

Date: 18-09-2025

Subject: Offer Letter for Internship cum Permanent Employment

Sejal Sharma
A-222, Sector 111
Surya Nagar,
Maha Laxmi Nagar, Maharashtra, 452044
Mob: 7659873245
Mail: Sejal@gmail.com

Dear Sejal Sharma,

We are delighted to extend an offer of employment for the position of **Intern Trainee** at Rigved Infotech Private Limited., located in Navi Mumbai, Maharashtra. We believe that your skills and enthusiasm will be a valuable addition to our team. This offer is contingent upon the successful completion of each stage as outlined below:

Stage 1: Internship (3 Months)

- Position: Intern
- Start Date: 01-09-2025
- Duration: 3 months
- Stipend: INR 10,000 per month (subject to applicable Tax Deducted at Source)

Stage 2: Probation (6 Months) -

- Position: Associate Trainee
- Start Date: 01-10-2025
- Duration: 6 months
- Compensation: Cost to Company (CTC) of INR 3,00,000 per annum, refer Annex A

Stage 3: Permanent Employment (From Month 10 Onwards)

- Position: Associate Trainee
- Start Date: 01-11-2025
- Compensation: Cost to Company (CTC) of INR 3,50,000 per annum, refer Annex B

Training Cost Recovery Clause:

In the event that you choose to terminate your employment before completing **24 months** starting from the commencement of the internship, you agree to reimburse the company a sum of **INR 1,50,000 (Rupees One Lakh Fifty Thousand only)** as a contribution towards training costs incurred. This amount will be deducted from your final settlement.

During the internship and probationary stages, your performance will be assessed to determine your suitability for permanent employment.





Your employment will be in accordance with the rules, regulations, and policies of the company from time to time.

This offer of employment is conditional upon your being medically fit and free from any contractual restrictions that may preclude you from accepting employment with us and passing our background verification checks. This offer of employment is valid for **two days** by which date, we hope you will send your acceptance of this offer via email. We look forward to your joining the **RIGVEDIT** family and hope you have a rewarding and successful career with us.

Name: **Sejal Sharma**

Yours faithfully

Rigved Infotech Private limited
Dr. Nitin Pitty
Director



ANNEXURE A

Employee Name	Sejal Sharma
Location	Mumbai (Metro)
Designation	Associate Trainee
PF Applicability	Fixed 15000
Annual Compensation (INR)	3,00,000

Compensation Components	Annually (INR)	Monthly (INR)
Basic	96,000	8,000
HRA	48,000	4,000
Statutory Bonus	7,997	666
National Pension Scheme (NPS) (Optional)	-	-
Voluntary Provident Fund (VPF) (Optional)	-	-
Reimbursable Flexible Benefits (Table A)	-	-
Special Allowance	1,18,875	9,906
Total Fixed (A)	2,70,872	22,573
Variable Pay (B)	-	-
Net Salary C=(A+B)	2,70,872	22,573
Provident Fund (Employer Contribution)	11,520	960
ESIC (Employer Contribution)	-	-
Gratuity	4,608	384
Insurance Coverage	13,000	1,083
Total Benefits (D)	29,128	2,427
Total Compensation E=(C+D)	3,00,000	25,000
Provident Fund (Employee Contribution)	11,520	960
ESIC (Employee Contribution)	-	-
Profession Tax	2,500	200
Total Deductions from Fixed Salary	14,020	1,160



ANNEXURE B

Employee Name	Sejal Sharma
Location	Mumbai (Metro)
Designation	Associate Trainee
PF Applicability	Fixed 15000
Annual Compensation (INR)	3,50,000

Compensation Components	Annually (INR)	Monthly (INR)
Basic	1,12,000	9,333
HRA	56,000	4,667
Statutory Bonus	9,330	777
National Pension Scheme (NPS) (Optional)	-	-
Voluntary Provident Fund (VPF) (Optional)	-	-
Reimbursable Flexible Benefits (Table A)	-	-
Special Allowance	1,40,854	11,738
Total Fixed (A)	3,18,184	26,515
Variable Pay (B)	-	-
Net Salary C=(A+B)	3,18,184	26,515
Provident Fund (Employer Contribution)	13,440	1,120
ESIC (Employer Contribution)	-	-
Gratuity	5,376	448
Insurance Coverage	13,000	1,083
Total Benefits (D)	31,816	2,651
Total Compensation E=(C+D)	3,50,000	29,167
Provident Fund (Employee Contribution)	13,440	1,120
ESIC (Employee Contribution)	-	-
Profession Tax	2,500	200
Total Deductions from Fixed Salary	15,940	1,320

