

VIRTUOSO Projects & Engineers Pvt. Ltd.

Gat No.112, Pimpalgaon, Post Solu, Tal.Khed, Dist.Pune 412105

Phone : 020-65331311 | Web : www.vpel.in | Email : admin@vpel.in

Date: - 6th March 2019

Mr. Phani Pappala,

Subject: Offer letter

Congratulations!

Further to your application for employment with us, and the subsequent selection process, we are delighted to offer you the Role of '**Trainee Engineer**'.

Your joining shall be on **7th-March-2019**. The location of your initial reporting will be Virtuoso Office, Hadapsar, Pune, India.

Your CTC as applicable has been detailed in the Annexure to this letter.

On your joining, you are expected to enter into an agreement, which details the scope, terms and conditions of your employment, the necessary training and the contractual obligation to be with VPEL. You shall be on **Probation period of Six months**, on successful completion of the probation, your employment with the company will stand confirmed subject to the terms and conditions as per Company policies.

Company solely reserves the right to make any further changes to the date of joining.

Your **Notice Period** shall be of **Two Months**.

[In case if you are not serving us during the notice period, then you will have to buy the notice period otherwise no Dues will be cleared and the company is liable to take legal action in order to retain the loss occurred due to your sudden leaving of the service]

Your employment will be governed by the rules, regulations and policies of the Company.
Please submit the following documents while joining

1. Photocopy of this letter duly signed and dated by you

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2. 2 self-photographs in WHITE background (passport sized),

3. Photocopies & Scanned Copies of following documents:

a. Education certificate including 10th, 12th diploma/degree certificate and all year mark sheets for the highest degree attained.

b. Experience letter, Relieving letter or resignation acceptance letter from your most recent employer. If you have been employed for 1 year or less with the most recent employer, you must also bring a relieving letter or resignation acceptance letter from the prior employer. Include your employee number with such previous employer(s)

c. Proof of identity. Bring original & scanned copies of the following documents:

-PAN Card (mandatory), Aadhar Card (mandatory), Passport, Driving License.

The terms of this offer letter shall remain confidential and are not to be disclosed to any third party.

Welcome to Virtuoso Family. We wish you a long, rewarding and fulfilling career and look forward to your joining us.

Thanking you,

For Virtuoso Projects & Engineers Pvt. Ltd.

Authorized Signatory

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SALARY BREAKUP

Basic		5,800
DA		4,401
HRA		510
Other Allowance		400
Cash Allowance		465
Project Allowance		400
Gross Salary		11,976
Deduction	PF@12%	1,224
	ESI	210
	PT	200
Net Salary (in Hand)		10,342
Employer Contribution- PF @13%		1,326
ESI		569
Medical Insurance		NIL
Gratuity		279
Bonus Monthly (Paid Annually)		850
CTC (per month)		15,000
CTC (per Annual)		180,000

Acceptance:

I have read, understood and agree to the terms and conditions as set forth in this offer letter and the annexure to the same.

Your name _____

Your Signature _____

Location: _____

Date: