

29th April 2022

Ref: IOPEX/LOI APR/PAN112

Letter of Intent to offer employment

Aviyansh Kumar
3, Basant Vihar Vistar, Mini Bye Pass Road, Near J.V.S. Inter College, Izzatnagar, Bareilly

Email: Aviyanshkumar580@gmail.com

Mobile no: 7417212313

Aadhar No:2171 1960 0198

Dear Aviyansh Kumar,

Congratulations! Further to your application and the subsequent selection process, we are delighted to express our intent to hire you as "Trainee - Engineer" with IOPEX Technologies.

This LOI expresses only our intent to enter into a definitive Employment Agreement, subject to completion of all hiring formalities and procedures. This document does not confer any rights or obligations upon the Company, and as such does not constitute any contractually binding relationship between You and Company.

Your employment with the Company shall commence from your date of joining which will be communicated to you subsequently. Your location of employment shall be **Bengaluru, India**. However, IOPEX reserves the right to transfer/utilize your services in any other location / division at its own discretion at any time in future.

Your CTC shall be **INR4,00,000/- per annum [Rupees four lakh only]**. Compensation details and benefits will be provided in your Offer Letter. This has been detailed in the Compensation Details (Annexure 1) annexed to this letter.

Registrar
Invertis University
Bareilly

Director Corporate Relations
Invertis University
Bareilly

On your joining you are expected to enter into a training agreement, which details out the scope, terms and conditions of your employment, the necessary training, and the contractual obligations to be with IOPEX Technologies. Training is scheduled to commence in June or July 2022.

You will be on probation for a period of six months from the date of joining the company and you will be appraised for satisfactory performance and successful completion of your training within the given time, as per Company policies.

Your employment will be subject to clearance of Medical fitness, Background verification, Reference check and any other test specified by IOPEX or its client.

We request you to confirm that you have read, understood and accepted the terms and conditions set-forth in this offer and the annexure, failing which this letter of intent shall stand withdrawn / canceled automatically.


This offer of employment shall stand revoked automatically upon your failure to report to office on the specified date of joining as per the communication sent by the HR team. We request you to kindly carry your acknowledged letter on the date of your joining.

We wish you a long, rewarding, and fulfilling career and look forward to you joining us.

Yours Sincerely,



Leeladhar TV
Director – Talent Acquisition



Registrar
Inventis University
Director Corporate Relations
600 058, Chennai

Annexure A: Compensation Details (Salary & applicable benefits)

Name: Aviyansh Kumar

Designation: Trainee - Engineer			
	Salary Heads	Per Month	Per Annum
Fixed Pay			
	Basic	11,667	140,000
	HRA	4,667	56,000
	Statutory Bonus	1,400	16,800
	Special Allowances	5,800	69,600
	Total Fixed Pay	23,533	282,400
Variable Pay			
	Night Shift Allowance	5500	66000
	Attendance Bonus	2500	30000
	Total Variable Pay	8000	96000
Employer Contributions			
	Provident Fund	1,800	21,600
	Sub-Total*	1800	21,600
	TOTAL CTC*	33,333	400,000
	Net Pay*	29,733	356,800

The complete details of the salary components will be shared in the appointment letter.

CTC Revision:

Based on your performance, once you are assigned to production, your CTC shall be revised as per the below milestone.

- On successful completion of 6 months in production your CTC shall be revised to Rs.4,50,000/- per annum.
- On successful completion of 12 months in production your CTC shall be revised to Rs.5,00,000/- per annum.

This periodic CTC revision (Rs.50,000/- increase) shall continue until your CTC touches Rs.7,00,000/- per annum. Rs.50,000/- is the minimum increase that is provided to a Trainee. However, based on the performance and skill upgrade, this shall be enhanced to a higher amount for deserving candidates. Please note that the above-mentioned revision is linked to the nearest appraisal cycle of the organization.

(Signature)
Director Corporate Relations
Invertis University

Mandatory documents to be submitted post offer of employment at the time of your joining

1. Two passport size photographs.

2. Educational Certificates (photocopy for submission)

- a) 10th Mark Sheet
- b) 12th Mark Sheet
- c) UG provisional Certificate - degree certificate or mark sheets, provisional valid only till 6months

3. Identity Proof: (Kindly provide all the below mentioned documents)

- Valid Indian Passport (Kindly sign the affidavit, if you do not have a passport).
- Aadhaar Card
- Voters Identity Card
- Driving License
- Bank Passbook with attested customer photograph

4. Address Proof (Kindly provide all the below mentioned documents)

- Valid Indian Passport
- Aadhaar Card
- Voters Identity Card
- Telephone bill
- Ration card
- Electricity bill

5. PAN Card (Mandatory), if not submitted within 30 days this will be treated as a disciplinary issue.

Note: "Kindly bring the Original certificates for validation at the time of joining"

CPJ
Director Corporate Relations
Inventis University

Registrar
Inventis University
Chennai