

Date: 6-Dec-23

Mr. Smit Berde
 49/1689,
 Yasho-Jyoti Co-Op Hsg Society,
 Subhash Nagar, Chembur,
 Mumbai -400071

OFFER OF EMPLOYMENT

Dear Mr. Berde

With reference to your resume, interview, and our subsequent discussion, we are pleased to offer you the position of **Trainee Engineer** at ETAP Automation Private Limited.

You are advised to join ETAP Mumbai office on or before **18th December 2023** and the employment relationship can be terminated by either party without assigning any reason whatsoever and with a notice period of 30 days or payment in lieu of the same.

You will be paid an annual salary of **Rs. 3,00,000 (Rupees Three Lakhs Only)**, break-up of the same mentioned below: -

Particulars	Amount in INR
CTC MONTHLY	25,000.00
BASIC	12,500.00
HRA	6,250.00
CONVEYANCE ALL	1,600.00
MED REIMB	2,083.00
LTA	1,042.00
EPF (Employee part)	(1,800.00)
Labour Welfare Fund (LWF)	(12.00)
Professional Tax	(200.00)
OTHER ALLOW	1,525.00
Total Monthly Carry Home	22,988.00

Apart from that there will be a variable component/ bonus which will be given after one year in conjunction with your performance and profile of the company.

CIN No : U74990DL2009FTC341664

ETAP AUTOMATION PVT. LTD - ETAP Group of Companies

etap.com

Redg. Office :
 Unit No 302, 3rd Floor,
 Elegance Tower, Plot No. 8,
 Jasola, New Delhi-110025
 Tel: +91-11-49873850-60-70

Branch Office :
 Seawood Grand Central
 Tower No -2, D- wing,
 Office No : D-404/ D-405
 Seawood, Navi Mumbai-400706
 Tel: +91-22-62601010

Branch Office :
 14A, Old No. 9 West Club
 Road, Shenoy Nagar,
 Chennai-600 030
 Tel: +91-044-26280596
 42698555 Fax: +91-044-26280596

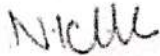
You are requested to submit the following documents for our records, at the time of joining: (Both soft copy and self-attested hard copies)

1. Copy of graduation certificates with mark sheets (self-attested).
2. Passport Copy (self-attested).
3. Four recent coloured passport size photographs.
4. Address Proof (Voters ID/ Bank Statement/ Gas Connection) (self-attested).
5. PAN Card Copy (self-attested).
6. Aadhar Card copy (self-attested).
7. Latest Last Salary Slip of the previous Organization. (self-attested).
8. Relieving letter / experience letter from the previous Organization (self-attested).

We welcome you to ETAP Automation Private Limited and hope that your association with us will be long-lasting and mutually beneficial. As a token of your acceptance of this offer, kindly sign and return the duplicate copy of this offer letter.

We assure you of our best support and wish you all the best.

Yours truly,
ETAP Automation Private Limited



N KamalaKannan

Director

I, Smit Berde, accept all the above terms and conditions and will join on 18th December 2023.

Date: 7/12/2023

Signature: 

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