

Date: 1st Sep 2021.

Dear **Maddula Veera Durga Jagannadham**,

Congratulations! Welcome Aboard.

We are pleased to extend an offer with our company as “**Analyst**”, subject to your acceptance and compliance with the terms and conditions of employment of our Service Agreement*.

Your CTC will be **Rs. 3,50,000/- only (Rupees Three Lakhs Fifty Thousand Only)** per annum.

Please note that we will give your detailed appointment letter after you join us. The below break-up is only for reference and the actuals would change as per statutory, other deductions.

Details	Per Annum in Rs
Basic	1,44,000
Performance Bonus	--
HRA	57,600
Conveyance	19,200
Medical Allowance	15,000
Special Allowance	30,600
Employer Contribution towards PF	21,600
Employer Contribution towards Health Insurance	12,000

Performance bonus will be paid as per the company's policy. The performance bonus payout will depend on individual and company performance in the year. The performance bonus payout will be done in accordance with the terms of variable performance pay policy of NetEnrich.

Provident Fund (PF – Employer, Employee contribution), ESI would be deducted as per statutory if applicable, the above given details of break-up would change accordingly. Any other statutory deductions mentioned/not mentioned in this letter will be deducted as per the enactments from time to time with intimation.

Please confirm the acceptance of offer by **02/09/2021 (02nd Sep 2021)**, where in the offer does not hold good if we do not receive the acceptance e-mail for the above mentioned date. You are requested to join us at the earliest but not later than **06/09/2021 (06th Sep 2021)** at 2 PM.

Please send the duly filled Employee Information Form along with acceptance.

Work Location: Bhimavaram/Work from home till advised.

Kindly keep us posted if any change in the joining date.

Deferred Annual Benefits:

1. Gratuity is paid as per the extant Indian regulation.
2. Paid leave will be applicable as per current policy of the company
3. Medical hospitalization insurance for Rs 3 Lakh (Family), accidental insurance for Rs 25 Lakhs (For Self). Term Life (Self) is covered as per company policy.
4. The family shall comprise of the insured employee, his/her legally wedded spouse, first 2 living dependent children up to age of 21 years and dependent parents only.

Please forward / mail the Scanned copies (only PDF format) of the following documents, filled in forms within 7 days.

1. Resignation acceptance, Relieving, Experience letters issued by your previous employers.
2. Passport size photograph (White background), Passport, PAN Card, Aadhaar etc.
3. Study certificates.
4. Technical certifications (if any).

Please carry hard copies (Originals & one set Xerox) of the following documents with you on your date of joining:

1. 4 Color photographs with White background.
2. Appointment letters, Relieving letter / letters from all the previous employer / employers.
3. Last 3 month's salary slips from previous employer.
4. Passport, Aadhaar, Pan, Address & Study certificates.

**** PAN Card is a mandatory document to be submitted on or before the Date of Joining. (If not submitted tax slab would differ)**

****Date of birth in Aadhar should be in dd/mm/yy format. (If you don't have it in the said format please reach out to us)**

Please Note: Joining formalities will be initiated ONLY after verification of original certificates / documents. Please carry the same without fail. "

This offer is subject to the verification of information provided / submitted by you and a satisfactory reference check and the company is at its sole discretion to decide the authenticity of documents & outcome of verification.

For Netenrich Technologies Pvt. Ltd



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