



## R SYSTEMS INTERNATIONAL LIMITED

[CMMI Level - 5 & PCMM Level- 5, ISO 9001:2008 & ISO 27001:2005 Company]  
C - 40, Sector - 59, Noida - 201 307, Distt. Gautam Budh Nagar, U.P. (INDIA)

Phones: 0120 – 4303500  
Fax: 0120 – 258 7123

Email: [rsystems.india@rsystems.com](mailto:rsystems.india@rsystems.com)  
[www.rsystems.com](http://www.rsystems.com)

Regd. Off.: GF-1-A, 6, Devika  
Tower,  
Nehru Place, New Delhi- 110019

1844/RSIL/LOI/GG/8/2022

27<sup>th</sup> Oct, 2022

### Gaurav Gupta

JM Florence, C 2506,  
Noida extension, 201306

Dear Gaurav,

This has reference to your application and subsequent interview you had with us for a suitable opening in our organization.

1. We are pleased to offer you an appointment as **“Project Leader”**. This offer is valid for you to join us on or before **07th Nov’ 2022**. The reporting time on the day of joining is **9:30 AM**.
2. Your appointment in the organization shall be subject to your being found medically fit by the company. You will be advised on whether to undergo the medical formalities before you join the organization.
3. You shall be on probation for a period of three months. You shall be confirmed in the organization’s regular grade on successful completion of your probation period.
4. Confirmation of your service is subject to suitable performance and on issue of confirmation letter. Your probation cum training period is liable to be extended at the sole discretion of the Company for the period deemed necessary.
5. You will be governed by the Company rules, as amended from time to time. You will be entitled to provident fund, leave and other benefits in accordance with such rules.
6. As informed, your place of posting shall be at **SEZ**. However, organization reserves the rights to transfer you to and / or utilize your services in any of the company’s offices, work sites or associated or affiliated companies located within the country or abroad.
7. On the day of joining, you are requested to contact the HRD Department for completion of your joining formalities and induction.
8. A detailed Appointment Letter and Employment Service Agreement setting out terms and conditions of your appointment shall be issued to you subsequent to your completing the joining formalities.



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9. Once you formally accept the offer letter and further deny on joining R Systems, your candidature will be blacklisted for all current and future positions with R Systems Group.
10. On the day of joining, please bring the following with you: -
- Copies of your Education Certificates / Mark Sheets (High School onwards),
  - Your Relieving / Experience letters from the immediate & all previous employers (Xerox),
  - Your Latest Salary slips (last 3 months) or salary structure certificate (original),
  - Four passport size / coloured photographs,
  - Copy of Pan card,
  - Copy of Aadhar card,
  - Copy of Passport, if any,
  - PF e-passbook
  - Tax Certificate/Form 16, if any,
  - Latest copy of your resume,

*This offer has been made based on the information furnished by you. The company reserves the right to revoke this offer and terminate your appointment, should the information furnished by you be found factually incorrect or a discrepancy is found in the documents/certificates submitted by you as a proof in support of your personal data, education, qualifications and experience upon subsequent verification.*

Please sign below in token of your acceptance of the terms and conditions of this letter of intent and return the duplicate copy duly signed by you to us.

The above terms and conditions are acceptable to me.

Sincerely yours,

For R SYSTEMS INTERNATIONAL LTD.,

(Sanjay Jain)

**Vice President - RMG**

Signature of the candidate  
**(Gaurav Gupta)**



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<b>Name</b>	<b>Gaurav Gupta</b>		
<b>Designation</b>	<b>Project Lead</b>		
<b>Grade</b>	<b>E4</b>		
<b>Level</b>	<b>II</b>		
<b>CTC (INR PM)</b>	<b>1,66,667</b>		
<b>S. No.</b>	<b>Fixed Component</b>	<b>Per Month (Rs.)</b>	<b>Per Annum (Rs.)</b>
1	Basic	50,000	6,00,000
2	HRA	25,000	3,00,000
3	Executive Allowance	72,263	8,67,156
4	PF(Employer's Contribution)	6,000	72,000
	<b>Total</b>	<b>1,53,263</b>	<b>18,39,156</b>

<b>S. No.</b>	<b>Reimbursement</b>	<b>Per Month (Rs.)</b>	<b>Per Annum (Rs.)</b>
1	LTA	3,000	36,000
2	Telephone/Mobile/Internet	3,000	36,000
3	Books & Periodicals	1,000	12,000
4	Employee Flexi Benefits	4,000	48,000
	<b>Total</b>	<b>11,000</b>	<b>1,32,000</b>

<b>S. No.</b>	<b>Other Statutory Benefits</b>	<b>Per Month (Rs.)</b>	<b>Per Annum (Rs.)</b>
1	Gratuity (to be paid as per Gratuity Act)	2,404	28,846
	<b>Total</b>	<b>2,404</b>	<b>28,846</b>

<b>Total Cost to Company</b>	<b>20,00,000</b>
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### Illustration - Non Cash Components

<b>S No.</b>	<b>Major Benefits</b>	<b>Benefit / Coverage</b>	<b>Co.'s Annual Contribution</b>
1	Subsidized Medical insurance (Up to Emp+Spouse+2Children) 40% subsidized **	4,00,000	3,344
2	Group Term Life Insurance Scheme (for employee)	30,00,000	800
3	Group Personal Accident insurance Scheme (Employees)	3,00,000	100
4	Subsidized Lunch in cafeteria Coupons	Rs 34 / Per Meal	7,656

### Notes:

All personal tax liability arising out of compensation will be borne by the employee as per the applicable laws.

All salary components are governed by Company Policies and statutory guidelines.