

January 31, 2022
Re: MIND/HR/ET/53

Mayank Rastogi
C/o Invertis

Subject: Letter of Intent

Dear Mayank,

We are pleased to offer you employment in our Organization as **Project Trainee**.

This offer is subject to your background verification (If any) and being found medically fit by the Doctor of Kailash Hospital, Noida. You are advised to report at Kailash Hospital & Research Centre Ltd., H-33, Sector-27, Noida-201301, on **February 02, 2022** 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 undergoing training for a period of **six months** with effect from the date of your joining duties viz **February 07, 2022**.

During your project training period you will be paid **Rs.12500/- per month** (6 months). On successful completion of your project training, you shall be offered a CTC of **Rs.350000/-per annum** (12 months on the job training). In addition, you shall also be entitled to other benefits as per annexure attached.

Please note that you shall be required to enter into an agreement for serving in our organization for a period of **2 Years** excluding 6 months training period.

Please note that this offer of employment is subject to reference check(s) with your previous employers/associates and your being found medically fit. In case of any negative feedback from your reference(s) or you're failing to join your duties by the date mentioned or seeking extension of joining in writing from us, the offer shall automatically stand withdrawn.

You will be issued formal letter of appointment on your joining the training assignment. You are advised to report to Ms. Smriti Bhaskar (HR) on **February 07, 2022** at 0900 hrs. at our office at C - 26, Sector 62, Noida.

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.
3. Photocopy of your passport.
4. Four recent passport size photographs.

You agree to abide by Company's Policy regarding anti bribery and other social policies and not to indulge in any such activity which will degrade Company's face value. Any act which you enact on individual capacity, shall not make management or company responsible

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.

Yours faithfully,
for MothersonSumi **IN**fotech & **DES**igns Ltd



RACHNA SRIVASTAVA
HEAD-HUMAN RESOURCE



Director Corporate Relations
Invertis University
Careilly

January 31, 2022
MIND/HR/MED-CHKUP -53

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 **Mayank Rastogi** that has been selected in our organization. As per the selection process, He/She needs to undergo pre –employment health checkup. He/She has been advised to report at the reception counter on **February 02,2022** in your hospital at 0900 Hrs.

Please arrange pre-employment health check-up of **Mayank Rastogi** 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.


Nitin Chaudhary
Senior Manager - HR
MothersonSumi Infotech & Designs Ltd
C-26, Sector-62, Noida-201309

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

Thanking you,

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


RACHNA SRIVASTAVA
HEAD-HUMAN RESOURCE


Director Corporate Relations
MothersonSumi Infotech & Designs Ltd

ANNEXURE

CONFIDENTIAL

Allowances & perquisites details - Mayank Rastogi

		Amount (Rs.) per month
Reference Salary	Base Salary	
	Basic	12000
	HRA (50%)	6000
	Conveyance Allowance	1600
	Uniform Allowance	1500
	Special Allowance	376
	Leave Travel Allowance	1000
	Medical Allowance	1250
	Project Allowance	1458
	Sub Total (A)	25184
	Reimbursements	
	Bonus/Exgratia	1000
	Sub Total (B)	1000
	Retiral Benefits	
Contributory Provident Fund (as per provisions of Act)	1800	
ESIC	-	
Gratuity (Payable as per Gratuity Act)	577	
Sub Total (C)	2377	
Total Reference Salary D (A+B+C)		28561
Annual Reference Salary		34272
Take Home		23384
Other Benefits	Benefits	
	Insurance - Mediciam/ Group / EDLI	607
	Sub Total (E)	607
CTC (D+E)		29167
Annual CTC		350005

Remarks

Subsidized Food	Rs.7973/- p.a.
Mediciam Insurance (as per company policy)	Rs.4 lacs (4 members)- Rs.2 lac base plan and Rs.2 lac top up
Group Term Insurance	Rs.500000/-
Group Personal Accident Insurance	Rs.1050000/-
EDLI Insurance	Rs.702000/-

*In addition, you shall also be eligible for one time retention bonus (which is equivalent to 20% of the initial annual CTC) after 24 months(post project internship period).

Registrar
 Invertis University
 Bareilly