

To,

Mr. Appus CS
Chundangaparambil House,
Poopathy, P.O.-Poopathy,
Poyya, Thrissur - 680733
Email: appucsasi@gmail.com
Mo.: 8281450234

Dear Mr. Appus,

We are pleased to offer you the position of **Assistant Manager** subject to the following terms and conditions:

1. This position will be based at **Trichy & Namakkal District, Tamil Nadu.** However, you shall be responsible for managing the projects related activities for the entire company. You shall be required to visit any other location for performing the duties of the Company as per the requirement from time to time.
2. You will be paid consolidated fixed monthly salary of Rs. 56,818/- (Rupees Fifty-Six Thousand Eight Hundred Eighteen Only). The variable component of the yearly CTC shall be Rs. 68,182/- which shall be payable based on your performance and at the discretion of the management. The breakup of your salary is attached hereto. As discussed during the interview, kindly ensure that you fix up your accommodation at the job location before joining with us.
3. Please note that you will be eligible for the variable pay only if you are an active (and not resigned) employee on the day of disbursement.
4. You shall report for joining duties latest on or before **1st June,2022.**
5. You shall be on probation for a period of 6 months from the date of your joining which can be extended for a further period of 6 months if the performance is not satisfactory. During the probation period and any time after your confirmation, your services can be terminated by either party (i.e., Company or the employee concerned) after giving a notice of 3 months or fixed monthly basic pay in lieu thereof.
6. This appointment as **Assistant Manager** is subject to your being found medically fit. Kindly get yourself examined by a registered medical practitioner and arrange to send to us the medical examination report duly completed as per the enclosed format.
7. Kindly arrange to send the copy of the resignation letter submitted to your present employer.



8. Please note that this offer letter is valid till **1st May,2022** for confirming the services of **IRM Energy Pvt Ltd**, failing which the offer will stand withdrawn.
9. You are requested to bring the following documents with you at the time of joining your duties:
- Passport size photographs (05 Nos.);*
 - Copies of educational/professional qualifications and certificates (Attested Copies);*
 - Relieving & Experience letters from present & previous employers;*
 - Certificate in support of Date of Birth;*
 - A copy of Driving License/Passport/Ration Card/Election Card in support your residential proof;*
 - A copy of PAN (Permanent Account Number) Card and a copy of Aadhar Card (Mandatory).*
10. We will issue you regular appointment letter with details on the actual date of your joining.

You are requested to return the duplicate copy of this offer as a token of your acceptance and confirm the exact date of your joining with our organization.

We are happy to welcome you to be a member of **IRM ENERGY** family.

With Best Wishes,


Authorized Signatory
Human Resource



I accept the above terms & conditions

Signature of the candidate
Name:

Mr. Appus CS

26.04.2022

ANNEXURE-I

Salary Break-up:

Designation	Assistant Manager
Department	CNG Projects
Location	Trichy & Namakkal GA
Probation	Six (6) months
Particulars	Amount
Basic	25,568
HRA	10,227
Education Allowance	200
Transport Allowance	1,600
Medical Reimbursement	1,250
Professional Pursuit	10,393
Meal Coupon	1,300
Gift	417
Fuel Reimbursement	639
Residential Telephone	128
Professional Attire Allowance	1,278
Books & Periodicals Allowance	710
Newspaper Allowance	284
Sub Total (A)	53,995
PF Employer	1,800
Gratuity	1,023
Sub Total (B)	2,823
Total	56,818
Yearly Fixed	6,81,818
Yearly Variable	68,182
Total CTC	7,50,000
Less: Professional Tax	200
Less: EPF- Employee Share	1,800
MBF	100
Monthly Take Home	51,895

Apart from the above, Medclaim insurance, personal accident insurance and mobile bill reimbursement as per policy effective from date of joining **8th June, 2022**.

For, IRM Energy Pvt. Ltd.

**Authorized Signatory
Human Resource**



I accept the above offer.

Signature of the candidate
Name:



IndianOil-Adani Gas Pvt. Ltd.

IOAGPL/NOIDA/HR/2022/60011047

Date: 23rd June 2022

Service Certificate

TO WHOMSOEVER IT MAY CONCERN

Name of Employee : Mr. Appus C S
Employee Code : 60011047
P. F. No. : DS/NHP/1361998/10176
Membership No. : 101332130650
Date of Joining : 2nd July 2018
Designation on Joining : Graduate Engineer Trainee
Department on Joining : Projects
Location : Ernakulam
Date of Leaving : 21st May 2022
Designation on Leaving : Senior Engineer
Department on Leaving : Projects
Reason for Leaving : Resignation

For IndianOil-Adani Gas Pvt. Ltd.

Authorized Signatory

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