

# Varroc Engineering Limited

Regd. & Corp. Office

L-4, MIDC, Industrial Area  
Waluj, Aurangabad 431 136  
Maharashtra, India

Tel + 91 240 6653700  
Fax + 91 240 2564540

email: varroc.info@varroc.com  
www.varroc.com  
CIN : U28920MH1988PLC047335



**Date: 22 December 2020**

**To,  
Arsh Goyal**

## **JOB OFFER LETTER**

**Dear Arsh,**

With reference to your application and subsequent interview you had with us, we are pleased to offer you the position of **"GRADUATE ENGINEER TRAINEE"** of our organization, as per the terms and conditions discussed with you in person. Please accept our heartiest congratulations on being selected despite very stiff competition from very eminently suitable candidates.

Your date of joining shall be informed to you shortly. This offer is subject to you passing your BE exams and clearing the Pre-Employment Medical Examination.

Please sign this letter as a token of your acceptance & courier it to us as soon as possible. An e-mail confirming your acceptance would also be highly appreciated.

We look forward to a very long & fruitful

relationship with you. Congratulations once again!

Yours faithfully,  
**For Varroc Group,**

**Kavita Kulkarni**  
**Chief Human Resource Officer**

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A) Monthly Emoluments	Per Month(Rs.)	Per Annum(Rs.)
Basic Salary	14,583	1,75,001
House Rent Allowance	7,292	87,501
Uniform Maintenance Allowance	1,250	15,000
Transport Allowance	1,600	19,200
Miscellaneous Allowance	11,886	1,42,632
<b>Sub Total A</b>	<b>36,611</b>	<b>4,39,334</b>
<b>B) Bonus</b>	2,405	28,860
<b>C) Retirals</b>	<b>Per Month(Rs.)</b>	<b>Per Annum(Rs.)</b>
Provident Fund	1,800	21,600
Gratuity (As per Act)	701	8,418
<b>Sub Total C</b>	<b>2,501</b>	<b>30,018</b>
<b>D) Others</b>	<b>Per Month(Rs.)</b>	<b>Per Annum(Rs.)</b>
Uniform Cost(Rs. 150 per month)	150	1,800
<b>Total (A+B+C+D) i.e. Annual CTC</b>	<b>41,668</b>	<b>5,00,012</b>

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## Others:

1. Two sets of Uniform once a year
2. Gratuity is payable
3. Pre-Employment Medical Test

You would undergo Pre-employment Medical Test, the cost would be borne by the company, subject to the amount as specified in the Company Policy.

To complete the joining formalities, request you get photocopies of the following documents.

1. Qualification Certificates
2. Experience Certificates (If any)
3. Date of Birth proof & Photo Identification Proof (Indian Government Recognized) – PAN Card, Driving License, Passport, Election Card)
4. 4 Passport Size Photographs

**Kavita Kulkarni**  
Chief Human Resource Officer

**ARSH GOYAL**