



RISHABH INSTRUMENTS LIMITED

(Formerly Rishabh Instruments Private Limited)

HR/OL/519

Date: 12th December 2022

Mr. Rahul Balasaheb Khatode
College: Amrutvahini College of Engineering, Sangamner
Add: A/P. Ganore, Tal-Akole, Dist-Ahmednagar, Maharashtra-422605
Mobile No 7498917480 / 7755945507
E-mail: rahulkhatode143@gmail.com

Sub: Offer letter for the position of Graduate Apprentice Trainee-R & D

Dear Mr. Rahul,

Further to the personal interview you had with our seniors on 30th November 2022 at our Nashik office, we are pleased to offer you the position of Graduate Apprentice Trainee (Grade - GAT) in R & D - Electronics department of our organization on following terms:

1. You have been offered annual remuneration (CTC) of Rs 3.00 Lacs (p.a) . Breakup of the same is as per the attached Annexure 1.
2. Please note this offer stands valid till the date of joining as mentioned in this offer letter.
3. You will have to join not later than 03rd July 2023, failing which this letter shall stand withdrawn.
4. At the time of joining, pl submit attested copies of the following Documents to our HR Dept.:
 - a. Certificate of your academic qualifications,
 - b. Four pass port size (latest - not more than 6 months old) color photographs.
 - c. Copy of passport, birth date proof and Bank passbook
 - d. Permanent address proof.
 - e. Copy of Aadhar Card (must)
5. 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.
6. Your notice period for leaving the services during trainee period will be 15 days. Your notice period during probation for leaving the services will be 1 month.
7. 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.
8. Your successfully clearing the Bachelor's degree exam by the month of July/Aug'2023, is a pre-condition to the said appointment, which please be noted.
9. 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 fulfillment of requirements mentioned in point no. 4.

We wish you a long successful career with us!

Thanking You,
Your Sincerely

For RISHABH INSTRUMENTS LIMITED

Narendra Goliya
Chairman cum Managing Director



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ANNEXURE 1

Rahul Khatode, Grade GAT-R & D Electronics	Monthly in INR	Annual in INR
Basic	4,000.00	48,000.00
House Rent Allowance	2,000.00	24,000.00
Washing Allowance	1,700.00	20,400.00
Attendance Bonus	3,000.00	36,000.00
Canteen Amount in lieu of Food Concession	5,000.00	60,000.00
Leave Travel Allowance	333.00	3,996.00
City Compensatory Allowance	2,220.00	26,640.00
Education Allowance	3,267.00	39,204.00
Total Gross	21,520.00	258,240.00
Provident Fund	480.00	5,760.00
*Bonus / Ex-Gratia		9,600.00
Gratuity		2,307.69
Total CTC		275,907.69
Loyalty Bonus paid in 13th month of service *Service completion of 13 month will be necessary for this bonus payment		25,000.00
Total Emoluments		300,907.69

i) 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.

ii) Gratuity shall be paid on completion of 05 years of service and as per the rules made under Payment of Gratuity Act 1972. 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).

iii) *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 preceeding 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.

iv) Company has Education reimbursement scheme for higher education upto Rs.25,000/- p.a. As per the rules mentioned under the scheme.

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

For RISHABH INSTRUMENTS LIMITED

Narendra Goliya
Chairman cum Managing Director



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