

HTS/BLR/Offer Letter/ISO21051

**25th June 2019**

**Dear Himmat Singh Nathawat,**

We take great pleasure in inviting you to be an integral part of **Hi Tech Informatics Pvt Ltd**.

With reference to your application and subsequent interview you had with us, we are pleased to offer you the position of **Helpdesk Engineer** on terms and conditions agreed upon between us, which will be specified in the formal letter of appointment that you have agreed to accept, on the date of joining of our company. The date of joining shall not be later than **02nd July 2019**.

Your posting will be for the support services on **Hi Tech Informatics Pvt Ltd**.

You will be deputed at **RISL - Jaipur**.

Your salaries and other terms of employment are explained to you in detail however the same is printed in the annexure sheets. (See Annexure).

You are requested to report to **Mr.Himanshu Tyagi**

As a part of the joining process, you are requested to send us the following documents within the specified period.

Photocopies of

- I SSLC / Degree / Diploma / Highest qualification certificate
- I Relieving letter from previous organization or Accepted Resignation letter
- I Experience letter.
- I Permanent Address Proof.
- I Pan Card / Passport /DL photocopy.
- I 3 Passport size photograph for office use & one stamp size photograph for identity card.

We look forward to your joining the project and wish you all success.

**Yours sincerely,**

**For Hi Tech Informatics Pvt Ltd,**

**Gunjan Bhatnagar**

**HR Executive**

## Salary Offered

SALARY STRUCTURE		
	Monthly	Annual
BASIC PAY	Rs 8824 /-	
HRA	Rs 0 /-	
CCA	Rs 0 /-	
Medical Reimbursement	Rs 0 /-	
Special Allowance	Rs 5147 /-	
Travel allowance	Rs 0 /-	
Mobile Allowance	Rs 0 /-	
Monthly Bonus	Rs 735 /-	
Other Earnings	Rs 0 /-	
GROSS PAY (A)	Rs 14706 /-	
DEDUCTION		
PF (Employee Contribution)	Rs 1059 /-	
ESI	Rs 147 /-	
TDS	Rs 0 /-	
LWF	Rs 0 /-	
PTax	Rs 0 /-	
Other Deductions	Rs 0 /-	
Total deduction(B)	Rs 1206 /-	
NET PAY	RS 13500 /-	
COST TO THE COMPANY		
Gross Pay	Rs 14706 /-	
PF Contribution from the company	Rs 1059 /-	
ESI	Rs 588 /-	
Accident Insurance	Rs 0 /-	
Gratuity	Rs 0 /-	
TOTAL BENEFIT	Rs 16353/-	

**Note:** The statutory deductions like TDS, Prof. Tax, ESI, Provident Funds Etc. will be done as per the laws applicable from time to time.

This offer is valid till **02nd July 2019**.only if:

- Hi Tech Informatics, receives your resignation letter duly acknowledged by your current Employer and all the essential documents as mentioned above for On Boarding" on or before **28th June 2019**
- Positive reports are received from your references and verification are completed satisfactorily by Hi Tech Informatics

For Administrative details : **E-mail ID : gunjan@hitechinformatics.com**

For Salary details : **E-mail ID : gayatri@hitechinformatics.com**