

Date:

Subject: Offer Letter for Internship cum Permanent Employment

Mob:

Mail:

Dear ,

We are delighted to extend an offer of employment for the position of , at Rigved Infotech Private Limited., located in , 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:
- 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:
- 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: <<Designation>>
- Start Date:
- 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.



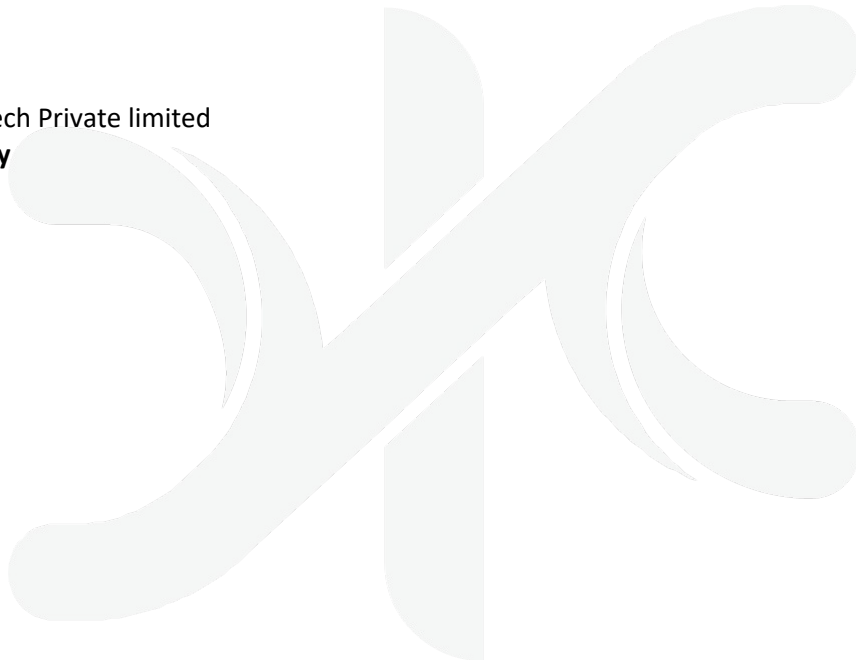
Your employment will be in accordance with the rules, regulations, and policies of the company from time to time.

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 **calendar day** 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:

Yours faithfully

Rigved Infotech Private limited
Dr. Nitin Pitty
Director



Annexure I

Compensation:

Employee Name	
Location	
Band	
Grade	
Designation	
PF Applicability	
Annual Compensation (INR)	

Compensation Components	Annually (INR)	Monthly (INR)
Basic		
HRA		
Statutory Bonus		
National Pension Scheme (NPS) (Optional)		
Voluntary Provident Fund (VPF) (Optional)		
Reimbursable Flexible Benefits (Table A)		
Special Allowance		
Total Fixed (A)		
Variable Pay (B)		
Net Salary C=(A+B)		
Provident Fund (Employer Contribution)		
ESIC (Employer Contribution)		
Gratuity		
Insurance Coverage		
Total Benefits (D)		
Total Compensation E=(C+D)		
Provident Fund (Employee Contribution)		
ESIC (Employee Contribution)		
Profession Tax		
Total Deductions from Fixed Salary		

1. Please note that the employees are expected and are responsible to visit the link <https://rigvedit.ascentpayroll.net> from time to time to keep themselves updated on the amendments in the applicable policies.
2. Tax Deduction at Source / Income Tax will be deducted as applicable as per prevailing Govt. Rules and Regulations.

Additional Benefits:

- Gratuity is payable as per the company policy under the Payment of Gratuity Act 1972.

Table A: Reimbursable Flexible Benefits

Reimbursable Flexible Benefits	Annually (INR)	Monthly (INR)	Remark	Declaration / Proof required
Child Education Allowance	2,400	200	1200/child, Max 2 Child	Based on declaration, Proof to be submitted
Child Hostel Allowance	7,200	600	2400/child, Max 2 Child	Based on declaration, Proof to be submitted
Leave Travel Allowance	50,000		Capped at 50,000 Annually	Against Proof
Books, Periodicals, Self-Certification	50,000		Capped at 50,000 Annually	Against Proof
Sodexo / Meal Coupon	26,400	2,200	2200/Month (100 per Working Day)	Based on declaration, Proof to be submitted
Fuel Car Reimbursement	21,600	1,800	1800 / Month	Based on declaration, Proof to be submitted
Driver Reimbursement	10,800	900	900 / Month	Based on declaration, Proof to be submitted
Mobile Reimbursement	15,000	1,250	1250 / Month	Based on declaration, Proof to be submitted
TOTAL	1,83,400			

