



# TECHNOLOGY

## APPOINTMENT LETTER

REF No: JOFF220196

Date: 28 April 2022

To

**Ms. SABESHNI.S**  
4/3,Suresh.M.D,  
Periyar Nagar,Gummidipoondi,  
CHENNAI,601201

Dear **SABESHNI.S**,

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 **JUNIOR BUSINESS ANALYST** commencing with your start of employment from **21 Apr 2022**. Your base location will be **Chennai**.

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 90 days' 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  
T.J.S. ENGINEERING COLLEGE  
Peruvoyal, Kavaraipeitai,  
Gummidipoondi Taluk,  
Thiruvallur Dist - 601 206.



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Enclosure - I - Salary Details  
(For Ms. SABESHNI.S )

Description	Monthly CTC (Rs)	Annual CTC (Rs)
Basic	13,440.00	161,280.00
HRA	6,720.00	80,640.00
Project Allowance	4,920.00	59,040.00
Special Project Allowance	3,720.00	44,640.00
Transport Allowance	3,000.00	36,000.00
<b>TOTAL</b>	<b>31,800.00</b>	<b>381,600.00</b>
Add: Provident Fund	1,800.00	21,600.00
<b>Total CTC - PART (A)</b>	<b>33,600.00</b>	<b>403,200.00</b>
<b>EMPLOYEE BENEFIT</b>		
Project Incentive ( Annual bonus)		33,600.00
Medical Insurance		22,136.00
Gratuity		7,754.00
Earned Leaves		6,203.00
Food Allowance		26,400.00
Training & Development		16,000.00
<b>Total Annual Benefit - PART (B)</b>		<b>112,093.00</b>
<b>TOTAL CTC - PART (A) + PART (B)</b>		<b>515,293.00</b>
<b>Annual CTC in words:</b>	FIVE LAKHS FIFTEEN THOUSAND TWO HUNDRED NINETY-THREE ONLY	


On behalf of MSC Technology (India) Pvt. Ltd.,  
Authorised Representative

Issued & approved by HR Head - Ms. Jyoti Naik (Senior Vice President - HR)

Verified by Finance Head - Mr. P. Vijayakumar (Senior General Manager - Finance & Admin)



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