



SURAJ INFORMATICS PRIVATE LIMITED

An IT & Telecommunication Infrastructure Services and Solution Company

E-203, 2nd Floor, Belapur Railway Station Commercial Complex, Sector-11,
C.B.D. Belapur, Navi Mumbai - 400614

Tel. : +91 22 40309800 Fax : +91 22 40309849

E-mail : info@surajinformatics.com Website : www.surajinformatics.com

CIN No. : U 72900MH2005PTC152893

Ref. No.: SIPL-HR-Letter-Offer-276

Date: 29.10.2025

To,

Rofiqul Islam

Vill-Chedamari, P. O-Balapara, P. S- Jogighapa

Dist- Bongaigaon, Assam, Pin-783388

Contact no.: 9394476308

Email: rislam2990@gmail.com

This has with reference to the interview you had with us; we are pleased to offer you a position of **"Technician"** subject to compliance of certain terms and conditions by you as stated below:

As discussed, we expect you to join us as on **01.11.2025** or before that. In the absence of which, this offer letter shall become void. Your CTC will be **Rs. 2,16,818/- P.A.** For salary break-up refer Annexure Attached herewith this letter.

On the date of joining, you are required to submit the following mandatory documents. Please bring original for verification along with one photocopy for submission.

- Pan card and Aadhar card copy
- Proof of Address and Date of Birth.
- Copies of educational and experience certificates
- Relieving certificate from the previous employer, if any
- Appointment letter of the previous employer and salary revision letters, if any
- Last pay slip received from the previous employer, if any
- Bank Details and 3 Passport Size Photographs

As a confirmation of your acceptance to the above terms, you are requested to sign the duplicate copy of this offer letter and Annexure.

Your appointment will be subject to verification of references.

Welcome to Suraj Informatics Private Limited, we look forward to a mutually fruitful association with us. With Best Wishes,

For, Suraj Informatics Pvt Ltd.

Authorized Signatory



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Suraj Informatics Pvt Ltd		
Annexure "A"		
Salary Component		
Name	Rofiqul Islam	
Designation	Technician	
Location	Assam	
Department	Technical	
Monthly Components	Monthly	Yearly
	2025-2026	2025-2026
Basic	8,500	1,02,000
House Rent Allowance	4,250	51,000
Statutory Bonus	2,125	25,500
Conveyance	1,475	17,700
Gross Salary	16,350	1,96,200
Company Contribution to Provident Fund	1,105	13,260
Company Contribution to ESI	613	7,358
Total CTC	18,068	2,16,818
Employee Contribution to Provident Fund	1,020	12,240
Employee Contribution to ESI	123	1,472
Professional Tax	200	2,500
Net Take Home	15,007	1,79,989

Gratuity is applicable as per Payment of Gratuity Act, 1972.

For, Suraj Informatics Pvt Ltd.

Authorized Signatory