

Ref: DNHDD/HRD/02/2024-25/217

Sep 6th, 2024

To,

Mr. Paraskumar Dhansukhbhai Patel,
Chikhali,
Navsari -396560

Dear Mr. Paraskumar,

Welcome to Torrent Parivar!

Torrent Power Ltd is pleased to offer you the position of **Junior Executive – Distribution** is confident that you would have a rewarding experience working with us in Torrent and the Company also would benefit from your knowledge & experience.

The following are the terms of appointment for the above:

- Your CTC would be as per details enclosed in Annexure- A.
- Gratuity benefit would be in addition to the above subject to terms and conditions.
- You and your family will be covered under the Company Group Medical Insurance policy (Family means: Spouse & children).
- You will be covered under the Company Group Personal Accident insurance.
- You will be eligible for leaves as per "Leave Policy" of the Company. (From January to December).
- You will be on probation for a period of six months from the date of joining.
- As a valuable resource of the organization, the Management can utilize your services in any unit / undertaking or establishment / division / department / branch / office of the Company or to any other Company of Torrent Group.
- Notice period for resignation is 3 months.

DADRA AND NAGAR HAVELI AND DAMAN AND DIU POWER DISTRIBUTION CORPORATION LIMITED

A subsidiary of Torrent Power Limited

Registered Office: 1st & 2nd Floor, Vidyut Bhavan, Silvassa - 396230, DNH, India

Daman: Fortune Paradise, Dunetha, Nani Daman - 396210, Daman, India

Diu: Gangeshwar Mahadev Road, Fudam - 362520, Diu, India

Phone No.: +91-6357557777 | **Customer Care No.:** +91-9099991912, 1800-270-5551, 1800-233-9500, 19126

Website: connect.torrentpower.com | **Email ID:** connect.dnhdd@torrentpower.com | **CIN:** U40101DN2022PLC005707

- The appointment is liable to be terminated by the Company for any breach of the terms and conditions of the contract detailed in the appointment letter.
- The detailed appointment letter elaborating the terms and conditions of the appointment will be issued on your joining the Company.

The offer of appointment is provisional and subject to your reference checks being found satisfactory, verification of documents (Annexure-B) on your joining the Company and you are being found medically fit by our Medical Officer after you undergo a pre-employment medical examination in any of the Apollo/Shalby Hospital (details are given in Annexure C).

On receipt of this letter, please send the letter of acceptance within 7 days from the issuance of this letter. Please join latest by **10-09-2024** or earlier and report at **Dadra and Nagar Haveli and Daman and Diu Power Distribution Corporation Limited, Daman – 396210**, failing which this offer would be deemed as cancelled. Your headquarter will be U.T. of Dadra & Nagar Haveli and Daman & Diu.

With best wishes,

Yours faithfully
For DNHDD Power Distribution Corporation Ltd.



SHAILESH MODI
ASSISTANT GENERAL MANAGER (HR)

-----Acceptance of offer-----

Signature :

Name :

Place :

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Annexure A

Salary Structure for Mr Paraskumar Dhansukhbhai Patel (Junior Executive - Distribution)

Components	Amount per annum (in Rs.)
Basic (50% of the CTC)	1,15,000
HRA (40% of the Basic)	46,000
Conveyance allowance (Rs. 1600 p.m.)	19,200
PF (Co's contribution @ 12% of Basic)	14,577
Superannuation fund (5% of Basic)	5,750
Bonus*	23,000
Compensatory allowance	6,473
Total CTC	2,30,000

(Two Lacks Thirty Thousand Only)

*20% of the basic salary shall be paid as "Bonus", as per The Payment of Bonus Act, 1965, out of which Rs 16,800/- would be paid annually and the balance amount, if any, on equal quarterly basis as an advance (Interim) Bonus.

CSJ

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Annexure - B

The following documents are required to be submitted by you at the time of joining (original and photocopy):

1. Mark sheet and degree certificate for 10th & 12th
2. School Leaving Certificate
3. Mark sheets & Degree Certificates for Graduation & Masters
4. Mark sheets & Degree and course completion certificate for professional course (Semester Wise)
5. Passport size photographs – 3 no.s
6. PAN Card copy
7. Aadhaar Card (which mentioned Date of Birth)
8. Address Proof (Driving Licence, Voter's ID)
9. Relieving letter of previous organization
10. Experience letter of previous each organization
11. Passport size photographs – 2 no.s of Nominee (Mother/Father/Wife)
12. Photo ID Proof of Nominee (PAN card/Voter's ID/Driving license)
13. Copy of the latest PF receipt issued by RPFC/Employer (as the case may be) along with UAN number.

Copy

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Annexure C

The procedure for undergoing pre-employment medical examination is as under:

1. The candidate receiving the offer must undergo the medical examination within 7 days of receiving the offer.
2. The candidate can visit the Apollo/Shalby Hospital.
3. The candidate has to take an appointment at the Apollo/Shalby Hospital, convenient to him/her and the same has to be communicated to Dr. Alpesh Gohil/Dr Tushar Vilasi, Medical Officer, Torrent Power Limited. Dr. Alpesh Gohil/ Dr Tushar Vilasi would co-ordinate with the Apollo/Shalby Hospital before & after the check-up.
4. The candidate will have to produce to the Apollo/Shalby Hospital, the offer letter from DNHDDPDCL. along with identity proof (Photocopy of PAN card, Election card or Driving license).
5. The candidate needs to undergo the test mentioned in **Category I/II** the charges for the **Category I/II** test will have to be made by the candidate, which will be reimbursed at the time of joining the company.
6. The reports of the medical checkup of the candidate will be sent by the Apollo/Shalby Hospital directly to Dr. Alpesh Gohil/ Dr Tushar Vilasi Medical Officer, Torrent Power Limited.

Alpesh

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