

**Subject:** Confirmation to your Employment with Hitachi India

**From:**

**To:**

**Date:** Monday, February 2, 2015 3:46 PM

Dear

Welcome to Hitachi India Pvt. Limited!

We take pleasure to extend the following offer of employment to you.

Please find enclosed the Soft copy of your Joining letter.

The Hard copy of your Joining Letter will be given at the day of your joining.

For any further Queries regarding your employment offer, please mail us at [careers@hitachi.co.in](mailto:careers@hitachi.co.in)  
Before accepting Hitachi's offer of employment, please read the below carefully.

All Financial Commitments that you are entitled to will be mentioned in the offer letter. No queries will be entertained after you join Hitachi India Pvt. Limited.

Please mail us at [careers@hitachi.co.in](mailto:careers@hitachi.co.in) for any queries.

All applicable documents mentioned in the offer letter and below are mandatory for your Onboarding.  
If any of the documents are not available,

OR

If any of your employment credentials or educational qualifications have changed since the time you filled the application form for employment with Hitachi India Pvt. Limited.

please do let us know at the earliest by writing to [careers@hitachi.co.in](mailto:careers@hitachi.co.in), so as to give us time to seek necessary approvals if any are required. Please await confirmation from [careers@intecc.com](mailto:careers@intecc.com) before accepting the Hitachi offer of employment. You will not allow to join Hitachi without all the applicable documents or confirmation from Hitachi to join with missing documents.

On your joining date, please bring -

- (i) the original and 1 photocopy of this letter duly signed and dated by you
- (ii) 5 self photographs (passport sized, color photos with a white background)
- (iii) the originals and 2 sets of photocopies of the following documents:

Employment and Educational documents:

Education degree certificate and all year mark sheets for the highest degree attained. Photocopies should include both front and back sides of certificate.

Relieving letter or resignation acceptance letter from your most recent employer. If you have been employed for 1 year or less with the most recent employer, you must also bring a relieving letter or resignation acceptance letter from the prior employer. Include your employee number with such previous employer(s).

If any of your employment has been of a Freelancer, you will need to submit the details of any client (Name, address and contact), an invoice presented to the client by you and a copy of the bank statement showing the amount remitted to your account.

If you have been working for a company in the capacity of a Proprietor, Partner etc (other than regular and freelancing), you will need to submit an applicable document which confirms that you do not have any professional relationship with that company.

Valid Indian Work Permit, if applicable.

If applicable, Please bring a copy of your OCI (Overseas Citizen of India) Card and PIO (Person of Indian Origin) card.

Other Documents:

Proof of identity. Bring 3 sets of photocopies of any one of the following documents: passport, driving license, voter's identification card or PAN card.

Copy of Passport - if you do not have a passport then kindly apply for a passport immediately and carry the acknowledgement on the day of your Onboarding

If you have stated in your application to Hitachi that you are differently abled, please bring the disability certificate as per the prescribed format, duly filed & signed, along with 2 Color Post Card size family photographs, if your annual compensation is less than INR 3,00,000.

Please contact [careers@hitachi.co.in](mailto:careers@hitachi.co.in) for any clarifications If you have ever changed your name at any point of time, and for any reason whatsoever, please bring supporting documents for the same.

If your compensation is less than INR 1.80,000, you will need to submit 2 color photographs of your family.

Print out of the confirmation of a new joining date if you have asked for one.

If applicable, print out of the confirmation mail from [careers@hitachi.co.in](mailto:careers@hitachi.co.in) to join with any missing mandatory documents.

Thank you and warm regards,

Human Resources,  
Kind Regards,

For HR – Team,

Hitachi India Pvt. Ltd.  
802A and 802B, Tower 2,  
8th Floor, Konnectus Building,  
Bhavbhuti Marg,  
Near Minto Bridge,  
Connaught Place,  
New Delhi – 110001,  
India.  
[www.hitachi.co.in](http://www.hitachi.co.in)

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## OFFER & APPOINTMENT LETTER

Mr.

02 Feb 2015

Dear , Congratulations! With reference to your application and subsequent interview with us for a career in our organization, we are pleased to inform you that you have been selected for employment in our organization as Graduate Engineer Trainee.

In the coming year, keep aspiring for change and be known for your thoughts and your work; be the catalyst that this fast changing world needs; keep sharpening your skills and investing in yourself; and last but not the least – keep your work and life in perfect balance, because that is the prerequisite for success.

We take this opportunity to thank & appreciate your decision to join Hitachi India Pvt. Limited. You are requested to join us on 16th March 2015.

You will be on probation for a period of 6 months from the date of your joining. Your compensation would be as outlined in Annexure I. The general terms and conditions governing your employment are outlined in Annexure II.

On the date of joining, you would be required to furnish photocopies of the original documents and other listed information in Annexure III. Please note that the submission of all the documents is mandatory to facilitate joining, background verification / validation and appointment process at Hitachi India Pvt. Limited. Annexure IV provides details on the various compensation components and selected benefits that we offer you as a part of the Hitachi family.

As confirmation of your acceptance, please sign the duplicate copy of this Offer & Appointment Letter and Annexure and submit the same within 7 days to at the address given below:

Hitachi India Pvt. Limited  
Unit No. S 704, 7th floor,  
World Trade Center,  
Brigade Gateway Campus,  
No.26/1, Dr.Rajkumar Road,  
Malleswaram-Rajajinagar,  
Bangalore 560 055,  
India.

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Looking ahead, we see exciting times – we look up to you to provide impetus in accomplishing our mutual endeavor of being the best in the business of several Services. Welcome to our Organization! We look forward to a mutually fruitful association.

For Hitachi India Pvt. Limited,



DEBASIS SARKAR

Global Compensation & Benefits

I accept the offer and related terms and conditions. I will join by \_\_\_\_\_

Name:

Date:

## Annual Earning Opportunity for Mr. Vivek Vipparthi

Band: E1	AnnexureA
Designation: Graduate Engineer- Trainee	Travel Plan: TP3
Location: Bangalore	
Date of Joining: 16 March, 2015	
Monthly Components (In Rs.)	
Basic Salary	12317
Monthly Flexible Basket Å	14087
Bright Hours Allowance æ	3500
Advance Monthly Performance Bonus(AMPB) +	6333
TOTAL: Monthly (A)	36237
TOTAL: Monthly : Annualised (B)	434844
Annual Components (In Rs.)	
Social Security & Retrials	
Provident Fund @ 12% of Basic Salary	16297
Gratuity	4568
TOTAL: Annual : (C)	20865
Total Annual Earning Opportunity (B) + (C)	455709
# FLEXI BASKET DETAILS	
	MAX SUB-LIMITS (per annum)
Medical Reimbursement	15000
Leave Travel Assistance Å	30000
HRA/CLA Percentage É	47502
Conveyance Allowance Æ	9600
GHMI	7917
Children Education Allowance	2400
Company Car Lease Entitlement !	150000
Fuel Reimbursement and Car Maintenance Charges	37000

## ADDITIONAL BENEFITS :

Group Personal Accident Insurance Rs. 3 Lacs + Rs. 3 Lacs Air Accident

Term-Life Insurance Cover of Rs. 15 Lacs

You are covered under GPAI scheme as per Company's GPAI policy. The sum assured is of Rs. 3 Lacs. (Rs. 6 Lacs in case of Air Accident)

MONTHLY OMB (OFFICIAL MOBILE BUDGET) \$\$ : "Official Mobile Budget (OMB) entitlements as per Telephone Policy In Natasha."

! As part of the Company leased car scheme

+ Advance Monthly Performance Bonus (AMPB) paid out based on this letter, 50% would be recoverable if you are relieved from the company's employment before completion of 12 months from the effective date of this letter.

æ Payable as per the BHA Scheme. Applicable as per the company declared scheme-details available on EHS site on knockout.

Å Employee has an option of availing all or some of the Monthly Flexi Basket (MFB) across various components as per annual limits and entitlements indicated in the CTC sheet other than GHMI which is compulsory. The split of the same has to be submitted to EHS (through MFB Link mail within 30 days of joining failing which the same will be paid as taxable component) as per company wide guidelines and timelines.

É Will be governed as per the prevalent LTA policy, at the time of claiming the same.

CLA shall be applicable as per company policy.

Æ Conveyance allowance shall be taxable unless an advance quarterly declaration (through SSD) is given for not using company car lease scheme and /or not using company provided transport.

| All employees are covered under GHMI by default. Please read detailed instructions before deciding. Existing employees have default coverage under GHMI in the absence of declaration.

\$\$ To be claimed for official cell phone expenses only as per the telephone policy available on Natasha site. The claim has to be supported by bills and shall lapse monthly if unclaimed.

## NOTE :

Your compensation can be restructured at anytime protecting Annual Earning Opportunity.

All salary components are governed by the company policies and statutory guidelines.

This salary sheet is strictly confidential and must not be discussed with anyone other than your Reporting Manager

All personal tax liability arising out of compensation and joining expense (if any) will be borne solely by the employee.

Issued Date: Feb 02, 2015

## Welcome aboard...

It is often said that an organization can grow only if it empowers its employees to grow! At Hitachi, we consciously realize this fact and have developed a five-fold path for individual enlightenment that not only covers basic monetary benefits for Hitachians, but also takes care of their professional growth by providing empowerment, knowledge, recognition, transformation and support.

Following are the terms and conditions that refer to our offer of employment to you, this is to be read in conjunction with the offer letter as attached.

## GENERAL TERMS AND CONDITIONS OF EMPLOYMENT

### 1. Location :

As you are aware that Hitachi is coming up with several Operating Units in Bangalore. Your initial joining formalities will be done in Bangalore and your posting will be at our Bangalore centre.

### 2. Medical Checkup:

Your employment is subject to you being declared medically fit by the company doctor.

### 3. Increments and promotions:

Your growth in terms of role, compensation etc. in the company will solely be based on your performance. Your first compensation review will happen after your completion of probation period i.e. 12 months from date of joining.

### 4. Notice Period/ Separation:

Your employment with the Company can also be terminated either by the Company or by you by giving the other party **three months** advance notice. If the Company terminates the employment and decides to relieve you before the completion of the notice period, the „Basic“ component of the salary for the balance notice period would be paid to you. If at your request, the Company agrees to relieve you before serving the full notice period, you will be liable to pay the Company the „Basic“ component of the salary for the balance notice period. However, please note that accepting any such early relieving request would be entirely at the discretion of the Company.

On termination of your employment for any reason, you shall comply with the Company's termination procedures, sign all documents and return all Company property. The Company will not be bound to pay the dues, if any, till you have completed all the separation procedures.

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### **5. Agreements:**

You may be required to sign necessary agreements with the Company or any other client as required and complete various formalities as per the agreements at the time of joining and during the tenure with the company.

You may also be required to sign other Agreements with the Company, as the Company may decide from time to time, in order to secure the interests of the Company as also to ensure your performance and adherence to all terms, conditions, rules and regulations of the Company.

### **6. Background and Reference Check**

The company will undertake the background verification / validation process of employees in terms of education, previous employment(s), claims made against achievements in the resumes/CVs of the employees etc. with the help of a third party as and when required. You would be required to submit photocopies of documents detailed in Annexure III to facilitate the joining and background verification process.

The company may also undertake reference check through at least two professional references submitted during the process of selection.

### **7. Working Hours:**

You will be governed by the normal working hours as existing in the company. You may be required to work in shifts and/or in extended working hours, as permitted by law, if required as per business needs. The same are subject to change from time to time.

### **8. Mobility:**

The Company may require you to perform duties and undertake assignments for the Company in any part of India or abroad, whether at the Company's premises or that of its customers/clients. You are also liable to be transferred to any office or branch of the Company anywhere in India or abroad. During deputation to any customer/client's premises you shall abide by the terms and conditions pertaining to such premises.

### **9. Deputation/ Transfer:**

Company may also depute you to work with any of the Group Companies or transfer your services to any Group Company. On such transfer of your employment, the present terms and conditions will cease and the employment will be governed by the terms of employment of the Company you are transferred to. You shall however be entitled to continuity of service.

### **10. Retirement:**

You will retire from service on attaining superannuation at the age of 55 years.

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## **11. Other benefits**

You shall be eligible for other benefits related to leaves, perquisites etc. in accordance with the prevailing terms of employment in the Company. Notwithstanding the above, the Company reserves the right to change the above-mentioned benefits as and when it deems necessary and you will be notified accordingly. Candidates joining us on or after Jan 1, 2009 will be governed by new set of leave rules.

## **12. Correctness of the Details Furnished:**

You have been appointed on the presumption that the particulars furnished in your application and resume are correct. In the event the said particulars are found to be incorrect or that you have concluded or withheld some other relevant facts, your appointment with the Company shall stand terminated/cancelled without any notice.

## **13. Other Rules and Regulations of the Company:**

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of Hitachi as applicable to you and the changes therein from time to time.

You agree not to undertake employment whether full time or part time, as the Director/ Partner/member/employee of any other organization or entity engaged in any form of business activity without the consent of Hitachi India Pvt. Limited. The consent may be given subject to any terms and conditions that the company may think fit and may be withdrawn at the discretion of the company.

**LIST OF DOCUMENTS/INFORMATION TO BE SUBMITTED ON DATE OF JOINING TO FACILITATE JOINING, BACKGROUND VERIFICATION / VALIDATION AND APPOINTMENT PROCESS AT Hitachi India Pvt. Limited.**

S. No.	Particulars
<b>(A)</b>	<b>ONE SET OF PHOTOCOPY OF FOLLOWING DOCUMENTS:</b>
<b>1</b>	Date of Birth Certificate
<b>2</b>	Copy of Pan Card or Acknowledgement Slip of Form 49, if applied for Pan No.
<b>3</b>	Copy of full set of Offer Letter, self attested on all the pages.
<b>(B)</b>	<b>TWO SETS OF PHOTOCOPIES OF FOLLOWING DOCUMENTS:</b>
<b>4</b>	Professional / Educational Certificates & Mark sheets: <ul style="list-style-type: none"> <li>• 10th std or equivalent marks card and certificate,</li> <li>• 12th std, Diploma or equivalent marks card and certificate,</li> <li>• Graduation marks card and certificate,</li> <li>• Post-graduation Certificate marks card and certificate,</li> <li>• Other relevant educational or skill certifications</li> </ul>
<b>5</b>	Resignation/Relieving Letter from last two employers (if applicable )
<b>6</b>	Experience Letter (s) from all your PAST employers including details of period of employment (if applicable )
<b>7</b>	Latest Pay-slip / Salary Certificate from the last two employers (if applicable)
<b>8</b>	Passport - All non-blank pages (if applicable)
<b>9</b>	Permanent & current Residential address proof (Ration Card / Voter ID Card / License Copy etc.,)
<b>(C)</b>	<b>THREE PASSPORT SIZE COLOUR PHOTOGRAPHS AS PER SPECIFICATION</b>
<b>10</b>	<b><u>COLOUR PHOTOGRAPHS with WHITE BACKGROUND</u></b> (Name & blood group to be mentioned at the back of photographs).
<b>(D)</b>	<b>OTHER INFORMATION SOUGHTED (To be made available on date of joining)</b>
<b>11</b>	Previous Employment PF Account No. And Pension Account No with complete address of PF Trust (In case joinees wish to Transfer their PF)
<b>12</b>	Joinee's family (Parents, Spouse, Children) details including their DOB
<b>13</b>	Bank Account No. (ICICI/HDFC) (If Any)
<b>14</b>	Blood Group of Self and Family

## **EXPLANATION OF COMPENSATION STRUCTURE AND EMPLOYEE BENEFITS**

To facilitate an easy understanding of your compensation structure (Cost to Company, CTC), the various components have been categorized under the following broad heads:

- ↓ Basic Salary
- ↓ Monthly Allowances
- ↓ Variable Pay
- ↓ Social Security & Health Benefits

### **Disclaimer:**

***Your individual compensation structure may not necessarily have all the components as applicable to the respective Band.***

The details for each component falling under these heads are explained as following:

### **BASIC SALARY**

The Basic Salary is standard across organization and brought to a certain value of the CTC. Basic salary has an impact on various other components such as the PF contribution, medical insurance cover, Gratuity, HRA etc. and hence has to be balanced so as not to substantially reduce the employee's take home salary.

### **MONTHLY ALLOWANCES**

- **House Rent Allowance (HRA):** The HRA is payable max. upto 100% of the Basic Salary and paid monthly. This includes the Company Leased Accommodation value
- **City Compensatory Allowance (CCA):** CCA is a work location based fixed monthly component to adjust cost of living expenses on the basis of specified locations. CCA component is subject to change for an employee in the event of relocation between different zones / locations, max. limits of payout will be as follows:

Zones	Cities	INR/month
Zone A+	Noida, Gurgaon, Delhi, Chennai, Bangalore, Mumbai	4500
Zone A	Pune, Hyderabad, Kolkata	3500
Zone B	Jaipur, Nagpur, Lucknow, Coimbatore, Madurai etc	2500

- **Conveyance Allowance:** Conveyance Allowance is payable max. upto Rs.2000/- per month
- **Holiday Allowance:** Holiday Allowance is a monthly taxable component payable max. upto two months' basic salary spread over 12 months, however, employee has the option of converting Holiday Allowance into Leave Travel Allowance (LTA) by declaring in the beginning of the year

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For employees covered under ESI, they would, **by default not be covered under Hitachi's private medical insurance policy.** Option to enroll under private medical insurance policy is available as well; however, in such a case, the additional cost of annual medical premium has to be borne by the employee as per terms and conditions elucidated under Medical Insurance Premium above.

- **Employer's contribution to Provident Fund:** As per statutory requirements, an employee has to contribute 12% of the basic salary towards Provident Fund. The employer also makes a matching contribution towards the fund. Out of the 12% employer's contribution, 8.33% (to a maximum limit of Rs.541/- per month) is remitted towards Employees Pension Scheme. All employees are thereby eligible to draw pension after superannuation.
- **Gratuity:** As per statutory requirements, it is employer's statutory liability to pay 15 days Basic salary (15/26 of a monthly Basic) for every completed year's service to each of his employees on their exit, for any reason after five years of continuous service, subject to maximum limit of Rs. 10.00 lakhs at present.
- **Term Life Insurance:** At Hitachi, you will be covered under the Term-life Insurance Policy which provides safety net for your family in case of death of the employee due to any reasons; you will be covered for Rs. 18 Lakhs. Apart from this, you are also covered against any permanent or partial disability that may arise due to accident.

We look forward for you being an integral part of this arduous yet fulfilling journey towards excellence and growth and hope our relationship will go a long way!

**Cheers!!**

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