

REF : TA:BI:JUNE/2021/018

DATE : 08 June 2021

Ms. Sonam Kumari Mandal
Panchsheel Nagar, Road No. 1,
Pandra Ratu Road,
Ranchi, Jharkhand
Pin - 834005

Dear Sonam,

Further to the discussion you had with us, we are pleased to offer you a permanent position as **Designer - Highways** in our organization with a basic salary of Rs. 16,002/- per month plus admissible allowances. Compensation details are mentioned in Annexure 1 (Page 2).

Your formal appointment letter will be issued to you within a week of your joining. Please let us know your exact date of joining.

Kindly bring along with you the following documents

- Original and a set of photocopies of educational, and experience certificates for our verification.
- Relieving letter of immediate employer along with latest salary slip is mandatory.
- Please also bring 1 passport size photograph.

This offer is valid subject to background verification clearance.

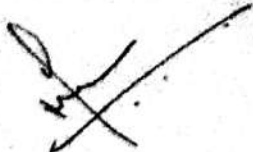
The Company fully reserves the right to terminate your services in future if the information/ documents provided by you are found to be discrepant.

Acceptable Use of Jacobs Information Systems Requirements

Jacobs' information systems, including but not limited to computer equipment, software, operating systems, storage media, and network accounts providing electronic mail or other communications, are the property of Jacobs and are intended to promote Jacobs' business and support the needs of its clients. Use of Jacobs' resources, such as information systems, must be appropriate. Unauthorized use of Jacobs' information systems is prohibited.

Please return the duplicate copy of this letter, duly signed, in token of your acceptance.

Yours faithfully,
HGC Constructors Private Limited



SINDHU MADHAVAN
TALENT ACQUISITION MANAGER, INDIA

I Accept
Signature
Date of Joining

Sonam Kumari Mandal
28th June 2021

HGC Constructors Private Ltd.

Registered Office: Jacobs House, Ramkrishna Mandir Road, Kondivita, Andheri (East), Mumbai 400059

(CIN) U45200MH1981PTC024767 Tel: + 91 22 2681 2000 Fax: + 91 22 2820 8295

ANNEXURE 1-Salary & Allowances

Jacobs Permanent Compensation	
Name	Sonam Kumari Mandal
Designation	Designer - Highways
GCS Title	Highway Design Technician Intermediate Level
Career Level	JT2
Location	Kolkata
Heads of Payment	Amount
Basic	16,002
House Rent Allowance	8,001
Leave Travel Assistance ¹	1,333
Management Allowance	10,224
Base Pay (Monthly)	35,560
Base Pay (Annual)	411,360
Provident Fund	1,920
Gratuity ²	770
Retiral Benefits (Monthly)	2,690
Retiral Benefits (Annual)	47,640
Gross Pay (Annual)	459,000
Statutory Bonus ³ (Annual)	16,002
Gross Pay (Monthly)	39,584
Gross Pay (Annual)	475,002
Benefits	
Working Hour	8.30 Hrs., Sat/Sun weekly off
Overtime	As per Company rules
Transportation	As per Company rules (Free Bus Service for Employees)
Leave	21 days (Paid Leave), 10 days (Public Holiday),
	10 days (Casual Leave), 7 days (Sick Leave)
Costed Benefits	Group Mediclaim (GMC), Group Personal Accident (GPA), Group Term Life (GTL)

(1) LTA will be paid on monthly basis (8.33% of the Basic salary). For Tax exemption, employee will be required to submit proof of travel to Payroll.

(2) Gratuity will be paid as per The Payment of Gratuity Act.

(3) Statutory Bonus will be paid as per the Payment of Bonus Act, if applicable.

Yours faithfully,
HGC Constructors Private Limited

SINDHU MADHAVAN
TALENT ACQUISITION MANAGER, INDIA

I Accept
Signature
Date of Joining

: Sonam Kumari Mandal
: 28th June 2021