

Date :- 11<sup>th</sup> November 2022.

To,

Mr./Ms. Saurabh Jadhav

Contact No. 7887403043

Email ID - saurabhjadhav717@gmail.com

**Subject :- Letter of Intent**

Dear Mr./Ms. Saurabh Jadhav

Congratulations on successfully completing the interview with us. Upon assessment we found your skills and competencies is matching to our requirements.

As mutually discussed and agreed, we are pleased to issue you the letter of intent for the post of "**Graduate Engineer Trainee**" in our organization.

Your responsibilities include every activity which exists in the smooth functioning of our group of companies. However, your primary responsibilities will be related to projects & all the ongoing activities.

A formal appointment letter would be issued to you on the day of joining.

You are required to join on or before **03<sup>rd</sup> July 2023** failing which this offer stand cancelled.

Our offer is subject to the following testimonials in original being produced for verification on the date of joining.

1. Education certificates
2. Proof of age & address
3. 2 Passport Size Photos
4. Experience certificates from your previous employers. (If any)
5. Relieving letter from the last organization you have worked in. (If any)
6. Resignation Letter Acceptance copy. (If any)
7. Cancelled Cheque

Kindly sign a copy of this letter and return to us as a token of your acceptance. Any information provided by you which cannot be substantiated with a supporting document, if asked for may lead to cancellation of this intent letter.

We look forward to welcoming you in the JNK Group.

For JNK India Pvt. Ltd.

Accepted by



Authorized Signatory



**FIXED CTC Pay**

Annexure - I

CTC STRUCTURE			
Name of the Employee : Mr./Ms.			
Designation : Graduate Trainee Engineer		W.e.f - 03-07-2023	
Department: Engineering			
Sr.	Salary Components Particulars	Amount (Rs.)	
		Monthly	Yearly
1	Monthly Gross Salary	24,681	296,172
2	Monthly In Hand Salary	22,681	272,172
3	Diwali Bonus (One Basic Salary)		8,639
4	PF Contribution (12% of Employer)	1,800	21,600
5	Gratuity Provision	415	4,980
<b>A</b>	<b>Total Fixed CTC</b>		<b>331,391</b>

**Variable CTC Pay**

Annexure - II

Sr.	Other Components Particulars	Amount (Rs.)	
		Monthly	Yearly
1	Monthly Lunch provision for Employees	1,320	15,840
2	Annual Group Medclaim policy premium upto Rs.3 Lakhs for Self + if Married then it is also for Spouse + 2 Kids. (Approx)		7,770
3	One time fixed incentive of Rs.40,000/- at the end of satisfactory completion of first year of Training.		40,000
4	Joining Allowance will be given after joining for one time only. (It includes Travelling amount)		5,000
<b>B</b>	<b>Total Variable CTC</b>		<b>68,610</b>
<b>C</b>	<b>Special bonus - refer point no. 3 (For 1st year)</b>		<b>100,000</b>
	<b>Total CTC (A+B+C)</b>		<b>500,001</b>

- Note:- 1) Term Insurance is the additional benefit for the JNK employees. It will be applicable only after the completion of the 1 year Training period.
- 2) If you avail the accomodation facility from the JNK India Pvt. Ltd. then Rs. 7,000/- per month will be deducted from their salary.
- 3) Special bonus of Rs. 2,00,000/-. This payment will be released as per the following table.
- |         |  |
|---------|--|
| Sr. No. | Percentage of Payment & Duration                             |
| 1       | 25% after completion of 06 months w.e.f date of this letter. |
| 2       | 25% after completion of 12 months w.e.f date of this letter. |
| 3       | 25% after completion of 18 months w.e.f date of this letter. |
| 4       | 25% after completion of 24 months w.e.f date of this letter. |
- 4) If employee submits his/her resignation before disbursement of above amount, he/she will not be eligible to receive any amount given in this letter.

