

**03-March-2023**

**Ms. Shikha Bindeshwar Shukla**

FI.No. 84, Chandra Nagar,  
Nagpur, Maharashtra, 440027

**Confidential**

**Sub: Offer Letter**

This has reference to your application and subsequent discussions we had with you, we are pleased to offer you the position of **Management Trainee (Grade-MT)-Product Management** in our organization, on the following terms and conditions:

1. Your cost to company (**CTC**) shall be **Rs.7,28,460/- (Rupees Six Lakhs Fifty Thousand Only)** per annum, in which fixed annual salary will be **Rs.6,74,508/- Rupees Six Lakhs Only** and a variable pay of **Rs. 53,952/- (Rupees Fifty Thousand Only)**, which shall be paid annually and is subject to performance as specified in the policy. Please refer to Annexure-A for break-up of your salary.
2. You will be under probation for one year. Appointment letter will be issued upon your joining.
3. You will be governed by the rules & regulations of the Company, which will be communicated to you and may change from time to time.
4. You are voluntarily agreeing to enter into a service bond with the company for 18 months from your date of joining. This agreement is non-negotiable and non-breach-able.
5. You are required to sign a **Non-Disclosure Agreement** with the company upon your joining.
6. This offer is subject to successful verification of your background and reference check.
7. Your work location will be primarily **Noida**.

8. You are requested to bring the following documents (originals) at the time of reporting for duty:
- a. Proof of date of birth / SSLC / HSC certificate stating date of birth.
  - b. Certificates of educational qualifications.
  - c. Four passport size photographs of self and one passport size photograph each of self, spouse & children.
  - d. Relieving letter from immediate previous employer (as applicable).
  - e. Copy of PAN
  - f. Copy of Aadhaar Card
  - g. Form-16 (as applicable)

We are requested to join the organization at the earliest, however not later than **01-Apr-2023**.

Kindly sign the duplicate copy of this offer as an acceptance and confirm the date by which you will be joining the organization latest by **06-March-2023**, after which the offer stands withdrawn.

We look forward to having you in our team.

With best wishes,

For **Colorjet India Limited**

**Authorized Signatory**

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### **Acknowledgement & Declaration**

I, the undersigned, hereby acknowledge receipt of this letter and I hereby declare that I have read and understood contents of this letter and accept the same.

**Signature:**

**Name:**

**Date:**

**Annexure – A**  
**Break-up of Annual Salary**

Name : Shikha Shukla  
Designation : Management Trainee  
Department : Product Management  
Grade : MT  
Work Location : Noida

S#	Pay Component	(Fig in INR)	
		Per Month	Per Annum
<b>A</b>	<b>(a) Monthly Pay-slip Components</b>		
a)	Basic	22,483	2,69,796
b)	House Rent Allowance	11,242	1,34,904
c)	Children Education Allowance	800	9600
d)	Special Allowance	21,684	2,60,208
	<b>Sub Total (A)</b>	<b>56,209</b>	<b>6,74,508</b>
e)	Conveyance	0	0
f)	Driver's Salary	0	0
g)	Entertainment Allowance	0	0
	<b>Sub Total (B)</b>	<b>0</b>	<b>0</b>
<b>C</b>	<b>Retirals</b>		
h)	Employee Provident Fund	0	0
	<b>Sub Total (C)</b>	<b>0</b>	<b>0</b>
<b>D</b>	<b>Fixed Pay (A+B+C)</b>	<b>56,209</b>	<b>6,74,508</b>
<b>E</b>	<b>Variable Pay</b>	<b>4,496</b>	<b>53,952</b>
<b>F</b>	<b>Grand Total (D+E)</b>	<b>60,705</b>	<b>7,28,460</b>
<b>G</b>	<b>Other Benefits</b>		
i)	Gratuity	1,214	14,568
j)	Health Insurance	460	5520
	<b>Sub Total (G)</b>	<b>1,674</b>	<b>20,088</b>
<b>H</b>	<b>Total Rewards (F+G)</b>	<b>62,379</b>	<b>748548</b>

**In addition to the CTC:**

- Statutory Bonus as per the payment of Bonus Act, 1965 shall be applicable as per respective individual applicability.
- Employer ESI contribution (for those applicable) as per the ESI Act, 1948.
- All Payments are subject to the provision of the Income Tax Act, 1961.