



18/1/20



Ref: 19-20/SEI/HR/030

24 January 2020

To

**Ganesh Dinkar Gawali,**

Subject: Employment offer letter for the post of **Trainee Engineer.**

With reference to our discussion and the subsequent interview conducted on 21 January 2020, we are pleased to offer you an employment with us, at our Pune office for the position of **Trainee Engineer.**

The offer is subject to your being physically and medically fit to take up this job and you make your own arrangements of accommodation and transportation when stationed in Pune.

Your monthly salary breakup is summarized below:

Ganesh Gawali		Per Month	Per Annum
Monthly Components (A)	Basic Amount		
	HRA		
	Conveyance		
	Medical		
	Education		
	Special Allowance		
Sub Total (A)			
Statutory Benefits (B)	Provident Fund (Employer contribution)		
	Gratuity (4.81% of Basic Salary)		
Sub Total (B)			
Benefits (C)	Group Health Insurance		
	Personal Accident Insurance		
Sub Total (C)			
Variable Component (Subject to Individual & Company Performance) (D)	Bonus 1		
Sub Total (D)			
Cost to Company (A+B+C+D)			
Gross Salary			
Deductions (E)	Profession Tax (PT in Feb is INR 300)		
	PF (Employee Contribution)		
Sub Total (E)			
In Hand Salary			



*Dr. Vithalrao Vikhe Patil*  
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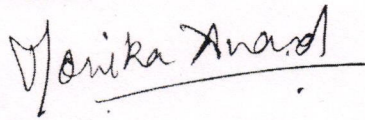


As discussed you are expected to commence the new employment by **4 February 2020**. Upon joining you will be required to submit two copies of your passport size photograph, copies of your passing and employment certificates along with originals, identity proof and address proof which will be returned to you after verification.

Your nature of job will be designed according to the requirements of the company.

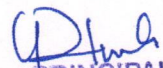
We look forward to receive your acceptance at the earliest with an acknowledgement within 3 days from the date of issue of this Letter. If you fail to reply you acceptance, we shall assume that you are not interested in joining and our offer will automatically stand closed.

Regards,



Monika Anand  
Manager HR & Admin



  
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