

**Dec 17<sup>th</sup>, 2022**

**Naval Joshi**  
Noida

**OFFER OF EMPLOYMENT**

**Dear Naval,**

With reference to your application and subsequent interview undergone, we are pleased to offer you employment in our Organization on the following terms and conditions:

You will be designated **COC Executive** for **Corporate Division**.

1. Your salary details are given in the Annexure – II. However, your compensation will be altered / changed from time to time in line with the compensation policy and practices of the company. Your compensation data is highly confidential and should only be discussed with your reporting manager or the HR Department.
2. You will be based at **Noida**. Your job requires you to travel all regions. You will be provided with such allowances for travel, lodging and boarding as is prevalent in our organizational travel manual whenever you are on tour.
3. By accepting this offer letter, you hereby confirm that you would abide by the company policies, as amended time to time.
4. As per company policy, the probation period applicable to you shall be six months. After completion of your probation period, your services will be confirmed in writing within one month from the date of completion of your probation period.
5. Your services during the period of probation shall be liable to be terminated giving notice as per company policy. Likewise, probationer will also be competent to terminate his/her contract of employment as per the policy. The waiver of the notice period fully or partially is at the company's sole discretion.

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**Trivitron Healthcare Pvt. Ltd.**

#15, IV Street, Abhiramapuram, Chennai - 600 018, India.  
Ph: +91 - 44 - 2498 5050. Fax: +91 - 44 - 2498 5757 / 2467 / 2782  
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6. After confirmation, the employee may terminate the contract of employment by giving written notice to the company as per policy or by payment of notice period salary in lieu thereof to the employer. The waiver of notice period fully or partially is at the company's sole discretion. However, company will also be entitled to terminate the contract of employment without assigning any reasons thereof by giving written notice as per policy or by payment of salary of notice in lieu thereof, to the employee. Upon termination of the employment for any reason, you shall promptly return all the company property back to immediate supervisor or to HR.
7. You are being provisionally offered employment in our organization on the presumption that you have no criminal background as per the law of the land and the particulars furnished by you in your application and / or Bio-data are correct. In case the aforesaid particulars are found to be incorrect or it's found that you have concealed or withheld some other relevant facts, your offer / employment with the company shall stand terminated / cancelled without any notice and benefits.
8. Your next salary review based on your performance and as per the company policy shall be after completion of one year of service.
9. Leave eligibility will be as per the leave policy of the company.
10. You should understand that your job functions and KRA's are in close relation to our customers, and hence the calls from the customer should be given highest priority. Incentives are directly linked to KRA's mentioned and the targets achieved.
11. You will be reporting to **Senior Manager- Marketing** or such Managers as desired by the Management from time to time.
12. You are liable to transfer to any organization within the group as and when the Management feels essential. Such transfers within the organization would not be treated as fresh employment and previous experiences within the group will be taken into account. You will have no objection to such transfers.
13. Since we are a part of group, every person would be called in to assist any other group Organization, in times of need. You will have to extend your complete support, without any additional remuneration.

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14. Trivitron Health Care Pvt. Ltd. is a strong supporter of zero tolerance policies and believes such policies are required to create an appropriate environment. Breach of Zero Tolerance Policy would be termination of employment without any notice. (Please contact HR for Zero Tolerance policy).
15. You agree that you will not, without the prior written consent of the Employer, at any time during your employment with the Employer and for a period of One year following the termination of your employment however caused (whether your employment is terminated by you or the Employer and whether with or without cause or in breach of this Agreement) either individually or in partnership or jointly or in conjunction with any person as principal, agent, employee, carry on be engaged in or be concerned with or interested in or advise, lend money to, guarantee the debts or obligations of or permit your name or any part thereof to be used or employed by any person engaged in or concerned with description of aspect of business in which employee is engaged.
- a. You agree that the restrictions set out above are reasonable and valid and all defenses to the strict enforcement of this non-competition covenant by the Employer are waived by you.
16. As an employee we expect strong commitment and integrity at work from your date of joining. In case of “no information” for more than 3 days, the employee would be construed as an absconder. HR will be forced to complete the absconding procedure. The company will terminate the employment from the date of employee ceasing to work. There shall be no obligation on the part of the employer to pay wages to the employee from the day of abandonment. The employee would be liable to pay liquidated damages for loss caused to the company on account of sudden disruption of work. The employee would also have to ensure that all the company related property and documents be handed over to the concerned person failing which legal action would be taken. Information to be recorded as per working hours and attendance policy of the company.

On your joining the Company and meeting all the joining requirements as stated in **Annexure-I**, this provisional offer would be regularized.

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Your Joining date (mutually agreed between you and HR) will be intimated to you. Without confirmation from HR regarding your joining date you will not be allowed to complete joining formalities.

Please sign and return this letter to HR, as a token of your acceptance.

Best wishes and looking forward to a mutually fruitful association.

Yours sincerely,

**For Trivitron Health Care Pvt. Ltd.**



**Gurinder Bir Kaur**

**Associate Vice President- HR & Admin**

I agree to the above terms and conditions. \_\_\_\_\_

**Naval Joshi**

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**Annexure-I**

On the date of joining, please bring the following documents for verification / submission:

- Original and copies of your Educational Certificates (Date of Birth/Degree/PG/Professional)
- Relieving letter / Experience certificates from your previous employer(s) if applicable.
- Salary certificate of previous employer.
- Two Passport size colored photographs/Any Photo Identity Card.
- Copy of your passport or SSLC certificate, if any.
- Medical Fitness Certificate (as and when required).

**Naval Joshi**

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**Annexure-II**

<b>Pay and Allowances</b>			
Name of Employee: Naval Joshi			
Designation: COC Executive			
Division : Corporate			
Location: Noida			
Pay and Allowances effective from DOJ			
Sl.No.	Particulars	Amount in Rupees per month	Amount in Rupees per Annum
1	Basic Pay	15,000	1,80,000
2	House Rent Allowance	2,000	24,000
3	<b>Gross Pay</b>	<b>17,000</b>	<b>2,04,000</b>
4	Statutory Bonus	834	10,008
5	ESIC (Employer Share)	553	6,636
6	Provident Fund @ 12% on basic pay(Employer Share)	1,800	21,600
7	Gratuity	722	8,664
8	<b>Total CTC</b>	<b>20,909</b>	<b>2,50,908</b>
<b>MONTHLY TAKE HOME WORKING</b>			
	Provident Fund - Employee share	1,800	21,600
	ESIC (Employee Share)	128	1,536
	<b>Take home salary *</b>	<b>15,072</b>	<b>1,80,864</b>
<b>* This is subject to tax deduction as per the applicable tax slab</b>			
Medical insurance coverage of Rs. 2 lac for self , spouse & 2 Kids			
Accidental insurance coverage of Twice the CTC for self			



**Gurinder Bir Kaur**

**Associate Vice President- HR & Admin**

**Naval Joshi**

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