



Genius Consultants Ltd.

Regd. & Corporate Office :

Synthesis Business Park Tower, 1C, 1st Floor,
CBD/1, Action Area - II, New Town, Kolkata -157. INDIA
CIN No.: U74140WB1993PLC059586
Ph. : 6607 5801 - 02
E mail : enquiry@geniusconsultant.com
Web. : www.geniusconsultant.com

To,

Manish

Address: **Noida**

SUB: OFFER OF ENGAGEMENT

Dear Manish

The management pleased in offering you a temporary contractual assignment as “**Transport Executive - Tracker**”. Please note that the assignment terms contained in this letter are subject to Company policy.

You will be detailed & deputed at **M/s Jones Lang LaSalle Property Consultants (India) Pvt. Ltd. (COGNIZANT) DOJ will be affect from 01-04-2025 at Noida** and with compensation of **Rs. 33430 /-CTC P.M.**

Before the date of your joining, please ensure to submit below documents within 7 days of receipt of this email

- 01- A copy of your letter of appointment from the previous employer
- 02- Passport/Stamp-sized colour photograph - Passport & Stamp view
- 03- Information on your blood group.
- 04- A copy of your Age Proof Certificate & Copy of Address Proof.
- 05- A copy of your ID Proof Certificate (PAN - Mandatory, AADHAR - Mandatory, PASSPORT)
- 06- Educational Certificates (Class Xth and above) - both original & photocopies.
- 07- Medical Fitness Certificate in original.
- 08- No Criminal Record from local Police Station / Self Declaration
- 09- Copy of Relieving Letter / Experience Certificate from the previous employer.
- 10- Copy of Salary Certificate / TDS Certificate / Total earnings of the Financial Year from the previous employer.

Some Important information:

1. Improper Aadhaar Card & Mobile Contact Number will lead to employment on hold and salary, as this pertains to PF/UAN Non - generation.
2. Medical Benefits - 1.5 L (Sum Insured) - Family Floater (Self + Spouse + 2 Kids (Upto Age of 21 Years for Kid), Accidental Benefits - 3 L (Sum Insured) - For Self
3. Insurance card will be issued within 30 - 40 working days from joining.
4. Mid - term Inclusion is permitted for Newly Married members & New born baby, the intimation to be provided within 7 days of such instances.
5. PAN Card is mandatory for ensuring Non - Deduction of taxes.
6. During leaving the company, you have to serve **60 days' notice period** after Resignation acceptance.

The detailed contractual Letter of Assignment will be issued only after your reporting at the designated worksite & generation of UAN number. **In case of any issue arising in respect of UAN number for your improper/ invalid/ any data mismatch with Adhaar Card, this offer/ assignment will stand cancelled / rescinded. Due to mismatched data, the delay in PF deposition will attract Penalty & Interest amount while final deposition of your PF contribution as per your UAN. Therefore, correction in Adhaar should be completed within 30 days of getting the offer for timely submission of PF amount against your UAN. Deboarding process will be initiated in case you fail to comply with any of the above documentation.** We look forward to your joining our team for a long and successful association.

Deboarding process will be initiated in case any of the information so may be provided by you is found incorrect/wrong, this Offer stands cancelled/ rescinded.

Yours Sincerely,
For **GENIUS CONSULTANTS LTD.**



Authorized Officer

RECEIVED & ACCEPTED.
The above terms are agreeable
I will join from 01-04-2025.



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SALARY ANNEXURE	
Components	Monthly
BASIC	20000
HRA	4500
CONVEYANCE ALLOWANCE	2482
DEPUATION ALLOWANCE	2482
MEDICAL ALLOWANCE	0
STATUTORY BONUS	1666
GROSS	31130
EMPLOYEE PF	1800
EMPLOYEE ESI	0
PROFESSIONAL TAX	0
EMPLOYEE LWF	0
TOTAL DEDUCTIONS	1800
NET SALARY	29330
EMPLOYER PF	1950
EMPLOYER ESI	0
EMPLOYER LWF	0
Leave Encashment	0
Gratuity	0
Discretionary Bonus	0
MEDICAL BENEFITS	350
UNIFORM	0
TOTAL OTHER BENEFITS	2300
CTC	33430

Employee Signature