

HR-PM-RC-FOR-10-F009 - MT (21)
April 8, 2021

Mr. Srikiran S
No.5, Sri Chella Apartments
5th Avenue, Anna Nagar
Chennai – 600 040

Dear Srikiran,

With reference to your application and the interviews we have had, we are pleased to make an employment offer to you as **Management Trainee** in Saint-Gobain India Private Ltd. You will be initially located at our manufacturing location at Sriperumbudur, Tamilnadu.

The details are as under:

- 1) **Joining Date** : on or before July 1, 2021.
2) **Training Period** : Six Months
3) **Your emoluments are as under:**

<u>Components</u>	<u>Amount (Rs. per annum)</u>
• Basic Pay	: Rs.2,37,600/-
• HRA	: Rs.1,18,800/-
• Special Allowance	: Rs.35,400/-
• Education Allowance	: Rs.2,400/-
• Conveyance Allowance	: Rs.1,18,800/-
• Domiciliary Medical Assistance	: Rs.15,000/-
• Annualised Incentive*	: Rs.60,000/-
• Long Term Benefit (16.81%)	: Rs.42,480/-
○ Provident Fund (12%)	
○ Gratuity (4.81%)	

- 4) * **Incentive** : You will be eligible for a fixed incentive on completion of your training. Thereafter from the date of your probation you will be covered under Performance Related Variable Incentive Scheme for Employees (PRISE/PRIME), as applicable to the function you belong to.





- 5) **Retention Bonus** : You will be paid one-time Retention Bonus of Rs.3 lakhs on successful completion of 3 years of service from the date of confirmation.
- 6) **Medical Insurance** : You will be governed by Group Insurance policies as applicable to your level.

Your appointment is subject to:

- (a) You being medically fit for Employment to be certified by the Company Doctor or any other Registered Medical Practitioner appointed or authorized by the Company.
- (b) You successfully complete your graduation at the time of joining.

Please give your acceptance by duly signing and returning duplicate copies of:

1. Appointment Letter,
2. Standard Terms and Conditions of Appointment
3. Group Principles of Action & Principles of Conduct.

In order to complete the joining formalities, we request you to submit a copy of the following documents at the time of joining:

1. Three passport size photographs (with a business formal attire) and copy of PAN number.
2. One set of photostat copies of the following documents with their originals for verification:
 - a. Birth certificate (SSLC or equivalent Pre-college certificate), Transfer Certificate / Community Certificate
 - b. Educational certificates
Proof of examinations passed, including the name of the institution and percentage of marks obtained etc.,
 - c. Employment certificates (where applicable)
Service certificate and proof of last drawn salary with previous employers.

In order to have smooth salary transactions you are advised to hold a HDFC or ICICI or SBI bank account before joining us. Any Income tax liability will be borne by the employee.

We welcome you to join us for a bright and rewarding career with Saint-Gobain India private Ltd.

Yours sincerely,


P Padmakumar
Executive Director – Human Resources
Saint-Gobain India Private Limited &
Head –CSR, Saint-Gobain India

Encl : a/a

ACCEPTED : _____
(Srikiran S)