



MothersonSumi Infotech & Designs Limited

January 24, 2019
Re: MIND/HR/ET/2019/112

Mr. Chandan Kumar
Vill + Post - Lalgaj,
District - Basti,
Uttar Pradesh - 272171

Subject: Letter of Intent – Engineer Trainee

Dear Mr. Kumar,

This has reference to your participation in the campus select program on November 22, 2018 at Krishna Institute of Engineering and Technology, Ghaziabad.

We would like to congratulate you on your qualifying and meeting the required level during the selection process. Accordingly, we are pleased to inform you that we have considered your candidature for employment in our organization as **Engineer Trainee**.

You shall be undergoing training for a period of One Year (12 months) with effect from the date of your joining duties viz. **September 16, 2019 - September 15, 2020**. During your training period you shall be considered for compensation structure/package of **Rs. 3.5 Lakhs per annum**. Further, after undergoing trainings satisfactorily, you shall be considered for absorption as Software Engineer in the organization.

In addition, you shall also be eligible for payment of one time retention bonus of Rs. 70,000/-, which shall be paid after 30 months of your joining us, subject to your being on rolls of the organization.

Please note that you shall be required to enter into an agreement for serving in our organization for a period of two years (24 months) including 12 months training assignment. Agreement is enclosed for execution at your end. Further, at the time of your joining you shall also be required to sign an Affidavit in support of the Service Agreement (Draft format is enclosed).

The offer of employment is subject to your being found medically fit by the Doctor of Kailash Hospital, Noida and completion of your technical qualification degree. You are advised to report at Kailash Hospital & Research Centre Ltd., H-33, Sector-27, Noida-201301 on September 05, 2019 by 0900 Hrs with empty stomach for medical checkup. We are attaching herewith a sealed envelope, which needs to be handed over at the Reception of Kailash Hospital.

You will be issued formal letter of appointment on your joining the training assignment. You are advised to report to Mr. Rajesh Kumar Singh, HR representative on September 16, 2019 at 0900 hrs at our office at C - 26, Sector 62, Noida. In case of your failing to report at our office on the date mentioned, or seeking extension of joining in writing from us, the offer shall automatically stand withdrawn.

At the time of joining, you will be required to submit the following documents –

1. Date of birth certificate (in original).
2. Educational qualification certificate(s), in original with photocopy.
3. Photocopy of your passport. (if available)
4. Photocopy of Aadhaar card and Pan card.
5. Professional reference letters (other than relatives).
6. Four recent passport size photographs.

We welcome you to **MothersonSumi Infotech & Designs Limited** and look forward to a mutually beneficial association. Please sign duplicate copy of this letter in token of your acceptance and return the same to us.

Thanking you,
Yours truly,
for **MothersonSumi Infotech & Designs Ltd.**

(**MUKESH BATRA**)
HEAD – HUMAN RESOURCE



Office: C-26, Sector-62, Noida-201309, U.P., India, Tel: +91-120-4365555, Fax: +91-120-4365556

Regd. Office: 2nd Floor, F-7, Block B-1, Mohan Cooperative Industrial Estate, Mathura Road, New Delhi-110044, Telefax: +91-11-40555940

Email: info@mind-infotech.com, Website: www.mind-infotech.com, CIN: U67120DL1985PLC020695



January 24, 2019
MIND/HR/MED-CHKUP – ET/2019/112

M/s. Kailash Hospital & Research Center Ltd.,
H-33, Sector – 27,
Noida – 201 301

Kind Attn: Mr. R N Sharma
REF: KHRC/MIND/2004-05/20178, Dated August 10, 2004

Dear Sir,

This is to inform you that *Mr. Chandan Kumar* has been selected in our Organization as *Engineer Trainee*. As per the selection process, He/She needs to undergo pre – employment health check up. He/She has been advised to report at the reception counter on *September 05, 2019* in your hospital at 0900 Hrs.

Please arrange pre-employment health check-up of *Mr. Chandan Kumar* as per the tests mutually agreed upon between us.

Medical report of the individual may be forwarded at the following address under sealed cover marked confidential for our reference.

Smriti Bhaskar
Manager - HR
MothersonSumi INFotech & Designs Ltd
C-26, Sector-62, Noida-201309

Bill for the pre-employment health check-up administered on *Mr. Chandan Kumar* may please be raised on us as per terms agreed.

Thanking you,

Yours truly,
For **MothersonSumi INFotech & Designs Ltd.**

(MUKESH BATRA)
HEAD – HUMAN RESOURCE



ANNEXURE

CONFIDENTIAL

Allowances & perquisites details - Mr. Chandan Kumar

		Amount(Rs.) per month
Reference Salary	Base Salary	
	Stipend/Basic	9500
	HRA (50%)	4750
	Conveyance Allowance	1600
	Uniform Allowance	4000
	Special Allowance	3116
	Leave Travel Allowance	791
	Medical Allowance	1250
	Project Allowance	1458
	Sub Total (A)	26465
	Reimbursements	
	Bonus/Exgratia	791
	Sub Total (B)	791
Retiral Benefits		
Contributory Provident Fund (as per provisions of Act)	1140	
Gratuity (Payable as per Gratuity Act)	457	
Sub Total (C)	1597	
Total Reference Salary D (A+B+C)		28853
Annual Reference Salary		346236
Take Home		25325
Other Benefits	Benefits	
	Insurance - Medclaim/ Group / EDLI	314
	Sub Total (E)	314
CTC (D+E)		29167
Annual CTC/Package		350004

Remarks

Subsidized Food	Rs.7973/- p.a.
Mediclaime Insurance (as per company policy)	Rs.100000/- (4 Members)
Group Term Insurance	Rs.500000/-
Group Personal Accident Insurance	Rs.100000/-
EDLI Insurance	Rs.602000/-

** In addition, you shall also be eligible for payment of one time retention bonus of Rs. 70,000/-, which shall be paid after 30 months of your joining us, subject to your being on rolls of the organization.