



TECHNOLOGY

APPOINTMENT LETTER

REF No: JOFF220034

Date: 18 January 2022

To

Mr. UMESH R
2/164,
Mel Street, Chinnambedu,
TIRUVALLUR, 601206

Dear UMESH R,

It is with great pleasure that we welcome you as a new employee to **MSC TECHNOLOGY (INDIA) PVT. LTD.**. We are very pleased that you have chosen to accept our offer of employment and know that this is the beginning of a mutually beneficial association.

We encourage our personnel to take advantage of the opportunity provided and scale new heights in their roles. We hope to see you emerge as one of the valuable and successful team players in our organization.

We are pleased to confirm you being employed by our organization in the capacity of **BUSINESS ANALYST (C. S)** commencing with your start of employment from 17 Jan 2022. Your base location will be Bangalore.

WHEREAS the organization will provide highly "Specific Training" as per organization standards pertaining to usage of the product along with business process of the industries (Shipping/Travel/Logistics)

1. Probation & Termination of employment: You will be on probation for a period of six months. Based on your performance, your services will be confirmed in writing at the end of your probation period. The organization may extend the probation period at its sole discretion. The employee will be deemed to be on probation, till confirmation order issued. During the probation period the arrangement would be terminable by either side, by giving at 30 days' notice or by payment of salary in lieu of notice to the other side. The acceptance of notice pay is at the sole discretion of the Management.

On confirmation, this arrangement is terminable by either side at three months' notice or by payment of salary in lieu of notice to the other side. The acceptance of salary in lieu of notice is at the sole discretion of the management.

In Continuance with the above clause, no notice or resignation from the services of the Company will be effective if it is given during the period you are on leave and or on the fixed holidays. You will not be entitled to proceed on leave during the notice period. The Company may, however, at its sole discretion, allow you to proceed on leave during such notice period.

2. Working hours:
MONDAY TO FRIDAY *: .. 09:30 HOURS TO 18:00 HOURS.
LUNCH BREAK: .. 13:00 HOURS TO 13:30 HOURS.
* Working hours are subject to change based on the discretion of the management
3. You will be eligible for annual increment on completion of at least one year of service with the company, as on the date of increment announcement i.e., April 01st every year. The annual increment will be based on your as well as company's performance and will be disbursed at the sole discretion of the Management.
4. You will be entitled to Casual, Sick and Earned leaves & fixed holidays as are applicable under the Company's Leave Policy.
On termination of services from either side, balance leaves will not be adjusted in lieu of notice period unless there are exceptional reasons. Adjustments for such exception will be at the sole discretion of Management.
5. You will be covered under the Company's Staff Provident Fund that may be in force and amended from time to time.
6. You will be eligible for the company sponsored and administered Employee Benefits Program comprising of pension plan or gratuity plan (as per the Gratuity Act), ESI.



Principal
S. S. ENGINEERING COLLEGE
Kavaraipettai,
Chennai - 601 206.





Enclosure - I
(For Mr. UMESH R)

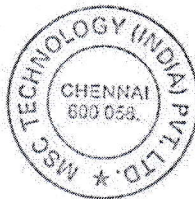
Description	Monthly CTC (Rs)	Annual CTC (Rs)
Basic	11,000.00	132,000.00
HRA	5,500.00	66,000.00
Project Allowance	5,700.00	68,400.00
Transport Allowance	3,000.00	36,000.00
TOTAL	25,200.00	302,400.00
Add: Provident Fund	1,800.00	21,600.00
TOTAL CTC	27,000.00	324,000.00
Annual CTC in words: THREE LAKHS TWENTY-FOUR THOUSAND ONLY		

- I. After completion of one financial year and based on your work performance the company will decide to pay Project Incentive once in a year as per the discretion of the management.
- II. Apart from this you will get Health Benefits (Self+ Spouse +2Children) + Other Standard Benefits as per MSC Technology policy.
- III. Requirements pertaining to grant of exemptions;
 - a) On joining, you would be required to furnish a declaration in the prescribed format pertaining to investments made / proposed to be made by you eligible for exemption under The Income Tax Act, 1961. In the subsequent years, this needs to be submitted latest by April 15 of every year.
 - b) Proofs for investments as declared should be submitted in the second week of January every year failing which TDS would be deducted without considering the investment declaration. Tax deducted and remitted to Govt. A/c. shall not be refunded. Employee should file their income tax returns and claim refund if there is excess deduction on account of delay in submitting the proof of investments.
 - c) All reimbursements would also be subject to TDS in case invoices/receipts are not submitted for the same.
- IV. You are also mandatorily required to submit the details of your income from your previous employer in the current Financial Year in Form XII B.

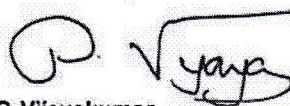
Yours faithfully

For MSC TECHNOLOGY (INDIA) PVT. LTD.


T. VIJAYARUN
CEO



Verified by

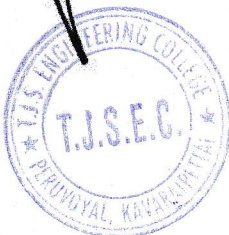

P. Vijayakumar

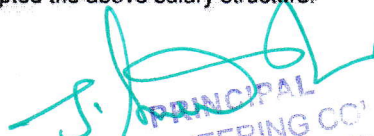
Senior General Manager - Finance & Admin

I have read, understood and accepted the above salary structure.

Date:

Place:




PRINCIPAL
T.J.S. ENGINEERING COLLEGE
Peruvoyal, Kavaraipettai,
Gummidipoondi Taluk,
Thiruvallur Dist - 601 206.

(Signature of the candidate)

MSC TECHNOLOGY (INDIA) PVT. LTD.,

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