



**Renovision  
Services**

**RENOVISION AUTOMATION SERVICES PVT. LTD.**

Regd. Office : 16/8 Arya Samaj Road, Karol Bagh, New Delhi - 110 005

CIN No. : U74999DL1994PTC170134

JAS-ANZ



Addr. No. M3112049N

Phone : 30264400, 30264401 Fax : 28751238

Web : [www.raspl.in](http://www.raspl.in)

**Date: -06.02.2019**

**Emp.ID:-RAS-RCT-1044**

**Mr. Shivkant Verma**

S/o Srikant Verma, E 3/5, Walmi Complex,  
Phulwari Sharif, Patna, Bihar-801505

## **OFFER LETTER**

**Dear Shivkant,**

This is to inform you that as per Interview and Job Application, we are glad to Offer you Employment with Renovision Automation Services Pvt. Ltd.

### Details of Terms and Conditions:

1. You will be designated as **Desktop Support L2** and will be based at **EXL** office. Presently you would be situated at **Gurgaon**(however the company reserves the right to transfer you to any other city, where it is running operations/offices).
2. Your CTC will be Rs. **13465/-** p.m.
3. Your probation period will be of eleven month during probation your services can be terminated without any notice assigning any reason thereof.
4. Once receive the first salary this letter will auto consider as **Appointment letter** & other terms and condition remain same.
5. In additions to the salary, you may also be given out of pocket expenses such as conveyance paid other expenses incurred by you in performing the official duties. The Program Manager/Site In charge should duly approve this.
6. You will be entitled the monthly compensation and benefits as per enclosed Annexure.
  - a) Do bring 2 copies following Documents / details for your Joining formalities:
  - b) Date of birth proof certificate (copy of passport, birth certificate).any govt. proof.
  - c) Academic Certificate + Mark sheets (Xerox copy).
  - d) Relieving, Appointment& salary slip of the Previous Employer. (Original / Xerox Copy). (Mandatory)
  - e) 10 Passport size Photograph.
  - f) 2 Postcard size Photograph. (If Gross salary is below 21,000/-).
  - g) Passport No. Or ARN No.
  - h) Copy of cancel chq

Your CTC will be Rs.13465/-p.m. breakup of which is as:-

Structure	Breakup
Basic	9837
DA	51
Bonus	824
Medical Allow	0
Spl. All.	916
Conv.	0
HRA	0
Add.All.	0
<b>Gross Salary</b>	<b>11628</b>
Employee PF deduction (12% Of Basic +DA)	1187
Employee ESIC deduction (1.75% of Gross)	203
Employee Insurance	50
PT as applicable	0
Medi. Claim	0
Total Deduction	1440
<b>Employee Net Take home</b>	<b>10188</b>
Employer PF contribution (13% of Basic + DA)	1285
Employer ESIC contribution (4.75% of Gross)	552
Employer Insurance	0
LWF- employer	0
Employer total Contribution	1837
<b>Total CTC</b>	<b>13465</b>

Company will contribute 13% of your basic salary towards provident fund, whereas your contribution will remain 12% of Basic Salary, Where 1% is PF admin charges. The company will also contribute to ESI (4.75% of gross salary) subject to your contribution (1.75% of gross salary) as per rules. TDS as per government norms.

You will be governed by general conditions of services other regarding discipline and other matters as applicable to other employees of the company as given in Annexure I.

If the above terms and conditions are acceptable to you, the duplicate copy of this offer can be signed as a token of acceptance.

Yours Sincerely,

**For Renovision Automation Services Pvt. Ltd.**

**Manager-Human Resource**



## **Annexure- I**

### **General Terms and conditions of Employment**

1. The Company expects its employees, regardless of any legal requirements, to perform according to the highest standards of business ethics.
2. Kindly note that you are required to give a minimum 01 month notice if you wish to leave the service of the organization & this notice entitles you to all the benefits accrued (if any). For notice less than 01 month the company reserves the right to forfeit your entire annual/monthly benefit & would also deduct salary equivalent to shortfall of notice period
3. During the probation period the company can terminate the employment without serving any written notice. If you decide to resign during probation period, you will be liable to give 30 days' notice or payment in lieu thereof.
4. An employee will normally be given a verbal warning prior to being terminated for disciplinary problems or poor performance.
5. If in case after accepting the offer letter, you will step back & will not join the site, management is authorized to take a legal action against you.
6. Absence for a continuous period of ten days without prior approval of your superior, (including overstay on leave / training) would result in your losing your lien on the service and the same shall automatically come to an end without any notice or intimation.
7. If at any time in our opinion, which is final in this matter you are found non- performer or guilty of fraud, dishonest, disobedience, disorderly behavior, negligence, indiscipline, absence from duty without permission or any other conduct considered by us deterrent to our interest or of violation of one or more terms of this letter, your services may be terminated without notice and on account of reason of any of the acts or omission the company shall be entitled to recover the damages from you.
8. You will not give out to anyone, particulars or details of process, technical know-how, security arrangements, administration and/or organizational matters pertaining to the company which may be your personal privilege to know by virtue of being in the employment of the company.
9. This appointment letter is being issued to you on the basis of the information and particulars furnished by you in your application (including bio-data), at the time of your interview and subsequent discussions. If it transpires that you have made a false statement (or have not disclosed a material fact) resulting in your being offered this appointment, the Management may take such action as it deems fit in its sole discretion, including termination of your employment.
10. You will not carry on any business of your own or enter for any part of your time, in any capacity, the services of any other firm, company or person. In the event of your undertaking any activity with the prior permission of the company Renovision Automation Services Pvt. Ltd., the benefits of such activity will accrue to the Company.
11. You will be responsible for the safe keeping and returning in good condition of all property of the Company (Renovision Automation Services Pvt. Ltd.), which may be in your use, custody, care or charge. The company shall have the right to deduct the money value of all such things from your dues, and take such other action as may be deemed proper in the event of your failure to account for such property's satisfaction
12. The appointment is further subject to the condition that for a period of 6 months from the due date of severance with the company, you shall not take up employment or other contractual assignment in an advisory or consultative capacity with any competitor or Principal of the company engaged in the business in which you have been actively associated during your employment in the company.

13. You will devote full time to the work of the company and will not undertake any direct or indirect business or work honorary or remuneration except with a prior permission of the management in each case.
14. Employee has to collect appointment letter within 6 months of joining after which company will not be liable to provide the same.
15. Company is not liable to provide relieving letter after 6 months of being released. The employee has to ensure he/she collects the letter within stipulated time period.
16. For any assistance, you can directly write to us. You are not supposed to loop the client while communicating, if found defaulter then it will be considered as a compliance issue.
17. You would be entitled for 12 days leaves in a year those are paid (1 day paid on monthly basis) after completion of probation period. Also you can avail of the customer holidays subject to no service commitment to the customer on holidays. Deductions would be made incase of any access leaves.

**Kindly sign the duplicate copy as token of acceptance of the same.**

Yours Sincerely,

**For Renovision Automation Services Pvt. Ltd.**

**Manager-Human Resource**

