

15th July 2021

Mr. Narendran R

No. 4, Vth Cross,
Thanthai Periyar Nagar,
Puducherry -605005.

Dear **Narendran R**,

Sub : Letter of offer as "**Trainee**" – 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 "**Trainee**" in our organization subject to the following terms and conditions:

1. This offer is subject to your joining the services on or before **04th August 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.2,75,002/- (Rupees Two Lakhs Seventy Five Thousand and Two 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. Your **TRAINEE** period will be for **ONE YEAR** 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	13058	156696
2	HRA	6529	78348
3	Annual Bonus	0	21154
4	EPF Employee Contribution	1567	18804
	Total	21154	275002

*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.