



Elmex Controls Pvt. Ltd.

ECBISJJ12023-24

8<sup>th</sup> July, 2023

To,  
Mr. Dhrumil Dharmesh Mistry  
A-14, Vallabh Vatika Society,  
Nr. Vadsar Bridge, Vadsar,  
Vadodara - 390010

**Sub: Offer Letter**

Dear Dhrumil,

With reference to the interview you had with us for employment, we are pleased to offer you the position of "Jr. Engineer - Design".

Your remuneration will be as follows:

| Details   | Monthly (Rs.)   | Annual (Rs.)  |
|---|---|---|
| Basic   | 11500   | 138000  |
| HRA   | 5500  | 66000   |
| TPT/Conv. Allow.  | 4580  | 54960   |
| <b>(A) Gross</b>  | <b>21580</b>  | <b>258960</b>   |
| (B) Employer PF (12% of basic or 12% of 15000 whichever is less)                                    | 1380  | 16560   |
| (C) Bonus (20% of 7000) to be paid annually, as per The Payment of Bonus Act, 1965                  | 1400  | 16800   |
| Sub Total (D=A+B+C)   | 24360   | 292320  |
| (E) Gratuity (payable as per The Payment of Gratuity Act, 1972). Calculated based on present salary | 553   | 6636  |
| <b>Total CTC (D+E)</b>  | <b>24913</b>  | <b>298956</b>   |
|   | <b>Rupees Twenty Four Thousand Nine Hundred Thirteen Only</b> | <b>Rupees Two Lac Ninety Eight Thousand Nine Hundred Fifty Six Only</b> |

*Shakti*

**Registered Office :**

12, GIDC Estate,  
Makarapura Road,  
Vadodara 390 010  
Gujarat, INDIA.

CIN : U32201GJ1973PTC002273

**Works:**

59, GIDC Estate,  
Makarapura Road,  
Vadodara 390 010  
Gujarat, INDIA.

**Works:**

Survey No. 1266,  
Block No. 1265,  
Station Road, Itola 391 240,  
Vadodara, Gujarat, INDIA.

**Telephones :**

+91 265 2642021  
+91 265 2642023

**Facsimile:**

+91 265 2638646

**E-mail:**

marketing@elmex.net

CIN : U32201GJ1973PTC002273



**Elmex Controls Pvt. Ltd.**

You will join us on or before **10<sup>th</sup> July, 2023 by 10:00 am**, at the Corporate Office: **12,GIDC Estate, Makarpura, Vadodara – 390010, Gujarat.**

1. Detailed Appointment Letter, mentioning all other service conditions, shall be given to you upon your joining the services of the company.
2. Your Appointment shall be subject to submission of the following documents:
  - (a) Copy Qualification Certificates
  - (b) Birth / School leaving Certificates
  - (c) Experience / Service Certificates
  - (d) Relieving Order of last company
  - (e) 2 Nos. I.D. Proof (Driving license, Election card, PAN Card, Aadhar Card) – all.
  - (f) Blood Group details
  - (g) 2 Nos. of Passport Size Photographs
  - (h) Birth/School leaving certificates of the nominee
  - (i) Saving Bank A/c No. (Xerox copy of the 1<sup>st</sup> page of your SBI Passbook)

We welcome you and wish you a long and fruitful association with us.

Please sign duplicate copy of this letter as a token of your acceptance and return the same to us.

Thanking you,  
Yours faithfully,

**For: Elmex Controls Pvt. Ltd.**

  
**S.J. Joshi**  
**DIRECTOR**

I accept the offer and the terms and conditions mentioned in the aforesaid letter.

**(Dhrumil Mistry)**

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