

Date: 28 September 2021

Mr. Arun Kumar
POL N-87, Samalkha
South West Delhi-110037

Subject: - Offer of Employment

This has been reference to your application & subsequent interview on the subject you had with us: We are pleased to offering you in our organization **M/s Medikon India** (hereinafter referred as "firm") the position of **Executive-Operations**, your remuneration has been fixed at an annual **CTC of Rs.3,77,354** (Three Lakhs Seventy- Seven Thousand Three Hundred Fifty Four Only). The Position will be presently based at Delhi. Your date of joining the organization will be **07 October 2021**.

1. The Monthly compensation details are attached with this letter (Annexure-1)
2. Your duties and responsibilities will be assigned by the Management of the firm and the same will also include the jobs assigned by the Management from time-to-time. However, at the time of your appointment the responsibilities assigned to you shall be outlined in Appointment Letter.
3. You will be on probation for a period of six months from the date of your joining. During the period of probation, your services are liable to be terminated by management without assigning any reason and/or without any notice or without any payment in lieu of notice.
4. List of documents to be brought and submitted on the day of joining:
 - a. Passport size Photographs (4 Nos).
 - b. Copies of Educational Certificates.
 - c. Copies of Professional Experience Certificate.
 - d. Relieving letter from previous employer.
 - e. Address Proof.
 - f. Copy of Pan Card.

We are confident you will be able to make a significant contribution to the success of our Firm and look forward to working with you.

For Medikon India
HS-37
2nd Floor,
Kailash
Colony
Street Agni Motri
New Delhi-110048.

Manager - Human Resources

Annexure-1

Salary Break-Up			
Name	Arun Kumar		
Designation	Executive		
DOJ	07-Oct-21		
BREAK UP OF EMOLUMENTS			
A	Monthly Emoluments	Monthly	Annualized
1	Basic Pay	15,000	1,80,000
2	House Rent Allowance	7,500	90,000
3	Special Allowance	4,200	50,400
Monthly Gross		26,700	3,20,400
B	Deduction		
4	Employee Contribution to PF	1,800	21,600
	Total Deduction	1,800	21,600
	Net Salary	A-B	24,900
C	Fixed COST TO COMPANY (FCTC)		28,500
D	Others		3,42,000
	Gratuity	721	8,654
	Variable Pay**	-	26,700
	Total		35,354
E	Total Cost to Company (CTC)		3,77,354
<i>*Gratuity will be paid as per Gratuity Act 1972</i>			
<i>** Performance linked incentive will be paid as per company policy</i>			
<i>***Income tax shall be born by you as per Income Tax Act 1961</i>			
Medical Insurance: Provides a comprehensive insurance coverage for unforeseen medical exp for self, spouse and children.			
<i>Travel Expenses will be paid as per company Travel Policy</i>			

