.
11. PAN Card - 6 copies.
12. Passport/any ID Proof - 6 copies.
13. Blood group certificate.

Please refer the **Annexure-A** for Salary Break Up



TEKSKILLS INDIA PVT. LTD.

Survey No.1050, Plot No. S - 2, 505, 5th Floor, Manjeera Trinity Corporate,
JNTU to Hi-tech City Road, 3rd Phase, KPHB Colony, Kukatpally, Hyderabad - 500072

Phone: +91 - 040 - 67285636, Mobile No: 8197119122

Email: info@tekskills.in, Website: www.tekskills.in

HR: 100-33220

ANNEXURE-A

NAME			Phani Kumar Kavula
DESIGNATION			Senior Executive - Inside Sales
LOCATION			Hyderabad
COST TO COMPANY (CTC) FYGS			1,200,000
Salary Component	Per Month	Per Annum	Remark
Basic Salary	37,013.34	444,160.00	
HRA	14,805.33	177,664.00	
Conveyance Allowance	1,600.00	19,200.00	
Other Allowance	36,114.67	433,376.00	
Laptop Allowance	1,200.00	14,400.00	
Gross Salary(A)	90,733.34	1,088,800.00	
Benefits			
Employer's contribution to PF	1,800.00	21,600.00	
Employer's contribution to ESI	0.00	0.00	
Gratuity	1,780.00	21,360.00	
Medical Insurance	1,020.00	12,240.00	
Pooled Benefits	500.00	6,000.00	
Variable Pay	4,166.66	50,000.00	
Total Cost to Company	100,000.00	1,200,000.00	
Deductions			
Employee contribution to PF	1,800.00	21,600.00	
Employee contribution to ESI	0.00	0.00	
Professional Tax	200.00	2,400.00	
Income Tax - subject to IT Act Exemptions	-	-	Based on Investment declaration Form given to Finance Department
Total Deductions (B)	2,000.00	24,000.00	
Net Salary (A-B)	88,733.34	1,064,800.00	

This offer is subject to your successful clearance of a satisfactory reference and background check including verification of your application materials, education and employment history.

We do look forward to a long lasting relationship.

TEKSKILLS INDIA PRIVATE LIMITED

Yours sincerely,


Saroja Challa
 Human Resource

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