



DVA STRUCTURAL CONSULTANTS

Engineering Value

H-2, 501 Vanarajee Heights,
Vishvashanti Marg, Kothrud,
Pune, India
411038
Ph.: +91 9225 323 451
E-mail: dvastruct@gmail.com

DVA-2021-HR-OL-05

24-21-2021

Changdev Kudnar

At Post Maldhon, Tal. Sinnar,
Dist. Nashik, 422104

Sub: Offer Letter for the post of Structural Detailer

Dear Mr. Changdev Kudnar,

Congratulations! We are pleased to confirm that you have been selected to work in our organization and we offer you the employment in our organization as Structural Detailer on probation for 6 months, the following terms and conditions. You are required to report for duties on 11-01-2022.

1. You will be reporting to our office located at 1st and 2nd floor Sanman Bunglow, Sahajanand Soc. Kothrud, Pune 411038. You will have to perform the duties at our office as directed to you.
2. Your performance will be appraised from time to time in the probation period. The appraisal will be carried out after completion of 1 month, 3 months and 6 months from date of joining. If your performance found to be satisfactory, you will be confirmed in the employment of our organization. If your performance is not found to be satisfactory, this employment will come to an end.
3. As Assistant Structural Engineer you have to carry out following duties:
 - a. Preparation of drawings
 - b. Prepare structural Model in TEKLA / Revit
 - c. Exporting drawings from TEKLA / Revit
 - d. Submitting duly filled timesheet every week
 - e. Any other responsibility assigned by the organization time to time
4. We are offering you the salary as mentioned in Annexure 1, **Rs. 2,00,000/-** with an annual cost to company [CTC].
5. You will be governed by Rules and Regulations of the organization and changes made in the same time to time.
6. Your working hours will be from 9:00am to 6:30pm
7. You will be entitled for the following benefits in this period of offered employment.



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- a. P.F. and ESI as per law applicable
- b. Leave – 20 Nos yearly

- 8. If you wish to terminate the contract of employment, you shall give 1 month prior notice, and if the company would like to terminate the contract of your employment, the company shall give 1month prior notice to you.
- 9. This offer of employment is subject to you joining duties on 11-01-2022. After this the offer will be automatically stand cancelled.

Please confirm your acceptance of this offer by signing and returning this letter by 25-12-2021. We are confident you will be able to make a significant contribution to the success of our organization and look forward to working with you.

Very truly yours,
for **DVA Structural Consultants**



S.D. Agnihotri

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Annexure 1: Salary Structure

Salary Structure			
Sr. No.	Component	Monthly Payout	Annual Payout
1	Basic Pay	10,200.00	1,22,400.00
1	HRA	4,080.00	48,960.00
1	Employer's Contribution for PF	1,224.00	14,688.00
2	Ex gratia (Refer Note below)		13,952.00
	Total	15,504.00	2,00,000.00

Note: Sr. No. 5 Ex gratia amount will be paid annually at the time of Diwali, the amount will be calculated on pro-rata basis considering months of service completed before Diwali.

