

July 26, 2023

Ref:HDBFS/23-24/HRIC409097/Appt/R48743

Mr.Rajkumar S ,  
House No-87/1,  
Pound Street,  
Muthuraman Patti,  
Near K.P.P School,  
Virudhunagar-626001

Dear Mr.Rajkumar S ,

**LETTER OF APPOINTMENT**

Further to your application and subsequent discussions for employment, HDB Financial Services Limited (“Company”) is pleased to appoint you as SALES EXECUTIVE on the terms and conditions as set out below.

Your Total Salary per annum is set out as attached in Annexure A. All remuneration, benefits and perquisites will be taxed in accordance with the provisions of Income Tax Act, 1961 and any other enactments in force from time to time.

**Terms and Conditions:**

- a) Your duties and responsibilities will be explained to you on your joining the Company.
- b) Your initial place of posting will be at SATTUR. The Company reserves the right to change the duties assigned to you, transfer you, temporarily or permanently, to any other office / branch, subsidiary or associate of the Company or to any other place of business of the Company that is in existence or may come into existence at a future date. The Company further reserves the right to transfer you from one shift to another, depending upon the exigencies of work.
- c) You shall devote your whole time and attention to your duties with the Company and will not directly or indirectly, for any part of your time carry on any business or occupation or enter in any capacity, the employment of or association in business for profit or otherwise, with any firm, company or person without the prior written consent of the Company.
- d) You shall abide by all the applicable policies, rules, regulations, procedures and practices of the Company, as may be amended, from time to time and comply with all applicable Laws. Any violation of or failure to comply with or abide by the same shall be deemed to constitute an act of misconduct.

- e) You will be responsible for the safe keeping and return in good condition and order, of any properties and / or assets which may be entrusted to you by the Company. The Company shall have the right to deduct the money value of all such properties and / or other assets from your dues and take such other action as it may deem proper in the event of your failure to account for such properties to the Company's satisfaction.
- f) You shall not, during your employment with the Company or at any time thereafter, discuss, divulge, or make public, directly or indirectly, to any individual, firm, company or person of any nature whatsoever, any information, processes, policies, documents, research, development, finances, properties, contracts, methods, trade secrets, transactions, or generally in relation to the business and affairs of the Company (including its subsidiaries and associate companies) or its clients, customers, employees, management, or business associates, which you may acquire during the course of, or which may otherwise come to your knowledge or possession during the course of your employment with the Company.
- g) This letter of appointment can be terminated by either party by giving One month's notice in writing. It is clarified that, in the event of a termination of this Agreement by you, the decision whether or not to accept salary in lieu of the notice period will rest solely with the Company and you may be required to serve the applicable notice period instead of paying to the Company an amount equivalent to your salary in lieu thereof. The Company may, at its sole discretion, require you to proceed on leave during your notice period. Upon the termination of this letter of appointment, you will be required to comply with the Company's exit formalities.
- h) If at any time, you are found to be overstaying your sanctioned leave or are absent from work without permission for a period exceeding 5 (five) consecutive days or are found to be habitually absent or are otherwise found guilty of dishonesty, disobedience, fraud, insubordination, riotous and disorderly behaviour, negligence, indiscipline or any other act of misconduct (as determined by the Company in its sole discretion), then the Company will be entitled to terminate your services with immediate effect without giving you a notice or salary in lieu thereof.
- i) Nothing contained herein constitutes a guarantee of employment. Your performance shall continuously be evaluated by the Company. If you are found to be incompetent in the discharge of your duty or do not meet the productivity norms, your services shall be terminated. The Company reserves the sole right to terminate your employment on grounds of performance not being up to expected standards. The final decision of the management in this regard shall be final.
- j) Notwithstanding anything contained in the above paragraphs, your services may be terminated by the organization if you are found to be indulging in acts of commission / omission which may be prejudicial to the interest of the organization, or any act of dishonesty, disobedience, insubordination or any other misconduct or neglect of duty or incompetence in discharge of duty on your part.
- k) In the event of any allegation of misconduct against you, the Company will initiate disciplinary proceedings against you as per its rules in this regard.
- l) You will keep the Company informed of any change in your residential address or in any of the other information pertaining to you as provided to the Company. All communication sent by the Company on the address registered in our records, will be construed as communication served on you.

- m) You will retire from the employment of the Company on your completing 60 (Sixty) years of age. It will be necessary for you to produce proper proof of your age within 7 (seven) days on receipt of this letter as may be required by the Company.
- n) This letter of appointment shall be governed by and construed in accordance with the laws of India. The terms and conditions set out in this letter of appointment constitute service conditions applicable to your employment in the organization and any dispute arising out of this letter of appointment or pertaining to your employment shall be subject to the exclusive jurisdiction of the courts of Mumbai.
- o) You shall comply with the data protection policy of the Company when handling personal data in the course of your employment with the Company including personal data relating to any employee, customer, client or agent of the Company or any of its affiliates and you shall promptly report any breaches or anticipated breaches of the same.
- p) You consent to the Company, its affiliates processing data relating to you for legal, personnel, administrative and management purposes and in particular to the processing of any “sensitive personal data or information” (as defined in the policies of the Company). The Company may make such information available to any of its affiliates, those who provide products or services to the Company or any of its affiliates (such as advisers and payroll administrators), regulatory authorities, potential purchasers of the Company or the business in which you work, and as may be required by law. You also consent to the Company carrying out the above activities and other similar classes of activities prior to, during and after the termination of your employment with the Company, provided that such activities are carried out in a lawful manner and for legitimate purposes.
- q) If at any time during your employment you make, develop, discover or participate in the making or discovery of any “Intellectual Property Rights”(as defined in the policies of the Company) relating to or capable of being used in the business being carried on by the Company or any of its affiliates, such Intellectual Property Rights shall be the absolute property of the Company. At the request of the Company you shall execute all such documents and do all acts, matters and things which may be necessary or desirable for obtaining registration or other protection for the Intellectual Property Rights as may be specified by the Company.
- r) You hereby acknowledge and undertake that you do not have and shall not have at any point of time, any ownership, interest, right or title in the Intellectual Property Rights nor will you claim any ownership, interest, right or title in the Intellectual Property Rights or brand forming part of the business of the Company or any of its affiliates.
- s) You shall not, at any time during the course of your employment and any time after the termination of your employment with the Company, make any statement, representation, post commentary, content or image or communicate in writing, orally or otherwise or take any action directly or indirectly in public or private, in any manner or through any medium whatsoever including but not limited to newspaper, social media, e-mail, SMS, internet, blog, social networking websites etc., which may directly or indirectly, defame or disparage the image, credibility, good name, goodwill and reputation of the Company or any of its officers, directors, employees, agents, consultants, representatives etc. or create an hostile work environment.
- t) Your appointment will be subject to the organization receiving satisfactory references and Contact Point verification report.

- u) Any variation of the above terms and conditions will not be valid until expressly made in writing by the Company.
- v) This letter of appointment (together with all its annexures) shall supersede all prior, oral or written agreements or communications, formal or informal, in relation to your employment with the Company.

As your acceptance to these terms of employment, please sign the duplicate copy of this letter of appointment in the space provided below and return the same to us.

You are requested to join no later than August 10, 2023.

Kindly arrange to bring self-attested copies of the following documents along with their originals for verification on the date of your joining:

- a) Copy of Educational Certificates and Marksheets (Xth, XIIth, Graduation, Post Graduation)
- b) Proof of date of birth (Copy of driving license, Voter ID, Passport)
- c) Duly signed duplicate copy of Appointment Letter
- d) Copy of Pan Card and Aadhaar Card (Both documents are required for Salary processing)

You will be required to complete the Company's prescribed joining formalities within 3 (three) working days from the date of your joining and submit the same to the Human Resources Department for necessary processing of your Salary.

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

A handwritten signature in black ink, appearing to read "Smily Mehra".



**Smily Mehra**  
**HBL Global - a division of HDB Financial Services Limited.**

**AGREED AND ACCEPTED**

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**Mr.Rajkumar S**

## Annexure A

		Compensation Breakup	
Name	MR.RAJKUMAR S		
Role	Sales Executive		
Grade	G7		
Location	Sattur		
<b>Annual Compensation Break up</b>			<b>HDBFS Monthly</b>
Basic	80,256		6,688
HRA	32,100		2,675
Conveyance Allowance	16,044		1,337
Provident Fund (Employer's contribution)	11,556		963
<b>Gross Salary (A)</b>	<b>1,39,956</b>		<b>11,663</b>
ESIC (Employer's contribution)-----(B)	3,652		304
Gratuity----- (C)	3,860		322
<b>Total Fixed Compensation (D=A+B+C)</b>	<b>1,47,468</b>		<b>12,289</b>
<b>Note:</b>			
This Offer is subject to positive Contact Point Verification, Reference checks & CIBIL/SAS check. Your consent for candidature of the company will be considered as consent for accessing your CIBIL report.			
Employee and Employer's contribution towards ESI will be 0.75% & 3.25% respectively			
You will be entitled to Performance Incentive Plan as per Company Policy			
Gratuity is as per "The Payment of Gratuity Act".			
You will be covered under Group Personal Accident Insurance as per policy of the Organization			
		Ref:HDBFS/23-24/HRIC409097/Appt/R48743	

I accept the terms and conditions as mentioned in the Appointment letter.

\_\_\_\_\_  
**Mr.Rajkumar S**

## SPECIMEN

FORM 2 (REVISED)

**NOMINATION & DECLARATION FORM  
FOR UNEXEMPTED / EXEMPTED ESTABLISHMENTS**

GROUP No. :

Office :

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

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

1. NAME (in block letters) : Rajkumar S  
2. FATHER'S / HUSBAND'S NAME : Senthilkumar  
3. DATE OF BIRTH : 25-May-2000  
4. SEX : Male  
5. MARITAL STATUS : Single  
6. ACCOUNT NO : MH / BAN / 49611  
7. ADDRESS : House No-40/4,  
Vellaiyan Street,  
Virudhunagar - 626001

**PART - A (EPF)**

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

Name & Address of the Nominee(s)	Nominee's relationship with the member	Date of Birth	Total amount or share of accumulation in PF to be paid in each nominee	If the nominee is minor, name & relationship & add. of the guardian who may receive the amount during minority of nominee
(1)	(2)	(3)	(4)	(5)
Senthil Kumar R , House No-87/1, Pound Street, Virudhunagar- 626001	Father	25 - May - 1975	100	No

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

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

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

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

Sr. No.	Name & Address of the family member/s	Date of Birth	Relationship with Member
(1)	(2)	(3)	(4)
1	Senthil Kumar R , House No-87/1, Pound Street, Virudhunagar- 626001	25 - May - 1975	Father

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

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

Name of the Nominee	Address	Date of Birth	Relationship with Member
(1)	(2)	(3)	(4)
Senthil Kumar R	House No-87/1, Pound Street, Virudhunagar- 626001	25 - May - 1975	Father

Date : 02-Aug-2023

X

(\*) Strike out whichever is not applicable

SIGNATURE OR THUMB IMPRESSION THE SUBSCRIBER

**CERTIFICATE BY EMPLOYER**

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

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

**For HDB Financial Services Limited**

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

Authorized Signatory

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

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

Signature with Designation

**HDB Financial Services Ltd**

Ground Floor, Zenith House, Keshavrao Khadye Marg,

Opp.Race Course, Mahalaxmi, Mumbai - 400034.

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

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

**Nomination**

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

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

**NOMINEE (S)**

Sr. No.	Name If Full address of the nominee(s) - (1)	Relationship with the Employee (2)	Age of the Nominee (3)	Proportion by which the gratuity will be shared (4)
1	SENTHIL KUMAR R ,House No-87/1, Pound Street, Virudhunagar- 626001	Father	25 - May - 1975	100
2				
3				
4				
5				
6				



## Statement

1	Religion	Hinduism	
2	Sex.	Male	
3	Name of employee in full.	Rajkumar S	
4	Whether married/unmarried/widow	Single	
5	Department/Branch/Section where employed	Sattur	
6	Post held with Ticket or Serial Number if any.	Sales Executive	
7	Date of appointment.	01-Aug-2023	
8	Permanent address.	House No-40/4, Vellaiyan Street, Virudhunagar - 626001	
	Village	Thana	Sub-division
	Post Office	District	State

Place : Sattur  
Date : 02-Aug-2023

X \_\_\_\_\_  
Signature/Thumb impression of the employee

## Declaration by witnesses

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

Name in full Signature of Witnesses.

Address of witnesses

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

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

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

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

Place : Sattur

Place : Sattur

## Certificate by the employer

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

Employer's References No., If any.

Designation

For HDB Financial Services Limited



Authorized Signatory

**HDB Financial Services Ltd**

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

\_\_\_\_\_  
Signature/Thumb impression of the Authorized Signatory

## Acknowledgement by the employee

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

X

Date \_\_\_\_\_

\_\_\_\_\_

Signature of the employee

Note : Strike out the words and paragraphs not applicable.



## Composite Declaration Form Form -11

(To be retained by the Employer for future reference)

R48743

**EMPLOYEES' PROVIDENT FUND ORGANIZATION**

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

Employees' Pension Scheme, 1995 (Paragraph 24)

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

1	Name of the Member	Rajkumar S					
2	Fathers' Name <input checked="" type="checkbox"/> Spouse's Name <input type="checkbox"/>	Senthilkumar					
3	Date of Birth (DD/MM/YYYY)	25/05/2000					
4	Gender: (Male/Female/Transgender)	Male					
5	Marital Status(Married/Unmarried/Widow/Widower/Divorcee)	Unmarried					
6	(a) Email Id: (b) Mobile No.:	rajvnr2505@gmail.com 6382902828					
7	<b>Present employment details:</b> Date of joining in the current establishment (DD/MM/YYYY)	01/08/2023					
8	<b>KYC Details</b> (attach self attested copies of following KYCs) a) Bank Account No.:	0720053000001821					
	b) IFS Code of the branch:	SIBL0000720					
	c) AADHAAR Number:	234591663419					
	d) Permanent Account No. (PAN), if available	EKOPR8792E					
9	Whether earlier a member of Employees' Provident Fund Scheme, 1952 ?	Yes <input type="checkbox"/>		No <input checked="" type="checkbox"/>			
10	Whether earlier a member of Employees' Pension Scheme, 1995 ?	Yes <input type="checkbox"/>		No <input checked="" type="checkbox"/>			
11	<b>Previous employment details [if Yes to 9 &amp;/or 10 above] - Un-exempted</b>						
	<b>Establishment Name &amp; Address</b>	<b>Universal Account Number</b>	<b>PF Account Number</b>	<b>Date of joining (DD/MM/YYYY)</b>	<b>Date of exit (DD/MM/YYYY)</b>	<b>Scheme Certificate No. (if issued)</b>	<b>PPO Number (if issued)</b>
12	<b>Previous employment details [if Yes to 9 &amp;/or 10 above] - For Exempted Trusts</b>						
	<b>Establishment Name &amp; Address</b>	<b>Universal Account Number</b>	<b>Member EPS A/C Number</b>	<b>Date of joining (DD/MM/YYYY)</b>	<b>Date of exit (DD/MM/YYYY)</b>	<b>Scheme Certificate No. (if issued)</b>	<b>Non Contributory Period (NCP) Days</b>
13	<b>a) International Worker:</b>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>					
	b) If yes, state country of origin (India/Name of other country)						
	c) Passport No.						
	d) Validity of passport [(DD/MM/YYYY) to (DD/MM/YYYY)]	From <input type="text"/> To <input type="text"/>					

**UNDERTAKING**

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

Date: **02-Aug-2023**  
Place: **Sattur**

Signature of the Member

**DECLARATION BY PRESENT EMPLOYER**

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

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

• **Please Tick the Appropriate Option:**

The KYC details of the above member in the UAN database

- Have not been uploaded
- Have been uploaded but not approved
- Have been uploaded and approved with DSC.e-sign

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

• **Please Tick the Appropriate Option:**

- The KYC details of the above member in the UAN database have been approved with E-sign/Digital Signature Certificate and transfer request has been generated on portal.
- The previous Account of the member is not Aadhaar verified and hence physical transfer form shall be initiated.

Date:



Signature of Employer with Seal of Establishment

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



## घोषणा पत्र DECLARATION FORM

Offer Ref # R48743

फार्म-1/Form-1

घोषणा पत्र कर्मचारी द्वारा भरा जाएगा। फार्म के साथ पोस्टकार्ड आकार के दो फोटोग्राफ भी लगाए जाने चाहिए। फार्म भरने से पहले पीठ पृष्ठ पर दी गई हिदायतों को भली-भांति पढ़ लेना चाहिए। यह फार्म निःशुल्क है।

To be filled by employee after reading instruction overleaf. Two Postcard Size photographs to be attached with the form. This form is free of cost.

(क) बीमाकृत व्यक्ति के विवरण

(A) INSURED PERSON'S PARTICULARS

1. बीमा संख्या/Insurance No.					
2. नाम (स्पष्ट अक्षरों में) Name in block letters	<b>Rajkumar S</b>				
3. पिता/पति का नाम Father's/Husband's Name	<b>Senthilkumar</b>				
4. जन्म की तिथि Date of Birth	दिन Day	महीना Month	वर्ष Year	5. वैवाहिक प्रास्थिति Marital Status	विवाहित/ अविवाहित विवा M/U/W
	25	05	00	6.लिंग/Sex	पु.म./M.F.
7. वर्तमान पता/Present Address House No-87/1 Pound Street Virudhunagar, Tamil Nadu पिन कोड Pin Code	8. स्थायी पता/Permanent Address House No-40/4 Vellaiyan Street Virudhunagar, Tamil Nadu पिन कोड Pin Code				
6 2 6 0 0 1	6 2 6 0 0 1				
टेलीफोन नम्बर/ई-मेल पता/rajvnr2505@gmail.com	टेलीफोन नम्बर/ई-मेल पता/ 6382902828				
शाखा कार्यालय Branch Office	औषधालय Dispensary				
no	no				

(ख) नियोजक के विवरण

(B) EMPLOYER'S PARTICULARS

9. नियोजक की कूट संख्या Employer's Code No.			
10. नियुक्ति की तारीख Date of Appointment	दिन Day	महीना Month	वर्ष Year
	01	08	2023
11. नियोजक का नाम और पता/Name & Address of the Employer			
12. यदि पहले नियोजन में रहे हैं तो कृपया निम्नलिखित ब्यौरे दीजिए In case of any previous employment please fill up the details as under.			
(क) पिछली बीमा संख्या (a) Previous Ins. No.	1234123412		
(ख) नियोजक कूट संख्या (b) Employer's Code No.			
(ग) नियोजक का नाम व पता (c) Name & Address of the Employer			
टेलीफोन नम्बर/ई-मेल पता/e-mail address			

(क) मृत्यु की स्थिति में नकद हितलाभ के भुगतान के लिए क.रा.बी. अधिनियम, 1948 की धारा 71/क.रा.बी. (केन्द्रीय) नियम, 1950 के नियम 56(2) के अंतर्गत नामित के ब्यौरे।  
(c) Details of Nominee u/s 71 of ESI Act 1948/Rule-56(2) of ESI (Central) Rules, 1950 for payment of cash benefit in the event of death.

नाम/Name	नातेदारी/Relationship	पता/Address
SENTHIL KUMAR R	Father	House No-87/1, Pound Street, Virudhunagar, 626001

मैं एतद्वारा घोषणा करता/करती हूँ कि मेरे द्वारा प्रस्तुत किए गए विवरण मेरी जानकारी और विश्वास के अनुसार सही है। मैं अपने परिवार के सदस्यों में हुए परिवर्तन की सूचना 15 दिन के भीतर प्रस्तुत करने का वचन भी देता हूँ/देती हूँ।

I hereby decalare that the particulars given by me are correct to the best of my knowledge and belief. I undertake to intimate the corporation any changes in the membership of my family within 15 days of such change.

नियोजक के प्रतिहस्ताक्षर

Counter signature by the employer

बीमाकृत व्यक्ति के हस्ताक्षर/अंगूठा निशान

Signature /T.I. of IP.

सील सहित हस्ताक्षर

Signature with seal



(घ) बीमाकृत व्यक्ति के परिजनों का विवरण

(D) Family Particulars of Insured person

क्र.सं. Sl. No.	नाम Name	फार्म भरने की तारीख को आयु/जन्म-तारीख Date of Birth/Age as on date of filling form	कर्मचारी के साथ नातेदारी Relationship with the Employee	क्या उनके साथ रह रहे हैं? बताएं Whether residing with him/her.		यदि नहीं तो आवास का स्थान दर्शाएं If 'No' state Place of Residence	
				हाँ/Yes	नहीं/No	कस्बा/Town	राज्य/State
1	MARIS WARI S	08-06-1982	Mother	Yes			
2	SASI THARAN S	11-11-2001	Spouse	Yes			
3	SENTHIL KUMAR R	25-05-1975	Father	Yes			

क.रा.बी. निगम अस्थायी पहचान पत्र

ESI Corporation Temporary Identity Card

(नियुक्ति की तारीख से 3 महीने तक वैध)

(Valid for 3 month from the date of appointment)

नाम/Name	<b>Rajkumar S</b>	
बीमा संख्या/Ins. No.	नियुक्ति की तारीख/Date of appointment	01-08-2023
शाखा कार्यालय Branch Office	औषधालय Dispensary	no
नियोजक की कूट संख्या व पता Employer's Code No. & Address		

फोटो के लिए स्थान (Space for photograph)
---

वैधता

Validity

तारीख

Dated

बीमाकृत व्यक्ति के हस्ताक्षर/अंगूठा का निशान  
Signature/T.I. of I.P.सील सहित शाखा प्रबंधक के हस्ताक्षर  
Signature of B.M. with seal



**STRICTLY PRIVATE AND CONFIDENTIAL**

HRMD/OFF-LTR/LT23010815/2022-23

03.03.2023

**OFFER CUM APPOINTMENT LETTER**

**To**  
**Shri. Sarankumar K,**  
**No 28,,**  
**Vilkarankovil Street,,**  
**Virudhunagar - 626001.**  
**Mob No: 8072222184**

**Dear Sarankumar K,**

We are pleased to inform you that you have come out successful in the recent interview, and glad to offer you a position in **Relationship Manager I (Sales and Operations)** cadre of our bank. You will be posted as **Probationary Relationship Manager I**, subject to the terms and conditions set out in this letter and the annexure thereto apart from usual Bank's Service Rules and conditions now prevailing and in vogue from time to time.

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

You are appointed as a **Probationary Relationship Manager I** and posted initially at our **Alangulam Branch**, Door No.9/1/109J, Ecn Complex,Ambai Road,Tenkasi Dt, Pin Code-627851 (**Phone No: 9364133188**). You will have to report for duty on or before **09.03.2023**.

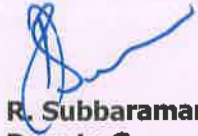
Your employment will be governed by the rules, regulations and policies of the bank. The terms of this offer letter shall remain confidential and shall not be disclosed to any third party.

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



**Administrative Office: City Union Bank, HRMD Department, No.24-B Gandhi Nagar,**  
**Kumbakonam - 612 001, Tamil Nadu, India.**  
**Tel: +91 (0435) 2402322, +91 93817 37719**  
**Website: www.cityunionbank.com; Email: placement@cityunionbank.in**

With Best Wishes,



**R. Subbaraman**  
Deputy General Manager  
HRMD

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

**Copy to:**

1. The DGM/AGM/Chief Manager/Senior Branch Head/Branch Head, Alangulam Branch.

Kindly collect proper relieving order from the previous employer if any, medical fitness certificate and (acceptance of this appointment order/Selection cum offer letter if not given earlier) along with the joining report from the candidate and report compliance.

Also collect the security deposit/ submit all the original certificates collected, to HRMD Department, A.O, Kumbakonam.

2. Personal File.





**Annexure-I to your Offer of Employment [HRMD/OFF-LTR/LT23010815/2022-23] as Relationship Manager I Cadre**

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

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

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

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

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





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

### **Probationary Period**

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

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

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

### **Termination of Services**

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

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

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

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



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

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

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

### **Mobility**

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

### **Increments & Promotions**

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

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

### **Group Health Insurance Scheme**

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

### **Transfers**

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

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

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

### **Notice Period:**

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

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



**Termination without Notice**

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

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

**Other Terms & Conditions:**

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





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

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

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

**Please return to us on or before 06.03.2023, the duplicate copy of this letter duly signed by you on all pages as a token of having accepted the offer cum appointment letter.**

Welcome to the CUB family.

With Regards

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

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

**Signature**

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

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

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



**Annexure-II to your Offer of Employment [HRMD/OFF-LTR/LT23010815/2022-23] as  
Relationship Manager I**

**Compensation during Probation period**

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

**Note:**

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

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



**ANNEXURE-III**

It is mentioned in your appointment order that you have to submit a medical fitness certificate at the time of joining the Bank. In this connection, you are advised to undergo the following tests from any registered/recognized medical lab/reputed hospitals near your area of residence.

1. Complete Haemogram (Blood Test)
2. Ophthalmology consultation and Eye Certificate
3. E.N.T. Consultation and his Report
4. General Consultation

Proper medical fitness certificate on the above tests should be obtained from a registered medical practitioner.

The medical fitness certificate along with details of medical test reports should be submitted at the time of joining the Bank without fail.



**Appointment Letter****Personal & Confidential**

Date: 10-11-2023

**Name :** TAMIL VANAN G**Location :** Karaikudi**Tentative Date of Joining :** 15-11-2023

Dear TAMIL,

Further to the interview & discussion you had with us, we are pleased to offer you as Retail Assets - Gold Loan - Sales officer, in Retail Assets - Gold Loan - Retail Assets - Gold Loan at Karaikudi, Karaikudi on the following terms and conditions:

Grade : S1

SALARY COMPUTATION		
Components	Per Annum	Per Month
Basic - A	128395	10700
HRA - B	64198	5350
<b>Gross Salary</b>	<b>192593</b>	<b>16049</b>
Employer Provident Fund	15407	
<b>Total Fixed Cost to Company</b>	<b>208000</b>	<b>17333</b>

\*Gross Salary is Sum of Basic &amp; HRA components (A+B)

\*Employee contribution to PF will be debited from Gross Salary

**Provident Fund:**

You will be covered under the Bank's Provident Fund Rules and the Employees contribution towards the same, will be deducted from your monthly salary.

**Tax Clause:**

The monthly compensation payable to you will be subject to withholding of applicable income tax, professional tax and other statutory deductions (as applicable) from time to time.

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

**1. Probationary Period:**

1.1 You will be on probation for a period of six months or such extended period as may be decided by the Bank based on your performance during the probation period.

1.2 On satisfactory completion of your probation period, including that of extended period, if any, you will be confirmed in the services of the Bank in writing.

#### 2. Notice Period:

2.1 In case you decide to leave the Bank's services after confirmation, you will be required to give thirty days notice. The bank in its sole discretion can decide to waive off/reduce the notice period depending upon the exigencies. In such case, you would be required to pay the Bank the salary for the notice period so reduced/waived off. Bank, after confirmation at its discretion can decide to relieve you by giving months notice or Salary in lieu of notice.

2.2 In case you decide to leave the Bank's services during probation period, you will be required to give fifteen days notice. The bank in its sole discretion can decide to waive off/reduce the notice period depending upon the exigencies. In such case, you would be required to pay to the Bank the salary in lieu of the notice period so reduced/waived off. Bank, during your probation, at its discretion can decide to relieve you by giving fifteen days notice or Salary in lieu of notice.

#### 3. Job description:

Your duties and responsibilities will be explained to you on your joining the bank. However, you shall execute and perform all such duties that may be assigned to you by the Bank from time to time and the Bank reserves its right to change these at its discretion.

#### 4. Location & Transfer:

Your initial place of posting will be Karaikudi. However, the Bank reserves the right to transfer you to any other Office/Branch, Subsidiary or Associate Company of the Bank, in India, that is in existence or may come into existence at a future date.

#### 5. Secrecy:

It is a condition of your employment that you will not, for whatever reason, divulge without an express written authority from the Management, any information relating to the Bank or any of its constituents or employees, as received by you in the course of your employment and after the cessation of your employment with the Bank.

#### 6. Alternative Employment:

During the course of your employment with the Bank, you will not engage yourself directly or indirectly in any trade, business, occupation, employment, service or calling whether for remuneration or otherwise, without the prior written consent of the Bank. Any act in contravention of the above provision shall entail initiation of appropriate action as deemed fit by the Bank.

#### 7. Termination of employment:

Notwithstanding anything contained in the above paragraphs, your services may be terminated by the Bank if you are found to be indulging in acts of Commission/ Omission which may be prejudicial to the interests of the Bank or any act of dishonesty, disobedience, insubordination, suppression of facts, falsification of documents or any other misconduct or neglect of duty or incompetence in the discharge of duty on your part.

#### 8. Conditions Precedent:

a) Bank reserves the right to seek references from your current / previous employer (s), at any stage, subsequent to your acceptance of this offer letter.

b) The self-declaration given by you in respect of your medical fitness is in order.

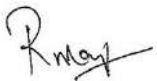


- c) The Bank receiving attested copies of all your degrees and professional qualifications certificates, if any.
- d) Your successful completion of Graduate/Post Graduate/Professional course which is currently ongoing or the results are awaited and basis which you have been interviewed and offered and submission of pass certificate within one month of publication of result.(If applicable)
- e) The terms and conditions set out in this letter of appointment constitute service conditions applicable to your employment in the Bank and with regard to any dispute arising thereof, the Mumbai Courts will have exclusive jurisdiction.
- f) This Offer has been extended to you basis your representation, information and details provided by you during the interview and subsequent to your submitting of your personal information, requisite details, documents, educational qualification and work experience certificates, etc. uploaded by you on HDFC Bank Career Site/ E-Rec portal for seeking an employment with HDFC Bank. By accepting this Offer, you confirm that all the details filled in and the documents uploaded on HDFC Bank Career Site/ E-Rec portal are true and correct. In case any discrepancy is found in the information and details provided by you at any stage of your association with HDFC Bank, HDFC Bank reserves its right to take appropriate action against you at Bank's discretion

Please note that you have an option to reject or accept this offer. If you are agreeable to the above mentioned terms and conditions, please accept the offer online by clicking "Accept" tab/button in the portal/system by using your login ID and password within above mentioned date of uploading this Offer in the portal/system. In case no acceptance is received by us within above mentioned period, we presume that you have no interest to proceed further and accordingly the Offer Letter shall be deemed to be withdrawn.

We welcome you to HDFC BANK and look forward to having a long and mutually beneficial association with you.

Yours truly,



**R Nagarajan**

**For HDFC Bank Limited  
HR Lead HR Shared Services**

**This appointment letter is a system generated letter with electronic signature of HDFC Bank Ltd.'s authorized signatory and hence no Appointment Letter with wet signature is provided additionally.**

**Remuneration:**

<b>SALARY COMPUTATION</b>		
<b>Components</b>	<b>Per Annum</b>	<b>Per Month</b>
Basic - A	128395	10700
HRA - B	64198	5350
<b>Gross Salary</b>	<b>192593</b>	<b>16049</b>
Employer Provident Fund	15407	
<b>Total Fixed Cost to Company</b>	<b>208000</b>	<b>17333</b>

**Incentives:**

You will be eligible for monthly Performance Linked Incentive Pay, as per the policy of the Bank.

**Benefits:**

- You will also be eligible for Retirement Benefits of the Bank; namely Provident Fund and Gratuity, in accordance with the statutory requirements and /or, as per Bank policy
- Total Mediclaim cover of Rs.2,00,000/- for self and spouse (Parents and Children not covered).

I read & understand the Annexure – A

**Signature of Applicant**

**Name:** TAMIL VANAN G

### Important Note on Grooming Standards

As employees of HDFC Bank, we, in our interactions with customers, clients, vendors and business associates, are the face of the Bank. It is therefore imperative that each of us applies a certain amount of prudence in the choice of our attire and grooming standards. **Office attire should be smart and appropriate for conducting business on behalf of the Bank at all times.**

#### Grooming standards for Men

**Hair-** Should be conservative, well maintained and cut short. Moustaches / beards neatly trimmed or face clean shaven - daily maintenance mandatory. After-shave (optional)

**Attire-** Formal wear: Trousers must be in dark to medium colour tones (black, brown, navy blue, gray or beige) Shirts should be with full-length sleeves and worn with a tie (mandatory). If the occasion so demands (formal function / business call to an important Corporate / Client etc.) a blazer or suit appropriately chosen for the weather should be worn. Saturdays: Smart casuals are acceptable, Semi formal trousers, Denim trousers, Collared T-shirts, Semi-formal shirts, Shirts with checks

**Footwear-** Leather laced shoes with socks and coordinated with the trousers and belt. Socks must be in basic colours (black, brown, dark blue, gray or beige), coordinated with the trousers and calf length. Only on Saturdays, semi formal shoes in leather, calf leather or suede.

**Others-** Neatly cut short nails, No ornaments except for obligatory ring or kada.

#### Grooming standards for Women

**Hair-** Should be simple and clean, neatly combed at all times. Long hair may be tied in a bun or a plait Indian formal wear: Indian saris, Salwar suits.

Western formal wear: Suits in basic colours. Preferably in black, dark brown, navy blue, beige or very light shades

**Attire-** Formal shirts with formal trousers or skirts. Saturdays: Smart casuals are acceptable, Full length denim trousers, Skirts, Kurtis, Semi formal blouses and tops

**Footwear-** Leather sandals or sandals of similar material, Closed shoes, Shoes must be well coordinated with clothes.

**Others-** Neatly cut nails, Simple elegant ornaments, Basic daywear makeup along with perfume/deodorant



**TTK Healthcare  
LIMITED**

Protective Devices Division  
(Formerly TTK Protective Devices Limited)

13 05 2023

**MR VELMANI P**

6/1010/5, Perali Road,  
Karuppasamy Nagar,  
Virudhunagar - 626001

Mob No.: 9360445393

Email: [velmaniperumal1510@gmail.com](mailto:velmaniperumal1510@gmail.com)

Dear Mr Velmani,

Further to your application for training and the subsequent interview you had with us, we are pleased to engage you as "**Graduate Trainee**" in our organization on the following terms and conditions:

1. Your training will be for a period of ONE (1) year from the date of your joining on **13 05 2023**.
2. You will report to the Department Head at our factory located at No.20, Perali Road, Virudhunagar – 626 001.
3. The training period shall automatically cease on completion of the stipulated period, unless otherwise extended by the Company in writing, at its discretion.
4. It is not obligatory for the Company to offer you any regular employment on completion of the training whether or not vacancies existing at the time.
5. There is no restraint on you to accept any further employment, on completion of the training.
6. The Company can disengage your training at any time without notice and without assigning any reasons whatsoever and you shall properly hand over the properties and documents of the Company in your possession.
7. You can terminate the training at any time without assigning any reasons whatsoever after giving fifteen [15] days prior written notice to the Company.

**TTK Healthcare Limited**

(Protective Devices Division)

Factory-1 : No.12, K.P. Natham Road, Thiruvandarkoil, Puducherry – 605 102

Factory-2 :No.20, Perali Road, Virudhunagar – 626 001

Regd.Office :No.6, Cathedral Road, Chennai – 600 086, INDIA

GSTIN:33AABCT3312J1ZP CIN : L24231 TN1958 PLC 003647

Ph: +91 44 42008200/28116106 E-mail : [pddivision@ttkhealthcare.com](mailto:pddivision@ttkhealthcare.com)

Web: [www.skorecondoms.com/](http://www.skorecondoms.com/) [www.ttkhealthcare.com](http://www.ttkhealthcare.com)



**TTK Healthcare  
LIMITED**

Protective Devices Division  
(Formerly TTK Protective Devices Limited)

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8. You are subject to periodical performance appraisals, which will be made at the end of every six [6] months and will be advised suitably as regards your proficiency or otherwise in your training. The continuation of your training will be subject to your successfully clearing the periodical training appraisals to the satisfaction of the Company.
9. You will be transferred to any of our works situated anywhere solely at Company's discretion.
10. You will be required to undergo training at Company working hours / any shifts. However, the Company, at its discretion, may change the shift timings based on its requirements.
11. You will be paid a monthly salary of:  
**Rs.6,500/- (Rupees Six thousand five hundred only) & House Rent Allowance of Rs.2500/- (Rupees Two thousand five hundred only) during the period of training.**
12. It is expressly understood that you shall not be entitled to any or other allowances / payment / benefits applicable to other categories of employees.
13. Any continuous absence without prior permission beyond three [3] days will result in disengagement of training without reference or notice to you.
14. You are expected to conduct yourself as a diligent trainee to learn conscientiously and faithfully.
15. You will abide by the policies & procedures of the Company and such other Rules and Regulations laid down by the Company from time to time in all matters of conduct and discipline and carry out all lawful orders of the authorities of the Company.
16. You are required to adhere to all instructions of the Company, being punctual and consistent in attendance, while undergoing the training.

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17. You will be examined by the Company authorized Medical Examiner / Institution and be found medically fit before the commencement and/ or during the course of the training period. Any decision given by the Company authorized Medical Examiner / Institution is final and binding on you.
18. You shall endeavor to use with proper care any or all equipment / instruments entrusted to you during the process of undergoing the training. If found to have wantonly and negligently caused damage to any such equipment / instruments, you shall be liable to make the losses arising out of such damage to the Company.
19. If and when any information furnished by you in your application for training regarding qualification / previous experience / employment etc., is found to be incorrect, your training shall be terminated forthwith.
20. You shall devote yourself completely and wholeheartedly to your training and you are required to observe strict confidentiality of any possible knowledge of the various activities / processes in the Company and or any of the matters connected therewith.
21. On the successful completion of the training period, you will be issued a Certificate of Training.

In case the above terms and conditions are agreeable to you, please sign the duplicate copy of this letter in token of your having read, understood and accepted the same.

With best wishes,  
for **TTK Healthcare Limited,**  
(Protective Devices Division)

**MURUGAN M**  
General Manager – Human Resources

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