



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 Annexure-1)

Commencement/Term:

You Shall be required join the organisation on **10.12.2024.**

Krishna Rana



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



(0674) 3556797



services@radiantsco.com



www.radiantsco.com

CIN: U45309OR2018PTC029906

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 from 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 alternative 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.

Krishna Rama

- 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.

Smriti Mohanty
Human Resource

(Official Use)

Actual Date of Joining

Krishna Rana

CTC Statement			
Radiants Civiltek Pvt Ltd			
Components		Amount (In Rs) P.M	Amount (In Rs) P.Y
(A) Earnings for the Month			
	Components	Amount (In Rs)	Amount (In Rs)
01	Basic Salary + DA	14,352.00	172,224.00
02	Leave Encashment	828.00	9,936.00
03	Bonus	1,196.00	14,352.00
04	Other Allowance	-	-
05	* Additional Allowances	-	-
		16,376.00	196,512.00
Total Earnings [A]			
(B) Deduction			
(I) Employee Deduction			
	Components	Amount (In Rs)	Amount (In Rs)
01	PF Contribution (Ref to A-01) @12% of Basic+DA, at maximum ceiling of Rs 15,000.00	1,722.00	20,664.00
02	ESIC Contribution (@0.75% Ref to A-01 to A-04)	123.00	1,476.00
		1,845.00	22,140.00
Total Employee Deduction [I]			
Net Monthly In-hand Earning (A-B)		14,531.00	
(II) Employer Contribution			
	Components	Amount (In Rs)	Amount (In Rs)
01	PF Contribution (Ref to A-01) @13% of Basic+DA, at maximum ceiling of Rs 15,000.00	1,866.00	22,392.00
02	ESIC Contribution (@3.25% Ref to A-01 to A-04)	532.00	6,384.00
		2,398.00	28,776.00
Total Employee Deduction [II]			
Total Cost to Company (CTC) (A+B)		18,774.00	225,288.00
* Additional Allowances (Ref to Pt no 5 at SN-A) -In case applicable, is purely performance based and statutory deduction is not applicable against this income.			
* 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.			

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