



13 Jul 2024

Vishnu Kumar Ghosh,

Subject: Offer of Employment

Dear **Vishnu Kumar Ghosh,**

Congratulations!!!

Further to your discussions and interview, we are pleased to offer you an appointment with **Credgenics pvt ltd**, as **Customer Executive - Operations**.

Your appointment with our company will be as per the following terms and conditions:

1. The proposed compensation details are attached as Annexure -1.
2. Details of required documents at the time of joining are attached as Annexure -2.
3. Your assignment with us initially will be till **11** months from the date of your joining which may further be extending as per project requirement.
4. Other Details

Date of Joining: 15-Jul-2024 Location : Noida

A detailed letter of appointment will be issued to you on your joining. We would expect you to join latest by the joining date mentioned above. In the event, if you are not able to join on or before the latest date mentioned, please intimate the undersigned, failing which this offer will be deemed void. This offer is valid, subject to all information, facts and figures provided by you, during your discussions with our company representatives.

On your joining, we would expect you to complete all the necessary joining formalities, including submission of documents mentioned in Annexure 2. Please return the copy of this letter duly signed as a token of your acceptance or by replying on the same mail.

We welcome you to **Credgenics pvt ltd**. and wish you all the best for your new Assignment.

Thanking you,

For Superworks Services Pvt Ltd

Samar Vig

Head HR Ops - HR Support

SUPERWORKS SERVICES PRIVATE LIMITED

Registered Office - C1-1003 Puraniks Aldea Espanola, Mhalumge Baner Road, Mhalumge,

Opp.Hotel Orchid, Pune City, Pune, Maharashtra-411045

Email: info@super-works.co.in, Website: www.super-works.co.in

(CIN No:U78300HR2024PTC119215)



ANNEXURE 1

Salary Components	Monthly	Annual
Basic Pay	7650	91800
HRA	3825	45900
Special Allowance	1225	14700
Bonus	1000	12000
Gross	13700	164400
Employer Contribution	Monthly	Annual
PF	1153	13836
ESI	445	5340
Offered CTC	15298	183576
Employee Contribution	Monthly	Annual
PF	1065	12780
ESI	103	1236
Net Take Home	12532	150384

This offer is contingent to you submitting all the documents listed in this letter as well as a positive reference. You shall be required to bring the originals on your date of joining for verification purpose.

- 1) Copy of Aadhaar Card
- 2) Copy of PAN Card
- 3) Your Professional and academic qualification certificate(s) - 10th Standard onwards
- 4) Details of your last revised compensation e.g. Your last Pay-slip
- 5) Form 16 from your previous employer/ salary certificates
- 6) One canceled cheque (Name Imprinted) or Cancelled cheque with Passbook
- 7) 4 Passport Size Photographs (To Carry on your date of joining)
- 8) UAN Card Copy and EPF Passbook Copy

For Superworks Services Pvt Ltd,

Samar Vig
Head HR Ops - HR Support

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