

Date :25/11/2024

To
SUBHAM SRIVASTAVA
(Code: CAN672982)

Provisional Offer Letter for Fixed Term Contract

We are pleased to offer you employment in our organization at Randstad India Pvt. Ltd as **Project & Operations Assistant**. Your services are being deputed to **Tata Chemicals Ltd** at **NANDED** based on the following terms and conditions:

- Your employment will be valid from **06/12/2024 To 05/12/2025** , unless and until it is specifically extended in writing by Randstad India Pvt Ltd.
- Your Salary Gross will be INR 290,064.00 per Annum (as per Annexure 1) and will be paid out basis your actual joining date.
- Your employment is subject to completing our onboarding process, which requires you to :
 - a. Complete on the Randstad portal:
 - Employee profile form
 - Statutory Nomination forms like ESIC, PF, Mediclaim etc.
 - b. Upload proofs of your documents:
 - Government mandated ID proof: Aadhar Card and PAN
 - Address Proof (Any one): Voters ID, Passport, Driving License, Ration Card etc.
 - Copy of both Educational certificates & Previous employment documents.
 - Bank Details for Salary processing: Copy of cancelled cheque.
- The employment opportunity envisaged under this provisional offer letter is subject to successful Background Verification and other necessary checks. During the course of your Background Verification, if it is found that any information/document provided by you is false, fabricated, and/or incorrect or you fail to report on the specified date(s), in such circumstances, any offer made to you and/or your appointment shall automatically stand revoked.

Please note that this is only a provisional offer of employment for a fixed term and is not to be construed as an appointment letter. A detailed appointment letter would be issued to you once you fulfill our employment terms and conditions & upon confirmation of joining duty by the manager.

The next step is for you to log into Randstad Direct, our employee portal to accept this offer.

You will soon receive an email and SMS on your registered number with a link to the online portal and your OTP to login. A User guide is also available to help you complete formalities on/before your DOJ.

Please get in touch with us for any queries.

Wishing you the very best!

Yours truly,

For Randstad India Pvt Ltd.



Authorized Signatory
Unnikrishnan PS
Company Secretary and Head - ELM

Annexure I: Salary Breakup

Component	Monthly	Yearly
Basic	16,000.00	192,000.00
House Rent Allowance	6,400.00	76,800.00
Statutory Bonus	1,333.00	15,996.00
Other Allowance	439.00	5,268.00
Gross Salary	24,172.00	290,064.00
Employer's Contribution to EPF	1,800.00	21,600.00
Insurance	545.00	6,540.00
EDLI	75.00	900.00
PFADMIN	75.00	900.00
CTC (Cost to the company)	26,667.00	320,004.00
Employee's Contribution to EPF	1,800.00	21,600.00
Total Deduction	1,800.00	21,600.00
Net-Take Home	22,372.00	268,464.00

* Income tax, Professional tax and LWF as applicable will be deducted.

* All the taxes will be deducted as applicable by law. Your salary is strictly confidential.

For Randstad India Pvt Ltd.



Authorized Signatory
Unnikrishnan PS
Company Secretary and Head - ELM