



5.2 Student Progression

5.2.1 Placement – Off Campus -School of Business Management

Date: 22 May 2023

Dear JUDEWIN

This has reference to the interview held on 29<sup>th</sup> April 2023. We are pleased to make an offer of appointment to you for the position of **EXECUTIVE I–RETAIL SALES** in our organization.

Location: THANJAVUR

The compensation offered to you on joining will be as follows: (All figures are in INR)

Headings	Amount (INR)
Basic	21000
HRA	10000
Interim Allowance	2000
Education Allowance	200
Consolidated Allowance	920
Conveyance Allowance	24200
<b>Monthly Gross</b>	<b>58320</b>
Employer's contribution towards PF	2520
Gratuity	1010
<b>CTC per month</b>	<b>61850</b>
LTA (per annum)	8000
Bonus (per annum)	38000
<b>CTC per annum</b>	<b>788201</b>

The detailed terms and conditions of your employment and compensation will be given in the appointment letter which will be handed over to you at the time of joining.

Your appointment to the services of the Company is subject to medical fitness as certified by the Company's Medical Consultant or any other Doctor nominated by the Company, and background verification check.

This offer of appointment is valid until 22<sup>nd</sup> May, 2023 for acceptance. If we do not hear from you by 22<sup>nd</sup> May, 2023 i.e. the date on which the validity for acceptance expires, this offer of appointment shall be treated as withdrawn. Your expected date of joining is 23<sup>rd</sup> May, 2023. In case you fail to join us by 23<sup>rd</sup> May, 2023 date, this offer shall be automatically treated as withdrawn.

Thanking you,  
For Asian Paints Ltd.

Siddharth Mathur  
Manager-Human R





May 02, 2023

Offer No: SG26492  
Mr. Sibi M  
277/A1, Ganapathy Nagar,  
North Maadhavi Road,  
Near Rk Illam, Perambalur,  
Tamil Nadu-621212

Dear Sibi,

Sub: Offer Letter

Further to the interviews you have had with us, we are pleased to offer you a position as "Analyst" in Société Générale Global Solution Centre Private Limited ("Company" or "SG GSC"), Chennai.

Your annual basic salary will be Rs.237,500/- (Two Lakh Thirty Seven Thousand Five Hundred Only). In addition, you will be entitled to other benefits as per the Company's compensation policy as detailed under this employment agreement ("Agreement").

This offer of employment is contingent upon successful completion of your background check. The background verification would take approximately a minimum of four (4) weeks from the day all documents asked by SG GSC team are submitted. Your prospective date of joining the Company, post successful completion of the background check, has been calculated as May 22, 2023, therefore you should plan to report for duty on May 22, 2023, at 9:30 am. However, please note that the actual date of joining will be confirmed to you by your respective recruiter through a separate mail, and your failure to join on the date confirmed will render this offer of employment withdrawn.

However, your offer of employment will be subject to the conditions as stated below:

- Successful completion of your degree course with minimum 60% aggregate marks in your Graduation / Post Graduation (as applicable)
- Must not have any backlogs at the time of joining SG GSC India
- Must be open and flexible to work in any shift / processes which may be assigned to you upon joining SG GSC India

Kindly send your e-mail acceptance of our offer for our records.

Looking forward to a long and fruitful association with you.

Yours faithfully,  
For **Societe Generale Global Solution Centre Pvt Ltd,**



**Suja Antony**  
**Head Talent Acquisition**

## EMPLOYMENT TERMS AND CONDITIONS

Sibi M

**1. Date of Joining:**

1.1 May 22, 2023

**2. Appointment**

2.1 As on May 22, 2023 the Company is hereby appointing you as "Analyst" in our Company, subject to you successfully completing your probation as provided in clause 4 below.

**3. Remuneration**

3.1 Your Gross salary will be Rs. 39,583/- per month of which your basic salary will be Rs.19,792/- per month. You will be entitled to all benefits as may be applicable to you in accordance with the Company's policies. The enclosed Annexure: Salary Entitlement indicates the compensation and benefits that you will enjoy. These allowances and benefits would be subject to amendments from time to time based on Company policy in this regard. Your remuneration shall be paid for each month in accordance with the Company policy except when notice for resignation or termination has been served to or by the Company.

**4. Probation**

4.1 You will be on probation for a period of six (6) months from the date of joining and will be issued a letter of confirmation on successful completion of your probation. However, in the event the Company desires to extend your probation period, you will continue to be on probation till your services are confirmed in writing by the Company. During your probation period, if the Company is not satisfied with your performance, the Company reserves the right to terminate your services in accordance with Clause 5 below.

4.2 In case of no confirmation letter is issued to you by the Company, either prior to or upon the lapse of the probation period, your employment with the Company shall be deemed to be terminated upon the lapse of the probation period without further notice or in the alternate, at the sole discretion of the Company.

**5. Termination**

5.1 **During Probation and Post Probation:** Either you or the Company may terminate your employment by issuing a written notice of two (2) months salary in lieu thereof. The company reserves the right to recover the amount in lieu of notice short served by you. Any such amount recoverable from you, will be inclusive of GST or any other tax/levies levied by the government. It is clarified and agreed by you that the Company shall have the sole right and discretion to accept or reject your request to pay in lieu of serving notice and insist you to work for the notice period.

5.2 **Termination for Breach or Misconduct:** The Company shall also have the right to terminate your employment forthwith without notice or liability for compensation or damages upon the occurrence of any of the following events:



- (a) Upon or before the expiry of the probationary period in the event of the Company not being satisfied with your performance in the Company;
- (b) If any declaration given or information furnished by you to the Company proves to be false, or if you are found to have willfully suppressed any material information, on carrying out your background verification.
- (c) If you are guilty of any grave misconduct or willful neglect in the discharge of your duties hereunder or;
- (d) If you are convicted of any criminal offence other than an offence which in the reasonable opinion of the representatives of the Company that does not affect your position as employee of the Company;
- (e) If the Company is restricted from continuing to employ you by reason of any other legal incapability;
- (f) if you remain absent for a period of eight (8) or more consecutive days without the prior approval of your Manager or intimation and failing to answer (i.e give a satisfactory explanation for the unauthorized leave) any written communication issued by the Company in this regard;
- (g) If you commit a breach of your obligations including but not limited to the provisions stated in clauses 11 (Conduct & Compliance), 12 (Non-disclosure of Information), and 15 (Non-Solicitation) or any other terms of this Agreement.

## **6. Effect of Termination**

- 6.1 Your entitlement to salary, allowances, variable pay or other benefits ceases on termination and all rights towards unpaid variable pay for the year in which termination occurs shall be forfeited.
- 6.2 Termination of your employment by the Company will automatically result in the termination of your employment with and/or secondment to any subsidiary or associated company and any directorship or office (including for avoidance of doubt any member of the Group) which you may hold with any such company without giving you the right to claim any damages, compensation or termination payments or benefits of any kind from any such company, all rights on termination being as set out herein and enforceable only against the Company.
- 6.3 In the event of any absence from work without permission, while serving the notice period, your notice period shall be extended by number of days equal to the number of days during which you remained absent from work in order to ensure proper transition of your work as per the instruction of your Manager.
- 6.4 If you have undertaken any training, either on specific request by the Company or on your own behest, within three (3) months prior to your date of resignation which is paid for or sponsored by the Company (including any routine vocational training visits to any of the countries that the company or any member or associated companies of Société Générale ("Group") carries on business) then you hereby agree to repay to the Company all such costs that were involved.
- 6.5 It is clarified and agreed by you that you shall be bound to complete all the pending projects during the notice period and handover charge to your reporting manager. Handing over charge



shall include completion of all pending work (except otherwise exempted by the Company), returning all the Company assets, such as ID cards issued to you, passwords to your computer, User ID's, work products/scripts/documents and Company materials etc., in your possession in person. Failure on your part to handover as provided under the terms of your appointment shall entitle the Company to withhold your full and final settlement, relieving letter, and any other certificates that may be requested by you. The Company also reserves the right to seek appropriate legal recourse, including but not limited to claiming damages.

## **7. Suspension from Duties**

- 7.1 The Company shall have the right to suspend you on any day or part thereof because of your refusal or failure to perform your full range of duties or for misconduct; any such suspension shall be effective from the time the notice of suspension is given to you.

## **8. Posting**

- 8.1 You will be posted at Chennai. You may however be required to work at any place of business which the Company has, or may later acquire. However, you may be required to travel for the Company's business at the discretion of the Company and the Company, at its discretion, may require you to furnish a bond. Preparedness to travel on Company work either in India or abroad is a prerequisite for appointment in the Company. This will include possession of a valid passport or consent to apply for a passport immediately on joining the Company.
- 8.2 Further, during your course of employment you may be assigned any other duties or transferred to any other place as the Company in its discretion may from time to time require or direct.

## **9. Duties & Responsibilities**

- 9.1 You shall during the stipulated hours of work, diligently perform all duties (including participation in any training program prescribed by the Company) which the Company or any authorized employee may, verbally or in writing, request, order, entrust you to perform. You shall at all times comply with all the rules, regulations and instructions laid down or given by the Company for the guidance of its employees and relevant to the employment and/or appointment held by you.
- 9.2 Further, you shall be responsible for the safekeeping and returning in good condition and order, all Company's property, which may be in your use, custody or charge.
- 9.3 Any change in your personal information including residential address, marital status and educational qualification should be notified to the Company in writing/tool within fifteen (15) days from the start of such change. Any notice required to be given to you shall be deemed to have been duly and properly given if provided in accordance with Clause 14 (*Notice*) of this Agreement.
- 9.4 You represent that your performance of the terms of this Agreement and as an employee of the Company does not and shall not breach any agreement to keep in confidence proprietary information, knowledge or data acquired by you in confidence or in trust prior to your employment by the Company, and you shall not disclose to the Company, or induce the Company to use, any confidential or proprietary information or material belonging to any of your previous employers or others. You represent and warrant that you have returned all



property and confidential information belonging to all prior employers, if any. You have not entered into, and you agree not to enter into, any agreement either written or oral in conflict herewith or in conflict with your employment with the Company (including but not limited to a non-competition agreement with any third party relating to the current, proposed or future business of the Company).

## **10. Shifts and Weekly Off**

- 10.1 The Company is engaged in activities of providing services 24/7. Hence, you may be required to work in shifts which includes night shift. The change in your shift plan will be officially notified to you.
- 10.2 You are entitled to 2 days weekly off as per the current Company policy, which is subject to change from time to time.

## **11. Conduct & Compliance**

- 11.1 **Conduct:** It is expected of you to display and demonstrate honesty and exemplary conduct at all times. It is important to be a vigilant guardian of our values and ethics, and to safeguard the reputation of the Societe Generale Group. You are therefore expected to familiarize yourself with and fully respect the Code of Conduct and other policies & procedures of the Company made available to you at the Company's intranet. The Company shall direct you to pay and make good the loss suffered by any fellow employee, any customer of the Company or any other third party due to unacceptable acts committed by you, whether dishonestly, knowingly, unknowingly, inadvertently or fraudulently. Further, you shall be solely responsible and liable for any damage caused by you towards the property of the Company. The Company in such instances shall recover such sum it considers appropriate towards the loss suffered.
- 11.2 **Conflict of Interest:** You shall confine yourself from any situation that would create a clash between your self-interest and professional or public interest. You are required to maintain professional relationship with all vendors, clients, partners and other personnel during the course of employment. It is expected of you to notify to "Compliance / HRBP", if you encounter any conflicting situations or positions during the course of your employment.
- 11.2.1 **Outside Employment & Directorship:** You shall devote the whole of your time and attention and abilities to carrying out your duties under this employment. You shall declare, in writing, any outside directorships you may hold at the date of your employment. You shall not be permitted to take up outside employment for remuneration or further outside directorships without the prior written approval of your immediate line Manager, the Business Head and a notification to Compliance team. If, during the term of your employment, you undertake such outside employment without prior approval, you shall be liable to immediate dismissal.
- 11.2.2 **Acceptance of Gifts / Commission, etc.,** You shall neither accept or offer any present, commission or any sort of gratification in cash or kind from any person, party or firm or company having dealt with the Company and if you are offered any, you should immediately report the same to the Compliance and your immediate line Manager.



- 11.2.3 **Personal Account Dealing:** You shall ensure that any personal transactions in securities on the stock markets, shall be carried in accordance with the Staff Personal Account dealing Procedure Code that is made available to you in the Company intranet. Any breach of this clause constitutes gross misconduct and is grounds for immediate dismissal.

## **12. Non-Disclosure of Information**

- 12.1 You shall not, at any time hereafter, without the written consent of the Company, divulge, disclose or utilize Confidential Information of the Company, which you may have access to or you come across during your course of employment. You shall not use or utilize Confidential Information of the Company for any purpose other than the Company's business. You shall be bound by further confidentiality obligations and other obligations as per the policy.
- 12.2 **"Confidential Information"** shall mean all proprietary information of the Company including but not limited to commercial, technical and artistic information relating to the Company, business, operation, maintenance and promoting of its own services, programming techniques, experimental work, customers, clients and vendors of the Company, financial information, marketing plans, business plans, project plans, information relating to, operating income, customer lists, price calculation models, software, hardware, source code, object code and other forms of binary files, technology, methods, documentation, designs and materials and general trade secrets of the Company and Intellectual Property of the Company, as well as any other information labeled "Confidential" by the Company or accessible to or provided to you or developed by you solely or jointly with other employees or consultants of the Company pursuant to the performance of your obligations as an employee of the Company, whether protected under law or not. The Confidential Information and obligations thereto shall apply irrespective of the form in or the media on which such information is displayed or contained. Information relating to the customers, suppliers and agents of the Company shall be deemed to be Confidential Information of the Company.
- 12.3 You shall indemnify and keep indemnified the Company for all damages, losses, claims, liabilities, costs or expenses that the Company incurs or may incur as a result of any violation by you of the above terms and conditions.
- 12.4 Notwithstanding anything contained above, as damages may not be a sufficient remedy for any breach under this Agreement, the Company is entitled to seek specific performance or injunctive relief (as appropriate) as a remedy for any breach or threatened breach, in addition to any other remedies at law or in equity.

## **13. Intellectual Property Rights**

- 13.1 You hereby acknowledge and agree that any copyrightable works prepared by you within the scope of your employment are "works for hire" under the Indian Copyright Act, 1957 and under international copyright laws and that the Company shall be considered the owner of such copyrightable works. You agree that all Inventions and Intellectual property and other rights related thereto that (a) are developed using equipment, supplies, facilities or trade secrets of the Company, (b) result from work performed by you for the Company, or (c) relate to the Company's business or current or anticipated research and development, shall be the sole and exclusive property of the Company and are hereby irrevocably assigned by you to the Company.





- 13.2 You hereby agree to promptly disclose in confidence to the Company all inventions, improvements, designs, original works of authorship, formulas, processes, compositions of matter, computer software programs, databases, mask works and trade secrets ("**Inventions**") and Intellectual Property that you make or conceive or first reduce to practice or create, either alone or jointly with others, during the period of your employment, whether or not in the course of your employment, and whether or not such Inventions are patentable, copyrightable or protectable as trade secrets.
- 13.3 "**Intellectual Property**" includes but is not limited to ideas, concepts, creations, discoveries, inventions, improvements, know how, trade secrets; trademarks, service marks, designs, utility models, tools, devices, models, methods, procedures, processes, systems, principles, algorithms, works of authorship, flowcharts, drawings, books, papers, models, sketches, formulas, teaching techniques, electronic codes, proprietary techniques, research projects, and other confidential and proprietary information, computer programming code, databases, software programs including their source code; data, documents, instruction manuals, records, memoranda, notes, user guides; in either printed or machine-readable form, the whether or not copyrightable or patentable, or any written or verbal instructions or comments.
- 13.4 You hereby assign to the Company the entire copyright and all performance rights and all other rights in and to the works performed by you for the full period of copyright including all renewals, revivals, reversions and extensions existing under the laws in force in any part of the world to hold the same to the Company, its successors, assignees and licensees absolutely for the full period that such rights are capable of subsisting throughout the world.
- 13.5 In addition to the foregoing assignment of Inventions and Intellectual Property to the Company, you hereby irrevocably transfer and assign to the Company all Intellectual Property Rights. Intellectual Property Rights include (i) all rights, title, and interest under any statute or under common law including patent rights; copyrights including moral rights; and any similar rights in respect of Intellectual Property, anywhere in the world, whether negotiable or not; (ii) any licenses, permissions and grants in connection therewith; (iii) applications for any of the foregoing and the right to apply for them in any part of the world; (iv) right to obtain and hold appropriate registrations in Intellectual Property and, (v) all extensions and renewals thereof (vi) Causes of action in the past, present or future, related thereto including the rights to damages and profits, due or accrued, arising out of past, present or future infringements or violations thereof and the right to sue for and recover the same.
- 13.6 You hereby represent and warrant that you will not use or integrate any third party materials or data that are not validly licensed to the Company unless previously authorized by my reporting Manager in the Company.
- You represent and warrant that you have not violated the Intellectual Property Rights of any third party, and covenant that you shall not violate the Intellectual Property Rights of any third party in the course of my employment with Company. Provided that in the event the Company is held liable for your violation of any Intellectual Property Rights, you undertake to indemnify the Company or affiliate as the case may be against any and all losses, liabilities, claims, actions, costs and expenses, including reasonable attorney's fees and court fees resulting therefrom.

#### **14. Notice**

- 14.1 Any notice to be given under this Agreement shall be sufficient:



- (a) when given by the Company – if it is given in writing by an authorized employee, such notice shall be deemed to be properly served by either delivering it to you personally or by posting the same by Registered Post to your last known or usual place of residence notified by you to the Company.
- (b) when given by you – if it is in writing signed by you and delivered to the Manager or acting Manager in charge of the office or to an authorized officer or delivered or sent by Registered Post (addressed to the company) to an authorized employee to whom you are responsible.

**15. Non-Solicitation**

- 15.1 During your employment with the Company and for a period of six (6) months thereafter you shall not solicit any employee of the Company to leave their employment in order to join the organization you will be employed with immediately post your resignation with SG GSC or any other entity that is affiliated to the organization you will be employed with. You shall also not directly or indirectly on behalf of your employer post your resignation from SG GSC solicit or entice any customers or potential customers away from the Company.

**16. Authenticity of Information, Documents and References**

- 16.1 You declare that:

- (a) the information contained in your bio-data is true and correct and it is hereby agreed that if the information provided is false or misleading then the Company shall be at liberty to terminate your employment with or without notice and with or without payment of salary in lieu of notice in the Company's absolute discretion.
- (b) You have no criminal record nor have any criminal or civil actions been initiated against you, at any time, which you have not disclosed to the Company and you have declared to the Company any technical breaches of any security laws or regulations
- (c) Further, you shall submit to us a relieving letter from your present employer before your appointment takes effect. You must produce a true copy of your original degree certificate & marks card, along with the original testimonials in respect of your experience. Failure to do so without good reason will nullify your appointment. The Company reserves the right to make appropriate enquiries about you to the referees given by you or any other person deemed fit.

**17. Fitness**

- 17.1 You shall promptly disclose to the Company the nature of any serious medical illness or disease which you may have contracted which is likely to endanger the health or safety of any other employee or client of the Company.

**18. Use of SG Internal Tools and Applications**

- 18.1 Post your appointment with the Company, you shall have access to SG internal tools and applications ("**SG Tool**") and the following shall be observed:





- (a) That the SG Tool shall be used for official purposes only. You shall not be entitled to use this facility for unofficial purposes. If you do so, you shall do so at your own risk and consequences follow.
- (b) Since all correspondences, information, conversations pertain to official purposes, all such correspondences, information, conversations shall be recorded, screened and if need be investigated. Please note this also applies to instances where you may be unauthorizedly using the SG Tools for unofficial purposes.
- (c) You are prohibited from disclosing and sharing internal topics that are confidential and sensitive to the Company on social media. You shall be personally liable and responsible for all contents published online whether privately or professionally. All contents published by you shall be internally monitored and retrieved for the purpose of any investigation. Please note, this shall not be considered an invasion of your privacy.

**19. Retirement**

- 19.1 You will retire from the services of the Company on the last day in the month in which you attain your 60th birth anniversary.

**20. Governing Law**

- 20.1 Your employment shall be governed by and construed in accordance with the laws of India and the courts of Bangalore shall have the jurisdiction, to the exclusion of any other Courts that may have jurisdiction, to decide any dispute arising from or in connection with your employment with the Company or any of the terms and conditions of your employment with the Company.

**21. Company's Policies and Guidelines**

- 21.1 During employment you are subject to rules and regulations and policies of the Company, as made applicable by the Company and revised at the Company's discretion from time to time, irrespective of whether such details are individually notified to you. You are requested to keep yourself up-to-date with such information from the Company intranet/company manual. You shall be liable to face action from the Company if you are found in violation of the same.
- 21.2 During your employment, the Company may at its discretion require you to Work From Home, subject to the Work From Home Policy. You confirm and undertake that you are well equipped to work from your place of residence as long as required by the organization and have adequate infrastructure such as optimal & secured internet connection, comfortable workspace & furniture, required gadgets like laptop, headset, webcam etc.

**22. Processing of Personal Information**

- 22.1 The Company processes your personal data as may be necessary for the proper administration of the employment relationship, both during and after your employment. This will principally (but may not exclusively) relate to personnel, administrative, payroll, performance management and appraisal matters. They will be disclosed, for that purpose, to your hierarchy, as well as, if necessary, to specially authorized service providers in the limit necessary for the performance of the tasks which they are entrusted with.



22.2 Administrative data may be disclosed to:

- (a) The entities of the Société Générale Group entrusted with the administrative management of your employee file,
- (b) To the Group entities aimed at in your mobility demands,
- (c) To the Group headquarters in France for HR steering management purposes and management of careers.
- (d) To third parties and entities outside the group, provided one or any of the businesses of the Group undergo a structural change that would result in a merger, acquisition, spinoff etc.,

22.3 Processing operations may also require the transfer of your personal data to the headquarters of Société Générale Group situated in France or to other entities of the Group specially appointed for hosting purposes and pooling of computer means. You have the right to access your personal data and, in case data are incorrect or out of date, modify, correct and delete your personal data. You may, on legitimate grounds, object to the processing of your personal data.

22.4 Acceptance of this appointment letter shall be treated as your consent for SG GSC to process your personal data as may be specified herein above and no specific consent is required to be obtained from you personally to process your personal data on the occurrence of any of the events specified above.

Yours faithfully,

For **Societe Generale Global Solution Centre Pvt Ltd,**



**Suja Antony**  
**Head Talent Acquisition**

I accept the above terms and conditions on my own free will and agree to be bound by the above-mentioned terms and conditions.

Signature  
Candidate Name: Sibi M

Date: May 22, 2023



Annexure: Salary Entitlement - 2023

Name : Sibi M

Role Title : Analyst

S. No.	Salary Components	Amount in INR Per Annum
1	Basic	237,500
2	Cash Allowances House Rent Allowance (max 40% of Basic Salary for Non Metro & max 50% of Basic Salary for Metro) Telephone Reimbursement (max 36000/- per annum) Leave Travel Assistance (max 75000/- per annum) Food Coupons (max 26400/- per annum) Upskilling Allowance (max 15000/- per annum) Children Education Allowances (max 2400/- per annum) Balance of allowances will be paid as Taxable Allowance	237,500
<b>Gross Salary</b>		<b>475,000</b>
3	Employer's Provident Fund	28,500
4	Gratuity	11,424
<b>Gross Salary + Retirals</b>		<b>514,924</b>
5	Potential Variable Pay *	118,750
<b>Potential Cost to Company</b>		<b>633,674</b>

**Note:**

- a.
  - All reimbursements will be governed by the Income Tax laws in place and as may be amended from time to time
  - Statutory benefits such as Provident Fund and Gratuity etc., will be paid as per the applicable regulations
  - Any other allowance payable shall be as per the company policy.
  - Retirals are employer's provident fund contribution and gratuity
- b. **Variable Pay \***

Your entitlement to Variable Pay is subject to your individual and Group's performance for the year. The Variable Pay may vary from INR 0 to INR 118,750/-. Over the last few years, we have had variable pay outs on an average of 8 – 12% SUBJECT to individual & Group performance.

Should you join us between October 01st and December 31st of the year, your entitlement to variable pay will commence from the beginning of the subsequent calendar year. Disbursement of variable pay, which is at the absolute discretion of the company, is along with the payroll for the month of March, in the following year.



c. **Benefits**

i. (You would be entitled to avail the below mentioned benefits, which is governed by the prevailing company policies)

Detail	Maximum Coverage Amount
a. Work Enablement: Reimbursement towards standalone broadband, Parking and Transport expense.	28,800

ii. Insurance Benefit for Health and Personal Accident Cover - applicable as per company policy.

Detail	Maximum Coverage Amount
a. Group Medical Insurance (coverage for self, spouse, child and parents). Top-up Medical coverage can be availed with options 1 lakh, 2 lakhs, 3 lakhs, 5 lakhs, 10 lakhs & 15 lakhs (Family Floater) at a subsidized rate, premium to be borne by the employee.	500,000
b. Group Personal Accident (Coverage for self only)	1,000,000
c. Group Term Life Insurance (Coverage for self only)	Minimum 25 lakhs or 3.5 times Gross Salary with a cap of 2.5 Crores

iii. Relocation Assistance

a. Economy Air travel fare from existing work location for self and family, i.e. spouse, children and dependent parents (max 4 members).
b. One time relocation/settling reimbursement of INR 35000
c. Lodging expenses for up to 14 days in a company approved guest house for self and family for relocation for a max 4 members.
* Relocation Assistance benefits will be recovered from the employee on separation of the company within a period of 1(one)year from the date of Joining.

\* Air travel fare, transportation of household goods, including insurance/loading/unloading expenses will be reimbursed, on production of original bills, up to the amounts mention. Transfer from airport will be reimbursed on actuals based on production of bills

You hereby acknowledge that this offer is subject to a background verification to be conducted by the company. On background verification, if any information provided by you is found to be false, the company at its discretion may terminate your services with immediate effect.

**Accepted**

Date: May 2nd, 2023

Name : Praveen kumar Avudainayagam  
Institution : ST. JOSEPH'S Institute of Management

Sub: Offer Letter for the Post of Sales Trainee

Dear Praveen,

**CONGRATULATIONS!!**

This is with reference to your application and subsequent interviews and discussions with us, regarding a career opportunity at Coffee Day Beverages.

We are pleased to offer you the position of "Sales Trainee" in our organization on mutually agreed terms.

Your CTC (Cost to Company) will be as per Annexure I.

Your date of joining would be May 2nd, 2023. Your place of posting would be communicated to you during your joining.

You would be required to report at Coffee Day Global Limited, Coffee Day Beverages ( A Division of Coffee Day Global Ltd ) # 371, 2ND Floor, Lloyds Road , Gopalapuram North , Chennai - 600086. on the date of joining.

You are required to submit the following documents on the date of joining. Wherever copies are specified, please also carry your originals for verification.

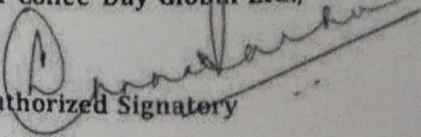
- Copy of education certificates
- Copy of permanent address proof
- Copy of PAN Card & AADHAR Card (Both Mandatory)
- Salary certificate/ last three month's pay slips (If applicable)
- Relieving letter from the previous employer (If applicable)
- 4 Passport size photographs
- Updated resume
- Medical certificate from a General Practitioner certifying that you are physically fit for employment

This offer is subject to a satisfactory verification of your previous academic and employment details as disclosed by you in your resume and the employment application form.

We look forward to your joining our team for a long and successful career. Kindly sign the copy of this letter as your acceptance and confirm the date of your joining.

Thanking you,

For Coffee Day Global Ltd.,

  
Authorized Signatory

Coffee Day Beverages





#### ANNEXURE I

Name : Praveen kumar Avudainayagam	
Earning Headers	Annual (INR)
Basic Salary	2,25,000
House Rent Allowance	1,12,500
Other Allowance	1,24,678
Provident Fund (Employer)	27,000
Gratuity (As per policy)	10,823
Fixed CTC	5,00,000
Sales Incentives	40,000
CTC Per Annum (INR)	5,40,000

- **Retention Bonus:** You will be eligible for **INR 1,50,000/-** (Rupees One Lakh Fifty Thousand Only) payable at the end of 2 Years' continuous service from your Date of Joining. If you so desire to leave the organization before the completion of 2 years (from your DOJ) post your commitment, the Organization reserves the right to recover INR 1,50,000/- (Rupees One Lakh Fifty Thousand Only) from your full and final settlement as liquidated damages to the Company which represents the loss suffered by the Company in providing you training, skill development and other employment related costs.
- **Other Allowance:** Includes statutory bonus where applicable.
- **Provident Fund:** Employer's Contribution to provident fund of 12% of basic is included in your CTC. An employee contribution of 12% of basic would be deducted from your compensation towards Provident fund.
- **Gratuity** is payable upon Separation as per policy.
- **Sales Incentive:** Sales Incentive is applicable only to the Sales Team. Sales Incentives will be paid depending upon the actual achievement against targets as per the incentive policy applicable for that financial year.
- Tax will be deducted on all income except reimbursements as per the applicable current income tax laws.
- **Field Reimbursements:** Includes daily allowance, travel, mobile reimbursements for days spent on the field.
- **Training:** Product Training, Selling Skills Training and training you to be effective on the job is an integral part of the Sales Trainee Program.

For Coffee Day Global Ltd.

Authorized Signatory

Coffee Day Beverages

#### ACKNOWLEDGEMENT

I have read and understood the above terms and conditions and hereby signify my acceptance of the same.

Acceptance Signature :

Name :

Date :

Signature of Parent :

Name :

E. Avudai Nayagam

Date :

Date: 29 August 2023

Dear Darwin

This has reference to the interview held on 17<sup>th</sup> April 2023. We are pleased to make an offer of appointment to you for the position of **EXECUTIVE I –Retail Sales** in our organization.

Location: COIMBATORE

The compensation offered to you on joining will be as follows: (All figures are in INR)

Headings	Amount (INR)
Basic	21000
HRA	10000
Interim Allowance	2000
Education Allowance	200
Consolidated Allowance	920
Conveyance Allowance	24200
<b>Monthly Gross</b>	<b>58320</b>
Employer's contribution towards PF	2520
Gratuity	1010
<b>CTC per month</b>	<b>61850</b>
LTA (per annum)	8000
Bonus (per annum)	38000
<b>CTC per annum</b>	<b>788201</b>

The detailed terms and conditions of your employment and compensation will be given in the appointment letter which will be handed over to you at the time of joining.

Your appointment to the services of the Company is subject to medical fitness as certified by the Company's Medical Consultant or any other Doctor nominated by the Company, and background verification check.

This offer of appointment is valid until 30<sup>th</sup> August, 2023 for acceptance. If we do not hear from you by 30<sup>th</sup> August, 2023 i.e. the date on which the validity for acceptance expires, this offer of appointment shall be treated as withdrawn. Your expected date of joining is 04<sup>th</sup> September, 2023. In case you fail to join us by 04<sup>th</sup> September, 2023 date, this offer shall be automatically treated as withdrawn.

Thanking you,  
For Asian Paints Ltd.

Pranay Sonawane

Manager-Human Resource





**1<sup>st</sup> June 2023**

**To,**

**Agnel Gavin Fernandez**

Contact: 8754904658

Email id: [agnelfernandez0411@outlook.com](mailto:agnelfernandez0411@outlook.com)

**Dear Agnel,**

Sub: Offer of Appointment

Subject to the discussions we had during the interview, we are very pleased to extend to you an offer of employment with **AVIENTEK ELECTRONICS TRADING PRIVATE LIMITED** as "**Sales Coordinator**" Your date of Joining is on **5th June 2023**, and placement location is **Bangalore**.

Your working hours will be 9:30 AM – 6:30 PM, Monday to Friday, with 1 Hour Food Break

The working hours and holidays will be subject to changes at the interest of the company.

Details of your compensation parameters are enclosed in the CTC Sheet (Annexure – A). We expect you to always keep the salary details confidential. Other terms and conditions applicable to you are detailed at Annexure – B. Please read and review these documents carefully.

As an employee of AVIENTEK you will be guided by the rules and regulations of the Company. This letter contains broad terms and conditions of service governing this appointment which are subject to change from time to time. Hence you are requested to contact HR for policies/rules/regulations, which are applicable to you. You are expected to adhere to these rules and regulations and work to the best of your abilities on tasks and responsibilities assigned to you by your supervisor.

**Agnel**, I am confident that AVIENTEK will provide an outstanding opportunity for you to develop your career further and accomplish your professional goals. You will work in an exciting work environment and have opportunities for continuous learning and development. The attached Annexure – B describes in detail the mutual requirements and commitments of your employment with AVIENTEK.

This offer of appointment is valid for a period of seven days from the date of this letter. This offer of appointment is issued in duplicate. Please sign all pages of the offer, including the Annexure, and submit to us before the end-date, as token of your acceptance.

Otherwise, this offer of appointment stands cancelled. You will be on probation for a duration of 6 months and confirmed thereafter subject to satisfactory performance and in accordance with the rules in force on this subject.

We are extremely excited about having you on our team as a full-time employee and look forward to continuing our relationship with you.

Best wishes,

*Shrinivas T.*

**Shrinivas Timmanagoudar**

**Country Head - Channel Sales & Business Development**

**FOR AVIENTEK ELECTRONICS TRADING PRIVATE LIMITED**

Best wishes,

*[Signature]*

**V M MANU, Director**

**FOR AVIENTEK ELECTRONICS TRADING PRIVATE LIMITED**

*Agnel Fernandez*

Acceptance

I, **Agnel**, agree to accept the employment on the terms and conditions mentioned in this appointment letter and the annexure. I hope to join AVIENTEK on **5<sup>th</sup> June 2023**.

Name: - **AGNEL GAVIN FERNANDEZ**

Signature: *Agnel Fernandez*

Date: - **05/07/2023**

Place: - **BANGALORE**

## ANNEXURE - A

COST TO COMPANY (CTC) SHEET

Name : Mr. Agnel

Designation : Sales Co-Ordinator

Components	Monthly (Rs.)	Annual (Rs.)
BASIC	12720	152640
HRA	5300	63600
SPECIAL ALLOWANCE	3180	38160
Gross Salary	21200	254400
Deductions		
PT	200	2400
Total Deductions	200	2400
Net Salary	21000	252000

FOR AVIENTEK ELECTRONICS TRADING PRIVATE LIMITED

*Shrinivas T.*

Shrinivas Timmanagoudar

Country Head - Channel Sales &amp; Business Development

*Agnel*

Employee's Signature

**ANNEXURE - B****TERMS AND CONDITIONS OF EMPLOYMENT****OTHER TERMS AND CONDITIONS:**

1. You are expected to submit the following certificates & testimonials:
  - a. 3 Passport Size photographs
  - b. Experience letter/ Relieving letters (Copies)
  - c. Educational certificate (Attested copies)
  - d. Latest Salary Slip (Copies Attested)
2. You will be on probationary appointment for a period of six months from the date of joining the services of the Company. During probation, your on-the-job performance will be assessed by your reporting executive at the end of three and six months and necessary feedback given to you for improvement. In the event your performance on-the-job is found wanting at any point in time during your probationary period the same may be extended by another lap of a specified duration or your services may be dispensed with, without any notice.
3. This position is subject to review at the end of three, six and twelve months and based on such review the management reserves the right to eliminate the position without assigning any cause.
4. Should you desire to leave the Company's service at any time after the minimum period of a year and for any reason you will be required to give thirty days' notice. On receipt of such notice, management can advance the effective date of termination of service. Waiver of notice period is at the sole discretion of the company.
5. The Company reserves the right to pay or recover salary in lieu of notice period. Further, the Company may at its discretion relieve you from such date as it may deem fit even prior to the expiry of the notice period.
6. Increments will entirely depend upon your performance as assessed by the management. On achieving targets higher than the same you will be entitled to further commission based on the discretion of the management.
7. You are solely responsible for declarations and implications arising thereof for all personal income-tax purposes. TDS as per Income Tax act will be deducted from the net salary, if applicable based on the declarations furnished by you.
8. During the period of your employment with the Company, you will not carry on any business or offer your services for any part of your time or be employed in any other company or person or on your own. You will devote your entire time and attention at work to your duties to promote and further the interests and business of the Company.



9. You shall use your best energies and abilities on a full-time basis to perform the employment duties assigned to you, at locations designated by the Company, including customer offices. Your employment shall comply with all rules, regulations and procedures of the Company. During your employment, you shall not directly or indirectly usurp any corporate opportunities or otherwise engage in any conduct adverse to the best interest of the Company.
10. You shall not divulge any confidential information of, or violate any agreement with, your prior employers or their clients. You shall not indulge in any act of commission that is likely to harm or affect prejudicially the reputation of the Company. It is also your duty to bring to the notice of management any acts or commissions of any other employee which affect the Company prejudicially, immediately as it comes to your knowledge.
11. You should on no account place yourself in a position where your interest's conflict with those of the Company. You shall not at any time after termination of services represent yourself as being any way connected with or interested in the business of the Company.
12. During the period of your employment and for a period a of two (2) years following the termination of your employment for whatever reason (which time period shall be extended by the length of time during which you are in violation of this paragraph), you shall not directly or indirectly solicit the business of (or otherwise deal in a manner adverse to the Company), or provide any engineering, consulting or programming services to, the customers or end-users of customers of the Company for which you provide services or were associated prior to your termination, nor directly or indirectly solicit the services of (or otherwise deal in a manner adverse to the Company with) any employee of the Company or induce such employee to terminate his or her employment with the Company.
13. AVIENTEK has a code of conduct, confidentiality and non-compete agreements, primarily to address working standards and business interests. You will be requested to sign your acceptance and adhere to these norms once you join the company. You should observe strict secrecy respecting all transactions of the Company, its trade secrets, its business strategy, its business ideas, names of its customers, clients, vendors, employees etc., and its state of accounts. You shall not reveal any of the matters which may come to your knowledge about the Company except when required to do so by a Director or by a court of law and only so far as is necessary, to comply with it.
14. Any product created, service rendered during the course of your employment, include but not limited to any intellectual property in relation thereto will be for and on behalf of the Company shall solely and exclusively belong to the Company. If you conceive any new or advanced methods of improving process in relation to the operation of the company, such developments will be fully communicated to the company and will remain sole right/property of the company.
15. You will be responsible for the safekeeping and return in good condition or order of all of the Company's properties, which may be in your use, custody, care of or charge. The Company shall have the right to deduct the money value of such properties from your dues and take such actions as deemed proper in the event of your failure to account for them to the Company's satisfaction.

16. You shall not accept/take any presents, commissions or any kind of gratification in cash or kind nor lend to/borrow from any person, party, firm or concern having dealings with the Company without the written approval of the management.
17. You are required to take prior permission from management if absent for a consecutive period of more than one day. The grant of leave will be according to exigencies of circumstances.
18. The age of retirement will be on attainment of fifty-eight years (last day of your fifty-eighth birthday. For this purpose, the date of birth as declared in the application form/records submitted as proof of birth date will be treated as final). However, the management at its discretion may extend this age, in individual cases.
19. Notwithstanding anything herein contained, any breach of any of the above clauses or any instances of misconduct of any description whatsoever on your part or any act detrimental to the interests of the Company or loss of confidence by the management in you may entail dismissal with forfeiture of the right to notice.
20. Employees will be governed by the general establishment rules of the Company, which is in force from time to time.

**Agreed to and accepted with the intent to be legally bound.**

Chaitan Kumar

Date: 05/07/2023

**Signature of Candidate**

**Name:**

May 12, 2023

Ref:HDBFS/23-24/HRIC548272/Appt/330272

**Ms.Kensaga Rapson**  
**Tirunelveli**

Dear Ms.Kensaga Rapson ,

**LETTER OF APPOINTMENT**

Further to your application and subsequent discussions for employment, HDB Financial Services Limited ("Company") is pleased to appoint you as MANAGEMENT TRAINEE on the terms and conditions set out in this letter of appointment ("Agreement").

**1. Position and Posting:**

- 1.1 Your initial posting will be at TIRUNELVELI and you will be reporting to the BRANCH MANAGER.
- 1.2 You are liable to be transferred or deputed, temporarily or permanently, part time or whole time to any section, division, subsidiary or associate concern or any other place of business, which is in existence or may come into existence at a future date, as may be decided by the Company.

**2. Probation:**

- 2.1 You will be on probation for a period of 6 (six) months from the date of your employment. Subject to the satisfactory performance by you during the probationary period, you will be confirmed in the services of the Company in writing.

**3. Remuneration & Taxes:**

- 3.1 Your remuneration and benefits will be as set forth in the Annexure hereto. The Company shall inform you of any changes in the remuneration in writing (which includes in electronic form) and from the date indicated in such communication the remuneration shall stand amended.
- 3.2 The Company may withhold from any amounts payable to you under this Agreement such central, state and local taxes as may be required to be withheld pursuant to any applicable law or regulation.
- 3.3 The Company reserves the right to deduct or withhold salary or any form of remuneration in the event that the repayment for any loan or similar facility availed by you from the Company remains outstanding.

**4. Duties & Responsibilities:**

- 4.1 Your duties and responsibilities have already been explained to you. You are also expected to undertake reasonable alternative duties in addition to, or instead of your normal duties. The Company's decision in this regard would stand as final and binding on you.
- 4.2 You are required to attend punctually at such place or places as your duties may require for such period as the Company in its absolute discretion may decide as necessary.

- 4.3 You shall not, without the prior express consent of the Company in writing, pledge the credit of the Company or enter into any commitments, dealings or obligations on behalf of the Company for which you have no express authority from the Company.
- 4.4 You shall not, directly or indirectly accept any commission, profits, presents, or gratification of any kind from any person, firm or Company having dealings with the Company and if you are offered or receive any such commission, profits, presents or gratification, you shall immediately report the same to the Company in writing and be guided by its directions in this connection.
- 4.5 You shall inform the Company without delay, of any suspected, threatened or actual act of dishonesty or wrongdoing of any nature whatsoever on the part of any other employee of the Company that may come to your knowledge.
- 4.6 You shall devote your whole time, attention and ability to the business of the Company and shall perform such duties and exercise such powers as assigned to you from time to time. You shall also comply with all orders, directions and regulations as issued to you by the Company, from time to time, and shall serve the Company using your utmost endeavor to promote its interests.
- 4.7 You may be required to undertake all kinds of tours and visits as well as undergo trainings, examinations, tests, medical checkups, and other exercises and inspections as instructed to you by the Company, from time to time.
- 4.8 You will be responsible for the safe keeping and return in good condition and order, of all documents, properties and/or assets which may be entrusted to you by the Company. The Company shall have the right to deduct the money equivalent value of all such documents, properties and / or other assets from your dues and take such other action as the Company may deem fit in the event of your failure to account for such documents, properties and / or other assets to the satisfaction of the Company.

**5. Company's Policies:**

- 5.1 You agree and undertake to comply with and be bound by all the policies of the Company which are implemented, documented or adopted by Company from time to time, and as may be published in the intranet, and as may be amended from time to time.

**6. Confidential Information:**

- 6.1 You shall not, at any time during the course of your employment with the Company or at any time after you cease to be in the employment of the Company, divulge, furnish or make accessible to anyone or use in any way (other than for the business of the Company or any of its affiliates) any confidential or secret knowledge or information of the Company or any of its affiliates which you have acquired or become acquainted with or shall acquire or become acquainted with prior to the termination of your employment with the Company (including employment with any of its affiliates), whether developed by you or by others, including, without limitation, any trade secrets, confidential or secret designs, processes, formulae, plans, devices or material (whether or not patented or patentable) of the Company or any of its affiliates, financial results or condition, business plans or projections of the Company or any of its affiliates, any confidential customer lists of the Company or any of its affiliates, any confidential or secret development or research work of the Company or any of its affiliates, any lists of potential investments or acquisitions contemplated by the Company or any of its affiliates, any plans, proposals or strategies of the Company or its affiliates to expand, merge or engage in a



business combination or relationship or any other confidential or secret aspects of the business of the Company or any of its affiliates. You acknowledge that the above-described knowledge or information constitutes a unique and valuable asset of the Company and its affiliates, as the case may be, acquired at great time and expense by the Company, its predecessors and its affiliates, as the case may be, and that any disclosure or other use of such knowledge or information other than for the sole benefit of the Company or any of its affiliates would be wrongful and could cause irreparable harm to the Company and its affiliates, as the case may be.

- 6.2 The foregoing obligations of confidentiality, however, shall not apply to any knowledge or information which: (i) is now publicly known or which, through your no act or omission, becomes publicly known; or (ii) you divulge, furnish or disclose in a truthful response to a lawful and valid legal process.

## **7. Intellectual Property Rights:**

- 7.1 If at any time during your employment you make, develop, discover or participate in the making or discovery of any Intellectual Property Rights (as defined below) relating to or capable of being used in the business being carried on by the Company or any of its affiliates, such Intellectual Property Rights shall be the absolute property of the Company. At the request of the Company you shall give and supply all such information, data, drawings and assistance as may be requisite to enable the Company to exploit the Intellectual Property Rights to the best advantage, and shall execute all such documents and do all acts, matters and things which may be necessary or desirable for obtaining registration or other protection for the Intellectual Property Rights as may be specified by the Company.
- 7.2 You hereby acknowledge and undertake that you do not have and shall not have at any point of time, any ownership, interest, right or title in the Intellectual Property Rights nor will you claim any ownership, interest, right or title in the Intellectual Property Rights or brand forming part of the business of the Company or any of its affiliates.
- 7.3 For the purposes of the above, the term "Intellectual Property Rights" shall include any unregistered, registered and / or applied for registration and pending, trademarks, service marks, designs, copyrights and neighbouring rights, patents, trade or business names, internet domain names, inventions, processes, geographical indications, neighbouring rights, trade secrets, know-how, integrated circuits, exploitation of any present or future technologies, proprietary information, and other industrial property rights.

## **8. Data Protection:**

- 8.1 You shall comply with the data protection policy of the Company when handling personal data in the course of your employment with the Company including personal data relating to any employee, customer, client or agent of the Company or any of its affiliates and you shall promptly report any breaches or anticipated breaches of the same.
- 8.2 You consent to the Company, its affiliates processing data relating to you for legal, personnel, administrative and management purposes and in particular to the processing of any sensitive personal data or information relating to you, including :
- (a) information regarding your medical records and history;
  - (b) financial information;
  - (c) information in order to comply with legal or contractual requirements and obligations to third parties;
  - (d) any other personal data or information as specified in the policies of the Company.

- 8.3 The Company may make such information available to any of its affiliates, those who provide products or services to the Company or any of its affiliates (such as advisers and payroll administrators), regulatory authorities, potential purchasers of the Company or the business in which you work, and as may be required by law.
- 8.4 You consent to the transfer by the Company of such information to any affiliate of the Company and the Company's affiliate's business contacts in order to further its / their business interests even where the country or territory in question does not maintain adequate data protection standards.
- 8.5 You consent to the Company carrying out the above activities and other similar classes of activities prior to, during and after the termination of your employment with the Company, provided that such activities are carried out in a lawful manner and for legitimate purposes.

**9. Termination:**

- 9.1 You will retire from your employment with the Company on the completion of 60 (sixty) years of age.
- 9.2 During the probationary period either party hereto may terminate this Agreement and your services with the Company by giving 1 (one) months' notice in writing or salary in lieu thereof.
- 9.3 Upon the confirmation of your services with the Company, either party hereto may terminate this Agreement and your services with the Company by giving 3 (three) months' notice in writing or salary in lieu thereof.
- 9.4 It is clarified that, in the event of a termination of this Agreement by you, the decision whether or not to accept salary in lieu of the notice period will rest solely with the Company and you may be required to serve the applicable notice period instead of paying to the Company an amount equivalent to your salary in lieu thereof.
- 9.5 If you are found guilty of any act of "misconduct" (as defined in the Company's policies) then the Company shall have the right to terminate your services without any notice or payment of salary in lieu thereof.
- 9.6 You will not be entitled to proceed on leave after a notice for termination of your services with the Company has been issued by either you or the Company.
- 9.7 The Company may, at its sole discretion, require you to proceed on leave during your notice period.
- 9.8 In the event of the termination of your employment with the Company, you shall immediately return to the Company all materials, equipment or documents of the Company or its affiliates including copies, information, work-in-progress documents, records, intellectual property, inventions, copyrights or confidential / proprietary information in any form, medium or otherwise and all properties belonging to the Company or which you have received or prepared or helped prepare in connection with your employment with the Company and cease to represent yourself as being an employee of the Company or otherwise associated with the Company. You shall also not retain any copies, duplicates, reproductions or excerpts of any such materials or information or documents.

**10. Non-compete:**

- 10.1 You shall not, directly or indirectly, without the prior written consent of the Company, at any time during your employment hereunder, provide consultative services to, own, manage, operate, join, control, participate in, be engaged in, employed by or be connected with, any business, individual, partner, firm, corporation, or other entity that directly or indirectly competes with the Company or any of its affiliates. You shall not commit any act, which has the effect of undermining your fiduciary duties and responsibilities to the Company without the prior written consent of the Company.

**11. Non-Solicitation and Non-Disparagement:**

- 11.1 You hereby agree that you shall not, directly or indirectly, for your benefit or for the benefit of any other person (including, without limitation, an individual or entity), or knowingly assist any other person to: (i) during your employment with the Company and for 6 (six) months thereafter, in any manner, directly or indirectly, (a) Solicit (as defined below) the employment or services of any person who provided services to the Company or any of its affiliates, as an employee, independent contractor or consultant at the time of termination of your employment with the Company and/or (b) Solicit any person who is an employee of the Company or any of its affiliates to resign from the Company or such affiliate or to apply for or accept employment with any enterprise; or (ii) during your employment with the Company and for 3 (three) years thereafter, Solicit or otherwise attempt to establish any business relationship (in connection with any business in competition with the Company or any of its affiliates) with any partner, investor, person, firm, corporation or other entity that is, at the time of your termination of employment, or was a customer, investor, business partner, client or employee of the Company or any of its affiliates (with respect to former employees, that were employed by the Company or any of its affiliates within the 12 (twelve) months prior to the termination of your employment), or prospective customer, investor, business partner or client, of the Company or any of its affiliates, or interfere with or damage (or attempt to interfere with or damage) any relationship between the Company and any of its affiliates and their respective clients, investors, business partners, customers or employees.
- 11.2 The term "Solicit" shall mean any direct or indirect communication of any kind whatsoever, regardless of by whom initiated, inviting, advising, encouraging or requesting any person or entity, in any manner, to take or refrain from taking any action.
- 11.3 You shall not, at any time during the course of your employment and any time after the termination of your employment with the Company, make any statement, representation, post commentary, content or image or communicate in writing, orally or otherwise or take any action directly or indirectly in public or private, in any manner or through any medium whatsoever including but not limited to newspaper, social media, e-mail, SMS, internet, blog, social networking websites etc., which may directly or indirectly, defame or disparage the image, credibility, good name, goodwill and reputation of the Company or any of its officers, directors, employees, agents, consultants, representatives etc. or create an hostile work environment.

**12. Dispute Resolution:**

- 12.1 The parties hereto shall discharge their obligations in utmost good faith and make all attempts to resolve all differences arising out of or in connection with this Agreement in accordance with the policies of the Company, which also includes a dialogue with the respective HR Coordinator to address any employment related concerns.
- 12.2 Notwithstanding the above, in the event of any breach or apprehended breach by you of the terms of this Agreement, the Company shall be entitled, in addition to all other remedies, to an injunction, whether interlocutory or preliminary, restraining any such breach.

**13. Governing Law and Jurisdiction:**

- 13.1 This letter of appointment shall be governed by and construed in accordance with the laws of India. The terms and conditions set out in this letter of appointment constitute service conditions applicable to your employment in the organization and any dispute arising out of this letter of appointment or pertaining to your employment shall be subject to the exclusive jurisdiction of the courts of Mumbai.

**14. Miscellaneous:**

- 14.1 During your employment with the Company, you will not associate yourself with such activities, which in the opinion of the Company will be harmful or detrimental to its interests.
- 14.2 This employment is being offered to you on the basis of the particulars submitted by you to the Company. However, if any time it should emerge that the particulars provided by you are false / incorrect, or if any material or relevant information has been suppressed or concealed, this appointment will be considered ineffective and irregular and would be liable to be terminated by the Company immediately without notice after giving you an opportunity of being heard, in accordance with the disciplinary procedures of the Company. This will be without prejudice to the right of the Company to also take such action as it may deem fit against you for the same.
- 14.3 Nothing contained herein constitutes a guarantee of employment. Your performance shall be subject to appraisal by the Company. The Company reserves the sole right to terminate your employment on grounds of performance not being up to expected standards.
- 14.4 You will keep the Company informed in writing of any change in your residential address, and on your failing to do so, all communications intended to be served on you will be sent to you on your last known address, and this will be deemed to be sufficient service on you.
- 14.5 The Company shall have the right to revise/change/alter the aforementioned terms and conditions of your appointment and the same shall be applicable to you as and when the Company enforces such revision/change/alteration.
- 14.6 If at any time in the opinion of the Company you are found guilty of disobedience, insubordination, negligence, indiscipline, overstaying sanctioned leave or absence from duty without permission for a period exceeding five consecutive days or habitual absence or of any other misconduct considered by the Company to be detrimental to its interest or to be in violation of any term or terms of this letter, your services may be terminated after statutory notice or salary in lieu thereof.
- 14.7 If at any time in the opinion of the Company you are found guilty of dishonesty, fraud, misappropriation of any other misconduct considered illegal by the Company and detrimental to its interest or to be in violation of any term or terms of this letter, your services may be terminated without any notice or salary in lieu thereof.
- 14.8 You shall comply with all regulatory and statutory requirements as maybe applicable from time to time. Any violation or failure to comply with regulatory and statutory requirement shall call for termination from the services of the organization.
- 14.9 The failure of the Company to insist upon the strict adherence of any of the terms hereof on any occasion shall not be considered a waiver of the Company's rights or deprive the Company of the right thereafter to insist upon the strict adherence to that term or any other term of this Agreement.
- 14.10 This Agreement and all of your rights and duties hereunder, shall not be assignable or delegable by you. Any purported assignment or delegation by you in violation of the foregoing shall be null and void ab initio and of no further force and effect. This Agreement may be assigned by the Company to any affiliate thereof or to a person or entity which is an affiliate or successor in interest to all or substantially all of the business operations of the Company. Upon such assignment, the rights and obligations of the Company hereunder shall be become the rights and obligations of such affiliate person or entity.
- 14.11 This Agreement (together with its annexure) shall supersede all prior, oral or written agreements or communications, formal or informal, in relation to your employment with the Company.

**15. Joining Formalities:**

- 15.1 Your appointment will be subject to the Company receiving satisfactory references and verifications. You are required to furnish the name(s) of the references, who have supervised you in a professional capacity at some stage in your professional career, as may be required by the Company.
- 15.2 You are required to join the services/employment of the Company immediately.
- 15.3 Kindly arrange to bring self-attested copies of the following documents along with their originals for verification on the date of your joining :
- (a) Copy of Educational Certificates and Mark sheets (Xth, XIIth, Graduation, Post Graduation)
  - (b) Proof of date of birth (Copy of driving license, Voter ID, Passport)
  - (c) Copy of Resignation Letter submitted to previous employer
  - (d) Relieving Letter from previous employer. If not available at the time of joining, the same must be submitted within ONE month of joining
  - (e) Duly signed duplicate copy of Appointment Letter
  - (f) Copy of Pan Card and Aadhaar Card (Both documents are required for Salary processing)
- 15.4 This offer of employment with the Company is valid for a period of 15 (fifteen) days from the date of this Agreement. As your acceptance to these terms of employment, please sign the duplicate copy of this Agreement in the space provided below and return the same to us.
- 15.5 You will be required to complete the Company's prescribed joining formalities within 3 (three) working days from the date of your joining and submit the same to the Corporate Human Resources Department for necessary processing of your Salary.

**Yours Sincerely,  
For HDB Financial Services Ltd.**





**Ashish Ghatnekar  
Head - Human Resources & Operations**

**AGREED AND ACCEPTED**

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**Ms.Kensaga Rapson**

## Annexure

	<b>Compensation Breakup</b>	
Salutation	Ms.	
Name	Kensaga Rapson	
Role	Management Trainee	
Grade	T	
Location	Tirunelveli	
City	Tirunelveli	
Reporting to	Branch Manager	
<b>Annual Compensation Break up</b>		<b>HDBFS Monthly</b>
Basic	1,20,000	10,000
HRA	60,000	5,000
Other Allowance	1,76,800	14,733
Conveyance Allowance	19,200	1,600
Education Allowance	2,400	200
Provident Fund (Employer's contribution)	21,600	1,800
<b>Gross Salary (A)</b>	<b>4,00,000</b>	<b>33,333</b>
<b>Gratuity----- (B)</b>	<b>5,769</b>	<b>481</b>
<b>Total Fixed Compensation (C=A+B)</b>	<b>4,05,769</b>	<b>33,814</b>
<b>Note:</b>		
This Offer is subject to positive reference checks & Credit Bureau check. Your consent for candidature of the Company will be considered as consent for accessing your Credit report.		
Gratuity is as per "The Payment of Gratuity Act".		
		

Ref:HDBFS/23-24/HRIC548272/Appt/HRIC548272

SPECIMEN

FORM 2 (REVISED)

NOMINATION & DECLARATION FORM  
FOR UNEXEMPTED / EXEMPTED ESTABLISHMENTS

GROUP No. :
Office :

Declaration and Nomination Form under the Employees Provident Funds  
and Employees Pension Scheme

(Paragraph 33 & 61 (1) of the Employees Provident Funds Scheme, 1952 and  
Para 18 of the Employees Pension Scheme, 1995)

1. NAME (in block letters ) : Kensaga Rapson  
2. FATHER'S / HUSBAND'S NAME : Rapson K  
3. DATE OF BIRTH : 28-Dec-2001  
4. SEX : Female  
5. MARITAL STATUS : Single  
6. ACCOUNT NO : MH / BAN / 49611  
7. ADDRESS : 10/81,Anbiam 5,Vaniyakudi,  
Kalkulam,Kanniyakumari,  
Tirunelveli - 629251

PART - A (EPF)

I hereby nominate the persons(s) / cancel the nomination made by me previously and nominate the person(s), mentioned below to receive the amount standing to my credit in the Employees Provident Fund in the event my death.

Name & Address of the Nominee(s)	Nominee's relationship with the member	Date of Birth	Total amount or share of accumulation in PF to be paid in each nominee	If the nominee is minor, name & relationship & add. of the guardian who may receive the amount during minority of nominee
(1)	(2)	(3)	(4)	(5)
Rapson , 10/81,Anbiam 5,Vaniyakudi, Kalkulam,Kanniyakumari, Tirunelveli-629251	Father	16 - Mar - 1973	100	No

1. \* Certificate that I have no family as defined in para 2 (g) of the Employees Provident Funds Scheme, 1952 and should I acquire a family thereafter the above nomination should be deemed as cancelled.  
2. \* Certified that my father / mother is / are dependent upon me.  
(\*) Strike out whichever is not applicable.

X \_\_\_\_\_  
SIGNATURE OR THUMB IMPRESSION THE SUBSCRIBER

**PART - B (EPS)****Para 18**

I hereby furnish below particulars of the members of my family who would be eligible to receive widow / children Pension in the event of my death.

Sr. No.	Name & Address of the family member/s	Date of Birth	Relationship with Member
(1)	(2)	(3)	(4)
1	Rapson , 10/81,Anbiam 5,Vaniyakudi, Kalkulam,Kanniyakumari, Tirunelveli- 629251	16 - Mar - 1973	Father

\*\*Certified that I have no family, as defined in para 2 (vii) of the Employees Pension Scheme, 1995 and should I acquire a family here after I shall furnish particulars thereon in the above form.

I hereby nominate the following person for receiving the monthly family pension (admissible under para 16 (2) (i) and (ii) in the event of my death without leaving and eligible family member/s for receiving pension.

Name of the Nominee	Address	Date of Birth	Relationship with Member
(1)	(2)	(3)	(4)
Rapson	10/81,Anbiam 5,Vaniyakudi, Kalkulam,Kanniyakumari, Tirunelveli- 629251	16 - Mar - 1973	Father

Date : 06-Jun-2023

X

(\*) Strike out whichever is not applicable

SIGNATURE OR THUMB IMPRESSION THE SUBSCRIBER

**CERTIFICATE BY EMPLOYER**

CERTIFICATE that the above declaration and nomination has been signed / thumb impressed before me.

by Shri / Smt. / Miss. \_\_\_\_\_ employed in my / our establishment after he / she has read the entire / the entries have been read over to him / her by me and confirmed by him her

For HDB Financial Services Limited



Place : \_\_\_\_\_

Date :

Authorized Signatory

Signature of the Employer's OR other Authorised Officer's the Establishments

Signature with Designation

**HDB Financial Services Ltd**

Ground Floor, Zenith House,  
Keshavrao Khadye Marg,  
Opp.Race Course, Mahalaxmi  
Mumbai - 400034.



**UNDER THE PAYMENT OF GRATUITY ACT, 1992.**  
**&**  
**THE PAYMENT OF GRATUITY (MAHARASHTRA) RULE, 1972**

**FORM 'F'**  
**(See Sub-Rule (i) of rule (6))**

**Nomination**

To  
M/s HDB Financial Services Limited  
Ground Floor, Zenith House,  
Keshavrao Khadye Marg,  
Opp.Race Course, Mahalaxmi  
Mumbai - 400034.

1. Shri / Shrimati / Kumari KENSAGA RAPSON whose particulars are given in the statement below hereby nominate the person(s) mentioned below to receive the gratuity payable after my death as also the gratuity standing to my credit in the event of my death before that amount has become payable, or having become payable has not been paid and direct that the said amount of gratuity shall be paid in proportion indicated against the name(s) of the nominee(s).
2. I hereby certify that the person(s) mentioned is / are member(s) of my family within the meaning of clause (h) of section 2 of the Payment of Gratuity Act, 1972.
3. I hereby declare that I have no family within the meaning of clause (h) of section (2) of the said Act.
4. (a) My father / mother / parents is / are not dependent on me.  
(b) My husband's father / mother / parents is / are not dependent on my husband.
5. I have excluded my husband from my family by a notice dated the to the controlling authority in terms of the provision to clause(s) of section 2 of the said Act.
6. Nomination made herein invalidates my previous nomination.

**NOMINEE (S)**

Sr. No.	Name If Full address of the nominee(s) - (1)	Relationship with the Employee (2)	Age of the Nominee (3)	Proportion by which the gratuity will be shared (4)
1	Prabeena ,10/81,Anbiam 5,Vaniyakudi, Kalkulam,Kanniyakumari, Tirunelveli- 629251	Mother	07 - Apr - 1981	100
2				
3				
4				
5				
6				

## Statement

1	Religion	Christianity	
2	Sex.	Female	
3	Name of employee in full.	Kensaga Rapson	
4	Whether married/unmarried/widow	Single	
5	Department/Branch/Section where employed	Tirunelveli	
6	Post held with Ticket or Serial Number if any.	Management Trainee	
7	Date of appointment.	05-Jun-2023	
8	Permanent address.	10/81,Anbiam 5,Vaniyakudi, Kalkulam,Kanniyakumari, Tirunelveli - 629251	
	Village	Thana	Sub-division
	Post Office	District	State

Place : Tirunelveli

Date : 06-Jun-2023

X \_\_\_\_\_

Signature/Thumb impression of the employee

## Declaration by witnesses

I declare that the Nomination has been signed/thumb impressed before me.

Name in full Signature of Witnesses.

Address of witnesses

1. \_\_\_\_\_

1. \_\_\_\_\_

2. \_\_\_\_\_

2. \_\_\_\_\_

Place : Tirunelveli

Place : Tirunelveli

## Certificate by the employer

Certified that the particulars of the above nomination have been verified and recorded in this establishment.

Employer's References No., If any.

Designation

For HDB Financial Services Limited



Authorized Signatory

HDB Financial Services Ltd

Ground Floor, Zenith House,  
Keshavrao Khadye Marg  
Opp.Race Course, Mahalaxmi  
Mumbai - 400034.

Signature/Thumb impression of the Authorized Signatory

## Acknowledgement by the employee

Received the duplicate copy of nomination in Form 'F' filed by me and duly certified by the employer.

X

Date \_\_\_\_\_

Signature of the employee

Note : Strike out the words and paragraphs not applicable.



## Composite Declaration Form Form -11

(To be retained by the Employer for future reference)

330272

**EMPLOYEES' PROVIDENT FUND ORGANIZATION**

Employees' Provident Funds Scheme, 1952 (Paragraph 34 &amp; 57) &amp;

Employees' Pension Scheme, 1995 (Paragraph 24)

(Declaration by a person taking up employment in an establishment on which EPFS 1952 and/or EPS 1995 is applicable)

1	Name of the Member	Kensaga Rapson						
2	Fathers' Name <input checked="" type="checkbox"/> Spouse's Name <input type="checkbox"/>	Rapson K						
3	Date of Birth (DD/MM/YYYY)	28/12/2001						
4	Gender: (Male/Female/Transgender)	Female						
5	Marital Status(Married/Unmarried/Widow/Widower/Divorcee)	Unmarried						
6	(a) Email Id: (b) Mobile No.:	kensaga2001@gmail.com 9751722757						
7	<b>Present employment details:</b> Date of joining in the current establishment (DD/MM/YYYY)	05/06/2023						
8	<b>KYC Details</b> (attach self attested copies of following KYCs) a) Bank Account No.: b) IFS Code of the branch: c) AADHAAR Number: d) Permanent Account No. (PAN), if available	6921560587 IDIB000C117 389760712777 LYYPK6610D						
9	Whether earlier a member of Employees' Provident Fund Scheme, 1952 ?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>						
10	Whether earlier a member of Employees' Pension Scheme, 1995 ?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>						
11	<b>Previous employment details [if Yes to 9 &amp;/or 10 above] - Un-exempted</b>							
	<b>Establishment Name &amp; Address</b>	<b>Universal Account Number</b>	<b>PF Account Number</b>	<b>Date of joining (DD/MM/YYYY)</b>	<b>Date of exit (DD/MM/YYYY)</b>	<b>Scheme Certificate No. (if issued)</b>	<b>PPO Number (if issued)</b>	<b>Non Contributory Period (NCP) Days</b>
12	<b>Previous employment details [if Yes to 9 &amp;/or 10 above] - For Exempted Trusts</b>							
	<b>Establishment Name &amp; Address</b>	<b>Universal Account Number</b>	<b>Member EPS A/C Number</b>	<b>Date of joining (DD/MM/YYYY)</b>	<b>Date of exit (DD/MM/YYYY)</b>	<b>Scheme Certificate No. (if issued)</b>	<b>Non Contributory Period (NCP) Days</b>	
13	<b>a) International Worker:</b>		Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>					
	b) If yes, state country of origin (India/Name of other country)							
	c) Passport No.							
	d) Validity of passport [(DD/MM/YYYY) to (DD/MM/YYYY)]		From <input type="text"/> To <input type="text"/>					

### **UNDERTAKING**

- 1) Certified that the particulars are true to the best of my knowledge.
- 2) I authorize EPFO to use my Aadhaar for verification/authentication/eKYC purpose for service delivery.
- 3) Kindly transfer the funds and service details, if applicable, from the previous PF account as declared above to the present PF Account as I am an Aadhaar verified employee in my previous PF Account \*
- 4) In case of changes in above details, the same will be intimated to employer at the earliest.

Date: 06-Jun-2023

Place: Tirunelveli

Signature of the Member

### **DECLARATION BY PRESENT EMPLOYER**

A. The member Mr./Ms./Mrs. \_\_\_\_\_ has joined on \_\_\_\_\_  
and has been allotted PF Number \_\_\_\_\_ and UAN \_\_\_\_\_

B. In case the person was earlier not a member of EPF Scheme, 1952 and EPS, 1995:

• **Please Tick the Appropriate Option:**

The KYC details of the above member in the UAN database

☐

Have not been uploaded

☐

Have been uploaded but not approved

☐

Have been uploaded and approved with DSC.e-sign

C. In case the person was earlier a member of EPF Scheme, 1952 and EPS, 1995:

• **Please Tick the Appropriate Option:**

☐

The KYC details of the above member in the UAN database have been approved with E-sign/Digital Signature Certificate and transfer request has been generated on portal.

☐

The previous Account of the member is not Aadhaar verified and hence physical transfer form shall be initiated.

Date:



Signature of Employer with Seal of Establishment

\* Auto transfer of previous PF account would be possible in respect of Aadhaar verified employees only. Other employees to fill physical claim (Form-13) for transfer of account from previous establishment.

6- March - 2023

Mr. Aslay A,  
St. Joseph's Institute of Management,  
Tiruchirappalli.

Dear Aslay,

Congratulations!

It gives us a great pleasure in offering you the position of **Sales Trainee**. This offer is provisional subject to successful completion of your Post Graduation in the academic year 2023. We extend this offer along with the opportunities with full confidence in your capabilities.

The tentative start date of your Sales Trainee Program will be from 1-June -2023 at a salary of **INR 3,75,000/-** per annum (cost to company).

Upon completion of your provisional requirement, you will be issued with a regular appointment letter with specifics of employment and salary breakup.

Your initial work location will be in **Tamil Nadu**. However, you should be flexible to work in any other locations of Nippon Paint in India. You are also required to be flexible to work in any department within the organization.

Wishing you a successful career with us!

for **Nippon Paint (India) Private Limited**,



**N Rajeswari**  
**Director-HR & Admin**

Acceptance:

I acknowledge that I have received, read and understood each every terms and condition set out in this letter of offer and hereby agree, accept and undertake to abide by all the aforesaid terms and conditions.

Name:

Signature:

Date:

**NIPPON PAINT (INDIA) PRIVATE LIMITED**

Prestige Palladium Bayan, No.129 to 140, 9th Floor, Greams Road,  
Thousand Lights, Chennai - 600 006. **Tel : 044 4298 2222.**

**Regd Office:** Plot No K-8(1), Phase II, SIPCOT Industrial Park, Mambakkam Village,  
Sriperumbudur, Sunguvarchathiram, Kancheepuram - 602 106, Tamil Nadu, India.

**CIN - U74999TN2006PTC069356**

A MEMBER OF THE NIPSEA GROUP

[www.nipponpaint.co.in](http://www.nipponpaint.co.in)

May 04, 2023

Janani Balaji  
124,gandhi adigal salai, near  
raya anugraha, Kumbakonam,  
Thanjavur - 612001, Tamil  
Nadu, India

Subject: Offer Letter

Dear Janani,

With reference to your application and the subsequent interview, we are pleased to offer you a promising career with us. Your appointment with HDFC Life Insurance Company Limited ("Company") will be subject to your agreement / acceptance of the terms and conditions as defined therein, else the letter shall automatically stand invalidated without any further obligation on the part of the Company. The details of the terms and conditions are as mentioned below:

**Designation:** Executive Trainee

**Department:** Bancassurance

**Organizational Band / Grade:** 2

**Location:** Chennai - T. Nagar

**Validity of Offer:** 15 days from date of issuance of this letter

#### Job Detail

Although your normal work will consist of the duties and business targets as assigned to you from time to time, which shall be achieved by you to the satisfaction of the Company; you may at any time be called upon to discharge any other duties which in the opinion of the Company are within capacity to discharge and you will forthwith undertake to discharge those duties with diligence and care.

#### Compensation & other Benefits

1. Your annual emoluments will be INR **4,75,000/-** per annum on cost to company basis; the details of which are shown in Annexure 1. The Company will deduct taxes and other statutory dues as may be applicable from time to time from the remuneration payable to you.
2. Your Variable Pay for performance (VPP) is subject to your individual performance as well as Company's performance (as declared by the Company from time to time).
3. Based on your grade entitlement and as per the rules and policies determined by the Company from time to time, you will participate in:
  - a. The Provident Fund Scheme and other retirement schemes, if any. The statutory Provident Fund (PF) contribution by the Company and your contributions (or deductions from your payroll) would follow the prevailing PF rules at the time.

HDFC Life Insurance Company Limited

Corporate & Registered Office:

13<sup>th</sup> Floor, Lodha Excelus, Apollo Mills Compound,

N. M. Joshi Marg, Mahalaxmi, Mumbai - 400 011.

CIN: L65110MH2000PLC128245

+91 22 6751 6666

1860-267-9999 | 022-68446530

Available Mon-Sat from 10am to 7 pm (Local Charges apply)  
DO NOT prefix any country code e.g. +91 or 00.

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- b. Medical Hospitalisation Scheme, as applicable
  - c. Group Term Insurance plan, as applicable
  - d. Gratuity: You will be entitled to gratuity as per 'Payment of Gratuity Act, 1972'. Please note that gratuity is payable only upon completion of applicable period prescribed under the 'Payment of Gratuity Act, 1972'.
  - e. Your monthly pay would include the Bonus component, if applicable, in accordance with the Payment of Bonus Act, 1965. This applies to your emoluments as listed in Annexure 1. These will be in addition to any applicable sales incentives or variable pay for performance.
- 4. The Company in line with its business requirement or based on your performance, as applicable to you from time to time, reserves the right in its sole discretion to effect change in the compensation structure or its components.
  - 5. All matters pertaining to compensation on your joining or thereafter is to be maintained under strict confidentiality and not shared with any third party.

### Probation Period

- 6. You will be on probation for a period of 1 year from the date of your joining the Company, which may be extended in case it is found necessary by the Company. You will continue to be on probation unless specifically confirmed in writing.

Your confirmation in the Company would be based on your performance, which would be evaluated at the end of 1 year from the date of your joining or at the end of the extension period, if any. While on probation, your services can be terminated at any time by either party, with written notice of 15 days without assigning any reason whatsoever. However, to mitigate organizational risks, if any, the Company's decision will be final and binding in this regard.

### Transfer

- 7. Although you are initially appointed at our Chennai - T. Nagar office, the Company may at its discretion transfer your services either temporarily or permanently to any other location or department of the Company or to any of its affiliates, subsidiaries, or any of their branches and you shall comply with all directions and instructions in that behalf. While on your transfer, you will be governed by the rules, regulations and conditions of service as applicable.

### Leave

- 8. You will be eligible for leave as per the rules of the Company applicable from time to time.

### Retirement

- 9. You will automatically retire on attaining the age of 58 years and no further notice whatsoever to you will be necessary in this regard. The last day of the month when you attain the age of 58 years would be considered as your relieving date.

### Conflict of interest

HDFC Life Insurance Company Limited

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10. Whilst in the employment of the Company, you shall engage yourself exclusively in the work assigned to you by the Company and shall not take up any independent or individual assignments whether on part time or full time basis or in an advisory capacity either directly or indirectly.
11. On your joining and during the course of your employment with the Company, you will relinquish all your previous interest, if any, either as a licensed agent or distribution agency of any other form with any other company, institution, firm, individual either in the same line of business or otherwise.
12. You will always maintain utmost confidentiality and shall not either during your engagement with the Company or thereafter, divulge to any person whatsoever any records, documents, formulae, processes, methods ideas or any other information or communication whether written, visual or oral and whether or not marked as confidential, concerning the business and affairs of the Company or any of its dealings, transactions which come to your knowledge during the course of your employment, or use any of the same for your own benefit.
13. Whilst in employment of the Company, you shall at all times whether or not you have any financial interest or otherwise either directly or indirectly, keep the Company disclosed fully of any conflicting business interest of your immediate relatives, if any, associated with the Company either as employee, distribution agent or otherwise.
14. Any invention, improvement, or idea conceived by you in connection with your employment with the Company, shall become the Company's exclusive property. For the purpose of this section / point, the Company shall in addition to (HDFC Life Insurance Company Limited) mean and include any other firm, person or company subsidiary to or affiliated with the Company.
15. Unless specifically authorized by the proper authority within the Company, you will not engage or represent the Company, whether in person or by way of any written document and, in any manner.
16. During the course of your employment you will be required to abide by governing laws, applicable rules and regulations and maintain highest standard of personal conduct and integrity and comply with all policies and procedures of the Company. Any breach, deviation, disobedience of code of conduct / procedures / policies / laws / regulations including but not restricted to any acts of insubordination, negligence, corruption, fraud, forgery, misappropriation and unacceptable behaviour, which bring disrepute to the Company either within or outside the Company premises would warrant stern disciplinary action, including dismissal from services of the Company without notice or wages in lieu of notice.

#### Notice Period on confirmation

17. This engagement may be terminated by either party without providing any reason whatsoever by giving to the other, at any time, notice of 30 days in writing. In case of an ongoing internal investigation(s) / proceedings(s) against you, the Company has the right to extend your last working date, till the completion of said investigation(s) / proceeding(s).

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18. The decision of the Company will be final regarding the relieving date. In case, based on your request, the Company decides / agrees to reduce the notice period, then you will be bound to pay for the number of days which have not been served under the said notice period, as calculated by the Company on your last drawn basic pay. If the Company decides to relieve you prior to completion of notice period, the Company will pay (except where mutually agreed or for relieving you due to breach by you of the terms and conditions of your employment) for the number of days which have not been served under the said notice period amount, as calculated by the Company on your last drawn basic pay. If you fail to report to duty till your last working date (as decided by the Company, except for prior approved leaves), your separation will be as per the abandonment clause(s), as mentioned further on in the section Other Terms and Conditions of this letter.
19. Notwithstanding anything contained herein, your employment with the Company shall stand terminated forthwith without any notice or payment in lieu of notice on account of:
- a. breach of governing laws, applicable rules and regulations;
  - b. breach of applicable Company policies, procedure or code of conduct whether express or implied;
  - c. performance below defined targets as applicable from time to time;
  - d. any act/s which is/are regarded as breach to the interest of the Company.

#### Other Terms and Conditions

20. Whilst in the employment of the Company, you are required to effectively carry out all duties and responsibilities assigned to you. Disrespect for other employees, insubordination or flouting Company policies will not be tolerated.
21. You will be bound by all the existing rules and regulations as framed by the Company, and those as enforced by the regulator in the insurance industry from time to time.
22. You are required to provide all the necessary documents / evidence required on the information furnished by you while seeking employment and as required under the rules and regulations of the Company.

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23. We understand that we have your consent and authorization to take any pre or post-employment examinations and or Verification / checks as may be required by the Company (including its subsidiaries) or its representatives. You also authorize that HDFC Life Insurance Company Limited may use an outside external (third party) agency to verify and validate the information you have provided including but not limited to your employment history, your personal background, professional standing, work history and various qualifications, educational or otherwise. You understand that an external background check agency may obtain information it deems appropriate from various sources including, but not limited to, the following: current and past employers, criminal conviction records, school records, college records and professional and personal references. You authorize, without reservation, any individual, corporation or other private or public entity to furnish to the Company and the external background check agency all information about you. You unconditionally release and hold harmless any individuals, corporation, or private or public entity from any and all causes of action that might arise from furnishing to the Company and the external agency information that they may request pursuant to this release. We believe that you have not made any false declaration or willfully suppressed any material information, including any previous employment history with the Company. Accordingly, the offer of appointment is made relying upon information furnished and representation made by you. However, the offer of appointment is subject to reference and background check to be conducted by the Company at its discretion at any point of time during the course of your employment. If for any reason it is found that the reference or background check is negative or detrimental to the interest of the Company as determined by the Company, in its sole discretion, the Company is entitled to terminate your services at any time, during or even after completion of the probation period with immediate effect without notice or any salary in lieu of notice. This authorization and release, in original, digital, faxed or photocopied form, shall be valid for this and any future reports and updates that may be requested.
24. If for any reason, you remain absent / abstain from duty for a continuous period of seven (7) days without pre-approved leave or without intimating and obtaining the prior approval of your manager / immediate superior, or if you remain absent / abstain from duty for a period of seven (7) days beyond the period of leave originally granted without intimation or without obtaining the approval of your manager / immediate superior, it would be treated as abandonment of service and you will be deemed to have voluntarily abandoned your service without notice. The Company / employer would not be responsible for any further intimation towards such separation / abandonment of service nor any compensation or any full and final settlement payouts towards the same.
25. In case your employment with the Company is discontinued for any reason, within 30 days from the date of joining, you will not be eligible for payment of dues or any other benefit from the Company, on account of the expenses incurred by HDFC Life towards on-boarding activities.
26. It will be your sole responsibility to inform the Company in writing of any change in your address, failing which any communication sent to you in the address last stated by you shall be deemed to be validly served on you.
27. On your joining, you will be required to undergo a Regional Induction program as per policy at the Specified Regional location as communicated by the Regional Human Resources Manager, designated to your location. In case you are required to travel and stay at another location other than your base location for your induction, you will be eligible for training allowance as per Company Policy or basis exception approval.
28. Whilst in the employment of the Company and for a period of three (3) months thereafter your salary bank account as reflected on the Company's records, may be subject to audit at any point of time. By signing this letter, you hereby authorize and provide to the Company an irrevocable right to access your salary bank account for audit purposes during the period specified herein.
29. You will have to raise resignation only through Employee Self Service (ESS). Resignation through any mode other than ESS will not be considered.

HDFC Life Insurance Company Limited

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30. You will need to open a bank account with our banking partner for salary and reimbursement purposes; in case you have an existing account with the partner, you may choose to convert it to salary account or open a separate account for the same. Failure to do so will result in salary and reimbursements being kept on-hold, for such period of time, till the bank account is opened with the banking partner.

Management reserves the right to effect change in any of the above clauses and the same will be communicated to you through Employee Self Service (ESS) or other communication channel/s as prevalent at the time. If you are agreeable to the above-mentioned terms and conditions, please acknowledge your acceptance on the Candidate portal or via email to your respective HR partner.

We look forward to a mutually rewarding relationship.

Regards,

For & on behalf of  
**HDFC Life Insurance Company Limited**



**Sushil Chander**  
**VP - Human Resources**

I agree to and accept all the above terms and conditions.

**HDFC Life Insurance Company Limited**

**Corporate & Registered Office:**

13<sup>th</sup> Floor, Lodha Excelus, Apollo Mills Compound,

N. M. Joshi Marg, Mahalaxmi, Mumbai - 400 011.

CIN: L65110MH2000PLC128245

+91 22 6751 6666

1860-267-9999 | 022-68446530

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## Annexure 1

Date: May 04, 2023  
 Name: Janani Balaji  
 Designation: Executive Trainee  
 Location: Chennai - T. Nagar  
 Band: 2

CTC STRUCTURE	
Components	Per Annum
<b>(I) Fixed Pay</b>	
Basic	142,500
House Rent Allowance	85,500
Other Allowance	132,275
Bonus	26,513
<b>(II) Reimbursements</b>	
LTA	11,875
Fuel	21,600
Mobile Handset	15,000
<b>Total Fixed Pay and Reimbursements</b>	<b>435,262</b>
<b>(III) Retirals</b>	
Provident Fund	21,600
Gratuity	6,888
<b>(IV) Valued Benefits</b>	
Group Insurance Benefit	11,250
<b>Fixed Cost to Company (FCTC)</b>	<b>475,000</b>

You will be eligible to be enrolled into sales incentive schemes as and when announced by the Company.

**Note:** The Bonus / Advance Bonus component shown above would be paid as part of monthly salary. All payments made towards Bonus / Sales incentives / VPP paid will be in accordance with the Payment of Bonus Act.

### Other Benefits (as per prevalent Company Policy):

#### Insurance benefits:

**Mediclaim:** INR 200,000/- for self and dependents.

**Group Term Insurance:** Term cover of INR 1,200,000/-.

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## Annexure 2 - Checklist of the Documents

You are requested to share following documents before your joining date, so that we can have everything in order for your joining.

### A. Photo ID, Address and Age Proof:

- i. PAN Card
- ii. Aadhaar card

### B. Work Experience:

- i. Experience letter / Relieving letter / Resignation acceptance letter with company stamp / Resignation acceptance email / Screen capture of HRIS resignation from last place of work

### C. Education Proof:

- i. Graduation - mark sheets for each year of the program & degree certificate
- ii. PG / MBA - mark sheets for each year of the program & degree certificate

### D. Other Documents:

- i. Scanned copy of a color passport size photograph (required for generation of Company ID card)

### E. Blood Group

Your offer has been made based on the information furnished by you. However, if there is a discrepancy in the copies of the documents / certificates given by you as a proof in support of the above, the Company reserves its right to revoke the offer any time before your joining, and also its right to terminate your employment anytime after joining.

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Date: 07 May 2023

Dear Maria Russell

This has reference to the interview held on 29<sup>th</sup> April 2023. We are pleased to make an offer of appointment to you for the position of **EXECUTIVE I –Retail Sales** in our organization.

Location: GUINDY

The compensation offered to you on joining will be as follows: (All figures are in INR)

Headings	Amount (INR)
Basic	21000
HRA	10500
Interim Allowance	1500
Education Allowance	200
Consolidated Allowance	890
Conveyance Allowance	20400
<b>Monthly Gross</b>	<b>54490</b>
Employer's contribution towards PF	2520
Gratuity	1010
<b>CTC per month</b>	<b>58020</b>
LTA (per annum)	8000
Bonus (per annum)	37000
<b>CTC per annum</b>	<b>741241</b>

The detailed terms and conditions of your employment and compensation will be given in the appointment letter which will be handed over to you at the time of joining.

Your appointment to the services of the Company is subject to medical fitness as certified by the Company's Medical Consultant or any other Doctor nominated by the Company, and background verification check.

This offer of appointment is valid until 08<sup>th</sup> May, 2023 for acceptance. If we do not hear from you by 08<sup>th</sup> May, 2023 i.e. the date on which the validity for acceptance expires, this offer of appointment shall be treated as withdrawn. Your expected date of joining is 09<sup>th</sup> May, 2023. In case you fail to join us by 09<sup>th</sup> May, 2023 date, this offer shall be automatically treated as withdrawn.

Thanking you,  
For Asian Paints Ltd.

Siddharth Mathur  
Manager-Human R





Private & Confidential

Charly Saran

India

13 April 2023

Dear Charly Saran,

Welcome to Reckitt and congratulations on your new role. I hope you are excited to join us in our fight for a cleaner, healthier world.

I am pleased to share with you the offer details for your **ATSI - Chennai** role.

This offer is subject to execution of appointment letter between the parties. Subject to terms and conditions of appointment letter to be executed between the parties, you will be initially on probation for a period of 6 months which shall commence from the day you join your services with the Company. The same may however be extended for a period of 3 months, if so deemed necessary by the management of the Company. On completion of probation period, either initial or extended, as the case may be, and upon finding your services satisfactory, the Company may in its sole discretion confirm your employment with the management, by issuing a letter to the said effect. You will be deemed to be on probation till you receive the letter of confirmation from the Company.

You will be reporting to Area Sales Manager - Chennai who is looking forward to you joining the team.

We have outlined everything that we believe is important for you to know, but please let Yashika Chopra (Yashika.Chopra@reckitt.com) know if you have any questions about the terms and conditions listed below:

**Place of Employment:** IN South Region

**YOUR COMPENSATION:**

**Base Salary:** INR 245,000.00

**House Rent Allowance:** INR 120,000.00

**Consolidated Allowance:** INR 117,350.00

**Special Allowance:** INR 0.00

**Fixed Compensation:** INR 482,350.00

The above components will be provided to you as fixed monthly allowance.

**OTHER OFFER COMPONENTS:**

**Performance Bonus:**        **INR 176,000.00**

The targets will be based on the company / business unit performance and will be paid out in the month of March. A detailed letter will be provided to you on joining

**Provident Fund:**                **INR 29,400.00**

**Gratuity:**                        **INR 12,250.00**

**Retirement Benefit:**        **INR 41,650.00**

**Total Target Compensation  
(TTC):**                            **INR 700,000.00**

**Standard Weekly Hours:**        **Your standard weekly hours will be 48.**

**\*\*** Your salary will be reviewed annually in January commencing the year following your hire. You have no contractual entitlement to an upwards review. Depending on your start date in role, a prorated salary increase, or no increase may apply in the January following your start year.

#### **YOUR BENEFITS:**

**Coverage - for Outpatient &  
Hospitalization:**

You will be covered along with your spouse and two dependent children. An option is provided once a year, to cover parents under the insurance scheme - the premium for parents, will be paid by you.

**Outpatient Expenses:**

Covered on actuals.  
There are limits defined for certain expenses. A detailed policy will be shared with you on joining

**Hospitalization:**

Each family member will be covered under insurance up to a limit of INR 5,00,000.  
Any expense above this will be paid by Reckitt (at the discretion of HRD) and will be taxable.

**Life Insurance:**

You will be covered up to two times your Total Compensation at Target.

**Relocation Allowance**

One-time allowance provided with your first payroll, meant to cover any sundry expenses incurred during the move:

**INR 14000**

#### **About this offer**

At this stage, the offer is conditional until we receive:

- Signed acceptance of our offer – **within the next two days.**
- Evidence of your legal status/visa/work permit enabling you to live and work in India.
- Satisfactory references and background check (where required)

Once you have accepted and signed the offer, we will prepare your Employment Agreement.

We want you to have the Freedom to Succeed from day one, so I hope the information has been helpful and please get in touch with Yashika Chopra with questions.

Yours sincerely,

Signed by Reckitt



13 April 2023

**Nalini Malik**

**Talent Acquisition Manager, South Asia**

I accept the offer and I understand that it is subject to the conditions detailed in this offer letter.

Signed by

Charly Saran

Date:

Welcome to Reckitt



**DocuSigned by:**



2E55366A8F254FB  
Page 3 of 3



6- March - 2023

Mr. Jackson Shegin S,  
St. Joseph's Institute of Management,  
Tiruchirappalli.

Dear Jackson Shegin,

Congratulations!

It gives us a great pleasure in offering you the position of **Sales Trainee**. This offer is provisional subject to successful completion of your Post Graduation in the academic year 2023. We extend this offer along with the opportunities with full confidence in your capabilities.

The tentative start date of your Sales Trainee Program will be from 1-June -2023 at a salary of **INR 3,75,000/-** per annum (cost to company).

Upon completion of your provisional requirement, you will be issued with a regular appointment letter with specifics of employment and salary breakup.

Your initial work location will be in **Tamil Nadu**. However, you should be flexible to work in any other locations of Nippon Paint in India. You are also required to be flexible to work in any department within the organization.

Wishing you a successful career with us!

for **Nippon Paint (India) Private Limited**,



**N Rajeswari**  
**Director-HR & Admin**

Acceptance:

I acknowledge that I have received, read and understood each every terms and condition set out in this letter of offer and hereby agree, accept and undertake to abide by all the aforesaid terms and conditions.

Name:

Signature:

Date:

**NIPPON PAINT (INDIA) PRIVATE LIMITED**

Prestige Palladium Bayan, No.129 to 140, 9th Floor, Greams Road,  
Thousand Lights, Chennai - 600 006. **Tel :** 044 4298 2222.

**Regd Office:** Plot No K-8(1), Phase II, SIPCOT Industrial Park, Mambakkam Village,  
Sriperumbudur, Sunguvarchathiram, Kancheepuram - 602 106, Tamil Nadu, India.

**CIN** - U74999TN2006PTC069356

A MEMBER OF THE NIPSEA GROUP

[www.nipponpaint.co.in](http://www.nipponpaint.co.in)

May 04, 2023

Vigneshwaran S  
6/1677 Ragavendara Nagar,  
No.1 Tollgate, Bikchandrar Kovil  
(post), Trichy - 621216, Tamil  
Nadu, India

Subject: Offer Letter

Dear Vigneshwaran,

With reference to your application and the subsequent interview, we are pleased to offer you a promising career with us. Your appointment with HDFC Life Insurance Company Limited ("Company") will be subject to your agreement / acceptance of the terms and conditions as defined therein, else the letter shall automatically stand invalidated without any further obligation on the part of the Company. The details of the terms and conditions are as mentioned below:

**Designation:** Executive Trainee

**Department:** Bancassurance

**Organizational Band / Grade:** 2

**Location:** Chennai - T. Nagar

**Validity of Offer:** 15 days from date of issuance of this letter

#### Job Detail

Although your normal work will consist of the duties and business targets as assigned to you from time to time, which shall be achieved by you to the satisfaction of the Company; you may at any time be called upon to discharge any other duties which in the opinion of the Company are within capacity to discharge and you will forthwith undertake to discharge those duties with diligence and care.

#### Compensation & other Benefits

1. Your annual emoluments will be INR **4,75,000/-** per annum on cost to company basis; the details of which are shown in Annexure 1. The Company will deduct taxes and other statutory dues as may be applicable from time to time from the remuneration payable to you.
2. Your Variable Pay for performance (VPP) is subject to your individual performance as well as Company's performance (as declared by the Company from time to time).
3. Based on your grade entitlement and as per the rules and policies determined by the Company from time to time, you will participate in:
  - a. The Provident Fund Scheme and other retirement schemes, if any. The statutory Provident Fund (PF) contribution by the Company and your contributions (or deductions from your payroll) would follow the prevailing PF rules at the time.

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- b. Medical Hospitalisation Scheme, as applicable
  - c. Group Term Insurance plan, as applicable
  - d. Gratuity: You will be entitled to gratuity as per 'Payment of Gratuity Act, 1972'. Please note that gratuity is payable only upon completion of applicable period prescribed under the 'Payment of Gratuity Act, 1972'.
  - e. Your monthly pay would include the Bonus component, if applicable, in accordance with the Payment of Bonus Act, 1965. This applies to your emoluments as listed in Annexure 1. These will be in addition to any applicable sales incentives or variable pay for performance.
- 4. The Company in line with its business requirement or based on your performance, as applicable to you from time to time, reserves the right in its sole discretion to effect change in the compensation structure or its components.
  - 5. All matters pertaining to compensation on your joining or thereafter is to be maintained under strict confidentiality and not shared with any third party.

### Probation Period

- 6. You will be on probation for a period of 1 year from the date of your joining the Company, which may be extended in case it is found necessary by the Company. You will continue to be on probation unless specifically confirmed in writing.

Your confirmation in the Company would be based on your performance, which would be evaluated at the end of 1 year from the date of your joining or at the end of the extension period, if any. While on probation, your services can be terminated at any time by either party, with written notice of 15 days without assigning any reason whatsoever. However, to mitigate organizational risks, if any, the Company's decision will be final and binding in this regard.

### Transfer

- 7. Although you are initially appointed at our Chennai - T. Nagar office, the Company may at its discretion transfer your services either temporarily or permanently to any other location or department of the Company or to any of its affiliates, subsidiaries, or any of their branches and you shall comply with all directions and instructions in that behalf. While on your transfer, you will be governed by the rules, regulations and conditions of service as applicable.

### Leave

- 8. You will be eligible for leave as per the rules of the Company applicable from time to time.

### Retirement

- 9. You will automatically retire on attaining the age of 58 years and no further notice whatsoever to you will be necessary in this regard. The last day of the month when you attain the age of 58 years would be considered as your relieving date.

### Conflict of interest

HDFC Life Insurance Company Limited

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10. Whilst in the employment of the Company, you shall engage yourself exclusively in the work assigned to you by the Company and shall not take up any independent or individual assignments whether on part time or full time basis or in an advisory capacity either directly or indirectly.
11. On your joining and during the course of your employment with the Company, you will relinquish all your previous interest, if any, either as a licensed agent or distribution agency of any other form with any other company, institution, firm, individual either in the same line of business or otherwise.
12. You will always maintain utmost confidentiality and shall not either during your engagement with the Company or thereafter, divulge to any person whatsoever any records, documents, formulae, processes, methods ideas or any other information or communication whether written, visual or oral and whether or not marked as confidential, concerning the business and affairs of the Company or any of its dealings, transactions which come to your knowledge during the course of your employment, or use any of the same for your own benefit.
13. Whilst in employment of the Company, you shall at all times whether or not you have any financial interest or otherwise either directly or indirectly, keep the Company disclosed fully of any conflicting business interest of your immediate relatives, if any, associated with the Company either as employee, distribution agent or otherwise.
14. Any invention, improvement, or idea conceived by you in connection with your employment with the Company, shall become the Company's exclusive property. For the purpose of this section / point, the Company shall in addition to (HDFC Life Insurance Company Limited) mean and include any other firm, person or company subsidiary to or affiliated with the Company.
15. Unless specifically authorized by the proper authority within the Company, you will not engage or represent the Company, whether in person or by way of any written document and, in any manner.
16. During the course of your employment you will be required to abide by governing laws, applicable rules and regulations and maintain highest standard of personal conduct and integrity and comply with all policies and procedures of the Company. Any breach, deviation, disobedience of code of conduct / procedures / policies / laws / regulations including but not restricted to any acts of insubordination, negligence, corruption, fraud, forgery, misappropriation and unacceptable behaviour, which bring disrepute to the Company either within or outside the Company premises would warrant stern disciplinary action, including dismissal from services of the Company without notice or wages in lieu of notice.

#### Notice Period on confirmation

17. This engagement may be terminated by either party without providing any reason whatsoever by giving to the other, at any time, notice of 30 days in writing. In case of an ongoing internal investigation(s) / proceedings(s) against you, the Company has the right to extend your last working date, till the completion of said investigation(s) / proceeding(s).

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18. The decision of the Company will be final regarding the relieving date. In case, based on your request, the Company decides / agrees to reduce the notice period, then you will be bound to pay for the number of days which have not been served under the said notice period, as calculated by the Company on your last drawn basic pay. If the Company decides to relieve you prior to completion of notice period, the Company will pay (except where mutually agreed or for relieving you due to breach by you of the terms and conditions of your employment) for the number of days which have not been served under the said notice period amount, as calculated by the Company on your last drawn basic pay. If you fail to report to duty till your last working date (as decided by the Company, except for prior approved leaves), your separation will be as per the abandonment clause(s), as mentioned further on in the section Other Terms and Conditions of this letter.
19. Notwithstanding anything contained herein, your employment with the Company shall stand terminated forthwith without any notice or payment in lieu of notice on account of:
- a. breach of governing laws, applicable rules and regulations;
  - b. breach of applicable Company policies, procedure or code of conduct whether express or implied;
  - c. performance below defined targets as applicable from time to time;
  - d. any act/s which is/are regarded as breach to the interest of the Company.

#### Other Terms and Conditions

20. Whilst in the employment of the Company, you are required to effectively carry out all duties and responsibilities assigned to you. Disrespect for other employees, insubordination or flouting Company policies will not be tolerated.
21. You will be bound by all the existing rules and regulations as framed by the Company, and those as enforced by the regulator in the insurance industry from time to time.
22. You are required to provide all the necessary documents / evidence required on the information furnished by you while seeking employment and as required under the rules and regulations of the Company.

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23. We understand that we have your consent and authorization to take any pre or post-employment examinations and or Verification / checks as may be required by the Company (including its subsidiaries) or its representatives. You also authorize that HDFC Life Insurance Company Limited may use an outside external (third party) agency to verify and validate the information you have provided including but not limited to your employment history, your personal background, professional standing, work history and various qualifications, educational or otherwise. You understand that an external background check agency may obtain information it deems appropriate from various sources including, but not limited to, the following: current and past employers, criminal conviction records, school records, college records and professional and personal references. You authorize, without reservation, any individual, corporation or other private or public entity to furnish to the Company and the external background check agency all information about you. You unconditionally release and hold harmless any individuals, corporation, or private or public entity from any and all causes of action that might arise from furnishing to the Company and the external agency information that they may request pursuant to this release. We believe that you have not made any false declaration or willfully suppressed any material information, including any previous employment history with the Company. Accordingly, the offer of appointment is made relying upon information furnished and representation made by you. However, the offer of appointment is subject to reference and background check to be conducted by the Company at its discretion at any point of time during the course of your employment. If for any reason it is found that the reference or background check is negative or detrimental to the interest of the Company as determined by the Company, in its sole discretion, the Company is entitled to terminate your services at any time, during or even after completion of the probation period with immediate effect without notice or any salary in lieu of notice. This authorization and release, in original, digital, faxed or photocopied form, shall be valid for this and any future reports and updates that may be requested.
24. If for any reason, you remain absent / abstain from duty for a continuous period of seven (7) days without pre-approved leave or without intimating and obtaining the prior approval of your manager / immediate superior, or if you remain absent / abstain from duty for a period of seven (7) days beyond the period of leave originally granted without intimation or without obtaining the approval of your manager / immediate superior, it would be treated as abandonment of service and you will be deemed to have voluntarily abandoned your service without notice. The Company / employer would not be responsible for any further intimation towards such separation / abandonment of service nor any compensation or any full and final settlement payouts towards the same.
25. In case your employment with the Company is discontinued for any reason, within 30 days from the date of joining, you will not be eligible for payment of dues or any other benefit from the Company, on account of the expenses incurred by HDFC Life towards on-boarding activities.
26. It will be your sole responsibility to inform the Company in writing of any change in your address, failing which any communication sent to you in the address last stated by you shall be deemed to be validly served on you.
27. On your joining, you will be required to undergo a Regional Induction program as per policy at the Specified Regional location as communicated by the Regional Human Resources Manager, designated to your location. In case you are required to travel and stay at another location other than your base location for your induction, you will be eligible for training allowance as per Company Policy or basis exception approval.
28. Whilst in the employment of the Company and for a period of three (3) months thereafter your salary bank account as reflected on the Company's records, may be subject to audit at any point of time. By signing this letter, you hereby authorize and provide to the Company an irrevocable right to access your salary bank account for audit purposes during the period specified herein.
29. You will have to raise resignation only through Employee Self Service (ESS). Resignation through any mode other than ESS will not be considered.

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We look forward to a mutually rewarding relationship.

Regards,

For & on behalf of  
**HDFC Life Insurance Company Limited**



**Sushil Chander**  
**VP - Human Resources**

I agree to and accept all the above terms and conditions.

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## Annexure 1

Date: May 04, 2023  
 Name: Vigneshwaran S  
 Designation: Executive Trainee  
 Location: Chennai - T. Nagar  
 Band: 2

CTC STRUCTURE	
Components	Per Annum
<b>(I) Fixed Pay</b>	
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**Group Term Insurance:** Term cover of INR 1,200,000/-.

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- ii. Aadhaar card

### B. Work Experience:

- i. Experience letter / Relieving letter / Resignation acceptance letter with company stamp / Resignation acceptance email / Screen capture of HRIS resignation from last place of work

### C. Education Proof:

- i. Graduation - mark sheets for each year of the program & degree certificate
- ii. PG / MBA - mark sheets for each year of the program & degree certificate

### D. Other Documents:

- i. Scanned copy of a color passport size photograph (required for generation of Company ID card)

### E. Blood Group

Your offer has been made based on the information furnished by you. However, if there is a discrepancy in the copies of the documents / certificates given by you as a proof in support of the above, the Company reserves its right to revoke the offer any time before your joining, and also its right to terminate your employment anytime after joining.

HDFC Life Insurance Company Limited

Corporate & Registered Office:

13<sup>th</sup> Floor, Lodha Excelus, Apollo Mills Compound,

N. M. Joshi Marg, Mahalaxmi, Mumbai - 400 011.

CIN: L65110MH2000PLC128245

+91 22 6751 6666

1860-267-9999 | 022-68446530

Available Mon-Sat from 10am to 7 pm (Local Charges apply)  
DO NOT prefix any country code e.g. +91 or 00.

[www.hdfclife.com](http://www.hdfclife.com)





PRIVATE AND CONFIDENTIAL

**Reference No. - 1384509005**

**Applicant ID - 5165645**

06-Jul-2023

Rahul Navis

Dear Rahul,

We take great pleasure in extending an offer to you for being a part of ICICI Bank.

Please find enclosed the job offer letter. Kindly note, that the offer of appointment is subject to you having fulfilled the requirements of successful completion of the degree programme during the current academic year and submission of your certificate and mark sheet within 3 months of result announcement - which is the basic requirement of your eligibility. In an event, where the laid out requirements are not met within the stipulated timeline, this offer shall be withdrawn, cancelled and stand revoked, which please take note of.

Please quote your reference number, which is appearing on the top of this letter for all future correspondence.

In case you have any queries please feel free to contact at the below mentioned details:

E-Mail Address : [icicicareers@icicibank.com](mailto:icicicareers@icicibank.com)

Telephone No. : 022-71872500

Yours sincerely,

ICICI Bank HR Team

**ICICI Bank Limited**  
ICICI Bank Towers  
Bandra-Kurla Complex  
Mumbai 400 051, India.

Tel.: (91-22) 2653 1414  
Fax: (91-22) 2653 1122  
Website [www.icicibank.com](http://www.icicibank.com)  
CIN.: L65190GJ1994PLC021012

Regd. Office : ICICI Bank Tower,  
Near Chakli Circle,  
Old Padra Road,  
Vadodara 390 007, India.

PRIVATE AND CONFIDENTIAL

**Reference No. - 1384509005**

**Applicant ID - 5165645**

06-Jul-2023

Rahul Navis

Dear Rahul,

We are pleased to make you an offer of appointment as Deputy Manager (Band I) in ICICI Bank. You will be placed in CORPORATE EMP SOLUTIONS GROUP at ARAKONAM-KANCHEEPURAM\_BR.

Kindly note, that the offer of appointment is subject to you having fulfilled the requirements of successful completion of the degree programme within the timeline- which is the basic requirement of your eligibility. In an event, where the laid out requirements are not met within the stipulated timeline, this offer shall be withdrawn, cancelled and stand revoked which please take a note of.

The details of your remuneration and benefits are given in Annexure.

The following are the terms and conditions of the appointment.

Commencement/Term:

- a) You shall be required to join the Bank on or before 05-Jul-2023.
- b) You will be on probation for a period of one year or such extended period as may be decided by the Bank based on your performance during the probation period.
- c) On satisfactory completion of your probation period, including that of extended period, if any, you will be confirmed in the services of the Bank in writing.

Other Terms and Conditions of Service:

- **Professional Ethics & Confidentiality:** While you are in the services of the Bank, you are not permitted to carry on any business or profession or enter, for any part of your time, in any capacity, the services of, or be employed by or engaged with any other firm, company or person. You will devote your whole time and attention to your office work to promote the interest of the Bank. You will not divulge details like your compensation structure (CTC), performance rating, performance bonus amount, increment, etc. and will not divulge to any person or utilize any of the Bank's secrets or other related information (which you may possess by reason of your association with the Bank) with any external agencies, press etc. outside the Bank. Any act in breach of this term would entail initiation of appropriate action as deemed fit by the Bank.
- **IT Security Practice & Procedures:** While you are in the services of the Bank, you will adhere to the IT Security Practice & Procedures as prescribed by ICICI Bank. Any instance/s of violation or any attempted violation of the aforesaid IT Security Practices and Procedures on your part shall result in disciplinary action.

**ICICI Bank Limited**  
ICICI Bank Towers  
Bandra-Kurla Complex  
Mumbai 400 051, India.

Tel.: (91-22) 2653 1414  
Fax: (91-22) 2653 1122  
Website [www.icicibank.com](http://www.icicibank.com)  
CIN.: L65190GJ1994PLC021012

Regd. Office : ICICI Bank Tower,  
Near Chakli Circle,  
Old Padra Road,  
Vadodara 390 007, India.

**Reference No. - 1384509005**

Rahul Navis

- **Notice Period:** In case you decide to leave the Bank's services during probation period or after confirmation, you will be required to give thirty days' notice. The Bank in its sole discretion can decide to waive off/reduce the notice period depending upon the exigencies. In such case, you would be required to pay to the Bank the gross salary for the notice period so reduced/waived off.

After confirmation, your services would be liable to be terminated by the Bank, by giving thirty days' notice or on payment of thirty days' gross salary in lieu of the notice period.

- **Transfer:** The Bank shall have the right to transfer/depute you to any of its offices or ICICI group companies in India and abroad.
- **Joining Competitor:** In the event of termination of your services by the Bank or your resignation from the services of the Bank, you shall not join any Banking or Financial Services Company for a period of six months from the date of resignation/termination.
- Please note that during the course of your services with the Bank or in the event of cessation of your services in future, due to any reason whatsoever, you shall, for a period of six months from the date of such cessation, directly or indirectly, either on your own accord or on behalf or in conjunction with any other person/s, firm or company refrain/desist from canvassing or soliciting or attempting to or inducing any employee(s)/business associate(s) to leave their current employment with the Bank/Group Companies/Business Partners to join the services of your new employer/firm/company or any other competitor of the Bank/Group Companies/Business Partners. Any act in contravention of the above provision shall entail initiation of appropriate action as deemed fit by the Bank.
- Please note that during the course of your services with the Bank you cannot be a member of any anti-social/national outfits or of any outfit, which is declared as banned by the Government. Any act in breach of this term would entail initiation of appropriate action as deemed fit by the Bank.

**Reference No. - 1384509005**

Rahul Navis

- Please note that while joining the services of the Bank and during the course of your services with the Bank, you would be required to notify the Bank immediately with details of civil or criminal case/s instituted against you in any Court of Law or any complaint/show cause notice /prosecution with/by any Police Station or by any statutory authority, as also you will notify any outcome of such complaint like filing of Chargesheet /Arrest/Conviction/Acquittal/Discharge. Any act in breach of this term would entail initiation of appropriate action as deemed fit by the Bank.
- The Bank expects resolution of issue/s relating to your employment, if any, within the framework internally, at all times during your service period and even after cessation of service due to any reason whatsoever. As such please note that any attempt to bring any outside influence - directly or indirectly - upon any authority to further your interest/s in respect of matters pertaining to your services with the Bank would amount to breach of employment contract leading to initiation of appropriate action.
- Please note that during the course of your services with the Bank, you will not take part in any demonstration/agitation against the Bank and its official/s for or on behalf of any external bodies/political outfits- either as a member or as a sympathizer. Any act in contravention of the above would be treated as prejudicial to the interest and reputation of the Bank leading to initiation of appropriate action.
- **Termination of Employment:** Your services with the Bank are liable to be terminated:
  - Without assigning any reason and without giving any notice during probation period and after confirmation by giving thirty days' notice or on payment of thirty days' gross salary in lieu of the notice period and at any time during your services with the Bank in the event of
    - a) Any breach of the conditions mentioned in this letter on your part
    - b) You not successfully completing the degree programme within the stipulated timeline during the current academic year and non-submission of your certificate and mark sheet within 3 months of result announcement
    - c) Any incorrect information furnished by you like:
      - Mismatch in your previous employment data even for a day
      - Mismatch in your previous pay slip
      - Fake qualification certificates etc; and
    - d) Suppression of any material information by you.
  - d) Any breach of the Rules and Regulations of the Bank as applicable/may be made applicable to you from time to time.

**ICICI Bank Limited**  
ICICI Bank Towers  
Bandra-Kurla Complex  
Mumbai 400 051, India.

Tel.: (91-22) 2653 1414  
Fax: (91-22) 2653 1122  
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Near Chakli Circle,  
Old Padra Road,  
Vadodara 390 007, India.



**Reference No. - 1384509005**

Rahul Navis

**• General:**

- Your appointment and continuation in employment are subject to reference checks, qualifications and past employment details and successful completion of your course-graduation/post-graduation and submission certificates/ marksheets at the time of joining.
- You will be bound by the Rules and Regulations of the Bank.
- You will keep us informed of any change in your residential address.
- Your acceptance is taken as your understanding that the role in ICICI Bank may involve sales. You may be required to travel extensively as per the requirement of your job/role or as may be needed for the exigencies of the Bank. Also, that you further understand that your services in the Bank are transferrable in any location and profile including sales, across geographies as per organization requirements.

If you are agreeable to the above mentioned terms and conditions, please intimate your acceptance to us by returning a copy of this letter, duly signed by you, within seven days of receipt. In case no confirmation is received within the above-mentioned period the appointment letter shall be deemed to have been withdrawn.

Yours sincerely,

Gaurav Mandavia

Digitally signed by Gaurav Mandavia

Date: 2023.07.06 18:35:18 +05:30

Reason: Offer Letter

Location: Mumbai

I have read all the terms and conditions of the offer and would like to confirm my acceptance.

Signature of Applicant

**Reference No. - 1384509005**

Rahul Navis

**Annexure:****Remuneration:**

- Your Base Salary will be Rs. 1,08,000/- (Rupees One Lakh Eight Thousand only) per annum.
- You will be eligible for the Performance Linked Retention Pay, as per the policy of the Bank. Please note that there is no guaranteed performance bonus, subject to however provisions of the Payment of Bonus Act 1965, wherever applicable. The performance linked Retention pay would be payable to an employee only if the employee on the day of payout is on the rolls of the bank and he/she has not resigned and / or is serving notice period.

**Supplementary Allowances:**

- You will be eligible for a Supplementary Allowance of Rs. 1,10,100/- (Rupees One Lakh Ten Thousand One Hundred only) per annum. Supplementary allowance will include –Conveyance / Travel Allowance, Telephone Reimbursement, LTA, Medical Reimbursement, Canteen and any other allowance. All the components of supplementary allowance are subject to limits and rules prescribed by Income tax act and policies of the bank.
- You will be eligible for HRA of Rs. 54,000/- (Rupees Fifty Four Thousand only) per annum.
- The composition of supplementary allowance can be decided once in a year. The unexercised amount of the supplementary allowance will be paid to the employee subject to deduction of tax at source.

**Superannuation Allowances:**

- You will be eligible for a Superannuation Allowance of Rs. 16,200/- (Rupees Sixteen Thousand Two Hundred only) per annum.

**Reference No. - 1384509005**

Rahul Navis

**Benefits:**

- Comprehensive Mediclaim Coverage for you and your immediate family up to Rs.400,000/-(Rupees Four Lakh only) per annum. Your immediate family includes yourself, your spouse and dependent children.
- You will also be eligible for Retirement Benefits of the Bank; namely Provident Fund and Gratuity, in accordance with the statutory requirements and/or, as per Bank policy.
- The salary and perquisites including supplementary allowance are subject to limits and rules prescribed by the Income Tax Act / Rules and policies of the Company.
- Maternity leave benefits as defined under the Maternity Benefit (Amendment) Act, 2017 are offered to eligible women employees by the Bank. Details of all types of leaves including the Maternity leave benefits offered to employees and eligibility criteria for availing such benefits are notified by the Bank under "Employee Benefit Policies" available on the Bank's intranet which will be accessible upon joining the Bank.

Digitally signed by Gaurav Mandavia  
Date: 2023.07.06 18:35:19 +05:30  
Reason: Offer Letter  
Location: Mumbai

Signature of Applicant

### **JOINING FORMALITIES**

The process to join the Bank is by way of completing the online joining formalities. You are required to complete the online joining formalities within 5 days from the date of accepting offer letter. Please note that completion of online joining formalities is a mandatory process.

The login credentials are provided below:

**URL:** <https://www.icicicareers.com/Careers/CP/CandidateLogin.aspx>

**Username:** Registered email id or Applicant id

**Password:** Which has been already communicated to you through registered email id. In case, you do not remember the password, please use “forgot password “option to generate a new password.

Following documents (xerox copies) are required to be uploaded:

- 1) Self-attested copies of educational certificates and marksheets (X<sup>th</sup>/XII<sup>th</sup>/ Graduation/ Post graduation)
- 2) Work Experience Document
  - a. Resignation accepted letter from current organisation
  - b. Relieving letter from two previous employers or companies worked in last five years whichever is higher
- 3) Passport size Photograph (against Red background)
- 4) Address proof (Passport/Voter id/Ration card)
- 5) PAN Card

Please note that you are required to attend Induction program (I-Banker) on your date of joining. You shall be communicated about the date, time and venue for induction program (I-Banker) by your Recruitment Manager.

**Remuneration Details**

Name : Rahul Navis

Position: Deputy Manager (Band I)

Group: RETAIL BANKING GROUP

	Deputy Manager (Band I)	
	Monthly	Annual
Basic	9,000	1,08,000
HRA	4,500	54,000
Supplementary Allowance*	9,175	1,10,100
Superannuation Allowance **	1,350	16,200
<b>Total</b>	<b>24,025</b>	<b>2,88,300</b>
<b>Retrials</b>		
Retrials (PF, Gratuity) ***	2,550	30,600
<b>Total Fixed CTC</b>	<b>26,575</b>	<b>3,18,900</b>
Performance Linked Retention Pay #	6,250	75,000
<b>Total CTC</b>	<b>32,825</b>	<b>3,93,900</b>
* Supplementary allowance will include Conveyance / Travel allowance, Telephone reimbursement, LTA, Medical, Canteen and any other allowance		
*** You will be eligible for Retirement Benefits of the Bank; namely Provident Fund and Gratuity, in accordance with the statutory requirements and/or, as per Bank policy.		
#Please note that there is no guaranteed performance linked retention pay, subject to however provisions of the payment of Bonus Act 1965, wherever applicable.		

**Date** : 06-Jul-2023

Digitally signed by Gaurav Mandavia

Date: 2023.07.06 18:35:19 +05:30

Reason: Offer Letter

Location: Mumbai

Date: October 26, 2022

Dear Isaic Paul A,

We are pleased to offer you a position of **Relationship Manager**, at **L1 Level** as per the following terms and conditions.

**1. Place of Posting: Chennai.** Your final location would be confirmed at the time of joining. The Company has pan India operations and hence your posting is transferable. Your scope of work will include but not limited to all the functions related to **Sales, Business Development, Credit and Collections** for the company.

**2. Working hours:** Working hours are from 09:30 AM to 06:00 PM, 6 days per week. However, if the exigency of work demands, you should be prepared for longer work hours to ensure timely completion of assigned tasks.

**3. Probation:** You will be on probation for a period of six months from the date of joining. Upon successful completion of probation your appointment will be confirmed. Your probation may be extended depending on your performance.

#### 4. Compensation Package:

**4.1. Salary:** As per the structure mentioned below:

Particulars (p.a.)	Amt (Rs.)
Basic Salary	Rs. 180,000
House Rent Allowance	Rs. 90,000
Leave & Travel Allowance	Rs. 20,000
Flexible Allowance	Rs. 67,200
Other Allowances	Rs. 71,200
Provident Fund	Rs. 21,600
<b>Gross Salary</b>	<b>Rs. 450,000</b>
Incentives	Rs. 150,000
<b>CTC *</b>	<b>Rs. 600,000</b>

\*Insurance is a company paid benefit which is over and above your CTC

#### 4.2. Allowances:

**4.2.1.** The Flexible Allowance can be availed either through salary or in the form of reimbursement of food , fuel , communication through Sodexo multi benefit card (At present this is **Rs. 67,200 p.a.**)

**4.2.2.** Official travel will be reimbursed subject to the policies of the company governing the same.

#### 4.3. Other Benefits:

**4.3.1.** You will be entitled to Privilege Leave (PL) of 21 Days per annum, however no such leave is allowed within the first 6 months of joining

**4.3.2.** You will be entitled to an Incentive which will depend on your performance against targets planned for specific periods and other rules governing the same. (At present performance based incentives for Relationship Manager are pegged at **Rs. 150,000** /- p.a)

**4.3.3.** You will be covered under the group medical and accident insurance policies of the company

**5. General:**

**5.1** You are expected to devote your whole time, attention and ability to the interest of the company and show total commitment to its goals.

**5.2** You will have to maintain absolute secrecy and confidentiality in regard to all the documents and information pertaining to the company and its customers, which you come across in course of your duty.

**5.3** You will not engage yourself, in any business of your own or any other business/employment.

**5.4** You are expected to treat these terms of employment confidential.

**5.5** Breach of any of the above conditions will render you liable for termination of your employment without notice.

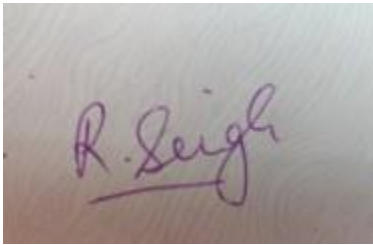
**5.6** Any dispute between you and the company concerning or relating to or arising out of this offer shall be subject to the jurisdiction of and be determined by the court of the competent jurisdiction in Mumbai only.

**6. Notice Period:** Either party shall be entitled to terminate the said employment by giving **2 Months** notice or in-lieu of such notice, a sum equal to the gross salary (excluding Employer's Provident Fund) for the notice period.

**7.** Your **Date of Joining** shall be **April 1, 2023.**

**8. Acceptance:** Kindly sign the duplicate copy of this letter or send us an email to confirm your acceptance.

**For Home First Finance Company India Ltd.**

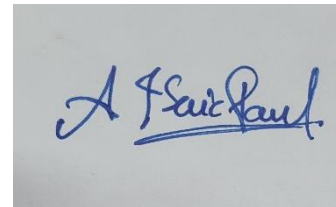


**(Authorised Signatory)**

I have read the contents of the above offer and accept the same. I will join on **April 10 2023**

Date: February.25.2023

(Signature):





Date: May 23, 2023

Dear Anselin Kensen A M,

We are pleased to offer you a position of **Relationship Manager**, at **L1 Level** as per the following terms and conditions.

**1. Place of Posting: Nagercoil.** Your final location would be confirmed at the time of joining. The Company has pan India operations and hence your posting is transferable. Your scope of work will include but not limited to all the functions related to **Sales, Business Development, Credit and Collections** for the company.

**2. Working hours:** Working hours are from 09:30 AM to 06:00 PM, 6 days per week. However, if the exigency of work demands, you should be prepared for longer work hours to ensure timely completion of assigned tasks.

**3. Probation:** You will be on probation for a period of six months from the date of joining. Upon successful completion of probation your appointment will be confirmed. Your probation may be extended depending on your performance.

#### 4. Compensation Package:

**4.1. Salary:** As per the structure mentioned below:

Particulars (p.a.)	Amt (Rs.)
Basic Salary	Rs. 180,000
House Rent Allowance	Rs. 90,000
Leave & Travel Allowance	Rs. 20,000
Flexible Allowance	Rs. 67,200
Other Allowances	Rs. 71,200
Provident Fund	Rs. 21,600
<b>Gross Salary</b>	<b>Rs. 450,000</b>
Incentives	Rs. 150,000
<b>CTC *</b>	<b>Rs. 600,000</b>

\*Insurance is a company paid benefit which is over and above your CTC

#### 4.2. Allowances:

**4.2.1.** The Flexible Allowance can be availed either through salary or in the form of reimbursement of food , fuel , communication through Sodexo multi benefit card (At present this is **Rs. 67,200 p.a.**)

**4.2.2.** Official travel will be reimbursed subject to the policies of the company governing the same.

#### 4.3. Other Benefits:

**4.3.1.** You will be entitled to Privilege Leave (PL) of 21 Days per annum, however no such leave is allowed within the first 6 months of joining

**4.3.2.** You will be entitled to an Incentive which will depend on your performance against targets planned for specific periods and other rules governing the same. (At present performance based incentives for Relationship Manager are pegged at **Rs. 150,000 /- p.a**)

**4.3.3.** You will be covered under the group medical and accident insurance policies of the company

**5. General:**

**5.1** You are expected to devote your whole time, attention and ability to the interest of the company and show total commitment to its goals.

**5.2** You will have to maintain absolute secrecy and confidentiality in regard to all the documents and information pertaining to the company and its customers, which you come across in course of your duty.

**5.3** You will not engage yourself, in any business of your own or any other business/employment.

**5.4** You are expected to treat these terms of employment confidential.

**5.5** Breach of any of the above conditions will render you liable for termination of your employment without notice.

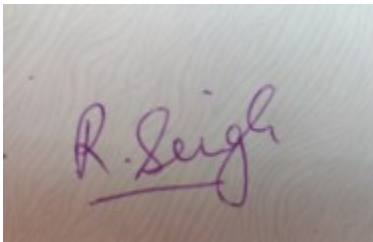
**5.6** Any dispute between you and the company concerning or relating to or arising out of this offer shall be subject to the jurisdiction of and be determined by the court of the competent jurisdiction in Mumbai only.

**6. Notice Period:** Either party shall be entitled to terminate the said employment by giving **2 Months** notice or in-lieu of such notice, a sum equal to the gross salary (excluding Employer's Provident Fund) for the notice period at management's discretion.

**7.** Your **Date of Joining** shall be **September 1, 2023.**

**8. Acceptance:** Kindly sign the duplicate copy of this letter or send us an email to confirm your acceptance.

**For Home First Finance Company India Ltd.**



**(Authorised Signatory)**

I have read the contents of the above offer and accept the same. I will join on 01-06-2023.

Date: 31-05-2023

(Signature):



**April 3rd, 2023**

**Mr. San J Vishal**  
2A, Srinivash Appartments  
Anna Nagar 1<sup>st</sup> Street  
Madipakkam Chennai 600117

**Dear San,**

We are pleased to make the following offer of employment to you. Set below are the details of your employment and compensation details.

**1. Position**

1.1 You will be employed as Product Specialist Trainee at Chennai effective **April 3, 2023** on a Full time basis. We are confident that you will enjoy your role and make a significant contribution to the success of our business.

1.2. You will be based at our office in TVH AGNITIO PARK, OMR, Chennai, Tamil Nadu. However, the Company reserves the right at any time to require you to work at any location within India, whether on a permanent or temporary basis.

**2. Salary:**

2.1 Your Total Annual Base Salary will be **INR 5,00,000/- (Rupees Five Lakhs Only)** per year less any required deductions, payable equal installments monthly in arrears. Please refer to Annexure I for compensation details. However, the structure of your compensation plan may be altered/changed from time to time in line with the compensation policy and practices of the organization.

2.2 You agree that the Company has the right to deduct from your salary, or any other payments due to you (including any payment due upon the termination of your employment), any sums due from you to the Company.

2.3 You will be liable to pay all taxes and liabilities as required under India tax Law. With the exception of the obligation to withhold taxes from your remuneration, the Company assumes no responsibility for your personal tax affairs.

**DATAZOIC MACHINES PRIVATE LIMITED**

II Floor, "TVH Agnitio Park",  
141, Rajiv Gandhi Salai, OMR,  
Kandanchavadi, Chennai – 600 096  
Ph : 044 2454 2513  
CIN : U72900TN2017PTC116044



### **3. Insurance and Retirals:**

3.1. You may be eligible to participate in all retirement, welfare, and other benefit plans maintained by the Company for the benefit of similarly-situated managerial employees, including statutory benefits like Provident Fund and Gratuity, family hospitalization insurance, and accident insurance plans. The existence and terms of any such benefit plans are subject to change at the Company's sole discretion, and your eligibility for and participation in such plans are subject to the restrictions and conditions contained in those plans.

### **4. Leaves:**

4.1. You will be entitled for leave per calendar year as set forth and in accordance with the Leave Policy, to be taken at such reasonable time or times as may be approved by the Company. Your eligible number of leaves will be pro-rated based upon your start date.

### **5. Notice of Termination of Employment:**

5.1. You are required to provide 90 days of notice from the date of your resignation thereof in case you decide to leave our services. Further, any salaries or any other remuneration dues to you will be forfeited should you fail to serve the appropriate notice period as mentioned above.

5.2. Company holds the right to terminate any employee without any notice period for various reasons such as:

- a. Any incorrect information furnished by you or on suppression of any material information.
- b. Any act, which in the opinion of the management is an act of dishonesty, disobedience, insubordination, incivility, intemperance, irregularity in attendance or other misconduct or neglect of duty or incompetence in the discharge of duty on your part or the breach on your part of any of the terms, conditions or stipulations contained in this agreement or a violation on your part of any of the Company's rules.
- c. Unauthorized absence from work, or failure to resume your duties on expiry of the leave duly authorized by the Company.



5.3. This paragraph shall not restrict any other right the Company may have to terminate your employment summarily. Any delay by the Company in exercising its rights under this clause shall not constitute a waiver of those rights. Upon termination of your employment for whatever reason, you will deliver to the Company all documents, papers, materials, hardware and any other property relating to the business of the Company which may then be in your possession or under your power or control.

## **6. Company Policies:**

6.1 You are governed by the Company's policies in vogue from time to time. The rules and regulations of service of the Company that are in force may be framed, amended, altered and extended from time to time. They will govern you in same form as and when altered and amended.

## **7. Datazoic is an Equal Opportunity Employer:**

7.1 Datazoic is an equal opportunity employer. We demonstrate respect and provide equal employment opportunities for all employees and applicants for positions regardless of race, color, national origin, political belief, religion, marital or family status, physical or mental disability, gender, sexual orientation, age, or irrelevant (not related to the work to be performed) record of offense. All our decisions are based on job performance, merit, experience and qualifications.

Please indicate your acceptance of this Employment Agreement by signing copy of this letter indicating your intended date of commencement.

We look forward welcoming you to Datazoic and are confident that you will make a very important contribution to our growth and development. If you should wish to clarify any aspects of this offer, please do not hesitate to contact us.

**Yours sincerely,**



**For DATAZOIC MACHINES PVT LTD**  
**Balaji Balaraman**  
**Director**

### **DATAZOIC MACHINES PRIVATE LIMITED**

II Floor, "TVH Agnitio Park",  
141, Rajiv Gandhi Salai, OMR,  
Kandanchavadi, Chennai – 600 096  
Ph : 044 2454 2513  
CIN : U72900TN2017PTC116044



## ANNEXURE I

COMPENSATION DETAILS	
(All figures in INR per month)	
NAME	Mr. San J Vishal
ROLE	Product Specialist Trainee

SALARY BREAK-UP		
Particulars	Per Month	Per Year
Basic	8,333	1,00,000
HRA	4,167	50,000
Special Pay	5,153	61,836
CCA	8,589	1,03,067
Conveyance	1,600	19,200
PF - Company Contribution	1,800	21,600
Allowance	12,025	1,44,300
<b>SALARY</b>	<b>41,667</b>	<b>5,00,000</b>

OTHER BENEFITS
You would be eligible for Mediclaim policy of Rs. 1.5 lakh value for yourself and family members.

### DATAZOIC MACHINES PRIVATE LIMITED

II Floor, "TVH Agnitio Park",  
 141, Rajiv Gandhi Salai, OMR,  
 Kandanchavadi, Chennai – 600 096  
 Ph : 044 2454 2513  
 CIN : U72900TN2017PTC116044





PRIVATE AND CONFIDENTIAL

**Reference No. - 1384509421**

**Applicant ID - 5165858**

19-Jun-2023

Catherin Vinnaracy

Dear Catherin,

We take great pleasure in extending an offer to you for being a part of ICICI Bank.

Please find enclosed the job offer letter. Kindly note, that the offer of appointment is subject to you having fulfilled the requirements of successful completion of the degree programme during the current academic year and submission of your certificate and mark sheet within 3 months of result announcement - which is the basic requirement of your eligibility. In an event, where the laid out requirements are not met within the stipulated timeline, this offer shall be withdrawn, cancelled and stand revoked, which please take note of.

Please quote your reference number, which is appearing on the top of this letter for all future correspondence.

In case you have any queries please feel free to contact at the below mentioned details:

E-Mail Address : [icicicareers@icicibank.com](mailto:icicicareers@icicibank.com)

Telephone No. : 022-71872500

Yours sincerely,

ICICI Bank HR Team

**ICICI Bank Limited**  
ICICI Bank Towers  
Bandra-Kurla Complex  
Mumbai 400 051, India.

Tel.: (91-22) 2653 1414  
Fax: (91-22) 2653 1122  
Website [www.icicibank.com](http://www.icicibank.com)  
CIN.: L65190GJ1994PLC021012

Regd. Office : ICICI Bank Tower,  
Near Chakli Circle,  
Old Padra Road,  
Vadodara 390 007, India.





PRIVATE AND CONFIDENTIAL

**Reference No. - 1384509421**

**Applicant ID - 5165858**

19-Jun-2023

Catherin Vinnaracy

Dear Catherin,

We are pleased to make you an offer of appointment as Deputy Manager (Band I) in ICICI Bank. You will be placed in Branch Banking Dept at KOOTHANALLUR - HOSPITAL RD\_BR.

Kindly note, that the offer of appointment is subject to you having fulfilled the requirements of successful completion of the degree programme within the timeline- which is the basic requirement of your eligibility. In an event, where the laid out requirements are not met within the stipulated timeline, this offer shall be withdrawn, cancelled and stand revoked which please take a note of.

The details of your remuneration and benefits are given in Annexure.

The following are the terms and conditions of the appointment.

Commencement/Term:

- a) You shall be required to join the Bank on or before 05-Jul-2023.
- b) You will be on probation for a period of one year or such extended period as may be decided by the Bank based on your performance during the probation period.
- c) On satisfactory completion of your probation period, including that of extended period, if any, you will be confirmed in the services of the Bank in writing.

Other Terms and Conditions of Service:

- **Professional Ethics & Confidentiality:** While you are in the services of the Bank, you are not permitted to carry on any business or profession or enter, for any part of your time, in any capacity, the services of, or be employed by or engaged with any other firm, company or person. You will devote your whole time and attention to your office work to promote the interest of the Bank. You will not divulge details like your compensation structure (CTC), performance rating, performance bonus amount, increment, etc. and will not divulge to any person or utilize any of the Bank's secrets or other related information (which you may possess by reason of your association with the Bank) with any external agencies, press etc. outside the Bank. Any act in breach of this term would entail initiation of appropriate action as deemed fit by the Bank.
- **IT Security Practice & Procedures:** While you are in the services of the Bank, you will adhere to the IT Security Practice & Procedures as prescribed by ICICI Bank. Any instance/s of violation or any attempted violation of the aforesaid IT Security Practices and Procedures on your part shall result in disciplinary action.

**ICICI Bank Limited**  
ICICI Bank Towers  
Bandra-Kurla Complex  
Mumbai 400 051, India.

Tel.: (91-22) 2653 1414  
Fax: (91-22) 2653 1122  
Website [www.icicibank.com](http://www.icicibank.com)  
CIN.: L65190GJ1994PLC021012

Regd. Office : ICICI Bank Tower,  
Near Chakli Circle,  
Old Padra Road,  
Vadodara 390 007, India.

**Reference No. - 1384509421**

Catherin Vinnaracy

- **Notice Period:** In case you decide to leave the Bank's services during probation period or after confirmation, you will be required to give thirty days' notice. The Bank in its sole discretion can decide to waive off/reduce the notice period depending upon the exigencies. In such case, you would be required to pay to the Bank the gross salary for the notice period so reduced/waived off.

After confirmation, your services would be liable to be terminated by the Bank, by giving thirty days' notice or on payment of thirty days' gross salary in lieu of the notice period.

- **Transfer:** The Bank shall have the right to transfer/depute you to any of its offices or ICICI group companies in India and abroad.
- **Joining Competitor:** In the event of termination of your services by the Bank or your resignation from the services of the Bank, you shall not join any Banking or Financial Services Company for a period of six months from the date of resignation/termination.
- Please note that during the course of your services with the Bank or in the event of cessation of your services in future, due to any reason whatsoever, you shall, for a period of six months from the date of such cessation, directly or indirectly, either on your own accord or on behalf or in conjunction with any other person/s, firm or company refrain/desist from canvassing or soliciting or attempting to or inducing any employee(s)/business associate(s) to leave their current employment with the Bank/Group Companies/Business Partners to join the services of your new employer/firm/company or any other competitor of the Bank/Group Companies/Business Partners. Any act in contravention of the above provision shall entail initiation of appropriate action as deemed fit by the Bank.
- Please note that during the course of your services with the Bank you cannot be a member of any anti-social/national outfits or of any outfit, which is declared as banned by the Government. Any act in breach of this term would entail initiation of appropriate action as deemed fit by the Bank.

**Reference No. - 1384509421**

Catherin Vinnaracy

- Please note that while joining the services of the Bank and during the course of your services with the Bank, you would be required to notify the Bank immediately with details of civil or criminal case/s instituted against you in any Court of Law or any complaint/show cause notice /prosecution with/by any Police Station or by any statutory authority, as also you will notify any outcome of such complaint like filing of Chargesheet /Arrest/Conviction/Acquittal/Discharge. Any act in breach of this term would entail initiation of appropriate action as deemed fit by the Bank.
- The Bank expects resolution of issue/s relating to your employment, if any, within the framework internally, at all times during your service period and even after cessation of service due to any reason whatsoever. As such please note that any attempt to bring any outside influence - directly or indirectly - upon any authority to further your interest/s in respect of matters pertaining to your services with the Bank would amount to breach of employment contract leading to initiation of appropriate action.
- Please note that during the course of your services with the Bank, you will not take part in any demonstration/agitation against the Bank and its official/s for or on behalf of any external bodies/political outfits- either as a member or as a sympathizer. Any act in contravention of the above would be treated as prejudicial to the interest and reputation of the Bank leading to initiation of appropriate action.
- **Termination of Employment:** Your services with the Bank are liable to be terminated:
  - Without assigning any reason and without giving any notice during probation period and after confirmation by giving thirty days' notice or on payment of thirty days' gross salary in lieu of the notice period and at any time during your services with the Bank in the event of
    - a) Any breach of the conditions mentioned in this letter on your part
    - b) You not successfully completing the degree programme within the stipulated timeline during the current academic year and non-submission of your certificate and mark sheet within 3 months of result announcement
    - c) Any incorrect information furnished by you like:
      - Mismatch in your previous employment data even for a day
      - Mismatch in your previous pay slip
      - Fake qualification certificates etc; and
    - d) Suppression of any material information by you.
  - d) Any breach of the Rules and Regulations of the Bank as applicable/may be made applicable to you from time to time.

**ICICI Bank Limited**  
ICICI Bank Towers  
Bandra-Kurla Complex  
Mumbai 400 051, India.

Tel.: (91-22) 2653 1414  
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Near Chakli Circle,  
Old Padra Road,  
Vadodara 390 007, India.

**Reference No. - 1384509421**

Catherin Vinnaracy

**• General:**

- Your appointment and continuation in employment are subject to reference checks, qualifications and past employment details and successful completion of your course-graduation/post-graduation and submission certificates/ marksheets at the time of joining.
- You will be bound by the Rules and Regulations of the Bank.
- You will keep us informed of any change in your residential address.
- Your acceptance is taken as your understanding that the role in ICICI Bank may involve sales. You may be required to travel extensively as per the requirement of your job/role or as may be needed for the exigencies of the Bank. Also, that you further understand that your services in the Bank are transferrable in any location and profile including sales, across geographies as per organization requirements.

If you are agreeable to the above mentioned terms and conditions, please intimate your acceptance to us by returning a copy of this letter, duly signed by you, within seven days of receipt. In case no confirmation is received within the above-mentioned period the appointment letter shall be deemed to have been withdrawn.

Yours sincerely,

Gaurav Mandavia

Digitally signed by Gaurav Mandavia  
Date: 2023.06.19 18:05:28 +05:30  
Reason: Offer Letter  
Location: Mumbai

I have read all the terms and conditions of the offer and would like to confirm my acceptance.

Signature of Applicant

**Reference No. - 1384509421**

Catherin Vinnaracy

**Annexure: \_****Remuneration:**

- Your Base Salary will be Rs. 1,08,000/- (Rupees One Lakh Eight Thousand only) per annum.
- You will eligible for the Performance Linked Retention Pay, as per the policy of the Bank. Please note that there is no guaranteed performance bonus, subject to however provisions of the Payment of Bonus Act 1965, wherever applicable. The performance linked Retention pay would be payable to an employee only if the employee on the day of payout is on the rolls of the bank and he/she has not resigned and / or is serving notice period.

**Supplementary Allowances:**

- You will be eligible for a Supplementary Allowance of Rs. 1,10,100/- (Rupees One Lakh Ten Thousand One Hundred only) per annum. Supplementary allowance will include –Conveyance / Travel Allowance, Telephone Reimbursement, LTA, Medical Reimbursement, Canteen and any other allowance. All the components of supplementary allowance are subject to limits and rules prescribed by Income tax act and policies of the bank.
- You will be eligible for HRA of Rs. 54,000/- (Rupees Fifty Four Thousand only) per annum.
- The composition of supplementary allowance can be decided once in a year. The unexercised amount of the supplementary allowance will be paid to the employee subject to deduction of tax at source.

**Superannuation Allowances:**

- You will be eligible for a Superannuation Allowance of Rs. 16,200/- (Rupees Sixteen Thousand Two Hundred only) per annum.



**Reference No. - 1384509421**

Catherin Vinnaracy

**Benefits:**

- Comprehensive Mediclaim Coverage for you and your immediate family up to Rs.400,000/-(Rupees Four Lakh only) per annum. Your immediate family includes yourself, your spouse and dependent children.
- You will also be eligible for Retirement Benefits of the Bank; namely Provident Fund and Gratuity, in accordance with the statutory requirements and/or, as per Bank policy.
- The salary and perquisites including supplementary allowance are subject to limits and rules prescribed by the Income Tax Act / Rules and policies of the Company.
- Maternity leave benefits as defined under the Maternity Benefit (Amendment) Act, 2017 are offered to eligible women employees by the Bank. Details of all types of leaves including the Maternity leave benefits offered to employees and eligibility criteria for availing such benefits are notified by the Bank under "Employee Benefit Policies" available on the Bank's intranet which will be accessible upon joining the Bank.

Digitally signed by Gaurav Mandavia  
Date: 2023.06.19 18:05:28 +05:30  
Reason: Offer Letter  
Location: Mumbai

Signature of Applicant

### **JOINING FORMALITIES**

The process to join the Bank is by way of completing the online joining formalities. You are required to complete the online joining formalities within 5 days from the date of accepting offer letter. Please note that completion of online joining formalities is a mandatory process.

The login credentials are provided below:

**URL:** <https://www.icicicareers.com/Careers/CP/CandidateLogin.aspx>

**Username:** Registered email id or Applicant id

**Password:** Which has been already communicated to you through registered email id. In case, you do not remember the password, please use “forgot password “option to generate a new password.

Following documents (xerox copies) are required to be uploaded:

- 1) Self-attested copies of educational certificates and marksheets (X<sup>th</sup>/XII<sup>th</sup>/ Graduation/ Post graduation)
- 2) Work Experience Document
  - a. Resignation accepted letter from current organisation
  - b. Relieving letter from two previous employers or companies worked in last five years whichever is higher
- 3) Passport size Photograph (against Red background)
- 4) Address proof (Passport/Voter id/Ration card)
- 5) PAN Card

Please note that you are required to attend Induction program (I-Banker) on your date of joining. You shall be communicated about the date, time and venue for induction program (I-Banker) by your Recruitment Manager.



**Remuneration Details**

Name : Catherin Vinnaracy

Position: Deputy Manager (Band I)

Group: RETAIL BANKING GROUP

	Deputy Manager (Band I)	
	Monthly	Annual
Basic	9,000	1,08,000
HRA	4,500	54,000
Supplementary Allowance*	9,175	1,10,100
Superannuation Allowance **	1,350	16,200
<b>Total</b>	<b>24,025</b>	<b>2,88,300</b>
<b>Retrials</b>		
Retrials (PF, Gratuity) ***	2,550	30,600
<b>Total Fixed CTC</b>	<b>26,575</b>	<b>3,18,900</b>
Performance Linked Retention Pay #	6,250	75,000
<b>Total CTC</b>	<b>32,825</b>	<b>3,93,900</b>
* Supplementary allowance will include Conveyance / Travel allowance, Telephone reimbursement, LTA, Medical, Canteen and any other allowance		
*** You will be eligible for Retirement Benefits of the Bank; namely Provident Fund and Gratuity, in accordance with the statutory requirements and/or, as per Bank policy.		
#Please note that there is no guaranteed performance linked retention pay, subject to however provisions of the payment of Bonus Act 1965, wherever applicable.		

**Date : 19-Jun-2023**

Digitally signed by Gaurav Mandavia

Date: 2023.06.19 18:05:30 +05:30

Reason: Offer Letter

Location: Mumbai



# MRF

MRF Limited, New No. 114 (Old No. 124), Greams Road, Chennai - 600 006.  
Tel : 91-44-2829 2777 Fax : 91-44-2829 2895 CIN : L25111TN1960PLC004306  
Website: [www.mrftyres.com](http://www.mrftyres.com)

## Offer Letter

11.04.2023

Dear **Mr Dinesh Kumar B,**

Congratulations and Welcome to MRF Family!

With reference to your application and the subsequent discussions, we are pleased to offer you employment as **Territory Sales Supervisor** in **MB1** Grade in the **Sales & Marketing department**. You will be undergoing two weeks training at **Chennai Sales Office** and final posting will be at **Vanagaram Sales Office**. The offer is subject to the following terms and conditions:

1. The discussed and agreed CTC compensation package is given in the Annexure I
2. Your employment is conditional upon you being medically fit to perform the services of the organization. You will be required to undergo medical examination as per MRF guidelines which is attached in Annexure II
3. You need to bring the original documents and photostat copies at the time of joining as per the list attached in Annexure III for verification
4. You are required to submit all relevant documents/information as called for by the Agency/Company.

A detailed appointment letter will be issued to you on your joining. We would expect you to join on or before **17<sup>th</sup> April 2023** failing which the offer is liable to be withdrawn.

You will have 5 days induction program at Head Office from your date of joining. On completion of the induction, you have to proceed directly to your place of field training. The place of field training will be informed to you up on joining.

Please return the copy of this letter duly signed as a token of your acceptance at the earliest.

Thanking you,

Yours faithfully,  
For MRF LIMITED,

  
Jacob Peter  
SGM-HRS

### **Acceptance:**

I accept employment with the organization on the terms and conditions set out in this offer letter, a copy of which I confirm I have received

Name : \_\_\_\_\_

Date : \_\_\_\_\_

Signature : \_\_\_\_\_

## Annexure - I

### Salary Structure

Name : Dinesh Kumar B  
Grade : MB1  
Designation : Territory Sales Supervisor

	Components	Per Month	Per Annum
<b>A</b>	Basic Salary	7,470	89,640
<b>A1</b>	<b>Allowances</b>		
1	HRA	3,735	44,820
2	Conveyance	1,600	19,200
3	Education Allowance	200	2,400
4	MRF Allowance	23,170	2,78,040
5	Medical Allowance	623	7,476
6	Field Allowance	9,000	1,08,000
	<b>A1 Total</b>	<b>38,328</b>	<b>4,59,936</b>
	<b>Gross Salary (A+A1)</b>	<b>45,798</b>	<b>5,49,576</b>
<b>B</b>	<b>Annual Payments</b>		
1	LTA (Once in 2 years - Rs.14500/- in a block of two years)	604	7,248
2	Bonus	1,400	16,800
3	Self Development Subsidy	667	8,000
	<b>B Total</b>	<b>2,671</b>	<b>32,052</b>
<b>C</b>	<b>Retiral Benefits</b>		
1	PF -12%	896	10,752
2	Gratuity - 4.81%	359	4,308
	<b>C Total</b>	<b>1,255</b>	<b>15,060</b>
	<b>Cost to Company (A+A1+B+C)</b>	<b>49,724</b>	<b>5,96,688</b>

**In addition to the above you will be eligible for the following benefits as per Company policy:**

1. Daily Conveyance Allowance @ Rs.150/- per day during your Induction and field training.
2. On posting, Mileage Allowance @ Rs.3.50 per running K.M., subject to change, for the use of Two-Wheeler for official travel, in lieu of Daily Conveyance Allowance.
3. Mobile connection – As per the Company policy.
4. Rs.75,000/- under Employees Value Incentive Scheme, as applicable, which will be explained to you in detail during the induction program.
5. Hospitalization Insurance coverage as applicable.
6. Personal Accident Insurance coverage for self.\



## Annexure II

### Guidelines for completing Medical Check-up

- All new joiners have to complete the Medical Check-up as per attached format in a reputed laboratory of your choice and thereafter to obtain a medical fitness certificate from a Registered Medical Practitioner who is an MD in General Medicine
- The scan copy of medical report should be submitted to HR 07 days prior to date of joining
- The hardcopy of medical report should be submitted to HR department on the date of joining
- The maximum re-imbursement applicable for the Medical test is **Rs. 3500** which will be reimbursed after joining on submission of original bills

### Annexure – III

Please submit photo copies (1 set) of the following documents, as may be applicable to you, to the company at the time of joining. Please also bring the original copies of your certificates and testimonials for verification

1	5 Passport Size photo with Red Background
2	<u>Employment Documents:</u>  <u>Current Employment( Immediate Previous)</u> a) Relieving letter & Experience Certificate b) Payslips and the respective bank statements for last 3 months c) latest salary increment letter for CTC proof  <u>Previous Employment</u> Service/Relieving Certificate all employments- Mentioning date of joining ,designation and last working day
3	<u>Education Documents (Relevant)</u> a) 10 Mark sheet and certificate. b) 12th mark sheet and Certificate. c) Graduation Mark sheets and certificate/Diploma certificate. d) Post-Graduation Mark sheets and degree certificate(If applicable) e) Any other relevant certificate
4	<u>Proof of identity/ Address :</u> any one of the below proofs: a) Passport b) Voters Id c) Driving License d) Ration card e) Electricity Bills
5	PAN & Aadhar Card
6	Cancelled Cheque of Saving Bank Account having IFSC Code details (SBI/ICICI/HDFC)
7	Details of your Provident Fund, Employees' Pension Scheme and Universal Account Number, if earlier member PF/EPS scheme

**Please Note:**

1. Completion of the qualifying exams and submission of all the documents is mandatory.
2. Your present and permanent addresses, as mentioned in your application form, are put on company's record. You would be expected to inform the company about any change in your address and telephone numbers

**STRICTLY PRIVATE AND CONFIDENTIAL**

HRMD/OFF-LTR/122230295/2022-23

31.03.2023

**SELECTION CUM OFFER LETTER**

To,  
**Shri. Thadeu Gnana Garrison J,**  
**No 173/5, North Car Street,**  
**Velayutha Nagar, Keeranur**  
**Pudukkottai-622502.**  
**Mob No: 7395917665**

**Dear Thadeu Gnana Garrison J,**

Congratulations!

With reference to your application for employment with us and the subsequent Bank's selection process, we are pleased to offer you a position in **Relationship Manager II (Sales and Operations)** cadre of our bank. You will be posted as **Probationary Relationship Manager II** for a period of **Eighteen months**, subject to the terms and conditions set out in this letter and the **annexure** thereto apart from usual Bank's Service Rules and conditions now prevailing and in vogue from time to time.

During the probationary period of eighteen months, your Gross annual total Cost-To-Company (CTC) at maximum variable payout will be **Rs. 4,60,200/-** per year. A detailed overview of the compensation structure along with the terms and conditions of the offer is attached as annexure to this offer letter. During the probationary period, necessary training will be imparted to you at our Branches / Departments of our Bank.

Your employment will be governed by the rules, regulations and policies of the bank. The terms of this offer letter shall remain confidential and shall not be disclosed to any third party.

You shall be issued the posting order specifying the place of initial posting, based on accepting the offer letter.

We take this opportunity to **welcome** you to City Union Bank. We wish you a long, rewarding and fulfilling career.

With Best Wishes,



**R. Subbaraman**  
**Deputy General Manager**  
**HRMD**

Encl.: Annexure to the selection cum offer letter (as applicable to you).



**Administrative Office: City Union Bank, HRMD Department, No.24-B Gandhi Nagar,**  
**Kumbakonam - 612 001, Tamil Nadu, India.**

**Tel: +91 (0435) 2402322, +91 93817 37719**

**Website: www.cityunionbank.com; Email: placement@cityunionbank.in**



**Annexure-I to your Offer of Employment [HRMD/OFF-LTR/122230295/2022-23] as Relationship Manager II Cadre**

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**TERMS and CONDITIONS (other than those prevalent in Service Agreement)**

At the time of Joining duty, you are advised to furnish the following documents:-

- 1). A Booklet consisting of six structured forms, which will be provided to you, will have to be filled up, completed, signed and handed over to the Branch Manager / Department Head, together with two recent passport size photographs affixed thereon.
- 2). Copies of KYC documents like Aadhar Card, PAN Card, Driving Licence, with originals for verification. Two copies each of your latest colour photographs, in passport size and stamp size.
- 3). Testimonials (of a recent date) from two respectable persons known to you, (but not related to you) will have to be furnished. The bank will seek references to them, your current / previous employer/s at any stage of your appointment.
- 4). A self declaration of Medical Fitness, supported by a satisfactory Medical Certificate from a Registered Medical Practitioner or if stipulated from the panel of doctors appointed by the Bank as per medical examination requirements in annexure. Major and permanent ailments should also be reported. Suppression of any information or if it is found at a later stage that you suffer from any ailment which will affect the normal functioning of your work at the office will entail your immediate termination of service at any point of time.
- 5). Copies of your resignation acceptance and proper relieving order, last drawn Salary Certificate from your previous employer and Service employment declaration to that effect should be submitted.
- 6). If you have availed any loan/credit facility from Bank/s or financial institution/s, the details of them should be furnished. A certificate of latest date from the Branch Head of the Bank's Branch, from where the loan was availed is to be submitted. If the loan/s is/are not in STANDARD category, you cannot join our Bank. If no loan has been availed, a certificate to that effect should be submitted.
- 7). While reporting for duty at branch / department, you should handover a copy of your PAN Card, Driving License and a copy of your Aadhar card. Also, you should hand over a proper Relieving Order obtained from the previous Employer. If you have not employed previously, a declaration to that effect should be submitted.
- 8). At that time of reporting for duty, you will have to submit all the original certificates (10<sup>th</sup>, 12<sup>th</sup>, UG & PG degree certificates) in proof of your educational qualification and age to the HR Department for verification and custody. In case, you are not in a position to submit your original certificates as mentioned above, you will be required to place a fixed deposit in your name for Rs.25,000/- as security deposit. Your original certificates shall be returned to you on confirmation. You may also collect your certificates back at any time, before your confirmation, by placing a deposit for Rs.25,000/- in your name and discharging the same to the Bank.

In case you are not in a position to submit your original certificates nor able to place a deposit for Rs.25,000/-, you can remit monthly instalment of Rs.2,000/- for 11 months and Rs.3,000/- in 12<sup>th</sup> month so as to place a total security deposit of Rs.25,000/- and discharge the same to the bank after 12 months.

**Please note that the deposit amount will be returned to you on your confirmation in the regular service of the bank.**





9).The information and documents provided by you are subject to verification. Upon your acceptance of this appointment order, the Company will have the right to conduct such verification, including through external agencies. This would include but not be limited to, your employment history, educational / professional credentials, CIBIL & other background checks. You hereby agree, consent and authorize the Company to access, use and share such information provided by you, with internal and external agencies, for the purpose of carrying out verification at any and all points of time, whether during or after your employment with the Company. The Company has the policy of sharing all relevant employment information of employees with applicable external agencies.

### **Probationary Period**

You will be on probation for a period of **18 months**, from the date of your joining the service of the Bank. You will be designated as **Probationary Relationship Manager II**. Your salary structure will be as detailed in Annexure-II of this letter. Please note that all confirmations in the bank are given effect only on the 1st day of the month succeeding the month during which the probation period is completed.

During the probationary period, your performance will be reviewed periodically. Your confirmation in the service of the Bank will be based on your performance during the probationary period, assessment reports of the Branch / Department Head, your performance in the pre-confirmation process (test / interview) etc. However, the management based on its assessment will have discretion to extend your Probation for a further period.

If your performance is considered satisfactory, the bank may also reduce the period of Probation at its discretion.

### **Termination of Services**

The Management reserves its right to terminate your services at any time during the period of probation or during the extended period of probation, without assigning any reason there for.

If during the period of probation or during the extended period of probation, you are found to be involved in any act of fraud, unethical transactions, misbehaviour, misconduct and any other act which results in financial loss or loss of image/reputation of the Bank, the Bank may summarily terminate your service without any notice /assigning any reason (there for) and the Bank Management's decision will be final. If your acts warrant any legal action, the bank will exercise its right. If deemed necessary, in such an event, the Bank may also issue a print media publication, about such termination with your photograph.

If any of your declaration, information or certificates is found to be false or untrue or if you have suppressed any vital information and or if it comes to the notice of the Bank that you had been, prior to joining the Bank's services, convicted of any act involving moral turpitude and / or criminal in nature, your service will be liable to be terminated forthwith, without any notice or compensation in lieu thereof, at any time during or even after completion of the probation period. However, this does not preclude the Bank from initiating such disciplinary measures, as the Bank shall deem fit and any penalty may be imposed upon you, in terms of rules of the Bank in force from time to time.

Your service may be terminated by the Bank if you are found to be indulging in the acts of Commission / Omission which may be prejudicial to the interests of the Bank or any act of dishonesty, disobedience, insubordination or any other misconduct or neglect of duty or incompetence in the discharge of your duty.



**Leave During Probation and after Confirmation**

During probation you will be entitled to Casual Leave of 12 days and Sick leave of 12 days.

You will not be allowed to avail any leave beyond your entitlement during the probationary period. If under any extra-ordinary circumstances your absence is permitted under loss of pay, the probationary period will be suitably extended to compensate the period of your absence. The right of allowing leave on loss of pay and extension of probationary period will rest with the Management only.

**Mobility**

In view of the nature of the Bank's business, it may become necessary to require you to work in different branches, departments, offices or locations of City Union Bank. Acceptance of our offer of employment is acceptance of this obligation of flexibility on your part.

**Increments & Promotions**

Your career growth and annual increments with the bank will depend solely on your performance and contribution to the bank and will not be automatic.

While promotion eligibility is determined on the promotion policy of the bank which will be reviewed from time to time, based on the bank's requirements and outlook. Promotions will also be considered out of turn, to those employees who perform exceptionally well and contribute to the growth of the Bank.

**Group Health Insurance Scheme**

You will be covered under the Group Health Insurance Scheme as applicable to other employees of the Bank. The insurance cover will be as per the terms and conditions specified in the policy of the Insurance policy provider and may be revised from time to time.

**Transfers**

Your services are liable to be transferred to any of our Branches / Departments, situated anywhere in India, now in existence and to be opened in future.

Notwithstanding the role assigned to you in terms of this letter, the Bank reserves its right to assign you any other role / function / responsibility, commensurate with your grade, as may be deemed appropriate, depending on administrative exigencies and requirements.

In case of exigencies, your services can be requisitioned by the Bank at any time outside the business / working hours.

**Notice Period:**

If you choose to discontinue your service with the Bank for any reason, you will be required to give the Bank one month notice or one month Gross salary thereof subject to the bank's discretion. In addition, you will also be required to remit the actual charges incurred by the Bank in connection with the cost of recruitment, training, batta paid, if any and other expenses incidental to training and recruitment. In the event of you having any ongoing or incomplete assignment, the Bank reserves the right to relieve you only at the end of the one-month notice period.

NB: The resignations entail re-imbursements of all amounts received by you by way of Ex-gratia payments by the Bank. Also, if any Interest free Loan is availed or any other loan is availed at concessional rate of interest, it should also be repaid with Interest (as applicable to general public) from the date of availment of loan, before getting relieved from the bank.



**Termination without Notice**

During the probation period, if your performance and conduct are not found to be satisfactory or if it does not meet the prescribed criteria, the Bank reserves the right to terminate your appointment or revert you to a junior level at any time during the probation period or extended period of probation without assigning any reason whatsoever.

The bank may terminate your services immediately on disciplinary grounds or if any breach of the terms and conditions mentioned in this letter on your part or as per policy of the bank, if any incorrect information is furnished by you or suppression of any personal/material information about you will be liable for termination at any time during your service.

**Other Terms & Conditions:**

- You will agree not to undertake employment, whether full-time or part-time, as the Director / Partner / Member / Employee of any other organization or entity engaged in any form of business activity without the consent of the bank. The consent may be given subject to any terms and conditions that the bank may think fit and may be withdrawn at any time at the discretion of the bank. The employment/ profession/ business existing or proposed, of your spouse, kith/kin of your family shall also be disclosed to the Bank.
- You will devote your whole time and attention to your Office work to promote the interest of the Bank and will not divulge to any person or utilize any of the Bank's secrets or other related information (which you may possess by reason of your association with the Bank) outside the Bank.
- While you are in the services of the Bank, you will adhere to the IT Security Practice & Procedures as prescribed by the Bank and maintain the secrecy of accounts and other information you come across during the course of your employment.
- You will be governed by the rules, regulations and policies of the bank as applicable to you. All the benefits are as per the bank's policies, which are subject to revision from time to time.
- You will keep us informed of any change in your residential address, change in telephone numbers and the place of contact in case you are on leave.
- Bank will always stand by the policy of honesty and integrity in all its dealings and expects its employees to follow the same.
- All such obligations in respect of Confidentiality shall survive even after your service has ended with the Bank.
- You shall not use the Bank's resources for other commercial activities or for personal gain.
- In case any information you have provided to the Bank found to be untrue or any vital information you have suppressed to the Bank, the management can terminate your services any at any stage of your employment.



**This offer is made to you subject to the following pre-conditions:**

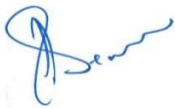
- Our offer to you is conditional upon your having fully completed your graduation / post-graduation. You should have also completed all the studies, course requirements and examinations required for the award of the educational qualifications recorded by you in your application for employment with City Union Bank.
- After the Bank receiving satisfactory character references from suitable referees to be suggested by yourself, preferably one referee being a person who has supervised you in a professional capacity at some stage in your career. Additionally, the Bank reserves the right to seek references from your current / previous employer (s), at any stage, subsequent to your acceptance of this offer letter.
- After the Bank receiving a satisfactory report following a routine medical examination (mentioned in annexure) by separate Registered Medical Practitioners.

The terms and conditions set out in this selection cum offer letter and in the service agreement, inter alia, constitute service conditions applicable to your employment in the Bank. **Any dispute arising thereof is subject to Kumbakonam jurisdiction only and courts at Kumbakonam will have exclusive jurisdiction.**

**Please return to us on or before 07.04.2023, the duplicate copy of this letter duly signed by you on all pages as a token of having accepted the selection cum offer letter.**

Welcome to the CUB family.

With Regards



**R. Subbaraman**  
**Deputy General Manager**  
**HRMD**

---

I have read, understood and agree to the terms and conditions as set forth in this selection cum offer letter and the annexures.

**Signature**

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Place: \_\_\_\_\_



**Annexure-II to your Offer of Employment [HRMD/OFF-LTR/122230295/2022-23] as Relationship Manager II**

**Compensation during Probation period**

COMPENSATION DETAILS		
Name	Shri. Thadeu Gnana Garrison J	
Designation	Probationary Relationship Manager II	
CTC COMPONENTS (All figures in Rs.)		
Component	Per Month	Per Year
Basic Pay	14,000/-	1,68,000/-
Fixed DA <sup>1</sup>	1,700/-	20,400/-
HRA	5,500/-	66,000/-
Basket of Allowances <sup>2</sup>	6,602/-	79,224/-
Gross Pay	27,802/-	3,33,624/-
PF – Management Contribution	1,570/-	18,840/-
Pension - Management Contribution <sup>3</sup>	628/-	7,536/-
Fixed CTC	30,000/-	3,60,000/-
PLP (Max of 20% on Basic Pay) <sup>4</sup>	2,800/-	33,600/-
Bonus/Ex-gratia (Maximum) <sup>5</sup>	5,550/-	66,600/-
Variable CTC	8,350/-	1,00,200/-
Total CTC	38,350/-	4,60,200/-

**Note:**

- Dearness Allowance:-**Fixed Dearness allowance, subject to revision at the sole discretion of the Management.
- Basket of Allowances:-**All-inclusive of Sales & Operations allowance, Medical Reimbursement & any other allowances.
- Pension:-** The bank provides 'Pension' contribution as a third retirement benefit in addition to PF and Gratuity.
- PLP:-** will be vary between 0 to 20% of the basic pay of the employee. The Bank also reserves its right to switch over to Performance Linked Pay (PLP) for its employees at any future date and it is purely based on the performance of the employee.
- Ex-gratia:-**will be considered purely at the discretion of the Management based on the financial performance of the Bank and also subject to terms and conditions stipulated from time to time.

**Your salary is confidential and should be discussed only with Human Resource Management Development Department.**



Date: 31st MAR 2023

**Mr. ALLDON RICHE K**  
**95 MURUGAN NAGAR,**  
**PIRATTIYUR, TRICHY,**  
**TAMIL NADU - 620009**

**Dear ALLDON RICHE K,**

### **OFFER/APPOINTMENT LETTER**

#### **Welcome to Veritas!**

This letter refers to the discussion we had and further to our offer dated **31.03.2023**. We are pleased to appoint you as **MANAGEMENT TRAINEE - CREDIT** in Grade **VG01**. You would have a compensation of **Rs.4,16,600 P.A. (Rupees Four Lacs Sixteen Thousand Six Hundred Only)** as per the details of Annexure 1 of this appointment. Your initial posting would be in **HEAD OFFICE** which is however transferable at the discretion of management to any of our branch/offices across the country.

We are indeed happy that you have chosen to be part of Veritas in its journey to become a best in class organization which is focused on making a true impact on the lives of millions associated with the micro small and medium enterprises, who actually build the nation. Veritas has been started with the primary intention of reaching out to the unreached in the informal sector. We are confident that your career at Veritas would be highly challenging and truly rewarding.

Your appointment is subject to the following terms and conditions

1. You will be on probation for a period of one year from the date of your joining. Your appointment will be confirmed on expiry of your probationary period, subject to your performance being satisfactory, this period may be extended if considered necessary by the management.
2. Your remuneration consisting of Basic, HRA and allowances as per Annexure -1 attached herewith forms part of this appointment letter.<sup>i</sup>
3. You would be eligible to avail the medical benefits of the company mentioned as below effecting from your date of joining.
  - Group Personal Accident Insurance.
  - ESI or Group Medical Insurance for Self & Family (as applicable)
  - Group Term Life Insurance.
4. During the term of employment, you shall be

- a. Involved and devote all your time and attention exclusively to the business and affairs of the company and should not engage in any activity or business or course either full time or part time, except with the written consent of the company.
  - b. Required to keep as confidential all business and trade information, company information, performance details and transactions that you might come across during your employment in the organization.
  - c. Not engage in any activity, directly or indirectly, which would affect or hinder or is harmful, to the organization.
5. You are expected to join us latest 90 days from the date of appointment letter after which date, the offer would automatically expire unless extended in writing by the Company. You are requested to send us your acceptance within 15 days of the date of issue of this offer after which this offer will lapse.
6. Please note that this letter of appointment shall automatically stand withdrawn in case we do not receive your acknowledgement and acceptance within 15 days from issue of this letter.
7. Notwithstanding the clause above, if at any time, in the opinion of the company, which shall be final, you are found guilty of dishonesty, disorderly behavior and found to be negligent, disobedient or absenting from duty without any valid reason, or found guilty of any conduct which is considered to be detrimental to the company or in violation of one or more terms of the employment your services are liable to be terminated without any notice.

You are required to submit your acceptance by signing the duplicate copy of this appointment letter.
8. You are required to read, understand and submit your acceptance by signing the General Service Conditions in Annexure 2 of this appointment.

We welcome and look forward to a long association with Veritas in its journey to make a meaningful difference in the lives of millions of micro enterprises!

**Yours Sincerely**



**Kumareshan Sivam**  
**Senior Vice President-HR**

**Accepted**

**ALLDON RICHE K**



### Annexure – 1

#### SALARY BREAK UP DETAILS

Name of the Employee	<b>ALLDON RICHE K</b>	
Grade	<b>VG01</b>	
Designation	<b>MANAGEMENT TRAINEE</b>	
Location	<b>HEAD OFFICE</b>	
<b>COMPENSATION DETAILS</b>	<b>MONTHLY</b>	<b>ANNUAL</b>
BASIC	12,000	144,000
HRA	6,000	72,000
MEDICAL REIMBURSEMENT	1,250	15,000
LTA MONTHLY	2,500	30,000
SPECIAL ALLOWANCE	8,250	99,000
<b>GROSS SALARY</b>	<b>30,000</b>	<b>360,000</b>
EMPLOYER PF	1,800	21,600
PERFORMANCE BONUS		35000
<b>TOTAL COST TO COMPANY</b>	<b>31,800</b>	<b>416,600</b>
Less - EMPLOYER PF	1800	21600
Less - EMPLOYEE PF	1800	21600
<b>TAKE HOME PAY</b>	<b>28200</b>	<b>338400</b>

\* Professional Tax will be deducted as applicable

\* Gratuity will be paid as per Payment of Gratuity Act 1972

**Yours Sincerely**



**Kumareshan Sivam**

**Senior Vice President-HR**

**Accepted**

**ALLDON RICHE K**



03<sup>rd</sup> May, 2023

**Mr. AAKASH .**

15, Babu rao street,thiruppapuliur,cuddalore  
Tamilnadu, India,607002

**Dear Mr. AAKASH**

We are pleased to inform you that we are hereby making an offer of appointment to you, and are outlining terms and conditions in relation to your employment with us. Your date of joining with Asian Paints Ltd will be 03<sup>rd</sup> May 2023. This offer may be withdrawn by the Company in case of your inability to join on the Joining Date and any delay shall not be accommodated.

DESIGNATION : EXECUTIVE I- Retail Sales

GRADE : N/T3

REMUNERATION : The salary details applicable to you will be:

Headings	Amount (INR
Basic	21000
HRA	10000
Interim Allowance	1500
Education Allowance	200
Conveyance Allowance	20400
Consolidated Allowance	890
<b>Monthly Gross</b>	<b>53990</b>
PF	2520
Gratuity	1010
<b>CTC per month</b>	<b>57520</b>
LTA (per annum)	8000
Bonus (per annum)	37000
<b>CTC per annum</b>	<b>735241</b>

\*HRA for Mumbai/ Delhi – 11000; Bengaluru, Hyderabad, Secunderabad, Pune, Chennai, Kolkata – 10500;  
Others - 10000



A list indicating the privileges, benefits and the terms and conditions governing your services is enclosed in the Annexure A hereto. The general provisions governing the employment shall be as per the Annexure to this letter.

The Company has procedures in respect of holidays, leave, benefits, maternity, disciplinary, capability and grievance which are contained within the policies and circulars of the Company and are applicable to you. All policies and circulars of the Company as amended from time to time shall be deemed to form part of the terms of your employment.

## 1) POSTING AND FUTURE TRANSFER

1.1 Your joining location will be **Salem**

1.2 You may be posted at/ transferred to any other place of business of the Company, at the sole discretion of the management. Such place of business may be outside the city or state of your immediate or subsequent posting/s and could be at any plant, branch depot, or office, existing or new. You shall not be entitled to any monetary benefit or compensation by virtue of such transfer.

## 2) TIMINGS

You will adhere to the timings prevalent in the place of business where your services are made use of.

## 3) PROBATION

You will have a period of probation which is six months ("**Probation Period**"), starting from the Joining Date. This Probation period may be extended to a further three months period ("**Extended Probation Period**") based on your performance during the Probation Period, as assessed by the management. It is an express condition of service that unless you are confirmed in writing at the end of Probation period or Extended Probation period, as the case may be, your services will stand automatically terminated.

## 4) MEDICAL FITNESS

Your probationary appointment, confirmation as well as continued employment in the services of the company are subject to medical fitness to be certified by the Company's medical Consultant.



## 5) BACKGROUND VERIFICATION CHECK

Your probationary appointment, confirmation as well as continued employment in the services of the Company are subject to submission of correct details to the company during the application process and clearance of background verification check done by the Company.

## 6) RESIGNATION / TERMINATION OF SERVICES

- 6.1 During the Probation Period or Extended Probation Period, as the case may be, this appointment may be terminated by either party by giving 15 days written notice or 15 days gross salary in lieu of such notice.
- 6.2 Subsequent to the confirmation of your employment, this appointment may be terminated by either party by giving three months notice ("**Notice Period**") in writing to the other party ("**Notice of Termination**"). In the event you resign to join organisation/s conducting business in products and services similar to that of the Company and/or its group companies, you are required to inform the same in the said Notice of Termination.
- 6.3 Should you desire an early exit and not serve the entire Notice Period, you may submit a request in writing for the same along with proper justification to VP / GM – HR and by undertaking to make payment of the amount equivalent to the gross salary for such unexpired Notice Period. The Company may consider such a request for approval at its sole discretion. Receipt of payment in lieu of the unexpired Notice Period as aforementioned from you shall be a prerequisite for issuing a waiver of the unexpired Notice Period in writing by the company.
- 6.4 In the event of cessation of employment due to any reason whatsoever within twelve months from the Joining Date, the employee, during the notice period, agrees and undertakes to repay any notice pay buyout (if any) along with applicable tax provided by the Company and any other taxes applicable on such recovery as per prevailing laws. In the event the employee for any reason whatsoever fails to repay such notice pay buyout to the Company during the Notice Period, then the Company shall, from the employees' outstanding dues at the time of full and final settlement, adjust the notice pay buy out (if any) along with the applicable tax provided by the Company and any other taxes applicable on such recovery as per prevailing laws
- 6.5 Notwithstanding anything contained herein, this letter of appointment shall stand terminated with immediate effect without notice and no salary or any other amount or other benefits will be paid to the employee, if the Company is of the opinion that the employee has



- (i) Committed a fraud, embezzlement or misconduct;
- (ii) Engaged in unethical business conduct;
- (iii) breached any statutory duty or conducted any act or omission adversely affecting the goodwill, reputation, credit, operations, or business of the Company;
- (iv) neglected or materially breached his/her duties as an employee or been disobedient;
- (v) unauthorised disclosure of any confidential information of the Company; or
- (vi) violated Company's rules or Company's code of conduct or Company's policy.
- (vii) submitted false details in the employment application

The Company's decision in this regard shall be final and the employee agrees to pay damages to the Company for such acts or omissions committed by him / her.

- 6.6 If an employee absents himself / herself without prior written permission from duty for more than ten consecutive days then the Company shall have the option to treat the employee to have resigned. In such a scenario, if the Company exercises such an option then it shall be presumed that the employee has provided three months' notice of termination (which the Company shall be entitled to waive, fully or partly, at its sole discretion). Upon the expiry of the three months' notice (unless waived by the Company) the services of the employee would be deemed to be terminated, and exit formalities will be initiated. Should you desire an early exit, the procedure as laid down in clause 6.3 needs to be followed
- 6.7 The employee shall return to the Company, upon request and in any event, at cessation of the employment or notice thereof, all documents, security pass, keys, computer hardware and software, storage disks, notes and minutes of meetings, client/supplier/dealer/vendor lists, diaries, address books, computer prints, plans, projections, documentation in whatever form and other tangible items in his/her possession or control which belong to the Company or which contain or refer to any Proprietary and Confidential Information (as defined below) together with any property belonging to the Company.

## **7) RETIREMENT**

You will retire from the services of the Company on attaining the age of 58 years.

## **8) DISCIPLINE**

- 8.1 It is an express condition of services that you shall wholly devote your time to the Company's business. Attending to or pursuing in any other way, during the office hours, any personal or private business unconnected with your employment in this Company or engaging in any part time business, allied, similar, connected or incidental to the Company's business is strictly forbidden.



All formal academic pursuits like attendance at colleges, courses, etc. shall require the prior written consent of the management. Breach of this condition shall be treated as misconduct liable to disciplinary action which may inter alia include dismissal / termination of your services without any compensation.

- 8.2 You shall be governed by and shall be subject to the code of conduct and such other rules, regulations and guidelines applicable to your category of employees and as prevailing at time of your Joining Date or as subsequently modified or amended or replaced and in force from time to time.
- 8.3 You will not, at any time during the employment with the Company, enter into any service, either directly or indirectly as an employee, agent, consultant, advisor, proprietor, partner, officer or otherwise engage in or take up employment with any other organization.
- 8.4 You will not, at any time during the employment with the Company, either directly or indirectly on your account or in conjunction with or on behalf of any other person or entity, solicit or entice away or attempt to solicit or entice away:
- (i) any client, supplier, vendor or partner of the Company and/or its associated or subsidiary companies;
  - (ii) any employee from the Company and/or its associated or subsidiary companies.
- 8.5 You will not, for a period of six months after the cessation of your employment with the Company, either directly or indirectly on your account or in conjunction with or on behalf of any other person or entity, solicit or entice away or attempt to solicit or entice away:
- (i) any client, supplier, vendor or partner of the Company and/or its associated or subsidiary companies;
  - (ii) any employee from the Company and/or its associated or subsidiary companies.
- 8.6 You shall not, after the termination of your employment with the Company, use in any manner whatsoever on behalf of yourself or any other individual, firm, company or body corporate, your knowledge of or influence over or contact with any of the customers, suppliers or contractors of the Company, or its associated or subsidiary companies or utilize any information which may have been obtained by you during your employment with the Company.
- 8.7 Each of the provisions in Clauses 8.1 to 8.6 shall be construed as a separate and independent provision and if one or more provisions is found to be void or unenforceable, the validity of the remaining restrictions shall not be affected.



## 9) CONFIDENTIALITY

- 9.1 You acknowledge that in the ordinary course of your employment you will be exposed to information about the Company's business, clients and suppliers which amounts to a trade secret, is confidential or is commercially sensitive and may not be readily available to others engaged in a similar business to that of the Company, or to the general public and which, if disclosed, would be likely to cause significant harm to the Company. You therefore agree that the provisions of clause 9.2 are necessary and reasonable to protect the legitimate interests of the Company.
- 9.2 You shall not, during the continuance of your employment with the Company, or at any time thereafter, disclose to any individual, firm, company, or body corporate, or authority or any one any information or knowledge with regard to the business, dealings, activities, trade secrets, transactions or affairs ("**Proprietary and Confidential Information**") of the Company or its associated or subsidiary companies, except as, may be required in connection with your employment hereunder or as may be consented to by the Company in writing. The term "Proprietary and Confidential Information" shall without limitation include any know how, formulae, any technical, financial, statistical, marketing, designs, layouts, graphics, product information, competitors data, pricelist, vendor data, vendors list, dealers data, business plans or any other data or information of the Company whether expressly designated as confidential or not. This obligation shall survive termination of your services by any means whatsoever.

## 10) INTELLECTUAL PROPERTY

### 10.1 Patents

- (i) During the course of your employment, the Company may have made available or shared with you, intellectual property of the Company or its licensor, including materials with Company's trade name, trademarks, service marks, copyrights, brand, label, shape of goods, packaging, get-up, colour-scheme and any combination thereof, formulations, equipment, machinery, technical drawings, techniques, works of authorship, analysis, designs, developments, devices, methods, methods of doing business etc, which you acknowledge and agree that these shall remain the exclusive property of the Company.
- (ii) In the event you invent, acquire or patent a product whether then manufactured by the Company or not, or is associated with a product or process invented or acquired by the Company during the course of your employment with the Company, all the rights to exploit such invention during the term of the patent and its renewals without payment or royalty shall vest with and be vested solely in the Company as if such invention is and/or was a property of the Company. You shall, whenever requested so to do by the Company





whether during or after the termination of employment hereunder, execute all required applications, assignments documents, and agreements and shall do all things which the Company may deem necessary for this purpose. The patent for such invention shall be taken in the name of the Company or its nominee/s. The Company shall have all rights without any interruption to exploit the patent and to grant licenses to any person, firm or company on such terms and for such period as the Company as the employer may consider necessary.

- (iii) You shall give full information as to the exact mode of working and usage of all the inventions, and also all such explanation and instructions to the employees identified by the Company. You hereby irrevocably appoint the Company to be your attorney in your name and on your behalf to execute documents, to use your name and to do all things which may be necessary or desirable for the Company to obtain for itself or its nominees the full benefit of the provisions of clause 10.1.(ii) and a certificate in writing, signed by any director or the secretary of the Company, that any instrument or act which falls within the authority hereby conferred shall be conclusive evidence that such is the case so far as any third party is concerned.

## 10.2 Copyright & Designs

- (i) You will promptly disclose to the Company and no-one else all copyright works or designs originated, conceived, written or made by you alone or with others during your employment under this contract except only those works originated, conceived, written or made by you wholly outside your normal working hours and which are wholly unconnected with your employment and will hold them on trust for the Company until such rights are fully and absolutely vested in the Company.
- (ii) You hereby assign to the Company, by way of future assignment, all copyright, design right and other proprietary rights (if any) in perpetuity or for the full terms thereof throughout the world in respect of all copyright works and designs originated, conceived, written or made by you during your employment under this contract except only those works or designs originated, conceived, written or made by you wholly outside your normal working hours and which are wholly unconnected with your employment.
- (iii) You hereby irrevocably and unconditionally waive in favour of the Company any and all moral rights conferred on you under any law for any work in which copyright or design is vested in the Company whether by clause 10.2.(ii) or otherwise.
- (iv) You will, at the request and expense of the Company, do all things necessary or desirable to substantiate the rights of the Company under clauses 10.2.(ii) and 10.2.(iii).



- 10.3 All works executed by you in the course of discharging your duties and the intellectual properties subsisting therein, shall remain the sole property of the Company and the same shall constitute “works made for hire”.
- 10.4 You shall not without the previous consent of the Company in writing, at any time during the continuance of your employment or thereafter, publish or cause to be published any book, booklet, leaflet, brochure, or pamphlet or contribute any article or review to any newspaper, magazine or other publication, whether for remuneration or otherwise where such publication concerns your area of work activity with the Company.

## 11) DATA PROTECTION

- 11.1 You consent to the Company and any and/or its associated or subsidiary companies:
- (i) collecting and processing your personal data as defined in the data protection laws for any purpose relating to your employment with the Company and for compliance with applicable laws, regulations and procedures;
  - (ii) transferring, storing and processing of personal data in and outside of India for the above purposes;
  - (iii) disclosing any personal data to (a) third party service providers, contractors, agents and consultants who provide administrative or other services to the Company for any of the abovementioned purposes and you shall be obliged to observe similar confidentiality duties as required by the Company; and (b) law enforcement agencies pursuant to any applicable legal requirement.
- 11.2 Your personal data will be kept confidential.
- 11.3 You may request access to and correction of your personal data by contacting your [manager or HR representative].

## 12) GOVERNING LAW

This letter of appointment shall be governed by the laws of India.

## 13) JURISDICTION

This letter of appointment is subject to the exclusive jurisdiction of the Courts in Mumbai.



**Asian Paints Limited**  
Asian Paints House  
6A, Shantinagar,  
Santacruz (East)  
Mumbai 400 055  
T : (022) 62181000  
F : (022) 62181111  
[www.asianpaints.com](http://www.asianpaints.com)

If the above terms and conditions are acceptable to you, then please sign below at the place provided and share a copy of this letter with the HR team. The same shall then constitute a valid and binding contract of employment.

We take this opportunity to welcome you to our organization and trust your association with us will be mutually beneficial.

Yours truly,  
For **Asian Paints Limited**

**Sachin Singh**  
**General Manager - Human Resources**

Name : **Aakash**

Date : \_\_\_\_\_

Signature : \_\_\_\_\_

Classification: Confidential

Classification: Confidential



Private & Confidential

Kevin Santhiyagu

India

11 April 2023

Dear Kevin Santhiyagu,

Welcome to Reckitt and congratulations on your new role. I hope you are excited to join us in our fight for a cleaner, healthier world.

I am pleased to share with you the offer details for your **Associate Territory Sales Incharge- Chennai** role.

This offer is subject to execution of appointment letter between the parties. Subject to terms and conditions of appointment letter to be executed between the parties, you will be initially on probation for a period of 6 months which shall commence from the day you join your services with the Company. The same may however be extended for a period of 3 months, if so deemed necessary by the management of the Company. On completion of probation period, either initial or extended, as the case may be, and upon finding your services satisfactory, the Company may in its sole discretion confirm your employment with the management, by issuing a letter to the said effect. You will be deemed to be on probation till you receive the letter of confirmation from the Company.

You will be reporting to Area Sales Manager - Chennai who is looking forward to you joining the team.

We have outlined everything that we believe is important for you to know, but please let Yashika Chopra (Yashika.Chopra@reckitt.com) know if you have any questions about the terms and conditions listed below:

**Place of Employment:** IN South Region

**YOUR COMPENSATION:**

**Base Salary:** INR 245,000.00

**House Rent Allowance:** INR 120,000.00

**Consolidated Allowance:** INR 117,350.00

**Special Allowance:** INR 0.00

**Fixed Compensation:** INR 482,350.00

The above components will be provided to you as fixed monthly allowance.

**OTHER OFFER COMPONENTS:**

**Performance Bonus:**      **INR 176,000.00**

The targets will be based on the company / business unit performance and will be paid out in the month of March. A detailed letter will be provided to you on joining

**Provident Fund:**      **INR 29,400.00**

**Gratuity:**      **INR 12,250.00**

**Retirement Benefit:**      **INR 41,650.00**

**Total Target Compensation (TTC):**      **INR 700,000.00**

**Standard Weekly Hours:**      **Your standard weekly hours will be 48.**

\*\* Your salary will be reviewed annually in January commencing the year following your hire. You have no contractual entitlement to an upwards review. Depending on your start date in role, a prorated salary increase, or no increase may apply in the January following your start year.

#### **YOUR BENEFITS:**

**Coverage - for Outpatient & Hospitalization:**

You will be covered along with your spouse and two dependent children. An option is provided once a year, to cover parents under the insurance scheme - the premium for parents, will be paid by you.

**Outpatient Expenses:**

Covered on actuals.  
There are limits defined for certain expenses. A detailed policy will be shared with you on joining

**Hospitalization:**

Each family member will be covered under insurance up to a limit of INR 5,00,000.  
Any expense above this will be paid by Reckitt (at the discretion of HRD) and will be taxable.

**Life Insurance:**

You will be covered up to two times your Total Compensation at Target.

**Relocation Allowance**

One-time allowance provided with your first payroll, meant to cover any sundry expenses incurred during the move:

**INR 14000**

#### **About this offer**

At this stage, the offer is conditional until we receive:

- Signed acceptance of our offer – **within the next two days.**
- Evidence of your legal status/visa/work permit enabling you to live and work in India.
- Satisfactory references and background check (where required)

Once you have accepted and signed the offer, we will prepare your Employment Agreement.

We want you to have the Freedom to Succeed from day one, so I hope the information has been helpful and please get in touch with Yashika Chopra with questions.

Yours sincerely,

Signed by Reckitt



11 April 2023

**Nalini Malik**

**Talent Acquisition Manager, South Asia**

I accept the offer and I understand that it is subject to the conditions detailed in this offer letter.

Signed by

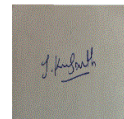
Kevin Santhiyagu

Date:

Welcome to Reckitt



**DocuSigned by:**



428695819621470



**CITY UNION BANK****STRICTLY PRIVATE AND CONFIDENTIAL**

HRMD/OFF-LTR/122230294/2022-23

31.03.2023

**SELECTION CUM OFFER LETTER**

To,  
Ms. Nikhalya Sri P,  
No 39/48, Sarathi Illam,  
Cauvery Nagar, Melachinthamani,  
Trichy-620002.  
Mob No: 8110902749

**Dear Nikhalya Sri P,**

Congratulations!

With reference to your application for employment with us and the subsequent Bank's selection process, we are pleased to offer you a position in **Relationship Manager II (Sales and Operations)** cadre of our bank. You will be posted as **Probationary Relationship Manager II** for a period of **Eighteen months**, subject to the terms and conditions set out in this letter and the **annexure** thereto apart from usual Bank's Service Rules and conditions now prevailing and in vogue from time to time.

During the probationary period of eighteen months, your Gross annual total Cost-To-Company (CTC) at maximum variable payout will be **Rs. 4,60,200/-** per year. A detailed overview of the compensation structure along with the terms and conditions of the offer is attached as annexure to this offer letter. During the probationary period, necessary training will be imparted to you at our Branches / Departments of our Bank.

Your employment will be governed by the rules, regulations and policies of the bank. The terms of this offer letter shall remain confidential and shall not be disclosed to any third party.

You shall be issued the posting order specifying the place of initial posting, based on accepting the offer letter.

We take this opportunity to **welcome** you to City Union Bank. We wish you a long, rewarding and fulfilling career.

With Best Wishes,

**R. Subbaraman**  
Deputy General Manager  
HRMD

Encl.: Annexure to the selection cum offer letter (as applicable to you).

**Administrative Office: City Union Bank, HRMD Department, No.24-B Gandhi Nagar,  
Kumbakonam - 612 001, Tamil Nadu, India.**

**Tel: +91 (0435) 2402322, +91 93817 37719**

**Website: www.cityunionbank.com; Email: placement@cityunionbank.in**







**TERMS and CONDITIONS (other than those prevalent in Service Agreement)**

At the time of Joining duty, you are advised to furnish the following documents:-

- 1). A Booklet consisting of six structured forms, which will be provided to you, will have to be filled up, completed, signed and handed over to the Branch Manager / Department Head, together with two recent passport size photographs affixed thereon.
- 2). Copies of KYC documents like Aadhar Card, PAN Card, Driving Licence, with originals for verification. Two copies each of your latest colour photographs, in passport size and stamp size.
- 3). Testimonials (of a recent date) from two respectable persons known to you, (but not related to you) will have to be furnished. The bank will seek references to them, your current / previous employer/s at any stage of your appointment.
- 4). A self declaration of Medical Fitness, supported by a satisfactory Medical Certificate from a Registered Medical Practitioner or if stipulated from the panel of doctors appointed by the Bank as per medical examination requirements in annexure. Major and permanent ailments should also be reported. Suppression of any information or if it is found at a later stage that you suffer from any ailment which will affect the normal functioning of your work at the office will entail you immediate termination of service at any point of time.
- 5). Copies of your resignation acceptance and proper relieving order, last drawn Salary Certificate from your previous employer and Service employment declaration to that effect should be submitted.
- 6). If you have availed any loan/credit facility from Bank/s or financial institution/s, the details of them should be furnished. A certificate of latest date from the Branch Head of the Bank's Branch, from where the loan was availed is to be submitted. If the loan/s is/are not in STANDARD category, you cannot join our Bank. If no loan has been availed, a certificate to that effect should be submitted.
- 7). While reporting for duty at branch / department, you should handover a copy of your PAN Card, Driving License and a copy of your Aadhar card. Also, you should hand over a proper Relieving Order obtained from the previous Employer. If you have not employed previously, a declaration to that effect should be submitted.
- 8). At that time of reporting for duty, you will have to submit all the original certificates (10<sup>th</sup>, 12<sup>th</sup>, UG & PG degree certificates) in proof of your educational qualification and age to the HR Department for verification and custody. In case, you are not in a position to submit your original certificates as mentioned above, you will be required to place a fixed deposit in your name for Rs.25,000/- as security deposit. Your original certificates shall be returned to you on confirmation. You may also collect your certificates back at any time, before your confirmation, by placing a deposit for Rs.25,000/- in your name and discharging the same to the Bank.

In case you are not in a position to submit your original certificates nor able to place a deposit for Rs.25,000/-, you can remit monthly instalment of Rs.2,000/- for 11 months and Rs.3,000/- in 12<sup>th</sup> month so as to place a total security deposit of Rs.25,000/- and discharge the same to the bank after 12 months.

**Please note that the deposit amount will be returned to you on your confirmation in the regular service of the bank.**



*N. K. Shrivastava*





9). The information and documents provided by you are subject to verification. Upon your acceptance of this appointment order, the Company will have the right to conduct such verification, including through external agencies. This would include but not be limited to, your employment history, educational / professional credentials, CIBIL & other background checks. You hereby agree, consent and authorize the Company to access, use and share such information provided by you, with internal and external agencies, for the purpose of carrying out verification at any and all points of time, whether during or after your employment with the Company. The Company has the policy of sharing all relevant employment information of employees with applicable external agencies.

### **Probationary Period**

You will be on probation for a period of **18 months**, from the date of your joining the service of the Bank. You will be designated as **Probationary Relationship Manager II**. Your salary structure will be as detailed in Annexure-II of this letter. Please note that all confirmations in the bank are given effect only on the 1st day of the month succeeding the month during which the probation period is completed.

During the probationary period, your performance will be reviewed periodically. Your confirmation in the service of the Bank will be based on your performance during the probationary period, assessment reports of the Branch / Department Head, your performance in the pre-confirmation process (test / interview) etc. However, the management based on its assessment will have discretion to extend your Probation for a further period.

If your performance is considered satisfactory, the bank may also reduce the period of Probation at its discretion.

### **Termination of Services**

The Management reserves its right to terminate your services at any time during the period of probation or during the extended period of probation, without assigning any reason there for.

If during the period of probation or during the extended period of probation, you are found to be involved in any act of fraud, unethical transactions, misbehaviour, misconduct and any other act which results in financial loss or loss of image/reputation of the Bank, the Bank may summarily terminate your service without any notice / assigning any reason (there for) and the Bank Management's decision will be final. If your acts warrant any legal action, the bank will exercise its right. If deemed necessary, in such an event, the Bank may also issue a print media publication, about such termination with your photograph.

If any of your declaration, information or certificates is found to be false or untrue or if you have suppressed any vital information and or if it comes to the notice of the Bank that you had been, prior to joining the Bank's services, convicted of any act involving moral turpitude and / or criminal in nature, your service will be liable to be terminated forthwith, without any notice or compensation in lieu thereof, at any time during or even after completion of the probation period. However, this does not preclude the Bank from initiating such disciplinary measures, as the Bank shall deem fit and any penalty may be imposed upon you, in terms of rules of the Bank in force from time to time.

Your service may be terminated by the Bank if you are found to be indulging in the acts of Commission / Omission which may be prejudicial to the interests of the Bank or any act of dishonesty, disobedience, insubordination or any other misconduct or neglect of duty or incompetence in the discharge of your duty.



*Ali Walyant*





## **Leave During Probation and after Confirmation**

During probation you will be entitled to Casual Leave of 12 days and Sick leave of 12 days.

You will not be allowed to avail any leave beyond your entitlement during the probationary period. If under any extra-ordinary circumstances your absence is permitted under loss of pay, the probationary period will be suitably extended to compensate the period of your absence. The right of allowing leave on loss of pay and extension of probationary period will rest with the Management only.

## **Mobility**

In view of the nature of the Bank's business, it may become necessary to require you to work in different branches, departments, offices or locations of City Union Bank. Acceptance of our offer of employment is acceptance of this obligation of flexibility on your part.

## **Increments & Promotions**

Your career growth and annual increments with the bank will depend solely on your performance and contribution to the bank and will not be automatic.

While promotion eligibility is determined on the promotion policy of the bank which will be reviewed from time to time, based on the bank's requirements and outlook. Promotions will also be considered out of turn, to those employees who perform exceptionally well and contribute to the growth of the Bank.

## **Group Health Insurance Scheme**

You will be covered under the Group Health Insurance Scheme as applicable to other employees of the Bank. The insurance cover will be as per the terms and conditions specified in the policy of the Insurance policy provider and may be revised from time to time.

## **Transfers**

Your services are liable to be transferred to any of our Branches / Departments, situated anywhere in India, now in existence and to be opened in future.

Notwithstanding the role assigned to you in terms of this letter, the Bank reserves its right to assign you any other role / function / responsibility, commensurate with your grade, as may be deemed appropriate, depending on administrative exigencies and requirements.

In case of exigencies, your services can be requisitioned by the Bank at any time outside the business / working hours.

## **Notice Period:**

If you choose to discontinue your service with the Bank for any reason, you will be required to give the Bank one month notice or one month Gross salary thereof subject to the bank's discretion. In addition, you will also be required to remit the actual charges incurred by the Bank in connection with the cost of recruitment, training, batta paid, if any and other expenses incidental to training and recruitment. In the event of you having any ongoing or incomplete assignment, the Bank reserves the right to relieve you only at the end of the one-month notice period.

NB: The resignations entail re-imbursements of all amounts received by you by way of Ex-gratia payments by the Bank. Also, if any Interest free Loan is availed or any other loan is availed at concessional rate of interest, it should also be repaid with Interest (as applicable to general public) from the date of availment of loan, before getting relieved from the bank.



*Nikhil*



**Termination without Notice**

During the probation period, if your performance and conduct are not found to be satisfactory or if it does not meet the prescribed criteria, the Bank reserves the right to terminate your appointment or revert you to a junior level at any time during the probation period or extended period of probation without assigning any reason whatsoever.

The bank may terminate your services immediately on disciplinary grounds or if any breach of the terms and conditions mentioned in this letter on your part or as per policy of the bank, if any incorrect information is furnished by you or suppression of any personal/material information about you will be liable for termination at any time during your service.

**Other Terms & Conditions:**

- You will agree not to undertake employment, whether full-time or part-time, as the Director / Partner / Member / Employee of any other organization or entity engaged in any form of business activity without the consent of the bank. The consent may be given subject to any terms and conditions that the bank may think fit and may be withdrawn at any time at the discretion of the bank. The employment/ profession/ business existing or proposed, of your spouse, kith/kin of your family shall also be disclosed to the Bank.
- You will devote your whole time and attention to your Office work to promote the interest of the Bank and will not divulge to any person or utilize any of the Bank's secrets or other related information (which you may possess by reason of your association with the Bank) outside the Bank.
- While you are in the services of the Bank, you will adhere to the IT Security Practice & Procedures as prescribed by the Bank and maintain the secrecy of accounts and other information you come across during the course of your employment.
- You will be governed by the rules, regulations and policies of the bank as applicable to you. All the benefits are as per the bank's policies, which are subject to revision from time to time.
- You will keep us informed of any change in your residential address, change in telephone numbers and the place of contact in case you are on leave.
- Bank will always stand by the policy of honesty and integrity in all its dealings and expects its employees to follow the same.
- All such obligations in respect of Confidentiality shall survive even after your service has ended with the Bank.
- You shall not use the Bank's resources for other commercial activities or for personal gain.
- In case any information you have provided to the Bank found to be untrue or any vital information you have suppressed to the Bank, the management can terminate your services any at any stage of your employment.







**This offer is made to you subject to the following pre-conditions:**

- Our offer to you is conditional upon your having fully completed your graduation / post-graduation. You should have also completed all the studies, course requirements and examinations required for the award of the educational qualifications recorded by you in your application for employment with City Union Bank.
- After the Bank receiving satisfactory character references from suitable referees to be suggested by yourself, preferably one referee being a person who has supervised you in a professional capacity at some stage in your career. Additionally, the Bank reserves the right to seek references from your current / previous employer (s), at any stage, subsequent to your acceptance of this offer letter.
- After the Bank receiving a satisfactory report following a routine medical examination (mentioned in annexure) by separate Registered Medical Practitioners.

The terms and conditions set out in this selection cum offer letter and in the service agreement, inter alia, constitute service conditions applicable to your employment in the Bank. **Any dispute arising thereof is subject to Kumbakonam jurisdiction only and courts at Kumbakonam will have exclusive jurisdiction.**

**Please return to us on or before 07.04.2023, the duplicate copy of this letter duly signed by you on all pages as a token of having accepted the selection cum offer letter.**

Welcome to the CUB family.

With Regards

**R. Subbaraman  
Deputy General Manager  
HRMD**

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I have read, understood and agree to the terms and conditions as set forth in this selection cum offer letter and the annexures.

**Signature**

Name: Nikhalya Sri P

Date: 02/04/2023

Place: Trichy





**CITY UNION BANK**

**Annexure-II to your Offer of Employment [HRMD/OFF-LTR/122230294/2022-23] as  
Relationship Manager II**

**Compensation during Probation period**

COMPENSATION DETAILS		
Name	Ms. Nikhalya Sri P	
Designation	Probationary Relationship Manager II	
CTC COMPONENTS (All figures in Rs.)		
Component	Per Month	Per Year
Basic Pay	14,000/-	1,68,000/-
Fixed DA <sup>1</sup>	1,700/-	20,400/-
HRA	5,500/-	66,000/-
Basket of Allowances <sup>2</sup>	6,602/-	79,224/-
Gross Pay	27,802/-	3,33,624/-
PF – Management Contribution	1,570/-	18,840/-
Pension - Management Contribution <sup>3</sup>	628/-	7,536/-
Fixed CTC	30,000/-	3,60,000/-
PLP (Max of 20% on Basic Pay) <sup>4</sup>	2,800/-	33,600/-
Bonus/Ex-gratia (Maximum) <sup>5</sup>	5,550/-	66,600/-
Variable CTC	8,350/-	1,00,200/-
Total CTC	38,350/-	4,60,200/-

**Note:**

- Dearness Allowance:**-Fixed Dearness allowance, subject to revision at the sole discretion of the Management.
- Basket of Allowances:**-All-inclusive of Sales & Operations allowance, Medical Reimbursement & any other allowances.
- Pension:**- The bank provides 'Pension' contribution as a third retirement benefit in addition to PF and Gratuity.
- PLP:**- will be vary between 0 to 20% of the basic pay of the employee. The Bank also reserves its right to switch over to Performance Linked Pay (PLP) for its employees at any future date and it is purely based on the performance of the employee.
- Ex-gratia:**-will be considered purely at the discretion of the Management based on the financial performance of the Bank and also subject to terms and conditions stipulated from time to time.

**Your salary is confidential and should be discussed only with Human Resource Management Development Department.**



*Nikhalya P*



May 04, 2023

Romero Julias  
Plot no.12, Lourdhu nagar 10th  
street, K.Pudur, Madurai -  
625007, Tamil Nadu, India

Subject: Offer Letter

Dear Romero,

With reference to your application and the subsequent interview, we are pleased to offer you a promising career with us. Your appointment with HDFC Life Insurance Company Limited ("Company") will be subject to your agreement / acceptance of the terms and conditions as defined therein, else the letter shall automatically stand invalidated without any further obligation on the part of the Company. The details of the terms and conditions are as mentioned below:

**Designation:** Executive Trainee

**Department:** Bancassurance

**Organizational Band / Grade:** 2

**Location:** Madurai - Kalavasal

**Validity of Offer:** 15 days from date of issuance of this letter

#### Job Detail

Although your normal work will consist of the duties and business targets as assigned to you from time to time, which shall be achieved by you to the satisfaction of the Company; you may at any time be called upon to discharge any other duties which in the opinion of the Company are within capacity to discharge and you will forthwith undertake to discharge those duties with diligence and care.

#### Compensation & other Benefits

1. Your annual emoluments will be INR **4,75,000/-** per annum on cost to company basis; the details of which are shown in Annexure 1. The Company will deduct taxes and other statutory dues as may be applicable from time to time from the remuneration payable to you.
2. Your Variable Pay for performance (VPP) is subject to your individual performance as well as Company's performance (as declared by the Company from time to time).
3. Based on your grade entitlement and as per the rules and policies determined by the Company from time to time, you will participate in:
  - a. The Provident Fund Scheme and other retirement schemes, if any. The statutory Provident Fund (PF) contribution by the Company and your contributions (or deductions from your payroll) would follow the prevailing PF rules at the time.

HDFC Life Insurance Company Limited

Corporate & Registered Office:

13<sup>th</sup> Floor, Lodha Excelus, Apollo Mills Compound,

N. M. Joshi Marg, Mahalaxmi, Mumbai - 400 011.

CIN: L65110MH2000PLC128245

+91 22 6751 6666

1860-267-9999 | 022-68446530

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DO NOT prefix any country code e.g. +91 or 00.

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- b. Medical Hospitalisation Scheme, as applicable
  - c. Group Term Insurance plan, as applicable
  - d. Gratuity: You will be entitled to gratuity as per 'Payment of Gratuity Act, 1972'. Please note that gratuity is payable only upon completion of applicable period prescribed under the 'Payment of Gratuity Act, 1972'.
  - e. Your monthly pay would include the Bonus component, if applicable, in accordance with the Payment of Bonus Act, 1965. This applies to your emoluments as listed in Annexure 1. These will be in addition to any applicable sales incentives or variable pay for performance.
- 4. The Company in line with its business requirement or based on your performance, as applicable to you from time to time, reserves the right in its sole discretion to effect change in the compensation structure or its components.
  - 5. All matters pertaining to compensation on your joining or thereafter is to be maintained under strict confidentiality and not shared with any third party.

### Probation Period

- 6. You will be on probation for a period of 1 year from the date of your joining the Company, which may be extended in case it is found necessary by the Company. You will continue to be on probation unless specifically confirmed in writing.

Your confirmation in the Company would be based on your performance, which would be evaluated at the end of 1 year from the date of your joining or at the end of the extension period, if any. While on probation, your services can be terminated at any time by either party, with written notice of 15 days without assigning any reason whatsoever. However, to mitigate organizational risks, if any, the Company's decision will be final and binding in this regard.

### Transfer

- 7. Although you are initially appointed at our Madurai - Kalavasal office, the Company may at its discretion transfer your services either temporarily or permanently to any other location or department of the Company or to any of its affiliates, subsidiaries, or any of their branches and you shall comply with all directions and instructions in that behalf. While on your transfer, you will be governed by the rules, regulations and conditions of service as applicable.

### Leave

- 8. You will be eligible for leave as per the rules of the Company applicable from time to time.

### Retirement

- 9. You will automatically retire on attaining the age of 58 years and no further notice whatsoever to you will be necessary in this regard. The last day of the month when you attain the age of 58 years would be considered as your relieving date.

### Conflict of interest

HDFC Life Insurance Company Limited

Corporate & Registered Office:

13<sup>th</sup> Floor, Lodha Excelus, Apollo Mills Compound,

N. M. Joshi Marg, Mahalaxmi, Mumbai - 400 011.

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10. Whilst in the employment of the Company, you shall engage yourself exclusively in the work assigned to you by the Company and shall not take up any independent or individual assignments whether on part time or full time basis or in an advisory capacity either directly or indirectly.
11. On your joining and during the course of your employment with the Company, you will relinquish all your previous interest, if any, either as a licensed agent or distribution agency of any other form with any other company, institution, firm, individual either in the same line of business or otherwise.
12. You will always maintain utmost confidentiality and shall not either during your engagement with the Company or thereafter, divulge to any person whatsoever any records, documents, formulae, processes, methods ideas or any other information or communication whether written, visual or oral and whether or not marked as confidential, concerning the business and affairs of the Company or any of its dealings, transactions which come to your knowledge during the course of your employment, or use any of the same for your own benefit.
13. Whilst in employment of the Company, you shall at all times whether or not you have any financial interest or otherwise either directly or indirectly, keep the Company disclosed fully of any conflicting business interest of your immediate relatives, if any, associated with the Company either as employee, distribution agent or otherwise.
14. Any invention, improvement, or idea conceived by you in connection with your employment with the Company, shall become the Company's exclusive property. For the purpose of this section / point, the Company shall in addition to (HDFC Life Insurance Company Limited) mean and include any other firm, person or company subsidiary to or affiliated with the Company.
15. Unless specifically authorized by the proper authority within the Company, you will not engage or represent the Company, whether in person or by way of any written document and, in any manner.
16. During the course of your employment you will be required to abide by governing laws, applicable rules and regulations and maintain highest standard of personal conduct and integrity and comply with all policies and procedures of the Company. Any breach, deviation, disobedience of code of conduct / procedures / policies / laws / regulations including but not restricted to any acts of insubordination, negligence, corruption, fraud, forgery, misappropriation and unacceptable behaviour, which bring disrepute to the Company either within or outside the Company premises would warrant stern disciplinary action, including dismissal from services of the Company without notice or wages in lieu of notice.

#### Notice Period on confirmation

17. This engagement may be terminated by either party without providing any reason whatsoever by giving to the other, at any time, notice of 30 days in writing. In case of an ongoing internal investigation(s) / proceedings(s) against you, the Company has the right to extend your last working date, till the completion of said investigation(s) / proceeding(s).

HDFC Life Insurance Company Limited

Corporate & Registered Office:

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18. The decision of the Company will be final regarding the relieving date. In case, based on your request, the Company decides / agrees to reduce the notice period, then you will be bound to pay for the number of days which have not been served under the said notice period, as calculated by the Company on your last drawn basic pay. If the Company decides to relieve you prior to completion of notice period, the Company will pay (except where mutually agreed or for relieving you due to breach by you of the terms and conditions of your employment) for the number of days which have not been served under the said notice period amount, as calculated by the Company on your last drawn basic pay. If you fail to report to duty till your last working date (as decided by the Company, except for prior approved leaves), your separation will be as per the abandonment clause(s), as mentioned further on in the section Other Terms and Conditions of this letter.
19. Notwithstanding anything contained herein, your employment with the Company shall stand terminated forthwith without any notice or payment in lieu of notice on account of:
- a. breach of governing laws, applicable rules and regulations;
  - b. breach of applicable Company policies, procedure or code of conduct whether express or implied;
  - c. performance below defined targets as applicable from time to time;
  - d. any act/s which is/are regarded as breach to the interest of the Company.

#### Other Terms and Conditions

20. Whilst in the employment of the Company, you are required to effectively carry out all duties and responsibilities assigned to you. Disrespect for other employees, insubordination or flouting Company policies will not be tolerated.
21. You will be bound by all the existing rules and regulations as framed by the Company, and those as enforced by the regulator in the insurance industry from time to time.
22. You are required to provide all the necessary documents / evidence required on the information furnished by you while seeking employment and as required under the rules and regulations of the Company.

**HDFC Life Insurance Company Limited**

**Corporate & Registered Office:**

13<sup>th</sup> Floor, Lodha Excelus, Apollo Mills Compound,

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23. We understand that we have your consent and authorization to take any pre or post-employment examinations and or Verification / checks as may be required by the Company (including its subsidiaries) or its representatives. You also authorize that HDFC Life Insurance Company Limited may use an outside external (third party) agency to verify and validate the information you have provided including but not limited to your employment history, your personal background, professional standing, work history and various qualifications, educational or otherwise. You understand that an external background check agency may obtain information it deems appropriate from various sources including, but not limited to, the following: current and past employers, criminal conviction records, school records, college records and professional and personal references. You authorize, without reservation, any individual, corporation or other private or public entity to furnish to the Company and the external background check agency all information about you. You unconditionally release and hold harmless any individuals, corporation, or private or public entity from any and all causes of action that might arise from furnishing to the Company and the external agency information that they may request pursuant to this release. We believe that you have not made any false declaration or willfully suppressed any material information, including any previous employment history with the Company. Accordingly, the offer of appointment is made relying upon information furnished and representation made by you. However, the offer of appointment is subject to reference and background check to be conducted by the Company at its discretion at any point of time during the course of your employment. If for any reason it is found that the reference or background check is negative or detrimental to the interest of the Company as determined by the Company, in its sole discretion, the Company is entitled to terminate your services at any time, during or even after completion of the probation period with immediate effect without notice or any salary in lieu of notice. This authorization and release, in original, digital, faxed or photocopied form, shall be valid for this and any future reports and updates that may be requested.
24. If for any reason, you remain absent / abstain from duty for a continuous period of seven (7) days without pre-approved leave or without intimating and obtaining the prior approval of your manager / immediate superior, or if you remain absent / abstain from duty for a period of seven (7) days beyond the period of leave originally granted without intimation or without obtaining the approval of your manager / immediate superior, it would be treated as abandonment of service and you will be deemed to have voluntarily abandoned your service without notice. The Company / employer would not be responsible for any further intimation towards such separation / abandonment of service nor any compensation or any full and final settlement payouts towards the same.
25. In case your employment with the Company is discontinued for any reason, within 30 days from the date of joining, you will not be eligible for payment of dues or any other benefit from the Company, on account of the expenses incurred by HDFC Life towards on-boarding activities.
26. It will be your sole responsibility to inform the Company in writing of any change in your address, failing which any communication sent to you in the address last stated by you shall be deemed to be validly served on you.
27. On your joining, you will be required to undergo a Regional Induction program as per policy at the Specified Regional location as communicated by the Regional Human Resources Manager, designated to your location. In case you are required to travel and stay at another location other than your base location for your induction, you will be eligible for training allowance as per Company Policy or basis exception approval.
28. Whilst in the employment of the Company and for a period of three (3) months thereafter your salary bank account as reflected on the Company's records, may be subject to audit at any point of time. By signing this letter, you hereby authorize and provide to the Company an irrevocable right to access your salary bank account for audit purposes during the period specified herein.
29. You will have to raise resignation only through Employee Self Service (ESS). Resignation through any mode other than ESS will not be considered.

HDFC Life Insurance Company Limited

Corporate & Registered Office:

13<sup>th</sup> Floor, Lodha Excelus, Apollo Mills Compound,

N. M. Joshi Marg, Mahalaxmi, Mumbai - 400 011.

CIN: L65110MH2000PLC128245

+91 22 6751 6666

1860-267-9999 | 022-68446530

Available Mon-Sat from 10am to 7 pm (Local Charges apply)  
DO NOT prefix any country code e.g. +91 or 00.

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30. You will need to open a bank account with our banking partner for salary and reimbursement purposes; in case you have an existing account with the partner, you may choose to convert it to salary account or open a separate account for the same. Failure to do so will result in salary and reimbursements being kept on-hold, for such period of time, till the bank account is opened with the banking partner.

Management reserves the right to effect change in any of the above clauses and the same will be communicated to you through Employee Self Service (ESS) or other communication channel/s as prevalent at the time. If you are agreeable to the above-mentioned terms and conditions, please acknowledge your acceptance on the Candidate portal or via email to your respective HR partner.

We look forward to a mutually rewarding relationship.

Regards,

For & on behalf of  
**HDFC Life Insurance Company Limited**



**Sushil Chander**  
**VP - Human Resources**

I agree to and accept all the above terms and conditions.

**HDFC Life Insurance Company Limited**

**Corporate & Registered Office:**

13<sup>th</sup> Floor, Lodha Excelus, Apollo Mills Compound,

N. M. Joshi Marg, Mahalaxmi, Mumbai - 400 011.

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## Annexure 1

Date: May 04, 2023  
 Name: Romero Julias  
 Designation: Executive Trainee  
 Location: Madurai - Kalavasal  
 Band: 2

CTC STRUCTURE	
Components	Per Annum
<b>(I) Fixed Pay</b>	
Basic	142,500
House Rent Allowance	85,500
Other Allowance	132,275
Bonus	26,513
<b>(II) Reimbursements</b>	
LTA	11,875
Fuel	21,600
Mobile Handset	15,000
<b>Total Fixed Pay and Reimbursements</b>	<b>435,262</b>
<b>(III) Retirals</b>	
Provident Fund	21,600
Gratuity	6,888
<b>(IV) Valued Benefits</b>	
Group Insurance Benefit	11,250
<b>Fixed Cost to Company (FCTC)</b>	<b>475,000</b>

You will be eligible to be enrolled into sales incentive schemes as and when announced by the Company.

**Note:** The Bonus / Advance Bonus component shown above would be paid as part of monthly salary. All payments made towards Bonus / Sales incentives / VPP paid will be in accordance with the Payment of Bonus Act.

### Other Benefits (as per prevalent Company Policy):

#### Insurance benefits:

**Mediclaime:** INR 200,000/- for self and dependents.

**Group Term Insurance:** Term cover of INR 1,200,000/-.

HDFC Life Insurance Company Limited

Corporate & Registered Office:

13<sup>th</sup> Floor, Lodha Excelus, Apollo Mills Compound,

N. M. Joshi Marg, Mahalaxmi, Mumbai - 400 011.

CIN: L65110MH2000PLC123245

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## Annexure 2 - Checklist of the Documents

You are requested to share following documents before your joining date, so that we can have everything in order for your joining.

### A. Photo ID, Address and Age Proof:

- i. PAN Card
- ii. Aadhaar card

### B. Work Experience:

- i. Experience letter / Relieving letter / Resignation acceptance letter with company stamp / Resignation acceptance email / Screen capture of HRIS resignation from last place of work

### C. Education Proof:

- i. Graduation - mark sheets for each year of the program & degree certificate
- ii. PG / MBA - mark sheets for each year of the program & degree certificate

### D. Other Documents:

- i. Scanned copy of a color passport size photograph (required for generation of Company ID card)

### E. Blood Group

Your offer has been made based on the information furnished by you. However, if there is a discrepancy in the copies of the documents / certificates given by you as a proof in support of the above, the Company reserves its right to revoke the offer any time before your joining, and also its right to terminate your employment anytime after joining.

HDFC Life Insurance Company Limited

Corporate & Registered Office:

13<sup>th</sup> Floor, Lodha Excelus, Apollo Mills Compound,

N. M. Joshi Marg, Mahalaxmi, Mumbai - 400 011.

CIN: L65110MH2000PLC128245

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April 26, 2023

**Offer of Appointment**

**Harini,**

Dear Harini,

We are pleased to make you an offer of appointment as a **Sales Officer Trainee** in grade S1 with Kellogg India Pvt. Ltd.

Please take note of the following aspects of your traineeship with us –

- Your date of joining will be 22 May 2023 in Regional Sales Office, Mumbai. The posting for your training will be decided upon your joining.
- Post-joining, you will undergo training for a period of four months.
- Your permanent work location will be decided post-successful completion of the training.

You will be entitled to a total fixed pay of Rs. 5, 15, 001 (Five lakhs fifteen thousand and one rupees only) detailed in the annexure:

In addition to this, you will be eligible for:

- Sales Incentive Plan which is as per work level
- Life Insurance, Medical & Hospitalization benefits as per company policy

This is only an offer and not an appointment order. Formal appointment order will be issued to you on the date of joining, subject to fulfilling the terms & conditions of the offer. This offer of appointment is subject to you being found medically fit as certified by a company-approved doctor and satisfactory responses to reference checks and background verification.

**Notice Period** – Either party may terminate this employment agreement by giving the other party forty-five days' written notice or forty-five days' pay in lieu of notice. Due to the sensitive nature of your appointment, the company may ask you to serve the entire notice period and this shall be binding on you.

**CORPORATE OFFICE**  
1001-1002 10<sup>th</sup> Floor  
Hiranandani Knowledge Park  
Hiranandani Business Park  
Powai, Mumbai – 400076  
Tel: 022 4298 50000  
Fax: 022 4298 5008

Kellogg India Private Limited  
CIN U15490MH1990PTC058489

**REG OFFICE & PLANT**  
Plot L2 & L3, Taloja MIDC  
Dist Raigad  
Maharashtra -410208  
Tel -022 3092 7000  
Fax- 022 3092 7001



Please confirm your acceptance by signing on the duplicate copy of this letter and returning it to the company. Acceptance letter and all future correspondence should be addressed to Human Resources.

We welcome you to Kellogg India Private Limited and believe you will contribute to its growth and prosperity.

**Thanking you**

**for Kellogg India Pvt. Ltd.**



**Ranganatha GR**

**Associate Director – Human Resources**

*I have read the above terms and conditions of the offer of appointment and hereby accept the offer.*

Date:.....

Signature:.....



## **Annexure 1: Compensation Breakup**

### **Private & Confidential**

<b>Name</b>	Harini
<b>Function</b>	Sales
<b>Location</b>	RSO Chennai

<b>Work Level</b>	<b>S1</b>	<b>Remarks</b>
<b>Salary Components</b>	<b>Annual Amount (INR)</b>	
Basic	2,34,768	<b>50% of AGC</b>
House Rent Allowance	1,17,384	<b>50% of Basic</b>
Leave Travel Allowance	10,000	<b>Level based</b>
Medical Allowance	15,000	<b>Fixed</b>
Meal Allowance	19,000	<b>Level based</b>
Special Allowance	73,384	<b>Balancing Figure of AGC</b>
<b>A</b>	<b>Annual Guaranteed Cash (AGC)</b>	<b>4,69,536</b>
Telephone	6,000	<b>Level based</b>
<b>B</b>	<b>Total Other allowances</b>	<b>6,000</b>
Provident Fund	28,172	<b>12 % of Basic</b>
Gratuity	11,292	<b>4.81% of Basic</b>
<b>C</b>	<b>Total Retirals</b>	<b>39,465</b>
Sales Incentive Plan	60,000	<b>Level based</b>
<b>D</b>	<b>Total Variable</b>	<b>60,000</b>
<b>E=A+B+C</b>	<b>Total Fixed Pay</b>	<b>5,15,001</b>
<b>F=D+E</b>	<b>Total Cost to Company</b>	<b>5,75,001</b>

### **Other Benefits:**

- Gratuity coverage as per the Payment of Gratuity Act 1972 with a maximum pay-out of INR 20 lakh.
- Personal Accident Insurance (Self + Spouse) covers up to 3 times the total compensation
- Hospitalization Cover of INR 9 lacs for a self, spouse, dependent children & parents
- Life Insurance covers up to 3 times the total compensation subject to medical underwriting

### **Please note:**

- Meal & Telephone Allowance can be opted as cash and paid along with monthly salary subject to tax
- Sales Incentive Annexure



## Appendix A

### Sales Incentive Plan (SIP) – Salient Features

- They are designed to ensure that each individual directly impacts their variable pay.
- Opportunity to earn as high as 200% of the SIP amount mentioned in the compensation statement.
- It is extended to all General Trade, Modern Trade and Alternate Channel roles in the regions covering Area Sales Managers, Assistant Managers and Sales Officers.
- Depending on the work level, SIP contains minimum two to maximum three KPI's with certain weightage. The company reserves the right to modify from time to time depending on the business needs.
- KPI's are measured against monthly target achievement, and the corresponding incentive for that month is paid out at the end of each quarter.
- Total variable pay as per the compensation statement is divided into five equal parts. One part is reserved for each quarter, and the fifth is dedicated to cumulative target achievement for the entire year.

The below table will help you understand the SIP construct for your work level and channel. In the event of any query, please approach your Human Resources Business Partner.

<b>Work Level – S1</b>			
<b>Designation – Sales Officer</b>			
<b>Performance Measure</b>	<b>Weightage</b>	<b>Target Achievement %</b>	<b>Corresponding Pay Out %</b>
Value Delivery (PTR)	60%	90-100-110	75-105-200
FFE	20%	90-100-110	75-105-200
Focus Brand /Activity	20%	90-100-110	75-105-200

**STRICTLY PRIVATE AND CONFIDENTIAL**

HRMD/OFF-LTR/SA23030163/2022-23

31.03.2023

**SELECTION CUM OFFER LETTER**

To,  
**Shri. Luman Daniel A,**  
**No.19/29, Irudhayapuram,**  
**Thoppu Street Palakkarai,**  
**Trichy-620001.**  
**Mob No: 9944837886**

**Dear Luman Daniel A,**

Congratulations!

With reference to your application for employment with us and the subsequent Bank's selection process, we are pleased to offer you a position in **Relationship Manager I (Sales and Operations)** cadre of our bank. You will be posted as **Probationary Relationship Manager I** for a period of **Eighteen months**, subject to the terms and conditions set out in this letter and the **annexure** thereto apart from usual Bank's Service Rules and conditions now prevailing and in vogue from time to time.

During the probationary period of eighteen months, your Gross annual total Cost-To-Company (CTC) at maximum variable payout will be **Rs. 3,93,000/-** per year. A detailed overview of the compensation structure along with the terms and conditions of the offer is attached as annexure to this offer letter. During the probationary period, necessary training will be imparted to you at our Branches / Departments of our Bank.

Your employment will be governed by the rules, regulations and policies of the bank. The terms of this offer letter shall remain confidential and shall not be disclosed to any third party.

You shall be issued the posting order specifying the place of initial posting, based on accepting the offer letter.

We take this opportunity to **welcome** you to City Union Bank. We wish you a long, rewarding and fulfilling career.

With Best Wishes,



**R. Subbaraman**  
**Deputy General Manager**  
**HRMD**

Encl.: Annexure to the selection cum offer letter (as applicable to you).



**Administrative Office: City Union Bank, HRMD Department, No.24-B Gandhi Nagar,**  
**Kumbakonam - 612 001, Tamil Nadu, India.**

**Tel: +91 (0435) 2402322, +91 93817 37719**

**Website: www.cityunionbank.com; Email: placement@cityunionbank.in**

**Annexure-I to your Offer of Employment [HRMD/OFF-LTR/SA23030163/2022-23] as Relationship Manager I Cadre**

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**TERMS and CONDITIONS (other than those prevalent in Service Agreement)**

At the time of Joining duty, you are advised to furnish the following documents:-

- 1). A Booklet consisting of six structured forms, which will be provided to you, will have to be filled up, completed, signed and handed over to the Branch Manager / Department Head, together with two recent passport size photographs affixed thereon.
- 2). Copies of KYC documents like Aadhar Card, PAN Card, Driving Licence, with originals for verification. Two copies each of your latest colour photographs, in passport size and stamp size.
- 3). Testimonials (of a recent date) from two respectable persons known to you, (but not related to you) will have to be furnished. The bank will seek references to them, your current / previous employer/s at any stage of your appointment.
- 4). A self declaration of Medical Fitness, supported by a satisfactory Medical Certificate from a Registered Medical Practitioner or if stipulated from the panel of doctors appointed by the Bank as per medical examination requirements in annexure. Major and permanent ailments should also be reported. Suppression of any information or if it is found at a later stage that you suffer from any ailment which will affect the normal functioning of your work at the office will entail your immediate termination of service at any point of time.
- 5). Copies of your resignation acceptance and proper relieving order, last drawn Salary Certificate from your previous employer and Service employment declaration to that effect should be submitted.
- 6). If you have availed any loan/credit facility from Bank/s or financial institution/s, the details of them should be furnished. A certificate of latest date from the Branch Head of the Bank's Branch, from where the loan was availed is to be submitted. If the loan/s is/are not in STANDARD category, you cannot join our Bank. If no loan has been availed, a certificate to that effect should be submitted.
- 7). While reporting for duty at branch / department, you should handover a copy of your PAN Card, Driving License and a copy of your Aadhar card. Also, you should hand over a proper Relieving Order obtained from the previous Employer. If you have not employed previously, a declaration to that effect should be submitted.
- 8). At that time of reporting for duty, you will have to submit all the original certificates (10<sup>th</sup>, 12<sup>th</sup>, UG & PG degree certificates) in proof of your educational qualification and age to the HR Department for verification and custody. In case, you are not in a position to submit your original certificates as mentioned above, you will be required to place a fixed deposit in your name for Rs.25,000/- as security deposit. Your original certificates shall be returned to you on confirmation. You may also collect your certificates back at any time, before your confirmation, by placing a deposit for Rs.25,000/- in your name and discharging the same to the Bank.

In case you are not in a position to submit your original certificates nor able to place a deposit for Rs.25,000/-, you can remit monthly instalment of Rs.2,000/- for 11 months and Rs.3,000/- in 12<sup>th</sup> month so as to place a total security deposit of Rs.25,000/- and discharge the same to the bank after 12 months.

**Please note that the deposit amount will be returned to you on your confirmation in the regular service of the bank.**



9).The information and documents provided by you are subject to verification. Upon your acceptance of this appointment order, the Company will have the right to conduct such verification, including through external agencies. This would include but not be limited to, your employment history, educational / professional credentials, CIBIL & other background checks. You hereby agree, consent and authorize the Company to access, use and share such information provided by you, with internal and external agencies, for the purpose of carrying out verification at any and all points of time, whether during or after your employment with the Company. The Company has the policy of sharing all relevant employment information of employees with applicable external agencies.

### **Probationary Period**

You will be on probation for a period of **18 months**, from the date of your joining the service of the Bank. You will be designated as **Probationary Relationship Manager I**. Your salary structure will be as detailed in Annexure-II of this letter. Please note that all confirmations in the bank are given effect only on the 1st day of the month succeeding the month during which the probation period is completed.

During the probationary period, your performance will be reviewed periodically. Your confirmation in the service of the Bank will be based on your performance during the probationary period, assessment reports of the Branch / Department Head, your performance in the pre-confirmation process (test / interview) etc. However, the management based on its assessment will have discretion to extend your Probation for a further period.

If your performance is considered satisfactory, the bank may also reduce the period of Probation at its discretion.

### **Termination of Services**

The Management reserves its right to terminate your services at any time during the period of probation or during the extended period of probation, without assigning any reason there for.

If during the period of probation or during the extended period of probation, you are found to be involved in any act of fraud, unethical transactions, misbehaviour, misconduct and any other act which results in financial loss or loss of image/reputation of the Bank, the Bank may summarily terminate your service without any notice /assigning any reason (there for) and the Bank Management's decision will be final. If your acts warrant any legal action, the bank will exercise its right. If deemed necessary, in such an event, the Bank may also issue a print media publication, about such termination with your photograph.

If any of your declaration, information or certificates is found to be false or untrue or if you have suppressed any vital information and or if it comes to the notice of the Bank that you had been, prior to joining the Bank's services, convicted of any act involving moral turpitude and / or criminal in nature, your service will be liable to be terminated forthwith, without any notice or compensation in lieu thereof, at any time during or even after completion of the probation period. However, this does not preclude the Bank from initiating such disciplinary measures, as the Bank shall deem fit and any penalty may be imposed upon you, in terms of rules of the Bank in force from time to time.

Your service may be terminated by the Bank if you are found to be indulging in the acts of Commission / Omission which may be prejudicial to the interests of the Bank or any act of dishonesty, disobedience, insubordination or any other misconduct or neglect of duty or incompetence in the discharge of your duty.





**Leave During Probation and after Confirmation**

During probation you will be entitled to Casual Leave of 12 days and Sick leave of 12 days.

You will not be allowed to avail any leave beyond your entitlement during the probationary period. If under any extra-ordinary circumstances your absence is permitted under loss of pay, the probationary period will be suitably extended to compensate the period of your absence. The right of allowing leave on loss of pay and extension of probationary period will rest with the Management only.

**Mobility**

In view of the nature of the Bank's business, it may become necessary to require you to work in different branches, departments, offices or locations of City Union Bank. Acceptance of our offer of employment is acceptance of this obligation of flexibility on your part.

**Increments & Promotions**

Your career growth and annual increments with the bank will depend solely on your performance and contribution to the bank and will not be automatic.

While promotion eligibility is determined on the promotion policy of the bank which will be reviewed from time to time, based on the bank's requirements and outlook. Promotions will also be considered out of turn, to those employees who perform exceptionally well and contribute to the growth of the Bank.

**Group Health Insurance Scheme**

You will be covered under the Group Health Insurance Scheme as applicable to other employees of the Bank. The insurance cover will be as per the terms and conditions specified in the policy of the Insurance policy provider and may be revised from time to time.

**Transfers**

Your services are liable to be transferred to any of our Branches / Departments, situated anywhere in India, now in existence and to be opened in future.

Notwithstanding the role assigned to you in terms of this letter, the Bank reserves its right to assign you any other role / function / responsibility, commensurate with your grade, as may be deemed appropriate, depending on administrative exigencies and requirements.

In case of exigencies, your services can be requisitioned by the Bank at any time outside the business / working hours.

**Notice Period:**

If you choose to discontinue your service with the Bank for any reason, you will be required to give the Bank one month notice or one month Gross salary thereof subject to the bank's discretion. In addition, you will also be required to remit the actual charges incurred by the Bank in connection with the cost of recruitment, training, batta paid, if any and other expenses incidental to training and recruitment. In the event of you having any ongoing or incomplete assignment, the Bank reserves the right to relieve you only at the end of the one-month notice period.

NB: The resignations entail re-imbursements of all amounts received by you by way of Ex-gratia payments by the Bank. Also, if any Interest free Loan is availed or any other loan is availed at concessional rate of interest, it should also be repaid with Interest (as applicable to general public) from the date of availment of loan, before getting relieved from the bank.



**Termination without Notice**

During the probation period, if your performance and conduct are not found to be satisfactory or if it does not meet the prescribed criteria, the Bank reserves the right to terminate your appointment or revert you to a junior level at any time during the probation period or extended period of probation without assigning any reason whatsoever.

The bank may terminate your services immediately on disciplinary grounds or if any breach of the terms and conditions mentioned in this letter on your part or as per policy of the bank, if any incorrect information is furnished by you or suppression of any personal/material information about you will be liable for termination at any time during your service.

**Other Terms & Conditions:**

- You will agree not to undertake employment, whether full-time or part-time, as the Director / Partner / Member / Employee of any other organization or entity engaged in any form of business activity without the consent of the bank. The consent may be given subject to any terms and conditions that the bank may think fit and may be withdrawn at any time at the discretion of the bank. The employment/ profession/ business existing or proposed, of your spouse, kith/kin of your family shall also be disclosed to the Bank.
- You will devote your whole time and attention to your Office work to promote the interest of the Bank and will not divulge to any person or utilize any of the Bank's secrets or other related information (which you may possess by reason of your association with the Bank) outside the Bank.
- While you are in the services of the Bank, you will adhere to the IT Security Practice & Procedures as prescribed by the Bank and maintain the secrecy of accounts and other information you come across during the course of your employment.
- You will be governed by the rules, regulations and policies of the bank as applicable to you. All the benefits are as per the bank's policies, which are subject to revision from time to time.
- You will keep us informed of any change in your residential address, change in telephone numbers and the place of contact in case you are on leave.
- Bank will always stand by the policy of honesty and integrity in all its dealings and expects its employees to follow the same.
- All such obligations in respect of Confidentiality shall survive even after your service has ended with the Bank.
- You shall not use the Bank's resources for other commercial activities or for personal gain.
- In case any information you have provided to the Bank found to be untrue or any vital information you have suppressed to the Bank, the management can terminate your services any at any stage of your employment.



**This offer is made to you subject to the following pre-conditions:**

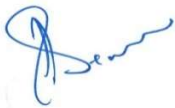
- Our offer to you is conditional upon your having fully completed your graduation / post-graduation. You should have also completed all the studies, course requirements and examinations required for the award of the educational qualifications recorded by you in your application for employment with City Union Bank.
- After the Bank receiving satisfactory character references from suitable referees to be suggested by yourself, preferably one referee being a person who has supervised you in a professional capacity at some stage in your career. Additionally, the Bank reserves the right to seek references from your current / previous employer (s), at any stage, subsequent to your acceptance of this offer letter.
- After the Bank receiving a satisfactory report following a routine medical examination (mentioned in annexure) by separate Registered Medical Practitioners.

The terms and conditions set out in this selection cum offer letter and in the service agreement, inter alia, constitute service conditions applicable to your employment in the Bank. **Any dispute arising thereof is subject to Kumbakonam jurisdiction only and courts at Kumbakonam will have exclusive jurisdiction.**

**Please return to us on or before 07.04.2023, the duplicate copy of this letter duly signed by you on all pages as a token of having accepted the selection cum offer letter.**

Welcome to the CUB family.

With Regards



**R. Subbaraman**  
**Deputy General Manager**  
**HRMD**

---

I have read, understood and agree to the terms and conditions as set forth in this selection cum offer letter and the annexures.

**Signature**

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Place: \_\_\_\_\_



**Annexure-II to your Offer of Employment [HRMD/OFF-LTR/SA23030163/2022-23] as Relationship Manager I**

**Compensation during Probation period**

COMPENSATION DETAILS		
Name	Shri. Luman Daniel A	
Designation	Probationary Relationship Manager I	
CTC COMPONENTS (All figures in Rs.)		
Component	Per Month	Per Year
Basic Pay	11,000/-	1,32,000/-
Fixed DA <sup>1</sup>	1,600/-	19,200/-
HRA	4,500/-	54,000/-
Basket of Allowances <sup>2</sup>	6,136/-	73,632/-
Gross Pay	23,236/-	2,78,832/-
PF – Management Contribution	1,260/-	15,120/-
Pension - Management Contribution <sup>3</sup>	504/-	6,048/-
Fixed CTC	25,000/-	3,00,000/-
PLP (Max of 20% on Basic Pay) <sup>4</sup>	2,200/-	26,400/-
Bonus/Ex-gratia (Maximum) <sup>5</sup>	5,550/-	66,600/-
Variable CTC	7,750/-	93,000/-
Total CTC	32,750/-	3,93,000/-

**Note:**

- Dearness Allowance:-**Fixed Dearness allowance, subject to revision at the sole discretion of the Management.
- Basket of Allowances:-**All-inclusive of Sales & Operations allowance, Medical Reimbursement & any other allowances.
- Pension:-** The bank provides 'Pension' contribution as a third retirement benefit in addition to PF and Gratuity.
- PLP:-** will be vary between 0 to 20% of the basic pay of the employee. The Bank also reserves its right to switch over to Performance Linked Pay (PLP) for its employees at any future date and it is purely based on the performance of the employee.
- Ex-gratia:-**will be considered purely at the discretion of the Management based on the financial performance of the Bank and also subject to terms and conditions stipulated from time to time.

**Your salary is confidential and should be discussed only with Human Resource Management Development Department.**







PRIVATE AND CONFIDENTIAL

**Reference No. - 1384509595**

**Applicant ID - 5802276**

17-Jun-2023

Benita L

Dear Benita,

We take great pleasure in extending an offer to you for being a part of ICICI Bank.

Please find enclosed the job offer letter. Kindly note, that the offer of appointment is subject to you having fulfilled the requirements of successful completion of the degree programme during the current academic year and submission of your certificate and mark sheet within 3 months of result announcement - which is the basic requirement of your eligibility. In an event, where the laid out requirements are not met within the stipulated timeline, this offer shall be withdrawn, cancelled and stand revoked, which please take note of.

Please quote your reference number, which is appearing on the top of this letter for all future correspondence.

In case you have any queries please feel free to contact at the below mentioned details:

E-Mail Address : [icicicareers@icicibank.com](mailto:icicicareers@icicibank.com)

Telephone No. : 022-71872500

Yours sincerely,

ICICI Bank HR Team

**ICICI Bank Limited**  
ICICI Bank Towers  
Bandra-Kurla Complex  
Mumbai 400 051, India.

Tel.: (91-22) 2653 1414  
Fax: (91-22) 2653 1122  
Website [www.icicibank.com](http://www.icicibank.com)  
CIN.: L65190GJ1994PLC021012

Regd. Office : ICICI Bank Tower,  
Near Chakli Circle,  
Old Padra Road,  
Vadodara 390 007, India.

PRIVATE AND CONFIDENTIAL

**Reference No. - 1384509595**

**Applicant ID - 5802276**

17-Jun-2023

Benita L

Dear Benita,

We are pleased to make you an offer of appointment as Deputy Manager (Band I) in ICICI Bank. You will be placed in Branch Banking Dept at THIRUVARUR - P333 \_BR.

Kindly note, that the offer of appointment is subject to you having fulfilled the requirements of successful completion of the degree programme within the timeline- which is the basic requirement of your eligibility. In an event, where the laid out requirements are not met within the stipulated timeline, this offer shall be withdrawn, cancelled and stand revoked which please take a note of.

The details of your remuneration and benefits are given in Annexure.

The following are the terms and conditions of the appointment.

Commencement/Term:

- a) You shall be required to join the Bank on or before 05-Jul-2023.
- b) You will be on probation for a period of one year or such extended period as may be decided by the Bank based on your performance during the probation period.
- c) On satisfactory completion of your probation period, including that of extended period, if any, you will be confirmed in the services of the Bank in writing.

Other Terms and Conditions of Service:

- **Professional Ethics & Confidentiality:** While you are in the services of the Bank, you are not permitted to carry on any business or profession or enter, for any part of your time, in any capacity, the services of, or be employed by or engaged with any other firm, company or person. You will devote your whole time and attention to your office work to promote the interest of the Bank. You will not divulge details like your compensation structure (CTC), performance rating, performance bonus amount, increment, etc. and will not divulge to any person or utilize any of the Bank's secrets or other related information (which you may possess by reason of your association with the Bank) with any external agencies, press etc. outside the Bank. Any act in breach of this term would entail initiation of appropriate action as deemed fit by the Bank.
- **IT Security Practice & Procedures:** While you are in the services of the Bank, you will adhere to the IT Security Practice & Procedures as prescribed by ICICI Bank. Any instance/s of violation or any attempted violation of the aforesaid IT Security Practices and Procedures on your part shall result in disciplinary action.

**Reference No. - 1384509595**

Benita L

- **Notice Period:** In case you decide to leave the Bank's services during probation period or after confirmation, you will be required to give thirty days' notice. The Bank in its sole discretion can decide to waive off/reduce the notice period depending upon the exigencies. In such case, you would be required to pay to the Bank the gross salary for the notice period so reduced/waived off.

After confirmation, your services would be liable to be terminated by the Bank, by giving thirty days' notice or on payment of thirty days' gross salary in lieu of the notice period.

- **Transfer:** The Bank shall have the right to transfer/depute you to any of its offices or ICICI group companies in India and abroad.
- **Joining Competitor:** In the event of termination of your services by the Bank or your resignation from the services of the Bank, you shall not join any Banking or Financial Services Company for a period of six months from the date of resignation/termination.
- Please note that during the course of your services with the Bank or in the event of cessation of your services in future, due to any reason whatsoever, you shall, for a period of six months from the date of such cessation, directly or indirectly, either on your own accord or on behalf or in conjunction with any other person/s, firm or company refrain/desist from canvassing or soliciting or attempting to or inducing any employee(s)/business associate(s) to leave their current employment with the Bank/Group Companies/Business Partners to join the services of your new employer/firm/company or any other competitor of the Bank/Group Companies/Business Partners. Any act in contravention of the above provision shall entail initiation of appropriate action as deemed fit by the Bank.
- Please note that during the course of your services with the Bank you cannot be a member of any anti-social/national outfits or of any outfit, which is declared as banned by the Government. Any act in breach of this term would entail initiation of appropriate action as deemed fit by the Bank.

**Reference No. - 1384509595**

Benita L

- Please note that while joining the services of the Bank and during the course of your services with the Bank, you would be required to notify the Bank immediately with details of civil or criminal case/s instituted against you in any Court of Law or any complaint/show cause notice /prosecution with/by any Police Station or by any statutory authority, as also you will notify any outcome of such complaint like filing of Chargesheet /Arrest/Conviction/Acquittal/Discharge. Any act in breach of this term would entail initiation of appropriate action as deemed fit by the Bank.
- The Bank expects resolution of issue/s relating to your employment, if any, within the framework internally, at all times during your service period and even after cessation of service due to any reason whatsoever. As such please note that any attempt to bring any outside influence - directly or indirectly - upon any authority to further your interest/s in respect of matters pertaining to your services with the Bank would amount to breach of employment contract leading to initiation of appropriate action.
- Please note that during the course of your services with the Bank, you will not take part in any demonstration/agitation against the Bank and its official/s for or on behalf of any external bodies/political outfits- either as a member or as a sympathizer. Any act in contravention of the above would be treated as prejudicial to the interest and reputation of the Bank leading to initiation of appropriate action.
- **Termination of Employment:** Your services with the Bank are liable to be terminated:
  - Without assigning any reason and without giving any notice during probation period and after confirmation by giving thirty days' notice or on payment of thirty days' gross salary in lieu of the notice period and at any time during your services with the Bank in the event of
    - a) Any breach of the conditions mentioned in this letter on your part
    - b) You not successfully completing the degree programme within the stipulated timeline during the current academic year and non-submission of your certificate and mark sheet within 3 months of result announcement
    - c) Any incorrect information furnished by you like:
      - Mismatch in your previous employment data even for a day
      - Mismatch in your previous pay slip
      - Fake qualification certificates etc; and
    - d) Suppression of any material information by you.
  - d) Any breach of the Rules and Regulations of the Bank as applicable/may be made applicable to you from time to time.

**ICICI Bank Limited**  
ICICI Bank Towers  
Bandra-Kurla Complex  
Mumbai 400 051, India.

Tel.: (91-22) 2653 1414  
Fax: (91-22) 2653 1122  
Website [www.icicibank.com](http://www.icicibank.com)  
CIN.: L65190GJ1994PLC021012

Regd. Office : ICICI Bank Tower,  
Near Chakli Circle,  
Old Padra Road,  
Vadodara 390 007, India.



**Reference No. - 1384509595**

Benita L

**• General:**

- Your appointment and continuation in employment are subject to reference checks, qualifications and past employment details and successful completion of your course-graduation/post-graduation and submission certificates/ marksheets at the time of joining.
- You will be bound by the Rules and Regulations of the Bank.
- You will keep us informed of any change in your residential address.
- Your acceptance is taken as your understanding that the role in ICICI Bank may involve sales. You may be required to travel extensively as per the requirement of your job/role or as may be needed for the exigencies of the Bank. Also, that you further understand that your services in the Bank are transferrable in any location and profile including sales, across geographies as per organization requirements.

If you are agreeable to the above mentioned terms and conditions, please intimate your acceptance to us by returning a copy of this letter, duly signed by you, within seven days of receipt. In case no confirmation is received within the above-mentioned period the appointment letter shall be deemed to have been withdrawn.

Yours sincerely,

Gaurav Mandavia

Digitally signed by Gaurav Mandavia  
Date: 2023.06.17 19:10:12 +05:30  
Reason: Offer Letter  
Location: Mumbai

I have read all the terms and conditions of the offer and would like to confirm my acceptance.

Signature of Applicant

**Reference No. - 1384509595**

Benita L

**Annexure: \_****Remuneration:**

- Your Base Salary will be Rs. 1,08,000/- (Rupees One Lakh Eight Thousand only) per annum.
- You will eligible for the Performance Linked Retention Pay, as per the policy of the Bank. Please note that there is no guaranteed performance bonus, subject to however provisions of the Payment of Bonus Act 1965, wherever applicable. The performance linked Retention pay would be payable to an employee only if the employee on the day of payout is on the rolls of the bank and he/she has not resigned and / or is serving notice period.

**Supplementary Allowances:**

- You will be eligible for a Supplementary Allowance of Rs. 1,10,100/- (Rupees One Lakh Ten Thousand One Hundred only) per annum. Supplementary allowance will include –Conveyance / Travel Allowance, Telephone Reimbursement, LTA, Medical Reimbursement, Canteen and any other allowance. All the components of supplementary allowance are subject to limits and rules prescribed by Income tax act and policies of the bank.
- You will be eligible for HRA of Rs. 54,000/- (Rupees Fifty Four Thousand only) per annum.
- The composition of supplementary allowance can be decided once in a year. The unexercised amount of the supplementary allowance will be paid to the employee subject to deduction of tax at source.

**Superannuation Allowances:**

- You will be eligible for a Superannuation Allowance of Rs. 16,200/- (Rupees Sixteen Thousand Two Hundred only) per annum.

**Reference No. - 1384509595**

Benita L

**Benefits:**

- Comprehensive Mediclaim Coverage for you and your immediate family up to Rs.400,000/-(Rupees Four Lakh only) per annum. Your immediate family includes yourself, your spouse and dependent children.
- You will also be eligible for Retirement Benefits of the Bank; namely Provident Fund and Gratuity, in accordance with the statutory requirements and/or, as per Bank policy.
- The salary and perquisites including supplementary allowance are subject to limits and rules prescribed by the Income Tax Act / Rules and policies of the Company.
- Maternity leave benefits as defined under the Maternity Benefit (Amendment) Act, 2017 are offered to eligible women employees by the Bank. Details of all types of leaves including the Maternity leave benefits offered to employees and eligibility criteria for availing such benefits are notified by the Bank under "Employee Benefit Policies" available on the Bank's intranet which will be accessible upon joining the Bank.

Digitally signed by Gaurav Mandavia  
Date: 2023.06.17 19:10:12 +05:30  
Reason: Offer Letter  
Location: Mumbai

Signature of Applicant

### **JOINING FORMALITIES**

The process to join the Bank is by way of completing the online joining formalities. You are required to complete the online joining formalities within 5 days from the date of accepting offer letter. Please note that completion of online joining formalities is a mandatory process.

The login credentials are provided below:

**URL:** <https://www.icicicareers.com/Careers/CP/CandidateLogin.aspx>

**Username:** Registered email id or Applicant id

**Password:** Which has been already communicated to you through registered email id. In case, you do not remember the password, please use “forgot password “option to generate a new password.

Following documents (xerox copies) are required to be uploaded:

- 1) Self-attested copies of educational certificates and marksheets (X<sup>th</sup>/XII<sup>th</sup>/ Graduation/ Post graduation)
- 2) Work Experience Document
  - a. Resignation accepted letter from current organisation
  - b. Relieving letter from two previous employers or companies worked in last five years whichever is higher
- 3) Passport size Photograph (against Red background)
- 4) Address proof (Passport/Voter id/Ration card)
- 5) PAN Card

Please note that you are required to attend Induction program (I-Banker) on your date of joining. You shall be communicated about the date, time and venue for induction program (I-Banker) by your Recruitment Manager.



**Remuneration Details**

Name : Benita L

Position: Deputy Manager (Band I)

Group: RETAIL BANKING GROUP

	Deputy Manager (Band I)	
	Monthly	Annual
Basic	9,000	1,08,000
HRA	4,500	54,000
Supplementary Allowance*	9,175	1,10,100
Superannuation Allowance **	1,350	16,200
<b>Total</b>	<b>24,025</b>	<b>2,88,300</b>
<b>Retrials</b>		
Retrials (PF, Gratuity) ***	2,550	30,600
<b>Total Fixed CTC</b>	<b>26,575</b>	<b>3,18,900</b>
Performance Linked Retention Pay #	6,250	75,000
<b>Total CTC</b>	<b>32,825</b>	<b>3,93,900</b>
* Supplementary allowance will include Conveyance / Travel allowance, Telephone reimbursement, LTA, Medical, Canteen and any other allowance		
*** You will be eligible for Retirement Benefits of the Bank; namely Provident Fund and Gratuity, in accordance with the statutory requirements and/or, as per Bank policy.		
#Please note that there is no guaranteed performance linked retention pay, subject to however provisions of the payment of Bonus Act 1965, wherever applicable.		

**Date : 17-Jun-2023**

Digitally signed by Gaurav Mandavia

Date: 2023.06.17 19:10:13 +05:30

Reason: Offer Letter

Location: Mumbai

03-April-2023

**LETTER OF EMPLOYMENT**

**Dear Cyril Magimai Antoz A,**

Consequent to your interview, we are pleased to offer you the position of **Operations Associate** with **QUESS CORP LIMITED** deputed at client site **ADITYA BIRLA SUN LIFE AMC LIMITED** at **Tiruppur**. This assignment is purely a contractual assignment from **24-April-2023** to **25-March-2024**. We are enclosing the details of the salary package, payable to you. As per the terms discussed, a formal Appointment Letter will be issued on furnishing the details mentioned below:

- 1 Resume Copy
- Photocopy PAN Card Copy
- Aadhaar Card Copy

**NOTICE PERIOD:**

In the eventuality if you wish to separate from the organization you will need to give 30 day's notice in writing. The Contract can be terminated at the discretion of QUESS subject to 30 day's notice.

However due to breach of code of conduct, misbehaviour or indiscipline etc, then in such cases, QUESS will have / reserve rights to terminate immediately without giving notice period.

Kindly sign the duplicate copy of this letter as a token of your acceptance.

With warm regards,



Authorized Signatory

---

I hereby accept the above-mentioned terms and conditions.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Quess Corp Limited (formerly IKYA Human Capital Solutions Limited)**

Quess House 3/3/2, Bellandur Gate, Sarjapur Road, Bengaluru – 560103, Karnataka India

Tel: +91 80 6105 6000 | connect@quesscorp.com | CIN No. U74140KA2007PL043909

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www.quesscorp.com

### Annexure

<b>Employee Name</b>	<b>Cyril Magimai Antoz A</b>	
<b>Designation</b>	<b>Sales Associate</b>	
<b>With Effective from</b>	<b>24-April-2023</b>	
<b>Particulars</b>	<b>Monthly Amount</b>	<b>Annual Amount</b>
<b>Basic</b>	<b>10150</b>	<b>121800</b>
<b>Fixed Additional Wages PF</b>	<b>4,850</b>	<b>58,200</b>
<b>HRA</b>	<b>4060</b>	<b>48720</b>
<b>City Compensatory Allowance</b>	<b>7,387</b>	<b>88,640</b>
<b>Statutory Bonus</b>	<b>845</b>	<b>10140</b>
<b>Gross</b>	<b>27,292</b>	<b>327,504</b>
<b>Employer PF (Basic + Special Additional Allowance)</b>		<b>21,600</b>
<b>EDLI</b>		<b>900</b>
<b>Employer ESIC</b>		<b>0</b>
<b>Total CTC</b>		<b>350,000</b>
12 % Employee & Employer PF contribution amount will be calculated on the Basic & Special Allowance Employer Contribution towards PF & ESIC is included in above CTC Employee Contribution towards PT, LWF, PF & ESIC will be deducted from monthly Gross salary.		
<div style="display: flex; justify-content: space-between;"> <div><b>Date:</b></div> <div><b>Signature:</b></div> </div>		

**Quess Corp Limited (formerly IKYA Human Capital Solutions Limited)**

Quess House 3/3/2, Bellandur Gate, Sarjapur Road, Bengaluru – 560103, Karnataka India

Tel: +91 80 6105 6000 | connect@quesscorp.com | CIN No. U74140KA2007PL043909

## **Candidate Flow: Onboarding Candidates (Via POP App).**

Candidates are the Selected applicants who need to upload their details and their documents using the POP App. They Should Login to the POP App as a Candidate with their Login details as stated to continue with the Paperless OnBoarding Process [Electronic Form Filling].

### **Step1:**

Verify if the POP app is available in the Phone, if not please down load the POP app from google play store : <https://play.google.com/store/apps/details?id=com.harbour.onboarding>

**Step 2:** Clicking on the POP App loads the App, click the Candidate button to login as a Candidate.

**For any clarification regarding your employment Or operation related query you can contact QUESS by**

**Calling Toll Free - 1800-572-3333 Mon - Fri (09:30 - 18:00 hrs)**

Mailing to [help@quesscorp.com](mailto:help@quesscorp.com) Or Visiting nearest QUESS Office

**Contact Person Name:-**Samina Shaikh.

**Email Id:-** [abslamc.offroll@adityabirlacapital.com](mailto:abslamc.offroll@adityabirlacapital.com)

**Contact Details:-** 8850110657

### **NOTE:-**

- QUESS Emp. Code & ID card will be generated after first payroll.
- Pl's connect with nearest QUESS branch to collect your ID card.
- Pl's login on Associate portal for salary slip.
- Pl's write email to [help@quesscorp.com](mailto:help@quesscorp.com) mention your QUESS Emp. Code.

**Quess Corp Limited (formerly IKYA Human Capital Solutions Limited)**

Quess House 3/3/2, Bellandur Gate, Sarjapur Road, Bengaluru – 560103, Karnataka India

Tel: +91 80 6105 6000 | [connect@quesscorp.com](mailto:connect@quesscorp.com) | CIN No. U74140KA2007PL043909





Private & Confidential

Evangeline Keerthana

India

11 April 2023

Dear Evangeline Keerthana,

Welcome to Reckitt and congratulations on your new role. I hope you are excited to join us in our fight for a cleaner, healthier world.

I am pleased to share with you the offer details for your **ATSI - Coimbatore** role.

This offer is subject to execution of appointment letter between the parties. Subject to terms and conditions of appointment letter to be executed between the parties, you will be initially on probation for a period of 6 months which shall commence from the day you join your services with the Company. The same may however be extended for a period of 3 months, if so deemed necessary by the management of the Company. On completion of probation period, either initial or extended, as the case may be, and upon finding your services satisfactory, the Company may in its sole discretion confirm your employment with the management, by issuing a letter to the said effect. You will be deemed to be on probation till you receive the letter of confirmation from the Company.

You will be reporting to Zonal Sales Manager - Zone 2, South who is looking forward to you joining the team.

We have outlined everything that we believe is important for you to know, but please let Yashika Chopra (Yashika.Chopra@reckitt.com) know if you have any questions about the terms and conditions listed below:

**Place of Employment:** IN South Region

**YOUR COMPENSATION:**

**Base Salary:** INR 245,000.00

**House Rent Allowance:** INR 120,000.00

**Consolidated Allowance:** INR 117,350.00

**Special Allowance:** INR 0.00

**Fixed Compensation:** INR 482,350.00

The above components will be provided to you as fixed monthly allowance.

**OTHER OFFER COMPONENTS:**

**Performance Bonus:**        INR 176,000.00

The targets will be based on the company / business unit performance and will be paid out in the month of March. A detailed letter will be provided to you on joining

**Provident Fund:**                INR 29,400.00

**Gratuity:**                        INR 12,250.00

**Retirement Benefit:**        INR 41,650.00

**Total Target Compensation  
(TTC):**                        INR 700,000.00

**Standard Weekly Hours:**        Your standard weekly hours will be 48.

\*\* Your salary will be reviewed annually in January commencing the year following your hire. You have no contractual entitlement to an upwards review. Depending on your start date in role, a prorated salary increase, or no increase may apply in the January following your start year.

#### **YOUR BENEFITS:**

**Coverage - for Outpatient &  
Hospitalization:**

You will be covered along with your spouse and two dependent children. An option is provided once a year, to cover parents under the insurance scheme - the premium for parents, will be paid by you.

**Outpatient Expenses:**

Covered on actuals.  
There are limits defined for certain expenses. A detailed policy will be shared with you on joining

**Hospitalization:**

Each family member will be covered under insurance up to a limit of INR 5,00,000.  
Any expense above this will be paid by Reckitt (at the discretion of HRD) and will be taxable.

**Life Insurance:**

You will be covered up to two times your Total Compensation at Target.

**Relocation Allowance**

One-time allowance provided with your first payroll, meant to cover any sundry expenses incurred during the move:

INR 14000

#### **About this offer**

At this stage, the offer is conditional until we receive:

- Signed acceptance of our offer – **within the next two days.**
- Evidence of your legal status/visa/work permit enabling you to live and work in India.
- Satisfactory references and background check (where required)

Once you have accepted and signed the offer, we will prepare your Employment Agreement.

We want you to have the Freedom to Succeed from day one, so I hope the information has been helpful and please get in touch with Yashika Chopra with questions.

Yours sincerely,

Signed by Reckitt



11 April 2023

**Nalini Malik**

**Talent Acquisition Manager, South Asia**

I accept the offer and I understand that it is subject to the conditions detailed in this offer letter.

Signed by



Evangeline Keerthana

Date:

Welcome to Reckitt



**EMPLOYMENT TERMS AND CONDITIONS****Kishoreraj Sathanandan****1. Date of Joining:**

1.1 May 22, 2023

**2. Appointment**

2.1 Further to our offer letter dated May 02, 2023 as on May 22, 2023 the Company is hereby appointing you as "Analyst", in our Company, subject to you successfully completing your probation as provided in clause 4 below. Further, your appointment with SG GSC is subject to you passing your final exams & having an overall minimum aggregate of 60% failing which the company reserves the right to terminate your employment, without any notice & with immediate effect on announcement of results.

**3. Remuneration**

3.1 Your Gross salary will be Rs. 39,583/- per month of which your basic salary will be Rs.19,792/- per month. You will be entitled to all benefits as may be applicable to you in accordance with the Company's policies. The enclosed Annexure: Salary Entitlement indicates the compensation and benefits that you will enjoy. These allowances and benefits would be subject to amendments from time to time based on Company policy in this regard. Your remuneration shall be paid for each month in accordance with the Company policy except when notice for resignation or termination has been served to or by the Company.

**4. Probation**

4.1 You will be on probation for a period of six (6) months from the date of joining and will be issued a letter of confirmation on successful completion of your probation. However, in the event the Company desires to extend your probation period, you will continue to be on probation till your services are confirmed in writing by the Company. During your probation period, if the Company is not satisfied with your performance, the Company reserves the right to terminate your services in accordance with Clause 5 below.

4.2 In case of no confirmation letter is issued to you by the Company, either prior to or upon the lapse of the probation period, your employment with the Company shall be deemed to be terminated upon the lapse of the probation period without further notice or in the alternate, at the sole discretion of the Company.

**5. Termination**

5.1 **During Probation and Post Confirmation:** Either you or the Company may terminate your employment by issuing a written notice of two (2) months salary in lieu thereof. The company reserves the right to recover the amount in lieu of notice short served by you. Any such amount recoverable from you, will be inclusive of GST or any other tax/levies levied by the government. It is clarified and agreed by you that the Company shall have the sole right and discretion to accept or reject your request to pay in lieu of serving notice and insist you to work for the notice period.

**Signature valid**

Digitally signed by Infran Khan A B

Date: 2023.05.19 17:08:52 +05:30

Reason: Legal

Location: Chennai 600 700

www.socgensolutions.com  
www.societegenerale.com



5.2 **Termination for Breach or Misconduct:** The Company shall also have the right to terminate your employment forthwith without notice or liability for compensation or damages upon the occurrence of any of the following events:

- (a) Upon or before the expiry of the probationary period in the event of the Company not being satisfied with your performance in the Company;
- (b) If any declaration given or information furnished by you to the Company proves to be false, or if you are found to have willfully suppressed any material information, on carrying out your background verification.
- (c) If you are guilty of any grave misconduct or willful neglect in the discharge of your duties hereunder or;
- (d) If you are convicted of any criminal offence other than an offence which in the reasonable opinion of the representatives of the Company that does not affect your position as employee of the Company;
- (e) If the Company is restricted from continuing to employ you by reason of any other legal incapability;
- (f) If you remain absent for a period of eight (8) or more consecutive days without the prior approval of your Manager or intimation and failing to answer (i.e give a satisfactory explanation for the unauthorized leave) any written communication issued by the Company in this regard;
- (g) If you commit a breach of your obligations including but not limited to the provisions stated in clauses 11 (Conduct & Compliance), 12 (Non-disclosure of Information), and 15 (Non-Solicitation) or any other terms of this Agreement.

**6. Effect of Termination**

- 6.1 Your entitlement to salary, allowances, variable pay or other benefits ceases on termination and all rights towards unpaid variable pay for the year in which termination occurs shall be forfeited.
- 6.2 Termination of your employment by the Company will automatically result in the termination of your employment with and/or secondment to any subsidiary or associated company and any directorship or office (including for avoidance of doubt any member of the Group) which you may hold with any such company without giving you the right to claim any damages, compensation or termination payments or benefits of any kind from any such company, all rights on termination being as set out herein and enforceable only against the Company.
- 6.3 In the event of any absence from work without permission, while serving the notice period, your notice period shall be extended by number of days equal to the number of days during which you remained absent from work in order to ensure proper transition of your work as per the instruction of your Manager.

**Signature valid**

Digitally signed by Anjan Khan A B  
Date: 2023.05.19 17:08:52 +05:30  
Reason: Legal  
Location: Chennai



6.4 If you have undertaken any training, either on specific request by the Company or on your own behest, within three (3) months prior to your date of resignation which is paid for or sponsored by the Company (including any routine vocational training visits to any of the countries that the company or any member or associated companies of Société Générale ("Group") carries on business) then you hereby agree to repay to the Company all such costs that were involved.

6.5 It is clarified and agreed by you that you shall be bound to complete all the pending projects during the notice period and handover charge to your reporting manager. Handing over charge shall include completion of all pending work (except otherwise exempted by the Company), returning all the Company assets, such as ID cards issued to you, passwords to your computer, User ID's, work products/scripts/documents and Company materials etc., in your possession in person. Failure on your part to handover as provided under the terms of your appointment shall entitle the Company to withhold your full and final settlement, relieving letter, and any other certificates that may be requested by you. The Company also reserves the right to seek appropriate legal recourse, including but not limited to claiming damages.

## **7. Suspension from Duties**

7.1 The Company shall have the right to suspend you on any day or part thereof because of your refusal or failure to perform your full range of duties or for misconduct; any such suspension shall be effective from the time the notice of suspension is given to you.

## **8. Posting**

8.1 You will be posted at Chennai-DLF. You may however be required to work at any place of business which the Company has, or may later acquire. However, you may be required to travel for the Company's business at the discretion of the Company and the Company, at its discretion, may require you to furnish a bond. Preparedness to travel on Company work either in India or abroad is a prerequisite for appointment in the Company. This will include possession of a valid passport or consent to apply for a passport immediately on joining the Company.

8.2 Further, during your course of employment you may be assigned any other duties or transferred to any other place as the Company in its discretion may from time to time require or direct.

## **9. Duties & Responsibilities**

9.1 You shall during the stipulated hours of work, diligently perform all duties (including participation in any training program prescribed by the Company) which the Company or any authorized employee may, verbally or in writing, request, order, entrust you to perform. You shall at all times comply with all the rules, regulations and instructions laid down or given by the Company for the guidance of its employees and relevant to the employment and/or appointment held by you.

9.2 Further, you shall be responsible for the safekeeping and returning in good condition and order, all Company's property, which may be in your use, custody or charge.

9.3 Any change in your personal information including residential address, marital status and educational qualification should be notified to the Company in writing/tool within fifteen (15) days from the start of such change. Any notice required to be given to you shall be deemed to have been duly and properly given if provided in accordance with Clause 14 (*Notice*) of this Agreement.

**Signature valid**

Digitally signed by Imran Khan A B  
Date: 2023.05.19 17:08:52 +05:30  
Reason: Legal  
Location: Chennai

- 9.4 You represent that your performance of the terms of this Agreement and as an employee of the Company does not and shall not breach any agreement to keep in confidence proprietary information, knowledge or data acquired by you in confidence or in trust prior to your employment by the Company, and you shall not disclose to the Company, or induce the Company to use, any confidential or proprietary information or material belonging to any of your previous employers or others. You represent and warrant that you have returned all property and confidential information belonging to all prior employers, if any. You have not entered into, and you agree not to enter into, any agreement either written or oral in conflict herewith or in conflict with your employment with the Company (including but not limited to a non-competition agreement with any third party relating to the current, proposed or future business of the Company).

**10. Shifts and Weekly Off**

- 10.1 The Company is engaged in activities of providing services 24/7. Hence, you may be required to work in shifts which includes night shift. The change in your shift plan will be officially notified to you.
- 10.2 You are entitled to 2 days weekly off as per the current Company policy, which is subject to change from time to time.

**11. Conduct & Compliance**

- 11.1 **Conduct:** It is expected of you to display and demonstrate honesty and exemplary conduct at all times. It is important to be a vigilant guardian of our values and ethics, and to safeguard the reputation of the Societe Generale Group. You are therefore expected to familiarize yourself with and fully respect the Code of Conduct and other policies & procedures of the Company made available to you at the Company's intranet. The Company shall direct you to pay and make good the loss suffered by any fellow employee, any customer of the Company or any other third party due to unacceptable acts committed by you, whether dishonestly, knowingly, unknowingly, inadvertently or fraudulently. Further, you shall be solely responsible and liable for any damage caused by you towards the property of the Company. The Company in such instances shall recover such sum it considers appropriate towards the loss suffered.
- 11.2 **Conflict of Interest:** You shall confine yourself from any situation that would create a clash between your self-interest and professional or public interest. You are required to maintain professional relationship with all vendors, clients, partners and other personnel during the course of employment. It is expected of you to notify to "Compliance / HRBP", if you encounter any conflicting situations or positions during the course of your employment.
- 11.2.1 **Outside Employment & Directorship:** You shall devote the whole of your time and attention and abilities to carrying out your duties under this employment. You shall declare, in writing, any outside directorships you may hold at the date of your employment. You shall not be permitted to take up outside employment for remuneration or further outside directorships without the prior written approval of your immediate line Manager, the Business Head and a notification to Compliance team. If, during the term of your employment, you undertake such outside employment without prior approval, you shall be liable to immediate dismissal.

Signature valid

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Location: Chennai



11.2.2 **Acceptance of Gifts / Commission, etc.,** You shall neither accept or offer any present, commission or any sort of gratification in cash or kind from any person, party or firm or company having dealt with the Company and if you are offered any, you should immediately report the same to the Compliance and your immediate line Manager.

11.2.3 **Personal Account Dealing:** You shall ensure that any personal transactions in securities on the stock markets, shall be carried in accordance with the Staff Personal Account dealing Procedure Code that is made available to you in the Company intranet. Any breach of this clause constitutes gross misconduct and is grounds for immediate dismissal.

## **12. Non-Disclosure of Information**

12.1 You shall not, at any time hereafter, without the written consent of the Company, divulge, disclose or utilize Confidential Information of the Company, which you may have access to or you come across during your course of employment. You shall not use or utilize Confidential Information of the Company for any purpose other than the Company's business. You shall be bound by further confidentiality obligations and other obligations as detailed under **Annexure - A** ("Undertaking") to this Agreement.

12.2 **"Confidential Information"** shall mean all proprietary information of the Company including but not limited to commercial, technical and artistic information relating to the Company, business, operation, maintenance and promoting of its own services, programming techniques, experimental work, customers, clients and vendors of the Company, financial information, marketing plans, business plans, project plans, information relating to, operating income, customer lists, price calculation models, software, hardware, source code, object code and other forms of binary files, technology, methods, documentation, designs and materials and general trade secrets of the Company and Intellectual Property of the Company, as well as any other information labeled "Confidential" by the Company or accessible to or provided to you or developed by you solely or jointly with other employees or consultants of the Company pursuant to the performance of your obligations as an employee of the Company, whether protected under law or not. The Confidential Information and obligations thereto shall apply irrespective of the form in or the media on which such information is displayed or contained. Information relating to the customers, suppliers and agents of the Company shall be deemed to be Confidential Information of the Company.

12.3 You shall indemnify and keep indemnified the Company for all damages, losses, claims, liabilities, costs or expenses that the Company incurs or may incur as a result of any violation by you of the above terms and conditions.

12.4 Notwithstanding anything contained above, as damages may not be a sufficient remedy for any breach under this Agreement, the Company is entitled to seek specific performance or injunctive relief (as appropriate) as a remedy for any breach or threatened breach, in addition to any other remedies at law or in equity.



**Signature valid**

Digitally signed by Imran Khan A B  
Date: 2023.05.19 17:08:52 +05:30  
Reason: Legal  
Location: Chennai



### 13. Intellectual Property Rights

- 13.1 You hereby acknowledge and agree that any copyrightable works prepared by you within the scope of your employment are "works for hire" under the Indian Copyright Act, 1957 and under international copyright laws and that the Company shall be considered the owner of such copyrightable works. You agree that all inventions and Intellectual Property and other rights related thereto that (a) are developed using equipment, supplies, facilities or trade secrets of the Company, (b) result from work performed by you for the Company, or (c) relate to the Company's business or current or anticipated research and development, shall be the sole and exclusive property of the Company and are hereby irrevocably assigned by you to the Company.
- 13.2 You hereby agree to promptly disclose in confidence to the Company all inventions, improvements, designs, original works of authorship, formulas, processes, compositions of matter, computer software programs, databases, mask works and trade secrets ("Inventions") and Intellectual Property that you make or conceive or first reduce to practice or create, either alone or jointly with others, during the period of your employment, whether or not in the course of your employment, and whether or not such Inventions are patentable, copyrightable or protectable as trade secrets.
- 13.3 "Intellectual Property" includes but is not limited to ideas, concepts, creations, discoveries, inventions, improvements, know how, trade secrets, trademarks, service marks, designs, utility models, tools, devices, models, methods, procedures, processes, systems, principles, algorithms, works of authorship, flowcharts, drawings, books, papers, models, sketches, formulas, teaching techniques, electronic codes, proprietary techniques, research projects, and other confidential and proprietary information, computer programming code, databases, software programs including their source code, data, documents, instruction manuals, records, memoranda, notes, user guides, in either printed or machine-readable form, the whether or not copyrightable or patentable, or any written or verbal instructions or comments.
- 13.4 You hereby assign to the Company the entire copyright and all performance rights and all other rights in and to the works performed by you for the full period of copyright including all renewals, revivals, reversions and extensions existing under the laws in force in any part of the world to hold the same to the Company, its successors, assignees and licensees absolutely for the full period that such rights are capable of subsisting throughout the world.
- 13.5 In addition to the foregoing assignment of Inventions and Intellectual Property to the Company, you hereby irrevocably transfer and assign to the Company all Intellectual Property Rights. Intellectual Property Rights include (i) all rights, title, and interest under any statute or under common law including patent rights; copyrights including moral rights; and any similar rights in respect of Intellectual Property, anywhere in the world, whether negotiable or not; (ii) any licenses, permissions and grants in connection therewith; (iii) applications for any of the foregoing and the right to apply for them in any part of the world; (iv) right to obtain and hold appropriate registrations in Intellectual Property and, (v) all extensions and renewals thereof (vi) Causes of action in the past, present or future, related thereto including the rights to damages and profits, due or accrued, arising out of past, present or future infringements or violations thereof and the right to sue for and recover the same.



Signature valid

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Location: Chennai

- 13.6 You hereby represent and warrant that you will not use or integrate any third party materials or data that are not validly licensed to the Company unless previously authorized by my reporting Manager in the Company. You represent and warrant that you have not violated the Intellectual Property Rights of any third party, and covenant that you shall not violate the Intellectual Property Rights of any third party in the course of my employment with Company. Provided that in the event the Company is held liable for your violation of any Intellectual Property Rights, you undertake to indemnify the Company or affiliate as the case may be against any and all losses, liabilities, claims, actions, costs and expenses, including reasonable attorney's fees and court fees resulting there from.

**14. Notice**

- 14.1 Any notice to be given under this Agreement shall be sufficient:

- (a) when given by the Company – if it is given in writing by an authorized employee, such notice shall be deemed to be properly served by either delivering it to you personally or by posting the same by Registered Post to your last known or usual place of residence notified by you to the Company.
- (b) when given by you – if it is in writing signed by you and delivered to the Manager or acting Manager in charge of the office or to an authorized officer or delivered or sent by Registered Post (addressed to the company) to an authorized employee to whom you are responsible.

**15. Non-Solicitation**

- 15.1 During your employment with the Company and for a period of six (6) months thereafter you shall not solicit any employee of the Company to leave their employment in order to join the organization you will be employed with immediately post your resignation with SG GSC or any other entity that is affiliated to the organization you will be employed with. You shall also not directly or indirectly on behalf of your employer post your resignation from SG GSC solicit or entice any customers or potential customers away from the Company.

**16. Authenticity of Information, Documents and References**

- 16.1 You declare that:

- (a) the information contained in your bio-data is true and correct and it is hereby agreed that if the information provided is false or misleading then the Company shall be at liberty to terminate your employment with or without notice and with or without payment of salary in lieu of notice in the Company's absolute discretion.
- (b) You have no criminal record nor have any criminal or civil actions been initiated against you, at any time, which you have not disclosed to the Company and you have declared to the Company any technical breaches of any security laws or regulations
- (c) Further, you shall submit to us a relieving letter from your present employer before your appointment takes effect. You must produce a true copy of your original degree certificate & marks card, along with the original testimonials in respect of your experience. Failure to do so without good reason will nullify your appointment. The Company reserves the right to make appropriate enquiries about you to the referees given by you or any other person deemed fit.

**Signature valid**

Digitally signed by Anuran Khan A B  
Date: 2023.05.19 17:08:52 +05:30  
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Location: Chennai

Page 7 of 13



**17. Fitness**

- 17.1 You shall promptly disclose to the Company the nature of any serious medical illness or disease which you may have contracted which is likely to endanger the health or safety of any other employee or client of the Company.

**18. Use of SG Internal Tools and Applications**

- 18.1 Post your appointment with the Company, you shall have access to SG internal tools and applications ("SG Tool") and the following shall be observed:

- (a) That the SG Tool shall be used for official purposes only. You shall not be entitled to use this facility for unofficial purposes. If you do so, you shall do so at your own risk and consequences follow.
- (b) Since all correspondences, information, conversations pertain to official purposes, all such correspondences, information, conversations shall be recorded, screened and if need be investigated. Please note this also applies to instances where you may be unauthorizedly using the SG Tools for unofficial purposes.
- (c) You are prohibited from disclosing and sharing internal topics that are confidential and sensitive to the Company on social media. You shall be personally liable and responsible for all contents published online whether privately or professionally. All contents published by you shall be internally monitored and retrieved for the purpose of any investigation. Please note, this shall not be considered an invasion of your privacy.

**19. Retirement**

- 19.1 You will retire from the services of the Company on the last day in the month in which you attain your 60th birth anniversary.

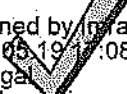
**20. Governing Law**

- 20.1 Your employment shall be governed by and construed in accordance with the laws of India and the courts of Bangalore shall have the jurisdiction, to the exclusion of any other Courts that may have jurisdiction, to decide any dispute arising from or in connection with your employment with the Company or any of the terms and conditions of your employment with the Company.

**21. Company's Policies and Guidelines**

- 21.1 During employment you are subject to rules and regulations and policies of the Company, as made applicable by the Company and revised at the Company's discretion from time to time, irrespective of whether such details are individually notified to you. You are requested to keep yourself up-to-date with such information from the Company intranet/company manual. You shall be liable to face action from the Company if you are found in violation of the same.
- 21.2 During your employment, the Company may at its discretion require you to Work From Home, subject to the Work From Home Policy. You confirm and undertake that you are well equipped to work from your place of residence as long as required by the organization and have adequate infrastructure such as optimal & secured internet connection, comfortable workspace & furniture, required gadgets like laptop, headset, webcam etc.

**Signature valid**

Digitally signed by  Anirban Khan A B  
Date: 2023.05.19 17:08:52 +05:30  
Reason: Legal  
Location: Chennai



## **22. Processing of Personal Information**

22.1 The Company processes your personal data as may be necessary for the proper administration of the employment relationship, both during and after your employment. This will principally (but may not exclusively) relate to personnel, administrative, payroll, performance management and appraisal matters. They will be disclosed, for that purpose, to your hierarchy, as well as, if necessary, to specially authorized service providers in the limit necessary for the performance of the tasks which they are entrusted with.

22.2 Administrative data may be disclosed to:

- (a) The entities of the Société Générale Group entrusted with the administrative management of your employee file,
- (b) To the Group entities aimed at in your mobility demands,
- (c) To the Group headquarters in France for HR steering management purposes and management of careers.
- (d) To third parties and entities outside the group, provided one or any of the businesses of the Group undergo a structural change that would result in a merger, acquisition, spinoff etc.,

22.3 Processing operations may also require the transfer of your personal data to the headquarters of Société Générale Group situated in France or to other entities of the Group specially appointed for hosting purposes and pooling of computer means. You have the right to access your personal data and, in case data are incorrect or out of date, modify, correct and delete your personal data. You may, on legitimate grounds, object to the processing of your personal data.

22.4 Acceptance of this appointment letter shall be treated as your consent for SG GSC to process your personal data as may be specified herein above and no specific consent is required to be obtained from you personally to process your personal data on the occurrence of any of the events specified above.

Yours faithfully,  
For **Societe Generale Global Solution Centre Pvt Ltd,**

**Imran khan AB**  
**Head HR Transformation**  
**(Digitally Signed Below)**

I accept the above terms and conditions on my own free will and agree to be bound by the above-mentioned terms and conditions.

Signature  
Candidate Name: Kishoreraj Sathanandan  
No 1C , 81/A, First Floor,  
Jeyam Orchid Apartments,,Bharathiyar Salai,  
Visvas Nagar, Karumandapam.  
Tiruchirappalli, Tamil Nadu-620001

Date: May 22, 2023

**Signature valid**

Digitally signed by Imran Khan A B  
Date: 2023.05.19 17:08:52 +05:30  
Reason: Legal  
Location: Chennai



**Annexure: Salary Entitlement - 2022**

Name : Kishoreraj Sathanandan

Role Title : Analyst

S. No.	Salary Components	Amount in INR Per Annum
1	Basic	237,500
2	Cash Allowances House Rent Allowance (max 40% of Basic Salary for Non Metro & max 50% of Basic Salary for Metro) Telephone Reimbursement (max 36000/- per annum) Leave Travel Assistance (max 75000/- per annum) Food Coupons (max 26400/- per annum) Upskilling Allowance (max 15000/- per annum) Children Education Allowances (max 2400/- per annum) Balance of allowances will be paid as Taxable Allowance	237,500
Gross Salary		475,000
3	Employer's Provident Fund	28,500
4	Gratuity	11,424
Gross Salary + Retirals		514,924

**Note:**

- a.
- All reimbursements will be governed by the Income Tax laws in place and as may be amended from time to time
  - Statutory benefits such as Provident Fund and Gratuity etc., will be paid as per the applicable regulations
  - Any other allowance payable shall be as per the company policy
  - Retirals are employer provident fund contribution and gratuity

b. **Variable Pay \***

In addition to the Gross Salary + Retirals, you will be eligible to a variable pay, relevant to your role, based on your individual performance and Group's performance for the year. Any applicable variable pay will be paid to you in the month of March along with your monthly salary payout, in following year. Payment of this amount is at the absolute discretion of the Company (SG GSC).

Variable Pay will be payable only if:

- (1) you are actively employed with SG GSC India or a SG subsidiary on the payment date
- (2) you have not given a notice of termination on or prior to the payment date, and
- (3) you have not been notified on or before the payment date that your employment shall be terminated for cause.

c. **Benefits**

**Signature valid**

Digitally signed by Irshad Khan A B  
Date: 2023.05.19 17:08:52 +05:30  
Reason: Legal  
Location: Chennai

d. **Benefits**

i. (You would be entitled to avail the below mentioned benefits, which is governed by the prevailing company policies)

Detail	Maximum Coverage Amount
a. Work Enablement: Reimbursement towards standalone broadband, Parking and Transport expense.	28,800

ii. Insurance Benefit for Health and Personal Accident Cover - applicable as per company policy.

Detail	Maximum Coverage Amount
a. Group Medical Insurance (coverage for self, spouse, child and parents). Top-up Medical coverage can be availed with options 1 lakh, 2 lakhs, 3 lakhs, 5 lakhs, 10 lakhs & 15 lakhs (Family Floater) at a subsidized rate, premium to be borne by the employee.	500,000
b. Group Personal Accident (Coverage for self only)	1,000,000
c. Group Term Life Insurance (Coverage for self only)	Minimum 25 lakhs or 3.5 times Gross Salary with a cap of 2.5 Crores

iii. Relocation Assistance

a. Economy Air travel fare from existing work location for self and family, i.e. spouse, children (max 4 members).
b. One time relocation/settling reimbursement of INR 35000
c. Lodging expenses for up to 14 days in a company approved guest house for self and family for relocation for a max 4 members.
* Relocation Assistance benefits will be recovered from the employee on separation of the company within a period of 1(one)year from the date of Joining.
* Air travel fare, transportation of household goods, including insurance/loading/unloading expenses will be reimbursed, on production of original bills, up to the amounts mention. Transfer from airport will be reimbursed on actuals based on production of bills

You hereby acknowledge that this offer is subject to a background verification to be conducted by the company. On background verification, if any information provided by you is found to be false, the company at its discretion may terminate your services with immediate effect.

**Accepted**

**Signature valid**

Digitally signed by Imran Khan A B  
Date: 2023.05.19 17:09:18 +05:30  
Reason: Legal  
Location: Chennai



Page 11 of 13

## ANNEXURE-A

### Undertaking

I, Mr. / Ms. S. KISHORE RAJ being an employee of Societe General Global Solution Centre Pvt. Ltd., (hereinafter referred to as the "Company") hereby undertake to comply with the following terms and conditions:

1. I have read, understood and agree to abide by the policies and procedures as stated in the "HR Policy and Procedure" manual of the Company.
2. I have read, understood and agree to abide by the "Societe Generale Group Code of Conduct".
3. I understand that devices (as detailed below) cannot be used without written approval and supervision:
  - Any Laptop internal or external not certified by Information Security team.
  - Any USB Device.
  - Any CD/DVD.
  - Any other device which can be used for data transmission (both incoming and outgoing).
4. I have read, understood and agree to abide by the "Societe Generale Anti Sexual Harassment Policy".
5. I assure the Company that I will use strong passwords as per "Societe Generale Group Password Policy". Also, I won't share my account or my password without proper authorization or use someone else's personal account. (Application or System).
6. I won't bypass security control systems (web-mails access, tunneling, Wi-Fi).
7. I won't view, download, forward or store illegal files or data (pornography, pedophilia, racism, xenophobia, cracked files or software, etc.).
8. I will be aware of social engineering attacks; validate the requester's identity; verify the legitimacy of the request and provide as little information as possible.
9. I won't install hardware or software without license and proper authorization from the concerned authorities.
10. I will exercise responsible behavior by reporting incidents to the concern authorities.
11. I will exercise reasonable care while using official e-mail systems, and/or opening e-mails from unknown senders. I will not open attached files and/or web links received through unknown sources or senders. I will also refrain from forwarding such emails to anyone either within the Company or outside the Company. I won't publish my official e-mail address for personal purposes (any forum, social network website etc.) or use Company's reference when expressing your own political, religious or other personal views on such forums, bulletin boards etc.
12. I won't share copyrighted multi-media files (mp3, divx, etc.) or overload network traffic with voluminous files.
13. I will apply the "Clear Desk Policy". I will not leave any information/document unattended on desks, printers, meeting rooms, etc. I will always ensure that my PC is locked by password controlled screen saver whenever I am away from the PC and I will reboot it regularly.
14. I will use mobile devices securely. I will use an anti-theft security cables and an encrypted hard drive. I will be cautious of shoulder surfers and I will never leave mobile equipment unattended.
15. I will classify electronic files and hardcopy documents as per Company's "Information Classification and Protection Policy".
16. I won't attempt to remove classified data (C1 or above) from the office premises either electronically (e-mail, CD/DVD burnt, USB key, PDAs, Portable devices etc.) or physically (printouts, handwritten documents etc.).
17. I will not purchase or sell or hold, directly or indirectly, security held or to be acquired by the Company/its staff/its clients/customers or other clients/customers of any member of the SG Group and ensure compliance to Staff Personal Account Dealing Procedure Code;
18. I will not employ any device, scheme or artifice to defraud the Company/its staff/its clients/customers or engage myself in any manipulative practices with respect to the Company/its staff/its clients/customers of SG Group;
19. I will not engage myself in any act, practice or course of business with any third party under any kind of circumstances which would operate as a fraud or deceit upon the Company/its staff/its clients/customers/ Service Providers / Suppliers or other clients/customers of SG Group;
20. I will not engage myself in any manipulative practices with respect to the Company/its staff/its clients/customers or other clients/customers/ Service Providers / Suppliers of SG Group.
21. I will not disclose or exchange or sell for money or any other form of consideration, or otherwise misuse, any kind of information related to the business of any member of SG Group to any third party or any business or personal employee of the Company not directly involved in the same tasks as myself, who have had no need for access to such information.
22. During my employment I will not, without prior written consent of the Company, accept an appointment, whether or not for remuneration, as a Director, Officer, Manager or employee of a business entity that is not a member of SG Group. Except as specifically set forth herein, I shall be subject to and shall comply with all prevailing policies and procedures of the Company which are applicable to the Company's employees of similar rank and status.
23. During my employment or following the termination of my employment, I will not directly or indirectly disclose or furnish to any entity, firm, corporation or person, except as otherwise required by law, any Confidential Information of the Company with respect to any aspect of its operations, business or clients. "Confidential Information" shall mean any information generally unknown to the public to which I gain access by reason of my employment with the Company and includes, but is not limited to, trade secrets, information relating to all present or potential customers, business and marketing plans, sales, trading and financial data and strategies, salaries and employment benefits, any sensitive or personal data, and operational costs of the Company and/or SG Group.
24. I understand and declare that all records, files, memoranda, reports, customer information, client lists, documents and equipment relating to the business of the Company and/or SG Group, which I prepare, possess or come into contact with while I am an employee of the Company, shall remain the sole property of the Company and/or SG Group. I agree that upon the termination of my employment, I shall provide to the Company all documents, papers, files or other material in my possession and under my control that are connected with or derived from my services to the Company. The Company owns all work products, patents, copyrights and other material produced by me during my employment with the Company.

25. I shall indemnify each member of SG Group, the Company/its staff/its clients/customers and other clients/customers of SG Group for all damages, losses, claims, liabilities, costs or expenses that the relevant member of SG Group, the Company/its staff/its clients/customers and other clients/customers of SG Group may incur as a result of any violation of any provisions of this Undertaking. This obligation shall also include court, litigation expenses, and actual, reasonable attorney's fees. I also acknowledge and agree that as damages may not be a sufficient remedy for any breach under this Undertaking, the Company and/or any such affected party is entitled to seek specific performance or injunctive relief (as appropriate) as a remedy for any breach or threatened breach, in addition to any other remedies at law or in equity.

26. The company processes your personal data as may be necessary for the proper administration of the employment relationship, both during and after your employment. This will principally (but may not exclusively) relate to personnel, administrative, payroll, performance management and appraisal matters. They will be disclosed, for that Purpose, to your hierarchy, as well as, if necessary, to specially authorized service Providers in the limit necessary for the performance of the tasks which they are entrusted with. Administrative data may be disclosed to:

- the entities of the Group Société Générale entrusted with the administrative management of your employee file,
- to the Group entities aimed at in your mobility demands,
- to the Group headquarters in France for HR steering management purposes and management of careers.

Processing operations may also require the transfer of your personal data to the headquarters of Société Générale Group situated in France or to other entities of the Group specially appointed for hosting purposes and pooling of computer means. You have the right to access your personal data and, in case data are incorrect or out of date, modify, correct and delete your personal data.

27. Personal and financial declaration undertaking. (Kindly tick the appropriate box)

☒ I hereby confirm that I have no personal or financial personal interest, direct or indirect, in any matter that raises or may raise a conflict with my employment with SG GSC.

(Or)

☐ I hereby confirm that, I have personal or other financial interest, direct or indirect, in certain matters that raises or may raise a conflict with my employment with SG GSC. Kindly tick the appropriate category listed below to identify the conflicting position:

- ☐ Directorships or outside Interest / employment;
- ☐ Interest's in business enterprises or professional practices;
- ☐ Share ownership with other organizations; (15% or more of the voting equity capital);
- ☐ Beneficial interests in trusts or other organizations;
- ☐ Personal associations or relationships with the Vendors, Service Providers & Sub-contractors;
- ☐ Professional associations with Vendors, Service Providers, Sub-Contractors organizations; and
- ☐ Personal associations or relationships with Employees within SG Group

☐ Others (if it does not fall under the categories mentioned above please specify the details below)

a.

b.

I, declare that the above details provided by me are correct to the best of my knowledge and I am aware of my responsibilities to take reasonable steps to avoid any real or apparent conflict of interest in connection with my employment and to appraise my Line management and declare as appropriate, should I become aware of an actual, perceived or potential conflict during the course of my employment.



Candidate Signature:



Date: 16 JUNE 2023

Dear Kamesh

This has reference to the interview held on 17<sup>th</sup> April 2023. We are pleased to make an offer of appointment to you for the position of **EXECUTIVE I –Retail Sales** in our organization.

Location: COIMBATORE

The compensation offered to you on joining will be as follows: (All figures are in INR)

Headings	Amount (INR)
Basic	21000
HRA	10000
Interim Allowance	2000
Education Allowance	200
Consolidated Allowance	920
Conveyance Allowance	24200
<b>Monthly Gross</b>	<b>58320</b>
Employer's contribution towards PF	2520
Gratuity	1010
<b>CTC per month</b>	<b>61850</b>
LTA (per annum)	8000
Bonus (per annum)	38000
<b>CTC per annum</b>	<b>788201</b>

The detailed terms and conditions of your employment and compensation will be given in the appointment letter which will be handed over to you at the time of joining.

Your appointment to the services of the Company is subject to medical fitness as certified by the Company's Medical Consultant or any other Doctor nominated by the Company, and background verification check.

This offer of appointment is valid until 16<sup>th</sup> June, 2023 for acceptance. If we do not hear from you by 16<sup>th</sup> June, 2023 i.e. the date on which the validity for acceptance expires, this offer of appointment shall be treated as withdrawn. Your expected date of joining is 17<sup>th</sup> June, 2023. In case you fail to join us by 17<sup>th</sup> June,2023 date, this offer shall be automatically treated as withdrawn.

Thanking you,  
For Asian Paints Ltd.

Siddharth Mathur  
Manager-Human Resource



Edit with WPS Office



Edit with WPS Office

## STRICTLY PRIVATE AND CONFIDENTIAL

REF: GICHF:HR:2022-23

23 March 2023

To,

**Ms. Maria Tony S**

Add – Plot No: 9, Tamil Nagar(Ex),

Pudukkottai 622001

Contact No.- 6383158953, 9488621707

### Re: Appointment as 'Executive'

Dear Madam,

Pursuant to your Interview for the captioned post, we are pleased to appoint you as '**Executive**' on the following terms and conditions-

Your appointment to the position mentioned above would be effective from the date of your joining **GIC Housing Finance Limited**, to attend Induction Training Programme at **NIA, Pune**. The Induction Training Programme is scheduled from **03<sup>rd</sup> April, 2023 to 08<sup>th</sup> April, 2023**. On completion of the Training you will be posted at **Branch Office, Bengaluru, Karnataka** Address- *Leo Shopping Centre, 3<sup>rd</sup> Floor, 44/45, Residency Cross Road, Bangalore –560 025 State-Karnataka*, where you will undergo an "On-the-Job Training" during the initial period of two months. You will be expected to carry out duties appropriate to this appointment.

Although your normal work will consist of the duties assigned to you from time to time, you may be called upon to discharge any other duties which in the opinion of GICHF are within capacity to discharge and you will forthwith undertake to discharge those duties with diligence and care.

### **Probation Period**

You will be on probation for an initial period of one year from the date of your joining. The probation may be extended if the performance during the probation is unsatisfactory. Your confirmation will be subject to satisfactory performance, as per the policy of the Company. The probation will extend till such time you are confirmed in service and during the said period of probation your services is liable to be discharged from service without assigning any reason.

### **Compensation**

Your appointment as Executive on probation will be on a monthly basic salary of Rs. 31370/- in the pay scale of **Rs. '31370-2245(4)-40350-2500(15)-77850'**. On successful completion of probation you will also be entitled for benefits / perquisites as per the rules of the Company.

**Leave**

You will be governed by GICHF's Leave rules of the company. Please note that your employment is liable to be terminated if you absent yourself from the services of the Company, without prior written permission or overstay sanctioned leave for a period exceeding seven days, except in cases of medical exigencies (Which will need to be supported by a medical certificate).

**Notice Period / Separation/ Termination**

It is understood and agreed that this engagement may be terminated by either party by giving to the other at anytime, notice in writing.

- During Probation notice in writing of 30 days or payment of one months' gross salary on the basis of last salary drawn.
- On confirmation, notice in writing of 90 days or payment of three months' gross salary on the basis of last salary drawn. The termination shall take effect at the end of such notice period.

**Termination without Notice**

At the sole discretion of the company your services are liable to be terminated without any notice or salary in lieu thereof in the event of your involvement in any serious misconduct, misdemeanor or any offence which may or may not be directly connected with the business of the company.

**Mobility**

In view of the nature of our business, it may become necessary to require you to work in different departments, offices or locations of GICHF. Acceptance of our offer of employment is acceptance of this obligation of flexibility on your part.

**Retirement**

The age of retirement in GICHF is 60 years.

**Other terms and conditions**

This offer is subject to your being found fit during the pre-employment medical examination to be carried out by a qualified Medical Practitioner and submitting proof of having passed PGDM/ MBA Course before 30<sup>th</sup> June, 2023.

Kindly note that at any time, during your tenure of services with the Company or after termination of your services, you shall not, without the consent in writing from the Company, disclose or make available to any third party information concerning finance / affairs of the company which you have acquired / come to know during the period of your service.



Your appointment shall be subject to the terms and conditions of service of employees of GIC Housing Finance Ltd., as approved by Board of Directors on 30/05/1995 and amended from time to time and also subject to GIC Housing Finance Ltd., (Conduct, Discipline and Appeal) Rules, 2008 as in force from time to time. You shall carry out instructions and other orders given to you from time to time. The company reserves the right to effect, alter, change, modify and amend the terms and conditions as also the rules and regulation from time to time and you shall abide by the same while in services of the Company.

You will not, during the continuance of your employment undertake or carry on either alone or in partnership nor be directly or indirectly employed in or concerned with as principal agent, clerk, assistant, consultant, servant or otherwise in any other business, trade, or profession whatsoever. You will devote your whole time and attention to your duties with GICHF.

You shall not during the course of your employment engage, participate, whether directly or indirectly in any business competitive to the business of GICHF.

You shall not do anything or cause to do anything, which shall bring dishonor and / or disrepute to the company or engage in unlawful / immoral activities.

If at any time you are involved in any legal administrative quasi-judicial proceeding(s) you shall immediately inform the Company the details thereof.

You shall not at any time use your association with the company to gain unfair advantage for personal purposes.

In case you are presently employed, you shall submit the Discharge Certificate secured from your present employer on the date of your reporting to the Company.

Duplicate copy of this letter of appointment duly signed by you, signifying acceptance of the terms and conditions mentioned herein above, shall be submitted along with the Personal Data form (enclosed) duly completed in all respects, Discharge Certificate secured from your employer if any on the date of your reporting.

In case it is found at any stage of recruitment that the candidate does not fulfill the eligibility criteria and/or the candidate has furnished any incorrect/false/incomplete information or has suppressed any material fact(s), his/her candidature will be cancelled. If shortcoming is detected even after appointment or during the course of service, the service of the candidate are liable to be terminated forthwith without assigning any reason thereof, the candidate should ensure that he/she fulfills all the eligibility criteria.

# GIC HOUSING FINANCE LTD.



Your salary package is confidential and not to be shared with anyone.

You shall follow all directions, instructions, guidelines and policies of the Company issued from time to time in discharge of your duties.

## Validity

You should join duties on 03<sup>rd</sup> April 2023.

In case you do not join duties on the date mentioned above, the offer contained in this letter shall stand automatically cancelled, unless specifically extended by GICHF, in writing. Upon

your joining duties this letter of offer shall be deemed to be your appointment letter. Please sign and return a copy of this communication in acknowledgement of receipt and acceptance

We welcome you as a member of our team and wish you a successful career with GIC Housing Finance Ltd.

Thanking you,

Yours faithfully,

**Senior Vice President**

I acknowledge that I have read and understood each and every term and condition set out in this Appointment letter and hereby agree, accept and undertake to abide by all the aforesaid terms and conditions and confirm that I shall report for duty on \_\_\_\_\_.

Accepted By:

Name:

Signature:

Date:



## Annexure I

You are requested to get in touch with your Reporting Officer, **Mr. Umesh M Mogaveera - 9739912839** at least 2 days before your date of joining.

### At Induction Training

Candidate need to carry all original documents for verification during induction training. A printed copy (Self attested) of all the documents mentioned below is to be submitted to HR Dept at the beginning of Induction program.

- 1 Copy of the appointment letter (Self attested)
- 2 3 Passport size photographs
- 3 Resume
- 4 A copy PAN Card (Self attested)
- 5 A copy of Aadhaar Card (Self attested)
- 6 A copy of Photo ID and Address Proof (Driving license, Passport, Voter ID, etc.)
- 7 Mark sheets and Degree Certificates ( Post-Graduation, Graduation, XII, X)
- 8 Copy of Achievement Certificates (if any)
- 9 Work ex certificates (if any)
- 10 Last drawn salary slip (if any)
- 11 2 Original Character Certificates (not older than six months) issued by Gazetted officer/ institute
- 12 Personal Statement regarding health form (Duly filled)
- 13 Pre-employment Medical Form (Duly filled by LIC empanelled doctor)
- 14 Original medical test report \*

\* Medical Test includes the following -

- 1) ECG Test
- 2) Clinical Routine Urine
- 3) Clinical C.B.C.
- 4) Clinical E.S.R.

### **Note:**


- **Original of all the above mentioned documents to be brought during induction program for verification purpose.**
- **Submission of all the above mentioned documents is mandatory**

### On Day of Joining at place of posting:


- Present this letter to your Reporting Officer on your day of joining at the place of posting.
- Your Reporting Officer will send your joining intimation to the HR Dept.
- You will receive an e-mail containing your Employee Code, Login id and Password for your HRMS during the induction.
- The attendance of employees will be marked through HRMS. To mark attendance, employee has to Log into the system with Employee Code and Password.



### Compensation Breakup

Salutation	Mr.	
Name	Rodricks Manick	
Role	Management Trainee	
Grade	T	
Location	Srirangam	
City	Trichy	
Reporting to	Branch Manager	
Date of Offer	12-Apr-2023	
<b>Annual Compensation Break up</b>		<b>HDBFS Monthly</b>
Basic	1,20,000	10,000
HRA	60,000	5,000
Other Allowance	1,76,800	14,733
Conveyance Allowance	19,200	1,600
Education Allowance	2,400	200
Provident Fund (Employer's contribution)	21,600	1,800
<b>Gross Salary (A)</b>	<b>4,00,000</b>	<b>33,333</b>
<b>Gratuity----- (B)</b>	<b>5,769</b>	<b>481</b>
<b>Total Fixed Compensation (C=A+B)</b>	<b>4,05,769</b>	<b>33,814</b>
<b>Note:</b>		
This Offer is subject to positive reference checks & Credit Bureau check. Your consent for candidature of the Company will be considered as consent for accessing your Credit report.		
Gratuity is as per "The Payment of Gratuity Act".		
<b>Special Note:</b>		
PAN & AADHAAR are mandatory and have to be provided at the time of joining the Organization for payment of salary. Please apply IMMEDIATELY for a PAN number if you do not have one.		
		



 <b>CUB</b> Trust and Excellence SINCE 1904	<b>CITY UNION BANK</b> <b>ADMINISTRATIVE OFFICE - 'NARAYANA'</b> <b>24-B, GANDHI NAGAR, KUMBAKONAM – 612 001.</b>		
	Ph: 0435-2402322	E-mail: transfer.hrmd@cityunionbank.in	Fax: 2431746

**A.O/HRMD/SA23030199/2022-23**

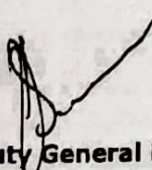
**09.05.2023**

**Ms. Shalini Christy A,**  
**No: 8/62, West Street,**  
**Karungulam, Manapparai Tk - Trichy - 621315.**  
**Mobile: 9025011917**

Dear candidate,

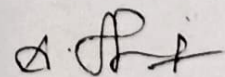
Please find enclosed,


1. Appointment order and
2. Details about submission of medical fitness certificate as per Annexure A.

  
**Deputy General Manager**  
**HRMD**

Encl:a.a





 <b>CUB</b> Trust and Excellence SINCE 1984	<b>CITY UNION BANK</b> <b>ADMINISTRATIVE OFFICE</b> <b>"NARAYANA"</b> <b>24-B, Gandhi Nagar, Kumbakonam – 612 001.</b>	
	<b>Phone: 0435-2402322</b>	<b>Email ID: transfer.hrmd@cityunionbank.in</b>

**A.O/HRMD/SA23030199/2022-23**

**Date: 09.05.2023**

**Ms. Shalini Christy A,**  
**No: 8/62, West Street,**  
**Karungulam, Manapparai Tk,**  
**Trichy - 621315.**

**APPOINTMENT ORDER**

We are glad to inform that you have been appointed as **Probationary Relationship Manager I (sales and operations)** in our Bank and you have been posted to **Natham Branch**.

You shall be required to report duty at our **Natham Branch** on or before **17.05.2023**.

You should show this Appointment Letter and copy of Selection cum offer letter to the Branch / Department Head at the time of joining duty. Also, you should hand over to the Branch Head a proper Relieving Order obtained from the previous Employer; if not employed previously, a declaration to that effect should be submitted.

You should submit a satisfactory report following a routine medical examination by a Registered Medical Practitioner as mentioned in the annexure.

Please return the duplicate copy of this letter duly signed by you as a token of having accepted the offer.

All other terms and conditions mentioned in the Selection cum offer remain unchanged. In addition to the terms and conditions, you are bound by the service conditions as applicable to the said cadre of the Bank.

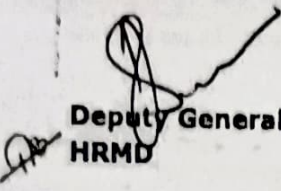
Please find herewith a service agreement, which may be duly filled in and submitted at the time of joining duty.



*A. J. R.*



We welcome you to CUB family,

  
**Deputy General Manager**  
**HRMD**

**Copy to:-**

1. The DGM/AGM/Chief Manager/Senior Branch Head/Branch Head, **Natham Branch**,  
D.No.4, Ward No.5, Dindigul Main Road, Natham, Dindigul Dt, Pin Code - 624401  
Phone : 9382741212.

Kindly collect proper relieving order from the previous employer if any, medical fitness certificate, service agreement and (acceptance of this appointment order/Selection cum offer letter if not given earlier) along with the joining report from the candidate and report compliance.

2. Personal File.

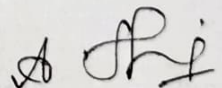
**Acceptance:**

I hereby confirm, having read and understood the terms and conditions as specified in the letter and convey my acceptance to the same.

Signature:

Date:





## **ANNEXURE A**

It is mentioned in your appointment order that you have to submit a medical fitness certificate at the time of joining the Bank. In this connection, you are advised to undergo the following tests from any registered/recognized medical lab/reputed hospitals near your area of residence.

1. Complete Haemogram (Blood Test)
2. Ophthalmology consultation and Eye Certificate
3. E.N.T. Consultation and his Report
4. General Consultation

Proper medical fitness certificate on the above tests should be obtained from a registered medical practitioner.

The medical fitness certificate along with details of medical test reports should be submitted at the time of joining the Bank without fail.



A B



*Sar utha ke jüyo!*

*Sar utha ke jüyo!*



Date: 31-10-2022

**Subject: Offer of Employment**

Dear Merlin C,

Heartiest Congratulations to you!

HDFC Life is delighted to offer you the full-time position of Executive Trainee in our contingent upon your successful clearance of MBA/Post Graduate examination.

A detailed Compensation structure is enclosed here with (Annexure1) for your reference. An appointment letter along with the terms and conditions of employment will be issued to you after joining. **Your joining will be subject to your successful clearance of On-boarding Assessment post your pre-joining training.**

We are extremely excited to have you onboard. We are looking forward to receiving your acceptance of the offer on the duplicate copy of this letter. Please attach your resume and two passport size photographs with the same.

For & on behalf of  
**HDFC Life Insurance Company Limited**

A handwritten signature in blue ink, reading 'Sushil', with a horizontal line underneath.

**Sushil Chander**  
**Vice President – Human Resources**

## Annexure 1

**Date:** 31-10-2022

**Name:** Merlin C

**Designation:** Executive Trainee

**Band:** J2

CTC STRUCTURE		
Components	Per Annum	Per Month
<b>(I) Fixed Pay</b>		
Basic	142,500	11875
House Rent Allowance	85,500	7125
Other Allowance	117,992	9833
Bonus	48,046	4004
<b>(II) Reimbursements</b>		
LTA	11,875	990
Fuel	21,600	1800
Mobile Handset	10,000	833
<b>Total Fixed Pay and Reimbursements</b>	<b>437,512</b>	<b>36,460</b>
<b>(III) Retirals</b>		
Provident Fund	21,600	
Gratuity	6,888	
<b>(IV) Valued Benefits</b>		
Group Insurance Benefit	9,000	
<b>Fixed Cost to Company (FCTC)</b>	<b>475,000</b>	

### Other Benefits (as per prevalent Company Policy):

Group Term Insurance: Term cover of INR 12,00,000

Mediclaime: INR2,00,000 for self and dependents



PRIVATE AND CONFIDENTIAL

**Reference No. - 1384509181**

**Applicant ID - 5165634**

24-Jun-2023

Kishore F

Dear Kishore,

We take great pleasure in extending an offer to you for being a part of ICICI Bank.

Please find enclosed the job offer letter. Kindly note, that the offer of appointment is subject to you having fulfilled the requirements of successful completion of the degree programme during the current academic year and submission of your certificate and mark sheet within 3 months of result announcement - which is the basic requirement of your eligibility. In an event, where the laid out requirements are not met within the stipulated timeline, this offer shall be withdrawn, cancelled and stand revoked, which please take note of.

Please quote your reference number, which is appearing on the top of this letter for all future correspondence.

In case you have any queries please feel free to contact at the below mentioned details:

E-Mail Address : [icicicareers@icicibank.com](mailto:icicicareers@icicibank.com)

Telephone No. : 022-71872500

Yours sincerely,

ICICI Bank HR Team

**ICICI Bank Limited**  
ICICI Bank Towers  
Bandra-Kurla Complex  
Mumbai 400 051, India.

Tel.: (91-22) 2653 1414  
Fax: (91-22) 2653 1122  
Website [www.icicibank.com](http://www.icicibank.com)  
CIN.: L65190GJ1994PLC021012

Regd. Office : ICICI Bank Tower,  
Near Chakli Circle,  
Old Padra Road,  
Vadodara 390 007, India.

PRIVATE AND CONFIDENTIAL

**Reference No. - 1384509181**

**Applicant ID - 5165634**

24-Jun-2023

Kishore F

Dear Kishore,

We are pleased to make you an offer of appointment as Deputy Manager (Band I) in ICICI Bank. You will be placed in BUSINESS BANKING at SATHYAMANGALAM - MYSORE RD\_BR.

Kindly note, that the offer of appointment is subject to you having fulfilled the requirements of successful completion of the degree programme within the timeline- which is the basic requirement of your eligibility. In an event, where the laid out requirements are not met within the stipulated timeline, this offer shall be withdrawn, cancelled and stand revoked which please take a note of.

The details of your remuneration and benefits are given in Annexure.

The following are the terms and conditions of the appointment.

Commencement/Term:

- a) You shall be required to join the Bank on or before 05-Jul-2023.
- b) You will be on probation for a period of one year or such extended period as may be decided by the Bank based on your performance during the probation period.
- c) On satisfactory completion of your probation period, including that of extended period, if any, you will be confirmed in the services of the Bank in writing.

Other Terms and Conditions of Service:

- **Professional Ethics & Confidentiality:** While you are in the services of the Bank, you are not permitted to carry on any business or profession or enter, for any part of your time, in any capacity, the services of, or be employed by or engaged with any other firm, company or person. You will devote your whole time and attention to your office work to promote the interest of the Bank. You will not divulge details like your compensation structure (CTC), performance rating, performance bonus amount, increment, etc. and will not divulge to any person or utilize any of the Bank's secrets or other related information (which you may possess by reason of your association with the Bank) with any external agencies, press etc. outside the Bank. Any act in breach of this term would entail initiation of appropriate action as deemed fit by the Bank.
- **IT Security Practice & Procedures:** While you are in the services of the Bank, you will adhere to the IT Security Practice & Procedures as prescribed by ICICI Bank. Any instance/s of violation or any attempted violation of the aforesaid IT Security Practices and Procedures on your part shall result in disciplinary action.



**Reference No. - 1384509181**

Kishore F

- **Notice Period:** In case you decide to leave the Bank's services during probation period or after confirmation, you will be required to give thirty days' notice. The Bank in its sole discretion can decide to waive off/reduce the notice period depending upon the exigencies. In such case, you would be required to pay to the Bank the gross salary for the notice period so reduced/waived off.

After confirmation, your services would be liable to be terminated by the Bank, by giving thirty days' notice or on payment of thirty days' gross salary in lieu of the notice period.

- **Transfer:** The Bank shall have the right to transfer/depute you to any of its offices or ICICI group companies in India and abroad.
- **Joining Competitor:** In the event of termination of your services by the Bank or your resignation from the services of the Bank, you shall not join any Banking or Financial Services Company for a period of six months from the date of resignation/termination.
- Please note that during the course of your services with the Bank or in the event of cessation of your services in future, due to any reason whatsoever, you shall, for a period of six months from the date of such cessation, directly or indirectly, either on your own accord or on behalf or in conjunction with any other person/s, firm or company refrain/desist from canvassing or soliciting or attempting to or inducing any employee(s)/business associate(s) to leave their current employment with the Bank/Group Companies/Business Partners to join the services of your new employer/firm/company or any other competitor of the Bank/Group Companies/Business Partners. Any act in contravention of the above provision shall entail initiation of appropriate action as deemed fit by the Bank.
- Please note that during the course of your services with the Bank you cannot be a member of any anti-social/national outfits or of any outfit, which is declared as banned by the Government. Any act in breach of this term would entail initiation of appropriate action as deemed fit by the Bank.

**Reference No. - 1384509181**

Kishore F

- Please note that while joining the services of the Bank and during the course of your services with the Bank, you would be required to notify the Bank immediately with details of civil or criminal case/s instituted against you in any Court of Law or any complaint/show cause notice /prosecution with/by any Police Station or by any statutory authority, as also you will notify any outcome of such complaint like filing of Chargesheet /Arrest/Conviction/Acquittal/Discharge. Any act in breach of this term would entail initiation of appropriate action as deemed fit by the Bank.
- The Bank expects resolution of issue/s relating to your employment, if any, within the framework internally, at all times during your service period and even after cessation of service due to any reason whatsoever. As such please note that any attempt to bring any outside influence - directly or indirectly - upon any authority to further your interest/s in respect of matters pertaining to your services with the Bank would amount to breach of employment contract leading to initiation of appropriate action.
- Please note that during the course of your services with the Bank, you will not take part in any demonstration/agitation against the Bank and its official/s for or on behalf of any external bodies/political outfits- either as a member or as a sympathizer. Any act in contravention of the above would be treated as prejudicial to the interest and reputation of the Bank leading to initiation of appropriate action.
- **Termination of Employment:** Your services with the Bank are liable to be terminated:
  - Without assigning any reason and without giving any notice during probation period and after confirmation by giving thirty days' notice or on payment of thirty days' gross salary in lieu of the notice period and at any time during your services with the Bank in the event of
    - a) Any breach of the conditions mentioned in this letter on your part
    - b) You not successfully completing the degree programme within the stipulated timeline during the current academic year and non-submission of your certificate and mark sheet within 3 months of result announcement
    - c) Any incorrect information furnished by you like:
      - Mismatch in your previous employment data even for a day
      - Mismatch in your previous pay slip
      - Fake qualification certificates etc; and
    - d) Suppression of any material information by you.
  - d) Any breach of the Rules and Regulations of the Bank as applicable/may be made applicable to you from time to time.

**ICICI Bank Limited**  
ICICI Bank Towers  
Bandra-Kurla Complex  
Mumbai 400 051, India.

Tel.: (91-22) 2653 1414  
Fax: (91-22) 2653 1122  
Website [www.icicibank.com](http://www.icicibank.com)  
CIN.: L65190GJ1994PLC021012

Regd. Office : ICICI Bank Tower,  
Near Chakli Circle,  
Old Padra Road,  
Vadodara 390 007, India.

**Reference No. - 1384509181**

Kishore F

**• General:**

- Your appointment and continuation in employment are subject to reference checks, qualifications and past employment details and successful completion of your course-graduation/post-graduation and submission certificates/ marksheets at the time of joining.
- You will be bound by the Rules and Regulations of the Bank.
- You will keep us informed of any change in your residential address.
- Your acceptance is taken as your understanding that the role in ICICI Bank may involve sales. You may be required to travel extensively as per the requirement of your job/role or as may be needed for the exigencies of the Bank. Also, that you further understand that your services in the Bank are transferrable in any location and profile including sales, across geographies as per organization requirements.

If you are agreeable to the above mentioned terms and conditions, please intimate your acceptance to us by returning a copy of this letter, duly signed by you, within seven days of receipt. In case no confirmation is received within the above-mentioned period the appointment letter shall be deemed to have been withdrawn.

Yours sincerely,

Aditi Chaturvedi

Digitally signed by Aditi Chaturvedi  
Date: 2023.06.24 09:55:13 +05:30  
Reason: Offer Letter  
Location: Mumbai

I have read all the terms and conditions of the offer and would like to confirm my acceptance.

Signature of Applicant

**Reference No. - 1384509181**

Kishore F

**Annexure: \_****Remuneration:**

- Your Base Salary will be Rs. 1,08,000/- (Rupees One Lakh Eight Thousand only) per annum.
- You will be eligible for the Performance Linked Retention Pay, as per the policy of the Bank. Please note that there is no guaranteed performance bonus, subject to however provisions of the Payment of Bonus Act 1965, wherever applicable. The performance linked Retention pay would be payable to an employee only if the employee on the day of payout is on the rolls of the bank and he/she has not resigned and / or is serving notice period.

**Supplementary Allowances:**

- You will be eligible for a Supplementary Allowance of Rs. 1,10,100/- (Rupees One Lakh Ten Thousand One Hundred only) per annum. Supplementary allowance will include –Conveyance / Travel Allowance, Telephone Reimbursement, LTA, Medical Reimbursement, Canteen and any other allowance. All the components of supplementary allowance are subject to limits and rules prescribed by Income tax act and policies of the bank.
- You will be eligible for HRA of Rs. 54,000/- (Rupees Fifty Four Thousand only) per annum.
- The composition of supplementary allowance can be decided once in a year. The unexercised amount of the supplementary allowance will be paid to the employee subject to deduction of tax at source.

**Superannuation Allowances:**

- You will be eligible for a Superannuation Allowance of Rs. 16,200/- (Rupees Sixteen Thousand Two Hundred only) per annum.



**Reference No. - 1384509181**

Kishore F

**Benefits:**

- Comprehensive Mediclaim Coverage for you and your immediate family up to Rs.400,000/-(Rupees Four Lakh only) per annum. Your immediate family includes yourself, your spouse and dependent children.
- You will also be eligible for Retirement Benefits of the Bank; namely Provident Fund and Gratuity, in accordance with the statutory requirements and/or, as per Bank policy.
- The salary and perquisites including supplementary allowance are subject to limits and rules prescribed by the Income Tax Act / Rules and policies of the Company.
- Maternity leave benefits as defined under the Maternity Benefit (Amendment) Act, 2017 are offered to eligible women employees by the Bank. Details of all types of leaves including the Maternity leave benefits offered to employees and eligibility criteria for availing such benefits are notified by the Bank under "Employee Benefit Policies" available on the Bank's intranet which will be accessible upon joining the Bank.

Digitally signed by Aditi Chaturvedi  
Date: 2023.06.24 09:55:13 +05:30  
Reason: Offer Letter  
Location: Mumbai

Signature of Applicant

### **JOINING FORMALITIES**

The process to join the Bank is by way of completing the online joining formalities. You are required to complete the online joining formalities within 5 days from the date of accepting offer letter. Please note that completion of online joining formalities is a mandatory process.

The login credentials are provided below:

**URL:** <https://www.icicicareers.com/Careers/CP/CandidateLogin.aspx>

**Username:** Registered email id or Applicant id

**Password:** Which has been already communicated to you through registered email id. In case, you do not remember the password, please use “forgot password “option to generate a new password.

Following documents (xerox copies) are required to be uploaded:

- 1) Self-attested copies of educational certificates and marksheets (X<sup>th</sup>/XII<sup>th</sup>/ Graduation/ Post graduation)
- 2) Work Experience Document
  - a. Resignation accepted letter from current organisation
  - b. Relieving letter from two previous employers or companies worked in last five years whichever is higher
- 3) Passport size Photograph (against Red background)
- 4) Address proof (Passport/Voter id/Ration card)
- 5) PAN Card

Please note that you are required to attend Induction program (I-Banker) on your date of joining. You shall be communicated about the date, time and venue for induction program (I-Banker) by your Recruitment Manager.

**Remuneration Details**

Name : Kishore F

Position: Deputy Manager (Band I)

Group: RETAIL BANKING GROUP

	Deputy Manager (Band I)	
	Monthly	Annual
Basic	9,000	1,08,000
HRA	4,500	54,000
Supplementary Allowance*	9,175	1,10,100
Superannuation Allowance **	1,350	16,200
<b>Total</b>	<b>24,025</b>	<b>2,88,300</b>
<b>Retrials</b>		
Retrials (PF, Gratuity) ***	2,550	30,600
<b>Total Fixed CTC</b>	<b>26,575</b>	<b>3,18,900</b>
Performance Linked Retention Pay #	6,250	75,000
<b>Total CTC</b>	<b>32,825</b>	<b>3,93,900</b>
* Supplementary allowance will include Conveyance / Travel allowance, Telephone reimbursement, LTA, Medical, Canteen and any other allowance		
*** You will be eligible for Retirement Benefits of the Bank; namely Provident Fund and Gratuity, in accordance with the statutory requirements and/or, as per Bank policy.		
#Please note that there is no guaranteed performance linked retention pay, subject to however provisions of the payment of Bonus Act 1965, wherever applicable.		

**Date : 24-Jun-2023**

Digitally signed by Aditi Chaturvedi

Date: 2023.06.24 09:55:14 +05:30

Reason: Offer Letter

Location: Mumbai



PRIVATE AND CONFIDENTIAL

**Reference No. - 1384509006**

**Applicant ID - 5165655**

05-Aug-2023

Walter J

Dear Walter,

We take great pleasure in extending an offer to you for being a part of ICICI Bank.

Please find enclosed the job offer letter. Kindly note, that the offer of appointment is subject to you having fulfilled the requirements of successful completion of the degree programme during the current academic year and submission of your certificate and mark sheet within 3 months of result announcement - which is the basic requirement of your eligibility. In an event, where the laid out requirements are not met within the stipulated timeline, this offer shall be withdrawn, cancelled and stand revoked, which please take note of.

Please quote your reference number, which is appearing on the top of this letter for all future correspondence.

In case you have any queries please feel free to contact at the below mentioned details:

E-Mail Address : [icicicareers@icicibank.com](mailto:icicicareers@icicibank.com)

Telephone No. : 022-71872500

Yours sincerely,

ICICI Bank HR Team

**ICICI Bank Limited**  
ICICI Bank Towers  
Bandra-Kurla Complex  
Mumbai 400 051, India.

Tel.: (91-22) 2653 1414  
Fax: (91-22) 2653 1122  
Website [www.icicibank.com](http://www.icicibank.com)  
CIN.: L65190GJ1994PLC021012

Regd. Office : ICICI Bank Tower,  
Near Chakli Circle,  
Old Padra Road,  
Vadodara 390 007, India.



PRIVATE AND CONFIDENTIAL

**Reference No. - 1384509006**

**Applicant ID - 5165655**

05-Aug-2023

Walter J

Dear Walter,

We are pleased to make you an offer of appointment as Deputy Manager (Band I) in ICICI Bank. You will be placed in CORPORATE EMP SOLUTIONS GROUP at ARCOT - THOLKAPPIA STREET\_BR.

Kindly note, that the offer of appointment is subject to you having fulfilled the requirements of successful completion of the degree programme within the timeline- which is the basic requirement of your eligibility. In an event, where the laid out requirements are not met within the stipulated timeline, this offer shall be withdrawn, cancelled and stand revoked which please take a note of.

The details of your remuneration and benefits are given in Annexure.

The following are the terms and conditions of the appointment.

Commencement/Term:

- a) You shall be required to join the Bank on or before 30-Aug-2023.
- b) You will be on probation for a period of one year or such extended period as may be decided by the Bank based on your performance during the probation period.
- c) On satisfactory completion of your probation period, including that of extended period, if any, you will be confirmed in the services of the Bank in writing.

Other Terms and Conditions of Service:

- **Professional Ethics & Confidentiality:** While you are in the services of the Bank, you are not permitted to carry on any business or profession or enter, for any part of your time, in any capacity, the services of, or be employed by or engaged with any other firm, company or person. You will devote your whole time and attention to your office work to promote the interest of the Bank. You will not divulge details like your compensation structure (CTC), performance rating, performance bonus amount, increment, etc. and will not divulge to any person or utilize any of the Bank's secrets or other related information (which you may possess by reason of your association with the Bank) with any external agencies, press etc. outside the Bank. Any act in breach of this term would entail initiation of appropriate action as deemed fit by the Bank.
- **IT Security Practice & Procedures:** While you are in the services of the Bank, you will adhere to the IT Security Practice & Procedures as prescribed by ICICI Bank. Any instance/s of violation or any attempted violation of the aforesaid IT Security Practices and Procedures on your part shall result in disciplinary action.

**ICICI Bank Limited**  
ICICI Bank Towers  
Bandra-Kurla Complex  
Mumbai 400 051, India.

Tel.: (91-22) 2653 1414  
Fax: (91-22) 2653 1122  
Website [www.icicibank.com](http://www.icicibank.com)  
CIN.: L65190GJ1994PLC021012

Regd. Office : ICICI Bank Tower,  
Near Chakli Circle,  
Old Padra Road,  
Vadodara 390 007, India.

**Reference No. - 1384509006**

Walter J

- **Notice Period:** In case you decide to leave the Bank's services during probation period or after confirmation, you will be required to give thirty days' notice. The Bank in its sole discretion can decide to waive off/reduce the notice period depending upon the exigencies. In such case, you would be required to pay to the Bank the gross salary for the notice period so reduced/waived off.

After confirmation, your services would be liable to be terminated by the Bank, by giving thirty days' notice or on payment of thirty days' gross salary in lieu of the notice period.

- **Transfer:** The Bank shall have the right to transfer/depute you to any of its offices or ICICI group companies in India and abroad.
- **Joining Competitor:** In the event of termination of your services by the Bank or your resignation from the services of the Bank, you shall not join any Banking or Financial Services Company for a period of six months from the date of resignation/termination.
- Please note that during the course of your services with the Bank or in the event of cessation of your services in future, due to any reason whatsoever, you shall, for a period of six months from the date of such cessation, directly or indirectly, either on your own accord or on behalf or in conjunction with any other person/s, firm or company refrain/desist from canvassing or soliciting or attempting to or inducing any employee(s)/business associate(s) to leave their current employment with the Bank/Group Companies/Business Partners to join the services of your new employer/firm/company or any other competitor of the Bank/Group Companies/Business Partners. Any act in contravention of the above provision shall entail initiation of appropriate action as deemed fit by the Bank.
- Please note that during the course of your services with the Bank you cannot be a member of any anti-social/national outfits or of any outfit, which is declared as banned by the Government. Any act in breach of this term would entail initiation of appropriate action as deemed fit by the Bank.

**Reference No. - 1384509006**

Walter J

- Please note that while joining the services of the Bank and during the course of your services with the Bank, you would be required to notify the Bank immediately with details of civil or criminal case/s instituted against you in any Court of Law or any complaint/show cause notice /prosecution with/by any Police Station or by any statutory authority, as also you will notify any outcome of such complaint like filing of Chargesheet /Arrest/Conviction/Acquittal/Discharge. Any act in breach of this term would entail initiation of appropriate action as deemed fit by the Bank.
- The Bank expects resolution of issue/s relating to your employment, if any, within the framework internally, at all times during your service period and even after cessation of service due to any reason whatsoever. As such please note that any attempt to bring any outside influence - directly or indirectly - upon any authority to further your interest/s in respect of matters pertaining to your services with the Bank would amount to breach of employment contract leading to initiation of appropriate action.
- Please note that during the course of your services with the Bank, you will not take part in any demonstration/agitation against the Bank and its official/s for or on behalf of any external bodies/political outfits- either as a member or as a sympathizer. Any act in contravention of the above would be treated as prejudicial to the interest and reputation of the Bank leading to initiation of appropriate action.
- **Termination of Employment:** Your services with the Bank are liable to be terminated:
  - Without assigning any reason and without giving any notice during probation period and after confirmation by giving thirty days' notice or on payment of thirty days' gross salary in lieu of the notice period and at any time during your services with the Bank in the event of
    - a) Any breach of the conditions mentioned in this letter on your part
    - b) You not successfully completing the degree programme within the stipulated timeline during the current academic year and non-submission of your certificate and mark sheet within 3 months of result announcement
    - c) Any incorrect information furnished by you like:
      - Mismatch in your previous employment data even for a day
      - Mismatch in your previous pay slip
      - Fake qualification certificates etc; and
    - d) Suppression of any material information by you.
  - d) Any breach of the Rules and Regulations of the Bank as applicable/may be made applicable to you from time to time.

**ICICI Bank Limited**  
ICICI Bank Towers  
Bandra-Kurla Complex  
Mumbai 400 051, India.

Tel.: (91-22) 2653 1414  
Fax: (91-22) 2653 1122  
Website [www.icicibank.com](http://www.icicibank.com)  
CIN.: L65190GJ1994PLC021012

Regd. Office : ICICI Bank Tower,  
Near Chakli Circle,  
Old Padra Road,  
Vadodara 390 007, India.

**Reference No. - 1384509006**

Walter J

**• General:**

- Your appointment and continuation in employment are subject to reference checks, qualifications and past employment details and successful completion of your course-graduation/post-graduation and submission certificates/ marksheets at the time of joining.
- You will be bound by the Rules and Regulations of the Bank.
- You will keep us informed of any change in your residential address.
- Your acceptance is taken as your understanding that the role in ICICI Bank may involve sales. You may be required to travel extensively as per the requirement of your job/role or as may be needed for the exigencies of the Bank. Also, that you further understand that your services in the Bank are transferrable in any location and profile including sales, across geographies as per organization requirements.

If you are agreeable to the above mentioned terms and conditions, please intimate your acceptance to us by returning a copy of this letter, duly signed by you, within seven days of receipt. In case no confirmation is received within the above-mentioned period the appointment letter shall be deemed to have been withdrawn.

Yours sincerely,

Gaurav Mandavia

Digitally signed by Gaurav Mandavia

Date: 2023.08.05 12:25:17 +05:30

Reason: Offer Letter

Location: Mumbai

I have read all the terms and conditions of the offer and would like to confirm my acceptance.

Signature of Applicant



**Reference No. - 1384509006**

Walter J

**Annexure: \_****Remuneration:**

- Your Base Salary will be Rs. 1,08,000/- (Rupees One Lakh Eight Thousand only) per annum.
- You will eligible for the Performance Linked Retention Pay, as per the policy of the Bank. Please note that there is no guaranteed performance bonus, subject to however provisions of the Payment of Bonus Act 1965, wherever applicable. The performance linked Retention pay would be payable to an employee only if the employee on the day of payout is on the rolls of the bank and he/she has not resigned and / or is serving notice period.

**Supplementary Allowances:**

- You will be eligible for a Supplementary Allowance of Rs. 1,10,100/- (Rupees One Lakh Ten Thousand One Hundred only) per annum. Supplementary allowance will include –Conveyance / Travel Allowance, Telephone Reimbursement, LTA, Medical Reimbursement, Canteen and any other allowance. All the components of supplementary allowance are subject to limits and rules prescribed by Income tax act and policies of the bank.
- You will be eligible for HRA of Rs. 54,000/- (Rupees Fifty Four Thousand only) per annum.
- The composition of supplementary allowance can be decided once in a year. The unexercised amount of the supplementary allowance will be paid to the employee subject to deduction of tax at source.

**Superannuation Allowances:**

- You will be eligible for a Superannuation Allowance of Rs. 16,200/- (Rupees Sixteen Thousand Two Hundred only) per annum.

**Reference No. - 1384509006**

Walter J

**Benefits:**

- Comprehensive Mediclaim Coverage for you and your immediate family up to Rs.400,000/-(Rupees Four Lakh only) per annum. Your immediate family includes yourself, your spouse and dependent children.
- You will also be eligible for Retirement Benefits of the Bank; namely Provident Fund and Gratuity, in accordance with the statutory requirements and/or, as per Bank policy.
- The salary and perquisites including supplementary allowance are subject to limits and rules prescribed by the Income Tax Act / Rules and policies of the Company.
- Maternity leave benefits as defined under the Maternity Benefit (Amendment) Act, 2017 are offered to eligible women employees by the Bank. Details of all types of leaves including the Maternity leave benefits offered to employees and eligibility criteria for availing such benefits are notified by the Bank under "Employee Benefit Policies" available on the Bank's intranet which will be accessible upon joining the Bank.

Digitally signed by Gaurav Mandavia  
Date: 2023.08.05 12:25:17 +05:30  
Reason: Offer Letter  
Location: Mumbai

Signature of Applicant

### **JOINING FORMALITIES**

The process to join the Bank is by way of completing the online joining formalities. You are required to complete the online joining formalities within 5 days from the date of accepting offer letter. Please note that completion of online joining formalities is a mandatory process.

The login credentials are provided below:

**URL:** <https://www.icicicareers.com/Careers/CP/CandidateLogin.aspx>

**Username:** Registered email id or Applicant id

**Password:** Which has been already communicated to you through registered email id. In case, you do not remember the password, please use “forgot password “option to generate a new password.

Following documents (xerox copies) are required to be uploaded:

- 1) Self-attested copies of educational certificates and marksheets (X<sup>th</sup>/XII<sup>th</sup>/ Graduation/ Post graduation)
- 2) Work Experience Document
  - a. Resignation accepted letter from current organisation
  - b. Relieving letter from two previous employers or companies worked in last five years whichever is higher
- 3) Passport size Photograph (against Red background)
- 4) Address proof (Passport/Voter id/Ration card)
- 5) PAN Card

Please note that you are required to attend Induction program (I-Banker) on your date of joining. You shall be communicated about the date, time and venue for induction program (I-Banker) by your Recruitment Manager.

**Remuneration Details**

Name : Walter J

Position: Deputy Manager (Band I)

Group: RETAIL BANKING GROUP

	Deputy Manager (Band I)	
	Monthly	Annual
Basic	9,000	1,08,000
HRA	4,500	54,000
Supplementary Allowance*	9,175	1,10,100
Superannuation Allowance **	1,350	16,200
<b>Total</b>	<b>24,025</b>	<b>2,88,300</b>
<b>Retrials</b>		
Retrials (PF, Gratuity) ***	2,550	30,600
<b>Total Fixed CTC</b>	<b>26,575</b>	<b>3,18,900</b>
Performance Linked Retention Pay #	6,250	75,000
<b>Total CTC</b>	<b>32,825</b>	<b>3,93,900</b>
* Supplementary allowance will include Conveyance / Travel allowance, Telephone reimbursement, LTA, Medical, Canteen and any other allowance		
*** You will be eligible for Retirement Benefits of the Bank; namely Provident Fund and Gratuity, in accordance with the statutory requirements and/or, as per Bank policy.		
#Please note that there is no guaranteed performance linked retention pay, subject to however provisions of the payment of Bonus Act 1965, wherever applicable.		

**Date : 05-Aug-2023**

Digitally signed by Gaurav Mandavia

Date: 2023.08.05 12:25:18 +05:30

Reason: Offer Letter

Location: Mumbai





**PRIVATE AND CONFIDENTIAL**

143976

May 22, 2023

Jude Jeeva Rohith J  
No. 29 Bethel, VIP Nagar  
Ponneripuram to KK Kotai  
Road Ponmalai Trichy, TAMILNADU

Dear Jude,

On behalf of ICICI Securities Limited, we take great pleasure in making you an offer to be part of team I-Sec.

Please find enclosed:

- Our formal Joining Offer cum Appointment Letter
- Components of Remuneration – It has details on all the components of remuneration.

Please quote your reference number, which is appearing at the top of this letter for all future correspondence.

In case you have any further queries feel free to contact at below mentioned number and address:

Address : HR, ICICI Securities Limited,  
Shree Sawan Knowledge Park,  
Gr. Floor, Plot No. D-507, T.T.C Industrial Area,  
M.I.D.C, Turbhe, Near Juinagar Railway Station,  
Navi Mumbai-400705

E-Mail Address : robin.raju@icicisecurities.com

Telephone (Direct) : -

Yours sincerely,

For **ICICI Securities Ltd**

**Robin Raju**

**Regional Manager - Human Resources**

ICICI Securities Limited  
Registered Office (Institutional):  
ICICI Venture House, Appasaheb Marathe Marg,  
Prabhadevi, Mumbai - 400 025, India.  
Tel 022 - 6807 7100

Corporate Office (Retail):  
Shree Sawan Knowledge Park, Plot No. D-507,  
T.T.C. Ind. Area, M.I.D.C, Turbhe,  
Navi Mumbai - 400 706  
Tel (91 22) 40 70 1000  
Fax (91 22) 40 70 1022

Name of Compliance Officer (Broking Operations): Mr. Anoop Goyal  
Email Address: complianceofficer@icicisecurities.com / (91 22) 4070 1000  
Website Address: www.icicisecurities.com/www.icicidirect.com





**PRIVATE AND CONFIDENTIAL**

143976

May 22, 2023

Jude Jeeva Rohith J  
Trichy

Dear Jude,

We are pleased to make you an offer of appointment at grade "E" in ICICI Securities Limited (hereinafter referred to as the "Company"). Your job title will be "Senior Relationship Manager". You will be placed in "Retail" Department and "Select" Function at Trichy.

The following are the terms and conditions of the appointment.

**Commencement/Term:**

1. You shall be required to join the Company on or before June 05, 2023.
2. Your appointment is subject to you successfully completing your Post Graduation in Management Course. You are required to submit the copy of certificate latest by November 2023. Failure on your part to submit the required document may initiate appropriate action including termination of your services.
3. You will be on probation for a period of six months or such extended period as may be decided by the Company and would be confirmed basis you meeting up the criteria set by the company from time to time. Please note that this offer of employment is subject to the successful completion of your course and to your acquiring knowledge specified by competent authorities from time to time.
4. You will be informed about your confirmation in the services of the Company in writing.
5. On confirmation, employee would retire from the service on attaining the age of 58 years.

**Remuneration:**

6. Your Basic Salary will be Rs. 121,590/- (Rupees One Lakh Twenty One Thousand Five Hundred Ninety Only) per annum.

**Allowances:**



7. Your House Rent Allowance will be Rs. 60,795/- (Rupees Sixty Thousand Seven Hundred Ninety Five Only) per annum.

8. You shall be entitled to Leave Travel Assistance of Rs. 25,331/- (Rupees Twenty Five Thousand Three Hundred Thirty One Only) per annum.

9. You shall be entitled to Supplementary Allowance of Rs. 118,084/- (Rupees One Lakh Eighteen Thousand Eighty Four Only) per annum.

**Benefits:**

**In addition to the above, you shall be entitled to the following:-**

10. Comprehensive Mediclaim as per company policy for you will be up to Rs. 4 Lacs per annum or as may be adopted by the Company for its employees from time to time. Once you successfully complete the probation period your immediate family members will be entitled for this benefit. Your immediate family includes yourself, your spouse and 2 dependent children up to the age of 25 years.

11. Personal Accident Insurance coverage as may be adopted by the Company for its employees from time to time for permanent disablement or death due to accidents.

12. Life Insurance Cover as per company policy in case of untimely demise while in the service.

**Note :** The coverage mentioned above under each policy will be subject to you meeting all the insurance company's policies and insurance/underwriting requirements. Until confirmation by the insurance company that you have fulfilled these requirements, the sum insured will be at the insurance company's discretion.

13. Retirement Benefits of the company in accordance with the statutory requirements and/or, as per Company policy.

- Employer's Contribution towards Provident Fund of Rs. 21,600/- (Twenty One Thousand Six Hundred Only) per annum.

- Contribution towards Gratuity Fund of Rs 10,128/- (Rupees Ten Thousand One Hundred Twenty Eight Only) per annum. Pls note, Gratuity amount is payable after completion of 5 years continuous service.



**14.** Maternity benefits as defined under the Maternity Benefit (Amendment) Act, 2017 are offered to eligible women employees by I Sec. Details of such benefits offered to employees and eligibility criteria for availing such benefits are notified by I Sec under "Employee Benefit Policies" available on the intranet, which will be accessible upon joining I Sec.

**Variable Pay:**

**15.** You will participate in the Company's Sales Incentive Plan. The pay-out depends on the Company's performance, your strategic business unit (SBU) performance and your performance, and other parameters as the Company may decide from time to time. Please note that there is no minimum and/or guaranteed incentive. The Sales Incentive awarded to you in any year will have no bearing to your previous year's incentive. Please note that the Variable Pay payable (if any) to you is inclusive of statutory bonus payable (if any) under the Payment of Bonus Act, 1965 and any amendments therein.

**Other Terms and Conditions of Service:**

**16. Professional Ethics & Confidentiality:** While you are in the employment of the Company, you are not permitted to carry on any business or profession or enter, for any part of your time, in any capacity, into the services of, or be employed by or engaged with any other firm, company or person. You will devote your whole time and attention to the Company and to promote the interests of the Company and will not divulge to any person or utilize any of the Company's secrets or other related information (which you may possess by reason of your association with the Company) outside the Company. It is a condition of your employment that you maintain the confidentiality of any and all proprietary information of which you gain knowledge or possession as a result of your employment with the Company. You must not disclose such proprietary information to any person. The term, 'proprietary information' shall mean all Company information whether in oral, written, diskette, graphic or machine readable form, including but not limited to all non-public lists of customers, agents, general agents, intermediaries, prices, business plans, strategic plans, reserves or other non-public financial information, customer base, manuals, designs, procedures, formulas, discoveries, inventions, improvements, concepts, ideas, future plans and budgets, unannounced organizational or staffing changes, financial analyses, competitive analyses, management information, technical data and market studies. This obligation of confidentiality continues after your employment terminates. Further, complete confidentiality of all employment and compensation details is expected to be maintained by you during your period of employment with the Company.

**17. IT Security Practice & Procedures:** While you are in the services of the Company, you will adhere to the IT Security Practice & Procedures as prescribed by the Company.





**18. Transfer:** The Company shall have the right to transfer you to any of its offices or ICICI group companies in India and abroad.

**19. Notice Period And Termination of Employment:** During the probation period, your services would be liable to be terminated by the Company without assigning any reason and by giving seven days notice or notice pay of seven days in lieu thereof. During the probation period, if you decide to leave the Company's services, you will be required to give and serve Forty five days' notice period or on payment of an amount equivalent to Forty Five days' gross salary in lieu of the notice period or on a prorata basis for the notice period not served. In such cases the company reserves the right of recovering expenses such as relocation expenses (if any), etc., from your full & final settlement.

After confirmation, your services would be liable to be terminated by the Company, by giving Ninety days' notice or on payment of an amount equivalent to Ninety days' gross salary in lieu of the notice period. In case of termination consequent to any disciplinary action or loss of confidence under clauses mentioned in the Code of Conduct & Business ethics, the company would not be liable to give any notice or any notice pay thereof. In case you decide to leave the Company's services, you will be required to give and serve Ninety days' notice or on payment of an amount equivalent to Ninety days' gross salary in lieu of the notice period or on a prorata basis for the notice period not served..

Further, the company shall be entitled in its sole discretion, to accept your resignation (either during probation period or after confirmation), either with immediate effect or with effect from any date prior to the last day of the notice period .

**20. Gross Misconduct:** Gross misconduct would amount to cause for your immediate dismissal without notice or payment in lieu of notice. Examples of gross misconduct include, but are not limited to:

- Non-compliance with all applicable laws and regulations in the conduct of business for and on behalf of the Company;
- If it is found that any incorrect information furnished by you during the interview or while you are employed with the company such as (this is an indicative list and not an exhaustive one) :
  - i. Suppression of any material information by you.
  - ii. Mismatch in your previous employment data even for a day.
  - iii. Mismatch in your previous pay slip.
  - iv. Fake qualification certificates .
- Theft, misappropriation or willful destruction of Company property;



- Refusal or failure to comply with a reasonable instruction given by your supervisor;
- Willful insubordination or disobedience of any lawful and reasonable order of a superior.
- A finding that you are guilty of a criminal offence by a court of competent jurisdiction;
- Your bankruptcy or insolvency;
- Sexual harassment or intimidation of employees;
- Behavior which is either physically or verbally threatening or degrading to others;
- Violation of Code of Conduct & Business Ethics;
- Breach of any of the terms and conditions set out herein and any manual containing the Company's policies and procedures.
- You shall be deemed to have resigned in case you are absent from work or extended your stay after the end of the granted leave without authorization or acceptable excuses, for the period of 15 consecutive days.

Upon termination of your employment, you will return any items belonging to or relating to the Company. These include but are not limited to keys, diaries, business cards, files and all other items of a professional nature, which were acquired or created during your employment, including computer software and applications.

**21.** You shall not for a period of one year from cessation of your service, solicit or employ any director, officer or employee of any constituent of the ICICI Group in any activity, vocation, profession, employment, consultancy, service, occupation or business that you undertake or in any manner, cause any director, officer or employee of any constituent of the ICICI Group to be solicited or employed by any person or enterprise with whom you may be associated in any capacity.

**22. General:** You agree to authorize "ICICI Securities Limited" and the appointed agencies to verify information provided in your resume and / or the applicant Information sheet submitted for employment purposes and to conduct any further enquiries as may be necessary. You also agree to authorize all who may have relevant information pertaining to this enquiry to disclose the same.

As per the Insider Trading Policy of the Company, you and your immediate relatives are required to trade in Securities only through ICICI Securities and not through any other trading member. Accordingly, please ensure that you comply with the above requirement from the date of your joining.

A declaration confirming the above would be required to be signed by you on your date of joining.

For the above purpose, the following persons are defined as Immediate Relatives:



- Your spouse
- Any of the following who is either dependent financially on you or consults you in taking decisions relating to trading in Securities
- your parents, siblings and your children
- your spouse's parents, siblings and children

**23.** You will be bound by the Rules and Regulations of the Company. It is your responsibility to read and abide by the Company's policies, procedures, Rules of Conduct and Corporate Policies amended from time to time during your employment. You are required and expected to read and understand all of the above and to strictly adhere to the same. The terms and conditions as laid down in any of the above manuals, handbooks, policies, rules and procedures may be amended by the Company at its discretion from time to time and will be binding upon you. You shall not sign any contracts or enter into any binding agreements, which are outside your defined authority limits on behalf of the Company. You may be authorized from time to time to enter into contracts incidental to the running of the office with the prior written approval of the Company. You shall not pledge the Company's credit and/or make any representations on behalf of the Company unless you are specifically authorized in that regard.

**24.** You hereby agree that you would not be acting as a life insurance agent or an insurance broker of any Life / General insurance company or of any corporate agent (other than an employee of ICICI Securities Ltd.) of such insurance company.

**25.** The terms of your employment may be amended at any time. This contract of Employment shall be interpreted and governed by the laws of India.

**26.** Any notice, consent, request or other communication made or given in connection with this letter shall be in writing and shall be deemed to have been duly given when delivered or mailed by registered or certified mail (return receipt requested) or by facsimile or by hand delivery or overnight courier, to those listed below at their following respective addresses or at such other address as each may specify by notice to the others:



To Employer: HR, ICICI Securities Limited,  
First Floor, Door no - 44/2102C,  
J J Arcade, Deshabhimani Junction,  
Kaloor  
Kochi-682017

To Employee No. 29 Bethel, VIP Nagar  
Ponneripuram to KK Kotai  
Road Ponmalai Trichy, TAMILNADU

It will be your responsibility to keep us notified of any changes in your residential/correspondence address in the event that you do not wish to receive the notices at the address stated above.

If you are agreeable to the above-mentioned terms and conditions, please intimate your acceptance to us by returning a copy of this letter, duly signed by you, within seven days of receipt. In case no confirmation is received within the above-mentioned period, the appointment letter shall be deemed to have been withdrawn.

Yours sincerely,  
For **ICICI Securities Ltd**

A handwritten signature in black ink, appearing to read 'Sourabh'.

**Sourabh Kumar**  
**Zonal HR Manager - South & ROTN - Human Resources**

I have read all the terms and conditions of the offer and would like to confirm my acceptance.

Signature of candidate





REMUNERATION DETAILS		
NAME	Jude Jeeva Rohith J	
JOB TITLE	Senior Relationship Manager	
GRADE	E	
Components	Monthly	Annually
Basic	10,132	121,590
HRA	5,066	60,795
Leave Travel Assistance	2,110	25,331
Supplementary Allowance	9,840	118,084
<b>Retiral Benefits</b>		
Employer's Contribution to PF	1,800	21,600
<b>Total Fixed Pay</b>	<b>28,950</b>	<b>347,400</b>
*Gratuity	844	10,128
<b>Total Pay</b>	<b>29,794</b>	<b>357,528</b>
<b>** Gratuity is payable after completion of 5 years of continuous service.</b>		

**Recruitment and Selection confirmation letter**

**Dear Ms. Arockia Aishwarya L**

**Date : 29/05/2023**

With reference to your application and subsequent interviews, we are pleased to offer you the position of **Junior Executive – Non-Clinical** in the **Business Development** Department. Your monthly Gross Rs. 15,000/.

**You are required to furnish copies and originals (for verification) of the following documents on the date of joining:**

1. Qualification (X, XII, Graduation, Post-Graduation, Professional etc.,)
2. Date of Birth (Birth Certificate, School leaving certificate or 10th Std. mark sheet)
3. Experience (Any document pertaining to previous employments eg. Service Certificate)
4. Last compensation package (Form 16, salary slip or annual pay revision letter)
5. Relieving letter from your previous employer.
6. Address proof document (ration card, voter ID, etc)
7. LAB Report-(Blood Group, Sugar, Hg)
8. Five passport size photographs (colour) of yours

**Please bring the following copies and originals (for verification) of the following documents for opening your bank account:**

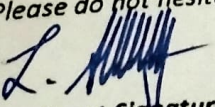
- 1 Address proof document (ration card, voter ID, Passport, Driving License, etc) - 3 Copies
- 2 ID proof (Voters ID, Driving License, PAN card, Aadhar Card, Passport etc.) - 3 Copies
- 3 Three passport size photographs (colour) of yours

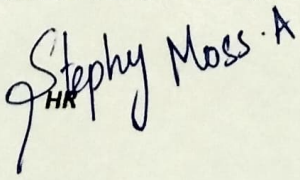
**This selection confirmation is made subject to:**

1. Verification of your academic credentials.
2. Verification of your previous employment credentials.
3. Verification of your previous employment references.

You will receive a statement of terms and conditions of your employment on the date of joining. This selection confirmation is valid subject to your joining us latest by **31/05/2023** Please report to duty on. **05/06/2023** Please sign the copy of this letter which is attached, as your acceptance and return it to us.

We are excited about you joining us and want to ensure that you are successful in your new role. Please do not hesitate to contact us if you require further information (0431-4077811,4077777).

  
Applicant Signature

  
Stephy Moss



**kauvery hospital Heartcity**

Old No. 12, New No. 52, Alexandria Road, Cantonment, Trichy - 620 001.

P 0431 - 4003500 | E heartcity@kauveryhospital.com | W www.kauveryhospital.com

CIN - U85110TN1997PLC039491

Regd. off : New No. 17A, Old No. 8A, Murray's Gate Road, Alwarpet, Chennai - 600018.

**Sri Kauvery Medical Care (India) Limited**

Formerly known as Sri Kavery Medical Care (Trichy) Ltd.,

Date: October 26, 2022

Dear Alex Xavier V,

We are pleased to offer you a position of **Relationship Manager**, at **L1 Level** as per the following terms and conditions.

**1. Place of Posting: Chennai.** Your final location would be confirmed at the time of joining. The Company has pan India operations and hence your posting is transferable. Your scope of work will include but not limited to all the functions related to **Sales, Business Development, Credit and Collections** for the company.

**2. Working hours:** Working hours are from 09:30 AM to 06:00 PM, 6 days per week. However, if the exigency of work demands, you should be prepared for longer work hours to ensure timely completion of assigned tasks.

**3. Probation:** You will be on probation for a period of six months from the date of joining. Upon successful completion of probation your appointment will be confirmed. Your probation may be extended depending on your performance.

#### 4. Compensation Package:

**4.1. Salary:** As per the structure mentioned below:

Particulars (p.a.)	Amt (Rs.)
Basic Salary	Rs. 180,000
House Rent Allowance	Rs. 90,000
Leave & Travel Allowance	Rs. 20,000
Flexible Allowance	Rs. 67,200
Other Allowances	Rs. 71,200
Provident Fund	Rs. 21,600
<b>Gross Salary</b>	<b>Rs. 450,000</b>
Incentives	Rs. 150,000
<b>CTC *</b>	<b>Rs. 600,000</b>

\*Insurance is a company paid benefit which is over and above your CTC

#### 4.2. Allowances:

**4.2.1.** The Flexible Allowance can be availed either through salary or in the form of reimbursement of food , fuel , communication through Sodexo multi benefit card (At present this is **Rs. 67,200 p.a.**)

**4.2.2.** Official travel will be reimbursed subject to the policies of the company governing the same.

#### 4.3. Other Benefits:

**4.3.1.** You will be entitled to Privilege Leave (PL) of 21 Days per annum, however no such leave is allowed within the first 6 months of joining

**4.3.2.** You will be entitled to an Incentive which will depend on your performance against targets planned for specific periods and other rules governing the same. (At present performance based incentives for Relationship Manager are pegged at **Rs. 150,000 /- p.a**)

**4.3.3.** You will be covered under the group medical and accident insurance policies of the company

**5. General:**

**5.1** You are expected to devote your whole time, attention and ability to the interest of the company and show total commitment to its goals.

**5.2** You will have to maintain absolute secrecy and confidentiality in regard to all the documents and information pertaining to the company and its customers, which you come across in course of your duty.

**5.3** You will not engage yourself, in any business of your own or any other business/employment.

**5.4** You are expected to treat these terms of employment confidential.

**5.5** Breach of any of the above conditions will render you liable for termination of your employment without notice.

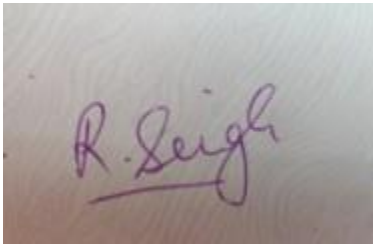
**5.6** Any dispute between you and the company concerning or relating to or arising out of this offer shall be subject to the jurisdiction of and be determined by the court of the competent jurisdiction in Mumbai only.

**6. Notice Period:** Either party shall be entitled to terminate the said employment by giving **2 Months** notice or in-lieu of such notice, a sum equal to the gross salary (excluding Employer's Provident Fund) for the notice period.

**7.** Your **Date of Joining** shall be **April 1, 2023.**

**8. Acceptance:** Kindly sign the duplicate copy of this letter or send us an email to confirm your acceptance.

**For Home First Finance Company India Ltd.**

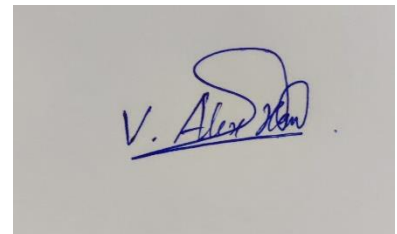


**(Authorised Signatory)**

I have read the contents of the above offer and accept the same. I will join on **April 10, 2023.**

Date: February,25,2023

(Signature):







Date: May 2nd, 2023

Name : Ajeethraj M  
Institution : ST. JOSEPH'S Institute of Management

**Sub: Offer Letter for the Post of Sales Trainee**

Dear Ajeethraj,

**CONGRATULATIONS!!**

This is with reference to your application and subsequent interviews and discussions with us, regarding a career opportunity at Coffee Day Beverages.

We are pleased to offer you the position of "Sales Trainee" in our organization on mutually agreed terms.

Your CTC (Cost to Company) will be as per Annexure I.

Your date of joining would be May 2nd, 2023. Your place of posting would be communicated to you during your joining.

You would be required to report at Coffee Day Global Limited, Coffee Day Beverages ( A Division of Coffee Day Global Ltd ) # 371, 2ND Floor, Lloyds Road , Gopalapuram North , Chennai - 600086. on the date of joining.

You are required to submit the following documents on the date of joining. Wherever copies are specified, please also carry your originals for verification.

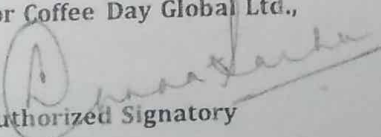
- Copy of education certificates
- Copy of permanent address proof
- Copy of PAN Card & AADHAR Card (Both Mandatory)
- Salary certificate/ last three month's pay slips (If applicable)
- Relieving letter from the previous employer (If applicable)
- 4 Passport size photographs
- Updated resume
- Medical certificate from a General Practitioner certifying that you are physically fit for employment

This offer is subject to a satisfactory verification of your previous academic and employment details as disclosed by you in your resume and the employment application form.

We look forward to your joining our team for a long and successful career. Kindly sign the copy of this letter as your acceptance and confirm the date of your joining.

Thanking you,

For Coffee Day Global Ltd.,

  
Authorized Signatory

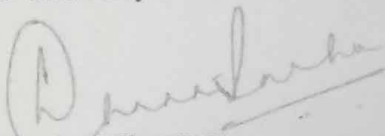
Coffee Day Beverages

# ANNEXURE I

Name : Ajeethra] M	
Earning Headers	Annual (INR)
Basic Salary	2,25,000
House Rent Allowance	1,12,500
Other Allowance	1,24,678
Provident Fund (Employer)	27,000
Gratuity (As per policy)	10,823
<b>Fixed CTC</b>	<b>5,00,000</b>
Sales Incentives	40,000
<b>CTC Per Annum (INR)</b>	<b>5,40,000</b>

- **Retention Bonus:** You will be eligible for INR 1,50,000/- (Rupees One Lakh Fifty Thousand Only) payable at the end of 2 Years' continuous service from your Date of Joining. If you so desire to leave the organization before the completion of 2 years (from your DOJ) post your commitment, the Organization reserves the right to recover INR 1,50,000/- (Rupees One Lakh Fifty Thousand Only) from your full and final settlement as liquidated damages to the Company which represents the loss suffered by the Company in providing you training, skill development and other employment related costs.
- **Other Allowance:** Includes statutory bonus where applicable.
- **Provident Fund:** Employer's Contribution to provident fund of 12% of basic is included in your CTC. An employee contribution of 12% of basic would be deducted from your compensation towards Provident fund.
- **Gratuity** is payable upon Separation as per policy.
- **Sales Incentive:** Sales Incentive is applicable only to the Sales Team. Sales Incentives will be paid depending upon the actual achievement against targets as per the incentive policy applicable for that financial year.
- Tax will be deducted on all income except reimbursements as per the applicable current income tax laws.
- **Field Reimbursements:** Includes daily allowance, travel, mobile reimbursements for days spent on the field.
- **Training:** Product Training, Selling Skills Training and training you to be effective on the job is an integral part of the Sales Trainee Program.

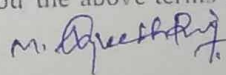
For Coffee Day Global Ltd.

  
Authorized Signatory

Coffee Day Beverages

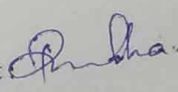
## ACKNOWLEDGEMENT

I have read and understood the above terms and conditions and hereby signify my acceptance of the same.

Acceptance Signature : 

Name : M. AJEETHRAJ

Date : 02/05/2023

Signature of Parent 

Name : M. Radha

Date : 02/05/2023



PRIVATE AND CONFIDENTIAL

**Reference No. - 1384509180**

**Applicant ID - 5165624**

07-Aug-2023

Tony Richard W

Dear Tony,

We take great pleasure in extending an offer to you for being a part of ICICI Bank.

Please find enclosed the job offer letter. Kindly note, that the offer of appointment is subject to you having fulfilled the requirements of successful completion of the degree programme during the current academic year and submission of your certificate and mark sheet within 3 months of result announcement - which is the basic requirement of your eligibility. In an event, where the laid out requirements are not met within the stipulated timeline, this offer shall be withdrawn, cancelled and stand revoked, which please take note of.

Please quote your reference number, which is appearing on the top of this letter for all future correspondence.

In case you have any queries please feel free to contact at the below mentioned details:

E-Mail Address : [icicicareers@icicibank.com](mailto:icicicareers@icicibank.com)

Telephone No. : 022-71872500

Yours sincerely,

ICICI Bank HR Team

**ICICI Bank Limited**  
ICICI Bank Towers  
Bandra-Kurla Complex  
Mumbai 400 051, India.

Tel.: (91-22) 2653 1414  
Fax: (91-22) 2653 1122  
Website [www.icicibank.com](http://www.icicibank.com)  
CIN.: L65190GJ1994PLC021012

Regd. Office : ICICI Bank Tower,  
Near Chakli Circle,  
Old Padra Road,  
Vadodara 390 007, India.

PRIVATE AND CONFIDENTIAL

**Reference No. - 1384509180**

**Applicant ID - 5165624**

07-Aug-2023

Tony Richard W

Dear Tony,

We are pleased to make you an offer of appointment as Deputy Manager (Band I) in ICICI Bank. You will be placed in BUSINESS BANKING at BHAVANI\_BR.

Kindly note, that the offer of appointment is subject to you having fulfilled the requirements of successful completion of the degree programme within the timeline- which is the basic requirement of your eligibility. In an event, where the laid out requirements are not met within the stipulated timeline, this offer shall be withdrawn, cancelled and stand revoked which please take a note of.

The details of your remuneration and benefits are given in Annexure.

The following are the terms and conditions of the appointment.

Commencement/Term:

- a) You shall be required to join the Bank on or before 23-Aug-2023.
- b) You will be on probation for a period of one year or such extended period as may be decided by the Bank based on your performance during the probation period.
- c) On satisfactory completion of your probation period, including that of extended period, if any, you will be confirmed in the services of the Bank in writing.

Other Terms and Conditions of Service:

- **Professional Ethics & Confidentiality:** While you are in the services of the Bank, you are not permitted to carry on any business or profession or enter, for any part of your time, in any capacity, the services of, or be employed by or engaged with any other firm, company or person. You will devote your whole time and attention to your office work to promote the interest of the Bank. You will not divulge details like your compensation structure (CTC), performance rating, performance bonus amount, increment, etc. and will not divulge to any person or utilize any of the Bank's secrets or other related information (which you may possess by reason of your association with the Bank) with any external agencies, press etc. outside the Bank. Any act in breach of this term would entail initiation of appropriate action as deemed fit by the Bank.
- **IT Security Practice & Procedures:** While you are in the services of the Bank, you will adhere to the IT Security Practice & Procedures as prescribed by ICICI Bank. Any instance/s of violation or any attempted violation of the aforesaid IT Security Practices and Procedures on your part shall result in disciplinary action.



**Reference No. - 1384509180**

Tony Richard W

- **Notice Period:** In case you decide to leave the Bank's services during probation period or after confirmation, you will be required to give thirty days' notice. The Bank in its sole discretion can decide to waive off/reduce the notice period depending upon the exigencies. In such case, you would be required to pay to the Bank the gross salary for the notice period so reduced/waived off.

After confirmation, your services would be liable to be terminated by the Bank, by giving thirty days' notice or on payment of thirty days' gross salary in lieu of the notice period.

- **Transfer:** The Bank shall have the right to transfer/depute you to any of its offices or ICICI group companies in India and abroad.
- **Joining Competitor:** In the event of termination of your services by the Bank or your resignation from the services of the Bank, you shall not join any Banking or Financial Services Company for a period of six months from the date of resignation/termination.
- Please note that during the course of your services with the Bank or in the event of cessation of your services in future, due to any reason whatsoever, you shall, for a period of six months from the date of such cessation, directly or indirectly, either on your own accord or on behalf or in conjunction with any other person/s, firm or company refrain/desist from canvassing or soliciting or attempting to or inducing any employee(s)/business associate(s) to leave their current employment with the Bank/Group Companies/Business Partners to join the services of your new employer/firm/company or any other competitor of the Bank/Group Companies/Business Partners. Any act in contravention of the above provision shall entail initiation of appropriate action as deemed fit by the Bank.
- Please note that during the course of your services with the Bank you cannot be a member of any anti-social/national outfits or of any outfit, which is declared as banned by the Government. Any act in breach of this term would entail initiation of appropriate action as deemed fit by the Bank.

**Reference No. - 1384509180**

Tony Richard W

- Please note that while joining the services of the Bank and during the course of your services with the Bank, you would be required to notify the Bank immediately with details of civil or criminal case/s instituted against you in any Court of Law or any complaint/show cause notice /prosecution with/by any Police Station or by any statutory authority, as also you will notify any outcome of such complaint like filing of Chargesheet /Arrest/Conviction/Acquittal/Discharge. Any act in breach of this term would entail initiation of appropriate action as deemed fit by the Bank.
- The Bank expects resolution of issue/s relating to your employment, if any, within the framework internally, at all times during your service period and even after cessation of service due to any reason whatsoever. As such please note that any attempt to bring any outside influence - directly or indirectly - upon any authority to further your interest/s in respect of matters pertaining to your services with the Bank would amount to breach of employment contract leading to initiation of appropriate action.
- Please note that during the course of your services with the Bank, you will not take part in any demonstration/agitation against the Bank and its official/s for or on behalf of any external bodies/political outfits- either as a member or as a sympathizer. Any act in contravention of the above would be treated as prejudicial to the interest and reputation of the Bank leading to initiation of appropriate action.
- **Termination of Employment:** Your services with the Bank are liable to be terminated:
  - Without assigning any reason and without giving any notice during probation period and after confirmation by giving thirty days' notice or on payment of thirty days' gross salary in lieu of the notice period and at any time during your services with the Bank in the event of
    - a) Any breach of the conditions mentioned in this letter on your part
    - b) You not successfully completing the degree programme within the stipulated timeline during the current academic year and non-submission of your certificate and mark sheet within 3 months of result announcement
    - c) Any incorrect information furnished by you like:
      - Mismatch in your previous employment data even for a day
      - Mismatch in your previous pay slip
      - Fake qualification certificates etc; and
    - d) Suppression of any material information by you.
  - d) Any breach of the Rules and Regulations of the Bank as applicable/may be made applicable to you from time to time.

**ICICI Bank Limited**  
ICICI Bank Towers  
Bandra-Kurla Complex  
Mumbai 400 051, India.

Tel.: (91-22) 2653 1414  
Fax: (91-22) 2653 1122  
Website [www.icicibank.com](http://www.icicibank.com)  
CIN.: L65190GJ1994PLC021012

Regd. Office : ICICI Bank Tower,  
Near Chakli Circle,  
Old Padra Road,  
Vadodara 390 007, India.

**Reference No. - 1384509180**

Tony Richard W

**• General:**

- Your appointment and continuation in employment are subject to reference checks, qualifications and past employment details and successful completion of your course-graduation/post-graduation and submission certificates/ marksheets at the time of joining.
- You will be bound by the Rules and Regulations of the Bank.
- You will keep us informed of any change in your residential address.
- Your acceptance is taken as your understanding that the role in ICICI Bank may involve sales. You may be required to travel extensively as per the requirement of your job/role or as may be needed for the exigencies of the Bank. Also, that you further understand that your services in the Bank are transferrable in any location and profile including sales, across geographies as per organization requirements.

If you are agreeable to the above mentioned terms and conditions, please intimate your acceptance to us by returning a copy of this letter, duly signed by you, within seven days of receipt. In case no confirmation is received within the above-mentioned period the appointment letter shall be deemed to have been withdrawn.

Yours sincerely,

Gaurav Mandavia

I have read all the terms and conditions of the offer and would like to confirm my acceptance.

Signature of Applicant

**Reference No. - 1384509180**

Tony Richard W

**Annexure: \_****Remuneration:**

- Your Base Salary will be Rs. 1,08,000/- (Rupees One Lakh Eight Thousand only) per annum.
- You will eligible for the Performance Linked Retention Pay, as per the policy of the Bank. Please note that there is no guaranteed performance bonus, subject to however provisions of the Payment of Bonus Act 1965, wherever applicable. The performance linked Retention pay would be payable to an employee only if the employee on the day of payout is on the rolls of the bank and he/she has not resigned and / or is serving notice period.

**Supplementary Allowances:**

- You will be eligible for a Supplementary Allowance of Rs. 1,10,100/- (Rupees One Lakh Ten Thousand One Hundred only) per annum. Supplementary allowance will include –Conveyance / Travel Allowance, Telephone Reimbursement, LTA, Medical Reimbursement, Canteen and any other allowance. All the components of supplementary allowance are subject to limits and rules prescribed by Income tax act and policies of the bank.
- You will be eligible for HRA of Rs. 54,000/- (Rupees Fifty Four Thousand only) per annum.
- The composition of supplementary allowance can be decided once in a year. The unexercised amount of the supplementary allowance will be paid to the employee subject to deduction of tax at source.

**Superannuation Allowances:**

- You will be eligible for a Superannuation Allowance of Rs. 16,200/- (Rupees Sixteen Thousand Two Hundred only) per annum.



**Reference No. - 1384509180**

Tony Richard W

**Benefits:**

- Comprehensive Mediclaim Coverage for you and your immediate family up to Rs.400,000/-(Rupees Four Lakh only) per annum. Your immediate family includes yourself, your spouse and dependent children.
- You will also be eligible for Retirement Benefits of the Bank; namely Provident Fund and Gratuity, in accordance with the statutory requirements and/or, as per Bank policy.
- The salary and perquisites including supplementary allowance are subject to limits and rules prescribed by the Income Tax Act / Rules and policies of the Company.
- Maternity leave benefits as defined under the Maternity Benefit (Amendment) Act, 2017 are offered to eligible women employees by the Bank. Details of all types of leaves including the Maternity leave benefits offered to employees and eligibility criteria for availing such benefits are notified by the Bank under "Employee Benefit Policies" available on the Bank's intranet which will be accessible upon joining the Bank.

Signature of Applicant

### **JOINING FORMALITIES**

The process to join the Bank is by way of completing the online joining formalities. You are required to complete the online joining formalities within 5 days from the date of accepting offer letter. Please note that completion of online joining formalities is a mandatory process.

The login credentials are provided below:

**URL:** <https://www.icicicareers.com/Careers/CP/CandidateLogin.aspx>

**Username:** Registered email id or Applicant id

**Password:** Which has been already communicated to you through registered email id. In case, you do not remember the password, please use “forgot password “option to generate a new password.

Following documents (xerox copies) are required to be uploaded:

- 1) Self-attested copies of educational certificates and marksheets (X<sup>th</sup>/XII<sup>th</sup>/ Graduation/ Post graduation)
- 2) Work Experience Document
  - a. Resignation accepted letter from current organisation
  - b. Relieving letter from two previous employers or companies worked in last five years whichever is higher
- 3) Passport size Photograph (against Red background)
- 4) Address proof (Passport/Voter id/Ration card)
- 5) PAN Card

Please note that you are required to attend Induction program (I-Banker) on your date of joining. You shall be communicated about the date, time and venue for induction program (I-Banker) by your Recruitment Manager.

**Remuneration Details**

Name : Tony Richard W

Position: Deputy Manager (Band I)

Group: RETAIL BANKING GROUP

	Deputy Manager (Band I)	
	Monthly	Annual
Basic	9,000	1,08,000
HRA	4,500	54,000
Supplementary Allowance*	9,175	1,10,100
Superannuation Allowance **	1,350	16,200
<b>Total</b>	<b>24,025</b>	<b>2,88,300</b>
<b>Retrials</b>		
Retrials (PF, Gratuity) ***	2,550	30,600
<b>Total Fixed CTC</b>	<b>26,575</b>	<b>3,18,900</b>
Performance Linked Retention Pay #	6,250	75,000
<b>Total CTC</b>	<b>32,825</b>	<b>3,93,900</b>
* Supplementary allowance will include Conveyance / Travel allowance, Telephone reimbursement, LTA, Medical, Canteen and any other allowance		
*** You will be eligible for Retirement Benefits of the Bank; namely Provident Fund and Gratuity, in accordance with the statutory requirements and/or, as per Bank policy.		
#Please note that there is no guaranteed performance linked retention pay, subject to however provisions of the payment of Bonus Act 1965, wherever applicable.		

**Date : 07-Aug-2023**



# MRF

MRF Limited, New No. 114 (Old No. 124), Greams Road, Chennai - 600 006.  
Tel : 91-44-2829 2777 Fax : 91-44-2829 2895 CIN : L25111TN1960PLC004306  
Website: [www.mrftyres.com](http://www.mrftyres.com)

## Offer Letter

11.04.2023

Dear **Mr Jeevaravindranath R,**

Congratulations and Welcome to MRF Family!

With reference to your application and the subsequent discussions, we are pleased to offer you employment as **Territory Sales Supervisor** in **MB1** Grade in the **Sales & Marketing department**. You will be undergoing two weeks training at **Chennai Sales Office** and final posting will be at **Neyveli Sales Office**. The offer is subject to the following terms and conditions:

1. The discussed and agreed CTC compensation package is given in the Annexure I
2. Your employment is conditional upon you being medically fit to perform the services of the organization. You will be required to undergo medical examination as per MRF guidelines which is attached in Annexure II
3. You need to bring the original documents and photostat copies at the time of joining as per the list attached in Annexure III for verification
4. You are required to submit all relevant documents/information as called for by the Agency/Company.

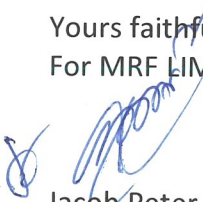
A detailed appointment letter will be issued to you on your joining. We would expect you to join on or before **17<sup>th</sup> April 2023** failing which the offer is liable to be withdrawn.

You will have 5 days induction program at Head Office from your date of joining. On completion of the induction, you have to proceed directly to your place of field training. The place of field training will be informed to you up on joining.

Please return the copy of this letter duly signed as a token of your acceptance at the earliest.

Thanking you,

Yours faithfully,  
For MRF LIMITED,

  
Jacob Peter  
SGM-HRS

### **Acceptance:**

I accept employment with the organization on the terms and conditions set out in this offer letter, a copy of which I confirm I have received

Name : \_\_\_\_\_

Date : \_\_\_\_\_

Signature : \_\_\_\_\_



## Annexure - I

### Salary Structure

Name : Jeevaravindranath R  
Grade : MB1  
Designation : Territory Sales Supervisor

	Components	Per Month	Per Annum
<b>A</b>	Basic Salary	7,470	89,640
<b>A1</b>	<b>Allowances</b>		
1	HRA	3,735	44,820
2	Conveyance	1,600	19,200
3	Education Allowance	200	2,400
4	MRF Allowance	23,170	2,78,040
5	Medical Allowance	623	7,476
6	Field Allowance	9,000	1,08,000
	<b>A1 Total</b>	<b>38,328</b>	<b>4,59,936</b>
	<b>Gross Salary (A+A1)</b>	<b>45,798</b>	<b>5,49,576</b>
<b>B</b>	<b>Annual Payments</b>		
1	LTA (Once in 2 years - Rs.14500/- in a block of two years)	604	7,248
2	Bonus	1,400	16,800
3	Self Development Subsidy	667	8,000
	<b>B Total</b>	<b>2,671</b>	<b>32,052</b>
<b>C</b>	<b>Retiral Benefits</b>		
1	PF -12%	896	10,752
2	Gratuity - 4.81%	359	4,308
	<b>C Total</b>	<b>1,255</b>	<b>15,060</b>
	<b>Cost to Company (A+A1+B+C)</b>	<b>49,724</b>	<b>5,96,688</b>

**In addition to the above you will be eligible for the following benefits as per Company policy:**

1. Daily Conveyance Allowance @ Rs.150/- per day during your Induction and field training.
2. On posting, Mileage Allowance @ Rs.3.50 per running K.M., subject to change, for the use of Two-Wheeler for official travel, in lieu of Daily Conveyance Allowance.
3. Mobile connection – As per the Company policy.
4. Rs.75,000/- under Employees Value Incentive Scheme, as applicable, which will be explained to you in detail during the induction program.
5. Hospitalization Insurance coverage as applicable.
6. Personal Accident Insurance coverage for self.

## Annexure II

### Guidelines for completing Medical Check-up

- All new joiners have to complete the Medical Check-up as per attached format in a reputed laboratory of your choice and thereafter to obtain a medical fitness certificate from a Registered Medical Practitioner who is an MD in General Medicine
- The scan copy of medical report should be submitted to HR 07 days prior to date of joining
- The hardcopy of medical report should be submitted to HR department on the date of joining
- The maximum re-imbursement applicable for the Medical test is **Rs. 3500** which will be reimbursed after joining on submission of original bills



### Annexure – III

Please submit photo copies (1 set) of the following documents, as may be applicable to you, to the company at the time of joining. Please also bring the original copies of your certificates and testimonials for verification

1	5 Passport Size photo with Red Background
2	<u>Employment Documents:</u>  <u>Current Employment( Immediate Previous)</u> a) Relieving letter & Experience Certificate b) Payslips and the respective bank statements for last 3 months c) latest salary increment letter for CTC proof  <u>Previous Employment</u> Service/Relieving Certificate all employments- Mentioning date of joining ,designation and last working day
3	<u>Education Documents (Relevant)</u> a) 10 Mark sheet and certificate. b) 12th mark sheet and Certificate. c) Graduation Mark sheets and certificate/Diploma certificate. d) Post-Graduation Mark sheets and degree certificate(If applicable) e) Any other relevant certificate
4	<u>Proof of identity/ Address :</u> any one of the below proofs: a) Passport b) Voters Id c) Driving License d) Ration card e) Electricity Bills
5	PAN & Aadhar Card
6	Cancelled Cheque of Saving Bank Account having IFSC Code details (SBI/ICICI/HDFC)
7	Details of your Provident Fund, Employees' Pension Scheme and Universal Account Number, if earlier member PF/EPS scheme

**Please Note:**

1. Completion of the qualifying exams and submission of all the documents is mandatory.
2. Your present and permanent addresses, as mentioned in your application form, are put on company's record. You would be expected to inform the company about any change in your address and telephone numbers



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Website: [www.mrftyres.com](http://www.mrftyres.com)

## Offer Letter

11.04.2023

Dear **Mr Roni Samuel V,**

Congratulations and Welcome to MRF Family!

With reference to your application and the subsequent discussions, we are pleased to offer you employment as **Territory Sales Supervisor** in **MB1** Grade in the **Sales & Marketing department**. You will be undergoing two weeks training at **Coimbatore Sales Office** and final posting will be at **Trichy Sales Office**. The offer is subject to the following terms and conditions:

1. The discussed and agreed CTC compensation package is given in the Annexure I
2. Your employment is conditional upon you being medically fit to perform the services of the organization. You will be required to undergo medical examination as per MRF guidelines which is attached in Annexure II
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A detailed appointment letter will be issued to you on your joining. We would expect you to join on or before **17<sup>th</sup> April 2023** failing which the offer is liable to be withdrawn.

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Thanking you,

Yours faithfully,  
For MRF LIMITED,

  
Jacob Peter  
SGM-HRS

### **Acceptance:**

I accept employment with the organization on the terms and conditions set out in this offer letter, a copy of which I confirm I have received

Name : \_\_\_\_\_

Date : \_\_\_\_\_

Signature : \_\_\_\_\_



## Annexure - I

### Salary Structure

Name : Roni Samuel V  
Grade : MB1  
Designation : Territory Sales Supervisor

	Components	Per Month	Per Annum
<b>A</b>	Basic Salary	7,470	89,640
<b>A1</b>	<b>Allowances</b>		
1	HRA	3,735	44,820
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**In addition to the above you will be eligible for the following benefits as per Company policy:**

1. Daily Conveyance Allowance @ Rs.150/- per day during your Induction and field training.
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3	<u>Education Documents (Relevant)</u> a) 10 Mark sheet and certificate. b) 12th mark sheet and Certificate. c) Graduation Mark sheets and certificate/Diploma certificate. d) Post-Graduation Mark sheets and degree certificate(If applicable) e) Any other relevant certificate
4	<u>Proof of identity/ Address :</u> any one of the below proofs: a) Passport b) Voters Id c) Driving License d) Ration card e) Electricity Bills
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7	Details of your Provident Fund, Employees' Pension Scheme and Universal Account Number, if earlier member PF/EPS scheme

**Please Note:**

1. Completion of the qualifying exams and submission of all the documents is mandatory.
2. Your present and permanent addresses, as mentioned in your application form, are put on company's record. You would be expected to inform the company about any change in your address and telephone numbers







Private & Confidential

Pradeep Raja

India

11 April 2023

Dear Pradeep Raja,

Welcome to Reckitt and congratulations on your new role. I hope you are excited to join us in our fight for a cleaner, healthier world.

I am pleased to share with you the offer details for your **ATSI-Madurai** role.

This offer is subject to execution of appointment letter between the parties. Subject to terms and conditions of appointment letter to be executed between the parties, you will be initially on probation for a period of 6 months which shall commence from the day you join your services with the Company. The same may however be extended for a period of 3 months, if so deemed necessary by the management of the Company. On completion of probation period, either initial or extended, as the case may be, and upon finding your services satisfactory, the Company may in its sole discretion confirm your employment with the management, by issuing a letter to the said effect. You will be deemed to be on probation till you receive the letter of confirmation from the Company.

You will be reporting to Area Sales Manager - Tamil Nadu, South who is looking forward to you joining the team.

We have outlined everything that we believe is important for you to know, but please let Yashika Chopra (Yashika.Chopra@reckitt.com) know if you have any questions about the terms and conditions listed below:

**Place of Employment:** IN South Region

**YOUR COMPENSATION:**

**Base Salary:** INR 245,000.00

**House Rent Allowance:** INR 120,000.00

**Consolidated Allowance:** INR 117,350.00

**Special Allowance:** INR 0.00

**Fixed Compensation:** INR 482,350.00

A handwritten signature in black ink, appearing to be "D.P.B.", written in a cursive style.

The above components will be provided to you as fixed monthly allowance.

**OTHER OFFER COMPONENTS:**

**Performance Bonus:**      **INR 176,000.00**

The targets will be based on the company / business unit performance and will be paid out in the month of March. A detailed letter will be provided to you on joining

**Provident Fund:**      **INR 29,400.00**

**Gratuity:**      **INR 12,250.00**

**Retirement Benefit:**      **INR 41,650.00**

**Total Target Compensation (TTC):**      **INR 700,000.00**

**Standard Weekly Hours:**      **Your standard weekly hours will be 48.**

\*\* Your salary will be reviewed annually in January commencing the year following your hire. You have no contractual entitlement to an upwards review. Depending on your start date in role, a prorated salary increase, or no increase may apply in the January following your start year.

#### **YOUR BENEFITS:**

##### **Coverage - for Outpatient & Hospitalization:**

You will be covered along with your spouse and two dependent children. An option is provided once a year, to cover parents under the insurance scheme - the premium for parents, will be paid by you.

##### **Outpatient Expenses:**

Covered on actuals.  
There are limits defined for certain expenses. A detailed policy will be shared with you on joining

##### **Hospitalization:**

Each family member will be covered under insurance up to a limit of INR 5,00,000.  
Any expense above this will be paid by Reckitt (at the discretion of HRD) and will be taxable.

##### **Life Insurance:**

You will be covered up to two times your Total Compensation at Target.

##### **Relocation Allowance**

One-time allowance provided with your first payroll, meant to cover any sundry expenses incurred during the move:

**INR 14000**

##### **About this offer**

At this stage, the offer is conditional until we receive:

- Signed acceptance of our offer – **within the next two days.**
- Evidence of your legal status/visa/work permit enabling you to live and work in India.
- Satisfactory references and background check (where required)

Once you have accepted and signed the offer, we will prepare your Employment Agreement.

We want you to have the Freedom to Succeed from day one, so I hope the information has been helpful and please get in touch with Yashika Chopra with questions.

Yours sincerely,

Signed by Reckitt



11 April 2023

**Nalini Malik**

**Talent Acquisition Manager, South Asia**

I accept the offer and I understand that it is subject to the conditions detailed in this offer letter.

Signed by

Pradeep Raja

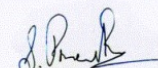
Date:

Welcome to Reckitt

*freedom*  
**TO SUCCEED**



**DocuSigned by:**



182130CD44E0496  
Page 3 of 3



Date : June 19, 2023

**Sub: Offer Letter**

Dear **RENZO NITIN NAVIS C** ,

This has reference to our discussion about a career opportunity with **Fincare Small Finance Bank Limited** .

We are pleased to offer you the position of **DEPUTY UNIT MANAGER - RURAL MICRO LOANS** based at **THUTHUKUDI** . Your Gross Annual compensation will be **350000 /- (Three Lakh Fifty Thousand Only)** Please refer to Annexure A for details.

We look forward to have you onboard you on or before **June 21st, 2023**.

Please note the list of documents required for onboarding:

1. Updated Profile/Resume
2. Acceptance of Resignation letter from previous employer
3. Relieving letter (submit within 30 days of joining)
4. Latest pay slip of previous employer
5. Education Qualification Certificates (Class 10th onwards)
6. Aadhar Card
7. PAN Card
8. Driving License (Mandatory for field roles)
9. Bank Account Details (Cancelled Cheque/ Passbook front page)
10. Passport size photographs - 4 Nos

Further, please note the following requirements:

1. Communicate in writing your acceptance within 2 days of receipt of the offer
2. Share a copy of your resignation request sent to your Supervisor/HR within 3 days of receipt of the offer
3. Share confirmation of acceptance received from Supervisor/HR within 7 days of receipt of the offer e-mail
4. Communicate the joining date within 7 days of receipt of the offer

Please note that after acceptance of the offer, you will be required to upload details on HR portal. This is required to be completed before your joining date.

Yours sincerely,

For Fincare Small Finance Bank Limited

SHIVARAJ M H

GENERAL MANAGER - HRBP BUSINESS

Important: Please note that the offer is subject to satisfactory validation of joining documents submitted as well as reference checks conducted by the company. This offer can be withdrawn at any time prior to the date of joining subject to these validations.

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#### **ACKNOWLEDGEMENT**

I have received the offer letter in digital form and acceptance given by me digitally shall hold good and binding on me.

Name : .....

Date : .....

Signature : .....

Place : .....



**Annexure A  
Compensation Breakup**

<b>Name</b>	<b>RENZO NITIN NAVIS C</b>
<b>Designation</b>	<b>DEPUTY UNIT MANAGER - RURAL MICRO LOANS</b>
<b>Gross Salary</b>	<b>308000 /-</b>
<b>Performance Pay (p.a.) (paid as per Company policy)</b>	<b>42000.00 /-</b>
<b>Cost To Company (CTC)</b>	<b>350000 /-</b>

<b>Salary Components</b>	<b>Amount per month(RS)</b>	<b>Amount per annum(RS)</b>
Basic	11667	140000
House Rent Allowance	4667	56000
Conveyance Allowance	1600	19200
Statutory Bonus	583	7000
Special Allowance	5750	69000
Gross Earning	24267	291200
PF Employer Contribution	1400	16800
Gross Benefits	1400	16800
PF Employee Contribution	1400	16800
Total Deduction	1400	16800
Net Take Home	22867	274400
<b>Gross CTC</b>	<b>25667</b>	<b>308000</b>
Performance Pay		42000
<b>Total CTC</b>		<b>350000</b>

**Note :**

Any change in statutory contribution by the employer (PF, ESI etc) shall be adjusted from CTC Component.

**In addition, you will be eligible to participate in the Long term Retention Bonus (LTRB) of the company as follows:**

Total Plan value: Rs 0/-

Payout-1 : 0/- (on completion of 30 months from DOJ)

Payout-2 : 0/- (on completion of 54 months from DOJ)

**In addition, you are entitled to a one-time Deferred Bonus Plan (DBP) payout of Rs 0/- as follows:**

Total DBP value: Rs 0/-

Payout-1 : 0/- (on completion of 0 months from DOJ)

Payout-2 : 0/- (on completion of 0 months from DOJ)

**In addition, you will be eligible to a Joining Bonus (JB) of the company as follows:**

Total JB value: Rs 0/-

Payout-1 : 0/- (on completion of 0 months from DOJ)

Payout-2 : 0/- (on completion of 0 months from DOJ)

**In addition, you are entitled for Retention Bonus (RB) of the company as follows:**

Total RB value: Rs 0/-

Payout-1 : 0/- (on completion of 0 months from DOJ)

Payout-2 : 0/- (on completion of 0 months from DOJ)

\* Amount paid on monthly basis along with Salary. Bills to be submitted as per cut-off date to avail tax benefit.

\* Group Insurance will be applicable as per the company policy.

**Joining Policy:**

1. **Hotel Stay:** Hotel stay will be provided for the initial 10 days, starting from one day prior to the date of joining. Grade-wise allowances per 24-hour period to be paid for overnight stays at Hotel are listed below. All amounts need to be supported by original bills.

Accommodation allowance – Hotel (Excluding taxes)		
Grade	Metro	Non Metro
SSE	3800	2200
ELI/ELII/ELIIA	3300	2000

The city classification has been done into the following

City Classification	
Metro	Mumbai (including Vashi, Panvel, Kalyan, Thane, Taloja, Turbhe etc.), Delhi, Gurgaon, Noida, Ghaziabad, Faridabad, Bangalore, Chennai, Kolkata, Hyderabad
Non – Metro	All other cities

2. **Additional allowance:** This allowance will cover expenses incurred on local travel, laundry and meals for initial 10 days stay in Hotel.

Additional allowance	EL I / II / IIA / SSE
Metro	1000
Non Metro	800

This allowance is payable for every 24-hour period beginning with time of departure from the HQ town. On the last day of the tour, after the last 24-hour period ends, the additional allowance payable will be:

Journey time	Additional allowance payable
Over 12 hours but less than 24 hours	100% of additional allowance
Over 4 hours but less than 12 hours	50% of additional allowance
Less than 4 hours	Zero additional allowance

The amount at the end of the hotel stay is to be paid by you, which you can later on claim from Asian Paints before last day of the next month.

Eg: If your stay ends on 1<sup>st</sup> March 2020, then you have to claim the bill before 30<sup>th</sup> April 2020 at any cost, as after that portal will be closed for March month's claim and this claim cannot be claimed beyond that.

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ASIAN PAINTS LIMITED  
SANTACRUZ (EAST)  
MUMBAI- 400055

TO,

THE HR EXECUTIVE

Asian Paints Ltd, 3rd floor,

Industrial layout,

K R Road

Bangalore-560070

Dear Sir,

I, Frederick Joe . S having gone through the terms & conditions of the service being offered to me, have understood the implications correctly and am pleased to accept the appointment after agreeing fully to the terms.

I shall be reporting for duty on 03/4/23.

Place : Trichy  
Date : 29/3/23

S. J. S.

Signature

Date: 29 March 2023

Dear Fredrick Joe

This has reference to the interview held on 21<sup>st</sup> December 2022. We are pleased to make an offer of appointment to you for the position of **EXECUTIVE I –Retail Sales** in our organization.

Location: Trichy

The compensation offered to you on joining will be as follows: (All figures are in INR)

Headings	Amount (INR)
Basic	21000
HRA	10000
Interim Allowance	1500
Education Allowance	200
Conveyance Allowance	20400
Consolidated Allowance	890
Monthly Gross	53990
PF	2520
Gratuity	1010
CTC per month	57520
LTA (per annum)	8000
Bonus (per annum)	37000
CTC per annum	735241

The detailed terms and conditions of your employment and compensation will be given in the appointment letter which will be handed over to you at the time of joining.

Your appointment to the services of the Company is subject to medical fitness as certified by the Company's Medical Consultant or any other Doctor nominated by the Company, and background verification check.

This offer of appointment is valid until 30<sup>th</sup> March, 2023 for acceptance. If we do not hear from you by 30<sup>th</sup> March, 2023 i.e. the date on which the validity for acceptance expires, this offer of appointment shall be treated as withdrawn. Your expected date of joining is 03<sup>rd</sup> April, 2023. In case you fail to join us by 03<sup>rd</sup> April, 2023 date, this offer shall be automatically treated as withdrawn.

Thanking you,  
For Asian Paints Ltd.

Siddharth Mathur  
Manager-Human Resources

Date: 04 August 2023

Dear Harish

This has reference to the interview held on 17<sup>th</sup> April 2023. We are pleased to make an offer of appointment to you for the position of **EXECUTIVE I –Wood Finishes** in our organization.

Location: Tanjore

The compensation offered to you on joining will be as follows: (All figures are in INR)

Headings	Amount (INR)
Basic	21000
HRA	10000
Interim Allowance	2000
Education Allowance	200
Consolidated Allowance	920
Conveyance Allowance	24200
<b>Monthly Gross</b>	<b>58320</b>
Employer's contribution towards PF	2520
Gratuity	1010
<b>CTC per month</b>	<b>61850</b>
LTA (per annum)	8000
Bonus (per annum)	38000
<b>CTC per annum</b>	<b>788201</b>

The detailed terms and conditions of your employment and compensation will be given in the appointment letter which will be handed over to you at the time of joining.

Your appointment to the services of the Company is subject to medical fitness as certified by the Company's Medical Consultant or any other Doctor nominated by the Company, and background verification check.

This offer of appointment is valid until 05<sup>th</sup> August, 2023 for acceptance. If we do not hear from you by 05<sup>th</sup> August, 2023 i.e. the date on which the validity for acceptance expires, this offer of appointment shall be treated as withdrawn. Your expected date of joining is 07<sup>th</sup> August, 2023. In case you fail to join us by 07<sup>th</sup> August ,2023 date, this offer shall be automatically treated as withdrawn.

Thanking you,  
For Asian Paints Ltd.

Pranay Sonawane

Manager-Human Resource





03-April-2023

**LETTER OF EMPLOYMENT**

Dear Arun David S,

Consequent to your interview, we are pleased to offer you the position of **Operations Associate** with **QUESS CORP LIMITED** deputed at client site **ADITYA BIRLA SUN LIFE AMC LIMITED** at **Namakkal**. This assignment is purely a contractual assignment from **17-April-2023** to **18-March-2024**. We are enclosing the details of the salary package, payable to you. As per the terms discussed, a formal Appointment Letter will be issued on furnishing the details mentioned below:

- 1 Resume Copy
- Photocopy PAN Card Copy
- Aadhaar Card Copy

**NOTICE PERIOD:**

In the eventuality if you wish to separate from the organization you will need to give 30 day's notice in writing. The Contract can be terminated at the discretion of QUESS subject to 30 day's notice.

However due to breach of code of conduct, misbehaviour or indiscipline etc, then in such cases, QUESS will have / reserve rights to terminate immediately without giving notice period.

Kindly sign the duplicate copy of this letter as a token of your acceptance.

With warm regards,



Authorized Signatory

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I hereby accept the above-mentioned terms and conditions.

Name: Arun David S Signature: S. Anand Date: 5/4/2023

**Quess Corp Limited (formerly IKYA Human Capital Solutions Limited)**

Quess House 3/3/2, Bellandur Gate, Sarjapur Road, Bengaluru – 560103, Karnataka India

Tel: +91 80 6105 6000 | connect@quesscorp.com | CIN No. U74140KA2007PL043909

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[www.quesscorp.com](http://www.quesscorp.com)

**Annexure**

<b>Employee Name</b>	Arun David S	
<b>Designation</b>	Sales Associate	
<b>With Effective from</b>	17-April-2023	
<b>Particulars</b>	<b>Monthly Amount</b>	<b>Annual Amount</b>
Basic	10150	121800
Fixed Additional Wages PF	4,850	58,200
HRA	4060	48720
City Compensatory Allowance	7,387	88,640
Statutory Bonus	845	10140
Gross	27,292	327,504
Employer PF (Basic + Special Additional Allowance)		21,600
EDLI		900
Employer ESIC		0
Total CTC		350,000
<p>12 % Employee &amp; Employer PF contribution amount will be calculated on the Basic &amp; Special Allowance</p> <p>Employer Contribution towards PF &amp; ESIC is included in above CTC</p> <p>Employee Contribution towards PT, LWF, PF &amp; ESIC will be deducted from monthly Gross salary.</p>		
<p>Date: 5/4/2023</p> <p>Signature: <i>[Signature]</i></p>		

**Quess Corp Limited (formerly IKYA Human Capital Solutions Limited)**

Quess House 3/3/2, Bellandur Gate, Sarjapur Road, Bengaluru – 560103, Karnataka India

Tel: +91 80 6105 6000 | connect@quesscorp.com | CIN No. U74140KA2007PL043909

www.quesscorp.com



**Candidate Flow: Onboarding Candidates (Via POP App).**

Candidates are the Selected applicants who need to upload their details and their documents using the POP App. They Should Login to the POP App as a Candidate with their Login details as stated to continue with the Paperless OnBoarding Process [Electronic Form Filling].

**Step1:**

Verify if the POP app is available in the Phone, if not please download the POP app from google play store : <https://play.google.com/store/apps/details?id=com.harbour.onboarding>

**Step 2:** Clicking on the POP App loads the App, click the Candidate button to login as a Candidate.

**For any clarification regarding your employment Or operation related query you can contact QUESS by**

**Calling Toll Free - 1800-572-3333 Mon - Fri (09:30 - 18:00 hrs)**

Mailing to [help@quesscorp.com](mailto:help@quesscorp.com) Or Visiting nearest QUESS Office

**Contact Person Name:-**Samina Shaikh.

**Email Id:-** [abslamc.offroll@adityabirlacapital.com](mailto:abslamc.offroll@adityabirlacapital.com)

**Contact Details:-** 8850110657

**NOTE:-**

- QUESS Emp. Code & ID card will be generated after first payroll.
- Pl's connect with nearest QUESS branch to collect your ID card.
- Pl's login on Associate portal for salary slip.
- Pl's write email to [help@quesscorp.com](mailto:help@quesscorp.com) mention your QUESS Emp. Code.

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[www.quesscorp.com](http://www.quesscorp.com)



**THE KARUR VYSYA BANK LIMITED**  
**HUMAN RESOURCES DEPARTMENT**  
**CENTRAL OFFICE, ERODE ROAD**  
**KARUR – 639001, Tamil Nadu**

Ph- 04324 –226520, Extn.269465/67/73/75 Email:[recruitment@kvbmail.com](mailto:recruitment@kvbmail.com)  
CIN:L65110TN1916PLC001295

**HRD/DIRECT\_RECT\_BSS CTC/BSS/7924/2023**

**08/09/2023**

**Mr. Naveen Kumar R .**  
**63/B,West Adayavalanjan Street,,Srirangam,**  
**Trichy-620006,**  
**Tamil Nadu**  
**E-Mail: rnkumar0801@gmail.com**  
**Mobile: 7397040388**  
**Appl. Id: 230599**



*R. Naveen Kumar*

**SUB: OFFER OF APPOINTMENT**

With reference to your application for an appointment in the Bank's Service and subsequent Personal Interview, we are pleased to offer you appointment, governed by the following terms and conditions:

**1. Commencement of Employment:**

You will be designated as **BRANCH SALES&SERVICE EXECUTIVE**. As part of the joining process, you are advised to report on **19/09/2023** at the below mentioned address for Six days Residential Induction Training. (Please refer Annexure for further details).

**TVS Training and Services**

**No : 61, Reddy Street, Vanagaram Main Road, Athipattu,**  
**Ambattur Industrial Estate, Chennai-600058.**

Your employment will commence from the date of your joining at the training centre.

Post completion of the Induction Training, you are advised to report for duty on **25/09/2023** at our **Trichy - Srirangam** Branch. (Address mentioned below)

**The Karur Vysya Bank Ltd,**  
**No. B 14/27 E V S Street, Renga Nagar,,Srirangam,**  
**Tiruchirappalli - 620006, TN**

This offer is subject to medical fitness, as per the applicable conditions mentioned below:

- You should produce Fitness certificate from any of the registered Medical Practitioners and also submit a self-declaration on fitness in the format attached.
- At later stage (within six months from date of joining), Bank reserves the right to initiate necessary medical examination on any of the selected candidates through Bank's empaneled doctor, cost associated with the same shall be borne by the Bank. If the results of the tests are found to be un-satisfactory, Bank can initiate necessary action as deemed to be fit.

Cont..2





**2. Compensation package:**

Your appointment is on Cost to Company Basis (CTC) and your compensation package under CTC basis is furnished in Schedule I (enclosed).

In addition to the package given in Schedule I, you will be eligible for the following benefits:

- a. You are eligible for performance based incentive as applicable from time to time. However the payment of incentive shall be purely at the discretion of the management.
- b. You are eligible for all types of loans under the Public category.

Compensation package under CTC will be reviewed by the Bank every year as per the Bank's policy prevalent at the relevant time.

The Components of CTC shall be subject to regulatory / statutory guidelines and any change in the percentage of components shall not alter the overall CTC fixed.

**Other Benefits:**

- a. You are covered under Group Personal Accident Insurance coverage (Premium paid by the Bank).
- b. You are covered under Group Medical insurance – Base premium is included in your CTC and shall be deducted on a monthly basis.  
If you opt for any Top-up, the premium will be paid by you.
- c. You are also covered under Group Term Insurance for a limit as applicable to your grade / level. The requisite monthly premium for the coverage will be deducted from your first salary and every month thereafter.

Note: You are not eligible for any other benefits, except the benefits referred above.

**3. Probation and Confirmation:**

- a. You will be on probation for a period of one year. On successful completion of probation period (after suitable evaluation methods / tests), you will be confirmed in the regular services of the Bank.
- b. During the Probationary period, you will have to acquire the requisite knowledge in Banking routine by serving in the Branch(es) / Office (es) to which you will be posted and equip yourself to be fit and competent for confirmation in the services of the Bank. You will be confirmed, only on passing Knowledge Updation Test (KUT). Apart from this it is mandatory to get qualified in any of the certificate courses conducted by NISM, AMFI, NIBM, IIBF and Institutes identified by IBA. Further you should have attempted one/more subject/s of JAIIB exam or at least should have enrolled to pursue it.
- c. Please note that unless confirmed in writing, you will be continuing in probation only.
- d. Confirmation in the services of the Bank will be based on your performance during the probationary period, assessment reports given by the Branch / Office Heads and subject to completion of joining formalities.
- e. In case your performance is not up to the expectations of the Bank, you will be terminated from the services of the Bank.
- f. Failure to comply with any of the above required conditions for confirmation will result in your termination.



**4. Nature of duties / Responsibilities:**

- a. You will perform all the duties as are inherent to your position and such additional duties as may be called upon to perform, from time to time.
- b. You shall discharge your duties with due and reasonable care, skill and diligence.
- c. You shall always act in good faith in order to promote the business of the Bank and in the best interests of the Bank. You shall not involve yourself in any situation in which you may have a direct or indirect interest that conflicts or possibly may conflict with the interests of the Bank.
- d. By virtue of your position in the bank, you shall not achieve or attempt to achieve any undue gain or advantage either to yourself or to your relatives or associates.
- e. In view of your position and office, you must effectively, diligently and to the best of your ability perform all responsibilities and ensure results.

**5. Working Hours :**

Working Hours may vary and will depend on the nature of the work, department of work, administrative exigency etc., except for National, State holidays declared under relevant act as applicable to the bank. There may be times when you will be expected to work extra hours to achieve specified results / targets when the job so requires.

**6. Leave Eligibility :**

- a. Casual Leave: 12 days per year (one day per month) which cannot be accumulated beyond 12 days. Casual Leave cannot be taken more than 4 days at a stretch and cannot be combined with holiday / Sunday in such a way as to increase the absence, at any one time, beyond Six days. Casual leave cannot be combined with any other type of leave.
- b. Medical Leave: 12 days per year (one day per month) which can be accumulated for maximum of 24 days with no option for encashment. Medical Leave beyond 3 days will have to be supported by Medical Certificate. Medical Leave without medical certificate can be availed upto a maximum of 3 times in a calendar year.
- c. CTC Leave: 24 days per year (two days per month) which can be accumulated for maximum of 48 days. For availing CTC Leave 10 days advance notice is required.
- d. Maternity Leave: As per norms / Maternity Benefit Act, twice in entire service - maximum of 6 months per instance.
- e. All types of leave will be credited on completion of every month and only on pro-rata basis.
- f. Combining of Medical leave with CTC leave is allowed only on Medical reason.

Note: Employees who join the Bank on or after 14th of a month shall not be eligible for any leave for the particular month.

Credit of Pro-rata leave will not be given for the month, where an employee has availed more than 14 days of leave.

Cont...4



**7. Travel Expenses:**

You may be required to undertake travel for the business of the Bank and in the exigencies of work. You are eligible for admissible / applicable Diem / daily allowance and lodging expenses as per Bank's policy from time to time, when you attend Bank's work at other centers (other than place of posting).

All such travel on official business should have the prior approval of the reporting authority.

**8. Transfers and postings:**

You are liable to be transferred to any of the branches / offices as per the exigencies of business. The Transfer shall be at the sole discretion of the Bank and there shall be no scope for effecting / cancelling / modifying transfer at your request.

**9. Performance evaluation:**

- a. You shall be governed by the Bank's policy on performance appraisal and compensation revision as applicable and in force from time to time. The management reserves the right to change or modify the policy at its sole discretion and at any time without notice.
- b. Based on performance, after confirmation your yearly increase in compensation will be decided and same is restricted to certain percentage of basic pay only, as approved from time to time.
- c. Performance linked incentive, as applicable to the grade / level is payable to you based on your annual performance and first assessment in this regard will take place after completion of one year. Thereafter the base date for appraisals will be 31st March, with the same being reviewed during April every year.

**10. Promotion:**

Your promotion to the next higher grade / level shall be governed by the promotion policy of the Bank laid down from time to time. You may also note that the promotion to the higher grade / level is not a matter of right and it shall be considered in accordance with Promotion Policy of the Bank.

Fixation on promotion: As applicable to Grade / Level of promotion.

**11. Borrowings / Receipt of Gifts:**

You shall not borrow or accept any money, gifts, reward or compensation for your personal gains from or otherwise place yourself under pecuniary obligation to any person/client with whom you may be having official dealings of any sort.

**a).Travel to foreign Countries:**

Prior Permission / NOC should be obtained from the competent authority in case of foreign trips for personal purpose.

**b).Lendings/Borrowings:**

NOC to be obtained from the competent authority for availing any loan/for standing as Guarantor/Surety/Co-obligant to anyone for availing loans in our Bank / other Banks / NBFCs / FIs etc.

**12. Professional Ethics and Confidentiality:**

- a. During your employment with the Bank you will devote your whole time, attention and skill to the best of your ability for its business. You shall not, directly or indirectly, engage or associate yourself with, be connected with, concerned, employed or engaged in any other business or activities or any other post or work part time or pursue any course of study whatsoever, without the prior permission of the Bank.



- b. You must follow and maintain higher standards & personal behavior and integrity in accordance with the Bank's policies & procedures.
- c. You must always maintain the highest degree of confidentiality and keep as confidential the records, documents and other Confidential Information about the business of the Bank which may be known to you or confided in you by any means and you will use such records, documents and information only in a duly authorized manner in the interest of the Bank.
- d. For the purposes of this clause, 'Confidential Information' means information about the Bank's business and that of its customers which is not available to the general public and which may be learnt by you in the course of your employment. This includes, but is not limited to, information relating to the organization, its customer lists, employment policies, personnel, and information about the Bank's products, processes including ideas, concepts, projections, technology, manuals, specifications, and all papers, records and other documents containing such Confidential Information.
- e. Your duty to safeguard and not disclose Confidential Information will survive the expiration or termination of this Agreement and/or your employment with the Bank.
- f. Breach of the conditions of this clause will render you liable for summary termination under clause above, in addition to any other remedy the Bank may have against you in law.
- g. The offer of appointment is confidential which shall not be shared with any third parties.
- h. You shall abide by all the bank's policies, Regulatory & Statutory guidelines issued from time to time. More specifically RBI guidelines and SEBI guidelines (including Prohibition of Insider trading Act 2015) should be followed strictly.
- i. While you are in the services of the Bank, you are not permitted to carry on any business or Profession or enter, for any part of your time, in any capacity, the services of, or be employed by or engaged with any other Firm, Company or Person.
- j. You will devote your whole time and attention to your office work to promote the interest of the Bank and will not divulge to any person or utilize any of the Bank's secrets or other related information (which you may possess by reason of your association with the organization) outside the organization.

### **13. Non-solicitation:**

The employee hereby agrees and undertakes that during the term of the employment with the Bank and for a period of one year following the date of separation from the Bank, the employee shall not, directly or indirectly, either as an individual on his own account or as a partner, employee, consultant, advisor, agent, contractor, director, trustee, committee member, office bearer, or shareholder (or in a similar capacity or function):

- a. Solicit employment or advise any of the Bank's existing employees or any person who was employed by the Bank within one year prior to such solicitation; or
- b. Cause any person or organization providing services to or through the Bank to terminate his or her contract or relationship with Bank.





- c. Contact any of the existing or prospective clients (i.e. any person or organization with whom the Bank is in advanced stages of exploring a professional or business relationship) to entice such clients away from the Bank or to damage in any way their business relationship with the Bank or for the promotion of services similar to those provided to such clients by the Bank.

**14. Bank's property - Assets:**

- a. You will always maintain in good condition the Bank's assets which may be entrusted to you for official use during the course of your employment and shall return all such property to the Bank prior to relinquishment of your charge, failing which the cost of the same will be recovered from you by the Bank.
- b. On termination / retirement of your employment for any reason, you will return to the Bank all property; documents and paper, both original and copies thereof, including any samples, literature, contracts, records, lists, drawings, blueprints, letters, notes, data and the like; and Confidential information, in your possession or under your control relating to your employment or to clients' or customers' business affairs. On termination, you shall settle the Bank's dues / loans, if any to the organization.

**15. Background verification:**

You agree that the Bank shall have the right to conduct, either by itself or through its representative, background checks on the Employee (including credit bureau checks) references provided by the Employee or with the Employee's previous employer(s) or existing creditors who may have provided loans to the employee.

Please note that it shall be open to the bank to withdraw this appointment order / terminate your employment, if any negative report is received in this regard.

**16. Disclosure by the Bank:**

You agree that at the time of employment or any time during employment, the Bank shall have the right to use and disclose all information of the Employee for the purpose of carrying on Business and for complying with laws, rules and regulations as applicable.

**17. Superannuation Age:**

You shall retire from the services of the Bank upon attaining the age of 60 years.

The date of birth as recorded on the basis of the document produced by you at the time of joining shall not be changed at any point of time.

**18. Terminal Benefits:**

- a. **Gratuity:** Payment of Gratuity shall be regulated in accordance with the provisions of payment of Gratuity Act 1972.
- b. **Defined Contributory Retirement Benefit Scheme:** You are compulsorily covered under New Pension System (NPS / DCRBS). Bank contributes 10% of your Basic Pay (as per NPS norms at present) to NPS and you shall also pay similar amount to NPS (which will be deducted from your monthly Salary).

Note: The above retirement benefits are included as a part of your total CTC.

Cont...7



**19. Termination / Resignation:**

- a. Your appointment can be terminated by the Bank on account of non – performance / non – achievement of targets / non- compliance of terms of appointment order / non-completion of Joining formalities including submitting of all required documents within stipulated time / non–attainment of minimum performance evaluation figures as fixed by the bank by giving you one month's notice or one month's pay in lieu thereof.
- b. Your appointment can be terminated by the Bank without assigning any reason there of by giving you one month's notice in writing or salary in lieu thereof. For the purpose of this clause, salary shall mean gross salary.
- c. Should you choose to resign from the services of the Bank, you shall provide prior notice of one month (on probation period) / three months (post confirmation) and your relief from the Bank is subject to acceptance of your resignation by the competing authority.
- d. If you choose to resign prior to completion of two years of service, you shall be liable to pay the training charges of Rs.25,000/- (plus applicable taxes) to the Bank.
- e. Once accepted by the Bank, you shall not have any right to withdraw your resignation, unless specifically permitted to do so by the Bank. Also no withdrawal shall be permitted during the last 7 days of notice or after suitable replacement has been identified / recruited.
- f. The Bank reserves the right to terminate your employment summarily without any notice / payment, if it has reasonable ground to believe that you are found to be indulged in acts of commission / omission which may be prejudicial to the interest of the Bank or any act of dishonesty, fraud, misappropriation, disobedience, insubordination or breach of contract or any other misconducts or neglect of duty or incompetence in discharge of duty on your part and / or causing loss to the Bank. In case of such termination on above reasons, bank reserves its right to recover Performance incentive paid that year.
- g. Once an employee tenders resignation, all leave standing to his / her credit shall lapse and he / she shall be entitled only to one Casual Leave per month (Subject to available leave balance) during the notice period
- h. Your services are liable to be terminated without any notice or salary in lieu thereof in the event of your involvement in any serious misconduct, misdemeanor or any offence which may or may not be directly connected with the organization's business. This shall include conviction in criminal case by a competent court of law as well as any act that may be construed to have brought disrepute to the organization or tarnished its image.
- i. If any declaration, statement or information given by you at any time, is found to be false or untrue, or if any material information is suppressed, your services are liable to be terminated forthwith without any notice or compensation in lieu thereof at any time during your service with the Bank.
- j. If it comes to notice that you had been, prior to joining Bank's services, convicted of any act involving moral turpitude, your services will be liable to be terminated forthwith without any notice or compensation in lieu thereof.



- k. Unauthorized Absence - In the event of continuous absence for a period exceeding 10 days or intermittent UAA exceeding 30 days without placing a formal request and obtaining permission from the Competent Authority for the same or overstaying sanctioned leave, the employee shall be deemed to have left and relinquished service automatically, without notice or any further action being required on the part of the Bank. In such situation, the Bank shall have the right to publish information about the employee on account of desertion and to recover all dues from the unpaid salary / terminal benefits payable.

**20. Redressal of Grievances:**

As the position of Officer requires representation of corporate interest, the remedy for any grievance on terms of contract of employment including termination shall only be monetary compensation to the exclusion of any other relief.

**21. Notice to the Bank:**

Notices may be given by you to the Bank at its registered office address. Notices may be given by the bank to you at the address intimated by you in the official records.

- 22. Governing Law / Jurisdiction:** Your employment with the Bank is subject to Indian laws. All disputes shall be subject to the jurisdiction of Courts in Chennai only.

**23. Other terms and Conditions:**

- a. No employee shall share passwords and shall always be duty bound to ensure protection of passwords at all times (even from inadvertent acts such as shoulder surfing).
- b. No employee shall use mobile phone while on duty except for official purposes or in case of any emergency.
- c. All employees shall adhere to a formal dress code and wear the corporate identity card issued by the Bank at all times while on duty.
- d. No employee shall indulge in any act of sexual harassment.
- e. No employee shall compete with the Bank in any manner or avenue whatsoever during the continuation of his services with the Bank.
- f. No employee shall share through any Social media or cause to be shared or pass on to others any document, paper or information which may come into his possession in his official capacity.
- g. No employee shall express any views or thoughts on social media, which may
  - (i) adversely affect or tarnish the image/reputation of his colleagues or the Bank; or
  - (ii) be prejudicial to the interests of the sovereignty and integrity of India, the security of the State, friendly relations with foreign States, public order, decency or morality, or which involves contempt of Court, defamation or incitement to an offence.
- h. No employee shall, except with the previous written sanction of the Competent Authority, ask for or accept contribution to or otherwise associate himself with the raising of any fund or other collection in cash or in kind in pursuance of any objective whatsoever.



- i. No employee shall indulge or permit anyone in his immediate family to indulge in any online / offline activity even remotely bordering on the nature of gambling, irrespective of whether it is legal or claimed to be of a recreational nature only. (For eg: online / offline rummy or such other activities involving exchange of virtual / physical money)

**24. Service Conditions:**

- a. The terms and conditions set-out in this letter of appointment (Referred above) constitute service conditions applicable to your employment in general. The Bank reserves its right to change / modify the terms and conditions of service, including your duties and responsibilities at any time.
- b. All other terms and conditions of your appointment shall be governed by the Bank's policies as stated from time to time.

**25. Acceptance of our offer:**

You are requested to acknowledge receipt of this Order by signing and forwarding the same to us immediately by return mail, on or before 13/09/2023 , failing which this offer shall cease to be in force.

The Bank shall not be responsible for delays of any sort in this regard.

We welcome you, and look forward to your joining us for a long, successful and mutually beneficial Association.



**Assistant General Manager**

**DECLARATION**

I, .....hereby acknowledge the receipt of this order. I confirm that I have read / understood the details referred under Sl.No. 1 – 25 and I agree to the terms and conditions stipulated therein. I shall join duty at your .....office on ....., failing which I shall have no claims against the Bank in this regard.

PLACE:

DATE:

**SIGNATURE**





## Schedule I - Compensation Details

	Monthly	Annual
<b>Annual CTC Package</b>	25000	3,00,000
<b>CTC Structure</b>	<b>Monthly</b>	<b>Annual</b>
Basic Pay	10,000	1,20,000
Special Allowance	13,182	1,58,189
<b>Monthly Gross (A)</b>	<b>23,182</b>	<b>2,78,189</b>
NPS / DCRBS (Bank Contribution)	1,000	12,000
Annual Medical premium	401	4,811
Gratuity - As per Act (Half month salary per completed year of service)	417	5,000
<b>Total (B)</b>	<b>1,818</b>	<b>21,811</b>
<b>Total CTC (C=A+B) #</b>	<b>25,000</b>	<b>3,00,000</b>

Total CTC is Rupees Three Lakhs only.

In addition to the above CTC, eligible Location allowance shall be paid.

**# Subject to TDS as per applicable Tax Laws.**



**STRICTLY PRIVATE AND CONFIDENTIAL**

REF: GICHF:HR:2022-23

23 March 2023

To,

**Mr. Thomas Xavier Vimalan S**  
Add – 3/118, Yagappudaiyanpatti East Street,  
Alundur Village, Nagamangalam (Post),  
Tiruchirappalli 620012.  
Contact No.- 9486942601, 8124290309

**Re: Appointment as 'Executive'**

Dear Sir,

Pursuant to your Interview for the captioned post, we are pleased to appoint you as '**Executive**' on the following terms and conditions-

Your appointment to the position mentioned above would be effective from the date of your joining **GIC Housing Finance Limited**, to attend Induction Training Programme at **NIA, Pune**. The Induction Training Programme is scheduled from **03<sup>rd</sup> April, 2023 to 08<sup>th</sup> April, 2023**. On completion of the Training you will be posted at **Branch Office, Yelahanka, Karnataka** Address- **792, 2<sup>nd</sup> Floor, MIG II Stage, M.D.Road, Yelahanka, Bangalore-560064**, where you will undergo an "On-the-Job Training" during the initial period of two months. You will be expected to carry out duties appropriate to this appointment.

Although your normal work will consist of the duties assigned to you from time to time, you may be called upon to discharge any other duties which in the opinion of GICHF are within capacity to discharge and you will forthwith undertake to discharge those duties with diligence and care.

**Probation Period**

You will be on probation for an initial period of one year from the date of your joining. The probation may be extended if the performance during the probation is unsatisfactory. Your confirmation will be subject to satisfactory performance, as per the policy of the Company. The probation will extend till such time you are confirmed in service and during the said period of probation your services is liable to be discharged from service without assigning any reason.

**Compensation**

Your appointment as Executive on probation will be on a monthly basic salary of Rs. 31370/- in the pay scale of **Rs. '31370-2245(4)-40350-2500(15)-77850'**. On successful completion of probation you will also be entitled for benefits / perquisites as per the rules of the Company.

**Leave**

You will be governed by GICHF's Leave rules of the company. Please note that your employment is liable to be terminated if you absent yourself from the services of the Company, without prior written permission or overstay sanctioned leave for a period exceeding seven days, except in cases of medical exigencies (Which will need to be supported by a medical certificate).

**Notice Period / Separation/ Termination**

It is understood and agreed that this engagement may be terminated by either party by giving to the other at anytime, notice in writing.

- During Probation notice in writing of 30 days or payment of one months' gross salary on the basis of last salary drawn.
- On confirmation, notice in writing of 90 days or payment of three months' gross salary on the basis of last salary drawn. The termination shall take effect at the end of such notice period.

**Termination without Notice**

At the sole discretion of the company your services are liable to be terminated without any notice or salary in lieu thereof in the event of your involvement in any serious misconduct, misdemeanor or any offence which may or may not be directly connected with the business of the company.

**Mobility**

In view of the nature of our business, it may become necessary to require you to work in different departments, offices or locations of GICHF. Acceptance of our offer of employment is acceptance of this obligation of flexibility on your part.

**Retirement**

The age of retirement in GICHF is 60 years.

**Other terms and conditions**

This offer is subject to your being found fit during the pre-employment medical examination to be carried out by a qualified Medical Practitioner and submitting proof of having passed PGDM/ MBA Course before 30<sup>th</sup> June, 2023.

Kindly note that at any time, during your tenure of services with the Company or after termination of your services, you shall not, without the consent in writing from the Company, disclose or make available to any third party information concerning finance / affairs of the company which you have acquired / come to know during the period of your service.



Your appointment shall be subject to the terms and conditions of service of employees of GIC Housing Finance Ltd., as approved by Board of Directors on 30/05/1995 and amended from time to time and also subject to GIC Housing Finance Ltd., (Conduct, Discipline and Appeal) Rules, 2008 as in force from time to time. You shall carry out instructions and other orders given to you from time to time. The company reserves the right to effect, alter, change, modify and amend the terms and conditions as also the rules and regulation from time to time and you shall abide by the same while in services of the Company.

You will not, during the continuance of your employment undertake or carry on either alone or in partnership nor be directly or indirectly employed in or concerned with as principal agent, clerk, assistant, consultant, servant or otherwise in any other business, trade, or profession whatsoever. You will devote your whole time and attention to your duties with GICHF.

You shall not during the course of your employment engage, participate, whether directly or indirectly in any business competitive to the business of GICHF.

You shall not do anything or cause to do anything, which shall bring dishonor and / or disrepute to the company or engage in unlawful / immoral activities.

If at any time you are involved in any legal administrative quasi-judicial proceeding(s) you shall immediately inform the Company the details thereof.

You shall not at any time use your association with the company to gain unfair advantage for personal purposes.

In case you are presently employed, you shall submit the Discharge Certificate secured from your present employer on the date of your reporting to the Company.

Duplicate copy of this letter of appointment duly signed by you, signifying acceptance of the terms and conditions mentioned herein above, shall be submitted along with the Personal Data form (enclosed) duly completed in all respects, Discharge Certificate secured from your employer if any on the date of your reporting.

In case it is found at any stage of recruitment that the candidate does not fulfill the eligibility criteria and/or the candidate has furnished any incorrect/false/incomplete information or has suppressed any material fact(s), his/her candidature will be cancelled. If shortcoming is detected even after appointment or during the course of service, the service of the candidate are liable to be terminated forthwith without assigning any reason thereof, the candidate should ensure that he/she fulfills all the eligibility criteria.

Your salary package is confidential and not to be shared with anyone.

You shall follow all directions, instructions, guidelines and policies of the Company issued from time to time in discharge of your duties.



# GIC HOUSING FINANCE LTD.



## Validity

You should join duties on 03<sup>rd</sup> April 2023.

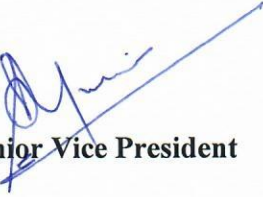
In case you do not join duties on the date mentioned above, the offer contained in this letter shall stand automatically cancelled, unless specifically extended by GICHF, in writing. Upon

your joining duties this letter of offer shall be deemed to be your appointment letter. Please sign and return a copy of this communication in acknowledgement of receipt and acceptance

We welcome you as a member of our team and wish you a successful career with GIC Housing Finance Ltd.

Thanking you,

Yours faithfully,



**Senior Vice President**

I acknowledge that I have read and understood each and every term and condition set out in this Appointment letter and hereby agree, accept and undertake to abide by all the aforesaid terms and conditions and confirm that I shall report for duty on \_\_\_\_\_.

Accepted By:

Name:

Signature:

Date:

You are requested to get in touch with your Reporting Officer, **Mr. Shashank J Reddy - 9972150512** at least 2 days before your date of joining.

### At Induction Training

Candidate need to carry all original documents for verification during induction training. A printed copy (Self attested) of all the documents mentioned below is to be submitted to HR Dept at the beginning of Induction program.

- 1 Copy of the appointment letter (Self attested)
- 2 3 Passport size photographs
- 3 Resume
- 4 A copy PAN Card (Self attested)
- 5 A copy of Aadhaar Card (Self attested)
- 6 A copy of Photo ID and Address Proof (Driving license, Passport, Voter ID, etc.)
- 7 Mark sheets and Degree Certificates ( Post-Graduation, Graduation, XII, X)
- 8 Copy of Achievement Certificates (if any)
- 9 Work ex certificates (if any)
- 10 Last drawn salary slip (if any)
- 11 2 Original Character Certificates (not older than six months) issued by Gazetted officer/ institute
- 12 Personal Statement regarding health form (Duly filled)
- 13 Pre-employment Medical Form (Duly filled by LIC empanelled doctor)
- 14 Original medical test report \*

\* Medical Test includes the following -

- 1) ECG Test
- 2) Clinical Routine Urine
- 3) Clinical C.B.C.
- 4) Clinical E.S.R.

### **Note:**

- **Original of all the above mentioned documents to be brought during induction program for verification purpose.**
- **Submission of all the above mentioned documents is mandatory**

### On Day of Joining at place of posting:

- Present this letter to your Reporting Officer on your day of joining at the place of posting.
- Your Reporting Officer will send your joining intimation to the HR Dept.
- You will receive an e-mail containing your Employee Code, Login id and Password for your HRMS during the induction.
- The attendance of employees will be marked through HRMS. To mark attendance, employee has to Log into the system with Employee Code and Password.

**STRICTLY PRIVATE AND CONFIDENTIAL**

HRMD/OFF-LTR/122230296/2022-23

31.03.2023

**SELECTION CUM OFFER LETTER**

To,  
**Ms. Jaya Rethinika S,**  
**No 111, South Street,**  
**Pallithamam Post ,**  
**Kalayarkovil-630551.**  
**Mob No: 9345982459**

**Dear Jaya Rethinika S,**

Congratulations!

With reference to your application for employment with us and the subsequent Bank's selection process, we are pleased to offer you a position in **Relationship Manager II (Sales and Operations)** cadre of our bank. You will be posted as **Probationary Relationship Manager II** for a period of **Eighteen months**, subject to the terms and conditions set out in this letter and the **annexure** thereto apart from usual Bank's Service Rules and conditions now prevailing and in vogue from time to time.


During the probationary period of eighteen months, your Gross annual total Cost-To-Company (CTC) at maximum variable payout will be **Rs. 4,60,200/-** per year. A detailed overview of the compensation structure along with the terms and conditions of the offer is attached as annexure to this offer letter. During the probationary period, necessary training will be imparted to you at our Branches / Departments of our Bank.

Your employment will be governed by the rules, regulations and policies of the bank. The terms of this offer letter shall remain confidential and shall not be disclosed to any third party.

You shall be issued the posting order specifying the place of initial posting, based on accepting the offer letter.

We take this opportunity to **welcome** you to City Union Bank. We wish you a long, rewarding and fulfilling career.

With Best Wishes,



**R. Subbaraman**  
**Deputy General Manager**  
**HRMD**

Encl.: Annexure to the selection cum offer letter (as applicable to you).



**Administrative Office: City Union Bank, HRMD Department, No.24-B Gandhi Nagar,**  
**Kumbakonam - 612 001, Tamil Nadu, India.**

**Tel: +91 (0435) 2402322, +91 93817 37719**

**Website: www.cityunionbank.com; Email: placement@cityunionbank.in**

**Annexure-I to your Offer of Employment [HRMD/OFF-LTR/122230296/2022-23] as Relationship Manager II Cadre**

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**TERMS and CONDITIONS (other than those prevalent in Service Agreement)**

At the time of Joining duty, you are advised to furnish the following documents:-

- 1). A Booklet consisting of six structured forms, which will be provided to you, will have to be filled up, completed, signed and handed over to the Branch Manager / Department Head, together with two recent passport size photographs affixed thereon.
- 2). Copies of KYC documents like Aadhar Card, PAN Card, Driving Licence, with originals for verification. Two copies each of your latest colour photographs, in passport size and stamp size.
- 3). Testimonials (of a recent date) from two respectable persons known to you, (but not related to you) will have to be furnished. The bank will seek references to them, your current / previous employer/s at any stage of your appointment.
- 4). A self declaration of Medical Fitness, supported by a satisfactory Medical Certificate from a Registered Medical Practitioner or if stipulated from the panel of doctors appointed by the Bank as per medical examination requirements in annexure. Major and permanent ailments should also be reported. Suppression of any information or if it is found at a later stage that you suffer from any ailment which will affect the normal functioning of your work at the office will entail you immediate termination of service at any point of time.
- 5). Copies of your resignation acceptance and proper relieving order, last drawn Salary Certificate from your previous employer and Service employment declaration to that effect should be submitted.
- 6). If you have availed any loan/credit facility from Bank/s or financial institution/s, the details of them should be furnished. A certificate of latest date from the Branch Head of the Bank's Branch, from where the loan was availed is to be submitted. If the loan/s is/are not in STANDARD category, you cannot join our Bank. If no loan has been availed, a certificate to that effect should be submitted.
- 7). While reporting for duty at branch / department, you should handover a copy of your PAN Card, Driving License and a copy of your Aadhar card. Also, you should hand over a proper Relieving Order obtained from the previous Employer. If you have not employed previously, a declaration to that effect should be submitted.
- 8). At that time of reporting for duty, you will have to submit all the original certificates (10<sup>th</sup>, 12<sup>th</sup>, UG & PG degree certificates) in proof of your educational qualification and age to the HR Department for verification and custody. In case, you are not in a position to submit your original certificates as mentioned above, you will be required to place a fixed deposit in your name for Rs.25,000/- as security deposit. Your original certificates shall be returned to you on confirmation. You may also collect your certificates back at any time, before your confirmation, by placing a deposit for Rs.25,000/- in your name and discharging the same to the Bank.

In case you are not in a position to submit your original certificates nor able to place a deposit for Rs.25,000/-, you can remit monthly instalment of Rs.2,000/- for 11 months and Rs.3,000/- in 12<sup>th</sup> month so as to place a total security deposit of Rs.25,000/- and discharge the same to the bank after 12 months.

**Please note that the deposit amount will be returned to you on your confirmation in the regular service of the bank.**





9).The information and documents provided by you are subject to verification. Upon your acceptance of this appointment order, the Company will have the right to conduct such verification, including through external agencies. This would include but not be limited to, your employment history, educational / professional credentials, CIBIL & other background checks. You hereby agree, consent and authorize the Company to access, use and share such information provided by you, with internal and external agencies, for the purpose of carrying out verification at any and all points of time, whether during or after your employment with the Company. The Company has the policy of sharing all relevant employment information of employees with applicable external agencies.

### **Probationary Period**

You will be on probation for a period of **18 months**, from the date of your joining the service of the Bank. You will be designated as **Probationary Relationship Manager II**. Your salary structure will be as detailed in Annexure-II of this letter. Please note that all confirmations in the bank are given effect only on the 1st day of the month succeeding the month during which the probation period is completed.

During the probationary period, your performance will be reviewed periodically. Your confirmation in the service of the Bank will be based on your performance during the probationary period, assessment reports of the Branch / Department Head, your performance in the pre-confirmation process (test / interview) etc. However, the management based on its assessment will have discretion to extend your Probation for a further period.

If your performance is considered satisfactory, the bank may also reduce the period of Probation at its discretion.

### **Termination of Services**

The Management reserves its right to terminate your services at any time during the period of probation or during the extended period of probation, without assigning any reason there for.

If during the period of probation or during the extended period of probation, you are found to be involved in any act of fraud, unethical transactions, misbehaviour, misconduct and any other act which results in financial loss or loss of image/reputation of the Bank, the Bank may summarily terminate your service without any notice /assigning any reason (there for) and the Bank Management's decision will be final. If your acts warrant any legal action, the bank will exercise its right. If deemed necessary, in such an event, the Bank may also issue a print media publication, about such termination with your photograph.

If any of your declaration, information or certificates is found to be false or untrue or if you have suppressed any vital information and or if it comes to the notice of the Bank that you had been, prior to joining the Bank's services, convicted of any act involving moral turpitude and / or criminal in nature, your service will be liable to be terminated forthwith, without any notice or compensation in lieu thereof, at any time during or even after completion of the probation period. However, this does not preclude the Bank from initiating such disciplinary measures, as the Bank shall deem fit and any penalty may be imposed upon you, in terms of rules of the Bank in force from time to time.

Your service may be terminated by the Bank if you are found to be indulging in the acts of Commission / Omission which may be prejudicial to the interests of the Bank or any act of dishonesty, disobedience, insubordination or any other misconduct or neglect of duty or incompetence in the discharge of your duty.



**Leave During Probation and after Confirmation**

During probation you will be entitled to Casual Leave of 12 days and Sick leave of 12 days.

You will not be allowed to avail any leave beyond your entitlement during the probationary period. If under any extra-ordinary circumstances your absence is permitted under loss of pay, the probationary period will be suitably extended to compensate the period of your absence. The right of allowing leave on loss of pay and extension of probationary period will rest with the Management only.

**Mobility**

In view of the nature of the Bank's business, it may become necessary to require you to work in different branches, departments, offices or locations of City Union Bank. Acceptance of our offer of employment is acceptance of this obligation of flexibility on your part.

**Increments & Promotions**

Your career growth and annual increments with the bank will depend solely on your performance and contribution to the bank and will not be automatic.

While promotion eligibility is determined on the promotion policy of the bank which will be reviewed from time to time, based on the bank's requirements and outlook. Promotions will also be considered out of turn, to those employees who perform exceptionally well and contribute to the growth of the Bank.

**Group Health Insurance Scheme**

You will be covered under the Group Health Insurance Scheme as applicable to other employees of the Bank. The insurance cover will be as per the terms and conditions specified in the policy of the Insurance policy provider and may be revised from time to time.

**Transfers**

Your services are liable to be transferred to any of our Branches / Departments, situated anywhere in India, now in existence and to be opened in future.

Notwithstanding the role assigned to you in terms of this letter, the Bank reserves its right to assign you any other role / function / responsibility, commensurate with your grade, as may be deemed appropriate, depending on administrative exigencies and requirements.

In case of exigencies, your services can be requisitioned by the Bank at any time outside the business / working hours.

**Notice Period:**

If you choose to discontinue your service with the Bank for any reason, you will be required to give the Bank one month notice or one month Gross salary thereof subject to the bank's discretion. In addition, you will also be required to remit the actual charges incurred by the Bank in connection with the cost of recruitment, training, batta paid, if any and other expenses incidental to training and recruitment. In the event of you having any ongoing or incomplete assignment, the Bank reserves the right to relieve you only at the end of the one-month notice period.

NB: The resignations entail re-imbursements of all amounts received by you by way of Ex-gratia payments by the Bank. Also, if any Interest free Loan is availed or any other loan is availed at concessional rate of interest, it should also be repaid with Interest (as applicable to general public) from the date of availment of loan, before getting relieved from the bank.



**Termination without Notice**

During the probation period, if your performance and conduct are not found to be satisfactory or if it does not meet the prescribed criteria, the Bank reserves the right to terminate your appointment or revert you to a junior level at any time during the probation period or extended period of probation without assigning any reason whatsoever.

The bank may terminate your services immediately on disciplinary grounds or if any breach of the terms and conditions mentioned in this letter on your part or as per policy of the bank, if any incorrect information is furnished by you or suppression of any personal/material information about you will be liable for termination at any time during your service.

**Other Terms & Conditions:**

- You will agree not to undertake employment, whether full-time or part-time, as the Director / Partner / Member / Employee of any other organization or entity engaged in any form of business activity without the consent of the bank. The consent may be given subject to any terms and conditions that the bank may think fit and may be withdrawn at any time at the discretion of the bank. The employment/ profession/ business existing or proposed, of your spouse, kith/kin of your family shall also be disclosed to the Bank.
- You will devote your whole time and attention to your Office work to promote the interest of the Bank and will not divulge to any person or utilize any of the Bank's secrets or other related information (which you may possess by reason of your association with the Bank) outside the Bank.
- While you are in the services of the Bank, you will adhere to the IT Security Practice & Procedures as prescribed by the Bank and maintain the secrecy of accounts and other information you come across during the course of your employment.
- You will be governed by the rules, regulations and policies of the bank as applicable to you. All the benefits are as per the bank's policies, which are subject to revision from time to time.
- You will keep us informed of any change in your residential address, change in telephone numbers and the place of contact in case you are on leave.
- Bank will always stand by the policy of honesty and integrity in all its dealings and expects its employees to follow the same.
- All such obligations in respect of Confidentiality shall survive even after your service has ended with the Bank.
- You shall not use the Bank's resources for other commercial activities or for personal gain.
- In case any information you have provided to the Bank found to be untrue or any vital information you have suppressed to the Bank, the management can terminate your services any at any stage of your employment.



**This offer is made to you subject to the following pre-conditions:**

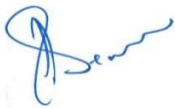
- Our offer to you is conditional upon your having fully completed your graduation / post-graduation. You should have also completed all the studies, course requirements and examinations required for the award of the educational qualifications recorded by you in your application for employment with City Union Bank.
- After the Bank receiving satisfactory character references from suitable referees to be suggested by yourself, preferably one referee being a person who has supervised you in a professional capacity at some stage in your career. Additionally, the Bank reserves the right to seek references from your current / previous employer (s), at any stage, subsequent to your acceptance of this offer letter.
- After the Bank receiving a satisfactory report following a routine medical examination (mentioned in annexure) by separate Registered Medical Practitioners.

The terms and conditions set out in this selection cum offer letter and in the service agreement, inter alia, constitute service conditions applicable to your employment in the Bank. **Any dispute arising thereof is subject to Kumbakonam jurisdiction only and courts at Kumbakonam will have exclusive jurisdiction.**

**Please return to us on or before 07.04.2023, the duplicate copy of this letter duly signed by you on all pages as a token of having accepted the selection cum offer letter.**

Welcome to the CUB family.

With Regards



**R. Subbaraman**  
**Deputy General Manager**  
**HRMD**

---

I have read, understood and agree to the terms and conditions as set forth in this selection cum offer letter and the annexures.

**Signature**

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Place: \_\_\_\_\_





**Annexure-II to your Offer of Employment [HRMD/OFF-LTR/122230296/2022-23] as Relationship Manager II**

**Compensation during Probation period**

COMPENSATION DETAILS		
Name	Ms. Jaya Rethinika S	
Designation	Probationary Relationship Manager II	
CTC COMPONENTS (All figures in Rs.)		
Component	Per Month	Per Year
Basic Pay	14,000/-	1,68,000/-
Fixed DA <sup>1</sup>	1,700/-	20,400/-
HRA	5,500/-	66,000/-
Basket of Allowances <sup>2</sup>	6,602/-	79,224/-
Gross Pay	27,802/-	3,33,624/-
PF – Management Contribution	1,570/-	18,840/-
Pension - Management Contribution <sup>3</sup>	628/-	7,536/-
Fixed CTC	30,000/-	3,60,000/-
PLP (Max of 20% on Basic Pay) <sup>4</sup>	2,800/-	33,600/-
Bonus/Ex-gratia (Maximum) <sup>5</sup>	5,550/-	66,600/-
Variable CTC	8,350/-	1,00,200/-
Total CTC	38,350/-	4,60,200/-

**Note:**

- Dearness Allowance:-**Fixed Dearness allowance, subject to revision at the sole discretion of the Management.
- Basket of Allowances:-**All-inclusive of Sales & Operations allowance, Medical Reimbursement & any other allowances.
- Pension:-** The bank provides 'Pension' contribution as a third retirement benefit in addition to PF and Gratuity.
- PLP:-** will be vary between 0 to 20% of the basic pay of the employee. The Bank also reserves its right to switch over to Performance Linked Pay (PLP) for its employees at any future date and it is purely based on the performance of the employee.
- Ex-gratia:-**will be considered purely at the discretion of the Management based on the financial performance of the Bank and also subject to terms and conditions stipulated from time to time.

**Your salary is confidential and should be discussed only with Human Resource Management Development Department.**





**PRIVATE AND CONFIDENTIAL**

159957

September 11, 2023

Sneha Antony Dass  
1/83,FATHIMA STREET,  
VEERAPANDIANPATTINAM  
THOOTHUKKUDI,TAMIL NADU, TAMILNADU

Dear Sneha,

On behalf of ICICI Securities Limited, we take great pleasure in making you an offer to be part of team I-Sec.

Please find enclosed:

- Our formal Joining Offer cum Appointment Letter
- Components of Remuneration – It has details on all the components of remuneration.

Please quote your reference number, which is appearing at the top of this letter for all future correspondence.

In case you have any further queries feel free to contact at below mentioned number and address:

Address : HR,ICICI Securities Limited,  
Shree Sawan Knowledge Park,  
Gr. Floor, Plot No. D-507, T.T.C Industrial Area,  
M.I.D.C, Turbhe, Near Juinagar Railway Station,  
Navi Mumbai-400705

E-Mail Address : robin.raju@icicisecurities.com

Telephone (Direct) : -

Yours sincerely,

For **ICICI Securities Ltd**

**Robin Raju**

**Regional Manager - Human Resources**

ICICI Securities Limited  
Registered Office (Institutional):  
ICICI Venture House, Appasaheb Marathe Marg,  
Prabhadevi, Mumbai - 400 025, India.  
Tel 022 - 6807 7100

Corporate Office (Retail):  
Shree Sawan Knowledge Park, Plot No. D-507,  
T.T.C. Ind. Area, M.I.D.C, Turbhe,  
Navi Mumbai - 400 706  
Tel (91 22) 40 70 1000  
Fax (91 22) 40 70 1022

Name of Compliance Officer (Broking Operations): Mr. Anoop Goyal  
Email Address: complianceofficer@icicisecurities.com / (91 22) 4070 1000  
Website Address: www.icicisecurities.com/www.icicidirect.com





**PRIVATE AND CONFIDENTIAL**

159957

September 11, 2023

Sneha Antony Dass  
Coimbatore

Dear Sneha,

We are pleased to make you an offer of appointment at grade "E" in ICICI Securities Limited (hereinafter referred to as the "Company"). Your job title will be "ERG - Equity Relationship Manager". You will be placed in "Equity Relationship Group" Department and "Select Dealing Desk" Function at Coimbatore. The following are the terms and conditions of the appointment.

**Commencement/Term:**

1. You shall be required to join the Company on or before September 18, 2023.
2. Your appointment is subject to you successfully completing your Post Graduation in Management Course. You are required to submit the copy of certificate latest by November 2023. Failure on your part to submit the required document may initiate appropriate action including termination of your services.
3. You will be on probation for a period of six months or such extended period as may be decided by the Company and would be confirmed basis you meeting up the criteria set by the company from time to time. Please note that this offer of employment is subject to the successful completion of your course and to your acquiring knowledge specified by competent authorities from time to time.
4. You will be informed about your confirmation in the services of the Company in writing.
5. On confirmation, employee would retire from the service on attaining the age of 58 years.

**Remuneration:**

6. Your Basic Salary will be Rs. 121,590/- (Rupees One Lakh Twenty One Thousand Five Hundred Ninety Only) per annum.

**Allowances:**



7. Your House Rent Allowance will be Rs. 60,795/- (Rupees Sixty Thousand Seven Hundred Ninety Five Only) per annum.

8. You shall be entitled to Leave Travel Assistance of Rs. 25,331/- (Rupees Twenty Five Thousand Three Hundred Thirty One Only) per annum.

9. You shall be entitled to Supplementary Allowance of Rs. 118,084/- (Rupees One Lakh Eighteen Thousand Eighty Four Only) per annum.

**Benefits:**

**In addition to the above, you shall be entitled to the following:-**

10. Comprehensive Mediclaim as per company policy for you will be up to Rs. 4 Lacs per annum or as may be adopted by the Company for its employees from time to time. Once you successfully complete the probation period your immediate family members will be entitled for this benefit. Your immediate family includes yourself, your spouse and 2 dependent children up to the age of 25 years.

11. Personal Accident Insurance coverage as may be adopted by the Company for its employees from time to time for permanent disablement or death due to accidents.

12. Life Insurance Cover as per company policy in case of untimely demise while in the service.

**Note :** The coverage mentioned above under each policy will be subject to you meeting all the insurance company's policies and insurance/underwriting requirements. Until confirmation by the insurance company that you have fulfilled these requirements, the sum insured will be at the insurance company's discretion.

13. Retirement Benefits of the company in accordance with the statutory requirements and/or, as per Company policy.

- Employer's Contribution towards Provident Fund of Rs. 21,600/- (Twenty One Thousand Six Hundred Only) per annum.

- Contribution towards Gratuity Fund of Rs 10,128/- (Rupees Ten Thousand One Hundred Twenty Eight Only) per annum. Pls note, Gratuity amount is payable after completion of 5 years continuous service.





**14.** Maternity benefits as defined under the Maternity Benefit (Amendment) Act, 2017 are offered to eligible women employees by I Sec. Details of such benefits offered to employees and eligibility criteria for availing such benefits are notified by I Sec under "Employee Benefit Policies" available on the intranet, which will be accessible upon joining I Sec.

**Variable Pay:**

**15.** You will participate in the Company's Performance Bonus Plan. The pay-out depends on the Company's performance, your strategic business unit (SBU) performance and your performance, and other parameters as the Company may decide from time to time. The Performance Bonus awarded to you in any year will have no bearing to your previous year's performance bonus. Please note that the Variable Pay payable (if any) to you is inclusive of statutory bonus payable (if any) under the Payment of Bonus Act, 1965 and any amendments therein. Further, the peak rate of bonus will be 35% of fixed pay (without retiral) subject to Company policy/variable pay rate approved by the Board Committee. You will be eligible for coverage under Variable Pay (bonus) from FY 24 provided your date of joining is on or before December 31, 2023. The performance bonus (if any) will be prorated subject to your date of joining.

Please note that there is no minimum and/or guaranteed variable pay.

**Other Terms and Conditions of Service:**

**16. Professional Ethics & Confidentiality:** While you are in the employment of the Company, you are not permitted to carry on any business or profession or enter, for any part of your time, in any capacity, into the services of, or be employed by or engaged with any other firm, company or person. You will devote your whole time and attention to the Company and to promote the interests of the Company and will not divulge to any person or utilize any of the Company's secrets or other related information (which you may possess by reason of your association with the Company) outside the Company. It is a condition of your employment that you maintain the confidentiality of any and all proprietary information of which you gain knowledge or possession as a result of your employment with the Company. You must not disclose such proprietary information to any person. The term, 'proprietary information' shall mean all Company information whether in oral, written, diskette, graphic or machine readable form, including but not limited to all non-public lists of customers, agents, general agents, intermediaries, prices, business plans, strategic plans, reserves or other non-public financial information, customer base, manuals, designs, procedures, formulas, discoveries, inventions, improvements, concepts, ideas, future plans and budgets, unannounced organizational or staffing changes, financial analyses, competitive analyses, management information, technical data and market studies. This obligation of confidentiality continues after your employment terminates. Further, complete confidentiality of all employment and compensation



details is expected to be maintained by you during your period of employment with the Company. You will not divulge details like your compensation structure (CTC), performance rating, performance bonus amount, increment, etc. and will not divulge to any person or utilize any of the Company's secrets or other related information (which you may possess by reason of your association with the Company) with any external agencies, press etc. outside the Company or with your colleagues. Any act in breach of this term would entail initiation of appropriate action as deemed fit by the Company.

- Please note that during the course of your services with the Company you cannot be a member of any anti-social/national outfits or of any outfit, which is declared as banned by the Government. Any act in breach of this term would entail initiation of appropriate action as deemed fit by the Company.
- Please note that while joining the services of the Company and during the course of your services with the Company, you would be required to notify the Company immediately with details of civil or criminal case/s instituted against you in any Court of Law or any complaint/show cause notice /prosecution with/by any Police Station or by any statutory authority, as also you will notify any outcome of such complaint like filing of Chargesheet /Arrest/Conviction/Acquittal/Discharge. Any act in breach of this term would entail initiation of appropriate action as deemed fit by the Company.
- The Company expects resolution of issue/s relating to your employment, if any, within the framework internally, at all times during your service period and even after cessation of service due to any reason whatsoever. As such please note that any attempt to bring any outside influence - directly or indirectly - upon any authority to further your interest/s in respect of matters pertaining to your services with the Company would amount to breach of employment contract leading to initiation of appropriate action.
- Please note that during the course of your services with the Company, you will not take part in any demonstration/agitation against the Company and its official/s for or on behalf of any external bodies/political outfits- either as a member or as a sympathizer. Any act in contravention of the above would be treated as prejudicial to the interest and reputation of the Company leading to initiation of appropriate action.

**17. IT Security Practice & Procedures:** While you are in the services of the Company, you will adhere to the IT Security Practice & Procedures as prescribed by the Company. Any instance/s of violation or any attempted violation of the aforesaid IT Security Practices and Procedures on your part shall result in disciplinary action.

**18. Transfer:** The Company shall have the right to transfer you to any of its offices or ICICI group companies in India and abroad.

**19. Notice Period And Termination of Employment:** During the probation period, your services would be liable to be terminated by the Company without assigning any reason and by giving seven days



notice or notice pay of seven days in lieu thereof. During the probation period, if you decide to leave the Company's services, you will be required to give and serve Forty five days' notice period or on payment of an amount equivalent to Forty Five days' gross salary in lieu of the notice period or on a prorated basis for the notice period not served. In such cases the company reserves the right of recovering expenses such as relocation expenses (if any), etc., from your full & final settlement.

After confirmation, your services would be liable to be terminated by the Company, by giving Ninety days' notice or on payment of an amount equivalent to Ninety days' gross salary in lieu of the notice period. In case of termination consequent to any disciplinary action or loss of confidence under clauses mentioned in the Code of Conduct & Business ethics, the company would not be liable to give any notice or any notice pay thereof. In case you decide to leave the Company's services, you will be required to give and serve Ninety days' notice or on payment of an amount equivalent to Ninety days' gross salary in lieu of the notice period or on a prorated basis for the notice period not served..

Further, the company shall be entitled in its sole discretion, to accept your resignation (either during probation period or after confirmation), either with immediate effect or with effect from any date prior to the last day of the notice period .

On cessation of your employment, you will return any items belonging to or relating to the Company. These include but are not limited to keys, diaries, business cards, files and all other items of a professional nature, which were acquired or created during your employment, including computer software and applications.

**20. Gross Misconduct:** Gross misconduct would amount to cause for your immediate dismissal without notice or payment in lieu of notice. Examples of gross misconduct include, but are not limited to:

- Non-compliance with all applicable laws and regulations in the conduct of business for and on behalf of the Company;
- If it is found that any incorrect information furnished by you during the interview or while you are employed with the company such as (this is an indicative list and not an exhaustive one) :
  - i. Suppression of any material information by you.
  - ii. Mismatch in your previous employment data even for a day.
  - iii. Mismatch in your previous pay slip.
  - iv. Fake qualification certificates .
- Theft, misappropriation or willful destruction of Company property;
- Refusal or failure to comply with a reasonable instruction given by your supervisor;



- Willful insubordination or disobedience of any lawful and reasonable order of a superior.
- A finding that you are guilty of a criminal offence by a court of competent jurisdiction;
- Your bankruptcy or insolvency;
- Sexual harassment or intimidation of employees;
- Behavior which is either physically or verbally threatening or degrading to others;
- Violation of Code of Conduct & Business Ethics;
- Breach of any of the terms and conditions set out herein and any manual containing the Company's policies and procedures.
- You shall be deemed to have resigned in case you are absent from work or extended your stay after the end of the granted leave without authorization or acceptable excuses, for the period of 15 consecutive days.

Upon termination of your employment, you will return any items belonging to or relating to the Company. These include but are not limited to keys, diaries, business cards, files and all other items of a professional nature, which were acquired or created during your employment, including computer software and applications.

**21.** You shall not for a period of one year from cessation of your service, solicit or employ any director, officer or employee of any constituent of the ICICI Group in any activity, vocation, profession, employment, consultancy, service, occupation or business that you undertake or in any manner, cause any director, officer or employee of any constituent of the ICICI Group to be solicited or employed by any person or enterprise with whom you may be associated in any capacity. Any act in contravention of the above provision shall entail initiation of appropriate action as deemed fit by the Company.

**22. General:** You agree to authorize "ICICI Securities Limited" and the appointed agencies to verify information provided in your resume and / or the applicant Information sheet submitted for employment purposes and to conduct any further enquiries as may be necessary. You also agree to authorize all who may have relevant information pertaining to this enquiry to disclose the same.

Your appointment and continuation in employment are subject to reference checks, complete / full and correct disclosure of material information, qualifications and past employment details and successful completion of your course - graduation/postgraduation and submission certificates / marksheets at the time of joining, as the case may be.

As per the Insider Trading Policy of the Company, you and your immediate relatives are required to trade in Securities only through ICICI Securities and not through any other trading member. Accordingly, please ensure that you comply with the above requirement from the date of your joining.





A declaration confirming the above would be required to be signed by you on your date of joining.

For the above purpose, the following persons are defined as Immediate Relatives:

- Your spouse
- Any of the following who is either dependent financially on you or consults you in taking decisions relating to trading in Securities
- your parents, siblings and your children
- your spouse's parents, siblings and children

**23.** You will be bound by the Rules and Regulations of the Company. It is your responsibility to read and abide by the Company's policies, procedures, Rules of Conduct and Corporate Policies amended from time to time during your employment. You are required and expected to read and understand all of the above and to strictly adhere to the same. The terms and conditions as laid down in any of the above manuals, handbooks, policies, rules and procedures may be amended by the Company at its discretion from time to time and will be binding upon you. You shall not sign any contracts or enter into any binding agreements, which are outside your defined authority limits on behalf of the Company. You may be authorized from time to time to enter into contracts incidental to the running of the office with the prior written approval of the Company. You shall not pledge the Company's credit and/or make any representations on behalf of the Company unless you are specifically authorized in that regard.

**24.** You hereby agree that you would not be acting as a life insurance agent or an insurance broker of any Life / General insurance company or of any corporate agent (other than an employee of ICICI Securities Ltd.) of such insurance company.

**25.** The terms of your employment may be amended at any time. This contract of Employment shall be interpreted and governed by the laws of India.

**26.** Any notice, consent, request or other communication made or given in connection with this letter shall be in writing and shall be deemed to have been duly given when delivered or mailed by registered or certified mail (return receipt requested) or by facsimile or by hand delivery or overnight courier, to those listed below at their following respective addresses or at such other address as each may specify by notice to the others:



To Employer: HR, ICICI Securities Limited,  
First Floor, Door no - 44/2102C,  
J J Arcade, Deshabhimani Junction,  
Kaloor  
Kochi-682017

To Employee 1/83, FATHIMA STREET,  
VEERAPANDIANPATTINAM  
THOOTHUKKUDI, TAMIL NADU, TAMILNADU

It will be your responsibility to keep us notified of any changes in your residential/correspondence address in the event that you do not wish to receive the notices at the address stated above.

If you are agreeable to the above-mentioned terms and conditions, please intimate your acceptance to us by returning a copy of this letter, duly signed by you, within seven days of receipt. In case no confirmation is received within the above-mentioned period, the appointment letter shall be deemed to have been withdrawn.

Yours sincerely,

For **ICICI Securities Ltd**

A handwritten signature in black ink, appearing to read 'Sourabh'.

**Sourabh Kumar**

**Zonal HR Manager - South & ROTN - Human Resources**

I have read all the terms and conditions of the offer and would like to confirm my acceptance.

Signature of candidate



REMUNERATION DETAILS		
NAME	Sneha Antony Dass	
JOB TITLE	ERG - Equity Relationship Manager	
GRADE	E	
<b>Components</b>	<b>Monthly</b>	<b>Annually</b>
Basic	10,132	121,590
HRA	5,066	60,795
Leave Travel Assistance	2,110	25,331
Supplementary Allowance	9,840	118,084
<b>Retiral Benefits</b>		
Employer's Contribution to PF	1,800	21,600
<b>Total Fixed Pay</b>	<b>28,950</b>	<b>347,400</b>
*Gratuity	844	10,128
<b>Total Pay</b>	<b>29,794</b>	<b>357,528</b>
<b>** Gratuity is payable after completion of 5 years of continuous service.</b>		

To,  
**Iqbal Fayas**  
11/4E, Kanmiyan Pallivasal,  
Street, Palakkarai,  
Near Palakkarai Bridge,  
Tiruchirappalli, 620008

Dear Iqbal,

**Re: Offer Letter for the post of Business Analyst**

Following our discussions, I am pleased to offer you, on behalf of Decimal Point Analytics Private Limited, a position as **"Business Analyst"**.

Your fixed cost to company would be **Rs.5,00,000/- per annum**, and after confirmation fixed cost to the company would be **Rs.6,00,000/- per annum**. This includes a retention bonus of **Rs.50,000/-** which shall be payable at the completion of one successful year of your full-time service from your date of joining and gratuity as per rules.

Night Shift Allowance will be as per policy.

We look forward to your joining us on or before **01-May-2023**. By accepting this letter, you agree to bind yourself to the terms of the employment, including notice period as decided by the company.

I would like to reiterate our high regard for you, and in the interim, if I can be of help, please do not hesitate to call me.

Sincerely,



**Shailesh Dhuri**  
**Chief Executive Officer**

I accept this letter & agree to abide by the terms of employment of the company.

Encl:

- a. Terms & Conditions
- b. Acceptance Copy



# **STATEMENT OF TERMS OF EMPLOYMENT**

**BETWEEN**

**DECIMAL POINT ANALYTICS PRIVATE LIMITED**

**AND**

**IQBAL FAYAS**

# STATEMENT OF TERMS OF EMPLOYMENT

This Statement includes the particulars of employment and is made between the following parties:

**Decimal Point Analytics Private Limited and**

**Iqbal Fayas,**

The terms and conditions of your employment with Decimal Point Analytics Private Limited are set out below.

The Company reserves the right to vary and amend the terms and conditions of employment from time to time and will give reasonable notice of any such change.

In this Agreement, the following words shall have the following meanings: -

“Associated Company” shall mean in relation to the Company, another company which is connected or under common ownership of the Company or the principal shareholders of the Company.

“The Board” shall mean the Executive Board of Directors from time to time of the Company including any committee of the Board duly constituted by it.

“Gross Misconduct” shall include but is not limited to discrimination, harassment, fighting, alcohol or drug abuse, fraud, competing with the Company, theft, destruction of Company property, any breach of the Company’s e-mail/Internet policy, serious breaches of health and safety rules and breach of a statute which has a direct effect on your ability to undertake your duties under this Agreement.

“Incapacity” shall mean any illness, accident or other like cause which prevents you from performing your duties hereunder.

## 1. JOB TITLE AND REPORTING LINE

Your job title is **Business Analyst** of Decimal Point Analytics Private Limited and your reporting director would be **Shailesh Dhuri - Chief Executive Officer**. Based on your performance and Company requirements, your designation, and reporting line may be reviewed by the Company.

You have a duty to carry out all reasonable instructions and comply with all policies and procedures that the Company imposes. The Company may also reasonably require you to work at other jobs, or undertake the duties of another position, at a similar level within the business (whether for the Company and/or for an Associated or Subsidiary Company), after proper consultation.

## PROBATION AND CONFIRMATION

Confirmation of your employment with the Company would be effective upon your satisfactory completion of the first 6 months of employment (also called as Probation / Training period) with the Company. This stipulated period should be sufficient for you to get trained and start delivering the desired standards of work based upon the goals and objectives agreed to with your manager.

## 2. DATE OF START OF EMPLOYMENT

Your employment with Decimal Point Analytics Private Limited will begin on or before **01-May-2023**. No employment with a previous employer will count as part of your period of continuous employment with the Company.

### 3. PLACE OF WORK

Your initial place of work will be 7th Floor Roongta Supremus Near Chandak Circle Tidke Colony Nashik 422002, The Company reserves the right to require you to change your place of work to any of the Company's office locations, its client's offices or any other location worldwide, as may be required by the Company. In the event of any proposed relocation, the Company will consult with you and provide you with as much notice as practical.

It is a condition of your employment that you are prepared to relocate anywhere within India and, if necessary, overseas at the request of the Company. Any such relocation shall be as per policy laid down by Company.

### 4. WORK RELATED TRAVEL

The Company has offices in multiple locations in India and abroad. In addition, the Company has clients all over the world. You may be required to work at any of these locations or elsewhere, for short term or long-term durations, from time to time.

It is a condition of your employment that you are prepared to travel within India and, if necessary, overseas at the reasonable request of the Company. You shall travel by such means and in accordance with such travel tariff as the Company may from time to time determine. The Company will meet properly substantiated expenses in accordance with Company policy.

### 5. HOURS OF WORK

Work Timings in Decimal Point Analytics reflect the requirements of business.

The working hours expected of each Decimal Point employee is of 9 (nine) hours a working day and 45 hours per week, including a 30-minute lunch/dinner break and 2 rest breaks of 15 minutes each.

Due to the nature of business at Decimal Point, hours of work may vary and you are expected to work such additional hours as necessary to meet business requirements and fulfill the duties and responsibilities of your role. No overtime payments would be made for such additional hours of work.

### 6. DUTIES

During the course of your employment, you will discharge your duties efficiently, diligently and to the best of your abilities. You shall devote your whole time and attention to the business interests of the Company and generally carry out duties and work as assigned to you and shall obey and comply with all the lawful orders and directions given to you by your superiors. You shall honestly, diligently and faithfully serve the Company and endeavor to promote the business interests of the Company at all times.

### 7. LEAVES AND HOLIDAYS

During your entire period of service, you will be entitled to leaves, holidays and all other benefits as per the rules and regulations prevailing in the Company for each such benefit from time to time.

### 8. SALARY

Your fixed cost to company would be **Rs.5,00,000/- per annum**, and after confirmation fixed cost to the company would be **Rs.6,00,000/- per annum**. This includes a retention bonus of **Rs.50,000/-** which shall be payable at the completion of one successful year of your full-time service from your date of joining and gratuity as per rules.

Any Bonuses lying unpaid on the date of resignation is subject to forfeiture at the sole discretion of the company.

Our performance year is January 01 to December 31 of each year. Your performance for the year will be reviewed by January 31 of the following year. Based on the review, your fixed annual salary will be reviewed and adjusted (merit increase) in the month of July of the following year. A revision letter will be given to you on 31<sup>st</sup> January after the completion of the performance review.

## **9. MONITORING OF E-MAILS, INTERNET, AND TELEPHONE CALLS**

There are times when the Company may need to monitor the use of e-mails, the Internet and telephone calls by its employees, for example, to investigate suspected misuse, breaches of the law or Company rules and procedures. By signing this Statement, you consent to the Company so doing, without providing any notice to you.

## **10. ADDITIONAL AGREEMENTS**

You may be required by the Company to sign additional agreements that may be specific to clients or projects; you are required to work for.

## **11. TERMINATION OF EMPLOYMENT**

Your appointment can be terminated by the Company if your Medical Screening or Background Verification check reports have major discrepancies. The management's decision in all such cases will be final and binding.

The minimum period of notice that both you and the Company must give to terminate your employment is **three** months. Notice must be given in writing.

Failure to provide the agreed notice period shall render you liable to pay the Company notice period salary in lieu thereof and shall entitle the Company to deduct / withhold this amount from any and all dues payable by the Company to you. The management may decide to accept salary in lieu of Notice Period or adjust against leave, at its own discretion.

The management may also decide to waive off the Notice Period and relieve you prior to the expiration thereof based on the requirements of the company. The management's decision in all such cases will be final and binding.

It is your responsibility to complete your handover during the notice period before leaving the organization. This is required to ensure smooth transition of processes in the absence of the resigning employee.

Upon leaving the Company, you must return to the Company all of its property that is in your possession including all relevant intellectual property and confidential business information.

Once either you or the Company has given notice to terminate your employment, or if you resign without giving proper notice, the Company may direct you to take "Garden Leave" for the unexpired period of notice. This means that the Company may require you to serve your notice period away from the workplace, to perform only such duties as it may allocate to you or not to perform any duties, and to have no contact with any employees or clients of the Company without the express written permission of an officer of the Company. In cases where the Company directs you to take "Garden Leave" your salary and all contractual benefits will continue to be paid till the end of your notice period.

Upon termination of your employment for whatever reason, you agree that at the request of the Company you will immediately resign (without claim for compensation) from all directorships and other offices which you may hold in the Company or in any Associated Company and, if applicable, transfer any qualifying or nominee shares held by you, issued to you with respective provisions of terms of issue from time to time, to the Company and/or any Associated Company. In the event of your failure to notify the Company that you will resign within seven days of a request by the Company, you hereby irrevocably authorise the Company to appoint a person to execute any documents and to do everything necessary to affect such resignation on your behalf. Further, if you fail to transfer such shares within



seven days of such request, the Company may affect such transfers on your behalf.

Upon termination of your employment, for any reason other than those mentioned in clause 12.2, all unpaid increments, bonuses, whether retention or performance or any other bonus, revised salary will stand forfeited and no bonus and revisions will be payable to you during the notice period or after termination of employment.

The termination of your employment for whatever reason shall not affect those provisions of this Agreement which are expressed to have effect thereafter.

## **12. SUMMARY TERMINATION**

If you:

- 12.1.1 shall commit any act of dishonesty whether relating to the Company, any Associated Company, an employee or otherwise; or
- 12.1.2 are guilty of any Gross Misconduct or commit any serious breach of any of your obligations to the Company or any Associated Company or refuse or neglect to comply with lawful orders given to you by the Board; or reporting officer
- 12.1.3 are guilty of any conduct which in the reasonable opinion of the Company brings you, the Company, or any Associated Company into disrepute; or
- 12.1.4 shall be prohibited or disqualified by law from holding the office which you hold in the Company or any Associated Company or shall resign from any such office without the prior written consent of the Board; or
- 12.1.5 are in the reasonable opinion of the Company incompetent in the performance of your duties; or
- 12.1.6 fail to observe and perform in all material respects the terms and provisions of this Agreement (where such conduct does not fall within Clause 12.1.3) and fail to remedy any such non-observance or non-performance (where capable of remedy) within fourteen (14) days after prior written notice from the Company requiring you so to do; or
- 12.1.7 are declared bankrupt; or
- 12.1.8 are convicted of any arrestable criminal offence; or
- 12.1.9 are prevented from performing your duties due to Incapacity (including any illness caused by your own negligence) for a period of 120 working days in aggregate in any period of 12 months; or
- 12.1.10 fail to observe and comply with the requirements and obligations of any law which is required to be observed in performance of your duties,

THEN the Company shall be entitled at its absolute discretion to terminate your employment immediately without notice or payment in lieu of notice whereupon you shall have no claim against the Company for damages or otherwise by reason only of such termination. Further, it is hereby agreed that the Company shall be entitled to terminate your employment under Clause 12.1.9 notwithstanding that to do so would disentitle you to any benefits in force at the date of such termination.

- 12.2 This Agreement shall automatically terminate on your 60th birthday.
- 12.3 The Company may suspend you for the purpose of investigating any misconduct alleged against you and during any such period, you shall not, except with the prior consent in writing of the Board, or your reporting officer, attend at any premises of the Company or any

Associated Company or contact any employee, customer or supplier of the Company or any Associated Company. The Company shall be under no obligation to provide any work for you during such period and you shall, at the request of the Company, immediately deliver to the Company all or any of its property.

### **13. DEDUCTIONS FROM SALARY**

The Company reserves the right in its absolute discretion to deduct from your pay any sums which you may owe the Company including, without limitation, any overpayments or loans made to you by the Company or loss suffered by the Company as a result of your negligence or breach of the Company's rules, any TDS dues, any tax dues, any other statutory dues.

### **14. OUTSIDE INTERESTS**

You will not, during the course of your employment, be employed or engaged in any capacity in any other business without the prior written consent of a Director of the Company.

### **15. CONFIDENTIALITY**

You acknowledge that in the course of your employment with the Company you will have access to, and be entrusted with, information in respect of the business and financing of the Company, its Clients, its Clients' clients, its employees, its dealings, transactions and affairs including any parent or subsidiary company, another subsidiary of parent company, joint venture company and associated companies (together "Group companies"), all of which information is or may be confidential.

You must not, either during your employment or at any other time after completion of employment with the Company, divulge to any person or organisation any confidential information relating to the Company, its Clients, its Clients' clients, its employees and any Group company, except where required to do so as part of your duties while employed by the Company.

"Confidential information" includes all information which has been specifically designated as confidential by the Company, its Clients, its Clients' clients, its employees or any parent company, another subsidiary of parent or subsidiary company, joint venture company (hereinafter collectively referred to as Group Company(ies)), any information imparted in circumstances which imply that it is confidential, and any information relating to the technical, strategic planning, marketing, pricing or financial activities of the Company, its Clients, its Clients' clients, its employees or any Group Company, the unauthorised disclosure of which would embarrass, harm or prejudice the Company or any Group Company. It does not include information which is legitimately in the public domain.

You must not, at any time during your employment with the company and thereafter, share the name of any Client of the Company or Clients client, either directly or indirectly, or in such terms that any third person is able to ascertain the name of the Client or Client's client, in any social networking site such as LinkedIn and Facebook or any job portal or site such as Naukri, Monster and Times Jobs without the express prior written approval of a Director of the Company.

Breach of the Group's confidentiality rules during your employment will normally lead to summary dismissal for gross misconduct or any other legal recourse available to the Company.

### **16. INTELLECTUAL PROPERTY**

All relevant Intellectual Property and all Intellectual Property Rights therein shall to the fullest extent permitted by law belong to, vest in and be the absolute, sole, and unencumbered property of the Company or if it originates mainly from an Associated Company, it shall be

the property of such Associated Company, or if it originates mainly from a Client Company, it shall be the property of such Client.

- 16.1 You hereby acknowledge that because of the nature of your duties and the particular responsibilities arising from the nature of your duties you have and at all times during your employment will have a special obligation to further the interests of the undertakings of the Company and of any Associated Company.
- 16.2 You hereby undertake to notify and disclose to the Company in writing the full details of all relevant Intellectual Property forthwith upon the production of the same, and promptly whenever requested by the Company and in any event upon the determination of your employment with the Company deliver up to the Company all correspondence and other documents, papers and records, and all copies, whether physical or electronic, or on any magnetic or optic or any other media thereof in your possession, custody and power relating to any relevant Intellectual Property;
- 16.3 You hereby undertake to hold upon trust for the benefit of the Company or any Associated Company any relevant Intellectual Property and the Intellectual Property Rights therein to the extent the same may not be and until the same are vested absolutely in the Company or any Associated Company.
- 16.4 You hereby assign for the benefits of the Company by way of future assignment all copyright, design rights and other proprietary rights (if any) in all relevant Intellectual Property.
- 16.5 You hereby, unconditionally, and irrevocably waive your rights to be identified as the author of any of the relevant Intellectual Property in which copyright subsists and not to have the work subjected to derogatory treatment; and this waiver is made expressly in favour of the Company and shall extend to licenses and successors in title to the copyright in the work.
- 16.6 You hereby acknowledge that, save as provided by law, no further remuneration or compensation other than that provided for herein is or may become due to you in respect of the performance of your obligations under this Clause; and
- 16.7 You hereby undertake at the expense of the Company to execute all such documents, make such applications, give such assistance and do such acts and things as may in the opinion of the Company be necessary or desirable to vest in and register or obtain letters patents in the name of the Company, its clients, its clients' clients, its employees or any Associated Company and otherwise to protect and maintain the relevant Intellectual Property and the Intellectual Property Rights therein.

To the extent that by law any relevant Intellectual Property or the Intellectual Property Rights therein do not, or are not permitted to, vest in or belong to the Company or any Associated Company you agree immediately upon the same coming into existence to offer to the Company or any Associated Company in writing a right of first refusal to acquire the same on arm's length terms to be negotiated and agreed between the parties in good faith.

## **17. POST TERMINATION OBLIGATIONS**

- 17.1 For the purpose of this Clause, the following expressions shall have the following respective meanings:
  - "Business" means the carrying on of the business of providing financial and investment services and support services to companies in the financial services sector and any other sectors that the Company or any Group Company provides services to, including the sales and marketing of research data produced by the Company or any Group Company and any other business which may at the termination of this Agreement be carried on by the Company or any Group Company at the date of termination of your employment and in which you have been concerned to a material extent at any time in the 24 months immediately preceding such termination.

"Key Employee" means any person who at the date of termination of your employment is

employed or engaged by the Company or any Group Company (i) with whom you have had material contact during the course of your employment and (ii) either (a) is employed or engaged in the carrying on of the business of Company's Business and any other business or (b) is in possession of confidential information or (c) is directly managed by or reports to you or (d) in the event that such Key Employee is found to have been solicited by you prior to the date of termination of your employment, who would have been so employed but for your actions.

"Restricted Area" means any part of the world in which you have undertaken your duties to a material extent at any time in the 24 months immediately preceding the termination of your employment.

"Restricted Period" means the period of 36 months and calculated from the date of termination of your employment, subject to a reduction for any period spent on Garden Leave, as mentioned under the Clause "Termination of Employment".

17.2 You hereby undertake that you will not for the Restricted Period without the prior written consent of the Company either alone or jointly with or on behalf of any person directly or indirectly whether as manager, agent, consultant, employee or otherwise:

17.2.1 in connection with the carrying on of any business in competition with the Business, canvass, solicit, approach, or do business, either directly or indirectly, with any person or organization who or which has at any time during the period of 24 months immediately preceding the date of the termination of your employment done business with the Business as a client and with whom or which you have had dealings during the course of your employment; or

17.2.2 solicit or entice away or endeavor to solicit or entice away from the Business any Key Employee who at the date of the termination of your employment is employed or engaged by the Company (whether or not the Key Employee would commit a breach of contract by accepting such an approach).

## **18. SHARE DEALINGS**

You shall comply with all relevant rules of the Company, regulations and laws in force in relation to share dealings, debentures or other securities.

## **19. GENERAL**

19.1 No failure or delay by the Company in exercising any right, power or privilege under this Agreement shall operate as a waiver thereof nor shall any single or partial exercise by the Company of a right, power or privilege preclude any further exercise thereof of the exercise of any other right, power, or privilege.

19.2 This Agreement supersedes all other agreements whether written or oral between the Company or any Associated Company and you relating to your employment and you acknowledge and warrant to the Company that you are not entering into this Agreement in reliance on any representation not expressly set out herein.

19.3 You warrant that by virtue of entering into this Agreement you will not be in breach of any express or implied terms of any contract with, or of any other obligation to, any third-party binding upon you.

19.4 If your employment under this Agreement is terminated by reason of the liquidation of the Company for the purpose of reconstruction or amalgamation and you are offered employment with any concern or undertaking resulting from the reconstruction or amalgamation on terms and conditions not less favorable than the terms of this Agreement, then you shall have no claim against the Company in respect of the termination of your employment under this Agreement.



19.5 You confirm that you have received or have had the opportunity to receive independent legal advice as to the terms and effect of this Agreement and to the restrictions contained in the Confidentiality and Intellectual Property and Post-termination Obligation clauses above.

## 20. NOTICES

20.1 Any notice or other communication given or made under this Agreement shall be in writing and shall be delivered to the relevant party or sent by registered post to the address of that party specified in this Agreement or such other address in India may be notified by that party from time to time for this purpose and shall be effectual notwithstanding any change of address not so notified.

20.2 Unless the contrary shall be proved each such notice or communication shall be deemed to have been given or made, if by registered post, 48 hours after posting and, if by delivery, at the time of delivery.

## 21. GOVERNING LAW

This Agreement shall be governed by and construed in all respects in accordance with Indian law and the parties agree to submit to the non-exclusive jurisdiction of the Courts of Mumbai as regards any claim or matter arising in respect of this Agreement.

You will also be governed by all other instructions/rules/policies of the company, which are not specifically mentioned in this letter.

I have read, understood and agree to the terms and conditions set out in this Statement of Terms of Employment. I also confirm that they supersede any other terms and conditions that may have been in force at the time of signing this Statement.

Signature:

**Iqbal Fayas**

Signed on behalf of the Company by:

Signature:



**Shailesh Dhuri**  
**Chief Executive Officer**  
**Decimal Point Analytics Private Limited**

Signature:



**Arun Pratap Singh**  
**Chief People Officer**  
**Decimal Point Analytics Private Limited**

SALARY ANNEXURE

Name: Iqbal Fayas

Compensation Components	wef DOJ		After 6 months from your DOJ		After 12 months from your DOJ	
	Monthly (Rs.)	Annual (Rs.)	Monthly (Rs.)	Annual (Rs.)	Monthly (Rs.)	Annual (Rs.)
Salary & Allowances						
Basic Salary	10,417	1,25,000	12,500	1,50,000	12,500	1,50,000
House Rent Allowance	5,208	62,500	6,250	75,000	6,250	75,000
Special Allowance	19,574	2,34,890	24,682	2,96,188	28,849	3,46,188
Employer’s Contribution to Provident Fund	1,800	21,600	1,800	21,600	1,800	21,600
Total Salary & Allowances	36,999	4,43,990	45,232	5,42,788	49,399	5,92,788
Retention Bonus	4,167	50,000	4,167	50,000	-	
Total Gross Salary	41,166	4,93,990	49,399	5,92,788	49,399	5,92,788
Gratuity	501	6,010	601	7,212	601	7,212
Total CTC to company	41,666	5,00,000	50,000	6,00,000	50,000	6,00,000
Tax Deductions (Subject to Investment Declarations)	-		-		-	
Profession Tax	200		200		200	
Contribution to Provident fund	3,600		3,600		3,600	
Net Pay per month	33,199		41,432		45,599	
Total Cost to Company (CTC)		5,00,000		6,00,000		6,00,000

Notes:

- (1) Company's Contribution to PF is @12% and is calculated considering basic and allowances pay as Rs 15000/-or actual whichever is lower. The contribution to PF from employers side shall be deducted from CTC of employee
- (2) The Salary / allowance structure is subject to modification from time to time and all payments are subject to appropriate taxation as per the Income Tax Laws in force.
- (3) All payments would be as per company rules & regulations and administrative procedures regulations. Individual components and amounts against each component may undergo modification from time to time depending on statutory regulations applicable to the Company.

**OFFER LETTER**

10<sup>th</sup> April 2023

To,  
**Mr. S.NAVEEN KRISHNAN,**  
NO.142, ANABU NAGAR, 10TH CROSS, CRAWFORD, TRICHY- 12,  
Contact No: +91-8946043626  
Email: [naveenkrishnan313@gmail.com](mailto:naveenkrishnan313@gmail.com)

Dear Mr S.NAVEEN KRISHNAN,,

Congratulations! With reference to your application for employment with our organization and the subsequent discussions you had with us over the last few days, we are pleased to offer you as **"MANAGEMENT TRAINEE"** and your period of employment commences on 10th April 2023 on the following terms and conditions.

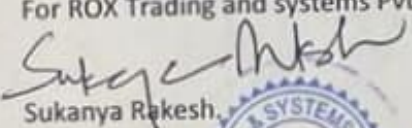
During your period of employment, you will be paid an annual CTC of **Rs 4,00,000** (Rupees Four lacs only) this will cost the company including all the components of the salary, and is subject to Income tax as applicable. Please refer to the detailed compensation structure in Annexure and this Offer Letter. A stipulated notice period of one month or salary in lieu thereof, (Salary for purpose of this clause means Basic Salary) will be applicable to you from the date of joining.

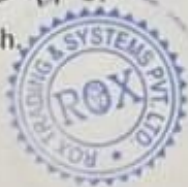
We have every intention of fulfilling our offer of employment dated 10/04/23. However, we would be forced to initiate pay cuts during stay-at-home periods and other unforeseen circumstances which may arise out of the current Covid Pandemic outbreak. This offer is further subject to the successful completion of the background verification process and pre-employment medical fitness check-up as arranged by Human Resources.

As confirmation of your acceptance, please sign the duplicate copy of this offer letter and annexure and submit the same to us within 7 days, failing which, this offer stands null and withdrawn.

We welcome you and look forward to having you in our Team.

For ROX Trading and systems Pvt Ltd.,

  
Sukanya Rakesh,  
Director





PRIVATE AND CONFIDENTIAL

**Reference No. - 1384573760**

**Applicant ID - 5165661**

22-Sep-2023

Hema Sree M

Dear Hema,

We take great pleasure in extending an offer to you for being a part of ICICI Bank.

Please find enclosed the job offer letter. Kindly note, that the offer of appointment is subject to you having fulfilled the requirements of successful completion of the degree programme during the current academic year and submission of your certificate and mark sheet within 3 months of result announcement - which is the basic requirement of your eligibility. In an event, where the laid out requirements are not met within the stipulated timeline, this offer shall be withdrawn, cancelled and stand revoked, which please take note of.

Please quote your reference number, which is appearing on the top of this letter for all future correspondence.

In case you have any queries please feel free to contact at the below mentioned details:

E-Mail Address : [icicicareers@icicibank.com](mailto:icicicareers@icicibank.com)

Telephone No. : 022-71872500

Yours sincerely,

ICICI Bank HR Team

**ICICI Bank Limited**  
ICICI Bank Towers  
Bandra-Kurla Complex  
Mumbai 400 051, India.

Tel.: (91-22) 2653 1414  
Fax: (91-22) 2653 1122  
Website [www.icicibank.com](http://www.icicibank.com)  
CIN.: L65190GJ1994PLC021012

Regd. Office : ICICI Bank Tower,  
Near Chakli Circle,  
Old Padra Road,  
Vadodara 390 007, India.



PRIVATE AND CONFIDENTIAL

**Reference No. - 1384573760**

**Applicant ID - 5165661**

22-Sep-2023

Hema Sree M

Dear Hema,

We are pleased to make you an offer of appointment as Deputy Manager (Band I) in ICICI Bank. You will be placed in Branch Banking Dept at CHENNAI - ADYAR.

Kindly note, that the offer of appointment is subject to you having fulfilled the requirements of successful completion of the degree programme within the timeline- which is the basic requirement of your eligibility. In an event, where the laid out requirements are not met within the stipulated timeline, this offer shall be withdrawn, cancelled and stand revoked which please take a note of.

The details of your remuneration and benefits are given in Annexure.

The following are the terms and conditions of the appointment.

Commencement/Term:

- a) You shall be required to join the Bank on or before 25-Oct-2023.
- b) You will be on probation for a period of one year or such extended period as may be decided by the Bank based on your performance during the probation period.
- c) On satisfactory completion of your probation period, including that of extended period, if any, you will be confirmed in the services of the Bank in writing.

Other Terms and Conditions of Service:

- **Professional Ethics & Confidentiality:** While you are in the services of the Bank, you are not permitted to carry on any business or profession or enter, for any part of your time, in any capacity, the services of, or be employed by or engaged with any other firm, company or person. You will devote your whole time and attention to your office work to promote the interest of the Bank. You will not divulge details like your compensation structure (CTC), performance rating, performance bonus amount, increment, etc. and will not divulge to any person or utilize any of the Bank's secrets or other related information (which you may possess by reason of your association with the Bank) with any external agencies, press etc. outside the Bank. Any act in breach of this term would entail initiation of appropriate action as deemed fit by the Bank.
- **IT Security Practice & Procedures:** While you are in the services of the Bank, you will adhere to the IT Security Practice & Procedures as prescribed by ICICI Bank. Any instance/s of violation or any attempted violation of the aforesaid IT Security Practices and Procedures on your part shall result in disciplinary action.

**Reference No. - 1384573760**

Hema Sree M

- **Notice Period:** In case you decide to leave the Bank's services during probation period or after confirmation, you will be required to give thirty days' notice. The Bank in its sole discretion can decide to waive off/reduce the notice period depending upon the exigencies. In such case, you would be required to pay to the Bank the gross salary for the notice period so reduced/waived off.

After confirmation, your services would be liable to be terminated by the Bank, by giving thirty days' notice or on payment of thirty days' gross salary in lieu of the notice period.

- **Transfer:** The Bank shall have the right to transfer/depute you to any of its offices or ICICI group companies in India and abroad.
- **Joining Competitor:** In the event of termination of your services by the Bank or your resignation from the services of the Bank, you shall not join any Banking or Financial Services Company for a period of six months from the date of resignation/termination.
- Please note that during the course of your services with the Bank or in the event of cessation of your services in future, due to any reason whatsoever, you shall, for a period of six months from the date of such cessation, directly or indirectly, either on your own accord or on behalf or in conjunction with any other person/s, firm or company refrain/desist from canvassing or soliciting or attempting to or inducing any employee(s)/business associate(s) to leave their current employment with the Bank/Group Companies/Business Partners to join the services of your new employer/firm/company or any other competitor of the Bank/Group Companies/Business Partners. Any act in contravention of the above provision shall entail initiation of appropriate action as deemed fit by the Bank.
- Please note that during the course of your services with the Bank you cannot be a member of any anti-social/national outfits or of any outfit, which is declared as banned by the Government. Any act in breach of this term would entail initiation of appropriate action as deemed fit by the Bank.

**Reference No. - 1384573760**

Hema Sree M

- Please note that while joining the services of the Bank and during the course of your services with the Bank, you would be required to notify the Bank immediately with details of civil or criminal case/s instituted against you in any Court of Law or any complaint/show cause notice /prosecution with/by any Police Station or by any statutory authority, as also you will notify any outcome of such complaint like filing of Chargesheet /Arrest/Conviction/Acquittal/Discharge. Any act in breach of this term would entail initiation of appropriate action as deemed fit by the Bank.
- The Bank expects resolution of issue/s relating to your employment, if any, within the framework internally, at all times during your service period and even after cessation of service due to any reason whatsoever. As such please note that any attempt to bring any outside influence - directly or indirectly - upon any authority to further your interest/s in respect of matters pertaining to your services with the Bank would amount to breach of employment contract leading to initiation of appropriate action.
- Please note that during the course of your services with the Bank, you will not take part in any demonstration/agitation against the Bank and its official/s for or on behalf of any external bodies/political outfits- either as a member or as a sympathizer. Any act in contravention of the above would be treated as prejudicial to the interest and reputation of the Bank leading to initiation of appropriate action.
- **Termination of Employment:** Your services with the Bank are liable to be terminated:
  - Without assigning any reason and without giving any notice during probation period and after confirmation by giving thirty days' notice or on payment of thirty days' gross salary in lieu of the notice period and at any time during your services with the Bank in the event of
    - a) Any breach of the conditions mentioned in this letter on your part
    - b) You not successfully completing the degree programme within the stipulated timeline during the current academic year and non-submission of your certificate and mark sheet within 3 months of result announcement
    - c) Any incorrect information furnished by you like:
      - Mismatch in your previous employment data even for a day
      - Mismatch in your previous pay slip
      - Fake qualification certificates etc; and
    - d) Suppression of any material information by you.
    - d) Any breach of the Rules and Regulations of the Bank as applicable/may be made applicable to you from time to time.

**ICICI Bank Limited**  
ICICI Bank Towers  
Bandra-Kurla Complex  
Mumbai 400 051, India.

Tel.: (91-22) 2653 1414  
Fax: (91-22) 2653 1122  
Website [www.icicibank.com](http://www.icicibank.com)  
CIN.: L65190GJ1994PLC021012

Regd. Office : ICICI Bank Tower,  
Near Chakli Circle,  
Old Padra Road,  
Vadodara 390 007, India.

**Reference No. - 1384573760**

Hema Sree M

**• General:**

- Your appointment and continuation in employment are subject to reference checks, qualifications and past employment details and successful completion of your course-graduation/post-graduation and submission certificates/ marksheets at the time of joining.
- You will be bound by the Rules and Regulations of the Bank.
- You will keep us informed of any change in your residential address.
- Your acceptance is taken as your understanding that the role in ICICI Bank may involve sales. You may be required to travel extensively as per the requirement of your job/role or as may be needed for the exigencies of the Bank. Also, that you further understand that your services in the Bank are transferrable in any location and profile including sales, across geographies as per organization requirements.

If you are agreeable to the above mentioned terms and conditions, please intimate your acceptance to us by returning a copy of this letter, duly signed by you, within seven days of receipt. In case no confirmation is received within the above-mentioned period the appointment letter shall be deemed to have been withdrawn.

Yours sincerely,

Gaurav Mandavia

Digitally signed by Gaurav Mandavia

Date: 2023.09.22 07:50:15 +05:30

Reason: Offer Letter

Location: Mumbai

I have read all the terms and conditions of the offer and would like to confirm my acceptance.

Signature of Applicant



**Reference No. - 1384573760**

Hema Sree M

**Annexure: \_**

**Remuneration:**

- Your Base Salary will be Rs. 1,08,000/- (Rupees One Lakh Eight Thousand only) per annum.
- You will eligible for the Performance Linked Retention Pay, as per the policy of the Bank. Please note that there is no guaranteed performance bonus, subject to however provisions of the Payment of Bonus Act 1965, wherever applicable. The performance linked Retention pay would be payable to an employee only if the employee on the day of payout is on the rolls of the bank and he/she has not resigned and / or is serving notice period.

**Supplementary Allowances:**

- You will be eligible for a Supplementary Allowance of Rs. 1,40,100/- (Rupees One Lakh Forty Thousand One Hundred only) per annum. Supplementary allowance will include –Conveyance / Travel Allowance, Telephone Reimbursement, LTA, Medical Reimbursement, Canteen and any other allowance. All the components of supplementary allowance are subject to limits and rules prescribed by Income tax act and policies of the bank.
- You will be eligible for HRA of Rs. 54,000/- (Rupees Fifty Four Thousand only) per annum.
- The composition of supplementary allowance can be decided once in a year. The unexercised amount of the supplementary allowance will be paid to the employee subject to deduction of tax at source.

**Superannuation Allowances:**

- You will be eligible for a Superannuation Allowance of Rs. 16,200/- (Rupees Sixteen Thousand Two Hundred only) per annum.

**Reference No. - 1384573760**

Hema Sree M

**Benefits:**

- Comprehensive Mediclaim Coverage for you and your immediate family up to Rs.400,000/-(Rupees Four Lakh only) per annum. Your immediate family includes yourself, your spouse and dependent children.
- You will also be eligible for Retirement Benefits of the Bank; namely Provident Fund and Gratuity, in accordance with the statutory requirements and/or, as per Bank policy.
- The salary and perquisites including supplementary allowance are subject to limits and rules prescribed by the Income Tax Act / Rules and policies of the Company.
- Maternity leave benefits as defined under the Maternity Benefit (Amendment) Act, 2017 are offered to eligible women employees by the Bank. Details of all types of leaves including the Maternity leave benefits offered to employees and eligibility criteria for availing such benefits are notified by the Bank under "Employee Benefit Policies" available on the Bank's intranet which will be accessible upon joining the Bank.

Digitally signed by Gaurav Mandavia  
Date: 2023.09.22 07:50:16 +05:30  
Reason: Offer Letter  
Location: Mumbai

Signature of Applicant

### **JOINING FORMALITIES**

The process to join the Bank is by way of completing the online joining formalities. You are required to complete the online joining formalities within 5 days from the date of accepting offer letter. Please note that completion of online joining formalities is a mandatory process.

The login credentials are provided below:

**URL:** <https://www.icicicareers.com/Careers/CP/CandidateLogin.aspx>

**Username:** Registered email id or Applicant id

**Password:** Which has been already communicated to you through registered email id. In case, you do not remember the password, please use “forgot password “option to generate a new password.

Following documents (xerox copies) are required to be uploaded:

- 1) Self-attested copies of educational certificates and marksheets (X<sup>th</sup>/XII<sup>th</sup>/ Graduation/ Post graduation)
- 2) Work Experience Document
  - a. Resignation accepted letter from current organisation
  - b. Relieving letter from two previous employers or companies worked in last five years whichever is higher
- 3) Passport size Photograph (against Red background)
- 4) Address proof (Passport/Voter id/Ration card)
- 5) PAN Card

Please note that you are required to attend Induction program (I-Banker) on your date of joining. You shall be communicated about the date, time and venue for induction program (I-Banker) by your Recruitment Manager.

**Remuneration Details**

Name : Hema Sree M

Position: Deputy Manager (Band I)

Group: RETAIL BANKING GROUP

	Deputy Manager (Band I)	
	Monthly	Annual
Basic	9,000	1,08,000
HRA	4,500	54,000
Supplementary Allowance*	11,675	1,40,100
Superannuation Allowance **	1,350	16,200
<b>Total</b>	<b>26,525</b>	<b>3,18,300</b>
<b>Retrials</b>		
Retrials (PF, Gratuity) ***	2,550	30,600
<b>Total Fixed CTC</b>	<b>29,075</b>	<b>3,48,900</b>
Performance Linked Retention Pay #	6,250	75,000
<b>Total CTC</b>	<b>35,325</b>	<b>4,23,900</b>
* Supplementary allowance will include Conveyance / Travel allowance, Telephone reimbursement, LTA, Medical, Canteen and any other allowance		
*** You will be eligible for Retirement Benefits of the Bank; namely Provident Fund and Gratuity, in accordance with the statutory requirements and/or, as per Bank policy.		
#Please note that there is no guaranteed performance linked retention pay, subject to however provisions of the payment of Bonus Act 1965, wherever applicable.		

**Date : 22-Sep-2023**

Digitally signed by Gaurav Mandavia

Date: 2023.09.22 07:50:16 +05:30

Reason: Offer Letter

Location: Mumbai



**STRICTLY PRIVATE AND CONFIDENTIAL**

HRMD/OFF-LTR/122230297/2022-23

31.03.2023

**SELECTION CUM OFFER LETTER**

To,  
**Shri. Danielraj P,**  
**No 17, Challammal Nagar,**  
**Palakkad Road,**  
**Pollachi-642001.**  
**Mob No: 8248564532**

**Dear Danielraj P,**

Congratulations!

With reference to your application for employment with us and the subsequent Bank's selection process, we are pleased to offer you a position in **Relationship Manager II (Sales and Operations)** cadre of our bank. You will be posted as **Probationary Relationship Manager II** for a period of **Eighteen months**, subject to the terms and conditions set out in this letter and the **annexure** thereto apart from usual Bank's Service Rules and conditions now prevailing and in vogue from time to time.

During the probationary period of eighteen months, your Gross annual total Cost-To-Company (CTC) at maximum variable payout will be **Rs. 4,60,200/-** per year. A detailed overview of the compensation structure along with the terms and conditions of the offer is attached as annexure to this offer letter. During the probationary period, necessary training will be imparted to you at our Branches / Departments of our Bank.

Your employment will be governed by the rules, regulations and policies of the bank. The terms of this offer letter shall remain confidential and shall not be disclosed to any third party.

You shall be issued the posting order specifying the place of initial posting, based on accepting the offer letter.

We take this opportunity to **welcome** you to City Union Bank. We wish you a long, rewarding and fulfilling career.

With Best Wishes,



**R. Subbaraman**  
**Deputy General Manager**  
**HRMD**

Encl.: Annexure to the selection cum offer letter (as applicable to you).



**Administrative Office: City Union Bank, HRMD Department, No.24-B Gandhi Nagar,**  
**Kumbakonam - 612 001, Tamil Nadu, India.**

**Tel: +91 (0435) 2402322, +91 93817 37719**

**Website: www.cityunionbank.com; Email: placement@cityunionbank.in**

**Annexure-I to your Offer of Employment [HRMD/OFF-LTR/122230297/2022-23] as Relationship Manager II Cadre**

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**TERMS and CONDITIONS (other than those prevalent in Service Agreement)**

At the time of Joining duty, you are advised to furnish the following documents:-

- 1). A Booklet consisting of six structured forms, which will be provided to you, will have to be filled up, completed, signed and handed over to the Branch Manager / Department Head, together with two recent passport size photographs affixed thereon.
- 2). Copies of KYC documents like Aadhar Card, PAN Card, Driving Licence, with originals for verification. Two copies each of your latest colour photographs, in passport size and stamp size.
- 3). Testimonials (of a recent date) from two respectable persons known to you, (but not related to you) will have to be furnished. The bank will seek references to them, your current / previous employer/s at any stage of your appointment.
- 4). A self declaration of Medical Fitness, supported by a satisfactory Medical Certificate from a Registered Medical Practitioner or if stipulated from the panel of doctors appointed by the Bank as per medical examination requirements in annexure. Major and permanent ailments should also be reported. Suppression of any information or if it is found at a later stage that you suffer from any ailment which will affect the normal functioning of your work at the office will entail your immediate termination of service at any point of time.
- 5). Copies of your resignation acceptance and proper relieving order, last drawn Salary Certificate from your previous employer and Service employment declaration to that effect should be submitted.
- 6). If you have availed any loan/credit facility from Bank/s or financial institution/s, the details of them should be furnished. A certificate of latest date from the Branch Head of the Bank's Branch, from where the loan was availed is to be submitted. If the loan/s is/are not in STANDARD category, you cannot join our Bank. If no loan has been availed, a certificate to that effect should be submitted.
- 7). While reporting for duty at branch / department, you should handover a copy of your PAN Card, Driving License and a copy of your Aadhar card. Also, you should hand over a proper Relieving Order obtained from the previous Employer. If you have not employed previously, a declaration to that effect should be submitted.
- 8). At that time of reporting for duty, you will have to submit all the original certificates (10<sup>th</sup>, 12<sup>th</sup>, UG & PG degree certificates) in proof of your educational qualification and age to the HR Department for verification and custody. In case, you are not in a position to submit your original certificates as mentioned above, you will be required to place a fixed deposit in your name for Rs.25,000/- as security deposit. Your original certificates shall be returned to you on confirmation. You may also collect your certificates back at any time, before your confirmation, by placing a deposit for Rs.25,000/- in your name and discharging the same to the Bank.

In case you are not in a position to submit your original certificates nor able to place a deposit for Rs.25,000/-, you can remit monthly instalment of Rs.2,000/- for 11 months and Rs.3,000/- in 12<sup>th</sup> month so as to place a total security deposit of Rs.25,000/- and discharge the same to the bank after 12 months.

**Please note that the deposit amount will be returned to you on your confirmation in the regular service of the bank.**



9).The information and documents provided by you are subject to verification. Upon your acceptance of this appointment order, the Company will have the right to conduct such verification, including through external agencies. This would include but not be limited to, your employment history, educational / professional credentials, CIBIL & other background checks. You hereby agree, consent and authorize the Company to access, use and share such information provided by you, with internal and external agencies, for the purpose of carrying out verification at any and all points of time, whether during or after your employment with the Company. The Company has the policy of sharing all relevant employment information of employees with applicable external agencies.

### **Probationary Period**

You will be on probation for a period of **18 months**, from the date of your joining the service of the Bank. You will be designated as **Probationary Relationship Manager II**. Your salary structure will be as detailed in Annexure-II of this letter. Please note that all confirmations in the bank are given effect only on the 1st day of the month succeeding the month during which the probation period is completed.

During the probationary period, your performance will be reviewed periodically. Your confirmation in the service of the Bank will be based on your performance during the probationary period, assessment reports of the Branch / Department Head, your performance in the pre-confirmation process (test / interview) etc. However, the management based on its assessment will have discretion to extend your Probation for a further period.

If your performance is considered satisfactory, the bank may also reduce the period of Probation at its discretion.

### **Termination of Services**

The Management reserves its right to terminate your services at any time during the period of probation or during the extended period of probation, without assigning any reason there for.

If during the period of probation or during the extended period of probation, you are found to be involved in any act of fraud, unethical transactions, misbehaviour, misconduct and any other act which results in financial loss or loss of image/reputation of the Bank, the Bank may summarily terminate your service without any notice /assigning any reason (there for) and the Bank Management's decision will be final. If your acts warrant any legal action, the bank will exercise its right. If deemed necessary, in such an event, the Bank may also issue a print media publication, about such termination with your photograph.

If any of your declaration, information or certificates is found to be false or untrue or if you have suppressed any vital information and or if it comes to the notice of the Bank that you had been, prior to joining the Bank's services, convicted of any act involving moral turpitude and / or criminal in nature, your service will be liable to be terminated forthwith, without any notice or compensation in lieu thereof, at any time during or even after completion of the probation period. However, this does not preclude the Bank from initiating such disciplinary measures, as the Bank shall deem fit and any penalty may be imposed upon you, in terms of rules of the Bank in force from time to time.

Your service may be terminated by the Bank if you are found to be indulging in the acts of Commission / Omission which may be prejudicial to the interests of the Bank or any act of dishonesty, disobedience, insubordination or any other misconduct or neglect of duty or incompetence in the discharge of your duty.



**Leave During Probation and after Confirmation**

During probation you will be entitled to Casual Leave of 12 days and Sick leave of 12 days.

You will not be allowed to avail any leave beyond your entitlement during the probationary period. If under any extra-ordinary circumstances your absence is permitted under loss of pay, the probationary period will be suitably extended to compensate the period of your absence. The right of allowing leave on loss of pay and extension of probationary period will rest with the Management only.

**Mobility**

In view of the nature of the Bank's business, it may become necessary to require you to work in different branches, departments, offices or locations of City Union Bank. Acceptance of our offer of employment is acceptance of this obligation of flexibility on your part.

**Increments & Promotions**

Your career growth and annual increments with the bank will depend solely on your performance and contribution to the bank and will not be automatic.

While promotion eligibility is determined on the promotion policy of the bank which will be reviewed from time to time, based on the bank's requirements and outlook. Promotions will also be considered out of turn, to those employees who perform exceptionally well and contribute to the growth of the Bank.

**Group Health Insurance Scheme**

You will be covered under the Group Health Insurance Scheme as applicable to other employees of the Bank. The insurance cover will be as per the terms and conditions specified in the policy of the Insurance policy provider and may be revised from time to time.

**Transfers**

Your services are liable to be transferred to any of our Branches / Departments, situated anywhere in India, now in existence and to be opened in future.

Notwithstanding the role assigned to you in terms of this letter, the Bank reserves its right to assign you any other role / function / responsibility, commensurate with your grade, as may be deemed appropriate, depending on administrative exigencies and requirements.

In case of exigencies, your services can be requisitioned by the Bank at any time outside the business / working hours.

**Notice Period:**

If you choose to discontinue your service with the Bank for any reason, you will be required to give the Bank one month notice or one month Gross salary thereof subject to the bank's discretion. In addition, you will also be required to remit the actual charges incurred by the Bank in connection with the cost of recruitment, training, batta paid, if any and other expenses incidental to training and recruitment. In the event of you having any ongoing or incomplete assignment, the Bank reserves the right to relieve you only at the end of the one-month notice period.

NB: The resignations entail re-imbursements of all amounts received by you by way of Ex-gratia payments by the Bank. Also, if any Interest free Loan is availed or any other loan is availed at concessional rate of interest, it should also be repaid with Interest (as applicable to general public) from the date of availment of loan, before getting relieved from the bank.





**Termination without Notice**

During the probation period, if your performance and conduct are not found to be satisfactory or if it does not meet the prescribed criteria, the Bank reserves the right to terminate your appointment or revert you to a junior level at any time during the probation period or extended period of probation without assigning any reason whatsoever.

The bank may terminate your services immediately on disciplinary grounds or if any breach of the terms and conditions mentioned in this letter on your part or as per policy of the bank, if any incorrect information is furnished by you or suppression of any personal/material information about you will be liable for termination at any time during your service.

**Other Terms & Conditions:**

- You will agree not to undertake employment, whether full-time or part-time, as the Director / Partner / Member / Employee of any other organization or entity engaged in any form of business activity without the consent of the bank. The consent may be given subject to any terms and conditions that the bank may think fit and may be withdrawn at any time at the discretion of the bank. The employment/ profession/ business existing or proposed, of your spouse, kith/kin of your family shall also be disclosed to the Bank.
- You will devote your whole time and attention to your Office work to promote the interest of the Bank and will not divulge to any person or utilize any of the Bank's secrets or other related information (which you may possess by reason of your association with the Bank) outside the Bank.
- While you are in the services of the Bank, you will adhere to the IT Security Practice & Procedures as prescribed by the Bank and maintain the secrecy of accounts and other information you come across during the course of your employment.
- You will be governed by the rules, regulations and policies of the bank as applicable to you. All the benefits are as per the bank's policies, which are subject to revision from time to time.
- You will keep us informed of any change in your residential address, change in telephone numbers and the place of contact in case you are on leave.
- Bank will always stand by the policy of honesty and integrity in all its dealings and expects its employees to follow the same.
- All such obligations in respect of Confidentiality shall survive even after your service has ended with the Bank.
- You shall not use the Bank's resources for other commercial activities or for personal gain.
- In case any information you have provided to the Bank found to be untrue or any vital information you have suppressed to the Bank, the management can terminate your services any at any stage of your employment.



**This offer is made to you subject to the following pre-conditions:**

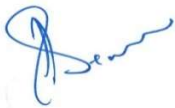
- Our offer to you is conditional upon your having fully completed your graduation / post-graduation. You should have also completed all the studies, course requirements and examinations required for the award of the educational qualifications recorded by you in your application for employment with City Union Bank.
- After the Bank receiving satisfactory character references from suitable referees to be suggested by yourself, preferably one referee being a person who has supervised you in a professional capacity at some stage in your career. Additionally, the Bank reserves the right to seek references from your current / previous employer (s), at any stage, subsequent to your acceptance of this offer letter.
- After the Bank receiving a satisfactory report following a routine medical examination (mentioned in annexure) by separate Registered Medical Practitioners.

The terms and conditions set out in this selection cum offer letter and in the service agreement, inter alia, constitute service conditions applicable to your employment in the Bank. **Any dispute arising thereof is subject to Kumbakonam jurisdiction only and courts at Kumbakonam will have exclusive jurisdiction.**

**Please return to us on or before 07.04.2023, the duplicate copy of this letter duly signed by you on all pages as a token of having accepted the selection cum offer letter.**

Welcome to the CUB family.

With Regards



**R. Subbaraman**  
**Deputy General Manager**  
**HRMD**

---

I have read, understood and agree to the terms and conditions as set forth in this selection cum offer letter and the annexures.

**Signature**

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Place: \_\_\_\_\_



**Annexure-II to your Offer of Employment [HRMD/OFF-LTR/122230297/2022-23] as Relationship Manager II**

**Compensation during Probation period**

COMPENSATION DETAILS		
Name	Shri. Danielraj P	
Designation	Probationary Relationship Manager II	
CTC COMPONENTS (All figures in Rs.)		
Component	Per Month	Per Year
Basic Pay	14,000/-	1,68,000/-
Fixed DA <sup>1</sup>	1,700/-	20,400/-
HRA	5,500/-	66,000/-
Basket of Allowances <sup>2</sup>	6,602/-	79,224/-
Gross Pay	27,802/-	3,33,624/-
PF – Management Contribution	1,570/-	18,840/-
Pension - Management Contribution <sup>3</sup>	628/-	7,536/-
Fixed CTC	30,000/-	3,60,000/-
PLP (Max of 20% on Basic Pay) <sup>4</sup>	2,800/-	33,600/-
Bonus/Ex-gratia (Maximum) <sup>5</sup>	5,550/-	66,600/-
Variable CTC	8,350/-	1,00,200/-
Total CTC	38,350/-	4,60,200/-

**Note:**

- Dearness Allowance:-**Fixed Dearness allowance, subject to revision at the sole discretion of the Management.
- Basket of Allowances:-**All-inclusive of Sales & Operations allowance, Medical Reimbursement & any other allowances.
- Pension:-** The bank provides 'Pension' contribution as a third retirement benefit in addition to PF and Gratuity.
- PLP:-** will be vary between 0 to 20% of the basic pay of the employee. The Bank also reserves its right to switch over to Performance Linked Pay (PLP) for its employees at any future date and it is purely based on the performance of the employee.
- Ex-gratia:-**will be considered purely at the discretion of the Management based on the financial performance of the Bank and also subject to terms and conditions stipulated from time to time.

**Your salary is confidential and should be discussed only with Human Resource Management Development Department.**



6- March - 2023

Mr. K S Sedhu Surya,  
St. Joseph's Institute of Management,  
Tiruchirappalli.

Dear Sedhu Surya,

Congratulations!

It gives us a great pleasure in offering you the position of **Sales Trainee**. This offer is provisional subject to successful completion of your Post Graduation in the academic year 2023. We extend this offer along with the opportunities with full confidence in your capabilities.

The tentative start date of your Sales Trainee Program will be from 1-June -2023 at a salary of **INR 3,75,000/-** per annum (cost to company).

Upon completion of your provisional requirement, you will be issued with a regular appointment letter with specifics of employment and salary breakup.

Your initial work location will be in **Tamil Nadu**. However, you should be flexible to work in any other locations of Nippon Paint in India. You are also required to be flexible to work in any department within the organization.

Wishing you a successful career with us!

for Nippon Paint (India) Private Limited,



**N Rajeswari**  
**Director-HR & Admin**

Acceptance:

I acknowledge that I have received, read and understood each every terms and condition set out in this letter of offer and hereby agree, accept and undertake to abide by all the aforesaid terms and conditions.

Name:

Signature:

Date:

**NIPPON PAINT (INDIA) PRIVATE LIMITED**

Prestige Palladium Bayan, No.129 to 140, 9th Floor, Greams Road,  
Thousand Lights, Chennai - 600 006. Tel : 044 4298 2222.

**Regd Office:** Plot No K-8(1), Phase II, SIPCOT Industrial Park, Mambakkam Village,  
Sriperumbudur, Sunguvarchathiram, Kancheepuram - 602 106, Tamil Nadu, India.

**CIN** - U74999TN2006PTC069356

A MEMBER OF THE NIPSEA GROUP

[www.nipponpaint.co.in](http://www.nipponpaint.co.in)





**PRIVATE AND CONFIDENTIAL**

143983

May 22, 2023

Ilampirai Rajendran  
320/1, Karupattipatti  
Orathanadu, Vadakkur  
South Thanjavoor, TAMILNADU

Dear Ilampirai,

On behalf of ICICI Securities Limited, we take great pleasure in making you an offer to be part of team I-Sec.

Please find enclosed:

- Our formal Joining Offer cum Appointment Letter
- Components of Remuneration – It has details on all the components of remuneration.

Please quote your reference number, which is appearing at the top of this letter for all future correspondence.

In case you have any further queries feel free to contact at below mentioned number and address:

Address : HR, ICICI Securities Limited,  
Shree Sawan Knowledge Park,  
Gr. Floor, Plot No. D-507, T.T.C Industrial Area,  
M.I.D.C, Turbhe, Near Juinagar Railway Station,  
Navi Mumbai-400705

E-Mail Address : robin.raju@icicisecurities.com

Telephone (Direct) : -

Yours sincerely,

For **ICICI Securities Ltd**

**Robin Raju**

**Regional Manager - Human Resources**

ICICI Securities Limited  
Registered Office (Institutional):  
ICICI Venture House, Appasaheb Marathe Marg,  
Prabhadevi, Mumbai - 400 025, India.  
Tel 022 - 6807 7100

Corporate Office (Retail):  
Shree Sawan Knowledge Park, Plot No. D-507,  
T.T.C. Ind. Area, M.I.D.C, Turbhe,  
Navi Mumbai - 400 706  
Tel (91 22) 40 70 1000  
Fax (91 22) 40 70 1022

Name of Compliance Officer (Broking Operations): Mr. Anoop Goyal  
Email Address: complianceofficer@icicisecurities.com / (91 22) 4070 1000  
Website Address: www.icicisecurities.com/www.icicidirect.com





**PRIVATE AND CONFIDENTIAL**

143983

May 22, 2023

Ilampirai Rajendran

Erode

Dear Ilampirai,

We are pleased to make you an offer of appointment at grade "E" in ICICI Securities Limited (hereinafter referred to as the "Company"). Your job title will be "Senior Relationship Manager". You will be placed in "Retail" Department and "Select" Function at Erode.

The following are the terms and conditions of the appointment.

**Commencement/Term:**

1. You shall be required to join the Company on or before June 05, 2023.
2. Your appointment is subject to you successfully completing your Post Graduation in Management Course. You are required to submit the copy of certificate latest by November 2023. Failure on your part to submit the required document may initiate appropriate action including termination of your services.
3. You will be on probation for a period of six months or such extended period as may be decided by the Company and would be confirmed basis you meeting up the criteria set by the company from time to time. Please note that this offer of employment is subject to the successful completion of your course and to your acquiring knowledge specified by competent authorities from time to time.
4. You will be informed about your confirmation in the services of the Company in writing.
5. On confirmation, employee would retire from the service on attaining the age of 58 years.

**Remuneration:**

6. Your Basic Salary will be Rs. 121,590/- (Rupees One Lakh Twenty One Thousand Five Hundred Ninety Only) per annum.

**Allowances:**



7. Your House Rent Allowance will be Rs. 60,795/- (Rupees Sixty Thousand Seven Hundred Ninety Five Only) per annum.

8. You shall be entitled to Leave Travel Assistance of Rs. 25,331/- (Rupees Twenty Five Thousand Three Hundred Thirty One Only) per annum.

9. You shall be entitled to Supplementary Allowance of Rs. 118,084/- (Rupees One Lakh Eighteen Thousand Eighty Four Only) per annum.

**Benefits:**

**In addition to the above, you shall be entitled to the following:-**

10. Comprehensive Mediclaim as per company policy for you will be up to Rs. 4 Lacs per annum or as may be adopted by the Company for its employees from time to time. Once you successfully complete the probation period your immediate family members will be entitled for this benefit. Your immediate family includes yourself, your spouse and 2 dependent children up to the age of 25 years.

11. Personal Accident Insurance coverage as may be adopted by the Company for its employees from time to time for permanent disablement or death due to accidents.

12. Life Insurance Cover as per company policy in case of untimely demise while in the service.

**Note :** The coverage mentioned above under each policy will be subject to you meeting all the insurance company's policies and insurance/underwriting requirements. Until confirmation by the insurance company that you have fulfilled these requirements, the sum insured will be at the insurance company's discretion.

13. Retirement Benefits of the company in accordance with the statutory requirements and/or, as per Company policy.

- Employer's Contribution towards Provident Fund of Rs. 21,600/- (Twenty One Thousand Six Hundred Only) per annum.

- Contribution towards Gratuity Fund of Rs 10,128/- (Rupees Ten Thousand One Hundred Twenty Eight Only) per annum. Pls note, Gratuity amount is payable after completion of 5 years continuous service.



**14.** Maternity benefits as defined under the Maternity Benefit (Amendment) Act, 2017 are offered to eligible women employees by I Sec. Details of such benefits offered to employees and eligibility criteria for availing such benefits are notified by I Sec under "Employee Benefit Policies" available on the intranet, which will be accessible upon joining I Sec.

**Variable Pay:**

**15.** You will participate in the Company's Sales Incentive Plan. The pay-out depends on the Company's performance, your strategic business unit (SBU) performance and your performance, and other parameters as the Company may decide from time to time. Please note that there is no minimum and/or guaranteed incentive. The Sales Incentive awarded to you in any year will have no bearing to your previous year's incentive. Please note that the Variable Pay payable (if any) to you is inclusive of statutory bonus payable (if any) under the Payment of Bonus Act, 1965 and any amendments therein.

**Other Terms and Conditions of Service:**

**16. Professional Ethics & Confidentiality:** While you are in the employment of the Company, you are not permitted to carry on any business or profession or enter, for any part of your time, in any capacity, into the services of, or be employed by or engaged with any other firm, company or person. You will devote your whole time and attention to the Company and to promote the interests of the Company and will not divulge to any person or utilize any of the Company's secrets or other related information (which you may possess by reason of your association with the Company) outside the Company. It is a condition of your employment that you maintain the confidentiality of any and all proprietary information of which you gain knowledge or possession as a result of your employment with the Company. You must not disclose such proprietary information to any person. The term, 'proprietary information' shall mean all Company information whether in oral, written, diskette, graphic or machine readable form, including but not limited to all non-public lists of customers, agents, general agents, intermediaries, prices, business plans, strategic plans, reserves or other non-public financial information, customer base, manuals, designs, procedures, formulas, discoveries, inventions, improvements, concepts, ideas, future plans and budgets, unannounced organizational or staffing changes, financial analyses, competitive analyses, management information, technical data and market studies. This obligation of confidentiality continues after your employment terminates. Further, complete confidentiality of all employment and compensation details is expected to be maintained by you during your period of employment with the Company.

**17. IT Security Practice & Procedures:** While you are in the services of the Company, you will adhere to the IT Security Practice & Procedures as prescribed by the Company.





**18. Transfer:** The Company shall have the right to transfer you to any of its offices or ICICI group companies in India and abroad.

**19. Notice Period And Termination of Employment:** During the probation period, your services would be liable to be terminated by the Company without assigning any reason and by giving seven days notice or notice pay of seven days in lieu thereof. During the probation period, if you decide to leave the Company's services, you will be required to give and serve Forty five days' notice period or on payment of an amount equivalent to Forty Five days' gross salary in lieu of the notice period or on a prorated basis for the notice period not served. In such cases the company reserves the right of recovering expenses such as relocation expenses (if any), etc., from your full & final settlement.

After confirmation, your services would be liable to be terminated by the Company, by giving Ninety days' notice or on payment of an amount equivalent to Ninety days' gross salary in lieu of the notice period. In case of termination consequent to any disciplinary action or loss of confidence under clauses mentioned in the Code of Conduct & Business ethics, the company would not be liable to give any notice or any notice pay thereof. In case you decide to leave the Company's services, you will be required to give and serve Ninety days' notice or on payment of an amount equivalent to Ninety days' gross salary in lieu of the notice period or on a prorated basis for the notice period not served..

Further, the company shall be entitled in its sole discretion, to accept your resignation (either during probation period or after confirmation), either with immediate effect or with effect from any date prior to the last day of the notice period .

**20. Gross Misconduct:** Gross misconduct would amount to cause for your immediate dismissal without notice or payment in lieu of notice. Examples of gross misconduct include, but are not limited to:

- Non-compliance with all applicable laws and regulations in the conduct of business for and on behalf of the Company;
- If it is found that any incorrect information furnished by you during the interview or while you are employed with the company such as (this is an indicative list and not an exhaustive one) :
  - i. Suppression of any material information by you.
  - ii. Mismatch in your previous employment data even for a day.
  - iii. Mismatch in your previous pay slip.
  - iv. Fake qualification certificates .
- Theft, misappropriation or willful destruction of Company property;



- Refusal or failure to comply with a reasonable instruction given by your supervisor;
- Willful insubordination or disobedience of any lawful and reasonable order of a superior.
- A finding that you are guilty of a criminal offence by a court of competent jurisdiction;
- Your bankruptcy or insolvency;
- Sexual harassment or intimidation of employees;
- Behavior which is either physically or verbally threatening or degrading to others;
- Violation of Code of Conduct & Business Ethics;
- Breach of any of the terms and conditions set out herein and any manual containing the Company's policies and procedures.
- You shall be deemed to have resigned in case you are absent from work or extended your stay after the end of the granted leave without authorization or acceptable excuses, for the period of 15 consecutive days.

Upon termination of your employment, you will return any items belonging to or relating to the Company. These include but are not limited to keys, diaries, business cards, files and all other items of a professional nature, which were acquired or created during your employment, including computer software and applications.

**21.** You shall not for a period of one year from cessation of your service, solicit or employ any director, officer or employee of any constituent of the ICICI Group in any activity, vocation, profession, employment, consultancy, service, occupation or business that you undertake or in any manner, cause any director, officer or employee of any constituent of the ICICI Group to be solicited or employed by any person or enterprise with whom you may be associated in any capacity.

**22. General:** You agree to authorize "ICICI Securities Limited" and the appointed agencies to verify information provided in your resume and / or the applicant Information sheet submitted for employment purposes and to conduct any further enquiries as may be necessary. You also agree to authorize all who may have relevant information pertaining to this enquiry to disclose the same.

As per the Insider Trading Policy of the Company, you and your immediate relatives are required to trade in Securities only through ICICI Securities and not through any other trading member. Accordingly, please ensure that you comply with the above requirement from the date of your joining.

A declaration confirming the above would be required to be signed by you on your date of joining.

For the above purpose, the following persons are defined as Immediate Relatives:



- Your spouse
- Any of the following who is either dependent financially on you or consults you in taking decisions relating to trading in Securities
- your parents, siblings and your children
- your spouse's parents, siblings and children

**23.** You will be bound by the Rules and Regulations of the Company. It is your responsibility to read and abide by the Company's policies, procedures, Rules of Conduct and Corporate Policies amended from time to time during your employment. You are required and expected to read and understand all of the above and to strictly adhere to the same. The terms and conditions as laid down in any of the above manuals, handbooks, policies, rules and procedures may be amended by the Company at its discretion from time to time and will be binding upon you. You shall not sign any contracts or enter into any binding agreements, which are outside your defined authority limits on behalf of the Company. You may be authorized from time to time to enter into contracts incidental to the running of the office with the prior written approval of the Company. You shall not pledge the Company's credit and/or make any representations on behalf of the Company unless you are specifically authorized in that regard.

**24.** You hereby agree that you would not be acting as a life insurance agent or an insurance broker of any Life / General insurance company or of any corporate agent (other than an employee of ICICI Securities Ltd.) of such insurance company.

**25.** The terms of your employment may be amended at any time. This contract of Employment shall be interpreted and governed by the laws of India.

**26.** Any notice, consent, request or other communication made or given in connection with this letter shall be in writing and shall be deemed to have been duly given when delivered or mailed by registered or certified mail (return receipt requested) or by facsimile or by hand delivery or overnight courier, to those listed below at their following respective addresses or at such other address as each may specify by notice to the others:



To Employer: HR, ICICI Securities Limited,  
First Floor, Door no - 44/2102C,  
J J Arcade, Deshabhimani Junction,  
Kaloor  
Kochi-682017

To Employee 320/1, Karupattipatti  
Orathanadu, Vadakkur  
South Thanjavoor, TAMILNADU

It will be your responsibility to keep us notified of any changes in your residential/correspondence address in the event that you do not wish to receive the notices at the address stated above.

If you are agreeable to the above-mentioned terms and conditions, please intimate your acceptance to us by returning a copy of this letter, duly signed by you, within seven days of receipt. In case no confirmation is received within the above-mentioned period, the appointment letter shall be deemed to have been withdrawn.

Yours sincerely,  
For **ICICI Securities Ltd**

A handwritten signature in black ink, appearing to read 'Sourabh'.

**Sourabh Kumar**  
**Zonal HR Manager - South & ROTN - Human Resources**

I have read all the terms and conditions of the offer and would like to confirm my acceptance.

Signature of candidate





REMUNERATION DETAILS		
NAME	Ilampirai Rajendran	
JOB TITLE	Senior Relationship Manager	
GRADE	E	
Components	Monthly	Annually
Basic	10,132	121,590
HRA	5,066	60,795
Leave Travel Assistance	2,110	25,331
Supplementary Allowance	9,840	118,084
<b>Retiral Benefits</b>		
Employer's Contribution to PF	1,800	21,600
<b>Total Fixed Pay</b>	<b>28,950</b>	<b>347,400</b>
*Gratuity	844	10,128
<b>Total Pay</b>	<b>29,794</b>	<b>357,528</b>
<b>** Gratuity is payable after completion of 5 years of continuous service.</b>		



23<sup>rd</sup> April, 2023

**Mr. Gopinath**

40 Pilliyar Kovil street, Narasingapuram  
632515, Vellore, Tamil Nadu, India

**Dear Mr. Gopinath**

We are pleased to inform you that we are hereby making an offer of appointment to you, and are outlining terms and conditions in relation to your employment with us. Your date of joining with Asian Paints Ltd will be 22<sup>nd</sup> April 2023. This offer may be withdrawn by the Company in case of your inability to join on the Joining Date and any delay shall not be accommodated.

DESIGNATION : EXECUTIVE I-Retail sales

GRADE : N/T3

REMUNERATION : The salary details applicable to you will be:

Headings	Amount (INR)
Basic	21000
HRA	10500
Interim Allowance	1500
Education Allowance	200
Consolidated Allowance	890
Conveyance Allowance	20400
<b>Monthly Gross</b>	<b>54490</b>
Employer's contribution towards PF	2520
Gratuity	1010
<b>CTC per month</b>	<b>58020</b>
LTA (per annum)	8000
Bonus (per annum)	37000
<b>CTC per annum</b>	<b>741241</b>

\*HRA for Mumbai/ Delhi – 11000; Bengaluru, Hyderabad, Secunderabad, Pune, Chennai, Kolkata – 10500;  
Others - 10000



A list indicating the privileges, benefits and the terms and conditions governing your services is enclosed in the Annexure A hereto. The general provisions governing the employment shall be as per the Annexure to this letter.

The Company has procedures in respect of holidays, leave, benefits, maternity, disciplinary, capability and grievance which are contained within the policies and circulars of the Company and are applicable to you. All policies and circulars of the Company as amended from time to time shall be deemed to form part of the terms of your employment.

## 1) POSTING AND FUTURE TRANSFER

1.1 Your joining location will be **Chennai-Madhavaram**

1.2 You may be posted at/ transferred to any other place of business of the Company, at the sole discretion of the management. Such place of business may be outside the city or state of your immediate or subsequent posting/s and could be at any plant, branch depot, or office, existing or new. You shall not be entitled to any monetary benefit or compensation by virtue of such transfer.

## 2) TIMINGS

You will adhere to the timings prevalent in the place of business where your services are made use of.

## 3) PROBATION

You will have a period of probation which is six months ("**Probation Period**"), starting from the Joining Date. This Probation period may be extended to a further three months period ("**Extended Probation Period**") based on your performance during the Probation Period, as assessed by the management. It is an express condition of service that unless you are confirmed in writing at the end of Probation period or Extended Probation period, as the case may be, your services will stand automatically terminated.

## 4) MEDICAL FITNESS

Your probationary appointment, confirmation as well as continued employment in the services of the company are subject to medical fitness to be certified by the Company's medical Consultant.



## 5) BACKGROUND VERIFICATION CHECK

Your probationary appointment, confirmation as well as continued employment in the services of the Company are subject to submission of correct details to the company during the application process and clearance of background verification check done by the Company.

## 6) RESIGNATION / TERMINATION OF SERVICES

- 6.1 During the Probation Period or Extended Probation Period, as the case may be, this appointment may be terminated by either party by giving 15 days written notice or 15 days gross salary in lieu of such notice.
- 6.2 Subsequent to the confirmation of your employment, this appointment may be terminated by either party by giving three months notice ("**Notice Period**") in writing to the other party ("**Notice of Termination**"). In the event you resign to join organisation/s conducting business in products and services similar to that of the Company and/or its group companies, you are required to inform the same in the said Notice of Termination.
- 6.3 Should you desire an early exit and not serve the entire Notice Period, you may submit a request in writing for the same along with proper justification to VP / GM – HR and by undertaking to make payment of the amount equivalent to the gross salary for such unexpired Notice Period. The Company may consider such a request for approval at its sole discretion. Receipt of payment in lieu of the unexpired Notice Period as aforementioned from you shall be a prerequisite for issuing a waiver of the unexpired Notice Period in writing by the company.
- 6.4 In the event of cessation of employment due to any reason whatsoever within twelve months from the Joining Date, the employee, during the notice period, agrees and undertakes to repay any notice pay buyout (if any) along with applicable tax provided by the Company and any other taxes applicable on such recovery as per prevailing laws. In the event the employee for any reason whatsoever fails to repay such notice pay buyout to the Company during the Notice Period, then the Company shall, from the employees' outstanding dues at the time of full and final settlement, adjust the notice pay buy out (if any) along with the applicable tax provided by the Company and any other taxes applicable on such recovery as per prevailing laws
- 6.5 Notwithstanding anything contained herein, this letter of appointment shall stand terminated with immediate effect without notice and no salary or any other amount or other benefits will be paid to the employee, if the Company is of the opinion that the employee has





- (i) Committed a fraud, embezzlement or misconduct;
- (ii) Engaged in unethical business conduct;
- (iii) breached any statutory duty or conducted any act or omission adversely affecting the goodwill, reputation, credit, operations, or business of the Company;
- (iv) neglected or materially breached his/her duties as an employee or been disobedient;
- (v) unauthorised disclosure of any confidential information of the Company; or
- (vi) violated Company's rules or Company's code of conduct or Company's policy.
- (vii) submitted false details in the employment application

The Company's decision in this regard shall be final and the employee agrees to pay damages to the Company for such acts or omissions committed by him / her.

- 6.6 If an employee absents himself / herself without prior written permission from duty for more than ten consecutive days then the Company shall have the option to treat the employee to have resigned. In such a scenario, if the Company exercises such an option then it shall be presumed that the employee has provided three months' notice of termination (which the Company shall be entitled to waive, fully or partly, at its sole discretion). Upon the expiry of the three months' notice (unless waived by the Company) the services of the employee would be deemed to be terminated, and exit formalities will be initiated. Should you desire an early exit, the procedure as laid down in clause 6.3 needs to be followed
- 6.7 The employee shall return to the Company, upon request and in any event, at cessation of the employment or notice thereof, all documents, security pass, keys, computer hardware and software, storage disks, notes and minutes of meetings, client/supplier/dealer/vendor lists, diaries, address books, computer prints, plans, projections, documentation in whatever form and other tangible items in his/her possession or control which belong to the Company or which contain or refer to any Proprietary and Confidential Information (as defined below) together with any property belonging to the Company.

## **7) RETIREMENT**

You will retire from the services of the Company on attaining the age of 58 years.

## **8) DISCIPLINE**

- 8.1 It is an express condition of services that you shall wholly devote your time to the Company's business. Attending to or pursuing in any other way, during the office hours, any personal or private business unconnected with your employment in this Company or engaging in any part time business, allied, similar, connected or incidental to the Company's business is strictly forbidden.



All formal academic pursuits like attendance at colleges, courses, etc. shall require the prior written consent of the management. Breach of this condition shall be treated as misconduct liable to disciplinary action which may inter alia include dismissal / termination of your services without any compensation.

- 8.2 You shall be governed by and shall be subject to the code of conduct and such other rules, regulations and guidelines applicable to your category of employees and as prevailing at time of your Joining Date or as subsequently modified or amended or replaced and in force from time to time.
- 8.3 You will not, at any time during the employment with the Company, enter into any service, either directly or indirectly as an employee, agent, consultant, advisor, proprietor, partner, officer or otherwise engage in or take up employment with any other organization.
- 8.4 You will not, at any time during the employment with the Company, either directly or indirectly on your account or in conjunction with or on behalf of any other person or entity, solicit or entice away or attempt to solicit or entice away:
- (i) any client, supplier, vendor or partner of the Company and/or its associated or subsidiary companies;
  - (ii) any employee from the Company and/or its associated or subsidiary companies.
- 8.5 You will not, for a period of six months after the cessation of your employment with the Company, either directly or indirectly on your account or in conjunction with or on behalf of any other person or entity, solicit or entice away or attempt to solicit or entice away:
- (i) any client, supplier, vendor or partner of the Company and/or its associated or subsidiary companies;
  - (ii) any employee from the Company and/or its associated or subsidiary companies.
- 8.6 You shall not, after the termination of your employment with the Company, use in any manner whatsoever on behalf of yourself or any other individual, firm, company or body corporate, your knowledge of or influence over or contact with any of the customers, suppliers or contractors of the Company, or its associated or subsidiary companies or utilize any information which may have been obtained by you during your employment with the Company.
- 8.7 Each of the provisions in Clauses 8.1 to 8.6 shall be construed as a separate and independent provision and if one or more provisions is found to be void or unenforceable, the validity of the remaining restrictions shall not be affected.



## 9) CONFIDENTIALITY

- 9.1 You acknowledge that in the ordinary course of your employment you will be exposed to information about the Company's business, clients and suppliers which amounts to a trade secret, is confidential or is commercially sensitive and may not be readily available to others engaged in a similar business to that of the Company, or to the general public and which, if disclosed, would be likely to cause significant harm to the Company. You therefore agree that the provisions of clause 9.2 are necessary and reasonable to protect the legitimate interests of the Company.
- 9.2 You shall not, during the continuance of your employment with the Company, or at any time thereafter, disclose to any individual, firm, company, or body corporate, or authority or any one any information or knowledge with regard to the business, dealings, activities, trade secrets, transactions or affairs ("**Proprietary and Confidential Information**") of the Company or its associated or subsidiary companies, except as, may be required in connection with your employment hereunder or as may be consented to by the Company in writing. The term "Proprietary and Confidential Information" shall without limitation include any know how, formulae, any technical, financial, statistical, marketing, designs, layouts, graphics, product information, competitors data, pricelist, vendor data, vendors list, dealers data, business plans or any other data or information of the Company whether expressly designated as confidential or not. This obligation shall survive termination of your services by any means whatsoever.

## 10) INTELLECTUAL PROPERTY

### 10.1 Patents

- (i) During the course of your employment, the Company may have made available or shared with you, intellectual property of the Company or its licensor, including materials with Company's trade name, trademarks, service marks, copyrights, brand, label, shape of goods, packaging, get-up, colour-scheme and any combination thereof, formulations, equipment, machinery, technical drawings, techniques, works of authorship, analysis, designs, developments, devices, methods, methods of doing business etc, which you acknowledge and agree that these shall remain the exclusive property of the Company.
- (ii) In the event you invent, acquire or patent a product whether then manufactured by the Company or not, or is associated with a product or process invented or acquired by the Company during the course of your employment with the Company, all the rights to exploit such invention during the term of the patent and its renewals without payment or royalty shall vest with and be vested solely in the Company as if such invention is and/or was a property of the Company. You shall, whenever requested so to do by the Company



whether during or after the termination of employment hereunder, execute all required applications, assignments documents, and agreements and shall do all things which the Company may deem necessary for this purpose. The patent for such invention shall be taken in the name of the Company or its nominee/s. The Company shall have all rights without any interruption to exploit the patent and to grant licenses to any person, firm or company on such terms and for such period as the Company as the employer may consider necessary.

- (iii) You shall give full information as to the exact mode of working and usage of all the inventions, and also all such explanation and instructions to the employees identified by the Company. You hereby irrevocably appoint the Company to be your attorney in your name and on your behalf to execute documents, to use your name and to do all things which may be necessary or desirable for the Company to obtain for itself or its nominees the full benefit of the provisions of clause 10.1.(ii) and a certificate in writing, signed by any director or the secretary of the Company, that any instrument or act which falls within the authority hereby conferred shall be conclusive evidence that such is the case so far as any third party is concerned.

## 10.2 Copyright & Designs

- (i) You will promptly disclose to the Company and no-one else all copyright works or designs originated, conceived, written or made by you alone or with others during your employment under this contract except only those works originated, conceived, written or made by you wholly outside your normal working hours and which are wholly unconnected with your employment and will hold them on trust for the Company until such rights are fully and absolutely vested in the Company.
- (ii) You hereby assign to the Company, by way of future assignment, all copyright, design right and other proprietary rights (if any) in perpetuity or for the full terms thereof throughout the world in respect of all copyright works and designs originated, conceived, written or made by you during your employment under this contract except only those works or designs originated, conceived, written or made by you wholly outside your normal working hours and which are wholly unconnected with your employment.
- (iii) You hereby irrevocably and unconditionally waive in favour of the Company any and all moral rights conferred on you under any law for any work in which copyright or design is vested in the Company whether by clause 10.2.(ii) or otherwise.
- (iv) You will, at the request and expense of the Company, do all things necessary or desirable to substantiate the rights of the Company under clauses 10.2.(ii) and 10.2.(iii).





- 10.3 All works executed by you in the course of discharging your duties and the intellectual properties subsisting therein, shall remain the sole property of the Company and the same shall constitute “works made for hire”.
- 10.4 You shall not without the previous consent of the Company in writing, at any time during the continuance of your employment or thereafter, publish or cause to be published any book, booklet, leaflet, brochure, or pamphlet or contribute any article or review to any newspaper, magazine or other publication, whether for remuneration or otherwise where such publication concerns your area of work activity with the Company.

## 11) DATA PROTECTION

- 11.1 You consent to the Company and any and/or its associated or subsidiary companies:
- (i) collecting and processing your personal data as defined in the data protection laws for any purpose relating to your employment with the Company and for compliance with applicable laws, regulations and procedures;
  - (ii) transferring, storing and processing of personal data in and outside of India for the above purposes;
  - (iii) disclosing any personal data to (a) third party service providers, contractors, agents and consultants who provide administrative or other services to the Company for any of the abovementioned purposes and you shall be obliged to observe similar confidentiality duties as required by the Company; and (b) law enforcement agencies pursuant to any applicable legal requirement.
- 11.2 Your personal data will be kept confidential.
- 11.3 You may request access to and correction of your personal data by contacting your [manager or HR representative].

## 12) GOVERNING LAW

This letter of appointment shall be governed by the laws of India.

## 13) JURISDICTION

This letter of appointment is subject to the exclusive jurisdiction of the Courts in Mumbai.



**Asian Paints Limited**  
Asian Paints House  
6A, Shantinagar,  
Santacruz (East)  
Mumbai 400 055  
T : (022) 62181000  
F : (022) 62181111  
[www.asianpaints.com](http://www.asianpaints.com)

If the above terms and conditions are acceptable to you, then please sign below at the place provided and share a copy of this letter with the HR team. The same shall then constitute a valid and binding contract of employment.

We take this opportunity to welcome you to our organization and trust your association with us will be mutually beneficial.

Yours truly,  
For **Asian Paints Limited**

**Sachin Singh**  
**General Manager - Human Resources**

Name : **Gopinath**

Date : \_\_\_\_\_

Signature : \_\_\_\_\_