



25-01-2022

MANOJ MACHINDRA KHARDE
Pune

OFFER OF EMPLOYMENT

Dear

Based on the meetings you have had with the Senior Management team at bigbasket, we are pleased to extend an offer of employment. The substantive terms of the offer are as follows:

1. You will be designated as **"BUSINESS DEVELOPMENT EXECUTIVE"** at **7B** and will be based out of **Pune**.
2. Your date of commencement of Employment will be on **01-02-2022**.
3. You will be entitled to receive a compensation of (CTC) **INR. 300000/-**.
4. Your fixed salary will be **INR.240000/-PA** (Breakup as per Annexure A) and annual on-target variable pay will be **INR.60000/-**. The terms and conditions of your variable pay will be guided by the variable pay policy of the company.
5. You will be on probation for 6 months from your date of joining
6. You need to submit the following documents within a week of joining.
 - a) Academic Certificates (all from 10th to Highest)
 - b) Relieving letter from previous employer
 - c) Proof of compensation last drawn (3 Month Salary Slip)
 - d) Four passport size photographs (Recent)
 - e) ID & address proof

Wishing you all the very best for a long and rewarding career at bigbasket.

Yours Sincerely,

For IRCPL,

Kumar Saurabh
SENIOR MANAGER - HR



Annexure A

The Break-up of your Fixed Salary would be as per the table below:

SALARY COMPUTATION		
Components	Per Annum	Per Month
Basic + DA	156744	13062
Statutory Interim Bonus	13057	1088
Conveyance Allowance	24000	2000
Communication Allowance	4200	350
HRA	16227	1352
ESIC	6962	580
Provident Fund	18809	1567
Special Allowance	1	1
Cost To The Company	240000	20000

Please Note:

- Professional Tax deduction is applicable as per state's statutory law. Labour Welfare Fund deduction is applicable as per state's statutory laws.
- IT deduction is applicable at actuals (If applicable).