



# ORIENTAL CARBON & CHEMICALS LIMITED

14th Floor, Tower-B, World Trade Tower, Plot No. C-1, Sector-16, Noida - 201301, UP  
Phone : 91-120-2446850 Website : www.occlindia.com



**Ms. Ritu Rana**  
51/215 A, West Arjun Nagar,  
Agra -282001

Jan 06, 2020

## Sub: Offer of Employment

Dear Ritu,

This is with reference to your application and discussions you had with us, we are pleased to offer you the position of '**Executive-HR**' in our organization as per the terms and conditions discussed with you personally. You will report for your duties on or before February 03, 2020 (Monday) at our office address mentioned below:

**Oriental Carbon & Chemicals Ltd**  
**14th Floor, Tower-B, World Trade Tower,**  
**Plot no. C-1, Sector-16, Noida-201301,**  
**Uttar Pradesh, India**

You will have to submit the copy of resignation and its acceptance to us within 24 hrs. of this letter and following documents are required to be submitted at the time of joining.

1. Copy of relieving letter from your present employer
2. Education & Employment Certificates
3. ID & Address Proofs like Pan, Voter ID, Passport, and License
4. Passport size photograph 4 (self) & family photograph 2 each
5. Health checkup reports as follows :
  - a. Complete Haemogram
  - b. Blood Sugar – Fasting & PP
  - c. Physical
  - d. Blood Grouping & Rh Typing
  - e. Kidney Function Test-Urea, Creatinine
  - f. Lipid Profile- Cholesterol, TG
  - g. Liver Function Test-SGOT, SGPPT
  - h. Thyroid Function Test
  - i. Urine Routine & Microscopy

Please acknowledge this letter of intent in writing to confirm the date on which you shall be joining our organization. This offer shall stand automatically withdrawn if not accepted in writing within 24 hrs. of its receipt.

A detailed letter of employment would be issued to you after you join the services of the Company.

For Oriental Carbon & Chemicals Ltd.

**Syed Adeel Ahmad**  
**General Manager-HR**

*Please note: The above offer is subject to satisfactory verification with respect to your qualification, employment and other credentials.*

**Registered Office :**  
"DUNCAN HOUSE"  
31, Netaji Subhas Road  
Kolkata - 700 001  
CIN: L24297WB1978PLC031539

**Plants :**  
Plot 3 & 4 Dharuhera Industrial Estate, Phase - 1  
Dharuhera - 123106, Distt. Rewari, (Haryana)

SEZ Division : Survey No. 141, Paiki of Mouje Village Mundra  
Taluka Mundra, Mundra SEZ, District Kutch, Gujrat - 370421



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**Name** : Ritu Rana  
**Designation** : Executive  
**DOJ** : 03-Feb-2019  
**Location** : Noida

## Salary Break-Up

Compensation Details	Monthly	Annual
Basic	19250	231000
HRA	11550	138600
Child Education Allowance	1000	12000
Uniform Allowance	2500	30000
Special Allowance	22233	266792
LTA #	-	36000
<b>Total (A)</b>	<b>56533</b>	<b>714392</b>
<b>Retiral Benefits</b>		
PF (Employer Contribution)	2310	27720
Gratuity #	-	11088
Bonus	-	16800
<b>Total (B)</b>	<b>2310</b>	<b>55608</b>
<b>Total Annual CTC</b>		<b>770000</b>

### Notes :

1. # Gratuity : For illustration purposes. Actual payout will be governed by the applicable laws.
2. # LTA payout after completion of one year.
3. # PLI will be paid Annually as per the company performance

**Syed Adeel Ahmad**  
**General Manager-HR**

\*\*Your Salary details are confidential and should not be shared with others

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