

Corporate & Registered Office: 612/613, Palm Spring Centre
Mind Space, New Link Road, Malad (W), Mumbai: 400 064
Tel No.: +91-022-40549797, Fax No: 40549700
www.promptpersonnel.com



To,
Anupam Mohurle

Date: 14-Nov-18

Subject: Offer Letter

Dear Anupam,

We have pleasure in informing you that you have been selected "**Associate**" at our Client Place "**Tata Communications Transformation Services Ltd**" Salary Offered to you is **Rs 12000/-** Net Take Home. Your Salary Structure shall be as per Annexure A.

You should join duty on **14-Nov-18** at **Tata Communications Transformation Services Ltd.** Please note that if you fail to join on this date without prior intimation, the management reserves the right to cancel this offer letter.

Based on company requirement a background Verification Check will be carried out within the first month from joining. Depending upon the result of the Background Verification Check your services with **Tata Communications Transformation Services Ltd.** will continue. If the Background Verification Check result is found "Negative", your services will be terminated with immediate effect. You will be paid the salary for the days you have worked, but no notice period will be offered.

Your employment may be terminated by the company either by giving 30 days of written notice or salary in lieu of notices without assigning any reason whatsoever. Similarly you may also terminate the service by giving One Month written notice or by depositing or adjusting your One Month salary in lieu of notice. Other all Term & conditions of employment will be mentioned in Your Appointment letter.

We expect you to contribute towards the long-term growth of the company.

Following Documents will be required Before your Joining date

1. Resume copy
2. Four latest passport size photographs.
3. I.D Proof (Driving License or Passport or Election ID)
4. Residence proof (Ration Card or Sale/Lease Agreement Copy or Passport or Driving License)
5. Copies of Educational Certificates.
6. Copy of previous Employment Certificates i.e. (Work Experience letter or Relieving letter, Salary Slip if any)
7. Cancelled Cheque of your savings bank account.
8. Pan Card & Aadhaar Card (Mandatory)
9. Joining Kit Forms (Form 11, Form 2, Form-1 and Prompt Joining Form)

For, **PROMPT PERSONNEL CONSULTANCY SERVICES PVT.LTD**

Authorized Signatory

In-Charge
Training & Placement
MIET, Bhandara

Principal
M. Patel Institute of Engg. &
Tech. Shubapur, Bhandara

Name: Anupam Mohurle

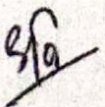
Designation: Associate

ANNEXURE 'A'
STATEMENT OF GROSS WAGES

	Salary Heads	Monthly	Annually
1	Basic	10000	120000
2	HRA	2806	33672
3	Other Allowance	0	0
4	Mobile Allowance	0	0
5	Bonus	833	9996
A	Gross Per Month	13639	163668
1	PF	1200	14400
2	Profession Tax	200	2500
3	ESIC	239	2868
	Total Deduction	1639	19768
	Net In Hand	12000	144000
	Employer Contribution		
1	Employer PF	1300	15600
2	Employer ESIC	648	7776
3	GHI/ GPA	200	2400
B	Total Employer Contribution	2148	25776
D	Total CTC (A+B)	15787	189444

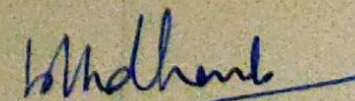
Kindly, sign the Duplicate copy of this offer letter as confirmation of your Acceptance and confirm the date of joining. Wishing you a long and successful career at Prompt.

**For, PROMPT PERSONNEL CONSULTANCY
SERVICES PVT.LTD**



Authorized Signatory


In-Charge
Training & Placement
MIET, Bhandara


Principal
M. Patel Institute of Engg. &
Tech. Shahapur, Bhandara