



OFFER LETTER

Ref No: LQTL/HRD/OL/2019/04/10

To,

Mr. /Ms. DEEPAK DUBEY

DATE: -04/04/2019

Dear DEEPAK,

This is to inform that you have been selected for the post of "**DT ENGINEER**" in our company. Your Base location will be **MUMBAI** (however the company reserves the right to transfer you to any other city, where it is running operations/offices).

Your CTC will be **Rs.24700/-** per month and the Salary Particulars shall be as follows:

BASIC	15100/-
HRA	3800/-
CONVEYANCE	2600/-
SPECIAL ALLOWANCE	1944/-
ADVANCE BONUS	1250/-
GROSS REMUNERATION (A)	24694/-

Subtract: Following Statutory items (As applicable)

Employee's Contribution to P.F	0/-
Employee's Contribution to ESI	0/-
Employee's Contribution to LWF	2/-
Employee's Accommodation Charges	0/-
Employee's contribution to INSURANCE	200/-
Total (B)	202/-

Net Take Home Salary (A-B)	24492/-
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Add: Following Statutory items (As applicable)

Employer's Contribution to P.F	0/-
Employer's Contribution to ESI	0/-
Employer's Contribution to LWF	6/-
Total (C)	6/-

CTC (A+C)	24700/-
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You are requested to insure submission of all the required documents in soft or hardcopy on or before joining, then, only you will be allowed to join the organization. Also please note that it will be your sole responsibility to submit all the relevant documents related to your employment and satisfy the need of HR Department to comply for statutory compliances; and take a receipt for the same, based on that receipt your Date of Joining shall be considered and your employment with us will be considered from that date only.

Your date of joining will not be considered if you fail to submit all the below mentioned documents on or before Your Joining.

(Please note that it is mandatory to submit all the documents)

1. Copy of updated CV
2. Filled Employee Joining Form (Word Format & PDF File of Signed Form, also send hard Copy)
3. Filled & duly signed BGV Application Form
4. Filled ESI-Form-01, EPF-Form-02, EPF-Form-11, Nomination Form-F (whichever is applicable in your case)
5. Certificate of Fitness
6. Joining Letter – Offer /Appointment Letter of Previous Employer.
7. Relieving Letter/Accepted Copy of Resignation Letter/Experience Letter of Previous Employer.
8. Last 2 months Salary Slip of Previous Employer.
9. Copies of Educational Certificates/Mark Sheets (10th, 12th, Graduation & Highest degree).
10. PAN Card copy
11. ID Proof (Driving License/Passport/Pan Card).
12. Permanent Address Proof (Addhar Card/Driving License/Passport/Ration Card/Voter ID).
13. Eight (08) No of Passport Size Photographs.
14. Two (02) Copies of Group Family Photograph if covered under ESI [You+ Spouse (if any) + Dependent Children (if any) + Dependent Parents (if any)].
15. Scanned copy of Cancelled Cheque/ Bank Passbook/ Bank Statement (To enable us for Salary Transfer)

This offer shall automatically cease in case you fail to join us on or before **10-Apr-19**.

Thanks & Regards,



**Team HRD
LINKQUEST TELECOM LTD.**

I accept the offer of employment thoroughly.

I shall report for duty on _____