

Date: 25<sup>th</sup> Feb 2020

**Letter of Appointment**

Dear **Jeevan Sai G N,**

Thank you for participating in our selection process. We are pleased to offer you the position of '**Client Acquisition Manager**' on the following terms and conditions:

**1. Your Posting will be at CAPITALVIA GLOBAL RESEARCH LIMITED, Indore post your final semester exam which will be communicated to you by the Company.**

**2. Your compensation on a cost to company basis will be Rs.303,160 (Details of which you can find below).**

<b>Client Acquisition Manger</b>		
<b>Grade: O-3</b>	<b>Level: Senior Officer</b>	<b>Band: B-1</b>
<b>Details Of Remuneration</b>		<b>Annual G Amount (INR)</b>
Basic (Includes Employee's PF Contribution)		120,000
HRA		48,000
Performance Allowance		28,200
Other Allowance		85,800
<b>Gross Salary</b>		<b>282,000</b>
Employer's Contribution for PF		14,400
Employer's Contribution for Health Insurance		1,000
Gratuity (As per Act)		5,760
<b>CTC</b>		<b>303,160</b>

- **CTC of Rs.1,54,402/- during initial period of 3 months from Date of Joining and thereafter the above-mentioned CTC will be applicable.**
- Performance Allowance is based on the achievement of your respective Goals will be paid on monthly basis.
- The service agreement will be of 1 Year with training cost of Rs. 75,000; duly recoverable in case of not completing the set tenure.



  
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- The notice period applicable to you would be **1 Month**.
3. This appointment will be subject to you being found medically fit.
  4. This appointment stands valid subject to your provided information about yourself, work-ex, Marks & qualifications.
  5. This Company shall have the rights to terminate your service without notice and without assigning any reason thereof, if the information given by you at the time of interview or in the application form is found to be incorrect, or in case of any serious misconduct.
  6. You will be required to produce your original certificates/ documents and submit photocopies of your Pan Card, Driving License, Medical Clearance Certificate, Mark sheets, Permanent Address Proof, Local Address Proof, work-ex certificate, last 3 months Salary Slip while collecting your appointment Letter.
  7. Kindly confirm your acceptance of this offer by signing and returning a copy of this letter by **28<sup>th</sup> Feb 2020**, henceforth, the offer will be forfeited.

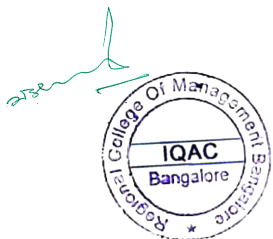
We look forward to your joining our team for a long, successful and pleasant association.

Regards,

**Gaurav Garg**

**Head - HR**

**CapitalVia Global Research Limited**



A handwritten signature in blue ink is positioned above an official stamp. The stamp contains the text "DIRECTOR" and "REGIONAL COLLEGE OF MANAGEMENT BANGALORE" above "Devanahalli, Bangalore".



30-Mar-2020

G K Sai Sathamanyu  
RCM, Bangalore 562164

Dear G K Sai Sathamanyu,

**Letter of Appointment**

With reference to our recent discussions regarding your possible employment with **Care Health Insurance Limited**, hereafter referred to as the Company, we are pleased to offer you the position of **Agency Manager** on the following terms and conditions defined herein:

- 1. Date of Joining:** Your appointment will be effective from **30-Mar-2020** or any other date mutually agreed upon in writing.
- 2. Place of work:** Your place of work is **Bangalore - OTC Road**. Your place of work may be changed to any other location within India / any group Company, as directed by the Company from time to time. In addition, in performance of your duties for the company, you may be required to travel within and/or outside.
- 3. Reporting:** You will report to **Associate Regional Business Head - Agency** or any other designate person as specified by the Company from time to time.
- 4. Remuneration:** Your annual compensation package on a Total Fixed Cost (TFC) basis is **Rs. 350000 (Rupees Three Lakh(s) Fifty Thousand Only)**. This amount will include basic salary, taxable and non-taxable allowances & benefits, and other payments, payable as per the designate acts. Annexure 1 provides your compensation break-up, as per the applicable Compensation Structure.
- 5. Medical:** You may be required to undergo medical examination by a Company appointed medical practitioner as and when directed by the Company and to comply with rules and instructions in the matter. Your services may be terminated without notice if the Company considers you unsuitable for retention in service on medical grounds.

**Care Health Insurance Limited**  
(Formerly Religare Health Insurance Company Limited)  
Regd. Office: 5th Floor, 19 Chawla House, Nehru Place, New Delhi-110019  
Corp. Office: Vipul Tech Square, Tower C, 3rd Floor, Gold Course Road,  
Sector-43, Gurugram -122009 (Haryana)  
IRDAI Regn. No. 148 | CIN: U66000DL2007PLC161503

REACH US @		
 Care Health- Customer App	 WhatsApp 8860402452	Self Help Portal: <a href="http://www.careinsurance.com/self-help-portal.html">www.careinsurance.com/self-help-portal.html</a>  Submit Your Queries/Requests: <a href="http://www.careinsurance.com/contact-us.html">www.careinsurance.com/contact-us.html</a>



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subsidiary of the Company) and you (and/or your family) during the period of your employment with the Company and for a period of 12 months after cessation of your employment.

**14. Company Policies:** You will be governed by the Company's policies, as applicable at your grade. The Company reserves the right to amend the policies from time to time. You are advised to keep yourself updated on these policies which are available online.

**15. Return of Company Property:** You shall promptly upon request by the Company and in any event upon the termination of your employment deliver to the Company all monies, securities, other properties belonging to the company, all lists of clients or customers, correspondence and all other documents, papers and records in whatever form including but not limited to electronically held data containing or referring to any trade secrets or confidential information concerning the business of the Company and any Group Company which may have been prepared by you or come into your possession, custody or control in the course of your employment including any prior employment with any Group Company. You shall not keep any copies of these items.

**16. Monitoring Policy:** As per Company Policy, telephone conversations of employees may be recorded and monitored for the purpose of creating record of transactions, and for compliance purposes. Any recordings will be stored securely, and will not be disclosed outside the group companies, except as required by law.

Further please note that the emails sent to you and by you may be monitored, from time to time, for the purposes of identifying any non-compliance with company policies, or applicable laws.

Any data of customers, partners, employee or company contact data is strictly prohibited for circulation to anyone outside the Company and also you should restrain the circulation of data even for internal purpose except to the concerned employees of the Company.

If such monitoring discloses any breaches of any law or company policies disciplinary action may follow, including termination from the employment.

During Employment or cessation of your employment you cannot share any such data of the company pertaining to its customers, partners, employees, sensitive information

**17. Intellectual Property:** Subject to any relevant legislation, if at any time in the course of your employment you make or discover or participate in the making or discovery of any letters patent, trademarks, service marks, designs, copyrights, inventions, drawings, computer programs, know-how and rights of like nature however arising and whether registered or unregistered ("intellectual property") relating to or capable of being used in the Company (and of any other relevant Group Company, affiliate and/ or business associate of the Company) you shall immediately disclose full details thereof to the Company and, at the request and expense of the Company, you shall do all things which may be necessary or desirable for obtaining appropriate forms of protection for such intellectual property in such parts of the world as may be specified by the Company and for vesting all rights in the same in the Company or its nominee.

All rights and obligations under this paragraph in respect of intellectual property made or discovered by you during your employment shall continue in full force and effect after the termination of your employment and shall be binding upon your personal representatives

The employee shall not disclose to anyone, directly or indirectly, except when the duties may require, during subsequent to the term of employment, any trade secret or confidential information regarding Company's business. Trade Secrets and Confidential information for this purpose shall include, but not limited to product



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information, process information, customer lists, employee details, company policies and procedures and financial information (including results, budgets and other financial plans and systems).

**18. Notice Period:** In case either the employer or the employee wishes to terminate the employment contract, a notice of 90 days should be served in writing by the party who wishes to terminate the contract to the other party. The Company depending on the business context and its sole discretion may allow you to pay the equivalent of the Total Fixed Cost (TFC) (*excluding gratuity and GMC if applicable*) amount in lieu of any period and / or adjust notice period against your leave balance subject to satisfactory handing over of the charges to your superior.

Notice period during probation would be 7 days or equivalent of the TFC (*excluding gratuity*) in lieu of notice.

**19. Termination:** 1. If any time during the course of your employment it is found that you have made a false or an incomplete declaration as regards to your qualifications/ experience and other details, your appointment will be treated void *ab initio* and you shall cease to be on the rolls of the company with immediate effect. In that case you shall not be entitled to any notice period or payment in lieu thereof.

2. If any time during the course of your employment, it is found that you have:

- a. committed any act of gross misconduct; or
- b. committed any serious breach or repeated or continued a material breach of the terms of your employment; or
- c. been guilty of conduct tending to bring yourself or the company into disrepute; or
- d. been convicted of a criminal offence, other than a road traffic offence for which you are not sentenced to a term of imprisonment whether immediate or suspended; or
- e. become bankrupt or made any arrangement or composition with or for the benefit of your creditors; or
- f. cease to hold the qualifications necessary for you to carry out your work with the company; or
- g. been found in an act of moral turpitude or having indulged in violations laws as applicable in general to the Company; or
- h. been absent for a continuous period of 14 days (including absence when leave though applied for, is not granted or when you overstay period of sanctioned leave by 14 days) ; or
- i. provided false, inaccurate or incomplete information to the company regarding your background and/or previous employment.
- j. been found inefficient or lower performer as compared to other employees of your category.

In all such aforementioned cases you shall not be entitled to any notice period or payment in lieu thereof.

**20. Performance Monitoring:** You are required to deliver performance up to the expected levels as per the targets entrusted to you by reporting officer from time to time. In case your performance is not found to be satisfactory, you will be put under an appropriate Performance Improvement Plan. In case your performance does not improve even after you are put on such plan, the Company will review the matter of continuance of your employment and take appropriate action, including but not limited to termination.



21. **Non Solicitation:** You shall not at any time during the term of your employment with the Company or thereafter for a period of six months after cessation of your employment, directly or indirectly solicit the Company's (and any other relevant Group Company's, affiliate's and/ or any subsidiary of the Company) personnel to leave the employment of the Company (and any other relevant Group Company's, affiliate's and/ or any subsidiary of the Company) or apply for employment with any third party or encourage such personnel of the Company (and any other relevant Group Company's, affiliate's and/ or any subsidiary of the Company) to take any action or inaction that may adversely impact the performance or reputation of the Company (and any other relevant Group Company's, affiliate's and/ or any subsidiary of the Company) of its obligations under this Letter of Appointment and / or any other contract or adversely impact the ability of the Company (and any other relevant Group Company's, affiliate's and/ or any subsidiary of the Company) to carry out its normal business activities.

22. **Others:** 1. It will be obligatory on your part to ensure compliance to the applicable statutes, regulations and requirements laid down by the Company, JV partners various regulatory and statutory bodies.

2. In the event of you being found acting in breach of your terms of appointment or indulged in an act of misconduct or an act that has brought disrepute to the organization, you shall render yourself liable for a disciplinary action as per the rules as applicable.

3. Clause headings do not form part or affect the interpretation of this letter of appointment.

23. **Joining Formalities:** As part of the joining formalities, you are requested to bring the following documents with you on the day of joining:

1. 3 Passport size photographs on red background (for branch offices red is not mandatory).
2. Copies of all years mark sheets of the highest qualification/Degree certificate
3. Copy of previous employer Salary Slip
4. Copy of Relieving Letter / Endorsed Resignation letter.
5. Copy of Address proof (any one) :-Ration Card/ Utility Bills/ Driving License/ Passport/ Affidavit
6. Copy of PAN Card
7. Copy of AADHAR Card

We take this opportunity to congratulate you on your selection and look forward to a long and mutually beneficial professional association.

For **Care Health Insurance Limited**  
(formerly known as Religare Health Insurance Company Limited)

*Rashi*

**Rashi Ramani**  
Head - Talent Acquisition & Talent Management

Accepted and Agreed by  
**G K Sai Sathamanyu**

*Sai*  
DIRECTOR  
REGIONAL COLLEGE OF MANAGEMENT BANGALORE  
Devanahalli, Bangalore



**Annexure: 1**

	Per Annum	Per Month
<b>BASIC</b>	180000	15000
<b>ALLOWANCES</b>		
House Rent Allowance	90000	7500
Education Allowance	19692	1641
<b><u>MONTHLY GROSS *</u></b>		<b>25695</b>
<b><u>BENEFITS:CONTRIBUTION BY ORGANISATION</u></b>		
Statutory Bonus	18648	1554
Provident Fund	21600	1800
Gratuity	8664	722
GMC	11400	950
<b>TOTAL FIXED COST(TFC)</b>	<b>350004</b>	

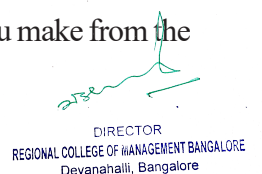
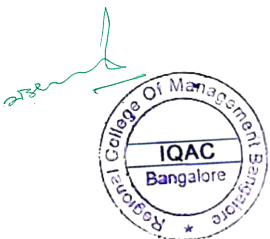
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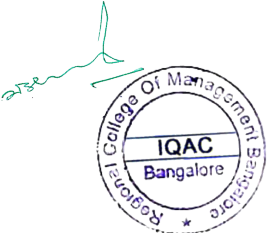
**\* The following amount will be deducted from your monthly gross as your contribution towards statutory benefits  
PF - 1800**

**\*\* Leave Travel Allowance or Medical Allowance (if applicable) will be paid as monthly components**

**\*\*\* Gratuity (if applicable) - As per Gratuity Act, payable only after completion of 5 continuous years of service in organization.**

- **Participation in Incentive/Bonus Schemes** You are eligible to participate in the Company's Annual Incentive/Bonus Plan subject to the terms and conditions of such Plan and any amendments as may be made from time to time.
- **Deductions** The Company may during your employment, or on termination for whatever reason, deduct from your remuneration any monies due from you to the Company including but not limited to:
  - Any overpayment of salary or expenses or payment made to you by mistake or misrepresentation; and/or
  - Any outstanding loans or advances made to you by the Company; and/or
  - Amounts equal in sum to the amount of any secret/illegitimate profits that you make from the Company's business/interests; and/or
  - Any debt owed by you to the Company; and/or
  - Any other deductions permitted under applicable law including Tax.





  
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Devanahalli, Bangalore

10 April 2020

## Hearty Welcome!



Dear Kiran Kumari,

It gives us immense pleasure to formally welcome you to be a part of this great institution, which has grown tremendously over the years and looking forward to conquer new heights in the years to come. We are sure that you would definitely want to build an enduring relationship with this institution, which will in turn offer you exciting and challenging career opportunities to grow and develop yourself.

We have made necessary arrangements for your smooth induction into our system. In case you need any clarifications or support from our end, please feel free to contact us at [postings@federalbank.co.in](mailto:postings@federalbank.co.in).

The details of the offer of appointment made to you are annexed to this letter.

Wishing you all success,

Yours Sincerely,

**John P J**  
**Vice President (HR)**

To  
Ms. Kiran Kumari  
RCM, Bangalore 562164



A handwritten signature in blue ink, appearing to be 'S. Venkatesh', is written over a horizontal line.

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## **Offer of appointment to Ms. Gazal Sood as Probationary Officer in Scale I**

You have been selected for appointment in the Bank as Probationary Officer in Junior Management Grade in Scale I on the basis of your performance in the Campus selection process.

### **Place of Posting/ Date of Joining**

Your initial place of posting will be at Branch/Office: **Mumbai / Andheri East** situated at Ground Floor, Mariam Apartment, Opp.Gurudwara, Mahakali Caves Road, Andheri East, Mumbai-400093. You will have to join Branch/Office: Mumbai / Andheri East on 05/05/2020 after completion of the online orientation programme. The appointment will be effective from the date of joining the Branch/Office.

### **Pre Induction e-Learning & Orientation programme**

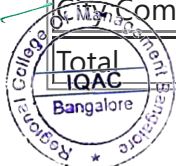
As part of continuous learning approach, Bank will be conducting a pre-induction self-learning programme which will help you to understand basic banking functions and concepts. Completing this e-learning programme is a pre-requisite for joining the Induction/Orientation programme, details of which will be intimated to you in due course by Federal Knowledge & Development Centre (FKDC).

Subsequent to this, you will have to enroll for a three day online Induction/Orientation programme conducted by Federal Knowledge & Development Centre (FKDC) starting from 22/04/2020 to 24/04/2020. The Orientation programme will be an instructor-led live online training programme, with sessions scheduled between 9.30 am and 6 pm on all the 3 days. You should be ready with a personal desktop computer/laptop/tablet with high speed data connectivity to attend the same. Further details will be intimated to you in due course by Federal Knowledge & Development Centre (FKDC). Successful completion of the online Induction/Orientation programme, by way of attendance in all sessions, satisfactory level of engagement/performance, is a pre-requisite for joining the Bank.

### **Remuneration**

You will be on a pay scale of 36000-1490 /7-46430-1740 /2-49910-1990 /7-63840 as applicable to Officers in Scale I of the Bank. The total monthly emoluments eligible to be received by an Officer in Scale I with Basic Pay 36000/- at Aluva would be as follows:

<b>Particulars</b>	<b>Amount (Rs.)</b>
Basic Pay	36000.00
Special Allowance	5904.00
Dearness Allowance	14013.57
HRA (Leased Accommodation)	13500.00
Learning Allowance	600.00
City Compensatory Allowance/Location Allowance	1400.00
<b>Total</b>	<b>71417.57</b>





- Amount of leased accommodation will vary according to the place of posting. Those who are not availing the leased accommodation/quarters facility are eligible for HRA at the rate of 7% to 9% of Basic Pay depending upon the place of posting.
- City Compensatory Allowance (CCA)/Location allowance would be payable at specified centres and would change depending upon the place of posting. Detailed monthly emoluments /allowances is annexed.

During the period of probation/on confirmation in service, you will also be eligible for the facility of fixed conveyance allowance or cost of fuel on declaration, reimbursement of hospitalisation expenses, medical aid, reimbursement of entertainment expenses, reimbursement of cost of cleansing materials, closing allowance, Digital Promotion allowance, reimbursement of cost of brief case / office bag (on confirmation), reimbursement of cost of newspapers (after completion of one year of probation), reimbursement of cost of visiting cards (on confirmation), club allowance (on confirmation), reimbursement of mobile phone bills (after completion of one year of probation), leave travel concession, transfer compensation, privilege leave, sick leave, casual leave, sabbatical leave etc., subject to the rules in force and as amended, altered or added from time to time. On confirmation and on completion of stipulated period of service, you would also be eligible for various staff loans prevailing in the Bank, including housing loan, vehicle loan, Interest free furniture loan, computer loan, overdraft, demand loan, Interest free festival advance, etc., subject to the rules in force and as amended, altered or added from time to time.

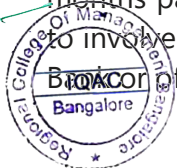
### **Learning Plan for Probationers**

During the probation period, you will be enrolled for an Internal Certification program consisting of E-learning modules, Webinar training and Periodic Assessment Tests (PATs). The detailed learning schedule, passing scores, and associated timelines will be intimated in due course by HR-Talent Development & Training Division. Your confirmation in the service of the Bank will be subject to timely and successful completion of the Internal Certification program, besides your performance ratings. Delays/failure to complete the learning schedule within specified timelines, will result in your probation getting extended. Probationers who complete the Internal Certification program within timelines, secure high performance ratings, and those who are able to secure approved external certifications during the probation period, as specified by the Bank/RBI, will be confirmed in the services of the Bank ahead of the normal probation period.

### **Probation/ Confirmation**

Your appointment will be on probation for a period of two years. The period of probation will be counted for calculating the period of permanent service and for the purpose of granting increments. The period of probation is liable to be extended, if the Officer has not satisfactorily completed the initial period of probation.

During the period of probation, if your work, health, conduct or efficiency is found not satisfactory, your service is liable to be terminated at any time giving you one month notice or by paying one months pay and allowances in lieu of notice. During the period of probation, you are not expected to involve directly or indirectly in the activities of any trade union of Officer/non- Officer Staff of the Bank or of any other Bank or of other organization.



## Joining formalities

At the time of joining the Branch/Office, you will have to submit the following papers/ certificates/ documents:

- a. Originals of SSC/SSLC/Matriculation Book/Certificate, final certificates of Graduation, final certificate and semesters / yearly marklists of Post Graduation (Qualifying Examination).The candidate should also submit the document substantiating the conversion of credit based (CGPA) system into equivalent percentage for their Post Graduate and Graduate course (if applicable) at the time of joining the Bank. These certificates (Secondary Marklist, Secondary Passing Certificate, Graduation and Post Graduation Certificate) will be kept under the custody of the Bank and will be released to the candidate on completion of 2 years of service in the Bank.
- b. Originals of all the documents, certificates and marklists of all semester examinations/ yearly examinations evidencing date of birth (Secondary Certificate) and academic/ professional qualification should be uploaded in the Fed Recruit mobile application. In case the result of any of the previous semesters/years or final semester/year examination is not published at the time of joining the Bank, a certificate to the effect that you had completed the course study and attended all the semester examinations is to be produced from the College/University at the time of joining the Bank (also should be uploaded in Fed Recruit mobile application).
- c. Statement about your medical history and a certificate of fitness for employment in the Bank, from a Doctor not below the rank of Civil Surgeon/ Chief Medical Officer of a Government Hospital, in the Bank's format (Click here to download the format:<https://bit.ly/3dUGJd6>). Medical certificate from Private Hospitals will not be accepted. You are required to produce all the medical reports, lab reports, ECG etc along with medical fitness certificate.
- d. Satisfactory discharge certificate and experience certificate from the previous employer/s, if any.
- e. A certificate about your character/conduct recently issued (within 6 months) by the Principal of the College/Institute last attended by you. Alternatively, two character certificates recently issued by Gazetted Officers/ respected persons.
- f. A declaration of fidelity & secrecy, a declaration of place of domicile and a statement of assets and liabilities, as per the format (Click here to download the format <https://bit.ly/2C2Tzsx>) .Hard copy of the documents should be submitted on the joining day.
- g. One copy of your latest passport size photograph.
- h. Self attested copies of any two of (i) PAN Card (ii) Voters ID (iii) Aadhar Card (iv) Passport and (v) Driving License(Originals needs to be produced for verification).
- i. Certificate of completion of pre-induction training programme.

As part of on-boarding process, you should submit all the necessary documents through Fed Recruit mobile application as and when you are instructed to do so.

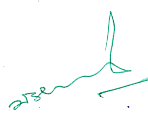


It shall be distinctly understood that this offer of appointment is subject to your medical fitness for employment in the Bank, satisfactory background check and submission of the certificates/documents as stipulated above, to the satisfaction of the Bank. The medical reports/fitness certificate submitted by you are liable to be re-examined/scrutinized by Banks Doctor and your appointment in the Bank will be subject to your medical fitness for employment in the Bank as assessed by the Banks Doctor. You are required to undergo physical medical examination by Banks Doctor, in case the Doctor insists for a detailed medical examination, after analyzing the medical reports submitted by you. At any stage, if you are found not satisfying the eligibility norms, your candidature is liable to be cancelled without notice. Also be understood that any misrepresentation/hiding of facts in the application/personal data/any other documents/certificates is sufficient cause for termination of your service, without notice and compensation.

The offer of appointment is subject to your fulfillment of eligibility criteria stipulated by the Bank for being appointed in the Bank as Probationary Officer under campus recruitment. You are required to submit originals & copies of the marklists/certificates of all the previous years/semesters examinations at the time of joining the Bank proving that you had passed all the previous year/semester examinations at the time of campus interview and all the papers pertaining to the subsequent semester(s) should be cleared along with the result of the final year/semester examination (final year/semester examination should be cleared in the first chance itself). In case the result of any of the semester examinations/final examination is published after the campus interview, but prior to joining the Bank, you are required to submit all the semester marklists, certificates, provisional certificate etc of such examinations at the time of joining the Bank in proof of having passed the examinations with required percentage of marks along with the result of the final year/semester examination failing which, you will not be permitted to join the Bank. In case the result of any of the previous semesters/years or final semester/year examination is not published at the time of joining the Bank, a certificate to the effect that you had completed the course study and attended all the semester examinations is to be produced from the College/University at the time of joining the Bank

In your case, the minimum eligibility criteria in respect of educational qualification for being appointed in the Bank as Probationary Officer through campus recruitment is a Post-Graduation with minimum 60% marks. The minimum eligibility of 60% (for UG & PG courses) will be assessed based on the prevailing practice followed by the University/Institution. You have to submit the percentage equivalence certificate in case your University/Institution follows grading system. Also you should have passed SSC or equivalent exam, plus 2 or equivalent exam and graduation with 60% marks. In case the result of final year/semester examination is not published, you will have to submit the certificates and marklists in proof of having passed the final year/semester examination, attempted in the first chance, with required percentage of marks within a maximum period of 5 months from the date of joining the Bank in conformity with the minimum eligibility criteria in respect of educational qualification as stipulated by the Bank, failing which you are liable to be removed from the services of the Bank without any notice or communication, treating the appointment as cancelled. However, in case of willful default in submission of certificates/ marklists within the above stipulated period, even after publication of result of the qualifying examination, your service is liable to be terminated and you are liable to remit the compensation amount / notice pay.



  
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You will be required to enroll yourself as a member of The Federal Bank Officers Medical Welfare Fund from the date of joining the Bank and deduction to the Fund at applicable rate will be made from your salary, as per the rules prevailing in the Bank at present and as amended, altered or added from time to time.

You shall contribute to the Welfare Scheme (Diya) to support the family of deceased employees of the Bank, from the date of joining the Bank and contributions to the Scheme at applicable rate will be made from your salary, as per rules prevailing in the Bank at present and as duly amended, altered or added from time to time.

You will be covered under the Defined Contributory Pension Scheme as applicable for the Bank employees in line with the National Pension System.

You will be enrolled as a member of the Group Term Assurance Plan from the date of next annual renewal of the Policy by the Bank. The eligibility for enrollment in the Scheme will be subject to the terms, conditions, exceptions etc; as applicable under Group Term Assurance Plan at that time and as amended, altered or added from time to time.

On confirmation in Bank's service, you will be entitled to all other privileges enjoyed by other permanent members of Officers cadre. You will be bound by all the conditions of service as applicable to Officers of the Bank as amended, altered or added from time to time. You will be subject to all the liabilities cast upon other permanent members of Officers cadre.

## Resignation

If you are desirous of resigning from the service during the period of probation, you should give three months notice in writing to the Bank or you would be liable to pay to the Bank three months pay and allowances in lieu of notice, at the sole discretion of the Bank. In addition to this, you should pay an amount of 50,000/- as compensation, if such resignation is within 2 years of service in the Bank. If you are desirous of resigning from the service after confirmation in the service of the Bank, you should give three months notice in writing to the Bank or you would be liable to pay to the Bank three months pay and allowances in lieu of notice, at the sole discretion of the Bank.

You are also required to pay an amount of 50,000/- as compensation amount and applicable notice pay as stated above to the Bank, if you ceased to be in the service of the Bank consequent to termination of service within 2 years of service. You are required to execute an agreement in stamp paper (which will be made available by the Bank) of appropriate value at the time of joining the Bank agreeing to the above terms and conditions of the appointment in respect of compensation amount /notice pay etc.

The compensation amount of 50,000/- mentioned above is the fair value of the minimum cost that will be incurred by the Bank if an employee quits the Bank before the stipulated minimum period of service.

## General

You are eligible to be transferred during the period of probation and also thereafter, as found expedient by the Bank at any time to any of the existing Branches/Offices in India or abroad or Subsidiaries or to the new branches/Offices/ Subsidiaries of the Bank to be opened in future.



As per the administrative requirements, Bank may allot any duties to you from time to time and your designation will accordingly be changed depending upon the nature of work. You are advised to adhere to the acceptable levels of decorum at workplace even during the online Induction/Orientation programme by way of presentable attire [business casual, smart casual, business attire] and professional etiquettes representing the image and reputation of the Bank.

You will be eligible for actual travelling expenses (subject to a maximum of 02nd AC Train fare) from your place of domicile to the place of posting.

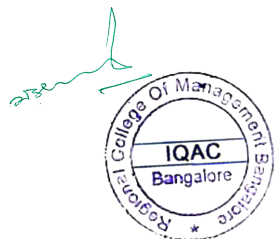
**John P J**  
**Vice President (HR)**

I, Kiran Kumari,  
accept and confirm the above terms and conditions.

Place:

Date:

(Signature of the Candidate)



  
DIRECTOR  
REGIONAL COLLEGE OF MANAGEMENT BANGALORE  
Devanahalli, Bangalore

# Annexure

## Monthly Emoluments

<b>Particulars</b>	<b>Amount (Rs.)</b>
Basic Pay	36000.00
Special Allowance	5904.00
Dearness Allowance	14013.57
HRA (Leased Accommodation)	13500.00
Learning Allowance	600.00
City Compensatory Allowance/Location Allowance	1400.00
Entertainment Expenses	2250.00
Cleansing Charges	1000.00
Newspaper #	525.00
Mobilephone Charges#	1000.00
Fuel Reimbursement(Four Wheeler)	8800.00
<b>Total</b>	<b>84992.57</b>

# after one year

@ Leased accommodation amount will be credited to Lessors account only (leased accommodation eligibility ranges from Rs.7800/- to 23000/- depending upon the place of posting. At Aluva it is 13500 /-)

\*You will be eligible for monthly conveyance allowance as follows;

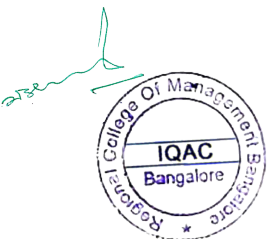
a) 80 litres of petrol/diesel for four-wheeler vehicle registered in your name and used by you at your workplace

**OR**

b) 50 litres of petrol for two- wheeler vehicle registered in your name and used by you at your workplace

**OR**

c) Fixed conveyance of 3000/-



  
DIRECTOR  
REGIONAL COLLEGE OF MANAGEMENT BANGALORE  
Devanahalli, Bangalore

## Other Allowances

<b>Allowances</b>	<b>Amount (Rs.)</b>	<b>Remarks</b>
Medical Aid	10300.00	Yearly
Closing Allowance	2600.00	Yearly
Digital Promotion	2200.00	Yearly
Vehicle Maintenance Allowance	3700.00	Yearly
Leave Encashment (Annual)	10132.93	Yearly
Cost of Brief Case/ Office Bags	4500.00	Once in 3 years
Exgratia*	36500.00	Lumpsum

\*Will vary according to the profit position of the Bank.

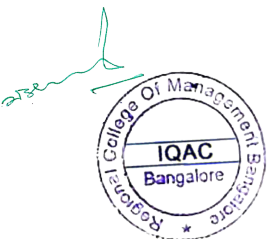
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Never reveal your ATM PIN, CVV no. printed on the reverse of the Debit card, Internet banking passwords, OTP etc. to anyone including Bank officials. Federal Bank never asks for your confidential credentials.

The information contained in this electronic message and any attachments to this message are intended for the exclusive use of the addressee(s) and may contain proprietary, confidential or privileged information. If you are not the intended recipient, you should not disseminate, distribute or copy this e-mail. Please notify the sender immediately and destroy all copies of this message and any attachments.

WARNING: Computer viruses can be transmitted via email. The recipient should check this email and any attachments for the presence of viruses. The company accepts no liability for any damage caused by any virus transmitted by this email.

The Federal Bank Ltd



DIRECTOR  
REGIONAL COLLEGE OF MANAGEMENT BANGALORE  
Devanahalli, Bangalore



10 April 2020

## Hearty Welcome!



Dear A Sai Varun,

It gives us immense pleasure to formally welcome you to be a part of this great institution, which has grown tremendously over the years and looking forward to conquer new heights in the years to come. We are sure that you would definitely want to build an enduring relationship with this institution, which will in turn offer you exciting and challenging career opportunities to grow and develop yourself.

We have made necessary arrangements for your smooth induction into our system. In case you need any clarifications or support from our end, please feel free to contact us at [postings@federalbank.co.in](mailto:postings@federalbank.co.in).

The details of the offer of appointment made to you are annexed to this letter.

Wishing you all success,

Yours Sincerely,

**John P J**  
**Vice President (HR)**

To  
Mr. A Sai Varun  
RCM, Bangalore 562164



A handwritten signature in blue ink, appearing to be 'A Sai Varun', is written over a horizontal line.

DIRECTOR  
REGIONAL COLLEGE OF MANAGEMENT BANGALORE  
Devanahalli, Bangalore

## **Offer of appointment to Ms. Gazal Sood as Probationary Officer in Scale I**

You have been selected for appointment in the Bank as Probationary Officer in Junior Management Grade in Scale I on the basis of your performance in the Campus selection process.

### **Place of Posting/ Date of Joining**

Your initial place of posting will be at Branch/Office: **Mumbai / Andheri East** situated at Ground Floor, Mariam Apartment, Opp.Gurudwara, Mahakali Caves Road, Andheri East, Mumbai-400093. You will have to join Branch/Office: Mumbai / Andheri East on 05/05/2020 after completion of the online orientation programme. The appointment will be effective from the date of joining the Branch/Office.

### **Pre Induction e-Learning & Orientation programme**

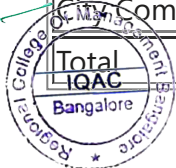
As part of continuous learning approach, Bank will be conducting a pre-induction self-learning programme which will help you to understand basic banking functions and concepts. Completing this e-learning programme is a pre-requisite for joining the Induction/Orientation programme, details of which will be intimated to you in due course by Federal Knowledge & Development Centre (FKDC).

Subsequent to this, you will have to enroll for a three day online Induction/Orientation programme conducted by Federal Knowledge & Development Centre (FKDC) starting from 22/04/2020 to 24/04/2020. The Orientation programme will be an instructor-led live online training programme, with sessions scheduled between 9.30 am and 6 pm on all the 3 days. You should be ready with a personal desktop computer/laptop/tablet with high speed data connectivity to attend the same. Further details will be intimated to you in due course by Federal Knowledge & Development Centre (FKDC). Successful completion of the online Induction/Orientation programme, by way of attendance in all sessions, satisfactory level of engagement/performance, is a pre-requisite for joining the Bank.

### **Remuneration**

You will be on a pay scale of 36000-1490 /7-46430-1740 /2-49910-1990 /7-63840 as applicable to Officers in Scale I of the Bank. The total monthly emoluments eligible to be received by an Officer in Scale I with Basic Pay 36000/- at Aluva would be as follows:

<b>Particulars</b>	<b>Amount (Rs.)</b>
Basic Pay	36000.00
Special Allowance	5904.00
Dearness Allowance	14013.57
HRA (Leased Accommodation)	13500.00
Learning Allowance	600.00
City Compensatory Allowance/Location Allowance	1400.00
<b>Total</b>	<b>71417.57</b>



- Amount of leased accommodation will vary according to the place of posting. Those who are not availing the leased accommodation/quarters facility are eligible for HRA at the rate of 7% to 9% of Basic Pay depending upon the place of posting.
- City Compensatory Allowance (CCA)/Location allowance would be payable at specified centres and would change depending upon the place of posting. Detailed monthly emoluments /allowances is annexed.

During the period of probation/on confirmation in service, you will also be eligible for the facility of fixed conveyance allowance or cost of fuel on declaration, reimbursement of hospitalisation expenses, medical aid, reimbursement of entertainment expenses, reimbursement of cost of cleansing materials, closing allowance, Digital Promotion allowance, reimbursement of cost of brief case / office bag (on confirmation), reimbursement of cost of newspapers (after completion of one year of probation), reimbursement of cost of visiting cards (on confirmation), club allowance (on confirmation), reimbursement of mobile phone bills (after completion of one year of probation), leave travel concession, transfer compensation, privilege leave, sick leave, casual leave, sabbatical leave etc., subject to the rules in force and as amended, altered or added from time to time. On confirmation and on completion of stipulated period of service, you would also be eligible for various staff loans prevailing in the Bank, including housing loan, vehicle loan, Interest free furniture loan, computer loan, overdraft, demand loan, Interest free festival advance, etc., subject to the rules in force and as amended, altered or added from time to time.

### **Learning Plan for Probationers**

During the probation period, you will be enrolled for an Internal Certification program consisting of E-learning modules, Webinar training and Periodic Assessment Tests (PATs). The detailed learning schedule, passing scores, and associated timelines will be intimated in due course by HR-Talent Development & Training Division. Your confirmation in the service of the Bank will be subject to timely and successful completion of the Internal Certification program, besides your performance ratings. Delays/failure to complete the learning schedule within specified timelines, will result in your probation getting extended. Probationers who complete the Internal Certification program within timelines, secure high performance ratings, and those who are able to secure approved external certifications during the probation period, as specified by the Bank/RBI, will be confirmed in the services of the Bank ahead of the normal probation period.

### **Probation/ Confirmation**

Your appointment will be on probation for a period of two years. The period of probation will be counted for calculating the period of permanent service and for the purpose of granting increments. The period of probation is liable to be extended, if the Officer has not satisfactorily completed the initial period of probation.

During the period of probation, if your work, health, conduct or efficiency is found not satisfactory, your service is liable to be terminated at any time giving you one month notice or by paying one months pay and allowances in lieu of notice. During the period of probation, you are not expected to involve directly or indirectly in the activities of any trade union of Officer/non- Officer Staff of the Bank or of any other Bank or of other organization.



## Joining formalities

At the time of joining the Branch/Office, you will have to submit the following papers/ certificates/ documents:

- a. Originals of SSC/SSLC/Matriculation Book/Certificate, final certificates of Graduation, final certificate and semesters / yearly marklists of Post Graduation (Qualifying Examination).The candidate should also submit the document substantiating the conversion of credit based (CGPA) system into equivalent percentage for their Post Graduate and Graduate course (if applicable) at the time of joining the Bank. These certificates (Secondary Marklist, Secondary Passing Certificate, Graduation and Post Graduation Certificate) will be kept under the custody of the Bank and will be released to the candidate on completion of 2 years of service in the Bank.
- b. Originals of all the documents, certificates and marklists of all semester examinations/ yearly examinations evidencing date of birth (Secondary Certificate) and academic/ professional qualification should be uploaded in the Fed Recruit mobile application. In case the result of any of the previous semesters/years or final semester/year examination is not published at the time of joining the Bank, a certificate to the effect that you had completed the course study and attended all the semester examinations is to be produced from the College/University at the time of joining the Bank (also should be uploaded in Fed Recruit mobile application).
- c. Statement about your medical history and a certificate of fitness for employment in the Bank, from a Doctor not below the rank of Civil Surgeon/ Chief Medical Officer of a Government Hospital, in the Bank's format (Click here to download the format:<https://bit.ly/3dUGJd6>). Medical certificate from Private Hospitals will not be accepted. You are required to produce all the medical reports, lab reports, ECG etc along with medical fitness certificate.
- d. Satisfactory discharge certificate and experience certificate from the previous employer/s, if any.
- e. A certificate about your character/conduct recently issued (within 6 months) by the Principal of the College/Institute last attended by you. Alternatively, two character certificates recently issued by Gazetted Officers/ respected persons.
- f. A declaration of fidelity & secrecy, a declaration of place of domicile and a statement of assets and liabilities, as per the format (Click here to download the format <https://bit.ly/2C2Tzsx>) .Hard copy of the documents should be submitted on the joining day.
- g. One copy of your latest passport size photograph.
- h. Self attested copies of any two of (i) PAN Card (ii) Voters ID (iii) Aadhar Card (iv) Passport and (v) Driving License(Originals needs to be produced for verification).
- i. Certificate of completion of pre-induction training programme.

As part of on-boarding process, you should submit all the necessary documents through Fed Recruit mobile application as and when you are instructed to do so.



It shall be distinctly understood that this offer of appointment is subject to your medical fitness for employment in the Bank, satisfactory background check and submission of the certificates/documents as stipulated above, to the satisfaction of the Bank. The medical reports/fitness certificate submitted by you are liable to be re-examined/scrutinized by Banks Doctor and your appointment in the Bank will be subject to your medical fitness for employment in the Bank as assessed by the Banks Doctor. You are required to undergo physical medical examination by Banks Doctor, in case the Doctor insists for a detailed medical examination, after analyzing the medical reports submitted by you. At any stage, if you are found not satisfying the eligibility norms, your candidature is liable to be cancelled without notice. Also be understood that any misrepresentation/hiding of facts in the application/personal data/any other documents/certificates is sufficient cause for termination of your service, without notice and compensation.

The offer of appointment is subject to your fulfillment of eligibility criteria stipulated by the Bank for being appointed in the Bank as Probationary Officer under campus recruitment. You are required to submit originals & copies of the marklists/certificates of all the previous years/semesters examinations at the time of joining the Bank proving that you had passed all the previous year/semester examinations at the time of campus interview and all the papers pertaining to the subsequent semester(s) should be cleared along with the result of the final year/semester examination (final year/semester examination should be cleared in the first chance itself). In case the result of any of the semester examinations/final examination is published after the campus interview, but prior to joining the Bank, you are required to submit all the semester marklists, certificates, provisional certificate etc of such examinations at the time of joining the Bank in proof of having passed the examinations with required percentage of marks along with the result of the final year/semester examination failing which, you will not be permitted to join the Bank. In case the result of any of the previous semesters/years or final semester/year examination is not published at the time of joining the Bank, a certificate to the effect that you had completed the course study and attended all the semester examinations is to be produced from the College/University at the time of joining the Bank

In your case, the minimum eligibility criteria in respect of educational qualification for being appointed in the Bank as Probationary Officer through campus recruitment is a Post-Graduation with minimum 60% marks. The minimum eligibility of 60% (for UG & PG courses) will be assessed based on the prevailing practice followed by the University/Institution. You have to submit the percentage equivalence certificate in case your University/Institution follows grading system. Also you should have passed SSC or equivalent exam, plus 2 or equivalent exam and graduation with 60% marks. In case the result of final year/semester examination is not published, you will have to submit the certificates and marklists in proof of having passed the final year/semester examination, attempted in the first chance, with required percentage of marks within a maximum period of 5 months from the date of joining the Bank in conformity with the minimum eligibility criteria in respect of educational qualification as stipulated by the Bank, failing which you are liable to be removed from the services of the Bank without any notice or communication, treating the appointment as cancelled. However, in case of willful default in submission of certificates/ marklists within the above stipulated period, even after publication of result of the qualifying examination, your service is liable to be terminated and you are liable to remit the compensation amount / notice pay.



You will be required to enroll yourself as a member of The Federal Bank Officers Medical Welfare Fund from the date of joining the Bank and deduction to the Fund at applicable rate will be made from your salary, as per the rules prevailing in the Bank at present and as amended, altered or added from time to time.

You shall contribute to the Welfare Scheme (Diya) to support the family of deceased employees of the Bank, from the date of joining the Bank and contributions to the Scheme at applicable rate will be made from your salary, as per rules prevailing in the Bank at present and as duly amended, altered or added from time to time.

You will be covered under the Defined Contributory Pension Scheme as applicable for the Bank employees in line with the National Pension System.

You will be enrolled as a member of the Group Term Assurance Plan from the date of next annual renewal of the Policy by the Bank. The eligibility for enrollment in the Scheme will be subject to the terms, conditions, exceptions etc; as applicable under Group Term Assurance Plan at that time and as amended, altered or added from time to time.

On confirmation in Bank's service, you will be entitled to all other privileges enjoyed by other permanent members of Officers cadre. You will be bound by all the conditions of service as applicable to Officers of the Bank as amended, altered or added from time to time. You will be subject to all the liabilities cast upon other permanent members of Officers cadre.

## Resignation

If you are desirous of resigning from the service during the period of probation, you should give three months notice in writing to the Bank or you would be liable to pay to the Bank three months pay and allowances in lieu of notice, at the sole discretion of the Bank. In addition to this, you should pay an amount of 50,000/- as compensation, if such resignation is within 2 years of service in the Bank. If you are desirous of resigning from the service after confirmation in the service of the Bank, you should give three months notice in writing to the Bank or you would be liable to pay to the Bank three months pay and allowances in lieu of notice, at the sole discretion of the Bank.

You are also required to pay an amount of 50,000/- as compensation amount and applicable notice pay as stated above to the Bank, if you ceased to be in the service of the Bank consequent to termination of service within 2 years of service. You are required to execute an agreement in stamp paper (which will be made available by the Bank) of appropriate value at the time of joining the Bank agreeing to the above terms and conditions of the appointment in respect of compensation amount /notice pay etc.

The compensation amount of 50,000/- mentioned above is the fair value of the minimum cost that will be incurred by the Bank if an employee quits the Bank before the stipulated minimum period of service.

## General

You are eligible to be transferred during the period of probation and also thereafter, as found expedient by the Bank at any time to any of the existing Branches/Offices in India or abroad or Subsidiaries or to the new branches/Offices/ Subsidiaries of the Bank to be opened in future.



As per the administrative requirements, Bank may allot any duties to you from time to time and your designation will accordingly be changed depending upon the nature of work. You are advised to adhere to the acceptable levels of decorum at workplace even during the online Induction/Orientation programme by way of presentable attire [business casual, smart casual, business attire] and professional etiquettes representing the image and reputation of the Bank.

You will be eligible for actual travelling expenses (subject to a maximum of 02nd AC Train fare) from your place of domicile to the place of posting.

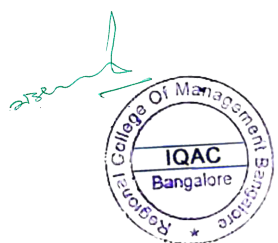
**John P J**  
**Vice President (HR)**

I, A Sai Varun,  
accept and confirm the above terms and conditions.

Place:

Date:

(Signature of the Candidate)



DIRECTOR  
REGIONAL COLLEGE OF MANAGEMENT BANGALORE  
Devanahalli, Bangalore



# Annexure

## Monthly Emoluments

<b>Particulars</b>	<b>Amount (Rs.)</b>
Basic Pay	36000.00
Special Allowance	5904.00
Dearness Allowance	14013.57
HRA (Leased Accommodation)	13500.00
Learning Allowance	600.00
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Cleansing Charges	1000.00
Newspaper #	525.00
Mobilephone Charges#	1000.00
Fuel Reimbursement(Four Wheeler)	8800.00
<b>Total</b>	<b>84992.57</b>

# after one year

@ Leased accommodation amount will be credited to Lessors account only (leased accommodation eligibility ranges from Rs.7800/- to 23000/- depending upon the place of posting. At Aluva it is 13500 /-)

\*You will be eligible for monthly conveyance allowance as follows;

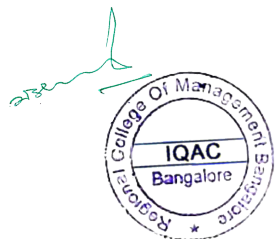
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**OR**

b) 50 litres of petrol for two- wheeler vehicle registered in your name and used by you at your workplace

**OR**

c) Fixed conveyance of 3000/-



  
DIRECTOR  
REGIONAL COLLEGE OF MANAGEMENT BANGALORE  
Devanahalli, Bangalore

## Other Allowances

<b>Allowances</b>	<b>Amount (Rs.)</b>	<b>Remarks</b>
Medical Aid	10300.00	Yearly
Closing Allowance	2600.00	Yearly
Digital Promotion	2200.00	Yearly
Vehicle Maintenance Allowance	3700.00	Yearly
Leave Encashment (Annual)	10132.93	Yearly
Cost of Brief Case/ Office Bags	4500.00	Once in 3 years
Exgratia*	36500.00	Lumpsum

\*Will vary according to the profit position of the Bank.

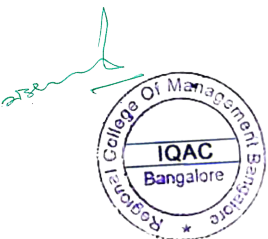
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WARNING: Computer viruses can be transmitted via email. The recipient should check this email and any attachments for the presence of viruses. The company accepts no liability for any damage caused by any virus transmitted by this email.

The Federal Bank Ltd

A handwritten signature in green ink is written above the text "DIRECTOR REGIONAL COLLEGE OF MANAGEMENT BANGALORE Devanahalli, Bangalore".

DIRECTOR  
REGIONAL COLLEGE OF MANAGEMENT BANGALORE  
Devanahalli, Bangalore

10 April 2020

## Hearty Welcome!



Dear Aashiqui Patel,

It gives us immense pleasure to formally welcome you to be a part of this great institution, which has grown tremendously over the years and looking forward to conquer new heights in the years to come. We are sure that you would definitely want to build an enduring relationship with this institution, which will in turn offer you exciting and challenging career opportunities to grow and develop yourself.

We have made necessary arrangements for your smooth induction into our system. In case you need any clarifications or support from our end, please feel free to contact us at [postings@federalbank.co.in](mailto:postings@federalbank.co.in).

The details of the offer of appointment made to you are annexed to this letter.

Wishing you all success,

Yours Sincerely,

**John P J**  
**Vice President (HR)**

To  
Mr. Aashiqui Patel  
RCM, Bangalore 562164



A handwritten signature in blue ink, likely belonging to the Director of the Regional College of Management Bangalore.

DIRECTOR  
REGIONAL COLLEGE OF MANAGEMENT BANGALORE  
Devanahalli, Bangalore

## **Offer of appointment to Ms. Gazal Sood as Probationary Officer in Scale I**

You have been selected for appointment in the Bank as Probationary Officer in Junior Management Grade in Scale I on the basis of your performance in the Campus selection process.

### **Place of Posting/ Date of Joining**

Your initial place of posting will be at Branch/Office: **Mumbai / Andheri East** situated at Ground Floor, Mariam Apartment, Opp.Gurudwara, Mahakali Caves Road, Andheri East, Mumbai-400093. You will have to join Branch/Office: Mumbai / Andheri East on 05/05/2020 after completion of the online orientation programme. The appointment will be effective from the date of joining the Branch/Office.

### **Pre Induction e-Learning & Orientation programme**

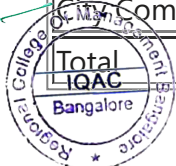
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Subsequent to this, you will have to enroll for a three day online Induction/Orientation programme conducted by Federal Knowledge & Development Centre (FKDC) starting from 22/04/2020 to 24/04/2020. The Orientation programme will be an instructor-led live online training programme, with sessions scheduled between 9.30 am and 6 pm on all the 3 days. You should be ready with a personal desktop computer/laptop/tablet with high speed data connectivity to attend the same. Further details will be intimated to you in due course by Federal Knowledge & Development Centre (FKDC). Successful completion of the online Induction/Orientation programme, by way of attendance in all sessions, satisfactory level of engagement/performance, is a pre-requisite for joining the Bank.

### **Remuneration**

You will be on a pay scale of 36000-1490 /7-46430-1740 /2-49910-1990 /7-63840 as applicable to Officers in Scale I of the Bank. The total monthly emoluments eligible to be received by an Officer in Scale I with Basic Pay 36000/- at Aluva would be as follows:

<b>Particulars</b>	<b>Amount (Rs.)</b>
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<b>Total</b>	<b>71417.57</b>



- Amount of leased accommodation will vary according to the place of posting. Those who are not availing the leased accommodation/quarters facility are eligible for HRA at the rate of 7% to 9% of Basic Pay depending upon the place of posting.
- City Compensatory Allowance (CCA)/Location allowance would be payable at specified centres and would change depending upon the place of posting. Detailed monthly emoluments /allowances is annexed.

During the period of probation/on confirmation in service, you will also be eligible for the facility of fixed conveyance allowance or cost of fuel on declaration, reimbursement of hospitalisation expenses, medical aid, reimbursement of entertainment expenses, reimbursement of cost of cleansing materials, closing allowance, Digital Promotion allowance, reimbursement of cost of brief case / office bag (on confirmation), reimbursement of cost of newspapers (after completion of one year of probation), reimbursement of cost of visiting cards (on confirmation), club allowance (on confirmation), reimbursement of mobile phone bills (after completion of one year of probation), leave travel concession, transfer compensation, privilege leave, sick leave, casual leave, sabbatical leave etc., subject to the rules in force and as amended, altered or added from time to time. On confirmation and on completion of stipulated period of service, you would also be eligible for various staff loans prevailing in the Bank, including housing loan, vehicle loan, Interest free furniture loan, computer loan, overdraft, demand loan, Interest free festival advance, etc., subject to the rules in force and as amended, altered or added from time to time.

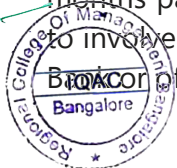
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During the probation period, you will be enrolled for an Internal Certification program consisting of E-learning modules, Webinar training and Periodic Assessment Tests (PATs). The detailed learning schedule, passing scores, and associated timelines will be intimated in due course by HR-Talent Development & Training Division. Your confirmation in the service of the Bank will be subject to timely and successful completion of the Internal Certification program, besides your performance ratings. Delays/failure to complete the learning schedule within specified timelines, will result in your probation getting extended. Probationers who complete the Internal Certification program within timelines, secure high performance ratings, and those who are able to secure approved external certifications during the probation period, as specified by the Bank/RBI, will be confirmed in the services of the Bank ahead of the normal probation period.

### **Probation/ Confirmation**

Your appointment will be on probation for a period of two years. The period of probation will be counted for calculating the period of permanent service and for the purpose of granting increments. The period of probation is liable to be extended, if the Officer has not satisfactorily completed the initial period of probation.

During the period of probation, if your work, health, conduct or efficiency is found not satisfactory, your service is liable to be terminated at any time giving you one month notice or by paying one months pay and allowances in lieu of notice. During the period of probation, you are not expected to involve directly or indirectly in the activities of any trade union of Officer/non- Officer Staff of the Bank or of any other Bank or of other organization.



## Joining formalities

At the time of joining the Branch/Office, you will have to submit the following papers/ certificates/ documents:

- a. Originals of SSC/SSLC/Matriculation Book/Certificate, final certificates of Graduation, final certificate and semesters / yearly marklists of Post Graduation (Qualifying Examination).The candidate should also submit the document substantiating the conversion of credit based (CGPA) system into equivalent percentage for their Post Graduate and Graduate course (if applicable) at the time of joining the Bank. These certificates (Secondary Marklist, Secondary Passing Certificate, Graduation and Post Graduation Certificate) will be kept under the custody of the Bank and will be released to the candidate on completion of 2 years of service in the Bank.
- b. Originals of all the documents, certificates and marklists of all semester examinations/ yearly examinations evidencing date of birth (Secondary Certificate) and academic/ professional qualification should be uploaded in the Fed Recruit mobile application. In case the result of any of the previous semesters/years or final semester/year examination is not published at the time of joining the Bank, a certificate to the effect that you had completed the course study and attended all the semester examinations is to be produced from the College/University at the time of joining the Bank (also should be uploaded in Fed Recruit mobile application).
- c. Statement about your medical history and a certificate of fitness for employment in the Bank, from a Doctor not below the rank of Civil Surgeon/ Chief Medical Officer of a Government Hospital, in the Bank's format (Click here to download the format:<https://bit.ly/3dUGJd6>). Medical certificate from Private Hospitals will not be accepted. You are required to produce all the medical reports, lab reports, ECG etc along with medical fitness certificate.
- d. Satisfactory discharge certificate and experience certificate from the previous employer/s, if any.
- e. A certificate about your character/conduct recently issued (within 6 months) by the Principal of the College/Institute last attended by you. Alternatively, two character certificates recently issued by Gazetted Officers/ respected persons.
- f. A declaration of fidelity & secrecy, a declaration of place of domicile and a statement of assets and liabilities, as per the format (Click here to download the format <https://bit.ly/2C2Tzsx>) .Hard copy of the documents should be submitted on the joining day.
- g. One copy of your latest passport size photograph.
- h. Self attested copies of any two of (i) PAN Card (ii) Voters ID (iii) Aadhar Card (iv) Passport and (v) Driving License(Originals needs to be produced for verification).
- i. Certificate of completion of pre-induction training programme.

As part of on-boarding process, you should submit all the necessary documents through Fed Recruit mobile application as and when you are instructed to do so.



It shall be distinctly understood that this offer of appointment is subject to your medical fitness for employment in the Bank, satisfactory background check and submission of the certificates/documents as stipulated above, to the satisfaction of the Bank. The medical reports/fitness certificate submitted by you are liable to be re-examined/scrutinized by Banks Doctor and your appointment in the Bank will be subject to your medical fitness for employment in the Bank as assessed by the Banks Doctor. You are required to undergo physical medical examination by Banks Doctor, in case the Doctor insists for a detailed medical examination, after analyzing the medical reports submitted by you. At any stage, if you are found not satisfying the eligibility norms, your candidature is liable to be cancelled without notice. Also be understood that any misrepresentation/hiding of facts in the application/personal data/any other documents/certificates is sufficient cause for termination of your service, without notice and compensation.

The offer of appointment is subject to your fulfillment of eligibility criteria stipulated by the Bank for being appointed in the Bank as Probationary Officer under campus recruitment. You are required to submit originals & copies of the marklists/certificates of all the previous years/semesters examinations at the time of joining the Bank proving that you had passed all the previous year/semester examinations at the time of campus interview and all the papers pertaining to the subsequent semester(s) should be cleared along with the result of the final year/semester examination (final year/semester examination should be cleared in the first chance itself). In case the result of any of the semester examinations/final examination is published after the campus interview, but prior to joining the Bank, you are required to submit all the semester marklists, certificates, provisional certificate etc of such examinations at the time of joining the Bank in proof of having passed the examinations with required percentage of marks along with the result of the final year/semester examination failing which, you will not be permitted to join the Bank. In case the result of any of the previous semesters/years or final semester/year examination is not published at the time of joining the Bank, a certificate to the effect that you had completed the course study and attended all the semester examinations is to be produced from the College/University at the time of joining the Bank

In your case, the minimum eligibility criteria in respect of educational qualification for being appointed in the Bank as Probationary Officer through campus recruitment is a Post-Graduation with minimum 60% marks. The minimum eligibility of 60% (for UG & PG courses) will be assessed based on the prevailing practice followed by the University/Institution. You have to submit the percentage equivalence certificate in case your University/Institution follows grading system. Also you should have passed SSC or equivalent exam, plus 2 or equivalent exam and graduation with 60% marks. In case the result of final year/semester examination is not published, you will have to submit the certificates and marklists in proof of having passed the final year/semester examination, attempted in the first chance, with required percentage of marks within a maximum period of 5 months from the date of joining the Bank in conformity with the minimum eligibility criteria in respect of educational qualification as stipulated by the Bank, failing which you are liable to be removed from the services of the Bank without any notice or communication, treating the appointment as cancelled. However, in case of willful default in submission of certificates/ marklists within the above stipulated period, even after publication of result of the qualifying examination, your service is liable to be terminated and you are liable to remit the compensation amount / notice pay.



  
DIRECTOR  
REGIONAL COLLEGE OF MANAGEMENT BANGALORE  
Devanahalli, Bangalore



You will be required to enroll yourself as a member of The Federal Bank Officers Medical Welfare Fund from the date of joining the Bank and deduction to the Fund at applicable rate will be made from your salary, as per the rules prevailing in the Bank at present and as amended, altered or added from time to time.

You shall contribute to the Welfare Scheme (Diya) to support the family of deceased employees of the Bank, from the date of joining the Bank and contributions to the Scheme at applicable rate will be made from your salary, as per rules prevailing in the Bank at present and as duly amended, altered or added from time to time.

You will be covered under the Defined Contributory Pension Scheme as applicable for the Bank employees in line with the National Pension System.

You will be enrolled as a member of the Group Term Assurance Plan from the date of next annual renewal of the Policy by the Bank. The eligibility for enrollment in the Scheme will be subject to the terms, conditions, exceptions etc; as applicable under Group Term Assurance Plan at that time and as amended, altered or added from time to time.

On confirmation in Bank's service, you will be entitled to all other privileges enjoyed by other permanent members of Officers cadre. You will be bound by all the conditions of service as applicable to Officers of the Bank as amended, altered or added from time to time. You will be subject to all the liabilities cast upon other permanent members of Officers cadre.

## Resignation

If you are desirous of resigning from the service during the period of probation, you should give three months notice in writing to the Bank or you would be liable to pay to the Bank three months pay and allowances in lieu of notice, at the sole discretion of the Bank. In addition to this, you should pay an amount of 50,000/- as compensation, if such resignation is within 2 years of service in the Bank. If you are desirous of resigning from the service after confirmation in the service of the Bank, you should give three months notice in writing to the Bank or you would be liable to pay to the Bank three months pay and allowances in lieu of notice, at the sole discretion of the Bank.

You are also required to pay an amount of 50,000/- as compensation amount and applicable notice pay as stated above to the Bank, if you ceased to be in the service of the Bank consequent to termination of service within 2 years of service. You are required to execute an agreement in stamp paper (which will be made available by the Bank) of appropriate value at the time of joining the Bank agreeing to the above terms and conditions of the appointment in respect of compensation amount /notice pay etc.

The compensation amount of 50,000/- mentioned above is the fair value of the minimum cost that will be incurred by the Bank if an employee quits the Bank before the stipulated minimum period of service.

## General

You are eligible to be transferred during the period of probation and also thereafter, as found expedient by the Bank at any time to any of the existing Branches/Offices in India or abroad or Subsidiaries or to the new branches/Offices/ Subsidiaries of the Bank to be opened in future.



As per the administrative requirements, Bank may allot any duties to you from time to time and your designation will accordingly be changed depending upon the nature of work. You are advised to adhere to the acceptable levels of decorum at workplace even during the online Induction/Orientation programme by way of presentable attire [business casual, smart casual, business attire] and professional etiquettes representing the image and reputation of the Bank.

You will be eligible for actual travelling expenses (subject to a maximum of 02nd AC Train fare) from your place of domicile to the place of posting.

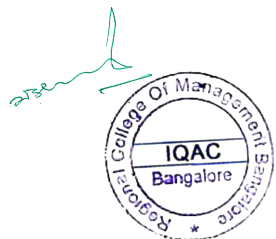
**John P J**  
**Vice President (HR)**

I, Aashiqui Patel,  
accept and confirm the above terms and conditions.

Place:

Date:

(Signature of the Candidate)



  
DIRECTOR  
REGIONAL COLLEGE OF MANAGEMENT BANGALORE  
Devanahalli, Bangalore

# Annexure

## Monthly Emoluments

<b>Particulars</b>	<b>Amount (Rs.)</b>
Basic Pay	36000.00
Special Allowance	5904.00
Dearness Allowance	14013.57
HRA (Leased Accommodation)	13500.00
Learning Allowance	600.00
City Compensatory Allowance/Location Allowance	1400.00
Entertainment Expenses	2250.00
Cleansing Charges	1000.00
Newspaper #	525.00
Mobilephone Charges#	1000.00
Fuel Reimbursement(Four Wheeler)	8800.00
<b>Total</b>	<b>84992.57</b>

# after one year

@ Leased accommodation amount will be credited to Lessors account only (leased accommodation eligibility ranges from Rs.7800/- to 23000/- depending upon the place of posting. At Aluva it is 13500 /-)

\*You will be eligible for monthly conveyance allowance as follows;

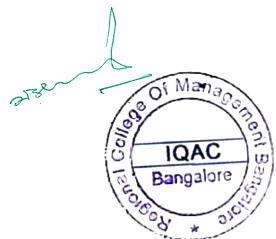
a) 80 litres of petrol/diesel for four-wheeler vehicle registered in your name and used by you at your workplace

**OR**

b) 50 litres of petrol for two- wheeler vehicle registered in your name and used by you at your workplace

**OR**

c) Fixed conveyance of 3000/-



  
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REGIONAL COLLEGE OF MANAGEMENT BANGALORE  
Devanahalli, Bangalore

## Other Allowances

<b>Allowances</b>	<b>Amount (Rs.)</b>	<b>Remarks</b>
Medical Aid	10300.00	Yearly
Closing Allowance	2600.00	Yearly
Digital Promotion	2200.00	Yearly
Vehicle Maintenance Allowance	3700.00	Yearly
Leave Encashment (Annual)	10132.93	Yearly
Cost of Brief Case/ Office Bags	4500.00	Once in 3 years
Exgratia*	36500.00	Lumpsum

\*Will vary according to the profit position of the Bank.

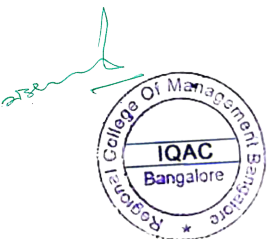
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Never reveal your ATM PIN, CVV no. printed on the reverse of the Debit card, Internet banking passwords, OTP etc. to anyone including Bank officials. Federal Bank never asks for your confidential credentials.

The information contained in this electronic message and any attachments to this message are intended for the exclusive use of the addressee(s) and may contain proprietary, confidential or privileged information. If you are not the intended recipient, you should not disseminate, distribute or copy this e-mail. Please notify the sender immediately and destroy all copies of this message and any attachments.

WARNING: Computer viruses can be transmitted via email. The recipient should check this email and any attachments for the presence of viruses. The company accepts no liability for any damage caused by any virus transmitted by this email.

The Federal Bank Ltd

A handwritten signature in green ink is written above the text "DIRECTOR REGIONAL COLLEGE OF MANAGEMENT BANGALORE Devanahalli, Bangalore".

DIRECTOR  
REGIONAL COLLEGE OF MANAGEMENT BANGALORE  
Devanahalli, Bangalore

10 April 2020

## Hearty Welcome!



Dear Abed Ali Khan,

It gives us immense pleasure to formally welcome you to be a part of this great institution, which has grown tremendously over the years and looking forward to conquer new heights in the years to come. We are sure that you would definitely want to build an enduring relationship with this institution, which will in turn offer you exciting and challenging career opportunities to grow and develop yourself.

We have made necessary arrangements for your smooth induction into our system. In case you need any clarifications or support from our end, please feel free to contact us at [postings@federalbank.co.in](mailto:postings@federalbank.co.in).

The details of the offer of appointment made to you are annexed to this letter.

Wishing you all success,

Yours Sincerely,

**John P J**  
**Vice President (HR)**

To  
Mr. Abed Ali Khan  
RCM, Bangalore 562164



A handwritten signature in blue ink, likely belonging to the Director of the Regional College of Management Bangalore.

DIRECTOR  
REGIONAL COLLEGE OF MANAGEMENT BANGALORE  
Devanahalli, Bangalore

## **Offer of appointment to Ms. Gazal Sood as Probationary Officer in Scale I**

You have been selected for appointment in the Bank as Probationary Officer in Junior Management Grade in Scale I on the basis of your performance in the Campus selection process.

### **Place of Posting/ Date of Joining**

Your initial place of posting will be at Branch/Office: **Mumbai / Andheri East** situated at Ground Floor, Mariam Apartment, Opp.Gurudwara, Mahakali Caves Road, Andheri East, Mumbai-400093. You will have to join Branch/Office: Mumbai / Andheri East on 05/05/2020 after completion of the online orientation programme. The appointment will be effective from the date of joining the Branch/Office.

### **Pre Induction e-Learning & Orientation programme**

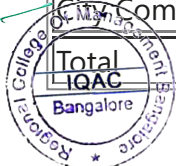
As part of continuous learning approach, Bank will be conducting a pre-induction self-learning programme which will help you to understand basic banking functions and concepts. Completing this e-learning programme is a pre-requisite for joining the Induction/Orientation programme, details of which will be intimated to you in due course by Federal Knowledge & Development Centre (FKDC).

Subsequent to this, you will have to enroll for a three day online Induction/Orientation programme conducted by Federal Knowledge & Development Centre (FKDC) starting from 22/04/2020 to 24/04/2020. The Orientation programme will be an instructor-led live online training programme, with sessions scheduled between 9.30 am and 6 pm on all the 3 days. You should be ready with a personal desktop computer/laptop/tablet with high speed data connectivity to attend the same. Further details will be intimated to you in due course by Federal Knowledge & Development Centre (FKDC). Successful completion of the online Induction/Orientation programme, by way of attendance in all sessions, satisfactory level of engagement/performance, is a pre-requisite for joining the Bank.

### **Remuneration**

You will be on a pay scale of 36000-1490 /7-46430-1740 /2-49910-1990 /7-63840 as applicable to Officers in Scale I of the Bank. The total monthly emoluments eligible to be received by an Officer in Scale I with Basic Pay 36000/- at Aluva would be as follows:

<b>Particulars</b>	<b>Amount (Rs.)</b>
Basic Pay	36000.00
Special Allowance	5904.00
Dearness Allowance	14013.57
HRA (Leased Accommodation)	13500.00
Learning Allowance	600.00
City Compensatory Allowance/Location Allowance	1400.00
<b>Total</b>	<b>71417.57</b>



- Amount of leased accommodation will vary according to the place of posting. Those who are not availing the leased accommodation/quarters facility are eligible for HRA at the rate of 7% to 9% of Basic Pay depending upon the place of posting.
- City Compensatory Allowance (CCA)/Location allowance would be payable at specified centres and would change depending upon the place of posting. Detailed monthly emoluments /allowances is annexed.

During the period of probation/on confirmation in service, you will also be eligible for the facility of fixed conveyance allowance or cost of fuel on declaration, reimbursement of hospitalisation expenses, medical aid, reimbursement of entertainment expenses, reimbursement of cost of cleansing materials, closing allowance, Digital Promotion allowance, reimbursement of cost of brief case / office bag (on confirmation), reimbursement of cost of newspapers (after completion of one year of probation), reimbursement of cost of visiting cards (on confirmation), club allowance (on confirmation), reimbursement of mobile phone bills (after completion of one year of probation), leave travel concession, transfer compensation, privilege leave, sick leave, casual leave, sabbatical leave etc., subject to the rules in force and as amended, altered or added from time to time. On confirmation and on completion of stipulated period of service, you would also be eligible for various staff loans prevailing in the Bank, including housing loan, vehicle loan, Interest free furniture loan, computer loan, overdraft, demand loan, Interest free festival advance, etc., subject to the rules in force and as amended, altered or added from time to time.

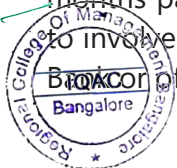
### **Learning Plan for Probationers**

During the probation period, you will be enrolled for an Internal Certification program consisting of E-learning modules, Webinar training and Periodic Assessment Tests (PATs). The detailed learning schedule, passing scores, and associated timelines will be intimated in due course by HR-Talent Development & Training Division. Your confirmation in the service of the Bank will be subject to timely and successful completion of the Internal Certification program, besides your performance ratings. Delays/failure to complete the learning schedule within specified timelines, will result in your probation getting extended. Probationers who complete the Internal Certification program within timelines, secure high performance ratings, and those who are able to secure approved external certifications during the probation period, as specified by the Bank/RBI, will be confirmed in the services of the Bank ahead of the normal probation period.

### **Probation/ Confirmation**

Your appointment will be on probation for a period of two years. The period of probation will be counted for calculating the period of permanent service and for the purpose of granting increments. The period of probation is liable to be extended, if the Officer has not satisfactorily completed the initial period of probation.

During the period of probation, if your work, health, conduct or efficiency is found not satisfactory, your service is liable to be terminated at any time giving you one month notice or by paying one months pay and allowances in lieu of notice. During the period of probation, you are not expected to involve directly or indirectly in the activities of any trade union of Officer/non- Officer Staff of the Bank or of any other Bank or of other organization.





## Joining formalities

At the time of joining the Branch/Office, you will have to submit the following papers/ certificates/ documents:

- a. Originals of SSC/SSLC/Matriculation Book/Certificate, final certificates of Graduation, final certificate and semesters / yearly marklists of Post Graduation (Qualifying Examination).The candidate should also submit the document substantiating the conversion of credit based (CGPA) system into equivalent percentage for their Post Graduate and Graduate course (if applicable) at the time of joining the Bank. These certificates (Secondary Marklist, Secondary Passing Certificate, Graduation and Post Graduation Certificate) will be kept under the custody of the Bank and will be released to the candidate on completion of 2 years of service in the Bank.
- b. Originals of all the documents, certificates and marklists of all semester examinations/ yearly examinations evidencing date of birth (Secondary Certificate) and academic/ professional qualification should be uploaded in the Fed Recruit mobile application. In case the result of any of the previous semesters/years or final semester/year examination is not published at the time of joining the Bank, a certificate to the effect that you had completed the course study and attended all the semester examinations is to be produced from the College/University at the time of joining the Bank (also should be uploaded in Fed Recruit mobile application).
- c. Statement about your medical history and a certificate of fitness for employment in the Bank, from a Doctor not below the rank of Civil Surgeon/ Chief Medical Officer of a Government Hospital, in the Bank's format (Click here to download the format:<https://bit.ly/3dUGJd6>). Medical certificate from Private Hospitals will not be accepted. You are required to produce all the medical reports, lab reports, ECG etc along with medical fitness certificate.
- d. Satisfactory discharge certificate and experience certificate from the previous employer/s, if any.
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- g. One copy of your latest passport size photograph.
- h. Self attested copies of any two of (i) PAN Card (ii) Voters ID (iii) Aadhar Card (iv) Passport and (v) Driving License(Originals needs to be produced for verification).
- i. Certificate of completion of pre-induction training programme.

As part of on-boarding process, you should submit all the necessary documents through Fed Recruit mobile application as and when you are instructed to do so.



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The offer of appointment is subject to your fulfillment of eligibility criteria stipulated by the Bank for being appointed in the Bank as Probationary Officer under campus recruitment. You are required to submit originals & copies of the marklists/certificates of all the previous years/semesters examinations at the time of joining the Bank proving that you had passed all the previous year/semester examinations at the time of campus interview and all the papers pertaining to the subsequent semester(s) should be cleared along with the result of the final year/semester examination (final year/semester examination should be cleared in the first chance itself). In case the result of any of the semester examinations/final examination is published after the campus interview, but prior to joining the Bank, you are required to submit all the semester marklists, certificates, provisional certificate etc of such examinations at the time of joining the Bank in proof of having passed the examinations with required percentage of marks along with the result of the final year/semester examination failing which, you will not be permitted to join the Bank. In case the result of any of the previous semesters/years or final semester/year examination is not published at the time of joining the Bank, a certificate to the effect that you had completed the course study and attended all the semester examinations is to be produced from the College/University at the time of joining the Bank

In your case, the minimum eligibility criteria in respect of educational qualification for being appointed in the Bank as Probationary Officer through campus recruitment is a Post-Graduation with minimum 60% marks. The minimum eligibility of 60% (for UG & PG courses) will be assessed based on the prevailing practice followed by the University/Institution. You have to submit the percentage equivalence certificate in case your University/Institution follows grading system. Also you should have passed SSC or equivalent exam, plus 2 or equivalent exam and graduation with 60% marks. In case the result of final year/semester examination is not published, you will have to submit the certificates and marklists in proof of having passed the final year/semester examination, attempted in the first chance, with required percentage of marks within a maximum period of 5 months from the date of joining the Bank in conformity with the minimum eligibility criteria in respect of educational qualification as stipulated by the Bank, failing which you are liable to be removed from the services of the Bank without any notice or communication, treating the appointment as cancelled. However, in case of willful default in submission of certificates/ marklists within the above stipulated period, even after publication of result of the qualifying examination, your service is liable to be terminated and you are liable to remit the compensation amount / notice pay.



  
DIRECTOR  
REGIONAL COLLEGE OF MANAGEMENT BANGALORE  
Devanahalli, Bangalore

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## Resignation

If you are desirous of resigning from the service during the period of probation, you should give three months notice in writing to the Bank or you would be liable to pay to the Bank three months pay and allowances in lieu of notice, at the sole discretion of the Bank. In addition to this, you should pay an amount of 50,000/- as compensation, if such resignation is within 2 years of service in the Bank. If you are desirous of resigning from the service after confirmation in the service of the Bank, you should give three months notice in writing to the Bank or you would be liable to pay to the Bank three months pay and allowances in lieu of notice, at the sole discretion of the Bank.

You are also required to pay an amount of 50,000/- as compensation amount and applicable notice pay as stated above to the Bank, if you ceased to be in the service of the Bank consequent to termination of service within 2 years of service. You are required to execute an agreement in stamp paper (which will be made available by the Bank) of appropriate value at the time of joining the Bank agreeing to the above terms and conditions of the appointment in respect of compensation amount /notice pay etc.

The compensation amount of 50,000/- mentioned above is the fair value of the minimum cost that will be incurred by the Bank if an employee quits the Bank before the stipulated minimum period of service.

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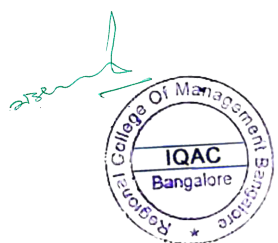
**John P J**  
**Vice President (HR)**

I, Abed Ali Khan,  
accept and confirm the above terms and conditions.

Place:

Date:

(Signature of the Candidate)



DIRECTOR  
REGIONAL COLLEGE OF MANAGEMENT BANGALORE  
Devanahalli, Bangalore

# Annexure

## Monthly Emoluments

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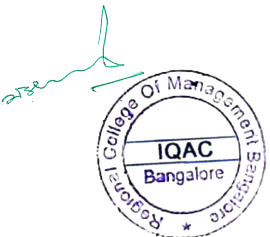
a) 80 litres of petrol/diesel for four-wheeler vehicle registered in your name and used by you at your workplace

**OR**

b) 50 litres of petrol for two- wheeler vehicle registered in your name and used by you at your workplace

**OR**

c) Fixed conveyance of 3000/-



  
DIRECTOR  
REGIONAL COLLEGE OF MANAGEMENT BANGALORE  
Devanahalli, Bangalore

## Other Allowances

<b>Allowances</b>	<b>Amount (Rs.)</b>	<b>Remarks</b>
Medical Aid	10300.00	Yearly
Closing Allowance	2600.00	Yearly
Digital Promotion	2200.00	Yearly
Vehicle Maintenance Allowance	3700.00	Yearly
Leave Encashment (Annual)	10132.93	Yearly
Cost of Brief Case/ Office Bags	4500.00	Once in 3 years
Exgratia*	36500.00	Lumpsum

\*Will vary according to the profit position of the Bank.

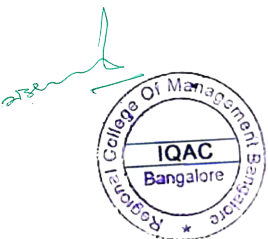
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Never reveal your ATM PIN, CVV no. printed on the reverse of the Debit card, Internet banking passwords, OTP etc. to anyone including Bank officials. Federal Bank never asks for your confidential credentials.

The information contained in this electronic message and any attachments to this message are intended for the exclusive use of the addressee(s) and may contain proprietary, confidential or privileged information. If you are not the intended recipient, you should not disseminate, distribute or copy this e-mail. Please notify the sender immediately and destroy all copies of this message and any attachments.

WARNING: Computer viruses can be transmitted via email. The recipient should check this email and any attachments for the presence of viruses. The company accepts no liability for any damage caused by any virus transmitted by this email.

The Federal Bank Ltd



DIRECTOR  
REGIONAL COLLEGE OF MANAGEMENT BANGALORE  
Devanahalli, Bangalore

Date: 25<sup>th</sup> Feb 2020

**Letter of Intent**

Dear **Abhilash N G,**

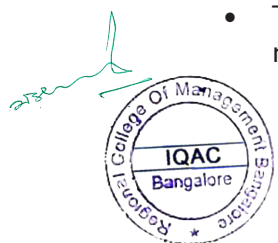
Thank you for participating in our selection process. We are pleased to offer you the position of '**Client Acquisition Manager**' on the following terms and conditions:

**1. Your Posting will be at CAPITALVIA GLOBAL RESEARCH LIMITED, Indore post your final semester exam which will be communicated to you by the Company.**

**2. Your compensation on a cost to company basis will be Rs.303,160 (Details of which you can find below).**

<b>Client Acquisition Manger</b>		
<b>Grade: O-3</b>	<b>Level: Senior Officer</b>	<b>Band: B-1</b>
<b>Details Of Remuneration</b>		<b>Annual G Amount (INR)</b>
Basic (Includes Employee's PF Contribution)		120,000
HRA		48,000
Performance Allowance		28,200
Other Allowance		85,800
<b>Gross Salary</b>		<b>282,000</b>
Employer's Contribution for PF		14,400
Employer's Contribution for Health Insurance		1,000
Gratuity (As per Act)		5,760
<b>CTC</b>		<b>303,160</b>

- **CTC of Rs.1,54,402/- during initial period of 3 months from Date of Joining and thereafter the above-mentioned CTC will be applicable.**
- Performance Allowance is based on the achievement of your respective Goals will be paid on monthly basis.
- The service agreement will be of 1 Year with training cost of Rs. 75,000; duly recoverable in case of not completing the set tenure.



  
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 Devanahalli, Bangalore



- The notice period applicable to you would be **1 Month**.
3. This appointment will be subject to you being found medically fit.
  4. This appointment stands valid subject to your provided information about yourself, work-ex, Marks & qualifications.
  5. This Company shall have the rights to terminate your service without notice and without assigning any reason thereof, if the information given by you at the time of interview or in the application form is found to be incorrect, or in case of any serious misconduct.
  6. You will be required to produce your original certificates/ documents and submit photocopies of your Pan Card, Driving License, Medical Clearance Certificate, Mark sheets, Permanent Address Proof, Local Address Proof, work-ex certificate, last 3 months Salary Slip while collecting your appointment Letter.
  7. Kindly confirm your acceptance of this offer by signing and returning a copy of this letter by **28<sup>th</sup> Feb 2020**, henceforth, the offer will be forfeited.

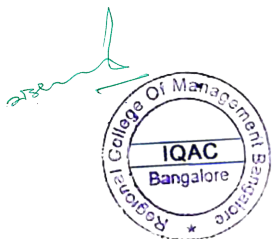
We look forward to your joining our team for a long, successful and pleasant association.

Regards,

**Gaurav Garg**

**Head - HR**

**CapitalVia Global Research Limited**



A handwritten signature in green ink is positioned above the text "DIRECTOR REGIONAL COLLEGE OF MANAGEMENT BANGALORE Devanahalli, Bangalore".



Date: 27 May, 2020

**Subject: Offer of Employment**

Dear Abhinaya R

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.

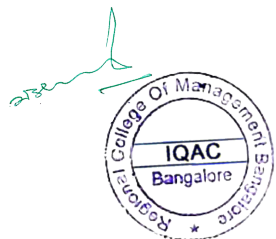
A detailed Compensation structure is enclosed here with (Annexure1) for your reference. An appointment letter along with the terms and conditions of employment will be issued to you after joining. **Your joining will be subject to your successful clearance of On-boarding Assessment post your pre-joining 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, appearing to read "Sushil".

**Sushil Chander**  
**Vice President – Human Resources**

A handwritten signature in green ink, appearing to read "Sushil".

DIRECTOR  
REGIONAL COLLEGE OF MANAGEMENT BANGALORE  
Devanahalli, Bangalore

**Annexure 1**

**Date:** 27 May, 2020

**Name:** Abhinaya R

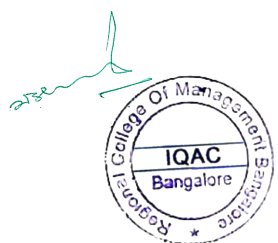
**Designation:** Executive Trainee

**Band:** J2

<b>CTC STRUCTURE</b>		
<b>Components</b>	<b>Per Annum</b>	<b>Per Month</b>
<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  
 Mediclaim: INR2,00,000 for self and dependents



  
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 Devanahalli, Bangalore



Date: 27 May, 2020

**Subject: Offer of Employment**

Dear Abhishek Raj

Heartiest Congratulations to you!

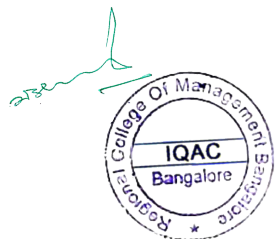
HDFC Life is delighted to offer you the full-time position of Executive Trainee in our contingent upon your successful clearance of MBA/Post Graduate examination.

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**

**Sushil Chander**  
**Vice President – Human Resources**



DIRECTOR  
REGIONAL COLLEGE OF MANAGEMENT BANGALORE  
Devanahalli, Bangalore

**Annexure 1**

**Date:** 27 May, 2020

**Name:** Abhishek Raj

**Designation:** Executive Trainee

**Band:** J2

<b>CTC STRUCTURE</b>		
<b>Components</b>	<b>Per Annum</b>	<b>Per Month</b>
<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

Mediclaim: INR2,00,000 for self and dependents





Date: 27 May, 2020

**Subject: Offer of Employment**

Dear Abu Hysum Damudi

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.

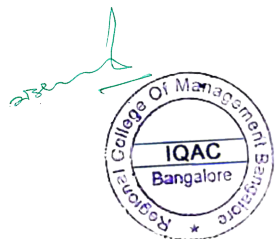
A detailed Compensation structure is enclosed here with (Annexure1) for your reference. An appointment letter along with the terms and conditions of employment will be issued to you after joining. **Your joining will be subject to your successful clearance of On-boarding Assessment post your pre-joining 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, appearing to read "Sushil".

**Sushil Chander**  
**Vice President – Human Resources**

A handwritten signature in green ink, appearing to read "Sushil".

DIRECTOR  
REGIONAL COLLEGE OF MANAGEMENT BANGALORE  
Devanahalli, Bangalore

### Annexure 1

**Date:** 27 May, 2020

**Name:** Abu Hysum Damudi

**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  
 Mediclaim: INR2,00,000 for self and dependents







## Private and Confidential

05-02-2020

Adarsh K J

### Offer Letter

Dear Adarsh K J

We are glad to offer you the position of “**Sr. Executive Corporate Sales**” at our **Bangalore** Office, on the following terms and conditions.

You will be reporting to **Mr. Cassius Cleetus** in this role.

Your date of appointment will be 17.02 2020 This offer is valid for a week from the date of Issue.

We are pleased to inform you that your starting salary would be as per the Annexure – 1.

#### 1. Emoluments & Benefits

##### **1.1. Compensation**

Your annual Cost-to-Company (CTC) would be INR. 4,30,000/- (Rupees Four lakhs thirty Lakhs Only). The details of your remuneration are as detailed in Annexure -1. Your annual emolument will be inclusive of Employer’s contribution to provident fund. Income tax and statutory deductions are applicable as per law in India and to be borne by the employee.

##### **1.2. Leave**




**1.2.1.** You will be entitled to 22 earned leaves (EL) (prorated from the Date of joining) and 12 Sick Leaves (prorated from date of joining).

**1.2.2.** Apart from these you will have 8 national holidays and 2 restricted holidays.

**1.2.3.** The Company’s leave year runs from 1st Jan to 31st Dec and run in conjunction with the company accounting period. If your employment has commenced or terminates part way through the leave year, your entitlement to leave during that year will be assessed on a pro rata

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#1722, 1<sup>ST</sup> Floor, 19<sup>TH</sup> Main,  
Opp. Nagarjuna Green Ridge Apartment,  
S.R. Layout, Sector-2,  
Bangalore - 560102

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 [hello@fancymonk.com](mailto:hello@fancymonk.com)  
 +91 - 973 968 4336



  
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basis. Deductions from final salary due to you on separation of employment will be made in respect of any holidays taken in excess of entitlement.

## **2. Employment Terms and conditions**

### **2.1. Hours of work**

**2.1.1.** Your normal hours of work are from 10:00 am to 7:00 pm, Monday to Saturdays, excluding public holidays. You may be required to work additional time based on business requirements. It may not always be possible to give you notice of such a requirement.

**2.1.2.** You will be required to comply with any time keeping or record-keeping scheme existing or to be introduced by the Company.

### **2.2. Probation period**

You will be on probation for an initial period of 3 months. Your performance and suitability for continued employment will be assessed by the end of the probation period.

### **2.3. Transfer**

You will initially be posted at **Bangalore**. However, the Company may at its sole discretion, transfer or assign you to work any time from one job to another, from one post to another, from one department/section to another, owned, operated or managed by the company, or any of its associated companies in India or abroad. On such transfer you will be governed by the terms and conditions of service applicable to your category of employees in the establishment to which you are transferred.

### **2.4. Exclusiveness**

You will be in the exclusive employment of the company and will not engage yourself alone or in company with any other person in any work or business similar to, or directly in conflict with, interests of the company in any manner.

### **2.5. Retirement**

You will automatically retire from the services of the company on attaining 65 years of age unless the management gives an extension in writing. For this purpose, the official record of your date of birth available with the company will be treated as conclusive proof of your age.


### **2.6. Termination of Service**




Your employment can be terminated with a two months' notice from either side, on completion of probation. During probation, the notice period for separation will be one month from either side.

### **2.7. Background Verification**

The offer or employment is contingent upon successful completion of all paperwork such as references, employment verification and a background check. Your services shall be terminated

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Bangalore - 560102

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 [hello@fancymonk.com](mailto:hello@fancymonk.com)  
 +91 - 973 968 4336



  
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Devanahalli, Bangalore



without notice, if at any time you have been found to have concealed any material information or have given any false details.

**2.8. Start and continuity**

Your employment is confirmed with **Fancymonk Technologies located at #1722, First Floor, 19th Main Road, Sector-2, HSR Layout, Bengaluru 560102.**

You shall be governed by service conditions, at all times, **Fancymonk Technologies Pvt. Ltd.**, may have in force from time to time. You will also carry out and abide by any instructions, office orders and policies and processes issued by the Management from time to time and the same will be deemed to be a part of your employment service conditions.

Upon joining us you will have to sign the non-competition and non-disclosure agreements of the company.

You are requested to sign and return the copy of this letter as acceptance by **14-02-2020.**

Once you accept the offer, details on documents to be submitted will be intimated to you, a week prior to your joining.

We extend a warm welcome and look forward for you to have a successful association with **Fancymonk Technologies Pvt. Ltd.**

Yours Sincerely,

For

**Fancymonk Technologies Pvt. Ltd.**

Accepted




Signature

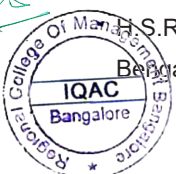
Date:

Place:

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Devanahalli, Bangalore



ANNEXURE- I

Name: Adarsh K J

Designation: Sr. Executive Corporate Sales

Sr. No	Salary Components	Per Month salary (INR)	Per Annum salary (INR)
<b>A</b>			
1	Basic + DA	15000	180000
2	House Rent Allowance	7500	90000
3	Other Allowance	2500	30000
	<b>Total</b>	<b>25000</b>	<b>300000</b>
1	Professional Tax Deduction	200	2400
2	PF Employer Contribution Deduction	1800	21600
	<b>Total</b>	<b>2000</b>	<b>24000</b>
<b>B</b>			
1	Incentives	<b>10,834</b>	<b>1,30,008</b>
	<b>Total Annual CTC (A+B)</b>	<b>35,834</b>	<b>4,30,000</b>

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Opp. Nagarjuna Green Ridge Apartment,  
H.S.R. Layout, Sector-2,  
Bangalore - 560102



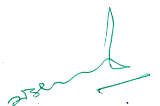
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DIRECTOR  
REGIONAL COLLEGE OF MANAGEMENT BANGALORE  
Devanahalli, Bangalore



30-Mar-2020

Aditya Kumar S

RCM, Bangalore 562164

Dear Aditya Kumar S,

**Letter of Appointment**

With reference to our recent discussions regarding your possible employment with **Care Health Insurance Limited**, hereafter referred to as the Company, we are pleased to offer you the position of **Agency Manager** on the following terms and conditions defined herein:

- 1. Date of Joining:** Your appointment will be effective from **30-Mar-2020** or any other date mutually agreed upon in writing.
- 2. Place of work:** Your place of work is **Bangalore - OTC Road**. Your place of work may be changed to any other location within India / any group Company, as directed by the Company from time to time. In addition, in performance of your duties for the company, you may be required to travel within and/or outside.
- 3. Reporting:** You will report to **Associate Regional Business Head - Agency** or any other designate person as specified by the Company from time to time.
- 4. Remuneration:** Your annual compensation package on a Total Fixed Cost (TFC) basis is **Rs. 350000 (Rupees Three Lakh(s) Fifty Thousand Only)**. This amount will include basic salary, taxable and non-taxable allowances & benefits, and other payments, payable as per the designate acts. Annexure 1 provides your compensation break-up, as per the applicable Compensation Structure.
- 5. Medical:** You may be required to undergo medical examination by a Company appointed medical practitioner as and when directed by the Company and to comply with rules and instructions in the matter. Your services may be terminated without notice if the Company considers you unsuitable for retention in service on medical grounds.

**Care Health Insurance Limited**  
(Formerly Religare Health Insurance Company Limited)  
Regd. Office: 5th Floor, 19 Chawla House, Nehru Place, New Delhi-110019  
Corp. Office: Vipul Tech Square, Tower C, 3rd Floor, Gold Course Road,  
Sector-43, Gurugram -122009 (Haryana)  
IRDAI Regn. No. 148 | CIN: U66000DL2007PLC161503

REACH US @		
		Self Help Portal: <a href="http://www.careinsurance.com/self-help-portal.html">www.careinsurance.com/self-help-portal.html</a>
Care Health- Customer App	WhatsApp 8860402452	Submit Your Queries/Requests: <a href="http://www.careinsurance.com/contact-us.html">www.careinsurance.com/contact-us.html</a>



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subsidiary of the Company) and you (and/or your family) during the period of your employment with the Company and for a period of 12 months after cessation of your employment.

**14. Company Policies:** You will be governed by the Company's policies, as applicable at your grade. The Company reserves the right to amend the policies from time to time. You are advised to keep yourself updated on these policies which are available online.

**15. Return of Company Property:** You shall promptly upon request by the Company and in any event upon the termination of your employment deliver to the Company all monies, securities, other properties belonging to the company, all lists of clients or customers, correspondence and all other documents, papers and records in whatever form including but not limited to electronically held data containing or referring to any trade secrets or confidential information concerning the business of the Company and any Group Company which may have been prepared by you or come into your possession, custody or control in the course of your employment including any prior employment with any Group Company. You shall not keep any copies of these items.

**16. Monitoring Policy:** As per Company Policy, telephone conversations of employees may be recorded and monitored for the purpose of creating record of transactions, and for compliance purposes. Any recordings will be stored securely, and will not be disclosed outside the group companies, except as required by law.

Further please note that the emails sent to you and by you may be monitored, from time to time, for the purposes of identifying any non-compliance with company policies, or applicable laws.

Any data of customers, partners, employee or company contact data is strictly prohibited for circulation to anyone outside the Company and also you should restrain the circulation of data even for internal purpose except to the concerned employees of the Company.

If such monitoring discloses any breaches of any law or company policies disciplinary action may follow, including termination from the employment.

During Employment or cessation of your employment you cannot share any such data of the company pertaining to its customers, partners, employees, sensitive information

**17. Intellectual Property:** Subject to any relevant legislation, if at any time in the course of your employment you make or discover or participate in the making or discovery of any letters patent, trademarks, service marks, designs, copyrights, inventions, drawings, computer programs, know-how and rights of like nature however arising and whether registered or unregistered ("intellectual property") relating to or capable of being used in the Company (and of any other relevant Group Company, affiliate and/ or business associate of the Company) you shall immediately disclose full details thereof to the Company and, at the request and expense of the Company, you shall do all things which may be necessary or desirable for obtaining appropriate forms of protection for such intellectual property in such parts of the world as may be specified by the Company and for vesting all rights in the same in the Company or its nominee.

All rights and obligations under this paragraph in respect of intellectual property made or discovered by you during your employment shall continue in full force and effect after the termination of your employment and shall be binding upon your personal representatives

The employee shall not disclose to anyone, directly or indirectly, except when the duties may require, during subsequent to the term of employment, any trade secret or confidential information regarding Company's business. Trade Secrets and Confidential information for this purpose shall include, but not limited to product





information, process information, customer lists, employee details, company policies and procedures and financial information (including results, budgets and other financial plans and systems).

**18. Notice Period:** In case either the employer or the employee wishes to terminate the employment contract, a notice of 90 days should be served in writing by the party who wishes to terminate the contract to the other party. The Company depending on the business context and its sole discretion may allow you to pay the equivalent of the Total Fixed Cost (TFC) (*excluding gratuity and GMC if applicable*) amount in lieu of any period and / or adjust notice period against your leave balance subject to satisfactory handing over of the charges to your superior.

Notice period during probation would be 7 days or equivalent of the TFC (*excluding gratuity*) in lieu of notice.

**19. Termination:** 1. If any time during the course of your employment it is found that you have made a false or an incomplete declaration as regards to your qualifications/ experience and other details, your appointment will be treated void *ab initio* and you shall cease to be on the rolls of the company with immediate effect. In that case you shall not be entitled to any notice period or payment in lieu thereof.

2. If any time during the course of your employment, it is found that you have:

- a. committed any act of gross misconduct; or
- b. committed any serious breach or repeated or continued a material breach of the terms of your employment; or
- c. been guilty of conduct tending to bring yourself or the company into disrepute; or
- d. been convicted of a criminal offence, other than a road traffic offence for which you are not sentenced to a term of imprisonment whether immediate or suspended; or
- e. become bankrupt or made any arrangement or composition with or for the benefit of your creditors; or
- f. cease to hold the qualifications necessary for you to carry out your work with the company; or
- g. been found in an act of moral turpitude or having indulged in violations laws as applicable in general to the Company; or
- h. been absent for a continuous period of 14 days (including absence when leave though applied for, is not granted or when you overstay period of sanctioned leave by 14 days) ; or
- i. provided false, inaccurate or incomplete information to the company regarding your background and/or previous employment.
- j. been found inefficient or lower performer as compared to other employees of your category.

In all such aforementioned cases you shall not be entitled to any notice period or payment in lieu thereof.

**20. Performance Monitoring:** You are required to deliver performance up to the expected levels as per the targets entrusted to you by reporting officer from time to time. In case your performance is not found to be satisfactory, you will be put under an appropriate Performance Improvement Plan. In case your performance does not improve even after you are put on such plan, the Company will review the matter of continuance of your employment and take appropriate action, including but not limited to termination.



**21. Non Solicitation:** You shall not at any time during the term of your employment with the Company or thereafter for a period of six months after cessation of your employment, directly or indirectly solicit the Company's (and any other relevant Group Company's, affiliate's and/ or any subsidiary of the Company) personnel to leave the employment of the Company (and any other relevant Group Company's, affiliate's and/ or any subsidiary of the Company) or apply for employment with any third party or encourage such personnel of the Company (and any other relevant Group Company's, affiliate's and/ or any subsidiary of the Company) to take any action or inaction that may adversely impact the performance or reputation of the Company (and any other relevant Group Company's, affiliate's and/ or any subsidiary of the Company) of its obligations under this Letter of Appointment and / or any other contract or adversely impact the ability of the Company (and any other relevant Group Company's, affiliate's and/ or any subsidiary of the Company) to carry out its normal business activities.

**22. Others:** 1. It will be obligatory on your part to ensure compliance to the applicable statutes, regulations and requirements laid down by the Company, JV partners various regulatory and statutory bodies.

2. In the event of you being found acting in breach of your terms of appointment or indulged in an act of misconduct or an act that has brought disrepute to the organization, you shall render yourself liable for a disciplinary action as per the rules as applicable.

3. Clause headings do not form part or affect the interpretation of this letter of appointment.

**23. Joining Formalities:** As part of the joining formalities, you are requested to bring the following documents with you on the day of joining:

1. 3 Passport size photographs on red background (for branch offices red is not mandatory).
2. Copies of all years mark sheets of the highest qualification/Degree certificate
3. Copy of previous employer Salary Slip
4. Copy of Relieving Letter / Endorsed Resignation letter.
5. Copy of Address proof (any one) :-Ration Card/ Utility Bills/ Driving License/ Passport/ Affidavit
6. Copy of PAN Card
7. Copy of AADHAR Card

We take this opportunity to congratulate you on your selection and look forward to a long and mutually beneficial professional association.

For **Care Health Insurance Limited**  
(formerly known as Religare Health Insurance Company Limited)

*Rashi*

**Rashi Ramani**  
Head - Talent Acquisition & Talent Management

Accepted and Agreed by  
**Aditya Kumar S**

*Aditya*  
DIRECTOR  
REGIONAL COLLEGE OF MANAGEMENT BANGALORE  
Devanahalli, Bangalore



**Annexure: 1**

	<b>Per Annum</b>	<b>Per Month</b>
<b>BASIC</b>	180000	15000
<b>ALLOWANCES</b>		
House Rent Allowance	90000	7500
Education Allowance	19692	1641
<b><u>MONTHLY GROSS *</u></b>		<b>25695</b>
<b><u>BENEFITS:CONTRIBUTION BY ORGANISATION</u></b>		
Statutory Bonus	18648	1554
Provident Fund	21600	1800
Gratuity	8664	722
GMC	11400	950
<b>TOTAL FIXED COST(TFC)</b>	<b>350004</b>	

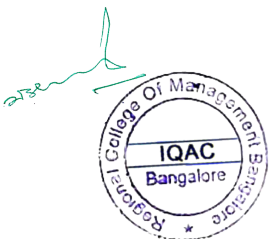
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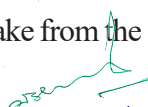
**\* The following amount will be deducted from your monthly gross as your contribution towards statutory benefits  
PF - 1800**

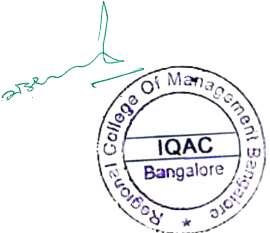
**\*\* Leave Travel Allowance or Medical Allowance (if applicable) will be paid as monthly components**

**\*\*\* Gratuity (if applicable) - As per Gratuity Act, payable only after completion of 5 continuous years of service in organization.**

- **Participation in Incentive/Bonus Schemes** You are eligible to participate in the Company's Annual Incentive/Bonus Plan subject to the terms and conditions of such Plan and any amendments as may be made from time to time.
- **Deductions** The Company may during your employment, or on termination for whatever reason, deduct from your remuneration any monies due from you to the Company including but not limited to:
  - Any overpayment of salary or expenses or payment made to you by mistake or misrepresentation; and/or
  - Any outstanding loans or advances made to you by the Company; and/or
  - Amounts equal in sum to the amount of any secret/illegitimate profits that you make from the Company's business/interests; and/or
  - Any debt owed by you to the Company; and/or
  - Any other deductions permitted under applicable law including Tax.



  
 DIRECTOR  
 REGIONAL COLLEGE OF MANAGEMENT BANGALORE  
 Devanahalli, Bangalore



  
DIRECTOR  
REGIONAL COLLEGE OF MANAGEMENT BANGALORE  
Devanahalli, Bangalore



**Private and Confidential**

05-02-2020

**Aishwarya A**

**Offer Letter**

Dear Aishwarya A

We are glad to offer you the position of “**Sr. Executive Corporate Sales**” at our **Bangalore** Office, on the following terms and conditions.

You will be reporting to **Mr. Cassius Cleetus** in this role.

Your date of appointment will be 17.02 2020 This offer is valid for a week from the date of Issue.

We are pleased to inform you that your starting salary would be as per the Annexure – 1.

**1. Emoluments & Benefits**

**1.1. Compensation**

Your annual Cost-to-Company (CTC) would be INR. 4,30,000/- (Rupees Four lakhs thirty Lakhs Only). The details of your remuneration are as detailed in Annexure -1. Your annual emolument will be inclusive of Employer’s contribution to provident fund. Income tax and statutory deductions are applicable as per law in India and to be borne by the employee.

**1.2. Leave**




**1.2.1.** You will be entitled to 22 earned leaves (EL) (prorated from the Date of joining) and 12 Sick Leaves (prorated from date of joining).

**1.2.2.** Apart from these you will have 8 national holidays and 2 restricted holidays.

**1.2.3.** The Company’s leave year runs from 1st Jan to 31st Dec and run in conjunction with the company accounting period. If your employment has commenced or terminates part way through the leave year, your entitlement to leave during that year will be assessed on a pro rata

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basis. Deductions from final salary due to you on separation of employment will be made in respect of any holidays taken in excess of entitlement.

## **2. Employment Terms and conditions**

### **2.1. Hours of work**

**2.1.1.** Your normal hours of work are from 10:00 am to 7:00 pm, Monday to Saturdays, excluding public holidays. You may be required to work additional time based on business requirements. It may not always be possible to give you notice of such a requirement.

**2.1.2.** You will be required to comply with any time keeping or record-keeping scheme existing or to be introduced by the Company.

### **2.2. Probation period**

You will be on probation for an initial period of 3 months. Your performance and suitability for continued employment will be assessed by the end of the probation period.

### **2.3. Transfer**

You will initially be posted at **Bangalore**. However, the Company may at its sole discretion, transfer or assign you to work any time from one job to another, from one post to another, from one department/section to another, owned, operated or managed by the company, or any of its associated companies in India or abroad. On such transfer you will be governed by the terms and conditions of service applicable to your category of employees in the establishment to which you are transferred.

### **2.4. Exclusiveness**

You will be in the exclusive employment of the company and will not engage yourself alone or in company with any other person in any work or business similar to, or directly in conflict with, interests of the company in any manner.

### **2.5. Retirement**

You will automatically retire from the services of the company on attaining 65 years of age unless the management gives an extension in writing. For this purpose, the official record of your date of birth available with the company will be treated as conclusive proof of your age.

### **2.6. Termination of Service**

Your employment can be terminated with a two months' notice from either side, on completion of probation. During probation, the notice period for separation will be one month from either side.

### **2.7. Background Verification**

The offer or employment is contingent upon successful completion of all paperwork such as references, employment verification and a background check. Your services shall be terminated

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without notice, if at any time you have been found to have concealed any material information or have given any false details.

**2.8. Start and continuity**

Your employment is confirmed with **Fancymonk Technologies located at #1722, First Floor, 19th Main Road, Sector-2, HSR Layout, Bengaluru 560102.**

You shall be governed by service conditions, at all times, **Fancymonk Technologies Pvt. Ltd.**, may have in force from time to time. You will also carry out and abide by any instructions, office orders and policies and processes issued by the Management from time to time and the same will be deemed to be a part of your employment service conditions.

Upon joining us you will have to sign the non-competition and non-disclosure agreements of the company.

You are requested to sign and return the copy of this letter as acceptance by **14-02-2020.**

Once you accept the offer, details on documents to be submitted will be intimated to you, a week prior to your joining.

We extend a warm welcome and look forward for you to have a successful association with **Fancymonk Technologies Pvt. Ltd.**

Yours Sincerely,

For

**Fancymonk Technologies Pvt. Ltd.**

Accepted




Signature

Date:

Place:

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Devanahalli, Bangalore



ANNEXURE- I

Name: Aishwarya A

Designation: Sr. Executive Corporate Sales

Sr. No	Salary Components	Per Month salary (INR)	Per Annum salary (INR)
<b>A</b>			
1	Basic + DA	15000	180000
2	House Rent Allowance	7500	90000
3	Other Allowance	2500	30000
	<b>Total</b>	<b>25000</b>	<b>300000</b>
1	Professional Tax Deduction	200	2400
2	PF Employer Contribution Deduction	1800	21600
	<b>Total</b>	<b>2000</b>	<b>24000</b>
<b>B</b>			
1	Incentives	<b>10,834</b>	<b>1,30,008</b>
	<b>Total Annual CTC (A+B)</b>	<b>35,834</b>	<b>4,30,000</b>

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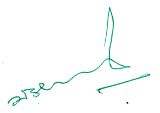
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05-02-2020

**Akansha Sinha**

### Offer Letter

Dear **Akansha Sinha**

We are glad to offer you the position of “**Sr. Executive Corporate Sales**” at our **Bangalore** Office, on the following terms and conditions.

You will be reporting to **Mr. Cassius Cleetus** in this role.

Your date of appointment will be 17.02 2020 This offer is valid for a week from the date of Issue.

We are pleased to inform you that your starting salary would be as per the Annexure – 1.

#### 1. Emoluments & Benefits

##### **1.1. Compensation**

Your annual Cost-to-Company (CTC) would be INR. 4,30,000/- (Rupees Four lakhs thirty Lakhs Only). The details of your remuneration are as detailed in Annexure -1. Your annual emolument will be inclusive of Employer’s contribution to provident fund. Income tax and statutory deductions are applicable as per law in India and to be borne by the employee.

##### **1.2. Leave**




**1.2.1.** You will be entitled to 22 earned leaves (EL) (prorated from the Date of joining) and 12 Sick Leaves (prorated from date of joining).

**1.2.2.** Apart from these you will have 8 national holidays and 2 restricted holidays.

**1.2.3.** The Company’s leave year runs from 1st Jan to 31st Dec and run in conjunction with the company accounting period. If your employment has commenced or terminates part way through the leave year, your entitlement to leave during that year will be assessed on a pro rata

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basis. Deductions from final salary due to you on separation of employment will be made in respect of any holidays taken in excess of entitlement.

## **2. Employment Terms and conditions**

### **2.1. Hours of work**

**2.1.1.** Your normal hours of work are from 10:00 am to 7:00 pm, Monday to Saturdays, excluding public holidays. You may be required to work additional time based on business requirements. It may not always be possible to give you notice of such a requirement.

**2.1.2.** You will be required to comply with any time keeping or record-keeping scheme existing or to be introduced by the Company.

### **2.2. Probation period**

You will be on probation for an initial period of 3 months. Your performance and suitability for continued employment will be assessed by the end of the probation period.

### **2.3. Transfer**

You will initially be posted at **Bangalore**. However, the Company may at its sole discretion, transfer or assign you to work any time from one job to another, from one post to another, from one department/section to another, owned, operated or managed by the company, or any of its associated companies in India or abroad. On such transfer you will be governed by the terms and conditions of service applicable to your category of employees in the establishment to which you are transferred.

### **2.4. Exclusiveness**

You will be in the exclusive employment of the company and will not engage yourself alone or in company with any other person in any work or business similar to, or directly in conflict with, interests of the company in any manner.

### **2.5. Retirement**

You will automatically retire from the services of the company on attaining 65 years of age unless the management gives an extension in writing. For this purpose, the official record of your date of birth available with the company will be treated as conclusive proof of your age.


### **2.6. Termination of Service**




Your employment can be terminated with a two months' notice from either side, on completion of probation. During probation, the notice period for separation will be one month from either side.

### **2.7. Background Verification**

The offer or employment is contingent upon successful completion of all paperwork such as references, employment verification and a background check. Your services shall be terminated

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without notice, if at any time you have been found to have concealed any material information or have given any false details.

**2.8. Start and continuity**

Your employment is confirmed with **Fancymonk Technologies located at #1722, First Floor, 19th Main Road, Sector-2, HSR Layout, Bengaluru 560102.**

You shall be governed by service conditions, at all times, **Fancymonk Technologies Pvt. Ltd.**, may have in force from time to time. You will also carry out and abide by any instructions, office orders and policies and processes issued by the Management from time to time and the same will be deemed to be a part of your employment service conditions.

Upon joining us you will have to sign the non-competition and non-disclosure agreements of the company.

You are requested to sign and return the copy of this letter as acceptance by **14-02-2020**.

Once you accept the offer, details on documents to be submitted will be intimated to you, a week prior to your joining.

We extend a warm welcome and look forward for you to have a successful association with **Fancymonk Technologies Pvt. Ltd.**

Yours Sincerely,

For

**Fancymonk Technologies Pvt. Ltd.**

Accepted




Signature

Date:

Place:

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ANNEXURE- I

Name: Akansha Sinha

Designation: Sr. Executive Corporate Sales

Sr. No	Salary Components	Per Month salary (INR)	Per Annum salary (INR)
<b>A</b>			
1	Basic + DA	15000	180000
2	House Rent Allowance	7500	90000
3	Other Allowance	2500	30000
	<b>Total</b>	<b>25000</b>	<b>300000</b>
1	Professional Tax Deduction	200	2400
2	PF Employer Contribution Deduction	1800	21600
	<b>Total</b>	<b>2000</b>	<b>24000</b>
<b>B</b>			
1	Incentives	<b>10,834</b>	<b>1,30,008</b>
	<b>Total Annual CTC (A+B)</b>	<b>35,834</b>	<b>4,30,000</b>

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Devanahalli, Bangalore



## Private and Confidential

05-02-2020

**Akriti Sood**

### Offer Letter

Dear **Akriti Sood**

We are glad to offer you the position of “**Sr. Executive Corporate Sales**” at our **Bangalore** Office, on the following terms and conditions.

You will be reporting to **Mr. Cassius Cleetus** in this role.

Your date of appointment will be 17.02 2020 This offer is valid for a week from the date of Issue.

We are pleased to inform you that your starting salary would be as per the Annexure – 1.

#### 1. Emoluments & Benefits

##### **1.1. Compensation**

Your annual Cost-to-Company (CTC) would be INR. 4,30,000/- (Rupees Four lakhs thirty Lakhs Only). The details of your remuneration are as detailed in Annexure -1. Your annual emolument will be inclusive of Employer’s contribution to provident fund. Income tax and statutory deductions are applicable as per law in India and to be borne by the employee.

##### **1.2. Leave**




**1.2.1.** You will be entitled to 22 earned leaves (EL) (prorated from the Date of joining) and 12 Sick Leaves (prorated from date of joining).

**1.2.2.** Apart from these you will have 8 national holidays and 2 restricted holidays.

**1.2.3.** The Company’s leave year runs from 1st Jan to 31st Dec and run in conjunction with the company accounting period. If your employment has commenced or terminates part way through the leave year, your entitlement to leave during that year will be assessed on a pro rata

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basis. Deductions from final salary due to you on separation of employment will be made in respect of any holidays taken in excess of entitlement.

## **2. Employment Terms and conditions**

### **2.1. Hours of work**

**2.1.1.** Your normal hours of work are from 10:00 am to 7:00 pm, Monday to Saturdays, excluding public holidays. You may be required to work additional time based on business requirements. It may not always be possible to give you notice of such a requirement.

**2.1.2.** You will be required to comply with any time keeping or record-keeping scheme existing or to be introduced by the Company.

### **2.2. Probation period**

You will be on probation for an initial period of 3 months. Your performance and suitability for continued employment will be assessed by the end of the probation period.

### **2.3. Transfer**

You will initially be posted at **Bangalore**. However, the Company may at its sole discretion, transfer or assign you to work any time from one job to another, from one post to another, from one department/section to another, owned, operated or managed by the company, or any of its associated companies in India or abroad. On such transfer you will be governed by the terms and conditions of service applicable to your category of employees in the establishment to which you are transferred.

### **2.4. Exclusiveness**

You will be in the exclusive employment of the company and will not engage yourself alone or in company with any other person in any work or business similar to, or directly in conflict with, interests of the company in any manner.

### **2.5. Retirement**

You will automatically retire from the services of the company on attaining 65 years of age unless the management gives an extension in writing. For this purpose, the official record of your date of birth available with the company will be treated as conclusive proof of your age.

### **2.6. Termination of Service**

Your employment can be terminated with a two months' notice from either side, on completion of probation. During probation, the notice period for separation will be one month from either side.

### **2.7. Background Verification**

The offer or employment is contingent upon successful completion of all paperwork such as references, employment verification and a background check. Your services shall be terminated

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without notice, if at any time you have been found to have concealed any material information or have given any false details.

**2.8. Start and continuity**

Your employment is confirmed with **Fancymonk Technologies located at #1722, First Floor, 19th Main Road, Sector-2, HSR Layout, Bengaluru 560102.**

You shall be governed by service conditions, at all times, **Fancymonk Technologies Pvt. Ltd.**, may have in force from time to time. You will also carry out and abide by any instructions, office orders and policies and processes issued by the Management from time to time and the same will be deemed to be a part of your employment service conditions.

Upon joining us you will have to sign the non-competition and non-disclosure agreements of the company.

You are requested to sign and return the copy of this letter as acceptance by **14-02-2020.**

Once you accept the offer, details on documents to be submitted will be intimated to you, a week prior to your joining.

We extend a warm welcome and look forward for you to have a successful association with **Fancymonk Technologies Pvt. Ltd.**

Yours Sincerely,

For

**Fancymonk Technologies Pvt. Ltd.**

Accepted




Signature

Date:

Place:

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Devanahalli, Bangalore



ANNEXURE- I

Name: Akriti Sood

Designation: Sr. Executive Corporate Sales

Sr. No	Salary Components	Per Month salary (INR)	Per Annum salary (INR)
<b>A</b>			
1	Basic + DA	15000	180000
2	House Rent Allowance	7500	90000
3	Other Allowance	2500	30000
	<b>Total</b>	<b>25000</b>	<b>300000</b>
1	Professional Tax Deduction	200	2400
2	PF Employer Contribution Deduction	1800	21600
	<b>Total</b>	<b>2000</b>	<b>24000</b>
<b>B</b>			
1	Incentives	<b>10,834</b>	<b>1,30,008</b>
	<b>Total Annual CTC (A+B)</b>	<b>35,834</b>	<b>4,30,000</b>

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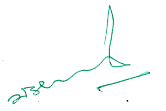
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Devanahalli, Bangalore





## Private and Confidential

05-02-2020

Akshay P

### Offer Letter

Dear Akshay P

We are glad to offer you the position of “**Sr. Executive Corporate Sales**” at our **Bangalore** Office, on the following terms and conditions.

You will be reporting to **Mr. Cassius Cleetus** in this role.

Your date of appointment will be 17.02 2020 This offer is valid for a week from the date of Issue.

We are pleased to inform you that your starting salary would be as per the Annexure – 1.

#### 1. Emoluments & Benefits

##### **1.1. Compensation**

Your annual Cost-to-Company (CTC) would be INR. 4,30,000/- (Rupees Four lakhs thirty Lakhs Only). The details of your remuneration are as detailed in Annexure -1. Your annual emolument will be inclusive of Employer’s contribution to provident fund. Income tax and statutory deductions are applicable as per law in India and to be borne by the employee.

##### **1.2. Leave**




**1.2.1.** You will be entitled to 22 earned leaves (EL) (prorated from the Date of joining) and 12 Sick Leaves (prorated from date of joining).

**1.2.2.** Apart from these you will have 8 national holidays and 2 restricted holidays.

**1.2.3.** The Company’s leave year runs from 1st Jan to 31st Dec and run in conjunction with the company accounting period. If your employment has commenced or terminates part way through the leave year, your entitlement to leave during that year will be assessed on a pro rata

Building Marketplace - Platform for Catering

#1722, 1<sup>ST</sup> Floor, 19<sup>TH</sup> Main,  
Opp. Nagarjuna Green Ridge Apartment,  
S.R. Layout, Sector-2,  
Bangalore - 560102

 [www.fancymonk.com](http://www.fancymonk.com)  
 [hello@fancymonk.com](mailto:hello@fancymonk.com)  
 +91 - 973 968 4336



  
DIRECTOR  
REGIONAL COLLEGE OF MANAGEMENT BANGALORE  
Devanahalli, Bangalore



basis. Deductions from final salary due to you on separation of employment will be made in respect of any holidays taken in excess of entitlement.

## **2. Employment Terms and conditions**

### **2.1. Hours of work**

**2.1.1.** Your normal hours of work are from 10:00 am to 7:00 pm, Monday to Saturdays, excluding public holidays. You may be required to work additional time based on business requirements. It may not always be possible to give you notice of such a requirement.

**2.1.2.** You will be required to comply with any time keeping or record-keeping scheme existing or to be introduced by the Company.

### **2.2. Probation period**

You will be on probation for an initial period of 3 months. Your performance and suitability for continued employment will be assessed by the end of the probation period.

### **2.3. Transfer**

You will initially be posted at **Bangalore**. However, the Company may at its sole discretion, transfer or assign you to work any time from one job to another, from one post to another, from one department/section to another, owned, operated or managed by the company, or any of its associated companies in India or abroad. On such transfer you will be governed by the terms and conditions of service applicable to your category of employees in the establishment to which you are transferred.

### **2.4. Exclusiveness**

You will be in the exclusive employment of the company and will not engage yourself alone or in company with any other person in any work or business similar to, or directly in conflict with, interests of the company in any manner.

### **2.5. Retirement**

You will automatically retire from the services of the company on attaining 65 years of age unless the management gives an extension in writing. For this purpose, the official record of your date of birth available with the company will be treated as conclusive proof of your age.

### **2.6. Termination of Service**

Your employment can be terminated with a two months' notice from either side, on completion of probation. During probation, the notice period for separation will be one month from either side.

### **2.7. Background Verification**

The offer or employment is contingent upon successful completion of all paperwork such as references, employment verification and a background check. Your services shall be terminated

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Bangalore - 560102



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hello@fancymonk.com



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without notice, if at any time you have been found to have concealed any material information or have given any false details.

**2.8. Start and continuity**

Your employment is confirmed with **Fancymonk Technologies located at #1722, First Floor, 19th Main Road, Sector-2, HSR Layout, Bengaluru 560102.**

You shall be governed by service conditions, at all times, **Fancymonk Technologies Pvt. Ltd.**, may have in force from time to time. You will also carry out and abide by any instructions, office orders and policies and processes issued by the Management from time to time and the same will be deemed to be a part of your employment service conditions.

Upon joining us you will have to sign the non-competition and non-disclosure agreements of the company.

You are requested to sign and return the copy of this letter as acceptance by **14-02-2020.**

Once you accept the offer, details on documents to be submitted will be intimated to you, a week prior to your joining.

We extend a warm welcome and look forward for you to have a successful association with **Fancymonk Technologies Pvt. Ltd.**

Yours Sincerely,

For

**Fancymonk Technologies Pvt. Ltd.**

Accepted




Signature

Date:

Place:

**Building Marketplace - Platform for Catering**

#1722, 1<sup>ST</sup> Floor, 19<sup>TH</sup> Main,  
Opp. Nagarjuna Green Ridge Apartment,  
S.R. Layout, Sector-2,  
Bengaluru - 560102

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Devanahalli, Bangalore



ANNEXURE- I

Name: Akshay P

Designation: Sr. Executive Corporate Sales

Sr. No	Salary Components	Per Month salary (INR)	Per Annum salary (INR)
<b>A</b>			
1	Basic + DA	15000	180000
2	House Rent Allowance	7500	90000
3	Other Allowance	2500	30000
	<b>Total</b>	<b>25000</b>	<b>300000</b>
1	Professional Tax Deduction	200	2400
2	PF Employer Contribution Deduction	1800	21600
	<b>Total</b>	<b>2000</b>	<b>24000</b>
<b>B</b>			
1	Incentives	<b>10,834</b>	<b>1,30,008</b>
	<b>Total Annual CTC (A+B)</b>	<b>35,834</b>	<b>4,30,000</b>

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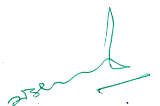
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DIRECTOR  
REGIONAL COLLEGE OF MANAGEMENT BANGALORE  
Devanahalli, Bangalore



Date: 27 May, 2022

**Subject: Offer of Employment**

Dear Alapati Susri Venkatalakshmi Nagajyothi

Hearvest Congratulations to you!

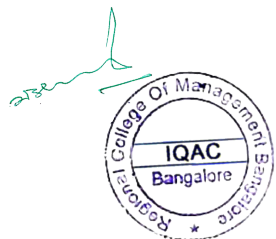
HDFC Life is delighted to offer you the full-time position of Executive Trainee in our contingent upon your successful clearance of MBA/Post Graduate examination.

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**

**Sushil Chander**  
**Vice President – Human Resources**



DIRECTOR  
REGIONAL COLLEGE OF MANAGEMENT BANGALORE  
Devanahalli, Bangalore

### Annexure 1

**Date:** 27 May, 2022

**Name:** Alapati Susri Venkatalakshmi Nagajyothi

**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

Mediclaim: INR2,00,000 for self and dependents



Ab Health Hamesha

06-Mar-20

Alex Davis  
RCM, Bangalore 562164

Dear Alex Davis,

**Letter of Appointment**

With reference to our recent discussions regarding your possible employment with **Religare Health Insurance Company Limited**, hereafter referred to as the Company, we are pleased to offer you the position of **Agency Manager** on the following terms and conditions defined herein:

- 1. Date of Joining:** Your appointment will be effective from **06-Mar-20** or any other date mutually agreed upon in writing.
- 2. Place of work:** Your place of work is **OTC Road - Bangalore**. Your place of work may be changed to any other location within India / any group Company, as directed by the Company from time to time. In addition, in performance of your duties for the company, you may be required to travel within and/or outside.
- 3. Reporting:** You will report to **ABDM - Agency & Broking** or any other designate person as specified by the Company from time to time.
- 4. Remuneration:** Your annual compensation package on a Total Fixed Cost (TFC) basis is **Rs. 350004 (Rupees Three Lakh(s) Fifty Thousand and Four Only )**. This amount will include basic salary, taxable and non-taxable allowances & benefits, and other payments, payable as per the designate acts. Annexure 1 provides your compensation break-up, as per the applicable Compensation Structure.

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

**Religare Health Insurance Company Limited**

Regd. Office: 5th Floor, 19 Chawla House, Nehru Place, New Delhi-110019

Corresp. Office: Vipul Tech Square, Tower C, 3rd Floor, Golf Course Road, Sec-43, Gurgaon-122009 (Haryana)

IRDA Regn. No. 148

CIN: U66000DL2007PLC161503

 [customerfirst@religarehealthinsurance.com](mailto:customerfirst@religarehealthinsurance.com) |  1800-200-4488 / 1860-500-4488



  
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Devanahalli, Bangalore

**5. Medical:** You may be required to undergo medical examination by a Company appointed medical practitioner as and when directed by the Company and to comply with rules and instructions in the matter. Your services may be terminated without notice if the Company considers you unsuitable for retention in service on medical grounds.

**6. Group Insurance:** You will be covered under the Group Personal Accident Insurance, Group Life Insurance and Hospitalization Insurance/ Employee's State Insurance Corporation (as applicable) in accordance with company's policy.

**7. Hours of Work:** Your hours of work will be in line with the needs of your role/function, in accordance with the company policy and provisions of applicable laws

**8. Probation:** You will work on probation for a period of six months from the date of joining. This may be extended at the discretion of the Company and you will continue to be on probation till a confirmation letter has been issued to you in writing. During your probation or thereafter, you shall undertake such studies /vocational courses as may be required by Company / your superiors. You may also be required to take such examinations / obtain such certifications as the Company / your superiors may require from time to time, and your confirmation / promotions/ salary enhancements etc. may be linked to your having successfully cleared the required examinations / certifications &/or successfully undergone required studies.

**9. Age of Retirement:** Your age of retirement will be 58 years and you shall stand relieved on retirement at the end of the month in which you attain the age of 58 years.

**10. Whole Time and Attention:** During your employment with the Company you shall devote your best efforts for promoting the Company's (and of any other relevant Group Company, affiliate and/ or business associate of the Company) business and may not without prior written consent of the Company (and subject to any terms and conditions the Company may impose) engage or be interested (directly or indirectly) in any other business or employment.

**11. Leave:** In addition to public holidays observed by the Company, you shall be entitled to a paid annual leave for each calendar year in accordance with the existing leave policy, prorated from your date of joining. The Company is covered by the Maternity Benefit Act, 1961 and the eligible employees will be entitled to the benefits like maternity leave as per the amended provisions of the Maternity Benefit Act save and except those who are covered by ESI Act since they will be entitled to the benefits as per the applicable said Act.

**12. Confidentiality:** You shall not during the course of your employment with the Company or any time thereafter, use or disclose to any other Company, firm or person, any of the business or affairs of the Company, nor shall you without the consent of the Company, publish any book, booklet, brochure or any other publication, whether for remuneration or otherwise, relating to the affairs of the Company or to your work in the Company. You shall also not disclose to any public papers, journals, pamphlets or leaflets, or cause to be disclosed at any time, information or documents, official or otherwise relating to the Company or its subsidiaries, except with prior approval.

**13. Disclosure:** You (including on behalf of your family) shall disclose to the Company all your business interests and any material transaction(s) with the Company (and with any other relevant Group Company, affiliate and/ or any subsidiary of the Company), whether or not they are similar to or in conflict with the business(es) or activities of the Company (and with any other relevant Group





Company, affiliate and/ or any subsidiary of the Company), and all circumstances in respect thereof and whether there is, or might be, a conflict of interest between the Company (and with any other relevant Group Company, affiliate and/ or any subsidiary of the Company) and you (and/or your family) during the period of your employment with the Company and for a period of 12 months after cessation of your employment.

**14. Company Policies:** You will be governed by the Company's policies, as applicable at your grade. The Company reserves the right to amend the policies from time to time. You are advised to keep yourself updated on these policies which are available online.

**15. Return of Company Property:** You shall promptly upon request by the Company and in any event upon the termination of your employment deliver to the Company all monies, securities, other properties belonging to the company, all lists of clients or customers, correspondence and all other documents, papers and records in whatever form including but not limited to electronically held data containing or referring to any trade secrets or confidential information concerning the business of the Company and any Group Company which may have been prepared by you or come into your possession, custody or control in the course of your employment including any prior employment with any Group Company. You shall not keep any copies of these items.

**16. Monitoring Policy:** As per Company Policy, telephone conversations of employees may be recorded and monitored for the purpose of creating record of transactions, and for compliance purposes. Any recordings will be stored securely, and will not be disclosed outside the group companies, except as required by law.

Further please note that the emails sent to you and by you may be monitored, from time to time, for the purposes of identifying any non-compliance with company policies, or applicable laws.

If such monitoring discloses any breaches of any law or company policies disciplinary action may follow, including termination from the employment.

**17. Intellectual Property:** Subject to any relevant legislation, if at any time in the course of your employment you make or discover or participate in the making or discovery of any letters patent, trade marks, service marks, designs, copyrights, inventions, drawings, computer programs, know-how and rights of like nature however arising and whether registered or unregistered (“intellectual property”) relating to or capable of being used in the Company (and of any other relevant Group Company, affiliate and/ or business associate of the Company) you shall immediately disclose full details thereof to the Company and, at the request and expense of the Company, you shall do all things which may be necessary or desirable for obtaining appropriate forms of protection for such intellectual property in such parts of the world as may be specified by the Company and for vesting all rights in the same in the Company or its nominee.

All rights and obligations under this paragraph in respect of intellectual property made or discovered by you during your employment shall continue in full force and effect after the termination of your employment and shall be binding upon your personal representatives

The employee shall not disclose to anyone, directly or indirectly, except when the duties may require, during or subsequent to the term of employment, any trade secret or confidential information regarding Company's business. Trade Secrets and Confidential information for this purpose shall include, but not limited to, product information, process information, customer lists, employee emails, company policies and procedures and financial information ( including results, budgets and other financial plans and systems).



**18. Notice Period:** In case either the employer or the employee wishes to terminate the employment contract, a notice of 30 days should be served in writing by the party who wishes to terminate the contract to the other party. The Company depending on the business context and its sole discretion may allow you to pay the equivalent of the Total Fixed Cost (TFC) (*excluding gratuity and GMC if applicable*) amount in lieu of any period and / or adjust notice period against your leave balance subject to satisfactory handing over of the charges to your superior.

Notice period during probation would be 7 days or equivalent of the TFC (*excluding gratuity*) in lieu of notice.

**19. Termination:** 1. If any time during the course of your employment it is found that you have made a false or an incomplete declaration as regards to your qualifications/ experience and other details, your appointment will be treated void *ab initio* and you shall cease to be on the rolls of the company with immediate effect. In that case you shall not be entitled to any notice period or payment in lieu thereof.

2. If any time during the course of your employment it is found that you have:

- a. committed any act of gross misconduct; or
- b. committed any serious breach or repeated or continued a material breach of the terms of your employment; or
- c. been guilty of conduct tending to bring yourself or the company into disrepute; or
- d. been convicted of a criminal offence, other than a road traffic offence for which you are not sentenced to a term of imprisonment whether immediate or suspended; or
- e. become bankrupt or made any arrangement or composition with or for the benefit of your creditors; or
- f. cease to hold the qualifications necessary for you to carry out your work with the company; or
- g. been found in an act of moral turpitude or having indulged in violations laws as applicable in general to the Company; or
- h. been absent for a continuous period of 14 days (including absence when leave though applied for, is not granted or when you overstay period of sanctioned leave by 14 days); or
- i. provided false, inaccurate or incomplete information to the company regarding your background and/or previous employment.
- j. been found inefficient or lower performer as compared to other employees of your category.

In all such aforementioned cases you shall not be entitled to any notice period or payment in lieu thereof.

**20. Non Solicitation:** You shall not at any time during the term of your employment with the Company or thereafter for a period of six months after cessation of your employment, directly or indirectly solicit the Company's (and any other relevant Group Company's, affiliate's and/ or any subsidiary of the Company) personnel to leave the employment of the Company (and any other relevant Group Company's, affiliate's and/ or any subsidiary of the Company) or apply for



employment with any third party or encourage such personnel of the Company (and any other relevant Group Company's, affiliate's and/ or any subsidiary of the Company) to take any action or inaction that may adversely impact the performance or reputation of the Company (and any other relevant Group Company's, affiliate's and/ or any subsidiary of the Company) of its obligations under this Letter of Appointment and / or any other contract or adversely impact the ability of the Company (and any other relevant Group Company's, affiliate's and/ or any subsidiary of the Company) to carry out its normal business activities.

21. **Others:** 1. It will be obligatory on your part to ensure compliance to the applicable statutes, regulations and requirements laid down by the Company, JV partners various regulatory and statutory bodies .

2. In the event of you being found acting in breach of your terms of appointment or indulged in an act of misconduct or an act that has brought disrepute to the organization, you shall render yourself liable for a disciplinary action as per the rules as applicable .

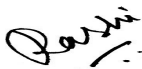
3. Clause headings do not form part or affect the interpretation of this letter of appointment.

22. **Joining Formalities:** As part of the joining formalities, you are requested to bring the following documents with you on the day of joining:

1. 3 Passport size photographs on red background (for branch offices red is not mandatory).
2. Copies of all years mark sheets of the highest qualification/Degree certificate
3. Copy of previous employer Salary Slip
4. Copy of Relieving Letter / Endorsed Resignation letter.
5. Copy of Address proof (any one) :-Ration Card/ Utility Bills/ Driving License/ Passport/ Affidavit
6. Copy of PAN Card
7. Copy of AADHAR Card

We take this opportunity to congratulate you on your selection and look forward to a long and mutually beneficial professional association.

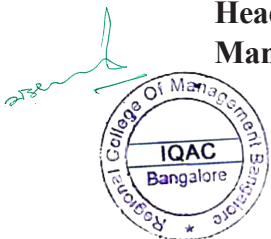
For **Religare Health Insurance Company Limited**



**Rashi Ramani**

Accepted and agreed by **Y Rajasekhar Gowd**

**Head - Talent Acquisition & Talent Management**



DIRECTOR  
REGIONAL COLLEGE OF MANAGEMENT BANGALORE  
Devanahalli, Bangalore

**Annexure: 1**

	<b>Per Annum</b>	<b>Per Month</b>
<b>BASIC</b>	180000	15000
<b>ALLOWANCES</b>		
House Rent Allowance	90000	7500
Education Allowance	30948	2579
<b>MONTHLY GROSS *</b>		<b>26520</b>
<b>BENEFITS:CONTRIBUTION BY ORGANISATION</b>		
Statutory Bonus	17292	1441
Provident Fund	21600	1800
Gratuity	8664	722
GMC	1500	125
<b>TOTAL FIXED COST(TFC)</b>	<b>350004</b>	

**\* The following amount will be deducted from your monthly gross as your contribution towards statutory benefits**

**PF - 1800**

**\*\* Leave Travel Allowance or Medical Allowance (if applicable) will be paid as monthly components**

**\*\*\* Gratuity(if applicable) - As per Gratuity Act, payable only after completion of 5 continuous years of service in organization**

- **Participation in Incentive/Bonus Schemes** You are eligible to participate in the Company's Annual Incentive/Bonus Plan subject to the terms and conditions of such Plan and any amendments as may be made from time to time.
- **Deductions** The Company may during your employment, or on termination for whatever reason, deduct from your remuneration any monies due from you to the Company including but not limited to:
  - Any overpayment of salary or expenses or payment made to you by mistake or misrepresentation; and/or
  - Any outstanding loans or advances made to you by the Company; and/or
  - Amounts equal in sum to the amount of any secret/illegitimate profits that you make from the Company's business/interests; and/or
  - Any debt owed by you to the Company; and/or
  - Any other deductions permitted under applicable law including Tax.



  
DIRECTOR  
REGIONAL COLLEGE OF MANAGEMENT BANGALORE  
Devanahalli, Bangalore



Date: 27 May, 2022

**Subject: Offer of Employment**

Dear Aniruddha Anand Nibandhe

Hearvest Congratulations to you!

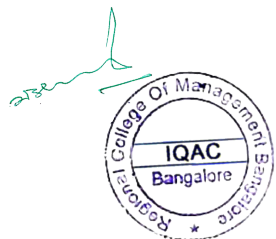
HDFC Life is delighted to offer you the full-time position of Executive Trainee in our contingent upon your successful clearance of MBA/Post Graduate examination.

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**

**Sushil Chander**  
**Vice President – Human Resources**



DIRECTOR  
REGIONAL COLLEGE OF MANAGEMENT BANGALORE  
Devanahalli, Bangalore

**Annexure 1**

**Date:** 27 May, 2022

**Name:** Aniruddha Anand Nibandhe

**Designation:** Executive Trainee

**Band:** J2

<b>CTC STRUCTURE</b>		
<b>Components</b>	<b>Per Annum</b>	<b>Per Month</b>
<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

Mediclaim: INR2,00,000 for self and dependents





Date: 27 May, 2022

**Subject: Offer of Employment**

**Dear Anitta Antony**

Hearvest 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.

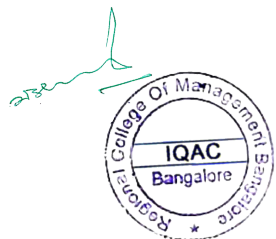
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We are extremely excited to have you onboard. We are looking forward to receiving your acceptance of the offer on the duplicate copy of this letter. Please attach your resume and two passport size photographs with the same.

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

A handwritten signature in blue ink, appearing to read "Sushil".

**Sushil Chander**  
**Vice President – Human Resources**

A handwritten signature in green ink, appearing to read "Sushil".

DIRECTOR  
REGIONAL COLLEGE OF MANAGEMENT BANGALORE  
Devanahalli, Bangalore

### Annexure 1

**Date:** 27 May, 2022

**Name:** Anitta Antony

**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  
 Mediciam: INR2,00,000 for self and dependents







Date: 27 May, 2022

**Subject: Offer of Employment**

Dear Anulekha Khandelwal

Hearvest Congratulations to you!

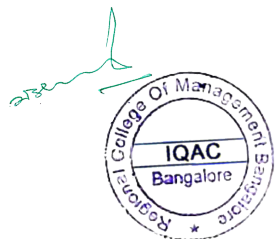
HDFC Life is delighted to offer you the full-time position of Executive Trainee in our contingent upon your successful clearance of MBA/Post Graduate examination.

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**

**Sushil Chander**  
**Vice President – Human Resources**



DIRECTOR  
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Devanahalli, Bangalore

**Annexure 1**

**Date:** 27 May, 2022

**Name:** Anulekha Khandelwal

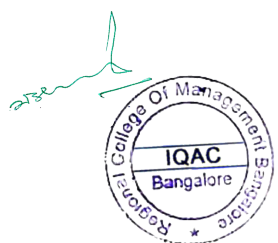
**Designation:** Executive Trainee

**Band:** J2

<b>CTC STRUCTURE</b>		
<b>Components</b>	<b>Per Annum</b>	<b>Per Month</b>
<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  
 Mediciam: INR2,00,000 for self and dependents



  
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 REGIONAL COLLEGE OF MANAGEMENT BANGALORE  
 Devanahalli, Bangalore



30-Mar-2020

**Arun J**

RCM, Bangalore 562164

Dear Arun J,

**Letter of Appointment**

With reference to our recent discussions regarding your possible employment with **Care Health Insurance Limited**, hereafter referred to as the Company, we are pleased to offer you the position of **Agency Manager** on the following terms and conditions defined herein:

- 1. Date of Joining:** Your appointment will be effective from **30-Mar-2020** or any other date mutually agreed upon in writing.
- 2. Place of work:** Your place of work is **Bangalore - OTC Road**. Your place of work may be changed to any other location within India / any group Company, as directed by the Company from time to time. In addition, in performance of your duties for the company, you may be required to travel within and/or outside.
- 3. Reporting:** You will report to **Associate Regional Business Head - Agency** or any other designate person as specified by the Company from time to time.
- 4. Remuneration:** Your annual compensation package on a Total Fixed Cost (TFC) basis is **Rs. 350000 (Rupees Three Lakh(s) Fifty Thousand Only)**. This amount will include basic salary, taxable and non-taxable allowances & benefits, and other payments, payable as per the designate acts. Annexure 1 provides your compensation break-up, as per the applicable Compensation Structure.
- 5. Medical:** You may be required to undergo medical examination by a Company appointed medical practitioner as and when directed by the Company and to comply with rules and instructions in the matter. Your services may be terminated without notice if the Company considers you unsuitable for retention in service on medical grounds.

**Care Health Insurance Limited**  
(Formerly Religare Health Insurance Company Limited)  
Regd. Office: 5th Floor, 19 Chawla House, Nehru Place, New Delhi-110019  
Corp. Office: Vipul Tech Square, Tower C, 3rd Floor, Gold Course Road,  
Sector-43, Gurugram -122009 (Haryana)  
IRDAI Regn. No. 148 | CIN: U66000DL2007PLC161503

REACH US @		
 Care Health- Customer App	 WhatsApp 8860402452	Self Help Portal: <a href="http://www.careinsurance.com/self-help-portal.html">www.careinsurance.com/self-help-portal.html</a> Submit Your Queries/Requests: <a href="http://www.careinsurance.com/contact-us.html">www.careinsurance.com/contact-us.html</a>



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**6. Group Insurance:** You will be covered under the Group Personal Accident Insurance, Group Life Insurance and Hospitalization Insurance/ Employee's State Insurance Corporation (as applicable) in accordance with company's policy.

**7. Hours of Work:** Your hours of work will be in line with the needs of your role/function, in accordance with the company policy and provisions of applicable laws

**8. Probation:** You will work on probation for a period of six months from the date of joining. This may be extended at the discretion of the Company and you will continue to be on probation till a confirmation letter has been issued to you in writing. During your probation or thereafter, you shall undertake such studies /vocational courses as may be required by Company / your superiors. You may also be required to take such examinations / obtain such certifications as the Company / your superiors may require from time to time, and your confirmation / promotions/ salary enhancements etc. may be linked to your having successfully cleared the required examinations / certifications &/or successfully undergone required studies.

**9. Age of Retirement:** Your age of retirement will be 58 years and you shall stand relieved on retirement at the end of the month in which you attain the age of 58 years. However, at the sole discretion of the company retirement date can be extended on case to case to basis.

**10. Whole Time and Attention:** During your employment with the Company you shall devote your best efforts for promoting the Company's (and of any other relevant Group Company, affiliate and/ or business associate of the Company) business and may not without prior written consent of the Company (and subject to any terms and conditions the Company may impose) engage or be interested (directly or indirectly) in any other business or employment.

**11. Leave:** In addition to public holidays observed by the Company, you shall be entitled to a paid annual leave for each calendar year in accordance with the existing leave policy, prorated from your date of joining. The Company is covered by the Maternity Benefit Act, 1961 and the eligible employees will be entitled to the benefits like maternity leave as per the amended provisions of the Maternity Benefit Act save and except those who are covered by ESI Act since they will be entitled to the benefits as per the applicable said Act.

**12. Confidentiality:** You shall not during the course or even after cessation of your employment with the Company or any time thereafter, use or disclose to any other Company, firm or person, any of the business or affairs of the Company, nor shall you without the consent of the Company, publish any book, booklet, brochure or any other publication, whether for remuneration or otherwise, relating to the affairs of the Company or to your work in the Company. You shall also not disclose to any public papers, journals, pamphlets or leaflets, or cause to be disclosed at any time, information or documents, official or otherwise relating to the Company or its subsidiaries, except with prior approval. Any breach of this clause would be viewed with severity by the Management and a strict action shall be taken by the Company You may also be also required to execute and sign a separate Maintenance or Non-Disclosure Agreement.

**13. Disclosure:** You (including on behalf of your family) shall disclose to the Company all your business interests and any material transaction(s) with the Company (and with any other relevant Group Company, affiliate and/ or any subsidiary of the Company), whether or not they are similar to or in conflict with the business(es) or activities of the Company (and with any other relevant Group Company, affiliate and/ or any subsidiary of the Company), and all circumstances in respect thereof and whether there is, or might be, a conflict of interest between the Company (and with any other relevant Group Company, affiliate and/ or any subsidiary of the Company), whether or not they are similar to or in conflict with the business(es) or activities of the Company (and with any other relevant Group Company, affiliate and/ or any subsidiary of the Company).



subsidiary of the Company) and you (and/or your family) during the period of your employment with the Company and for a period of 12 months after cessation of your employment.

**14. Company Policies:** You will be governed by the Company's policies, as applicable at your grade. The Company reserves the right to amend the policies from time to time. You are advised to keep yourself updated on these policies which are available online.

**15. Return of Company Property:** You shall promptly upon request by the Company and in any event upon the termination of your employment deliver to the Company all monies, securities, other properties belonging to the company, all lists of clients or customers, correspondence and all other documents, papers and records in whatever form including but not limited to electronically held data containing or referring to any trade secrets or confidential information concerning the business of the Company and any Group Company which may have been prepared by you or come into your possession, custody or control in the course of your employment including any prior employment with any Group Company. You shall not keep any copies of these items.

**16. Monitoring Policy:** As per Company Policy, telephone conversations of employees may be recorded and monitored for the purpose of creating record of transactions, and for compliance purposes. Any recordings will be stored securely, and will not be disclosed outside the group companies, except as required by law.

Further please note that the emails sent to you and by you may be monitored, from time to time, for the purposes of identifying any non-compliance with company policies, or applicable laws.

Any data of customers, partners, employee or company contact data is strictly prohibited for circulation to anyone outside the Company and also you should restrain the circulation of data even for internal purpose except to the concerned employees of the Company.

If such monitoring discloses any breaches of any law or company policies disciplinary action may follow, including termination from the employment.

During Employment or cessation of your employment you cannot share any such data of the company pertaining to its customers, partners, employees, sensitive information

**17. Intellectual Property:** Subject to any relevant legislation, if at any time in the course of your employment you make or discover or participate in the making or discovery of any letters patent, trademarks, service marks, designs, copyrights, inventions, drawings, computer programs, know-how and rights of like nature however arising and whether registered or unregistered ("intellectual property") relating to or capable of being used in the Company (and of any other relevant Group Company, affiliate and/ or business associate of the Company) you shall immediately disclose full details thereof to the Company and, at the request and expense of the Company, you shall do all things which may be necessary or desirable for obtaining appropriate forms of protection for such intellectual property in such parts of the world as may be specified by the Company and for vesting all rights in the same in the Company or its nominee.

All rights and obligations under this paragraph in respect of intellectual property made or discovered by you during your employment shall continue in full force and effect after the termination of your employment and shall be binding upon your personal representatives

The employee shall not disclose to anyone, directly or indirectly, except when the duties may require, during subsequent to the term of employment, any trade secret or confidential information regarding Company's business. Trade Secrets and Confidential information for this purpose shall include, but not limited to product



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information, process information, customer lists, employee details, company policies and procedures and financial information (including results, budgets and other financial plans and systems).

**18. Notice Period:** In case either the employer or the employee wishes to terminate the employment contract, a notice of 90 days should be served in writing by the party who wishes to terminate the contract to the other party. The Company depending on the business context and its sole discretion may allow you to pay the equivalent of the Total Fixed Cost (TFC) (*excluding gratuity and GMC if applicable*) amount in lieu of any period and / or adjust notice period against your leave balance subject to satisfactory handing over of the charges to your superior.

Notice period during probation would be 7 days or equivalent of the TFC (*excluding gratuity*) in lieu of notice.

**19. Termination:** 1. If any time during the course of your employment it is found that you have made a false or an incomplete declaration as regards to your qualifications/ experience and other details, your appointment will be treated void *ab initio* and you shall cease to be on the rolls of the company with immediate effect. In that case you shall not be entitled to any notice period or payment in lieu thereof.

2. If any time during the course of your employment, it is found that you have:

- a. committed any act of gross misconduct; or
- b. committed any serious breach or repeated or continued a material breach of the terms of your employment; or
- c. been guilty of conduct tending to bring yourself or the company into disrepute; or
- d. been convicted of a criminal offence, other than a road traffic offence for which you are not sentenced to a term of imprisonment whether immediate or suspended; or
- e. become bankrupt or made any arrangement or composition with or for the benefit of your creditors; or
- f. cease to hold the qualifications necessary for you to carry out your work with the company; or
- g. been found in an act of moral turpitude or having indulged in violations laws as applicable in general to the Company; or
- h. been absent for a continuous period of 14 days (including absence when leave though applied for, is not granted or when you overstay period of sanctioned leave by 14 days) ; or
- i. provided false, inaccurate or incomplete information to the company regarding your background and/or previous employment.
- j. been found inefficient or lower performer as compared to other employees of your category.

In all such aforementioned cases you shall not be entitled to any notice period or payment in lieu thereof.

**20. Performance Monitoring:** You are required to deliver performance up to the expected levels as per the targets entrusted to you by reporting officer from time to time. In case your performance is not found to be satisfactory, you will be put under an appropriate Performance Improvement Plan. In case your performance does not improve even after you are put on such plan, the Company will review the matter of continuance of your employment and take appropriate action, including but not limited to termination.





21. **Non Solicitation:** You shall not at any time during the term of your employment with the Company or thereafter for a period of six months after cessation of your employment, directly or indirectly solicit the Company's (and any other relevant Group Company's, affiliate's and/ or any subsidiary of the Company) personnel to leave the employment of the Company (and any other relevant Group Company's, affiliate's and/ or any subsidiary of the Company) or apply for employment with any third party or encourage such personnel of the Company (and any other relevant Group Company's, affiliate's and/ or any subsidiary of the Company) to take any action or inaction that may adversely impact the performance or reputation of the Company (and any other relevant Group Company's, affiliate's and/ or any subsidiary of the Company) of its obligations under this Letter of Appointment and / or any other contract or adversely impact the ability of the Company (and any other relevant Group Company's, affiliate's and/ or any subsidiary of the Company) to carry out its normal business activities.

22. **Others:** 1. It will be obligatory on your part to ensure compliance to the applicable statutes, regulations and requirements laid down by the Company, JV partners various regulatory and statutory bodies.

2. In the event of you being found acting in breach of your terms of appointment or indulged in an act of misconduct or an act that has brought disrepute to the organization, you shall render yourself liable for a disciplinary action as per the rules as applicable.

3. Clause headings do not form part or affect the interpretation of this letter of appointment.

23. **Joining Formalities:** As part of the joining formalities, you are requested to bring the following documents with you on the day of joining:

1. 3 Passport size photographs on red background (for branch offices red is not mandatory).
2. Copies of all years mark sheets of the highest qualification/Degree certificate
3. Copy of previous employer Salary Slip
4. Copy of Relieving Letter / Endorsed Resignation letter.
5. Copy of Address proof (any one) :-Ration Card/ Utility Bills/ Driving License/ Passport/ Affidavit
6. Copy of PAN Card
7. Copy of AADHAR Card

We take this opportunity to congratulate you on your selection and look forward to a long and mutually beneficial professional association.

For **Care Health Insurance Limited**  
(formerly known as Religare Health Insurance Company Limited)

*Rashi*

**Rashi Ramani**  
Head - Talent Acquisition & Talent Management

Accepted and Agreed by  
**Arun J**

*Rashi*  
DIRECTOR  
REGIONAL COLLEGE OF MANAGEMENT BANGALORE  
Devanahalli, Bangalore



**Annexure: 1**

	<b>Per Annum</b>	<b>Per Month</b>
<b>BASIC</b>	180000	15000
<b>ALLOWANCES</b>		
House Rent Allowance	90000	7500
Education Allowance	19692	1641
<b><u>MONTHLY GROSS *</u></b>		<b>25695</b>
<b><u>BENEFITS:CONTRIBUTION BY ORGANISATION</u></b>		
Statutory Bonus	18648	1554
Provident Fund	21600	1800
Gratuity	8664	722
GMC	11400	950
<b>TOTAL FIXED COST(TFC)</b>	<b>350004</b>	

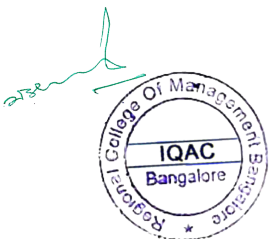
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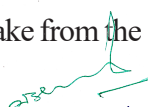
**\* The following amount will be deducted from your monthly gross as your contribution towards statutory benefits  
PF - 1800**

**\*\* Leave Travel Allowance or Medical Allowance (if applicable) will be paid as monthly components**

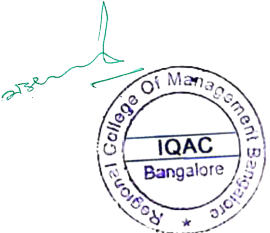
**\*\*\* Gratuity (if applicable) - As per Gratuity Act, payable only after completion of 5 continuous years of service in organization.**

- **Participation in Incentive/Bonus Schemes** You are eligible to participate in the Company's Annual Incentive/Bonus Plan subject to the terms and conditions of such Plan and any amendments as may be made from time to time.
- **Deductions** The Company may during your employment, or on termination for whatever reason, deduct from your remuneration any monies due from you to the Company including but not limited to:
  - Any overpayment of salary or expenses or payment made to you by mistake or misrepresentation; and/or
  - Any outstanding loans or advances made to you by the Company; and/or
  - Amounts equal in sum to the amount of any secret/illegitimate profits that you make from the Company's business/interests; and/or
  - Any debt owed by you to the Company; and/or
  - Any other deductions permitted under applicable law including Tax.



  
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 Devanahalli, Bangalore





  
DIRECTOR  
REGIONAL COLLEGE OF MANAGEMENT BANGALORE  
Devanahalli, Bangalore

Date: 25<sup>th</sup> Feb 2020

**Letter of Intent**

Dear **Aswathi S,**

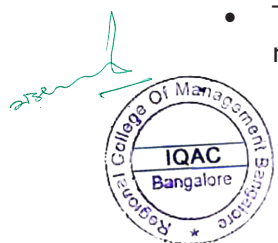
Thank you for participating in our selection process. We are pleased to offer you the position of '**Client Acquisition Manager**' on the following terms and conditions:

**1. Your Posting will be at CAPITALVIA GLOBAL RESEARCH LIMITED, Indore post your final semester exam which will be communicated to you by the Company.**

**2. Your compensation on a cost to company basis will be Rs.303,160 (Details of which you can find below).**

Client Acquisition Manger	
Grade: O-3	Level: Senior Officer
Band: B-1	
Details Of Remuneration	Annual G Amount (INR)
Basic (Includes Employee's PF Contribution)	120,000
HRA	48,000
Performance Allowance	28,200
Other Allowance	85,800
<b>Gross Salary</b>	<b>282,000</b>
Employer's Contribution for PF	14,400
Employer's Contribution for Health Insurance	1,000
Gratuity (As per Act)	5,760
<b>CTC</b>	<b>303,160</b>

- **CTC of Rs.1,54,402/- during initial period of 3 months from Date of Joining and thereafter the above-mentioned CTC will be applicable.**
- Performance Allowance is based on the achievement of your respective Goals will be paid on monthly basis.
- The service agreement will be of 1 Year with training cost of Rs. 75,000; duly recoverable in case of not completing the set tenure.



  
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- The notice period applicable to you would be **1 Month**.
3. This appointment will be subject to you being found medically fit.
  4. This appointment stands valid subject to your provided information about yourself, work-ex, Marks & qualifications.
  5. This Company shall have the rights to terminate your service without notice and without assigning any reason thereof, if the information given by you at the time of interview or in the application form is found to be incorrect, or in case of any serious misconduct.
  6. You will be required to produce your original certificates/ documents and submit photocopies of your Pan Card, Driving License, Medical Clearance Certificate, Mark sheets, Permanent Address Proof, Local Address Proof, work-ex certificate, last 3 months Salary Slip while collecting your appointment Letter.
  7. Kindly confirm your acceptance of this offer by signing and returning a copy of this letter by **28<sup>th</sup> Feb 2020**, henceforth, the offer will be forfeited.

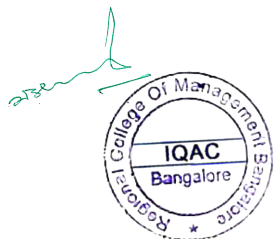
We look forward to your joining our team for a long, successful and pleasant association.

Regards,

**Gaurav Garg**

**Head - HR**

**CapitalVia Global Research Limited**



A handwritten signature in green ink is positioned above the text "DIRECTOR REGIONAL COLLEGE OF MANAGEMENT BANGALORE Devanahalli, Bangalore".



## Private and Confidential

05-02-2020

**Atreyapurapu Lakshmi Saranath**

### Offer Letter

Dear **Atreyapurapu Lakshmi Saranath**

We are glad to offer you the position of “**Sr. Executive Corporate Sales**” at our **Bangalore** Office, on the following terms and conditions.

You will be reporting to **Mr. Cassius Cleetus** in this role.

Your date of appointment will be 17.02 2020 This offer is valid for a week from the date of Issue.

We are pleased to inform you that your starting salary would be as per the Annexure – 1.

#### 1. Emoluments & Benefits

##### **1.1. Compensation**

Your annual Cost-to-Company (CTC) would be INR. 4,30,000/- (Rupees Four lakhs thirty Lakhs Only). The details of your remuneration are as detailed in Annexure -1. Your annual emolument will be inclusive of Employer’s contribution to provident fund. Income tax and statutory deductions are applicable as per law in India and to be borne by the employee.

##### **1.2. Leave**




**1.2.1.** You will be entitled to 22 earned leaves (EL) (prorated from the Date of joining) and 12 Sick Leaves (prorated from date of joining).

**1.2.2.** Apart from these you will have 8 national holidays and 2 restricted holidays.

**1.2.3.** The Company’s leave year runs from 1st Jan to 31st Dec and run in conjunction with the company accounting period. If your employment has commenced or terminates part way through the leave year, your entitlement to leave during that year will be assessed on a pro rata

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#1722, 1<sup>ST</sup> Floor, 19<sup>TH</sup> Main,  
Opp. Nagarjuna Green Ridge Apartment,  
S.R. Layout, Sector-2,  
Bangalore - 560102

 [www.fancymonk.com](http://www.fancymonk.com)  
 [hello@fancymonk.com](mailto:hello@fancymonk.com)  
 +91 - 973 968 4336



  
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basis. Deductions from final salary due to you on separation of employment will be made in respect of any holidays taken in excess of entitlement.

## **2. Employment Terms and conditions**

### **2.1. Hours of work**

**2.1.1.** Your normal hours of work are from 10:00 am to 7:00 pm, Monday to Saturdays, excluding public holidays. You may be required to work additional time based on business requirements. It may not always be possible to give you notice of such a requirement.

**2.1.2.** You will be required to comply with any time keeping or record-keeping scheme existing or to be introduced by the Company.

### **2.2. Probation period**

You will be on probation for an initial period of 3 months. Your performance and suitability for continued employment will be assessed by the end of the probation period.

### **2.3. Transfer**

You will initially be posted at **Bangalore**. However, the Company may at its sole discretion, transfer or assign you to work any time from one job to another, from one post to another, from one department/section to another, owned, operated or managed by the company, or any of its associated companies in India or abroad. On such transfer you will be governed by the terms and conditions of service applicable to your category of employees in the establishment to which you are transferred.

### **2.4. Exclusiveness**

You will be in the exclusive employment of the company and will not engage yourself alone or in company with any other person in any work or business similar to, or directly in conflict with, interests of the company in any manner.

### **2.5. Retirement**

You will automatically retire from the services of the company on attaining 65 years of age unless the management gives an extension in writing. For this purpose, the official record of your date of birth available with the company will be treated as conclusive proof of your age.

### **2.6. Termination of Service**




Your employment can be terminated with a two months' notice from either side, on completion of probation. During probation, the notice period for separation will be one month from either side.

### **2.7. Background Verification**

The offer or employment is contingent upon successful completion of all paperwork such as references, employment verification and a background check. Your services shall be terminated

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Opp. Nagarjuna Green Ridge Apartment,  
S.R. Layout, Sector-2,  
Bangalore - 560102

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 [hello@fancymonk.com](mailto:hello@fancymonk.com)  
 +91 - 973 968 4336



  
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without notice, if at any time you have been found to have concealed any material information or have given any false details.

**2.8. Start and continuity**

Your employment is confirmed with **Fancymonk Technologies located at #1722, First Floor, 19th Main Road, Sector-2, HSR Layout, Bengaluru 560102.**

You shall be governed by service conditions, at all times, **Fancymonk Technologies Pvt. Ltd.**, may have in force from time to time. You will also carry out and abide by any instructions, office orders and policies and processes issued by the Management from time to time and the same will be deemed to be a part of your employment service conditions.

Upon joining us you will have to sign the non-competition and non-disclosure agreements of the company.

You are requested to sign and return the copy of this letter as acceptance by **14-02-2020.**

Once you accept the offer, details on documents to be submitted will be intimated to you, a week prior to your joining.

We extend a warm welcome and look forward for you to have a successful association with **Fancymonk Technologies Pvt. Ltd.**

Yours Sincerely,

For

**Fancymonk Technologies Pvt. Ltd.**

Accepted




Signature

Date:

Place:

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#1722, 1<sup>ST</sup> Floor, 19<sup>TH</sup> Main,  
Opp. Nagarjuna Green Ridge Apartment,  
S.R. Layout, Sector-2,  
Bengaluru - 560102

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Devanahalli, Bangalore



ANNEXURE- I

Name: Atreyapurapu Lakshmi Saranath  
Designation: Sr. Executive Corporate Sales

Sr. No	Salary Components	Per Month salary (INR)	Per Annum salary (INR)
<b>A</b>			
1	Basic + DA	15000	180000
2	House Rent Allowance	7500	90000
3	Other Allowance	2500	30000
	<b>Total</b>	<b>25000</b>	<b>300000</b>
1	Professional Tax Deduction	200	2400
2	PF Employer Contribution Deduction	1800	21600
	<b>Total</b>	<b>2000</b>	<b>24000</b>
<b>B</b>			
1	Incentives	<b>10,834</b>	<b>1,30,008</b>
	<b>Total Annual CTC (A+B)</b>	<b>35,834</b>	<b>4,30,000</b>

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H.S.R. Layout, Sector-2,  
Bangaluru - 560102



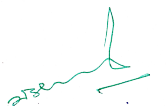
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DIRECTOR  
REGIONAL COLLEGE OF MANAGEMENT BANGALORE  
Devanahalli, Bangalore

10 April 2020

## Hearty Welcome!



Dear B Uday Kumar Reddy,

It gives us immense pleasure to formally welcome you to be a part of this great institution, which has grown tremendously over the years and looking forward to conquer new heights in the years to come. We are sure that you would definitely want to build an enduring relationship with this institution, which will in turn offer you exciting and challenging career opportunities to grow and develop yourself.

We have made necessary arrangements for your smooth induction into our system. In case you need any clarifications or support from our end, please feel free to contact us at [postings@federalbank.co.in](mailto:postings@federalbank.co.in).

The details of the offer of appointment made to you are annexed to this letter.

Wishing you all success,

Yours Sincerely,

**John P J**  
**Vice President (HR)**

To  
Mr. B Uday Kumar Reddy  
RCM, Bangalore 562164



A handwritten signature in blue ink, appearing to be 'John P J', is written over a horizontal line.

DIRECTOR  
REGIONAL COLLEGE OF MANAGEMENT BANGALORE  
Devanahalli, Bangalore



## **Offer of appointment to Ms. Gazal Sood as Probationary Officer in Scale I**

You have been selected for appointment in the Bank as Probationary Officer in Junior Management Grade in Scale I on the basis of your performance in the Campus selection process.

### **Place of Posting/ Date of Joining**

Your initial place of posting will be at Branch/Office: **Mumbai / Andheri East** situated at Ground Floor, Mariam Apartment, Opp.Gurudwara, Mahakali Caves Road, Andheri East, Mumbai-400093. You will have to join Branch/Office: Mumbai / Andheri East on 05/05/2020 after completion of the online orientation programme. The appointment will be effective from the date of joining the Branch/Office.

### **Pre Induction e-Learning & Orientation programme**

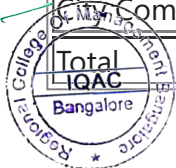
As part of continuous learning approach, Bank will be conducting a pre-induction self-learning programme which will help you to understand basic banking functions and concepts. Completing this e-learning programme is a pre-requisite for joining the Induction/Orientation programme, details of which will be intimated to you in due course by Federal Knowledge & Development Centre (FKDC).

Subsequent to this, you will have to enroll for a three day online Induction/Orientation programme conducted by Federal Knowledge & Development Centre (FKDC) starting from 22/04/2020 to 24/04/2020. The Orientation programme will be an instructor-led live online training programme, with sessions scheduled between 9.30 am and 6 pm on all the 3 days. You should be ready with a personal desktop computer/laptop/tablet with high speed data connectivity to attend the same. Further details will be intimated to you in due course by Federal Knowledge & Development Centre (FKDC). Successful completion of the online Induction/Orientation programme, by way of attendance in all sessions, satisfactory level of engagement/performance, is a pre-requisite for joining the Bank.

### **Remuneration**

You will be on a pay scale of 36000-1490 /7-46430-1740 /2-49910-1990 /7-63840 as applicable to Officers in Scale I of the Bank. The total monthly emoluments eligible to be received by an Officer in Scale I with Basic Pay 36000/- at Aluva would be as follows:

<b>Particulars</b>	<b>Amount (Rs.)</b>
Basic Pay	36000.00
Special Allowance	5904.00
Dearness Allowance	14013.57
HRA (Leased Accommodation)	13500.00
Learning Allowance	600.00
City Compensatory Allowance/Location Allowance	1400.00
<b>Total</b>	<b>71417.57</b>



- Amount of leased accommodation will vary according to the place of posting. Those who are not availing the leased accommodation/quarters facility are eligible for HRA at the rate of 7% to 9% of Basic Pay depending upon the place of posting.
- City Compensatory Allowance (CCA)/Location allowance would be payable at specified centres and would change depending upon the place of posting. Detailed monthly emoluments /allowances is annexed.

During the period of probation/on confirmation in service, you will also be eligible for the facility of fixed conveyance allowance or cost of fuel on declaration, reimbursement of hospitalisation expenses, medical aid, reimbursement of entertainment expenses, reimbursement of cost of cleansing materials, closing allowance, Digital Promotion allowance, reimbursement of cost of brief case / office bag (on confirmation), reimbursement of cost of newspapers (after completion of one year of probation), reimbursement of cost of visiting cards (on confirmation), club allowance (on confirmation), reimbursement of mobile phone bills (after completion of one year of probation), leave travel concession, transfer compensation, privilege leave, sick leave, casual leave, sabbatical leave etc., subject to the rules in force and as amended, altered or added from time to time. On confirmation and on completion of stipulated period of service, you would also be eligible for various staff loans prevailing in the Bank, including housing loan, vehicle loan, Interest free furniture loan, computer loan, overdraft, demand loan, Interest free festival advance, etc., subject to the rules in force and as amended, altered or added from time to time.

### **Learning Plan for Probationers**

During the probation period, you will be enrolled for an Internal Certification program consisting of E-learning modules, Webinar training and Periodic Assessment Tests (PATs). The detailed learning schedule, passing scores, and associated timelines will be intimated in due course by HR-Talent Development & Training Division. Your confirmation in the service of the Bank will be subject to timely and successful completion of the Internal Certification program, besides your performance ratings. Delays/failure to complete the learning schedule within specified timelines, will result in your probation getting extended. Probationers who complete the Internal Certification program within timelines, secure high performance ratings, and those who are able to secure approved external certifications during the probation period, as specified by the Bank/RBI, will be confirmed in the services of the Bank ahead of the normal probation period.

### **Probation/ Confirmation**

Your appointment will be on probation for a period of two years. The period of probation will be counted for calculating the period of permanent service and for the purpose of granting increments. The period of probation is liable to be extended, if the Officer has not satisfactorily completed the initial period of probation.

During the period of probation, if your work, health, conduct or efficiency is found not satisfactory, your service is liable to be terminated at any time giving you one month notice or by paying one months pay and allowances in lieu of notice. During the period of probation, you are not expected to involve directly or indirectly in the activities of any trade union of Officer/non- Officer Staff of the Bank or of any other Bank or of other organization.



## Joining formalities

At the time of joining the Branch/Office, you will have to submit the following papers/ certificates/ documents:

- a. Originals of SSC/SSLC/Matriculation Book/Certificate, final certificates of Graduation, final certificate and semesters / yearly marklists of Post Graduation (Qualifying Examination).The candidate should also submit the document substantiating the conversion of credit based (CGPA) system into equivalent percentage for their Post Graduate and Graduate course (if applicable) at the time of joining the Bank. These certificates (Secondary Marklist, Secondary Passing Certificate, Graduation and Post Graduation Certificate) will be kept under the custody of the Bank and will be released to the candidate on completion of 2 years of service in the Bank.
- b. Originals of all the documents, certificates and marklists of all semester examinations/ yearly examinations evidencing date of birth (Secondary Certificate) and academic/ professional qualification should be uploaded in the Fed Recruit mobile application. In case the result of any of the previous semesters/years or final semester/year examination is not published at the time of joining the Bank, a certificate to the effect that you had completed the course study and attended all the semester examinations is to be produced from the College/University at the time of joining the Bank (also should be uploaded in Fed Recruit mobile application).
- c. Statement about your medical history and a certificate of fitness for employment in the Bank, from a Doctor not below the rank of Civil Surgeon/ Chief Medical Officer of a Government Hospital, in the Bank's format (Click here to download the format:<https://bit.ly/3dUGJd6>). Medical certificate from Private Hospitals will not be accepted. You are required to produce all the medical reports, lab reports, ECG etc along with medical fitness certificate.
- d. Satisfactory discharge certificate and experience certificate from the previous employer/s, if any.
- e. A certificate about your character/conduct recently issued (within 6 months) by the Principal of the College/Institute last attended by you. Alternatively, two character certificates recently issued by Gazetted Officers/ respected persons.
- f. A declaration of fidelity & secrecy, a declaration of place of domicile and a statement of assets and liabilities, as per the format (Click here to download the format <https://bit.ly/2C2Tzsx>) .Hard copy of the documents should be submitted on the joining day.
- g. One copy of your latest passport size photograph.
- h. Self attested copies of any two of (i) PAN Card (ii) Voters ID (iii) Aadhar Card (iv) Passport and (v) Driving License(Originals needs to be produced for verification).
- i. Certificate of completion of pre-induction training programme.

As part of on-boarding process, you should submit all the necessary documents through Fed Recruit mobile application as and when you are instructed to do so.



It shall be distinctly understood that this offer of appointment is subject to your medical fitness for employment in the Bank, satisfactory background check and submission of the certificates/documents as stipulated above, to the satisfaction of the Bank. The medical reports/fitness certificate submitted by you are liable to be re-examined/scrutinized by Banks Doctor and your appointment in the Bank will be subject to your medical fitness for employment in the Bank as assessed by the Banks Doctor. You are required to undergo physical medical examination by Banks Doctor, in case the Doctor insists for a detailed medical examination, after analyzing the medical reports submitted by you. At any stage, if you are found not satisfying the eligibility norms, your candidature is liable to be cancelled without notice. Also be understood that any misrepresentation/hiding of facts in the application/personal data/any other documents/certificates is sufficient cause for termination of your service, without notice and compensation.

The offer of appointment is subject to your fulfillment of eligibility criteria stipulated by the Bank for being appointed in the Bank as Probationary Officer under campus recruitment. You are required to submit originals & copies of the marklists/certificates of all the previous years/semesters examinations at the time of joining the Bank proving that you had passed all the previous year/semester examinations at the time of campus interview and all the papers pertaining to the subsequent semester(s) should be cleared along with the result of the final year/semester examination (final year/semester examination should be cleared in the first chance itself). In case the result of any of the semester examinations/final examination is published after the campus interview, but prior to joining the Bank, you are required to submit all the semester marklists, certificates, provisional certificate etc of such examinations at the time of joining the Bank in proof of having passed the examinations with required percentage of marks along with the result of the final year/semester examination failing which, you will not be permitted to join the Bank. In case the result of any of the previous semesters/years or final semester/year examination is not published at the time of joining the Bank, a certificate to the effect that you had completed the course study and attended all the semester examinations is to be produced from the College/University at the time of joining the Bank

In your case, the minimum eligibility criteria in respect of educational qualification for being appointed in the Bank as Probationary Officer through campus recruitment is a Post-Graduation with minimum 60% marks. The minimum eligibility of 60% (for UG & PG courses) will be assessed based on the prevailing practice followed by the University/Institution. You have to submit the percentage equivalence certificate in case your University/Institution follows grading system. Also you should have passed SSC or equivalent exam, plus 2 or equivalent exam and graduation with 60% marks. In case the result of final year/semester examination is not published, you will have to submit the certificates and marklists in proof of having passed the final year/semester examination, attempted in the first chance, with required percentage of marks within a maximum period of 5 months from the date of joining the Bank in conformity with the minimum eligibility criteria in respect of educational qualification as stipulated by the Bank, failing which you are liable to be removed from the services of the Bank without any notice or communication, treating the appointment as cancelled. However, in case of willful default in submission of certificates/ marklists within the above stipulated period, even after publication of result of the qualifying examination, your service is liable to be terminated and you are liable to remit the compensation amount / notice pay.



  
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You will be required to enroll yourself as a member of The Federal Bank Officers Medical Welfare Fund from the date of joining the Bank and deduction to the Fund at applicable rate will be made from your salary, as per the rules prevailing in the Bank at present and as amended, altered or added from time to time.

You shall contribute to the Welfare Scheme (Diya) to support the family of deceased employees of the Bank, from the date of joining the Bank and contributions to the Scheme at applicable rate will be made from your salary, as per rules prevailing in the Bank at present and as duly amended, altered or added from time to time.

You will be covered under the Defined Contributory Pension Scheme as applicable for the Bank employees in line with the National Pension System.

You will be enrolled as a member of the Group Term Assurance Plan from the date of next annual renewal of the Policy by the Bank. The eligibility for enrollment in the Scheme will be subject to the terms, conditions, exceptions etc; as applicable under Group Term Assurance Plan at that time and as amended, altered or added from time to time.

On confirmation in Bank's service, you will be entitled to all other privileges enjoyed by other permanent members of Officers cadre. You will be bound by all the conditions of service as applicable to Officers of the Bank as amended, altered or added from time to time. You will be subject to all the liabilities cast upon other permanent members of Officers cadre.

## Resignation

If you are desirous of resigning from the service during the period of probation, you should give three months notice in writing to the Bank or you would be liable to pay to the Bank three months pay and allowances in lieu of notice, at the sole discretion of the Bank. In addition to this, you should pay an amount of 50,000/- as compensation, if such resignation is within 2 years of service in the Bank. If you are desirous of resigning from the service after confirmation in the service of the Bank, you should give three months notice in writing to the Bank or you would be liable to pay to the Bank three months pay and allowances in lieu of notice, at the sole discretion of the Bank.

You are also required to pay an amount of 50,000/- as compensation amount and applicable notice pay as stated above to the Bank, if you ceased to be in the service of the Bank consequent to termination of service within 2 years of service. You are required to execute an agreement in stamp paper (which will be made available by the Bank) of appropriate value at the time of joining the Bank agreeing to the above terms and conditions of the appointment in respect of compensation amount /notice pay etc.

The compensation amount of 50,000/- mentioned above is the fair value of the minimum cost that will be incurred by the Bank if an employee quits the Bank before the stipulated minimum period of service.

## General

You are eligible to be transferred during the period of probation and also thereafter, as found expedient by the Bank at any time to any of the existing Branches/Offices in India or abroad or Subsidiaries or to the new branches/Offices/ Subsidiaries of the Bank to be opened in future.



As per the administrative requirements, Bank may allot any duties to you from time to time and your designation will accordingly be changed depending upon the nature of work. You are advised to adhere to the acceptable levels of decorum at workplace even during the online Induction/Orientation programme by way of presentable attire [business casual, smart casual, business attire] and professional etiquettes representing the image and reputation of the Bank.

You will be eligible for actual travelling expenses (subject to a maximum of 02nd AC Train fare) from your place of domicile to the place of posting.

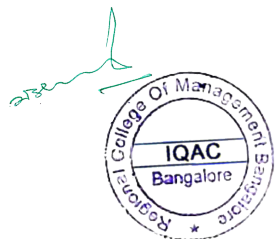
**John P J**  
**Vice President (HR)**

I, B Uday Kumar Reddy,  
accept and confirm the above terms and conditions.

Place:

Date:

(Signature of the Candidate)



  
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# Annexure

## Monthly Emoluments

<b>Particulars</b>	<b>Amount (Rs.)</b>
Basic Pay	36000.00
Special Allowance	5904.00
Dearness Allowance	14013.57
HRA (Leased Accommodation)	13500.00
Learning Allowance	600.00
City Compensatory Allowance/Location Allowance	1400.00
Entertainment Expenses	2250.00
Cleansing Charges	1000.00
Newspaper #	525.00
Mobilephone Charges#	1000.00
Fuel Reimbursement(Four Wheeler)	8800.00
<b>Total</b>	<b>84992.57</b>

# after one year

@ Leased accommodation amount will be credited to Lessors account only (leased accommodation eligibility ranges from Rs.7800/- to 23000/- depending upon the place of posting. At Aluva it is 13500 /-)

\*You will be eligible for monthly conveyance allowance as follows;

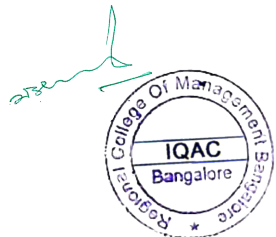
a) 80 litres of petrol/diesel for four-wheeler vehicle registered in your name and used by you at your workplace

**OR**

b) 50 litres of petrol for two- wheeler vehicle registered in your name and used by you at your workplace

**OR**

c) Fixed conveyance of 3000/-



  
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## Other Allowances

<b>Allowances</b>	<b>Amount (Rs.)</b>	<b>Remarks</b>
Medical Aid	10300.00	Yearly
Closing Allowance	2600.00	Yearly
Digital Promotion	2200.00	Yearly
Vehicle Maintenance Allowance	3700.00	Yearly
Leave Encashment (Annual)	10132.93	Yearly
Cost of Brief Case/ Office Bags	4500.00	Once in 3 years
Exgratia*	36500.00	Lumpsum

\*Will vary according to the profit position of the Bank.

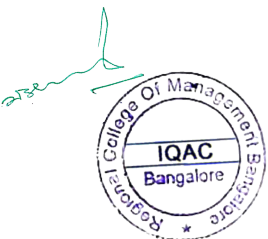
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Never reveal your ATM PIN, CVV no. printed on the reverse of the Debit card, Internet banking passwords, OTP etc. to anyone including Bank officials. Federal Bank never asks for your confidential credentials.

The information contained in this electronic message and any attachments to this message are intended for the exclusive use of the addressee(s) and may contain proprietary, confidential or privileged information. If you are not the intended recipient, you should not disseminate, distribute or copy this e-mail. Please notify the sender immediately and destroy all copies of this message and any attachments.

WARNING: Computer viruses can be transmitted via email. The recipient should check this email and any attachments for the presence of viruses. The company accepts no liability for any damage caused by any virus transmitted by this email.

The Federal Bank Ltd

A handwritten signature in green ink is written above the text "DIRECTOR REGIONAL COLLEGE OF MANAGEMENT BANGALORE Devanahalli, Bangalore".

DIRECTOR  
REGIONAL COLLEGE OF MANAGEMENT BANGALORE  
Devanahalli, Bangalore





## Private and Confidential

05-02-2020

Bayineni Naveen

### Offer Letter

Dear Bayineni Naveen

We are glad to offer you the position of “Sr. Executive Corporate Sales” at our Bangalore Office, on the following terms and conditions.

You will be reporting to Mr. Cassius Cleetus in this role.

Your date of appointment will be 17.02 2020 This offer is valid for a week from the date of Issue.

We are pleased to inform you that your starting salary would be as per the Annexure – 1.

#### 1. Emoluments & Benefits

##### **1.1. Compensation**

Your annual Cost-to-Company (CTC) would be INR. 4,30,000/- (Rupees Four lakhs thirty Lakhs Only). The details of your remuneration are as detailed in Annexure -1. Your annual emolument will be inclusive of Employer’s contribution to provident fund. Income tax and statutory deductions are applicable as per law in India and to be borne by the employee.

##### **1.2. Leave**




**1.2.1.** You will be entitled to 22 earned leaves (EL) (prorated from the Date of joining) and 12 Sick Leaves (prorated from date of joining).

**1.2.2.** Apart from these you will have 8 national holidays and 2 restricted holidays.

**1.2.3.** The Company’s leave year runs from 1st Jan to 31st Dec and run in conjunction with the company accounting period. If your employment has commenced or terminates part way through the leave year, your entitlement to leave during that year will be assessed on a pro rata

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S.R. Layout, Sector-2,  
Bangalore - 560102

 www.fancymonk.com  
 hello@fancymonk.com  
 +91 - 973 968 4336



  
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basis. Deductions from final salary due to you on separation of employment will be made in respect of any holidays taken in excess of entitlement.

## **2. Employment Terms and conditions**

### **2.1. Hours of work**

**2.1.1.** Your normal hours of work are from 10:00 am to 7:00 pm, Monday to Saturdays, excluding public holidays. You may be required to work additional time based on business requirements. It may not always be possible to give you notice of such a requirement.

**2.1.2.** You will be required to comply with any time keeping or record-keeping scheme existing or to be introduced by the Company.

### **2.2. Probation period**

You will be on probation for an initial period of 3 months. Your performance and suitability for continued employment will be assessed by the end of the probation period.

### **2.3. Transfer**

You will initially be posted at **Bangalore**. However, the Company may at its sole discretion, transfer or assign you to work any time from one job to another, from one post to another, from one department/section to another, owned, operated or managed by the company, or any of its associated companies in India or abroad. On such transfer you will be governed by the terms and conditions of service applicable to your category of employees in the establishment to which you are transferred.

### **2.4. Exclusiveness**

You will be in the exclusive employment of the company and will not engage yourself alone or in company with any other person in any work or business similar to, or directly in conflict with, interests of the company in any manner.

### **2.5. Retirement**

You will automatically retire from the services of the company on attaining 65 years of age unless the management gives an extension in writing. For this purpose, the official record of your date of birth available with the company will be treated as conclusive proof of your age.

### **2.6. Termination of Service**




Your employment can be terminated with a two months' notice from either side, on completion of probation. During probation, the notice period for separation will be one month from either side.

### **2.7. Background Verification**

The offer or employment is contingent upon successful completion of all paperwork such as references, employment verification and a background check. Your services shall be terminated

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without notice, if at any time you have been found to have concealed any material information or have given any false details.

**2.8. Start and continuity**

Your employment is confirmed with **Fancymonk Technologies located at #1722, First Floor, 19th Main Road, Sector-2, HSR Layout, Bengaluru 560102.**

You shall be governed by service conditions, at all times, **Fancymonk Technologies Pvt. Ltd.**, may have in force from time to time. You will also carry out and abide by any instructions, office orders and policies and processes issued by the Management from time to time and the same will be deemed to be a part of your employment service conditions.

Upon joining us you will have to sign the non-competition and non-disclosure agreements of the company.

You are requested to sign and return the copy of this letter as acceptance by **14-02-2020.**

Once you accept the offer, details on documents to be submitted will be intimated to you, a week prior to your joining.

We extend a warm welcome and look forward for you to have a successful association with **Fancymonk Technologies Pvt. Ltd.**

Yours Sincerely,

For

**Fancymonk Technologies Pvt. Ltd.**

Accepted




Signature

Date:

Place:

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ANNEXURE- I

Name: Bayineni Naveen

Designation: Sr. Executive Corporate Sales

Sr. No	Salary Components	Per Month salary (INR)	Per Annum salary (INR)
<b>A</b>			
1	Basic + DA	15000	180000
2	House Rent Allowance	7500	90000
3	Other Allowance	2500	30000
	<b>Total</b>	<b>25000</b>	<b>300000</b>
1	Professional Tax Deduction	200	2400
2	PF Employer Contribution Deduction	1800	21600
	<b>Total</b>	<b>2000</b>	<b>24000</b>
<b>B</b>			
1	Incentives	<b>10,834</b>	<b>1,30,008</b>
	<b>Total Annual CTC (A+B)</b>	<b>35,834</b>	<b>4,30,000</b>

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Bangaluru - 560102



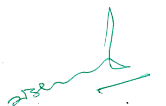
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Devanahalli, Bangalore



Date: 27 May, 2022

**Subject: Offer of Employment**

Dear Bayir Yomcha

Hearvest Congratulations to you!

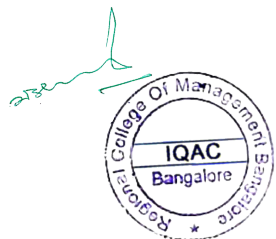
HDFC Life is delighted to offer you the full-time position of Executive Trainee in our contingent upon your successful clearance of MBA/Post Graduate examination.

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**

**Sushil Chander**  
**Vice President – Human Resources**



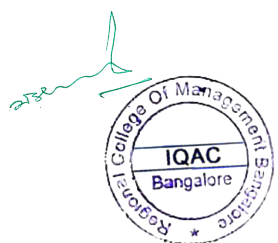
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Devanahalli, Bangalore

**Annexure 1**

**Date:** 27 May, 2022  
**Name:** Bayir Yomcha  
**Designation:** Executive Trainee  
**Band:** J2

<b>CTC STRUCTURE</b>		
<b>Components</b>	<b>Per Annum</b>	<b>Per Month</b>
<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>	

<b>Other Benefits (as per prevalent Company Policy):</b>
Group Term Insurance: Term cover of INR 12,00,000 Mediclaim: INR2,00,000 for self and dependents



  
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30-Mar-2020

Bodele Virendra Dnyaneshwath  
RCM, Bangalore 562164

**Letter of Appointment**

Dear **Bodele Virendra Dnyaneshwath,**

With reference to our recent discussions regarding your possible employment with **Care Health Insurance Limited**, hereafter referred to as the Company, we are pleased to offer you the position of **Agency Manager** on the following terms and conditions defined herein:

- 1. Date of Joining:** Your appointment will be effective from **30-Mar-2020** or any other date mutually agreed upon in writing.
- 2. Place of work:** Your place of work is **Bangalore - OTC Road**. Your place of work may be changed to any other location within India / any group Company, as directed by the Company from time to time. In addition, in performance of your duties for the company, you may be required to travel within and/or outside.
- 3. Reporting:** You will report to **Associate Regional Business Head - Agency** or any other designate person as specified by the Company from time to time.
- 4. Remuneration:** Your annual compensation package on a Total Fixed Cost (TFC) basis is **Rs. 350000 (Rupees Three Lakh(s) Fifty Thousand Only)**. This amount will include basic salary, taxable and non-taxable allowances & benefits, and other payments, payable as per the designate acts. Annexure 1 provides your compensation break-up, as per the applicable Compensation Structure.
- 5. Medical:** You may be required to undergo medical examination by a Company appointed medical practitioner as and when directed by the Company and to comply with rules and instructions in the matter. Your services may be terminated without notice if the Company considers you unsuitable for retention in service on medical grounds.

**Care Health Insurance Limited**  
(Formerly Religare Health Insurance Company Limited)  
Regd. Office: 5th Floor, 19 Chawla House, Nehru Place, New Delhi-110019  
Corp. Office: Vipul Tech Square, Tower C, 3rd Floor, Gold Course Road,  
Sector-43, Gurugram -122009 (Haryana)  
IRDAI Regn. No. 148 | CIN: U66000DL2007PLC161503

REACH US @		
 Care Health- Customer App	 WhatsApp 8860402452	Self Help Portal: <a href="http://www.careinsurance.com/self-help-portal.html">www.careinsurance.com/self-help-portal.html</a> Submit Your Queries/Requests: <a href="http://www.careinsurance.com/contact-us.html">www.careinsurance.com/contact-us.html</a>



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Devanahalli, Bangalore





subsidiary of the Company) and you (and/or your family) during the period of your employment with the Company and for a period of 12 months after cessation of your employment.

**14. Company Policies:** You will be governed by the Company's policies, as applicable at your grade. The Company reserves the right to amend the policies from time to time. You are advised to keep yourself updated on these policies which are available online.

**15. Return of Company Property:** You shall promptly upon request by the Company and in any event upon the termination of your employment deliver to the Company all monies, securities, other properties belonging to the company, all lists of clients or customers, correspondence and all other documents, papers and records in whatever form including but not limited to electronically held data containing or referring to any trade secrets or confidential information concerning the business of the Company and any Group Company which may have been prepared by you or come into your possession, custody or control in the course of your employment including any prior employment with any Group Company. You shall not keep any copies of these items.

**16. Monitoring Policy:** As per Company Policy, telephone conversations of employees may be recorded and monitored for the purpose of creating record of transactions, and for compliance purposes. Any recordings will be stored securely, and will not be disclosed outside the group companies, except as required by law.

Further please note that the emails sent to you and by you may be monitored, from time to time, for the purposes of identifying any non-compliance with company policies, or applicable laws.

Any data of customers, partners, employee or company contact data is strictly prohibited for circulation to anyone outside the Company and also you should restrain the circulation of data even for internal purpose except to the concerned employees of the Company.

If such monitoring discloses any breaches of any law or company policies disciplinary action may follow, including termination from the employment.

During Employment or cessation of your employment you cannot share any such data of the company pertaining to its customers, partners, employees, sensitive information

**17. Intellectual Property:** Subject to any relevant legislation, if at any time in the course of your employment you make or discover or participate in the making or discovery of any letters patent, trademarks, service marks, designs, copyrights, inventions, drawings, computer programs, know-how and rights of like nature however arising and whether registered or unregistered ("intellectual property") relating to or capable of being used in the Company (and of any other relevant Group Company, affiliate and/ or business associate of the Company) you shall immediately disclose full details thereof to the Company and, at the request and expense of the Company, you shall do all things which may be necessary or desirable for obtaining appropriate forms of protection for such intellectual property in such parts of the world as may be specified by the Company and for vesting all rights in the same in the Company or its nominee.

All rights and obligations under this paragraph in respect of intellectual property made or discovered by you during your employment shall continue in full force and effect after the termination of your employment and shall be binding upon your personal representatives

The employee shall not disclose to anyone, directly or indirectly, except when the duties may require, during subsequent to the term of employment, any trade secret or confidential information regarding Company's business. Trade Secrets and Confidential information for this purpose shall include, but not limited to product



information, process information, customer lists, employee details, company policies and procedures and financial information (including results, budgets and other financial plans and systems).

**18. Notice Period:** In case either the employer or the employee wishes to terminate the employment contract, a notice of 90 days should be served in writing by the party who wishes to terminate the contract to the other party. The Company depending on the business context and its sole discretion may allow you to pay the equivalent of the Total Fixed Cost (TFC) (*excluding gratuity and GMC if applicable*) amount in lieu of any period and / or adjust notice period against your leave balance subject to satisfactory handing over of the charges to your superior.

Notice period during probation would be 7 days or equivalent of the TFC (*excluding gratuity*) in lieu of notice.

**19. Termination:** 1. If any time during the course of your employment it is found that you have made a false or an incomplete declaration as regards to your qualifications/ experience and other details, your appointment will be treated void *ab initio* and you shall cease to be on the rolls of the company with immediate effect. In that case you shall not be entitled to any notice period or payment in lieu thereof.

2. If any time during the course of your employment, it is found that you have:

- a. committed any act of gross misconduct; or
- b. committed any serious breach or repeated or continued a material breach of the terms of your employment; or
- c. been guilty of conduct tending to bring yourself or the company into disrepute; or
- d. been convicted of a criminal offence, other than a road traffic offence for which you are not sentenced to a term of imprisonment whether immediate or suspended; or
- e. become bankrupt or made any arrangement or composition with or for the benefit of your creditors; or
- f. cease to hold the qualifications necessary for you to carry out your work with the company; or
- g. been found in an act of moral turpitude or having indulged in violations laws as applicable in general to the Company; or
- h. been absent for a continuous period of 14 days (including absence when leave though applied for, is not granted or when you overstay period of sanctioned leave by 14 days) ; or
- i. provided false, inaccurate or incomplete information to the company regarding your background and/or previous employment.
- j. been found inefficient or lower performer as compared to other employees of your category.

In all such aforementioned cases you shall not be entitled to any notice period or payment in lieu thereof.

**20. Performance Monitoring:** You are required to deliver performance up to the expected levels as per the targets entrusted to you by reporting officer from time to time. In case your performance is not found to be satisfactory, you will be put under an appropriate Performance Improvement Plan. In case your performance does not improve even after you are put on such plan, the Company will review the matter of continuance of your employment and take appropriate action, including but not limited to termination.



21. **Non Solicitation:** You shall not at any time during the term of your employment with the Company or thereafter for a period of six months after cessation of your employment, directly or indirectly solicit the Company's (and any other relevant Group Company's, affiliate's and/ or any subsidiary of the Company) personnel to leave the employment of the Company (and any other relevant Group Company's, affiliate's and/ or any subsidiary of the Company) or apply for employment with any third party or encourage such personnel of the Company (and any other relevant Group Company's, affiliate's and/ or any subsidiary of the Company) to take any action or inaction that may adversely impact the performance or reputation of the Company (and any other relevant Group Company's, affiliate's and/ or any subsidiary of the Company) of its obligations under this Letter of Appointment and / or any other contract or adversely impact the ability of the Company (and any other relevant Group Company's, affiliate's and/ or any subsidiary of the Company) to carry out its normal business activities.

22. **Others:** 1. It will be obligatory on your part to ensure compliance to the applicable statutes, regulations and requirements laid down by the Company, JV partners various regulatory and statutory bodies.

2. In the event of you being found acting in breach of your terms of appointment or indulged in an act of misconduct or an act that has brought disrepute to the organization, you shall render yourself liable for a disciplinary action as per the rules as applicable.

3. Clause headings do not form part or affect the interpretation of this letter of appointment.

23. **Joining Formalities:** As part of the joining formalities, you are requested to bring the following documents with you on the day of joining:

1. 3 Passport size photographs on red background (for branch offices red is not mandatory).
2. Copies of all years mark sheets of the highest qualification/Degree certificate
3. Copy of previous employer Salary Slip
4. Copy of Relieving Letter / Endorsed Resignation letter.
5. Copy of Address proof (any one) :-Ration Card/ Utility Bills/ Driving License/ Passport/ Affidavit
6. Copy of PAN Card
7. Copy of AADHAR Card

We take this opportunity to congratulate you on your selection and look forward to a long and mutually beneficial professional association.

For **Care Health Insurance Limited**  
(formerly known as Religare Health Insurance Company Limited)

*Rashi*

**Rashi Ramani**

**Head - Talent Acquisition & Talent Management**

Accepted and Agreed by  
**Bodele Virendra Dnyaneshwath**

*Bodele*  
DIRECTOR  
REGIONAL COLLEGE OF MANAGEMENT BANGALORE  
Devanahalli, Bangalore



**Annexure: 1**

	Per Annum	Per Month
<b>BASIC</b>	180000	15000
<b>ALLOWANCES</b>		
House Rent Allowance	90000	7500
Education Allowance	19692	1641
<b><u>MONTHLY GROSS *</u></b>		<b>25695</b>
<b><u>BENEFITS:CONTRIBUTION BY ORGANISATION</u></b>		
Statutory Bonus	18648	1554
Provident Fund	21600	1800
Gratuity	8664	722
GMC	11400	950
<b>TOTAL FIXED COST(TFC)</b>	<b>350004</b>	

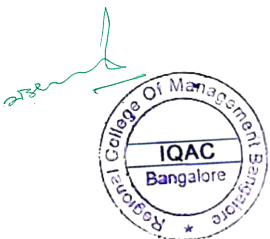
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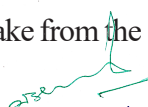
**\* The following amount will be deducted from your monthly gross as your contribution towards statutory benefits  
PF - 1800**

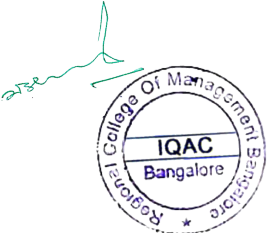
**\*\* Leave Travel Allowance or Medical Allowance (if applicable) will be paid as monthly components**

**\*\*\* Gratuity (if applicable) - As per Gratuity Act, payable only after completion of 5 continuous years of service in organization.**

- **Participation in Incentive/Bonus Schemes** You are eligible to participate in the Company's Annual Incentive/Bonus Plan subject to the terms and conditions of such Plan and any amendments as may be made from time to time.
- **Deductions** The Company may during your employment, or on termination for whatever reason, deduct from your remuneration any monies due from you to the Company including but not limited to:
  - Any overpayment of salary or expenses or payment made to you by mistake or misrepresentation; and/or
  - Any outstanding loans or advances made to you by the Company; and/or
  - Amounts equal in sum to the amount of any secret/illegitimate profits that you make from the Company's business/interests; and/or
  - Any debt owed by you to the Company; and/or
  - Any other deductions permitted under applicable law including Tax.



  
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Date: 27 May, 2022

**Subject: Offer of Employment**

Dear **Bogireddy Chamundeswari**

Hearvest Congratulations to you!

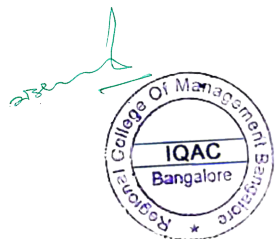
HDFC Life is delighted to offer you the full-time position of Executive Trainee in our contingent upon your successful clearance of MBA/Post Graduate examination.

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**

**Sushil Chander**  
**Vice President – Human Resources**



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### Annexure 1

**Date:** 27 May, 2022

**Name:** Bogireddy Chamundeswari

**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  
 Mediciam: INR2,00,000 for self and dependents



## Private and Confidential

05-02-2020

**Busupalli Anil Kumar Reddy**

### Offer Letter

Dear **Busupalli Anil Kumar Reddy**

We are glad to offer you the position of “**Sr. Executive Corporate Sales**” at our **Bangalore** Office, on the following terms and conditions.

You will be reporting to **Mr. Cassius Cleetus** in this role.

Your date of appointment will be 17.02 2020 This offer is valid for a week from the date of Issue.

We are pleased to inform you that your starting salary would be as per the Annexure – 1.

#### 1. Emoluments & Benefits

##### **1.1. Compensation**

Your annual Cost-to-Company (CTC) would be INR. 4,30,000/- (Rupees Four lakhs thirty Lakhs Only). The details of your remuneration are as detailed in Annexure -1. Your annual emolument will be inclusive of Employer’s contribution to provident fund. Income tax and statutory deductions are applicable as per law in India and to be borne by the employee.

##### **1.2. Leave**




**1.2.1.** You will be entitled to 22 earned leaves (EL) (prorated from the Date of joining) and 12 Sick Leaves (prorated from date of joining).

**1.2.2.** Apart from these you will have 8 national holidays and 2 restricted holidays.

**1.2.3.** The Company’s leave year runs from 1st Jan to 31st Dec and run in conjunction with the company accounting period. If your employment has commenced or terminates part way through the leave year, your entitlement to leave during that year will be assessed on a pro rata

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Bangalore - 560102

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basis. Deductions from final salary due to you on separation of employment will be made in respect of any holidays taken in excess of entitlement.

## **2. Employment Terms and conditions**

### **2.1. Hours of work**

**2.1.1.** Your normal hours of work are from 10:00 am to 7:00 pm, Monday to Saturdays, excluding public holidays. You may be required to work additional time based on business requirements. It may not always be possible to give you notice of such a requirement.

**2.1.2.** You will be required to comply with any time keeping or record-keeping scheme existing or to be introduced by the Company.

### **2.2. Probation period**

You will be on probation for an initial period of 3 months. Your performance and suitability for continued employment will be assessed by the end of the probation period.

### **2.3. Transfer**

You will initially be posted at **Bangalore**. However, the Company may at its sole discretion, transfer or assign you to work any time from one job to another, from one post to another, from one department/section to another, owned, operated or managed by the company, or any of its associated companies in India or abroad. On such transfer you will be governed by the terms and conditions of service applicable to your category of employees in the establishment to which you are transferred.

### **2.4. Exclusiveness**

You will be in the exclusive employment of the company and will not engage yourself alone or in company with any other person in any work or business similar to, or directly in conflict with, interests of the company in any manner.

### **2.5. Retirement**

You will automatically retire from the services of the company on attaining 65 years of age unless the management gives an extension in writing. For this purpose, the official record of your date of birth available with the company will be treated as conclusive proof of your age.


### **2.6. Termination of Service**




Your employment can be terminated with a two months' notice from either side, on completion of probation. During probation, the notice period for separation will be one month from either side.

### **2.7. Background Verification**

The offer or employment is contingent upon successful completion of all paperwork such as references, employment verification and a background check. Your services shall be terminated

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without notice, if at any time you have been found to have concealed any material information or have given any false details.

**2.8. Start and continuity**

Your employment is confirmed with **Fancymonk Technologies located at #1722, First Floor, 19th Main Road, Sector-2, HSR Layout, Bengaluru 560102.**

You shall be governed by service conditions, at all times, **Fancymonk Technologies Pvt. Ltd.**, may have in force from time to time. You will also carry out and abide by any instructions, office orders and policies and processes issued by the Management from time to time and the same will be deemed to be a part of your employment service conditions.

Upon joining us you will have to sign the non-competition and non-disclosure agreements of the company.

You are requested to sign and return the copy of this letter as acceptance by **14-02-2020**.

Once you accept the offer, details on documents to be submitted will be intimated to you, a week prior to your joining.

We extend a warm welcome and look forward for you to have a successful association with **Fancymonk Technologies Pvt. Ltd.**

Yours Sincerely,

For

**Fancymonk Technologies Pvt. Ltd.**

Accepted




Signature

Date:

Place:

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ANNEXURE- I

Name: Busupalli Anil Kumar Reddy

Designation: Sr. Executive Corporate Sales

Sr. No	Salary Components	Per Month salary (INR)	Per Annum salary (INR)
<b>A</b>			
1	Basic + DA	15000	180000
2	House Rent Allowance	7500	90000
3	Other Allowance	2500	30000
	<b>Total</b>	<b>25000</b>	<b>300000</b>
1	Professional Tax Deduction	200	2400
2	PF Employer Contribution Deduction	1800	21600
	<b>Total</b>	<b>2000</b>	<b>24000</b>
<b>B</b>			
1	Incentives	<b>10,834</b>	<b>1,30,008</b>
	<b>Total Annual CTC (A+B)</b>	<b>35,834</b>	<b>4,30,000</b>

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Bangaluru - 560102



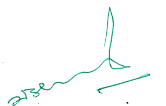
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Devanahalli, Bangalore

10 April 2020

## Hearty Welcome!



Dear **Chilukuri Rohini**,

It gives us immense pleasure to formally welcome you to be a part of this great institution, which has grown tremendously over the years and looking forward to conquer new heights in the years to come. We are sure that you would definitely want to build an enduring relationship with this institution, which will in turn offer you exciting and challenging career opportunities to grow and develop yourself.

We have made necessary arrangements for your smooth induction into our system. In case you need any clarifications or support from our end, please feel free to contact us at [postings@federalbank.co.in](mailto:postings@federalbank.co.in).

The details of the offer of appointment made to you are annexed to this letter.

Wishing you all success,

Yours Sincerely,

**John P J**  
**Vice President (HR)**

To  
Ms. Chilukuri Rohini  
RCM, Bangalore 562164



A handwritten signature in blue ink, appearing to be 'Rohini', is written over a blue horizontal line.

DIRECTOR  
REGIONAL COLLEGE OF MANAGEMENT BANGALORE  
Devanahalli, Bangalore

## **Offer of appointment to Ms. Gazal Sood as Probationary Officer in Scale I**

You have been selected for appointment in the Bank as Probationary Officer in Junior Management Grade in Scale I on the basis of your performance in the Campus selection process.

### **Place of Posting/ Date of Joining**

Your initial place of posting will be at Branch/Office: **Mumbai / Andheri East** situated at Ground Floor, Mariam Apartment, Opp.Gurudwara, Mahakali Caves Road, Andheri East, Mumbai-400093. You will have to join Branch/Office: Mumbai / Andheri East on 05/05/2020 after completion of the online orientation programme. The appointment will be effective from the date of joining the Branch/Office.

### **Pre Induction e-Learning & Orientation programme**

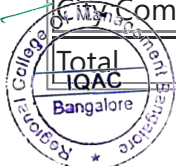
As part of continuous learning approach, Bank will be conducting a pre-induction self-learning programme which will help you to understand basic banking functions and concepts. Completing this e-learning programme is a pre-requisite for joining the Induction/Orientation programme, details of which will be intimated to you in due course by Federal Knowledge & Development Centre (FKDC).

Subsequent to this, you will have to enroll for a three day online Induction/Orientation programme conducted by Federal Knowledge & Development Centre (FKDC) starting from 22/04/2020 to 24/04/2020. The Orientation programme will be an instructor-led live online training programme, with sessions scheduled between 9.30 am and 6 pm on all the 3 days. You should be ready with a personal desktop computer/laptop/tablet with high speed data connectivity to attend the same. Further details will be intimated to you in due course by Federal Knowledge & Development Centre (FKDC). Successful completion of the online Induction/Orientation programme, by way of attendance in all sessions, satisfactory level of engagement/performance, is a pre-requisite for joining the Bank.

### **Remuneration**

You will be on a pay scale of 36000-1490 /7-46430-1740 /2-49910-1990 /7-63840 as applicable to Officers in Scale I of the Bank. The total monthly emoluments eligible to be received by an Officer in Scale I with Basic Pay 36000/- at Aluva would be as follows:

<b>Particulars</b>	<b>Amount (Rs.)</b>
Basic Pay	36000.00
Special Allowance	5904.00
Dearness Allowance	14013.57
HRA (Leased Accommodation)	13500.00
Learning Allowance	600.00
City Compensatory Allowance/Location Allowance	1400.00
<b>Total</b>	<b>71417.57</b>



- Amount of leased accommodation will vary according to the place of posting. Those who are not availing the leased accommodation/quarters facility are eligible for HRA at the rate of 7% to 9% of Basic Pay depending upon the place of posting.
- City Compensatory Allowance (CCA)/Location allowance would be payable at specified centres and would change depending upon the place of posting. Detailed monthly emoluments /allowances is annexed.

During the period of probation/on confirmation in service, you will also be eligible for the facility of fixed conveyance allowance or cost of fuel on declaration, reimbursement of hospitalisation expenses, medical aid, reimbursement of entertainment expenses, reimbursement of cost of cleansing materials, closing allowance, Digital Promotion allowance, reimbursement of cost of brief case / office bag (on confirmation), reimbursement of cost of newspapers (after completion of one year of probation), reimbursement of cost of visiting cards (on confirmation), club allowance (on confirmation), reimbursement of mobile phone bills (after completion of one year of probation), leave travel concession, transfer compensation, privilege leave, sick leave, casual leave, sabbatical leave etc., subject to the rules in force and as amended, altered or added from time to time. On confirmation and on completion of stipulated period of service, you would also be eligible for various staff loans prevailing in the Bank, including housing loan, vehicle loan, Interest free furniture loan, computer loan, overdraft, demand loan, Interest free festival advance, etc., subject to the rules in force and as amended, altered or added from time to time.

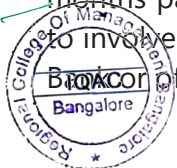
### **Learning Plan for Probationers**

During the probation period, you will be enrolled for an Internal Certification program consisting of E-learning modules, Webinar training and Periodic Assessment Tests (PATs). The detailed learning schedule, passing scores, and associated timelines will be intimated in due course by HR-Talent Development & Training Division. Your confirmation in the service of the Bank will be subject to timely and successful completion of the Internal Certification program, besides your performance ratings. Delays/failure to complete the learning schedule within specified timelines, will result in your probation getting extended. Probationers who complete the Internal Certification program within timelines, secure high performance ratings, and those who are able to secure approved external certifications during the probation period, as specified by the Bank/RBI, will be confirmed in the services of the Bank ahead of the normal probation period.

### **Probation/ Confirmation**

Your appointment will be on probation for a period of two years. The period of probation will be counted for calculating the period of permanent service and for the purpose of granting increments. The period of probation is liable to be extended, if the Officer has not satisfactorily completed the initial period of probation.

During the period of probation, if your work, health, conduct or efficiency is found not satisfactory, your service is liable to be terminated at any time giving you one month notice or by paying one months pay and allowances in lieu of notice. During the period of probation, you are not expected to involve directly or indirectly in the activities of any trade union of Officer/non- Officer Staff of the Bank or of any other Bank or of other organization.



## Joining formalities

At the time of joining the Branch/Office, you will have to submit the following papers/ certificates/ documents:

- a. Originals of SSC/SSLC/Matriculation Book/Certificate, final certificates of Graduation, final certificate and semesters / yearly marklists of Post Graduation (Qualifying Examination).The candidate should also submit the document substantiating the conversion of credit based (CGPA) system into equivalent percentage for their Post Graduate and Graduate course (if applicable) at the time of joining the Bank. These certificates (Secondary Marklist, Secondary Passing Certificate, Graduation and Post Graduation Certificate) will be kept under the custody of the Bank and will be released to the candidate on completion of 2 years of service in the Bank.
- b. Originals of all the documents, certificates and marklists of all semester examinations/ yearly examinations evidencing date of birth (Secondary Certificate) and academic/ professional qualification should be uploaded in the Fed Recruit mobile application. In case the result of any of the previous semesters/years or final semester/year examination is not published at the time of joining the Bank, a certificate to the effect that you had completed the course study and attended all the semester examinations is to be produced from the College/University at the time of joining the Bank (also should be uploaded in Fed Recruit mobile application).
- c. Statement about your medical history and a certificate of fitness for employment in the Bank, from a Doctor not below the rank of Civil Surgeon/ Chief Medical Officer of a Government Hospital, in the Bank's format (Click here to download the format:<https://bit.ly/3dUGJd6>). Medical certificate from Private Hospitals will not be accepted. You are required to produce all the medical reports, lab reports, ECG etc along with medical fitness certificate.
- d. Satisfactory discharge certificate and experience certificate from the previous employer/s, if any.
- e. A certificate about your character/conduct recently issued (within 6 months) by the Principal of the College/Institute last attended by you. Alternatively, two character certificates recently issued by Gazetted Officers/ respected persons.
- f. A declaration of fidelity & secrecy, a declaration of place of domicile and a statement of assets and liabilities, as per the format (Click here to download the format <https://bit.ly/2C2Tzsx>) .Hard copy of the documents should be submitted on the joining day.
- g. One copy of your latest passport size photograph.
- h. Self attested copies of any two of (i) PAN Card (ii) Voters ID (iii) Aadhar Card (iv) Passport and (v) Driving License(Originals needs to be produced for verification).
- i. Certificate of completion of pre-induction training programme.

As part of on-boarding process, you should submit all the necessary documents through Fed Recruit mobile application as and when you are instructed to do so.





It shall be distinctly understood that this offer of appointment is subject to your medical fitness for employment in the Bank, satisfactory background check and submission of the certificates/documents as stipulated above, to the satisfaction of the Bank. The medical reports/fitness certificate submitted by you are liable to be re-examined/scrutinized by Banks Doctor and your appointment in the Bank will be subject to your medical fitness for employment in the Bank as assessed by the Banks Doctor. You are required to undergo physical medical examination by Banks Doctor, in case the Doctor insists for a detailed medical examination, after analyzing the medical reports submitted by you. At any stage, if you are found not satisfying the eligibility norms, your candidature is liable to be cancelled without notice. Also be understood that any misrepresentation/hiding of facts in the application/personal data/any other documents/certificates is sufficient cause for termination of your service, without notice and compensation.

The offer of appointment is subject to your fulfillment of eligibility criteria stipulated by the Bank for being appointed in the Bank as Probationary Officer under campus recruitment. You are required to submit originals & copies of the marklists/certificates of all the previous years/semesters examinations at the time of joining the Bank proving that you had passed all the previous year/semester examinations at the time of campus interview and all the papers pertaining to the subsequent semester(s) should be cleared along with the result of the final year/semester examination (final year/semester examination should be cleared in the first chance itself). In case the result of any of the semester examinations/final examination is published after the campus interview, but prior to joining the Bank, you are required to submit all the semester marklists, certificates, provisional certificate etc of such examinations at the time of joining the Bank in proof of having passed the examinations with required percentage of marks along with the result of the final year/semester examination failing which, you will not be permitted to join the Bank. In case the result of any of the previous semesters/years or final semester/year examination is not published at the time of joining the Bank, a certificate to the effect that you had completed the course study and attended all the semester examinations is to be produced from the College/University at the time of joining the Bank

In your case, the minimum eligibility criteria in respect of educational qualification for being appointed in the Bank as Probationary Officer through campus recruitment is a Post-Graduation with minimum 60% marks. The minimum eligibility of 60% (for UG & PG courses) will be assessed based on the prevailing practice followed by the University/Institution. You have to submit the percentage equivalence certificate in case your University/Institution follows grading system. Also you should have passed SSC or equivalent exam, plus 2 or equivalent exam and graduation with 60% marks. In case the result of final year/semester examination is not published, you will have to submit the certificates and marklists in proof of having passed the final year/semester examination, attempted in the first chance, with required percentage of marks within a maximum period of 5 months from the date of joining the Bank in conformity with the minimum eligibility criteria in respect of educational qualification as stipulated by the Bank, failing which you are liable to be removed from the services of the Bank without any notice or communication, treating the appointment as cancelled. However, in case of willful default in submission of certificates/ marklists within the above stipulated period, even after publication of result of the qualifying examination, your service is liable to be terminated and you are liable to remit the compensation amount / notice pay.





You will be required to enroll yourself as a member of The Federal Bank Officers Medical Welfare Fund from the date of joining the Bank and deduction to the Fund at applicable rate will be made from your salary, as per the rules prevailing in the Bank at present and as amended, altered or added from time to time.

You shall contribute to the Welfare Scheme (Diya) to support the family of deceased employees of the Bank, from the date of joining the Bank and contributions to the Scheme at applicable rate will be made from your salary, as per rules prevailing in the Bank at present and as duly amended, altered or added from time to time.

You will be covered under the Defined Contributory Pension Scheme as applicable for the Bank employees in line with the National Pension System.

You will be enrolled as a member of the Group Term Assurance Plan from the date of next annual renewal of the Policy by the Bank. The eligibility for enrollment in the Scheme will be subject to the terms, conditions, exceptions etc; as applicable under Group Term Assurance Plan at that time and as amended, altered or added from time to time.

On confirmation in Bank's service, you will be entitled to all other privileges enjoyed by other permanent members of Officers cadre. You will be bound by all the conditions of service as applicable to Officers of the Bank as amended, altered or added from time to time. You will be subject to all the liabilities cast upon other permanent members of Officers cadre.

## Resignation

If you are desirous of resigning from the service during the period of probation, you should give three months notice in writing to the Bank or you would be liable to pay to the Bank three months pay and allowances in lieu of notice, at the sole discretion of the Bank. In addition to this, you should pay an amount of 50,000/- as compensation, if such resignation is within 2 years of service in the Bank. If you are desirous of resigning from the service after confirmation in the service of the Bank, you should give three months notice in writing to the Bank or you would be liable to pay to the Bank three months pay and allowances in lieu of notice, at the sole discretion of the Bank.

You are also required to pay an amount of 50,000/- as compensation amount and applicable notice pay as stated above to the Bank, if you ceased to be in the service of the Bank consequent to termination of service within 2 years of service. You are required to execute an agreement in stamp paper (which will be made available by the Bank) of appropriate value at the time of joining the Bank agreeing to the above terms and conditions of the appointment in respect of compensation amount /notice pay etc.

The compensation amount of 50,000/- mentioned above is the fair value of the minimum cost that will be incurred by the Bank if an employee quits the Bank before the stipulated minimum period of service.

## General

You are eligible to be transferred during the period of probation and also thereafter, as found expedient by the Bank at any time to any of the existing Branches/Offices in India or abroad or Subsidiaries or to the new branches/Offices/ Subsidiaries of the Bank to be opened in future.



As per the administrative requirements, Bank may allot any duties to you from time to time and your designation will accordingly be changed depending upon the nature of work. You are advised to adhere to the acceptable levels of decorum at workplace even during the online Induction/Orientation programme by way of presentable attire [business casual, smart casual, business attire] and professional etiquettes representing the image and reputation of the Bank.

You will be eligible for actual travelling expenses (subject to a maximum of 02nd AC Train fare) from your place of domicile to the place of posting.

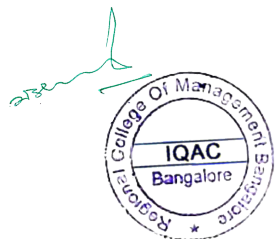
**John P J**  
**Vice President (HR)**

I, Chilukuri Rohini,  
accept and confirm the above terms and conditions.

Place:

Date:

(Signature of the Candidate)



  
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REGIONAL COLLEGE OF MANAGEMENT BANGALORE  
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# Annexure

## Monthly Emoluments

<b>Particulars</b>	<b>Amount (Rs.)</b>
Basic Pay	36000.00
Special Allowance	5904.00
Dearness Allowance	14013.57
HRA (Leased Accommodation)	13500.00
Learning Allowance	600.00
City Compensatory Allowance/Location Allowance	1400.00
Entertainment Expenses	2250.00
Cleansing Charges	1000.00
Newspaper #	525.00
Mobilephone Charges#	1000.00
Fuel Reimbursement(Four Wheeler)	8800.00
<b>Total</b>	<b>84992.57</b>

# after one year

@ Leased accommodation amount will be credited to Lessors account only (leased accommodation eligibility ranges from Rs.7800/- to 23000/- depending upon the place of posting. At Aluva it is 13500 /-)

\*You will be eligible for monthly conveyance allowance as follows;

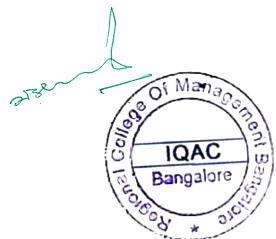
a) 80 litres of petrol/diesel for four-wheeler vehicle registered in your name and used by you at your workplace

**OR**

b) 50 litres of petrol for two- wheeler vehicle registered in your name and used by you at your workplace

**OR**

c) Fixed conveyance of 3000/-



  
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## Other Allowances

<b>Allowances</b>	<b>Amount (Rs.)</b>	<b>Remarks</b>
Medical Aid	10300.00	Yearly
Closing Allowance	2600.00	Yearly
Digital Promotion	2200.00	Yearly
Vehicle Maintenance Allowance	3700.00	Yearly
Leave Encashment (Annual)	10132.93	Yearly
Cost of Brief Case/ Office Bags	4500.00	Once in 3 years
Exgratia*	36500.00	Lumpsum

\*Will vary according to the profit position of the Bank.

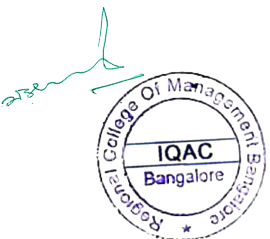
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Never reveal your ATM PIN, CVV no. printed on the reverse of the Debit card, Internet banking passwords, OTP etc. to anyone including Bank officials. Federal Bank never asks for your confidential credentials.

The information contained in this electronic message and any attachments to this message are intended for the exclusive use of the addressee(s) and may contain proprietary, confidential or privileged information. If you are not the intended recipient, you should not disseminate, distribute or copy this e-mail. Please notify the sender immediately and destroy all copies of this message and any attachments.

WARNING: Computer viruses can be transmitted via email. The recipient should check this email and any attachments for the presence of viruses. The company accepts no liability for any damage caused by any virus transmitted by this email.

The Federal Bank Ltd

A handwritten signature in green ink is written above the text "DIRECTOR REGIONAL COLLEGE OF MANAGEMENT BANGALORE Devanahalli, Bangalore".

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Devanahalli, Bangalore



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BFS031407-6707960

Date: May 30, 2020  
Dash Mukesh Parshuram  
Bangalore

Dear Mukesh

**Sub: Appointment letter**

We are pleased to offer you an appointment with Genpact ("Company") as **Senior Associate** under the following terms and conditions:

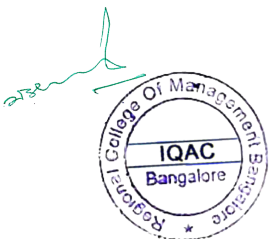
**TERMS AND CONDITIONS**

1. Your annual Cost to Company (CTC) will be as indicated in Annexure II attached herewith.
2. Your initial place of work will be **India>Bangalore>Bangalore Surya Park IN - Office**. However, your services are transferable, and you may be assigned after reasonable notice, to any location in India or abroad where the Company or any of its associated or customers conducts business. While on transfer you will be governed by the rules, regulations and conditions of service of that location.
3. If at the time of joining, your assigned place of work is different from your current location ("Relocation"), the Company Guest House can be availed by you. The guest house can be availed for a period of 15 days. The Company shall, in lieu of the accommodation provided, make a monthly deduction of Rs. 250 for a period of 24 Months. Further, in case of termination of employment by either party, before such amount has been fully recovered by the Company, the Company shall deduct the balance amount from your full and final settlement.
4. As a Precondition to employment with the Company, It is mandatory for you to obtain registration at the National Skills Registry developed by NASSCOM and furnish proof of registration at the time of joining. Such registration with the National Skills Registry enables the company to assess your credentials from the standpoint of Personal, Academic and career information. The registration also secures your identity and credentials from potential misuse as well as offers increased security for the company.
5. The Company will be working 7 days a week, 24 hours a day. Your shift timings may vary as per business requirement will be duly communicated to you in advance. You will be expected to attend office week unless otherwise required or communicated by the Company, except while travelling on business – as assigned to you by your supervisors. Weekly offs and holidays will be governed as per applicable legislations and the relevant Company Policies.
6. You shall be required to provide the Company all documents and information as set forth in Annexure I of this appointment letter.
7. You will be entitled to leaves subject to prior approval of your supervisor/manager at the Company. Your leave entitlement and accumulation / carry-forward of leave and related aspects will be governed as per the existing Company Policy on the subject.
8. Your appointment has been done after an extensive process for an important position which requires your skills and experience. This appointment may come to an end at the instance of either party by giving the other a notice in writing for one month. Your relieving from the services of the Company would be contingent upon successful serving of the full and complete notice period. Failing to do so would entitle the Company to recover damages for all losses caused due to any shortfall in serving of the full and complete notice period. The Company in addition to its rights to recover damages will not furnish a relieving letter in case of shortfall in the notice period unless such shortfall has been signed off by the appropriate person in the Company. In exceptional situations the Company reserves the right to waive off notice period at its sole discretion.

**Genpact India Private Limited**

CIN: U73100DL2005PTC307363

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Devanahalli, Bangalore



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9. Notice to terminate this contract will be accepted by the Company only when it is issued in a form wherein your identity is ascertainable (such as hard copy letter with original signatures). Notice of termination in electronic form where such identity cannot be ascertained such as SMS or personal email shall not be accepted as adequate notice of termination for the purposes of this agreement

10. Genpact reserves the right to terminate your employment on grounds of breach of policy, misconduct or where your performance has been found to be unsatisfactory.

11. Absence for a continuous period of eight days without prior approval of your supervisors, (including overstay of leave / training), would be treated as abandonment of service and can lead to your services being terminated without notice. In such an eventuality the Company reserves the right to recover from you, all expenses incurred with regard to any training and development, special education, up skilling or on the job training imparted by the Company or damages suffered by Company due to loss of billing.

12. You will automatically retire on attaining the age of 60 years.

13. Whilst employed by the Company:

- You will not be permitted to undertake any other full time or part time employment or engage in any external activities of a commercial nature without prior written approval.
- b. You will be required to effectively carry out all duties and responsibilities assigned to you by your supervisors and others authorized by the Company to assign such duties and responsibilities. Your performance evaluation will be done periodically by your supervisors as per the Company appraisal system.
- Except in the ordinary course of your employment, you shall not divulge to any third party any information regarding the affairs or business matters of the Company or information regarding its customers without prior written approval. All information that comes to your knowledge by reasons of your employment with the Company is deemed to be confidential and any breach thereof, shall be deemed to be a violation of the Company policies and treated in accordance of clause
- You confirm that there is no litigation /conviction against you before any Court of law which involves any criminal offence or offences involving moral turpitude.
- You confirm that you have disclosed fully all of your business interests in the Company - whether or not they are similar to or in conflict with the business (es) or activities of the Company, and all circumstances in respect of which there is, or there might be perceived, a conflict of interest between Genpact and you or any immediate relatives, Also, you agree to disclose fully and immediately to the Company any such interests or circumstances which may arise during your employment.
- You will be required to apply and maintain the highest standards of personal conduct and integrity and keep yourself informed and comply with all Company policies and procedures.

14. Any violation of the above mentioned or any other Company procedures and policies would attract action as per Company's disciplinary policy in force, including and up to termination. In the event of termination by Company on account of breach of disciplinary policy, the Company will not be liable to any amount in lieu of notice.

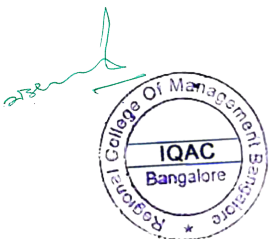
15. Upon separation from the Company on account of either resignation or termination, you will be required to immediately return to the Company, all assets and property (including any leased assets) of the Company including documents, files, books, papers, training material and memos whether in hard of soft copy which is in your possession or custody.

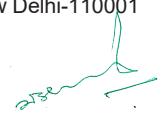
16. The Company shall, at its discretion, conduct background, reference and medical checks including screens for substance use as per company policy and this offer is conditional upon the result of such checks. In the event the results of such background /reference checks or screens for substance use are unsatisfactory on any account, the Company may, in its sole discretion, revoke this offer at any time.

**Genpact India Private Limited**

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17. You are required to submit your relieving letter in original from your previous employer (if applicable) within 60 days of your joining the Company failing which your employment with the Company shall be liable for termination without prior notice.

18. All terms and conditions will be governed by the Company's policies as stated from time to time and the Company may in its sole discretion as it deems fit revoke or change such policies.

19. The terms of this offer shall be kept strictly confidential. You shall execute all other documents as may be required to give effect to this offer.

20. Any and all disputes arising in connection with the appointment letter shall be referred to arbitration which shall be conducted in accordance with the Arbitration and Conciliation Act, 1996 by a Sole Arbitrator appointed by the General Counsel of the Company. The venue of the Arbitration shall be **Bangalore** and the language shall be English. You agree to submit yourself to the exclusive territorial jurisdiction of courts at **Bangalore**.

Your assignment is effective from **June 29, 2020**.

Kindly sign and return a copy of this letter. Please initial each page in acceptance of the terms and conditions set out herein latest by 15 days from the issuance of the letter else this offer stands automatically withdrawn.

We welcome you and wish you every success in your career with Genpact.

You are requested to come on the joining date at 9:15 am at Genpact, **India>Bangalore>Bangalore Surya Park IN - Office**.

Warm regards,

For Genpact India Pvt. Ltd.

Ritu Bhatia  
Senior Vice President - HR

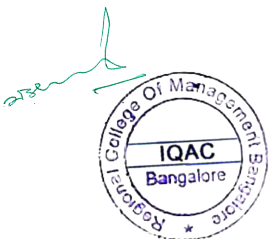
Accepted and Agreed

\_\_\_\_\_  
Dash Mukesh Parshuram

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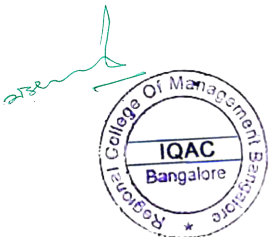
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### Annexure I

Listed below are the mandatory documents (in photocopy) you are required to furnish at the time of joining.

1. Professional Relieving letter from previous employer (last employment) only.
  2. If already a member of a provident fund (PF) scheme with previous employer, then;
    - a. Employer's name
    - b. Provident Fund account number from your previous employer
    - c. Universal account number provided by your previous employer
    - d. Employee Pension number provided by your previous employerOR
    - e. Date of joining & leaving from previous employer
    - f. Copy of Passport in case of International Workers(it should contain Nationality, Passport number, Country of issue, Date of issue, Valid up to)
  3. Below mentioned KYC (Know Your Customer) Documents
    - a. Copy of PAN
    - b. Copy of Aadhaar Card.
    - c. Signed Cancelled Cheque with your name printed on it (In case your name is not printed on the Cheque, please attach last 3 months bank statement along with the Cheque)
  4. If your salary is less than or equal to the applicable limit mentioned in the ESI Act, 1948[1] you will need to enroll for ESIC ( Employee State Insurance Corporation) which is a Govt. regulation therefore please carry;
    - a. 3 Post card size (4X7) photographs of yourselfOr
    - b. If you would like your family covered Family group Photograph of immediate family (4X7, 3 Copies of the same photograph), only members in the photo will be covered, Photos should be clear and have only your immediate family who are your dependents.
- \*Please check the company policy for the applicable limit
5. 4 recent Passport size Photograph
    - a. One for Genpact ID card
    - b. One for opening a new account if you do not have an one with ICICI/HDFC/Axis
    - c. Two for PAN card application if you do not have one

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**CIN: U73100DL2005PTC307363**  
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**ANNEXURE - II**  
**COMPENSATION DETAILS**

<b>NAME</b>	Dash Mukesh Parshuram
<b>BAND</b>	5B
<b>DESIGNATION</b>	Senior Associate
<b>LOCATION</b>	India>Bangalore>Bangalore Surya Park IN - Office
<b>COMPONENTS</b>	<b>AMOUNT (PER ANNUM)</b>
BASIC PAY	255,000.00
EMPLOYER CONTRIBUTION TO PF	30,600.00
HOUSING RENT ALLOWANCE	64,400.00
<b>FIXED PAY</b>	<b>350,000.00</b>
<b>ANNUAL PERFORMANCE BONUS*(APB)</b>	<b>7200</b>
<b>PERFORMANCE/PRODUCTION LINKED INCENTIVE(VIC)**</b>	<b>AMOUNT (PER ANNUM)</b>
Best Performer	60,000.00
Average Performer	35,500.00
Low Performer	0.00
<b>Total Earning Potential</b>	<b>Amount (Per Annum)</b>
Best Performer	410,000.00
Average Performer	385,500.00
Low Performer	350,000.00
<b>Benefits</b>	<b>Amount (Per Annum)</b>
Life Insurance Including Employee Deposit Linked Insurance Scheme(EDLIS)	As per Act
Personal Accident/Disability Insurance (For Employee)	10,00,000.00
Medical Insurance (For Employee)	100,000.00
Interest Free Soft Loan (Post 6 Months)	10,000.00
Out Patient Medical Facilities at Office	Free

For Genpact India Pvt. Ltd.

Ritu Bhatia  
Senior Vice President - HR

Accepted and Agreed

Dash Mukesh Parshuram

Genpact India Private Limited

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Company Contribution ESIC	As per Act
Gratuity	12,260.00
<b>Other Attractions</b>	
Parichay (Employee Referral Scheme)	As Per Scheme
Rewards & Recognition	As Per Performance
Education@Work : Professional Advancement Programs	As Per Scheme
Concierge Services	Subsidized Rates

**Notes:**

\* The APB amount mentioned above reflects indicative average payouts for your band. The eligibility for APB will depend on the performance of Genpact and your performance as per the company policy and the Performance Management System (For example, employees who are rated as "Least Effective" are not eligible for APB). An eligible employee will be paid APB at fixed rates in March/ April for the preceding calendar year (January - December) and the same will be prorated based on the date of joining.

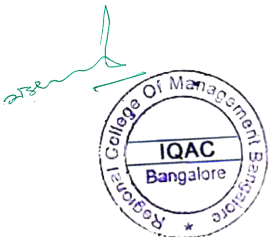
\*\*Performance Linked Incentive mentioned above is an indicative average amount possible for the said performance level. Eligibility for such incentives, actual amount and payout timelines may vary with business/Process. For Employees who are not on Performance Linked Incentive Plan (VIC), the Company will pay a different Annual Performance Bonus (APB) In such cases; Annual Performance Bonus potential is similar to the indicative Average Performance Linked Incentives as mentioned in table above.

- The aggregate of all bonus payouts paid to you during an accounting year including APB, VIC (if any) and other bonus payouts (if any) shall be in lieu of profit based bonus (if any) payable to you for such accounting year under Section 31A of the Payment of Bonus Act, 1961 ("**PBA**") (if applicable).
- In the event that the PBA is applicable to you and the aggregate of APB, VIC (if any) and any other bonus payout made to you during the year is less than the stipulated payout mentioned in the PBA, for such accounting year, Genpact will pay you the difference at a later date. You are not entitled to any bonus payout other than those mentioned above, either under applicable laws or as per your employment terms with Genpact. All amounts payable to you will be after deduction of applicable taxes.
- Any revision to your annual compensation will be effective from April of the subsequent year if your date of joining is September 30 or earlier. If your date of joining is between October 1 and December 31, you will not be eligible for compensation review in the forthcoming year. You will, however, be eligible to participate in the compensation review process in the year after and therefore, your remuneration has been fixed after due consideration of the foregoing.
- Female employees will be eligible for paid maternity leave and other benefits in accordance with the Maternity Benefit Act, 1961 or applicable legislation and Company Policies.
- The Company reviews its compensation structure and policies from time to time. The compensation structure and benefits offered to you in this letter are subject to change and will be communicated to you when such change becomes applicable.
- Any employee deduction will be governed by applicable legislations and prevalent Company Policy and will be subject to change.

**Genpact India Private Limited**

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Dear **Dash Mukesh Parshuram**,  
Welcome to Genpact!

This letter is in furtherance to your Offer Letter / LOI / Appointment Letter dated May 30, 2020  
In order to make your on-boarding to Genpact seamless and compliant with the various laws related to Provident Fund (PF) and Employees' State Insurance (ESIC), **it is mandatory for you to submit the below mentioned documents and details before/on your joining date:**

- Copy of recently downloaded E-Aadhaar Card
- Copy of confirmation screenshot of KYC verification on Aadhaar from the member portal\*
- Copy of self-attested cancelled cheque (\*\*if you are eligible for ESIC enrolment as per government norms)
- Copy of E-Aadhaar card for dependents and nominees for ESIC
- Insured Person number (\*\*IP number) of any existing ESIC account where you are enrolled, in case you were eligible for ESIC benefit in your previous organization.
- Active Mobile number

\* SOPs to facilitate e-KYC confirmation from the member portal have been attached with this communication.

\*\*The ESI section are applicable only for the employees whose CTC is not exceeding beyond 2.6 lakhs which does not include overtime, bonus, leave encashment are liable to avail this scheme.  
if your CTC is more than 2.6 lakhs. you may ignore the same.

The above documents/details are required and shall be obtained, stored and processed by Genpact strictly on a need to know basis as required for statutory requirements pertaining to compensation and benefits. Your records and information will be kept secure and handled strictly in accordance with the Genpact Data Privacy Policy.

We would encourage you to refer to the Standard Operating Procedure (SOP) attached here with, for help and guidance in procuring the above documents/details. [Click Here](#)

Wishing you all the best!

**Note: Failure to furnish the above-mentioned documents and details at the time of joining might lead to delay in your joining date**

Please sign and return a copy of this letter to confirm your understanding and agreement to the requirements of your onboarding as stated above, which are in addition to those as may be provided in your Offer Letter / LOI / Appointment Letter and other communications from time to time.

Regards,  
Genpact Hiring Team

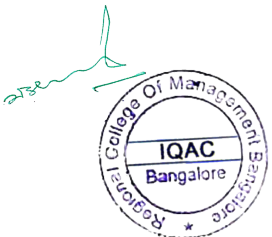
**Accepted and Agreed**

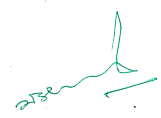
**Dash Mukesh Parshuram**

**Genpact India Private Limited**

**CIN: U73100DL2005PTC307363**

**Regd. Off.:** 12A (Ground Floor) Prakash Deep Building 7,  
Tolstoy Marg, New Delhi-110001



  
DIRECTOR  
REGIONAL COLLEGE OF MANAGEMENT BANGALORE  
Devanahalli, Bangalore



Date: 27 May, 2022

**Subject: Offer of Employment**

Dear Deepak T J

Hearvest 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.

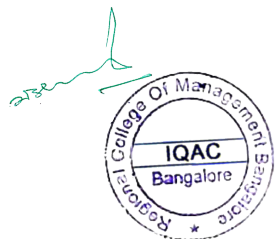
A detailed Compensation structure is enclosed here with (Annexure1) for your reference. An appointment letter along with the terms and conditions of employment will be issued to you after joining. **Your joining will be subject to your successful clearance of On-boarding Assessment post your pre-joining 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, appearing to read "Sushil".

**Sushil Chander**  
**Vice President – Human Resources**

A handwritten signature in green ink, appearing to read "Sushil".

DIRECTOR  
REGIONAL COLLEGE OF MANAGEMENT BANGALORE  
Devanahalli, Bangalore

### Annexure 1

**Date:** 27 May, 2022

**Name:** Deepak T J

**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  
 Medclaim: INR2,00,000 for self and dependents



Date: 25<sup>th</sup> Feb 2020

**Letter of Intent**

Dear **Dilip Kumar R T,**

Thank you for participating in our selection process. We are pleased to offer you the position of '**Client Acquisition Manager**' on the following terms and conditions:

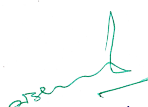
**1. Your Posting will be at CAPITALVIA GLOBAL RESEARCH LIMITED, Indore post your final semester exam which will be communicated to you by the Company.**

**2. Your compensation on a cost to company basis will be Rs.303,160 (Details of which you can find below).**

<b>Client Acquisition Manger</b>		
<b>Grade: O-3</b>	<b>Level: Senior Officer</b>	<b>Band: B-1</b>
<b>Details Of Remuneration</b>		<b>Annual G Amount (INR)</b>
Basic (Includes Employee's PF Contribution)		120,000
HRA		48,000
Performance Allowance		28,200
Other Allowance		85,800
<b>Gross Salary</b>		<b>282,000</b>
Employer's Contribution for PF		14,400
Employer's Contribution for Health Insurance		1,000
Gratuity (As per Act)		5,760
<b>CTC</b>		<b>303,160</b>

- **CTC of Rs.1,54,402/- during initial period of 3 months from Date of Joining and thereafter the above-mentioned CTC will be applicable.**
- Performance Allowance is based on the achievement of your respective Goals will be paid on monthly basis.
- The service agreement will be of 1 Year with training cost of Rs. 75,000; duly recoverable in case of not completing the set tenure.



  
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 Devanahalli, Bangalore

- The notice period applicable to you would be **1 Month**.
3. This appointment will be subject to you being found medically fit.
  4. This appointment stands valid subject to your provided information about yourself, work-ex, Marks & qualifications.
  5. This Company shall have the rights to terminate your service without notice and without assigning any reason thereof, if the information given by you at the time of interview or in the application form is found to be incorrect, or in case of any serious misconduct.
  6. You will be required to produce your original certificates/ documents and submit photocopies of your Pan Card, Driving License, Medical Clearance Certificate, Mark sheets, Permanent Address Proof, Local Address Proof, work-ex certificate, last 3 months Salary Slip while collecting your appointment Letter.
  7. Kindly confirm your acceptance of this offer by signing and returning a copy of this letter by **28<sup>th</sup> Feb 2020**, henceforth, the offer will be forfeited.

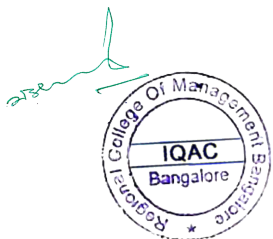
We look forward to your joining our team for a long, successful and pleasant association.

Regards,

**Gaurav Garg**

**Head - HR**

**CapitalVia Global Research Limited**



A handwritten signature in green ink is positioned above an official stamp. The stamp contains the text "DIRECTOR" and "REGIONAL COLLEGE OF MANAGEMENT BANGALORE" above "Devanahalli, Bangalore".



**IndiaMART InterMESH Ltd.**  
Assotech Business Cresterra, Plot No.22,  
Tower 2, Floor No.6, Sector - 135, Noida,UP  
Call Us: +91 - 9696969696  
E: customercare@indiamart.com  
Website: www.indiamart.com

## Letter of Appointment

**Date: April 18, 2020**

Dear **Dronamraju Aditya**

We are pleased to make an offer to you with IndiaMART InterMESH Ltd.as follows:

**Position** - Executive–Client Servicing (FSF)

**CTC** - 4,00,000/-LPA

**Location** - Pan India

An offer letter will be issued to you post successful completion of your documentation.

In order to facilitate the above, you are required to submit the documents listed in the Annexure.

Kindly sign and return a copy of this letter as a token of your acceptance.

Yours Sincerely

Madhup Agarwal

National Head, HR







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Website: [www.indiamart.com](http://www.indiamart.com)

### **Documents required for issuing the offer letter**

We request you to send the below listed documents at [sablok.ritika@indiamart.com](mailto:sablok.ritika@indiamart.com) as they are mandatory for our records and are necessary for the completion of joining formalities so that we can issue the offer letter to you.

1. PAN Card(Please apply if you do not possess one and share acknowledgement with us)
2. Aadhar Card ( Please apply if you do not possess one and share acknowledgement with us)
3. Valid Driving License and 2-Wheeler RC
4. 10<sup>th</sup>Marksheet
5. 12<sup>th</sup>Marksheet
6. All semester wise marksheet for Graduation (in case of any backlog, please share all marksheets)
7. All semester wise marksheet for Post-Graduation
8. No Objection Certificate from College/Institutor Provisional Degree
9. Laptop Declaration Form

Should you have any queries, please feel free to contact Ms. Ritika Sablok@7067085817.

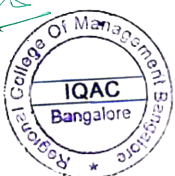
I accept the terms conditions of this offer

(Candidate's Signature)

Name and Date

---

Regd. Office: 1st Floor, 29-Daryaganj, Netaji Subash Marg, Delhi – 110002, India | CIN:U74899DL1999PLC101534



  
DIRECTOR  
REGIONAL COLLEGE OF MANAGEMENT BANGALORE  
Devanahalli, Bangalore



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Website: www.indiamart.com

## Letter of Appointment

**Date: April 18, 2020**

Dear **Gopal Mishra**

We are pleased to make an offer to you with IndiaMART InterMESH Ltd.as follows:

**Position** - Executive–Client Servicing (FSF)

**CTC** - 4,00,000/-LPA

**Location** - Pan India

An offer letter will be issued to you post successful completion of your documentation.

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Yours Sincerely

Madhup Agarwal

National Head, HR





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I accept the terms conditions of this offer

(Candidate's Signature)

Name and Date

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Regd. Office: 1st Floor, 29-Daryaganj, Netaji Subash Marg, Delhi – 110002, India | CIN:U74899DL1999PLC101534



  
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E: customercare@indiamart.com  
Website: www.indiamart.com

## Letter of Appointment

**Date: April 18, 2020**

Dear **Hemanth Singh Kichi**

We are pleased to make an offer to you with IndiaMART InterMESH Ltd.as follows:

**Position** - Executive–Client Servicing (FSF)

**CTC** - 4,00,000/-LPA

**Location** - Pan India

An offer letter will be issued to you post successful completion of your documentation.

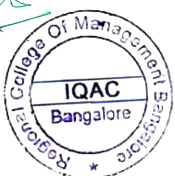
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Yours Sincerely

Madhup Agarwal

National Head, HR





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(Candidate's Signature)

Name and Date

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Website: www.indiamart.com

## Letter of Appointment

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Dear **Hidayathulla**

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**CTC** - 4,00,000/-LPA

**Location** - Pan India

An offer letter will be issued to you post successful completion of your documentation.

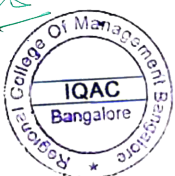
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Yours Sincerely

Madhup Agarwal

National Head, HR





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9. Laptop Declaration Form

Should you have any queries, please feel free to contact Ms. Ritika Sablok@7067085817.

I accept the terms conditions of this offer

(Candidate's Signature)

Name and Date

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Regd. Office: 1st Floor, 29-Daryaganj, Netaji Subash Marg, Delhi – 110002, India | CIN:U74899DL1999PLC101534



  
DIRECTOR  
REGIONAL COLLEGE OF MANAGEMENT BANGALORE  
Devanahalli, Bangalore



**THE KARUR VYSYA BANK LIMITED**  
**HUMAN RESOURCES DEPARTMENT**  
**CENTRAL OFFICE**  
**ERODE ROAD, KARUR – 639 002**  
**Tamil Nadu**

☎ 04324 –226520, 225521– 25 Extn.9472,9470 Fax: -04324-227555  
CIN: L65110TN1916PLC001295

Email: [Careers@kvbmail.com](mailto:Careers@kvbmail.com)

**KVB/CR/RCM - BGLR/2019-20/018**  
**Applicant ID : 214392**

**18/02/2020**

### **Appointment Order**

--\*\*--

Dear **Jayakumar A**

Greetings from The Karur Vysya Bank Ltd!!

Congratulations!

With reference to your application and subsequently held selection process, we are glad to inform that, you are selected as **Branch Sales and Service Executive**. This selection is subject to fulfilling of the below mentioned terms and conditions.

1. Your Annual CTC will be **Rs.3.00 Lakhs**
2. Probation period will be for 12 Months from the date of Joining.
3. This provisional appointment order is valid up to **31<sup>st</sup> March 2020**.
4. The bank reserves the right to conduct, either by itself or through its representative's necessary background verification and credit checks.
5. Provisional order does not guarantee you the employment by itself, unless the hiring requirements are fulfilled as per the bank's policy. Same is detailed below for your reference and needful action.
  - Completion of course without any track of arrears and securing 60% of marks.
  - Satisfactory reports of BGV and CIBIL checks.
6. Detailed terms of appointment with Date of Joining, Posting location and Induction schedule will be mentioned in the final appointment order.
7. Aforesaid, Final appointment order will be issued to you, post receipt of confirmation on course completion (Exam & Project viva) from your Campus / University.
8. Posting location will be basis the requirement of the bank and request for change of location will not be entertained.



  
DIRECTOR  
REGIONAL COLLEGE OF MANAGEMENT BANGALORE  
Devanahalli, Bangalore



You are requested to submit the scanned copies of below mentioned documents for further Processing.

**List of Documents Required**

1. Copies of PAN, AADHAAR in support of your Date of Birth & Residential address.
2. Scanned copies SSLC, HSC, Graduation, Post- Graduation (Semester wise Mark Sheets & Consolidated Mark Sheet), Any Certification Course like JAIB / CAIB (if any).

You are requested to acknowledge receipt of this order by signing and forwarding the same to us immediately by return mail on or before **01/03/2020**

**Kindly contact us at: 04324 – 269473/62 for any other guidance and assistance.**

**ASSISTANT GENERAL MANAGER - HRD**

**Acknowledgement – cum – Acceptance**

I \_\_\_\_\_ hereby acknowledge the receipt of this offer and

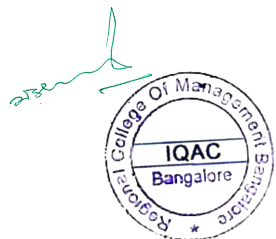
- Agree to the terms and conditions stipulated therein.
- I am aware about the roles and Responsibility of **Branch Sales and Service Executive**.
- I also authorize Karur Vysya Bank or its representatives to carry out background verification, CIBIL checks for the purpose of confirming my suitability for employment at the bank.

**Place:**

**SIGNATURE**

**Date:**

**(Full Name)**



  
DIRECTOR  
REGIONAL COLLEGE OF MANAGEMENT BANGALORE  
Devanahalli, Bangalore



**THE KARUR VYSYA BANK LIMITED**  
**HUMAN RESOURCES DEPARTMENT**  
**CENTRAL OFFICE**  
**ERODE ROAD, KARUR – 639 002**  
**Tamil Nadu**

☎ 04324 –226520, 225521– 25 Extn.9472,9470 Fax: -04324-227555  
CIN: L65110TN1916PLC001295

Email: [Careers@kvbmail.com](mailto:Careers@kvbmail.com)

**KVB/CR/RCM - BGLR/2019-20/018**  
**Applicant ID : 214392**

**18/02/2020**

### Appointment Order

--\*\*--

Dear **Jogiya Rima Ajitkumar**

Greetings from The Karur Vysya Bank Ltd!!

Congratulations!

With reference to your application and subsequently held selection process, we are glad to inform that, you are selected as **Branch Sales and Service Executive**. This selection is subject to fulfilling of the below mentioned terms and conditions.

1. Your Annual CTC will be **Rs.3.00 Lakhs**
2. Probation period will be for 12 Months from the date of Joining.
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5. Provisional order does not guarantee you the employment by itself, unless the hiring requirements are fulfilled as per the bank's policy. Same is detailed below for your reference and needful action.
  - Completion of course without any track of arrears and securing 60% of marks.
  - Satisfactory reports of BGV and CIBIL checks.
6. Detailed terms of appointment with Date of Joining, Posting location and Induction schedule will be mentioned in the final appointment order.
7. Aforesaid, Final appointment order will be issued to you, post receipt of confirmation on course completion (Exam & Project viva) from your Campus / University.
8. Posting location will be basis the requirement of the bank and request for change of location will not be entertained.



  
DIRECTOR  
REGIONAL COLLEGE OF MANAGEMENT BANGALORE  
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You are requested to acknowledge receipt of this order by signing and forwarding the same to us immediately by return mail on or before **01/03/2020**

**Kindly contact us at: 04324 – 269473/62 for any other guidance and assistance.**

**ASSISTANT GENERAL MANAGER - HRD**

**Acknowledgement – cum – Acceptance**

I \_\_\_\_\_ hereby acknowledge the receipt of this offer and

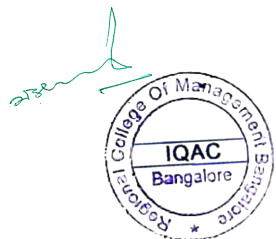
- Agree to the terms and conditions stipulated therein.
- I am aware about the roles and Responsibility of **Branch Sales and Service Executive**.
- I also authorize Karur Vysya Bank or its representatives to carry out background verification, CIBIL checks for the purpose of confirming my suitability for employment at the bank.

**Place:**

**SIGNATURE**

**Date:**

**(Full Name)**



  
DIRECTOR  
REGIONAL COLLEGE OF MANAGEMENT BANGALORE  
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**THE KARUR VYSYA BANK LIMITED**  
**HUMAN RESOURCES DEPARTMENT**  
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Email: [Careers@kvbmail.com](mailto:Careers@kvbmail.com)

**KVB/CR/RCM - BGLR/2019-20/018**  
**Applicant ID : 214392**

**18/02/2020**

### Appointment Order

--\*\*--

Dear **Junaid Shafi M**

Greetings from The Karur Vysya Bank Ltd!!

Congratulations!

With reference to your application and subsequently held selection process, we are glad to inform that, you are selected as **Branch Sales and Service Executive**. This selection is subject to fulfilling of the below mentioned terms and conditions.

1. Your Annual CTC will be **Rs.3.00 Lakhs**
2. Probation period will be for 12 Months from the date of Joining.
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**List of Documents Required**

1. Copies of PAN, AADHAAR in support of your Date of Birth & Residential address.
2. Scanned copies SSLC, HSC, Graduation, Post- Graduation (Semester wise Mark Sheets & Consolidated Mark Sheet), Any Certification Course like JAIB / CAIB (if any).

You are requested to acknowledge receipt of this order by signing and forwarding the same to us immediately by return mail on or before **01/03/2020**

**Kindly contact us at: 04324 – 269473/62 for any other guidance and assistance.**

**ASSISTANT GENERAL MANAGER - HRD**

**Acknowledgement – cum – Acceptance**

I \_\_\_\_\_ hereby acknowledge the receipt of this offer and

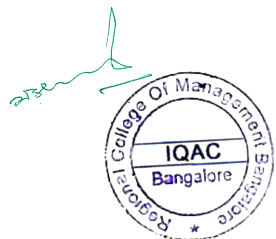
- Agree to the terms and conditions stipulated therein.
- I am aware about the roles and Responsibility of **Branch Sales and Service Executive**.
- I also authorize Karur Vysya Bank or its representatives to carry out background verification, CIBIL checks for the purpose of confirming my suitability for employment at the bank.

**Place:**

**SIGNATURE**

**Date:**

**(Full Name)**



DIRECTOR  
REGIONAL COLLEGE OF MANAGEMENT BANGALORE  
Devanahalli, Bangalore

Ab Health Hamesha

06-Mar-20

**K K Vijay**  
RCM, Bangalore 562164

Dear **K K Vijay,**

**Letter of Appointment**

With reference to our recent discussions regarding your possible employment with **Religare Health Insurance Company Limited**, hereafter referred to as the Company, we are pleased to offer you the position of **Agency Manager** on the following terms and conditions defined herein:

- 1. Date of Joining:** Your appointment will be effective from **06-Mar-20** or any other date mutually agreed upon in writing.
- 2. Place of work:** Your place of work is **OTC Road - Bangalore**. Your place of work may be changed to any other location within India / any group Company, as directed by the Company from time to time. In addition, in performance of your duties for the company, you may be required to travel within and/or outside.
- 3. Reporting:** You will report to **ABDM - Agency & Broking** or any other designate person as specified by the Company from time to time.
- 4. Remuneration:** Your annual compensation package on a Total Fixed Cost (TFC) basis is **Rs. 350004 (Rupees Three Lakh(s) Fifty Thousand and Four Only )**. This amount will include basic salary, taxable and non-taxable allowances & benefits, and other payments, payable as per the designate acts. Annexure 1 provides your compensation break-up, as per the applicable Compensation Structure.

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

**Religare Health Insurance Company Limited**

Regd. Office: 5th Floor, 19 Chawla House, Nehru Place, New Delhi-110019

Corresp. Office: Vipul Tech Square, Tower C, 3rd Floor, Golf Course Road, Sec-43, Gurgaon-122009 (Haryana)

IRDA Regn. No. 148

CIN: U66000DL2007PLC161503

 [customerfirst@religarehealthinsurance.com](mailto:customerfirst@religarehealthinsurance.com) |  1800-200-4488 / 1860-500-4488



  
DIRECTOR  
REGIONAL COLLEGE OF MANAGEMENT BANGALORE  
Devanahalli, Bangalore

**5. Medical:** You may be required to undergo medical examination by a Company appointed medical practitioner as and when directed by the Company and to comply with rules and instructions in the matter. Your services may be terminated without notice if the Company considers you unsuitable for retention in service on medical grounds.

**6. Group Insurance:** You will be covered under the Group Personal Accident Insurance, Group Life Insurance and Hospitalization Insurance/ Employee's State Insurance Corporation (as applicable) in accordance with company's policy.

**7. Hours of Work:** Your hours of work will be in line with the needs of your role/function, in accordance with the company policy and provisions of applicable laws

**8. Probation:** You will work on probation for a period of six months from the date of joining. This may be extended at the discretion of the Company and you will continue to be on probation till a confirmation letter has been issued to you in writing. During your probation or thereafter, you shall undertake such studies /vocational courses as may be required by Company / your superiors. You may also be required to take such examinations / obtain such certifications as the Company / your superiors may require from time to time, and your confirmation / promotions/ salary enhancements etc. may be linked to your having successfully cleared the required examinations / certifications &/or successfully undergone required studies.

**9. Age of Retirement:** Your age of retirement will be 58 years and you shall stand relieved on retirement at the end of the month in which you attain the age of 58 years.

**10. Whole Time and Attention:** During your employment with the Company you shall devote your best efforts for promoting the Company's (and of any other relevant Group Company, affiliate and/ or business associate of the Company) business and may not without prior written consent of the Company (and subject to any terms and conditions the Company may impose) engage or be interested (directly or indirectly) in any other business or employment.

**11. Leave:** In addition to public holidays observed by the Company, you shall be entitled to a paid annual leave for each calendar year in accordance with the existing leave policy, prorated from your date of joining. The Company is covered by the Maternity Benefit Act, 1961 and the eligible employees will be entitled to the benefits like maternity leave as per the amended provisions of the Maternity Benefit Act save and except those who are covered by ESI Act since they will be entitled to the benefits as per the applicable said Act.

**12. Confidentiality:** You shall not during the course of your employment with the Company or any time thereafter, use or disclose to any other Company, firm or person, any of the business or affairs of the Company, nor shall you without the consent of the Company, publish any book, booklet, brochure or any other publication, whether for remuneration or otherwise, relating to the affairs of the Company or to your work in the Company. You shall also not disclose to any public papers, journals, pamphlets or leaflets, or cause to be disclosed at any time, information or documents, official or otherwise relating to the Company or its subsidiaries, except with prior approval.

**13. Disclosure:** You (including on behalf of your family) shall disclose to the Company all your business interests and any material transaction(s) with the Company (and with any other relevant Group Company, affiliate and/ or any subsidiary of the Company), whether or not they are similar to or in conflict with the business(es) or activities of the Company (and with any other relevant Group





Company, affiliate and/ or any subsidiary of the Company), and all circumstances in respect thereof and whether there is, or might be, a conflict of interest between the Company (and with any other relevant Group Company, affiliate and/ or any subsidiary of the Company) and you (and/or your family) during the period of your employment with the Company and for a period of 12 months after cessation of your employment.

**14. Company Policies:** You will be governed by the Company's policies, as applicable at your grade. The Company reserves the right to amend the policies from time to time. You are advised to keep yourself updated on these policies which are available online.

**15. Return of Company Property:** You shall promptly upon request by the Company and in any event upon the termination of your employment deliver to the Company all monies, securities, other properties belonging to the company, all lists of clients or customers, correspondence and all other documents, papers and records in whatever form including but not limited to electronically held data containing or referring to any trade secrets or confidential information concerning the business of the Company and any Group Company which may have been prepared by you or come into your possession, custody or control in the course of your employment including any prior employment with any Group Company. You shall not keep any copies of these items.

**16. Monitoring Policy:** As per Company Policy, telephone conversations of employees may be recorded and monitored for the purpose of creating record of transactions, and for compliance purposes. Any recordings will be stored securely, and will not be disclosed outside the group companies, except as required by law.

Further please note that the emails sent to you and by you may be monitored, from time to time, for the purposes of identifying any non-compliance with company policies, or applicable laws.

If such monitoring discloses any breaches of any law or company policies disciplinary action may follow, including termination from the employment.

**17. Intellectual Property:** Subject to any relevant legislation, if at any time in the course of your employment you make or discover or participate in the making or discovery of any letters patent, trade marks, service marks, designs, copyrights, inventions, drawings, computer programs, know-how and rights of like nature however arising and whether registered or unregistered (“intellectual property”) relating to or capable of being used in the Company (and of any other relevant Group Company, affiliate and/ or business associate of the Company) you shall immediately disclose full details thereof to the Company and, at the request and expense of the Company, you shall do all things which may be necessary or desirable for obtaining appropriate forms of protection for such intellectual property in such parts of the world as may be specified by the Company and for vesting all rights in the same in the Company or its nominee.

All rights and obligations under this paragraph in respect of intellectual property made or discovered by you during your employment shall continue in full force and effect after the termination of your employment and shall be binding upon your personal representatives

The employee shall not disclose to anyone, directly or indirectly, except when the duties may require, during or subsequent to the term of employment, any trade secret or confidential information regarding Company's business. Trade Secrets and Confidential information for this purpose shall include, but not limited to, product information, process information, customer lists, employee emails, company policies and procedures and financial information ( including results, budgets and other financial plans and systems).





**18. Notice Period:** In case either the employer or the employee wishes to terminate the employment contract, a notice of 30 days should be served in writing by the party who wishes to terminate the contract to the other party. The Company depending on the business context and its sole discretion may allow you to pay the equivalent of the Total Fixed Cost (TFC) (*excluding gratuity and GMC if applicable*) amount in lieu of any period and / or adjust notice period against your leave balance subject to satisfactory handing over of the charges to your superior.

Notice period during probation would be 7 days or equivalent of the TFC (*excluding gratuity*) in lieu of notice.

**19. Termination:** 1. If any time during the course of your employment it is found that you have made a false or an incomplete declaration as regards to your qualifications/ experience and other details, your appointment will be treated void *ab initio* and you shall cease to be on the rolls of the company with immediate effect. In that case you shall not be entitled to any notice period or payment in lieu thereof.

2. If any time during the course of your employment it is found that you have:

- a. committed any act of gross misconduct; or
- b. committed any serious breach or repeated or continued a material breach of the terms of your employment; or
- c. been guilty of conduct tending to bring yourself or the company into disrepute; or
- d. been convicted of a criminal offence, other than a road traffic offence for which you are not sentenced to a term of imprisonment whether immediate or suspended; or
- e. become bankrupt or made any arrangement or composition with or for the benefit of your creditors; or
- f. cease to hold the qualifications necessary for you to carry out your work with the company; or
- g. been found in an act of moral turpitude or having indulged in violations laws as applicable in general to the Company; or
- h. been absent for a continuous period of 14 days (including absence when leave though applied for, is not granted or when you overstay period of sanctioned leave by 14 days); or
- i. provided false, inaccurate or incomplete information to the company regarding your background and/or previous employment.
- j. been found inefficient or lower performer as compared to other employees of your category.

In all such aforementioned cases you shall not be entitled to any notice period or payment in lieu thereof.

**20. Non Solicitation:** You shall not at any time during the term of your employment with the Company or thereafter for a period of six months after cessation of your employment, directly or indirectly solicit the Company's (and any other relevant Group Company's, affiliate's and/ or any subsidiary of the Company) personnel to leave the employment of the Company (and any other relevant Group Company's, affiliate's and/ or any subsidiary of the Company) or apply for



employment with any third party or encourage such personnel of the Company (and any other relevant Group Company's, affiliate's and/ or any subsidiary of the Company) to take any action or inaction that may adversely impact the performance or reputation of the Company (and any other relevant Group Company's, affiliate's and/ or any subsidiary of the Company) of its obligations under this Letter of Appointment and / or any other contract or adversely impact the ability of the Company (and any other relevant Group Company's, affiliate's and/ or any subsidiary of the Company) to carry out its normal business activities.

21. **Others:** 1. It will be obligatory on your part to ensure compliance to the applicable statutes, regulations and requirements laid down by the Company, JV partners various regulatory and statutory bodies .

2. In the event of you being found acting in breach of your terms of appointment or indulged in an act of misconduct or an act that has brought disrepute to the organization, you shall render yourself liable for a disciplinary action as per the rules as applicable .


3. Clause headings do not form part or affect the interpretation of this letter of appointment.

22. **Joining Formalities:** As part of the joining formalities, you are requested to bring the following documents with you on the day of joining:

1. 3 Passport size photographs on red background (for branch offices red is not mandatory).
2. Copies of all years mark sheets of the highest qualification/Degree certificate
3. Copy of previous employer Salary Slip
4. Copy of Relieving Letter / Endorsed Resignation letter.
5. Copy of Address proof (any one) :-Ration Card/ Utility Bills/ Driving License/ Passport/ Affidavit
6. Copy of PAN Card
7. Copy of AADHAR Card

We take this opportunity to congratulate you on your selection and look forward to a long and mutually beneficial professional association.

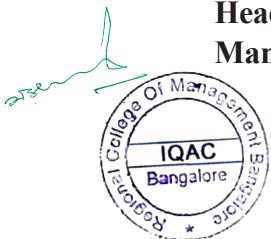
For **Religare Health Insurance Company Limited**



**Rashi Ramani**

Accepted and agreed by **Y Rajasekhar Gowd**

**Head - Talent Acquisition & Talent Management**



DIRECTOR  
REGIONAL COLLEGE OF MANAGEMENT BANGALORE  
Devanahalli, Bangalore

**Annexure: 1**

	<b>Per Annum</b>	<b>Per Month</b>
<b>BASIC</b>	180000	15000
<b>ALLOWANCES</b>		
House Rent Allowance	90000	7500
Education Allowance	30948	2579
<b>MONTHLY GROSS *</b>		<b>26520</b>
<b>BENEFITS:CONTRIBUTION BY ORGANISATION</b>		
Statutory Bonus	17292	1441
Provident Fund	21600	1800
Gratuity	8664	722
GMC	1500	125
<b>TOTAL FIXED COST(TFC)</b>	<b>350004</b>	

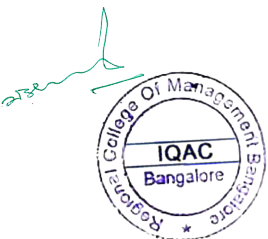
**\* The following amount will be deducted from your monthly gross as your contribution towards statutory benefits**

**PF - 1800**

**\*\* Leave Travel Allowance or Medical Allowance (if applicable) will be paid as monthly components**

**\*\*\* Gratuity(if applicable) - As per Gratuity Act, payable only after completion of 5 continuous years of service in organization**

- **Participation in Incentive/Bonus Schemes** You are eligible to participate in the Company's Annual Incentive/Bonus Plan subject to the terms and conditions of such Plan and any amendments as may be made from time to time.
- **Deductions** The Company may during your employment, or on termination for whatever reason, deduct from your remuneration any monies due from you to the Company including but not limited to:
  - Any overpayment of salary or expenses or payment made to you by mistake or misrepresentation; and/or
  - Any outstanding loans or advances made to you by the Company; and/or
  - Amounts equal in sum to the amount of any secret/illegitimate profits that you make from the Company's business/interests; and/or
  - Any debt owed by you to the Company; and/or
  - Any other deductions permitted under applicable law including Tax.



  
DIRECTOR  
REGIONAL COLLEGE OF MANAGEMENT BANGALORE  
Devanahalli, Bangalore

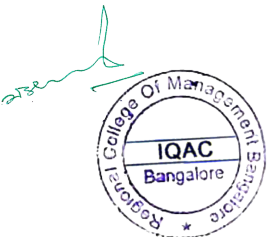
Mr. K Madan Kumar  
RCM, Bangalore 562164

23-03-2020

**Appointment Letter: Senior Associate**

Dear **K Madan Kumar**

1. We congratulate you on your selection for the position of **Senior Associate** with our organization.
2. You will be on probation for one year. During this period, you will initially undergo structured class-room training. This will be followed by your initial posting in a specific role and location.
3. Your remuneration will be Rs.3,00,000/- (Rupees Three Lakhs only) p.a. on Cost to the Company (CTC) basis. The details of the compensation are given at Annexure 1.
4. This offer of employment is subject to your fulfilling the following conditions:
  - ✓ Qualifying Post Graduate Degree / Diploma Program on the day of joining OR Clearing PG Degree/ Diploma in first attempt if the results are awaited. You will have to submit final Degree/ Diploma mark sheets within 15 days of declaration of the results at university / institute concerned, failing which this offer automatically stands withdrawn.
  - ✓ Submitting, in original, certificates of academic qualifications, age and other testimonials;
5. During the probation period, your performance will be assessed continually. On satisfactory completion of probation, your services in the Company will be confirmed.



  
DIRECTOR  
REGIONAL COLLEGE OF MANAGEMENT BANGALORE  
Devanahalli, Bangalore

6. Please arrange to return the duplicate copy of this letter, duly signed by you, in token of acceptance of the offer. Please also forward photocopies of your proof of age, educational certificates, other testimonials and 3 color passport sized photographs, along with the acceptance letter.

7. For any clarification, you may contact the undersigned at \_\_\_\_\_ or email at \_\_\_\_\_.

8. In case of your resignation or termination from the services of SBI Life Insurance Co. Ltd for any reasons whatsoever, the admissibility or otherwise of payment of variable pay / incentive and the quantum of such incentive to be paid shall be at the sole discretion of the Management and no correspondence shall be entertained in this regard.

9. The normal age of superannuation shall be 60 years.

Yours faithfully,

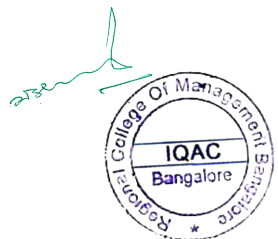
Gana Elizabeth Abraham  
RHR

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I, K Madan Kumar, accept the above offer as Senior Associate in SBI Life Insurance Company Limited.

Signature:

Date:



DIRECTOR  
REGIONAL COLLEGE OF MANAGEMENT BANGALORE  
Devanahalli, Bangalore

Salary Sheet	
Name	K Madan Kumar
Designation	Senior Associate

Salary Component	Amt per month (Rs)	Amt per annum (Rs)	Remarks
Basic Salary	10,000	1,20,000	40% of Fixed Compensation
House Rent Allowance	5,000	60,000	50% of Basic Salary
Special Allowance	8,319	99,831	
<b>Total Monthly Salary (A)</b>	<b>23,319</b>	<b>2,79,831</b>	
Retiral Benefits			
PF	1,200	14,400	Company's contribution to PF @ 12% of Basic Salary
Gratuity	481	5,769	You will be entitled to gratuity as per the Payment of Gratuity Act, 1972 after completion of five years of service with the Company.
<b>Total Retiral (B)</b>	<b>1,681</b>	<b>20,169</b>	
<b>Fixed Compensation (A+B)</b>	<b>25,000</b>	<b>300,000</b>	
<b>Performance linked Variable Pay as per Company policy up to</b>		<b>75,000</b>	
<b>Potential Annual Remuneration on Cost to Company Basis (CTC)</b>		<b>3,75,000</b>	

**In addition you are eligible for:**

1. Mediclaim Coverage for spouse and up to two children to a ceiling of Rs 5 lakhs. Dependant parents may be added on a voluntary basis at an additional payout on prorata basis.  
(In case of Maternity Coverage the claim is covered up to Rs 50,000/-)
2. Group Life Insurance coverage of Rs 20 lakh.

***Please note that remuneration is a contract entirely between you and the Company and should therefore be treated as strictly confidential.***

## MEDICAL FITNESS DECLARATION

In pursuance of the offer of employment made to me by SBI Life Insurance, I, K Madan Kumar declare that;

1) To the best of my knowledge, I am medically fit to accept the offer of employment extended to me and fully understand that in the event of my being found medically unfit to discharge the responsibilities assigned to me, the company shall have the right to terminate my services forthwith.

2) I suffer / have suffered from (tick whichever is applicable):

Hypertension	<input type="checkbox"/>
Pulmonary Disease	<input type="checkbox"/>
Tuberculosis	<input type="checkbox"/>
Cancer	<input type="checkbox"/>
Rheumatic Joint Diseases or symptoms	<input type="checkbox"/>
Asthma	<input type="checkbox"/>
Mental Stress	<input type="checkbox"/>
Others (Please specify)	<input type="text"/>

and agree to undergo the medical examination as decided by the company to satisfy itself of my medical fitness. The company's decision in this regard shall be final and binding. This is, however, without prejudice to the right of the company to terminate my services in future should I be found medically unfit to discharge the responsibilities assigned to me.

\_\_\_\_\_  
(Signature of the candidate)

Date:

Place:



  
DIRECTOR  
REGIONAL COLLEGE OF MANAGEMENT BANGALORE  
Devanahalli, Bangalore



30-Mar-2020

Kallakuri Raj Narayan  
RCM, Bangalore 562164

**Letter of Appointment**

Dear **Kallakuri Raj Narayan,**

With reference to our recent discussions regarding your possible employment with **Care Health Insurance Limited**, hereafter referred to as the Company, we are pleased to offer you the position of **Agency Manager** on the following terms and conditions defined herein:

- 1. Date of Joining:** Your appointment will be effective from **30-Mar-2020** or any other date mutually agreed upon in writing.
- 2. Place of work:** Your place of work is **Bangalore - OTC Road**. Your place of work may be changed to any other location within India / any group Company, as directed by the Company from time to time. In addition, in performance of your duties for the company, you may be required to travel within and/or outside.
- 3. Reporting:** You will report to **Associate Regional Business Head - Agency** or any other designate person as specified by the Company from time to time.
- 4. Remuneration:** Your annual compensation package on a Total Fixed Cost (TFC) basis is **Rs. 350000 (Rupees Three Lakh(s) Fifty Thousand Only)**. This amount will include basic salary, taxable and non-taxable allowances & benefits, and other payments, payable as per the designate acts. Annexure 1 provides your compensation break-up, as per the applicable Compensation Structure.
- 5. Medical:** You may be required to undergo medical examination by a Company appointed medical practitioner as and when directed by the Company and to comply with rules and instructions in the matter. Your services may be terminated without notice if the Company considers you unsuitable for retention in service on medical grounds.

**Care Health Insurance Limited**  
(Formerly Religare Health Insurance Company Limited)  
Regd. Office: 5th Floor, 19 Chawla House, Nehru Place, New Delhi-110019  
Corp. Office: Vipul Tech Square, Tower C, 3rd Floor, Gold Course Road,  
Sector-43, Gurugram -122009 (Haryana)  
IRDAI Regn. No. 148 | CIN: U66000DL2007PLC161503

REACH US @		
 Care Health- Customer App	 WhatsApp 8860402452	Self Help Portal: <a href="http://www.careinsurance.com/self-help-portal.html">www.careinsurance.com/self-help-portal.html</a>  Submit Your Queries/Requests: <a href="http://www.careinsurance.com/contact-us.html">www.careinsurance.com/contact-us.html</a>



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Devanahalli, Bangalore





subsidiary of the Company) and you (and/or your family) during the period of your employment with the Company and for a period of 12 months after cessation of your employment.

**14. Company Policies:** You will be governed by the Company's policies, as applicable at your grade. The Company reserves the right to amend the policies from time to time. You are advised to keep yourself updated on these policies which are available online.

**15. Return of Company Property:** You shall promptly upon request by the Company and in any event upon the termination of your employment deliver to the Company all monies, securities, other properties belonging to the company, all lists of clients or customers, correspondence and all other documents, papers and records in whatever form including but not limited to electronically held data containing or referring to any trade secrets or confidential information concerning the business of the Company and any Group Company which may have been prepared by you or come into your possession, custody or control in the course of your employment including any prior employment with any Group Company. You shall not keep any copies of these items.

**16. Monitoring Policy:** As per Company Policy, telephone conversations of employees may be recorded and monitored for the purpose of creating record of transactions, and for compliance purposes. Any recordings will be stored securely, and will not be disclosed outside the group companies, except as required by law.

Further please note that the emails sent to you and by you may be monitored, from time to time, for the purposes of identifying any non-compliance with company policies, or applicable laws.

Any data of customers, partners, employee or company contact data is strictly prohibited for circulation to anyone outside the Company and also you should restrain the circulation of data even for internal purpose except to the concerned employees of the Company.

If such monitoring discloses any breaches of any law or company policies disciplinary action may follow, including termination from the employment.

During Employment or cessation of your employment you cannot share any such data of the company pertaining to its customers, partners, employees, sensitive information

**17. Intellectual Property:** Subject to any relevant legislation, if at any time in the course of your employment you make or discover or participate in the making or discovery of any letters patent, trademarks, service marks, designs, copyrights, inventions, drawings, computer programs, know-how and rights of like nature however arising and whether registered or unregistered ("intellectual property") relating to or capable of being used in the Company (and of any other relevant Group Company, affiliate and/ or business associate of the Company) you shall immediately disclose full details thereof to the Company and, at the request and expense of the Company, you shall do all things which may be necessary or desirable for obtaining appropriate forms of protection for such intellectual property in such parts of the world as may be specified by the Company and for vesting all rights in the same in the Company or its nominee.

All rights and obligations under this paragraph in respect of intellectual property made or discovered by you during your employment shall continue in full force and effect after the termination of your employment and shall be binding upon your personal representatives

The employee shall not disclose to anyone, directly or indirectly, except when the duties may require, during subsequent to the term of employment, any trade secret or confidential information regarding Company's business. Trade Secrets and Confidential information for this purpose shall include, but not limited to product



DIRECTOR  
REGIONAL COLLEGE OF MANAGEMENT BANGALORE  
Devanahalli, Bangalore

information, process information, customer lists, employee details, company policies and procedures and financial information (including results, budgets and other financial plans and systems).

**18. Notice Period:** In case either the employer or the employee wishes to terminate the employment contract, a notice of 90 days should be served in writing by the party who wishes to terminate the contract to the other party. The Company depending on the business context and its sole discretion may allow you to pay the equivalent of the Total Fixed Cost (TFC) (*excluding gratuity and GMC if applicable*) amount in lieu of any period and / or adjust notice period against your leave balance subject to satisfactory handing over of the charges to your superior.

Notice period during probation would be 7 days or equivalent of the TFC (*excluding gratuity*) in lieu of notice.

**19. Termination:** 1. If any time during the course of your employment it is found that you have made a false or an incomplete declaration as regards to your qualifications/ experience and other details, your appointment will be treated void *ab initio* and you shall cease to be on the rolls of the company with immediate effect. In that case you shall not be entitled to any notice period or payment in lieu thereof.

2. If any time during the course of your employment, it is found that you have:

- a. committed any act of gross misconduct; or
- b. committed any serious breach or repeated or continued a material breach of the terms of your employment; or
- c. been guilty of conduct tending to bring yourself or the company into disrepute; or
- d. been convicted of a criminal offence, other than a road traffic offence for which you are not sentenced to a term of imprisonment whether immediate or suspended; or
- e. become bankrupt or made any arrangement or composition with or for the benefit of your creditors; or
- f. cease to hold the qualifications necessary for you to carry out your work with the company; or
- g. been found in an act of moral turpitude or having indulged in violations laws as applicable in general to the Company; or
- h. been absent for a continuous period of 14 days (including absence when leave though applied for, is not granted or when you overstay period of sanctioned leave by 14 days) ; or
- i. provided false, inaccurate or incomplete information to the company regarding your background and/or previous employment.
- j. been found inefficient or lower performer as compared to other employees of your category.

In all such aforementioned cases you shall not be entitled to any notice period or payment in lieu thereof.

**20. Performance Monitoring:** You are required to deliver performance up to the expected levels as per the targets entrusted to you by reporting officer from time to time. In case your performance is not found to be satisfactory, you will be put under an appropriate Performance Improvement Plan. In case your performance does not improve even after you are put on such plan, the Company will review the matter of continuance of your employment and take appropriate action, including but not limited to termination.



21. **Non Solicitation:** You shall not at any time during the term of your employment with the Company or thereafter for a period of six months after cessation of your employment, directly or indirectly solicit the Company's (and any other relevant Group Company's, affiliate's and/ or any subsidiary of the Company) personnel to leave the employment of the Company (and any other relevant Group Company's, affiliate's and/ or any subsidiary of the Company) or apply for employment with any third party or encourage such personnel of the Company (and any other relevant Group Company's, affiliate's and/ or any subsidiary of the Company) to take any action or inaction that may adversely impact the performance or reputation of the Company (and any other relevant Group Company's, affiliate's and/ or any subsidiary of the Company) of its obligations under this Letter of Appointment and / or any other contract or adversely impact the ability of the Company (and any other relevant Group Company's, affiliate's and/ or any subsidiary of the Company) to carry out its normal business activities.

22. **Others:** 1. It will be obligatory on your part to ensure compliance to the applicable statutes, regulations and requirements laid down by the Company, JV partners various regulatory and statutory bodies.

2. In the event of you being found acting in breach of your terms of appointment or indulged in an act of misconduct or an act that has brought disrepute to the organization, you shall render yourself liable for a disciplinary action as per the rules as applicable.

3. Clause headings do not form part or affect the interpretation of this letter of appointment.

23. **Joining Formalities:** As part of the joining formalities, you are requested to bring the following documents with you on the day of joining:

1. 3 Passport size photographs on red background (for branch offices red is not mandatory).
2. Copies of all years mark sheets of the highest qualification/Degree certificate
3. Copy of previous employer Salary Slip
4. Copy of Relieving Letter / Endorsed Resignation letter.
5. Copy of Address proof (any one) :-Ration Card/ Utility Bills/ Driving License/ Passport/ Affidavit
6. Copy of PAN Card
7. Copy of AADHAR Card

We take this opportunity to congratulate you on your selection and look forward to a long and mutually beneficial professional association.

For **Care Health Insurance Limited**  
(formerly known as Religare Health Insurance Company Limited)

*Rashi*

**Rashi Ramani**  
Head - Talent Acquisition & Talent Management

Accepted and Agreed by  
**Kallakuri Raj Narayan**

*Rashi*  
DIRECTOR  
REGIONAL COLLEGE OF MANAGEMENT BANGALORE  
Devanahalli, Bangalore



**Annexure: 1**

	<b>Per Annum</b>	<b>Per Month</b>
<b>BASIC</b>	180000	15000
<b>ALLOWANCES</b>		
House Rent Allowance	90000	7500
Education Allowance	19692	1641
<b><u>MONTHLY GROSS *</u></b>		<b>25695</b>
<b><u>BENEFITS:CONTRIBUTION BY ORGANISATION</u></b>		
Statutory Bonus	18648	1554
Provident Fund	21600	1800
Gratuity	8664	722
GMC	11400	950
<b>TOTAL FIXED COST(TFC)</b>	<b>350004</b>	

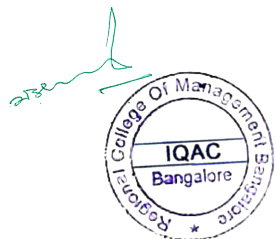
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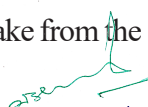
**\* The following amount will be deducted from your monthly gross as your contribution towards statutory benefits  
PF - 1800**

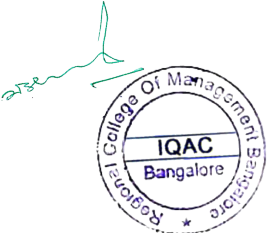
**\*\* Leave Travel Allowance or Medical Allowance (if applicable) will be paid as monthly components**

**\*\*\* Gratuity (if applicable) - As per Gratuity Act, payable only after completion of 5 continuous years of service in organization.**

- **Participation in Incentive/Bonus Schemes** You are eligible to participate in the Company's Annual Incentive/Bonus Plan subject to the terms and conditions of such Plan and any amendments as may be made from time to time.
- **Deductions** The Company may during your employment, or on termination for whatever reason, deduct from your remuneration any monies due from you to the Company including but not limited to:
  - Any overpayment of salary or expenses or payment made to you by mistake or misrepresentation; and/or
  - Any outstanding loans or advances made to you by the Company; and/or
  - Amounts equal in sum to the amount of any secret/illegitimate profits that you make from the Company's business/interests; and/or
  - Any debt owed by you to the Company; and/or
  - Any other deductions permitted under applicable law including Tax.



  
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 Devanahalli, Bangalore



  
DIRECTOR  
REGIONAL COLLEGE OF MANAGEMENT BANGALORE  
Devanahalli, Bangalore



**THE KARUR VYSYA BANK LIMITED**  
**HUMAN RESOURCES DEPARTMENT**  
**CENTRAL OFFICE**  
**ERODE ROAD, KARUR – 639 002**  
**Tamil Nadu**

☎ 04324 –226520, 225521– 25 Extn.9472,9470 Fax: -04324-227555  
CIN: L65110TN1916PLC001295

Email: [Careers@kvbmail.com](mailto:Careers@kvbmail.com)

**KVB/CR/RCM - BGLR/2019-20/018**  
**Applicant ID : 214392**

**18/02/2020**

### **Appointment Order**

--\*\*--

Dear **Kanagala Tirumala Venkatesh**

Greetings from The Karur Vysya Bank Ltd!!

Congratulations!

With reference to your application and subsequently held selection process, we are glad to inform that, you are selected as **Branch Sales and Service Executive**. This selection is subject to fulfilling of the below mentioned terms and conditions.

1. Your Annual CTC will be **Rs.3.00 Lakhs**
2. Probation period will be for 12 Months from the date of Joining.
3. This provisional appointment order is valid up to **31<sup>st</sup> March 2020**.
4. The bank reserves the right to conduct, either by itself or through its representative's necessary background verification and credit checks.
5. Provisional order does not guarantee you the employment by itself, unless the hiring requirements are fulfilled as per the bank's policy. Same is detailed below for your reference and needful action.
  - Completion of course without any track of arrears and securing 60% of marks.
  - Satisfactory reports of BGV and CIBIL checks.
6. Detailed terms of appointment with Date of Joining, Posting location and Induction schedule will be mentioned in the final appointment order.
7. Aforesaid, Final appointment order will be issued to you, post receipt of confirmation on course completion (Exam & Project viva) from your Campus / University.
8. Posting location will be basis the requirement of the bank and request for change of location will not be entertained.



  
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Devanahalli, Bangalore



You are requested to submit the scanned copies of below mentioned documents for further Processing.

**List of Documents Required**

1. Copies of PAN, AADHAAR in support of your Date of Birth & Residential address.
2. Scanned copies SSLC, HSC, Graduation, Post- Graduation (Semester wise Mark Sheets & Consolidated Mark Sheet), Any Certification Course like JAIB / CAIB (if any).

You are requested to acknowledge receipt of this order by signing and forwarding the same to us immediately by return mail on or before **01/03/2020**

**Kindly contact us at: 04324 – 269473/62 for any other guidance and assistance.**

**ASSISTANT GENERAL MANAGER - HRD**

**Acknowledgement – cum – Acceptance**

I \_\_\_\_\_ hereby acknowledge the receipt of this offer and

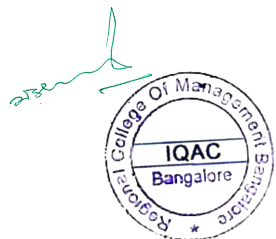
- Agree to the terms and conditions stipulated therein.
- I am aware about the roles and Responsibility of **Branch Sales and Service Executive**.
- I also authorize Karur Vysya Bank or its representatives to carry out background verification, CIBIL checks for the purpose of confirming my suitability for employment at the bank.

**Place:**

**SIGNATURE**

**Date:**

**(Full Name)**



  
DIRECTOR  
REGIONAL COLLEGE OF MANAGEMENT BANGALORE  
Devanahalli, Bangalore



Date: 25<sup>th</sup> Feb 2020

**Letter of Intent**

Dear **Kasm Manisai,**

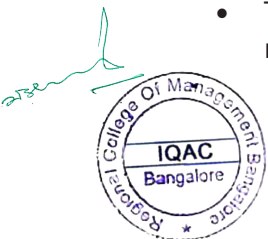
Thank you for participating in our selection process. We are pleased to offer you the position of '**Client Acquisition Manager**' on the following terms and conditions:

**1. Your Posting will be at CAPITALVIA GLOBAL RESEARCH LIMITED, Indore post your final semester exam which will be communicated to you by the Company.**

**2. Your compensation on a cost to company basis will be Rs.303,160 (Details of which you can find below).**

<b>Client Acquisition Manger</b>		
<b>Grade: O-3</b>	<b>Level: Senior Officer</b>	<b>Band: B-1</b>
<b>Details Of Remuneration</b>		<b>Annual G Amount (INR)</b>
Basic (Includes Employee's PF Contribution)		120,000
HRA		48,000
Performance Allowance		28,200
Other Allowance		85,800
<b>Gross Salary</b>		<b>282,000</b>
Employer's Contribution for PF		14,400
Employer's Contribution for Health Insurance		1,000
Gratuity (As per Act)		5,760
<b>CTC</b>		<b>303,160</b>

- **CTC of Rs.1,54,402/- during initial period of 3 months from Date of Joining and thereafter the above-mentioned CTC will be applicable.**
- Performance Allowance is based on the achievement of your respective Goals will be paid on monthly basis.
- The service agreement will be of 1 Year with training cost of Rs. 75,000; duly recoverable in case of not completing the set tenure.



  
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 Devanahalli, Bangalore

- The notice period applicable to you would be **1 Month**.
3. This appointment will be subject to you being found medically fit.
  4. This appointment stands valid subject to your provided information about yourself, work-ex, Marks & qualifications.
  5. This Company shall have the rights to terminate your service without notice and without assigning any reason thereof, if the information given by you at the time of interview or in the application form is found to be incorrect, or in case of any serious misconduct.
  6. You will be required to produce your original certificates/ documents and submit photocopies of your Pan Card, Driving License, Medical Clearance Certificate, Mark sheets, Permanent Address Proof, Local Address Proof, work-ex certificate, last 3 months Salary Slip while collecting your appointment Letter.
  7. Kindly confirm your acceptance of this offer by signing and returning a copy of this letter by **28<sup>th</sup> Feb 2020**, henceforth, the offer will be forfeited.

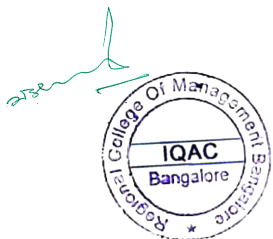
We look forward to your joining our team for a long, successful and pleasant association.

Regards,

**Gaurav Garg**

**Head - HR**

**CapitalVia Global Research Limited**



A handwritten signature in green ink is positioned above an official stamp. The stamp contains the text "DIRECTOR" and "REGIONAL COLLEGE OF MANAGEMENT BANGALORE" above "Devanahalli, Bangalore".

10 April 2020

## Hearty Welcome!



Dear **Kathale Swapnil Santosh**,

It gives us immense pleasure to formally welcome you to be a part of this great institution, which has grown tremendously over the years and looking forward to conquer new heights in the years to come. We are sure that you would definitely want to build an enduring relationship with this institution, which will in turn offer you exciting and challenging career opportunities to grow and develop yourself.

We have made necessary arrangements for your smooth induction into our system. In case you need any clarifications or support from our end, please feel free to contact us at [postings@federalbank.co.in](mailto:postings@federalbank.co.in).

The details of the offer of appointment made to you are annexed to this letter.

Wishing you all success,

Yours Sincerely,

**John P J**  
**Vice President (HR)**

To  
Mr. Kathale Swapnil Santosh  
RCM, Bangalore 562164



DIRECTOR  
REGIONAL COLLEGE OF MANAGEMENT BANGALORE  
Devanahalli, Bangalore

## **Offer of appointment to Ms. Gazal Sood as Probationary Officer in Scale I**

You have been selected for appointment in the Bank as Probationary Officer in Junior Management Grade in Scale I on the basis of your performance in the Campus selection process.

### **Place of Posting/ Date of Joining**

Your initial place of posting will be at Branch/Office: **Mumbai / Andheri East** situated at Ground Floor, Mariam Apartment, Opp.Gurudwara, Mahakali Caves Road, Andheri East, Mumbai-400093. You will have to join Branch/Office: Mumbai / Andheri East on 05/05/2020 after completion of the online orientation programme. The appointment will be effective from the date of joining the Branch/Office.

### **Pre Induction e-Learning & Orientation programme**

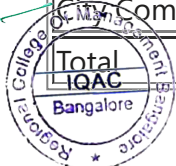
As part of continuous learning approach, Bank will be conducting a pre-induction self-learning programme which will help you to understand basic banking functions and concepts. Completing this e-learning programme is a pre-requisite for joining the Induction/Orientation programme, details of which will be intimated to you in due course by Federal Knowledge & Development Centre (FKDC).

Subsequent to this, you will have to enroll for a three day online Induction/Orientation programme conducted by Federal Knowledge & Development Centre (FKDC) starting from 22/04/2020 to 24/04/2020. The Orientation programme will be an instructor-led live online training programme, with sessions scheduled between 9.30 am and 6 pm on all the 3 days. You should be ready with a personal desktop computer/laptop/tablet with high speed data connectivity to attend the same. Further details will be intimated to you in due course by Federal Knowledge & Development Centre (FKDC). Successful completion of the online Induction/Orientation programme, by way of attendance in all sessions, satisfactory level of engagement/performance, is a pre-requisite for joining the Bank.

### **Remuneration**

You will be on a pay scale of 36000-1490 /7-46430-1740 /2-49910-1990 /7-63840 as applicable to Officers in Scale I of the Bank. The total monthly emoluments eligible to be received by an Officer in Scale I with Basic Pay 36000/- at Aluva would be as follows:

<b>Particulars</b>	<b>Amount (Rs.)</b>
Basic Pay	36000.00
Special Allowance	5904.00
Dearness Allowance	14013.57
HRA (Leased Accommodation)	13500.00
Learning Allowance	600.00
City Compensatory Allowance/Location Allowance	1400.00
<b>Total</b>	<b>71417.57</b>



- Amount of leased accommodation will vary according to the place of posting. Those who are not availing the leased accommodation/quarters facility are eligible for HRA at the rate of 7% to 9% of Basic Pay depending upon the place of posting.
- City Compensatory Allowance (CCA)/Location allowance would be payable at specified centres and would change depending upon the place of posting. Detailed monthly emoluments /allowances is annexed.

During the period of probation/on confirmation in service, you will also be eligible for the facility of fixed conveyance allowance or cost of fuel on declaration, reimbursement of hospitalisation expenses, medical aid, reimbursement of entertainment expenses, reimbursement of cost of cleansing materials, closing allowance, Digital Promotion allowance, reimbursement of cost of brief case / office bag (on confirmation), reimbursement of cost of newspapers (after completion of one year of probation), reimbursement of cost of visiting cards (on confirmation), club allowance (on confirmation), reimbursement of mobile phone bills (after completion of one year of probation), leave travel concession, transfer compensation, privilege leave, sick leave, casual leave, sabbatical leave etc., subject to the rules in force and as amended, altered or added from time to time. On confirmation and on completion of stipulated period of service, you would also be eligible for various staff loans prevailing in the Bank, including housing loan, vehicle loan, Interest free furniture loan, computer loan, overdraft, demand loan, Interest free festival advance, etc., subject to the rules in force and as amended, altered or added from time to time.

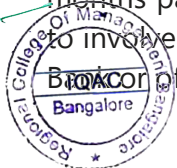
### **Learning Plan for Probationers**

During the probation period, you will be enrolled for an Internal Certification program consisting of E-learning modules, Webinar training and Periodic Assessment Tests (PATs). The detailed learning schedule, passing scores, and associated timelines will be intimated in due course by HR-Talent Development & Training Division. Your confirmation in the service of the Bank will be subject to timely and successful completion of the Internal Certification program, besides your performance ratings. Delays/failure to complete the learning schedule within specified timelines, will result in your probation getting extended. Probationers who complete the Internal Certification program within timelines, secure high performance ratings, and those who are able to secure approved external certifications during the probation period, as specified by the Bank/RBI, will be confirmed in the services of the Bank ahead of the normal probation period.

### **Probation/ Confirmation**

Your appointment will be on probation for a period of two years. The period of probation will be counted for calculating the period of permanent service and for the purpose of granting increments. The period of probation is liable to be extended, if the Officer has not satisfactorily completed the initial period of probation.

During the period of probation, if your work, health, conduct or efficiency is found not satisfactory, your service is liable to be terminated at any time giving you one month notice or by paying one months pay and allowances in lieu of notice. During the period of probation, you are not expected to involve directly or indirectly in the activities of any trade union of Officer/non- Officer Staff of the Bank or of any other Bank or of other organization.



## Joining formalities

At the time of joining the Branch/Office, you will have to submit the following papers/ certificates/ documents:

- a. Originals of SSC/SSLC/Matriculation Book/Certificate, final certificates of Graduation, final certificate and semesters / yearly marklists of Post Graduation (Qualifying Examination).The candidate should also submit the document substantiating the conversion of credit based (CGPA) system into equivalent percentage for their Post Graduate and Graduate course (if applicable) at the time of joining the Bank. These certificates (Secondary Marklist, Secondary Passing Certificate, Graduation and Post Graduation Certificate) will be kept under the custody of the Bank and will be released to the candidate on completion of 2 years of service in the Bank.
- b. Originals of all the documents, certificates and marklists of all semester examinations/ yearly examinations evidencing date of birth (Secondary Certificate) and academic/ professional qualification should be uploaded in the Fed Recruit mobile application. In case the result of any of the previous semesters/years or final semester/year examination is not published at the time of joining the Bank, a certificate to the effect that you had completed the course study and attended all the semester examinations is to be produced from the College/University at the time of joining the Bank (also should be uploaded in Fed Recruit mobile application).
- c. Statement about your medical history and a certificate of fitness for employment in the Bank, from a Doctor not below the rank of Civil Surgeon/ Chief Medical Officer of a Government Hospital, in the Bank's format (Click here to download the format:<https://bit.ly/3dUGJd6>). Medical certificate from Private Hospitals will not be accepted. You are required to produce all the medical reports, lab reports, ECG etc along with medical fitness certificate.
- d. Satisfactory discharge certificate and experience certificate from the previous employer/s, if any.
- e. A certificate about your character/conduct recently issued (within 6 months) by the Principal of the College/Institute last attended by you. Alternatively, two character certificates recently issued by Gazetted Officers/ respected persons.
- f. A declaration of fidelity & secrecy, a declaration of place of domicile and a statement of assets and liabilities, as per the format (Click here to download the format <https://bit.ly/2C2Tzsx>) .Hard copy of the documents should be submitted on the joining day.
- g. One copy of your latest passport size photograph.
- h. Self attested copies of any two of (i) PAN Card (ii) Voters ID (iii) Aadhar Card (iv) Passport and (v) Driving License(Originals needs to be produced for verification).
- i. Certificate of completion of pre-induction training programme.

As part of on-boarding process, you should submit all the necessary documents through Fed Recruit mobile application as and when you are instructed to do so.



It shall be distinctly understood that this offer of appointment is subject to your medical fitness for employment in the Bank, satisfactory background check and submission of the certificates/documents as stipulated above, to the satisfaction of the Bank. The medical reports/fitness certificate submitted by you are liable to be re-examined/scrutinized by Banks Doctor and your appointment in the Bank will be subject to your medical fitness for employment in the Bank as assessed by the Banks Doctor. You are required to undergo physical medical examination by Banks Doctor, in case the Doctor insists for a detailed medical examination, after analyzing the medical reports submitted by you. At any stage, if you are found not satisfying the eligibility norms, your candidature is liable to be cancelled without notice. Also be understood that any misrepresentation/hiding of facts in the application/personal data/any other documents/certificates is sufficient cause for termination of your service, without notice and compensation.

The offer of appointment is subject to your fulfillment of eligibility criteria stipulated by the Bank for being appointed in the Bank as Probationary Officer under campus recruitment. You are required to submit originals & copies of the marklists/certificates of all the previous years/semesters examinations at the time of joining the Bank proving that you had passed all the previous year/semester examinations at the time of campus interview and all the papers pertaining to the subsequent semester(s) should be cleared along with the result of the final year/semester examination (final year/semester examination should be cleared in the first chance itself). In case the result of any of the semester examinations/final examination is published after the campus interview, but prior to joining the Bank, you are required to submit all the semester marklists, certificates, provisional certificate etc of such examinations at the time of joining the Bank in proof of having passed the examinations with required percentage of marks along with the result of the final year/semester examination failing which, you will not be permitted to join the Bank. In case the result of any of the previous semesters/years or final semester/year examination is not published at the time of joining the Bank, a certificate to the effect that you had completed the course study and attended all the semester examinations is to be produced from the College/University at the time of joining the Bank

In your case, the minimum eligibility criteria in respect of educational qualification for being appointed in the Bank as Probationary Officer through campus recruitment is a Post-Graduation with minimum 60% marks. The minimum eligibility of 60% (for UG & PG courses) will be assessed based on the prevailing practice followed by the University/Institution. You have to submit the percentage equivalence certificate in case your University/Institution follows grading system. Also you should have passed SSC or equivalent exam, plus 2 or equivalent exam and graduation with 60% marks. In case the result of final year/semester examination is not published, you will have to submit the certificates and marklists in proof of having passed the final year/semester examination, attempted in the first chance, with required percentage of marks within a maximum period of 5 months from the date of joining the Bank in conformity with the minimum eligibility criteria in respect of educational qualification as stipulated by the Bank, failing which you are liable to be removed from the services of the Bank without any notice or communication, treating the appointment as cancelled. However, in case of willful default in submission of certificates/ marklists within the above stipulated period, even after publication of result of the qualifying examination, your service is liable to be terminated and you are liable to remit the compensation amount / notice pay.



  
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Devanahalli, Bangalore



You will be required to enroll yourself as a member of The Federal Bank Officers Medical Welfare Fund from the date of joining the Bank and deduction to the Fund at applicable rate will be made from your salary, as per the rules prevailing in the Bank at present and as amended, altered or added from time to time.

You shall contribute to the Welfare Scheme (Diya) to support the family of deceased employees of the Bank, from the date of joining the Bank and contributions to the Scheme at applicable rate will be made from your salary, as per rules prevailing in the Bank at present and as duly amended, altered or added from time to time.

You will be covered under the Defined Contributory Pension Scheme as applicable for the Bank employees in line with the National Pension System.

You will be enrolled as a member of the Group Term Assurance Plan from the date of next annual renewal of the Policy by the Bank. The eligibility for enrollment in the Scheme will be subject to the terms, conditions, exceptions etc; as applicable under Group Term Assurance Plan at that time and as amended, altered or added from time to time.

On confirmation in Bank's service, you will be entitled to all other privileges enjoyed by other permanent members of Officers cadre. You will be bound by all the conditions of service as applicable to Officers of the Bank as amended, altered or added from time to time. You will be subject to all the liabilities cast upon other permanent members of Officers cadre.

## Resignation

If you are desirous of resigning from the service during the period of probation, you should give three months notice in writing to the Bank or you would be liable to pay to the Bank three months pay and allowances in lieu of notice, at the sole discretion of the Bank. In addition to this, you should pay an amount of 50,000/- as compensation, if such resignation is within 2 years of service in the Bank. If you are desirous of resigning from the service after confirmation in the service of the Bank, you should give three months notice in writing to the Bank or you would be liable to pay to the Bank three months pay and allowances in lieu of notice, at the sole discretion of the Bank.

You are also required to pay an amount of 50,000/- as compensation amount and applicable notice pay as stated above to the Bank, if you ceased to be in the service of the Bank consequent to termination of service within 2 years of service. You are required to execute an agreement in stamp paper (which will be made available by the Bank) of appropriate value at the time of joining the Bank agreeing to the above terms and conditions of the appointment in respect of compensation amount /notice pay etc.

The compensation amount of 50,000/- mentioned above is the fair value of the minimum cost that will be incurred by the Bank if an employee quits the Bank before the stipulated minimum period of service.

## General

You are eligible to be transferred during the period of probation and also thereafter, as found expedient by the Bank at any time to any of the existing Branches/Offices in India or abroad or Subsidiaries or to the new branches/Offices/ Subsidiaries of the Bank to be opened in future.





As per the administrative requirements, Bank may allot any duties to you from time to time and your designation will accordingly be changed depending upon the nature of work. You are advised to adhere to the acceptable levels of decorum at workplace even during the online Induction/Orientation programme by way of presentable attire [business casual, smart casual, business attire] and professional etiquettes representing the image and reputation of the Bank.

You will be eligible for actual travelling expenses (subject to a maximum of 02nd AC Train fare) from your place of domicile to the place of posting.

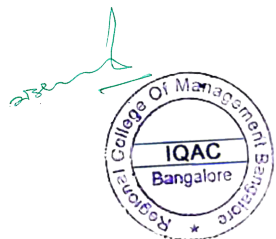
**John P J**  
**Vice President (HR)**

I, Kathale Swapnil Santosh,  
accept and confirm the above terms and conditions.

Place:

Date:

(Signature of the Candidate)



  
DIRECTOR  
REGIONAL COLLEGE OF MANAGEMENT BANGALORE  
Devanahalli, Bangalore

# Annexure

## Monthly Emoluments

<b>Particulars</b>	<b>Amount (Rs.)</b>
Basic Pay	36000.00
Special Allowance	5904.00
Dearness Allowance	14013.57
HRA (Leased Accommodation)	13500.00
Learning Allowance	600.00
City Compensatory Allowance/Location Allowance	1400.00
Entertainment Expenses	2250.00
Cleansing Charges	1000.00
Newspaper #	525.00
Mobilephone Charges#	1000.00
Fuel Reimbursement(Four Wheeler)	8800.00
<b>Total</b>	<b>84992.57</b>

# after one year

@ Leased accommodation amount will be credited to Lessors account only (leased accommodation eligibility ranges from Rs.7800/- to 23000/- depending upon the place of posting. At Aluva it is 13500 /-)

\*You will be eligible for monthly conveyance allowance as follows;

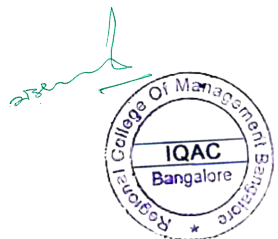
a) 80 litres of petrol/diesel for four-wheeler vehicle registered in your name and used by you at your workplace

**OR**

b) 50 litres of petrol for two- wheeler vehicle registered in your name and used by you at your workplace

**OR**

c) Fixed conveyance of 3000/-



  
DIRECTOR  
REGIONAL COLLEGE OF MANAGEMENT BANGALORE  
Devanahalli, Bangalore

## Other Allowances

<b>Allowances</b>	<b>Amount (Rs.)</b>	<b>Remarks</b>
Medical Aid	10300.00	Yearly
Closing Allowance	2600.00	Yearly
Digital Promotion	2200.00	Yearly
Vehicle Maintenance Allowance	3700.00	Yearly
Leave Encashment (Annual)	10132.93	Yearly
Cost of Brief Case/ Office Bags	4500.00	Once in 3 years
Exgratia*	36500.00	Lumpsum

\*Will vary according to the profit position of the Bank.

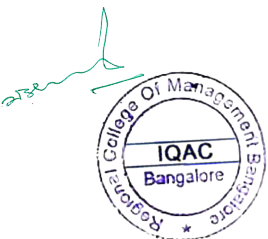
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Never reveal your ATM PIN, CVV no. printed on the reverse of the Debit card, Internet banking passwords, OTP etc. to anyone including Bank officials. Federal Bank never asks for your confidential credentials.

The information contained in this electronic message and any attachments to this message are intended for the exclusive use of the addressee(s) and may contain proprietary, confidential or privileged information. If you are not the intended recipient, you should not disseminate, distribute or copy this e-mail. Please notify the sender immediately and destroy all copies of this message and any attachments.

WARNING: Computer viruses can be transmitted via email. The recipient should check this email and any attachments for the presence of viruses. The company accepts no liability for any damage caused by any virus transmitted by this email.

The Federal Bank Ltd

A handwritten signature in green ink is written above the text "DIRECTOR REGIONAL COLLEGE OF MANAGEMENT BANGALORE Devanahalli, Bangalore".

DIRECTOR  
REGIONAL COLLEGE OF MANAGEMENT BANGALORE  
Devanahalli, Bangalore



**THE KARUR VYSYA BANK LIMITED**  
**HUMAN RESOURCES DEPARTMENT**  
**CENTRAL OFFICE**  
**ERODE ROAD, KARUR – 639 002**  
**Tamil Nadu**

☎ 04324 –226520, 225521– 25 Extn.9472,9470 Fax: -04324-227555  
CIN: L65110TN1916PLC001295

Email: [Careers@kvbmail.com](mailto:Careers@kvbmail.com)

**KVB/CR/RCM - BGLR/2019-20/018**  
**Applicant ID : 214392**

**18/02/2020**

### **Appointment Order**

--\*\*--

Dear **Kirti Chaurasia**

Greetings from The Karur Vysya Bank Ltd!!

Congratulations!

With reference to your application and subsequently held selection process, we are glad to inform that, you are selected as **Branch Sales and Service Executive**. This selection is subject to fulfilling of the below mentioned terms and conditions.

1. Your Annual CTC will be **Rs.3.00 Lakhs**
2. Probation period will be for 12 Months from the date of Joining.
3. This provisional appointment order is valid up to **31<sup>st</sup> March 2020**.
4. The bank reserves the right to conduct, either by itself or through its representative's necessary background verification and credit checks.
5. Provisional order does not guarantee you the employment by itself, unless the hiring requirements are fulfilled as per the bank's policy. Same is detailed below for your reference and needful action.
  - Completion of course without any track of arrears and securing 60% of marks.
  - Satisfactory reports of BGV and CIBIL checks.
6. Detailed terms of appointment with Date of Joining, Posting location and Induction schedule will be mentioned in the final appointment order.
7. Aforesaid, Final appointment order will be issued to you, post receipt of confirmation on course completion (Exam & Project viva) from your Campus / University.
8. Posting location will be basis the requirement of the bank and request for change of location will not be entertained.



  
DIRECTOR  
REGIONAL COLLEGE OF MANAGEMENT BANGALORE  
Devanahalli, Bangalore

You are requested to submit the scanned copies of below mentioned documents for further Processing.

**List of Documents Required**

1. Copies of PAN, AADHAAR in support of your Date of Birth & Residential address.
2. Scanned copies SSLC, HSC, Graduation, Post- Graduation (Semester wise Mark Sheets & Consolidated Mark Sheet), Any Certification Course like JAIB / CAIB (if any).

You are requested to acknowledge receipt of this order by signing and forwarding the same to us immediately by return mail on or before **01/03/2020**

**Kindly contact us at: 04324 – 269473/62 for any other guidance and assistance.**

**ASSISTANT GENERAL MANAGER - HRD**

**Acknowledgement – cum – Acceptance**

I \_\_\_\_\_ hereby acknowledge the receipt of this offer and

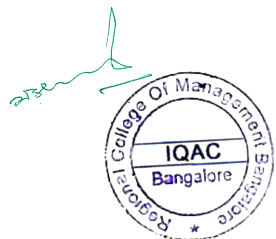
- Agree to the terms and conditions stipulated therein.
- I am aware about the roles and Responsibility of **Branch Sales and Service Executive**.
- I also authorize Karur Vysya Bank or its representatives to carry out background verification, CIBIL checks for the purpose of confirming my suitability for employment at the bank.

**Place:**

**SIGNATURE**

**Date:**

**(Full Name)**



  
DIRECTOR  
REGIONAL COLLEGE OF MANAGEMENT BANGALORE  
Devanahalli, Bangalore



Date: 27 May, 2022

**Subject: Offer of Employment**

Dear **Kirti Sharma**

Hearvest Congratulations to you!

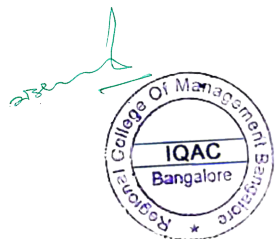
HDFC Life is delighted to offer you the full-time position of Executive Trainee in our contingent upon your successful clearance of MBA/Post Graduate examination.

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**

**Sushil Chander**  
**Vice President – Human Resources**



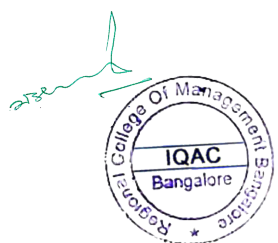
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Devanahalli, Bangalore

**Annexure 1**

**Date:** 27 May, 2022  
**Name:** Kirti Sharma  
**Designation:** Executive Trainee  
**Band:** J2

<b>CTC STRUCTURE</b>		
<b>Components</b>	<b>Per Annum</b>	<b>Per Month</b>
<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>	

<b>Other Benefits (as per prevalent Company Policy):</b>
Group Term Insurance: Term cover of INR 12,00,000 Mediclaim: INR2,00,000 for self and dependents



  
 DIRECTOR  
 REGIONAL COLLEGE OF MANAGEMENT BANGALORE  
 Devanahalli, Bangalore

Ab Health Hamesha

06-Mar-20

**Kishore N**

RCM, Bangalore 562164

Dear **Kishore N,**

**Letter of Appointment**

With reference to our recent discussions regarding your possible employment with **Religare Health Insurance Company Limited**, hereafter referred to as the Company, we are pleased to offer you the position of **Agency Manager** on the following terms and conditions defined herein:

- 1. Date of Joining:** Your appointment will be effective from **06-Mar-20** or any other date mutually agreed upon in writing.
- 2. Place of work:** Your place of work is **OTC Road - Bangalore**. Your place of work may be changed to any other location within India / any group Company, as directed by the Company from time to time. In addition, in performance of your duties for the company, you may be required to travel within and/or outside.
- 3. Reporting:** You will report to **ABDM - Agency & Broking** or any other designate person as specified by the Company from time to time.
- 4. Remuneration:** Your annual compensation package on a Total Fixed Cost (TFC) basis is **Rs. 350004 (Rupees Three Lakh(s) Fifty Thousand and Four Only )**. This amount will include basic salary, taxable and non-taxable allowances & benefits, and other payments, payable as per the designate acts. Annexure 1 provides your compensation break-up, as per the applicable Compensation Structure.

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

**Religare Health Insurance Company Limited**

Regd. Office: 5th Floor, 19 Chawla House, Nehru Place, New Delhi-110019

Corresp. Office: Vipul Tech Square, Tower C, 3rd Floor, Golf Course Road, Sec-43, Gurgaon-122009 (Haryana)

IRDA Regn. No. 148

CIN: U66000DL2007PLC161503

 [customerfirst@religarehealthinsurance.com](mailto:customerfirst@religarehealthinsurance.com) |  1800-200-4488 / 1860-500-4488



  
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REGIONAL COLLEGE OF MANAGEMENT BANGALORE  
Devanahalli, Bangalore



**5. Medical:** You may be required to undergo medical examination by a Company appointed medical practitioner as and when directed by the Company and to comply with rules and instructions in the matter. Your services may be terminated without notice if the Company considers you unsuitable for retention in service on medical grounds.

**6. Group Insurance:** You will be covered under the Group Personal Accident Insurance, Group Life Insurance and Hospitalization Insurance/ Employee's State Insurance Corporation (as applicable) in accordance with company's policy.

**7. Hours of Work:** Your hours of work will be in line with the needs of your role/function, in accordance with the company policy and provisions of applicable laws

**8. Probation:** You will work on probation for a period of six months from the date of joining. This may be extended at the discretion of the Company and you will continue to be on probation till a confirmation letter has been issued to you in writing. During your probation or thereafter, you shall undertake such studies /vocational courses as may be required by Company / your superiors. You may also be required to take such examinations / obtain such certifications as the Company / your superiors may require from time to time, and your confirmation / promotions/ salary enhancements etc. may be linked to your having successfully cleared the required examinations / certifications &/or successfully undergone required studies.

**9. Age of Retirement:** Your age of retirement will be 58 years and you shall stand relieved on retirement at the end of the month in which you attain the age of 58 years.

**10. Whole Time and Attention:** During your employment with the Company you shall devote your best efforts for promoting the Company's (and of any other relevant Group Company, affiliate and/ or business associate of the Company) business and may not without prior written consent of the Company (and subject to any terms and conditions the Company may impose) engage or be interested (directly or indirectly) in any other business or employment.

**11. Leave:** In addition to public holidays observed by the Company, you shall be entitled to a paid annual leave for each calendar year in accordance with the existing leave policy, prorated from your date of joining. The Company is covered by the Maternity Benefit Act, 1961 and the eligible employees will be entitled to the benefits like maternity leave as per the amended provisions of the Maternity Benefit Act save and except those who are covered by ESI Act since they will be entitled to the benefits as per the applicable said Act.

**12. Confidentiality:** You shall not during the course of your employment with the Company or any time thereafter, use or disclose to any other Company, firm or person, any of the business or affairs of the Company, nor shall you without the consent of the Company, publish any book, booklet, brochure or any other publication, whether for remuneration or otherwise, relating to the affairs of the Company or to your work in the Company. You shall also not disclose to any public papers, journals, pamphlets or leaflets, or cause to be disclosed at any time, information or documents, official or otherwise relating to the Company or its subsidiaries, except with prior approval.

**13. Disclosure:** You (including on behalf of your family) shall disclose to the Company all your business interests and any material transaction(s) with the Company (and with any other relevant Group Company, affiliate and/ or any subsidiary of the Company), whether or not they are similar to or in conflict with the business(es) or activities of the Company (and with any other relevant Group



Company, affiliate and/ or any subsidiary of the Company), and all circumstances in respect thereof and whether there is, or might be, a conflict of interest between the Company (and with any other relevant Group Company, affiliate and/ or any subsidiary of the Company) and you (and/or your family) during the period of your employment with the Company and for a period of 12 months after cessation of your employment.

**14. Company Policies:** You will be governed by the Company's policies, as applicable at your grade. The Company reserves the right to amend the policies from time to time. You are advised to keep yourself updated on these policies which are available online.

**15. Return of Company Property:** You shall promptly upon request by the Company and in any event upon the termination of your employment deliver to the Company all monies, securities, other properties belonging to the company, all lists of clients or customers, correspondence and all other documents, papers and records in whatever form including but not limited to electronically held data containing or referring to any trade secrets or confidential information concerning the business of the Company and any Group Company which may have been prepared by you or come into your possession, custody or control in the course of your employment including any prior employment with any Group Company. You shall not keep any copies of these items.

**16. Monitoring Policy:** As per Company Policy, telephone conversations of employees may be recorded and monitored for the purpose of creating record of transactions, and for compliance purposes. Any recordings will be stored securely, and will not be disclosed outside the group companies, except as required by law.

Further please note that the emails sent to you and by you may be monitored, from time to time, for the purposes of identifying any non-compliance with company policies, or applicable laws.

If such monitoring discloses any breaches of any law or company policies disciplinary action may follow, including termination from the employment.

**17. Intellectual Property:** Subject to any relevant legislation, if at any time in the course of your employment you make or discover or participate in the making or discovery of any letters patent, trade marks, service marks, designs, copyrights, inventions, drawings, computer programs, know-how and rights of like nature however arising and whether registered or unregistered (“intellectual property”) relating to or capable of being used in the Company (and of any other relevant Group Company, affiliate and/ or business associate of the Company) you shall immediately disclose full details thereof to the Company and, at the request and expense of the Company, you shall do all things which may be necessary or desirable for obtaining appropriate forms of protection for such intellectual property in such parts of the world as may be specified by the Company and for vesting all rights in the same in the Company or its nominee.

All rights and obligations under this paragraph in respect of intellectual property made or discovered by you during your employment shall continue in full force and effect after the termination of your employment and shall be binding upon your personal representatives

The employee shall not disclose to anyone, directly or indirectly, except when the duties may require, during or subsequent to the term of employment, any trade secret or confidential information regarding Company's business. Trade Secrets and Confidential information for this purpose shall include, but not limited to, product information, process information, customer lists, employee details, company policies and procedures and financial information ( including results, budgets and other financial plans and systems).



**18. Notice Period:** In case either the employer or the employee wishes to terminate the employment contract, a notice of 30 days should be served in writing by the party who wishes to terminate the contract to the other party. The Company depending on the business context and its sole discretion may allow you to pay the equivalent of the Total Fixed Cost (TFC) (*excluding gratuity and GMC if applicable*) amount in lieu of any period and / or adjust notice period against your leave balance subject to satisfactory handing over of the charges to your superior.

Notice period during probation would be 7 days or equivalent of the TFC (*excluding gratuity*) in lieu of notice.

**19. Termination:** 1. If any time during the course of your employment it is found that you have made a false or an incomplete declaration as regards to your qualifications/ experience and other details, your appointment will be treated void *ab initio* and you shall cease to be on the rolls of the company with immediate effect. In that case you shall not be entitled to any notice period or payment in lieu thereof.

2. If any time during the course of your employment it is found that you have:

- a. committed any act of gross misconduct; or
- b. committed any serious breach or repeated or continued a material breach of the terms of your employment; or
- c. been guilty of conduct tending to bring yourself or the company into disrepute; or
- d. been convicted of a criminal offence, other than a road traffic offence for which you are not sentenced to a term of imprisonment whether immediate or suspended; or
- e. become bankrupt or made any arrangement or composition with or for the benefit of your creditors; or
- f. cease to hold the qualifications necessary for you to carry out your work with the company; or
- g. been found in an act of moral turpitude or having indulged in violations laws as applicable in general to the Company; or
- h. been absent for a continuous period of 14 days (including absence when leave though applied for, is not granted or when you overstay period of sanctioned leave by 14 days); or
- i. provided false, inaccurate or incomplete information to the company regarding your background and/or previous employment.
- j. been found inefficient or lower performer as compared to other employees of your category.

In all such aforementioned cases you shall not be entitled to any notice period or payment in lieu thereof.

**20. Non Solicitation:** You shall not at any time during the term of your employment with the Company or thereafter for a period of six months after cessation of your employment, directly or indirectly solicit the Company's (and any other relevant Group Company's, affiliate's and/ or any subsidiary of the Company) personnel to leave the employment of the Company (and any other relevant Group Company's, affiliate's and/ or any subsidiary of the Company) or apply for



employment with any third party or encourage such personnel of the Company (and any other relevant Group Company's, affiliate's and/ or any subsidiary of the Company) to take any action or inaction that may adversely impact the performance or reputation of the Company (and any other relevant Group Company's, affiliate's and/ or any subsidiary of the Company) of its obligations under this Letter of Appointment and / or any other contract or adversely impact the ability of the Company (and any other relevant Group Company's, affiliate's and/ or any subsidiary of the Company) to carry out its normal business activities.

21. **Others:** 1. It will be obligatory on your part to ensure compliance to the applicable statutes, regulations and requirements laid down by the Company, JV partners various regulatory and statutory bodies .

2. In the event of you being found acting in breach of your terms of appointment or indulged in an act of misconduct or an act that has brought disrepute to the organization, you shall render yourself liable for a disciplinary action as per the rules as applicable .

3. Clause headings do not form part or affect the interpretation of this letter of appointment.

22. **Joining Formalities:** As part of the joining formalities, you are requested to bring the following documents with you on the day of joining:

1. 3 Passport size photographs on red background (for branch offices red is not mandatory).
2. Copies of all years mark sheets of the highest qualification/Degree certificate
3. Copy of previous employer Salary Slip
4. Copy of Relieving Letter / Endorsed Resignation letter.
5. Copy of Address proof (any one) :-Ration Card/ Utility Bills/ Driving License/ Passport/ Affidavit
6. Copy of PAN Card
7. Copy of AADHAR Card

We take this opportunity to congratulate you on your selection and look forward to a long and mutually beneficial professional association.

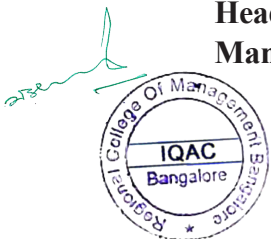
For **Religare Health Insurance Company Limited**



**Rashi Ramani**

Accepted and agreed by **Y Rajasekhhar Gowd**

**Head - Talent Acquisition & Talent Management**



DIRECTOR  
REGIONAL COLLEGE OF MANAGEMENT BANGALORE  
Devanahalli, Bangalore

**Annexure: 1**

	<b>Per Annum</b>	<b>Per Month</b>
<b>BASIC</b>	180000	15000
<b>ALLOWANCES</b>		
House Rent Allowance	90000	7500
Education Allowance	30948	2579
<b>MONTHLY GROSS *</b>		<b>26520</b>
<b>BENEFITS:CONTRIBUTION BY ORGANISATION</b>		
Statutory Bonus	17292	1441
Provident Fund	21600	1800
Gratuity	8664	722
GMC	1500	125
<b>TOTAL FIXED COST(TFC)</b>	<b>350004</b>	

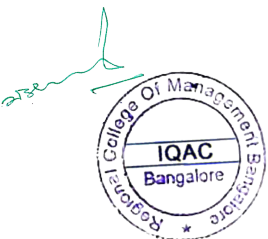
**\* The following amount will be deducted from your monthly gross as your contribution towards statutory benefits**

**PF - 1800**

**\*\* Leave Travel Allowance or Medical Allowance (if applicable) will be paid as monthly components**

**\*\*\* Gratuity(if applicable) - As per Gratuity Act, payable only after completion of 5 continuous years of service in organization**

- **Participation in Incentive/Bonus Schemes** You are eligible to participate in the Company's Annual Incentive/Bonus Plan subject to the terms and conditions of such Plan and any amendments as may be made from time to time.
- **Deductions** The Company may during your employment, or on termination for whatever reason, deduct from your remuneration any monies due from you to the Company including but not limited to:
  - Any overpayment of salary or expenses or payment made to you by mistake or misrepresentation; and/or
  - Any outstanding loans or advances made to you by the Company; and/or
  - Amounts equal in sum to the amount of any secret/illegitimate profits that you make from the Company's business/interests; and/or
  - Any debt owed by you to the Company; and/or
  - Any other deductions permitted under applicable law including Tax.



  
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**THE KARUR VYSYA BANK LIMITED**  
**HUMAN RESOURCES DEPARTMENT**  
**CENTRAL OFFICE**  
**ERODE ROAD, KARUR – 639 002**  
**Tamil Nadu**

☎ 04324 –226520, 225521– 25 Extn.9472,9470 Fax: -04324-227555  
CIN: L65110TN1916PLC001295

Email: [Careers@kvbmail.com](mailto:Careers@kvbmail.com)

**KVB/CR/RCM - BGLR/2019-20/018**  
**Applicant ID : 214392**

**18/02/2020**

### Appointment Order

--\*\*--

Dear **Likitha R**

Greetings from The Karur Vysya Bank Ltd!!

Congratulations!

With reference to your application and subsequently held selection process, we are glad to inform that, you are selected as **Branch Sales and Service Executive**. This selection is subject to fulfilling of the below mentioned terms and conditions.

1. Your Annual CTC will be **Rs.3.00 Lakhs**
2. Probation period will be for 12 Months from the date of Joining.
3. This provisional appointment order is valid up to **31<sup>st</sup> March 2020**.
4. The bank reserves the right to conduct, either by itself or through its representative's necessary background verification and credit checks.
5. Provisional order does not guarantee you the employment by itself, unless the hiring requirements are fulfilled as per the bank's policy. Same is detailed below for your reference and needful action.
  - Completion of course without any track of arrears and securing 60% of marks.
  - Satisfactory reports of BGV and CIBIL checks.
6. Detailed terms of appointment with Date of Joining, Posting location and Induction schedule will be mentioned in the final appointment order.
7. Aforesaid, Final appointment order will be issued to you, post receipt of confirmation on course completion (Exam & Project viva) from your Campus / University.
8. Posting location will be basis the requirement of the bank and request for change of location will not be entertained.



  
DIRECTOR  
REGIONAL COLLEGE OF MANAGEMENT BANGALORE  
Devanahalli, Bangalore



You are requested to submit the scanned copies of below mentioned documents for further Processing.

**List of Documents Required**

1. Copies of PAN, AADHAAR in support of your Date of Birth & Residential address.
2. Scanned copies SSLC, HSC, Graduation, Post- Graduation (Semester wise Mark Sheets & Consolidated Mark Sheet), Any Certification Course like JAIB / CAIB (if any).

You are requested to acknowledge receipt of this order by signing and forwarding the same to us immediately by return mail on or before **01/03/2020**

**Kindly contact us at: 04324 – 269473/62 for any other guidance and assistance.**

**ASSISTANT GENERAL MANAGER - HRD**

**Acknowledgement – cum – Acceptance**

I \_\_\_\_\_ hereby acknowledge the receipt of this offer and

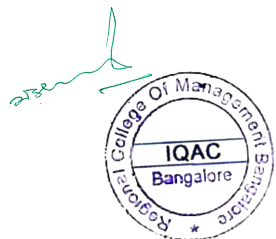
- Agree to the terms and conditions stipulated therein.
- I am aware about the roles and Responsibility of **Branch Sales and Service Executive**.
- I also authorize Karur Vysya Bank or its representatives to carry out background verification, CIBIL checks for the purpose of confirming my suitability for employment at the bank.

**Place:**

**SIGNATURE**

**Date:**

**(Full Name)**



  
DIRECTOR  
REGIONAL COLLEGE OF MANAGEMENT BANGALORE  
Devanahalli, Bangalore



**IndiaMART InterMESH Ltd.**  
Assotech Business Cresterra, Plot No.22,  
Tower 2, Floor No.6, Sector - 135, Noida,UP  
Call Us: +91 - 9696969696  
E: customercare@indiamart.com  
Website: www.indiamart.com

## Letter of Appointment

**Date: April 18, 2020**

Dear **M Deepak**

We are pleased to make an offer to you with IndiaMART InterMESH Ltd.as follows:

**Position** - Executive–Client Servicing (FSF)

**CTC** - 4,00,000/-LPA

**Location** - Pan India

An offer letter will be issued to you post successful completion of your documentation.

In order to facilitate the above, you are required to submit the documents listed in the Annexure.

Kindly sign and return a copy of this letter as a token of your acceptance.

Yours Sincerely

Madhup Agarwal

National Head, HR

Regd. Office: 1st Floor, 29-Daryaganj, Netaji Subash Marg, Delhi – 110002, India | CIN:U74899DL1999PLC101534



DIRECTOR  
REGIONAL COLLEGE OF MANAGEMENT BANGALORE  
Devanahalli, Bangalore





**IndiaMART InterMESH Ltd.**  
Assotech Business Cresterra, Plot No.22,  
Tower 2, Floor No.6, Sector - 135, Noida,UP  
Call Us: +91 - 9696969696  
E: [customercare@indiamart.com](mailto:customercare@indiamart.com)  
Website: [www.indiamart.com](http://www.indiamart.com)

### **Documents required for issuing the offer letter**

We request you to send the below listed documents at [sablok.ritika@indiamart.com](mailto:sablok.ritika@indiamart.com) as they are mandatory for our records and are necessary for the completion of joining formalities so that we can issue the offer letter to you.

1. PAN Card(Please apply if you do not possess one and share acknowledgement with us)
2. Aadhar Card ( Please apply if you do not possess one and share acknowledgement with us)
3. Valid Driving License and 2-Wheeler RC
4. 10<sup>th</sup>Marksheet
5. 12<sup>th</sup>Marksheet
6. All semester wise marksheet for Graduation (in case of any backlog, please share all marksheets)
7. All semester wise marksheet for Post-Graduation
8. No Objection Certificate from College/Institutor Provisional Degree
9. Laptop Declaration Form

Should you have any queries, please feel free to contact Ms. Ritika Sablok@7067085817.

I accept the terms conditions of this offer

(Candidate's Signature)

Name and Date

---

Regd. Office: 1st Floor, 29-Daryaganj, Netaji Subash Marg, Delhi – 110002, India | CIN:U74899DL1999PLC101534



  
DIRECTOR  
REGIONAL COLLEGE OF MANAGEMENT BANGALORE  
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**IndiaMART InterMESH Ltd.**  
Assotech Business Cresterra, Plot No.22,  
Tower 2, Floor No.6, Sector - 135, Noida,UP  
Call Us: +91 - 9696969696  
E: customercare@indiamart.com  
Website: www.indiamart.com

## Letter of Appointment

**Date: April 18, 2020**

Dear **Manisha M S**

We are pleased to make an offer to you with IndiaMART InterMESH Ltd.as follows:

**Position** - Executive–Client Servicing (FSF)

**CTC** - 4,00,000/-LPA

**Location** - Pan India

An offer letter will be issued to you post successful completion of your documentation.

In order to facilitate the above, you are required to submit the documents listed in the Annexure.

Kindly sign and return a copy of this letter as a token of your acceptance.

Yours Sincerely

Madhup Agarwal

National Head, HR





**IndiaMART InterMESH Ltd.**  
Assotech Business Cresterra, Plot No.22,  
Tower 2, Floor No.6, Sector - 135, Noida,UP  
Call Us: +91 - 9696969696  
E: [customercare@indiamart.com](mailto:customercare@indiamart.com)  
Website: [www.indiamart.com](http://www.indiamart.com)

### **Documents required for issuing the offer letter**

We request you to send the below listed documents at [sablok.ritika@indiamart.com](mailto:sablok.ritika@indiamart.com) as they are mandatory for our records and are necessary for the completion of joining formalities so that we can issue the offer letter to you.

1. PAN Card(Please apply if you do not possess one and share acknowledgement with us)
2. Aadhar Card ( Please apply if you do not possess one and share acknowledgement with us)
3. Valid Driving License and 2-Wheeler RC
4. 10<sup>th</sup>Marksheet
5. 12<sup>th</sup>Marksheet
6. All semester wise marksheet for Graduation (in case of any backlog, please share all marksheets)
7. All semester wise marksheet for Post-Graduation
8. No Objection Certificate from College/Institutor Provisional Degree
9. Laptop Declaration Form

Should you have any queries, please feel free to contact Ms. Ritika Sablok@7067085817.

I accept the terms conditions of this offer

(Candidate's Signature)

Name and Date

---

Regd. Office: 1st Floor, 29-Daryaganj, Netaji Subash Marg, Delhi – 110002, India | CIN:U74899DL1999PLC101534



  
DIRECTOR  
REGIONAL COLLEGE OF MANAGEMENT BANGALORE  
Devanahalli, Bangalore



**IndiaMART InterMESH Ltd.**  
Assotech Business Cresterra, Plot No.22,  
Tower 2, Floor No.6, Sector - 135, Noida,UP  
Call Us: +91 - 9696969696  
E: customercare@indiamart.com  
Website: www.indiamart.com

## Letter of Appointment

**Date: April 18, 2020**

Dear **Manoj B K**

We are pleased to make an offer to you with IndiaMART InterMESH Ltd.as follows:

**Position** - Executive–Client Servicing (FSF)

**CTC** - 4,00,000/-LPA

**Location** - Pan India

An offer letter will be issued to you post successful completion of your documentation.

In order to facilitate the above, you are required to submit the documents listed in the Annexure.

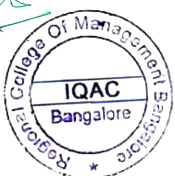
Kindly sign and return a copy of this letter as a token of your acceptance.

Yours Sincerely

Madhup Agarwal

National Head, HR

Regd. Office: 1st Floor, 29-Daryaganj, Netaji Subash Marg, Delhi – 110002, India | CIN:U74899DL1999PLC101534



DIRECTOR  
REGIONAL COLLEGE OF MANAGEMENT BANGALORE  
Devanahalli, Bangalore



**IndiaMART InterMESH Ltd.**  
Assotech Business Cresterra, Plot No.22,  
Tower 2, Floor No.6, Sector - 135, Noida,UP  
Call Us: +91 - 9696969696  
E: [customercare@indiamart.com](mailto:customercare@indiamart.com)  
Website: [www.indiamart.com](http://www.indiamart.com)

### **Documents required for issuing the offer letter**

We request you to send the below listed documents at [sablok.ritika@indiamart.com](mailto:sablok.ritika@indiamart.com) as they are mandatory for our records and are necessary for the completion of joining formalities so that we can issue the offer letter to you.

1. PAN Card(Please apply if you do not possess one and share acknowledgement with us)
2. Aadhar Card ( Please apply if you do not possess one and share acknowledgement with us)
3. Valid Driving License and 2-Wheeler RC
4. 10<sup>th</sup>Marksheet
5. 12<sup>th</sup>Marksheet
6. All semester wise marksheet for Graduation (in case of any backlog, please share all marksheets)
7. All semester wise marksheet for Post-Graduation
8. No Objection Certificate from College/Institutor Provisional Degree
9. Laptop Declaration Form

Should you have any queries, please feel free to contact Ms. Ritika Sablok@7067085817.

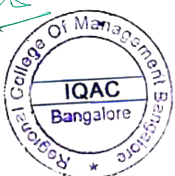
I accept the terms conditions of this offer

(Candidate's Signature)

Name and Date

---

Regd. Office: 1st Floor, 29-Daryaganj, Netaji Subash Marg, Delhi – 110002, India | CIN:U74899DL1999PLC101534



  
DIRECTOR  
REGIONAL COLLEGE OF MANAGEMENT BANGALORE  
Devanahalli, Bangalore

Date: 25<sup>th</sup> Feb 2020

**Letter of Intent**

Dear **Manoj Vijaykumar,**

Thank you for participating in our selection process. We are pleased to offer you the position of '**Client Acquisition Manager**' on the following terms and conditions:

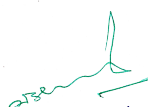
**1. Your Posting will be at CAPITALVIA GLOBAL RESEARCH LIMITED, Indore post your final semester exam which will be communicated to you by the Company.**

**2. Your compensation on a cost to company basis will be Rs.303,160 (Details of which you can find below).**

<b>Client Acquisition Manger</b>		
<b>Grade: O-3</b>	<b>Level: Senior Officer</b>	<b>Band: B-1</b>
<b>Details Of Remuneration</b>		<b>Annual G Amount (INR)</b>
Basic (Includes Employee's PF Contribution)		120,000
HRA		48,000
Performance Allowance		28,200
Other Allowance		85,800
<b>Gross Salary</b>		<b>282,000</b>
Employer's Contribution for PF		14,400
Employer's Contribution for Health Insurance		1,000
Gratuity (As per Act)		5,760
<b>CTC</b>		<b>303,160</b>

- **CTC of Rs.1,54,402/- during initial period of 3 months from Date of Joining and thereafter the above-mentioned CTC will be applicable.**
- Performance Allowance is based on the achievement of your respective Goals will be paid on monthly basis.
- The service agreement will be of 1 Year with training cost of Rs. 75,000; duly recoverable in case of not completing the set tenure.



  
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 REGIONAL COLLEGE OF MANAGEMENT BANGALORE  
 Devanahalli, Bangalore

- The notice period applicable to you would be **1 Month**.
3. This appointment will be subject to you being found medically fit.
  4. This appointment stands valid subject to your provided information about yourself, work-ex, Marks & qualifications.
  5. This Company shall have the rights to terminate your service without notice and without assigning any reason thereof, if the information given by you at the time of interview or in the application form is found to be incorrect, or in case of any serious misconduct.
  6. You will be required to produce your original certificates/ documents and submit photocopies of your Pan Card, Driving License, Medical Clearance Certificate, Mark sheets, Permanent Address Proof, Local Address Proof, work-ex certificate, last 3 months Salary Slip while collecting your appointment Letter.
  7. Kindly confirm your acceptance of this offer by signing and returning a copy of this letter by **28<sup>th</sup> Feb 2020**, henceforth, the offer will be forfeited.

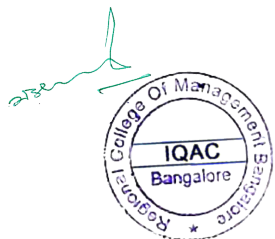
We look forward to your joining our team for a long, successful and pleasant association.

Regards,

**Gaurav Garg**

**Head - HR**

**CapitalVia Global Research Limited**



DIRECTOR  
REGIONAL COLLEGE OF MANAGEMENT BANGALORE  
Devanahalli, Bangalore



Date: 27 May, 2022

**Subject: Offer of Employment**

Dear **Manoj Venkat**

Hearvest Congratulations to you!

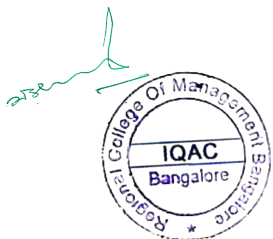
HDFC Life is delighted to offer you the full-time position of Executive Trainee in our contingent upon your successful clearance of MBA/Post Graduate examination.

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**

**Sushil Chander**  
**Vice President – Human Resources**



DIRECTOR  
REGIONAL COLLEGE OF MANAGEMENT BANGALORE  
Devanahalli, Bangalore



**Annexure 1**

**Date:** 27 May, 2022

**Name:** Manoj Venkat

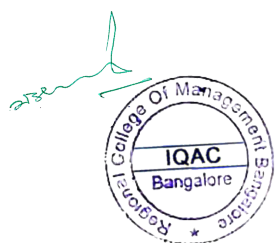
**Designation:** Executive Trainee

**Band:** J2

<b>CTC STRUCTURE</b>		
<b>Components</b>	<b>Per Annum</b>	<b>Per Month</b>
<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  
 Mediciam: INR2,00,000 for self and dependents



  
 DIRECTOR  
 REGIONAL COLLEGE OF MANAGEMENT BANGALORE  
 Devanahalli, Bangalore



30-Mar-2020

**Mirnalini Beniwal**

RCM, Bangalore 562164

**Letter of Appointment**

Dear **Mirnalini Beniwal**,

With reference to our recent discussions regarding your possible employment with **Care Health Insurance Limited**, hereafter referred to as the Company, we are pleased to offer you the position of **Agency Manager** on the following terms and conditions defined herein:

- 1. Date of Joining:** Your appointment will be effective from **30-Mar-2020** or any other date mutually agreed upon in writing.
- 2. Place of work:** Your place of work is **Bangalore - OTC Road**. Your place of work may be changed to any other location within India / any group Company, as directed by the Company from time to time. In addition, in performance of your duties for the company, you may be required to travel within and/or outside.
- 3. Reporting:** You will report to **Associate Regional Business Head - Agency** or any other designate person as specified by the Company from time to time.
- 4. Remuneration:** Your annual compensation package on a Total Fixed Cost (TFC) basis is **Rs. 350000 (Rupees Three Lakh(s) Fifty Thousand Only)**. This amount will include basic salary, taxable and non-taxable allowances & benefits, and other payments, payable as per the designate acts. Annexure 1 provides your compensation break-up, as per the applicable Compensation Structure.
- 5. Medical:** You may be required to undergo medical examination by a Company appointed medical practitioner as and when directed by the Company and to comply with rules and instructions in the matter. Your services may be terminated without notice if the Company considers you unsuitable for retention in service on medical grounds.

**Care Health Insurance Limited**  
(Formerly Religare Health Insurance Company Limited)  
Regd. Office: 5th Floor, 19 Chawla House, Nehru Place, New Delhi-110019  
Corp. Office: Vipul Tech Square, Tower C, 3rd Floor, Gold Course Road,  
Sector-43, Gurugram -122009 (Haryana)  
IRDAI Regn. No. 148 | CIN: U66000DL2007PLC161503

REACH US @		
		Self Help Portal: <a href="http://www.careinsurance.com/self-help-portal.html">www.careinsurance.com/self-help-portal.html</a>
Care Health- Customer App	WhatsApp 8860402452	Submit Your Queries/Requests: <a href="http://www.careinsurance.com/contact-us.html">www.careinsurance.com/contact-us.html</a>



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Devanahalli, Bangalore

**6. Group Insurance:** You will be covered under the Group Personal Accident Insurance, Group Life Insurance and Hospitalization Insurance/ Employee's State Insurance Corporation (as applicable) in accordance with company's policy.

**7. Hours of Work:** Your hours of work will be in line with the needs of your role/function, in accordance with the company policy and provisions of applicable laws

**8. Probation:** You will work on probation for a period of six months from the date of joining. This may be extended at the discretion of the Company and you will continue to be on probation till a confirmation letter has been issued to you in writing. During your probation or thereafter, you shall undertake such studies /vocational courses as may be required by Company / your superiors. You may also be required to take such examinations / obtain such certifications as the Company / your superiors may require from time to time, and your confirmation / promotions/ salary enhancements etc. may be linked to your having successfully cleared the required examinations / certifications &/or successfully undergone required studies.

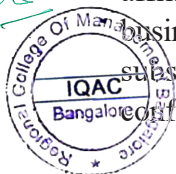
**9. Age of Retirement:** Your age of retirement will be 58 years and you shall stand relieved on retirement at the end of the month in which you attain the age of 58 years. However, at the sole discretion of the company retirement date can be extended on case to case to basis.

**10. Whole Time and Attention:** During your employment with the Company you shall devote your best efforts for promoting the Company's (and of any other relevant Group Company, affiliate and/ or business associate of the Company) business and may not without prior written consent of the Company (and subject to any terms and conditions the Company may impose) engage or be interested (directly or indirectly) in any other business or employment.

**11. Leave:** In addition to public holidays observed by the Company, you shall be entitled to a paid annual leave for each calendar year in accordance with the existing leave policy, prorated from your date of joining. The Company is covered by the Maternity Benefit Act, 1961 and the eligible employees will be entitled to the benefits like maternity leave as per the amended provisions of the Maternity Benefit Act save and except those who are covered by ESI Act since they will be entitled to the benefits as per the applicable said Act.

**12. Confidentiality:** You shall not during the course or even after cessation of your employment with the Company or any time thereafter, use or disclose to any other Company, firm or person, any of the business or affairs of the Company, nor shall you without the consent of the Company, publish any book, booklet, brochure or any other publication, whether for remuneration or otherwise, relating to the affairs of the Company or to your work in the Company. You shall also not disclose to any public papers, journals, pamphlets or leaflets, or cause to be disclosed at any time, information or documents, official or otherwise relating to the Company or its subsidiaries, except with prior approval. Any breach of this clause would be viewed with severity by the Management and a strict action shall be taken by the Company You may also be also required to execute and sign a separate Maintenance or Non-Disclosure Agreement.

**13. Disclosure:** You (including on behalf of your family) shall disclose to the Company all your business interests and any material transaction(s) with the Company (and with any other relevant Group Company, affiliate and/ or any subsidiary of the Company), whether or not they are similar to or in conflict with the business(es) or activities of the Company (and with any other relevant Group Company, affiliate and/ or any subsidiary of the Company), and all circumstances in respect thereof and whether there is, or might be, a conflict of interest between the Company (and with any other relevant Group Company, affiliate and/ or any



subsidiary of the Company) and you (and/or your family) during the period of your employment with the Company and for a period of 12 months after cessation of your employment.

**14. Company Policies:** You will be governed by the Company's policies, as applicable at your grade. The Company reserves the right to amend the policies from time to time. You are advised to keep yourself updated on these policies which are available online.

**15. Return of Company Property:** You shall promptly upon request by the Company and in any event upon the termination of your employment deliver to the Company all monies, securities, other properties belonging to the company, all lists of clients or customers, correspondence and all other documents, papers and records in whatever form including but not limited to electronically held data containing or referring to any trade secrets or confidential information concerning the business of the Company and any Group Company which may have been prepared by you or come into your possession, custody or control in the course of your employment including any prior employment with any Group Company. You shall not keep any copies of these items.

**16. Monitoring Policy:** As per Company Policy, telephone conversations of employees may be recorded and monitored for the purpose of creating record of transactions, and for compliance purposes. Any recordings will be stored securely, and will not be disclosed outside the group companies, except as required by law.

Further please note that the emails sent to you and by you may be monitored, from time to time, for the purposes of identifying any non-compliance with company policies, or applicable laws.

Any data of customers, partners, employee or company contact data is strictly prohibited for circulation to anyone outside the Company and also you should restrain the circulation of data even for internal purpose except to the concerned employees of the Company.

If such monitoring discloses any breaches of any law or company policies disciplinary action may follow, including termination from the employment.

During Employment or cessation of your employment you cannot share any such data of the company pertaining to its customers, partners, employees, sensitive information

**17. Intellectual Property:** Subject to any relevant legislation, if at any time in the course of your employment you make or discover or participate in the making or discovery of any letters patent, trademarks, service marks, designs, copyrights, inventions, drawings, computer programs, know-how and rights of like nature however arising and whether registered or unregistered ("intellectual property") relating to or capable of being used in the Company (and of any other relevant Group Company, affiliate and/ or business associate of the Company) you shall immediately disclose full details thereof to the Company and, at the request and expense of the Company, you shall do all things which may be necessary or desirable for obtaining appropriate forms of protection for such intellectual property in such parts of the world as may be specified by the Company and for vesting all rights in the same in the Company or its nominee.

All rights and obligations under this paragraph in respect of intellectual property made or discovered by you during your employment shall continue in full force and effect after the termination of your employment and shall be binding upon your personal representatives

The employee shall not disclose to anyone, directly or indirectly, except when the duties may require, during subsequent to the term of employment, any trade secret or confidential information regarding Company's business. Trade Secrets and Confidential information for this purpose shall include, but not limited to product



DIRECTOR  
REGIONAL COLLEGE OF MANAGEMENT BANGALORE  
Devanahalli, Bangalore

information, process information, customer lists, employee details, company policies and procedures and financial information (including results, budgets and other financial plans and systems).

**18. Notice Period:** In case either the employer or the employee wishes to terminate the employment contract, a notice of 90 days should be served in writing by the party who wishes to terminate the contract to the other party. The Company depending on the business context and its sole discretion may allow you to pay the equivalent of the Total Fixed Cost (TFC) (*excluding gratuity and GMC if applicable*) amount in lieu of any period and / or adjust notice period against your leave balance subject to satisfactory handing over of the charges to your superior.

Notice period during probation would be 7 days or equivalent of the TFC (*excluding gratuity*) in lieu of notice.

**19. Termination:** 1. If any time during the course of your employment it is found that you have made a false or an incomplete declaration as regards to your qualifications/ experience and other details, your appointment will be treated void *ab initio* and you shall cease to be on the rolls of the company with immediate effect. In that case you shall not be entitled to any notice period or payment in lieu thereof.

2. If any time during the course of your employment, it is found that you have:

- a. committed any act of gross misconduct; or
- b. committed any serious breach or repeated or continued a material breach of the terms of your employment; or
- c. been guilty of conduct tending to bring yourself or the company into disrepute; or
- d. been convicted of a criminal offence, other than a road traffic offence for which you are not sentenced to a term of imprisonment whether immediate or suspended; or
- e. become bankrupt or made any arrangement or composition with or for the benefit of your creditors; or
- f. cease to hold the qualifications necessary for you to carry out your work with the company; or
- g. been found in an act of moral turpitude or having indulged in violations laws as applicable in general to the Company; or
- h. been absent for a continuous period of 14 days (including absence when leave though applied for, is not granted or when you overstay period of sanctioned leave by 14 days) ; or
- i. provided false, inaccurate or incomplete information to the company regarding your background and/or previous employment.
- j. been found inefficient or lower performer as compared to other employees of your category.

In all such aforementioned cases you shall not be entitled to any notice period or payment in lieu thereof.

**20. Performance Monitoring:** You are required to deliver performance up to the expected levels as per the targets entrusted to you by reporting officer from time to time. In case your performance is not found to be satisfactory, you will be put under an appropriate Performance Improvement Plan. In case your performance does not improve even after you are put on such plan, the Company will review the matter of continuance of your employment and take appropriate action, including but not limited to termination.



21. **Non Solicitation:** You shall not at any time during the term of your employment with the Company or thereafter for a period of six months after cessation of your employment, directly or indirectly solicit the Company's (and any other relevant Group Company's, affiliate's and/ or any subsidiary of the Company) personnel to leave the employment of the Company (and any other relevant Group Company's, affiliate's and/ or any subsidiary of the Company) or apply for employment with any third party or encourage such personnel of the Company (and any other relevant Group Company's, affiliate's and/ or any subsidiary of the Company) to take any action or inaction that may adversely impact the performance or reputation of the Company (and any other relevant Group Company's, affiliate's and/ or any subsidiary of the Company) of its obligations under this Letter of Appointment and / or any other contract or adversely impact the ability of the Company (and any other relevant Group Company's, affiliate's and/ or any subsidiary of the Company) to carry out its normal business activities.

22. **Others:** 1. It will be obligatory on your part to ensure compliance to the applicable statutes, regulations and requirements laid down by the Company, JV partners various regulatory and statutory bodies.

2. In the event of you being found acting in breach of your terms of appointment or indulged in an act of misconduct or an act that has brought disrepute to the organization, you shall render yourself liable for a disciplinary action as per the rules as applicable.

3. Clause headings do not form part or affect the interpretation of this letter of appointment.

23. **Joining Formalities:** As part of the joining formalities, you are requested to bring the following documents with you on the day of joining:

1. 3 Passport size photographs on red background (for branch offices red is not mandatory).
2. Copies of all years mark sheets of the highest qualification/Degree certificate
3. Copy of previous employer Salary Slip
4. Copy of Relieving Letter / Endorsed Resignation letter.
5. Copy of Address proof (any one) :-Ration Card/ Utility Bills/ Driving License/ Passport/ Affidavit
6. Copy of PAN Card
7. Copy of AADHAR Card

We take this opportunity to congratulate you on your selection and look forward to a long and mutually beneficial professional association.

For **Care Health Insurance Limited**  
(formerly known as Religare Health Insurance Company Limited)

*Rashi*

**Rashi Ramani**  
Head - Talent Acquisition & Talent Management

Accepted and Agreed by  
**Mirnalini Beniwal**

*Mirnalini Beniwal*  
DIRECTOR  
REGIONAL COLLEGE OF MANAGEMENT BANGALORE  
Devanahalli, Bangalore





**Annexure: 1**

	Per Annum	Per Month
<b>BASIC</b>	180000	15000
<b>ALLOWANCES</b>		
House Rent Allowance	90000	7500
Education Allowance	19692	1641
<b><u>MONTHLY GROSS *</u></b>		<b>25695</b>
<b><u>BENEFITS:CONTRIBUTION BY ORGANISATION</u></b>		
Statutory Bonus	18648	1554
Provident Fund	21600	1800
Gratuity	8664	722
GMC	11400	950
<b>TOTAL FIXED COST(TFC)</b>	<b>350004</b>	

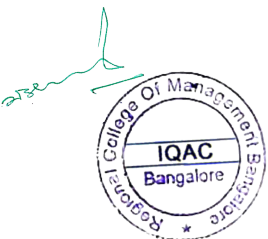
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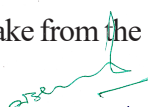
**\* The following amount will be deducted from your monthly gross as your contribution towards statutory benefits  
PF - 1800**

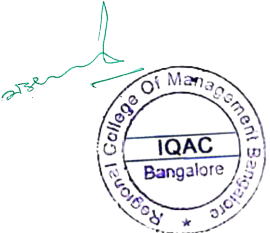
**\*\* Leave Travel Allowance or Medical Allowance (if applicable) will be paid as monthly components**

**\*\*\* Gratuity (if applicable) - As per Gratuity Act, payable only after completion of 5 continuous years of service in organization.**

- **Participation in Incentive/Bonus Schemes** You are eligible to participate in the Company's Annual Incentive/Bonus Plan subject to the terms and conditions of such Plan and any amendments as may be made from time to time.
- **Deductions** The Company may during your employment, or on termination for whatever reason, deduct from your remuneration any monies due from you to the Company including but not limited to:
  - Any overpayment of salary or expenses or payment made to you by mistake or misrepresentation; and/or
  - Any outstanding loans or advances made to you by the Company; and/or
  - Amounts equal in sum to the amount of any secret/illegitimate profits that you make from the Company's business/interests; and/or
  - Any debt owed by you to the Company; and/or
  - Any other deductions permitted under applicable law including Tax.



  
 DIRECTOR  
 REGIONAL COLLEGE OF MANAGEMENT BANGALORE  
 Devanahalli, Bangalore



  
DIRECTOR  
REGIONAL COLLEGE OF MANAGEMENT BANGALORE  
Devanahalli, Bangalore



Date: 25<sup>th</sup> Feb 2020

**Letter of Intent**

Dear **Mohammed Adhil T K,**

Thank you for participating in our selection process. We are pleased to offer you the position of '**Client Acquisition Manager**' on the following terms and conditions:

**1. Your Posting will be at CAPITALVIA GLOBAL RESEARCH LIMITED, Indore post your final semester exam which will be communicated to you by the Company.**

**2. Your compensation on a cost to company basis will be Rs.303,160 (Details of which you can find below).**

<b>Client Acquisition Manger</b>		
<b>Grade: O-3</b>	<b>Level: Senior Officer</b>	<b>Band: B-1</b>
<b>Details Of Remuneration</b>		<b>Annual G Amount (INR)</b>
Basic (Includes Employee's PF Contribution)		120,000
HRA		48,000
Performance Allowance		28,200
Other Allowance		85,800
<b>Gross Salary</b>		<b>282,000</b>
Employer's Contribution for PF		14,400
Employer's Contribution for Health Insurance		1,000
Gratuity (As per Act)		5,760
<b>CTC</b>		<b>303,160</b>

- **CTC of Rs.1,54,402/- during initial period of 3 months from Date of Joining and thereafter the above-mentioned CTC will be applicable.**
- Performance Allowance is based on the achievement of your respective Goals will be paid on monthly basis.
- The service agreement will be of 1 Year with training cost of Rs. 75,000; duly recoverable in case of not completing the set tenure.



- The notice period applicable to you would be **1 Month**.
3. This appointment will be subject to you being found medically fit.
  4. This appointment stands valid subject to your provided information about yourself, work-ex, Marks & qualifications.
  5. This Company shall have the rights to terminate your service without notice and without assigning any reason thereof, if the information given by you at the time of interview or in the application form is found to be incorrect, or in case of any serious misconduct.
  6. You will be required to produce your original certificates/ documents and submit photocopies of your Pan Card, Driving License, Medical Clearance Certificate, Mark sheets, Permanent Address Proof, Local Address Proof, work-ex certificate, last 3 months Salary Slip while collecting your appointment Letter.
  7. Kindly confirm your acceptance of this offer by signing and returning a copy of this letter by **28<sup>th</sup> Feb 2020**, henceforth, the offer will be forfeited.

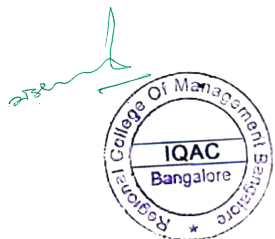
We look forward to your joining our team for a long, successful and pleasant association.

Regards,

**Gaurav Garg**

**Head - HR**

**CapitalVia Global Research Limited**



DIRECTOR  
REGIONAL COLLEGE OF MANAGEMENT BANGALORE  
Devanahalli, Bangalore



## Private and Confidential

05-02-2020

**Mohd Basith Ali**

### Offer Letter

Dear **Mohd Basith Ali**

We are glad to offer you the position of “**Sr. Executive Corporate Sales**” at our **Bangalore** Office, on the following terms and conditions.

You will be reporting to **Mr. Cassius Cleetus** in this role.

Your date of appointment will be 17.02 2020 This offer is valid for a week from the date of Issue.

We are pleased to inform you that your starting salary would be as per the Annexure – 1.

#### 1. Emoluments & Benefits

##### **1.1. Compensation**

Your annual Cost-to-Company (CTC) would be INR. 4,30,000/- (Rupees Four lakhs thirty Lakhs Only). The details of your remuneration are as detailed in Annexure -1. Your annual emolument will be inclusive of Employer’s contribution to provident fund. Income tax and statutory deductions are applicable as per law in India and to be borne by the employee.

##### **1.2. Leave**




**1.2.1.** You will be entitled to 22 earned leaves (EL) (prorated from the Date of joining) and 12 Sick Leaves (prorated from date of joining).

**1.2.2.** Apart from these you will have 8 national holidays and 2 restricted holidays.

**1.2.3.** The Company’s leave year runs from 1st Jan to 31st Dec and run in conjunction with the company accounting period. If your employment has commenced or terminates part way through the leave year, your entitlement to leave during that year will be assessed on a pro rata

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S.R. Layout, Sector-2,  
Bangalore - 560102

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 +91 - 973 968 4336



  
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REGIONAL COLLEGE OF MANAGEMENT BANGALORE  
Devanahalli, Bangalore



basis. Deductions from final salary due to you on separation of employment will be made in respect of any holidays taken in excess of entitlement.

## **2. Employment Terms and conditions**

### **2.1. Hours of work**

**2.1.1.** Your normal hours of work are from 10:00 am to 7:00 pm, Monday to Saturdays, excluding public holidays. You may be required to work additional time based on business requirements. It may not always be possible to give you notice of such a requirement.

**2.1.2.** You will be required to comply with any time keeping or record-keeping scheme existing or to be introduced by the Company.

### **2.2. Probation period**

You will be on probation for an initial period of 3 months. Your performance and suitability for continued employment will be assessed by the end of the probation period.

### **2.3. Transfer**

You will initially be posted at **Bangalore**. However, the Company may at its sole discretion, transfer or assign you to work any time from one job to another, from one post to another, from one department/section to another, owned, operated or managed by the company, or any of its associated companies in India or abroad. On such transfer you will be governed by the terms and conditions of service applicable to your category of employees in the establishment to which you are transferred.

### **2.4. Exclusiveness**

You will be in the exclusive employment of the company and will not engage yourself alone or in company with any other person in any work or business similar to, or directly in conflict with, interests of the company in any manner.

### **2.5. Retirement**

You will automatically retire from the services of the company on attaining 65 years of age unless the management gives an extension in writing. For this purpose, the official record of your date of birth available with the company will be treated as conclusive proof of your age.


### **2.6. Termination of Service**




Your employment can be terminated with a two months' notice from either side, on completion of probation. During probation, the notice period for separation will be one month from either side.

### **2.7. Background Verification**

The offer or employment is contingent upon successful completion of all paperwork such as references, employment verification and a background check. Your services shall be terminated

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without notice, if at any time you have been found to have concealed any material information or have given any false details.

**2.8. Start and continuity**

Your employment is confirmed with **Fancymonk Technologies located at #1722, First Floor, 19th Main Road, Sector-2, HSR Layout, Bengaluru 560102.**

You shall be governed by service conditions, at all times, **Fancymonk Technologies Pvt. Ltd.**, may have in force from time to time. You will also carry out and abide by any instructions, office orders and policies and processes issued by the Management from time to time and the same will be deemed to be a part of your employment service conditions.

Upon joining us you will have to sign the non-competition and non-disclosure agreements of the company.

You are requested to sign and return the copy of this letter as acceptance by **14-02-2020**.

Once you accept the offer, details on documents to be submitted will be intimated to you, a week prior to your joining.

We extend a warm welcome and look forward for you to have a successful association with **Fancymonk Technologies Pvt. Ltd.**

Yours Sincerely,

For

**Fancymonk Technologies Pvt. Ltd.**

Accepted




Signature

Date:

Place:

**Building Marketplace - Platform for Catering**

#1722, 1<sup>ST</sup> Floor, 19<sup>TH</sup> Main,  
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ANNEXURE- I

Name: Mohd Basith Ali

Designation: Sr. Executive Corporate Sales

Sr. No	Salary Components	Per Month salary (INR)	Per Annum salary (INR)
<b>A</b>			
1	Basic + DA	15000	180000
2	House Rent Allowance	7500	90000
3	Other Allowance	2500	30000
	<b>Total</b>	<b>25000</b>	<b>300000</b>
1	Professional Tax Deduction	200	2400
2	PF Employer Contribution Deduction	1800	21600
	<b>Total</b>	<b>2000</b>	<b>24000</b>
<b>B</b>			
1	Incentives	<b>10,834</b>	<b>1,30,008</b>
	<b>Total Annual CTC (A+B)</b>	<b>35,834</b>	<b>4,30,000</b>

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Bangaluru - 560102



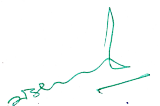
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REGIONAL COLLEGE OF MANAGEMENT BANGALORE  
Devanahalli, Bangalore

10 April 2020

## Hearty Welcome!



Dear Munnaluri Krishna Chaitanythanya,

It gives us immense pleasure to formally welcome you to be a part of this great institution, which has grown tremendously over the years and looking forward to conquer new heights in the years to come. We are sure that you would definitely want to build an enduring relationship with this institution, which will in turn offer you exciting and challenging career opportunities to grow and develop yourself.

We have made necessary arrangements for your smooth induction into our system. In case you need any clarifications or support from our end, please feel free to contact us at [postings@federalbank.co.in](mailto:postings@federalbank.co.in).

The details of the offer of appointment made to you are annexed to this letter.

Wishing you all success,

Yours Sincerely,

**John P J**  
**Vice President (HR)**

To  
Mr. Munnaluri Krishna Chaitanythanya  
RCM, Bangalore 562164



DIRECTOR  
REGIONAL COLLEGE OF MANAGEMENT BANGALORE  
Devanahalli, Bangalore

## **Offer of appointment to Ms. Gazal Sood as Probationary Officer in Scale I**

You have been selected for appointment in the Bank as Probationary Officer in Junior Management Grade in Scale I on the basis of your performance in the Campus selection process.

### **Place of Posting/ Date of Joining**

Your initial place of posting will be at Branch/Office: **Mumbai / Andheri East** situated at Ground Floor, Mariam Apartment, Opp.Gurudwara, Mahakali Caves Road, Andheri East, Mumbai-400093. You will have to join Branch/Office: Mumbai / Andheri East on 05/05/2020 after completion of the online orientation programme. The appointment will be effective from the date of joining the Branch/Office.

### **Pre Induction e-Learning & Orientation programme**

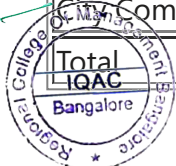
As part of continuous learning approach, Bank will be conducting a pre-induction self-learning programme which will help you to understand basic banking functions and concepts. Completing this e-learning programme is a pre-requisite for joining the Induction/Orientation programme, details of which will be intimated to you in due course by Federal Knowledge & Development Centre (FKDC).

Subsequent to this, you will have to enroll for a three day online Induction/Orientation programme conducted by Federal Knowledge & Development Centre (FKDC) starting from 22/04/2020 to 24/04/2020. The Orientation programme will be an instructor-led live online training programme, with sessions scheduled between 9.30 am and 6 pm on all the 3 days. You should be ready with a personal desktop computer/laptop/tablet with high speed data connectivity to attend the same. Further details will be intimated to you in due course by Federal Knowledge & Development Centre (FKDC). Successful completion of the online Induction/Orientation programme, by way of attendance in all sessions, satisfactory level of engagement/performance, is a pre-requisite for joining the Bank.

### **Remuneration**

You will be on a pay scale of 36000-1490 /7-46430-1740 /2-49910-1990 /7-63840 as applicable to Officers in Scale I of the Bank. The total monthly emoluments eligible to be received by an Officer in Scale I with Basic Pay 36000/- at Aluva would be as follows:

<b>Particulars</b>	<b>Amount (Rs.)</b>
Basic Pay	36000.00
Special Allowance	5904.00
Dearness Allowance	14013.57
HRA (Leased Accommodation)	13500.00
Learning Allowance	600.00
City Compensatory Allowance/Location Allowance	1400.00
<b>Total</b>	<b>71417.57</b>





- Amount of leased accommodation will vary according to the place of posting. Those who are not availing the leased accommodation/quarters facility are eligible for HRA at the rate of 7% to 9% of Basic Pay depending upon the place of posting.
- City Compensatory Allowance (CCA)/Location allowance would be payable at specified centres and would change depending upon the place of posting. Detailed monthly emoluments /allowances is annexed.

During the period of probation/on confirmation in service, you will also be eligible for the facility of fixed conveyance allowance or cost of fuel on declaration, reimbursement of hospitalisation expenses, medical aid, reimbursement of entertainment expenses, reimbursement of cost of cleansing materials, closing allowance, Digital Promotion allowance, reimbursement of cost of brief case / office bag (on confirmation), reimbursement of cost of newspapers (after completion of one year of probation), reimbursement of cost of visiting cards (on confirmation), club allowance (on confirmation), reimbursement of mobile phone bills (after completion of one year of probation), leave travel concession, transfer compensation, privilege leave, sick leave, casual leave, sabbatical leave etc., subject to the rules in force and as amended, altered or added from time to time. On confirmation and on completion of stipulated period of service, you would also be eligible for various staff loans prevailing in the Bank, including housing loan, vehicle loan, Interest free furniture loan, computer loan, overdraft, demand loan, Interest free festival advance, etc., subject to the rules in force and as amended, altered or added from time to time.

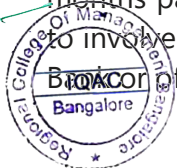
### **Learning Plan for Probationers**

During the probation period, you will be enrolled for an Internal Certification program consisting of E-learning modules, Webinar training and Periodic Assessment Tests (PATs). The detailed learning schedule, passing scores, and associated timelines will be intimated in due course by HR-Talent Development & Training Division. Your confirmation in the service of the Bank will be subject to timely and successful completion of the Internal Certification program, besides your performance ratings. Delays/failure to complete the learning schedule within specified timelines, will result in your probation getting extended. Probationers who complete the Internal Certification program within timelines, secure high performance ratings, and those who are able to secure approved external certifications during the probation period, as specified by the Bank/RBI, will be confirmed in the services of the Bank ahead of the normal probation period.

### **Probation/ Confirmation**

Your appointment will be on probation for a period of two years. The period of probation will be counted for calculating the period of permanent service and for the purpose of granting increments. The period of probation is liable to be extended, if the Officer has not satisfactorily completed the initial period of probation.

During the period of probation, if your work, health, conduct or efficiency is found not satisfactory, your service is liable to be terminated at any time giving you one month notice or by paying one months pay and allowances in lieu of notice. During the period of probation, you are not expected to involve directly or indirectly in the activities of any trade union of Officer/non- Officer Staff of the Bank or of any other Bank or of other organization.



## Joining formalities

At the time of joining the Branch/Office, you will have to submit the following papers/ certificates/ documents:

- a. Originals of SSC/SSLC/Matriculation Book/Certificate, final certificates of Graduation, final certificate and semesters / yearly marklists of Post Graduation (Qualifying Examination).The candidate should also submit the document substantiating the conversion of credit based (CGPA) system into equivalent percentage for their Post Graduate and Graduate course (if applicable) at the time of joining the Bank. These certificates (Secondary Marklist, Secondary Passing Certificate, Graduation and Post Graduation Certificate) will be kept under the custody of the Bank and will be released to the candidate on completion of 2 years of service in the Bank.
- b. Originals of all the documents, certificates and marklists of all semester examinations/ yearly examinations evidencing date of birth (Secondary Certificate) and academic/ professional qualification should be uploaded in the Fed Recruit mobile application. In case the result of any of the previous semesters/years or final semester/year examination is not published at the time of joining the Bank, a certificate to the effect that you had completed the course study and attended all the semester examinations is to be produced from the College/University at the time of joining the Bank (also should be uploaded in Fed Recruit mobile application).
- c. Statement about your medical history and a certificate of fitness for employment in the Bank, from a Doctor not below the rank of Civil Surgeon/ Chief Medical Officer of a Government Hospital, in the Bank's format (Click here to download the format:<https://bit.ly/3dUGJd6>). Medical certificate from Private Hospitals will not be accepted. You are required to produce all the medical reports, lab reports, ECG etc along with medical fitness certificate.
- d. Satisfactory discharge certificate and experience certificate from the previous employer/s, if any.
- e. A certificate about your character/conduct recently issued (within 6 months) by the Principal of the College/Institute last attended by you. Alternatively, two character certificates recently issued by Gazetted Officers/ respected persons.
- f. A declaration of fidelity & secrecy, a declaration of place of domicile and a statement of assets and liabilities, as per the format (Click here to download the format <https://bit.ly/2C2Tzsx>) .Hard copy of the documents should be submitted on the joining day.
- g. One copy of your latest passport size photograph.
- h. Self attested copies of any two of (i) PAN Card (ii) Voters ID (iii) Aadhar Card (iv) Passport and (v) Driving License(Originals needs to be produced for verification).
- i. Certificate of completion of pre-induction training programme.

As part of on-boarding process, you should submit all the necessary documents through Fed Recruit mobile application as and when you are instructed to do so.

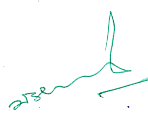


It shall be distinctly understood that this offer of appointment is subject to your medical fitness for employment in the Bank, satisfactory background check and submission of the certificates/documents as stipulated above, to the satisfaction of the Bank. The medical reports/fitness certificate submitted by you are liable to be re-examined/scrutinized by Banks Doctor and your appointment in the Bank will be subject to your medical fitness for employment in the Bank as assessed by the Banks Doctor. You are required to undergo physical medical examination by Banks Doctor, in case the Doctor insists for a detailed medical examination, after analyzing the medical reports submitted by you. At any stage, if you are found not satisfying the eligibility norms, your candidature is liable to be cancelled without notice. Also be understood that any misrepresentation/hiding of facts in the application/personal data/any other documents/certificates is sufficient cause for termination of your service, without notice and compensation.

The offer of appointment is subject to your fulfillment of eligibility criteria stipulated by the Bank for being appointed in the Bank as Probationary Officer under campus recruitment. You are required to submit originals & copies of the marklists/certificates of all the previous years/semesters examinations at the time of joining the Bank proving that you had passed all the previous year/semester examinations at the time of campus interview and all the papers pertaining to the subsequent semester(s) should be cleared along with the result of the final year/semester examination (final year/semester examination should be cleared in the first chance itself). In case the result of any of the semester examinations/final examination is published after the campus interview, but prior to joining the Bank, you are required to submit all the semester marklists, certificates, provisional certificate etc of such examinations at the time of joining the Bank in proof of having passed the examinations with required percentage of marks along with the result of the final year/semester examination failing which, you will not be permitted to join the Bank. In case the result of any of the previous semesters/years or final semester/year examination is not published at the time of joining the Bank, a certificate to the effect that you had completed the course study and attended all the semester examinations is to be produced from the College/University at the time of joining the Bank

In your case, the minimum eligibility criteria in respect of educational qualification for being appointed in the Bank as Probationary Officer through campus recruitment is a Post-Graduation with minimum 60% marks. The minimum eligibility of 60% (for UG & PG courses) will be assessed based on the prevailing practice followed by the University/Institution. You have to submit the percentage equivalence certificate in case your University/Institution follows grading system. Also you should have passed SSC or equivalent exam, plus 2 or equivalent exam and graduation with 60% marks. In case the result of final year/semester examination is not published, you will have to submit the certificates and marklists in proof of having passed the final year/semester examination, attempted in the first chance, with required percentage of marks within a maximum period of 5 months from the date of joining the Bank in conformity with the minimum eligibility criteria in respect of educational qualification as stipulated by the Bank, failing which you are liable to be removed from the services of the Bank without any notice or communication, treating the appointment as cancelled. However, in case of willful default in submission of certificates/ marklists within the above stipulated period, even after publication of result of the qualifying examination, your service is liable to be terminated and you are liable to remit the compensation amount / notice pay.



  
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You will be required to enroll yourself as a member of The Federal Bank Officers Medical Welfare Fund from the date of joining the Bank and deduction to the Fund at applicable rate will be made from your salary, as per the rules prevailing in the Bank at present and as amended, altered or added from time to time.

You shall contribute to the Welfare Scheme (Diya) to support the family of deceased employees of the Bank, from the date of joining the Bank and contributions to the Scheme at applicable rate will be made from your salary, as per rules prevailing in the Bank at present and as duly amended, altered or added from time to time.

You will be covered under the Defined Contributory Pension Scheme as applicable for the Bank employees in line with the National Pension System.

You will be enrolled as a member of the Group Term Assurance Plan from the date of next annual renewal of the Policy by the Bank. The eligibility for enrollment in the Scheme will be subject to the terms, conditions, exceptions etc; as applicable under Group Term Assurance Plan at that time and as amended, altered or added from time to time.

On confirmation in Bank's service, you will be entitled to all other privileges enjoyed by other permanent members of Officers cadre. You will be bound by all the conditions of service as applicable to Officers of the Bank as amended, altered or added from time to time. You will be subject to all the liabilities cast upon other permanent members of Officers cadre.

## Resignation

If you are desirous of resigning from the service during the period of probation, you should give three months notice in writing to the Bank or you would be liable to pay to the Bank three months pay and allowances in lieu of notice, at the sole discretion of the Bank. In addition to this, you should pay an amount of 50,000/- as compensation, if such resignation is within 2 years of service in the Bank. If you are desirous of resigning from the service after confirmation in the service of the Bank, you should give three months notice in writing to the Bank or you would be liable to pay to the Bank three months pay and allowances in lieu of notice, at the sole discretion of the Bank.

You are also required to pay an amount of 50,000/- as compensation amount and applicable notice pay as stated above to the Bank, if you ceased to be in the service of the Bank consequent to termination of service within 2 years of service. You are required to execute an agreement in stamp paper (which will be made available by the Bank) of appropriate value at the time of joining the Bank agreeing to the above terms and conditions of the appointment in respect of compensation amount /notice pay etc.

The compensation amount of 50,000/- mentioned above is the fair value of the minimum cost that will be incurred by the Bank if an employee quits the Bank before the stipulated minimum period of service.

## General

You are eligible to be transferred during the period of probation and also thereafter, as found expedient by the Bank at any time to any of the existing Branches/Offices in India or abroad or Subsidiaries or to the new branches/Offices/ Subsidiaries of the Bank to be opened in future.



As per the administrative requirements, Bank may allot any duties to you from time to time and your designation will accordingly be changed depending upon the nature of work. You are advised to adhere to the acceptable levels of decorum at workplace even during the online Induction/Orientation programme by way of presentable attire [business casual, smart casual, business attire] and professional etiquettes representing the image and reputation of the Bank.

You will be eligible for actual travelling expenses (subject to a maximum of 02nd AC Train fare) from your place of domicile to the place of posting.

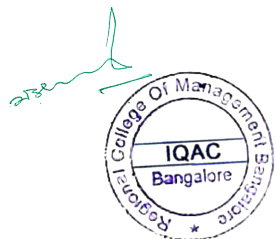
**John P J**  
**Vice President (HR)**

I, Munnaluri Krishna Chaitanythanya,  
accept and confirm the above terms and conditions.

Place:

Date:

(Signature of the Candidate)



DIRECTOR  
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Devanahalli, Bangalore

# Annexure

## Monthly Emoluments

<b>Particulars</b>	<b>Amount (Rs.)</b>
Basic Pay	36000.00
Special Allowance	5904.00
Dearness Allowance	14013.57
HRA (Leased Accommodation)	13500.00
Learning Allowance	600.00
City Compensatory Allowance/Location Allowance	1400.00
Entertainment Expenses	2250.00
Cleansing Charges	1000.00
Newspaper #	525.00
Mobilephone Charges#	1000.00
Fuel Reimbursement(Four Wheeler)	8800.00
<b>Total</b>	<b>84992.57</b>

# after one year

@ Leased accommodation amount will be credited to Lessors account only (leased accommodation eligibility ranges from Rs.7800/- to 23000/- depending upon the place of posting. At Aluva it is 13500 /-)

\*You will be eligible for monthly conveyance allowance as follows;

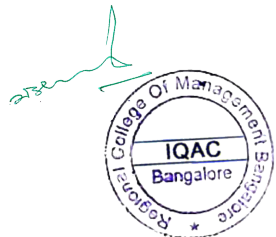
a) 80 litres of petrol/diesel for four-wheeler vehicle registered in your name and used by you at your workplace

**OR**

b) 50 litres of petrol for two- wheeler vehicle registered in your name and used by you at your workplace

**OR**

c) Fixed conveyance of 3000/-



  
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## Other Allowances

<b>Allowances</b>	<b>Amount (Rs.)</b>	<b>Remarks</b>
Medical Aid	10300.00	Yearly
Closing Allowance	2600.00	Yearly
Digital Promotion	2200.00	Yearly
Vehicle Maintenance Allowance	3700.00	Yearly
Leave Encashment (Annual)	10132.93	Yearly
Cost of Brief Case/ Office Bags	4500.00	Once in 3 years
Exgratia*	36500.00	Lumpsum

\*Will vary according to the profit position of the Bank.

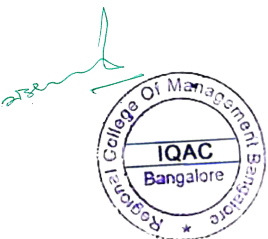
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Never reveal your ATM PIN, CVV no. printed on the reverse of the Debit card, Internet banking passwords, OTP etc. to anyone including Bank officials. Federal Bank never asks for your confidential credentials.

The information contained in this electronic message and any attachments to this message are intended for the exclusive use of the addressee(s) and may contain proprietary, confidential or privileged information. If you are not the intended recipient, you should not disseminate, distribute or copy this e-mail. Please notify the sender immediately and destroy all copies of this message and any attachments.

WARNING: Computer viruses can be transmitted via email. The recipient should check this email and any attachments for the presence of viruses. The company accepts no liability for any damage caused by any virus transmitted by this email.

The Federal Bank Ltd

A handwritten signature in green ink is written above the text "DIRECTOR REGIONAL COLLEGE OF MANAGEMENT BANGALORE Devanahalli, Bangalore".

DIRECTOR  
REGIONAL COLLEGE OF MANAGEMENT BANGALORE  
Devanahalli, Bangalore



**IndiaMART InterMESH Ltd.**  
Assotech Business Cresterra, Plot No.22,  
Tower 2, Floor No.6, Sector - 135, Noida,UP  
Call Us: +91 - 9696969696  
E: customercare@indiamart.com  
Website: www.indiamart.com

## Letter of Appointment

**Date: April 18, 2020**

Dear **Naresh Bolikonda**

We are pleased to make an offer to you with IndiaMART InterMESH Ltd.as follows:

**Position** - Executive–Client Servicing (FSF)

**CTC** - 4,00,000/-LPA

**Location** - Pan India

An offer letter will be issued to you post successful completion of your documentation.

In order to facilitate the above, you are required to submit the documents listed in the Annexure.

Kindly sign and return a copy of this letter as a token of your acceptance.

Yours Sincerely

Madhup Agarwal

National Head, HR

Regd. Office: 1st Floor, 29-Daryaganj, Netaji Subash Marg, Delhi – 110002, India | CIN:U74899DL1999PLC101534



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REGIONAL COLLEGE OF MANAGEMENT BANGALORE  
Devanahalli, Bangalore





**IndiaMART InterMESH Ltd.**  
Assotech Business Cresterra, Plot No.22,  
Tower 2, Floor No.6, Sector - 135, Noida,UP  
Call Us: +91 - 9696969696  
E: [customercare@indiamart.com](mailto:customercare@indiamart.com)  
Website: [www.indiamart.com](http://www.indiamart.com)

### **Documents required for issuing the offer letter**

We request you to send the below listed documents at [sablok.ritika@indiamart.com](mailto:sablok.ritika@indiamart.com) as they are mandatory for our records and are necessary for the completion of joining formalities so that we can issue the offer letter to you.

1. PAN Card(Please apply if you do not possess one and share acknowledgement with us)
2. Aadhar Card ( Please apply if you do not possess one and share acknowledgement with us)
3. Valid Driving License and 2-Wheeler RC
4. 10<sup>th</sup>Marksheet
5. 12<sup>th</sup>Marksheet
6. All semester wise marksheet for Graduation (in case of any backlog, please share all marksheets)
7. All semester wise marksheet for Post-Graduation
8. No Objection Certificate from College/Institutor Provisional Degree
9. Laptop Declaration Form

Should you have any queries, please feel free to contact Ms. Ritika Sablok@7067085817.

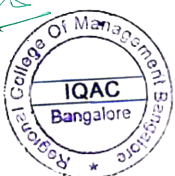
I accept the terms conditions of this offer

(Candidate's Signature)

Name and Date

---

Regd. Office: 1st Floor, 29-Daryaganj, Netaji Subash Marg, Delhi – 110002, India | CIN:U74899DL1999PLC101534



  
DIRECTOR  
REGIONAL COLLEGE OF MANAGEMENT BANGALORE  
Devanahalli, Bangalore



Date: 27 May, 2022

**Subject: Offer of Employment**

Dear Naveena P T

Hearvest 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.

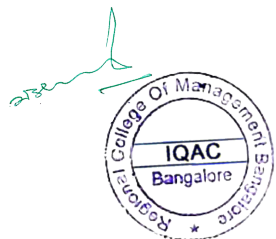
A detailed Compensation structure is enclosed here with (Annexure1) for your reference. An appointment letter along with the terms and conditions of employment will be issued to you after joining. **Your joining will be subject to your successful clearance of On-boarding Assessment post your pre-joining 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, appearing to read "Sushil".

**Sushil Chander**  
**Vice President – Human Resources**

A handwritten signature in green ink, appearing to read "Sushil".

DIRECTOR  
REGIONAL COLLEGE OF MANAGEMENT BANGALORE  
Devanahalli, Bangalore

**Annexure 1**

**Date:** 27 May, 2022

**Name:** Naveena P T

**Designation:** Executive Trainee

**Band:** J2

<b>CTC STRUCTURE</b>		
<b>Components</b>	<b>Per Annum</b>	<b>Per Month</b>
<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

Mediclaim: INR2,00,000 for self and dependents





Date: 27 May, 2022

**Subject: Offer of Employment**

Dear Neeraj A V

Hearvest Congratulations to you!

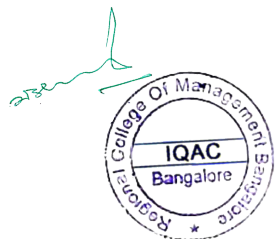
HDFC Life is delighted to offer you the full-time position of Executive Trainee in our contingent upon your successful clearance of MBA/Post Graduate examination.

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**

**Sushil Chander**  
**Vice President – Human Resources**



DIRECTOR  
REGIONAL COLLEGE OF MANAGEMENT BANGALORE  
Devanahalli, Bangalore

**Annexure 1**

**Date:** 27 May, 2022

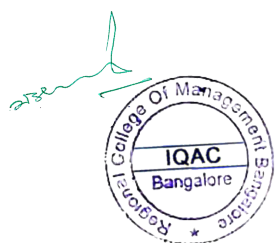
**Name:** Neeraj A V

**Designation:** Executive Trainee

**Band:** J2

<b>CTC STRUCTURE</b>		
<b>Components</b>	<b>Per Annum</b>	<b>Per Month</b>
<b>(I) Fixed Pay</b>		
Basic	142,500	11875
House Rent Allowance	85,500	7125
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Group Insurance Benefit	9,000	
<b>Fixed Cost to Company (FCTC)</b>	<b>475,000</b>	

<b>Other Benefits (as per prevalent Company Policy):</b>
Group Term Insurance: Term cover of INR 12,00,000
Mediclaim: INR2,00,000 for self and dependents



  
 DIRECTOR  
 REGIONAL COLLEGE OF MANAGEMENT BANGALORE  
 Devanahalli, Bangalore



**IndiaMART InterMESH Ltd.**  
Assotech Business Cresterra, Plot No.22,  
Tower 2, Floor No.6, Sector - 135, Noida,UP  
Call Us: +91 - 9696969696  
E: customercare@indiamart.com  
Website: www.indiamart.com

## Letter of Appointment

**Date: April 18, 2020**

Dear **Nikhil Balakrishna N**

We are pleased to make an offer to you with IndiaMART InterMESH Ltd.as follows:

**Position** - Executive–Client Servicing (FSF)

**CTC** - 4,00,000/-LPA

**Location** - Pan India

An offer letter will be issued to you post successful completion of your documentation.

In order to facilitate the above, you are required to submit the documents listed in the Annexure.

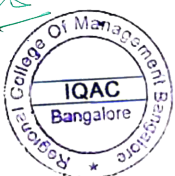
Kindly sign and return a copy of this letter as a token of your acceptance.

Yours Sincerely

Madhup Agarwal

National Head, HR

Regd. Office: 1st Floor, 29-Daryaganj, Netaji Subash Marg, Delhi – 110002, India | CIN:U74899DL1999PLC101534



DIRECTOR  
REGIONAL COLLEGE OF MANAGEMENT BANGALORE  
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Website: [www.indiamart.com](http://www.indiamart.com)

### **Documents required for issuing the offer letter**

We request you to send the below listed documents at [sablok.ritika@indiamart.com](mailto:sablok.ritika@indiamart.com) as they are mandatory for our records and are necessary for the completion of joining formalities so that we can issue the offer letter to you.

1. PAN Card(Please apply if you do not possess one and share acknowledgement with us)
2. Aadhar Card ( Please apply if you do not possess one and share acknowledgement with us)
3. Valid Driving License and 2-Wheeler RC
4. 10<sup>th</sup>Marksheet
5. 12<sup>th</sup>Marksheet
6. All semester wise marksheet for Graduation (in case of any backlog, please share all marksheets)
7. All semester wise marksheet for Post-Graduation
8. No Objection Certificate from College/Institutor Provisional Degree
9. Laptop Declaration Form

Should you have any queries, please feel free to contact Ms. Ritika Sablok@7067085817.

I accept the terms conditions of this offer

(Candidate's Signature)

Name and Date

---

Regd. Office: 1st Floor, 29-Daryaganj, Netaji Subash Marg, Delhi – 110002, India | CIN:U74899DL1999PLC101534



  
DIRECTOR  
REGIONAL COLLEGE OF MANAGEMENT BANGALORE  
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Website: www.indiamart.com

## Letter of Appointment

**Date: April 18, 2020**

Dear **Nishant Paliwal**

We are pleased to make an offer to you with IndiaMART InterMESH Ltd.as follows:

**Position** - Executive–Client Servicing (FSF)

**CTC** - 4,00,000/-LPA

**Location** - Pan India

An offer letter will be issued to you post successful completion of your documentation.

In order to facilitate the above, you are required to submit the documents listed in the Annexure.

Kindly sign and return a copy of this letter as a token of your acceptance.

Yours Sincerely

Madhup Agarwal

National Head, HR







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(Candidate's Signature)

Name and Date

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Regd. Office: 1st Floor, 29-Daryaganj, Netaji Subash Marg, Delhi – 110002, India | CIN:U74899DL1999PLC101534



  
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Website: www.indiamart.com

## Letter of Appointment

**Date: April 18, 2020**

Dear **Palem Chandra Sekhar**

We are pleased to make an offer to you with IndiaMART InterMESH Ltd.as follows:

**Position** - Executive–Client Servicing (FSF)

**CTC** - 4,00,000/-LPA

**Location** - Pan India

An offer letter will be issued to you post successful completion of your documentation.

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Kindly sign and return a copy of this letter as a token of your acceptance.

Yours Sincerely

Madhup Agarwal

National Head, HR





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(Candidate's Signature)

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Website: www.indiamart.com

## Letter of Appointment

**Date: April 18, 2020**

Dear **Pampana Aparna Sai**

We are pleased to make an offer to you with IndiaMART InterMESH Ltd.as follows:

**Position** - Executive–Client Servicing (FSF)

**CTC** - 4,00,000/-LPA

**Location** - Pan India

An offer letter will be issued to you post successful completion of your documentation.

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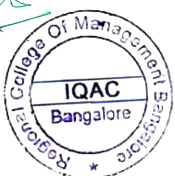
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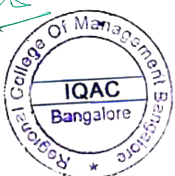
I accept the terms conditions of this offer

(Candidate's Signature)

Name and Date

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Regd. Office: 1st Floor, 29-Daryaganj, Netaji Subash Marg, Delhi – 110002, India | CIN:U74899DL1999PLC101534



  
DIRECTOR  
REGIONAL COLLEGE OF MANAGEMENT BANGALORE  
Devanahalli, Bangalore



**THE KARUR VYSYA BANK LIMITED**  
**HUMAN RESOURCES DEPARTMENT**  
**CENTRAL OFFICE**  
**ERODE ROAD, KARUR – 639 002**  
**Tamil Nadu**

☎ 04324 –226520, 225521– 25 Extn.9472,9470 Fax: -04324-227555  
CIN: L65110TN1916PLC001295

Email: [Careers@kvbmail.com](mailto:Careers@kvbmail.com)

**KVB/CR/RCM - BGLR/2019-20/018**  
**Applicant ID : 214392**

**18/02/2020**

### **Appointment Order**

--\*\*--

Dear **Pathan Masuma Muzadkhan**

Greetings from The Karur Vysya Bank Ltd!!

Congratulations!

With reference to your application and subsequently held selection process, we are glad to inform that, you are selected as **Branch Sales and Service Executive**. This selection is subject to fulfilling of the below mentioned terms and conditions.

1. Your Annual CTC will be **Rs.3.00 Lakhs**
2. Probation period will be for 12 Months from the date of Joining.
3. This provisional appointment order is valid up to **31<sup>st</sup> March 2020**.
4. The bank reserves the right to conduct, either by itself or through its representative's necessary background verification and credit checks.
5. Provisional order does not guarantee you the employment by itself, unless the hiring requirements are fulfilled as per the bank's policy. Same is detailed below for your reference and needful action.
  - Completion of course without any track of arrears and securing 60% of marks.
  - Satisfactory reports of BGV and CIBIL checks.
6. Detailed terms of appointment with Date of Joining, Posting location and Induction schedule will be mentioned in the final appointment order.
7. Aforesaid, Final appointment order will be issued to you, post receipt of confirmation on course completion (Exam & Project viva) from your Campus / University.
8. Posting location will be basis the requirement of the bank and request for change of location will not be entertained.



  
DIRECTOR  
REGIONAL COLLEGE OF MANAGEMENT BANGALORE  
Devanahalli, Bangalore

You are requested to submit the scanned copies of below mentioned documents for further Processing.

**List of Documents Required**

1. Copies of PAN, AADHAAR in support of your Date of Birth & Residential address.
2. Scanned copies SSLC, HSC, Graduation, Post- Graduation (Semester wise Mark Sheets & Consolidated Mark Sheet), Any Certification Course like JAIB / CAIB (if any).

You are requested to acknowledge receipt of this order by signing and forwarding the same to us immediately by return mail on or before **01/03/2020**

**Kindly contact us at: 04324 – 269473/62 for any other guidance and assistance.**

**ASSISTANT GENERAL MANAGER - HRD**

**Acknowledgement – cum – Acceptance**

I \_\_\_\_\_ hereby acknowledge the receipt of this offer and

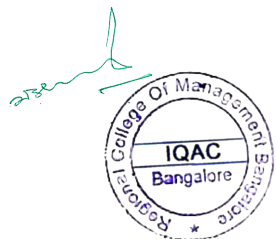
- Agree to the terms and conditions stipulated therein.
- I am aware about the roles and Responsibility of **Branch Sales and Service Executive**.
- I also authorize Karur Vysya Bank or its representatives to carry out background verification, CIBIL checks for the purpose of confirming my suitability for employment at the bank.

**Place:**

**SIGNATURE**

**Date:**

**(Full Name)**



  
DIRECTOR  
REGIONAL COLLEGE OF MANAGEMENT BANGALORE  
Devanahalli, Bangalore



**THE KARUR VYSYA BANK LIMITED**  
**HUMAN RESOURCES DEPARTMENT**  
**CENTRAL OFFICE**  
**ERODE ROAD, KARUR – 639 002**  
**Tamil Nadu**

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Email: [Careers@kvbmail.com](mailto:Careers@kvbmail.com)

**KVB/CR/RCM - BGLR/2019-20/018**  
**Applicant ID : 214392**

**18/02/2020**

### Appointment Order

--\*\*--

Dear **Peddisetti Naga Sandhya**

Greetings from The Karur Vysya Bank Ltd!!

Congratulations!

With reference to your application and subsequently held selection process, we are glad to inform that, you are selected as **Branch Sales and Service Executive**. This selection is subject to fulfilling of the below mentioned terms and conditions.

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  - Completion of course without any track of arrears and securing 60% of marks.
  - Satisfactory reports of BGV and CIBIL checks.
6. Detailed terms of appointment with Date of Joining, Posting location and Induction schedule will be mentioned in the final appointment order.
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DIRECTOR  
REGIONAL COLLEGE OF MANAGEMENT BANGALORE  
Devanahalli, Bangalore



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**List of Documents Required**

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**ASSISTANT GENERAL MANAGER - HRD**

**Acknowledgement – cum – Acceptance**

I \_\_\_\_\_ hereby acknowledge the receipt of this offer and

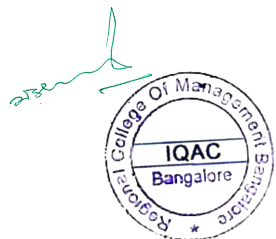
- Agree to the terms and conditions stipulated therein.
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**Place:**

**SIGNATURE**

**Date:**

**(Full Name)**



  
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**HUMAN RESOURCES DEPARTMENT**  
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**KVB/CR/RCM - BGLR/2019-20/018**  
**Applicant ID : 214392**

**18/02/2020**

### **Appointment Order**

--\*\*--

Dear **Pooja Patel**

Greetings from The Karur Vysya Bank Ltd!!

Congratulations!

With reference to your application and subsequently held selection process, we are glad to inform that, you are selected as **Branch Sales and Service Executive**. This selection is subject to fulfilling of the below mentioned terms and conditions.

1. Your Annual CTC will be **Rs.3.00 Lakhs**
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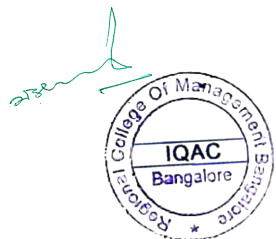
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**Place:**

**SIGNATURE**

**Date:**

**(Full Name)**



  
DIRECTOR  
REGIONAL COLLEGE OF MANAGEMENT BANGALORE  
Devanahalli, Bangalore

Ab Health Hamesha



06-Mar-20

**Prem Awtar Yadav**  
**RCM, Bangalore 562164**

Dear **Prem Awtar Yadav,**

**Letter of Appointment**

With reference to our recent discussions regarding your possible employment with **Religare Health Insurance Company Limited**, hereafter referred to as the Company, we are pleased to offer you the position of **Agency Manager** on the following terms and conditions defined herein:

- 1. Date of Joining:** Your appointment will be effective from **06-Mar-20** or any other date mutually agreed upon in writing.
- 2. Place of work:** Your place of work is **OTC Road - Bangalore**. Your place of work may be changed to any other location within India / any group Company, as directed by the Company from time to time. In addition, in performance of your duties for the company, you may be required to travel within and/or outside.
- 3. Reporting:** You will report to **ABDM - Agency & Broking** or any other designate person as specified by the Company from time to time.
- 4. Remuneration:** Your annual compensation package on a Total Fixed Cost (TFC) basis is **Rs. 350004 (Rupees Three Lakh(s) Fifty Thousand and Four Only )**. This amount will include basic salary, taxable and non-taxable allowances & benefits, and other payments, payable as per the designate acts. Annexure 1 provides your compensation break-up, as per the applicable Compensation Structure.

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

**Religare Health Insurance Company Limited**

Regd. Office: 5th Floor, 19 Chawla House, Nehru Place, New Delhi-110019

Corresp. Office: Vipul Tech Square, Tower C, 3rd Floor, Golf Course Road, Sec-43, Gurgaon-122009 (Haryana)

IRDA Regn. No. 148

CIN: U66000DL2007PLC161503

 [customerfirst@religarehealthinsurance.com](mailto:customerfirst@religarehealthinsurance.com) |  1800-200-4488 / 1860-500-4488



  
DIRECTOR  
REGIONAL COLLEGE OF MANAGEMENT BANGALORE  
Devanahalli, Bangalore

**5. Medical:** You may be required to undergo medical examination by a Company appointed medical practitioner as and when directed by the Company and to comply with rules and instructions in the matter. Your services may be terminated without notice if the Company considers you unsuitable for retention in service on medical grounds.

**6. Group Insurance:** You will be covered under the Group Personal Accident Insurance, Group Life Insurance and Hospitalization Insurance/ Employee's State Insurance Corporation (as applicable) in accordance with company's policy.

**7. Hours of Work:** Your hours of work will be in line with the needs of your role/function, in accordance with the company policy and provisions of applicable laws

**8. Probation:** You will work on probation for a period of six months from the date of joining. This may be extended at the discretion of the Company and you will continue to be on probation till a confirmation letter has been issued to you in writing. During your probation or thereafter, you shall undertake such studies /vocational courses as may be required by Company / your superiors. You may also be required to take such examinations / obtain such certifications as the Company / your superiors may require from time to time, and your confirmation / promotions/ salary enhancements etc. may be linked to your having successfully cleared the required examinations / certifications &/or successfully undergone required studies.

**9. Age of Retirement:** Your age of retirement will be 58 years and you shall stand relieved on retirement at the end of the month in which you attain the age of 58 years.

**10. Whole Time and Attention:** During your employment with the Company you shall devote your best efforts for promoting the Company's (and of any other relevant Group Company, affiliate and/ or business associate of the Company) business and may not without prior written consent of the Company (and subject to any terms and conditions the Company may impose) engage or be interested (directly or indirectly) in any other business or employment.

**11. Leave:** In addition to public holidays observed by the Company, you shall be entitled to a paid annual leave for each calendar year in accordance with the existing leave policy, prorated from your date of joining. The Company is covered by the Maternity Benefit Act, 1961 and the eligible employees will be entitled to the benefits like maternity leave as per the amended provisions of the Maternity Benefit Act save and except those who are covered by ESI Act since they will be entitled to the benefits as per the applicable said Act.

**12. Confidentiality:** You shall not during the course of your employment with the Company or any time thereafter, use or disclose to any other Company, firm or person, any of the business or affairs of the Company, nor shall you without the consent of the Company, publish any book, booklet, brochure or any other publication, whether for remuneration or otherwise, relating to the affairs of the Company or to your work in the Company. You shall also not disclose to any public papers, journals, pamphlets or leaflets, or cause to be disclosed at any time, information or documents, official or otherwise relating to the Company or its subsidiaries, except with prior approval.

**13. Disclosure:** You (including on behalf of your family) shall disclose to the Company all your business interests and any material transaction(s) with the Company (and with any other relevant Group Company, affiliate and/ or any subsidiary of the Company), whether or not they are similar to or in conflict with the business(es) or activities of the Company (and with any other relevant Group



Company, affiliate and/ or any subsidiary of the Company), and all circumstances in respect thereof and whether there is, or might be, a conflict of interest between the Company (and with any other relevant Group Company, affiliate and/ or any subsidiary of the Company) and you (and/or your family) during the period of your employment with the Company and for a period of 12 months after cessation of your employment.

**14. Company Policies:** You will be governed by the Company's policies, as applicable at your grade. The Company reserves the right to amend the policies from time to time. You are advised to keep yourself updated on these policies which are available online.

**15. Return of Company Property:** You shall promptly upon request by the Company and in any event upon the termination of your employment deliver to the Company all monies, securities, other properties belonging to the company, all lists of clients or customers, correspondence and all other documents, papers and records in whatever form including but not limited to electronically held data containing or referring to any trade secrets or confidential information concerning the business of the Company and any Group Company which may have been prepared by you or come into your possession, custody or control in the course of your employment including any prior employment with any Group Company. You shall not keep any copies of these items.

**16. Monitoring Policy:** As per Company Policy, telephone conversations of employees may be recorded and monitored for the purpose of creating record of transactions, and for compliance purposes. Any recordings will be stored securely, and will not be disclosed outside the group companies, except as required by law.

Further please note that the emails sent to you and by you may be monitored, from time to time, for the purposes of identifying any non-compliance with company policies, or applicable laws.

If such monitoring discloses any breaches of any law or company policies disciplinary action may follow, including termination from the employment.

**17. Intellectual Property:** Subject to any relevant legislation, if at any time in the course of your employment you make or discover or participate in the making or discovery of any letters patent, trade marks, service marks, designs, copyrights, inventions, drawings, computer programs, know-how and rights of like nature however arising and whether registered or unregistered (“intellectual property”) relating to or capable of being used in the Company (and of any other relevant Group Company, affiliate and/ or business associate of the Company) you shall immediately disclose full details thereof to the Company and, at the request and expense of the Company, you shall do all things which may be necessary or desirable for obtaining appropriate forms of protection for such intellectual property in such parts of the world as may be specified by the Company and for vesting all rights in the same in the Company or its nominee.

All rights and obligations under this paragraph in respect of intellectual property made or discovered by you during your employment shall continue in full force and effect after the termination of your employment and shall be binding upon your personal representatives

The employee shall not disclose to anyone, directly or indirectly, except when the duties may require, during or subsequent to the term of employment, any trade secret or confidential information regarding Company's business. Trade Secrets and Confidential information for this purpose shall include, but not limited to, product information, process information, customer lists, employee details, company policies and procedures and financial information ( including results, budgets and other financial plans and systems).





**18. Notice Period:** In case either the employer or the employee wishes to terminate the employment contract, a notice of 30 days should be served in writing by the party who wishes to terminate the contract to the other party. The Company depending on the business context and its sole discretion may allow you to pay the equivalent of the Total Fixed Cost (TFC) (*excluding gratuity and GMC if applicable*) amount in lieu of any period and / or adjust notice period against your leave balance subject to satisfactory handing over of the charges to your superior.

Notice period during probation would be 7 days or equivalent of the TFC (*excluding gratuity*) in lieu of notice.

**19. Termination:** 1. If any time during the course of your employment it is found that you have made a false or an incomplete declaration as regards to your qualifications/ experience and other details, your appointment will be treated void *ab initio* and you shall cease to be on the rolls of the company with immediate effect. In that case you shall not be entitled to any notice period or payment in lieu thereof.

2. If any time during the course of your employment it is found that you have:

- a. committed any act of gross misconduct; or
- b. committed any serious breach or repeated or continued a material breach of the terms of your employment; or
- c. been guilty of conduct tending to bring yourself or the company into disrepute; or
- d. been convicted of a criminal offence, other than a road traffic offence for which you are not sentenced to a term of imprisonment whether immediate or suspended; or
- e. become bankrupt or made any arrangement or composition with or for the benefit of your creditors; or
- f. cease to hold the qualifications necessary for you to carry out your work with the company; or
- g. been found in an act of moral turpitude or having indulged in violations laws as applicable in general to the Company; or
- h. been absent for a continuous period of 14 days (including absence when leave though applied for, is not granted or when you overstay period of sanctioned leave by 14 days); or
- i. provided false, inaccurate or incomplete information to the company regarding your background and/or previous employment.
- j. been found inefficient or lower performer as compared to other employees of your category.

In all such aforementioned cases you shall not be entitled to any notice period or payment in lieu thereof.

**20. Non Solicitation:** You shall not at any time during the term of your employment with the Company or thereafter for a period of six months after cessation of your employment, directly or indirectly solicit the Company's (and any other relevant Group Company's, affiliate's and/ or any subsidiary of the Company) personnel to leave the employment of the Company (and any other relevant Group Company's, affiliate's and/ or any subsidiary of the Company) or apply for



employment with any third party or encourage such personnel of the Company (and any other relevant Group Company's, affiliate's and/ or any subsidiary of the Company) to take any action or inaction that may adversely impact the performance or reputation of the Company (and any other relevant Group Company's, affiliate's and/ or any subsidiary of the Company) of its obligations under this Letter of Appointment and / or any other contract or adversely impact the ability of the Company (and any other relevant Group Company's, affiliate's and/ or any subsidiary of the Company) to carry out its normal business activities.

21. **Others:** 1. It will be obligatory on your part to ensure compliance to the applicable statutes, regulations and requirements laid down by the Company, JV partners various regulatory and statutory bodies .

2. In the event of you being found acting in breach of your terms of appointment or indulged in an act of misconduct or an act that has brought disrepute to the organization, you shall render yourself liable for a disciplinary action as per the rules as applicable .

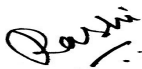
3. Clause headings do not form part or affect the interpretation of this letter of appointment.

22. **Joining Formalities:** As part of the joining formalities, you are requested to bring the following documents with you on the day of joining:

1. 3 Passport size photographs on red background (for branch offices red is not mandatory).
2. Copies of all years mark sheets of the highest qualification/Degree certificate
3. Copy of previous employer Salary Slip
4. Copy of Relieving Letter / Endorsed Resignation letter.
5. Copy of Address proof (any one) :-Ration Card/ Utility Bills/ Driving License/ Passport/ Affidavit
6. Copy of PAN Card
7. Copy of AADHAR Card

We take this opportunity to congratulate you on your selection and look forward to a long and mutually beneficial professional association.

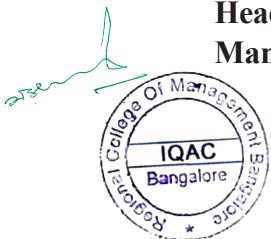
For **Religare Health Insurance Company Limited**



**Rashi Ramani**

Accepted and agreed by **Y Rajasekhar Gowd**

**Head - Talent Acquisition & Talent Management**



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Devanahalli, Bangalore



**Annexure: 1**

	<b>Per Annum</b>	<b>Per Month</b>
<b>BASIC</b>	180000	15000
<b>ALLOWANCES</b>		
House Rent Allowance	90000	7500
Education Allowance	30948	2579
<b>MONTHLY GROSS *</b>		<b>26520</b>
<b>BENEFITS:CONTRIBUTION BY ORGANISATION</b>		
Statutory Bonus	17292	1441
Provident Fund	21600	1800
Gratuity	8664	722
GMC	1500	125
<b>TOTAL FIXED COST(TFC)</b>	<b>350004</b>	

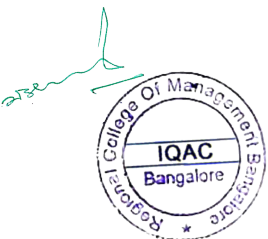
**\* The following amount will be deducted from your monthly gross as your contribution towards statutory benefits**

**PF - 1800**

**\*\* Leave Travel Allowance or Medical Allowance (if applicable) will be paid as monthly components**

**\*\*\* Gratuity(if applicable) - As per Gratuity Act, payable only after completion of 5 continuous years of service in organization**

- **Participation in Incentive/Bonus Schemes** You are eligible to participate in the Company's Annual Incentive/Bonus Plan subject to the terms and conditions of such Plan and any amendments as may be made from time to time.
- **Deductions** The Company may during your employment, or on termination for whatever reason, deduct from your remuneration any monies due from you to the Company including but not limited to:
  - Any overpayment of salary or expenses or payment made to you by mistake or misrepresentation; and/or
  - Any outstanding loans or advances made to you by the Company; and/or
  - Amounts equal in sum to the amount of any secret/illegitimate profits that you make from the Company's business/interests; and/or
  - Any debt owed by you to the Company; and/or
  - Any other deductions permitted under applicable law including Tax.



  
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Devanahalli, Bangalore

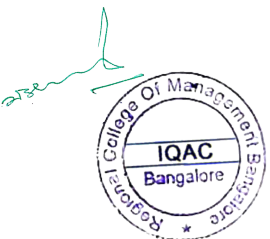
Ms. Rachana S  
RCM, Bangalore 562164

23-03-2020

**Appointment Letter: Senior Associate**

Dear Rachana, S

1. We congratulate you on your selection for the position of **Senior Associate** with our organization.
2. You will be on probation for one year. During this period, you will initially undergo structured class-room training. This will be followed by your initial posting in a specific role and location.
3. Your remuneration will be Rs.3,00,000/- (Rupees Three Lakhs only) p.a. on Cost to the Company (CTC) basis. The details of the compensation are given at Annexure 1.
4. This offer of employment is subject to your fulfilling the following conditions:
  - ✓ Qualifying Post Graduate Degree / Diploma Program on the day of joining OR Clearing PG Degree/ Diploma in first attempt if the results are awaited. You will have to submit final Degree/ Diploma mark sheets within 15 days of declaration of the results at university / institute concerned, failing which this offer automatically stands withdrawn.
  - ✓ Submitting, in original, certificates of academic qualifications, age and other testimonials;
5. During the probation period, your performance will be assessed continually. On satisfactory completion of probation, your services in the Company will be confirmed.



  
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REGIONAL COLLEGE OF MANAGEMENT BANGALORE  
Devanahalli, Bangalore

6. Please arrange to return the duplicate copy of this letter, duly signed by you, in token of acceptance of the offer. Please also forward photocopies of your proof of age, educational certificates, other testimonials and 3 color passport sized photographs, along with the acceptance letter.

7. For any clarification, you may contact the undersigned at \_\_\_\_\_ or email at \_\_\_\_\_.

8. In case of your resignation or termination from the services of SBI Life Insurance Co. Ltd for any reasons whatsoever, the admissibility or otherwise of payment of variable pay / incentive and the quantum of such incentive to be paid shall be at the sole discretion of the Management and no correspondence shall be entertained in this regard.

9. The normal age of superannuation shall be 60 years.

Yours faithfully,

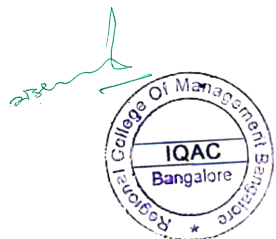
Gana Elizabeth Abraham  
RHR

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I, Rachana S, accept the above offer as Senior Associate in SBI Life Insurance Company Limited.

Signature:

Date:



  
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REGIONAL COLLEGE OF MANAGEMENT BANGALORE  
Devanahalli, Bangalore

Salary Sheet	
Name	Rachana S
Designation	Senior Associate

Salary Component	Amt per month (Rs)	Amt per annum (Rs)	Remarks
Basic Salary	10,000	1,20,000	40% of Fixed Compensation
House Rent Allowance	5,000	60,000	50% of Basic Salary
Special Allowance	8,319	99,831	
<b>Total Monthly Salary (A)</b>	<b>23,319</b>	<b>2,79,831</b>	
Retiral Benefits			
PF	1,200	14,400	Company's contribution to PF @ 12% of Basic Salary
Gratuity	481	5,769	You will be entitled to gratuity as per the Payment of Gratuity Act, 1972 after completion of five years of service with the Company.
<b>Total Retiral (B)</b>	<b>1,681</b>	<b>20,169</b>	
<b>Fixed Compensation (A+B)</b>	<b>25,000</b>	<b>300,000</b>	
<b>Performance linked Variable Pay as per Company policy up to</b>		<b>75,000</b>	
<b>Potential Annual Remuneration on Cost to Company Basis (CTC)</b>		<b>3,75,000</b>	

**In addition you are eligible for:**

1. Mediclaim Coverage for spouse and up to two children to a ceiling of Rs 5 lakhs. Dependant parents may be added on a voluntary basis at an additional payout on prorata basis.  
(In case of Maternity Coverage the claim is covered up to Rs 50,000/-)
2. Group Life Insurance coverage of Rs 20 lakh.

**Please note that remuneration is a contract entirely between you and the Company and should therefore be treated as strictly confidential.**



## MEDICAL FITNESS DECLARATION

In pursuance of the offer of employment made to me by SBI Life Insurance, I, Rachana S declare that;

1) To the best of my knowledge, I am medically fit to accept the offer of employment extended to me and fully understand that in the event of my being found medically unfit to discharge the responsibilities assigned to me, the company shall have the right to terminate my services forthwith.

2) I suffer / have suffered from (tick whichever is applicable):

Hypertension	<input type="checkbox"/>
Pulmonary Disease	<input type="checkbox"/>
Tuberculosis	<input type="checkbox"/>
Cancer	<input type="checkbox"/>
Rheumatic Joint Diseases or symptoms	<input type="checkbox"/>
Asthma	<input type="checkbox"/>
Mental Stress	<input type="checkbox"/>
Others (Please specify)	<input type="text"/>

and agree to undergo the medical examination as decided by the company to satisfy itself of my medical fitness. The company's decision in this regard shall be final and binding. This is, however, without prejudice to the right of the company to terminate my services in future should I be found medically unfit to discharge the responsibilities assigned to me.

\_\_\_\_\_  
(Signature of the candidate)

Date:

Place:



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Devanahalli, Bangalore



**THE KARUR VYSYA BANK LIMITED**  
**HUMAN RESOURCES DEPARTMENT**  
**CENTRAL OFFICE**  
**ERODE ROAD, KARUR – 639 002**  
**Tamil Nadu**

☎ 04324 –226520, 225521– 25 Extn.9472,9470 Fax: -04324-227555  
CIN: L65110TN1916PLC001295

Email: [Careers@kvbmail.com](mailto:Careers@kvbmail.com)

**KVB/CR/RCM - BGLR/2019-20/018**  
**Applicant ID : 214392**

**18/02/2020**

### Appointment Order

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Dear **Rakki Reddy Jaya Prakash**

Greetings from The Karur Vysya Bank Ltd!!

Congratulations!

With reference to your application and subsequently held selection process, we are glad to inform that, you are selected as **Branch Sales and Service Executive**. This selection is subject to fulfilling of the below mentioned terms and conditions.

1. Your Annual CTC will be **Rs.3.00 Lakhs**
2. Probation period will be for 12 Months from the date of Joining.
3. This provisional appointment order is valid up to **31<sup>st</sup> March 2020**.
4. The bank reserves the right to conduct, either by itself or through its representative's necessary background verification and credit checks.
5. Provisional order does not guarantee you the employment by itself, unless the hiring requirements are fulfilled as per the bank's policy. Same is detailed below for your reference and needful action.
  - Completion of course without any track of arrears and securing 60% of marks.
  - Satisfactory reports of BGV and CIBIL checks.
6. Detailed terms of appointment with Date of Joining, Posting location and Induction schedule will be mentioned in the final appointment order.
7. Aforesaid, Final appointment order will be issued to you, post receipt of confirmation on course completion (Exam & Project viva) from your Campus / University.
8. Posting location will be basis the requirement of the bank and request for change of location will not be entertained.



  
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Devanahalli, Bangalore

You are requested to submit the scanned copies of below mentioned documents for further Processing.

**List of Documents Required**

1. Copies of PAN, AADHAAR in support of your Date of Birth & Residential address.
2. Scanned copies SSLC, HSC, Graduation, Post- Graduation (Semester wise Mark Sheets & Consolidated Mark Sheet), Any Certification Course like JAIB / CAIB (if any).

You are requested to acknowledge receipt of this order by signing and forwarding the same to us immediately by return mail on or before **01/03/2020**

**Kindly contact us at: 04324 – 269473/62 for any other guidance and assistance.**

**ASSISTANT GENERAL MANAGER - HRD**

**Acknowledgement – cum – Acceptance**

I \_\_\_\_\_ hereby acknowledge the receipt of this offer and

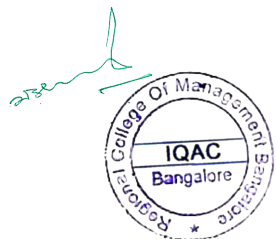
- Agree to the terms and conditions stipulated therein.
- I am aware about the roles and Responsibility of **Branch Sales and Service Executive**.
- I also authorize Karur Vysya Bank or its representatives to carry out background verification, CIBIL checks for the purpose of confirming my suitability for employment at the bank.

**Place:**

**SIGNATURE**

**Date:**

**(Full Name)**



  
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REGIONAL COLLEGE OF MANAGEMENT BANGALORE  
Devanahalli, Bangalore



30-Mar-2020

Mirnalini Beniwal  
RCM, Bangalore 562164

**Letter of Appointment**

Dear **Mirnalini Beniwal,**

With reference to our recent discussions regarding your possible employment with **Care Health Insurance Limited**, hereafter referred to as the Company, we are pleased to offer you the position of **Agency Manager** on the following terms and conditions defined herein:

- 1. Date of Joining:** Your appointment will be effective from **30-Mar-2020** or any other date mutually agreed upon in writing.
- 2. Place of work:** Your place of work is **Bangalore - OTC Road**. Your place of work may be changed to any other location within India / any group Company, as directed by the Company from time to time. In addition, in performance of your duties for the company, you may be required to travel within and/or outside.
- 3. Reporting:** You will report to **Associate Regional Business Head - Agency** or any other designate person as specified by the Company from time to time.
- 4. Remuneration:** Your annual compensation package on a Total Fixed Cost (TFC) basis is **Rs. 350000 (Rupees Three Lakh(s) Fifty Thousand Only)**. This amount will include basic salary, taxable and non-taxable allowances & benefits, and other payments, payable as per the designate acts. Annexure 1 provides your compensation break-up, as per the applicable Compensation Structure.
- 5. Medical:** You may be required to undergo medical examination by a Company appointed medical practitioner as and when directed by the Company and to comply with rules and instructions in the matter. Your services may be terminated without notice if the Company considers you unsuitable for retention in service on medical grounds.

**Care Health Insurance Limited**  
(Formerly Religare Health Insurance Company Limited)  
Regd. Office: 5th Floor, 19 Chawla House, Nehru Place, New Delhi-110019  
Corp. Office: Vipul Tech Square, Tower C, 3rd Floor, Gold Course Road,  
Sector-43, Gurugram -122009 (Haryana)  
IRDAI Regn. No. 148 | CIN: U66000DL2007PLC161503

REACH US @		
 Care Health- Customer App	 WhatsApp 8860402452	Self Help Portal: <a href="http://www.careinsurance.com/self-help-portal.html">www.careinsurance.com/self-help-portal.html</a> Submit Your Queries/Requests: <a href="http://www.careinsurance.com/contact-us.html">www.careinsurance.com/contact-us.html</a>



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subsidiary of the Company) and you (and/or your family) during the period of your employment with the Company and for a period of 12 months after cessation of your employment.

**14. Company Policies:** You will be governed by the Company's policies, as applicable at your grade. The Company reserves the right to amend the policies from time to time. You are advised to keep yourself updated on these policies which are available online.

**15. Return of Company Property:** You shall promptly upon request by the Company and in any event upon the termination of your employment deliver to the Company all monies, securities, other properties belonging to the company, all lists of clients or customers, correspondence and all other documents, papers and records in whatever form including but not limited to electronically held data containing or referring to any trade secrets or confidential information concerning the business of the Company and any Group Company which may have been prepared by you or come into your possession, custody or control in the course of your employment including any prior employment with any Group Company. You shall not keep any copies of these items.

**16. Monitoring Policy:** As per Company Policy, telephone conversations of employees may be recorded and monitored for the purpose of creating record of transactions, and for compliance purposes. Any recordings will be stored securely, and will not be disclosed outside the group companies, except as required by law.

Further please note that the emails sent to you and by you may be monitored, from time to time, for the purposes of identifying any non-compliance with company policies, or applicable laws.

Any data of customers, partners, employee or company contact data is strictly prohibited for circulation to anyone outside the Company and also you should restrain the circulation of data even for internal purpose except to the concerned employees of the Company.

If such monitoring discloses any breaches of any law or company policies disciplinary action may follow, including termination from the employment.

During Employment or cessation of your employment you cannot share any such data of the company pertaining to its customers, partners, employees, sensitive information

**17. Intellectual Property:** Subject to any relevant legislation, if at any time in the course of your employment you make or discover or participate in the making or discovery of any letters patent, trademarks, service marks, designs, copyrights, inventions, drawings, computer programs, know-how and rights of like nature however arising and whether registered or unregistered ("intellectual property") relating to or capable of being used in the Company (and of any other relevant Group Company, affiliate and/ or business associate of the Company) you shall immediately disclose full details thereof to the Company and, at the request and expense of the Company, you shall do all things which may be necessary or desirable for obtaining appropriate forms of protection for such intellectual property in such parts of the world as may be specified by the Company and for vesting all rights in the same in the Company or its nominee.

All rights and obligations under this paragraph in respect of intellectual property made or discovered by you during your employment shall continue in full force and effect after the termination of your employment and shall be binding upon your personal representatives

The employee shall not disclose to anyone, directly or indirectly, except when the duties may require, during subsequent to the term of employment, any trade secret or confidential information regarding Company's business. Trade Secrets and Confidential information for this purpose shall include, but not limited to product



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information, process information, customer lists, employee details, company policies and procedures and financial information (including results, budgets and other financial plans and systems).

**18. Notice Period:** In case either the employer or the employee wishes to terminate the employment contract, a notice of 90 days should be served in writing by the party who wishes to terminate the contract to the other party. The Company depending on the business context and its sole discretion may allow you to pay the equivalent of the Total Fixed Cost (TFC) (*excluding gratuity and GMC if applicable*) amount in lieu of any period and / or adjust notice period against your leave balance subject to satisfactory handing over of the charges to your superior.

Notice period during probation would be 7 days or equivalent of the TFC (*excluding gratuity*) in lieu of notice.

**19. Termination:** 1. If any time during the course of your employment it is found that you have made a false or an incomplete declaration as regards to your qualifications/ experience and other details, your appointment will be treated void *ab initio* and you shall cease to be on the rolls of the company with immediate effect. In that case you shall not be entitled to any notice period or payment in lieu thereof.

2. If any time during the course of your employment, it is found that you have:

- a. committed any act of gross misconduct; or
- b. committed any serious breach or repeated or continued a material breach of the terms of your employment; or
- c. been guilty of conduct tending to bring yourself or the company into disrepute; or
- d. been convicted of a criminal offence, other than a road traffic offence for which you are not sentenced to a term of imprisonment whether immediate or suspended; or
- e. become bankrupt or made any arrangement or composition with or for the benefit of your creditors; or
- f. cease to hold the qualifications necessary for you to carry out your work with the company; or
- g. been found in an act of moral turpitude or having indulged in violations laws as applicable in general to the Company; or
- h. been absent for a continuous period of 14 days (including absence when leave though applied for, is not granted or when you overstay period of sanctioned leave by 14 days) ; or
- i. provided false, inaccurate or incomplete information to the company regarding your background and/or previous employment.
- j. been found inefficient or lower performer as compared to other employees of your category.

In all such aforementioned cases you shall not be entitled to any notice period or payment in lieu thereof.

**20. Performance Monitoring:** You are required to deliver performance up to the expected levels as per the targets entrusted to you by reporting officer from time to time. In case your performance is not found to be satisfactory, you will be put under an appropriate Performance Improvement Plan. In case your performance does not improve even after you are put on such plan, the Company will review the matter of continuance of your employment and take appropriate action, including but not limited to termination.



21. **Non Solicitation:** You shall not at any time during the term of your employment with the Company or thereafter for a period of six months after cessation of your employment, directly or indirectly solicit the Company's (and any other relevant Group Company's, affiliate's and/ or any subsidiary of the Company) personnel to leave the employment of the Company (and any other relevant Group Company's, affiliate's and/ or any subsidiary of the Company) or apply for employment with any third party or encourage such personnel of the Company (and any other relevant Group Company's, affiliate's and/ or any subsidiary of the Company) to take any action or inaction that may adversely impact the performance or reputation of the Company (and any other relevant Group Company's, affiliate's and/ or any subsidiary of the Company) of its obligations under this Letter of Appointment and / or any other contract or adversely impact the ability of the Company (and any other relevant Group Company's, affiliate's and/ or any subsidiary of the Company) to carry out its normal business activities.

22. **Others:** 1. It will be obligatory on your part to ensure compliance to the applicable statutes, regulations and requirements laid down by the Company, JV partners various regulatory and statutory bodies.

2. In the event of you being found acting in breach of your terms of appointment or indulged in an act of misconduct or an act that has brought disrepute to the organization, you shall render yourself liable for a disciplinary action as per the rules as applicable.

3. Clause headings do not form part or affect the interpretation of this letter of appointment.

23. **Joining Formalities:** As part of the joining formalities, you are requested to bring the following documents with you on the day of joining:

1. 3 Passport size photographs on red background (for branch offices red is not mandatory).
2. Copies of all years mark sheets of the highest qualification/Degree certificate
3. Copy of previous employer Salary Slip
4. Copy of Relieving Letter / Endorsed Resignation letter.
5. Copy of Address proof (any one) :-Ration Card/ Utility Bills/ Driving License/ Passport/ Affidavit
6. Copy of PAN Card
7. Copy of AADHAR Card

We take this opportunity to congratulate you on your selection and look forward to a long and mutually beneficial professional association.

For **Care Health Insurance Limited**  
(formerly known as Religare Health Insurance Company Limited)

*Rashi*

**Rashi Ramani**  
Head - Talent Acquisition & Talent Management

Accepted and Agreed by  
**Mirnalini Beniwal**

*Mirnalini Beniwal*  
DIRECTOR  
REGIONAL COLLEGE OF MANAGEMENT BANGALORE  
Devanahalli, Bangalore



**Annexure: 1**

	<b>Per Annum</b>	<b>Per Month</b>
<b>BASIC</b>	180000	15000
<b>ALLOWANCES</b>		
House Rent Allowance	90000	7500
Education Allowance	19692	1641
<b><u>MONTHLY GROSS *</u></b>		<b>25695</b>
<b><u>BENEFITS:CONTRIBUTION BY ORGANISATION</u></b>		
Statutory Bonus	18648	1554
Provident Fund	21600	1800
Gratuity	8664	722
GMC	11400	950
<b>TOTAL FIXED COST(TFC)</b>	<b>350004</b>	

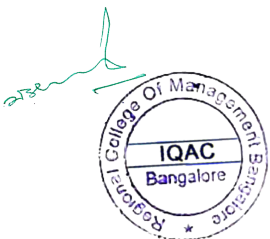
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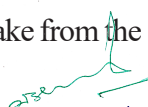
**\* The following amount will be deducted from your monthly gross as your contribution towards statutory benefits  
PF - 1800**

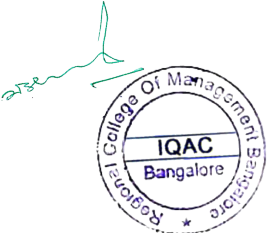
**\*\* Leave Travel Allowance or Medical Allowance (if applicable) will be paid as monthly components**

**\*\*\* Gratuity (if applicable) - As per Gratuity Act, payable only after completion of 5 continuous years of service in organization.**

- **Participation in Incentive/Bonus Schemes** You are eligible to participate in the Company's Annual Incentive/Bonus Plan subject to the terms and conditions of such Plan and any amendments as may be made from time to time.
- **Deductions** The Company may during your employment, or on termination for whatever reason, deduct from your remuneration any monies due from you to the Company including but not limited to:
  - Any overpayment of salary or expenses or payment made to you by mistake or misrepresentation; and/or
  - Any outstanding loans or advances made to you by the Company; and/or
  - Amounts equal in sum to the amount of any secret/illegitimate profits that you make from the Company's business/interests; and/or
  - Any debt owed by you to the Company; and/or
  - Any other deductions permitted under applicable law including Tax.



  
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 Devanahalli, Bangalore



  
DIRECTOR  
REGIONAL COLLEGE OF MANAGEMENT BANGALORE  
Devanahalli, Bangalore



**THE KARUR VYSYA BANK LIMITED**  
**HUMAN RESOURCES DEPARTMENT**  
**CENTRAL OFFICE**  
**ERODE ROAD, KARUR – 639 002**  
**Tamil Nadu**

☎ 04324 –226520, 225521– 25 Extn.9472,9470 Fax: -04324-227555  
CIN: L65110TN1916PLC001295

Email: [Careers@kvbmail.com](mailto:Careers@kvbmail.com)

**KVB/CR/RCM - BGLR/2019-20/018**  
**Applicant ID : 214392**

**18/02/2020**

### **Appointment Order**

--\*\*--

Dear **Ramya M C**

Greetings from The Karur Vysya Bank Ltd!!

Congratulations!

With reference to your application and subsequently held selection process, we are glad to inform that, you are selected as **Branch Sales and Service Executive**. This selection is subject to fulfilling of the below mentioned terms and conditions.

1. Your Annual CTC will be **Rs.3.00 Lakhs**
2. Probation period will be for 12 Months from the date of Joining.
3. This provisional appointment order is valid up to **31<sup>st</sup> March 2020**.
4. The bank reserves the right to conduct, either by itself or through its representative's necessary background verification and credit checks.
5. Provisional order does not guarantee you the employment by itself, unless the hiring requirements are fulfilled as per the bank's policy. Same is detailed below for your reference and needful action.
  - Completion of course without any track of arrears and securing 60% of marks.
  - Satisfactory reports of BGV and CIBIL checks.
6. Detailed terms of appointment with Date of Joining, Posting location and Induction schedule will be mentioned in the final appointment order.
7. Aforesaid, Final appointment order will be issued to you, post receipt of confirmation on course completion (Exam & Project viva) from your Campus / University.
8. Posting location will be basis the requirement of the bank and request for change of location will not be entertained.



  
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Devanahalli, Bangalore



You are requested to submit the scanned copies of below mentioned documents for further Processing.

**List of Documents Required**

1. Copies of PAN, AADHAAR in support of your Date of Birth & Residential address.
2. Scanned copies SSLC, HSC, Graduation, Post- Graduation (Semester wise Mark Sheets & Consolidated Mark Sheet), Any Certification Course like JAIB / CAIB (if any).

You are requested to acknowledge receipt of this order by signing and forwarding the same to us immediately by return mail on or before **01/03/2020**

**Kindly contact us at: 04324 – 269473/62 for any other guidance and assistance.**

**ASSISTANT GENERAL MANAGER - HRD**

**Acknowledgement – cum – Acceptance**

I \_\_\_\_\_ hereby acknowledge the receipt of this offer and

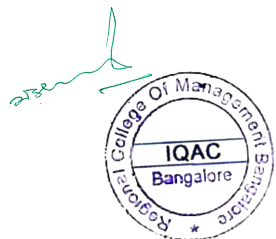
- Agree to the terms and conditions stipulated therein.
- I am aware about the roles and Responsibility of **Branch Sales and Service Executive**.
- I also authorize Karur Vysya Bank or its representatives to carry out background verification, CIBIL checks for the purpose of confirming my suitability for employment at the bank.

**Place:**

**SIGNATURE**

**Date:**

**(Full Name)**



  
DIRECTOR  
REGIONAL COLLEGE OF MANAGEMENT BANGALORE  
Devanahalli, Bangalore





**IndiaMART InterMESH Ltd.**  
Assotech Business Cresterra, Plot No.22,  
Tower 2, Floor No.6, Sector - 135, Noida,UP  
Call Us: +91 - 9696969696  
E: customercare@indiamart.com  
Website: www.indiamart.com

## Letter of Appointment

**Date: April 18, 2020**

Dear **Ranjith J**

We are pleased to make an offer to you with IndiaMART InterMESH Ltd.as follows:

**Position** - Executive–Client Servicing (FSF)

**CTC** - 4,00,000/-LPA

**Location** - Pan India

An offer letter will be issued to you post successful completion of your documentation.

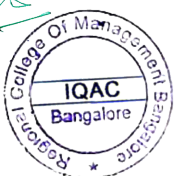
In order to facilitate the above, you are required to submit the documents listed in the Annexure.

Kindly sign and return a copy of this letter as a token of your acceptance.

Yours Sincerely

Madhup Agarwal

National Head, HR





**IndiaMART InterMESH Ltd.**  
Assotech Business Cresterra, Plot No.22,  
Tower 2, Floor No.6, Sector - 135, Noida,UP  
Call Us: +91 - 9696969696  
E: [customercare@indiamart.com](mailto:customercare@indiamart.com)  
Website: [www.indiamart.com](http://www.indiamart.com)

### **Documents required for issuing the offer letter**

We request you to send the below listed documents at [sablok.ritika@indiamart.com](mailto:sablok.ritika@indiamart.com) as they are mandatory for our records and are necessary for the completion of joining formalities so that we can issue the offer letter to you.

1. PAN Card(Please apply if you do not possess one and share acknowledgement with us)
2. Aadhar Card ( Please apply if you do not possess one and share acknowledgement with us)
3. Valid Driving License and 2-Wheeler RC
4. 10<sup>th</sup>Marksheet
5. 12<sup>th</sup>Marksheet
6. All semester wise marksheet for Graduation (in case of any backlog, please share all marksheets)
7. All semester wise marksheet for Post-Graduation
8. No Objection Certificate from College/Institutor Provisional Degree
9. Laptop Declaration Form

Should you have any queries, please feel free to contact Ms. Ritika Sablok@7067085817.

I accept the terms conditions of this offer

(Candidate's Signature)

Name and Date

---

Regd. Office: 1st Floor, 29-Daryaganj, Netaji Subash Marg, Delhi – 110002, India | CIN:U74899DL1999PLC101534



  
DIRECTOR  
REGIONAL COLLEGE OF MANAGEMENT BANGALORE  
Devanahalli, Bangalore

10 April 2020

## Hearty Welcome!



Dear Renati Sailesh Reddy,

It gives us immense pleasure to formally welcome you to be a part of this great institution, which has grown tremendously over the years and looking forward to conquer new heights in the years to come. We are sure that you would definitely want to build an enduring relationship with this institution, which will in turn offer you exciting and challenging career opportunities to grow and develop yourself.

We have made necessary arrangements for your smooth induction into our system. In case you need any clarifications or support from our end, please feel free to contact us at [postings@federalbank.co.in](mailto:postings@federalbank.co.in).

The details of the offer of appointment made to you are annexed to this letter.

Wishing you all success,

Yours Sincerely,

**John P J**  
**Vice President (HR)**

To  
Mr. Renati Sailesh Reddy  
RCM, Bangalore 562164



A handwritten signature in green ink, likely belonging to the Director of the Regional College of Management Bangalore.

DIRECTOR  
REGIONAL COLLEGE OF MANAGEMENT BANGALORE  
Devanahalli, Bangalore

## **Offer of appointment to Ms. Gazal Sood as Probationary Officer in Scale I**

You have been selected for appointment in the Bank as Probationary Officer in Junior Management Grade in Scale I on the basis of your performance in the Campus selection process.

### **Place of Posting/ Date of Joining**

Your initial place of posting will be at Branch/Office: **Mumbai / Andheri East** situated at Ground Floor, Mariam Apartment, Opp.Gurudwara, Mahakali Caves Road, Andheri East, Mumbai-400093. You will have to join Branch/Office: Mumbai / Andheri East on 05/05/2020 after completion of the online orientation programme. The appointment will be effective from the date of joining the Branch/Office.

### **Pre Induction e-Learning & Orientation programme**

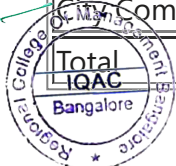
As part of continuous learning approach, Bank will be conducting a pre-induction self-learning programme which will help you to understand basic banking functions and concepts. Completing this e-learning programme is a pre-requisite for joining the Induction/Orientation programme, details of which will be intimated to you in due course by Federal Knowledge & Development Centre (FKDC).

Subsequent to this, you will have to enroll for a three day online Induction/Orientation programme conducted by Federal Knowledge & Development Centre (FKDC) starting from 22/04/2020 to 24/04/2020. The Orientation programme will be an instructor-led live online training programme, with sessions scheduled between 9.30 am and 6 pm on all the 3 days. You should be ready with a personal desktop computer/laptop/tablet with high speed data connectivity to attend the same. Further details will be intimated to you in due course by Federal Knowledge & Development Centre (FKDC). Successful completion of the online Induction/Orientation programme, by way of attendance in all sessions, satisfactory level of engagement/performance, is a pre-requisite for joining the Bank.

### **Remuneration**

You will be on a pay scale of 36000-1490 /7-46430-1740 /2-49910-1990 /7-63840 as applicable to Officers in Scale I of the Bank. The total monthly emoluments eligible to be received by an Officer in Scale I with Basic Pay 36000/- at Aluva would be as follows:

<b>Particulars</b>	<b>Amount (Rs.)</b>
Basic Pay	36000.00
Special Allowance	5904.00
Dearness Allowance	14013.57
HRA (Leased Accommodation)	13500.00
Learning Allowance	600.00
City Compensatory Allowance/Location Allowance	1400.00
<b>Total</b>	<b>71417.57</b>



- Amount of leased accommodation will vary according to the place of posting. Those who are not availing the leased accommodation/quarters facility are eligible for HRA at the rate of 7% to 9% of Basic Pay depending upon the place of posting.
- City Compensatory Allowance (CCA)/Location allowance would be payable at specified centres and would change depending upon the place of posting. Detailed monthly emoluments /allowances is annexed.

During the period of probation/on confirmation in service, you will also be eligible for the facility of fixed conveyance allowance or cost of fuel on declaration, reimbursement of hospitalisation expenses, medical aid, reimbursement of entertainment expenses, reimbursement of cost of cleansing materials, closing allowance, Digital Promotion allowance, reimbursement of cost of brief case / office bag (on confirmation), reimbursement of cost of newspapers (after completion of one year of probation), reimbursement of cost of visiting cards (on confirmation), club allowance (on confirmation), reimbursement of mobile phone bills (after completion of one year of probation), leave travel concession, transfer compensation, privilege leave, sick leave, casual leave, sabbatical leave etc., subject to the rules in force and as amended, altered or added from time to time. On confirmation and on completion of stipulated period of service, you would also be eligible for various staff loans prevailing in the Bank, including housing loan, vehicle loan, Interest free furniture loan, computer loan, overdraft, demand loan, Interest free festival advance, etc., subject to the rules in force and as amended, altered or added from time to time.

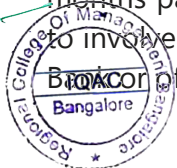
### **Learning Plan for Probationers**

During the probation period, you will be enrolled for an Internal Certification program consisting of E-learning modules, Webinar training and Periodic Assessment Tests (PATs). The detailed learning schedule, passing scores, and associated timelines will be intimated in due course by HR-Talent Development & Training Division. Your confirmation in the service of the Bank will be subject to timely and successful completion of the Internal Certification program, besides your performance ratings. Delays/failure to complete the learning schedule within specified timelines, will result in your probation getting extended. Probationers who complete the Internal Certification program within timelines, secure high performance ratings, and those who are able to secure approved external certifications during the probation period, as specified by the Bank/RBI, will be confirmed in the services of the Bank ahead of the normal probation period.

### **Probation/ Confirmation**

Your appointment will be on probation for a period of two years. The period of probation will be counted for calculating the period of permanent service and for the purpose of granting increments. The period of probation is liable to be extended, if the Officer has not satisfactorily completed the initial period of probation.

During the period of probation, if your work, health, conduct or efficiency is found not satisfactory, your service is liable to be terminated at any time giving you one month notice or by paying one months pay and allowances in lieu of notice. During the period of probation, you are not expected to involve directly or indirectly in the activities of any trade union of Officer/non- Officer Staff of the Bank or of any other Bank or of other organization.



## Joining formalities

At the time of joining the Branch/Office, you will have to submit the following papers/ certificates/ documents:

- a. Originals of SSC/SSLC/Matriculation Book/Certificate, final certificates of Graduation, final certificate and semesters / yearly marklists of Post Graduation (Qualifying Examination).The candidate should also submit the document substantiating the conversion of credit based (CGPA) system into equivalent percentage for their Post Graduate and Graduate course (if applicable) at the time of joining the Bank. These certificates (Secondary Marklist, Secondary Passing Certificate, Graduation and Post Graduation Certificate) will be kept under the custody of the Bank and will be released to the candidate on completion of 2 years of service in the Bank.
- b. Originals of all the documents, certificates and marklists of all semester examinations/ yearly examinations evidencing date of birth (Secondary Certificate) and academic/ professional qualification should be uploaded in the Fed Recruit mobile application. In case the result of any of the previous semesters/years or final semester/year examination is not published at the time of joining the Bank, a certificate to the effect that you had completed the course study and attended all the semester examinations is to be produced from the College/University at the time of joining the Bank (also should be uploaded in Fed Recruit mobile application).
- c. Statement about your medical history and a certificate of fitness for employment in the Bank, from a Doctor not below the rank of Civil Surgeon/ Chief Medical Officer of a Government Hospital, in the Bank's format (Click here to download the format:<https://bit.ly/3dUGJd6>). Medical certificate from Private Hospitals will not be accepted. You are required to produce all the medical reports, lab reports, ECG etc along with medical fitness certificate.
- d. Satisfactory discharge certificate and experience certificate from the previous employer/s, if any.
- e. A certificate about your character/conduct recently issued (within 6 months) by the Principal of the College/Institute last attended by you. Alternatively, two character certificates recently issued by Gazetted Officers/ respected persons.
- f. A declaration of fidelity & secrecy, a declaration of place of domicile and a statement of assets and liabilities, as per the format (Click here to download the format <https://bit.ly/2C2Tzsx>) .Hard copy of the documents should be submitted on the joining day.
- g. One copy of your latest passport size photograph.
- h. Self attested copies of any two of (i) PAN Card (ii) Voters ID (iii) Aadhar Card (iv) Passport and (v) Driving License(Originals needs to be produced for verification).
- i. Certificate of completion of pre-induction training programme.

As part of on-boarding process, you should submit all the necessary documents through Fed Recruit mobile application as and when you are instructed to do so.



It shall be distinctly understood that this offer of appointment is subject to your medical fitness for employment in the Bank, satisfactory background check and submission of the certificates/documents as stipulated above, to the satisfaction of the Bank. The medical reports/fitness certificate submitted by you are liable to be re-examined/scrutinized by Banks Doctor and your appointment in the Bank will be subject to your medical fitness for employment in the Bank as assessed by the Banks Doctor. You are required to undergo physical medical examination by Banks Doctor, in case the Doctor insists for a detailed medical examination, after analyzing the medical reports submitted by you. At any stage, if you are found not satisfying the eligibility norms, your candidature is liable to be cancelled without notice. Also be understood that any misrepresentation/hiding of facts in the application/personal data/any other documents/certificates is sufficient cause for termination of your service, without notice and compensation.

The offer of appointment is subject to your fulfillment of eligibility criteria stipulated by the Bank for being appointed in the Bank as Probationary Officer under campus recruitment. You are required to submit originals & copies of the marklists/certificates of all the previous years/semesters examinations at the time of joining the Bank proving that you had passed all the previous year/semester examinations at the time of campus interview and all the papers pertaining to the subsequent semester(s) should be cleared along with the result of the final year/semester examination (final year/semester examination should be cleared in the first chance itself). In case the result of any of the semester examinations/final examination is published after the campus interview, but prior to joining the Bank, you are required to submit all the semester marklists, certificates, provisional certificate etc of such examinations at the time of joining the Bank in proof of having passed the examinations with required percentage of marks along with the result of the final year/semester examination failing which, you will not be permitted to join the Bank. In case the result of any of the previous semesters/years or final semester/year examination is not published at the time of joining the Bank, a certificate to the effect that you had completed the course study and attended all the semester examinations is to be produced from the College/University at the time of joining the Bank

In your case, the minimum eligibility criteria in respect of educational qualification for being appointed in the Bank as Probationary Officer through campus recruitment is a Post-Graduation with minimum 60% marks. The minimum eligibility of 60% (for UG & PG courses) will be assessed based on the prevailing practice followed by the University/Institution. You have to submit the percentage equivalence certificate in case your University/Institution follows grading system. Also you should have passed SSC or equivalent exam, plus 2 or equivalent exam and graduation with 60% marks. In case the result of final year/semester examination is not published, you will have to submit the certificates and marklists in proof of having passed the final year/semester examination, attempted in the first chance, with required percentage of marks within a maximum period of 5 months from the date of joining the Bank in conformity with the minimum eligibility criteria in respect of educational qualification as stipulated by the Bank, failing which you are liable to be removed from the services of the Bank without any notice or communication, treating the appointment as cancelled. However, in case of willful default in submission of certificates/ marklists within the above stipulated period, even after publication of result of the qualifying examination, your service is liable to be terminated and you are liable to remit the compensation amount / notice pay.



  
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Devanahalli, Bangalore



You will be required to enroll yourself as a member of The Federal Bank Officers Medical Welfare Fund from the date of joining the Bank and deduction to the Fund at applicable rate will be made from your salary, as per the rules prevailing in the Bank at present and as amended, altered or added from time to time.

You shall contribute to the Welfare Scheme (Diya) to support the family of deceased employees of the Bank, from the date of joining the Bank and contributions to the Scheme at applicable rate will be made from your salary, as per rules prevailing in the Bank at present and as duly amended, altered or added from time to time.

You will be covered under the Defined Contributory Pension Scheme as applicable for the Bank employees in line with the National Pension System.

You will be enrolled as a member of the Group Term Assurance Plan from the date of next annual renewal of the Policy by the Bank. The eligibility for enrollment in the Scheme will be subject to the terms, conditions, exceptions etc; as applicable under Group Term Assurance Plan at that time and as amended, altered or added from time to time.

On confirmation in Bank's service, you will be entitled to all other privileges enjoyed by other permanent members of Officers cadre. You will be bound by all the conditions of service as applicable to Officers of the Bank as amended, altered or added from time to time. You will be subject to all the liabilities cast upon other permanent members of Officers cadre.

## Resignation

If you are desirous of resigning from the service during the period of probation, you should give three months notice in writing to the Bank or you would be liable to pay to the Bank three months pay and allowances in lieu of notice, at the sole discretion of the Bank. In addition to this, you should pay an amount of 50,000/- as compensation, if such resignation is within 2 years of service in the Bank. If you are desirous of resigning from the service after confirmation in the service of the Bank, you should give three months notice in writing to the Bank or you would be liable to pay to the Bank three months pay and allowances in lieu of notice, at the sole discretion of the Bank.

You are also required to pay an amount of 50,000/- as compensation amount and applicable notice pay as stated above to the Bank, if you ceased to be in the service of the Bank consequent to termination of service within 2 years of service. You are required to execute an agreement in stamp paper (which will be made available by the Bank) of appropriate value at the time of joining the Bank agreeing to the above terms and conditions of the appointment in respect of compensation amount /notice pay etc.

The compensation amount of 50,000/- mentioned above is the fair value of the minimum cost that will be incurred by the Bank if an employee quits the Bank before the stipulated minimum period of service.

## General

You are eligible to be transferred during the period of probation and also thereafter, as found expedient by the Bank at any time to any of the existing Branches/Offices in India or abroad or Subsidiaries or to the new branches/Offices/ Subsidiaries of the Bank to be opened in future.





As per the administrative requirements, Bank may allot any duties to you from time to time and your designation will accordingly be changed depending upon the nature of work. You are advised to adhere to the acceptable levels of decorum at workplace even during the online Induction/Orientation programme by way of presentable attire [business casual, smart casual, business attire] and professional etiquettes representing the image and reputation of the Bank.

You will be eligible for actual travelling expenses (subject to a maximum of 02nd AC Train fare) from your place of domicile to the place of posting.

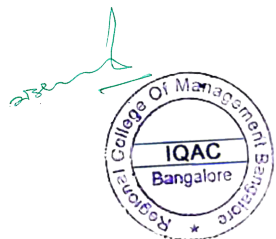
**John P J**  
**Vice President (HR)**

I, Renati Sailesh Reddy,  
accept and confirm the above terms and conditions.

Place:

Date:

(Signature of the Candidate)



DIRECTOR  
REGIONAL COLLEGE OF MANAGEMENT BANGALORE  
Devanahalli, Bangalore

# Annexure

## Monthly Emoluments

<b>Particulars</b>	<b>Amount (Rs.)</b>
Basic Pay	36000.00
Special Allowance	5904.00
Dearness Allowance	14013.57
HRA (Leased Accommodation)	13500.00
Learning Allowance	600.00
City Compensatory Allowance/Location Allowance	1400.00
Entertainment Expenses	2250.00
Cleansing Charges	1000.00
Newspaper #	525.00
Mobilephone Charges#	1000.00
Fuel Reimbursement(Four Wheeler)	8800.00
<b>Total</b>	<b>84992.57</b>

# after one year

@ Leased accommodation amount will be credited to Lessors account only (leased accommodation eligibility ranges from Rs.7800/- to 23000/- depending upon the place of posting. At Aluva it is 13500 /-)

\*You will be eligible for monthly conveyance allowance as follows;

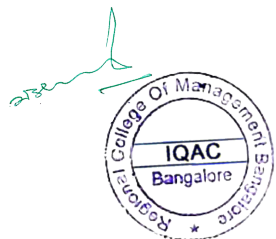
a) 80 litres of petrol/diesel for four-wheeler vehicle registered in your name and used by you at your workplace

**OR**

b) 50 litres of petrol for two- wheeler vehicle registered in your name and used by you at your workplace

**OR**

c) Fixed conveyance of 3000/-



  
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Devanahalli, Bangalore

## Other Allowances

<b>Allowances</b>	<b>Amount (Rs.)</b>	<b>Remarks</b>
Medical Aid	10300.00	Yearly
Closing Allowance	2600.00	Yearly
Digital Promotion	2200.00	Yearly
Vehicle Maintenance Allowance	3700.00	Yearly
Leave Encashment (Annual)	10132.93	Yearly
Cost of Brief Case/ Office Bags	4500.00	Once in 3 years
Exgratia*	36500.00	Lumpsum

\*Will vary according to the profit position of the Bank.

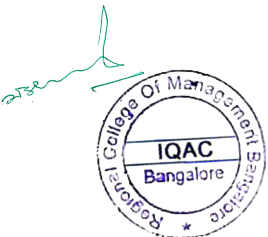
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Never reveal your ATM PIN, CVV no. printed on the reverse of the Debit card, Internet banking passwords, OTP etc. to anyone including Bank officials. Federal Bank never asks for your confidential credentials.

The information contained in this electronic message and any attachments to this message are intended for the exclusive use of the addressee(s) and may contain proprietary, confidential or privileged information. If you are not the intended recipient, you should not disseminate, distribute or copy this e-mail. Please notify the sender immediately and destroy all copies of this message and any attachments.

WARNING: Computer viruses can be transmitted via email. The recipient should check this email and any attachments for the presence of viruses. The company accepts no liability for any damage caused by any virus transmitted by this email.

The Federal Bank Ltd

A handwritten signature in green ink is written above the text "DIRECTOR REGIONAL COLLEGE OF MANAGEMENT BANGALORE Devanahalli, Bangalore".

DIRECTOR  
REGIONAL COLLEGE OF MANAGEMENT BANGALORE  
Devanahalli, Bangalore



**IndiaMART InterMESH Ltd.**  
Assotech Business Cresterra, Plot No.22,  
Tower 2, Floor No.6, Sector - 135, Noida,UP  
Call Us: +91 - 9696969696  
E: customercare@indiamart.com  
Website: www.indiamart.com

## Letter of Appointment

**Date: April 18, 2020**

Dear **Sanjay Kumar Pathak**

We are pleased to make an offer to you with IndiaMART InterMESH Ltd.as follows:

**Position** - Executive–Client Servicing (FSF)

**CTC** - 4,00,000/-LPA

**Location** - Pan India

An offer letter will be issued to you post successful completion of your documentation.

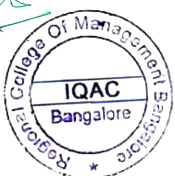
In order to facilitate the above, you are required to submit the documents listed in the Annexure.

Kindly sign and return a copy of this letter as a token of your acceptance.

Yours Sincerely

Madhup Agarwal

National Head, HR





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Website: [www.indiamart.com](http://www.indiamart.com)

### **Documents required for issuing the offer letter**

We request you to send the below listed documents at [sablok.ritika@indiamart.com](mailto:sablok.ritika@indiamart.com) as they are mandatory for our records and are necessary for the completion of joining formalities so that we can issue the offer letter to you.

1. PAN Card(Please apply if you do not possess one and share acknowledgement with us)
2. Aadhar Card ( Please apply if you do not possess one and share acknowledgement with us)
3. Valid Driving License and 2-Wheeler RC
4. 10<sup>th</sup>Marksheet
5. 12<sup>th</sup>Marksheet
6. All semester wise marksheet for Graduation (in case of any backlog, please share all marksheets)
7. All semester wise marksheet for Post-Graduation
8. No Objection Certificate from College/Institutor Provisional Degree
9. Laptop Declaration Form

Should you have any queries, please feel free to contact Ms. Ritika Sablok@7067085817.

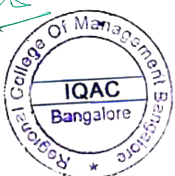
I accept the terms conditions of this offer

(Candidate's Signature)

Name and Date

---

Regd. Office: 1st Floor, 29-Daryaganj, Netaji Subash Marg, Delhi – 110002, India | CIN:U74899DL1999PLC101534



  
DIRECTOR  
REGIONAL COLLEGE OF MANAGEMENT BANGALORE  
Devanahalli, Bangalore

Date: 25<sup>th</sup> Feb 2020

**Letter of Intent**

Dear **Sharma Vijay Vishnu,**

Thank you for participating in our selection process. We are pleased to offer you the position of '**Client Acquisition Manager**' on the following terms and conditions:

**1. Your Posting will be at CAPITALVIA GLOBAL RESEARCH LIMITED, Indore post your final semester exam which will be communicated to you by the Company.**

**2. Your compensation on a cost to company basis will be Rs.303,160 (Details of which you can find below).**

<b>Client Acquisition Manger</b>		
<b>Grade: O-3</b>	<b>Level: Senior Officer</b>	<b>Band: B-1</b>
<b>Details Of Remuneration</b>		<b>Annual G Amount (INR)</b>
Basic (Includes Employee's PF Contribution)		120,000
HRA		48,000
Performance Allowance		28,200
Other Allowance		85,800
<b>Gross Salary</b>		<b>282,000</b>
Employer's Contribution for PF		14,400
Employer's Contribution for Health Insurance		1,000
Gratuity (As per Act)		5,760
<b>CTC</b>		<b>303,160</b>

- **CTC of Rs.1,54,402/- during initial period of 3 months from Date of Joining and thereafter the above-mentioned CTC will be applicable.**
- Performance Allowance is based on the achievement of your respective Goals will be paid on monthly basis.
- The service agreement will be of 1 Year with training cost of Rs. 75,000; duly recoverable in case of not completing the set tenure.



  
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 Devanahalli, Bangalore

- The notice period applicable to you would be **1 Month**.
3. This appointment will be subject to you being found medically fit.
  4. This appointment stands valid subject to your provided information about yourself, work-ex, Marks & qualifications.
  5. This Company shall have the rights to terminate your service without notice and without assigning any reason thereof, if the information given by you at the time of interview or in the application form is found to be incorrect, or in case of any serious misconduct.
  6. You will be required to produce your original certificates/ documents and submit photocopies of your Pan Card, Driving License, Medical Clearance Certificate, Mark sheets, Permanent Address Proof, Local Address Proof, work-ex certificate, last 3 months Salary Slip while collecting your appointment Letter.
  7. Kindly confirm your acceptance of this offer by signing and returning a copy of this letter by **28<sup>th</sup> Feb 2020**, henceforth, the offer will be forfeited.

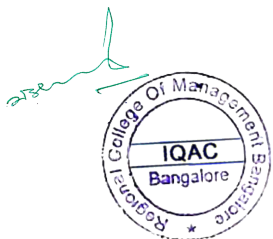
We look forward to your joining our team for a long, successful and pleasant association.

Regards,

**Gaurav Garg**

**Head - HR**

**CapitalVia Global Research Limited**



A handwritten signature in green ink is positioned above the text "DIRECTOR REGIONAL COLLEGE OF MANAGEMENT BANGALORE Devanahalli, Bangalore".

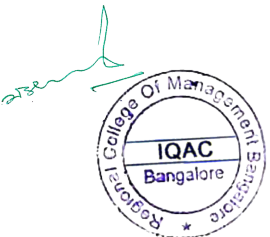
Ms. Shilpa S  
RCM, Bangalore 562164

23-03-2020

**Offer Letter: Senior Associate**

Dear **Shilpa S,**

1. We congratulate you on your selection for the position of **Senior Associate** with our organization.
2. You will be on probation for one year. During this period, you will initially undergo structured class-room training. This will be followed by your initial posting in a specific role and location.
3. Your remuneration will be Rs.3,00,000/- (Rupees Three Lakhs only) p.a. on Cost to the Company (CTC) basis. The details of the compensation are given at Annexure 1.
4. This offer of employment is subject to your fulfilling the following conditions:
  - ✓ Qualifying Post Graduate Degree / Diploma Program on the day of joining OR Clearing PG Degree/ Diploma in first attempt if the results are awaited. You will have to submit final Degree/ Diploma mark sheets within 15 days of declaration of the results at university / institute concerned, failing which this offer automatically stands withdrawn.
  - ✓ Submitting, in original, certificates of academic qualifications, age and other testimonials;
5. During the probation period, your performance will be assessed continually. On satisfactory completion of probation, your services in the Company will be confirmed.



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REGIONAL COLLEGE OF MANAGEMENT BANGALORE  
Devanahalli, Bangalore



6. Please arrange to return the duplicate copy of this letter, duly signed by you, in token of acceptance of the offer. Please also forward photocopies of your proof of age, educational certificates, other testimonials and 3 color passport sized photographs, along with the acceptance letter.

7. For any clarification, you may contact the undersigned at \_\_\_\_\_ or email at \_\_\_\_\_.

8. In case of your resignation or termination from the services of SBI Life Insurance Co. Ltd for any reasons whatsoever, the admissibility or otherwise of payment of variable pay / incentive and the quantum of such incentive to be paid shall be at the sole discretion of the Management and no correspondence shall be entertained in this regard.

9. The normal age of superannuation shall be 60 years.

Yours faithfully,

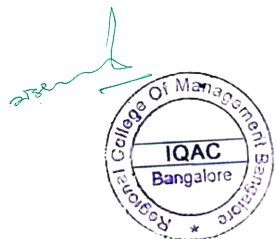
Gana Elizabeth Abraham  
RHR

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I, Shilpa S, accept the above offer as Senior Associate in SBI Life Insurance Company Limited.

Signature:

Date:



DIRECTOR  
REGIONAL COLLEGE OF MANAGEMENT BANGALORE  
Devanahalli, Bangalore

Salary Sheet	
Name	Shilpa S
Designation	Senior Associate

Salary Component	Amt per month (Rs)	Amt per annum (Rs)	Remarks
Basic Salary	10,000	1,20,000	40% of Fixed Compensation
House Rent Allowance	5,000	60,000	50% of Basic Salary
Special Allowance	8,319	99,831	
<b>Total Monthly Salary (A)</b>	<b>23,319</b>	<b>2,79,831</b>	
Retiral Benefits			
PF	1,200	14,400	Company's contribution to PF @ 12% of Basic Salary
Gratuity	481	5,769	You will be entitled to gratuity as per the Payment of Gratuity Act, 1972 after completion of five years of service with the Company.
<b>Total Retiral (B)</b>	<b>1,681</b>	<b>20,169</b>	
<b>Fixed Compensation (A+B)</b>	<b>25,000</b>	<b>300,000</b>	
<b>Performance linked Variable Pay as per Company policy up to</b>		<b>75,000</b>	
<b>Potential Annual Remuneration on Cost to Company Basis (CTC)</b>		<b>3,75,000</b>	

**In addition you are eligible for:**

1. Mediclaim Coverage for spouse and up to two children to a ceiling of Rs 5 lakhs. Dependant parents may be added on a voluntary basis at an additional payout on prorata basis.

(In case of Maternity Coverage the claim is covered up to Rs 50,000/-)

2. Group Life Insurance coverage of Rs 20 lakh.

***Please note that remuneration is a contract entirely between you and the Company and should therefore be treated as strictly confidential.***



## MEDICAL FITNESS DECLARATION

In pursuance of the offer of employment made to me by SBI Life Insurance, I, Shilpa S declare that;

1) To the best of my knowledge, I am medically fit to accept the offer of employment extended to me and fully understand that in the event of my being found medically unfit to discharge the responsibilities assigned to me, the company shall have the right to terminate my services forthwith.

2) I suffer / have suffered from (tick whichever is applicable):

Hypertension	<input type="checkbox"/>
Pulmonary Disease	<input type="checkbox"/>
Tuberculosis	<input type="checkbox"/>
Cancer	<input type="checkbox"/>
Rheumatic Joint Diseases or symptoms	<input type="checkbox"/>
Asthma	<input type="checkbox"/>
Mental Stress	<input type="checkbox"/>
Others (Please specify)	<input type="text"/>

and agree to undergo the medical examination as decided by the company to satisfy itself of my medical fitness. The company's decision in this regard shall be final and binding. This is, however, without prejudice to the right of the company to terminate my services in future should I be found medically unfit to discharge the responsibilities assigned to me.

\_\_\_\_\_  
(Signature of the candidate)

Date:

Place:



DIRECTOR  
REGIONAL COLLEGE OF MANAGEMENT BANGALORE  
Devanahalli, Bangalore



**IndiaMART InterMESH Ltd.**  
Assotech Business Cresterra, Plot No.22,  
Tower 2, Floor No.6, Sector - 135, Noida,UP  
Call Us: +91 - 9696969696  
E: customercare@indiamart.com  
Website: www.indiamart.com

## Letter of Appointment

**Date: April 18, 2020**

Dear **Shiva Tiwari**

We are pleased to make an offer to you with IndiaMART InterMESH Ltd.as follows:

**Position** - Executive–Client Servicing (FSF)

**CTC** - 4,00,000/-LPA

**Location** - Pan India

An offer letter will be issued to you post successful completion of your documentation.

In order to facilitate the above, you are required to submit the documents listed in the Annexure.

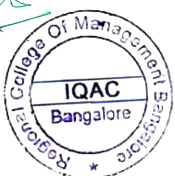
Kindly sign and return a copy of this letter as a token of your acceptance.

Yours Sincerely

Madhup Agarwal

National Head, HR

Regd. Office: 1st Floor, 29-Daryaganj, Netaji Subash Marg, Delhi – 110002, India | CIN:U74899DL1999PLC101534



DIRECTOR  
REGIONAL COLLEGE OF MANAGEMENT BANGALORE  
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Website: [www.indiamart.com](http://www.indiamart.com)

### **Documents required for issuing the offer letter**

We request you to send the below listed documents at [sablok.ritika@indiamart.com](mailto:sablok.ritika@indiamart.com) as they are mandatory for our records and are necessary for the completion of joining formalities so that we can issue the offer letter to you.

1. PAN Card(Please apply if you do not possess one and share acknowledgement with us)
2. Aadhar Card ( Please apply if you do not possess one and share acknowledgement with us)
3. Valid Driving License and 2-Wheeler RC
4. 10<sup>th</sup>Marksheet
5. 12<sup>th</sup>Marksheet
6. All semester wise marksheet for Graduation (in case of any backlog, please share all marksheets)
7. All semester wise marksheet for Post-Graduation
8. No Objection Certificate from College/Institutor Provisional Degree
9. Laptop Declaration Form

Should you have any queries, please feel free to contact Ms. Ritika Sablok@7067085817.

I accept the terms conditions of this offer

(Candidate's Signature)

Name and Date

---

Regd. Office: 1st Floor, 29-Daryaganj, Netaji Subash Marg, Delhi – 110002, India | CIN:U74899DL1999PLC101534



  
DIRECTOR  
REGIONAL COLLEGE OF MANAGEMENT BANGALORE  
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Call Us: +91 - 9696969696  
E: customercare@indiamart.com  
Website: www.indiamart.com

## Letter of Appointment

**Date: April 18, 2020**

Dear **Shreyashi Saha**

We are pleased to make an offer to you with IndiaMART InterMESH Ltd.as follows:

**Position** - Executive–Client Servicing (FSF)

**CTC** - 4,00,000/-LPA

**Location** - Pan India

An offer letter will be issued to you post successful completion of your documentation.

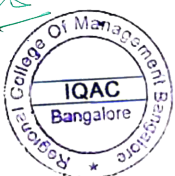
In order to facilitate the above, you are required to submit the documents listed in the Annexure.

Kindly sign and return a copy of this letter as a token of your acceptance.

Yours Sincerely

Madhup Agarwal

National Head, HR





**IndiaMART InterMESH Ltd.**  
Assotech Business Cresterra, Plot No.22,  
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E: [customercare@indiamart.com](mailto:customercare@indiamart.com)  
Website: [www.indiamart.com](http://www.indiamart.com)

### **Documents required for issuing the offer letter**

We request you to send the below listed documents at [sablok.ritika@indiamart.com](mailto:sablok.ritika@indiamart.com) as they are mandatory for our records and are necessary for the completion of joining formalities so that we can issue the offer letter to you.

1. PAN Card(Please apply if you do not possess one and share acknowledgement with us)
2. Aadhar Card ( Please apply if you do not possess one and share acknowledgement with us)
3. Valid Driving License and 2-Wheeler RC
4. 10<sup>th</sup>Marksheet
5. 12<sup>th</sup>Marksheet
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7. All semester wise marksheet for Post-Graduation
8. No Objection Certificate from College/Institutor Provisional Degree
9. Laptop Declaration Form

Should you have any queries, please feel free to contact Ms. Ritika Sablok@7067085817.

I accept the terms conditions of this offer

(Candidate's Signature)

Name and Date

---

Regd. Office: 1st Floor, 29-Daryaganj, Netaji Subash Marg, Delhi – 110002, India | CIN:U74899DL1999PLC101534



  
DIRECTOR  
REGIONAL COLLEGE OF MANAGEMENT BANGALORE  
Devanahalli, Bangalore



Date: 27 May, 2022

**Subject: Offer of Employment**

Dear Sneha Das

Heartiest Congratulations to you!

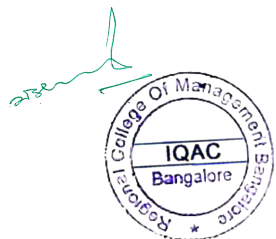
HDFC Life is delighted to offer you the full-time position of Executive Trainee in our contingent upon your successful clearance of MBA/Post Graduate examination.

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**

**Sushil Chander**  
**Vice President – Human Resources**



DIRECTOR  
REGIONAL COLLEGE OF MANAGEMENT BANGALORE  
Devanahalli, Bangalore



**Annexure 1**

**Date:** 27 May, 2022

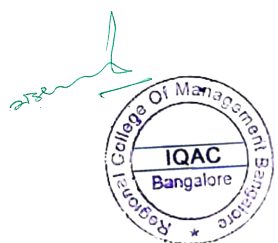
**Name:** Sneha Das

**Designation:** Executive Trainee

**Band:** J2

<b>CTC STRUCTURE</b>		
<b>Components</b>	<b>Per Annum</b>	<b>Per Month</b>
<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>	

<b>Other Benefits (as per prevalent Company Policy):</b>
Group Term Insurance: Term cover of INR 12,00,000
Mediclaim: INR2,00,000 for self and dependents



  
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 Devanahalli, Bangalore



**THE KARUR VYSYA BANK LIMITED**  
**HUMAN RESOURCES DEPARTMENT**  
**CENTRAL OFFICE**  
**ERODE ROAD, KARUR – 639 002**  
**Tamil Nadu**

☎ 04324 –226520, 225521– 25 Extn.9472,9470 Fax: -04324-227555  
CIN: L65110TN1916PLC001295

Email: [Careers@kvbmail.com](mailto:Careers@kvbmail.com)

**KVB/CR/RCM - BGLR/2019-20/018**  
**Applicant ID : 214392**

**18/02/2020**

### **Appointment Order**

--\*\*--

Dear **Sonam Rani**

Greetings from The Karur Vysya Bank Ltd!!

Congratulations!

With reference to your application and subsequently held selection process, we are glad to inform that, you are selected as **Branch Sales and Service Executive**. This selection is subject to fulfilling of the below mentioned terms and conditions.

1. Your Annual CTC will be **Rs.3.00 Lakhs**
2. Probation period will be for 12 Months from the date of Joining.
3. This provisional appointment order is valid up to **31<sup>st</sup> March 2020**.
4. The bank reserves the right to conduct, either by itself or through its representative's necessary background verification and credit checks.
5. Provisional order does not guarantee you the employment by itself, unless the hiring requirements are fulfilled as per the bank's policy. Same is detailed below for your reference and needful action.
  - Completion of course without any track of arrears and securing 60% of marks.
  - Satisfactory reports of BGV and CIBIL checks.
6. Detailed terms of appointment with Date of Joining, Posting location and Induction schedule will be mentioned in the final appointment order.
7. Aforesaid, Final appointment order will be issued to you, post receipt of confirmation on course completion (Exam & Project viva) from your Campus / University.
8. Posting location will be basis the requirement of the bank and request for change of location will not be entertained.



  
DIRECTOR  
REGIONAL COLLEGE OF MANAGEMENT BANGALORE  
Devanahalli, Bangalore

You are requested to submit the scanned copies of below mentioned documents for further Processing.

**List of Documents Required**

1. Copies of PAN, AADHAAR in support of your Date of Birth & Residential address.
2. Scanned copies SSLC, HSC, Graduation, Post- Graduation (Semester wise Mark Sheets & Consolidated Mark Sheet), Any Certification Course like JAIB / CAIB (if any).

You are requested to acknowledge receipt of this order by signing and forwarding the same to us immediately by return mail on or before **01/03/2020**

**Kindly contact us at: 04324 – 269473/62 for any other guidance and assistance.**

**ASSISTANT GENERAL MANAGER - HRD**

**Acknowledgement – cum – Acceptance**

I \_\_\_\_\_ hereby acknowledge the receipt of this offer and

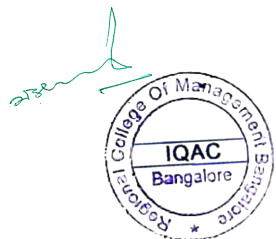
- Agree to the terms and conditions stipulated therein.
- I am aware about the roles and Responsibility of **Branch Sales and Service Executive**.
- I also authorize Karur Vysya Bank or its representatives to carry out background verification, CIBIL checks for the purpose of confirming my suitability for employment at the bank.

**Place:**

**SIGNATURE**

**Date:**

**(Full Name)**



  
DIRECTOR  
REGIONAL COLLEGE OF MANAGEMENT BANGALORE  
Devanahalli, Bangalore



**THE KARUR VYSYA BANK LIMITED**  
**HUMAN RESOURCES DEPARTMENT**  
**CENTRAL OFFICE**  
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**Tamil Nadu**

☎ 04324 –226520, 225521– 25 Extn.9472,9470 Fax: -04324-227555  
CIN: L65110TN1916PLC001295

Email: [Careers@kvbmail.com](mailto:Careers@kvbmail.com)

**KVB/CR/RCM - BGLR/2019-20/018**  
**Applicant ID : 214392**

**18/02/2020**

### **Appointment Order**

--\*\*--

Dear **Sreeraj Nair**

Greetings from The Karur Vysya Bank Ltd!!

Congratulations!

With reference to your application and subsequently held selection process, we are glad to inform that, you are selected as **Branch Sales and Service Executive**. This selection is subject to fulfilling of the below mentioned terms and conditions.

1. Your Annual CTC will be **Rs.3.00 Lakhs**
2. Probation period will be for 12 Months from the date of Joining.
3. This provisional appointment order is valid up to **31<sup>st</sup> March 2020**.
4. The bank reserves the right to conduct, either by itself or through its representative's necessary background verification and credit checks.
5. Provisional order does not guarantee you the employment by itself, unless the hiring requirements are fulfilled as per the bank's policy. Same is detailed below for your reference and needful action.
  - Completion of course without any track of arrears and securing 60% of marks.
  - Satisfactory reports of BGV and CIBIL checks.
6. Detailed terms of appointment with Date of Joining, Posting location and Induction schedule will be mentioned in the final appointment order.
7. Aforesaid, Final appointment order will be issued to you, post receipt of confirmation on course completion (Exam & Project viva) from your Campus / University.
8. Posting location will be basis the requirement of the bank and request for change of location will not be entertained.



  
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REGIONAL COLLEGE OF MANAGEMENT BANGALORE  
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You are requested to submit the scanned copies of below mentioned documents for further Processing.

**List of Documents Required**

1. Copies of PAN, AADHAAR in support of your Date of Birth & Residential address.
2. Scanned copies SSLC, HSC, Graduation, Post- Graduation (Semester wise Mark Sheets & Consolidated Mark Sheet), Any Certification Course like JAIB / CAIB (if any).

You are requested to acknowledge receipt of this order by signing and forwarding the same to us immediately by return mail on or before **01/03/2020**

**Kindly contact us at: 04324 – 269473/62 for any other guidance and assistance.**

**ASSISTANT GENERAL MANAGER - HRD**

**Acknowledgement – cum – Acceptance**

I \_\_\_\_\_ hereby acknowledge the receipt of this offer and

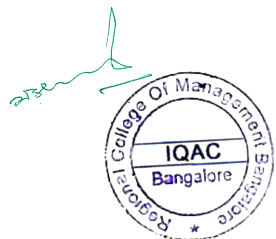
- Agree to the terms and conditions stipulated therein.
- I am aware about the roles and Responsibility of **Branch Sales and Service Executive**.
- I also authorize Karur Vysya Bank or its representatives to carry out background verification, CIBIL checks for the purpose of confirming my suitability for employment at the bank.

**Place:**

**SIGNATURE**

**Date:**

**(Full Name)**



  
DIRECTOR  
REGIONAL COLLEGE OF MANAGEMENT BANGALORE  
Devanahalli, Bangalore



**THE KARUR VYSYA BANK LIMITED**  
**HUMAN RESOURCES DEPARTMENT**  
**CENTRAL OFFICE**  
**ERODE ROAD, KARUR – 639 002**  
**Tamil Nadu**

☎ 04324 –226520, 225521– 25 Extn.9472,9470 Fax: -04324-227555  
CIN: L65110TN1916PLC001295

Email: [Careers@kvbmail.com](mailto:Careers@kvbmail.com)

**KVB/CR/RCM - BGLR/2019-20/018**  
**Applicant ID : 214392**

**18/02/2020**

### Appointment Order

--\*\*--

Dear **Surya K**

Greetings from The Karur Vysya Bank Ltd!!

Congratulations!

With reference to your application and subsequently held selection process, we are glad to inform that, you are selected as **Branch Sales and Service Executive**. This selection is subject to fulfilling of the below mentioned terms and conditions.

1. Your Annual CTC will be **Rs.3.00 Lakhs**
2. Probation period will be for 12 Months from the date of Joining.
3. This provisional appointment order is valid up to **31<sup>st</sup> March 2020**.
4. The bank reserves the right to conduct, either by itself or through its representative's necessary background verification and credit checks.
5. Provisional order does not guarantee you the employment by itself, unless the hiring requirements are fulfilled as per the bank's policy. Same is detailed below for your reference and needful action.
  - Completion of course without any track of arrears and securing 60% of marks.
  - Satisfactory reports of BGV and CIBIL checks.
6. Detailed terms of appointment with Date of Joining, Posting location and Induction schedule will be mentioned in the final appointment order.
7. Aforesaid, Final appointment order will be issued to you, post receipt of confirmation on course completion (Exam & Project viva) from your Campus / University.
8. Posting location will be basis the requirement of the bank and request for change of location will not be entertained.



  
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REGIONAL COLLEGE OF MANAGEMENT BANGALORE  
Devanahalli, Bangalore

You are requested to submit the scanned copies of below mentioned documents for further Processing.

**List of Documents Required**

1. Copies of PAN, AADHAAR in support of your Date of Birth & Residential address.
2. Scanned copies SSLC, HSC, Graduation, Post- Graduation (Semester wise Mark Sheets & Consolidated Mark Sheet), Any Certification Course like JAIB / CAIB (if any).

You are requested to acknowledge receipt of this order by signing and forwarding the same to us immediately by return mail on or before **01/03/2020**

**Kindly contact us at: 04324 – 269473/62 for any other guidance and assistance.**

**ASSISTANT GENERAL MANAGER - HRD**

**Acknowledgement – cum – Acceptance**

I \_\_\_\_\_ hereby acknowledge the receipt of this offer and

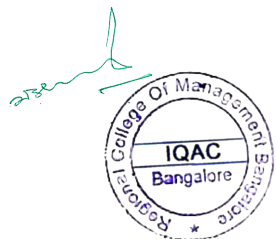
- Agree to the terms and conditions stipulated therein.
- I am aware about the roles and Responsibility of **Branch Sales and Service Executive**.
- I also authorize Karur Vysya Bank or its representatives to carry out background verification, CIBIL checks for the purpose of confirming my suitability for employment at the bank.

**Place:**

**SIGNATURE**

**Date:**

**(Full Name)**



  
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Devanahalli, Bangalore



**THE KARUR VYSYA BANK LIMITED**  
**HUMAN RESOURCES DEPARTMENT**  
**CENTRAL OFFICE**  
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☎ 04324 –226520, 225521– 25 Extn.9472,9470 Fax: -04324-227555  
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Email: [Careers@kvbmail.com](mailto:Careers@kvbmail.com)

**KVB/CR/RCM - BGLR/2019-20/018**  
**Applicant ID : 214392**

**18/02/2020**

### Appointment Order

--\*\*--

Dear **Swathi S R**

Greetings from The Karur Vysya Bank Ltd!!

Congratulations!

With reference to your application and subsequently held selection process, we are glad to inform that, you are selected as **Branch Sales and Service Executive**. This selection is subject to fulfilling of the below mentioned terms and conditions.

1. Your Annual CTC will be **Rs.3.00 Lakhs**
2. Probation period will be for 12 Months from the date of Joining.
3. This provisional appointment order is valid up to **31<sup>st</sup> March 2020**.
4. The bank reserves the right to conduct, either by itself or through its representative's necessary background verification and credit checks.
5. Provisional order does not guarantee you the employment by itself, unless the hiring requirements are fulfilled as per the bank's policy. Same is detailed below for your reference and needful action.
  - Completion of course without any track of arrears and securing 60% of marks.
  - Satisfactory reports of BGV and CIBIL checks.
6. Detailed terms of appointment with Date of Joining, Posting location and Induction schedule will be mentioned in the final appointment order.
7. Aforesaid, Final appointment order will be issued to you, post receipt of confirmation on course completion (Exam & Project viva) from your Campus / University.
8. Posting location will be basis the requirement of the bank and request for change of location will not be entertained.



  
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REGIONAL COLLEGE OF MANAGEMENT BANGALORE  
Devanahalli, Bangalore



You are requested to submit the scanned copies of below mentioned documents for further Processing.

**List of Documents Required**

1. Copies of PAN, AADHAAR in support of your Date of Birth & Residential address.
2. Scanned copies SSLC, HSC, Graduation, Post- Graduation (Semester wise Mark Sheets & Consolidated Mark Sheet), Any Certification Course like JAIB / CAIB (if any).

You are requested to acknowledge receipt of this order by signing and forwarding the same to us immediately by return mail on or before **01/03/2020**

**Kindly contact us at: 04324 – 269473/62 for any other guidance and assistance.**

**ASSISTANT GENERAL MANAGER - HRD**

**Acknowledgement – cum – Acceptance**

I \_\_\_\_\_ hereby acknowledge the receipt of this offer and

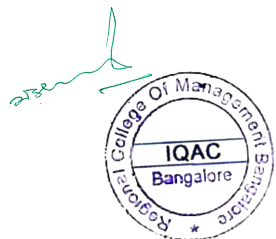
- Agree to the terms and conditions stipulated therein.
- I am aware about the roles and Responsibility of **Branch Sales and Service Executive**.
- I also authorize Karur Vysya Bank or its representatives to carry out background verification, CIBIL checks for the purpose of confirming my suitability for employment at the bank.

**Place:**

**SIGNATURE**

**Date:**

**(Full Name)**



DIRECTOR  
REGIONAL COLLEGE OF MANAGEMENT BANGALORE  
Devanahalli, Bangalore



30-Mar-2020

Talari Vinay  
RCM, Bangalore 562164

**Letter of Appointment**

Dear **Talari Vinay,**

With reference to our recent discussions regarding your possible employment with **Care Health Insurance Limited**, hereafter referred to as the Company, we are pleased to offer you the position of **Agency Manager** on the following terms and conditions defined herein:

- 1. Date of Joining:** Your appointment will be effective from **30-Mar-2020** or any other date mutually agreed upon in writing.
- 2. Place of work:** Your place of work is **Bangalore - OTC Road**. Your place of work may be changed to any other location within India / any group Company, as directed by the Company from time to time. In addition, in performance of your duties for the company, you may be required to travel within and/or outside.
- 3. Reporting:** You will report to **Associate Regional Business Head - Agency** or any other designate person as specified by the Company from time to time.
- 4. Remuneration:** Your annual compensation package on a Total Fixed Cost (TFC) basis is **Rs. 350000 (Rupees Three Lakh(s) Fifty Thousand Only)**. This amount will include basic salary, taxable and non-taxable allowances & benefits, and other payments, payable as per the designate acts. Annexure 1 provides your compensation break-up, as per the applicable Compensation Structure.
- 5. Medical:** You may be required to undergo medical examination by a Company appointed medical practitioner as and when directed by the Company and to comply with rules and instructions in the matter. Your services may be terminated without notice if the Company considers you unsuitable for retention in service on medical grounds.

**Care Health Insurance Limited**  
(Formerly Religare Health Insurance Company Limited)  
Regd. Office: 5th Floor, 19 Chawla House, Nehru Place, New Delhi-110019  
Corp. Office: Vipul Tech Square, Tower C, 3rd Floor, Gold Course Road,  
Sector-43, Gurugram -122009 (Haryana)  
IRDAI Regn. No. 148 | CIN: U66000DL2007PLC161503

REACH US @		
 Care Health- Customer App	 WhatsApp 8860402452	Self Help Portal: <a href="http://www.careinsurance.com/self-help-portal.html">www.careinsurance.com/self-help-portal.html</a> Submit Your Queries/Requests: <a href="http://www.careinsurance.com/contact-us.html">www.careinsurance.com/contact-us.html</a>



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subsidiary of the Company) and you (and/or your family) during the period of your employment with the Company and for a period of 12 months after cessation of your employment.

**14. Company Policies:** You will be governed by the Company's policies, as applicable at your grade. The Company reserves the right to amend the policies from time to time. You are advised to keep yourself updated on these policies which are available online.

**15. Return of Company Property:** You shall promptly upon request by the Company and in any event upon the termination of your employment deliver to the Company all monies, securities, other properties belonging to the company, all lists of clients or customers, correspondence and all other documents, papers and records in whatever form including but not limited to electronically held data containing or referring to any trade secrets or confidential information concerning the business of the Company and any Group Company which may have been prepared by you or come into your possession, custody or control in the course of your employment including any prior employment with any Group Company. You shall not keep any copies of these items.

**16. Monitoring Policy:** As per Company Policy, telephone conversations of employees may be recorded and monitored for the purpose of creating record of transactions, and for compliance purposes. Any recordings will be stored securely, and will not be disclosed outside the group companies, except as required by law.

Further please note that the emails sent to you and by you may be monitored, from time to time, for the purposes of identifying any non-compliance with company policies, or applicable laws.

Any data of customers, partners, employee or company contact data is strictly prohibited for circulation to anyone outside the Company and also you should restrain the circulation of data even for internal purpose except to the concerned employees of the Company.

If such monitoring discloses any breaches of any law or company policies disciplinary action may follow, including termination from the employment.

During Employment or cessation of your employment you cannot share any such data of the company pertaining to its customers, partners, employees, sensitive information

**17. Intellectual Property:** Subject to any relevant legislation, if at any time in the course of your employment you make or discover or participate in the making or discovery of any letters patent, trademarks, service marks, designs, copyrights, inventions, drawings, computer programs, know-how and rights of like nature however arising and whether registered or unregistered ("intellectual property") relating to or capable of being used in the Company (and of any other relevant Group Company, affiliate and/ or business associate of the Company) you shall immediately disclose full details thereof to the Company and, at the request and expense of the Company, you shall do all things which may be necessary or desirable for obtaining appropriate forms of protection for such intellectual property in such parts of the world as may be specified by the Company and for vesting all rights in the same in the Company or its nominee.

All rights and obligations under this paragraph in respect of intellectual property made or discovered by you during your employment shall continue in full force and effect after the termination of your employment and shall be binding upon your personal representatives

The employee shall not disclose to anyone, directly or indirectly, except when the duties may require, during subsequent to the term of employment, any trade secret or confidential information regarding Company's business. Trade Secrets and Confidential information for this purpose shall include, but not limited to product



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information, process information, customer lists, employee details, company policies and procedures and financial information (including results, budgets and other financial plans and systems).

**18. Notice Period:** In case either the employer or the employee wishes to terminate the employment contract, a notice of 90 days should be served in writing by the party who wishes to terminate the contract to the other party. The Company depending on the business context and its sole discretion may allow you to pay the equivalent of the Total Fixed Cost (TFC) (*excluding gratuity and GMC if applicable*) amount in lieu of any period and / or adjust notice period against your leave balance subject to satisfactory handing over of the charges to your superior.

Notice period during probation would be 7 days or equivalent of the TFC (*excluding gratuity*) in lieu of notice.

**19. Termination:** 1. If any time during the course of your employment it is found that you have made a false or an incomplete declaration as regards to your qualifications/ experience and other details, your appointment will be treated void *ab initio* and you shall cease to be on the rolls of the company with immediate effect. In that case you shall not be entitled to any notice period or payment in lieu thereof.

2. If any time during the course of your employment, it is found that you have:

- a. committed any act of gross misconduct; or
- b. committed any serious breach or repeated or continued a material breach of the terms of your employment; or
- c. been guilty of conduct tending to bring yourself or the company into disrepute; or
- d. been convicted of a criminal offence, other than a road traffic offence for which you are not sentenced to a term of imprisonment whether immediate or suspended; or
- e. become bankrupt or made any arrangement or composition with or for the benefit of your creditors; or
- f. cease to hold the qualifications necessary for you to carry out your work with the company; or
- g. been found in an act of moral turpitude or having indulged in violations laws as applicable in general to the Company; or
- h. been absent for a continuous period of 14 days (including absence when leave though applied for, is not granted or when you overstay period of sanctioned leave by 14 days) ; or
- i. provided false, inaccurate or incomplete information to the company regarding your background and/or previous employment.
- j. been found inefficient or lower performer as compared to other employees of your category.

In all such aforementioned cases you shall not be entitled to any notice period or payment in lieu thereof.

**20. Performance Monitoring:** You are required to deliver performance up to the expected levels as per the targets entrusted to you by reporting officer from time to time. In case your performance is not found to be satisfactory, you will be put under an appropriate Performance Improvement Plan. In case your performance does not improve even after you are put on such plan, the Company will review the matter of continuance of your employment and take appropriate action, including but not limited to termination.



21. **Non Solicitation:** You shall not at any time during the term of your employment with the Company or thereafter for a period of six months after cessation of your employment, directly or indirectly solicit the Company's (and any other relevant Group Company's, affiliate's and/ or any subsidiary of the Company) personnel to leave the employment of the Company (and any other relevant Group Company's, affiliate's and/ or any subsidiary of the Company) or apply for employment with any third party or encourage such personnel of the Company (and any other relevant Group Company's, affiliate's and/ or any subsidiary of the Company) to take any action or inaction that may adversely impact the performance or reputation of the Company (and any other relevant Group Company's, affiliate's and/ or any subsidiary of the Company) of its obligations under this Letter of Appointment and / or any other contract or adversely impact the ability of the Company (and any other relevant Group Company's, affiliate's and/ or any subsidiary of the Company) to carry out its normal business activities.

22. **Others:** 1. It will be obligatory on your part to ensure compliance to the applicable statutes, regulations and requirements laid down by the Company, JV partners various regulatory and statutory bodies.

2. In the event of you being found acting in breach of your terms of appointment or indulged in an act of misconduct or an act that has brought disrepute to the organization, you shall render yourself liable for a disciplinary action as per the rules as applicable.

3. Clause headings do not form part or affect the interpretation of this letter of appointment.

23. **Joining Formalities:** As part of the joining formalities, you are requested to bring the following documents with you on the day of joining:

1. 3 Passport size photographs on red background (for branch offices red is not mandatory).
2. Copies of all years mark sheets of the highest qualification/Degree certificate
3. Copy of previous employer Salary Slip
4. Copy of Relieving Letter / Endorsed Resignation letter.
5. Copy of Address proof (any one) :-Ration Card/ Utility Bills/ Driving License/ Passport/ Affidavit
6. Copy of PAN Card
7. Copy of AADHAR Card

We take this opportunity to congratulate you on your selection and look forward to a long and mutually beneficial professional association.

For **Care Health Insurance Limited**  
(formerly known as Religare Health Insurance Company Limited)

*Rashi*

**Rashi Ramani**  
Head - Talent Acquisition & Talent Management

Accepted and Agreed by  
**Talari Vinay**

*Talari*  
DIRECTOR  
REGIONAL COLLEGE OF MANAGEMENT BANGALORE  
Devanahalli, Bangalore





**Annexure: 1**

	Per Annum	Per Month
<b>BASIC</b>	180000	15000
<b>ALLOWANCES</b>		
House Rent Allowance	90000	7500
Education Allowance	19692	1641
<b><u>MONTHLY GROSS *</u></b>		<b>25695</b>
<b><u>BENEFITS:CONTRIBUTION BY ORGANISATION</u></b>		
Statutory Bonus	18648	1554
Provident Fund	21600	1800
Gratuity	8664	722
GMC	11400	950
<b>TOTAL FIXED COST(TFC)</b>	<b>350004</b>	

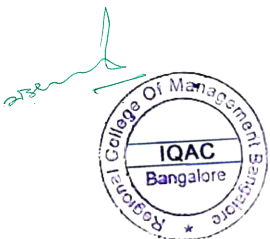
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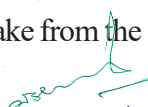
**\* The following amount will be deducted from your monthly gross as your contribution towards statutory benefits  
PF - 1800**

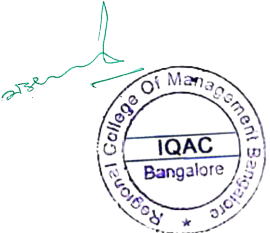
**\*\* Leave Travel Allowance or Medical Allowance (if applicable) will be paid as monthly components**

**\*\*\* Gratuity (if applicable) - As per Gratuity Act, payable only after completion of 5 continuous years of service in organization.**

- **Participation in Incentive/Bonus Schemes** You are eligible to participate in the Company's Annual Incentive/Bonus Plan subject to the terms and conditions of such Plan and any amendments as may be made from time to time.
- **Deductions** The Company may during your employment, or on termination for whatever reason, deduct from your remuneration any monies due from you to the Company including but not limited to:
  - Any overpayment of salary or expenses or payment made to you by mistake or misrepresentation; and/or
  - Any outstanding loans or advances made to you by the Company; and/or
  - Amounts equal in sum to the amount of any secret/illegitimate profits that you make from the Company's business/interests; and/or
  - Any debt owed by you to the Company; and/or
  - Any other deductions permitted under applicable law including Tax.



  
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DIRECTOR  
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Devanahalli, Bangalore





**IndiaMART InterMESH Ltd.**  
Assotech Business Cresterra, Plot No.22,  
Tower 2, Floor No.6, Sector - 135, Noida,UP  
Call Us: +91 - 9696969696  
E: customercare@indiamart.com  
Website: www.indiamart.com

## Letter of Appointment

**Date: April 18, 2020**

Dear **Thummaluru Siva Sagar Reddy**

We are pleased to make an offer to you with IndiaMART InterMESH Ltd.as follows:

**Position** - Executive–Client Servicing (FSF)

**CTC** - 4,00,000/-LPA

**Location** - Pan India

An offer letter will be issued to you post successful completion of your documentation.

In order to facilitate the above, you are required to submit the documents listed in the Annexure.

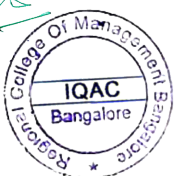
Kindly sign and return a copy of this letter as a token of your acceptance.

Yours Sincerely

Madhup Agarwal

National Head, HR

Regd. Office: 1st Floor, 29-Daryaganj, Netaji Subash Marg, Delhi – 110002, India | CIN:U74899DL1999PLC101534



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**IndiaMART InterMESH Ltd.**  
Assotech Business Cresterra, Plot No.22,  
Tower 2, Floor No.6, Sector - 135, Noida,UP  
Call Us: +91 - 9696969696  
E: [customercare@indiamart.com](mailto:customercare@indiamart.com)  
Website: [www.indiamart.com](http://www.indiamart.com)

### **Documents required for issuing the offer letter**

We request you to send the below listed documents at [sablok.ritika@indiamart.com](mailto:sablok.ritika@indiamart.com) as they are mandatory for our records and are necessary for the completion of joining formalities so that we can issue the offer letter to you.

1. PAN Card(Please apply if you do not possess one and share acknowledgement with us)
2. Aadhar Card ( Please apply if you do not possess one and share acknowledgement with us)
3. Valid Driving License and 2-Wheeler RC
4. 10<sup>th</sup>Marksheet
5. 12<sup>th</sup>Marksheet
6. All semester wise marksheet for Graduation (in case of any backlog, please share all marksheets)
7. All semester wise marksheet for Post-Graduation
8. No Objection Certificate from College/Institutor Provisional Degree
9. Laptop Declaration Form

Should you have any queries, please feel free to contact Ms. Ritika Sablok@7067085817.

I accept the terms conditions of this offer

(Candidate's Signature)

Name and Date

---

Regd. Office: 1st Floor, 29-Daryaganj, Netaji Subash Marg, Delhi – 110002, India | CIN:U74899DL1999PLC101534



  
DIRECTOR  
REGIONAL COLLEGE OF MANAGEMENT BANGALORE  
Devanahalli, Bangalore



## Private and Confidential

05-02-2020

**Upasona Biswal**

### Offer Letter

Dear **Upasona Biswal**

We are glad to offer you the position of “**Sr. Executive Corporate Sales**” at our **Bangalore** Office, on the following terms and conditions.

You will be reporting to **Mr. Cassius Cleetus** in this role.

Your date of appointment will be 17.02 2020 This offer is valid for a week from the date of Issue.

We are pleased to inform you that your starting salary would be as per the Annexure – 1.

#### 1. Emoluments & Benefits

##### **1.1. Compensation**

Your annual Cost-to-Company (CTC) would be INR. 4,30,000/- (Rupees Four lakhs thirty Lakhs Only). The details of your remuneration are as detailed in Annexure -1. Your annual emolument will be inclusive of Employer’s contribution to provident fund. Income tax and statutory deductions are applicable as per law in India and to be borne by the employee.

##### **1.2. Leave**




**1.2.1.** You will be entitled to 22 earned leaves (EL) (prorated from the Date of joining) and 12 Sick Leaves (prorated from date of joining).

**1.2.2.** Apart from these you will have 8 national holidays and 2 restricted holidays.

**1.2.3.** The Company’s leave year runs from 1st Jan to 31st Dec and run in conjunction with the company accounting period. If your employment has commenced or terminates part way through the leave year, your entitlement to leave during that year will be assessed on a pro rata

Building Marketplace - Platform for Catering

#1722, 1<sup>ST</sup> Floor, 19<sup>TH</sup> Main,  
Opp. Nagarjuna Green Ridge Apartment,  
S.R. Layout, Sector-2,  
Bangalore - 560102

 [www.fancymonk.com](http://www.fancymonk.com)  
 [hello@fancymonk.com](mailto:hello@fancymonk.com)  
 +91 - 973 968 4336



  
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Devanahalli, Bangalore



basis. Deductions from final salary due to you on separation of employment will be made in respect of any holidays taken in excess of entitlement.

## **2. Employment Terms and conditions**

### **2.1. Hours of work**

**2.1.1.** Your normal hours of work are from 10:00 am to 7:00 pm, Monday to Saturdays, excluding public holidays. You may be required to work additional time based on business requirements. It may not always be possible to give you notice of such a requirement.

**2.1.2.** You will be required to comply with any time keeping or record-keeping scheme existing or to be introduced by the Company.

### **2.2. Probation period**

You will be on probation for an initial period of 3 months. Your performance and suitability for continued employment will be assessed by the end of the probation period.

### **2.3. Transfer**

You will initially be posted at **Bangalore**. However, the Company may at its sole discretion, transfer or assign you to work any time from one job to another, from one post to another, from one department/section to another, owned, operated or managed by the company, or any of its associated companies in India or abroad. On such transfer you will be governed by the terms and conditions of service applicable to your category of employees in the establishment to which you are transferred.

### **2.4. Exclusiveness**

You will be in the exclusive employment of the company and will not engage yourself alone or in company with any other person in any work or business similar to, or directly in conflict with, interests of the company in any manner.

### **2.5. Retirement**

You will automatically retire from the services of the company on attaining 65 years of age unless the management gives an extension in writing. For this purpose, the official record of your date of birth available with the company will be treated as conclusive proof of your age.

### **2.6. Termination of Service**

Your employment can be terminated with a two months' notice from either side, on completion of probation. During probation, the notice period for separation will be one month from either side.

### **2.7. Background Verification**

The offer or employment is contingent upon successful completion of all paperwork such as references, employment verification and a background check. Your services shall be terminated

Building Marketplace - Platform for Catering



#1722, 1<sup>ST</sup> Floor, 19<sup>TH</sup> Main,  
Opp. Nagarjuna Green Ridge Apartment,  
S.R. Layout, Sector-2,  
Bangalore - 560102



www.fancymonk.com



hello@fancymonk.com



+91 - 973 968 4336



  
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Devanahalli, Bangalore



without notice, if at any time you have been found to have concealed any material information or have given any false details.

**2.8. Start and continuity**

Your employment is confirmed with **Fancymonk Technologies located at #1722, First Floor, 19th Main Road, Sector-2, HSR Layout, Bengaluru 560102.**

You shall be governed by service conditions, at all times, **Fancymonk Technologies Pvt. Ltd.**, may have in force from time to time. You will also carry out and abide by any instructions, office orders and policies and processes issued by the Management from time to time and the same will be deemed to be a part of your employment service conditions.

Upon joining us you will have to sign the non-competition and non-disclosure agreements of the company.

You are requested to sign and return the copy of this letter as acceptance by **14-02-2020.**

Once you accept the offer, details on documents to be submitted will be intimated to you, a week prior to your joining.

We extend a warm welcome and look forward for you to have a successful association with **Fancymonk Technologies Pvt. Ltd.**

Yours Sincerely,

For

**Fancymonk Technologies Pvt. Ltd.**

Accepted




Signature

Date:

Place:

**Building Marketplace - Platform for Catering**

#1722, 1<sup>ST</sup> Floor, 19<sup>TH</sup> Main,  
Opp. Nagarjuna Green Ridge Apartment,  
S.R. Layout, Sector-2,  
Bengaluru - 560102

 [www.fancymonk.com](http://www.fancymonk.com)  
 [hello@fancymonk.com](mailto:hello@fancymonk.com)  
 +91 - 973 968 4336



  
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ANNEXURE- I

Name: Upasona Biswal

Designation: Sr. Executive Corporate Sales

Sr. No	Salary Components	Per Month salary (INR)	Per Annum salary (INR)
<b>A</b>			
1	Basic + DA	15000	180000
2	House Rent Allowance	7500	90000
3	Other Allowance	2500	30000
	<b>Total</b>	<b>25000</b>	<b>300000</b>
1	Professional Tax Deduction	200	2400
2	PF Employer Contribution Deduction	1800	21600
	<b>Total</b>	<b>2000</b>	<b>24000</b>
<b>B</b>			
1	Incentives	<b>10,834</b>	<b>1,30,008</b>
	<b>Total Annual CTC (A+B)</b>	<b>35,834</b>	<b>4,30,000</b>

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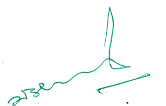
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Devanahalli, Bangalore

Date: 25<sup>th</sup> Feb 2020

**Letter of Intent**

Dear **Vaishakh Chandran,**

Thank you for participating in our selection process. We are pleased to offer you the position of '**Client Acquisition Manager**' on the following terms and conditions:

**1. Your Posting will be at CAPITALVIA GLOBAL RESEARCH LIMITED, Indore post your final semester exam which will be communicated to you by the Company.**

**2. Your compensation on a cost to company basis will be Rs.303,160 (Details of which you can find below).**

<b>Client Acquisition Manger</b>		
<b>Grade: O-3</b>	<b>Level: Senior Officer</b>	<b>Band: B-1</b>
<b>Details Of Remuneration</b>		<b>Annual G Amount (INR)</b>
Basic (Includes Employee's PF Contribution)		120,000
HRA		48,000
Performance Allowance		28,200
Other Allowance		85,800
<b>Gross Salary</b>		<b>282,000</b>
Employer's Contribution for PF		14,400
Employer's Contribution for Health Insurance		1,000
Gratuity (As per Act)		5,760
<b>CTC</b>		<b>303,160</b>

- **CTC of Rs.1,54,402/- during initial period of 3 months from Date of Joining and thereafter the above-mentioned CTC will be applicable.**
- Performance Allowance is based on the achievement of your respective Goals will be paid on monthly basis.
- The service agreement will be of 1 Year with training cost of Rs. 75,000; duly recoverable in case of not completing the set tenure.



  
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- The notice period applicable to you would be **1 Month**.
3. This appointment will be subject to you being found medically fit.
  4. This appointment stands valid subject to your provided information about yourself, work-ex, Marks & qualifications.
  5. This Company shall have the rights to terminate your service without notice and without assigning any reason thereof, if the information given by you at the time of interview or in the application form is found to be incorrect, or in case of any serious misconduct.
  6. You will be required to produce your original certificates/ documents and submit photocopies of your Pan Card, Driving License, Medical Clearance Certificate, Mark sheets, Permanent Address Proof, Local Address Proof, work-ex certificate, last 3 months Salary Slip while collecting your appointment Letter.
  7. Kindly confirm your acceptance of this offer by signing and returning a copy of this letter by **28<sup>th</sup> Feb 2020**, henceforth, the offer will be forfeited.

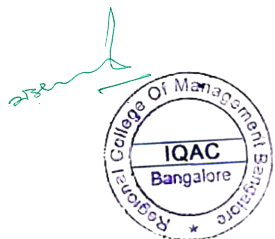
We look forward to your joining our team for a long, successful and pleasant association.

Regards,

**Gaurav Garg**

**Head - HR**

**CapitalVia Global Research Limited**



A handwritten signature in blue ink is positioned above the text "DIRECTOR REGIONAL COLLEGE OF MANAGEMENT BANGALORE Devanahalli, Bangalore".





## Private and Confidential

05-02-2020

Vandana S

### Offer Letter

Dear Vandana S

We are glad to offer you the position of “Sr. Executive Corporate Sales” at our Bangalore Office, on the following terms and conditions.

You will be reporting to Mr. Cassius Cleetus in this role.

Your date of appointment will be 17.02 2020 This offer is valid for a week from the date of Issue.

We are pleased to inform you that your starting salary would be as per the Annexure – 1.

#### 1. Emoluments & Benefits

##### **1.1. Compensation**

Your annual Cost-to-Company (CTC) would be INR. 4,30,000/- (Rupees Four lakhs thirty Lakhs Only). The details of your remuneration are as detailed in Annexure -1. Your annual emolument will be inclusive of Employer’s contribution to provident fund. Income tax and statutory deductions are applicable as per law in India and to be borne by the employee.

##### **1.2. Leave**




**1.2.1.** You will be entitled to 22 earned leaves (EL) (prorated from the Date of joining) and 12 Sick Leaves (prorated from date of joining).

**1.2.2.** Apart from these you will have 8 national holidays and 2 restricted holidays.

**1.2.3.** The Company’s leave year runs from 1st Jan to 31st Dec and run in conjunction with the company accounting period. If your employment has commenced or terminates part way through the leave year, your entitlement to leave during that year will be assessed on a pro rata

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basis. Deductions from final salary due to you on separation of employment will be made in respect of any holidays taken in excess of entitlement.

## **2. Employment Terms and conditions**

### **2.1. Hours of work**

**2.1.1.** Your normal hours of work are from 10:00 am to 7:00 pm, Monday to Saturdays, excluding public holidays. You may be required to work additional time based on business requirements. It may not always be possible to give you notice of such a requirement.

**2.1.2.** You will be required to comply with any time keeping or record-keeping scheme existing or to be introduced by the Company.

### **2.2. Probation period**

You will be on probation for an initial period of 3 months. Your performance and suitability for continued employment will be assessed by the end of the probation period.

### **2.3. Transfer**

You will initially be posted at **Bangalore**. However, the Company may at its sole discretion, transfer or assign you to work any time from one job to another, from one post to another, from one department/section to another, owned, operated or managed by the company, or any of its associated companies in India or abroad. On such transfer you will be governed by the terms and conditions of service applicable to your category of employees in the establishment to which you are transferred.

### **2.4. Exclusiveness**

You will be in the exclusive employment of the company and will not engage yourself alone or in company with any other person in any work or business similar to, or directly in conflict with, interests of the company in any manner.

### **2.5. Retirement**

You will automatically retire from the services of the company on attaining 65 years of age unless the management gives an extension in writing. For this purpose, the official record of your date of birth available with the company will be treated as conclusive proof of your age.

### **2.6. Termination of Service**




Your employment can be terminated with a two months' notice from either side, on completion of probation. During probation, the notice period for separation will be one month from either side.

### **2.7. Background Verification**

The offer or employment is contingent upon successful completion of all paperwork such as references, employment verification and a background check. Your services shall be terminated

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Bangalore - 560102

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without notice, if at any time you have been found to have concealed any material information or have given any false details.

**2.8. Start and continuity**

Your employment is confirmed with **Fancymonk Technologies located at #1722, First Floor, 19th Main Road, Sector-2, HSR Layout, Bengaluru 560102.**

You shall be governed by service conditions, at all times, **Fancymonk Technologies Pvt. Ltd.**, may have in force from time to time. You will also carry out and abide by any instructions, office orders and policies and processes issued by the Management from time to time and the same will be deemed to be a part of your employment service conditions.

Upon joining us you will have to sign the non-competition and non-disclosure agreements of the company.

You are requested to sign and return the copy of this letter as acceptance by **14-02-2020**.

Once you accept the offer, details on documents to be submitted will be intimated to you, a week prior to your joining.

We extend a warm welcome and look forward for you to have a successful association with **Fancymonk Technologies Pvt. Ltd.**

Yours Sincerely,

For

**Fancymonk Technologies Pvt. Ltd.**

Accepted




Signature

Date:

Place:

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S.R. Layout, Sector-2,  
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ANNEXURE- I

Name: Vandana S

Designation: Sr. Executive Corporate Sales

Sr. No	Salary Components	Per Month salary (INR)	Per Annum salary (INR)
<b>A</b>			
1	Basic + DA	15000	180000
2	House Rent Allowance	7500	90000
3	Other Allowance	2500	30000
	<b>Total</b>	<b>25000</b>	<b>300000</b>
1	Professional Tax Deduction	200	2400
2	PF Employer Contribution Deduction	1800	21600
	<b>Total</b>	<b>2000</b>	<b>24000</b>
<b>B</b>			
1	Incentives	<b>10,834</b>	<b>1,30,008</b>
	<b>Total Annual CTC (A+B)</b>	<b>35,834</b>	<b>4,30,000</b>

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Devanahalli, Bangalore



Date: 27 May, 2022

**Subject: Offer of Employment**

Dear **Vatyam Sarath Kumar**

Hearvest 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.

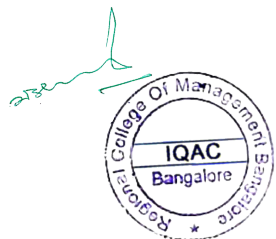
A detailed Compensation structure is enclosed here with (Annexure1) for your reference. An appointment letter along with the terms and conditions of employment will be issued to you after joining. **Your joining will be subject to your successful clearance of On-boarding Assessment post your pre-joining 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, appearing to read "Sushil".

**Sushil Chander**  
**Vice President – Human Resources**

A handwritten signature in green ink, appearing to read "Sushil".

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**Annexure 1**

**Date:** 27 May, 2022

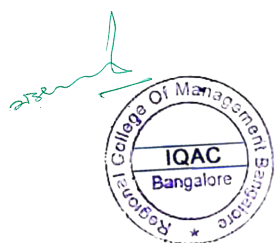
**Name:** Vatyam Sarath Kumar

**Designation:** Executive Trainee

**Band:** J2

<b>CTC STRUCTURE</b>		
<b>Components</b>	<b>Per Annum</b>	<b>Per Month</b>
<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>	

<b>Other Benefits (as per prevalent Company Policy):</b>
Group Term Insurance: Term cover of INR 12,00,000
Mediclaim: INR2,00,000 for self and dependents



  
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30-Mar-2020

Virender Kumar  
RCM, Bangalore 562164

**Letter of Appointment**

Dear **Virender Kumar**,

With reference to our recent discussions regarding your possible employment with **Care Health Insurance Limited**, hereafter referred to as the Company, we are pleased to offer you the position of **Agency Manager** on the following terms and conditions defined herein:

- 1. Date of Joining:** Your appointment will be effective from **30-Mar-2020** or any other date mutually agreed upon in writing.
- 2. Place of work:** Your place of work is **Bangalore - OTC Road**. Your place of work may be changed to any other location within India / any group Company, as directed by the Company from time to time. In addition, in performance of your duties for the company, you may be required to travel within and/or outside.
- 3. Reporting:** You will report to **Associate Regional Business Head - Agency** or any other designate person as specified by the Company from time to time.
- 4. Remuneration:** Your annual compensation package on a Total Fixed Cost (TFC) basis is **Rs. 350000 (Rupees Three Lakh(s) Fifty Thousand Only)**. This amount will include basic salary, taxable and non-taxable allowances & benefits, and other payments, payable as per the designate acts. Annexure 1 provides your compensation break-up, as per the applicable Compensation Structure.
- 5. Medical:** You may be required to undergo medical examination by a Company appointed medical practitioner as and when directed by the Company and to comply with rules and instructions in the matter. Your services may be terminated without notice if the Company considers you unsuitable for retention in service on medical grounds.

**Care Health Insurance Limited**  
(Formerly Religare Health Insurance Company Limited)  
Regd. Office: 5th Floor, 19 Chawla House, Nehru Place, New Delhi-110019  
Corp. Office: Vipul Tech Square, Tower C, 3rd Floor, Gold Course Road,  
Sector-43, Gurugram -122009 (Haryana)  
IRDAI Regn. No. 148 | CIN: U66000DL2007PLC161503

REACH US @		
 Care Health- Customer App	 WhatsApp 8860402452	Self Help Portal: <a href="http://www.careinsurance.com/self-help-portal.html">www.careinsurance.com/self-help-portal.html</a>  Submit Your Queries/Requests: <a href="http://www.careinsurance.com/contact-us.html">www.careinsurance.com/contact-us.html</a>



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**6. Group Insurance:** You will be covered under the Group Personal Accident Insurance, Group Life Insurance and Hospitalization Insurance/ Employee's State Insurance Corporation (as applicable) in accordance with company's policy.

**7. Hours of Work:** Your hours of work will be in line with the needs of your role/function, in accordance with the company policy and provisions of applicable laws

**8. Probation:** You will work on probation for a period of six months from the date of joining. This may be extended at the discretion of the Company and you will continue to be on probation till a confirmation letter has been issued to you in writing. During your probation or thereafter, you shall undertake such studies /vocational courses as may be required by Company / your superiors. You may also be required to take such examinations / obtain such certifications as the Company / your superiors may require from time to time, and your confirmation / promotions/ salary enhancements etc. may be linked to your having successfully cleared the required examinations / certifications &/or successfully undergone required studies.

**9. Age of Retirement:** Your age of retirement will be 58 years and you shall stand relieved on retirement at the end of the month in which you attain the age of 58 years. However, at the sole discretion of the company retirement date can be extended on case to case to basis.

**10. Whole Time and Attention:** During your employment with the Company you shall devote your best efforts for promoting the Company's (and of any other relevant Group Company, affiliate and/ or business associate of the Company) business and may not without prior written consent of the Company (and subject to any terms and conditions the Company may impose) engage or be interested (directly or indirectly) in any other business or employment.

**11. Leave:** In addition to public holidays observed by the Company, you shall be entitled to a paid annual leave for each calendar year in accordance with the existing leave policy, prorated from your date of joining. The Company is covered by the Maternity Benefit Act, 1961 and the eligible employees will be entitled to the benefits like maternity leave as per the amended provisions of the Maternity Benefit Act save and except those who are covered by ESI Act since they will be entitled to the benefits as per the applicable said Act.

**12. Confidentiality:** You shall not during the course or even after cessation of your employment with the Company or any time thereafter, use or disclose to any other Company, firm or person, any of the business or affairs of the Company, nor shall you without the consent of the Company, publish any book, booklet, brochure or any other publication, whether for remuneration or otherwise, relating to the affairs of the Company or to your work in the Company. You shall also not disclose to any public papers, journals, pamphlets or leaflets, or cause to be disclosed at any time, information or documents, official or otherwise relating to the Company or its subsidiaries, except with prior approval. Any breach of this clause would be viewed with severity by the Management and a strict action shall be taken by the Company You may also be also required to execute and sign a separate Maintenance or Non-Disclosure Agreement.

**13. Disclosure:** You (including on behalf of your family) shall disclose to the Company all your business interests and any material transaction(s) with the Company (and with any other relevant Group Company, affiliate and/ or any subsidiary of the Company), whether or not they are similar to or in conflict with the business(es) or activities of the Company (and with any other relevant Group Company, affiliate and/ or any subsidiary of the Company), and all circumstances in respect thereof and whether there is, or might be, a conflict of interest between the Company (and with any other relevant Group Company, affiliate and/ or any





subsidiary of the Company) and you (and/or your family) during the period of your employment with the Company and for a period of 12 months after cessation of your employment.

**14. Company Policies:** You will be governed by the Company's policies, as applicable at your grade. The Company reserves the right to amend the policies from time to time. You are advised to keep yourself updated on these policies which are available online.

**15. Return of Company Property:** You shall promptly upon request by the Company and in any event upon the termination of your employment deliver to the Company all monies, securities, other properties belonging to the company, all lists of clients or customers, correspondence and all other documents, papers and records in whatever form including but not limited to electronically held data containing or referring to any trade secrets or confidential information concerning the business of the Company and any Group Company which may have been prepared by you or come into your possession, custody or control in the course of your employment including any prior employment with any Group Company. You shall not keep any copies of these items.

**16. Monitoring Policy:** As per Company Policy, telephone conversations of employees may be recorded and monitored for the purpose of creating record of transactions, and for compliance purposes. Any recordings will be stored securely, and will not be disclosed outside the group companies, except as required by law.

Further please note that the emails sent to you and by you may be monitored, from time to time, for the purposes of identifying any non-compliance with company policies, or applicable laws.

Any data of customers, partners, employee or company contact data is strictly prohibited for circulation to anyone outside the Company and also you should restrain the circulation of data even for internal purpose except to the concerned employees of the Company.

If such monitoring discloses any breaches of any law or company policies disciplinary action may follow, including termination from the employment.

During Employment or cessation of your employment you cannot share any such data of the company pertaining to its customers, partners, employees, sensitive information

**17. Intellectual Property:** Subject to any relevant legislation, if at any time in the course of your employment you make or discover or participate in the making or discovery of any letters patent, trademarks, service marks, designs, copyrights, inventions, drawings, computer programs, know-how and rights of like nature however arising and whether registered or unregistered ("intellectual property") relating to or capable of being used in the Company (and of any other relevant Group Company, affiliate and/ or business associate of the Company) you shall immediately disclose full details thereof to the Company and, at the request and expense of the Company, you shall do all things which may be necessary or desirable for obtaining appropriate forms of protection for such intellectual property in such parts of the world as may be specified by the Company and for vesting all rights in the same in the Company or its nominee.

All rights and obligations under this paragraph in respect of intellectual property made or discovered by you during your employment shall continue in full force and effect after the termination of your employment and shall be binding upon your personal representatives

The employee shall not disclose to anyone, directly or indirectly, except when the duties may require, during subsequent to the term of employment, any trade secret or confidential information regarding Company's business. Trade Secrets and Confidential information for this purpose shall include, but not limited to product



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information, process information, customer lists, employee details, company policies and procedures and financial information (including results, budgets and other financial plans and systems).

**18. Notice Period:** In case either the employer or the employee wishes to terminate the employment contract, a notice of 90 days should be served in writing by the party who wishes to terminate the contract to the other party. The Company depending on the business context and its sole discretion may allow you to pay the equivalent of the Total Fixed Cost (TFC) (*excluding gratuity and GMC if applicable*) amount in lieu of any period and / or adjust notice period against your leave balance subject to satisfactory handing over of the charges to your superior.

Notice period during probation would be 7 days or equivalent of the TFC (*excluding gratuity*) in lieu of notice.

**19. Termination:** 1. If any time during the course of your employment it is found that you have made a false or an incomplete declaration as regards to your qualifications/ experience and other details, your appointment will be treated void *ab initio* and you shall cease to be on the rolls of the company with immediate effect. In that case you shall not be entitled to any notice period or payment in lieu thereof.

2. If any time during the course of your employment, it is found that you have:

- a. committed any act of gross misconduct; or
- b. committed any serious breach or repeated or continued a material breach of the terms of your employment; or
- c. been guilty of conduct tending to bring yourself or the company into disrepute; or
- d. been convicted of a criminal offence, other than a road traffic offence for which you are not sentenced to a term of imprisonment whether immediate or suspended; or
- e. become bankrupt or made any arrangement or composition with or for the benefit of your creditors; or
- f. cease to hold the qualifications necessary for you to carry out your work with the company; or
- g. been found in an act of moral turpitude or having indulged in violations laws as applicable in general to the Company; or
- h. been absent for a continuous period of 14 days (including absence when leave though applied for, is not granted or when you overstay period of sanctioned leave by 14 days) ; or
- i. provided false, inaccurate or incomplete information to the company regarding your background and/or previous employment.
- j. been found inefficient or lower performer as compared to other employees of your category.

In all such aforementioned cases you shall not be entitled to any notice period or payment in lieu thereof.

**20. Performance Monitoring:** You are required to deliver performance up to the expected levels as per the targets entrusted to you by reporting officer from time to time. In case your performance is not found to be satisfactory, you will be put under an appropriate Performance Improvement Plan. In case your performance does not improve even after you are put on such plan, the Company will review the matter of continuance of your employment and take appropriate action, including but not limited to termination.



21. **Non Solicitation:** You shall not at any time during the term of your employment with the Company or thereafter for a period of six months after cessation of your employment, directly or indirectly solicit the Company's (and any other relevant Group Company's, affiliate's and/ or any subsidiary of the Company) personnel to leave the employment of the Company (and any other relevant Group Company's, affiliate's and/ or any subsidiary of the Company) or apply for employment with any third party or encourage such personnel of the Company (and any other relevant Group Company's, affiliate's and/ or any subsidiary of the Company) to take any action or inaction that may adversely impact the performance or reputation of the Company (and any other relevant Group Company's, affiliate's and/ or any subsidiary of the Company) of its obligations under this Letter of Appointment and / or any other contract or adversely impact the ability of the Company (and any other relevant Group Company's, affiliate's and/ or any subsidiary of the Company) to carry out its normal business activities.

22. **Others:** 1. It will be obligatory on your part to ensure compliance to the applicable statutes, regulations and requirements laid down by the Company, JV partners various regulatory and statutory bodies.

2. In the event of you being found acting in breach of your terms of appointment or indulged in an act of misconduct or an act that has brought disrepute to the organization, you shall render yourself liable for a disciplinary action as per the rules as applicable.

3. Clause headings do not form part or affect the interpretation of this letter of appointment.

23. **Joining Formalities:** As part of the joining formalities, you are requested to bring the following documents with you on the day of joining:

1. 3 Passport size photographs on red background (for branch offices red is not mandatory).
2. Copies of all years mark sheets of the highest qualification/Degree certificate
3. Copy of previous employer Salary Slip
4. Copy of Relieving Letter / Endorsed Resignation letter.
5. Copy of Address proof (any one) :-Ration Card/ Utility Bills/ Driving License/ Passport/ Affidavit
6. Copy of PAN Card
7. Copy of AADHAR Card

We take this opportunity to congratulate you on your selection and look forward to a long and mutually beneficial professional association.

For **Care Health Insurance Limited**  
(formerly known as Religare Health Insurance Company Limited)

*Rashi*

**Rashi Ramani**  
Head - Talent Acquisition & Talent Management

Accepted and Agreed by  
**Virender Kumar**

*Virender*  
DIRECTOR  
REGIONAL COLLEGE OF MANAGEMENT BANGALORE  
Devanahalli, Bangalore



**Annexure: 1**

	Per Annum	Per Month
<b>BASIC</b>	180000	15000
<b>ALLOWANCES</b>		
House Rent Allowance	90000	7500
Education Allowance	19692	1641
<b><u>MONTHLY GROSS *</u></b>		<b>25695</b>
<b><u>BENEFITS:CONTRIBUTION BY ORGANISATION</u></b>		
Statutory Bonus	18648	1554
Provident Fund	21600	1800
Gratuity	8664	722
GMC	11400	950
<b>TOTAL FIXED COST(TFC)</b>	<b>350004</b>	

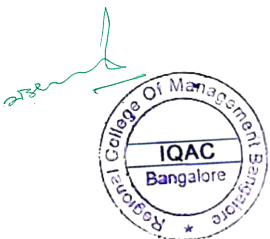
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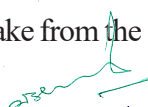
**\* The following amount will be deducted from your monthly gross as your contribution towards statutory benefits  
PF - 1800**

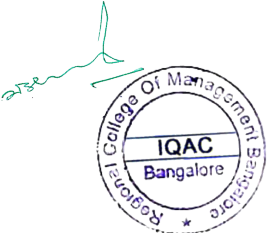
**\*\* Leave Travel Allowance or Medical Allowance (if applicable) will be paid as monthly components**

**\*\*\* Gratuity (if applicable) - As per Gratuity Act, payable only after completion of 5 continuous years of service in organization.**

- **Participation in Incentive/Bonus Schemes** You are eligible to participate in the Company's Annual Incentive/Bonus Plan subject to the terms and conditions of such Plan and any amendments as may be made from time to time.
- **Deductions** The Company may during your employment, or on termination for whatever reason, deduct from your remuneration any monies due from you to the Company including but not limited to:
  - Any overpayment of salary or expenses or payment made to you by mistake or misrepresentation; and/or
  - Any outstanding loans or advances made to you by the Company; and/or
  - Amounts equal in sum to the amount of any secret/illegitimate profits that you make from the Company's business/interests; and/or
  - Any debt owed by you to the Company; and/or
  - Any other deductions permitted under applicable law including Tax.



  
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## Private and Confidential

05-02-2020

**Vishwanath Badiger**

### Offer Letter

Dear **Vishwanath Badiger**

We are glad to offer you the position of “**Sr. Executive Corporate Sales**” at our **Bangalore** Office, on the following terms and conditions.

You will be reporting to **Mr. Cassius Cleetus** in this role.

Your date of appointment will be 17.02 2020 This offer is valid for a week from the date of Issue.

We are pleased to inform you that your starting salary would be as per the Annexure – 1.

#### 1. Emoluments & Benefits

##### **1.1. Compensation**

Your annual Cost-to-Company (CTC) would be INR. 4,30,000/- (Rupees Four lakhs thirty Lakhs Only). The details of your remuneration are as detailed in Annexure -1. Your annual emolument will be inclusive of Employer’s contribution to provident fund. Income tax and statutory deductions are applicable as per law in India and to be borne by the employee.

##### **1.2. Leave**

**1.2.1.** You will be entitled to 22 earned leaves (EL) (prorated from the Date of joining) and 12 Sick Leaves (prorated from date of joining).

**1.2.2.** Apart from these you will have 8 national holidays and 2 restricted holidays.

**1.2.3.** The Company’s leave year runs from 1st Jan to 31st Dec and run in conjunction with the company accounting period. If your employment has commenced or terminates part way through the leave year, your entitlement to leave during that year will be assessed on a pro rata

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S.R. Layout, Sector-2,  
Bangalore - 560102



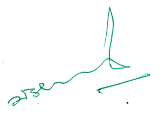
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basis. Deductions from final salary due to you on separation of employment will be made in respect of any holidays taken in excess of entitlement.

## **2. Employment Terms and conditions**

### **2.1. Hours of work**

**2.1.1.** Your normal hours of work are from 10:00 am to 7:00 pm, Monday to Saturdays, excluding public holidays. You may be required to work additional time based on business requirements. It may not always be possible to give you notice of such a requirement.

**2.1.2.** You will be required to comply with any time keeping or record-keeping scheme existing or to be introduced by the Company.

### **2.2. Probation period**

You will be on probation for an initial period of 3 months. Your performance and suitability for continued employment will be assessed by the end of the probation period.

### **2.3. Transfer**

You will initially be posted at **Bangalore**. However, the Company may at its sole discretion, transfer or assign you to work any time from one job to another, from one post to another, from one department/section to another, owned, operated or managed by the company, or any of its associated companies in India or abroad. On such transfer you will be governed by the terms and conditions of service applicable to your category of employees in the establishment to which you are transferred.

### **2.4. Exclusiveness**

You will be in the exclusive employment of the company and will not engage yourself alone or in company with any other person in any work or business similar to, or directly in conflict with, interests of the company in any manner.

### **2.5. Retirement**

You will automatically retire from the services of the company on attaining 65 years of age unless the management gives an extension in writing. For this purpose, the official record of your date of birth available with the company will be treated as conclusive proof of your age.


### **2.6. Termination of Service**




Your employment can be terminated with a two months' notice from either side, on completion of probation. During probation, the notice period for separation will be one month from either side.

### **2.7. Background Verification**

The offer or employment is contingent upon successful completion of all paperwork such as references, employment verification and a background check. Your services shall be terminated

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without notice, if at any time you have been found to have concealed any material information or have given any false details.

**2.8. Start and continuity**

Your employment is confirmed with **Fancymonk Technologies located at #1722, First Floor, 19th Main Road, Sector-2, HSR Layout, Bengaluru 560102.**

You shall be governed by service conditions, at all times, **Fancymonk Technologies Pvt. Ltd.**, may have in force from time to time. You will also carry out and abide by any instructions, office orders and policies and processes issued by the Management from time to time and the same will be deemed to be a part of your employment service conditions.

Upon joining us you will have to sign the non-competition and non-disclosure agreements of the company.

You are requested to sign and return the copy of this letter as acceptance by **14-02-2020.**

Once you accept the offer, details on documents to be submitted will be intimated to you, a week prior to your joining.

We extend a warm welcome and look forward for you to have a successful association with **Fancymonk Technologies Pvt. Ltd.**

Yours Sincerely,

For

**Fancymonk Technologies Pvt. Ltd.**

Accepted




Signature

Date:

Place:

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ANNEXURE- I

Name: Vishwanath Badiger

Designation: Sr. Executive Corporate Sales

Sr. No	Salary Components	Per Month salary (INR)	Per Annum salary (INR)
<b>A</b>			
1	Basic + DA	15000	180000
2	House Rent Allowance	7500	90000
3	Other Allowance	2500	30000
	<b>Total</b>	<b>25000</b>	<b>300000</b>
1	Professional Tax Deduction	200	2400
2	PF Employer Contribution Deduction	1800	21600
	<b>Total</b>	<b>2000</b>	<b>24000</b>
<b>B</b>			
1	Incentives	<b>10,834</b>	<b>1,30,008</b>
	<b>Total Annual CTC (A+B)</b>	<b>35,834</b>	<b>4,30,000</b>

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