

18-10-2023

Mr. Nakul Sachdeva
#1375, Street No. 2, Jain Nagar, Abohar
Abohar, Punjab, 152116

Subject: Offer Letter

Dear Mr. Sachdeva,

1. With reference to our discussion, we are pleased to offer you a position in **Tirupati Medicare Limited** as **Trainee Executive - Customer Relationship Management** on terms and conditions mutually agreed.
2. Your '**Annual CTC**' will be on terms & conditions mutually agreed and a detailed salary structure will be shared along with **Appointment Letter** upon your joining.
3. Your remuneration package is strictly confidential between you and the company and should not be discussed with anyone nor divulged to anyone in any manner whatsoever.
4. You are required to report for joining on **20-10-2023** at **Tirupati Medicare Limited, Nahan Road, Paonta Sahib** at **9:00 AM**. The Offer stands withdrawn thereafter unless the date is extended and communicated to you in writing.
5. On the date of joining, you are expected to carry originals of documents as per **Annexure-A** and submit photocopies of same to the HR Team.
6. This offer letter is issued based on the facts and details shared by you at the time of the interview. Your joining will be subject to the verification of your reference, antecedents, and the documents submitted by you. In case facts & details shared by you or documents submitted by you are found false at a later date, your services will be terminated immediately and the company will be under no obligation for payment of salary for the services rendered by you.

Kindly acknowledge acceptance of this Offer letter by signing & returning the 'acceptance copy' within 5 working days.

For Tirupati Medicare Limited ,



Manjeet Kumar
Sr. General Manager - HR

Tirupati Medicare Ltd.

Nahan Road, Paonta Sahib, Dist. Sirmour,

T +91 98167 00121 / 22 **E** info@tirupatigroup.co.in **W** www.tirupatigroup.co.in

Registered Office :

D-14, IInd Floor, Preet Vihar, New Delhi - 110 092, India

CIN : U24233DL2005PLC139667

Annexure-A

Kindly e-mail or WhatsApp us the scan of the following original documents before date of your joining & bring Originals on DOJ, shortage of any document can cause a delay in the joining process:

1. Medical Fitness Certificate from a qualified MBBS (or above degree) doctor with chest X-Ray & all Reports Original and Xerox.
(Format Attached for reference) **(Mandatory)**.
2. 10 Passport Size Photographs (White background & 35 X 45mm). **(Mandatory)**.
3. Pan Card and Aadhar Card. **(Mandatory)**.
4. Aadhaar Card of immediate family members (Father/Mother/Spouse/Kids). **(Mandatory)**.
5. Experience/ Relieving/ Salary Slip for last three months/ Appointment letter & Full & Final Settlement of previous (Last) company. **(Mandatory)**.
6. Educational Certificates & Mark sheets (Class 10th/Class 12th/Graduation/Post graduation/Diploma etc.). **(Mandatory)**.
7. All previous company's Experience letter/ Relieving letter.
8. EPF /UAN No. & ESI details of the previous company, if applicable.
9. **"Himachali Bonafide"** certificate (If a resident of Himachal Pradesh).
10. Residence proof. (Voter Id/ Passport/ Driving License)
11. Bank Account Copy/Cancelled Cheque –HDFC (only).

Should you have any queries related to this, please contact **Ms. Monika Taluja on +91-8894788447** or write to careers@tirupatigroup.co.in

For Tirupati Medicare Limited,



Manjeet Kumar
Sr. General Manager - HR

Tirupati Medicare Ltd.

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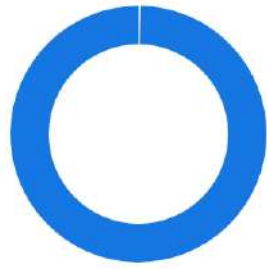
Registered Office :

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CIN : U24233DL2005PLC139667

Fostering life through innovation

← CTC Proration



Total Gross Pay / Total CTC Details

₹ 3,60,000

Effective from 20-10-2023

CTC

● ₹ 3,60,000

Salary Structure

CTC



CTC Details

Annually



Salary Components

Annually

Basic

180000

HRA

90000

Education Allowance

2400

Remote Allowance

2400

Hill Allowance

3600

Special Allowance

38304

Provident Fund

21600

Gratuity

8652