

Rotork Controls (India) Private Limited
28 B, Ambattur Industrial Estate (North)
Ambattur, Chennai 600 098, India.

telephone 91-44-39555600
telefax 91-44-39555659
rotorkindia.general@rotork.com
www.rotork.com



your reference

our reference

date

July 23, 2018

**Vignesh Rajendran
397, Main Road,
Gunamangalam,
Cuddalore – 608703.**

OFFER LETTER

Dear Mr. Vignesh,

We are pleased to offer you the position of “**Design Engineer**” at our **RIDEC Division** and you will be reporting to the **Senior Manager**. You are requested to join us on or before **September 03, 2018**.

Please submit copies of the following documents at the time of your joining:

- Relieving Letter of your previous employer
- Last Drawn Salary Slip
- Certificates as mentioned in your CV along with Age proof
- 2 Passport size photographs

In case you do not accept this offer within the next 3 working days, the same shall stand cancelled and withdrawn.

The formal Appointment Letter shall be issued to you on submission of all the above mentioned documents after your joining.

Please sign in the copy of this letter as a token of your acceptance of this offer and return it to us by courier/email.

For Rotork Controls India Pvt. Ltd.



**Anbukkarasi D.
Manager – Human Resources.**

Annexure		
Compensation Break-up		
Name	Vignesh Rajendran	
Designation	Design Engineer	
Dept/Location	RIDEC/Chennai	
Effective Date	September 3, 2018	
Description	Monthly	Annual
Basic	21,100	253,200
HRA	10,550	126,600
Education Allowance	200	2,400
Special Allowance	8,800	105,600
LTA	1,758	21,100
Gross Salary	42,408	508,900
EPF	2,532	30,384
Gratuity	950	11,400
NPS Contribution		-
Base CTC	45,890	550,684
Variable Pay		55,068
Total CTC		605,752

Note:

Group Mediclaim Insurance / Group Personal Accident Policy

You and your family are covered under Mediclaim Policy for a sum insured of Rs. 5,00,000/- . Family includes self, spouse and upto two children as dependents. Parents, brothers, sisters, grandparents are not included in this facility/category and you will also be covered under personal accident policy for a sum insured of Rs. 10,00,000/-

Variable Pay

You are entitled to get the Variable Pay depending upon your performance upto the amount indicated above.

For Rotork Controls India Pvt. Ltd.

Anbukkarasi D.

Manager - Human Resources