Dear Mr. Suresh,
Greetings..!!
This is with reference to our earlier communication and interview held on 27th May 2026; we are pleased to Offer you for the position of **Lab Technician – I under the Department of Mechatronics Engineering, School of Engineering, FoSTA, Manipal University Jaipur.**

- A letter of appointment along with your detailed compensation breakup would be issued to you on acceptance of the offer letter, on the day of joining the University and subject to the following:

a) Medical fitness
b) Clearance from previous employer if any
c) Submission and verification of relevant documents in support of age, educational, technical /professional qualification, experience, etc.

- **Compensation Package:** As per the MUJ compensation structure, you will be eligible for an Annual Compensation of Rs. **4,33,512/-** subject to production of your experience certificates from previous employer and other relevant testimonials as detailed above.

- **The Compensation breakup is as follow:**

Component	Scale of Pay & Band: B-6-0 (13545-325-14845)	
	Monthly ()	Annual ()
Basic Salary	13,545	1,62,540
Special Allowance	4,518	54,216
House Rent Allowance	3,387	40,644
Variable Allowance	10,652	1,27,824
Monthly Gross (Part - A)	**32,102**	**3,85,224**
PF (Employer's Contribution)	1,800	21,600
Gratuity (Employer's Contribution)	869	10,428
NPS (Employer's Contribution)	1,355	16,260
Retirals Sub-Total (Part - B)	**4,024**	**48,288**
HCTC (Part - A+B+C)	**36,126**	**4,33,512**

- **You are required to join on or before 01st July 2026**; therefore, kindly communicate your acceptance of the offer at earliest. In case of inability to join on said date, please intimate your earliest next date of joining by email within 3 days.

You will be eligible for other benefits as follows: (subject to terms and conditions as per the MUJ rules and existing policies)

- PF, Gratuity & NPS as per rules
- Leave Travel Concession for self and family
- Children School Fee Allowance
- Reimbursement of Relocation/Initial Joining expenses pertaining to movement of personal effects and travel expenses for self, spouse, and dependent children if any at the time of joining.

- Concession in tuition fee for the spouse, children of employee studying in the Institute under Education Assistance Scheme/Program
- Group Term Life Insurance Coverage for self
- Group Mediclaim Coverage for self and family
- Leave Benefits as per the MUJ Leave Rules
- Laptop for Official purpose (If Applicable)

You are required to bring the following documents as follows, at the time of joining:

1. Resume (updated)
2. Offer letter-signed /email copy
3. Original and photocopy of

   · Experience letter(s) from previous employer

   · Relieving orders & 3 latest salary slips

   · All educational qualifications Marksheets & Certificates (10^{th} Onwards)

   · Additional educational qualifications (if any)

4. PAN card and Aadhar Card (MANDATORY)
5. Address Proof: Voter Card / Driving License
6. Bank a/c number, IFSC Code, cancelled cheque
7. 8 photographs
8. UAN No. if a member of provident fund
9. Previous PF No if a member of Provident Fund
10. PRAN No. if available

In case of further queries, please revert without any hesitation.

Congratulations and look forward to your association with Manipal Group.