

**PRIVATE AND CONFIDENTIAL**

**OFFER LETTER**

**Ref - VEAH / 17-01-2023 /0001**

To,

**Sumit Singh Negi,**

Dear **Sumit**,

Congratulations!

With reference to the interview you had with us, we are pleased to offer you employment in our organization as a **Technical Recruiter** at a CTC of INR **2,73,600** Per Annum.

Please find attached the details of your remuneration in Annexure A.

**Your Start Date will be 17<sup>th</sup> January, 2023**

**Reporting Time: 6:00 p.m. IST**

**Location: Noida**

Your working hours shall be as directed by the management. You will work for 5 days a week

The Company Policies and Procedures, as amended from time to time, will govern you.

The regular appointment letter with detailed terms and conditions will issued at the time of your joining. This Offer Letter shall be superseded by all other documents.

With the foregoing, this Offer Letter is being issued to you based on the information furnished by you and if any discrepancy is found between the information furnished by you and the documents supplied by you then in that event this Offer Letter shall automatically stand withdrawn.

On the day of joining, you will require to submit hard copies of the following documents (as applicable)

1. Copy of your updated resume
2. Appointment Letter / Offer Letter of previous Company
3. Last 3-month salary slip and bank statement
4. Relieving letter / Resignation letter of previous company

**VEAH Consulting Services**

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Branch Office – A-22, Lower Ground Floor, Suite#3, Sector 3 Noida  
Reg. Office -Sector 84, Gurgaon, Haryana - 122004

5. Copy of Educational Certificate (10 + 12 passing certificates + Graduation certificates / any other degree diploma as applicable)
6. Copy of PAN Card
7. Copy of Aadhar Card
8. Address Proof (Voter Id, Driving License, Passport)
9. Cancelled Cheque of any existing bank account for salary disbursal
10. 6 passport size photographs
11. Blood Group details (no medical certificate required)
12. HR Contact details from the previous company (for BGV)



**ANNEXURE A – Compensation Break-Up**

<b><u>Particulars</u></b>	<b><u>Monthly</u></b>	<b><u>Annually</u></b>
<b>Basic</b>	10,500	1,26,000
<b>HRA</b>	5,250	63,000
<b>Supplementary Allowances</b>	5,250	63,000
<b>Gross Salary (A)</b>	<b>21,000</b>	<b>2,52,000</b>
<b>PF Employee (B)</b>	1,800	21,600
<b>Take Home Salary* (A-B)</b>	19,200	2,30,400
<b>PF Employer (C)</b>	1,800	21,600
<b>Cost to Company (A+C)</b>	<b>22,800</b>	<b>2,73,600</b>

**\*The mentioned compensation and bonus shall be paid after making statutory deductions viz TDS, Labor Welfare Fund, Professional tax etc. as and when applicable.**

This offer letter is valid for 48 hours, thereafter this offer stands revoked. Please reply to the email with a signed copy of this Offer Letter.

Looking forward to you being part of the VEAH Consulting Services.

Thanks & Regards,

Team VEAH