Dear **Bhoomika cs**

We are pleased to extend our warmest congratulations and welcome you to Relicomp Elevators PVT. LTD. We are excited to officially offer you the position of **ADMIN and CRM**

Your employment with us will begin on 09-08-2024 you will be in probation for a period of 3 months from the date of joining. You will report to office and will be based at, **MYSORE.** This is a full-time position, and your starting salary will be Rs. CTC,31,950 paid monthly, inclusive of PF and ESI benefits.

We are confident that your skills and experience will be valuable assets to our team, and we look forward to your contributions to Relicomp Elevators PVT.LTD.

We are excited about the opportunity to work with you and welcome you to the team.

Sincerely,



HR Manager

Relicomp Elevators PVT. LTD., Bangalore.

Employee Signature:

Elevators PVT. LTD. Date:

You will be on a probationary basis for the First Three month from the date of issue of our offer letter.

Appointment will be confirmed only after the probationary period of Three months from the date of joining is completed.

Appraisal of your performance will be held periodically and the result of the same shall be the basis for confirmation.

Once appointed, you will have to strictly abide by the service requisites of the company.

It should be understood and agreed that all trademarks/copyrights/patents/intellectual property rights developed in the course of your organization shall be sole property of the organization.

You shall not either during your employment with the organization or even after the termination of such employment divulge to any person any information in regard to the processes of confidential information of the organization which You may come into possession by reason of your employment with the organization.

You should maintain good conduct, regular to duties and should not indulge in any of these activities your services are liable to be terminated without any notice.

Uninformed absent for more than 2 consecutive days without information, may lead severe action.

You shall not work to any organization which will have similar type of activities to that of our organization. If you indulge in any of these activities your services are liable to be terminated without any notice.

If above terms and conditions are acceptable to you, please return the duplicate copy enclosed duly signed by you as a token of your acceptance of the above terms and condition.

Leave and Holiday’s

You will be entitled to 12 CL, carry over is not acceptable.10 National and festival holidays in accordance with the company’s policies as amended from time to time.

In case of sick leave submission of the medical certificate is very mandatory.

We encourage you to go through the leave policy soon after you join to ensure you are aware of the rules associated with usage of these holiday.

Section 17(1)

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| --- | --- | --- | --- | --- |
| **`** | |  | | --- | |  | | ***Per month*** | ***Per annum*** |
| **CTC** |  | **31,950** | **383,400** |
| **Gross salary** |  | **30,000** | **360,000** |
| **Components in Salary** | **Percentage** |  |  |
| Basic Salary | 50% | 15,000 | 180,000 |
| HRA | 20% | 6,000 | 72,000 |
| Leave Travel Allowance | 0% | - | - |
| Special allowances (Balance amount) | 30% | 9,000 | 108,000 |
| **Total Gross Salary** |  | **30,000** | **360,000** |
| PF contribution by employee (on basic) | 12% | 1,800 | 21,600 |
| ESI contribution by employee (on gross) | 0.75% | - | - |
| Professional Tax (PT) (Different for each state) |  | 200 | 2,400 |
| **Total deductions (PF+ESI+PT)** |  | **2,000** | **24,000** |
| **Net Salary** |  | **28,000** | **336,000** |
|  |  |  |  |
| **CTC Calculation** | | | |
| Employer PF contribution (with admin charges) | 12% | 1,950 | 23,400 |
| Employer ESI contribution | 3.25% | - | - |
| Variable |  |  |  |