

ATCPL/CAD/HR/2021-22/035**26th August'2021**

**Ms. Rakshanda Zope,
Jamner Road, Shree Ram Nagar,
Bhusawal, Jalgaon,
Maharashtra-425201.**

OFFER LETTER

Dear **Ms. Rakshanda Zope,**

We are pleased to offer you the position of “**HR Trainee**” at Asia Tech Center Pvt Ltd, on the following terms and conditions:

Please refer your meeting and discussion with us earlier w.r.t existing positions at Asia Tech Center Pvt Ltd. We are pleased to offer you appointment at the designation of “**HR Trainee**”, at **Asia Tech Center Pvt Ltd** in **Pune** Location for which you had interviewed with us.

Your salary will be as mutually discussed and agreed between us. We request you to go through this offer letter and reply us by email the acceptance of the said offer.

Upon your joining and completion of formalities, we will arrange to issue you a detailed appointment letter on the date of your joining with us.

You are requested to carry following documents in original and photocopy along with you as a part of joining formalities. All below mentioned documents should be self-attested.

1. Copy of Resignation letter from previous company duly approved by HRdepartment.
2. Relieving letter from previous company.
3. Proof of Salary – Salary slips for last three months or Bank Statement for last sixmonths.
4. 5 Passport size photographs.
5. Address proof - Copy of electricity bill, phone billetec.
6. Photo ID proof – Copy of Driving License, Passport etc.

Asia Tech Center Private Limited

“Sunshine Plaza”, CTS 4713, Station Road, Near Ambedkar Chowk, Above Ratna Hotel, Pimpri Waghire,
Pune-411018, Maharashtra, India. Contact: +91 8888 966 966 | www.asiatechcenter.in

1. Copy of Educational qualifications (SSC/HSC/Graduation/Post Graduations/Others if any).
2. PAN card photocopy.
3. "Medical Certificate" from a registered medical practitioner.

This offer will be valid till 28th August'2021 and you are requested to confirm your acceptance of said offer by email at the earliest. This offer is contingent upon veracity of all information shared, reference checks & completion of all onboarding formalities.

We look forward to your joining Asia Tech Center Pvt Ltd soon. We are sure that you will have a very exciting, enjoyable and fruitful career with the organization.

We take this opportunity to welcome you into the folds of "**Asia Team**".

Yours Sincerely,



Human Resources
Asia Tech Center Pvt Ltd

Compensation Structure			
Employee Name :Rakshanda Zope		Department :HR	
Date of Joining : 01.09.2021		Designation : HR Trainee	
Sr. No	Fixed Compensation	Per Month	Per Annum
A	Total CTC	Rs. 15,000.32	Rs. 1,80,003.88
B	Total Gross	12,695.00	1,52,340.00
	Basic Salary	7743.95	92,927.40
	HRA	3,097.58	37,170.96
	Convenience Allowance	1,250.00	15,000.00
	Educational Allowance	200.00	2,400.00
	LTA	403.47	4,841.64
C	Annual Benefit		
	Bonus/ Ex-gratia	645.07	7,740.85
D	Retirement Benefits		
	Employer PF Contribution	1,247.66	14,971.98
	Employer ESIC Contribution	412.59	4,951.05
E	Employee Deductions		
	Professional Tax	200.00	2,500.00
	ESIC Contribution	95.21	1,142.55
	Group Accidental Insurance	300.00	3,600.00
	PF Contribution	1,151.69	13,820.28
F	Net Salary	Rs. 11,593.17	Rs. 1,39,118.02

Additional Information

- ∅ Star Health medical insurance facility shall be provided as per the policy. ATCPL does not administer the insurance policies/benefites.
- ∅ Employers contribution to PF includes Provident fund & EDLI administrative charges as well.
- ∅ Deductions (i.e PF,PT & Income Tax) are made according to government rules and regulations and may vary as per changes in future.
- ∅ Organization reserves the right to remove or add the rule and modify the eligibility/guidline without any prior notice.