



01st March 2023

Dear Saswat,

Sub: Offer letter for the position of Assistant Manager

Kindly refer to your application for employment at One97 and our subsequent discussions. We would be happy to offer you the position of **Assistant Manager** in **Grade- MG03 A** in our company on the following terms and conditions:

1. A detailed brief on KRAs and scope of work will be given to you on joining.
Your total Gross CTC is **Rs. 17,00,000/- (Seventeen Lakh)** per annum.
2. This is the total cost to company and all necessary taxes will be deducted at source as per statutory requirements. If you are covered under the Provident Fund Scheme, then the employer contribution to the provident fund shall be met out of the above said salary.
3. You will be governed by the company's Personnel Policy, Rules of Conduct, Non-Disclosure Agreement and all other company policies as applicable to you from time to time
4. You are expected to state your correct designation and official titles as mentioned in our internal HRMS (Elevate 2.0) in the format of <Designation as per Elevate>, <SBU, optional>, <BU, optional> while updating any public domain platform including social networking websites or apps or any other medium (e.g. LinkedIn, Facebook, Twitter, etc.) / media.
5. You will be expected to join duty on **27th April 2023**, the business hours begin from 9.30 A.M. onwards.
6. Your appointment to the position of **Assistant Manager** is subject to Approval from Nomination and Remuneration committee (NRC).
7. This offer is subject to your background check which company may do pre or post-employment and in case of any discrepancy company may take any necessary disciplinary action which may lead to termination.
8. You shall be on probation for a period of six (6) months.
9. A detailed appointment letter will be issued to you on your joining.
10. Please confirm your acceptance by email to this email address within the next two working days, failing which this offer will automatically stand withdrawn.
11. Within three days of accepting our offer please send us the copy of your resignation letter accepted by your current organization.
12. You agree that any expenses incurred by the company on your hiring such as relocation, joining bonus, retention bonus, any notice pay buyout etc. would be recoverable in the event of your separation from the services of the organization on or before 18 months from your date of joining.



13. You are requested to carry the following documents in original at the time of joining for verification and a copy of the same for submission.
- a. High School and Senior Secondary Certificates and Mark sheets
 - b. Graduation – Degree or mark sheets
 - c. Post-Graduation – Degree or mark sheets
 - d. Appointment letter, experience certificate and salary slip from last employer.
 - e. Relieving certificate from last employer.
 - f. Certifications if any
 - g. PAN Card
 - h. DL/ Passport/ Aadhar Card
 - i. Bank Account Proof (Original Canceled Cheque)
 - j. Passport Size Photographs

Your appointment at One97 will be subject to ratification of the above.
We look forward to welcoming you aboard the One97 team.

Best regards,

Ashish Banga

Human Resources

One97 Communications Limited.

One Skymark, Floor No. 6th to 22nd,

Tower-D, Plot No. H-10B, Sector-98,

Noida

www.paytm.com



01st March 2023

Employee Name: Saswat Swain
Designation: Assistant Manager
Grade: MG03 A

CTC Structure		
Salary Components	Monthly(Rs)	Yearly(Rs)
Basic	70833	850000
House Rent Allowance	35417	425004
Special Allowance/Flexi Benefits Bucket*	33617	403404
EPF Contribution Employer	1800	21600
Total Salary (CTC)	141667	1700000

Others		
Gratuity	3407	40885

Note

Mediclaime Insurance: All employees & their immediate family members as per declaration (self, spouse, children) are covered under mediclaime insurance as per the policy. The Medicalim insurance coverage is upto 5 lakhs per annum for the employee & his/her declared family

Flexi Benefits Options*
Gift Coupons [#]
Food Allowance / Coupons
Car Operating Option (MG3 & above)
Chauffeur's Salary Reimbursement (MG3 & above)
Fuel Reimbursement (MG3 & above)
LTA

CTC can be re-structured at the time of joining.

*please confirm flexi benefits options to be availed on your joining day itself

#payable annually