

OFFER OF APPOINTMENT

Date:

Dear _____

Welcome to the _____

We hereby inform you that the management has appointed you as _____ in the company with effect from _____ to look after the entire work on _____ capacity in _____ location.

You are asked to report to Mr _____, _____, of _____

The terms and conditions of your appointment are given below:

1. Your total Gross wage will be Rs _____ /- per month, excluding perquisites, benefits, daily remote allowance, contributions, reimbursements etc. if any, as required to be paid under the statutory obligation or company's HR Policy as applicable time to time.
2. Apart from above compensation, you will be entitled to claim wages earned for work done in Overtime based on twice rate of wage per day, which will be paid along with monthly wage.
3. You shall be entitled for increment of your wages/salary after completion of One year or based on your performance review report or as per minimum wage as notified by the State Government if any, subject to satisfaction of management.
4. You will be, in the first instance, on probation for a period of 6 months which can be extended further or terminated earlier at the discretion of the Management and will continue to be on probation till you are expressly confirmed in writing by the Management.
5. After confirmation, your services will be liable to be terminated on one month's notice or on payment of one month's salary in lieu thereof. Similarly you will not terminate your services without giving One months' notice or salary in lieu thereof and in case of failure on your part to do so, the Management will be entitled to recover the requisite amount from you either withholding dues to that extent or otherwise as may be necessary.
6. Your office will be automatic vacated if-

- You absent yourself from office for continuous period of 30 days, without intimation or without sanctioning leave of absence from the management.
 - You are found and proved that you act unethically, and immorally, unlawful and /or become disqualified by an order of Court and Terminal.
 - You involve in any activity which results fraud, misappropriation of fund, loss of trust and confidence, gross negligence, violation of any terms of this agreement.
 - You convicted by a court of any offence and sentenced to imprisonment for not less than six months.
 - Other act as management deems fit.
7. The Company will deduct the necessary Taxes, contributions and advances as statutorily required to be deducted from your wages.
 8. This offer of appointment is valid only till the date of joining you have accepted and committed as above and it will automatically cease in the event of your not joining us by the said date.
 9. You will be governed by the Policies of the company as may be applicable to you from time to time.
 10. You are liable to be transferred from one job to another job or from one location to another location or from one establishment to another establishment if required by the Management. Any such changes in assignment or transfer will not automatically entitled to any additional remuneration, allowance, compensation, or other sum in respect thereof unless expressly stated and agreed by the employer. In case of denial or not agreed to work at other location in writing; your service will be liable to be terminated with the company.
 11. It is also expressly agreed to by and between us that the Company shall be entitled to loan or transfer your services, provisionally for any duration or permanently, wholly or partly to any Company, projects, assignments which is or at the material time may be an associate, affiliate, successor, assigns or subsidiary or principal contractor, principal employer or other person having a controlling interest in the said company, projects and assignments.
 12. You may be selected and sponsored by the Company for training assignments with company's associates or other institutions in India or abroad. You will diligently and beneficially, take part in such training and assignment. In such event, you will continue to serve the company after such training, for a minimum period of two years.
 13. You shall obtain written permission from the Chief of HR for any studies giving full details of examination and duration. While following studies, the duties and accountabilities of your job will not be compromised and the demand arising out of work will prevail over.

14. You are expected to remain in duty/work throughout the business / working hours including overtime, if management specifically authorize to work in overtime in the organization and be present in time for any meeting or get together scheduled by the company.
15. We request you to produce the following details, information, documents and Papers preferably as on the date of acceptance of appointment but latest by 10 days of appointment mandatorily:
 - 1) Profile with photos
 - 2) Academic Qualification
 - 3) Technical or Professional qualifications, if any
 - 4) Appointment Letter
 - 5) Copy of Aadhar Card
 - 6) Copy of Permanent Account Number (PAN)
 - 7) Bank Account Details
 - 8) Copy of Resignation
 - 9) Experience Certificate
 - 10) Full and Final Certificate
 - 11) Police Verification or Gram Panchayat Certificate
 - 12) Health Certificate
 - 13) Training Certificate/Appreciation/Awards etc.
 - 14) Address Proof – Utility Bill/Rent Agreement/Sale Deed
 - 15) Vaccination Certificate
 - 16) Contact details of employee
 - 17) Contact details of reference/relative
 - 18) Mail Id
 - 19) EPF Declaration (Form 11) Form
 - 20) ESIC declaration (Form-1) Form
 - 21) Proof of last drawn salary
16. You shall be governed from time to time by the laws of the land as applicable to an employee in the company's service.
17. As an employee you will be eligible for a performance review annually, after the completion of one year's employment with the Company, on or after the anniversary day of your appointment.
18. You shall also be required to review and sign the attached Employment Agreement.

We have pleasure in welcoming you and are looking forward to a mutually meaningful relation.

Yours truly,

(_____)

ACKNOWLEDGEMENT AND ACCEPTANCE:

I, under mentioned, have read, understood and accepted at my independent will the terms and conditions of employment as stated in offer letter for employment.

I will join the company's services with effect from _____

Signature:

Name:-

Present Address:-

Mobile No.:

Mail Id:

Date:

ANNEXURE TO THE OFFER OF APPOINTMENT

Designation:

Location:

Date of Joining:

1. **Salary.** The break up of the annual salary is given below:

S.NO.	Components	Monthly Amount (Rs)	Annual Amount
1	Basic Pay		
2	House Rent Allowance		
3	Conveyance		
4	Medical Allowance		
5	Special Allowance		
	Gross Wage		
6	Employer Cont. EPF		
7	Employer Cont. ESIC		
	Total Cost to Company (CTC)		
	Gross Wage		
8	Less: Employee Cont. To EPF		
9	Less: Employee Cont to ESIC		

10	Income Tax		
	Net Payable (In Hand)		

2. **Other Benefits.** The details of other benefits are provided below:

2.1 Vacation. The Employee shall be entitled to a vacation of two (2) weeks at full pay in an anniversary year. The anniversary year will be the one-year period from the day of joining which will be considered the anniversary day. e.g. if somebody joins on July 01 then July 01 of next year will be his anniversary day and he/she will get 2 weeks of vacation, for this year in the next year.

2.2 Holidays. The Employee shall be entitled to normally observed holidays as per the company policy. Each office will publish a list of holidays to be observed every year.

Initials: _____ Employee _____