

2nd February, 2023

Ms. Akshada Satpute
A/P- Ganesh Vihar, Maldad Road
Tal-Sangamner, Dist-A.Nagar

Dear Akshada,

OFFER OF EMPLOYMENT

With reference to your application and subsequent interviews you had with us, we are pleased to offer you an appointment as **Graduate Engineer Trainee - Global Sales Support COE** at Pune for this position you will report to Jagdish Patil – Principal Engineer

You are advised to join us on or before **1st August, 2023**. Your detailed appointment letter will be issued to you on your accepting this offer and completing the pre joining formalities. This offer is valid for acceptance for a period of 3 working days from the date of issue.

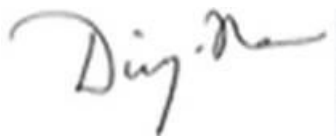
While joining you are requested to produce following documents in original along with Xerox copy of each.

1. Educational Certificates
2. Relieving letter from previous 3 employers, if applicable
3. Previous employment experience certificates, if any.
4. Last Pay certificate/ slip, if any.
5. Last appraisal letter
6. Latest passport size color photograph- 08 nos
7. School leaving certificate
8. Pancard Copy, Mandatory
9. Aadhar Card, Mandatory
10. Passport Photocopy, if available
11. Cancelled Cheque of existing valid Savings Bank A/C
12. Provident Fund – UAN No. (Universal Account Number)

Please note that as a part of the hiring process, we would also be undertaking your Background Verification Check. We will share an application form as consent for conducting the said check and request you to return the completed form.

As a confirmation of your acceptance, please sign one copy of this offer and return it to us.
We look forward to having you on board soon.

Yours sincerely,
For Johnson Controls (India) Private Limited



Divya Jha
Director – Human Resources

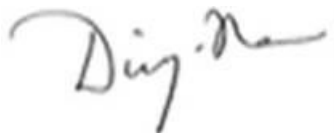
Salary Annexure

Name of the Employee : Akshada Satpute
Designation : Graduate Engineer Trainee
Location : Pune

Proposed Salary Component	Amount (INR)	
	Per Month	Per Annum
Basic Salary	15008	180100
House Rent Allowance	7504	90050
Conveyance Allowance	1600	19200
Food Allowance	2200	26400
Leave Travel Allowance	700	8400
Statutory Bonus	1400	16800
Balancing Allowance	10731	128775
Gross Salary	39144	469725
Provident Fund	1801	21612
Gratuity	722	8663
Cost To Company (CTC)	41667	500000
Confirmation Bonus* (paid after completion of 12 months from date of joining)		60000

- *Confirmation Bonus*: This confirmation bonus shall be paid after the completion of 12 months of training period from the date of joining. This amount will be recovered in full, incase employee exits within 12 months from date of payout.*
- *Note: By signing off this offer letter, I hereby acknowledge that my performance will be evaluated during probation period and my completion of mandatory compliance trainings is also a condition for completion of probation.*

**Yours sincerely,
For Johnson Controls (India) Private Limited**



**Divya Jha
Director – Human Resources**