



Hi-Tech Film and Broadcast Academy Pvt. Ltd.
CIN: U72200GJ2011PTC003389
ANIM BANGALURU
VASTA BHARATI BANGALURU
Kolkata - 700008 Water Bangal | Telephone: (033) 2438 3888
www.htachanimation.com | info@htachanimation.com

Dated – 15-03-2022

To,
MR. VALLABH RAJENDRA KALYANKAR
Near Water Tank, Housing Society,
Kodoli, Kolhapur, Maharashtra – 416114

OFFER LETTER

Dear Mr. Kalyankar,

We are delighted to extend you this offer of employment for the position of **DEPUTY PRODUCTION ARTIST** in our **Animation Department** with **Hi-Tech Film & Broadcast Academy Pvt. Ltd.**

If you accept this offer, your joining date will be **Thursday, 24th March, 2022.**

Terms & Conditions

1. This is a full-time position and you will be posted at **Kolkata** but you may be transferred, at the sole discretion of Management, in such other capacity as the company may determine, to any department / section, location, associate, sister concern or subsidiary, at any place in India or abroad, whether existing today or which may come up in future.
2. You will be paid a monthly CTC of **INR 22,000/-**(CTC Structure – Annexure 1). The compensation shall be disbursed after usual statutory &/or all other applicable deductions which may be imposed from time to time by the Govt. or any Public Body authorized to do so.
3. Your employment with the Company is for no specific period of time. However, you will be on probation for a period of **Six (06) months**. During this period, the Company reserves the right to terminate your service by giving 7 days' notice without assigning any reason thereof.
4. You are required to observe and uphold all of the Company's privacy policies and procedures as implemented or varied from time to time. Collection, storage, access to and dissemination of employee personal information will be in accordance with privacy laws. Your job duties, title, compensation and benefits, as well as the Company's personnel policies and procedures, may change from time to time.
5. While you are employed at this Company, you will not engage in any other employment, consulting or other business activity (whether full-time or part-time) that would create a conflict of interest with the Company. By accepting this offer, you confirm that you have no contractual commitments or other legal obligations that would prohibit you from performing your duties for the Company.



Hi Tech Film and Broadcast Academy Pvt. Ltd.

CIN U74999WB2011PTC182350

GSTIN 19AACCH88441135

1/424 Garlaha Road, Jodhpur park, 2nd floor
Kolkata - 700088, West Bengal | Telephone: (033) 2429 - 2509
www.hitechanimation.com | info@hitechanimation.com

6. The Company reserves the right to terminate employment of any employee for just cause at any time without notice and without payment in lieu of notice. The Company will be entitled to terminate your employment for any reason other than for just cause, upon providing to you such minimum notice as mentioned in your Appointment Letter.
7. **On the day of joining, it will be an Online Joining Process and the timing will be informed later on.**
 - a) Resume/CV
 - b) Certificate of Class (10+2) - Mandatory
 - c) Certificate or Mark Sheet of Graduation/Masters/Diploma/Degree from any certification or training course (Any 1 document)
 - d) Release Letter & Last month payslip from last company
 - e) Aadhar Card (both original & photocopy) - Mandatory
 - f) PAN Card (both original and photocopy) - Mandatory
 - g) 2 Passport size photographs
 - h) Bank details for salary disbursement - Mandatory
 - i) Offer Letter – Mandatory

The above employment Offer is subject to satisfactory background and reference verification checks conducted through authorized representatives.

Upon your acceptance of this employment offer, we will provide you with the formal Appointment Letter and other necessary paperwork and instructions.

We take this opportunity to welcome you and look forward to having you in our team.

Thanking You,

From, Hi-Tech Film & Broadcast Academy Pvt. Ltd.,

Subrata Roy
(Director)



Hi Tech Film and Broadcast Academy Pvt. Ltd.

CIN U74999WB2011PTC162350

GSTIN 19AACCH6844LI25

1/424 Gariahat Road, Jodhpur park, 2nd Floor
Kolkata - 700088, West Bengal | Telephone: (033) 2429 - 2509
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Annexure-1			
SALARY COMPONENT	ANNUAL CTC	MONTHLY CTC	MONTHLY TAKE HOME
Basic	1,05,600	8,800	8,800
House Rent Allowance	52,800	4,400	4,400
Leave Travel Allowance	26,400	2,200	2,200
Other Allowance	20,616	1,718	1,718
GROSS	2,05,416	17,118	17,118
Bonus	12,840	1,070	1,070
Variable Pay	26,400	2,200	2,200
TOTAL GROSS	2,44,656	20,388	20,388
Contribution to EPFO	12,672	1,056	1,056
Contribution to ESIC	6,672	556	129
Professional Tax			130
SUBTOTAL AMOUNT	2,64,000	22,000	19,073

Note -

1. Variable Pay, payment is subject to achieving your monthly set target

Thanking You,

From, Hi-Tech Film & Broadcast Academy Pvt. Ltd.,

Subrata Roy
(Director)