



Konstelec Engineers Pvt. Ltd.

DETAILED ENGINEERING PROJECT CONSULTANTS

6/25/308/320, Creative Industries Estate
Sunder Nagar Lane No. 2, Kalina,
Santacruz (E), Mumbai - 400 098.

Phone : (022) 2666 3827 / 4342 1500 Fax : (022) 6693 0903 Email : kepl@konstelec.com
CIN : U45203MH1995PTC095011

SITE SPECIFIC

December 6, 2022

KEPL/HR/APPNT LTR SS/22-23/093

To,

Mr. Ashim Das

S/o. Khagendranath Das

Balyagobindapur, Balyagobindapur,

VTC: Balgobindapur, PO: Ballyagobindapur,

Sub District: Potashpur-II, District: Purba Medinipur,

State: West Bengal, PIN Code: 721440

Cell No – 9564114425

Email id : das412909@gmail.com

Dear Mr. Ashim Das,

Sub: Letter of appointment for the post of “Admin Assistant”

Further to your application dated December 3, 2022 and the subsequent interviews you had with us, we are pleased to offer you the post “Admin Assistant” in our organization.

You will report for duty on December 8, 2022 at our site at – M/s. Indian Oil Corporation, Pakhni Depot, North Solapur, Solapur depot under Maharashtra state office - 413242. You will report to Mr. Harikrishna Venkateshwar Rao T – Sr.Site Engineer - Cell No (9741908011/9008320693). Failure to report for duty as above would render this letter invalid.

Your, initial, annual compensation package is Rs.2,33,830/= (Rupees Two Lakh Thirty Three Thousand Eight Hundred Thirty Only) as per attached CTC sheet.

You may be posted anywhere in India depending on the Company’s work requirement.

Your job profile and responsibilities will be defined by your superior and may be modified / increased depending on the work requirement.

You will be relieved from your duties once the project nears completion / is completed and all your responsibilities are duly executed / handed over to the Company’s satisfaction.

You will be on probation for a period of 6 (six) months from the date of your joining. If for any reason, the probation period is extended, you will receive a communication, in writing, to such effect.

Depending on work exigencies and client requirement you will be required to work as necessary.

During probation, the Company may terminate your service without any notice / without any compensatory pay, if your services are found NOT up to Company's expectation. The Company shall be the sole judge on the matter.

In case you are on unauthorized / unapproved leave for more than 7 days, then your services will get terminated automatically and all benefits that may be due to you will stand forfeited.

It is expected of you to maintain normal standard decorum in the office. Indiscipline / dishonesty or any such / similar acts will be dealt with very strictly and you may face disciplinary action / suspension / rustication. The designated manager(s) decision shall be final and binding on you.

You will avail of the Contributory Scheme of the Provident Fund under the Employee's Provident Fund Act 1952 with 12 % contribution from the Employer subject to ceiling as applicable.

All information of / about / relating to the company, in any format or mode, shall be held by you in strict confidence and will not be divulged to anyone under any circumstance.

The employment may be terminated by either party giving one month notice in writing.

We welcome you to our organization and hope to have a mutually beneficial relationship.

Thanking you,

Yours truly,
For KONSTELEC ENGINEERS PVT. LTD.


02/02/23

Project Manager

Site Head



HR/Admin - Executive

All the above terms and conditions accepted unconditionally.

Signature:

Date:

CTC - 2022- 2023 -SITE SPECIFIC					
Employee Code No.	3330				
Name	Ashim Das				
Designation	Admin - Executive				
Location	IOCL Solapur				
DOJ	08.12.2022				
Grade	E				
Last review done on					
DOB	07.06.2000				
Edu Qualification	B.Com - 2021				
UAN Number	101838996436				
PF Number	MH/42891/27426				
ESIC	3517849428				
	Monthly salary 22-23	CTC 22-23	Working	Particular	16,322
Basic	16,322	195,864	1,800	P.F	(1,800)
Conveyance	-	-	122	ESIC	(122)
Medical (produce bills)	-	-	200	PT	(200)
Education allowance	-	-	IN HAND (Monthly)		14,200
HRA	-	-			
Site Allowance	-	-			
Telephone / Mobile	-	-			
Special allowance	-	-			
Co contr to PF @ 12 % of basic or max Rs 1800/-	1,800	21,600			
Co. contr to ESIC (3.25%)	530	6,366			
Sub Total 1 (Salaries)	18,652	223,830			
Conveyance on voucher					
FBT on conveyance on voucher					
Sub Total 2 (Gross)	18,652	223,830			
Insurance premium - Life					
Insurance premium - Medical					
Bonus	833	10,000			
Annual CTC	19486	233,830			
Ex Gratia					
Sub Total 3 (CTC)	19,486	233,830			
Gratuity					
Superannuation					
Total	19,486	233,830			

Amish Shah
Director



Pravin Patel
02/02/23

Pravin Patel
Sr. Vice President - Projects