



PROVISIONAL OFFER LETTER

PSPL/2024/OF/*5157/Senior Sales officer

December 02, 2024
Mohit kumar
Ghaziabad

Dear **Mohit kumar**,

Sub: Provisional Offer letter (hereinafter "Offer Letter") for the position of Senior Sales officer.

We are happy to offer you the position of **Senior Sales officer** in **Grade-SG02A** with Paytm Services Private Limited on the terms and conditions set out in this Letter.

1. Your total target CTC per annum shall be INR **456000**, which includes a fixed component and a discretionary variable component entirely linked to your performance, as detailed in Annexure A. All taxes and statutory deductions as applicable will be deducted at source.
2. A formal employment agreement will be issued to you at the time of your joining which will contain the detailed terms and conditions of your employment including your duties and obligations, confidentiality, company policies and separation.
3. Your entitlement to the CTC is subject to you meeting all the conditions set out in this Letter including in Annexure A, employment agreement and the Company policies.
4. The variable component will be in the form of a Sales Linked Incentive (SLI) which is completely based on performance and target achieved by the employee, basis the Company's requirement, as communicated to you from time to time. These are awards which may be withdrawn anytime upon the Company's sole discretion. You expressly agree that completion of any job assignments would not imply you would be entitled to SLI. Details of SLI are set out in Annexure A hereto.
5. You will be expected to join duty on **December 06, 2024** the Business hours begins from 9.30 A.M. onwards. You are requested to meet **firoj khan**, Contact No. **8802134441** for your joining formalities. In case of any further issues, escalation, support or feedback, please write to Onboarding.helpdesk@paytmservices.com, our team will reach out to you on priority.
6. Your employment, including matters such as working hours, leaves and holidays shall be governed by the applicable law, Conduct of Conduct of the Company and other policies of the Company, as amended from time to time.
7. Please note that all the Company policies related to your employment with the Company will be made available to you on the date of your joining the Company or on any date thereafter, and you are expected to be apprised of the same as soon as possible. This is on the assumption that access to the company policies will be provided on the date of joining.
8. You shall be currently deputed at **Ghaziabad**. You acknowledge that the Company expects you to be flexible in terms of your place of work and the Company may, therefore, require you to travel or work from any other location which the Company considers necessary for a duration as it may deem fit.

Paytm Services Private Limited
(Formerly known as Balance Technology Private Limited)
offer@paytmservices.com
www.One97.com

Corporate Office - B 121, Sector 5, Noida 201301, India
T: +91 120 4770770 F: +91 120 4770771 CIN: U74110KA2016PTC094535
Registered Office - Ground Floor, Essae Vashnavi Summit, 6/B 7th Main,
80 Feet Road, 3rd Block, Industrial Layout, Koramangala, Bangalore - 560034



9. Based on its business requirements the Company, at its sole discretion, may change your job role and job location with a prior intimation to you.
10. For the purposes of your employment including conducting background verification, you are requested to carry the following documents in original at the time of joining for verification and a copy of the same for submission.
- High School and Senior Secondary Certificates and Mark Sheets
 - Graduation / Post Graduation certificate(s) along with mark sheets
 - Experience certificate and salary slip from last employer.
 - Blood Group.
 - Relieving certificate from last employer.
 - 3 Passport Size Photographs.
 - Form 16 from last employer.
 - Photo Identity Proof.
 - PAN Number.
 - Aadhaar Card
11. You represent and warrant that you are not subject to any restrictions which prevent you from being employed with the Company. Further, you have no criminal record and there are no criminal proceedings outstanding against you; and you are not currently, and have not previously been, disqualified from acting as an employee of the Company or any of its affiliates whether within or outside India.
12. This offer is subject to successful clearance of your background check which the Company may do pre or post your joining and in case of a report not satisfactory to the Company, the Company may take any necessary action including revoking the offer of employment along with this Letter, either prior to or subsequent to the date of your joining.
13. Your appointment and continuance in the employment with the Company shall be subject to you being and remaining medically fit for the Company's employment. You undertake that you are medically fit to carry out the duties that you have been informed of during your hiring process. The Company may, in its sole discretion, require you to undergo medical examination, from time to time as per the Company's guidelines.
14. Within three days of accepting this Letter, you are required to send us the copy of your resignation letter duly accepted by your current organization failing which Company reserves its right to withdraw this Letter.
15. Without prejudice, please note that the Company reserves its right to withdraw this Letter made to you before receipt of your acceptance of the same, without providing any reason to you.
16. Terms of this Letter are strictly confidential between you and the Company and should not be discussed with anyone nor divulged to anyone in any manner whatsoever, except with the prior consent of the Company.

Please sign and return a copy of this Letter to the undersigned, as a token of your acceptance, on or before date of joining.

We look forward to welcoming you aboard the Company.

Best regards,



Human Resources
Paytm Service Private Limited

Paytm Services Private Limited
(Formerly known as Balance Technology Private Limited)
offer@paytmservices.com
www.One97.com

Acknowledged & Agreed

Name:

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Annexure A

CTC Structure		
Salary Components	Monthly (Rs.)	Yearly (Rs.)
Basic	10100	121200
House Rent Allowance	5050	60600
Special Allowance	6541	78492
Statutory Bonus	2300	27600
Gross Salary	23991	287892
PF (Employer)	1800	21600
Medical Insurance Premium	209	2508
Monthly CTC	26000	312000
Variable		
Sales Linked Incentive (SLI)*	12000	144000
Total Salary (Gross CTC)	38000	456000

* Employee contribution for PF & ESIC shall also be deducted from your Gross salary only

* Medical Insurance premium rate is subject to change

Condition for entitlement of CTC:

(a) Meet minimum attendance and activity requirements, as applicable and prescribed by the Company from time to time. Your attendance will be calculated basis the quantum of minimum activities completed by you. In the event you perform 0 activities on a day, no attendance will be marked for that day.

As on date of this Letter, the attendance and activity requirements for your level are:

Attendance	Working Hours (Between Check-in and Check-out)	Min Activities Per Day
Full Day	8 Hours	15 Input activities on Target Merchants
Half Day	4 Hours	8 Input activities on Target Merchants

*Any change in attendance and activity requirements will be intimated to you with an advance notice.

(b) Sales Linked Incentive (SLI): SLI will be subject to the sales target Vs achievement by you.

This will be paid on monthly basis and shall be communicated separately from time to time. SLI will be paid only if you are active and working with the Company on the day of the SLI payout. i.e., you should not have resigned and/or serving the notice period on the day of SLI payout.