

February 17, 2023

Prabjot Singh Randhawa

Seva Singh, Village Tekpur,
Chinour, Thesil Piprua,
Gwalior- 475112.

Dear Prabjot,

Media.net Software Services (I) Pvt. Ltd. is very pleased to make you an offer of employment to begin work as an "**Site Reliability Engineer**" on **July 10, 2023**. Your position will carry a compensation package of INR **15,67,609/-** inclusive of fixed components, joining bonus and benefits. Your compensation package is unique and exclusive to you and should be treated confidentially and as a non-comparable package with other employees.

This offer expires on **February 20, 2023** (it may self-destruct thereafter☺) and we request that you join us on **July 10, 2023**.

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 shivaraj.g@media.net with any questions and to accept this offer.



Varun Vijayakumar

Senior Director – Human Resources

Prabjot Singh Randhawa

Enclosures:

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

COMPENSATION & BENEFIS PACKAGE

Name: **Prabjot Singh Randhawa**
Designation: **Site Reliability Engineer**

COMPONENTS	₹ /MONTH	₹/ANNUM	
Basic	43,334	520,003	Fully Taxable
House Rent Allowance	21,667	260,002	Exempted from tax subject to certain conditions as per the Income Tax Rules
Special Allowance	15,012	180,143	Fully Taxable
Flexible Pay	21,039	252,464	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	5,200	62,400	12% of the employers contribution. An equivalent amount will be deducted from your monthly salary in lieu of your contribution towards Provident Fund.
Gratuity	2,083	24,996	Eligibility is as per the Gratuity Act
COMPENSATION (A)	1,08,334	13,00,008	
JOINING BONUS (B)		1,50,000	The joining bonus would be recovered by Media.net if you were to resign before completing 1 year from your Date of Joining (DOJ).
COST TO COMPANY (A+B)		14,50,008	

For Media.net Software Services (I) Pvt. Ltd.,



Varun Vijayakumar
Senior Director – Human Resources

Prabjot Singh Randhawa

COMPENSATION & BENEFITS PACKAGE

Name: **Prabjot Singh Randhawa**
Designation: **Site Reliability Engineer**

COMPONENTS	₹/MONTH	₹/ANNUM	
Medical Insurance	661	7,934	<i>Sum insured of INR 4,00,000 - covers cashless hospitalization for you and your dependents i.e either spouse & children or upto 2 siblings under the age of 25. Optionally you can extend this benefit to include your parents/parent-in laws.</i>
Life Insurance		4,667	<i>Sum insured 4X the annual gross salary</i>
BENEFIT VALUATION (C)		12,601	
RELOCATION BENEFITS (D)		1,05,000	<i>This includes the following: (A) INR 60,000-Against movement of household goods (B) INR 20,000-Against vehicle movement (C) INR 25,000-Against brokerage fee All amounts mentioned are maximum limits. Inorder to avail the Relocation benefit for movement of household goods (A) and vehicle (B), only relocation service partner empaneled with Media.net will be authorized. No reimbursements will happen if any other service provider has been utilized. For the brokerage fee benefit, a valid rental agreement, broker PAN card and brokerage receipt with necessary GST or applicable details are required for availing the benefit. The relocation benefit, along with other relocation related costs incurred by the company such as travel fare, accommodation etc., will be recovered if you were to leave Media.Net before completing 1 year from your date of joining.</i>
TOTAL PACKAGE (A+B+C+D)		15,67,609	

* You will be eligible for 15 days of company sponsored accommodation and one-time travel from city of origin to the base work location, these arrangements will explicitly be made by the Travel Desk Team at Media.net. Self-initiated arrangements without prior approvals will not be reimbursed by Media.net. Recovery against relocation benefits, accommodation and travel will be done on actuals if you were to leave Media.net before completing one year from your date of joining.

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 Meals - Buffet lunch/snacks spread, provided at an employee cost sharing basis
- ❖ Gym - Accessible around the clock for all employees

For Media.net Software Services (I) Pvt. Ltd.,



Varun Vijayakumar
Senior Director – Human Resources

Prabjot Singh Randhawa

List of Documents

1. Four Passport size color photographs.

2. Proof of Residence:

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

3. 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

4. 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)

5. Submit 3 photocopies of your Pan card & Aadhar Card (Both Mandatory)

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

7. 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.