

May 12, 2022

To,

Amit KUMAR Gupta,
Krishna Apartment 554, Swamiji Sarani Basak Bagan,
Kolkata,
700048 India

OFFER OF EMPLOYMENT

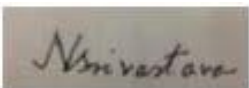
Dear Amit,

This has reference to your application for employment in our organization and the subsequent interview you had with us. I am pleased to formally offer you a position as **Assistant Manager - Open Access** Terms of the offer are as follows:

1. Your employment shall be effective on or before **July 4, 2022**, failing to report on joining date the offer stands automatically cancelled.
2. Your annual CTC will be **INR 692,908.00 PA**. This would be reviewed periodically and may be restructured as per our company policy; same shall be communicated to you in writing. Breakup of your CTC is mentioned in **Annexure-B**.
The detailed appointment letter incorporating all terms and conditions of employment will be issued to you after completion of joining formalities
3. Your job location will be **Delhi**. Your services can be transferred at some other location also which will be at the sole discretion of management.
4. You will be on probation during **6 Months** of your employment, which may be reduced, extended or terminated at the discretion of the company. The probation shall not be regarded as having been automatically regularized after Six Months unless an order to this effect is issued to you in writing.
5. You may be required to travel at short notices within the country as the job may demand.
6. You are required to give a minimum notice of three months in case you wish to leave the organization any time during the tenure of your employment.
7. At the time of joining, you are required to submit the documents mentioned in Annexure 'A'.
8. This offer is issued with the subject that you are found medically fit and clears the antecedent verification properly.

I look forward to have a mutually rewarding working relationship and your many contributions to the team's success.

For Kreate Energy (I) Pvt Ltd.



Dr Nirupama Srivastava
Vice President -HR
Authorized Signatory

• • • • • Kreate Energy (I) Pvt. Ltd. | Formerly known as Mittal Processors Pvt. Ltd. | CIN Number: U17113DL1997PTC089292 • • • • •
• • • • • Registered Office Address: Unit No. 1002, 10th Floor, Antriksh Bhawan, 22 KG Marg, New Delhi - 110001 • • • • •
• • • • • P: +91 11 6666 6999 | E: info@kreateenergy.com | W: www.kreateenergy.com • • • • •

Annexure 'A'

- Relieving and Experience Certificates from the previous employer
- Latest Salary slip (Three months)
- Copy of highest academic degree
- Certificate and Mark sheet of 10th&12th
- Address Proof copy
- Copy of Bank Account Passbook /Cancel cheque
- Pan Card Copy
- Two latest passport size photographs.
- ITR of last financial year.
- Medical Certificate

Annexure 'B'

Compensation Structure – Amit KUMAR Gupta			
	Components	Monthly	Annually
A	Fixed Components		
	Basic Salary	25,000.00	300,000.00
	House Rent Allowance	10,000.00	120,000.00
	Special Allowance	0.00	0.00
	City Compensatory Allowance	8,954.00	107,448.00
	Portability Allowance	0.00	0.00
	Sub Total A	43,954.00	527,448.00
B	Reimbursement		
	Attire Reimbursement	2,000.00	24,000.00
	Phone reimbursement	500.00	6,000.00
	Sub Total B	2,500.00	30,000.00
	Gross Salary (SUB TOTAL) A+B	46,454.00	557,448.00
	Net Take Home Salary	44,654.00	535,848.00
C	Retiral Benefits		
	Gratuity Empr Contribution	1,200.00	14,400.00
	Provident Fund Empr Contribution	1,800.00	21,600.00
	SUB TOTAL C	3,000.00	36,000.00
D	Annual Benefits		
	Life Insurance	88.00	1,056.00
	Medical Insurance	458.00	5,496.00
	SUB TOTAL D	546.00	6,552.00
	Total Fixed Pay Per Annum (A+B+C+D)	50,000.00	600,000.00
	*Variable Pay		92,908.00
	Cost to Company		692,908.00

Terms & Condition

1. Payment of Gratuity would be as per the criteria set out in the payment of Gratuity Act.
2. Variable pay is linked to your performance.