



Date: 8th December 2024.

Ref No-RCPL-HR-1011

Miss Krishna Rana

8895381023

At/Po-Kharia, Dist-Ganjam, Odisha 761111

Subject: Offer Letter for the Post of Key Punching Officer- Electrical

Dear Miss Krishna

This is in reference to your Job application followed with the rounds of Interview had with us. We are pleased to appoint you for the position of Key Punching Officer - MMG in our organization, with a remuneration of Rs 2,25,288.00 P.Y. with following terms and condition. (Detailed CTC with mentioning statutory compliance and deduction been mentioned Annexture-1)

Commencement/Term:

You Shall be required join the organisation on 10.12.2024.

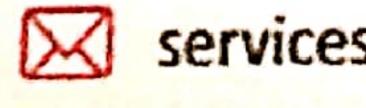
Krysma Roma



Plot No 311/09(311/2261), Niladri Vihar, Bhubaneswar, Odisha. Pin- 751021



(0674) 3556797



services@radiantsco.com



www.radiantsco.com

CIN: U45309OR2018PTC029906

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Terms and Condition

- You shall be on probation / training for three months from the date of commencement of
 your service which may be further extended at the discretion of the company. At the end
 of the probation / training period, if your services have been found satisfactory. Your
 appointment will be confirmed in writing by the organization. Notice period form employee
 during probation will be a period of 30 days.
- Notice period from employee after confirmation of employment will be a period of 45 days.
 In the cases, probation/training or confirmed employee, company reserves the right to your emplacement till alterative person is employed.
- Your employment is for M/s Radiants Civiletric Pvt Ltd, **Location will be separately intimated, but the company may, at any time, at its sole discretion, transfer you to any other department or location, as deemed necessary by requirement.
- You will be subject to the Company's rules and regulations for the time being in force and as amended from time to time.
- During the period of your employment, you shall not engage yourself directly or indirectly, with or without remuneration, for any other employment without written permission from the company.
- It is agreed that the company may from time to time add, modify or repeal any remuneration, benefit, facility that may have been extended to you on a review of the organization's functioning, finances and prospects and you shall be bound by the organization's decisions in this behalf.
- You shall not disclose any information of the company or any of its customers to anyone which may come to your knowledge.
- After tendering resignation from the company, an employee needs to return all company assets such as laptops/documents etc in his/her possession.
- If your employment will be under any principal employee as per contracts of the company,
 then the terms and period of employment will be based upon the principal contract. In Such
 employment scenario company has the rights to penalise/terminate the employee as per
 the recommendation of principal employer upon proper verification.
- Monthly/Yearly remuneration may kept hold in case employee don't submit any critical data/asset of the company for which he/she may lieu for. Repetition of such activity may lead to termination of employee with imposing appropriate penalty.

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- Company has all the rights to put appropriate performance penalty, including potential
 adjustments to bonuses or incentives in case failure to achieve the designated targets
 that been assigned to employee.
- Employees who will find without proper grooming and uniform/PPE, will incur a penalty,
 which may include a formal warning or deduction from their salary.
- Company has the ZERO INTEGRITY tolerance, and in the ground of integrity, if found guilty, company has all the rights to terminate the employee, without any prior notice.

Note:

If you are agreeable to the above-mentioned terms and conditions, please intimate your acceptance to us by returning an original of this letter **OR**, a copy of this letter (in the form of scan), **duly signed by you**, within **48HRS** of receipt at our registered office **OR** in below mentioned registered mail id. In case there is no confirmation received within the timeline, then letter shall be deemed to have been withdrawn.

Along with the signed appointment letter, you need to enclose and send the scan copies of the personal documents below to our registered mail id.

- 1. Adhar Card
- 2. PAN Card
- 3. Passport Size Photo
- 4. Bank Details (Scan copy of cancel check/ front page of passbook)
- 5. All Educational Certificates/ Marksheet.
- 6. All previous employment documents with NOC and License (If Applicable)

Candidate Career mail id (Scan document to be shared) – hr@radiantsco.com

I extend a warm welcome to you and wish you all the best for a successful career.

Yours's faithfully.

For Radiants Civiletric Pvt Ltd

Head-Human Resource

Radiants Civiletric Pvt. Ltd.

Smiti Mah Dy.

Human Resourse

(Official Use) _____

Actual Date of Joining

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Radiants Civiletrk Pvt Ltd			Armset (In Rd F.
	Components	Amount (In Rs) P.M	A CONTRACTOR OF THE PARTY OF TH
A) Earnings	for the Month		Armount (in Fa)
	Components	Amount (In Fis)	172,224
01	Basic Salary + DA	14,352.00	9,916
02	Leave Encashment	828 00	14,352.0
03	Bonus	1,195.00	
04	Other Allowance		*
05	* Additional Allowances		196,512.0
otal Earnings [A]		16,376.00	
B) Deductio			
			Amount (In Ps)
i) cilipioyee		Amount (In Rs) 1,722.00	20,664.0
01	Components DE Contribution (Def to A-01) @12% Of		
	PF Contribution (Ref to A-01) @12% of		
	Basic+DA, at maximum ceilling of Rs		1,476.0
	15,000.00 ESIC Contribution (@0.75% Ref to A-01	123.00	
02		1,845.00	22,140.0
	to A-04) Total Employee Deduction [I]		
Net Monthly In-hand Earning (A-B)		14,531.00	
			Amount (In Rs)
(II) Employe	r Contribution)	Amount (In Rs)	
	Components PF Contribution (Ref to A-01) @13% of	1.866.00	22,392.0
	Basic+DA, at maximum ceilling of Rs	1,500.00	
01			6,384.0
	15,000.00	532.00	
02	ESIC Contribution @3.25% Ref to A-01		
	to A-04)	2,398.00	28,776.0
Cotal Employ	yee Deduction [II]	2,0000	
		4077400	225,288.00
	cost to Company (CTC) (A+B)	18,774.00	220,200.0

^{*} Additional Allowances (Ref to Pt no 5 at SN-A) -In case applicable, is purrly performance based and statutory deduction is not applicable against this income.

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^{*} Additional performance linked Incentives is applicable, which is additional to above CTC as per company policy and any statutory deduction is not applicable against this income.