



Dated: April 19<sup>th</sup>, 2022

To,

Asha Gautam

Dear Asha ,

This letter is in reference to your application and the subsequent interview for a career opportunity with Aditya Birla Capital. Based on our recent discussion with you, we are glad to offer the Management Trainee to you with Aditya Birla Capital, Delhi based on the following terms and conditions.

- Your annual total CTC Financial year 2023-24(FY 23-24)will of Rs. 3,80,000.00 and will be structured as per the attached Annexure 1.
- You shall be based out of our Delhi office and will be reporting directly to Mr. Vaibhav Bansal.
- You shall be eligible for salary increments offered to the Aditya Birla Capital, based on your performance, during annual review.
- We have tentatively set your joining date to be May 7<sup>th</sup>, 2022. We would be very glad to have you here as soon as possible.
- You shall submit your confirmation for joining within one day from the date of offer letter mentioned above. Once you get the joining letter this letter will stand void.
- You will get the joining letter on the very first date of your joining, once you report to respective office of Aditya Birla Capital.
- This offer letter is valid till May 7<sup>th</sup>, 2022. Once you get the joining letter this letter will stand void.

Your employment with Aditya Birla Capital will be governed by the attached 'Terms of Employment'. You are required to carefully read and understand these Terms of Employment as part of accepting this offer. As further detailed in the Terms of Employment, this offer and your employment with Aditya Birla Capital is subject to satisfactory completion of verification and / or background or reference checks, which may occur at any time prior to or after your effective startdate.

We feel confident that you are a good match for our company's core values. We hence invite you to be part of our proud family that consists of some of the best brains in the industry.

To indicate your acceptance of this offer and employment with Aditya Birla Capital, please submit a copy of this letter and the Terms of Employment and with your signature on each page.

We look forward to hearing from you regarding your decision to join our team. We believe you have a successful career ahead of you and look forward to you for joining us. In the meantime, please do not hesitate to contact us for any query.

We look forward to your long and prosperous career with Aditya Birla Capital

Sincerely

Deepak Singh

Director Corporate Relations  
Invertis University  
Bareilly

Registrar  
Invertis University  
Bareilly



Senior Manager – HR  
Aditya Birla Capital

**Annexure 1**

**Asha Gautam**

A. Fixed Components	
a) Basic Salary (30%)	₹ 87,900.00
b) House Rent Allowance (22.5%)	₹ 50,000.00
c) Conveyance Allowance (10%)	₹ 45,000.00
d) Special Allowance	₹ 120,000.00
e) City Compensatory Allowance (7.5%)	₹ 26,552.00
f) PF Employer contribution	₹ 10,548.00
B. Total Fixed Component	₹ 340,000.00
g) PF Employee contribution	₹ 10,548.00
C. Net Fixed Component {B – (f+g)}	₹ 271,904.00
h) Statutory bonus paid yearly	₹ 40,000.00
D. Gross Annual CTC (B + h)	₹ 380,000.00

- In addition to your gross annual total compensation, you will be eligible for following benefits, which will be governed by Company policy:
- Compensation and benefits will be in accordance with Annexure 1 titled Compensation.
- Other compensation and benefits in accordance with Aditya Birla Capital policy as modified and intimated to you from time to time.
- Your salary will be reviewed periodically as per Aditya Birla Capital policy.
- Changes in your compensation are at Aditya Birla Capital discretion and will be subject to and on the basis of effective performance and results during your period of employment and other relevant criteria.
- You are eligible for Training and Coaching fee reimbursement up to 10 % of your total fixed compensation on successful completion of training / coaching as per company policy in this behalf.
- You are eligible for annual review after the completion of your work anniversary

I accept the offer.

I will join on.....

Sign.....

*S. H. G.*  
Director Corporate Relations  
Invertis University  
Bareilly

*A.K.*  
Registrar  
Invertis University  
Bareilly