

Date: 14-04-2025

Mr. Deepak
S/o Ambrut, #T-8-1545/19B
Filter Bed Road, Near Ambabhavani Temple
Rajeev Gandhi Nagar, Gulbarga
Karnataka - 585104

Mr. Deepak,

OFFER LETTER

Congratulations on your selection. We are pleased to offer you the position of **"Specialist"** in our organization.

1. Compensation & Benefits:

- Your Compensation & other Company benefits are as follows:
- Annexure – I (As discussed at the time of interview regarding salary)
- Annexure – II (As discussed at the time of interview regarding retention bonus)
- Additional benefits: Medi-claim coverage / ESI, Bonus, Free Transportation from Yalahanka New Town and Highly subsidized canteen.

2. Joining Date:

You would be required to join us on or before **16.06.2025**

3. Joining Formalities:

On the day of your joining you are required to submit a copy of the following documents along with originals.

1. Certificate of educational/professional qualifications (**Start from 10th**).
2. Passport size color photographs - 4 copies.
3. Relieving, Experience & Salary certificate of previous company.
4. Original mark sheet/certificates for verification.

4. Pre-employment medical test:

Candidate shall go through pre-employment medical test before **20th April 2025**. Otherwise it stands cancelled.

5. Police Verification:

Candidate shall get police NOC for employment purpose from the jurisdiction police station as per the adhar card.

This is an offer of appointment. A detailed formal letter of appointment will be issued to on the date of joining.

Note: This offer is valid subjected to, your medical fitness, police verification certificate (PVC), and the submission of semester wise marks sheets, course completion certificate/convocation certificate/PDC, and also the submission of experience/service letter and salary details at the time of joining. Also, that you have to be complete your Diploma/Graduation or post-graduation without any active backlogs / arrears, BGV (Back Ground Verification) clearance.

INDO-MIM Limited (formerly known as INDO-MIM Private Limited)
45(P), KIADB Industrial Area, Doddaballapur, Bangalore 561203 (CIN U28110KA1996PLC137499)
Phone: +91-080-22048600/ FAX: +91-080-27630532 / Website: www.indo-mim.com

As a part of our verification process we will be writing to your previous employers and check the authenticity of the information given by you with regard to your previous experience / salary drawn as per the schedule given below:

Immediate previous employer – After you join our company.

Other previous employers – Any time after we give you the offer letter.

We may also use an external verification agency for this purpose. The company reserves the right to withdraw the offer given to you without any liability / cost whatsoever, if we come to know that any information provided by you with regard to your qualification / experience / Salary drawn is incorrect. The company reserves the right to terminate your services with the company without any liability / cost if you are in the services of the company by the time we get such information.

You are requested to join the company, only if you are not barred / restricted in any way to do the job for which your candidature is being considered by the non-disclosure / non-compete agreement signed by you during your current / earlier employment.

If any claim comes with regard to the violation of the non-disclosure / non-compete agreement from your present / earlier employer you will be solely responsible to defend and hold good the company against any such claim.

Congratulations once again on your selection and we look forward for a long and mutually beneficial association.

With Best Regards.

For **INDO-MIM Limited**


Venkatramana P
Deputy General Manager – HR & IR

NOTE: Kindly return the duplicate copy of this letter with your acceptance.

I agree to accept employment on the terms and conditions mentioned in the above letter. I shall be reporting for duty on



Annexure - I

Date: 14-04-2025

Ref: IM/2025

Name

Deepak

Designation

Specialist

Salary Scheme

Out of Scheme

Department

Medical - Moulding

Effective from

16.06.2025

S No	Component	Proposed P.M	Proposed P. A
A	Salary- Monthly Components - P.A		
1	Basic	19,503	234,040
2	House Rent Allowance	7,801	93,616
3	Other Allowances	13,040	156,479
	Total Monthly Components - A	40,345	484,135
B	Non Monthly Components		
1	Ex-gratia	3,621	43,450
	Total Non Monthly Components - B	3,621	43,450
C	Retiral & Other Benefits		
1	Company's PF Contribution @ 12% on Ceiling Amount of 15000 on Gross Wages Except HRA	1,800	21,600
2	Gratuity 4.81% on Basic	938	11,257
3	Medical Insurance - Family (Self, Father & Mother)	1,751	21,012
4	Personal Accident Insurance + Term Insurance	304	3,646
	Total Retiral Benefits - C	4,793	57,515
	CTC (A+B+C)	48,758	585,100
D	Retension Bonus	8,333	100,000
	Cost to Company (A+B+C+D)	57,092	685,100

Less: PF @ 12% on Ceiling Amount of 15000 on Gross Wages Except HRA

1,800

Less: Professional Tax

200

Less:ESI

0

Less:Canteen cost

200

Income Tax deduction

To be assessed

Net Monthly Salary but before Income tax**38,145**

The Management reserves the right to restructure your salary at any time.

Arrears if any, will be paid along with current month salary.

For **INDO-MIM Limited**

Venkatramana P

Deputy General Manager - HR & IR

Signature of the Employee

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#45(P), KIADB Industrial Area, Hoskote, Bangalore 562 114. (CIN U28110KA1996PLC137499)

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Karnataka - 585104.

Mr. Deepak,

Considering your years' experience and skill sets you possess it has been decided to Pay a Retention Bonus of Rs. 1,00,000 p.a. The Retention Bonus will be paid to you in equal half yearly installments as per the following schedule:

S No	Payable in Jan / Apr / July / Oct	Amount Rs
1	Will be paid in July 25	50,000
2	7 th Month from the date of 1 st Installment	Do
3	13 th Month from the date of 2 nd Installment	Do
4	19 th Month from the date of 3 rd Installment	Do
5	25 th Month from the date of 4 th Installment	Do
6	31 th Month from the date of 5 th Installment	Do

- The above payments from the company will be subjected to applicable taxes on the date of payment. Hence tax will be deducted at source and the net amount will be paid to you.
- In case you decide to leave the company within 3 years from the date of first payment you will have to refund the retention bonus paid to you till the date of your departure from the company **gross of tax** as indicated in below table.

S No	Date of leaving	Amount Repayable Rs
1	Before you receive the 2 nd Installment	50,000
2	Before you receive the 3 rd Installment	1,00,000
3	Before you receive the 4 th Installment	1,50,000

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S No	Date of leaving	Amount Repayable Rs
4	Before you receive the 5 th Installment	2,00,000
5	Before you receive the 6 th Installment	2,50,000
6	Before 37 th Month from the date of 1 st Installment	3,00,000
7	From 37 th Month from the date of 1 st Installment	NIL

- If you continue with the company for 36 months from the date of 1st installment, the retention bonus will get added to the Base CTC from the 37th month from the date of 1st installment. The annual increase that falls due after the above addition will be done on the above increased CTC (Base + Retention Bonus).
- Please note that compensation details are confidential, and it is a matter between you and the company. You are expected to maintain this confidentiality and any violation of the same will result in withdrawal of the benefits extended by this letter.

We look forward to your continued positive contribution.

Yours Sincerely
For INDO MIM Ltd.


Venkatramana P
Deputy General Manager – HR & IR

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M/S RIA DIAGNOSTICS

41/75 1ST FLOOR,
2ND BLOCK, 20TH MAIN,
RAJAJINAGAR BANGLAORE- 560010.

Dear Sir/Madam,

Subject: **Pre - Employment Medical Test.**

As per the discussions, the below mentioned personnel is advised to contact you for Pre-employment medical test. Kindly arrange for his/their pre-employment medical test.

Please send the report to the above mentioned address at the earliest.

You may please send the bills to the company for payment.

Note: Please send report to Doddaballapura plant, address mentioned on top of the letter head.

Mr. Deepak,

Please visit the Hospital for Medical checkup on **21st April 2025 at 7:45am without breakfast.**

Contact Number – 7411277348 (Contact between 9:00 AM to 5:00 PM, 1 day before for medical checkup).

Thanking you,

Yours faithfully
For INDO-MIM Limited


Venkatramana P
Deputy General Manager - HR & IR