



RISHABH

5.2 2019-20 rfech B-42  
**RISHABH INSTRUMENTS PVT. LTD.**

HR/OJ/017

Date: 17<sup>th</sup> February 2020

Mr. Chetan Vilas Tule,  
College: AVCOE  
Add: Ward No. 06, Nr. Kanda Market,  
Tal-Shrirampur, Dist-Ahmednagar  
Mobile No +918446089165 / 7745893168  
E-mail: [chetan12234tule@gmail.com](mailto:chetan12234tule@gmail.com)

Sub: Offer letter for the position of Graduate Apprentice Trainee.

Dear Mr. Chetan,

Further to the personal interview you had at our office on 05<sup>th</sup> February 2020, we are pleased to offer you the position of **Graduate Apprentice Trainee(Grade-GAT)** in R & D Department of our organization on following terms:

1. You have been offered annual remuneration (CTC) of **Rs 2.54 Lacs (p.a)**. Breakup of the same is as per the attached annexure 1.
2. You will have to join not later than **06<sup>th</sup> July 2020** failing which this letter shall stand withdrawn.
3. At the time of joining pl submit attested copies of the following Documents to our HR Dept.:
  - a. Certificate of your academic qualifications,
  - b. Experience certificates (if any)
  - c. References from three different eminent persons.
  - d. References from three different eminent persons (including your one of the past employer.)
  - e. Four pass port size (latest - not more than 6 months old) color photographs.
  - f. Copy of passport, birth date proof and SBI passbook copy
  - g. Permanent address proof.
  - h. Copy of Aadhar Card
4. You will be on training for one year. Your notice period for leaving the services during Trainee period will be 15 days.
5. After the successful completion of the training period you may be put on probation for six months. Then after, you may be confirmed based on your performance. Your notice period for leaving the services during probation period will be one month.
6. 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.
7. Your successfully clearing the Bachelor's degree exam by the month of July'2020, is a pre-condition to the said appointment, which please be noted.
8. This offer letter stands valid subject to you getting cleared in referencing.

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. 3.

**We wish you a long successful career with us!**

Thanking You,

Your Sincerely  
For RISHABH INSTRUMENTS PVT. LTD.

  
Narendra Goliya  
Chairman



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Head office: F-31, MIDC, Satpur, Nashik - 422007, India | Regd. office: A-54, MIDC, Andheri (E), Mumbai - 400 093, India

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# RISHABH INSTRUMENTS PVT. LTD.

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ANNEXURE 1

GAT- R & D	Monthly (In Rs.)	Annually (In Rs.)
Basic	4,000	48,000
House Rent Allowance	2,000	24,000
Washing Allowance	1,600	19,200
Attendance Bonus	3,000	36,000
Canteen Amount in lieu of Food Concession	4,000	48,000
Leave Travel Allowance	333	3,996
City Compensatory Allowance	130	1,560
<b>Total Gross</b>	<b>15,063</b>	<b>1,80,756</b>
Provident Fund	480	5,760
ESI	490	5,880
*Bonus / Ex-Gratia		9,600
Gratuity		2,308
<b>Total CTC</b>		<b>2,04,304</b>
1) <u>Loyalty Bonus</u> of Rs. 50,000/- per year, 2) It will be paid for first two years of service, 3) It will be paid as one time amount=Rs. 50K x 2 yrs = Rs 01 lakh 4) Payment Date-Upon completion of 02 yrs of service at RIPL		50,000
<b>Total Emoluments</b>		<b>2,54,304</b>

Note: For being eligible for Loyalty Bonus payment, service period calculation will not include notice period

- 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.
- 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).
- \*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 preceding 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.
- 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 PVT. LTD.

  
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