

**20<sup>th</sup> October 2021**

**Mr.Raghul.T**

H/40, Kalai Mahal Illam, Gangai Street,  
Velisemmandalam,  
Cuddalore – 1.

Dear **Mr.Raghul**,

Sub : Letter of offer as "**System Engineer**" – reg.

This has reference to your application and the subsequent interviews/discussions you had with us, we are pleased to offer you the position of "**System Engineer**" in our organization subject to the following terms and conditions:

1. This offer is subject to your joining the services on or before **25<sup>th</sup> October 2021**.
2. You will be located at our Chennai Facility. However, your services are liable to be transferred at any time to any location either within Chennai or any other locations.
3. Your emoluments will be **Rs.2,40,500/- (Rupees Two Lakhs Forty Thousand and Five Hundred Only)** per Annum inclusive of all Allowance and bonus with applicable statutory/retirement benefit deductions as per Annex-1.
4. The annual CTC includes one month CTC as annual bonus paid every December.
5. You will be given a detailed Appointment letter upon joining the services.
6. You will be on **PROBATION** for a period of **SIX MONTHS** from the date of joining the service.
7. You are expected to submit all the documents as per the Annexure – 2 attached with this offer.

We heartily welcome you to join our family.

Best Wishes.

Yours faithfully,

For **Synergy Maritime Private Limited**,



**Authorized Signatory**

**Accepted By**

**Signature with Date**



**Annexure – 1**

| S.No | Head                      | Per Month    | Per Annum     |
|------|---------------------------|--------------|---------------|
| 1    | Basic                     | 11420        | 137040        |
| 2    | HRA                       | 5710         | 68520         |
| 3    | Annual Bonus              | 0            | 18500         |
| 4    | EPF Employee Contribution | 1370         | 16440         |
|      | <b>Total</b>              | <b>18500</b> | <b>240500</b> |

\*BONUS WILL BE PAID IN DECEMBER AND THE BONUS AMOUNT WILL BE PRORATED BASED ON THE JOINING DATE.

**DEDUCTIONS & CONTRIBUTIONS:**

1. EPF (MANDATORY) CONTRIBUTION BOTH FROM EMPLOYEE AND EMPLOYER @ 12% IS DEDUCTED FROM SALARY.
2. ESIC (FOR APPLICABLE CASES) CONTRIBUTION FROM EMPLOYEE @1.75% IS DEDUCTED FROM SALARY AND DIRECT CONTRIBUTION BY EMPLOYER @ 4.75% To ESIC WHICH IS OVER AND ABOVE THE CTC
3. OTHER STATUTORY DEDUCTIONS SUCH AS INCOME TAX, PROFESSIONAL TAX ETC AS APPLICABLE
4. COMPANY PROVIDED FOOD DEDUCTION PER WORKING DAY AS APPLICABLE

**OTHER BENEFITS:**

1. COMPANY PAID GROUP MEDICAL INSURANCE FOR EMPLOYEEES AND IN CASE OF MARRIED EMPLOYEES, SPOUSE AND MAXIMUM OF UPTO 2 CHILDREN AS APPLICABLE FROM TIME TO TIME.
2. COMPANY PAID GROUP LIFE INSURANCE FOR EMPLOYEES AS APPLICABLE FROM TIME TO TIME.

For **Synergy Maritime Private Limited,**

**Authorized Signatory**

**Accepted By**

**Signature with Date**



#### **Annexure-2**

- Copy of certificate of age proof (Birth certificate/PAN card/Passport/Degree certificate etc)
- A copy of relieving letter and experience letters from all previous company along with the original – Original will be returned after internal verification (Only for shore experiences)
- Last drawn 3 months' Salary Certificate / Salary Slip (Only for shore experiences)
- 8 nos. passport size photographs
- Copies of qualifying academic certificates (Individual/consolidated mark sheets and degree certificate of X, XII, U.G & P.G, if applicable)
- Copies of training certificates, if any
- 2 Copies of Address Proof – both permanent and present, if applicable
- 2 Copies of Passport, if available
- 2 Copies of the driving license or Voters ID, if available
- Copy of Aadhar card
- Copy of PAN Card (mandatory)

#### **NOTE:**

1. Copies of academic certificates or other documents should be accompanied with originals and originals would be returned after internal verification.
2. Your appointment is subject to successful completion of medical test and employment/background verification only.