



MRF

MRF Limited, New No. 114 (Old No. 124), Greams Road, Chennai - 600 006.
Tel : 91-44-2829 2777 Fax : 91-44-2829 2895 CIN : L25111TN1960PLC004306
Website: www.mrftyres.com

Offer Letter

24.06.2021

Dear **Mr Biswadip Das,**

Congratulations and Welcome to MRF Family!

With reference to your application and the subsequent discussions, we are pleased to offer you employment as **Executive - Engineering in MB2 Grade** in the **Engineering department at Dahej plant** on the following terms and conditions:

1. The discussed and agreed CTC compensation package is given in the Annexure I
2. Your employment is conditional upon you being medically fit to perform the services of the organization. You will be required to undergo medical examination as per MRF guidelines which is attached in Annexure II
3. Your offer and subsequent appointment will be subject to clearance of antecedent verification by a 3rd party Agency. By signing this offer letter, you are deemed to have agreed for such verification by the 3rd Party Agency without any further notice to you in this regard.
4. You are required to submit all relevant documents/information as called for by the Agency/Company.
5. You need to bring the original documents and photostat copies at the time of joining as per the list attached in Annexure III for verification

A detailed appointment letter will be issued to you on your joining. We would expect you to join on or before **20th Sept'21** failing which the offer is liable to be withdrawn.

Please return the copy of this letter duly signed as a token of your acceptance at the earliest

Thanking you,

Yours faithfully,
For MRF LIMJTED


Biju Sebastian
Vice President-HRS

Acceptance:

I accept employment with the organization on the terms and conditions set out in this offer letter, a copy of which I confirm I have received

Name : _____

Date : _____

Signature : _____

Annexure - I

Salary Structure

NAME : Biswadip Das ✓
Grade : MB2 ✓
Designation : Executive - Engineering ✓
Probation period : 6 months ✓

		Monthly	Annual
	Monthly in Pay Slip		
A	Basic	19000	228000
A1	Allowances		
1	HRA	9500	114000
2	Conveyance	1600	19200
3	Education Allowance	200	2400
4	MRF Allowance	25400	304800
5	Medical Allowance	833	10000
	A1 Total	37533	450400
	A+A1	56533	678400
B	Annual Payments		
1	LTA (Once in Two years - Rs.15500/-)	646	7750
2	Self dev sub	792	9500
3	Bonus	1400	16800
	B Total	2838	34050
C	Retirel Benefits		
1	PF - 12%	2280	27360
2	Gratuity - 4.81%	914	10967
	C Total	3194	38327
	Grand Total (A+A1+B+C)	62565	750777

In addition to the above you will be eligible for the following benefits as per Company policy:

- Group Hospitalization insurance for self, spouse and dependent children.
- Group personal accident insurance for self.

Annexure II

Guidelines for completing Medical Check-up

- All new joiners have to complete the Medical Check-up as per attached format in a reputed laboratory of your choice and thereafter to obtain a medical fitness certificate from a Registered Medical Practitioner who is an MD in General Medicine
- The scan copy of medical report should be submitted to HR 10 days prior to date of joining
- The hardcopy of medical report should be submitted to HR department on the date of joining
- The maximum re-imburement applicable for the Medical test is **Rs. 3500** which will be reimbursed after joining on submission of original bills

Annexure – III

Please submit photo copies (1 set) of the following documents, as may be applicable to you, to the company at the time of joining. Please also bring the original copies of your certificates and testimonials for verification

1	5 Passport Size photo with Red Background
2	<u>Employment Documents:</u> <u>Current Employment(Immediate Previous)</u> a) Relieving letter & Experience Certificate b) Payslips and the respective bank statements for last 3 months c) latest salary increment letter for CTC proof <u>Previous Employment</u> Service/Relieving Certificate all employments- Mentioning date of joining ,designation and last working day
3	<u>Education Documents (Relevant)</u> a) 10 Mark sheet and certificate. b) 12th mark sheet and Certificate. c) Graduation Mark sheets and certificate/Diploma certificate. d) Post-Graduation Mark sheets and degree certificate(If applicable) e) Any other relevant certificate
4	<u>Proof of identity/ Address :</u> any one of the below proofs: a) Passport b) Voters Id c) Driving License d) Ration card e) Electricity Bills
5	PAN & Aadhar Card
6	Cancelled Cheque of Saving Bank Account having IFSC Code details (SBI/ICICI/HDFC)
7	Details of your Provident Fund, Employees' Pension Scheme and Universal Account Number, if earlier member PF/EPS scheme

Please Note:

1. Completion of the qualifying exams and submission of all the documents is mandatory.
2. Your present and permanent addresses, as mentioned in your application form, are put on company's record. You would be expected to inform the company about any change in your address and telephone numbers