

Employment Offer Letter

Date: 13 May 2024
LOI/GP/HR/2024/497

Dear Saravanan Seenivasan,

With reference to your application and subsequent interview you had with us, we are pleased to offer you the position of **"Trainee : Web Developer"** with our company **ELK Education Consultants Pvt Ltd**. You will be employed at our office in Chennai.

Your joining date has been recorded as 14 May 2024. Therefore, you are required to join your duties on this date failing which the offer will be considered withdrawn.

The Probation period will be of three months. Probation may be extended or postponed by the management as per the performance during this period. During probation period if the employee decides to quit the job without serving notice period or without any intimation, in such scenario the company reserves the right to recover the training cost from the employee and the amount due in lieu of unserved notice period.

After completion of the probation period, you shall be eligible for leaves and other benefits pursuant to Company's Policies, as amended from time to time.

The finalized Total Cost to Company in connection with your candidature has been confirmed as Rs 3,36,048 (Three Lakh Thirty Six Thousand Forty Eight only). Refer to the details in Annexure A.

Your offer of employment and after commencement of your employment, your continuing employment with the Company is conditional upon satisfactory background verification, including but not limited to, proof of educational and Professional qualifications, employment history and proof of identity.

Regd Office: 10, CSC, DDA Market, State Bank Nagar, Paschim Vihar, New Delhi, 110063
Branch Office: No 1B, 2nd Floor, Oxygen by Urbantree, Commercial Building, Pushkin Street, Gandhi Nagar, Society Main Road, Arasankalani, Perumbakkam, Pincode - 603306
CIN No: U74900DL2009PTC196066, Website: www.elkindia.com Email: info@elkindia.com , Phone: 011-43568351
GST No. (Delhi) 07AACCE2719F1ZY, GST No. (Tamilnadu) 33AACCE2719F1Z3

Annexure A

Name & Joining Date	Saravanan Seenivasan, 14 May 2024
Profile Name & Grade	"Trainee : Web Developer" (Grade:JM1)
Location	Chennai

Annual Compensation Break up	Annually	Monthly
Assured Gross Pay		
Basic	150600	12550
HRA	75300	6275
Conveyance Allowance	30120	2510
Medical Reimbursement	15000	1250
Other Allowance	8580	715
Employee contribution to PF	21600	1800
Total Gross Pay	301200	25100
Statutory Contribution		
Employer contribution to PF	21600	1800
Gratuity	7248	604
Total Statutory Pay	28848	2404
Other Benefits - Grocery	6000	500
Total CTC Amount	336048	28004
Employee's contributions will be 12% of Basic Salary.		
*PF or EPF - A provident fund is a government-managed, mandatory retirement savings scheme used in India. Employee's contribution of PF will be 12% of the Basic Salary.		
*Gratuity is a sum of money paid by an employer to an employee for services rendered in the company. The gratuity amount is payable only to employees who complete five or more years with the company.		
Performance incentives are paid on the basis of performance rating and the parameters achieved.		

This document is computer generated and does not require any signature or the Company's stamp in order to be considered valid.

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