



Genius Consultants Ltd.

Office:

504, Top Floor, Renaissance Business Centre,
14/A, Wellesley Road Camp, PUNE - 411001
CIN No: U74140WB1993PLC059586
Ph.: 020-6640 1306
Email :enquiry@geniusconsultant.com
Web. : www.geniusconsultant.com

Date: 10.05.2021

Mr. Pankaj Ghule
Pune.

SUB: OFFER LETTER

Dear **Mr. Pankaj**,

This is in reference to your application and subsequent interview with the authorized personnel at our client organization **Catalydd Engineering & consulting.**

We are pleased to offer you the position of **Quality Inspector at Catalydd Engineering & consulting.**, in the site office of our client as named earlier from the date **10.05.2021** and compensation, as discussed and agreed, between us. In case you fail to join on the date and venue as discussed and agreed between you and the authorized personnel of our client organization, then this offer will be treated as invalid.

You are also requested to submit the following documents to **Genius Office** on or before joining the company:

1. **Resume (Updated)** **2 copies
2. **ID Proof (Pan Card)****2 copies mandatory
3. **Address Proof (Aadhar Card)****2 copies mandatory
4. **Education Certificates (10th, 12th, ITI, Diploma, UG, PG)** **2 copies each
5. **Self-Photos** (Stamp size) **4 pieces
6. **Bank Account Proof**, (front Bank Passbook/Cancelled Cheque/Bank Statement) **2 copies
7. Previous Company **Resignation, Reliving or Experience letter** copy.

Further details about the job will be furnished on the appointment letter that would be given to you on joining the company.

Also please find the attached Salary Annexure for your reference. Kindly provide your acceptance on same.

Thanks & Regards

For Genius Consultants Limited



Authorized Signatory

RECEIVED & ACCEPTED



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ANNEXURE	
Deputed at: Catalydd Engineering & Consulting LLP	
NAME	Mr. Pankaj Ghule
DATE OF JOINING	10 th May '21
DESIGNATION	Quality Inspector
LOCATION	Ranjangaon, Pune
COMPONENTS	MONTHLY
BASIC	12314
HRA	616
CONVEYANCE	0
LEAVE ENCASHMENT	947
STATUTORY BONUS	1026
GROSS SALARY	14903
EMP PF (12%)	1591
EMP ESIC (0.75%)	112
PT	200
TOTAL DEDUCTIONS	1903
NET SALARY	13000
OTHER BENEFITS	
EMPR PF (13%)	1724
EMPR ESIC (3.25%)	484
INS. PREMIUM (PA) 1L	60
MEDICLAIM (1 L)	175
TOTAL CTC	17346
ANNUAL CTC	208152

For Genius Consultants Limited



Authorized Signatory