

ACCUOPT/HR/2024/21075/912

Date: - 01.08.2024

To,

Mr. JALAJ DASHORA

97, Seva Mandir Road, Jhadol
Udaipur (raj.) – 313702.

Dear Sir/Madam,

With reference to your application and interview with us on dated 31.07.2024, we are pleased to appoint you as **Jr. Engineer** at Quality Control Department in our organization w.e.f. **01.08.2024**. You will be reporting to **Mr. K.P. Baburaj**. Your **CTC** salary will be Rs. **18,000/-** per month, as per bifurcation as under: -

S. No.	Particulars	Amount	S. No.	Particulars	Amount
1.	Basic	9,000	8.	EPF (Employer Contribution)	1,195
2.	HRA	4,500	9.	ESI (Employer Contribution)	470
3.	Conveyance Allow.	481	10.	Gratuity (Subject to Gratuity Act)	434
4.	Medical Allow.	-	11.	Bonus	1,440
5.	Special Allow.	120	12.	Total Statutory Benefits (8+9+10+11)	3,539
6.	Monthly Bonus	360			
7.	Gross Salary	14,461	13.	Total CTC (6+11)	18,000
	Net Salary	13,157			

At the time of joining you are required to submit following documents to the HR department for verification and record: -

- Complete Educational / Experience certificate (Original)
- Passport size Photographs – 4 Nos.
- Copy of Aadhaar Card, Driving License, Pan Card, Voter ID
- Age Proof of family members along with Aadhaar Card
- Bank Passbook / Cancelled Cheque

Note: In the case of any wrong information you will be terminated without intimation.

Term & Conditions: -

1. You will be on probation for 6 months, which may be extended for further 6 months at the sole discretion of the management. The notice period for leaving the job will be 90 days.
2. If you leave the service within 90 days of your joining, you will not be paid for the break period.
3. You have to discharge all the duties and liabilities as may be assigned by the management from time to time.
4. That you will be governed by the service / leave rules and regulations of the company as are in force at present or may now be framed and or which may be altered or amended at any time without notice at the discretion of the management.

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