

MS. Ayushi Chandrakar
Bangalore

Date
31st May 2022

Our Reference
EB/HR/2022/229

Dear Ayushi,

We are pleased to appoint you as **Graduate Engineer Trainee** in our **EB-EST-CMS-A-1** department at **Bangalore**, with effect from **1st June 2022** on the following terms & conditions:

1. Salary & Benefits

Your basic salary has been fixed at **Rs. 2,20,500/- pa.** (Rupees Two Lakhs Twenty Thousand Five Hundred Only) and Special Allowance at **Rs. 2,59,239/- pa.** (Rupees Two Lakhs Fifty-Nine Thousand Two Hundred and Thirty-Nine Only).

You will also be paid:

In addition to the above, you will be entitled to certain allowances/benefits as mentioned in enclosed Annexure I and for details of allowances kindly refer Annexure II.

2. Employment terms

You will be under training with us for a period of **12 Months** from the date of joining. After successful completion of your training, the Management may, employ you as a regular employee in the appropriate grade of the company. This, however, does not constitute a commitment on the part of the Management to offer you employment, but only an indication of what you may expect if you successfully complete the training, and the company is in need of a regular employee.

This offer will turn void if the Graduate Engineer Trainee fails to produce the Provisional Degree Certificate within 3 months of completion of the Graduation/Post graduation.

3. Leave:

During the training period, you will be entitled to **15 days** floating leave for all purposes whatsoever. In case you are given a permanent employment after successful completion of training, un-availed leave gets lapsed. In your own interest, you should refrain from taking leave so that your training period is not interrupted or extended because of your absence.

4. Service condition:

During the training period & thereafter you will be required to work wherever you are posted from time to time, depending upon the training program drawn up for you and Management's requirements.

As a Graduate Engineer Trainee, you are required to sign a Service Agreement for 3 years with us on the date of joining. Please refer the service agreement for your perusal.

You shall devote your entire time and energy only to learning and execution of the work of the company during the period. You are not allowed to take any other training assignment or employment without our written permission during this period.

You will abide by the Company's Rules and Regulations (including Standing Orders) and the terms and conditions as per enclosed Annexures, applicable to the regular employees that are in force at present and which may be enforced from time to time.

In case the details furnished by you are found to be incorrect in respect of any matter contained therein, your training is liable to be terminated immediately without notice.

You will not divulge to any person, firm or company any secrets or information, which you may come into possession in the course of your training, concerning the business affairs of the Company.

You are required to intimate in writing to the Company any change in your residential address or marital status.

As already informed to you and agreed upon by you during your interview you are liable to be transferred to any other establishment of the company anywhere in India.

Your services are liable for termination by either party giving **3 months'** notice in writing or payment in lieu thereof, provided no notice is necessary in the event of termination by the Company on account of misconduct. The company is not under any obligation to offer you job on completion of the training.

You will be governed by rules, regulations & service conditions, applicable to the employees working in the establishment of the Company in which you will be undergoing training.

5. Working Hours:

You will be governed by the working hours prevailing in the establishment in which you work. You will be notified of your actual duty timings from time to time. You will also be required to work in shifts as and when considered necessary by the Management.

Kindly return the duplicate copy of this letter, duly countersigned by you, in token of your acceptance of the terms & conditions stipulated herein and enclosed.

Wishing you a long and successful association with Elektrobit India Private Limited,

Sincerely,

Prajna Rai
Interim Manager - HR

Satish Sundaresan
Managing Director-India, Vice President

I accept the terms and conditions of the employment offer.
I join the Elektrobit by 1st June 2022.

Signature:



Ayushi Chandrakar

Annexure 1		
Name	Ayushi Chandrakar	
Grade	PO	
Designation	Graduate Engineer Trainee	
DOJ	1-Jun-22	
Salary Component	Compensation Per Annum(INR)	Remarks
Basic Salary	2,20,500	35% of CTC
House Rent Allowance	88,200	40% of Basic Salary
Special Allowance(Flexi Basket*)	2,59,239	Balance of Non Basic Salary
Total (A)	5,67,939	
LTA	-	As per company policy
Retention Pay	25,000	As per company policy
Total (B)	25,000	
P.F(Company's Contribution)	26,460	12% of Basic Salary
Gratuity(Company's Contribution)	10,601	4.81% of Basic Salary
Total Retirals (C)	37,061	
CTC (A+B+C)	6,30,000	

NOTES:

1. The details for Flexi Basket* Component have been mentioned in Annexure II.
2. The amount, if mentioned, under retention pay is payable effective June, one quarter after the time period 1st October to 31st March and in December, one quarter after the time period 1st April to 30th September.
3. Retention Pay clause - All employees who come under retention pay clause will be entitled for retention pay amount only if they are active in the system during the pay-out period.
4. All present and future taxes related to your employment will be borne by you.
5. Your above mentioned compensation plan/structure is subject to changes, made by the company in its overall compensation scheme, from time to time.
6. Employee is required to contribute 12% of his/her basic salary to Provident Fund. Both employee and Company PF contributions are deposited every month with Government PF authorities. These amounts are paid to employee at retirement. In case of employee leaving the company earlier, the PF amount can be withdrawn or transferred to next employer as per PF rules.
7. Gratuity is paid as per Gratuity Act; on retirement, or, on employee leaving the company after minimum five years of continuous service.

For Elektrobit India Pvt Ltd.,

Prajna Rai
Interim Manager - HR

Satish Sundaresan
Managing Director-India, Vice President