

NPCI/2021-22/HR/1374

13 August 2021

Dear Rishitha,

Offer to join the services of NPCI

This has reference to the interview held on 12 July 2021. We are pleased to offer you the position of **Graduate Engineer Trainee in Band A Level 1** in our organization. This offer will be subject to following terms and conditions.

1. You will be presently based in **Hyderabad**. But, your services are transferrable to any location within India as per business requirement.

You will receive a Total Compensation (CTC) of **Rs 5.55 Lacs p.a. (Five lakhs and Fifty Five Thousand rupees)**. The pay structure comprising of the components of CTC is enclosed. This will be disbursed to you as per the prevailing rules and guidelines of NPCI.
2. In case you decide to resign from the services of NPCI, you have to mandatorily serve three month's active Notice Period. However, at the sole discretion of the company you may be relieved early on payment of salary in lieu of notice period short of three month.
3. NPCI follows a fixed onboarding date i.e. 1st and 15th of every month for all new joiners. However in case these dates fall on weekly offs or public holidays, immediate next working day, will be the on-boarding date. The offer is valid from the date of issue for next 60 days and shall only be valid if extended by NPCI through written communication.
4. This offer is liable to be immediately withdrawn / cancelled without any prior notice in the event of your failing to clear any of or all the pre-employment formalities.
5. Once you join the Company you will receive your appointment letter illustrating the standard terms and conditions of service with NPCI, however appointment letter shall be issued post successful completion of CIBIL, Medical & Background Verification.
6. Kindly sign the duplicate of this **Offer of Employment Letter** as a token of your having received and accepted whatever NPCI has to offer you in lieu of your impending employment with us. If you fail to provide the signed copy of this letter with 5 days of the date on which this letter was already signed and issued by NPCI, then we will be forced to construe that you are not interested in this offer.
7. You are requested to bring the following documents on the date of your joining (**One set of photocopy**).



1001A, The Capital, B Wing, 10th Floor,
Bandra Kurla Complex, Bandra (E), Mumbai 400 051.

T: +91 22 40009100 F: +91 22 40009101 www.npci.org.in
CIN: U74990MH2008NPL189067

1. Photocopies along with originals of all educational certificates right from SSC.
2. Proof for Date of Birth (Birth certificate / SSC mark sheet) in original and photocopy
3. Photocopies along with originals of all previous experience certificates.
4. Photocopy, along with original, of Relieving letter from your current organization.
5. Photocopy, along with original, of PAN card
6. Photocopy, along with original, of Driving License
7. Photocopy, along with original, of Passport
8. Photocopy, along with original, of Aadhaar Card
9. Passport size photographs (3 Nos).
10. Joining letter

8. Any discrepancy found either in the documents or in the information provided in the Employment Application Form shall be viewed seriously including withdrawal / cancellation of the employment contract without any notice or pay in lieu thereof.

We will be glad if you accept this offer and agree to be part of our team. We look forward to your long and meaningful association with us.

Yours sincerely,



Nishith Chaturvedi
Chief HR & Admin

Encl: As stated above

Namburi Rishitha
Kurnool, Andhra Pradesh

This offer is received; terms and conditions are accepted.

[Signature of the candidate]

Date:



CTC Breakup

Name:	Namburi Rishitha		
Functional Title:	Graduate Engineer Trainee in Band A Level 1	Location:	Hyderabad

Sr No	Compensation Component	Per Month	Per Annum
1	Salary & Allowances		
1.1	Basic Pay @ 40% of fixed CTC	16,667.00	200,000
1.2	House Rent Allowance @ 50% of Basic Pay	8,333.00	100,000
1.5	Professional Pursuit Allowance	5,000.00	60,000
1.6	Leave Travel Allowance	2,083.00	25,000
1.7	Other Allowance	7,583.00	91,000
	Total Salary & Allowances (A)	39,666.00	476,000
2	Other Benefits		
2.1	Provident fund - 12% on Basic (employer contribution)	2,000.00	24,000
	Total Other Benefit (B)		
	Fixed CTC (C = A + B)	41,666.00	500,000

3	Annualised Benefits		
3.1	Group Personal Accident Insurance*		220.00
3.2	Group Mediclaim policy ** (Single/Married)		9,148.00
3.3	Group Term Life Insurance***		4,950.00
3.4	Mobile Reimbursement		9,600.00
3.5	Residence Phone Reimbursement		9,600.00
3.6	Broad Band Reimbursement		7,200.00
3.7	Gratuity, as per The Payment of Gratuity Act, 1972		9,616.00
3.8	Annual Executive Health check-up		5,500.00
	Total Annualised Benefits (D)		55,834.00
	Total Compensation (C + D)		5,55,834.00

Beyond your Total Compensation you are also eligible for PRIP where the maximum earning potential at Rating 4 in Appraisal will be 1,35,000 ****

* Group Personal Accident Insurance sum insured is Rs.10,00,000/- for self.

** Group Mediclaim policy covers Hospitalization medical for a sum insured of Rs. 2,00,000/- with a family floater (Self, spouse & up to 2 dependent children only)

*** Group Term Life Insurance - Coverage is maximum of Five times Fixed CTC.

**** PRIP amount will vary based on the Appraisal Rating.

