



Creative Lipi Webtech Pvt. Ltd.

D-101, Sector-63, Noida

Landline#0120-2471500

www.creativelipi.com

Date: 10.12.2024

**PRIVATE & CONFIDENTIAL
Offer Letter**

Dear Aditya Vashishth,

With reference to your application and the subsequent interview you had with us, we are pleased to issue this Offer letter to you for the post of **Project Delivery Executive** on the following terms and conditions:

1) Effective Date of Appointment:

Your appointment will be effective on or before **11th December 2024**.

2) Job Assignment /Reporting

In your assignment you will be required to perform duties as more particularly laid down in the Job Description for your position.

3) Place of Posting

You will be working **at Noida Location**. Your services are liable to be transferred to any of the "**Creative Lipi Webtech Pvt. Ltd.**" 's establishments throughout India at any time.

4) Remuneration:

Your "Annual Compensation" is attached herewith as in **Annexure A**. Your total compensation inclusive of all benefits will be **Rs. 2,46,000.00 (Two Lac Forty Six Thousand Only)** per annum and will be subject to a deduction of tax at source in accordance with prevailing laws. Also this will be payable to you in accordance with the prevailing standard Compensation plan of the Company.

Leave Entitlement:

- a) You will be entitled to holidays as per "Creative Lipi Webtech Pvt. Ltd." 's policy contained in Rules and Regulations formulated by "Creative Lipi Webtech Pvt. Ltd." from time to time.
- b) 2 leaves will be credited each month
- c) 6 Leaves beyond a quarter will be lapsed.

5) Probation:

You will be on probation for a period of three (3) months from the date of your joining, where after, if your services are found satisfactory, you will be confirmed by means of a written intimation from "**Creative Lipi Webtech Pvt. Ltd.**".

6) Medical Fitness



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This Offer Letter and its continuance are subject to your being and remaining medically (physically & mentally) fit. If so required, **“Creative Lipi Webtech Pvt. Ltd.”** may get this confirmed by **“Creative Lipi Webtech Pvt. Ltd.”** 's Medical Officer or the Medical Practitioner approved by **“Creative Lipi Webtech Pvt. Ltd.”**

7) **General Conditions:**

You will be bound by the following:

- a. You will not engage in any trade or profession or undertake any employment, full or part-time, honorary or remuneratory or seek membership of any local public body(ies) while in the service of **“Creative Lipi Webtech Pvt. Ltd.”** without first obtaining written permission from the management of **“Creative Lipi Webtech Pvt. Ltd.”** .
- b. You will not engage in any unlawful or any subversive activity while in the service of **“Creative Lipi Webtech Pvt. Ltd.”**.
- c. **“Creative Lipi Webtech Pvt. Ltd.”** will expect you to work in section/department in which you are placed with a high standard of initiative, efficiency and economy.
- d. You shall not, under any circumstances either directly or indirectly, receive or accept for own benefit any commission, rebate, discount, gift or profit of any nature from any person, company or firm having business transaction with **“Creative Lipi Webtech Pvt. Ltd.”**.
- e. You will, in all respects be governed by the rules and regulations applicable to your category of employees from time to time.
- f. You are not allowed to have any kind of non-vegetarian food (even eggs), tobacco etc. in the office premises.
- g. If you remain absent from work, without reasonable explanation(subject to acceptance by the management of Creative Lipi Webtech Pvt Ltd), for more than three (3) consecutive days, it will be presumed that you are no longer interested in working for **“Creative Lipi Webtech Pvt. Ltd.”** and have abandoned its services, thereby terminating your contract of service. In such case, you will not be entitled to any compensation/salary for that month.
- h. In the probation period or after confirmation, you may resign from services by giving **15 day's** written notice to **“ Creative Lipi Webtech Pvt Ltd”** or payment of salary in lieu thereof. If the employee don't serve the notice period, **“ Creative Lipi Webtech Pvt Ltd”** is not liable to pay you any compensation.
- i. **“Creative Lipi Webtech Pvt Ltd”** has the right to terminate your service without notice or payment of salary in lieu thereof if you commit any breach of your duties and responsibilities under the contract of service or are found guilty of any gross and negligence or misconduct which contravenes the express or implied conditions of your service.
- j. After confirmation, **“Creative Lipi Webtech Pvt Ltd”** can terminate your services by giving 15 days' written notice to you or payment of salary in lieu thereof. However, **“Creative Lipi Webtech Pvt Ltd”** may relieve you at any time during notice period and without any compensation other than the payment of salary in lieu of the remaining period of notice.
- k. The working hours will be 9 hours including breaks (Flexible).



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8) "Force Majeure:

The employee understands and agrees that their job may end without notice, or payment of notice in the case of the events caused by acts of God, natural disaster including, but not limited to such events as strikes, riots, acts of war, epidemic, pandemic, restricting legislation, or similar occurrence beyond the employer's control.

9) Documents

At the time of joining, we request you to scan and send us the following documents:

- o All Educational certificates in support of your age & qualifications.
- o Joining/Appointment & Increment Letter(s) from last employer
- o Relieving/Experience letter(s) from **ALL** of previous employer(s).
- o 3 months bank statement in support of your last drawn salary.
- o Five latest passport sized photographs.
- o 2 copies of PAN card and Address Proof.

- The offer is subject to the following conditions.

Accuracy of the testimonials and information provided by you and your being free from any contractual restrictions preventing you from accepting this offer or starting work on the above-mentioned date.

10) Acceptance

If you accept the above terms and conditions of the service, please signify your acceptance on the duplicate copy of this offer letter by 5PM on the date of offer release thereof otherwise this offer of employment will be deemed to have been withdrawn and cancelled.

All disputes are subject to resolution in the courts in Noida (Uttar Pradesh).

We take this opportunity to welcome you to **Creative Lipi Webtech Pvt. Ltd.** and look forward to a long, mutually beneficial association with you.

Yours sincerely,

For Creative Lipi Webtech Pvt. Ltd.

A handwritten signature in blue ink that reads "H. Bhardwaj". The signature is written in a cursive style with a horizontal line under the name.

Hemlata Bhardwaj
HR Department

I have read and understood the terms and conditions stated above and hereby signify my acceptance of the same.

Signature.....

Date:.....

*E&OE.



ANNEXURE 'A'
COMPENSATION DETAILS (Salary & applicable benefits)

Name : Aditya Vashishth
Designation : PDE
CTC : 20,500 per month consolidated.

Salary Components	Per Month (Rs.)	Per Annum (Rs.)
Basic Salary	15100	181200
Bonus	3302	39624
HRA	0	0
Special Allowance	0	0
Gross Salary	18402	220824
PF Employee Share	0	0
ESI Employee Share	138	1656
Net In hand	18264	219168
PLI(variable)	1500	18000
PF Employer Share	0	0
ESI Employer Share	598	7176
CTC	20,500	246000

Note:

- It is expected that individual compensation package would not be shared with other employees.
- The above compensation structure is subject to change without affecting CTC adversely.

For Creative Lipi Webtech Pvt. Ltd.

Hemlata Bhardwaj
HR Department

I have read and understood the terms and conditions stated above and hereby signify my acceptance of the same.

Signature.....
*E&OE.

Date.....