



CONFIDENTIAL

July 28, 2021

Mr. Ravipati Sasi Venkata Sree
2-49-5, AMBICA NAGR 3RD STREET,
ILTD JUNCTION, RAJAHMUNDRY,
EAST GODAVARI, ANDHRA PRADESH, 533101

Subject: Offer Letter

Dear Ravipati,

Thank you for showing interest & taking your time out for the interviews through campus placement. Subsequent to the discussions you had with us, we are pleased to offer you the position of **“Graduate Engineer Trainee”** in Grade GET with Grindwell Norton Limited, a group company of Saint-Gobain.

Your fixed annual compensation termed as Gross Annual Compensation (GAC) will be **Rs.4,30,000/-** per annum. Over and above this, you are eligible for an Annual Performance Linked Incentive. The breakup of the compensation package and the details of the incentive are provided in **Annexure 1**. Your place of initial joining will for the purpose of induction will be Mora Plant. Your project location will be communicated to you post induction. However, your employment is transferable as per the requirements of the business.

Request you to communicate your acceptance to this offer on or before July 31, 2021, by providing a signed copy of the Offer Letter and Standard Terms & Conditions, failing which the offer will stand withdrawn. On successful verification of all the documents mentioned in the **Annexure 2**, you will be issued a Letter of Appointment on the day of your joining.

We welcome you to join us for a bright and rewarding career with the Saint-Gobain Group.

Yours sincerely,

For GRINDWELL NORTON LIMITED

Anwesa Sen

Head – Human Resources

I have read and understood the terms and conditions and accept the offer; I confirm that I will join on _____.

Signature: _____ Date: _____ Place: _____

Name: _____

Annexure 1

Compensation Details

Designation	Graduate Engineer Trainee
Grade	GET
Joining Location	Training will start in Grindwell Norton Ltd –Mora Plant, Mora-NAD-Karanja, Uran,Navi Mumbai – 400704
Place of Posting	Location to be communicated post preliminary training
Date of joining	On or before August 09, 2020
Business	Abrasives
Trainee period	1 year

Emoluments : Your emoluments will comprise of a Gross Annual Compensation (GAC) and Variable Pay (Incentive/Bonus) as follows:

Components	Detailed Break-Up	Amount in Rupees (per annum in INR)
Basic	Basic Salary	202,100
HRA	House Rent Allowance	101,050
Total Allowances	Communication Allowance	7,200
	Education Allowance	2,400
	Leave Travel Allowance	15,000
	Statutory Bonus	16,800
	Other Allowance	51,093
Retirals - Employer Contribution	Provident Fund - 12%	24,252
	Gratuity – 5% (notional)	10,105
Gross Annual Compensation (GAC)		4,30,000

Incentive:

You will be entitled to an Annual Performance Linked Incentive as per the scheme fixed by the Company. This incentive will be in lieu of Bonus due to you, if any, under the Payment of Bonus Act. Incentive will be paid annually. The incentive payable will be in a range of 0 - 35% of your Gross Annual Compensation (GAC) and will be based on your Individual and Business Performance.

Others:

You will be entitled to other Benefits including:

- Medclaim Insurance coverage for self and family as per company policy
- Group Personal Accident Insurance Coverage, etc. applicable, as per Company rules

You will be eligible for project allowance for non-metro Rs.1,00,000/- p.a. (One Lakh rupees) & for metro Rs.1,20,000/-p.a. (One Lakh and Twenty Thousand rupees). This amount will be paid quarterly, basis on your project location. Note - Project allowance will not be applicable at your home location.

Annexure 2

LIST OF DOCUMENTS REQUIRED AT THE TIME OF JOINING:

1. Three passport size photographs (business formals with white background)
2. One set of photo copies of the following documents together with originals for our verification:
 - a. Birth Certificate (SSLC or equivalent Pre-College Certificate).
 - b. Educational Certificates – 10th, 12th, Graduation/Diploma & Post-graduation (if applicable)
 - c. Employment Certificates (where applicable).
 - i. Relieving Letter/Service Certificates of previous employments
 - ii. Copy of last 3 months' salary slips of the current / recent past employer
 - d. Copy of PAN Card
 - e. Copy of Aadhar Card
 - f. Copy of PF UAN Card / UAN No./ Aadhar card
 - g. Copy of Address Proof (Passport / Aadhar/ Driving License)
 - h. Copy of cancelled cheque with your name/ Bank details screenshot as per Bank App/Passbook photo

Note : Please read the following documents attached:

- The Standard Terms & Conditions of Employment

Adherence to the above standards is a requirement for all employees of the Saint-Gobain Group in India. This offer is subject to your being found medically fit by our medical practitioner, your reference/antecedent check and verification of your original education and employment documents

Income Tax on the above emoluments will be deducted at source, according to the current Income Tax laws.

Training - You will be governed by a 2 year service agreement starting from your date of joining. This programme will help you to utilize the knowledge in the area of work.