

To,
Mr. Rahul Jangir,
Pune.
Date: 10/07/2023

CONGRATULATIONS 🎉

Sub: Offer Letter

Dear Rahul,

With reference to your application and subsequent interview with us, we are pleased to offer you the following position.

| | |
|---------------|---|
| Position | Design Engineer |
| Location | GetMy Solutions Pvt Ltd 407, City Center, Behind Persistent, Hinjewadi Ph 1, Pune-411057. |
| Probation | 3 Months |
| Salary | Rs.3,00,000/- per year(All Inclusive) see the Annexure A |
| Joining Date: | On 27 th May, 2024. |

We welcome you and look forward to a long and successful association. Yours sincerely

For GetMy Solutions Pvt. Ltd.

Signature:



Director:

Mr. Jaywant Mahajan



Annexure A

The break up of your monthly/yearly salary can be found below:

| Earnings | Yearly | Monthly |
|------------------|---------------------|-------------------|
| Basic | ₹1,80,000.00 | ₹15,000.00 |
| HRA 30% | ₹54,000.00 | ₹4,500.00 |
| Fixed Allow. | ₹66,000.00 | ₹5,500.00 |
| Total CTC | ₹3,00,000.00 | ₹25,000.00 |

| Deductions | Yearly | Monthly |
|--------------------------|---------------------|-----------------------|
| PF Employee contribution | ₹21,600.00 | ₹1,800.00 |
| PF Employer contribution | ₹21,600.00 | ₹1,800.00 |
| PT | ₹2,500.00 | ₹200.00 (₹300 in Feb) |
| Insurance | ₹3,000.00 | ₹250.00 |
| Gratuity | ₹8,658.00 | ₹721.50 |
| Total Deductions | ₹57,358.00 | ₹4,771.50 |
| Net In Hand | ₹2,42,642.00 | ₹20,228.50 |

Annexure B

Sub: Joining Formalities

As part of our joining formalities, you are requested to submit the following documents preferably before your date of joining:

1. Duly filled in enclosed Employment Application.
2. Signed copy of your letter of offer.
3. Copies of all qualification certificates and mark sheets (semester wise/Consolidated) from S.S.C onwards. Highest Qualification Provisional Certificate and Degree Certificate front side and back side.
4. Aadhar Card.
5. PAN Card.
6. Copy of your resume.
7. Passport size photographs Scan.

Note:

- Standard Office time is from 8 am to 5 pm. Sundays Off. 1st and 3rd Saturdays off.
- You have to complete your joining formalities before date of joining as soon as possible.

