

To,  
Mr. Suraj Madhukar Shinde  
At post tad borgaon Tq  
manwat dist Parbhani,  
Parbhani, Maharashtra,  
India - 431401  
Phone: +91-07219891675  
E-mail: shindesuraj2830@gmail.com

**Sub: Offer Letter – Mr. Suraj Madhukar Shinde**

Dear Suraj,

With reference to your application and subsequent series of interviews with us, we are pleased to offer you an employment in our organization on the following terms and conditions.

1. You will be appointed as **DATA QUALITY ANALYST** at **Band – B7** with the Panel Operations Dept in our organization.
2. You will be on training period of three months and then probation for a period of three months and your performance will be reviewed after three (3) and three (3) months respectively or as and when necessary.
3. Your annual CTC for the Year **2022-2023** will be **INR 475584/- per annum**. (Rupees Four Lakh Seventy Five Thousand Five Hundred And Eighty Four Only).
4. Company will not take any responsibility for the Transportation hence transport expenses to be borne by you during all shifts.
5. You will be joining for the Duties on **Nov 01, 2022**, failing on which this offer letter will be considered void.
6. On completion of your probation period, you will be placed in a suitable grade depending on your performance.
7. You will not be eligible for any kind of Leave during this period.
8. You will work diligently, honestly and in painstaking fashion in the interest of the company and at all times do your best to see that any discrepancies or indiscretions on the pay of any staff are brought to our notice.
9. On the date of joining, you'll receive an Onboarding & training plan. In addition, you will sign the Employment Contract, Non-Disclosure Agreement, Service Bond (of minimum one year), Intellectual

property agreement and get you and your family registered for group medical insurance.

10. This appointment and its continuance are subject to your being found and remaining medically (Physically and mentally) fit and subject to the clearance in reference check formalities.
11. You will in all respect be governed by the rules and regulations as per Acts, are applicable to the employees of your status / grade and as are in force from time to time (including any amendments or modifications thereof), will be informed on joining.
12. On joining for the duty on abovementioned date you shall submit the following documents:
  - Two Passport size Latest Photographs.
  - Temporary and Permanent Address proof (Light/Telephone bill, Rent Agreement, Passport)
  - Resignation and relieving letter copy of previous employment.
  - Service Certificate of Previous employer / Experience letter.
  - Salary details or Form 16 for the Last financial year.
  - Photocopies of Academic certificates.
  - PAN Card, Aadhar Card & Passport Copy

Thanking You,

Yours faithfully,

**For iResearch Services Pvt. Ltd.**

**KAMALJIT KAUR GATORE**

**Authorized Signatory**

I have fully read and understood the above terms and conditions and I do accept the appointment.

**Suraj Madhukar Shinde**

**Sep 22, 2022**

## CTC STRUCTURE FOR - DATA QUALITY ANALYST

Particulars	Earnings p.m. (INR)	Earnings p.a. (INR)
<b>Fixed Earnings</b>		
Basic Salary	13600	163200
House Rent Allowance	6800	81600
Conveyance Allowance	1600	19200
Medical Allowance	1250	15000
LTA	2720	32640
Lunch Allowance (Reimbursement)	880	10560
Special Allowance	7150	85800
<b>Total</b>	<b>34000</b>	<b>408000</b>
<b>Variable Earnings</b>		
Operational Incentives*	4000	48000
Annual Performance Bonus	---	0
<b>Total Gross Salary</b>	<b>38000</b>	<b>456000</b>
<b>Deductions</b>		
Professional Tax	200	2500
Provident Fund - Employee Contribution (12% of Basic or a maximum of INR 1,800 p.m.)	1632	19584
Group Medical Insurance	500	6000
<b>Net Salary</b>	<b>35668</b>	<b>427916</b>
Provident Fund - Employer Contribution (12% of Basic or a maximum of INR 1,800 p.m.)	1632	19584
<b>CTC</b>	<b>39632</b>	<b>475584</b>

**Note :** \*Incentives will be paid on a **Monthly** basis

I have fully understood the above CTC structure and I do accept the same.

Suraj M.S

**Suraj Madhukar Shinde**

**Sep 22, 2022**



# Signature Certificate

Reference number: G3N8M-EWACV-TIAER-ABM3J

## Signer

## Timestamp

## Signature

### Suraj Shinde

Email: shindesuraj2830@gmail.com

Sent:

22 Sep 2022 11:47:39 UTC

Viewed:

22 Sep 2022 11:49:45 UTC

Signed:

22 Sep 2022 11:53:29 UTC



### Recipient Verification:

✓Email verified

22 Sep 2022 11:49:45 UTC

IP address: 106.213.136.34

Document completed by all parties on:

22 Sep 2022 11:53:29 UTC

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