

ATCPL/HR/HR/2023-24/030

11<sup>th</sup> May' 2023

Ms. Madhuri Babulal Bari,  
Gurav Wada, Ta. Yawal,  
VTC: Yawal, PO: Yawal,  
Yawal, Jalgaon,  
Maharashtra – 425301.

**OFFER LETTER**

Dear Ms. Madhuri Babulal Bari,

We are pleased to offer you the position of “**Trainee Recruiter**” 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 “**Trainee Recruiter**” 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.

7. Copy of Educational qualifications (SSC/HSC/Graduation/Post Graduations/Others if any).

8. PAN card photocopy.

9. "Medical Certificate" from a registered medical practitioner.

**This offer will be valid till 12<sup>th</sup> May'2023 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,



**Authorized Signatory**



<b>Compensation Structure</b>			
<b>Employee Name : Ms. Madhuri Babulal Bari</b>		<b>Department : HR</b>	
<b>Date of Joining : 12.05.2023</b>		<b>Designation : Trainee Recruiter</b>	
<b>Sr. No</b>	<b>Fixed Compensation</b>	<b>Per Month</b>	<b>Per Annum</b>
<b>A</b>	<b>Total CTC</b>	Rs. 15,001.60	Rs. 1,80,019.17
<b>B</b>	<b>Total Gross</b>	12,422.00	1,49,064.00
	Basic Salary	7577.42	90,929.04
	HRA	3,030.97	36,371.62
	Convenience Allowance	1,250.00	15,000.00
	Educational Allowance	200.00	2,400.00
	LTA	363.61	4,363.34
<b>C</b>	<b>Annual Benefit</b>		
	Bonus/ Ex-gratia	631.20	7,574.39
<b>D</b>	<b>Retirement Benefits</b>		
	Gratuity	364.47	4,373.69
	Employer PF Contribution	1,220.83	14,650.01
	Employer ESIC Contribution	363.09	4,357.08
<b>E</b>	<b>Employee Deductions</b>		
	Professional Tax	200.00	2,500.00
	ESIC Contribution	83.79	1,005.48
	Group Accidental Insurance	380.00	4,560.00
	PF Contribution	1,126.92	13,523.09
<b>F</b>	<b>Net Salary</b>	Rs. 11,262.49	Rs. 1,35,149.82

#### **Additional Information**

∅ New India assurance insurance facility shall be provided as per the policy. ATCPL does not administer the insurance policies/benefits.

∅ 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/guideline without any prior notice.

∅ DOJ may be change as per actual joining.