

MAHS2017/09/06/187

06-Sep-17

**Offer Letter**

Dear Arun,

Congratulations! We are pleased to offer you a position of **Executive- Operations - Corporate** at Grade – **A3** with us here at Medi Assist Healthcare Services Private Limited. We would like you to commence your work with us on or before **07-Sep-17**. Your initial posting will be at **Bangalore**. Your probation period will be for 6 months and may be extended at the discretion of the management.

Your total employment Cost to Company will be **INR 225000/- (In words Rupees Two Lakh Twenty Five Thousand Only)** per annum, effective from your date of joining us. For your easy reference, details of your compensation are available in Annexure-1 of this letter.

Please submit the photocopies of the following documents on the day of joining:


- Proof of age
- Certificate or testimonials of SSLC /10<sup>th</sup> Std. and Certificates supplementing your highest educational and professional qualification attainments
- Last three months' payslips of your previous organization(if applicable)
- Relieving letter from your previous organization mentioning the cause of separation(if applicable)
- 8 (eight) passport sized photographs (with White background)
- PAN Card
- Voter ID, Aadhar Card, Passport or any photo ID address proofs
- PF UAN (if UAN is generated)
- Previous employer ESIC number / copy of Temporary ID card or Pehchan card (If applicable)
- Any other documents as may be required by the Company

Please convey your assent by signing and submitting the enclosed copy of this offer letter within two days of receipt of the same. Upon acceptance of this offer, you are expected to act in accordance with all rules and regulations of the company as are applicable from time to time.

Kindly note that your employment is contingent upon successful completion of a background check.

We look forward to working with you and wish you a great career with us.

**For Medi Assist Healthcare Services Private Limited.,**



Gopi Kuppappao  
AVP - HR

**Medi Assist Healthcare Services Private Limited**

(Formerly Known as Net Logistics Private Limited)

CIN - U74900KA2000PTC027229

Tower "D", 4<sup>th</sup> Floor, IBC Knowledge Park, 4/1, Bannerghatta Road, Bangalore - 560 029. Phone : +91 - 80 - 4423 4423

Email : info@mahs.in web : www.mahs.in

Annexure I

**Remuneration Break up:**

Particulars in Rs	Monthly	Annually
Basic	8424	101088
HRA	3370	40440
Conveyance	1600	19200
Special Allowance	3238	38856
<b>Gross</b>	<b>16632</b>	<b>199584</b>
PF Employer	1011	12132
Gratuity	405	4860
Statutory Bonus	702	8424
ESIC Employer	0	0
<b>Cost To Company</b>	<b>18750</b>	<b>225000</b>

CTC Per annum in words Rs Two Lakh Twenty Five Thousand Only

**Note:**

- Gratuity will be paid as per Gratuity Act on completion of 5 yrs continues service in the organisation
- Bonus will be paid on quarterly basis
- Net Pay (Take-home) is subject to the statutory deductions as applicable

**For Medi Assist Healthcare Services Private Limited.,**



Gopi Kupparao  
AVP – HR

I hereby confirm that I have carefully read the contents of the offer letter and accept the offer of employment in your organization.

Name: Arun

Signature:

Date:

**Medi Assist Healthcare Services Private Limited**

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