

Date: 16-06-2025

Ref: WCC/Offer/HR/25-26/1614

Mr. Mohd Asif Alam

Sub: Offer Letter

Dear Mr. Asif Alam,

With reference to your application & subsequent interview you had with us, we are pleased to inform you that you have been assignment as **Site Engineer** by us on following terms and Condition: -

JOINING

1. Your date of Joining is effective form 18-06-2025 (dd/mm/yyyy). This appointment Letter is valid from the day of joining as mentioned. In case you do not join the same date, your appointment letter would be treated as cancelled.
2. You're reporting to Mr. Shamsheer Anshari (Project Manager).

SALARY OFFERED

1. As Per Annexure-I
2. Accommodation / Room and food shall be provided by us and Transportation shall also be provided by us.

DOCUMENTS

1. As a part of your Appointment and Joining, you are requested to submit your Testimonial's and other relevant documents mention in Annexure-II

NOTICE PERIOD & TERMINATION

1. If the employee decides to leave the organization by resigning his position. He / She should give the written resignation letter.

2. Employee should serve the notice period which is one month after the resignation (accepted date by the management). Enforcing the option of the notice period is entirely up to the management.



3. During the Notice period the employee should prepare the handover documents which give the complete detail on the activities handled by the employee. The handover document should be given to management and the immediate manager (in-charge).
4. On satisfactory completion of handover / notice period, the relieving letter & settlement if any will be given to the employee by the management.
5. Employee payables like, Salary, Incentives, Bonus, etc will be on hold from the day employee put down his/her papers. Full & final settlement will be paid as per regular salary dates/discretion of management or 45 days from the last date of service or whichever is later.

We sincerely hope that your close collaboration with our organization will be beneficial to both of us.

For WCC Infra Private Limited

HR (Ravindra Kumar)



I accept the above offer and will join on dated_____

Candidate's Name & Signature

ANNEXURE-II
Document Required To Be Furnished

Dear Mr. Mohd Asif Alam

Congratulations for accepting our offer and deciding to join our organization
We are glad that you will soon be a member of the WCC Infra Private
Limited.

Position: - Site Engineer

Location: - Mundra Gujarat

We Request you to furnish following documents at the time of joining

1. Photocopy of your qualification certificates (School Level and upwards with Mark Sheet Copy)
2. Work Experience certificate from your all previous employers
3. Birth Date Proof
4. Salary Certificate/ Pay Slip-Last Drawn
5. Acknowledged Copy of resignation letter
6. Relieving Certificate
7. Stamp Size Photographs (Color)-4
8. Blood Group Certification

9. PAN Card Copy-1
10. Cancelled Cheque or Passbook front page copy (Name, Account no. & IFSC Code Mention)
11. Aadhaar Card Copy



ANNEXURE-1			
WCC INFRA PRIVATE LIMITED			
A 23, Govind Puram, Ghaziabad, Uttar Pradesh-201013			
Compensation & Benefits Details			
Name : Mr. Mohd Asif Alam			
Designation : Site Engineer			
Location : Mundra Gujarat			
S.NO.	PARTICULARS	Per month (In Rs.)	Annual (In Rs.)
1	<i>Monthly Income</i>		
1.1	Basic Pay	14,208	1,70,496
1.2	Special Allowance	85000	102,000
1.3	Project Allowances	7300	87,000
1.4	Other Allowances	6000	72,000
1.5	Flexi Pay	4,577	54,924
	Total Monthly Income	40,585	4,87,020

2	<i>Retirement and Other Benefit</i>		
2.1	PF (Company Contribution)	1,585	19,020
2.2	Food	2,500	30,000
2.3	Accommodation/Room and Transportation	4,000	48,000
2.4	PT (Company Contribution)	200	2,400
	<i>Total (Retirement & Other Benefit)</i>	8,285	99,420
	Total CTC Per Year	48,870	5,86,440



Signature/Date