

Date :18/03/2025

To  
Anindya Chakraborty  
(Code: CAN697630)

**Provisional Offer Letter for Fixed Term Contract**

We are pleased to offer you employment in our organization at Randstad India Pvt. Ltd as **Sales Executive**. Your services are being deputed to **3M India Limited** at **KOLKATA** based on the following terms and conditions:

- Your employment will be valid from **19/03/2025 To 18/03/2026** , unless and until it is specifically extended in writing by Randstad India Pvt Ltd.
- Your Salary NTH will be INR 421,800.00 per Annum (as per Annexure 1) and will be paid out basis your actual joining date.
- Your employment is subject to completing our onboarding process, which requires you to :
  - a. Complete on the Randstad portal:
    - Employee profile form
    - Statutory Nomination forms like ESIC, PF, Mediclaim etc.
  - b. Upload proofs of your documents:
    - Government mandated ID proof: Aadhar Card and PAN
    - Address Proof (Any one): Voters ID, Passport, Driving License, Ration Card etc.
    - Copy of both Educational certificates & Previous employment documents.
    - Bank Details for Salary processing: Copy of cancelled cheque.
- The employment opportunity envisaged under this provisional offer letter is subject to successful Background Verification and other necessary checks. During the course of your Background Verification, if it is found that any information/document provided by you is false, fabricated, and/or incorrect or you fail to report on the specified date(s), in such circumstances, any offer made to you and/or your appointment shall automatically stand revoked.

Please note that this is only a provisional offer of employment for a fixed term and is not to be construed as an appointment letter. A detailed appointment letter would be issued to you once you fulfill our employment terms and conditions & upon confirmation of joining duty by the manager.

The next step is for you to log into Randstad Direct, our employee portal to accept this offer.

You will soon receive an email and SMS on your registered number with a link to the online portal and your OTP to login. A User guide is also available to help you complete formalities on/before your DOJ.

Please get in touch with us for any queries.

Wishing you the very best!

Yours truly,

**For Randstad India Pvt Ltd.**



**Authorized Signatory**  
**Unnikrishnan PS**  
**Company Secretary and Head - ELM**

**Annexure I: Salary Breakup**

Component	Monthly	Yearly
Basic	19,500.00	234,000.00
House Rent Allowance	7,800.00	93,600.00
Statutory Bonus	3,900.00	46,800.00
Other Allowance	3,290.00	39,480.00
Telephone Reimbursement	3,000.00	36,000.00
<b>Gross Salary</b>	<b>37,490.00</b>	<b>449,880.00</b>
Employer's Contribution to EPF	2,340.00	28,080.00
Insurance	143.00	1,716.00
<b>CTC (Cost to the company)</b>	<b>39,973.00</b>	<b>479,676.00</b>
Employee's Contribution to EPF	2,340.00	28,080.00
Total Deduction	2,340.00	28,080.00
<b>Net-Take Home</b>	<b>35,150.00</b>	<b>421,800.00</b>

\* Income tax, Professional tax and LWF as applicable will be deducted.

\* All the taxes will be deducted as applicable by law. Your salary is strictly confidential.

**For Randstad India Pvt Ltd.**



**Authorized Signatory**  
**Unnikrishnan PS**  
**Company Secretary and Head - ELM**