

# HELLA India Automotive Private Limited

(Formerly Hella India Electronics Private Limited)

Unit No. 201 A to 201 B & 301 B, "NANO SPACE"

Survey No. 5 / 1 B / 2, Baner, Pune 411045.

Phone : + 91 20 6707 9200 Fax : + 91 20 6707 9301

CIN No. U74899DL 1980PTC011074



## Offer Letter

August 30, 2022

To,

MISS MISBA KHALILAHMED SHAIKH

This has reference to your interview you had with us. We are pleased to offer you an employment in HELLA India Automotive Pvt. Ltd., as "**Graduate Engineer Trainee**" at a salary (CTC) of **Rs.5,00,000/- per annum (Rupees Five Lakhs Only)**, subject to deduction of tax at source as per the provision of income Tax Act of Government of India as may be amended from time to time.

Your initial place of posting will be at Unit No. 201 A to 201 B & 301 B, 2nd & 3rd Floor, "NANO SPACE", Survey No 5/1B / 2, Village Baner, Pune - 411 045, India. Please report for joining on or before August 01, 2023 **at 10.30 AM**, failing which this offer will automatically withdrawn. Subject to the date of Project Completion.

**Probation Period:** Initially you will be on probation for a period of **12** months from the date of your joining. You will be deemed to be confirmed immediately on successful completion of the **12** months period. However, if your performance is found to be unsatisfactory at any time during the Training or probation period, Company is at liberty to terminate your services, or extend the probation period, as it deems necessary, by informing in writing.

**Notice Period:** This contract of employment is terminable by either party by giving one month (30 days) notice during the probation period and three months (90 days) notice on confirmation.

**Service Agreement:-** You are bound to serve with the company minimum for **Three years** from the date of your appointment. You shall pay the Company a liquidated damages of Rs 3,00,000/- (Rupees Three Lac Only) if you discontinue before Three years for whatsoever reason as penalty for breach of contract.

This offer of employment is conditional on:

- a) Clearance of pre-employment medical examination which you will be required to undergo.
- b) The report of reference which is satisfactory to us.
- c) On the day of joining you have to get the following documents and fulfil the below mentioned Criteria.
- d) Clearance of Final Examination of B.E / B. Tech / M. Tech.
  - Proof of educational/professional qualification (SSC,HSC,BE and higher)
  - Proof of age
  - Proof of identity
  - Experience Certificate from present and previous employers (If applicable)
  - Relieving Letter from last organization worked. (If applicable)
  - Last Salary Drawn Proof. (If Applicable)
  - Passport Photocopy
  - Aadhar Card Photocopy
  - Address Proof
  - Pan Card
  - Form 16/Tax Calculation Statement from Previous Employer (If Applicable)
  - 6 nos. latest passport size colored photograph with white background

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Your appointment is subject to fulfilment of requirements mentioned in clause 'c' above.

You will be issued detailed appointment letter mentioning terms and conditions of your employment and compensation structure on your joining.

Salary Annexure		
Designation :- Graduate Engineer Trainee		
Band :- L2.1	Location : Pune	
Components of Salary	Per Annum	Per Month
Basic	265000	22083
HRA	132500	11042
Conveyance Allowance	19200	1600
Medical Allowance	15000	1250
Special Allowance	1677	140
<b>Total ( A )</b>	<b>433377</b>	<b>36115</b>
Deferred Benefits (annualized)		
PF 12% of Basic ( Employer's Contribution)	31800	
Gratuity	12740	
LTA	22083	
<b>Total (B)</b>	<b>66623</b>	
<b>Fixed Salary (CTC) A + B</b>	<b>500000</b>	

**Gratuity:** As per Gratuity Act, **\*\* LTA:** Paid only in the month of March every year.

In addition to the above salary, you will be entitled for **Joining Bonus of Rs. 1,50,000/- only paid one time on your joining.** This joining bonus is recoverable if you leave the company within two years of joining as below:

- Up-to first 12 months from the date of joining – 100% of the amount
- Between 13 to 24 months of joining – 50% of the amount
- Beyond 24 months of joining – nil

#### Additional Benefits:-

- Group Medclaim Insurance Scheme:-**The insurance scheme covers the expenses of upto Rs.4,00,000/- related to hospitalization of employee and his/her dependent family members. Dependent family members include spouse and upto 2 children, The option to include parents in the scheme is also available as per company policy"
- Life Insurance scheme:-**This scheme provides coverage of twice your CTC or Rs 1,00,00,000(whichever is lower) in case of death of an employee.
- Sodexo / Gift Card :-** Rs.800/- p.m.( As per Company Policy)

For HELLA India Automotive Pvt. Ltd.

Sarvesh Cholke  
Head – Human Resource

Accepted & Signed