



Date: 30/05/2023

PRIVATE AND CONFIDENTIAL

Mr. Lakshay Agarwal,
63 Arya Nagar, Murlipura, Jaipur,
Jaipur, Rajasthan

We are pleased to offer you the position of **Software Engineer** in **Technology Infoedge** with Info Edge India Ltd.

1. This **Letter of Intent** is being issued subject to the following terms:
 - a. You shall join the company on or before **03/07/2023**.
 - b. Accuracy of the testimonials and information provided by you.
 - c. Your being free from any contractual restrictions preventing you from accepting this offer or starting work on above mentioned date.
 - d. Successful background verification and reference check. In the event the background verification is not satisfactory in the sole opinion of the Company, the Company reserves the right to revoke the offer letter at any time without assigning any reason.
2. On your date of joining, you will be issued a formal Appointment Letter.
3. You shall be based in **Noida B-8** but will serve the company or any of its subsidiaries or associated companies in any location within or outside of India.
4. As an employee of the company, you will receive an annual CTC (Cost to the Company) as mentioned in Annexure.
5. In case you decide to leave the services of the organization, you will be required to give **60** days notice. The organization in its sole discretion can decide to waive off/ reduce the notice period depending upon the exigencies. In such case, you would be required to pay the organization the gross salary for the notice period so reduced/ waived off.
6. You agree that, during the term of this Agreement or any extensions and for a period of two (2) years thereafter, you will keep confidential any information which you obtains from the Company or any of said entities' subsidiaries, sister corporations or concerns, now or hereafter existing or created, concerning their client data properties, assets, content of this letter of intent, particular or detail of products, developing process, technical knowhow, administrative or organizational matters, proprietary assets, source codes, copyrights, business methods, and trade secrets.



Corporate Office : B-8, Sector - 132, Noida - 201301, Tel.: 0120 - 3082000, Fax : 0120-3082095 EMAIL :
webmaster@naukri.com URL : <http://www.infoedge.in> CIN No.: L74899DL1995PLC068021

Regd. Office : Ground Floor, 12A, 94, Meghdoot, Nehru Place, New Delhi-110019



7. Upon termination of employment, all company documents, information and property, business cards, office keys must be returned to the office prior to leaving.
8. Mode of Work- Depending on your business requirement and your job role, your work mode can be any one of these - Hybrid, Work From Home or Complete Work From Office. Hybrid mode of work at Infoedge means, you are required to be operational from the city of your work location and should report to office on business predefined 2/3 days a week. You may get in touch with your manager/recruiter regarding confirmation on the same. Irrespective of your work mode you shall adhere to the company wide guidelines to ensure business continuity.

Kindly sign and return a copy of this letter as a token of your acceptance.

Yours sincerely,

I accept the terms and conditions of this letter.

Sharmeen Khalid
Chief Human Resources Officer
Info Edge India Ltd



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ANNEXURE

Name : Lakshay Agarwal	Designation : Software Engineer	
Location : Noida B-8	Band : B3-A	
Entitlement	Per Month₹	Per Annum₹
Basic Salary	47,259.00	567,108.00
House Rent Allowance (HRA)	23,630.00	283,560.00
Special Allowance	32,332.00	387,984.00
Sub Total 1	103,221.00	1,238,652.00
Company's Contribution to PF	1,800.00	21,600.00
Sub Total 2	105,021.00	1,260,252.00
Annual Entitlement		
Leave Travel Allowance (LTA) *		30,000.00
Group Mediclaim Insurance **		14,750.00
Gratuity (Estimated) ***		27,278.00
Sub Total 3		72,028.00
Gross Annual Fixed (Grand Total)		1,332,280.00
Annual Technology Bonus#		145000
Total Cost to Company ^^^ (at 100% payout)		1,477,280.00

^^^Total Cost to Company :

Total Cost to Company is a total of Gross Annual Fixed and Annual Variable Pay/Annual Management Bonus/ Annual Tech Bonus at 100% payout as per the figure mentioned above .

****Group Mediclaim Insurance :**

You will be entitled to Medical & Accidental Insurance as per the company policy. As per the policy, you are mandatorily covered under the base plan. The annual premium for the base plan is a part of your overall CTC. Apart from the base plan, organization offers multiple flex plans which can be opted basis your requirement. The additional premium for the same is adjusted as a onetime payment from your payroll. Our Mediclaim policy gets renewed effective 1st April every year & the revision of premium is subject to renewal terms & conditions.

*****Gratuity :**

You are entitled to retiral benefit of gratuity as per provisions of "Payment of Gratuity Act 1972" The amount indicated is equivalent to 15 days Basic Salary on a base of 26 days in a month, for every completed year as part thereof in excess of Six months. The payment shall be contingent upon continuous Service of 5 years with the company. As per the act, the gratuity payable at the end of service shall not exceed twenty lakh rupees.



Due to change in minimum wages according to "The Minimum Wage Act 1948", there can be a change in the salary components in the Appointment Letter due to salary restructure. There will be zero impact on Total CTC shared in the offer letter.

Following statutory deduction will be made from your monthly salary (apart from PF Deduction) to comply with different State & Central Acts :

- Income Tax will be deducted as per slabs specified in IT Act.
- Professional Tax and Labour welfare fund (LWF) will be deducted from your monthly salary if it's applicable in the state in which you are working.
- ESI will be deducted, if you gross salary does not exceeds the limit specified in ESI Act for ESI Coverage.

***Leave Travel Allowance :**

LTA would be non-taxable if claimed as per Income Tax rules. Incase you do not want to utilize this allowance, you can declare on the payroll portal at the beginning of the financial year, for payout of LTA on pro rata basis with the monthly payroll, after deduction of appropriate taxes.

#Annual Technology Bonus :

The indicative range of Annual Technology Bonus at your band is Rs.0/- to Rs.145000 /-. Please note:

- Technology bonus will be paid along with Annual Appraisal Cycle and will be prorated as per Date of Joining.
- This is not guaranteed component of your compensation and that actual pay out shall be calculated based on parameters as fixed for measuring individual, Department and Company performance.
- To be eligible for the above mentioned component for a given evaluation period, you need to be on the rolls of the company at the time of pay put of the bonus component.
- The Technology Bonus scheme may be revised from time to time.



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