

September 24, 2021

Deependra Singh,

Dear Deependra:

Media.net Software Services (I) Pvt. Ltd. is very pleased to make you an offer of employment to begin work as a **"Web Application Developer"** on **18th October 2021 (Tentative)**. You will be on probation for a period of **6 months** starting from the day you join the organization. Your position will carry a compensation package of **INR 8,17,084/-** inclusive of fixed components, performance bonus and benefits.

Your compensation is unique and exclusive to you and should be treated confidentially and as a non-comparable package with other employees.

This offer expires on **25th September 2021** Eod (it may self-destruct thereafter ☺) and we request that you join us on **18th October 2021**.

An Employee Confidentiality and Non-Competition Agreement as well as an Appointment Letter will be provided to you upon acceptance of this offer for review and execution on or before your first day of work.

On or before your joining date we will require you to submit the various documents for our records as mentioned in the list enclosed. Your appointment with Media.net Software Services (I) Pvt. Ltd. will come into effect only after you produce all the relevant documents from the attached list of documents. All offers are subject to satisfactory completion of reference checks.

Please feel free to contact us at vanessa.m@media.net with any questions and to accept this offer.

Yours Sincerely,



Varun Vijayakumar
Senior Director – Human Resources

Deependra Singh

Enclosures:

1. Compensation & Benefits package details
2. List of documents to be submitted

ANNEXURE 1 COMPENSATION & BENEFITS PACKAGE

Name: **Deependra Singh**
Designation: **Web Application Developer**

COMPONENTS	₹/MONTH	₹/ANNUM	
Basic	25,000	3,00,000	Fully Taxable
House Rent Allowance	12,500	1,50,000	Exempted from tax subject to certain conditions as per the Income Tax Rules
Special Allowance	5,814	69,772	Fully Taxable
Flexible Pay	14,984	1,79,804	Includes components such LTA, Meal Vouchers, Communication, Books and Periodicals, Vehicle related expenses. These components are fully exempted from tax, subject to reimbursement of bills
Provident Fund	3,000	36,000	PF deduction @12% of Basic Pay as employer contribution towards Provident Fund, an equivalent amount will be deducted from your monthly salary in lieu of your contribution towards Provident Fund
Gratuity	1,202	14,424	Eligibility is as per the Gratuity Act
COMPENSATION (A)	62,500	7,50,000	
JOINING BONUS (B)		50,000	The joining bonus would be recovered by Media.net if you were to leave Media.net within one year of joining
COST TO COMPANY (A+B)		8,00,000	
Medical Insurance	715	8,580	Sum insured of INR 4,00,000 - covers cashless hospitalization for you and your dependents i.e either spouse & upto 4 children or upto 2 siblings under the age of 21. Optionally you can extend this benefit to include your parents/parent-in laws.
Life Insurance		8,504	Sum insured 4X the annual gross salary
BENEFIT VALUATION (C)		17,084	
TOTAL PACKAGE (A+B+C)		8,17,084	

Additional Benefits & Perks: In addition to the above package, you also get some other benefits listed below

- ❖ Free Snacks & Beverages – Fully stocked snack bar with free snacks
- ❖ Subsidized Lunch - Buffet lunch/snacks spread, provided at an employee cost sharing basis
- ❖ Gym - Accessible around the clock for all employees

Yours Sincerely,



Varun Vijayakumar
Senior Director – Human Resources

Deependra Singh

List of Documents

1. Four Passport size color photographs.

2. Resume

3. Proof of Residence:

Permanent (& Temporary if any) Passport/ Driving License/ Aadhar Card or any document stating your current and permanent place of residence.

4. Academic & Professional Certificates:

- a) SSC, HSC passing certificate and mark sheet
- b) Graduation Certificate and all semester mark sheets
- c) Post Graduation Certificates and mark sheets
- d) Any other Professional Course Certificates
- e) Resume

5. Details of Previous Employment

- a) Appointment letter (from all previous employers)
- b) Increment Letter (If applicable)
- c) Work experience certificate (from all previous employers)
- d) Salary certificate/Pay slip of last 3 months salary drawn in previous Company
- e) Bank statement of last 3 months from the previous employer (photocopy required)

6. Submit 2 photocopy of your Pan card & Aadhar Card (Both Mandatory)

7. Form 16/ Salary Certificate/ 16A issued by the relieving company.

8. References: Kindly provide two Professional References along with their contact details and their relation with you. No personal relation references would be accepted.

IMPORTANT: Please remember that you MUST submit the above documents on or before the day of joining. Also please carry the original (as well as 1 photocopy) of all the above-mentioned documents for verification.