Great Place To Work. Certified JAN 2025-JAN 2026 INDIA

Delivering Joy

25th February 2026

Abhishek Dattatrey

Jaipur, Rajasthan

Offer Letter

Dear Abhishek,

You will be joining a fast growing company in one of the most dynamic industries – D2C retail.

We are pleased to offer you the role of Desktop Support Engineer at Level 3 in our VGL IT Department.

Your total annual composition will be Rs. 6,50,000 (In words: Sixty Lakh Fifty Thousand). Please refer annexure for details.

You will be entitled to other benefits as per the company's policies in force.

We are looking forward to you joining on 2nd March 2026/ Monday, failing which this offer will automatically stand withdrawn.

A detailed letter of appointment will be issued to you at the time of your joining the organization.

Welcome to VGL Team!

For Vaibhav Global Ltd.,

Rathore

Khushboo Rathore

HR Generalist, VGL India

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Annexure: Compensation Details		
Name	Abhishek Dattatrey	
Role	Desktop Support Engineer	
Department	VGL IT	
Salary Component	**Per Month ₹**	**Per Annum ₹**
Basic Salary 50% of CTC	27,083	3,25,000
HRA 40% of Basic	10,833	1,29,996
Uniform Allowance (Tax Free Component)	1,500	18,000
Other Allowance (Balancing Component)	11,647	1,39,768
Pay Slip Gross (A)	**51,064**	**6,12,764**
Provident Fund @ 1800/ Month (Employer Contribution)	1,800	21,600
Gratuity (4.81% of Basic)	1,303	15,636
Sum (B)	**3,103**	**37,236**
CTC (A+B)	**54,167**	**6,50,000**
Provident Fund @ 1800/ Month (Employee contribution) (C)	1,800	21,600
Net Take-home Salary before Tax Deduction (A-C)	**49,264**	**5,91,164**

Terms & Other Benefits –

Probation Period – 6 months since the date of joining employee will be on Probation. Your services will be automatically confirmed on expiry of the probation period unless specifically informed about an extended period of probation.

GHI (Group Health Insurance) – You will be covered under Mediclaim Insurance for Rs. 5 Lacs (floater for self, spouse, each for 2 dependent children and 2 parents/ parents in-laws). You will bear 30% of the total premium which will be deducted from your salary in a single instalment, the remaining 70% of the premium will be borne by the company

Gratuity – Applicable as per Gratuity Act, 1972

Work Location – Jaipur, Rajasthan.

Working Days – 6 days a week.

Leaves/ Holidays –

A. 10 National/ Festival Paid Holidays.

B. 15 Privilege Leaves (PL). Can be accumulated up to maximum 30. PL are non-encashable.

C. 7 Casual Leaves. Un-availed leaves at the end of the year will lapse.

Accidental Insurance – In case of an employee's death during official duty insured employee's family will get up to Rs.10 Lacs Max.

Insurance Linked Gratuity – Gratuity is linked to LIC (Life Insurance Cover). In the event of an employee's demise, the insurance payout will be equivalent to what it would have been if the employee had lived until the retirement age of 60.

Group Term Insurance Policy- You will be covered under a Group Term Insurance policy. In the event of an employee's death, their family will receive a benefit equivalent to three times the employee's Annual CTC.

EDLI (Employee Deposit Linked Insurance) from LIC – on the death of an employee amount payable through EDLI is up to Rs. 7,00,000/-

Tax – All the taxes will be borne by the individual and not by the company.

For Vaibhav Global Ltd.,

Khushboo Rathore

HR Generalist, VGL India