

Date – 3<sup>rd</sup> March 2021

**Mr. Suraj Pashte**  
FN.2703,FAM CHS.,  
Kalash Udyan, Koparkhairane,  
Navi Mumbai-400709

**Email Id:** pashtesuraj446@gmail.com

**Contact No. –** 9022173964

**Sub: - Offer for Employment as Scada Engineer**

Dear Mr Suraj,

**Congratulations and welcome to ASA Family!!!**

With reference to your application and subsequent interview with us, we are pleased to inform you that you have been selected as Scada Engineer on our payroll on the terms & conditions as mentioned below.

You will be on fixed term contract of 12 months that will be mutually extendable as per requirement of our client and subject to performance matching expectation and business need.

Your location will be at Navi Mumbai.

You are requested to join us on 8<sup>th</sup> March 2021 and your annual CTC will be Rs 2, 26,452 PA. (Attached is the Salary Annexure for your reference)

Detailed appointment letter will be issued subject to completion of all required documentation from your side as mentioned in this Offer.

Following documents / information will be required as a part of joining formalities:-

- 1) Scan copy of first Page of Passbook or Cancelled cheque of your bank account
- 2) Blood Group
- 3) One Emergency Number
- 4) Approved Resignation letter from previous employer
- 5) Previous Experience letter
- 6) Salary Slips (Last 3 months Salary Slips)
- 7) Certificate Photocopies (Qualification Certificate & Training Certificate – Certified true copies)
- 8) Address proof doc (Passport 1st & Last Page / Electricity Bill / Telephone Bill)
- 9) ID proof doc (PAN Card)
- 10) 2 Passport sized photographs / Scan copy of your pic (For ID card) with proper scan and good resolution.
- 11) Passport – First page and last page if some other document is submitted as address proof.
- 12) Aadhar card copy

Kindly sign a copy of this letter as a token of your acceptance to this offer.  
Looking forward to a long and mutually beneficial career with us.

**Yours Sincerely,**  
**For Authentic Staffing Agency,**



**Mr. Fenil Shah**

**Authentic Staffing Agency**

502-504, 5<sup>th</sup> Floor, Samanvay Silver, Besides Royal Orchid Hotel, Mujmahuda Circle, Akota, Vadodara 390020, Gujarat, India.  
**M** +91 9737222249 | **E** info@authentic-staffing.com | **W** www.authentic-staffing.com

Branch - UAE

**Authentic Global Management Consultant FZE**

Post Box 41226, Ras Al Khaimah, United Arab Emirates(UAE) | **M** +971 553299984, +91 9824183569

**W** www.agmc.live

**Salary Annexure**

<b>Particulars</b>	<b>Amt (Rs) PM</b>
Basic	12000
H.R.A.	3766
Bonus	1000
<b>Monthly Gross</b>	<b>16766</b>

Company's contribution to PF	1560
Company's contribution to ESI	545
<b>Monthly CTC</b>	<b>18871</b>
<b>Annual CTC</b>	<b>226452</b>

Monthly Gross Salary	16766
Less: Provident Fund	1440
Less: ESI	126
Less: Professional Tax	200
<b>Monthly Net Take Home</b>	<b>15000</b>

**Note:**

- 1) Bonus / Exgratia will be applicable as per the Bonus Act 1965 & Subsequent amendments to it.
- 2) MLWF - Employee's contribution of Rs.12/- will be deducted from Gross Salary and Employer's Contribution of Rs. 36/- will be added in CTC once in every six months as per MLWF Act 1953.
- 3) Income TDS if applicable will be deducted as per the prevailing IT rules.
- 4) All salary components are governed by the company policies and statutory guidelines and are Subject to Change.

**For Authentic Staffing Agency**



**Authorized Signatory**

**Authentic Staffing Agency**

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