

**HRD/3T/19-20/NDO-502**  
**Dear:Kunathi Sundar,**  
**Reference Id: BBI5698333**  
**Candidate ID: @ 76076**  
**Hyderabad,Telangana**  
**500409**



### Appointment Letter

**Dear: Kunathi Sundar,**

Congratulations! Further to your application for employment with us, and the subsequent selection process, we are delighted to offer you the Role of in. Your Role Designation will be **Ground Staff** in **Rajiv Gandhi International Airport, Hyderabad,Telangana 500409**

The location of your initial reporting and training will be, **Hyderabad,Telangana 500409 (India)**. The date of your joining will be **6-Jul-2020**.

Your Total Gross Salary as applicable has been detailed in the Annexure to this letter. On your joining, you are expected to enter into an agreement, which details the scope, terms and conditions of your employment, the necessary training and the contractual obligation to be with **Indigo Airlines**. On successful completion of the probation, your employment with the company will stand confirmed subject to the terms and conditions as per Company policies.

The location of posting would be communicated to you upon successful completion of training. The duration of the classroom training and the location of posting will be purely based on business requirements. Company will solely reserve the right to make any further changes to the date of joining.

Your employment will be governed by the rules, regulations and policies of the Company.

The terms of this offer letter shall remain confidential and are not to be disclosed to any third party. We request you to please carry a signed copy of the offer letter on the day of your joining as a token of your acceptance. Welcome to **Indigo Airlines**. We wish you a long, rewarding and fulfilling career and look forward to your joining us.

Yours sincerely,

Thanks & Regards  
**Indigo Airlines**  
**Group Head (Human Resource)**

**Annexure to your Offer of Employment [HRD/3T/19-20/NDO-503]**

Welcome to **Indigo Airlines**

Presented here are the details that refer to our offer of employment to you in the Role of **Ground Staff** in **Rajiv Gandhi International Airport, Hyderabad, Telangana 500409**

Your Role Designation will be **Ground Staff**.

Training Period:

The training program would consist of classroom training and on-the-job training. The duration of the classroom training would be purely based on business requirements. Your confirmation will be based on your positive contribution to the Company's objectives. Based on business requirement, period of training can be extended for a further period of six months or part thereof. Your continued employment with the Company is subject to your meeting the qualifying criteria during and at the end of the training.

You will be eligible for a Training Performance - linked Incentive (TPI) which would range from 10% to 15% of the Fixed Gross Salary based on your performance in the training program that you would undergo. The details of this scheme will be communicated on your joining.

### **1. Probationary Period and Confirmation as a Permanent Employee:**

You will be on probation for a period of **1.5 months** after completion of your regular training and allocation

to the Unit. Please note all confirmations in the Company can take place only on the 1st day of the month succeeding completion of probation period. Your confirmation as a permanent employee is subject to the terms and conditions included in the Confirmation Policy of the Company. Further details are enclosed in the Information Sheet.

### **2. Increments and Promotions:**

Your growth in the Company and increase in salary will solely depend on your performance and contribution to the Company.

Post completion of your training, your monthly Total Gross Salary will be Rs. **36,316/-**. This salary will be effective from the 1st day of the month succeeding completion of training and allocation to the Unit.

### **3. Notice Period:**

During the probation period, if your performance is found to be unsatisfactory or if it does not meet the prescribed criteria, your training / employment can be terminated by the Company with one month notice or salary thereof. On confirmation as a regular employee, you will be required to give three months notice or salary thereof in case you decide to leave our services. In the event of you having any incomplete

Thanks & Regards

**Indigo Airlines**

**Group Head (Human Resource)**

**Annexure to your Offer of Employment [HRD/3T/19-20/NDO-503]** Assignment, the Company will have the discretion to relieve you only at the end of the three months notice period. Similarly, the Company can terminate your services by giving you three months notice or salary thereof. The Company may terminate your services immediately on disciplinary grounds.

Yours sincerely,

Thanks & Regards

**Indigo Airlines**  
**Group Head (Human Resource)**



**Annexure to your Offer of Employment [HRD/3T/19-20/NDO-503]**

ANNEXURE 'A': COMPENSATION DETAILS (Salary & applicable benefits)

**Dear: Kunathi Sundar,**

**Designation: Ground Staff**

**Date of joining: . 6 Jul-2020**

**Salary Structure:**

**A. Basic Pay: Rs. 19,000/-**

**B. House Rent Allowance: Rs. 8,000/-**

**C. Educational Allowance: Rs. 4,000/-**

**D. Total (A+B+C) : Rs. 31,000/-**

**E. Bonus: Rs. 1,200**

**F. Total Earnings (D+E) : Rs. 32,200/-**

**G. EPF 13.61% OF (A) : Rs. 2,585.9/-**

**H. ESI 4.75% OF (F) : Rs. 1,530.45/-I.**

**Total CTC (F+G+H) : Rs. 36,316.35/-**

**J. EPF @12%ON (A) : Rs. 2,280/-**

**K. ESI @1.75%ON (F); Rs. 563.50/-**

**L. GST : Rs. 6,536.94/-**

**M. Total DED (J+K+L) : Rs. 9,380.44/-**

**N. TAKE HOME: Rs. 26,936/-**

**Annexure to your Offer of Employment [HRD/3T/19-20/NDO-503]**

**LIST OF DOCUMENTS TO BE BROUGHT/SUBMITTED AT THE TIME OF JOINING**

**12 Passport Sized colored and 2 Postcard size Photo (in Red Back ground only).**

**Pan Card (Mandatory)**

**Complete Present and Permanent**

**Address 10<sup>th</sup> Mark sheet and Certificate**

**12<sup>th</sup> Mark sheet and Certificate**

**Graduation Mark sheet and Degree**

**Proof of Residential address such as Voter identity Card**

**Appointment letter of organization**

