



RISHABH INSTRUMENTS PVT. LTD.

HR/OL/441

Date: 14th August 2021

Ms. Priyanka Bibave

College: Amrutvahini College of Engineering, Sangamner

Address: A/P - Chikhali, Tal - Sangamner,,
Dist- Ahmednagar - 422605.

Mobile No +91 7758092855

E-mail: bibavepriyanka4@gmail.com

Sub: Offer letter for the position of **Graduate Trainee - Product Management.**

Dear Ms. Priyanka Bibave,

Further to the final interview you had with our Marketing team at our Nashik office on 8th August 2021, we are pleased to offer you the position of **Gradute Trainee - Product Management** in **Grade - GAT (Graduate Apprentice Trainee)** in Marketing Department of our organization on following terms and your job location will Nashik :

1. You have been offered annual remuneration (CTC) of **Rs 2.28 Lakh (p.a)** which includes Loyalty Bonus of Rs.25,000/- and the breakup & terms and conditions in that behalf as per the attached annexure 1.
2. You will have to join not later than **17th August 2021**, failing which this letter shall stand withdrawn.
3. At the time of joining, please submit attested copies of the following Documents to our HR Dept.:
 - a. Certificate of your academic qualifications,
 - b. Experience certificates (if any)
 - c. References from three different eminent persons (including your one of the past employer.)
 - d. Four pass port size (latest - not more than 6 months old) color photographs.
 - e. Copy of passport, birth date proof and SBI passbook copy
 - f. Permanent address proof.
 - g. Copy of passport, Adhar Card, birth date proof and SBI passbook copy (Adhar card number is must for employment)
4. You will be on training for one year and after the successful completion of the training period you may be put on probation for six months. Then after, you shall be confirmed based on your performance. Your notice period for leaving the services during trainee period will be 15 days and probation period will be 30 days.
5. You will be governed by the rules and regulations of the company which will be mentioned in your appointment letter and code of conduct and as may be framed from time to time.
6. Your successfully clearing the bachelor's degree exam by the month of August'2021 is a pre-condition to the said appointment, which please be noted.
7. This offer letter stands valid subject to you getting cleared in referencing.
8. Please note that all the documents and details submitted by you with respect to your personal information is subject to verification where any discrepancy observed will lead to disciplinary action including termination of services. You will be whole time employee of the company. You shall not undertake any business whether part time, full time or employment or carry on such activities / services of any kind either during the working hours or thereafter without specific written permission of management.

Your appointment letter will be issued to you after joining the services of the company, subject to the fulfilment of requirements mentioned in point no. 3.

We wish you a long successful career with us!

Thanking You,

Your Sincerely

For RISHABH INSTRUMENTS PVT. LTD.

Narendra Goliya
Chairman



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ANNEXURE 1

Date: 14th August 2021

Ms. Priyanka Bibave , Position: Graduate Trainee - Product Management, Grade: GAT	Monthly	Annually
Basic	4,000	48,000
House Rent Allowance	2,000	24,000
Washing Allowance	1,600	19,200
Canteen Allowance in lieu of Food Concession	3,500	42,000
Attendance Bonus	3000	36,000
City Compensatory Allowance	900	10,800
Total Gross	15,000	180,000
Provident Fund	480	5,760
ESIC	488	5856
*Bonus / Ex-gratia		9,600
Gratuity		2,308
Total CTC		203,524
1) Loyalty Bonus of Rs. 25,000/- per year, 2) It will be paid for first two years of service, 3) It will be paid as one time amount = Rs. 25K x 2 yrs = Rs 50K, 4) Payment Date-Upon completion of 02nd year of service at RIPL		25,000
Total Emoluments		228,524
Note: For being eligible for Loyalty Bonus payment, service period calculation will not include notice period		
Salary components can change depending upon the law changes or as deemed necessary by company from time to time.		

- Your salary revision shall be given at the sole discretion of the management depending on the satisfactory and diligent performance shown by you during the year. The salary revisions are non-negotiable and the decision of the management shall be final in that regard.
- Gratuity shall be paid on completion of 05 years of service and as per the rules made under Payment of Gratuity Act1972. Gratuity Insurance coverage with LIC will ensure that in event of death, the employee nominee will be paid gratuity considering age as 58 years (age of retirement).
- *Amount shown above in column Bonus / Ex-Gratia depicts max amount @ 20% of full basic paid during financial year . This amount is subject to get changed proportionately as per the basic gets actually paid during particular financial year.Bonus / Ex-Gratia is paid in each Diwali for preceding financial year. In case of leaving the services in between of financial year, Bonus will be paid as per the company rules made in that behalf for full & final settlements.

The above components of salary shall be subject to change as and when deemed necessary by the company.

For RISHABH INSTRUMENTS PVT. LTD.

Narendra Goliya
Chairman



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