

Date: 09-Nov-2020

To
Mr. Alex A
No.383 A Paruthikkanmoi
Paruthikkanmoi Po, Kalayarkovil Tk.
Sivagangai - 630551
Tamilnadu

Dear Mr. Alex A

Sub: Fixed Term Employment as Emergency Medical Technician (EMT)

With reference to your application, subsequent interview and training that you had with us in regard to employment in our organization, we are pleased to offer fixed term employment on the terms and conditions specified below:

1. You are appointed as **Emergency Medical Technician (EMT)** in the grade of **Assistant-L1** in **EM Operations Division**.
2. This appointment will come into effect from **10-Nov-2020** and your services are assigned to our 108 Operations in Tamil Nadu. Your initial district of posting will be advised by HR department, Chennai. Your services are liable to be transferred to any place / district, where GVK EMRI, Tamil Nadu is having its operations based on the requirement of the job.
3. Your monthly compensation package in terms of Gross would be **Rs.14426/- (Rupees Fourteen Thousand Four hundred and Twenty Six only)**. The detailed salary structure is enclosed as Annexure - A. The Gross Salary mentioned is applicable for 12 hours spread over shift duty that you would be required to perform per day. This compensation package provided for spread over shift shall stand withdrawn in case you cease to work for 12 hours spread over shift duties and adjusted if you are required to work only in normal shift working hours for any reason whatsoever.
4. **Employment Tenure:** The term of your employment is for a period of 1 year from your date of joining as mentioned above. Notwithstanding this, in the event of the Project / Work for which you are being employed terminates before end of said employment period, your employment shall be coterminous with the termination of the Project / Work.
5. **Extension:** The term of your employment with us would automatically come to an end on **09-Nov-2021** after completion of 1 year from your date of joining.
6. **Notice Period:** Either party can terminate this employment by serving 30 days' notice on the other or payment of Gross monthly salary in lieu thereof.
7. **Training:** As you are working in Essential Emergency Services and need to effectively handle emergency victims, it is mandatory that you must undergo refresher training including other global certifications of emergency care every year and get yourself certified successfully as and when nominated. In the event of non-renewal of refresher or other certification programs or you fail to get certified, your services can be discontinued from GVK EMRI.

Received and Accepted

Devi

9/11/2020

ANNEXURE - A

Name	Mr. Alex A		
Designation	Assistant - L1		
Components			
A) Monthly Salary :	P.M. (Rs.)	P.A. (Rs.)	
Basic	5670	68040	
House Rent Allowance	2835	34020	
Conveyance Allowance	800	9600	
Attendance Incentive (as per rules)	200	2400	
Shift Spread Over Allowance	4721	56652	
Special Allowance	200	2400	
Gross Salary	14426	173112	

In addition to the above gross salary GVK EMRI bears the cost of your following statutory benefits:

Employer's Contribution towards	P.M. (Rs.)	P.A. (Rs.)
PF (13 % of Gross - HRA)	1507	18084
ESIC (3.25% of Gross)	469	5628
Gratuity (4.81% of Basic)	273	3276
Insurances (as applicable)	69	828
Total	2318	27816
Cost to the Company (Total of Gross salary and statutory benefits)	16744	200928

Net pay will be arrived at after deducting employee contributions to PF & ESI, PT etc as per the statutory provisions and authorized deductions as applicable, from total emoluments.

The shift spread over allowance shown above, as part of Gross salary shall stand withdrawn in case you cease to work for 12 hours spread over shift duties and adjusted if you are required to work only in normal shift working hours for any reason whatsoever.

Received and Accepted

Sharij

Q. A. M.