

**Mr. ARVIND LALCHAND VISHWAKARMA**

**Offer letter**

Dear Arvind,

With reference to your application and the subsequent interview you had with us, we confirm our intent to offer you in **Ugam Solutions Pvt. Ltd.** at our **Thane** office on the following terms:

**Salary:** Your Total Compensation will be **₹ 320,000/- ( )** per annum.

The detailed break-up of your first year's compensation is specified in Annexure I.

**Joining date:** As discussed and agreed, you will join not later than **02-Jun-2022**.

**Training Period:** If required, you will be provided job-skill training related to your function. All such training(s) will be evaluated on a periodic basis and the feedback/result will be shared as appropriate. In the event your evaluation results are not satisfactory; the company reserves the right to terminate your services with immediate effect.

**Validity of the offer:** This offer is valid till receipt of satisfactory responses/feedback during reference and background checks made with your previous employer(s) and is subject to

1. Your acceptance of this offer within one week of receiving it and
2. Your joining on or before **02-Jun-2022**. However, the Company may extend your last date of joining.

A detailed Appointment Letter will be issued to you separately.

**Submission of Documents:** As part of your joining formalities, you are required to submit the following documents on your date of joining:

1. Copy of SSC, HSC, Graduation and Post-Graduation marksheet & degree certificates
2. Copy of relieving letter/experience certificate/accepted copy of resignation letter from your previous employer, if applicable
3. Copy of last three months' salary slips from your previous employer, if applicable
4. Copy of your PAN Card and Aadhar Card (mandatory)
5. Copy of Residence proof (Aadhar card, Driving License, Leave & License Agreement, Ration Card or Passport)
6. Four passport size photographs in white background

Please sign a copy of this letter as a token of your acceptance. We look forward to having you as a member of the growing family of Ugamites.

Thanking you.

Yours faithfully,



Vaishali Mehta

Vice President - Human Capital Management

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(Declaration)

I, **ARVIND LALCHAND VISHWAKARMA**, understand the importance of submitting the listed documents, and will submit the same to the Human Capital Management team of Ugam Solutions SEZ Pvt. Ltd., not later than 45 days post my date of joining. I also understand that in case of non-submission of the listed documents within 45 days of my date of joining, the organization has all the rights to terminate this offer with no dues condition.

Signature: \_\_\_\_\_

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**(For Official use only)**

Comments by Authorized Human Capital Management representative

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Name and Signature

Ugam Solutions SEZ Pvt. Ltd.		
Name	Arvind Lalchand Vishwakarma	
Designation	Associate Software Engineer	
With effect from	02-Jun-2022	
Annexure I: Salary Structure (in ₹)		
Salary Heads	Per Month	Per Annum
<b>Fixed Components (FC)</b>	<b>20,882</b>	<b>250,580</b>
Basic Salary	13,000	156,000
HRA	7,882	94,580
<b>Bonus (B) +</b>	<b>2,600</b>	<b>31,200</b>
<b>Gross Salary (G)</b>	<b>23,482</b>	<b>281,780</b>
<b>Retirals &amp; Medclaim (RM)</b>	<b>1,560</b>	<b>38,220</b>
Co. Contribution to PF	1,560	18,720
Gratuity ++	-	7,500
Mediclaime Premium +++	-	12,000
<b>Total Compensation (G + RM)</b>	<b>25,042</b>	<b>320,000</b>
<b>Take Home Before Tax (G - PF)</b>	<b>21,922</b>	<b>263,060</b>
+++ <u>Insurances</u>		
1. Group Medclaim of ₹ 300000/- for Employee + 5 Dependents		
2. Group Personal Accidental death coverage of ₹ 20 Lakhs or 2 times your Total Compensation, whichever is higher		
3. Group Term Life insurance coverage of ₹ 8 Lakhs or 1.5 times your Total Compensation, whichever is higher		
+ Includes any bonus payable as per the 'Payment of Bonus Act'		
++ Payable as per the 'Payment of Gratuity Act'		
Additional Night Shift & Food Allowance of ₹ 250/- for every night shift worked		
₹ 10/- will be deducted in December towards Labour Welfare Fund contribution		