

Offer Letter

12/08/2020

Name: Avinash Piraji Kamble

Address: 1087, Omkar Society, S Building, Mhada Colony, Morwadi , Pimpri Pune - 411018

Dear Avinash,

This is with reference to your application and subsequent interviews you had with us; we are pleased to offer you the position of **Customer Service Specialist** with **Seniority Pvt. Ltd.**

You will be posted at **Pune -Head Office.**

During our meetings and subsequent discussions, you have agreed to the following:

1. Remuneration package ₹ **2,74,800** Per Annum as attached, **Annexure I (Compensations & Benefits)**
2. Your date of joining would be not later than **17-August-2020 at 10:30 AM.**

This offer is subject to:

- a. Confirmation of the information as provided by you as per attached **Annexure II** (check list of joining documents).
 - b. Please note that Company reserves the rights not to accept you onto the rolls or rebuffed the Offer, in case you do not fulfill the requirements as specified in the cited **Annexure II** checklist, particularly submission of documents in proof of your qualifications, experience, etc. on the day of joining.
 - c. Reference check.
3. Based on your date of joining, you will be eligible for salary revision from July 1st, 2021. Your evaluation period will be from your date of joining to 31st March 2021.

A detailed Appointment agreement with terms and conditions will be issued to you in due course of your induction.

We look forward to you joining **Seniority Pvt. Ltd.** and the RPG family and wish you a great career with the Company!

For, Seniority Pvt. Ltd.



Tapan Mishra

Co-Founder, Seniority Pvt. Ltd.

Annexure I
Compensation & Benefits

Name:	Avinash Piraji Kamble	
Role:	Customer Service Specialist	
Level:	Associate	
Grade	M1	
Company:	Seniority Pvt. Ltd.	
Compensation Details	INR Per Month	INR Per Annum
Basic Pay	15,000	1,80,000
HRA	6,000	72,000
Customised Allowance Pool (CAP)	1,00	1,200
*Employer PF	1,800	21,600
Total Fixed Amount	22,900	2,74,800
Cost to Company (CTC)	22,900	2,74,800
BENEFITS:		
a) Medical Insurance for self, parents, spouse and children upto Rs. 4,00,000/-.		
b) Term Life Insurance for self upto Rs. 4,00,000/-		
NOTES:		
* This is the Employer's contribution towards PF, Employee's contribution would be deducted from the Gross CTC.		

Encl. : Annexure I- Compensation & Benefits

I have read, understood and agree to the contents including all terms and conditions of the above-mentioned documents.

(Signature)

Date:

Place:

Annexure II**Checklist of Joining Documents**

(Copy of these documents should be submitted on joining)

S. No.	Document	No. of Copies
1.	Copy of PAN Card	1
2.	Copy of Aadhar Card	1
3.	Education qualification: Final mark sheet & completion certificate	1
4.	Certificates of additional 'Certifications' if any	1
5.	Date of Birth Proof (Birth Certificate/School & College leaving/Pan Card/ Passport)	1
6.	Passport size Photographs	1
7.	Address Proof (Latest Electricity Bill/Telephone Bill/Ration Card/Passport/Voters ID/Rent Agreement/Driving License/Gas Bill)	1
8.	Photo ID Proof (Passport, Pan Card, Voter ID, Aadhar Card)	1
9.	Employment Certificates: Relieving certificates/Service Certificate/Copy of acceptance of resignation letter (Certificate from all the companies as mentioned in your resume).	1
10.	Last 3 months salary slip of last organization	1
11.	Latest Increment/Appointment letter	1
12.	Bank Passbook/ Cancelled Cheque	1
13.	Latest Resume	1

Encl. : Annexure II- Checklist of Joining Documents

I have read, understood and agree to the contents including all terms and conditions of the above-mentioned documents.

(Signature)

Date:

Place: