



PSPL/2024/OF/*2300/Sales Trainee

March 19, 2024

Syed Anis
Rayachoti

Dear **Syed Anis**,

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

Kindly refer to your job application with Paytm Services Private Limited, we are happy to offer you the position of **Sales Trainee** in **Grade-SG01A** in our Company on the following terms and conditions:

1. Your Total Fixed CTC is Rs. **187109/-** per annum (encl. annexure A.) This is the total cost to Company and all necessary taxes will be deducted at source along with all statutory deductions. If you are covered under the Provident Fund Scheme, then the employer contribution to the provident fund shall be met out of the above said salary.
2. Performance Linked Incentive (PLI) is completely based on performance and target achieved by employee's and basis company's requirement, reimbursement can also be provided to you. These are awards which may be withdrawn anytime upon company's discretion.
3. You will be governed by the Company's Personnel Policy, Code of Conduct, Non-Disclosure Agreement and all other Company policies as applicable to you from time to time.
4. You will be expected to join duty on **March 23, 2024** the Business hours begins from 9.30 A.M. onwards. You are requested to meet **PATTHI SIVA KUMAR**, Contact No. **9391205718** for your joining formalities. In case of any further issues, escalation, support or feedback, please write to Distribution.Helpdesk@paytm.com, our team will reach out to you on priority.
5. You shall be initially deputed at **Rayachoti**. The Company may at its sole discretion, change your job role & job location intimating to you in advance based on business requirement.
6. The company observes a 6 day work week and you should inform your non availability in advance. Any absence for consecutive 3 days without prior approval will be treated as un-authorized absence from the work and Company has the right to terminate your engagement and take necessary legal action against you.
7. During your period of engagement with the Company, we do not allow any direct or indirect association by you with any other company/person/entity whatsoever, such as agent, consultant and other business association under Dual employment policy and code of conduct. In case of any breach company has right to take disciplinary action including legal/police action.
8. The Company does not promote and hire relatives in the Company, members of a personal immediate family (defined as parents, children, spouse and siblings and other relatives) however such cases can be considered as case to case basis at times with certain condition and prior approval.
9. In additions to the terms contained herein, your relationship with Paytm Services may be subject to such other additional terms and condition as may be communicated to you time to time by Paytm Services.