

**HR/2022/Offer/58**

**Date: 24-Mar-2022**

**Mr. Rajesh Kumar**  
Chennai.

**Offer Letter**

Dear **Rajesh Kumar**,

Subsequent to the discussions we had with you, we have pleasure in offering you an appointment as **IT Engineer** in our company. The terms and conditions of your appointment will be given to you on the date of joining and your work location will be in **Chennai**. You are expected to join on or before **30<sup>th</sup> Mar 2022**.

**Salary Breakup**

	<b>Monthly</b>	<b>Annual</b>
Basic	12360.00	148320.00
House Rent Allowance	6180.00	74160.00
Conveyance Allowance	1600.00	19200.00
LTA	0.00	0.00
Special Allowance	9510.00	114120.00
Medical Allowance	1250.00	15000.00
<b>Monthly Gross</b>	<b>30900.00</b>	<b>370800.00</b>
Employer's contribution to PF	1800.00	21600.00
Employer's contribution to ESI	0.00	0.00
Bonus	643.00	7716.00
<b>Monthly CTC</b>	<b>33343.00</b>	<b>400116.00</b>

\*Statutory deduction is applicable on the above

**Note:** In the initial recruitment process, you were advised that this position is considered "critical" and, therefore, your appointment is contingent upon successful completion of a background and reference check. We have not received the final results of both your background and reference check.

However, as we discussed, you have agreed to begin your employment with our organization on **30<sup>th</sup> Mar 2022**. pending completion of the background and reference check. During this period, we expect you to fully cooperate in these procedures and the Company reserve the right to end this employment agreement with you should the results of your background investigation not be satisfactory/successful or the information declared by you is false or misleading.

**Please bring the following on the date of joining**

1. Following documents in Originals and One copy Xerox (Original would be returned to you after verification)
  - a. Qualification certificate
  - b. Experience Certificate
  - c. Relieving Letter from current organization.
  - d. Age Proof document
  - e. Address Proof Document
  - f. Last drawn salary proof
  - g. 3 Passport size photographs

Any of the following documents can be accepted as Age Proof

1. Certified extract from Municipal or other records made at the time of birth.
2. Passport issued by the Passport Authorities in India.
3. Identity Cards issued by Defense Department.
4. A true copy of the University Certificate or of Matriculation/Higher Secondary Education/ S.S.L. Certificate issued by a Board set up by a State/Central Government.
5. PAN Card

Any of the following documents can be accepted as Address Proof

1. Bank Account Pass book (first page with address)
2. Certificate from the Bank along with the copy of first 3 and last 3 pages of passbook
3. Ration Card
4. Passport
5. Voter's Identity Card
6. Driving License
7. Address Proof Certificate from Post Office
8. Notarized address proof
9. Aadhaar card
10. Gas Connection Bill (Should be in the holder's name)
11. Telephone Bill (Should be in the holder's name)

If you accept and agree to the above of your offer, please sign the duplicate copy of this letter, as token of your acceptance.

With Best Wishes,  
For **Enerji Systems Private Limited**



**Sathya Prakash S**  
**General Manager - HR**