

06th December 2021

Sarvesh Khatu
Contact No. – 9067855801
E-mail:- sarveshkhatu49@gmail.com

Dear Sarvesh,

Congratulations, we are pleased to offer you a full - time position with our company as **Trainee Mechanical Engineer.**

As compensation for your services, you will receive a fixed annual remuneration of INR **1,20,000/-** equivalent to INR **10,000/-** per month. At our sole discretion and on the basis of your performance we will provide salary increases and/or bonuses. You will be on probation for a period of six months; we will review your performance on completion of probation and provide confirmation of employment or communicate otherwise.

This letter includes an annexure of terms and conditions and your Salary Break - up.

To accept this offer please sign and return one copy of this offer letter and annexure and retain the other copy for your records. We request you to keep this letter confidential.

In case you do not return the accepted and signed copy of this offer letter within 3 working days, the offer may stand withdrawn.

The proposed start date for your employment at KPM is on **06th December 2021.**

Welcome to the KPM family, we wish you a long and fruitful career.

Salary Details: As on 06th December 2021

Components	Amount (Monthly, Rs.)	Amount (Annual, Rs.)
Basic	7,511/-	90,132/-
HRA	588/-	7,056/-
Gross Salary	8,099/-	97,188/-
Add: Statutory Liability		
PF Employer	901/-	10,812/-
Total Fixed Salary	9,000/-	1,08,000/-
Add: Variable Pay	1,000/-	12,000/-
Total CTC	10,000/-	1,20,000/-

* Mediciam Insurance is mandatory and includes coverage to the amount of Rs.2,00,000/- .

Annexure: Terms & Conditions

1. Place of Posting & Assignment:

Your regular place of work will be at 2nd Floor, Narayan Building, above Canara Bank, SAKI NAKA Junction, Andheri (E), Mumbai – 400 072. However, you may be required to travel for work. Your place of posting, responsibilities and duties may change subsequent to your joining depending upon the company's business requirements.

2. Probation:

You will initially be on probation for six months from date of joining. Based on satisfactory performance you will be considered confirmed at the end of six months unless otherwise communicated.

3. Incentives:

The payment of bonus, royalty, commission, and/ or any other incentive shall be at the sole discretion of the company and shall not attract any legal claim by you.

4. Past Record:

If any declaration or information furnished by you in the form of degree certificates or other documents to the company is false and/or if you have willfully suppressed any material information, you may be removed from services without any notice or compensation in lieu.

5. Transportation:

By Self

- 6. Office Timings:** 9.00AM to 6.00PM from Monday to Friday and any two Saturdays during the month depending on the work situation. However, based on work exigencies, employee may be required to work extended and irregular hours to meet the deadlines and the need of the business.
- 7. Leaves:** You will be entitled for leave after completion of probation period during the Financial year as per the Company's Leave Policy.
- 8. Ethics:** You will be expected to carry your duties in a proper and loyal manner and use your best endeavours to properly conduct, improve, extend, develop, promote, protect and preserve the business interest, reputation and good will of the company and not to do anything that may cause the company harm.
Your attention is also drawn to the company policies and procedures. Please ensure that this document is made available to you and familiarize yourself with contents, as breach of these protocols may result in suspension or even termination of employment.
You will be required to comply with all such rules and regulations as the Company may frame time to time.
- 9. Termination:** After successful completion of your 2 years bond period, you can terminate employment by giving a written notice or salary in lieu of 90 Days. However in the event of gross misconduct or breach of the terms and conditions or poor performance or business need, the company is entitled to terminate your employment with immediate effect.
- 10. Confidentiality:** You shall not disclose any confidential information of the company, trade secrets or know how to any entity.

The terms and conditions of this employment shall be governed and interpreted according to Indian Laws.