

# ELECTROTHERM<sup>®</sup> (INDIA) LTD.



29<sup>th</sup> Aug 2024

Mr. Ankit Tibrewal,  
I-3/7, Nandniketan Amns Township  
Hajira, Surat  
Gujarat - 394270

Dear Mr. Ankit Tibrewal,

Further to the personal interaction you had with us, we are pleased to offer you an employment in our organization as an Assistant Manager – Automation IHH in our **Induction Heating & Hardening** Division in the Grade **M3**.

The formal appointment letter will be given to you after joining our services.

You are requested to report us **on as soon as possible** at our head office. Please bring following documents while reporting for duty.

1. Provident Fund Number/Family Pension Fund Number.
2. Self-attested Copies of all certificates (including your qualification and date of birth certificates) along with the original.
3. Letter of acceptance of your resignation and relieving letter from your previous employer.
4. Six copies of your Passport size photograph.
5. Address proof (Copy of passport/Electricity bill/Telephone bill/ Driving license)
6. Aadhar card compulsory.
7. Photo ID proof ( Passport/ Driving license/ Voters ID/ PAN card)
8. Cancelled cheque or Bank passbook.

You are requested to forward accepted copy of your resignation within a week's time of receipt of this letter. Please sign and return the duplicate copy of this letter as a token of your acceptance.

Thanking you

Yours faithfully

For Electrotherm (India) Limited

Authorized Signatory

## ELECTROTHERM (India) Limited

### HEAD OFFICE & WORKS:

Survey No. 72, Palodia, (Via Thaltej, Ahmedabad), Gujarat-382115, India.

Phone: +91-2717-234553 – 7, 660550 Fax: +91-2717-234866

Email: [ho@electrotherm.com](mailto:ho@electrotherm.com), Website: [www.electrotherm.com](http://www.electrotherm.com)

### REGD. OFFICE:

A-1, Skylark Apartment, Satellite Road,

Satellite, Ahmedabad-380015.

Phone: +91-79-26768844, Fax: +91-79-26768855

CIN : L29249GJ1986PLC009126

Email: [sec@electrotherm.com](mailto:sec@electrotherm.com)

Other Offices: • Angul • Bangalore • Bangladesh • Bellary • Chennai • Coimbatore • Delhi • Ghaziabad • Goa • Hyderabad • Jaipur • Jalna  
• Jalandhar • Jamnagar • Jamshedpur • Kanpur • Koderma • Kolhapur • Kolkata • Ludhiana • Mandi Gobindgarh • Mumbai  
• Nagpur • Nasik • Panaji • Pune • Raipur • Raigarh • Rajkot • Rourkela • Sambalpur

*Accepted*  
*Ankit Tibrewal*  
*29/08/24*

Name:	Mr. Ankit Tibrewal	
Grade:	M3	
Division:	IHH	
Department:	Automation	
Particular	Per Month	Per Annum
Basic	41250	495000
HRA	20625	247500
Transportation	1600	19200
Education Allowance	200	2400
Medical Reimbursement	1250	15000
Uniform Allowance	1000	12000
Extra Allowance	33492	401904
Adhoc	0	0
<b>Total</b>	<b>99417</b>	<b>1193004</b>
PF(Company Contribution)	4950	59400
<b>Other Benefits(Provisional/Paid Yearly)</b>		
Ex-Gratia/Bonus	10780	129364
LTA	3436	41232
<b>Total CTC</b>	<b>118583</b>	<b>1423000</b>

Apart from the above mentioned CTC components, you will be eligible for following benefits.

- 1- Gratuity - As per the Gratuity Act.
- 2- Group Personal Accident Policy - Sum Assured will be 96 times of your monthly CTC.
- 3- Group Health Insurance - As per the eligibility.
- 4- Incentive - As per the policy.
- 5- Annual Leaves - As per the policy

*Accepted*  
*Ankit Tibrewal*  
*29/08/24*

Prepare By

*Erga*

Checked By

*Anurag*

Approved By

*[Signature]*