

Date: 28-08-2015

Applicant Id : IT4025_IL047_000108
Name : Mr Avijit Rout
Location : PUNE

OFFER LETTER

Dear Avijit Rout

Thank you for meeting us.

Based on your resume and the interview you had with us, we are pleased to make you an offer of appointment as **TEST ENGINEER** on deputation to our client **Wipro Limited** on fixed term contract, for the remuneration as offered and agreed by us (details given below). The Management reserves the right to bifurcate or merge the allowances in basic salary.

The **Net Salary (In Hand)** offered to you is **Rs 39672.00 only per month**; detailed breakup is enclosed.

The management reserves the right to utilize your services on deputation to our clients on fixed term contract, anywhere in India, through our branch offices, either in existence or which may come into existence. Your initial place of posting will be at **PUNE**. However, you will be required to report to our Branch Office (address mentioned at the top right corner of this letter), to complete your joining formalities.

This appointment offer is subject to:

- a) The information provided by you in your resume and interviews are correct and valid.
- b) This appointment is valid from the date of your joining which should not be later than **15 days** of issuance of this letter; your expected DOJ is **17-08-2015**. Your formal appointment letter will be issued at the time of your joining, subject to receipt of various mandatory documents, as per list given below. Please carry the following documents (original as well as photocopies) when you visit our Branch office to complete the joining formalities.
 -
 - Aadhar card for proof of identity, proof date of birth and proof of address.
 - Educational certificates
 - ESI declaration in Form 1, PF nomination in Form 2 and Gratuity Nomination in "Form F"
 - PAN Card ,Bank A/C details with proof
 - Six passport size photographs
 - Experience certificates and relieving letter from your previous employer (if applicable).
 - Proof of your last drawn salary (if applicable)

Please note that any claims based on alleged verbal promises by any authority in the organization are not a part of this letter and will not be entertained in future.

We look forward for you to join our organization at the earliest.

With warm regards, yours truly,

Authorized Signatory
Adecco India Pvt. Ltd.

I hereby accept the above-mentioned terms and conditions.

Name: _____ Signature: _____ Date: _____



COMPENSATION SHEET

Applicant ID : IT4025_IL047_000108	
Name : Mr Avijit Rout	
Designation : TEST ENGINEER	
Compensation	Rs. Per Month
BASIC SALARY	17600.00
CONVEYANCE	1600.00
HOUSE RENT ALLOWANCE	7040.00
MEDICAL ALLOWANCE	1250.00
SPECIAL ALLOWANCE	14182.00
Sub Total (A)	41672.00
Other Employer Costs:-	
EMPLOYER PF ADMIN CHARGES	204.00
EMPLOYERS PROVIDENT FUND	1800.00
INSURANCE CONCURRENT	324.00
Sub Total (B)	2328.00
Cost to Company : (A)+(B)	44000.00
Other Employee Costs:-	
PROVIDENT FUND	1800.00
PROFESSIONAL TAX	200.00
Sub Total of deductions (C)	2000.00
Take Home: (A) - (C)	39672.00

Annual CTC : Rs. 528000.00

Authorized Signatory
Adecco India Pvt. Ltd.

I hereby accept the above-mentioned terms and conditions.

Name: _____ Signature: _____ Date: _____

