

Date: 24-12-2025

Subject: Offer Letter for Employment

Virat S

A-22, Sector 12

Surya Nagar,

Maha Laxmi Nagar, Maharashtra, 452066

Mob: 9945526355

Mail: ViratS@gmail.com

Dear Virat S,

With reference to your application and the subsequent discussions we had with you, we are pleased to offer you the position of **Subject Matter Expert (SME)** with our company. You will be posted at **Kolkata** and your date of joining would be **30-12-2025**.

You will be placed at: Rigved Infotech Pvt Ltd; however, your services are transferable to any location of the company or client site as and when required.

Your annual compensation package set at **INR 16,00,000/-** (Rupees Sixteen Lakh Only)

The detailed salary break up is given in the attached **Annexure A**

Your employment will be in accordance with the rules, regulations, and policies of the company from time to time.

This offer of employment is conditional upon your being medically fit and free from any contractual restrictions that may preclude you from accepting employment with us and passing our background verification checks. This offer of employment is valid for **two days** by which date, we hope you will send your acceptance of this offer via email. We look forward to your joining the **RIGVEDIT** family and hope you have a rewarding and successful career with us.

Name: Virat S

Yours faithfully

Rigved Infotech Private limited
Dr. Nitin Pitty
Director



Annexure: A

Employee Name	Virat S
Location	Kolkata
Designation	Subject Matter Expert (SME)
PF Applicability	Full
Annual Compensation (INR)	16,00,000

Compensation Components	Annually (INR)	Monthly (INR)
Basic	5,12,000	42,667
HRA	2,56,000	21,333
Statutory Bonus	-	-
National Pension Scheme (NPS) (Optional)	51,200	4,267
Voluntary Provident Fund (VPF) (Optional)	61,440	5,120
Reimbursable Flexible Benefits (Table A)	1,83,400	15,283
Special Allowance	3,50,495	29,208
Total Fixed (A)	14,14,535	1,17,878
Variable Pay (B)	74,449	6,204
Net Salary C=(A+B)	14,88,984	1,24,082
Provident Fund (Employer Contribution)	61,440	5,120
ESIC (Employer Contribution)	-	-
Gratuity	24,576	2,048
Insurance Coverage	25,000	2,083
Total Benefits (D)	1,11,016	9,251
Total Compensation E=(C+D)	16,00,000	1,33,333
Provident Fund (Employee Contribution)	61,440	5,120
ESIC (Employee Contribution)	-	-
Profession Tax	2,500	200
Total Deductions from Fixed Salary	63,940	5,320

Other Benefits: Also, we offer you a joining bonus of INR 50000/- (Rupees Fifty Thousand Only). This bonus will be disbursed along with your 3rd(third) month's salary at RigvedIT.



Table A: Reimbursable Flexible Benefits

Reimbursable Flexible Benefits	Annually (INR)	Monthly (INR)	Remark	Declaration / Proof required
Child Education Allowance	2,400	200	1200/child, Max 2 Child	Based on declaration, Proof to be submitted
Child Hostel Allowance	7,200	600	2400/child, Max 2 Child	Based on declaration, Proof to be submitted
Leave Travel Allowance	50,000	4,167	Capped at 50,000 Annually	Against Proof
Books, Periodicals, Self-Certification	50,000	4,167	Capped at 50,000 Annually	Against Proof
Sodexo / Meal Coupon	26,400	2,200	2200/Month (100 per Working Day)	Based on declaration, Proof to be submitted
Fuel Car Reimbursement	21,600	1,800	1800 / Month	Based on declaration, Proof to be submitted
Driver Reimbursement	10,800	900	900 / Month	Based on declaration, Proof to be submitted
Mobile Reimbursement	15,000	1,250	1,250 / Month	Based on declaration, Proof to be submitted
TOTAL	1,83,400			

