

Ref.: OL-2022/TLR/012
Date: May 10, 2022



To,
Gaurav Dagadu Sanap
A/p Karhe, Post Nimon
Tal. : Sangamner, 422611
Mobile No.: 7038877211

Email ID : gsanap988@gmail.com

Subject: Offer for an Employment

Dear Gaurav Dagadu Sanap

With reference to the interview, you had at MG Electrica, we are pleased to offer you employment in our organisation on the following terms & conditions:

- 1 You will be appointed as TRAINEE ENGINEER in PRODUCTION department
- 2 Your gross salary on cost to company basis will be as agreed & discussed during your interview. (Annual CTC Rs.2,00,000. - copy enclosed).
- 3 Your **appointment** is subject to verification of credentials, existing salary proof, qualifications and **referencing** you have provided to the organization. Fill details in enclosed specimen.
- 4 At the time of joining, you will furnish the following documents in originals for verification and will also submit the photocopies for office record purpose: -
 - a) Experience certificates of employment (if any);
 - b) Discharge / Relieving Letter from the current employer;(if any)*
 - c) Two Passport size coloured photographs;
 - d) Aadhar Card and PAN Card;
 - e) UAN in respect of Employee's Provident Fund
 - f) COVID-19, Final Vaccination Certificate
- 5 You will sign necessary protocols like code of conduct, confidentiality, non-compete clause, service bond if required by the management.
- 6 Your employment is subject to you being medically fit for the job.
- 7 You will be entitled for leaves only after 6 months.
- 8 Weekly off is Saturday
- 9 You need to send acceptance to this offer duly signed and scanned copy to be sent **within two days** of receipt.
- 10 You will not join any competition within 1 year of leaving job and will also not be instrumental in taking M G Electrica's team in your new organisation after you leave.
- 11 If You accept above terms & conditions, You will join latest by **3-Jul-22 (Sunday)**
- 12 Appointment Letter mentioning other clauses shall be issued at the time of joining.
- 13 You will not leave the employment within 1 year of joining date.
- 14 This appointment may be terminated by either side giving a 30 days notice period.

We welcome you in the family of M G Electrica and look forward for a mutually rewarding long time association with us.

Thanking you,

Authority Signature
M G ELECTRICA, Nashik



I accept this offer letter



WE CONNECT ENERGY
Mfg. of Terminals and Lugs.



An ISO 9001, 14001, 45001, IATF 16949 Certified Company



Plot No.: C-13/1, NICE Area, MIDC, Satpur, Nashik - 422 007, Tel.: +91 253 2202701 - 732
lugs@mgelectrica.com | www.mgelectrica.com

CTC SHEET: With PF & ESIC

Date: February 18, 2022
 Name: *Ganesh Sanap.*
 Designation: Trainee Engineers

Gross Salary	13,810.00
Take home salary	12,346.43
CTC Monthly	16,666.83
CTC YEARLY	200,001.90

On Company's Account	Amount (Rs.)	On Individual's Account	Amount (Rs.)
BASIC	9,667.00	BASIC	9,667.00
HRA	2,072.00	HRA	2,072.00
Other Allow.	1,036.00	Other Allow.	1,036.00
Conveyance Allow.	1,035.00	Conveyance Allow.	1,035.00
Gross Salary	13,810.00	Gross Salary	13,810.00
Add:- Bonus	1,151.00	Less :- P F Employee	1,160.00
Add:- P F Employer	1,257.00	Less :- ESIC Employee	103.58
Add:- ESIC Employer	448.83	Less :- Prof. Tax	200.00
		Less :- Gratuity	
Monthly CTC	16,666.83	Monthly Take Home	12,346.43
Annual CTC	200,001.90		

Authorized By:

MS

