

Private & Confidential

Mayank Kumar Singh
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DOMBIVLI
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-421204

Sub: Offer Letter

Dear Mayank Kumar Singh,

With reference to your application and completion of subsequent selection processes, we are pleased to offer you the position of **Deputy Manager** at Grade **O4** on the following terms and conditions:

1. **Joining:** You shall join duties latest by on or before **November 04, 2024**.
2. **Remuneration:** Your remuneration will be as per Annexure "A" attached.
3. **Increment:** Increments are entirely merit based, depending on your performance and abilities and shall always be dependent on the sole discretion and judgment of the company.
4. **Other Benefits:** You shall be eligible to various benefits such as leave, provident fund, gratuity etc. as per the rules of the company as amended from time to time. (Ref. Annexure-A).
5. **Place of Work:** Your place of posting will be at **Hyderabad**, but, you are liable to be transferred to another department, post or place whether in existence or coming into existence hereafter, either at the place of posting or at any other place where the management may establish/ open its branch later on. Upon such transfer, the rules and regulations applicable to such a post or at the place of transfer will automatically become applicable to you.
6. **Accommodation:** You will be responsible for your own accommodation unless otherwise agreed by Company in writing in Annexure - A.
7. **General Conditions of Work:** You will be bound by the following:
 - You will not engage in any trade or profession or undertake any employment, full or part-time, while in service within the company.
 - You will carry out your duties with diligence and loyalty at all times, keeping the company's interest paramount.
 - During your employment, you will be governed by company's code of conduct, rules/regulations and policies. The company reserves the right to amend these rules/regulations and policies from time to time at its sole discretion and the same will be binding on you during the course of your employment.
 - Should you remain absent from work, without reasonable explanation, for more than seven consecutive days, it will be presumed that you are no longer interested in working for the company and have abandoned its services, thereby terminating your contract of service. In such case, you will not be entitled to any statutory compensation.
 - Your employment is subject to successful clearance of your background verification and being declared medically fit by Adani's medical officer at the time of joining.
 - In case of any dispute arising in respect of the interpretation of your terms and conditions of service in the company, the decision of the group CHRO shall be final and binding on you.
 - The terms and conditions of service are confidential, can be amended at any stage and may not be disclosed to or discussed with anyone.
 - You hereby give an undertaking that during employment you will not take out any copies whatsoever of

Please note that your salary is confidential, and we expect you to treat it as such. This is a computer-generated letter. Therefore, physical signature is not required.

drawings, plan specifications, reports or any written statements either prepared by you or by any other employee of the company and will not disclose, divulge or communicate to any person(s) whomsoever, any information of a secret or confidential nature relating to the trade or business of the company or to any of the matters mentioned above including methods, processes or appliances used by the company.

- **Probation:** Initially, you will be on probation for a period of **6 Months**, which can be further extended at the discretion of the Company. On completion of the probationary period, initial or extended, as the case may be, your services will be confirmed in writing. Until such time as confirmation in writing is given to you, your period of probation shall be deemed to be automatically extended.
- While reporting for the duty, kindly submit copies of your certificates / testimonials along with the relieving letter of your previous organization.
- You will keep the company informed of all the subsequent changes in the data furnished by you before joining the duty.

8. **Separation:**

- Your services can be terminated by giving **2 Months** notice or basic salary in lieu thereof from either side during probation period and **2 Months** notice or basic salary in lieu thereof from either side after completion of your probation period
- However, if the exigencies of work so require, the management may not relieve you earlier than the expiry of the entire period of notice. It shall however, be open to the management to accept your resignation with effect from any date earlier than the one offered by you in your resignation or stipulated as per terms of your notice period.
- The company reserves its rights to terminate your services without notice in case of any act of misconduct or breach of any of the terms of this employment implied or expressed on your part or any conduct which is detrimental to its interests. This is without prejudice to any other right or remedy which may be available to the company.

9. **Confidentiality and Intellectual Property Rights Agreement:**

You will be required to execute the attached Non-Disclosure and Intellectual Property Rights Agreement which constitutes an integral part of this Offer Letter and Terms & Conditions mentioned therein will be binding on you.

10. **Retirement Age:**

You shall retire upon completion of the age of 58 years. However, the company may grant extension of the retirement age if you are found physically fit and you possess special qualifications and experience.

11. **Jurisdiction:**

Any dispute arising out of this contract will be subject to the jurisdiction of court of laws at Ahmedabad in the state of Gujarat.

12. **Acceptance:**

Kindly sign and return the duplicate of this Offer letter (enclosed) in token of your acceptance of the same.

I am sure that you will find your assignment with Adani Group to your entire satisfaction, and we look forward to a long and mutually beneficial association.

Yours sincerely,

For Adani Enterprises Ltd

Authorized Signatory

Mayank Kumar Singh

I accept the terms and conditions mentioned above.

Date:

Annexure – A

1. Designation : Deputy Manager
 2. Grade : O4
 3. Location : Hyderabad

Salary Component	Monthly (in INR)	Annual (in INR)
Basic	36000	432000
House Rent Allowances	18000	216000
Other Allowances	27240	326880
Statutory Bonus or Ex Gratia	3000	36000
Provident Fund or Coal Mining Provident Fund	4320	51840
Gratuity	1440	17280
Fixed CTC	90000	1080000
Performance Pay	10000	120000
Total CTC	100000	1200000

***Other Allowance:** From the above-mentioned component of "Other Allowance" you will have choice to claim Meal Vouchers, Children Education Allowance, Children Hostel Allowance, Uniform Allowance, LTA and National Pension Scheme as mentioned below to avail Income Tax benefits as per Income Tax rules.

Following allowances can be selected as "Choice Pay" components to avail of tax benefits. "Other allowance" * will be reduced to the extent of total choice pay components opted for

Tax Free Flexi Components	Monthly (in INR)	Annual (in INR)
National Pension Scheme	3600	43200
Leave Travel Allowance	1000	12000
Meal Coupons	2500	30000
Uniform Allowance	500	6000
Children Education Allowance	200	2400
Children Hostel Allowance	600	7200
Car Lease	As per Company Policy	As per Company Policy

Uniform Allowance- only in case of site posting where uniform has been provided by the company
 Children Education Allowance and Children Hostel Allowance- This is maximum considering 2 children

All payments mentioned above in this Annexure are gross and will be subject to appropriate Tax deductions.

Yours sincerely,
Adani Enterprises Ltd

Authorized Signatory

Mayank Kumar Singh
I accept the terms and conditions mentioned above.
 Offer Accepted On :