

LG/HR/TA/OL/23-24/TA02931

September 13, 2023

To,

Shubham Kondke,  
Prince House, Thergaon,  
Wakad,  
Pune - 411017

Subject : Offer Letter

Dear Mr. Kondke,

With reference to your application and the subsequent interview you had with us, we are pleased to offer you the position of Asst. Site Engineer - MEP in our Organization to be headquartered / stationed at NIBM, Pune on the terms and conditions as explained to you during the interview.

You will be issued a detailed Appointment Letter stating, among other things, your Compensation and other Benefits, (CTC), Job Role, Probation, Confirmation, Transfer, Separation Process, Retirement Age etc., the details of which have been explained to you and we are happy to note that you have accepted the same.

Your date of joining will be on or before October 13, 2023 . You are requested to report at Corporate Office at 9.15 am.

The Offer is valid subject to the following :

- (a) Your formal resignation acceptance duly endorsed by an authorized representative from your current employer, within 7 days of the receipt of this offer.
- (b) You submitting a signed declaration of the Medical Fitness Undertaking.
- (c) Satisfactory reference check from our end.

Further, this offer will stand automatically withdrawn, should you not join the services of the Company on or before the expected date of joining.

In case you resign on your own accord within one year of joining the services of the Company, you will be required to pay back in full, all expenses paid out or reimbursed or expended on your behalf by the company on account of special payouts, notice period reimbursement, relocation expenses and joining bonus amounts. The Company shall be free to recover such amounts from your final / legal dues.

In the event, the final / legal dues are short of the actual amount, you shall make good the deficit before the last date of separation from the services of the Company. An undertaking to this effect will be required to be signed by you.

At the time of joining, you are requested to submit the documents as mentioned in Annexure - A (Encl.), along with the original thereof.

Please sign the duplicate hereof in acceptance of the Offer Letter.

We wish you success in your assignment!

Yours sincerely,



Jharna Prabhu  
Sr.Vice President - Talent Acquisition

Shubham Kondke  
(Accepted)

**COMPENSATION ANNEXURE**

Name : Shubham Kondke  
Designation : Asst. Site Engineer - MEP  
Level : 4  
Grade : B  
Department : Construction Management  
Cell : MEP  
CTC : ₹ 450000  
PF Applicability : Min PF

<b>Cost-to-Company (CTC) Breakup</b>		
<b>Components</b>	<b>Annual</b>	<b>Monthly</b>
<b>Basic</b>	2,22,708	18,559
<b>HRA</b>	1,33,625	11,135
<b>Flexi Benefit Plan (FBP)^</b>	39,775	3,315
<b>Statutory Bonus *</b>	18,559	1,547
<b>Medical Insurance</b>	13,733	
<b>Provident Fund</b>	21,600	
<b>Cost to Company</b>	<b>4,50,000</b>	

<b>Monthly Calculation</b>	<b>Annual</b>	<b>Monthly</b>
Monthly Gross	4,14,667	34,556
<b>Less : Provident Fund Contribution</b>	21,600	1,800
<b>Less : ESIC Contribution</b>	-	-
<b>Less : Prof. Tax</b>	2,400	200
<b>Total Deductions</b>		<b>2,000</b>
<b>Monthly Payout</b>		<b>32,556</b>

Notes:

^ Reallocation under various FBP heads to be confirmed by the associate.

In case of any changes in the existing law or implementation of Code on Wages Act by the government in future, the required adjustments (as determined by new guidelines) shall be done by changing the existing structure within your CTC.



## Know Your Total Rewards Package



### Rewards

- Merit-Based Variable Pay
- Employee Stock Option Plan (ESOP)
- Flexi EPF & NPS Contribution



### Benefits

- Group Medclaim & Top-ups
- Medclaim for Parents and In-laws
- Discounted Health Checkup
- In-House Nutritionist/ Dietician
- Interest Free Loan



### Work Life Balance

- Flexi Reporting Timing
- Emergency Leave
- Maternity Support
- Weekly 2 Hours for Voluntary CSR
- Paternity Leave
- Child Adoption Leave
- Fun At Work



### Recognition

- Above & Beyond
- Ace Of Excellence
- Hall Of Fame
- Circle Of Excellence
- Exceptional Hire
- Manager of the Year



### Career Development

- Internal Talent Mobility
- Talent Assessment Champions
- Key Associate Program
- Specialized Learning Opportunities

