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**TRID/2018/OL/2018/67**

# Offer Letter

Dear **Mr. Anand Mohanty**,

With reference to your application and the subsequent interview you had with us, we are pleased to offer you the position of **SEO Executive** with the following broad Terms & Conditions.

# Terms & Conditions:

1. **Probation:** You will be on probation for a period of six months from the date of joining (No leave will be allowed during the probation period), which may be extended if considered necessary by the company. During probation period, your service can be terminated without any prior notice or giving 15 days writing in lieu thereof by your side. You will not be regarded as a confirmed employee until a letter of confirmation is issued to you by the company. You will be getting an appointment letter after successful completion of your probation period.
2. As discussed with you, your gross emoluments will be **Rs. 1,62,000/-** per annum. The exact break-up of emoluments is given in the salary annexure enclosed with this Offer Letter.
3. You will be required to join duty on or before 17th September 2018.
4. **Medical:** Your appointment is subject to your medical fitness (physically & mentally). The Company may at any point, ask you to undergo Medical examination by Doctor/panel of Doctors appointed by the Company.
5. Your employment with us shall be governed by specific terms and conditions of company and any amendments made thereof or any other terms and conditions as may be communicated to you during your employment with us.
6. You are requested to submit copies of the below mentioned document at the time of your joining:

* All original education certificates along with one Xerox thereof.
* ID proof (Issued by competent authority)
* Residence proof such as Electricity Bill, Ration card.
* A copy of Aadhar Card.
* Relieving letter & salary Slip/certificate from the previous employer.
* Passport size photographs.

**Note: -** The above document’s Xerox copies should be handed over at the time of joining, failing which you will not be allowed to join the Organization.

1. As a token of acceptance, please sign the duplicate copy of this letter and return us.

We welcome you to our organization and offer you our best wishes for a successful career. Thanking you.

**For TridIndia IT Translation Services Pvt. Ltd. I accept the aforesaid terms & conditions**

**Authorized Signatory Signature:**

**Annexure-I**

**Name :** Mr. Anand Mohanty

**Employee Code :** 67

**Department** : IT

**Designation :** SEO Executive

|  |  |  |  |
| --- | --- | --- | --- |
| **Sr. No.** | **Components** | **Monthly** | **Annual** |
|  |  |  |  |
| **A** | Basic | 9,400 | 1,12,800 |
|  | House Rent Allowance | 4,100 | 49,200 |
|  | Conveyance Allowance | - | - |
|  |  |  |  |
| **B** | Total Allowance | - | - |
|  |  |  |  |
|  | **Fixed Gross Salary (A+B)** | **13,500** | **1,62,000** |
|  |  |  |  |
|  | Deductions |  |  |
|  |  |  |  |
|  | Employee Contribution to EPF | 1128 | 13,536 |
|  | Employee Contribution to ESI | 236 | 2,832 |
|  |  |  |  |
| **C** | Total Statutory Deductions | 1,364 | 16,368 |
|  |  |  |  |
| **D** | **In hand Salary (A+B-C)** | **12,136** | **1,45,632** |

For Tridindia IT Translation Services Private Limited

**AM- HR Operation Signature of Employee**

**Note:** All present and future taxes related to your employment will be borne by you.

Confidential