

Date: 15-Jul-2022

Candidate Code: CC008479

Name: Meena Singh  
Location : Bangalore

**Letter of Intent / Offer Letter**

Dear **Meena Singh**,

Congratulations! We are pleased to inform you that you will be offered an employment at Xpheno Private Limited (hereinafter the Company), and would be deputed to our Client - Robert Bosch Engineering And Business Solutions Private Limited as **Embedded C++**. Your Job Location would be **Bangalore**.

Your Date of Joining will be **25-Jul-2022**.

The following conditions will be applicable to you:

1. You will be on companys payroll from yor date of joining. You will be subsequently receive a formal appointment letter to this effect.
2. You would be required to abide by the code of conduct and ethics prescribed by the Company or its Client.
3. Your employment during the term of your Contract will be only with Xpheno Private Limited.
4. Your Monthly **CTC** Salary will be **Rs.60,834/-**.
5. This is a letter of Intent. Your employment is subject to you receiving an appointment letter from the Company. You will be issued an appointment letter after your joining and only after submission of your documents/details in the online onboarding portal and clear background verification (if applicable). This is to be completed on or before your date of joining.
6. You will be required to go through medical tests and obtain a fitness certificate, wherever applicable as a pre-joining requirement.
7. Your employee code will be assigned after your joining.
8. Individual Salary information is strictly confidential and you are required to abide by it, at all times.
9. Your notice period on this assignment will be **30** days.
10. You will additionally be covered under the Individual Group Medical Insurance for up to Rs.3,00,000/- and Group Personal Accident Insurance Scheme to the extent of Rs.5,00,000/-. This policy will come into effect immediately on your joining The Company, provided you have completed all the required documentation with us.
11. You are requested to without fail, submit the following documents at the time of your joining. Non-submission might lead to withdrawal of your offer.
  - Employee joining form

- Bank A/c No – only through Cancelled Cheque leaf
- Statutory Forms (ESIC if applicable, PF, Gratuity)
- Educational Certificates – highest education
- Experience/Relieving letter and Last drawn Payslips
- PAN and Aadhaar Card
- UAN No., if already available
- ESIC No., if already available
- 3 Passport size photographs and current address proof
- Or any other documents, as applicable

We look forward to you coming on board. Wish you the best!

**For Xpheno Private Limited .,**



Sundar Eshwar  
**(Authorised Signatory)**

**Annexure A  
Salary Breakup**

**Candidate Code:** CC008479 **Emp Name:** Meena Singh

<b>Details</b>	<b>Per Month</b>	<b>Per Annum</b>
BASIC	30,417	3,65,004
HRA	12,167	1,46,004
Special Allowance	14,702	1,76,424
<b>Gross</b>	<b>57,286</b>	<b>6,87,432</b>
Employee PF	1,800	21,600
PT	200	2,400
<b>Total deductions</b>	<b>2,000</b>	<b>24,000</b>
<b>Net Salary (Gross-Total deductions)</b>	<b>55,286</b>	<b>6,63,432</b>
Employer PF	1,800	21,600
Employee Compensation	77	924
Insurance	209	2,508
Gratuity	1,462	17,544
<b>CTC = Gross salary + Employer Contribution</b>	<b>60,834</b>	<b>7,30,008</b>

\*Note: Net pay is subject to Income Tax deduction, if applicable, and will be as per the Income Tax Act, 1961. If your gross salary is in the income tax bracket, i.e., above 2.5 Lacs per year, you are requested to submit your income tax declarations on the employee portal. If you are changing jobs during the financial year and you are under income tax, please declare your previous earnings and taxes

\*\* Other statutory deductions such as ESIC, Employee Provident Fund, Professional Tax, Labour Welfare Fund (LWF) will be applicable as and when, and as per applicable rules.

**Note: Insurance premium amount may increase depending on your family details and age. Final amount will be mentioned in the appointment letter.**