



Environment Control, Hygiene  
Transit House, O&M Services

REF No: KS/SEIPL/OFF/0090/05/24

**Kanthwal Services**

Standard: ISO 9001:2008

Date: 05.09.2025

To  
MR. MO AYUB

**Sub: Offer Letter**

With reference to our recent discussions, we have pleasure in offering you an employment in our organization as a **Electrician** the terms and conditions discussed and agreed with you.

Please confirm your acceptance of this offer by signing and returning the duplicate of this letter. We expect you to join as soon as possible but not later than **05/09/2025** this appointment is valid for a period of **One Year** from the date of your joining till **14/09/2025**.

Your Gross Salary is **INR.18745/-pm** (Rupees: Eighteen Thousand Seven Hundred Forty Five Only).  
and Net in hand salary without tax **INR. 17500/- pm** (Rupees: Seventeen Thousand Five Hundred Only).

You will be deputed at **M/S.HMEL Petchem site Bathinda in Punjab** to execute work as part of our contract with FIPL.  
**You have to serve for 1 month as notice period from the date of resign.**

As your appointment will be subject to your being found medically fit, please arrange to have yourself medically examined, through any registered medical practitioner holding a qualification of MBBS or above, the tests to be conducted being:

1. Physical check-up (including blood pressure, pulse etc.)
2. Blood (Total Blood Count, ESR, Blood Grouping, Cholesterol, Triglycerides)
3. ECG
4. Eyesight
5. Audiometry

The doctor must certify your state of medical health and an original certificate to this effect must be submitted to our HR Department immediately.

Your formal letter of appointment will be handed over to you on the day you join. Please bring with you the following certificates in original (together with a set of Photostat copies) on the day you join:

6. School Leaving Certificate/SSC Passing Certificate/ Domicile Certificate/ Date of Birth from Municipality (any one) reflecting date of birth.
7. Certificates of your Education Qualification.
8. Experience Certificate from present and all previous employers.
9. Relieving letter to be obtained from present employer to be submitted at the time of joining.
10. Passport size copies of recent colored photographs-5 nos.
11. Permanent Account Number (Copy of the PAN Card)
12. Address proof like Original Passport, Electricity Bill, Telephone Bill etc. for verification and return for the purpose of opening bank account.
13. Salary slips of last month.

We look forward to your working with us.

Yours faithfully,

For M/S KANTHWAL SERVICES

(Authorized Signatory)  
New Delhi-17

MR. MO AYUB			
Compensation Structure			
S.No	Heads of Payment	Amount Per Month INR	Amount Per Annum INR
1	Wages/Basic	9542	114504
2	HRA	4000	48000
3	Conveyance	800	9600
4	Add. Alw.	4403	52836
	Gross Salary	18745	224940
Employee Deduction			
5	PF 12%	1145	13740
6	Prof Tax	100	1200
	Sub Total	1245	14940
	Net in Hand Without Tax	17500	210000
Company Deduction			
7	PF 12%	870	10440
8	PF Admin 1%	95	1140
	Sub Total	965	11580
	Total CTC	19711	236526

