

Ingenious Engineering & Automation Pvt Ltd.
Regd. Office: 2, Kalpak, RH45 G Block MIDC, Chinchwad, Pune-411019

Date - 07/10/2022

To
Mr. Krushna Balbhim Mukate
Pune
Mobile No:8484844806
Email: munnamukate2016@gmail.com

Sub – Offer Letter for appointment

Dear Sir,

With reference to application & subsequent interview, we are pleased to offer you as a **“Trainee – Development”** on the following terms and conditions.

1. Ingenious Engineering & Automation Pvt Ltd is new service base company providing automation & programming services to various clients.
2. Commencement of Employment – Your employment will be effective with us from 08/10/2022 to 07/10/2023, effectively one year from date of joining.
3. You will be paid monthly salary & other benefits as per attached **annexure - A**. The remuneration shall be subject to applicable statutory deductions including Income Tax Act. It shall be your responsibility to meet and fulfill all tax liabilities including compliance & filing of tax returns etc.
4. You will be covered under PF & FPF Act 1952 if applicable.
5. You will be covered under ESIC Act 1948 if applicable. In case of non-applicable, you will be covered under Employees Compensation Insurance Policy under Employees Compensation Act.
6. In case of confirmation, employment can terminate by either party by giving thirty days' notice or basic salary in lieu of notice period.
7. You shall maintain discipline in the company and shall be governed by the rules and regulations formed by the company and changes made therein from time to time
8. During the continuous of your employment with us,
 - a) During the tenure of employment with us, you are liable to transferred anywhere in India or outside India. In case of overseas deputation / transfer, you shall govern by the Overseas Assignment Policy of the organization.
 - b) You will be responsible for the safe keeping company property such as laptop, mobile handset, devices, drawings, tools, equipment, instructions book etc as provided the company. In case of failure, we have the right to deduct the money of all such things from your monthly salary / full and final settlement dues. In case, recovery amount is more than the dues payable, final clearance of employment will be done only after receiving the said amount.

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- c) You will not engage in any other employment, consulting or other business activity (whether full-time or part-time) that would create a conflict of interest with the Company.
- d) Non-Disclosure - At all times, during your employment and thereafter, you will not disclose any confidential information like proprietary technical, financial, marketing, manufacturing, distribution, technical information, trade secrets including concepts, techniques, processes, methods, systems, designs, circuits, cost data, computer programs, formula, development or experimental work, work-in-progress, customers and suppliers etc. You need to submit & sign a separate non-disclosure agreement (NDA) at the time of joining.
- e) During the tenure of employment with us, if you commit any breach of obligations, breach of terms & condition of employment, absent from duty without prior approval, theft, disobedience, gross negligence in duty, frauds, integrity & unethical matter, complaint from customer/client, spoiling company goodwill / image, the management reserve the right to terminate your employment without assigning any notice to you.
- f) It is mandatory to submit pre-employment medical fitness certificate. It is also mandatory to attend periodic medical examination before the medical officer or medical practitioner as directed by the company/customer/clients.
- g) It is mandatory to update communication address & contact details including alternate emergency contact details immediately from time to time. In case of failure, you will be responsible for the consequences arising out of this.
- h) It is mandatory to furnish nominee & other family details. In case of any change, need to inform to company in writing immediately. Failure to update the said, you will be responsible for the consequences arising out of this.
- i) It is mandatory to submit three identity card size latest coloured photographs, photocopies of all documents duly self-attested, like educational, experience letters, Aadhar Card, Pan Card, Proof of permanent & local address, Govt ID proof, Reliving letter of previous companies. It is also mandatory to submit self-attested photocopies copies of salary slips for last three months, bank statement for last six months, cancel cheque for salary transfer, copy of Form 16 under Income Tax Act, two reference letters, any other letter deemed fit. For verifying photocopies, require to produce original copies of documents at the time of joining.
- j) Any Information & documents furnished by you, if we found incorrect, false or inadequate, shall result in termination of this employment immediately without assigning any notice to you.

Kindly affix your signature on the attached duplicate copy of this letter as a token of acceptance.

For INGENIOUS ENGINEERING & AUTOMATION PVT LTD.

Satish Kulkarni
Director

Ingenious Engineering & Automation Pvt Ltd.
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Annexure A - Salary stack-up

Employee Name	Mr. Krushna Balbhim Mukate	“Trainee Engineer - Development”
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SN	Particulars	Amount in Rs
1	Basic + DA	13500.00
2	HRA	6000.00
3	Personal / Special Allowance	
4	Conveyance Allowance	750.00
5	Education Allowance	750.00
6	Lunch / Canteen Allowance	
7	Bonus	1125.00
8	Medical Insurance Allow	1125.00
9	LTA	00
10	Superannuation Allow	00
	Total Per Month	23,250.00
	Employer Contribution	
11	PF Company / Employer Contribution	1950
12	Insurance /Medicclaim	500.00
13	WC/GPA	0.00
14	Gratuity	00
	Total C.T.C Per Month	25,700.00
	Total C.T.C Per Annum	3,08,400.00

This agreement remains valid only during the period the employee is in the service of the company. If the employee resigns, is terminated, or ceases to be in the payroll of the company for any reason whatsoever, the agreement shall automatically cease to be valid.

Statutory deductions including taxes will be as applicable.

For INGENIOUS ENGINEERING & AUTOMATION PVT LTD.

Satish Kulkarni
Director

I have carefully read, understood and accepted

Employee Signature