

Hindustan Pencils

Pvt. Ltd.

NATARAJ

apsara

HINDUSTAN PENCILS PRIVATE LIMITED
510, Himalaya House, 79, Palton Road,
Mumbai 400001, India
CIN: U36991MH1955PTC009500
Phone: +91 (22) 22614505/06/07
www.hindustanpencils.com
enquiry@hindustanpencils.com

6th March 2026

Juhi Raj Verma

404, Varsha Apartments,
Raheja Complex, Seven Bungalow,
Andheri West, Mumbai – 400061

Sub: Offer Letter

Dear Juhi,

With reference to your application and the subsequent interview you had with us, we are pleased to offer you the post of **Product Manager** in our company, subject to verification of testimonials & receipt of acceptance as set out below. Your compensation and benefits details are attached. (Please refer to **Annexure A**)

You are advised to report on or before **12th March 2026** at the following address.

**Hindustan Pencils Pvt. Ltd.
Voltas House A, Second floor
Dr. B. A. Road, Chinchpokli (East)
Mumbai – 400033
Maharashtra**

You are requested to send us the scanned copy of the following documents (attested copy) immediately, and keep ready the originals with you on your date of joining:

1. All Educational Certificates such as Graduation certificates, your professional qualification certificates.
2. Date of Birth certificate OR School/College Leaving certificate
3. Resignation letter submitted to your present employer, duly acknowledged.
4. Experience/Relieving letters from all ex-employers, in case applicable.
5. Pan Card & Aadhar Card.
6. UAN Card, in case applicable.

You are requested to carry the originals of all the documents along with the following documents on the day of joining:

7. Relieving letter, Experience certificate from the present employer.
8. Please carry your passport size photographs.

A formal letter of appointment on probation mentioning other terms & conditions of service will be issued to you on the day of your joining, which please note.

You are advised to send us the acceptance of this offer.

For HINDUSTAN PENCILS PVT. LTD.,


Himadri Roy
General Manager – HR

Hindustan Pencils

Pvt. Ltd.

NATARAJ

apsara

HINDUSTAN PENCILS PRIVATE LIMITED
510, Himalaya House, 79, Palton Road,
Mumbai 400001, India
CIN: U36991MH1955PTC009500
Phone: +91 (22) 22614505/06/07
www.hindustanpencils.com
enquiry@hindustanpencils.com

Name : Juhi Raj Verma

Designation : Product Manager

Grade : Manager (L1)

Location : Mumbai

Annexure A

Compensation Structure		
Description	Monthly	Annually
<u>Fixed Components</u>		
Basic Pay	61,458	7,37,500
HRA	30,729	3,68,750
Conveyance	16,087	1,93,047
Monthly Gross (A)	1,08,275	12,99,297
<u>Annual Components</u>		
Bonus	1,750	21,000
Mediclaime Premium Reimbursement	2,561	30,729
Sub Total (B)	4,311	51,729
<u>Retirals</u>		
Employer's PF Contribution (12% of Basic)	7,375	88,500
Gratuity (4.81% of Basic)	2,956	35,474
Sub Total (C)	10,331	1,23,974
Total Annual CTC (A+B+C)	1,22,917	14,75,000

(Note: Above is payable after all applicable statutory deductions)

Bonus: Fixed Bonus of INR 21,000 per annum is payable on a pro-rated basis for the number of days worked during the financial year. Bonus amount shall be payable at the end of the financial year before Diwali. For example – Eligible Bonus amount for the financial year 2025-26 shall be payable during or before Diwali 2026.

Handwritten signature/initials