

5/19/2018

Gmail - Fwd: Offer Letter - reg.

G. Veera Swamy
14007136
Mechanical
8465002470



Rajnish Srinivas <rajinishsrinivas@gmail.com>

Fwd: Offer Letter - reg.

1 message

gattupalli veeraswamy <gattupalli99@gmail.com>
To: Rajnish Srinivas <rajinishsrinivas@gmail.com>

Sat, May 19, 2018 at 12:10 PM

----- Forwarded message -----

From: hr@keelineindia.com <hr@keelineindia.com>

Date: Mon 14 May, 2018, 3:33 PM

Subject: Offer Letter - reg.

To: <gattupalli99@gmail.com>

Cc: rajasekhar@keelineindia.com <rajasekhar@keelineindia.com>, info@keelineindia.com <info@keelineindia.com>

To,
Mr. G.Veeraswamy
Vinukonda
Guntur District.

Dear Mr.Veeraswamy,

We congratulate you on being selected as **Graduate Engineer Trainee** with Keeline. We welcome you to the Keeline family and we want you to be part of our future plans and play key role in company's new projects. You are requested to carefully go through the terms and conditions of the appointment which are given below.

Terms & Conditions:

1. You shall sign 2 years employee agreement bond.
2. You shall keep a security deposit equivalent to two month's salary with Keeline. This deposit will be returned on successful completion of two years' service with the company.
3. During the probation period, you shall bear the tour & travel expenses by your own which shall be reimbursed by the company on weekly basis. On completion of your probation period, you shall be eligible for 15 days average tour expenses as advance.

If you are willing to accept the above terms, you are advised to report to this office on or before 1st June, 2018. The regular letter of appointment will be issued at the time of joining based on submission of the following documents by you.

- Colour passport size photographs(3 nos)
- Original certificate - 10th or Intermediate.
- Copies of your educational certificates – 10th onwards till last level of Education.
- Address Proof

CTC DETAILS ARE AS FOLLOWS :

CTC STRUCTURE

Details	PM	PA
Basic	8053	96638
HRA	3221	38655
trpt	800	9600
Med all	1000	12000

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Ed All	200	2400
Other all	148	1776
Gross (A)	13422	161070
Deductions		
PF	966	11592
ESI (Employee)	235	2820
PT	0	0
Net Pay	12221	146658
Annual		
LTA	0	0
Exgratia	0	0
ESI (Employer)	638	7656
PF	966	11592
Gratuity	0	0
Performance Pay(PIP)	0	8
Total	1604	19248
CTC	15026	180318

While congratulating you on this appointment, we look forward to a long and fruitful association at all times. As a token of your acceptance and confirmation of your joining date, you are requested to send written communication within 4 days from the receipt of this offer. Otherwise, it will be treated that you have no interest to associate with us and the given offer stands cancelled without further communication in this matter. All other terms and conditions shall be as per the company HR policy which shall be made available to you on your joining date.

Wishing you all the Success!

Thanking you,

For **Keeline Appliances Pvt Ltd,**

Manager - HR