



11-Oct-2021

Shweta Ramesh Mestri

Applicant ID : A7526737

Dear **Shweta Ramesh**,

We refer to the discussions you had with us and are pleased to offer you a position in **Flextronics Technologies India Private Limited (hereinafter referred to as “Company”)** as **Senior Analyst - GBS Procurement** in **Grade 23**. You will be working in Night Shift and the Company in its sole discretion can change the shift as per business requirement. Your base location would be **Pune**, subject to change as deemed by the company. We look forward to having you on board on **18-Oct-2021** at our **Pune** office. The address is:

Flextronics Technologies India Pvt. Ltd
7th Floor, Block Rhine (1.5), Embassy Tech Zone,
Plot No: PL 03, Rajiv Gandhi Infotech Park, Phase 2,
Hinjewadi, Pune, Maharashtra – 411507

Your Total Target Cash will be **INR 301,200/- per annum**. The enclosed annexure 1 would give you the breakup of your TTC.

Please note that this offer shall be valid subject to your clearing the Background verification check as per the Company's policies. As discussed, you will be issued a detailed appointment letter when you join us. Your employment will be governed by the terms of the appointment letter issued to you.

You would be reporting to **Rupali Shinde** on the date of joining; reporting is subject to change post joining, if required.

Please bring along the original & 2 copies of the below documents with you on your date of joining:

- 1-Aadhaar Card Copy (Onboarding subject to submission of this document)
- 2-Print out of this Offer letter.
- 3-Three passport size photographs (Formal Attire in White Background)
- 4-ID Proofs (Voter ID, Driving License, Passport, etc.)
- 5-PAN card details (Mandatory). If you have applied for a New PAN card, kindly provide copy of acknowledgement receipt that it has been applied.

We would appreciate your returning the duplicate copy of this offer letter with the annexure duly signed by you as a token of your acceptance. We look forward to having you on board with us at the earliest.



ANNEXURE 1

Name: Shweta Ramesh Mestri

Designation: Senior Analyst - GBS Procurement

Grade: 23

Compensation Structure:

Component Annual (INR)

A Basic -----	83,890 (Taxable Component)
House Rent Allowance -----	33,556 (40% of Basic for Non-Metro, 50% of Basic for Metro)
Medical Reimbursement -----	15,000 (Taxable Component)
Education Allowance -----	2,400
Conveyance -----	19,200 (Taxable Component)
Special Allowance* -----	59,510 (Taxable Component)
Other Allowance* -----	45,333 (Taxable Component)
Cash Pay -----	258,889

Retirals

B P.F.* -----	21,600 (Employer Contribution)
C Gratuity -----	(As per legislation)
CTC (per annum) -----	280,489
D Target Bonus** (per annum) -----	20,711
Total Target Cash (per annum) -----	301,200

ESIC and Gratuity would apply as per Government rules and laws. Employer contribution is over and above your TTC.

Flexible Benefits Plan:

Component -----	Maximum eligibility per annum
Gifts Card -----	Rs. 4,500/-
Meal Card -----	Rs. 26,400/-

(*) – Please note that the above is not an additional component, it will be deducted from Special Allowance / Other Allowance. If cards are availed, then the cash portion of your salary will reduce to extent of card chosen and PF contribution may change as per government regulations.

()** – You will be eligible to participate in the Flex Global Bonus Plan according to the relevant policies of Flex. Your target bonus is a percentage of your gross salary. The terms and conditions, performance metrics, payment schedule and bonus payout under this Global Bonus Plan are subject to change, time to time, by Flex in its sole discretion.



The employee shall guarantee that his/her employment with Flextronics will not breach or infringe any contracts, agreement, arrangements he/she have entered with any third party before this employment, including but not limited any non-compete obligation he/she may have, otherwise, he/she will be liable for any liabilities incurred, indemnify and keep Flextronics harmless from any claims, liabilities, losses, damages incurred.

In addition, there is a:

1. Hospitalization coverage for self and dependents up to Rs.5,00,000/- per annum. (with 10% co-pay for dependent parents limiting up to Rs.2.5 lakhs)
2. Employees eligible for ESIC would not be covered under the above Medical Insurance provided by Flex through Third party.
3. Personal Insurance Cover of Rs.10,00,000/-
4. Subject to feasibility, Transport facility is provided for all shifts, at the option of the employee. Transport deduction is applicable as per grade for day shift employees only who log in at 7.00 AM, 8.00 AM & 11.00 AM. Change in services is subject to management discretion.
5. Employees, who work in the night shifts, on working days, i.e. finish work between 12:00 Midnight and 7:30 AM, are eligible for night shift allowance for every working night.
 - a. Grade 21 to Grade 25 – Rs. 300
 - b. Grade 26 to Grade 28 – Rs. 500
6. Employees, who logs in the early morning shifts, on working days, i.e. start work between 4:00 AM to 6:00 AM, are eligible for early Morning Shift Allowance.
 - a. Grade 21 to Grade 28 – Rs. 150



Data Privacy & Protection

Flex has in place Binding Corporate Rules throughout its Global Footprint as an organization. These rules are seen by Regulators as the highest Standard of Data Protection available to any company. With these BCR's in place Flex meets the necessary criteria to hold and manage Personal data include the transfer of personal data transnationally within the Flex Organization.

Personal data (including sensitive data) relating to you which has been or is in the future obtained by the Company may be held and processed by the Company or any associated company either by computer or manually for any purpose relating to the administration, management and operation of your employment, (including payment of wages and maintenance of attendance, performance and conduct records) or in relation to the Company's legal obligations or business needs.

It has been brought to our notice recently that some unscrupulous individuals have been approaching candidates posing as Flex HR employees and promising them jobs with Flex in exchange for monetary / other favors.

Please be informed that Flex does not endorse any such activities and in case you are approached by someone with similar offers/ promises over phone or in person please report the same to hrcompliance@flex.com.

Thanking you,

Yours faithfully,

For Flextronics Technologies (I) Pvt. Ltd.

Global Business Services

Flextronics Technologies India Pvt. Ltd

7th Floor Block Rhine,(1.5), Embassy Tech Zone

Plot No PL 03, Rajiv Gandhi Infotech Park, Phase II

Hinjewadi, Maharashtra- 411057

Yathi Venkatesh
Human Resources