**HR-Rec: / 24-25/ RJ-102024-019**

**Dated: 03/10/2024**

**Mr. Kailash Choudhary,**
**Sanganer,**
**Jaipur, Rajasthan - 302011.**

**Sub -: Offer-cum-Appointment Letter for the position of Manager-Accounts**

**Dear Kailash,**

This is with reference to your application for the above mentioned position and our further discussions; we are pleased to offer you, subject to the fulfilment of the following terms and conditions, the position of **Manager** at **Jaipur Head Office** in **Procurement** Department.

A. Your basic salary plus allowances in accordance with the Company's rules that are in force for the time being and from time to time shall be as per the enclosed Annexure I.

B. You will be entitled to House Rent Allowance and Leave Travel Allowance in accordance with the Company's rules and policies. Please note that the Management reserves the right to restructure or change your compensation at any time at its sole discretion with due intimation to you.

C. Your appointment will be subject to the terms and conditions set out in Annexure II. This appointment cum offer letter is conditional to successful reference checks. Upon successful fulfilment and satisfaction of all the terms and conditions mentioned in this Offer cum Appointment letter within seven days from the date of this letter, this conditional appointment shall become absolute. In case of your failure to fulfil any or all of these terms and conditions within the aforesaid period of seven days from the date of this letter, this Offer cum Appointment letter shall be automatically revoked.

D. At the time of interview/appointment or at a later date if it is found that you have furnished wrong documents/information in such case your Offer cum Appointment letter shall be revoked.

E. Any reimbursements paid at the time of joining towards relocation expenses, buyout of the notice period, etc., will be adjusted against final settlement as per the company's HR polices, if the employee leaves the organization before eighteen months of joining.

**For SK Finance Limited**

SK Finance Limited HR

**Anil Sharma**
**Head-Human Resources**

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F. You are requested to submit the documents before joining but not later than seven days from the date of this Offer cum Appointment letter, as per the enclosed Annexure III. Till such time, the above documents are submitted to our satisfaction; this offer cum appointment is to be considered as provisional.

You would be reporting to **Associate Vice President Mr. Vishal Anand Sharma- 24309.**

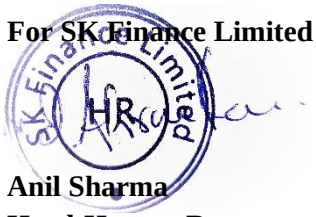
This offer cum appointment is valid subject to your joining on or before **06/11/2024.**

Please provide your acceptance over email or sign and return the duplicate of this letter to **HR Team** as a token of acceptance of the offer cum appointment within seven days from the date of receiving of this Offer cum Appointment letter, on the terms and conditions mentioned above as well as in the Annexure.

We look forward to work together and welcome you in **SK Finance** Family.

***With Best Wishes!***

**For SK Finance Limited**




**Anil Sharma**
**Head-Human Resources**

**SK FINANCE LIMITED**
(Formerly Known as ESS KAY FINCORP LIMITED)
Regd. Office : G 1-2, New Market, Khasa Kothi, Jaipur-302001
Ph.: +91-141-4161300-500 I Toll Free Number: 1800 1039 039
E-mail : info@skfin.in I Website : www.skfin.in
CIN : U65923RJ1994PLC009051 I GSTIN : 08AAACE5115F1Z2

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## Your CTC break will be as under:-

| Annexure I | | | | |
|---|---|---|---|---|
| SK Finance Limited | | | | |
| Jaipur | | | | |
| SALARY BREAK-UP ( COST TO THE COMPANY ) | | | | |
| **NAME:** | **KAILASH CHOUDHARY** | | | |
| **DESIGNATION:** | **MANAGER** | | | |
| **DEPARTMENT:** | **PROCUREMENT** | | | |
| **VERTICAL :** | **ACCOUNTS** | | | |
| **BRANCH :** | **JAIPUR HEAD OFFICE** | | | |
| **STATE :** | **RAJASTHAN** | | | |
| **WORK LOCATION :** | **JAIPUR HEAD OFFICE** | | | |
| **CODE :** | | **Gross Salary :** | **61221** | |
| | **PARTICULARS** | | **Monthly CTC Amount (Rs.)** | **Annual CTC Amount (Rs.)** |
| **A** | **SALARY PAYMENT MONTHLY (A1)** | | | |
| | Basic | | 30,611 | 3,67,332 |
| | HRA | | 15,306 | 1,83,672 |
| | Books & Periodicals | | 2,000 | 24,000 |
| | LTA | | 4,592 | 55,104 |
| | Special Allowance | | 8,712 | 1,04,544 |
| | **GROSS SALARY (A1)** | | **61,221** | **7,34,652** |
| | **EMPLOYEE CONTRIBUTION / DEDUCTIONS (A2)** | | | |
| | PF Contribution | | 1,800 | 21,600 |
| | **TOTAL A2** | | **1,800** | **21,600** |
| | **NET TAKE HOME (A = A1-A2)** | | **59,421** | **7,13,052** |
| **B** | **EMPLOYER CONTRIBUTION (B1)** | | | |
| | PF Contribution | | 1,800 | 21,600 |
| | PF(Admin+EDLI) Charges | | 150 | 1,800 |
| | **TOTAL B1** | | **1,950** | **23,400** |
| | **TOTAL FIXED SALARY (FIXED CTC B = A1+B1+B2)** | | **63,171** | **7,58,052** |
| **C** | **OTHER COMPONENTS (C)** | | | |
| | * Gratuity | | 1,472 | 17,664 |
| | Group Mediclaim | | 445 | 5,339 |
| | Group personal Accident Policy | | 36 | 432 |
| | **TOTAL (C)** | | **1,953** | **23,435** |
| | ** Annual Performance Pay-APP (Earning Potential) | | **5,102** | **61,221** |
| | **TOTAL (D)** | | **5,102** | **61,221** |
| | **TOTAL CTC (B+C)** | | **70,226** | **8,42,708** |

| **Note :** | |
|---|---|
| *** Gratuity** | **Applicable only after completion of 5 years of continuous service.** |
| **** APP (Earning Potential)** | **Would be eligible based on achievement of predefined KRA Parameters and performance matrix and Applicable only for FY 2024-25.** |
| **Group Mediclaim** | **Applicable as per company Policy.** |
| **Group personal Accident Policy** | **Applicable as per company Policy.** |
| **Professional Tax & Labour Welfare Fund as per rules shall be deducted.** | |
| **Note: Any Variable/ incentive/ Performance Pay component would be applicable only for the active employees in payroll and would not be applicable for Exited or resigned employees (serving notice period) while disbursal of payment. In such cases the decision of payment would be at sole discretion of the management. Criteria for any Variable/ Incentive/ Performance Pay can be changed by management anytime. Applicability of such Variable/ Incentive Pay may vary Position/ Department/ Vertical/ State wise.** | |

**For SK Finance Limited**

**Anil Sharma**
**Head-Human Resources**