



PSPL/2025/OF/*8184/Sales Executive

May 10, 2025

Shiva

Gurgaon

Dear **Shiva**,

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

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

1. Your Total Fixed CTC is Rs. **312000/-** 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 These are awards which may be withdrawn anytime upon company's discretion.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 **May 15, 2025** the Business hours begins from 9.30 A.M. onwards. You are requested to meet **SHYAM SUNDER**, Contact No. **7303036822** for your joining formalities. In case of any further issues, escalation, support or feedback, please write to Onboarding.helpdesk@paytmservices.com, or call at **01204906655**, our team will reach out to you on priority.
5. You shall be initially deputed at **Gurgaon**. 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.

Paytm Services Private Limited
(Formerly known as Balance Technology Private Limited)
offer@paytmservices.com
www.One97.com

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Registered Office - Ground Floor, Essae Viasnavi Summit, 6/B 7th Main,
80 Feet Road, 3rd Block, Industrial Layout, Koramangala, Bangalore - 560034



10. This offer is subject to successful clearance of your background check which Company may do pre or post your joining and in case of any negative report the Company may take any necessary action which may also lead to termination.
11. This is a fixed term employment agreement between you and the Company. This one year employment agreement may be considered for an extension at the sole discretion of the Company.
12. A detailed brief on KRAs and scope of work will be given to you on joining.
13. You shall be on probation for a period of six (6) months. During this period, your performance shall be subject to review. In case your performance is not considered satisfactory, the probation could be extended for such duration as determined by the management. During or at the end of the probation period, management shall have the right to dispense with your services without any notice or assigning any reason thereof and without paying any compensation or separation benefits thereof.
14. Notwithstanding any of the clauses of this letter, the management reserves the right to terminate this engagement without giving any notice or assigning any reasons whatsoever during your probation period. You will be at liberty to resign from the services during probation period after giving 15 Days' notice in writing or subject to written approval from HR department on payment of equivalent salary. After confirmation in writing / successful completion of your probation period, management reserves the right to terminate this engagement after giving you 1 month notice or salary in lieu thereof without assigning any reason thereof. Similarly, you will be at liberty to resign from the services after giving 1 month notice in writing or subject to written approval from HR department on payment of equivalent salary to the organization in lieu thereof for the un-expired period of notice. During your notice period you shall not take any leave whether due to you or not without prior sanction. Any request for relieving from work before completion of notice period, would be subject to availability of alternate resource for taking proper handover of the work from you. Any unprofessional behavior or lackadaisical attitude during notice period will result in termination of your services.
15. Notwithstanding the preceding clause, your engagement may be terminated 'for cause' at any time without any notice. For the purpose of this agreement termination 'for cause' includes, but is not limited to, any of the following: (i) theft (ii) falsification of time or other employment records (iii) dishonest act(s) (iv) negligence (v) incompetence (vi) insubordination (vii) failure of follow work rules and policies (viii) excessive absenteeism or tardiness (ix) disloyalty (x) lack of clients, work or business.
16. A detailed engagement letter will be issued to you on your joining and your terms of the engagement with the Company shall be detailed out in such engagement letter.
17. Please confirm your acceptance of this Offer Letter by email within the next two working days, failing which this offer will automatically stand withdrawn.
18. Within three days of accepting our offer you are required to send us the copy of your resignation letter duly accepted by your current organization failing which company reserves its right to withdraw this offer letter. This letter has been issued to you on the understanding that there is nothing in your past record which should have prevented our Company to offer you this employment contract. If, however, it is found that your past record is objectionable or if you have willfully suppressed any material, information or if any declaration given by you to the Company is false, in such a case, then this Offer Letter may be withdrawn by the Company without any notice or compensation in lieu thereof.



19. You are requested to carry the following documents in original at the time of joining for verification and a copy of the same for submission.

- a. High School and Senior Secondary Certificates and Mark sheets
- b. Graduation / Post Graduation certificate(s) along with mark sheets
- c. Experience certificate and salary slip from last employer.
- d. Blood Group.
- e. Relieving certificate from last employer.
- f. 3 Passport Size Photographs.
- g. Form 16 from last employer.
- h. Photo Identity Proof.
- i. PAN Number.
- j. Aadhaar Card

20. Your employment and salary processing is subject to timely submission, validation and completion of joining forms / documents / proofs and background verification clearance.

21. We as a Company do not charge any fee/amount for hiring and also do not ask any agency engaged by us for the same.

22. Without Prejudice, please note that the Company reserves its right to withdraw this offer made to you before receipt of your acceptance of the same, without providing any reason to you.

23. It is your responsibility to communicate in writing to Company about any changes in your following mode of communications, as and when required.

- a. Contact Number/Mobile Number.
- b. Residential Address.
- c. Personal E-mail ID

24. The courts at New Delhi shall have sole and exclusive jurisdiction over any disputes arising under this Offer Letter.

Your employment agreement at Paytm Services will be subject to ratification of the above.

We look forward to welcoming you aboard the Paytm Services team.

Best regards,



Gaurav Chopra
Human Resources
Paytm Services Private Limited

Paytm Services Private Limited
(Formerly known as Balance Technology Private Limited)
offer@paytmservices.com
www.One97.com

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Registered Office - Ground Floor, Essae Viasnavi Summit, 6/B 7th Main,
80 Feet Road, 3rd Block, Industrial Layout, Koramangala, Bangalore - 560034

Annexure A

CTC Structure		
Salary Components	Monthly (Rs.)	Yearly (Rs.)
Basic	10100	121200
House Rent Allowance	5050	60600
Special Allowance	6541	78492
Statutory Bonus	2300	27600
Gross Salary	23991	287892
PF (Employer)	1800	21600
ESIC (Employer)	0	0
Medical Insurance Premium	209	2508
Monthly CTC	26000	312000
Variable		
Performance Linked Incentive (PLI)*	12000	144000
Total Salary (Gross CTC)	38000	456000

* Medical Insurance premium rate is subject to change

* Employee contribution for PF & ESIC shall also be deducted from your Gross salary only

* Performance Linked Incentive (PLI): PLI will be subject to the sales target Vs achievement by employee's. This will be paid on monthly basis.

* FairDay Attendance will be applicable as per policy.