



Welcome to the start of an exciting journey.

Dear Arup Jyoti ,

Congratulations!

We'd like to invite you to join MetLife. If you choose to accept our offer, you'll be part of a global workforce of talented, diverse employees providing fresh perspectives and strategic thinking. At MetLife, our purpose is always being with our customers, helping them to build a more confident future. In turn, we're committed to helping our employees grow and thrive.

Let's Build Tomorrow, Win Together, and Own It

Arup Jyoti , we're driven by those principles of success and we believe that you'll be a great addition to our team. We're confident that you'll find an empowering culture and rewarding opportunities for growth at MetLife. It's an exciting time to be a part of MetLife—and we look forward to receiving your acceptance. In the meantime, please feel free to reach out if you have any questions.

Your Role and Compensation at MetLife

We're pleased to offer you the position of **Specialist - Technology Services** and your prospective joining date with us will be July 8, 2024 .

Your annual compensation will be ₹1,100,000.00 and will be structured as per the attached **Annexure 'A' - Annual Compensation Details**. This will continue to be applicable until further communication on the same.

Please note that, in accepting this offer, you understand and agree that you must be available to begin work on the start date listed above, unless otherwise agreed. If you are not able to start on your assigned start date, please contact your recruiter immediately.

Your overall remuneration and the benefits that would be applicable to you are for your perusal in Annexure 'A'. Post you joining a detailed appointment letter will be issued to you detailing terms and conditions of your employment with us. Please refer to Annexure 'B' for the documents that will have to be submitted at the time of joining.

You are required to provide copies of all mandatory documents required by the Company at the time of your joining, as per specified in the attached **Annexure 'B' – List of Mandatory Documents**. This employment proposal and your employment with the Company is subject to timely submission of required documents. Non furnishing of mandatory document/s within the specified time shall result in termination of employment.

Annexure 'A' - Annual Compensation Details

Planned Joining Date	July 8, 2024
Name	Arup Jyoti
Designation	Specialist - Technology Services
Grade	09M
Basic Salary	₹440,000.00
House Rent Allowance (HRA)	₹220,000.00
Ad-Hoc Allowance	₹366,036.00
Provident Fund (Employer's Contribution)	₹52,800.00
Gratuity	₹21,164.00
Base Salary	₹1,100,000.00
SDIP	₹110,000.00
Total CTC	₹1,210,000.00

Notes:

1. Total allocable amount under Flexi-Kitty is up to ₹366,036.00, presently captured as part of 'Ad-Hoc Allowance / Flexi-Kitty'(refer table above). Election of amount under each component is subject to upper- limits specified under 'Range' for each Flexi-Kitty component.
 - a. Leave Travel Allowance (LTA) – (Range ₹0 to ₹100000) - Exemption as per IT Rules.

Appropriate proofs like original tickets in case of rail journey, tickets and boarding passes in case of air travel. Minimum 3 Days of Privilege Leaves is also required. Claim can be made twice in Block of 4 Years present block being Jan 2022 – Dec 2025.

- b. Vehicle Maintenance and Running Allowance (VMRA) – (Range ₹0 to ₹28800) - Exemption as per IT Rules. Only incase employee is not using company transport, reimbursement can be claimed for service, repairs, parking charges, toll tax, insurance. Car accessories & driver's salary can't be claimed.
 - c. Food Coupons – (Range ₹0 to ₹24000) - Employee can either choose zero or ₹24000 per year. Monthly prorated value will be loaded to the food card. Employee can only spend this amount to purchase food products or meals and non-alcoholic beverages.
 - d. Books & Periodicals – (Range ₹0 to ₹12000) - Exemption as per IT Rules. If expense is incurred solely for the purpose of academic and educational purpose, books which are related to the nature of duties performed by the employee. Expenses towards newspapers, books and periodicals can also be claimed.
 - e. Driver Allowance – (Not Applicable) - Exemption as per IT Rules. Expenses made for chauffeur's salary can be claimed.
 - f. Amount allocated by you towards Flexi-Kitty items could offer tax advantages; Ad-Hoc Allowance will be fully taxable.
 - g. Please plan Flexi-Kitty allocation according to your lifestyle / savings pattern, the total allocable amount specified under 'Range' column and your 'Ad-Hoc Allowance / Flexi Kitty
 - h. You would be given an opportunity to allocate the Flexi-Kitty values across the Flexi-Kitty components at the time of joining or at any point when the salary undergoes change, but not any other point of time during the financial year.
 - i. If no amount is allocated in Flexi-Kitty, aforementioned Ad-Hoc allowance value remains unchanged. Balance post allocation to Flexi-kitty components, will move back to Ad-Hoc Allowance.
2. As per GOSC norms, all new hires joining on or before Sep 30, 2024, will be eligible for their AVIP / SDIP payout on a prorated basis in March 2025 and next salary revision will be effective April 1, 2025.
For people joining on or after Oct 1, 2024 AVIP / SDIP payout will be processed in March 2026 and next salary revision will be effective April 1, 2026 (only for calendar year 2025).
3. Group Mediclaim benefit covers Self and Dependents (Spouse and 2 Kids) as per Group Mediclaim and Company policy; Per Life Cover would be ₹100000. Total coverage can be maximum ₹400,000/- floater (depending on number of members in family). Policy does not cover parents.
4. Group Personal Accident & Term Life Coverage is as per Group Personal Accidental and Term Life & Company policy. Both the policies cover only the employee and have equal sum insured which is 2*Base Salary.
5. Should you decide to leave services to the company within 18 months from the joining date, Joining Bonus, Notice period, Air fare, Company Accommodation, Relocation expenses if any, will be recovered in full.

6. You will be paid mobile and broadband expenses in form of an allowance as per the Company's Communication policy.
7. **Gratuity** – Payout shall be processed at the time of termination of services and will be governed as per applicable policies (for details, please refer to Gratuity policy in GSS HR policy manual)
8. **Employee State Insurance** – Deductions under Employee State Insurance Act, 1948 shall be processed for eligible employees.
9. Under current changing scenario of Employee Provident Fund Organization (EPFO) and Employee State Insurance (ESI). EPFO has implemented Universal Account Number (UAN) to make all information available on PF portal like PF Passbook, UAN card and PF transfer information, transactions etc. We as an organization are under obligation to collect existing UAN & ESI number to comply with the requirements of EPFO & ESI. In lieu of the above-mentioned statutory changes, we need to implement the following action steps with immediate effect and will need these details from you at the time of joining:
 - a) Universal Account Number
 - b) PF Account number of previous organization (with Date of Joining & Date of Leaving/Last Working Day) and ESI number. This is only applicable in case you have prior work experience and PF, ESI were applicable in your last organization. In case you do not have any of these from your current employer, please initiate it now for a seamless transfer of the same.
 - c) Aadhar Card with Complete DOB in DD/MM/YYYY format.
 - d) PAN Card
10. Please ensure Name and Date of Birth or other credentials are same across all the Education documents (10th, 12th and Graduation) and the above-mentioned IDs. Errors in spelling, extra spaces etc. in Name, Surname could DELAY/DENY your joining.
11. Please note that, in accepting this offer, you are acknowledging the below declaration.

“I hereby declare and acknowledge that I have ensured my details i.e. Name, DOB, Gender & Father's name in AADHAAR & PAN are in sync with PF records & are accurate in all respect. My offer letter/joining is subject to verification & matching of AADHAAR, PAN details & PF records. I shall be responsible for any discrepancy arising due to AADHAAR, PAN & PF records during PF related transactions & I shall arrange to connect with EPFO for corrections. MetLife will not be responsible in any manner for the risk/consequences arising due to this”