

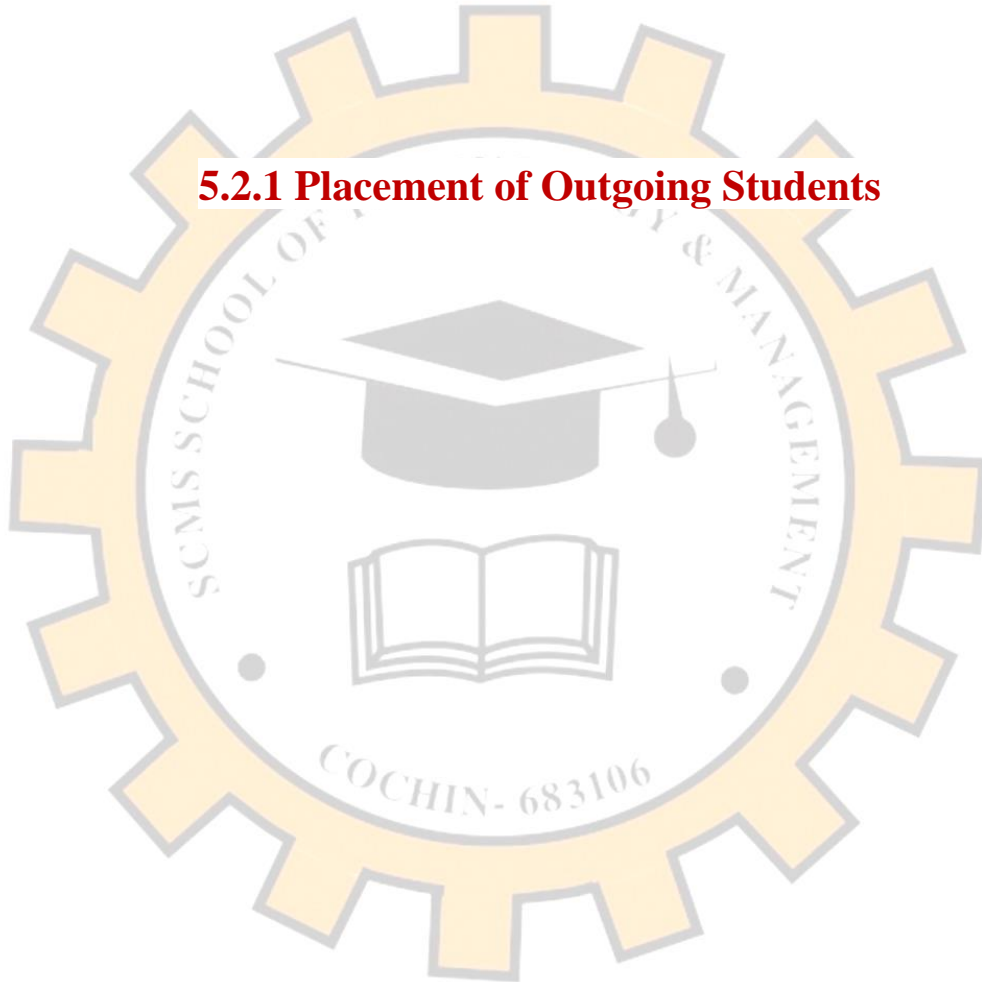


SCMS SCHOOL OF TECHNOLOGY AND MANAGEMENT (SSTM)
SCMS Campus, Prathap Nagar, Muttom, Aluva, COCHIN- 683 106. KERALA

CRITERIA 5

STUDENT SUPPORT AND PROGRESSION

5.2.1 Placement of Outgoing Students



5.2.1 Number of placement of outgoing students during the year

YEAR	TOTAL NUMBER OF STUDENTS PLACED
2018-2019	92

SL NO	YEAR	NAME OF STUDENT PLACED / ENROLLING INTO HIGHER EDUCATION AND CONTACT DETAILS	PROGRAM GRADUATED FROM	NAME OF THE EMPLOYER WITH CONTACT DETAILS / NAME OF INSTITUTION JOINED	PAY PACKAGE AT APPOINTMENT (IN INR PER ANNUM) (APPLICABLE FOR STUDENTS WHO GOT PLACEMENT) / NAME OF PROGRAM ADMITTED TO (APPLICABLE FOR STUDENTS WHO PROGRESSED TO HIGHER EDUCATION)
1	2018-2019	SARATH R. 7994130704	MBA	HDFC LTD. - MR. ANIL KUMAR A S, 9847011151	6.36 LAKHS
2	2018-2019	ADARSH MATHEW JOSE 9650234705	MBA	L & T FINANCIAL SERVICES - MS. UNNATI GUPTA, TEAM MANAGER – HR, 9322967755	6.6 LAKHS
3	2018-2019	ARJUN A. 9400520051	MBA	ADITYA BIRLA FASHION & RETAIL LTD. - MS. KASTURI BORKOTOKY, 9764959646	4.75 LAKHS
4	2018-2019	ROBINSON BABU 9961438121	MBA	OYO ROOMS- MANDEEP KAUR SEHMI, HR, 7290058995	5 LAKHS
5	2018-2019	ARUN JOE MATHEW 9447816342	MBA	OYO ROOMS- MANDEEP KAUR SEHMI, HR, 7290058995	5 LAKHS
6	2018-2019	NAMITHA A.P. 9400547397	MBA	OYO ROOMS- MANDEEP KAUR SEHMI, HR, 7290058995	5 LAKHS
7	2018-2019	NAZNEEN ABDULLA 7994299231	MBA	OYO ROOMS- MANDEEP KAUR SEHMI, HR, 7290058995	5 LAKHS
8	2018-2019	ALEENA ANIL THOMAS 8547908390	MBA	OYO ROOMS- MANDEEP KAUR SEHMI, HR, 7290058995	5 LAKHS
9	2018-2019	TINA CHERIAN 9544028795	MBA	OYO ROOMS- MANDEEP KAUR SEHMI, HR, 7290058995	5 LAKHS
10	2018-2019	GAUTHAM A. KUMAR 7034533143	MBA	ASIAN PAINTS- MS. RIDDHI PUNDLIK, HR, 7984455781	5.9 LAKHS
11	2018-2019	ARUN B. 8547639257	MBA	ASIAN PAINTS- MS. RIDDHI PUNDLIK, HR, 7984455781	5.9 LAKHS

12	2018-2019	DEEPAK KRISHNA K.S. 9995087996	MBA	FEDERAL BANK- MR.VINEETH VIJAYAN, ASSISTANT MANAGER , 9495295747	9 LAKHS
13	2018-2019	GINU JIM THOMAS 9745914530	MBA	FEDERAL BANK- MR.VINEETH VIJAYAN, ASSISTANT MANAGER , 9495295747	9 LAKHS
14	2018-2019	ANJALI VARMA 8921045236	MBA	MUTHOOT FINCORP- MS. ELIZABETH THOMAS, MANAGER, HCMD, 0471 4911559	4LAKHS
15	2018-2019	JENNIFER SHAH 9446851673	MBA	MUTHOOT FINCORP- MS. ELIZABETH THOMAS, MANAGER, HCMD, 0471 4911559	4LAKHS
16	2018-2019	SAJID SIRAJUDEEN 9746313796	MBA	MUTHOOT FINCORP- MS. ELIZABETH THOMAS, MANAGER, HCMD, 0471 4911559	4LAKHS
17	2018-2019	ALWIN JOHN 9895723647	MBA	BANDHAN BANK- MS. SOUMYASREE SARKAR,HR, 7980933992	4LAKHS
18	2018-2019	SKINNO BINOY 8547561824	MBA	BANDHAN BANK- MS. SOUMYASREE SARKAR,HR, 7980933992	4LAKHS
19	2018-2019	ARYA B. 8289988871	MBA	BANDHAN BANK- MS. SOUMYASREE SARKAR,HR, 7980933992	4LAKHS
20	2018-2019	ABHISHEK R. 8110971911	MBA	BANDHAN BANK- MS. SOUMYASREE SARKAR,HR, 7980933992	4LAKHS
21	2018-2019	JANI KRISHNA P. 8547130862	MBA	BANDHAN BANK- MS. SOUMYASREE SARKAR,HR, 7980933992	4LAKHS
22	2018-2019	ANCY WILSON 9495626059	MBA	BANDHAN BANK- MS. SOUMYASREE SARKAR,HR, 7980933992	4LAKHS
23	2018-2019	GOKUL GOPAN 8086476675	MBA	BANDHAN BANK- MS. SOUMYASREE SARKAR,HR, 7980933992	4LAKHS
24	2018-2019	CHANDNI U. NAIR 8281487422	MBA	BANDHAN BANK- MS. SOUMYASREE SARKAR,HR, 7980933992	4LAKHS
25	2018-2019	DIVYA 9207249859	MBA	BANDHAN BANK- MS. SOUMYASREE SARKAR,HR, 7980933992	4LAKHS
26	2018-2019	SANJAY KRISHNAN P.K 9539298505	MBA	BANDHAN BANK- MS. SOUMYASREE SARKAR,HR, 7980933992	4LAKHS
27	2018-2019	BIYA SUNNY 9400145320	MBA	BANDHAN BANK- MS. SOUMYASREE SARKAR,HR, 7980933992	4LAKHS
28	2018-2019	HENA JOHNSON 9947100164	MBA	BANDHAN BANK- MS. SOUMYASREE SARKAR,HR, 7980933992	4LAKHS
29	2018-2019	ANJALY BABU 9539431130	MBA	BANDHAN BANK- MS. SOUMYASREE SARKAR,HR, 7980933992	4LAKHS
30	2018-2019	ASWATHY VINOD 9072284810	MBA	BANDHAN BANK- MS. SOUMYASREE SARKAR,HR, 7980933992	4LAKHS
31	2018-2019	ASHNA ELIZABETH ALEX 9048015936	MBA	BANDHAN BANK- MS. SOUMYASREE SARKAR,HR, 7980933992	4LAKHS
32	2018-2019	AMRITA AJAYKUMAR 8129558566	MBA	PRISM JOHNSON LTD.- MR. VIJAYRAGHVAN IYENGAR, 9980783878	4.2LAKHS

33	2018-2019	ELNA B. CYRIAC 8111989180	MBA	PRISM JOHNSON LTD.- MR. VIJAYRAGHVAN IYENGAR, 9980783878	4.2LAKHS
34	2018-2019	AISWARYA R. KRISHNAN 7558037303	MBA	ICICI BANK- AISHWARYA A, HR, 9004087178	4.12LAKHS
35	2018-2019	AISWARIA N. NAIR 9567607433	MBA	ICICI BANK- AISHWARYA A, HR, 9004087178	4.12LAKHS
36	2018-2019	VAISAKHA LAKSHMI 8606343989	MBA	ICICI BANK- AISHWARYA A, HR, 9004087178	4.12LAKHS
37	2018-2019	KRISHNADAS 8921602870	MBA	ICICI SECURITIES- PREETHA S PRASAD, MANAGER- HR, 07406867672	4LAKHS
38	2018-2019	NAVYA GRACE BABU 9526122445	MBA	ICICI SECURITIES- PREETHA S PRASAD, MANAGER- HR, 07406867672	4LAKHS
39	2018-2019	RESHMA S. 9048454271	MBA	ICICI SECURITIES- PREETHA S PRASAD, MANAGER- HR, 07406867672	4LAKHS
40	2018-2019	JELVIN JOHN V. 8136832685	MBA	ESAF SMALL FINANCE BANK- MS. SAMANTHA VARGHESE, HR, 9072600836	5LAKHS
41	2018-2019	JIXIN ANNA JACOB 8891111817	MBA	FLIPKART- MS. SNEHA MURALI, 8590257715	3.82LAKHS
42	2018-2019	NANCY J. 8086198675	MBA	FLIPKART- MS. SNEHA MURALI, 8590257715	3.82LAKHS
43	2018-2019	RAMMIYA MATHAVAN 8138865779	MBA	FLIPKART- MS. SNEHA MURALI, 8590257715	3.82LAKHS
44	2018-2019	ABHAYLAL M.M. 9497711444	MBA	NEROLAC -MR. DEVAJYOTI BORAH, HR, 9372192448	4.5LAKHS
45	2018-2019	SACHIN ISSAC BABU 9747017533	MBA	CULT.FIT- MS. JYOTHI SHREE P, HR TEAM, 8310608692	4LAKHS
46	2018-2019	DIGINA DAVIS 8547639257	MBA	HINDUSTAN UNILEVER LTD.- MS.RASHMI RAMESH, HR	5.5LAKHS
47	2018-2019	ANJANA G.MENON 8113014186	MBA	TCI EXPRESS- MR. ANAND KOMAR JHA, MANAGER HR, 9891942932	3.6LAKHS
48	2018-2019	AMAR SHARIAR 8129759899	MBA	WHIRLPOOL CORPORATION- MR. PUNEET BOTHRA,HR, 9880009392	6.5LAKHS
49	2018-2019	CHRISTY JAMES 9400202704	MBA	PRUDENT TECHNOLOGIES- MS. JITHISHA M, MANAGER - HR, 4000488	4LAKHS
50	2018-2019	LAKSHMI P.R. 7558061996	MBA	TOKYO FREIGHT SERVICES- MR. FAZEEB ABDUL MAJEED, SALES MANAGER, +971 52 6 148452	3LAKHS
51	2018-2019	JOSEPH ALEX 9605025852	MBA	TOKYO FREIGHT SERVICES- MR. FAZEEB ABDUL MAJEED, SALES MANAGER, +971 52 6 148452	3LAKHS
52	2018-2019	ANEES ELYAS 9995715532	MBA	JK CEMENTS- MR. ANKIT GARG, SALES - HR, 77559 17480	3.6LAKHS
53	2018-2019	ELDHO S. PAUL 8547307529	MBA	JK CEMENTS- MR. ANKIT GARG, SALES - HR, 77559 17480	3.6LAKHS
54	2018-2019	MEKHA SHAJI THOMAS 9539873306	MBA	ERNST & YOUNG- MS. LAKSHMY NIDHIN, LEAD EXECUTIVE , 7259479760	3.37LAKHS
55	2018-2019	ANUSREE K. 9846775356	MBA	BHARTI AXA LIFE INSURANCE- MS. DEBASMITA SENGUPTA, HR	4.16LAKHS
56	2018-2019	SACHIN PETER 8891791030	MBA	TTK PRESTIGE- MR. BALAJI, HR, 99726 08515	3.5LAKHS
57	2018-2019	BRAHMADETH S.	MBA	TTK PRESTIGE- MR. BALAJI, HR, 99726 08516	3.5LAKHS

58	2018-2019	RAVEENA M.S. GUPTA	MBA	RIBALTA MEDIA TECHNOLOGIES PVT. LTD, AJITH NAIR, CEO	3.5LAKHS
59	2018-2019	GOKUL KRISHNA - 8594075681	MBA	ARENA INTERIORS PVT LTD, LEVIN RODRIGUEZ, MANAGING DIRECTOR - 9745175757	
60	2018-2019	ATHIRA ARAVIND - 9496514070	MBA	SELF-EMPLOYED	
61	2018-2019	EDWINA K.J. - 9645640121	MBA	SELF-EMPLOYED	
62	2018-2019	ABIRAMI G. MAHIERA - 08129334131	MBA	SELF-EMPLOYED	
63	2018-2019	NAVEEN KRISHNAN R. - 08129199678	MBA	SELF-EMPLOYED	
64	2018-2019	ALISHA K THOMAS 9400721201	MCA	INFOSYS, PLOT NO, 44, HOSUR RD, ELECTRONIC CITY, BENGALURU, KARNATAKA 560100	
65	2018-2019	ANAMIKA T S 9497029661	MCA	INFOSYS, PLOT NO, 44, HOSUR RD, ELECTRONIC CITY, BENGALURU, KARNATAKA 560100	3.6 LAKHS
66	2018-2019	AYANA LALAN K 9746867027	MCA	INFOSYS, PLOT NO, 44, HOSUR RD, ELECTRONIC CITY, BENGALURU, KARNATAKA 560100	3.6 LAKHS
67	2018-2019	AKHIL RODRIGUE 7907485402	MCA	FEDERAL BANK, P.B. NO. 103, FEDERAL TOWERS, ALUVA - 683101 KERALA - INDIA	8.08 LAKHS
68	2018-2019	RAHUL S 8547206566	MCA	FEDERAL BANK, P.B. NO. 103, FEDERAL TOWERS, ALUVA - 683101 KERALA - INDIA	8.08 LAKHS
69	2018-2019	SABARINATH M 9567670040	MCA	FEDERAL BANK, P.B. NO. 103, FEDERAL TOWERS, ALUVA - 683101 KERALA - INDIA	8.08 LAKHS
70	2018-2019	AMAL JOSE 9562869621	MCA	GLOBAL LOGIC, PLOT NO.7, OXYGEN BUSINESS PARK SEZ, TOWER, 3, NOIDA-GREATER NOIDA EXPY, SECTOR 144, NOIDA, UTTAR PRADESH 201304	4.81 LAKHS
71	2018-2019	VIJAY KRISHNAN K. A. 8086701275	MCA	QUEST GLOBAL, PLOT NO 2, AEQUS SPECIAL ECONOMY ZONE,437A, HATTARAGI, HUKKERI TALUK,BELGAUM - 591245	3 LAKHS
72	2018-2019	DENYA C ROY 9847381938	MCA	UST GLOBAL, CARNIVAL INFOPARK, INFOPARK RD, PHASE I, INFOPARK CAMPUS, KAKKANAD, KERALA 682030	3.6 LAKHS
73	2018-2019	SURABHI S 8075785402	MCA	UST GLOBAL, CARNIVAL INFOPARK, INFOPARK RD, PHASE I, INFOPARK CAMPUS, KAKKANAD, KERALA 682030	3.5 LAKHS
74	2018-2019	ARUN K B 9567707752	MCA	LITMUS7 SYSTEM CONSULTING, #208 , 209, SCK 01, SMARTCITY SEZ,INFOPARK P.O, KOCHI, KERALA 682042	3.6 LAKHS
75	2018-2019	RIYA WILSON 9447168785	B.COM	DELOITTE, P JANARDHAN REDDY NAGAR, GACHIBOWLI, HYDERABAD, TELANGANA 500081	3.3 LAKHS
76	2018-2019	SHEHNAZ SAINUDEEN 9847051452	B.COM	DELOITTE, P JANARDHAN REDDY NAGAR, GACHIBOWLI, HYDERABAD, TELANGANA 500082	3.3 LAKHS

77	2018-2019	K RAGHUVeer 9446981730	B.COM	LINWAYS, KERALA STARTUP MISSION, KINFRA HI-TECH PARK MAIN RD, HMT COLONY, NORTH KALAMASSERY, KALAMASSERY, KOCHI, KERALA 683503	2.76 LAKHS
78	2018-2019	JOEL JACOB KURIAN 9495600496	B.COM	ERNST YOUNG, NO.147/2, TOWER C, 3RD FLOOR, RMZ INFINITY, BENGANAHALLI, OLD MADRAS ROAD, KRISHNARAJAPURAM, BANGALORE - 560036,	2.38 LAKHS
79	2018-2019	ANAITHA NAZEER 9961186684	B.COM	ERNST YOUNG, NO.147/2, TOWER C, 3RD FLOOR, RMZ INFINITY, BENGANAHALLI, OLD MADRAS ROAD, KRISHNARAJAPURAM, BANGALORE - 560036,	2.38 LAKHS
80	2018-2019	ASHISH U MENON 9495026351	B.COM	ERNST YOUNG, NO.147/2, TOWER C, 3RD FLOOR, RMZ INFINITY, BENGANAHALLI, OLD MADRAS ROAD, KRISHNARAJAPURAM, BANGALORE - 560036,	2.38 LAKHS
81	2018-2019	MARTIN JEROME 9048371997	B.COM	ERNST YOUNG, NO.147/2, TOWER C, 3RD FLOOR, RMZ INFINITY, BENGANAHALLI, OLD MADRAS ROAD, KRISHNARAJAPURAM, BANGALORE - 560036,	2 LAKHS
82	2018-2019	FAIZAL AHAMED 9388472184	B.COM	OPERATION MANAGER - GENEX, DOOR NO. 67/ 500, MATHER SQUARE, BLOCK C, 3RD FLOOR, OPPOSITE NORTH RAILWAY STATION, KOCHI, KERALA 682018	4 LAKHS
83	2018-2019	ASHIK C ABDUL KHADER 8136998161 (SELF)	B.COM	MANAGING DIRECTOR, AIVA VIRTUAL LEARNING PRIVATE LIMITED, THOTTUMUGHAM, ALUVA, KERALA 683101	4 LAKHS
84	2018-2019	JOSE PAUL MEETO 9745505178	B.COM	BLUE LINE PLASTICS, SOUTH KALAMASSERY	
85	2018-2019	AASHNA ANNS DCOTHA 9567829483	B.COM	BAKED WITH LOVE, CHERANELLOR, ERNAKULAM	
86	2018-2019	SNEHA ELICE MATHEW 5606940386	BCOM	ERNST YOUNG, NO.147/2, TOWER C, 3RD FLOOR, RMZ INFINITY, BENGANAHALLI, OLD MADRAS ROAD, KRISHNARAJAPURAM, BANGALORE - 560036,	4 LAKHS
87	2018-2019	SREELAKSHMI K M 7907789177	BCOM	ERNST YOUNG, NO.147/2, TOWER C, 3RD FLOOR, RMZ INFINITY, BENGANAHALLI, OLD MADRAS ROAD, KRISHNARAJAPURAM, BANGALORE - 560036,	4 LAKHS
88	2018-2019	GOPIKA PADMAKUMAR- 9605273579	M.SC MOLECULAR BIOLOGY AND GENETIC ENGINEERING	SERI-BIOTECH RESEARCH LABORATORY	1.44 LAKHS
89	2018-2019	PARVATHY MENON- 8848837269	M.SC MOLECULAR BIOLOGY AND GENETIC ENGINEERING	DIPON ED BIOINTELLIGENCE LLP	2.04 LAKHS
90	2018-2019	SREEDEVI GOPINATH- 9496527202	M.SC MOLECULAR BIOLOGY AND GENETIC ENGINEERING	MOLECULAR CONNECTIONS	
91	2018-2019	VAISHAK P MENON- 9656916679	M.SC MOLECULAR BIOLOGY	JRF AT AMALA INSTITUTE OF MEDICAL SCIENCE THRISHUR	

			AND GENETIC ENGINEERING		
92	2018-2019	DEVAKI SURESH	MSC MOLECULAR BIOLOGY AND GENETIC ENGINEERING	SCMS INSTITUTE OF BIOSCIENCE AND BIOTECHONLOGY RESEARCH AND DEVELOPMENT	.36 LAKHS

Dr. G. SASHI KUMAR
PRINCIPAL
SCMS SCHOOL OF TECHNOLOGY AND MANAGEMENT



----- Forwarded message -----

From: **Anilkumar A S** <anilkumars@hdfc.com>

Date: Fri, Oct 5, 2018 at 3:17 PM

Subject: Campus selection

To: George Joseph <georgejoseph@scmsgroup.org>

Cc: PremAnand K <Premk@hdfc.com>, Bijoy Ramaswamy <bijoyr@hdfc.com>

Dear Sir,

We wish to inform you that we have selected the following candidate.

1) **Mr. Sarath R**

Thanks & Regards,

Anil Kumar A S

HDFC Ltd | HDFC House| Ravipuram | M.G.Road | Kochi | 682015

☎ 0484-6661221, 6661200 9847011151 ✉ anilkumars@hdfc.com

Website : <http://www.hdfc.com>

Date: 18-Feb-2019

APPOINTMENT LETTER**Adarsh Jose**

Dear Adarsh,

Welcome aboard!

We are pleased to appoint you as **ASSISTANT MANAGER** in **FL II** Grade for **MANAGEMENT TRAINEE**. You will be employed in the **HUMAN RESOURCES** Business Unit of the Company. Your date of joining is on or before **06-May-2019**. The following terms and conditions will be applicable to you:

1. PLACE OF POSTING:

Your posting will be presently at **MUMBAI-VRINDAVAN-KALINA**. However, during employment of the Company, you may be posted / transferred to any of the offices / projects / divisions / departments / units / subsidiaries / sister concerns of the Company, existing or to be set up at any other location in India or abroad, without any additional remuneration, in the interest of the Company without assigning any reasons.

2. COMPENSATION & BENEFITS:

Your Cost to Company [CTC] per annum **Rs. 659,996/- (Rupees Six Lac Fifty Nine Thousand Nine Hundred and Ninety Six only)**, which will be inclusive of Basic Salary, Allowances and such other elements as may be applicable from time to time. Compensation and career progression shall be dependent on performance / conduct and in no case shall be construed to be a matter of right.

You will be governed at all times by the policies, procedures and rules of the Company related to the salary, allowances, benefits and perquisites which are applicable to you. Further, the Company, at its sole discretion, may modify or change such allowances, benefits and perquisites from time to time in accordance with its policies.

Your compensation review / increments and future prospects in the Company shall entirely depend on your performance and other relevant factors as Company may deem fit and in no case, they shall be automatic and / or a matter of right.

It is agreed between the Company and you that the incentive, payable if any, based on your performance and/or productivity is in lieu of any other bonus payable, including the bonus based on profits payable under any law. It is also expressly/ mutually agreed between the Company and you that the incentive payable if any, based on your performance and/or productivity shall be set off against the bonus payable based on profits under any law to the extent permissible under any law.

3. PROVIDENT FUND SCHEME :

You shall become a member of the Provident Fund immediately on joining and as per the rules in force from time to time. The Company contribution under this scheme is fixed at 12% of your basic with a matching compulsory contribution from you. You will be required to submit necessary forms to the Human Resources Department upon your joining.

**L&T Finance Limited & L&T FinCorp Limited have been merged into Family Credit Limited. The name of Family Credit Limited is changed to L&T Finance Limited.*

L&T Finance Limited
(erstwhile known as Family Credit Ltd.)
Correspondence Address
Brindavan, CST Road, Kalina
Santacruz (East), Mumbai 400 098

Registered Office
7th Floor, Technopolis, A-Wing
Plot No 4, Block-BP, Sector-V
Salt Lake, Kolkata 700 091
CIN: U65910WB1993FLC060810

T +91 22 6212 5000
E customercare@ltps.com

www.ltps.com

4. LEAVE :

You will be eligible for leave as per the Company's leave policy.

5. MEDICAL FITNESS :

Your appointment is subject to your declaration of medical fitness to perform the job assigned to you by the Company. The Company, as and when necessary, may require you to be medically examined by Company appointed medical practitioner at any time, during the period of your service. The Company reserves the right to initiate necessary actions, including termination of employment, in case a false declaration of medical fitness provided by you.

6. DUTIES AND RESPONSIBILITIES :

- i) Your duties are entirely managerial in nature and the Company will expect you to work with a high standard of initiative, efficiency and economy and encourage and motivate people under you to achieve optimum output. You will perform, observe and confirm to such duties, directions and instructions assigned or communicated to you by the Company and those in authority over you.
- ii) You will devote your entire time to the work of the Company and will not undertake any direct / indirect business or work, honorary or remuneratory except with the written permission of the Company in each case. Contravention of this will lead to the termination of your service without any notice or any compensation in lieu of such notice.
- iii) You shall not seek membership of any local or public bodies without first obtaining written permission from the Company.
- iv) You shall neither divulge nor give out information to any unauthorized person (including media) during the period of your service or even afterwards by word of mouth or otherwise, particulars or details of our processes, know-how, security arrangements, administrative and / or organizational matters of a confidential / secret nature, which may be your privilege to know by virtue of your being our employee and which shall bring disrepute to the Company or its group companies.
- v) You shall keep confidential all the information and material provided to you by the Company or by its clients concerning their affairs, in order to enable the Company to perform the service. This also includes such information as is already known to the public which also you will not release, use or disclose except with the prior written permission of the Company. Your obligation to keep such information confidential shall remain even on termination or cancellation of this employment.
- vi) You will not enter into any commitments or dealings on behalf of the Company for which you have no clear authority nor alter or be a party to any alteration of any principle or policy of the Company or exceed the authority or discretion vested in you without the previous sanction of the Company or those in authority over you.

**L&T Finance Limited & L&T FinCorp Limited have been merged into Family Credit Limited. The name of Family Credit Limited is changed to L&T Finance Limited.*

L&T Finance Limited
(erstwhile known as Family Credit Ltd.)
Correspondence Address
Brindavan, CST Road, Kalina
Santacruz (East), Mumbai 400 098

Registered Office
7th Floor, Technopolis, A-Wing
Plot No 4, Block-BP, Sector-V
Salt Lake, Kolkata 700 091
CIN: U65910WB1993FLC060810

T +91 22 6212 5000
E customercare@ltps.com

www.ltps.com

- vii) You will be responsible for the safe keeping and return in good condition and order of all the properties of the Company, which may be in your use, custody, care or charge. For the loss of any property of the Company in your possession, the Company will have a right to assess on its own basis and recover the damages of all such materials from you and to take such other action as it deems proper in the event of your failure to account for such material or property to its satisfaction.

7. TERMINATION OF PERMANENT SERVICE :

- i) You will automatically retire from the service of the Company on attaining the superannuation age of 58 years.
- ii) If you absent yourself without intimation / sanctioned leave or remain absent beyond the period originally granted or subsequently extended, you shall be considered as having voluntarily abandoned your employment without giving any notice unless you resume your duties within 8 days from the commencement of such absence and provide explanation to the satisfaction of the Company for such absence.
- iii) Your services are liable to be terminated without any notice or salary in lieu thereof in case of misconduct, including loss of confidence, arising out of misconduct, disloyalty, commission of an act involving moral turpitude and act of indiscipline or inefficiency.
- iv) During the service period, either party to this contract shall be at liberty to terminate the same by giving to the other 3 months notice in writing or compensation (on Basic Salary basis) in lieu thereof. Provided that, such notice or compensation in lieu of shall not be payable by the Company to you in the event of any contravention or violation by you, of any of the provisions set forth in this appointment letter. It shall not be necessary for either party to assign any reason for termination of the contract. Final decision on relieving an employee in case of insufficient notice period or compensation in lieu thereof, or the decision to waive the notice period vests with the Company. Any unutilized leave, as per the Company's leave policy, may be set-off against the notice period of 3 months, at the discretion of the Company.

8. GENERAL CONDITIONS :

- i. You may be selected and sponsored by the Company for familiarization / training assignments or any other institutions / organizations in India and / or abroad. You will diligently and beneficially take part in the training and such assignments. The cost of such training including the travel fare and related expenses will be borne by the Company subject to agreements to be drawn up and signed by the Company and you specifying minimum number of years you will serve the Company after such training and providing for payment of liquidated damages by you to the Company proportionate to the years of service remaining to be rendered, in the event you voluntarily terminate the contract of service or this appointment, as the case may be, prior to the expiry of the agreed period of service referred to herein above.
- ii. You will be required to comply with BYOD Policy (Bring Your Own Device Policy) of the Company and consequently, you will be allowed to bring personally owned devices (adhering to the Company's acceptable use policy) to the workplace and use the said devices to gain access to the application, network & IT resources of the Company. A

**L&T Finance Limited & L&T FinCorp Limited have been merged into Family Credit Limited. The name of Family Credit Limited is changed to L&T Finance Limited.*

L&T Finance Limited
(erstwhile known as Family Credit Ltd.)
Correspondence Address
Brindavan, CST Road, Kalina
Santacruz (East), Mumbai 400 098

Registered Office
7th Floor, Technopolis, A-Wing
Plot No 4, Block-BP, Sector-V
Salt Lake, Kolkata 700 091
CIN: U65910WB1993FLC060810

T +91 22 6212 5000
E customercare@ltps.com

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onetime only advance shall be extended by the Company to you pursuant to the said policy, the amount of which shall be recovered from you prorated basis if your employment is terminated for any reason whatsoever within 364 days of your date of joining.

- iii. You will be covered by the service rules and regulations including conduct, discipline and administrative orders and any such other rules or orders of the Company that may come in force from time to time.
- iv. Your age mentioned in the Matriculation / Higher Secondary Certificate will be deemed to be the conclusive proof of your date of birth.
- v. You will intimate in writing to the Company any change of address within a week from change of the same, failing which, any communication sent on your last recorded address shall be deemed to have been served on you.
- vi. You will hand over the charge of Letter of Authority or Power of Attorney issued to you or any property / material of the Company in your possession at the time of cessation of your employment with the Company.
- vii. The present designation is subject to change depending upon work assignment from time to time.
- viii. You shall abide by the rules and regulations which the Company has at this level and shall undertake to sign such declarations that the Policy may demand from time to time.
- ix. Unless otherwise specified, any reimbursements, in the form of relocation expenses / notice pay or payment of joining bonus, will be fully recovered if your employment with the Company ceases within two years of joining. Any payment made, in the form of relocation expenses / notice pay or payment of sign-on bonus will be taxed as per income tax rules.
- x. The Company reserves the right to verify your documents & background through internal or external agencies. These may include your current / previous employment history, educational / professional credentials, CIBIL & other background checks.
- xi. Your appointment is also liable to termination in the event of the verification of your character, antecedents and testimonials are not found satisfactory. In case particulars mentioned in your application are found false or unsatisfactory, your services would be liable for termination at any time without any notice or any compensation in lieu thereof.
- xii. In case you join the Company in the absence of the relieving order from your previous employer, you shall do so at your own risk and undertake to keep the Company indemnified for all loss / damage by your such act.
- xiii. Any dispute or difference or claims arising out of or in connection with this contract shall be resolved by reference to arbitration by a sole arbitrator appointed by the Company, at its sole discretion. The arbitration proceedings shall be governed by the provisions of the Arbitration & Conciliation Act, 1996 and the Rules framed there under and any amendments thereto. The language of arbitration shall be English. The venue of arbitration shall be at Mumbai and courts at Mumbai shall have exclusive jurisdiction.

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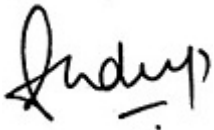
The award of the arbitrator shall be final and binding on the parties. The governing law shall be the laws of India

- xiv. Any Dispute between yourself and the Company concerning with or relating to or arising out of this employment shall be subject to the jurisdiction in Greater Mumbai only.
- xv. Please note that you are required to keep the salary & other perquisites / benefits offered to you strictly confidential and not to share information regarding the same with any one.
- xvi. This appointment is subject to the rules, regulations and policies made by the Company and detailed in the HR manual or any other circular/intimation issued by the HR team as in force at present or as may be amended, altered, modified or extended from time to time and shall be binding upon you whether or not you have signed off on such amendment or modification . If acceptable to you, please carry a duplicate copy of this letter duly signed by you in token of your acceptance of offer on your date of joining.

You are requested to indicate your acceptance and complete the document submission process. You would be required to carry a signed copy (with initials on all the pages) of the appointment letter on the date of Joining.

With best wishes for your assignment,
Sincerely yours,

For L&T FINANCE LIMITED.



SUDEEP BANERJEE
GROUP HEAD – HUMAN RESOURCES

ACKNOWLEDGEMENT & ACCEPTANCE

I have read and understood the above terms and conditions and hereby sign in acceptance of the same.

NAME: _____

SIGNATURE: _____

DATE: _____

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Annexure I			
Name	Adarsh Jose		
Grade	FL II	Designation	ASSISTANT MANAGER

Sr. No.	Heads	Per Month (Rs.)	Per Annum (Rs.)
Monthly Components			
A.	Basic	16,500	197,999
	House Rent Allowance	8,250	99,000
	Leave Travel Allowance	1,375	16,500
	Special Allowance	18,801	225,613
	Statutory Bonus	1,800	21,600
	Sub-Total (A)	46,726	560,712
Statutory Benefits & Retirals			
B.	Provident Fund (Employer Contribution 12% of Basic)	1,980	23,760
	Gratuity (4.81% of Basic)	794	9,524
	Sub Total (B)	2,774	33,284
Total Fixed Pay (A + B)		49,500	593,996
C.	Annual Performance Bonus #		66,000
D.	Total Cost To Company (A + B + C)		659,996
Rs. Six Lac Fifty Nine Thousand Nine Hundred and Ninety Six Only			

Performance Bonus based on the agreed and achieved individual Key Result Areas (KRA) & Company performance and in line with the Company policy

In addition to the above, you will be covered under the following Group Insurances:

- Group Life Insurance Cover
- Family Medclaim Cover (Details in the HR Manual)
- Group Personal Accident Cover

Sincerely yours,
For **L&T FINANCE LIMITED**



SUDEEP BANERJEE
GROUP HEAD - HUMAN RESOURCES

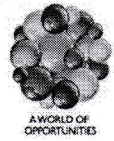
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Oct 24, 2018

Dear **Arjun A,**

Sub: Offer of Employment

We take pleasure in offering you the position of "Trainee Assistant Store Manager" in the Executive grade with Aditya Birla Fashion and Retail Limited. Your employment commences from the date of your reporting.

You will be on training for a period of three months from the date of joining. Post successful completion of your training, you will be based at any of our store across the country. A detailed letter of appointment will be issued to you on your day of joining on completion of joining formalities.

Your tentative date of joining will be in May 2019. A statement detailing your compensation and benefits is enclosed for your reference (refer Annexure 1).

Kindly acknowledge the offer in writing as a token of your acceptance on or before **Nov. 5, 2018**.

We look forward to having you on board.

Wishing you a successful career with ABFRL.

Yours faithfully
For Aditya Birla Fashion and Retail Ltd

Sophia Das
Head – Front End Human Resources.

Acknowledgement Receipt

I have read the details mentioned in the documents and I accept the terms and conditions as mentioned

Accepted the offer with thanks.

ARJUN A
5/11/2018

Divisional Office :
Aditya Birla Fashion and Retail Limited
(Formerly known as Pantaloon Fashion & Retail Limited)
MADURA FASHION & LIFESTYLE
Plot No.5B, Regent Gateway,
Doddanakundi Village, KIADB Industrial Area,
ITPL Road, Bangalore - 560 048, India.

Telephone +91 80 67271600
Fax +91 80 67272444
Website www.abfrl.com
customerservice@madura.adityabirla.com

Registered Office :
701-704, 7th Floor, Skyline Icon Business Park,
86-92, Off Andheri-Kurla Road, Marol Village,
Andheri East, Mumbai, Maharashtra-400059, India.
CIN - L1801MH2007PLC233901



ANNEXURE – 1: COMPENSATION AND BENEFITS

Employee Name : Arjun A
Job Title : Trainee Assistant Store Manager
Grade : Executive
Reporting Manager : Area Retail Manager

Particulars	Monthly	Annual
Salary		
Basic Salary	15000	180000
Allowance		
Supplementary Allowance	4710	56520
House Rent Allowance	6000	72000
Conveyance Allowance	1600	19200
Medical Allowance	834	10008
Statutory Bonus	584	7008
Gross Salary	28728	344736
Retirement Benefits/ ESIC Benefits		
Provident fund (12% of basic)	1800	21600
Gratuity (4.81% on basic)	722	8664
ESIC Contribution (4.75% on Gross)	0	0
Fixed Compensation	31250	375000
Confirmation Bonus*	4167	12501
Sales Incentive	4167	37503
Cost to Company	35417	425004
Deferred Compensation**		50000
Target CTC (For 1st Year)		475004

*Will be part of incentive from 2nd year

** Payable one time only after completion of 1 year of service

Sophia Das
Head – Front End Human Resources.

Notes:

- 1) All Salary Payments are subject to Income tax, Professional tax and any other statutory deductions are applicable in accordance with the laws prevailing.
- 2) You and your dependents will be covered under a comprehensive medical insurance policy for any hospitalization. You can cover your spouse and two children and two dependent parents under this scheme. You will also be covered under a Group Personal Accident policy.
- 3) Incentive will be payable as per the sales target achievement in incentive schemes, which will be shared by your reporting manager after joining ABFRL. Incentive are applicable post completion of successful completion of training.

Acknowledgement Receipt

I have read the details mentioned in the documents and I accept the terms and conditions as mentioned

ARJUN A
5/11/2018

Divisional Office :

Aditya Birla Fashion and Retail Limited
(Formerly known as Pantaloons Fashion & Retail Limited)
MADURA FASHION & LIFESTYLE
Plot No.5B, Regent Gateway,
Doddanakundi Village, KIADB Industrial Area,
ITPL Road, Bangalore - 560 048, India.

Telephone +91 80 67271600
Fax +91 80 67272444
Website www.abfrl.com
customerservice@madura.adityabirla.com

Registered Office :

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86-92, Off Andheri-Kurla Road, Marol Village,
Andheri East, Mumbai, Maharashtra-400059, India.
CIN - L1801MH2007PLC233901



Robinson Babu
Kakkanad

13-Nov-18

PERSONAL & CONFIDENTIAL

Dear **Robinson,**

We are pleased to extend you an offer to join OYO as **Sales Associate, Band 1A.**

This letter will memorialize the terms of your employment by OYO. Your employment is contingent on your ability to furnish employment eligibility documentation as required by law. However, if considered expedient and necessary, we may conduct background checks on you on our own or through third party. You hereby consent to any such background checks and undertake to co-operate if so requested by us. We look forward to your joining and helping us grow the Company's business!

Your employment with the Company may be subject to successful pre and/or post-employment background check.

The terms of your employment are as follows:

Joining Date: To be confirmed by 30th Nov'2018.

- 1. Place of Work: To be confirmed by 30th Nov'2018.**
- 2. Leave and Working Hours:** You will be entitled to leave as per company policy and will observe the working hours as may be applicable to your category of employees and location of posting.
- 3. Fulfillment Obligation:** Any cash bonuses or other expenses paid prior to normal salary periods are recoverable by the Company for the first 90 days of employment should you terminate your employment without cause.
- 4. Confidentiality and Invention Assignment:** Your employment is conditioned upon your execution of Confidentiality and Invention Assignment Agreements and agreement to abide by the terms and conditions of those Agreements. Failure to abide by the terms of the Agreements may result in your dismissal, and you are subject to their terms even after the termination of your employment.
- 5. Transfer & Relocation:** You will be liable to transfer in such capacity as the company may from time to time determine to any other location, department, establishment, factory or branch of the company or its affiliate, associate or subsidiary companies. In such case, you will be governed by the terms and conditions of service applicable to the new assignment.
- 6. Non-Compete:** You agree that during the term of your employment and for further period of 6 calendar months after separation from the Company, for whatever reasons, you shall not carry on or engage in directly or indirectly in any business which competes directly or indirectly with any or all the business pursued by the Company in any territory, whether in India or overseas, at the relevant point of time or proposed to be pursued by the Company in the immediate future, in respect of which proposal you were aware of or likely to be aware of considering the nature of your duties (" Restricted Business), other than through the Company.
- 7. Non-Solicitation of Customers:** You agree that during the term of your employment and for a further period of 24 (twenty four) calendar months after separation from the Company, for whatever reasons, you shall not directly or indirectly, irrespective of whether the relationship between the Company and a customer was originally established in whole or in part through your efforts; (i) solicit any Restricted Business from any customer; (ii) persuade any existing or prospective customer to cease doing Restricted Business with the Company; (iii) reduce

Oravel Stays Private Limited

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Corporate Office: 9th floor, Spaze Palazo, Southern Peripheral Road, Sec-69, Gurugram-122001

Phone: 01246252000 Email: talent.acquisition@oyorooms.com

CIN: U63090DL2012PTC231770



the amount of Restricted Business which any customer has customarily done or might propose doing with the Company.

- 8. Non – Solicitation and Non Hire of Company Employees:** You agree that during the term of your employment and a further period of 24 (twenty four) calendar months after separation from the Company, for whatever reasons, you shall not either directly or indirectly solicit or entice away or endeavor to solicit or to entice away or assist any other Person to solicit or hire or entice away from the Company, any Company employee.
- 9. Probation, Confirmation & Termination:**
 - a)** you will be on probation for a period of **90** days from the date of your appointment, where after, post completion of 90 days your services with the organization stands confirmed unless otherwise notified in writing through the HR team. The Company reserves the right to reduce or extend your probation period at its absolute discretion.
 - b)** During the probation period/ extended period of probation, company shall be entitled to terminate your employment without cause at any time by giving you 7 calendar days’ notice or salary in lieu thereof. However, in case of cause, the Company can terminate your employment immediately. If you wish to terminate your employment with the Company during the probation period/ extended period of probation, then you shall be required to serve 7 calendar days’ notice period from the day next to resignation or salary in lieu thereof. During the notice period you shall not be entitled to any paid or unpaid leave and the notice period cannot be adjusted by any accrued leave. The decision of waiving the notice period lies at the sole discretion of the Company.
 - c)** Post probation confirmation, company shall be entitled to terminate your employment, without cause, at any time by giving you **30** calendar days’ notice or salary in lieu thereof. You are also bound to provide the company with **30** calendar days’ notice period from the day next to resignation or salary in lieu thereof. During the notice period you shall not be entitled to any paid or unpaid leave and the notice period cannot be adjusted by any accrued leave. The decision of waiving the notice period lies at the sole discretion of the Company.
- 10. Confidentiality & Non-Compete and Non-Solicitation:** You certify not to share your salary or any company details along with not joining any competitor as an employee or contractor or solicit any employee from the company.
- 11. Term:** The Company may terminate your employment for cause with immediate effect at any time. No salary or allowances will be paid for any period if you are terminated for cause.
- 12. Salary:** Refer annexure – B for salary details.
- 13. “Employee Agreement”:** To protect the interests of the Company, you will need to sign the Company's standard Terms & Conditions of Employment (attached as annexure A), invention assignment agreement, Oravel Stays Private Limited Confidentiality Agreement and conflict of interest agreement (collectively, the “Employee Agreements”) as a condition of your employment. You represent that your signing of this offer letter, and the Employee Agreements and your commencement of employment with the Company will not breach any agreement currently in place between yourself and current or past employers.

Please confirm that this letter sets forth the terms of your employment with the Company by countersigning a copy of this letter below. Your signature below indicates that you fully understand the terms of your employment with the Company and that you enter this Agreement knowingly and of your own accord.

Sincerely,

Authorized Signatory

Robinson Babu

Oravel Stays Private Limited

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Annexure A

Terms & Conditions of Employment

1. During the term of your employment with Oravel Stays Private Limited, you may not engage in any employment or act in any way, which either conflicts with your duties and obligations to Oravel Stays Private Limited or is contrary to the policies or the interests of Oravel Stays Private Limited.
2. During the term of your employment with Oravel Stays Private Limited, you are required to disclose all material and relevant information, which may either affect your employment with Oravel Stays Private Limited currently or in the future or may be in conflict with the terms of your employment with Oravel Stays Private Limited, either directly or indirectly. If at any time during your employment, if Oravel Stays Private Limited becomes aware that you have suppressed any material or relevant information required to be disclosed by you, Oravel Stays Private Limited reserves the right to forthwith terminate your employment without any notice and without any obligation or liability to pay any remuneration or other dues to you irrespective of the period that you may have been employed by Oravel Stays Private Limited.
3. You agree to conform to and comply with Oravel Stays Private Limited's Policy and such other directions and guidelines which Oravel Stays Private Limited may from time to time give as per its own discretion.
4. Notwithstanding anything mentioned in this Agreement, Oravel Stays Private Limited may terminate your employment, with immediate effect by a notice in writing (without salary in lieu of notice), in the event of your misconduct, including but not limited to, fraudulent, dishonest or undisciplined conduct of, or breach of integrity, or embezzlement, or misappropriation or misuse by you of Oravel Stays Private Limited's property, or insubordination or failure to comply with the directions given to you by persons so authorized, or your insolvency or conviction for any offence involving moral turpitude, or breach by you of any terms of this Agreement or Oravel Stays Private Limited Policy or other documents or directions of Oravel Stays Private Limited, or irregularity in attendance, or your unauthorized absence of from the place of work for more than five (5) working days, or closure of the business of Oravel Stays Private Limited, or redundancy of your post in Oravel Stays Private Limited, or upon you conducting yourself in a manner which is regarded by Oravel Stays Private Limited as prejudicial to its own interests or to the interests of its clients .
5. Notwithstanding anything aforesaid, termination by you shall be subject to the satisfactory completion of all your existing duties, obligations and projects.
6. At the time of termination of your employment, if there are any dues from you, the same may be adjusted against any money due to you from Oravel Stays Private Limited on account of salary, bonus or any other such payments.
7. You agree that the laws of India shall govern the interpretation and enforcement of this Agreement and the provisions of the Indian Arbitration and Conciliation Act, 1996, shall govern all disputes under this Agreement. The venue for arbitration will be New Delhi.

This is to certify that I have read this Agreement and understood all the terms and conditions mentioned therein and I hereby accept and agree to abide by them.

Robinson Babu

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Annexure B

Name	Robinson Babu	
Designation	Sales Associate	
CTC	450,000.00	
Components	Annually	Monthly
FIXED		
Basic	157,500.00	13,125.00
HRA	78,750.00	6,563.00
Flexible compensation	94,274.00	7,856.00
VARIABLE		
Performance Linked Incentives	90,000.00	-
RETIRALS		
Employer contribution to PF	18,900.00	1,575.00
Gratuity	7,576.00	631.00
BENEFITS		
Medical Insurance premium	3,000.00	250.00
	450,000.00	30,000.00

One time performance bonus of Rs **50,000** to be paid after completion of one year with A or B rating for each month.

Note:-

- * CTC is subject to applicable tax deductions.
- * Employer and employee's contribution to the PF will be deducted from the CTC.

A description of above components given in Annexure C.

Authorized Signatory

Robinson Babu

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Annexure C

Basic	35% of CTC, Paid monthly and taxable
HRA	Paid monthly and taxable; tax exemption is available subject to submission of original rent receipts and compliance with other conditions, as specified in the company policy
Statutory Bonus	Statutory Bonus is mandatory for employees with Gross salary of up to INR 21000 p.m. For people above this threshold, this component will not exist. This will be paid monthly.
Flexible compensation	
Leave Travel Allowance (LTA)	You can opt for LTA to reduce tax deduction from your salary. If you join in the middle of the year, you will be entitled to LTA on a pro-rata basis. Need to be claimed through Zeta
Telephone Allowance	You can opt for telephone allowance to reduce tax deduction from your salary Paid monthly and tax free subject to submission of original broadband bills and compliance with other conditions, as specified in the company policy. Need to be claimed through Zeta
Meal Allowance	You can opt for Meal Allowance to reduce tax deduction from your salary. Paid monthly and tax free subject to submission original bills for expense at restaurants, coffee shops, bakeries, food store, cafeterias etc. and compliance with other conditions, as specified in the company policy. Need to be claimed through Zeta
Variable Compensation	
Performance Linked Incentive	Payable according to the company policy
Retirals	
Provident Fund	Provident fund contribution is calculated @ 12% on basic salary as employer's contribution and same amount is deducted from employee's gross salary as employee's contribution. Basic salary is capped at INR 15,000/month. However, post joining you can opt for Provident fund deduction on the entire basic salary. Provident Funds and Miscellaneous Provisions Act, provides for compulsory contributory fund for the future of an employee after retirement or for his dependents in case of his early death.
Gratuity	It is payable as per Gratuity act on retirement or Employee leaving the company of minimum 5 years of continuous service.
Benefits	
Medical Insurance	Coverage of 3 Lakhs for self and immediate family (includes spouse & children)
Group Life and Personal Accident Insurance	Personal Accident insurance coverage of 3 times of annual CTC to the insured person or his / her nominated beneficiary as specified in the company policy.

Notes:

1. Any tax liabilities arising out of the salary payout shall be deducted as per the Income Tax Act, 1961
2. Tax computation shall be subject to investment declaration submitted by you
3. All the above components and benefits are as per company's policies, which are subject to change from time without any prior intimation
4. Professional Tax is subject to location.

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Phone: 01246252000 Email: talent.acquisition@oyorooms.com

CIN: U63090DL2012PTC231770



Documents Required

To make the on boarding process smooth. Kindly bring one copy of the below motioned documents on the date of Joining.

1. PAN Card Copy
2. Aadhar Card Copy
3. Permanent Address Proof
4. Current Address Proof
5. Mark sheet and pass certificate/degree of the highest qualification
6. Last company's Offer Letter/Appointment Letter copy (If applicable)
7. Last company's Increment letter copy (If applicable)
8. Experience Letter/ Relieving Letter/Resignation Acceptance through official email (clearly stating that resignation is accepted and you are relieved (If applicable)
9. Last three month's Salary Slip from previous employer (If applicable)
10. Cancelled Cheque Copy (Bank Account Details)
11. 3 photographs

You are requested to inform your HR coordinator well in advance in case you are unable to provide any of the above-mentioned documents on joining day. In the absence of any above-mentioned documents we will not be able to complete your joining.

Thanks
Team HR @ OYO

Oravel Stays Private Limited

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Corporate Office: 9th floor, Spaze Palazo, Southern Peripheral Road, Sec-69, Gurugram-122001

Phone: 01246252000 Email: talent.acquisition@oyorooms.com

CIN: U63090DL2012PTC231770



Arun Joe Mathew

Kolenchery

13-Nov-18

PERSONAL & CONFIDENTIAL

Dear **Arun**,

We are pleased to extend you an offer to join OYO as **Sales Associate, Band 1A**.

This letter will memorialize the terms of your employment by OYO. Your employment is contingent on your ability to furnish employment eligibility documentation as required by law. However, if considered expedient and necessary, we may conduct background checks on you on our own or through third party. You hereby consent to any such background checks and undertake to co-operate if so requested by us. We look forward to your joining and helping us grow the Company's business!

Your employment with the Company may be subject to successful pre and/or post-employment background check.

The terms of your employment are as follows:

Joining Date: To be confirmed by 30th Nov'2018.

- 1. Place of Work: To be confirmed by 30th Nov'2018.**
- 2. Leave and Working Hours:** You will be entitled to leave as per company policy and will observe the working hours as may be applicable to your category of employees and location of posting.
- 3. Fulfillment Obligation:** Any cash bonuses or other expenses paid prior to normal salary periods are recoverable by the Company for the first 90 days of employment should you terminate your employment without cause.
- 4. Confidentiality and Invention Assignment:** Your employment is conditioned upon your execution of Confidentiality and Invention Assignment Agreements and agreement to abide by the terms and conditions of those Agreements. Failure to abide by the terms of the Agreements may result in your dismissal, and you are subject to their terms even after the termination of your employment.
- 5. Transfer & Relocation:** You will be liable to transfer in such capacity as the company may from time to time determine to any other location, department, establishment, factory or branch of the company or its affiliate, associate or subsidiary companies. In such case, you will be governed by the terms and conditions of service applicable to the new assignment.
- 6. Non-Compete:** You agree that during the term of your employment and for further period of 6 calendar months after separation from the Company, for whatever reasons, you shall not carry on or engage in directly or indirectly in any business which competes directly or indirectly with any or all the business pursued by the Company in any territory, whether in India or overseas, at the relevant point of time or proposed to be pursued by the Company in the immediate future, in respect of which proposal you were aware of or likely to be aware of considering the nature of your duties (" Restricted Business), other than through the Company.
- 7. Non-Solicitation of Customers:** You agree that during the term of your employment and for a further period of 24 (twenty four) calendar months after separation from the Company, for whatever reasons, you shall not directly or indirectly, irrespective of whether the relationship between the Company and a customer was originally established in whole or in part through your efforts; (i) solicit any Restricted Business from any customer; (ii) persuade any existing or prospective customer to cease doing Restricted Business with the Company; (iii) reduce

Oravel Stays Private Limited

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Corporate Office: 9th floor, Spaze Palazo, Southern Peripheral Road, Sec-69, Gurugram-122001

Phone: 01246252000 Email: talent.acquisition@oyorooms.com

CIN: U63090DL2012PTC231770



the amount of Restricted Business which any customer has customarily done or might propose doing with the Company.

- 8. Non – Solicitation and Non Hire of Company Employees:** You agree that during the term of your employment and a further period of 24 (twenty four) calendar months after separation from the Company, for whatever reasons, you shall not either directly or indirectly solicit or entice away or endeavor to solicit or to entice away or assist any other Person to solicit or hire or entice away from the Company, any Company employee.
- 9. Probation, Confirmation & Termination:**
 - a)** you will be on probation for a period of **90** days from the date of your appointment, where after, post completion of 90 days your services with the organization stands confirmed unless otherwise notified in writing through the HR team. The Company reserves the right to reduce or extend your probation period at its absolute discretion.
 - b)** During the probation period/ extended period of probation, company shall be entitled to terminate your employment without cause at any time by giving you 7 calendar days’ notice or salary in lieu thereof. However, in case of cause, the Company can terminate your employment immediately. If you wish to terminate your employment with the Company during the probation period/ extended period of probation, then you shall be required to serve 7 calendar days’ notice period from the day next to resignation or salary in lieu thereof. During the notice period you shall not be entitled to any paid or unpaid leave and the notice period cannot be adjusted by any accrued leave. The decision of waiving the notice period lies at the sole discretion of the Company.
 - c)** Post probation confirmation, company shall be entitled to terminate your employment, without cause, at any time by giving you **30** calendar days’ notice or salary in lieu thereof. You are also bound to provide the company with **30** calendar days’ notice period from the day next to resignation or salary in lieu thereof. During the notice period you shall not be entitled to any paid or unpaid leave and the notice period cannot be adjusted by any accrued leave. The decision of waiving the notice period lies at the sole discretion of the Company.
- 10. Confidentiality & Non-Compete and Non-Solicitation:** You certify not to share your salary or any company details along with not joining any competitor as an employee or contractor or solicit any employee from the company.
- 11. Term:** The Company may terminate your employment for cause with immediate effect at any time. No salary or allowances will be paid for any period if you are terminated for cause.
- 12. Salary:** Refer annexure – B for salary details.
- 13. “Employee Agreement”:** To protect the interests of the Company, you will need to sign the Company's standard Terms & Conditions of Employment (attached as annexure A), invention assignment agreement, Oravel Stays Private Limited Confidentiality Agreement and conflict of interest agreement (collectively, the “Employee Agreements”) as a condition of your employment. You represent that your signing of this offer letter, and the Employee Agreements and your commencement of employment with the Company will not breach any agreement currently in place between yourself and current or past employers.

Please confirm that this letter sets forth the terms of your employment with the Company by countersigning a copy of this letter below. Your signature below indicates that you fully understand the terms of your employment with the Company and that you enter this Agreement knowingly and of your own accord.

Sincerely,

Authorized Signatory

Arun Joe Mathew

Oravel Stays Private Limited

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Annexure A

Terms & Conditions of Employment

1. During the term of your employment with Oravel Stays Private Limited, you may not engage in any employment or act in any way, which either conflicts with your duties and obligations to Oravel Stays Private Limited or is contrary to the policies or the interests of Oravel Stays Private Limited.
2. During the term of your employment with Oravel Stays Private Limited, you are required to disclose all material and relevant information, which may either affect your employment with Oravel Stays Private Limited currently or in the future or may be in conflict with the terms of your employment with Oravel Stays Private Limited, either directly or indirectly. If at any time during your employment, if Oravel Stays Private Limited becomes aware that you have suppressed any material or relevant information required to be disclosed by you, Oravel Stays Private Limited reserves the right to forthwith terminate your employment without any notice and without any obligation or liability to pay any remuneration or other dues to you irrespective of the period that you may have been employed by Oravel Stays Private Limited.
3. You agree to conform to and comply with Oravel Stays Private Limited's Policy and such other directions and guidelines which Oravel Stays Private Limited may from time to time give as per its own discretion.
4. Notwithstanding anything mentioned in this Agreement, Oravel Stays Private Limited may terminate your employment, with immediate effect by a notice in writing (without salary in lieu of notice), in the event of your misconduct, including but not limited to, fraudulent, dishonest or undisciplined conduct of, or breach of integrity, or embezzlement, or misappropriation or misuse by you of Oravel Stays Private Limited's property, or insubordination or failure to comply with the directions given to you by persons so authorized, or your insolvency or conviction for any offence involving moral turpitude, or breach by you of any terms of this Agreement or Oravel Stays Private Limited Policy or other documents or directions of Oravel Stays Private Limited, or irregularity in attendance, or your unauthorized absence of from the place of work for more than five (5) working days, or closure of the business of Oravel Stays Private Limited, or redundancy of your post in Oravel Stays Private Limited, or upon you conducting yourself in a manner which is regarded by Oravel Stays Private Limited as prejudicial to its own interests or to the interests of its clients .
5. Notwithstanding anything aforesaid, termination by you shall be subject to the satisfactory completion of all your existing duties, obligations and projects.
6. At the time of termination of your employment, if there are any dues from you, the same may be adjusted against any money due to you from Oravel Stays Private Limited on account of salary, bonus or any other such payments.
7. You agree that the laws of India shall govern the interpretation and enforcement of this Agreement and the provisions of the Indian Arbitration and Conciliation Act, 1996, shall govern all disputes under this Agreement. The venue for arbitration will be New Delhi.

This is to certify that I have read this Agreement and understood all the terms and conditions mentioned therein and I hereby accept and agree to abide by them.

Arun Joe Mathew

Oravel Stays Private Limited

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Annexure B

Name	Arun Joe Mathew	
Designation	Sales Associate	
CTC	450,000.00	
Components	Annually	Monthly
FIXED		
Basic	157,500.00	13,125.00
HRA	78,750.00	6,563.00
Flexible compensation	94,274.00	7,856.00
VARIABLE		
Performance Linked Incentives	90,000.00	-
RETIRALS		
Employer contribution to PF	18,900.00	1,575.00
Gratuity	7,576.00	631.00
BENEFITS		
Medical Insurance premium	3,000.00	250.00
	450,000.00	30,000.00

One time performance bonus of **Rs 50,000** to be paid after completion of one year with A or B rating for each month.

Note:-

- * CTC is subject to applicable tax deductions.
- * Employer and employee's contribution to the PF will be deducted from the CTC.

A description of above components given in Annexure C.

Authorized Signatory

Arun Joe Mathew

Oravel Stays Private Limited

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Annexure C

Basic	35% of CTC, Paid monthly and taxable
HRA	Paid monthly and taxable; tax exemption is available subject to submission of original rent receipts and compliance with other conditions, as specified in the company policy
Statutory Bonus	Statutory Bonus is mandatory for employees with Gross salary of up to INR 21000 p.m. For people above this threshold, this component will not exist. This will be paid monthly.
Flexible compensation	
Leave Travel Allowance (LTA)	You can opt for LTA to reduce tax deduction from your salary. If you join in the middle of the year, you will be entitled to LTA on a pro-rata basis. Need to be claimed through Zeta
Telephone Allowance	You can opt for telephone allowance to reduce tax deduction from your salary Paid monthly and tax free subject to submission of original broadband bills and compliance with other conditions, as specified in the company policy. Need to be claimed through Zeta
Meal Allowance	You can opt for Meal Allowance to reduce tax deduction from your salary. Paid monthly and tax free subject to submission original bills for expense at restaurants, coffee shops, bakeries, food store, cafeterias etc. and compliance with other conditions, as specified in the company policy. Need to be claimed through Zeta
Variable Compensation	
Performance Linked Incentive	Payable according to the company policy
Retirals	
Provident Fund	Provident fund contribution is calculated @ 12% on basic salary as employer's contribution and same amount is deducted from employee's gross salary as employee's contribution. Basic salary is capped at INR 15,000/month. However, post joining you can opt for Provident fund deduction on the entire basic salary. Provident Funds and Miscellaneous Provisions Act, provides for compulsory contributory fund for the future of an employee after retirement or for his dependents in case of his early death.
Gratuity	It is payable as per Gratuity act on retirement or Employee leaving the company of minimum 5 years of continuous service.
Benefits	
Medical Insurance	Coverage of 3 Lakhs for self and immediate family (includes spouse & children)
Group Life and Personal Accident Insurance	Personal Accident insurance coverage of 3 times of annual CTC to the insured person or his / her nominated beneficiary as specified in the company policy.

Notes:

1. Any tax liabilities arising out of the salary payout shall be deducted as per the Income Tax Act, 1961
2. Tax computation shall be subject to investment declaration submitted by you
3. All the above components and benefits are as per company's policies, which are subject to change from time without any prior intimation
4. Professional Tax is subject to location.

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Documents Required

To make the on boarding process smooth. Kindly bring one copy of the below motioned documents on the date of Joining.

1. PAN Card Copy
2. Aadhar Card Copy
3. Permanent Address Proof
4. Current Address Proof
5. Mark sheet and pass certificate/degree of the highest qualification
6. Last company's Offer Letter/Appointment Letter copy (If applicable)
7. Last company's Increment letter copy (If applicable)
8. Experience Letter/ Relieving Letter/Resignation Acceptance through official email (clearly stating that resignation is accepted and you are relieved (If applicable)
9. Last three month's Salary Slip from previous employer (If applicable)
10. Cancelled Cheque Copy (Bank Account Details)
11. 3 photographs

You are requested to inform your HR coordinator well in advance in case you are unable to provide any of the above-mentioned documents on joining day. In the absence of any above-mentioned documents we will not be able to complete your joining.

Thanks
Team HR @ OYO

Oravel Stays Private Limited

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CIN: U63090DL2012PTC231770



Namitha A.P.

Kannur

13-Nov-18

PERSONAL & CONFIDENTIAL

Dear **Namitha**,

We are pleased to extend you an offer to join OYO as **Sales Associate, Band 1A**.

This letter will memorialize the terms of your employment by OYO. Your employment is contingent on your ability to furnish employment eligibility documentation as required by law. However, if considered expedient and necessary, we may conduct background checks on you on our own or through third party. You hereby consent to any such background checks and undertake to co-operate if so requested by us. We look forward to your joining and helping us grow the Company's business!

Your employment with the Company may be subject to successful pre and/or post-employment background check.

The terms of your employment are as follows:

Joining Date: To be confirmed by 30th Nov'2018.

- 1. Place of Work: To be confirmed by 30th Nov'2018.**
- 2. Leave and Working Hours:** You will be entitled to leave as per company policy and will observe the working hours as may be applicable to your category of employees and location of posting.
- 3. Fulfillment Obligation:** Any cash bonuses or other expenses paid prior to normal salary periods are recoverable by the Company for the first 90 days of employment should you terminate your employment without cause.
- 4. Confidentiality and Invention Assignment:** Your employment is conditioned upon your execution of Confidentiality and Invention Assignment Agreements and agreement to abide by the terms and conditions of those Agreements. Failure to abide by the terms of the Agreements may result in your dismissal, and you are subject to their terms even after the termination of your employment.
- 5. Transfer & Relocation:** You will be liable to transfer in such capacity as the company may from time to time determine to any other location, department, establishment, factory or branch of the company or its affiliate, associate or subsidiary companies. In such case, you will be governed by the terms and conditions of service applicable to the new assignment.
- 6. Non-Compete:** You agree that during the term of your employment and for further period of 6 calendar months after separation from the Company, for whatever reasons, you shall not carry on or engage in directly or indirectly in any business which competes directly or indirectly with any or all the business pursued by the Company in any territory, whether in India or overseas, at the relevant point of time or proposed to be pursued by the Company in the immediate future, in respect of which proposal you were aware of or likely to be aware of considering the nature of your duties (" Restricted Business), other than through the Company.
- 7. Non-Solicitation of Customers:** You agree that during the term of your employment and for a further period of 24 (twenty four) calendar months after separation from the Company, for whatever reasons, you shall not directly or indirectly, irrespective of whether the relationship between the Company and a customer was originally established in whole or in part through your efforts; (i) solicit any Restricted Business from any customer; (ii) persuade any existing or prospective customer to cease doing Restricted Business with the Company; (iii) reduce

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the amount of Restricted Business which any customer has customarily done or might propose doing with the Company.

- 8. Non – Solicitation and Non Hire of Company Employees:** You agree that during the term of your employment and a further period of 24 (twenty four) calendar months after separation from the Company, for whatever reasons, you shall not either directly or indirectly solicit or entice away or endeavor to solicit or to entice away or assist any other Person to solicit or hire or entice away from the Company, any Company employee.
- 9. Probation, Confirmation & Termination:**
 - a)** you will be on probation for a period of **90** days from the date of your appointment, where after, post completion of 90 days your services with the organization stands confirmed unless otherwise notified in writing through the HR team. The Company reserves the right to reduce or extend your probation period at its absolute discretion.
 - b)** During the probation period/ extended period of probation, company shall be entitled to terminate your employment without cause at any time by giving you 7 calendar days’ notice or salary in lieu thereof. However, in case of cause, the Company can terminate your employment immediately. If you wish to terminate your employment with the Company during the probation period/ extended period of probation, then you shall be required to serve 7 calendar days’ notice period from the day next to resignation or salary in lieu thereof. During the notice period you shall not be entitled to any paid or unpaid leave and the notice period cannot be adjusted by any accrued leave. The decision of waiving the notice period lies at the sole discretion of the Company.
 - c)** Post probation confirmation, company shall be entitled to terminate your employment, without cause, at any time by giving you **30** calendar days’ notice or salary in lieu thereof. You are also bound to provide the company with **30** calendar days’ notice period from the day next to resignation or salary in lieu thereof. During the notice period you shall not be entitled to any paid or unpaid leave and the notice period cannot be adjusted by any accrued leave. The decision of waiving the notice period lies at the sole discretion of the Company.
- 10. Confidentiality & Non-Compete and Non-Solicitation:** You certify not to share your salary or any company details along with not joining any competitor as an employee or contractor or solicit any employee from the company.
- 11. Term:** The Company may terminate your employment for cause with immediate effect at any time. No salary or allowances will be paid for any period if you are terminated for cause.
- 12. Salary:** Refer annexure – B for salary details.
- 13. “Employee Agreement”:** To protect the interests of the Company, you will need to sign the Company's standard Terms & Conditions of Employment (attached as annexure A), invention assignment agreement, Oravel Stays Private Limited Confidentiality Agreement and conflict of interest agreement (collectively, the “Employee Agreements”) as a condition of your employment. You represent that your signing of this offer letter, and the Employee Agreements and your commencement of employment with the Company will not breach any agreement currently in place between yourself and current or past employers.

Please confirm that this letter sets forth the terms of your employment with the Company by countersigning a copy of this letter below. Your signature below indicates that you fully understand the terms of your employment with the Company and that you enter this Agreement knowingly and of your own accord.

Sincerely,

Authorized Signatory

Namitha A.P.

Oravel Stays Private Limited

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Annexure A

Terms & Conditions of Employment

1. During the term of your employment with Oravel Stays Private Limited, you may not engage in any employment or act in any way, which either conflicts with your duties and obligations to Oravel Stays Private Limited or is contrary to the policies or the interests of Oravel Stays Private Limited.
2. During the term of your employment with Oravel Stays Private Limited, you are required to disclose all material and relevant information, which may either affect your employment with Oravel Stays Private Limited currently or in the future or may be in conflict with the terms of your employment with Oravel Stays Private Limited, either directly or indirectly. If at any time during your employment, if Oravel Stays Private Limited becomes aware that you have suppressed any material or relevant information required to be disclosed by you, Oravel Stays Private Limited reserves the right to forthwith terminate your employment without any notice and without any obligation or liability to pay any remuneration or other dues to you irrespective of the period that you may have been employed by Oravel Stays Private Limited.
3. You agree to conform to and comply with Oravel Stays Private Limited's Policy and such other directions and guidelines which Oravel Stays Private Limited may from time to time give as per its own discretion.
4. Notwithstanding anything mentioned in this Agreement, Oravel Stays Private Limited may terminate your employment, with immediate effect by a notice in writing (without salary in lieu of notice), in the event of your misconduct, including but not limited to, fraudulent, dishonest or undisciplined conduct of, or breach of integrity, or embezzlement, or misappropriation or misuse by you of Oravel Stays Private Limited's property, or insubordination or failure to comply with the directions given to you by persons so authorized, or your insolvency or conviction for any offence involving moral turpitude, or breach by you of any terms of this Agreement or Oravel Stays Private Limited Policy or other documents or directions of Oravel Stays Private Limited, or irregularity in attendance, or your unauthorized absence of from the place of work for more than five (5) working days, or closure of the business of Oravel Stays Private Limited, or redundancy of your post in Oravel Stays Private Limited, or upon you conducting yourself in a manner which is regarded by Oravel Stays Private Limited as prejudicial to its own interests or to the interests of its clients .
5. Notwithstanding anything aforesaid, termination by you shall be subject to the satisfactory completion of all your existing duties, obligations and projects.
6. At the time of termination of your employment, if there are any dues from you, the same may be adjusted against any money due to you from Oravel Stays Private Limited on account of salary, bonus or any other such payments.
7. You agree that the laws of India shall govern the interpretation and enforcement of this Agreement and the provisions of the Indian Arbitration and Conciliation Act, 1996, shall govern all disputes under this Agreement. The venue for arbitration will be New Delhi.

This is to certify that I have read this Agreement and understood all the terms and conditions mentioned therein and I hereby accept and agree to abide by them.

Namitha A.P.

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Annexure B

Name	Namitha A.P.	
Designation	Sales Associate	
CTC	450,000.00	
Components	Annually	Monthly
FIXED		
Basic	157,500.00	13,125.00
HRA	78,750.00	6,563.00
Flexible compensation	94,274.00	7,856.00
VARIABLE		
Performance Linked Incentives	90,000.00	-
RETIRALS		
Employer contribution to PF	18,900.00	1,575.00
Gratuity	7,576.00	631.00
BENEFITS		
Medical Insurance premium	3,000.00	250.00
	450,000.00	30,000.00

One time performance bonus of **Rs 50,000** to be paid after completion of one year with A or B rating for each month.

Note:-

- * CTC is subject to applicable tax deductions.
- * Employer and employee's contribution to the PF will be deducted from the CTC.

A description of above components given in Annexure C.

Authorized Signatory

Namitha A.P.

Oravel Stays Private Limited

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Annexure C

Basic	35% of CTC, Paid monthly and taxable
HRA	Paid monthly and taxable; tax exemption is available subject to submission of original rent receipts and compliance with other conditions, as specified in the company policy
Statutory Bonus	Statutory Bonus is mandatory for employees with Gross salary of up to INR 21000 p.m. For people above this threshold, this component will not exist. This will be paid monthly.
Flexible compensation	
Leave Travel Allowance (LTA)	You can opt for LTA to reduce tax deduction from your salary. If you join in the middle of the year, you will be entitled to LTA on a pro-rata basis. Need to be claimed through Zeta
Telephone Allowance	You can opt for telephone allowance to reduce tax deduction from your salary Paid monthly and tax free subject to submission of original broadband bills and compliance with other conditions, as specified in the company policy. Need to be claimed through Zeta
Meal Allowance	You can opt for Meal Allowance to reduce tax deduction from your salary. Paid monthly and tax free subject to submission original bills for expense at restaurants, coffee shops, bakeries, food store, cafeterias etc. and compliance with other conditions, as specified in the company policy. Need to be claimed through Zeta
Variable Compensation	
Performance Linked Incentive	Payable according to the company policy
Retirals	
Provident Fund	Provident fund contribution is calculated @ 12% on basic salary as employer's contribution and same amount is deducted from employee's gross salary as employee's contribution. Basic salary is capped at INR 15,000/month. However, post joining you can opt for Provident fund deduction on the entire basic salary. Provident Funds and Miscellaneous Provisions Act, provides for compulsory contributory fund for the future of an employee after retirement or for his dependents in case of his early death.
Gratuity	It is payable as per Gratuity act on retirement or Employee leaving the company of minimum 5 years of continuous service.
Benefits	
Medical Insurance	Coverage of 3 Lakhs for self and immediate family (includes spouse & children)
Group Life and Personal Accident Insurance	Personal Accident insurance coverage of 3 times of annual CTC to the insured person or his / her nominated beneficiary as specified in the company policy.

Notes:

1. Any tax liabilities arising out of the salary payout shall be deducted as per the Income Tax Act, 1961
2. Tax computation shall be subject to investment declaration submitted by you
3. All the above components and benefits are as per company's policies, which are subject to change from time without any prior intimation
4. Professional Tax is subject to location.

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Documents Required

To make the on boarding process smooth. Kindly bring one copy of the below motioned documents on the date of Joining.

1. PAN Card Copy
2. Aadhar Card Copy
3. Permanent Address Proof
4. Current Address Proof
5. Mark sheet and pass certificate/degree of the highest qualification
6. Last company's Offer Letter/Appointment Letter copy (If applicable)
7. Last company's Increment letter copy (If applicable)
8. Experience Letter/ Relieving Letter/Resignation Acceptance through official email (clearly stating that resignation is accepted and you are relieved (If applicable)
9. Last three month's Salary Slip from previous employer (If applicable)
10. Cancelled Cheque Copy (Bank Account Details)
11. 3 photographs

You are requested to inform your HR coordinator well in advance in case you are unable to provide any of the above-mentioned documents on joining day. In the absence of any above-mentioned documents we will not be able to complete your joining.

Thanks
Team HR @ OYO

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CIN: U63090DL2012PTC231770



Nazneen Abdulla

Eknakulam

13-Nov-18

PERSONAL & CONFIDENTIAL

Dear Nazneen,

We are pleased to extend you an offer to join OYO as **Sales Associate, Band 1A**.

This letter will memorialize the terms of your employment by OYO. Your employment is contingent on your ability to furnish employment eligibility documentation as required by law. However, if considered expedient and necessary, we may conduct background checks on you on our own or through third party. You hereby consent to any such background checks and undertake to co-operate if so requested by us. We look forward to your joining and helping us grow the Company's business!

Your employment with the Company may be subject to successful pre and/or post-employment background check.

The terms of your employment are as follows:

Joining Date: To be confirmed by 30th Nov'2018.

- 1. Place of Work: To be confirmed by 30th Nov'2018.**
- 2. Leave and Working Hours:** You will be entitled to leave as per company policy and will observe the working hours as may be applicable to your category of employees and location of posting.
- 3. Fulfillment Obligation:** Any cash bonuses or other expenses paid prior to normal salary periods are recoverable by the Company for the first 90 days of employment should you terminate your employment without cause.
- 4. Confidentiality and Invention Assignment:** Your employment is conditioned upon your execution of Confidentiality and Invention Assignment Agreements and agreement to abide by the terms and conditions of those Agreements. Failure to abide by the terms of the Agreements may result in your dismissal, and you are subject to their terms even after the termination of your employment.
- 5. Transfer & Relocation:** You will be liable to transfer in such capacity as the company may from time to time determine to any other location, department, establishment, factory or branch of the company or its affiliate, associate or subsidiary companies. In such case, you will be governed by the terms and conditions of service applicable to the new assignment.
- 6. Non-Compete:** You agree that during the term of your employment and for further period of 6 calendar months after separation from the Company, for whatever reasons, you shall not carry on or engage in directly or indirectly in any business which competes directly or indirectly with any or all the business pursued by the Company in any territory, whether in India or overseas, at the relevant point of time or proposed to be pursued by the Company in the immediate future, in respect of which proposal you were aware of or likely to be aware of considering the nature of your duties ("Restricted Business), other than through the Company.
- 7. Non-Solicitation of Customers:** You agree that during the term of your employment and for a further period of 24 (twenty four) calendar months after separation from the Company, for whatever reasons, you shall not directly or indirectly, irrespective of whether the relationship between the Company and a customer was originally established in whole or in part through your efforts; (i) solicit any Restricted Business from any customer; (ii) persuade any existing or prospective customer to cease doing Restricted Business with the Company; (iii) reduce

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CIN: U63090DL2012PTC231770



the amount of Restricted Business which any customer has customarily done or might propose doing with the Company.

8. **Non – Solicitation and Non Hire of Company Employees:** You agree that during the term of your employment and a further period of 24 (twenty four) calendar months after separation from the Company, for whatever reasons, you shall not either directly or indirectly solicit or entice away or endeavor to solicit or to entice away or assist any other Person to solicit or hire or entice away from the Company, any Company employee.
9. **Probation, Confirmation & Termination:**
 - a) you will be on probation for a period of **90** days from the date of your appointment, where after, post completion of 90 days your services with the organization stands confirmed unless otherwise notified in writing through the HR team. The Company reserves the right to reduce or extend your probation period at its absolute discretion.
 - b) During the probation period/ extended period of probation, company shall be entitled to terminate your employment without cause at any time by giving you 7 calendar days’ notice or salary in lieu thereof. However, in case of cause, the Company can terminate your employment immediately. If you wish to terminate your employment with the Company during the probation period/ extended period of probation, then you shall be required to serve 7 calendar days’ notice period from the day next to resignation or salary in lieu thereof. During the notice period you shall not be entitled to any paid or unpaid leave and the notice period cannot be adjusted by any accrued leave. The decision of waiving the notice period lies at the sole discretion of the Company.
 - c) Post probation confirmation, company shall be entitled to terminate your employment, without cause, at any time by giving you **30** calendar days’ notice or salary in lieu thereof. You are also bound to provide the company with **30** calendar days’ notice period from the day next to resignation or salary in lieu thereof. During the notice period you shall not be entitled to any paid or unpaid leave and the notice period cannot be adjusted by any accrued leave. The decision of waiving the notice period lies at the sole discretion of the Company.
10. **Confidentiality & Non-Compete and Non-Solicitation:** You certify not to share your salary or any company details along with not joining any competitor as an employee or contractor or solicit any employee from the company.
11. **Term:** The Company may terminate your employment for cause with immediate effect at any time. No salary or allowances will be paid for any period if you are terminated for cause.
12. **Salary:** Refer annexure – B for salary details.
13. **“Employee Agreement”:** To protect the interests of the Company, you will need to sign the Company's standard Terms & Conditions of Employment (attached as annexure A), invention assignment agreement, Oravel Stays Private Limited Confidentiality Agreement and conflict of interest agreement (collectively, the “Employee Agreements”) as a condition of your employment. You represent that your signing of this offer letter, and the Employee Agreements and your commencement of employment with the Company will not breach any agreement currently in place between yourself and current or past employers.

Please confirm that this letter sets forth the terms of your employment with the Company by countersigning a copy of this letter below. Your signature below indicates that you fully understand the terms of your employment with the Company and that you enter this Agreement knowingly and of your own accord.

Sincerely,

Authorized Signatory

Nazneen Abdulla

Oravel Stays Private Limited

Registered Office: Delhi Rectangle Regus, Level 4, Rectangle 1, Commercial Complex D-4, Saket, New Delhi -110017

Corporate Office: 9th floor, Spaze Palazo, Southern Peripheral Road, Sec-69, Gurugram-122001

Phone: 01246252000 Email: talent.acquisition@oyorooms.com

CIN: U63090DL2012PTC231770



Annexure A

Terms & Conditions of Employment

1. During the term of your employment with Oravel Stays Private Limited, you may not engage in any employment or act in any way, which either conflicts with your duties and obligations to Oravel Stays Private Limited or is contrary to the policies or the interests of Oravel Stays Private Limited.
2. During the term of your employment with Oravel Stays Private Limited, you are required to disclose all material and relevant information, which may either affect your employment with Oravel Stays Private Limited currently or in the future or may be in conflict with the terms of your employment with Oravel Stays Private Limited, either directly or indirectly. If at any time during your employment, if Oravel Stays Private Limited becomes aware that you have suppressed any material or relevant information required to be disclosed by you, Oravel Stays Private Limited reserves the right to forthwith terminate your employment without any notice and without any obligation or liability to pay any remuneration or other dues to you irrespective of the period that you may have been employed by Oravel Stays Private Limited.
3. You agree to conform to and comply with Oravel Stays Private Limited's Policy and such other directions and guidelines which Oravel Stays Private Limited may from time to time give as per its own discretion.
4. Notwithstanding anything mentioned in this Agreement, Oravel Stays Private Limited may terminate your employment, with immediate effect by a notice in writing (without salary in lieu of notice), in the event of your misconduct, including but not limited to, fraudulent, dishonest or undisciplined conduct of, or breach of integrity, or embezzlement, or misappropriation or misuse by you of Oravel Stays Private Limited's property, or insubordination or failure to comply with the directions given to you by persons so authorized, or your insolvency or conviction for any offence involving moral turpitude, or breach by you of any terms of this Agreement or Oravel Stays Private Limited Policy or other documents or directions of Oravel Stays Private Limited, or irregularity in attendance, or your unauthorized absence of from the place of work for more than five (5) working days, or closure of the business of Oravel Stays Private Limited, or redundancy of your post in Oravel Stays Private Limited, or upon you conducting yourself in a manner which is regarded by Oravel Stays Private Limited as prejudicial to its own interests or to the interests of its clients .
5. Notwithstanding anything aforesaid, termination by you shall be subject to the satisfactory completion of all your existing duties, obligations and projects.
6. At the time of termination of your employment, if there are any dues from you, the same may be adjusted against any money due to you from Oravel Stays Private Limited on account of salary, bonus or any other such payments.
7. You agree that the laws of India shall govern the interpretation and enforcement of this Agreement and the provisions of the Indian Arbitration and Conciliation Act, 1996, shall govern all disputes under this Agreement. The venue for arbitration will be New Delhi.

This is to certify that I have read this Agreement and understood all the terms and conditions mentioned therein and I hereby accept and agree to abide by them.

Nazneen Abdulla

Oravel Stays Private Limited

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Phone: 01246252000 Email: talent.acquisition@oyorooms.com

CIN: U63090DL2012PTC231770



Annexure B

Name	Nazneen Abdulla	
Designation	Sales Associate	
CTC	450,000.00	
Components	Annually	Monthly
FIXED		
Basic	157,500.00	13,125.00
HRA	78,750.00	6,563.00
Flexible compensation	94,274.00	7,856.00
VARIABLE		
Performance Linked Incentives	90,000.00	-
RETIRALS		
Employer contribution to PF	18,900.00	1,575.00
Gratuity	7,576.00	631.00
BENEFITS		
Medical Insurance premium	3,000.00	250.00
	450,000.00	30,000.00

One time performance bonus of Rs **50,000** to be paid after completion of one year with A or B rating for each month.

Note:-

- * CTC is subject to applicable tax deductions.
- * Employer and employee's contribution to the PF will be deducted from the CTC.

A description of above components given in Annexure C.

Authorized Signatory

Nazneen Abdulla

Oravel Stays Private Limited

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CIN: U63090DL2012PTC231770



Annexure C

Basic	35% of CTC, Paid monthly and taxable
HRA	Paid monthly and taxable; tax exemption is available subject to submission of original rent receipts and compliance with other conditions, as specified in the company policy
Statutory Bonus	Statutory Bonus is mandatory for employees with Gross salary of up to INR 21000 p.m. For people above this threshold, this component will not exist. This will be paid monthly.
Flexible compensation	
Leave Travel Allowance (LTA)	You can opt for LTA to reduce tax deduction from your salary. If you join in the middle of the year, you will be entitled to LTA on a pro-rata basis. Need to be claimed through Zeta
Telephone Allowance	You can opt for telephone allowance to reduce tax deduction from your salary Paid monthly and tax free subject to submission of original broadband bills and compliance with other conditions, as specified in the company policy. Need to be claimed through Zeta
Meal Allowance	You can opt for Meal Allowance to reduce tax deduction from your salary. Paid monthly and tax free subject to submission original bills for expense at restaurants, coffee shops, bakeries, food store, cafeterias etc. and compliance with other conditions, as specified in the company policy. Need to be claimed through Zeta
Variable Compensation	
Performance Linked Incentive	Payable according to the company policy
Retirals	
Provident Fund	Provident fund contribution is calculated @ 12% on basic salary as employer's contribution and same amount is deducted from employee's gross salary as employee's contribution. Basic salary is capped at INR 15,000/month. However, post joining you can opt for Provident fund deduction on the entire basic salary. Provident Funds and Miscellaneous Provisions Act, provides for compulsory contributory fund for the future of an employee after retirement or for his dependents in case of his early death.
Gratuity	It is payable as per Gratuity act on retirement or Employee leaving the company of minimum 5 years of continuous service.
Benefits	
Medical Insurance	Coverage of 3 Lakhs for self and immediate family (includes spouse & children)
Group Life and Personal Accident Insurance	Personal Accident insurance coverage of 3 times of annual CTC to the insured person or his / her nominated beneficiary as specified in the company policy.

Notes:

1. Any tax liabilities arising out of the salary payout shall be deducted as per the Income Tax Act, 1961
2. Tax computation shall be subject to investment declaration submitted by you
3. All the above components and benefits are as per company's policies, which are subject to change from time without any prior intimation
4. Professional Tax is subject to location.

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Phone: 01246252000 Email: talent.acquisition@oyorooms.com

CIN: U63090DL2012PTC231770



Documents Required

To make the on boarding process smooth. Kindly bring one copy of the below motioned documents on the date of Joining.

1. PAN Card Copy
2. Aadhar Card Copy
3. Permanent Address Proof
4. Current Address Proof
5. Mark sheet and pass certificate/degree of the highest qualification
6. Last company's Offer Letter/Appointment Letter copy (If applicable)
7. Last company's Increment letter copy (If applicable)
8. Experience Letter/ Relieving Letter/Resignation Acceptance through official email (clearly stating that resignation is accepted and you are relieved (If applicable)
9. Last three month's Salary Slip from previous employer (If applicable)
10. Cancelled Cheque Copy (Bank Account Details)
11. 3 photographs

You are requested to inform your HR coordinator well in advance in case you are unable to provide any of the above-mentioned documents on joining day. In the absence of any above-mentioned documents we will not be able to complete your joining.

Thanks
Team HR @ OYO

Oravel Stays Private Limited

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CIN: U63090DL2012PTC231770



Aleena Anil Thomas

Parippu P.O

13-Nov-18

PERSONAL & CONFIDENTIAL

Dear **Aleena**,

We are pleased to extend you an offer to join OYO as **Sales Associate, Band 1A**.

This letter will memorialize the terms of your employment by OYO. Your employment is contingent on your ability to furnish employment eligibility documentation as required by law. However, if considered expedient and necessary, we may conduct background checks on you on our own or through third party. You hereby consent to any such background checks and undertake to co-operate if so requested by us. We look forward to your joining and helping us grow the Company's business!

Your employment with the Company may be subject to successful pre and/or post-employment background check.

The terms of your employment are as follows:

Joining Date: To be confirmed by 30th Nov'2018.

- 1. Place of Work: To be confirmed by 30th Nov'2018.**
- 2. Leave and Working Hours:** You will be entitled to leave as per company policy and will observe the working hours as may be applicable to your category of employees and location of posting.
- 3. Fulfillment Obligation:** Any cash bonuses or other expenses paid prior to normal salary periods are recoverable by the Company for the first 90 days of employment should you terminate your employment without cause.
- 4. Confidentiality and Invention Assignment:** Your employment is conditioned upon your execution of Confidentiality and Invention Assignment Agreements and agreement to abide by the terms and conditions of those Agreements. Failure to abide by the terms of the Agreements may result in your dismissal, and you are subject to their terms even after the termination of your employment.
- 5. Transfer & Relocation:** You will be liable to transfer in such capacity as the company may from time to time determine to any other location, department, establishment, factory or branch of the company or its affiliate, associate or subsidiary companies. In such case, you will be governed by the terms and conditions of service applicable to the new assignment.
- 6. Non-Compete:** You agree that during the term of your employment and for further period of 6 calendar months after separation from the Company, for whatever reasons, you shall not carry on or engage in directly or indirectly in any business which competes directly or indirectly with any or all the business pursued by the Company in any territory, whether in India or overseas, at the relevant point of time or proposed to be pursued by the Company in the immediate future, in respect of which proposal you were aware of or likely to be aware of considering the nature of your duties (" Restricted Business), other than through the Company.
- 7. Non-Solicitation of Customers:** You agree that during the term of your employment and for a further period of 24 (twenty four) calendar months after separation from the Company, for whatever reasons, you shall not directly or indirectly, irrespective of whether the relationship between the Company and a customer was originally established in whole or in part through your efforts; (i) solicit any Restricted Business from any customer; (ii) persuade any existing or prospective customer to cease doing Restricted Business with the Company; (iii) reduce

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the amount of Restricted Business which any customer has customarily done or might propose doing with the Company.

- 8. Non – Solicitation and Non Hire of Company Employees:** You agree that during the term of your employment and a further period of 24 (twenty four) calendar months after separation from the Company, for whatever reasons, you shall not either directly or indirectly solicit or entice away or endeavor to solicit or to entice away or assist any other Person to solicit or hire or entice away from the Company, any Company employee.
- 9. Probation, Confirmation & Termination:**
 - a)** you will be on probation for a period of **90** days from the date of your appointment, where after, post completion of 90 days your services with the organization stands confirmed unless otherwise notified in writing through the HR team. The Company reserves the right to reduce or extend your probation period at its absolute discretion.
 - b)** During the probation period/ extended period of probation, company shall be entitled to terminate your employment without cause at any time by giving you 7 calendar days’ notice or salary in lieu thereof. However, in case of cause, the Company can terminate your employment immediately. If you wish to terminate your employment with the Company during the probation period/ extended period of probation, then you shall be required to serve 7 calendar days’ notice period from the day next to resignation or salary in lieu thereof. During the notice period you shall not be entitled to any paid or unpaid leave and the notice period cannot be adjusted by any accrued leave. The decision of waiving the notice period lies at the sole discretion of the Company.
 - c)** Post probation confirmation, company shall be entitled to terminate your employment, without cause, at any time by giving you **30** calendar days’ notice or salary in lieu thereof. You are also bound to provide the company with **30** calendar days’ notice period from the day next to resignation or salary in lieu thereof. During the notice period you shall not be entitled to any paid or unpaid leave and the notice period cannot be adjusted by any accrued leave. The decision of waiving the notice period lies at the sole discretion of the Company.
- 10. Confidentiality & Non-Compete and Non-Solicitation:** You certify not to share your salary or any company details along with not joining any competitor as an employee or contractor or solicit any employee from the company.
- 11. Term:** The Company may terminate your employment for cause with immediate effect at any time. No salary or allowances will be paid for any period if you are terminated for cause.
- 12. Salary:** Refer annexure – B for salary details.
- 13. “Employee Agreement”:** To protect the interests of the Company, you will need to sign the Company's standard Terms & Conditions of Employment (attached as annexure A), invention assignment agreement, Oravel Stays Private Limited Confidentiality Agreement and conflict of interest agreement (collectively, the “Employee Agreements”) as a condition of your employment. You represent that your signing of this offer letter, and the Employee Agreements and your commencement of employment with the Company will not breach any agreement currently in place between yourself and current or past employers.

Please confirm that this letter sets forth the terms of your employment with the Company by countersigning a copy of this letter below. Your signature below indicates that you fully understand the terms of your employment with the Company and that you enter this Agreement knowingly and of your own accord.

Sincerely,

Authorized Signatory

Aleena Anil Thomas

Oravel Stays Private Limited

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Annexure A

Terms & Conditions of Employment

1. During the term of your employment with Oravel Stays Private Limited, you may not engage in any employment or act in any way, which either conflicts with your duties and obligations to Oravel Stays Private Limited or is contrary to the policies or the interests of Oravel Stays Private Limited.
2. During the term of your employment with Oravel Stays Private Limited, you are required to disclose all material and relevant information, which may either affect your employment with Oravel Stays Private Limited currently or in the future or may be in conflict with the terms of your employment with Oravel Stays Private Limited, either directly or indirectly. If at any time during your employment, if Oravel Stays Private Limited becomes aware that you have suppressed any material or relevant information required to be disclosed by you, Oravel Stays Private Limited reserves the right to forthwith terminate your employment without any notice and without any obligation or liability to pay any remuneration or other dues to you irrespective of the period that you may have been employed by Oravel Stays Private Limited.
3. You agree to conform to and comply with Oravel Stays Private Limited's Policy and such other directions and guidelines which Oravel Stays Private Limited may from time to time give as per its own discretion.
4. Notwithstanding anything mentioned in this Agreement, Oravel Stays Private Limited may terminate your employment, with immediate effect by a notice in writing (without salary in lieu of notice), in the event of your misconduct, including but not limited to, fraudulent, dishonest or undisciplined conduct of, or breach of integrity, or embezzlement, or misappropriation or misuse by you of Oravel Stays Private Limited's property, or insubordination or failure to comply with the directions given to you by persons so authorized, or your insolvency or conviction for any offence involving moral turpitude, or breach by you of any terms of this Agreement or Oravel Stays Private Limited Policy or other documents or directions of Oravel Stays Private Limited, or irregularity in attendance, or your unauthorized absence of from the place of work for more than five (5) working days, or closure of the business of Oravel Stays Private Limited, or redundancy of your post in Oravel Stays Private Limited, or upon you conducting yourself in a manner which is regarded by Oravel Stays Private Limited as prejudicial to its own interests or to the interests of its clients .
5. Notwithstanding anything aforesaid, termination by you shall be subject to the satisfactory completion of all your existing duties, obligations and projects.
6. At the time of termination of your employment, if there are any dues from you, the same may be adjusted against any money due to you from Oravel Stays Private Limited on account of salary, bonus or any other such payments.
7. You agree that the laws of India shall govern the interpretation and enforcement of this Agreement and the provisions of the Indian Arbitration and Conciliation Act, 1996, shall govern all disputes under this Agreement. The venue for arbitration will be New Delhi.

This is to certify that I have read this Agreement and understood all the terms and conditions mentioned therein and I hereby accept and agree to abide by them.

Aleena Anil Thomas

Oravel Stays Private Limited

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CIN: U63090DL2012PTC231770



Annexure B

Name	Aleena Anil Thomas	
Designation	Sales Associate	
CTC	450,000.00	
Components	Annually	Monthly
FIXED		
Basic	157,500.00	13,125.00
HRA	78,750.00	6,563.00
Flexible compensation	94,274.00	7,856.00
VARIABLE		
Performance Linked Incentives	90,000.00	-
RETIRALS		
Employer contribution to PF	18,900.00	1,575.00
Gratuity	7,576.00	631.00
BENEFITS		
Medical Insurance premium	3,000.00	250.00
	450,000.00	30,000.00

One time performance bonus of **Rs 50,000** to be paid after completion of one year with A or B rating for each month.

Note:-

- * CTC is subject to applicable tax deductions.
- * Employer and employee's contribution to the PF will be deducted from the CTC.

A description of above components given in Annexure C.

Authorized Signatory

Aleena Anil Thomas

Oravel Stays Private Limited

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CIN: U63090DL2012PTC231770



Annexure C

Basic	35% of CTC, Paid monthly and taxable
HRA	Paid monthly and taxable; tax exemption is available subject to submission of original rent receipts and compliance with other conditions, as specified in the company policy
Statutory Bonus	Statutory Bonus is mandatory for employees with Gross salary of up to INR 21000 p.m. For people above this threshold, this component will not exist. This will be paid monthly.
Flexible compensation	
Leave Travel Allowance (LTA)	You can opt for LTA to reduce tax deduction from your salary. If you join in the middle of the year, you will be entitled to LTA on a pro-rata basis. Need to be claimed through Zeta
Telephone Allowance	You can opt for telephone allowance to reduce tax deduction from your salary Paid monthly and tax free subject to submission of original broadband bills and compliance with other conditions, as specified in the company policy. Need to be claimed through Zeta
Meal Allowance	You can opt for Meal Allowance to reduce tax deduction from your salary. Paid monthly and tax free subject to submission original bills for expense at restaurants, coffee shops, bakeries, food store, cafeterias etc. and compliance with other conditions, as specified in the company policy. Need to be claimed through Zeta
Variable Compensation	
Performance Linked Incentive	Payable according to the company policy
Retirals	
Provident Fund	Provident fund contribution is calculated @ 12% on basic salary as employer's contribution and same amount is deducted from employee's gross salary as employee's contribution. Basic salary is capped at INR 15,000/month. However, post joining you can opt for Provident fund deduction on the entire basic salary. Provident Funds and Miscellaneous Provisions Act, provides for compulsory contributory fund for the future of an employee after retirement or for his dependents in case of his early death.
Gratuity	It is payable as per Gratuity act on retirement or Employee leaving the company of minimum 5 years of continuous service.
Benefits	
Medical Insurance	Coverage of 3 Lakhs for self and immediate family (includes spouse & children)
Group Life and Personal Accident Insurance	Personal Accident insurance coverage of 3 times of annual CTC to the insured person or his / her nominated beneficiary as specified in the company policy.

Notes:

1. Any tax liabilities arising out of the salary payout shall be deducted as per the Income Tax Act, 1961
2. Tax computation shall be subject to investment declaration submitted by you
3. All the above components and benefits are as per company's policies, which are subject to change from time without any prior intimation
4. Professional Tax is subject to location.

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CIN: U63090DL2012PTC231770



Documents Required

To make the on boarding process smooth. Kindly bring one copy of the below motioned documents on the date of Joining.

1. PAN Card Copy
2. Aadhar Card Copy
3. Permanent Address Proof
4. Current Address Proof
5. Mark sheet and pass certificate/degree of the highest qualification
6. Last company's Offer Letter/Appointment Letter copy (If applicable)
7. Last company's Increment letter copy (If applicable)
8. Experience Letter/ Relieving Letter/Resignation Acceptance through official email (clearly stating that resignation is accepted and you are relieved (If applicable)
9. Last three month's Salary Slip from previous employer (If applicable)
10. Cancelled Cheque Copy (Bank Account Details)
11. 3 photographs

You are requested to inform your HR coordinator well in advance in case you are unable to provide any of the above-mentioned documents on joining day. In the absence of any above-mentioned documents we will not be able to complete your joining.

Thanks
Team HR @ OYO

Oravel Stays Private Limited

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Phone: 01246252000 Email: talent.acquisition@oyorooms.com

CIN: U63090DL2012PTC231770

from: Pradeep Aswal <pradeep@career2nextorbit.com>
to: George Joseph <georgejoseph@scmsgroup.org>
cc: cnnarayana@scmsgroup.org
date: Thu, Oct 18, 2018 at 1:30 AM
subject: OYO Rooms Final Selections: SCMS: 9 Candidates
signed-by: career2nextorbit-com.20150623.gappssmtp.com

Please acknowledge having received this email.

Congratulations! Following students are finally selected by OYO Rooms.

SCMS Cochin School of Business, Cochin	robinson babu - MBA
SCMS Cochin School of Business, Cochin	ARUN JOE MATHEW - MBA
SCMS Cochin School of Business, Cochin	Namitha A P - MBA
SCMS Cochin School of Business, Cochin	Nazneen Abdulla - MBA
SCMS Cochin School of Business, Cochin	Aleena Anil Thomas - MBA
SCMS Cochin School of Business, Cochin	TINA CHERIAN - MBA

These students will be issued offer letters directly by the OYO HR team in the coming week.

Please ensure that these students are available for joining OYO Rooms, as per the schedule shared by OYO.

Please confirm

- 1. When is the earliest these candidates can join OYO Rooms?**
- 2. When will the final exams be over for these students?**

Max 2 weeks of final exams break will be provided to the students who will join prior to the completion of their final exams.

Regards,
Pradeep Aswal
8800488338

----- Forwarded message -----

From: **RUPALI CHAVAN** <rupali.suryawanshi@asianpaints.com>

Date: Thu, Oct 25, 2018 at 11:22 AM

Subject: RE: Asian Paints Ltd | Campus Recruitment 2018-19 | Kerala

To: placement@rajagiri.edu <placement@rajagiri.edu>, georgejoseph@scmsgroup.org

<georgejoseph@scmsgroup.org>, vk_susilkumar@cb.amrita.edu <vk_susilkumar@cb.amrita.edu>

Cc: Ishita Chawla <ishita.chawla@asianpaints.com>

Hi,

We are happy to announce that below listed students are selected in the Final Round interview of Kerala-Campus Recruitment.

Sr.No	Username	College Name	Specialization	First Name	Last Name	Gender
1	anilkumargauthamofficial@gmail.com	SCMS	Marketing	GAUTHAM	A KUMAR	Male
2	arun.b.e99@gmail.com	SCMS	Marketing	ARUN	B	Male

Please inform the same to them and we will shortly get in touch with them for further communication.

Also please take them off from other campus processes at your campus.

Regards,
Rupali Suryawanshi

Date: 18th May 2019

Dear **Mr. Arun B**

Enjakuzhakkal (H) Valayanchirangara P.O. , Perumbavoor, Ernakulam - 683556

This has reference to the interview held on 15th October 2018. We are pleased to make an offer of appointment to you for the position of Officer – I Sales in our organization.

Location: Cochin

Asian Paints Limited, RBG Warehouse, 33/2469, Devi Building, Labour Colony Road, Thammanam P O, Chakkaraparambu, Cochin – 682032

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

Comp Component	Probation (6 months)	After Confirmation
Starting Basic	15000	15000
Provident Fund (PF)	1800	1800
Gratuity	722	722
HRA	8000	8000
Education Allowance	800	800
Consolidated Allowance	18740	18740
Total	45062	45062
LTA	0	8000
Annual Bonus	0	52000
CTC p.a.	540738	600738

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

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

This offer of appointment is valid until 18th May 2019 for acceptance. If we do not hear from you by 18th May 2019 i.e. the date on which the validity for acceptance expires, this offer of appointment shall be treated as withdrawn. Your expected date of joining is 20th May 2019. In case you fail to join us by 20th May 2019, this offer shall be automatically treated as withdrawn.

Thanking you,
For Asian Paints Ltd.


Ishita Chawla
Manager – Human Resources



Fwd: Offer of Appointment as Probationary Officer in Scale I- Please inform your acceptance by reply mail

1 message

Deepak Krishna <deepakkrishna9999@gmail.com>
To: Devi Nair S <devi@scmsgroup.org>

Wed, Aug 14, 2019 at 10:32 PM

----- Forwarded message -----

From: HR – TAD (Postings) <postings@federalbank.co.in>

Date: Fri, Aug 2, 2019, 2:46 PM

Subject: Offer of Appointment as Probationary Officer in Scale I- Please inform your acceptance by reply mail

To: deepakkrishna9999@gmail.com <deepakkrishna9999@gmail.com>

HR TALENT ACQUISITION & DEPLOYMENT

FederalBank-Logo.png

ruler

HR TAD/B/PR-38308/OFP-381/2019-20

02nd August 2019

Hearty Welcome!

Dear **Deepak Krishna K S,**

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.

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

Shri. Deepak Krishna K S

Kannachazhath House

Edavankkad P O

Ernakulam

Kerala-682502

ruler

*The Federal Bank Ltd, HR Talent Acquisition & Deployment, Federal Towers, P O Box No.103, Aluva, Kerala,
India 683 101*

E-mail: postings@federalbank.co.in; Phone: 0484-2634123

Offer of appointment to Shri. Deepak Krishna K S 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

Your initial place of posting will be at Branch/ Office: Alathiyur situated at Myhtri Arcade,

Orientation programme/Date of joining

Please report at Federal Knowledge & Development Centre (FKDC), Federal Heights, Bye Pass Junction, Aluva - 683 101, Kerala on 19th August 2019 before 09.00 a.m., for two weeks orientation programme from 19.08.2019 to 31.08.2019. The appointment will be effective from the date of commencement of the orientation programme. The programme is residential and Boarding/Lodging facilities will be provided by the Bank. On completion of the orientation programme on 31.08.2019 at 05.00 p.m, you will have to report for duty on 03.09.2019 at the Branch/Office to which you are posted. Accommodation will be provided at Federal Knowledge & Development Centre from 18.08.2019 onwards. The offer of appointment will be valid only up to 19.08.2019.

Remuneration

You will be on a pay scale of ` 23700-980/7-30560-1145/2-32850-1310/7-42020 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 ` 23,700/- at Aluva would be as follows:

Basic Pay	23,700.00
Special Allowance	1,836.75
Dearness Allowance	17,391.00
Residential accommodation (lease)	13,200.00 δ
CCA	870.00 δ
Total	56,997.75

δAmount 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 13.50% of Basic Pay depending upon the place of posting. Detailed monthly emoluments /allowances is annexed.

CCA would be payable at specified centers and would change depending upon the place of posting.

During the period of probation/on confirmation in service, you will also be eligible for the facility of consolidated conveyance allowance or reimbursement of petrol/ diesel bills, reimbursement of hospitalization 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.

Pre-induction e-learning programme & Periodic Assessment Tests (PATs)

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

During the probation period, you will have to complete Periodic Assessment Tests (PATs) in our Learning Management System (Fed Campus). Fed Campus will provide relevant learning materials in different modules and each module will be followed by assessment tests. You will have to successfully complete stipulated number of PATs with minimum stipulated percentage of marks during the period of probation, as per the schedule. There will have a final assessment test under invigilated environment and your confirmation in the service of the Bank will be subject to the passing of final assessment test, with specified percentage of marks. If for any reason, you are unable to clear the final assessment test or delayed completion of PATs as per schedule, your probation will get extended. Probationers who secure high percentage of marks in final assessment test along with high performance ratings will be confirmed in the services of the Bank ahead of the normal probation period which will be an added advantage for you in your career and to drive a better meritocracy culture in the organization.

Probation/ Confirmation

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. 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 with required percentage of marks in the first attempt itself 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.

Other Benefits

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 to the Bank employees in line with the National Pension System.

On confirmation in Bank's service, you will be required to enroll yourself as a member of the Group Term Assurance Plan. 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.

HR TALENT ACQUISITION & DEPLOYMENT

HR TAD/B/PR-38309/OFP-382/2019-20

02nd August 2019

Hearty Welcome!

Dear **Ginu Jim Thomas,**

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.

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

Kum./Smt.Ginu Jim Thomas
Pallathuparambil
S H Mount
Kottayam
Kerala-686006

*The Federal Bank Ltd, HR Talent Acquisition & Deployment, Federal Towers, P O Box No.103, Aluva, Kerala, India 683
101*

E-mail: postings@federalbank.co.in; Phone: 0484-2634123

Offer of appointment to Kum./Smt. Ginu Jim Thomas 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

Your initial place of posting will be at Branch/ Office: **Koratty** situated at Ground Floor, Sundar Arcade, NH-47, Koratty, Thrissur-680 308.

Orientation programme/Date of joining

Please report at Federal Knowledge & Development Centre (FKDC), Federal Heights, Bye Pass Junction, Aluva - 683 101, Kerala on 19th August 2019 before 09.00 a.m., for two weeks orientation programme from 19.08.2019 to 31.08.2019. The appointment will be effective from the date of commencement of the orientation programme. The programme is residential and Boarding/Lodging facilities will be provided by the Bank. On completion of the orientation programme on 31.08.2019 at 05.00 p.m, you will have to report for duty on 03.09.2019 at the Branch/Office to which you are posted. Accommodation will be provided at Federal Knowledge & Development Centre from 18.08.2019 onwards. The offer of appointment will be valid only up to 19.08.2019.

Remuneration

You will be on a pay scale of ` 23700-980/7-30560-1145/2-32850-1310/7-42020 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 ` 23,700/- at Aluva would be as follows:

Basic Pay	`	23,700.00
Special Allowance	`	1,836.75
Dearness Allowance	`	17,391.00
Residential accommodation (lease)	`	13,200.00 *
CCA	`	870.00 †
Total	`	56,997.75

*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 13.50% of Basic Pay depending upon the place of posting. Detailed monthly emoluments /allowances is annexed.

◆CCA would be payable at specified centers and would change depending upon the place of posting.

During the period of probation/on confirmation in service, you will also be eligible for the facility of consolidated conveyance allowance or reimbursement of petrol/diesel bills, reimbursement of hospitalization 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.

Pre-induction e-learning programme & Periodic Assessment Tests (PATs)

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

During the probation period, you will have to complete Periodic Assessment Tests (PATs) in our Learning Management System (Fed Campus). Fed Campus will provide relevant learning materials in different modules and each module will be followed by assessment tests. You will have to successfully complete stipulated number of PATs with minimum stipulated percentage of marks during the period of probation, as per the schedule. There will have a final assessment test under invigilated environment and your confirmation in the service of the Bank will be subject to the passing of final assessment test, with specified percentage of marks. If for any reason, you are unable to clear the final assessment test or delayed completion of PATs as per schedule, your probation will get extended. Probationers who secure high percentage of marks in final assessment test along with high performance ratings will be confirmed in the services of the Bank ahead of the normal probation period which will be an added advantage for you in your career and to drive a better meritocracy culture in the organization.

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 month's 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 orientation programme, 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). 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 with two sets of self attested copies. 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.
- 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 format attached. 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.
- e. A certificate about your character/conduct recently issued 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 enclosed formats.
- g. One copy of your latest passport size photograph.
- h. One copy of this Order duly signed by you for having accepted the terms and conditions specified herein.
- i. Originals and self attested copies of any two of (i) PAN Card (ii) Voter's ID (iii) Aadhar Card (iv) Passport and (v) Driving License along with Background verification form (attached).

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 Bank's Doctor and your appointment in the Bank will be subject to your medical fitness for

employment in the Bank as assessed by the Bank's Doctor. You are required to undergo physical medical examination by Bank's 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 years/semesters 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. 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 with required percentage of marks in the first attempt itself 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.

Other Benefits

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 to the Bank employees in line with the National Pension System.

On confirmation in Bank's service, you will be required to enroll yourself as a member of the Group Term Assurance Plan. 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/ Termination

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 month's notice in writing to the Bank or you would be liable to pay to the Bank three month's 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 loss that will be incurred by the Bank if an employee quits the Bank before the stipulated minimum period of service.

General

You are liable 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 (right from the induction period) 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 FKDC and also from FKDC to the place of posting.

John P J
Vice President (HR)

I, Ginu Jim Thomas, accept and confirm the above terms and conditions.

Place:

Date:

(Signature of the Candidate)

Annexure

Monthly Emoluments

Particulars	Amount (`)
Basic Pay	23700.00
Special Allowance BP	1836.75
Dearness Allowance	17391.00
Leased Accommodation@	13200.00
CCA	870.00
Entertainment Expenses	2250.00
Cleansing Charges	1000.00
Newspaper #	525.00
Mobile Phone charges #	1000.00
Petrol/Diesel (80 litres) *	5600.00
Total	67372.75

@ Leased accommodation amount will be credited to Lessor's account only (leased accommodation eligibility ranges from ` 7600/- to ` 22500/- depending upon the place of posting. At Aluva, it is ` 13200/-)

after one year

*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/-

Other Allowances

Allowances	Amount (`)	Remarks
Medical Aid	8000.00	Yearly
Closing Allowance	2600.00	Yearly
Digital Promotion	2200.00	Yearly
Cost of Brief Case/Office Bag	4500.00	Once in Three Years
Ex-gratia paid for 2018-19 @	46000.00	Lumpsum

@ Will vary according to the profit position of the Bank

Dear Sir,

Subject: Interview with Muthoot Fincorp Ltd for the Branch Manager Position

Thank you for your coordination and it is our pleasure to confirm and believe that the below shortlisted students from **SCMS** are good fit for Branch Manager role.

1. **Jennifer Shah**
2. **Anupama Gopinath**
3. **Shahid**
4. **Anjali (My Travel @ Muthoot)**

Please treat this as a confirmation of employment with **Muthoot Fincorp Ltd**. We will keep you informed about their training schedule and joining formalities.

Looking forward to hearing back from you.

Regards,

Elizabeth Thomas

Manager HR | HCMD | Employee Experience

Muthoot Fincorp Ltd,

Muthoot Centre, TC [No 14/2074- 7 Punnen Road, Trivandrum, Kerala](#)-695039

Tel : +91 471 4911559 (Direct)/ 2331427 extn : 559 Fax: +91 471 2331560

email : elizabeth.t@muthoot.com / www.muthoot.com



31-Jan-2019

OFFER OF EMPLOYMENT

Dear Ms./Mr. **Jennifer Shah**

This is with reference to your application for employment and subsequent discussions we had with you. We, Muthoot Fincorp Ltd.. have pleasure in offering you employment to serve as probationer as per the terms and conditions as given below:-

Designation	: BRANCH MANAGER (TRAINEE)
Grade	: C2
Department	: BRANCH
Branch	: Zonal Office - Trivandrum
Location	: Kerala

Note: Your entity and/ or place of posting is subject to change at time based on the business requirement.

Kindly note the following

- I. Your Compensation details are as mentioned in **Annexure A** .
- II. Details of documents to be submitted on joining and brief of background verification are attached in **Annexure B**.
- III. Your appointment will be for a period of **12 Months** probation. The confirmation thereafter will be at the discretion of the Management. You may also be transferred to any location / department / grade / designation as deemed fit by the Management at any time.
- IV. You shall perform the duties assigned to you from time to time diligently and earnestly and shall not undertake any other employment or occupation or agency work during the training or employment period.
- V. Your employment is subject to a probationary period as stated above. Your work performance and suitability for the position and organizational fitment will be reviewed over this time. During this period, should your work performance and suitability for the position be deemed to be unsatisfactory, then it is understood and acknowledged that the Management may terminate your engagement as Probationer. Moreover, the Management can terminate your appointment as a Probationer at any time during the probationary period or during the extended period of probation without Notice or payment in lieu of Notice and without assigning any reason.

Muthoot Fincorp Ltd.

T.C # 14/2074 - 7, Muthoot Centre, Punnen Road, Trivandrum, Kerala - 695039 Tel:91 471 2331427,Fax:91 471 2331427, Email:muthoot@muthoot.com
www.muthoot.com



- VI. You shall show utmost honesty and integrity in all your dealings and conduct yourself in a manner not detrimental to the interests of the Group and shall also maintain absolute secrecy regarding the affairs of the Group as well as of its customers. You shall be punctual in attendance and shall also maintain cordial relation with all the colleagues.
- VII. If, you wish to resign from service early, you may do so by giving **90** days Notice of Resignation in writing and clearing of all dues. This is a binding obligation resting on you under the Group's service conditions, breach of which will compel the Management not to relieve you from service, besides initiating against you such other actions, including legal, as deemed fit and necessary.
- VIII. You should join duties at the latest by **01-April-2019**. In case you do not communicate your acceptance of the offer within four days of receipt of the offer or/and do not join duties on or before the date mentioned above, the offer contained in this letter shall stand automatically cancelled, unless specifically extended by the Group, in writing.
- IX. Kindly sign on all sheets of the offer letter as your acceptance of offer and the terms of employment as mentioned.
- X. This is an offer of appointment and upon your joining duties you will be issued a formal appointment letter, and your appointment shall be subject to the terms of this Offer and the Appointment Order, the Order prevailing over anything inconsistent.
- XI. Your appointment is subject to positive credential verification and, if any of the professional / personal credentials submitted by you during the time of employment is proved to be false during the period of employment, the Company reserves the right to terminate your services without any notice or salary in lieu of.

Feel free to mail Ms./Mr. Peter Edwardat peter.e@muthoot.com for your queries and clarifications.

Wish you all the best and looking forward to have a mutually beneficial association,

Yours sincerely,

For Muthoot Fincorp Ltd.,



KANISHKA DAS
ASSOCIATE VICE PRESIDENT - HR
HUMAN CAPITAL MANAGEMENT & DEVELOPMENT

This letter is electronically generated by authorized person attaching scanned signature of the signatory and does not require manual signature.



ANNEXURE - A

COMPENSATION SHEET

Name : Mr./Ms. Jennifer Shah **Period of Probation** : 12 Months
Designation : BRANCH MANAGER (TRAINEE) **Grade** : C2
Department : BRANCH **Initial Place of posting** : Zonal Office - Trivandrum

Components	INR (Per Month)	INR (Per Annum)
Stipend	9300/-	111600/-
House Rent Allowance	3750/-	45000/-
Special Compensatory Allowance	17867/-	214404/-
Gross Salary	30917/-	371000/-
CTC	30917/-	371000/-

Note: You will be eligible for a performance bonus, subject to a maximum amount of **Rs.29000.00/-** (Rupees Twenty Nine Thousand Only) per year, which bonus will be calculated solely on the basis of your performance as may be assessed by the Company and also the performance of the Company during the 12 months of the respective financial year. The said bonus will be calculated on a prorate basis considering the months of your actual service in the respective financial year and will be paid after the completion of the respective financial year. Further, the said bonus will be inclusive of any statutory bonus as may be applicable from time to time.

Notes

- i. Employee's contribution towards statutory schemes and contribution to non statutory welfare / employee benefit schemes (if any), will be deducted from the monthly salary of employee as applicable.
- ii. Gratuity will be paid as per Payment of Gratuity Act, 1972.
- iii. Income Tax declaration needs to be intimated to Finance Department immediately on joining based on which your income tax will be computed and deducted at source from monthly salary as applicable.
- iv. Salary will be paid subject to deduction of income tax, professional tax and other deduction as governed by the relevant statutes / Group policy.
- v. If the Group decides to make any change in compensation structure / welfare scheme / benefit scheme in future as applicable to your grade / designation, the same will be binding on you.

For Muthoot Fincorp Ltd.,



KANISHKA DAS
ASSOCIATE VICE PRESIDENT - HR
HUMAN CAPITAL MANAGEMENT & DEVELOPMENT

This letter is electronically generated by authorized person attaching scanned signature of the signatory and does not require manual signature.



OL0019789

ANNEXURE - A1

FLEXI COMPONENTS

SL No	Flexi Components	Minimum Amount	Maximum Amount
1	Meal Voucher	500/-	2500/-

Notes

- Above mentioned Annexure gives the grade wise eligibility and the limits per month / Annum under each Flexi components
- Once Flexi components are chosen, the employee will not be able to change the same during that Financial Year; however, if an employee becomes eligible for additional flexi pay components because of promotion and grade change, the employee will be allowed to opt for the additional components as applicable to the promoted grade.
- Flexi Components must be chosen online in HRMS within 2 days of joining.
- Chosen Flexi components will not reflect in Pay slip but will be credited to you in an electronic Debit Card called **Zeta Card**.
- Employees opting for flexi components 'Telephone Newspaper & Periodicals and Education-Self' should opt for Minimum amount as mentioned in the table.
- **Telephone, Newspaper, Books and Periodicals:** Employees can choose in multiples of Rs 500 and from either of the components - (1) **Communication** (Mobile, Land line Data Card and Internet) (2) **Newspaper, Books and Periodicals**'. The sum of both the components should be Equivalent to Total value as specified in the grid under 'Telephone, Newspaper, Books and Periodicals' and Bills should be in the name of Employee only.
- Queries if any can be addressed with your respective Regional HR

For Muthoot Fincorp Ltd.,



KANISHKA DAS
ASSOCIATE VICE PRESIDENT - HR
HUMAN CAPITAL MANAGEMENT & DEVELOPMENT

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ANNEXURE - B

A. Background Verification

As per our Group policy and part of selection/joining formalities, all selected candidates will undergo a thorough background verification of personal and professional credentials. The same will be done internally or through an external agency.

Upon your joining, you need to submit all the credentials and the same will be verified. Furthermore, you need to undergo medical fitness test by a Group prescribed physician at any time as per Group's requirement. Your appointment will be subject to satisfactory / positive report on all the below mentioned items. All photocopies submitted to be duly attested by Gazetted officer with office seal.

B. Documents to be submitted on joining

1. Proof of photo identity, residential address & educational qualifications

- **Photo Identity Proof** : PAN Card or Voters ID Card or Aadhar Card or Driving License or Bank Passbook with photograph
- **Proof of Date of Birth**: School Leaving Certificate or Birth Certificate or Passport or Aadhar Card or PAN Card or Driving license
- **Proof of residence address**: Passport or Electricity Bill [current] or Bank Statement or Passbook with reference of current residential address or Address endorsed by State / Central Gazetted Officers with official stamp
- **Proof of educational qualifications**: Final year mark sheet and Course certificate of Xth , XIIth and certification or diploma courses (if any) and final year mark sheet and Degree Certificate of Graduation, Post Graduation and higher qualification (if any)

2. Proof of previous work experience [Only for candidates with work experience]

- Experience Proof or Relieving letter or Offer / Appointment letter and last two pay slips or Latest increment / promotion or confirmation letter and last two pay slips or Resignation acceptance letter / mail and offer letter or latest increment / promotion / confirmation letter

Note: If experience is less than one year in the previous organization and if the total work experience is more than one year, then documentary proof from last two organizations should be provided. Otherwise, documentary proof from only last organization is required.

3. Other documents

- Copy of the offer letter duly signed.
- Copy of PAN Card.
- Form 16 or TDS Certificate.
- Medical certificate from a registered medical practitioner.
- Police verification certificate from the police station having jurisdiction over the area where candidate is residing
- Six passport size photographs.

For Muthoot Fincorp Ltd.,



KANISHKA DAS
ASSOCIATE VICE PRESIDENT - HR
HUMAN CAPITAL MANAGEMENT & DEVELOPMENT

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31-Jan-2019

OFFER OF EMPLOYMENT

Dear Mr. **Sajid Sirajudeen**

This is with reference to your application for employment and subsequent discussions we had with you. We, Muthoot Fincorp Ltd.. have pleasure in offering you employment to serve as probationer as per the terms and conditions as given below:-

Designation	: BRANCH MANAGER (TRAINEE)
Grade	: C2
Department	: BRANCH
Branch	: Zonal Office - Trivandrum
Location	: Kerala

Note: Your entity and/ or place of posting is subject to change at time based on the business requirement.

Kindly note the following

- I. Your Compensation details are as mentioned in **Annexure A** .
- II. Details of documents to be submitted on joining and brief of background verification are attached in **Annexure B**.
- III. Your appointment will be for a period of **12 Months** probation. The confirmation thereafter will be at the discretion of the Management. You may also be transferred to any location / department / grade / designation as deemed fit by the Management at any time.
- IV. You shall perform the duties assigned to you from time to time diligently and earnestly and shall not undertake any other employment or occupation or agency work during the training or employment period.
- V. Your employment is subject to a probationary period as stated above. Your work performance and suitability for the position and organizational fitment will be reviewed over this time. During this period, should your work performance and suitability for the position be deemed to be unsatisfactory, then it is understood and acknowledged that the Management may terminate your engagement as Probationer. Moreover, the Management can terminate your appointment as a Probationer at any time during the probationary period or during the extended period of probation without Notice or payment in lieu of Notice and without assigning any reason.

Muthoot Fincorp Ltd.

T.C # 14/2074 - 7, Muthoot Centre, Punnen Road, Trivandrum, Kerala - 695039 Tel:91 471 2331427,Fax:91 471 2331427, Email:muthoot@muthoot.com
www.muthoot.com



- VI. You shall show utmost honesty and integrity in all your dealings and conduct yourself in a manner not detrimental to the interests of the Group and shall also maintain absolute secrecy regarding the affairs of the Group as well as of its customers. You shall be punctual in attendance and shall also maintain cordial relation with all the colleagues.
- VII. If, you wish to resign from service early, you may do so by giving **90** days Notice of Resignation in writing and clearing of all dues. This is a binding obligation resting on you under the Group's service conditions, breach of which will compel the Management not to relieve you from service, besides initiating against you such other actions, including legal, as deemed fit and necessary.
- VIII. You should join duties at the latest by **01-April-2019**. In case you do not communicate your acceptance of the offer within four days of receipt of the offer or/and do not join duties on or before the date mentioned above, the offer contained in this letter shall stand automatically cancelled, unless specifically extended by the Group, in writing.
- IX. Kindly sign on all sheets of the offer letter as your acceptance of offer and the terms of employment as mentioned.
- X. This is an offer of appointment and upon your joining duties you will be issued a formal appointment letter, and your appointment shall be subject to the terms of this Offer and the Appointment Order, the Order prevailing over anything inconsistent.
- XI. Your appointment is subject to positive credential verification and, if any of the professional / personal credentials submitted by you during the time of employment is proved to be false during the period of employment, the Company reserves the right to terminate your services without any notice or salary in lieu of.

Feel free to mail Ms./Mr. Peter Edwardat peter.e@muthoot.com for your queries and clarifications.

Wish you all the best and looking forward to have a mutually beneficial association,

Yours sincerely,

For Muthoot Fincorp Ltd.,



KANISHKA DAS
ASSOCIATE VICE PRESIDENT - HR
HUMAN CAPITAL MANAGEMENT & DEVELOPMENT

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ANNEXURE - A

COMPENSATION SHEET

Name : Mr./Ms. Sajid Sirajudeen **Period of Probation** : 12 Months
Designation : BRANCH MANAGER (TRAINEE) **Grade** : C2
Department : BRANCH **Initial Place of posting** : Zonal Office - Trivandrum

Components	INR (Per Month)	INR (Per Annum)
Stipend	9300/-	111600/-
House Rent Allowance	3750/-	45000/-
Special Compensatory Allowance	17867/-	214404/-
Gross Salary	30917/-	371000/-
CTC	30917/-	371000/-

Note: You will be eligible for a performance bonus, subject to a maximum amount of Rs. **29000.00/-** (Rupees Twenty Nine Thousand Only) per year, which bonus will be calculated solely on the basis of your performance as may be assessed by the Company and also the performance of the Company during the 12 months of the respective financial year. The said bonus will be calculated on a prorate basis considering the months of your actual service in the respective financial year and will be paid after the completion of the respective financial year. Further, the said bonus will be inclusive of any statutory bonus as may be applicable from time to time.

Notes

- i. Employee's contribution towards statutory schemes and contribution to non statutory welfare / employee benefit schemes (if any), will be deducted from the monthly salary of employee as applicable.
- ii. Gratuity will be paid as per Payment of Gratuity Act, 1972.
- iii. Income Tax declaration needs to be intimated to Finance Department immediately on joining based on which your income tax will be computed and deducted at source from monthly salary as applicable.
- iv. Salary will be paid subject to deduction of income tax, professional tax and other deduction as governed by the relevant statutes / Group policy.
- v. If the Group decides to make any change in compensation structure / welfare scheme / benefit scheme in future as applicable to your grade / designation, the same will be binding on you.

For Muthoot Fincorp Ltd.,



KANISHKA DAS
ASSOCIATE VICE PRESIDENT - HR
HUMAN CAPITAL MANAGEMENT & DEVELOPMENT

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ANNEXURE - A1

FLEXI COMPONENTS

SL No	Flexi Components	Minimum Amount	Maximum Amount
1	Meal Voucher	500/-	2500/-

Notes

- Above mentioned Annexure gives the grade wise eligibility and the limits per month / Annum under each Flexi components
- Once Flexi components are chosen, the employee will not be able to change the same during that Financial Year; however, if an employee becomes eligible for additional flexi pay components because of promotion and grade change, the employee will be allowed to opt for the additional components as applicable to the promoted grade.
- Flexi Components must be chosen online in HRMS within 2 days of joining.
- Chosen Flexi components will not reflect in Pay slip but will be credited to you in an electronic Debit Card called **Zeta Card**.
- Employees opting for flexi components 'Telephone Newspaper & Periodicals and Education-Self' should opt for Minimum amount as mentioned in the table.
- **Telephone, Newspaper, Books and Periodicals:** Employees can choose in multiples of Rs 500 and from either of the components - (1) **Communication** (Mobile, Land line Data Card and Internet) (2) **Newspaper, Books and Periodicals**'. The sum of both the components should be Equivalent to Total value as specified in the grid under 'Telephone, Newspaper, Books and Periodicals' and Bills should be in the name of Employee only.
- Queries if any can be addressed with your respective Regional HR

For Muthoot Fincorp Ltd.,



KANISHKA DAS
ASSOCIATE VICE PRESIDENT - HR
HUMAN CAPITAL MANAGEMENT & DEVELOPMENT

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ANNEXURE - B

A. Background Verification

As per our Group policy and part of selection/joining formalities, all selected candidates will undergo a thorough background verification of personal and professional credentials. The same will be done internally or through an external agency.

Upon your joining, you need to submit all the credentials and the same will be verified. Furthermore, you need to undergo medical fitness test by a Group prescribed physician at any time as per Group's requirement. Your appointment will be subject to satisfactory / positive report on all the below mentioned items. All photocopies submitted to be duly attested by Gazetted officer with office seal.

B. Documents to be submitted on joining

1. Proof of photo identity, residential address & educational qualifications

- **Photo Identity Proof** : PAN Card or Voters ID Card or Aadhar Card or Driving License or Bank Passbook with photograph
- **Proof of Date of Birth**: School Leaving Certificate or Birth Certificate or Passport or Aadhar Card or PAN Card or Driving license
- **Proof of residence address**: Passport or Electricity Bill [current] or Bank Statement or Passbook with reference of current residential address or Address endorsed by State / Central Gazetted Officers with official stamp
- **Proof of educational qualifications**: Final year mark sheet and Course certificate of Xth , XIIth and certification or diploma courses (if any) and final year mark sheet and Degree Certificate of Graduation, Post Graduation and higher qualification (if any)

2. Proof of previous work experience [Only for candidates with work experience]

- Experience Proof or Relieving letter or Offer / Appointment letter and last two pay slips or Latest increment / promotion or confirmation letter and last two pay slips or Resignation acceptance letter / mail and offer letter or latest increment / promotion / confirmation letter

Note: If experience is less than one year in the previous organization and if the total work experience is more than one year, then documentary proof from last two organizations should be provided. Otherwise, documentary proof from only last organization is required.

3. Other documents

- Copy of the offer letter duly signed.
- Copy of PAN Card.
- Form 16 or TDS Certificate.
- Medical certificate from a registered medical practitioner.
- Police verification certificate from the police station having jurisdiction over the area where candidate is residing
- Six passport size photographs.

For Muthoot Fincorp Ltd.,



KANISHKA DAS
ASSOCIATE VICE PRESIDENT - HR
HUMAN CAPITAL MANAGEMENT & DEVELOPMENT

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Bandhan Bank
Aapka Bhala, Sabki Bhalai.

Bandhan Bank Limited

Head Office: DN 32, Sector V, Salt Lake City, Kolkata 700 091 | CIN: U67190WB2014PLC204622
Phone: +91-33-6609 0909, 4045 6456 | Fax: 033 6609 0502 | Website: www.bandhanbank.com

PRIVATE AND CONFIDENTIAL

Ref. No.: BBL/HR/22439/2018-19

Date: 11/01/2019

Mr. Alwin John

Kooran Thazhathu Parambil Puliyanam,
P.O-Peechanikkad,
Kerala-683572.

LETTER OF APPOINTMENT

Dear Mr. John,

With reference to your application and subsequent discussions with us, we are pleased to offer you employment with Bandhan Bank in the position of **Customer Relationship Officer (MT)** based at **Mylapore Branch** under **Chennai Cluster** at **Assistant Manager** grade.

You shall be required to join the Bank on or before **17-June-2019**.

The detailed terms and conditions of your employment are outlined in **Annexure I ("Terms of Employment")** and compensation details are mentioned in **Annexure II ("Compensation Details")**. You will also be governed by the policies, rules and regulations of the Company as may be modified from time to time.

Accordingly, please sign and return a copy of this letter of employment and the employee statement attached herewith indicating your formal acceptance of your employment with the Company on the terms contained herein. Please initial each page of this letter. Upon your signature and return to us, this letter of employment will be treated as an employment agreement between the Company and you and the terms and conditions of this letter of employment shall govern your employment with the Company.

Kindly note that in case we do not receive your formal acceptance on or before **19-Jan-2019**, this letter of employment shall automatically be rescinded.

Yours sincerely,

For Bandhan Bank Limited,


Santanu Banerjee
Head – Human Resources

ANNEXURE I

TERMS AND CONDITIONS OF EMPLOYMENT

1. Appointment

- 1.1 During the course of your employment, you will be governed by the Code of Conduct and Ethics, rules, regulations and other policies (together the "Company Policies") as enforced and as may be amended from time to time. The Bank reserves the right to vary the terms and conditions of service governing your appointment including your duties and responsibilities at any time.
- 1.2 With reference to the Campus Interview and subsequent selection, you will be required to report at our **Mylapore – Chennai Cluster**. You will be accountable for duties & responsibilities to the **Branch Head** or to any such person in Company as may be indicated to you from time to time. However, your services are transferable and you can be seconded or deputed by the Company to any of its operations or operations of its associate companies in India or abroad. The Company further reserves the right to transfer your employment to any other company or legal entity, as part of any transfer of undertaking of the Company or as part of any restructuring or amalgamation or such other plan implemented by the Company or by which the Company is bound, on such terms and conditions as applicable to such plan.
- 1.3 Your employment / services will be summarily terminated from the organization in the event of your failure to submit successful completion of your MBA / PGDM **in a single attempt**, based on which you were recruited. You are requested to submit attested copies of all your degrees and professional qualification certificates at the time of joining. The MBA Certificate / degree documents have to be submitted by 30th September, 2019.

Further, your appointment is subject to you being found medically fit for service by a registered medical practitioner as mentioned in Point 13 of this letter.

Additionally, Bandhan Bank reserves the right to conduct a background verification / seek references from your current / previous employers. If any information, declaration provided by you, at the time of selection/ joining is later found to be false or untrue, or if any material information is suppressed and / or the background verification / reference checks received are not satisfactory, Bandhan Bank may terminate your services forthwith.

2. Probation & Confirmation

- 2.1 You will be on a probation period of **365 days (1 Year)** from the date of your joining at Bandhan Bank. During this period, your performance will be reviewed and if found satisfactory your employment will be confirmed on completion of this period, unless otherwise communicated by the Company. In the event the Company, at its sole discretion, extends the term of probation for such



period as it may deem fit, any such extension of probation shall be duly communicated to you in writing. Your performance will be continuously evaluated during such extended probationary period and if found satisfactory, your employment will be confirmed in writing on completion of this period.

3. Leave

3.1 You will be governed by Bandhan Bank's Leave Policy announced from time to time. However, you must obtain prior approval of the concerned reporting manager prior to availing privilege leave.

4. Termination

4.1 During the probationary period of 365 days (1 Year) including any extension, either party may terminate this appointment by giving 30 days prior notice in writing without assigning any reasons therefor. After confirmation, either party may terminate this appointment by giving 90 days' notice in writing to the other party without assigning any reasons thereof. Your resignation shall not automatically be assumed to be accepted from the date of its communication to the Company and will be subject to the fulfillment of notice period, proper handover of charge to your successor to the satisfaction of the Company and any other conditions as may be communicated to you in writing.

The Company reserves the right not to accept the payment in lieu of the notice and at its sole discretion may enforce the complete or part of the notice period to effectuate a proper handover of charge to the sole satisfaction of the Company.

In the event termination is initiated by you, the Company may, at its sole discretion, relieve you from such date as it may deem fit, even before the expiration of the notice period. Under these circumstances, the Company will ordinarily pay you compensation for the unexpired period of the notice period. The Company at its discretion reserves the right to withhold compensation, without incurring any liability should there be a material breach of your duties or obligations, or gross indiscipline or misconduct in this period.

4.2 The Company may terminate your services immediately without any compensation or notice thereof, if you are in material breach of your duties or obligations, or commit breach of trust or gross indiscipline or misconduct or commit breach of any applicable law or of the Company Policies and Code of Conduct and Ethics or any of the terms and conditions set forth herein. Such material breach would include your failure to comply with or committing breach of the provisions contained in this appointment letter, gross misconduct, financial irregularities, breach of confidentiality, any act involving moral turpitude, including conviction in any criminal case during your present or previous employment, breach of any applicable law or regulation, breach of the Company's Code of Conduct and Ethics, refusal to carry out reasonable instructions and the like. The said right of the Company is without prejudice to its rights in law or equity to initiate other legal action as it deems fit to protect its interests.



- 4.3 In the event of your continuous absence for a period exceeding 15 days, without formal request or permission from the management for the same, you shall be deemed to have left and relinquished your service. The contract of service shall come to an end when the employee abandons his / her job.
- 4.4 Subject to earlier termination of this engagement, you shall retire on the last day of the month in which you attain the age of 60 years.
- 4.5 Upon severance of your employment with the Company, it is agreed that any assets and amounts due to the Company by you shall be held in trust by you for and on behalf of the Company and subject to the provisions of this agreement, the Company commits itself to hold all amounts due to you in trust for you and on your behalf. The Company shall have the right to retain any amounts otherwise payable to you to satisfy any of your obligations as a result of any breach of this agreement.
- 4.6 The Company may proceed against you to seek injunction in an appropriate court of law against your working in any other company/firm/business before you are relieved from the Company. In addition to any other remedies which the Company may have at law or in equity, you agree that the Company shall have the right to have all provisions of this agreement specifically performed including the post-employment restrictions stipulated in clauses 5 and 6.
- 4.7 The terms of this offer are strictly confidential between you and the Company and any breach of this confidence will be viewed with utmost seriousness. Your obligations set forth in paragraphs 5, 6 and 7 survive expiration or termination of your employment contract with the Company.

5. Confidentiality & Employment Policy

- 5.1 In the course of your assignment with the Company, and by virtue of the position held by you, you may acquire information, technical or otherwise, including any computer software, trade secrets, design, technology, ideas, know-how, processes, formulas, compositions, data, techniques, improvements, inventions, work of authorship, business and product development plans, and other information concerning the Company's actual or anticipated business, research, and development or that is received by the Company, which is confidential or proprietary to Company or its subsidiaries or affiliates, its customers, subcontractors or any other person or company having any kind of association or relationship with Company, and / or its affiliates or subsidiaries (together "Confidential Information"). You shall keep and maintain strict confidentiality of such Confidential Information and data that may come to your possession or knowledge by virtue of this engagement, use such information only as may be required in the normal course of your
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work and shall not disclose or divulge any such information or data, without prior written consent of an authorized officer of the Company.

- 5.2 You shall at all times, whether during or after the termination of your employment, act with utmost fidelity and shall not disclose or divulge any such Confidential Information to third parties or make use of such information for your own benefit or otherwise howsoever.
- 5.3 You will not reproduce, store in a retrieval system or transmit in any form or by any means - electronic, mechanical, photocopying, recording, scanning or otherwise - any copyrighted material or other Confidential Information, for your own benefit or for the benefit of any third party, either during the term of your employment or thereafter.
- 5.4 Upon expiry or termination of your employment with Company, you will return and surrender to Company, all such Confidential Information including without limitation, data, information, files, books, magazines, reports, documents, manuals, audio and video tapes, floppies and discs and any other knowledge databases that came to you or were entrusted to you in the course of your employment and shall not retain any copy thereof in any form whatsoever. You may be required to execute such other or further agreements as Company or its affiliates or customers may require in this regard, from time to time.

6. Disclosure of Information

- 6.1 You shall not, except in the course of your duties or unless ordered to do so by a court of competent jurisdiction, either during or anytime after your employment with us, use or disclose to any person, firm or corporation any information relating to the organization, its business, clients or trade secrets which have come into your possession in the course of your employment with us including public papers, journals, pamphlets or leaflets, or cause to be disclosed at any time, any information or documents, official or otherwise relating to Company or its subsidiaries or affiliates, customers, sub-contractors or any other person or company having any kind of association or relationship with Company and/or its subsidiaries or affiliates, except with prior written approval.

7. Intellectual Property Rights

- 7.1 All intellectual property rights in any work or material developed by you during the course of your employment shall belong to and be the property of Company and you confirm that you shall not be entitled to claim any rights over such intellectual property. If required by Company, during or after the term of this engagement, you shall assign and transfer in favor of Company or, at the request of Company, in favor of any of its subsidiary, affiliate, customers or other persons, all intellectual property rights in such works or materials and shall execute such deeds and documents, as Company may require, to effectually vest in Company, any of its subsidiary, affiliate or customers as Company may require, any and all intellectual property rights and benefits in such works or materials. In performance of your
-



duties and responsibilities, you shall not use or infringe any intellectual property properties or rights of any other persons.

8. Compensation

- 8.1 Your gross annual compensation will be the aggregate of Total Fixed Pay & Benefits as set forth in the **Annexure II (“Compensation”)** and will be subject to deduction of tax at source. Your Compensation will be reviewed periodically as per the Company compensation review cycle. The Company assumes no responsibility for your personal tax affairs, and your tax liability in respect of your Compensation is entirely your responsibility. Provided however, Company may from to time to time, withhold any tax as may be required by applicable law. It is a condition of your employment that you will abide by the Company’s Policies of maintaining strict confidentiality of the compensation you receive from the Company.
- 8.2 It is however clarified that the Benefits as set forth in the Annexure are provided on a voluntary basis by the Company in accordance with the Company Policy in force at present, and hence are liable to (i) change from time to time; or (ii) be withdrawn any time. During the term of your employment with Company, you will be subject to all such applicable rules and regulations in accordance with the Company Policy as may be in force from time to time.

9. Learning & Development

- 9.1 During the course of your employment with the Company, you may be required to undergo some training programs or engage in some process implementation or other skill enhancement activities in India or abroad. Company will bear the costs and expenses in relation to such programs. However, you will be required to be in the employment of Company for a minimum specified period after such programs, failing which you will be required to reimburse such costs and expenses incurred by the Company in relation to such programs. Regarding the aforesaid, the Company reserves the right to ask you to sign an agreement/bond associated with the training/assignment. In the event of any breach of the conditions associated with the bond the Company will invoke the appropriate penalty clauses and you will be liable to pay the damages as provided in the said agreement/bond. Your refusal to undergo such programs on such terms would be considered as a material breach of the terms of employment and in such case, Company shall have the right to terminate this engagement, by giving you notice as referred to in clause 4 above, without being under obligation to make any payments to you.

10. Avoidance of Conflict of Interest

- 10.1 You agree that you shall perform your duties, as may be assigned to you from time to time, with diligence, devotion and discretion. While in the employment of Company, you shall (a) use your best endeavor to defend and promote the business interests of Company; (b) devote your full time, attention and efforts to serve Company; and (c) whether by yourself, your employees, agents, or otherwise, and whether on your own behalf or for any other



person, or entity in India or elsewhere, not directly or indirectly engage, practice of any business, profession or vocation, including any activity, which competes with activities of the Company or conflicts with your position in the Company. You confirm that as on the effective date of your appointment, you do not have any business, professional or other interests that may be conflicting with any of the foregoing statements. Since your appointment with the Company is on a full time basis, you shall not take up any assignment, including those in the nature of any business, profession or vocation, without prior written consent of the Company, which consent may be granted at Company's sole discretion.

- 11. Should any provision of this Letter be held invalid or unenforceable, such invalidity will not invalidate the whole of this Letter and the remainder of this Agreement will remain in full force.
- 12. In the event of any dispute or claim arising under this Agreement or in connection with the conditions of employment on a contractual basis under this Agreement, such dispute or claim shall be referred to arbitration in pursuance of the Arbitration and Conciliation Act, 1996. The Company shall in the event of any such dispute or difference, have the right to nominate an Arbitrator as the sole Arbitrator to adjudicate upon the dispute/difference. Parties also agree to submit themselves to the exclusive territorial jurisdiction of courts at Kolkata. The arbitration proceedings shall be conducted in English Language. The fees of the Arbitrator shall be paid equally, in the first instance, by both parties, subject to the final adjudication of costs by the Arbitrator at the time of passing the award.

13. Health Check-up

You shall be required to produce a medical fitness certificate at the time of your joining. You have to get stipulated tests done, at your own expense and obtain a registered medical practitioner's certificate and submit the same to your reporting manager.

A duplicate copy of this letter is enclosed herewith, which may please be signed and returned to us in acceptance of the terms and conditions mentioned above.

For **Bandhan Bank Limited**

Santanu Banerjee
Head – Human Resources

Agreed and Accepted: _____
(Candidate Name) (Candidate Signature)



Bandhan Bank

Bandhan Bank Limited

Head Office: DN 32, Sector V, Salt Lake City, Kolkata 700 091 | CIN No.: U67190WB2014PLC204622
Phone: +91-33-6609 1909, 2706 2396 | Fax: 033-6609 0502 | Website: www.bandhanbank.com

ANNEXURE II – Compensation Details

Confidential

Candidate Name: Alwin John

Grade: Assistant Manager

Position Name: Customer Relationship Officer (MT)

Location: Mylapore – Chennai Cluster

Particulars	Monthly (Rs.)	Yearly (Rs.)
Basic Salary	₹ 10,920	₹ 1,31,044
HRA	₹ 5,460	₹ 65,522
Special Allowance	₹ 10,770	₹ 1,29,246
Medical Allowance	₹ 1,250	₹ 15,000
Conveyance Allowance	₹ 1,600	₹ 19,200
Statutory Bonus	₹ 1,000	₹ 12,000
Child Education Allowance	₹ 200	₹ 2,400
Gross Salary	₹ 31,201	₹ 3,74,412
PF(Employer Contribution)	₹ 1,436	₹ 17,232
Gratuity	₹ 525	₹ 6,303
Insurance Valuation - AM / DM	₹ 171	₹ 2,052
Cost to Company(CTC)	₹ 33,333	₹ 4,00,000

Payable as per the Payments of Gratuity Act.



Confidentiality:

Matter of your compensation is confidential information of the Bank and should be treated with absolute confidentiality except to the extent you are required to make disclosure for any tax, legal or regulatory purpose. Any breach of this confidentiality obligations will be considered as breach of fidelity and secrecy clause under your terms of appointment.



PRIVATE AND CONFIDENTIAL

Ref. No.: BBL/HR/23788/2018-19

Date: 14-Mar-2019

Ms. **Skinno Binoy**

Mudavanthiyil, Kolenchery, Ernakulam, Kerala- 682311.

LETTER OF APPOINTMENT

Dear Ms. Binoy,

With reference to your application and subsequent discussions with us, we are pleased to offer you employment with Bandhan Bank in the position of **Customer Relationship Officer (MT)** based at **T. Nagar Branch** under **Chennai Cluster** at **Assistant Manager** grade.

You shall be required to join the Bank on or before **1-May-2019**.

The detailed terms and conditions of your employment are outlined in **Annexure I ("Terms of Employment")** and compensation details are mentioned in **Annexure II ("Compensation Details")**. You will also be governed by the policies, rules and regulations of the Company as may be modified from time to time.

Accordingly, please sign and return a copy of this letter of employment and the employee statement attached herewith indicating your formal acceptance of your employment with the Company on the terms contained herein. Please initial each page of this letter. Upon your signature and return to us, this letter of employment will be treated as an employment agreement between the Company and you and the terms and conditions of this letter of employment shall govern your employment with the Company.

Kindly note that in case we do not receive your formal acceptance on or before **25-Mar-2019**, this letter of employment shall automatically be rescinded.

Yours sincerely,

For **Bandhan Bank Limited**,

Santanu Banerjee
Head – Human Resources



ANNEXURE I

TERMS AND CONDITIONS OF EMPLOYMENT

1. Appointment

- 1.1 During the course of your employment, you will be governed by the Code of Conduct and Ethics, rules, regulations and other policies (together the "Company Policies") as enforced and as may be amended from time to time. The Bank reserves the right to vary the terms and conditions of service governing your appointment including your duties and responsibilities at any time.
- 1.2 With reference to the Campus Interview and subsequent selection, you will be required to report at our **T. Nagar Branch**. You will be accountable for duties & responsibilities to the Reporting Manager or to any such person in Company as may be indicated to you from time to time. However, your services are transferable and you can be seconded or deputed by the Company to any of its operations or operations of its associate companies in India or abroad. The Company further reserves the right to transfer your employment to any other company or legal entity, as part of any transfer of undertaking of the Company or as part of any restructuring or amalgamation or such other plan implemented by the Company or by which the Company is bound, on such terms and conditions as applicable to such plan.
- 1.3 Your employment / services will be summarily terminated from the organization in the event of your failure to submit successful completion of your MBA / PGDM **in a single attempt**, based on which you were recruited. You are requested to submit attested copies of all your degrees and professional qualification certificates at the time of joining. The MBA Certificate / degree documents have to be submitted by 30th September, 2019.

Further, your appointment is subject to you being found medically fit for service by a registered medical practitioner as mentioned in Point 13 of this letter.

Additionally, Bandhan Bank reserves the right to conduct a background verification / seek references from your current / previous employers. If any information, declaration provided by you, at the time of selection/ joining is later found to be false or untrue, or if any material information is suppressed and / or the background verification / reference checks received are not satisfactory, Bandhan Bank may terminate your services forthwith.

2. Probation & Confirmation

2.1 You will be on a probation period of **365 days (1 Year)** from the date of your joining at Bandhan Bank. During this period, your performance will be reviewed and if found satisfactory your employment will be confirmed on completion of this period, unless otherwise communicated by the Company. In the event the Company, at its sole discretion, extends the term of probation for such



period as it may deem fit, any such extension of probation shall be duly communicated to you in writing. Your performance will be continuously evaluated during such extended probationary period and if found satisfactory, your employment will be confirmed in writing on completion of this period.

3. Leave

- 3.1 You will be governed by Bandhan Bank's Leave Policy announced from time to time. However, you must obtain prior approval of the concerned reporting manager prior to availing privilege leave.

4. Termination

- 4.1 During the probationary period of 365 days (1 Year) including any extension, either party may terminate this appointment by giving 30 days prior notice in writing without assigning any reasons therefor. After confirmation, either party may terminate this appointment by giving 90 days' notice in writing to the other party without assigning any reasons thereof. Your resignation shall not automatically be assumed to be accepted from the date of its communication to the Company and will be subject to the fulfillment of notice period, proper handover of charge to your successor to the satisfaction of the Company and any other conditions as may be communicated to you in writing.

The Company reserves the right not to accept the payment in lieu of the notice and at its sole discretion may enforce the complete or part of the notice period to effectuate a proper handover of charge to the sole satisfaction of the Company.

In the event termination is initiated by you, the Company may, at its sole discretion, relieve you from such date as it may deem fit, even before the expiration of the notice period. Under these circumstances, the Company will ordinarily pay you compensation for the unexpired period of the notice period. The Company at its discretion reserves the right to withhold compensation, without incurring any liability should there be a material breach of your duties or obligations, or gross indiscipline or misconduct in this period.

- 4.2 The Company may terminate your services immediately without any compensation or notice thereof, if you are in material breach of your duties or obligations, or commit breach of trust or gross indiscipline or misconduct or commit breach of any applicable law or of the Company Policies and Code of Conduct and Ethics or any of the terms and conditions set forth herein. Such material breach would include your failure to comply with or committing breach of the provisions contained in this appointment letter, gross misconduct, financial irregularities, breach of confidentiality, any act involving moral turpitude, including conviction in any criminal case during your present or previous employment, breach of any applicable law or regulation, breach of the Company's Code of Conduct and Ethics, refusal to carry out reasonable instructions and the like. The said right of the Company is without prejudice to its rights in law or equity to initiate other legal action as it deems fit to protect its interests.



- 4.3 In the event of your continuous absence for a period exceeding 15 days, without formal request or permission from the management for the same, you shall be deemed to have left and relinquished your service. The contract of service shall come to an end when the employee abandons his / her job.
- 4.4 Subject to earlier termination of this engagement, you shall retire on the last day of the month in which you attain the age of 60 years.
- 4.5 Upon severance of your employment with the Company, it is agreed that any assets and amounts due to the Company by you shall be held in trust by you for and on behalf of the Company and subject to the provisions of this agreement, the Company commits itself to hold all amounts due to you in trust for you and on your behalf. The Company shall have the right to retain any amounts otherwise payable to you to satisfy any of your obligations as a result of any breach of this agreement.
- 4.6 The Company may proceed against you to seek injunction in an appropriate court of law against your working in any other company/firm/business before you are relieved from the Company. In addition to any other remedies which the Company may have at law or in equity, you agree that the Company shall have the right to have all provisions of this agreement specifically performed including the post-employment restrictions stipulated in clauses 5 and 6.
- 4.7 The terms of this offer are strictly confidential between you and the Company and any breach of this confidence will be viewed with utmost seriousness. Your obligations set forth in paragraphs 5, 6 and 7 survive expiration or termination of your employment contract with the Company.

5. Confidentiality & Employment Policy

- 5.1 In the course of your assignment with the Company, and by virtue of the position held by you, you may acquire information, technical or otherwise, including any computer software, trade secrets, design, technology, ideas, know-how, processes, formulas, compositions, data, techniques, improvements, inventions, work of authorship, business and product development plans, and other information concerning the Company's actual or anticipated business, research, and development or that is received by the Company, which is confidential or proprietary to Company or its subsidiaries or affiliates, its customers, subcontractors or any other person or company having any kind of association or relationship with Company, and / or its affiliates or subsidiaries (together "Confidential Information"). You shall keep and maintain strict confidentiality of such Confidential Information and data that may come to your possession or knowledge by virtue of this engagement, use such information only as may be required in the normal course of your



work and shall not disclose or divulge any such information or data, without prior written consent of an authorized officer of the Company.

- 5.2 You shall at all times, whether during or after the termination of your employment, act with utmost fidelity and shall not disclose or divulge any such Confidential Information to third parties or make use of such information for your own benefit or otherwise howsoever.
- 5.3 You will not reproduce, store in a retrieval system or transmit in any form or by any means - electronic, mechanical, photocopying, recording, scanning or otherwise - any copyrighted material or other Confidential Information, for your own benefit or for the benefit of any third party, either during the term of your employment or thereafter.
- 5.4 Upon expiry or termination of your employment with Company, you will return and surrender to Company, all such Confidential Information including without limitation, data, information, files, books, magazines, reports, documents, manuals, audio and video tapes, floppies and discs and any other knowledge databases that came to you or were entrusted to you in the course of your employment and shall not retain any copy thereof in any form whatsoever. You may be required to execute such other or further agreements as Company or its affiliates or customers may require in this regard, from time to time.

6. Disclosure of Information

- 6.1 You shall not, except in the course of your duties or unless ordered to do so by a court of competent jurisdiction, either during or anytime after your employment with us, use or disclose to any person, firm or corporation any information relating to the organization, its business, clients or trade secrets which have come into your possession in the course of your employment with us including public papers, journals, pamphlets or leaflets, or cause to be disclosed at any time, any information or documents, official or otherwise relating to Company or its subsidiaries or affiliates, customers, sub-contractors or any other person or company having any kind of association or relationship with Company and/or its subsidiaries or affiliates, except with prior written approval.

7. Intellectual Property Rights

- 7.1 All intellectual property rights in any work or material developed by you during the course of your employment shall belong to and be the property of Company and you confirm that you shall not be entitled to claim any rights over such intellectual property. If required by Company, during or after the term of this engagement, you shall assign and transfer in favor of Company or, at the request of Company, in favor of any of its subsidiary, affiliate, customers or other persons, all intellectual property rights in such works or materials and shall execute such deeds and documents, as Company may require, to effectually vest in Company, any of its subsidiary, affiliate or customers as Company may require, any and all intellectual property rights and benefits in such works or materials. In performance of your
-



duties and responsibilities, you shall not use or infringe any intellectual property properties or rights of any other persons.

8. Compensation

- 8.1 Your gross annual compensation will be the aggregate of Total Fixed Pay & Benefits as set forth in the **Annexure II (“Compensation”)** and will be subject to deduction of tax at source. Your Compensation will be reviewed periodically as per the Company compensation review cycle. The Company assumes no responsibility for your personal tax affairs, and your tax liability in respect of your Compensation is entirely your responsibility. Provided however, Company may from to time to time, withhold any tax as may be required by applicable law. It is a condition of your employment that you will abide by the Company’s Policies of maintaining strict confidentiality of the compensation you receive from the Company.
- 8.2 It is however clarified that the Benefits as set forth in the Annexure are provided on a voluntary basis by the Company in accordance with the Company Policy in force at present, and hence are liable to (i) change from time to time; or (ii) be withdrawn any time. During the term of your employment with Company, you will be subject to all such applicable rules and regulations in accordance with the Company Policy as may be in force from time to time.

9. Learning & Development

- 9.1 During the course of your employment with the Company, you may be required to undergo some training programs or engage in some process implementation or other skill enhancement activities in India or abroad. Company will bear the costs and expenses in relation to such programs. However, you will be required to be in the employment of Company for a minimum specified period after such programs, failing which you will be required to reimburse such costs and expenses incurred by the Company in relation to such programs. Regarding the aforesaid, the Company reserves the right to ask you to sign an agreement/bond associated with the training/assignment. In the event of any breach of the conditions associated with the bond the Company will invoke the appropriate penalty clauses and you will be liable to pay the damages as provided in the said agreement/bond. Your refusal to undergo such programs on such terms would be considered as a material breach of the terms of employment and in such case, Company shall have the right to terminate this engagement, by giving you notice as referred to in clause 4 above, without being under obligation to make any payments to you.

10. Avoidance of Conflict of Interest

- 10.1 You agree that you shall perform your duties, as may be assigned to you from time to time, with diligence, devotion and discretion. While in the employment of Company, you shall (a) use your best endeavor to defend and promote the business interests of Company; (b) devote your full time, attention and efforts to serve Company; and (c) whether by yourself, your employees, agents, or otherwise, and whether on your own behalf or for any other



person, or entity in India or elsewhere, not directly or indirectly engage, practice of any business, profession or vocation, including any activity, which competes with activities of the Company or conflicts with your position in the Company. You confirm that as on the effective date of your appointment, you do not have any business, professional or other interests that may be conflicting with any of the foregoing statements. Since your appointment with the Company is on a full time basis, you shall not take up any assignment, including those in the nature of any business, profession or vocation, without prior written consent of the Company, which consent may be granted at Company's sole discretion.

11. Should any provision of this Letter be held invalid or unenforceable, such invalidity will not invalidate the whole of this Letter and the remainder of this Agreement will remain in full force.
12. In the event of any dispute or claim arising under this Agreement or in connection with the conditions of employment on a contractual basis under this Agreement, such dispute or claim shall be referred to arbitration in pursuance of the Arbitration and Conciliation Act, 1996. The Company shall in the event of any such dispute or difference, have the right to nominate an Arbitrator as the sole Arbitrator to adjudicate upon the dispute/difference. Parties also agree to submit themselves to the exclusive territorial jurisdiction of courts at Kolkata. The arbitration proceedings shall be conducted in English Language. The fees of the Arbitrator shall be paid equally, in the first instance, by both parties, subject to the final adjudication of costs by the Arbitrator at the time of passing the award.

13. Health Check-up

You shall be required to produce a medical fitness certificate at the time of your joining. You have to get stipulated tests done, at your own expense and obtain a registered medical practitioner's certificate and submit the same to your reporting manager.

A duplicate copy of this letter is enclosed herewith, which may please be signed and returned to us in acceptance of the terms and conditions mentioned above.

For **Bandhan Bank Limited**

Santanu Banerjee
Head – Human Resources

Agreed and Accepted: _____
(Candidate Name) (Candidate Signature)

ANNEXURE II – Compensation Details**Confidential****Candidate Name:** Skinno Binoy**Grade:** Assistant Manager**Position Name:** Customer Relationship Officer (MT)**Location:** T. Nagar

Particulars	Monthly(Rs.)	Yearly(Rs.)
Basic Salary	₹ 10,920	₹ 131,044
HRA	₹ 5,460	₹ 65,522
Special Allowance	₹ 10,770	₹ 129,246
Medical Allowance	₹ 1,250	₹ 15,000
Conveyance Allowance	₹ 1,600	₹ 19,200
Statutory Bonus	₹ 1,000	₹ 12,000
Child Education Allowance	₹ 200	₹ 2,400
Gross Salary	₹ 31,201	₹ 374,412
Benefits		
PF(Employer Contribution)	₹ 1,436.00	₹ 17,232
Gratuity	₹ 525	₹ 6,303
Insurance Valuation - AM / DM	₹ 171	₹ 2,052
Cost to Company(CTC)	₹ 33,333	₹ 400,000

Payable as per the Payments of Gratuity Act.**Confidentiality:**

Matter of your compensation is confidential information of the Bank and should be treated with absolute confidentiality except to the extent you are required to make disclosure for any tax, legal or regulatory purpose. Any breach of this confidentiality obligations will be considered as breach of fidelity and secrecy clause under your terms of appointment.



Bandhan Bank
Aapka Bhala, Sabki Bhalai.

Bandhan Bank Limited

Head Office: DN 32, Sector V, Salt Lake City, Kolkata 700 091 | CIN: U67190WB2014PLC204622
Phone: +91-33-6609 0909, 4045 6456 | Fax: 033 6609 0502 | Website: www.bandhanbank.com

PRIVATE AND CONFIDENTIAL

Ref. No.: BBL/HR/22441/2018-19

Date: 11/01/2019

Mr. Arya B
Arunodayam,
Kandaloo,
South Kayamkulam-690535.

LETTER OF APPOINTMENT

Dear Mr. Arya,

With reference to your application and subsequent discussions with us, we are pleased to offer you employment with Bandhan Bank in the position of **Customer Relationship Officer (MT)** based at **Coimbatore Branch** under **Chennai Cluster** at **Assistant Manager** grade.

You shall be required to join the Bank on or before **17-June-2019**.

The detailed terms and conditions of your employment are outlined in **Annexure I ("Terms of Employment")** and compensation details are mentioned in **Annexure II ("Compensation Details")**. You will also be governed by the policies, rules and regulations of the Company as may be modified from time to time.

Accordingly, please sign and return a copy of this letter of employment and the employee statement attached herewith indicating your formal acceptance of your employment with the Company on the terms contained herein. Please initial each page of this letter. Upon your signature and return to us, this letter of employment will be treated as an employment agreement between the Company and you and the terms and conditions of this letter of employment shall govern your employment with the Company.

Kindly note that in case we do not receive your formal acceptance on or before **19-Jan-2019**, this letter of employment shall automatically be rescinded.

Yours sincerely,

For **Bandhan Bank Limited**,


Santanu Banerjee
Head – Human Resources



ANNEXURE I

TERMS AND CONDITIONS OF EMPLOYMENT

1. Appointment

- 1.1 During the course of your employment, you will be governed by the Code of Conduct and Ethics, rules, regulations and other policies (together the "Company Policies") as enforced and as may be amended from time to time. The Bank reserves the right to vary the terms and conditions of service governing your appointment including your duties and responsibilities at any time.
- 1.2 With reference to the Campus Interview and subsequent selection, you will be required to report at our **Coimbatore – Chennai Cluster**. You will be accountable for duties & responsibilities to the **Branch Head** or to any such person in Company as may be indicated to you from time to time. However, your services are transferable and you can be seconded or deputed by the Company to any of its operations or operations of its associate companies in India or abroad. The Company further reserves the right to transfer your employment to any other company or legal entity, as part of any transfer of undertaking of the Company or as part of any restructuring or amalgamation or such other plan implemented by the Company or by which the Company is bound, on such terms and conditions as applicable to such plan.
- 1.3 Your employment / services will be summarily terminated from the organization in the event of your failure to submit successful completion of your MBA / PGDM in a **single attempt**, based on which you were recruited. You are requested to submit attested copies of all your degrees and professional qualification certificates at the time of joining. The MBA Certificate / degree documents have to be submitted by 30th September, 2019.

Further, your appointment is subject to you being found medically fit for service by a registered medical practitioner as mentioned in Point 13 of this letter.

Additionally, Bandhan Bank reserves the right to conduct a background verification / seek references from your current / previous employers. If any information, declaration provided by you, at the time of selection/ joining is later found to be false or untrue, or if any material information is suppressed and / or the background verification / reference checks received are not satisfactory, Bandhan Bank may terminate your services forthwith.

2. Probation & Confirmation

2.1 You will be on a probation period of **365 days (1 Year)** from the date of your joining at Bandhan Bank. During this period, your performance will be reviewed and if found satisfactory your employment will be confirmed on completion of this period, unless otherwise communicated by the Company. In the event the Company, at its sole discretion, extends the term of probation for such

period as it may deem fit, any such extension of probation shall be duly communicated to you in writing. Your performance will be continuously evaluated during such extended probationary period and if found satisfactory, your employment will be confirmed in writing on completion of this period.

3. Leave

- 3.1 You will be governed by Bandhan Bank's Leave Policy announced from time to time. However, you must obtain prior approval of the concerned reporting manager prior to availing privilege leave.

4. Termination

- 4.1 During the probationary period of 365 days (1 Year) including any extension, either party may terminate this appointment by giving 30 days prior notice in writing without assigning any reasons therefor. After confirmation, either party may terminate this appointment by giving 90 days' notice in writing to the other party without assigning any reasons thereof. Your resignation shall not automatically be assumed to be accepted from the date of its communication to the Company and will be subject to the fulfillment of notice period, proper handover of charge to your successor to the satisfaction of the Company and any other conditions as may be communicated to you in writing.

The Company reserves the right not to accept the payment in lieu of the notice and at its sole discretion may enforce the complete or part of the notice period to effectuate a proper handover of charge to the sole satisfaction of the Company.

In the event termination is initiated by you, the Company may, at its sole discretion, relieve you from such date as it may deem fit, even before the expiration of the notice period. Under these circumstances, the Company will ordinarily pay you compensation for the unexpired period of the notice period. The Company at its discretion reserves the right to withhold compensation, without incurring any liability should there be a material breach of your duties or obligations, or gross indiscipline or misconduct in this period.

- 4.2 The Company may terminate your services immediately without any compensation or notice thereof, if you are in material breach of your duties or obligations, or commit breach of trust or gross indiscipline or misconduct or commit breach of any applicable law or of the Company Policies and Code of Conduct and Ethics or any of the terms and conditions set forth herein. Such material breach would include your failure to comply with or committing breach of the provisions contained in this appointment letter, gross misconduct, financial irregularities, breach of confidentiality, any act involving moral turpitude, including conviction in any criminal case during your present or previous employment, breach of any applicable law or regulation, breach of the Company's Code of Conduct and Ethics, refusal to carry out reasonable instructions and the like. The said right of the Company is without prejudice to its rights in law or equity to initiate other legal action as it deems fit to protect its interests.

- 4.3 In the event of your continuous absence for a period exceeding 15 days, without formal request or permission from the management for the same, you shall be deemed to have left and relinquished your service. The contract of service shall come to an end when the employee abandons his / her job.
- 4.4 Subject to earlier termination of this engagement, you shall retire on the last day of the month in which you attain the age of 60 years.
- 4.5 Upon severance of your employment with the Company, it is agreed that any assets and amounts due to the Company by you shall be held in trust by you for and on behalf of the Company and subject to the provisions of this agreement, the Company commits itself to hold all amounts due to you in trust for you and on your behalf. The Company shall have the right to retain any amounts otherwise payable to you to satisfy any of your obligations as a result of any breach of this agreement.
- 4.6 The Company may proceed against you to seek injunction in an appropriate court of law against your working in any other company/firm/business before you are relieved from the Company. In addition to any other remedies which the Company may have at law or in equity, you agree that the Company shall have the right to have all provisions of this agreement specifically performed including the post-employment restrictions stipulated in clauses 5 and 6.
- 4.7 The terms of this offer are strictly confidential between you and the Company and any breach of this confidence will be viewed with utmost seriousness. Your obligations set forth in paragraphs 5, 6 and 7 survive expiration or termination of your employment contract with the Company.

5. Confidentiality & Employment Policy

- 5.1 In the course of your assignment with the Company, and by virtue of the position held by you, you may acquire information, technical or otherwise, including any computer software, trade secrets, design, technology, ideas, know-how, processes, formulas, compositions, data, techniques, improvements, inventions, work of authorship, business and product development plans, and other information concerning the Company's actual or anticipated business, research, and development or that is received by the Company, which is confidential or proprietary to Company or its subsidiaries or affiliates, its customers, subcontractors or any other person or company having any kind of association or relationship with Company, and / or its affiliates or subsidiaries (together "Confidential Information"). You shall keep and maintain strict confidentiality of such Confidential Information and data that may come to your possession or knowledge by virtue of this engagement, use such information only as may be required in the normal course of your
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work and shall not disclose or divulge any such information or data, without prior written consent of an authorized officer of the Company.

- 5.2 You shall at all times, whether during or after the termination of your employment, act with utmost fidelity and shall not disclose or divulge any such Confidential Information to third parties or make use of such information for your own benefit or otherwise howsoever.
- 5.3 You will not reproduce, store in a retrieval system or transmit in any form or by any means - electronic, mechanical, photocopying, recording, scanning or otherwise - any copyrighted material or other Confidential Information, for your own benefit or for the benefit of any third party, either during the term of your employment or thereafter.
- 5.4 Upon expiry or termination of your employment with Company, you will return and surrender to Company, all such Confidential Information including without limitation, data, information, files, books, magazines, reports, documents, manuals, audio and video tapes, floppies and discs and any other knowledge databases that came to you or were entrusted to you in the course of your employment and shall not retain any copy thereof in any form whatsoever. You may be required to execute such other or further agreements as Company or its affiliates or customers may require in this regard, from time to time.

6. Disclosure of Information

- 6.1 You shall not, except in the course of your duties or unless ordered to do so by a court of competent jurisdiction, either during or anytime after your employment with us, use or disclose to any person, firm or corporation any information relating to the organization, its business, clients or trade secrets which have come into your possession in the course of your employment with us including public papers, journals, pamphlets or leaflets, or cause to be disclosed at any time, any information or documents, official or otherwise relating to Company or its subsidiaries or affiliates, customers, sub-contractors or any other person or company having any kind of association or relationship with Company and/or its subsidiaries or affiliates, except with prior written approval.

7. Intellectual Property Rights

- 7.1 All intellectual property rights in any work or material developed by you during the course of your employment shall belong to and be the property of Company and you confirm that you shall not be entitled to claim any rights over such intellectual property. If required by Company, during or after the term of this engagement, you shall assign and transfer in favor of Company or, at the request of Company, in favor of any of its subsidiary, affiliate, customers or other persons, all intellectual property rights in such works or materials and shall execute such deeds and documents, as Company may require, to effectually vest in Company, any of its subsidiary, affiliate or customers as Company may require, any and all intellectual property rights and benefits in such works or materials. In performance of your
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duties and responsibilities, you shall not use or infringe any intellectual property properties or rights of any other persons.

8. Compensation

- 8.1 Your gross annual compensation will be the aggregate of Total Fixed Pay & Benefits as set forth in the **Annexure II (“Compensation”)** and will be subject to deduction of tax at source. Your Compensation will be reviewed periodically as per the Company compensation review cycle. The Company assumes no responsibility for your personal tax affairs, and your tax liability in respect of your Compensation is entirely your responsibility. Provided however, Company may from time to time, withhold any tax as may be required by applicable law. It is a condition of your employment that you will abide by the Company’s Policies of maintaining strict confidentiality of the compensation you receive from the Company.
- 8.2 It is however clarified that the Benefits as set forth in the Annexure are provided on a voluntary basis by the Company in accordance with the Company Policy in force at present, and hence are liable to (i) change from time to time; or (ii) be withdrawn any time. During the term of your employment with Company, you will be subject to all such applicable rules and regulations in accordance with the Company Policy as may be in force from time to time.

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- 10.1 You agree that you shall perform your duties, as may be assigned to you from time to time, with diligence, devotion and discretion. While in the employment of Company, you shall (a) use your best endeavor to defend and promote the business interests of Company; (b) devote your full time, attention and efforts to serve Company; and (c) whether by yourself, your employees, agents, or otherwise, and whether on your own behalf or for any other



Bandhan Bank

Bandhan Bank Limited

Head Office: DN 32, Sector V, Salt Lake City, Kolkata 700 091 | CIN No.: U57190WB2014PLC204627
Phone: +91-33-6609-0502, 2706-2396 | Fax: 033-6609-0502 | Website: www.bandhanbank.com

person, or entity in India or elsewhere, not directly or indirectly engage, practice of any business, profession or vocation, including any activity, which competes with activities of the Company or conflicts with your position in the Company. You confirm that as on the effective date of your appointment, you do not have any business, professional or other interests that may be conflicting with any of the foregoing statements. Since your appointment with the Company is on a full time basis, you shall not take up any assignment, including those in the nature of any business, profession or vocation, without prior written consent of the Company, which consent may be granted at Company's sole discretion.

11. Should any provision of this Letter be held invalid or unenforceable, such invalidity will not invalidate the whole of this Letter and the remainder of this Agreement will remain in full force.
12. In the event of any dispute or claim arising under this Agreement or in connection with the conditions of employment on a contractual basis under this Agreement, such dispute or claim shall be referred to arbitration in pursuance of the Arbitration and Conciliation Act, 1996. The Company shall in the event of any such dispute or difference, have the right to nominate an Arbitrator as the sole Arbitrator to adjudicate upon the dispute/difference. Parties also agree to submit themselves to the exclusive territorial jurisdiction of courts at Kolkata. The arbitration proceedings shall be conducted in English Language. The fees of the Arbitrator shall be paid equally, in the first instance, by both parties, subject to the final adjudication of costs by the Arbitrator at the time of passing the award.

13. Health Check-up

You shall be required to produce a medical fitness certificate at the time of your joining. You have to get stipulated tests done, at your own expense and obtain a registered medical practitioner's certificate and submit the same to your reporting manager.

A duplicate copy of this letter is enclosed herewith, which may please be signed and returned to us in acceptance of the terms and conditions mentioned above.

For **Bandhan Bank Limited**

Santanu Banerjee
Head – Human Resources

Agreed and Accepted: _____
(Candidate Name) (Candidate Signature)

**Bandhan Bank**

Bandhan Bank Limited

Head Office: DN 32, Sector V, Salt Lake City, Kolkata 700 091 | CIN No.: U67190WB2014PLC204622
Phone: +91-33-6609 0909, 2706 2396 | Fax: 033-6609 0502 | Website: www.bandhanbank.com**ANNEXURE II – Compensation Details****Confidential****Candidate Name:** Arya B**Grade:** Assistant Manager**Position Name:** Customer Relationship Officer (MT)**Location:** Coimbatore – Chennai Cluster

Particulars	Monthly (Rs.)	Yearly (Rs.)
Basic Salary	₹ 10,920	₹ 1,31,044
HRA	₹ 5,460	₹ 65,522
Special Allowance	₹ 10,770	₹ 1,29,246
Medical Allowance	₹ 1,250	₹ 15,000
Conveyance Allowance	₹ 1,600	₹ 19,200
Statutory Bonus	₹ 1,000	₹ 12,000
Child Education Allowance	₹ 200	₹ 2,400
Gross Salary	₹ 31,201	₹ 3,74,412
PF(Employer Contribution)	₹ 1,436	₹ 17,232
Gratuity	₹ 525	₹ 6,303
Insurance Valuation - AM / DM	₹ 171	₹ 2,052
Cost to Company(CTC)	₹ 33,333	₹ 4,00,000

Payable as per the Payments of Gratuity Act.**Confidentiality:**

Matter of your compensation is confidential information of the Bank and should be treated with absolute confidentiality except to the extent you are required to make disclosure for any tax, legal or regulatory purpose. Any breach of this confidentiality obligations will be considered as breach of fidelity and secrecy clause under your terms of appointment.



Bandhan Bank
Aapka Bhalai, Sabki Bhalai.

Bandhan Bank Limited

Head Office: DN 32, Sector V, Salt Lake City, Kolkata 700 091 | CIN: U67190WB2014PLC204622
Phone: +91-33-6609 0909, 4045 6456 | Fax: 033 6609 0502 | Website: www.bandhanbank.com

PRIVATE AND CONFIDENTIAL

Ref. No.: BBL/HR/22442/2018-19

Date: 11/01/2019

Mr. Abhishek R
Gopika Cheerkuzhi,
Kizhakkscherry,
Palakkad-678684.

LETTER OF APPOINTMENT

Dear Mr. Abhishek,

With reference to your application and subsequent discussions with us, we are pleased to offer you employment with Bandhan Bank in the position of **Customer Relationship Officer (MT)** based at **Anna Nagar Branch** under **Chennai Cluster** at **Assistant Manager** grade.

You shall be required to join the Bank on or before **17-June-2019**.

The detailed terms and conditions of your employment are outlined in **Annexure I ("Terms of Employment")** and compensation details are mentioned in **Annexure II ("Compensation Details")**. You will also be governed by the policies, rules and regulations of the Company as may be modified from time to time.

Accordingly, please sign and return a copy of this letter of employment and the employee statement attached herewith indicating your formal acceptance of your employment with the Company on the terms contained herein. Please initial each page of this letter. Upon your signature and return to us, this letter of employment will be treated as an employment agreement between the Company and you and the terms and conditions of this letter of employment shall govern your employment with the Company.

Kindly note that in case we do not receive your formal acceptance on or before **19-Jan-2019**, this letter of employment shall automatically be rescinded.

Yours sincerely,

For **Bandhan Bank Limited**,


Santanu Banerjee
Head – Human Resources

A

ANNEXURE I

TERMS AND CONDITIONS OF EMPLOYMENT

1. Appointment

- 1.1 During the course of your employment, you will be governed by the Code of Conduct and Ethics, rules, regulations and other policies (together the "Company Policies") as enforced and as may be amended from time to time. The Bank reserves the right to vary the terms and conditions of service governing your appointment including your duties and responsibilities at any time.
- 1.2 With reference to the Campus Interview and subsequent selection, you will be required to report at our **Anna Nagar – Chennai Cluster**. You will be accountable for duties & responsibilities to the **Branch Head** or to any such person in Company as may be indicated to you from time to time. However, your services are transferable and you can be seconded or deputed by the Company to any of its operations or operations of its associate companies in India or abroad. The Company further reserves the right to transfer your employment to any other company or legal entity, as part of any transfer of undertaking of the Company or as part of any restructuring or amalgamation or such other plan implemented by the Company or by which the Company is bound, on such terms and conditions as applicable to such plan.
- 1.3 Your employment / services will be summarily terminated from the organization in the event of your failure to submit successful completion of your MBA / PGDM **in a single attempt**, based on which you were recruited. You are requested to submit attested copies of all your degrees and professional qualification certificates at the time of joining. The MBA Certificate / degree documents have to be submitted by 30th September, 2019.

Further, your appointment is subject to you being found medically fit for service by a registered medical practitioner as mentioned in Point 13 of this letter.

Additionally, Bandhan Bank reserves the right to conduct a background verification / seek references from your current / previous employers. If any information, declaration provided by you, at the time of selection/ joining is later found to be false or untrue, or if any material information is suppressed and / or the background verification / reference checks received are not satisfactory, Bandhan Bank may terminate your services forthwith.

2. Probation & Confirmation

- 2.1 You will be on a probation period of **365 days (1 Year)** from the date of your joining at Bandhan Bank. During this period, your performance will be reviewed and if found satisfactory your employment will be confirmed on completion of this period, unless otherwise communicated by the Company. In the event the Company, at its sole discretion, extends the term of probation for such



period as it may deem fit, any such extension of probation shall be duly communicated to you in writing. Your performance will be continuously evaluated during such extended probationary period and if found satisfactory, your employment will be confirmed in writing on completion of this period.

3. Leave

- 3.1 You will be governed by Bandhan Bank's Leave Policy announced from time to time. However, you must obtain prior approval of the concerned reporting manager prior to availing privilege leave.

4. Termination

- 4.1 During the probationary period of 365 days (1 Year) including any extension, either party may terminate this appointment by giving 30 days prior notice in writing without assigning any reasons therefor. After confirmation, either party may terminate this appointment by giving 90 days' notice in writing to the other party without assigning any reasons thereof. Your resignation shall not automatically be assumed to be accepted from the date of its communication to the Company and will be subject to the fulfillment of notice period, proper handover of charge to your successor to the satisfaction of the Company and any other conditions as may be communicated to you in writing.

The Company reserves the right not to accept the payment in lieu of the notice and at its sole discretion may enforce the complete or part of the notice period to effectuate a proper handover of charge to the sole satisfaction of the Company.

In the event termination is initiated by you, the Company may, at its sole discretion, relieve you from such date as it may deem fit, even before the expiration of the notice period. Under these circumstances, the Company will ordinarily pay you compensation for the unexpired period of the notice period. The Company at its discretion reserves the right to withhold compensation, without incurring any liability should there be a material breach of your duties or obligations, or gross indiscipline or misconduct in this period.

- 4.2 The Company may terminate your services immediately without any compensation or notice thereof, if you are in material breach of your duties or obligations, or commit breach of trust or gross indiscipline or misconduct or commit breach of any applicable law or of the Company Policies and Code of Conduct and Ethics or any of the terms and conditions set forth herein. Such material breach would include your failure to comply with or committing breach of the provisions contained in this appointment letter, gross misconduct, financial irregularities, breach of confidentiality, any act involving moral turpitude, including conviction in any criminal case during your present or previous employment, breach of any applicable law or regulation, breach of the Company's Code of Conduct and Ethics, refusal to carry out reasonable instructions and the like. The said right of the Company is without prejudice to its rights in law or equity to initiate other legal action as it deems fit to protect its interests.



- 4.3 In the event of your continuous absence for a period exceeding 15 days, without formal request or permission from the management for the same, you shall be deemed to have left and relinquished your service. The contract of service shall come to an end when the employee abandons his / her job.
- 4.4 Subject to earlier termination of this engagement, you shall retire on the last day of the month in which you attain the age of 60 years.
- 4.5 Upon severance of your employment with the Company, it is agreed that any assets and amounts due to the Company by you shall be held in trust by you for and on behalf of the Company and subject to the provisions of this agreement, the Company commits itself to hold all amounts due to you in trust for you and on your behalf. The Company shall have the right to retain any amounts otherwise payable to you to satisfy any of your obligations as a result of any breach of this agreement.
- 4.6 The Company may proceed against you to seek injunction in an appropriate court of law against your working in any other company/firm/business before you are relieved from the Company. In addition to any other remedies which the Company may have at law or in equity, you agree that the Company shall have the right to have all provisions of this agreement specifically performed including the post-employment restrictions stipulated in clauses 5 and 6.
- 4.7 The terms of this offer are strictly confidential between you and the Company and any breach of this confidence will be viewed with utmost seriousness. Your obligations set forth in paragraphs 5, 6 and 7 survive expiration or termination of your employment contract with the Company.

5. Confidentiality & Employment Policy

- 5.1 In the course of your assignment with the Company, and by virtue of the position held by you, you may acquire information, technical or otherwise, including any computer software, trade secrets, design, technology, ideas, know-how, processes, formulas, compositions, data, techniques, improvements, inventions, work of authorship, business and product development plans, and other information concerning the Company's actual or anticipated business, research, and development or that is received by the Company, which is confidential or proprietary to Company or its subsidiaries or affiliates, its customers, subcontractors or any other person or company having any kind of association or relationship with Company, and / or its affiliates or subsidiaries (together "Confidential Information"). You shall keep and maintain strict confidentiality of such Confidential Information and data that may come to your possession or knowledge by virtue of this engagement, use such information only as may be required in the normal course of your
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work and shall not disclose or divulge any such information or data, without prior written consent of an authorized officer of the Company.

- 5.2 You shall at all times, whether during or after the termination of your employment, act with utmost fidelity and shall not disclose or divulge any such Confidential Information to third parties or make use of such information for your own benefit or otherwise howsoever.
- 5.3 You will not reproduce, store in a retrieval system or transmit in any form or by any means - electronic, mechanical, photocopying, recording, scanning or otherwise - any copyrighted material or other Confidential Information, for your own benefit or for the benefit of any third party, either during the term of your employment or thereafter.
- 5.4 Upon expiry or termination of your employment with Company, you will return and surrender to Company, all such Confidential Information including without limitation, data, information, files, books, magazines, reports, documents, manuals, audio and video tapes, floppies and discs and any other knowledge databases that came to you or were entrusted to you in the course of your employment and shall not retain any copy thereof in any form whatsoever. You may be required to execute such other or further agreements as Company or its affiliates or customers may require in this regard, from time to time.

6. Disclosure of Information

- 6.1 You shall not, except in the course of your duties or unless ordered to do so by a court of competent jurisdiction, either during or anytime after your employment with us, use or disclose to any person, firm or corporation any information relating to the organization, its business, clients or trade secrets which have come into your possession in the course of your employment with us including public papers, journals, pamphlets or leaflets, or cause to be disclosed at any time, any information or documents, official or otherwise relating to Company or its subsidiaries or affiliates, customers, sub-contractors or any other person or company having any kind of association or relationship with Company and/or its subsidiaries or affiliates, except with prior written approval.

7. Intellectual Property Rights

- 7.1 All intellectual property rights in any work or material developed by you during the course of your employment shall belong to and be the property of Company and you confirm that you shall not be entitled to claim any rights over such intellectual property. If required by Company, during or after the term of this engagement, you shall assign and transfer in favor of Company or, at the request of Company, in favor of any of its subsidiary, affiliate, customers or other persons, all intellectual property rights in such works or materials and shall execute such deeds and documents, as Company may require, to effectually vest in Company, any of its subsidiary, affiliate or customers as Company may require, any and all intellectual property rights and benefits in such works or materials. In performance of your
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duties and responsibilities, you shall not use or infringe any intellectual property properties or rights of any other persons.

8. Compensation

- 8.1 Your gross annual compensation will be the aggregate of Total Fixed Pay & Benefits as set forth in the **Annexure II ("Compensation")** and will be subject to deduction of tax at source. Your Compensation will be reviewed periodically as per the Company compensation review cycle. The Company assumes no responsibility for your personal tax affairs, and your tax liability in respect of your Compensation is entirely your responsibility. Provided however, Company may from time to time, withhold any tax as may be required by applicable law. It is a condition of your employment that you will abide by the Company's Policies of maintaining strict confidentiality of the compensation you receive from the Company.
- 8.2 It is however clarified that the Benefits as set forth in the Annexure are provided on a voluntary basis by the Company in accordance with the Company Policy in force at present, and hence are liable to (i) change from time to time; or (ii) be withdrawn any time. During the term of your employment with Company, you will be subject to all such applicable rules and regulations in accordance with the Company Policy as may be in force from time to time.

9. Learning & Development

- 9.1 During the course of your employment with the Company, you may be required to undergo some training programs or engage in some process implementation or other skill enhancement activities in India or abroad. Company will bear the costs and expenses in relation to such programs. However, you will be required to be in the employment of Company for a minimum specified period after such programs, failing which you will be required to reimburse such costs and expenses incurred by the Company in relation to such programs. Regarding the aforesaid, the Company reserves the right to ask you to sign an agreement/bond associated with the training/assignment. In the event of any breach of the conditions associated with the bond the Company will invoke the appropriate penalty clauses and you will be liable to pay the damages as provided in the said agreement/bond. Your refusal to undergo such programs on such terms would be considered as a material breach of the terms of employment and in such case, Company shall have the right to terminate this engagement, by giving you notice as referred to in clause 4 above, without being under obligation to make any payments to you.

10. Avoidance of Conflict of Interest

- 10.1 You agree that you shall perform your duties, as may be assigned to you from time to time, with diligence, devotion and discretion. While in the employment of Company, you shall (a) use your best endeavor to defend and promote the business interests of Company; (b) devote your full time, attention and efforts to serve Company; and (c) whether by yourself, your employees, agents, or otherwise, and whether on your own behalf or for any other



Bandhan Bank

Bandhan Bank Limited

Head Office: DN 32, Sector V, Salt Lake City, Kolkata 700 091 | CIN No: U67190WB2014PLC204622
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person, or entity in India or elsewhere, not directly or indirectly engage, practice of any business, profession or vocation, including any activity, which competes with activities of the Company or conflicts with your position in the Company. You confirm that as on the effective date of your appointment, you do not have any business, professional or other interests that may be conflicting with any of the foregoing statements. Since your appointment with the Company is on a full time basis, you shall not take up any assignment, including those in the nature of any business, profession or vocation, without prior written consent of the Company, which consent may be granted at Company's sole discretion.

11. Should any provision of this Letter be held invalid or unenforceable, such invalidity will not invalidate the whole of this Letter and the remainder of this Agreement will remain in full force.
12. In the event of any dispute or claim arising under this Agreement or in connection with the conditions of employment on a contractual basis under this Agreement, such dispute or claim shall be referred to arbitration in pursuance of the Arbitration and Conciliation Act, 1996. The Company shall in the event of any such dispute or difference, have the right to nominate an Arbitrator as the sole Arbitrator to adjudicate upon the dispute/difference. Parties also agree to submit themselves to the exclusive territorial jurisdiction of courts at Kolkata. The arbitration proceedings shall be conducted in English Language. The fees of the Arbitrator shall be paid equally, in the first instance, by both parties, subject to the final adjudication of costs by the Arbitrator at the time of passing the award.

13. Health Check-up

You shall be required to produce a medical fitness certificate at the time of your joining. You have to get stipulated tests done, at your own expense and obtain a registered medical practitioner's certificate and submit the same to your reporting manager.

A duplicate copy of this letter is enclosed herewith, which may please be signed and returned to us in acceptance of the terms and conditions mentioned above.

For Bandhan Bank Limited

Santanu Banerjee
Head – Human Resources

Agreed and Accepted: _____
(Candidate Name) (Candidate Signature)



Bandhan Bank

Bandhan Bank Limited

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ANNEXURE II – Compensation Details

Confidential

Candidate Name: Abhishek R

Grade: Assistant Manager

Position Name: Customer Relationship Officer (MT)

Location: Anna Nagar – Chennai Cluster

Particulars	Monthly (Rs.)	Yearly (Rs.)
Basic Salary	₹ 10,920	₹ 1,31,044
HRA	₹ 5,460	₹ 65,522
Special Allowance	₹ 10,770	₹ 1,29,246
Medical Allowance	₹ 1,250	₹ 15,000
Conveyance Allowance	₹ 1,600	₹ 19,200
Statutory Bonus	₹ 1,000	₹ 12,000
Child Education Allowance	₹ 200	₹ 2,400
Gross Salary	₹ 31,201	₹ 3,74,412
PF(Employer Contribution)	₹ 1,436	₹ 17,232
Gratuity	₹ 525	₹ 6,303
Insurance Valuation - AM / DM	₹ 171	₹ 2,052
Cost to Company(CTC)	₹ 33,333	₹ 4,00,000

Payable as per the Payments of Gratuity Act.

Confidentiality:

Matter of your compensation is confidential information of the Bank and should be treated with absolute confidentiality except to the extent you are required to make disclosure for any tax, legal or regulatory purpose. Any breach of this confidentiality obligations will be considered as breach of fidelity and secrecy clause under your terms of appointment.

PRIVATE AND CONFIDENTIAL

Ref. No.: BBL/HR/22443/2018-19

Date: 11/01/2019

Ms. Janikrishna P
Krishnasree,
Priyadarshi Nagar,
Pathur,
Palakkad-6788001.

LETTER OF APPOINTMENT

Dear Ms. Janikrishna,

With reference to your application and subsequent discussions with us, we are pleased to offer you employment with Bandhan Bank in the position of **Customer Relationship Officer (MT)** based at **Madurai Branch** under **Chennai Cluster** at **Assistant Manager** grade.

You shall be required to join the Bank on or before **17-June-2019**.

The detailed terms and conditions of your employment are outlined in **Annexure I ("Terms of Employment")** and compensation details are mentioned in **Annexure II ("Compensation Details")**. You will also be governed by the policies, rules and regulations of the Company as may be modified from time to time.

Accordingly, please sign and return a copy of this letter of employment and the employee statement attached herewith indicating your formal acceptance of your employment with the Company on the terms contained herein. Please initial each page of this letter. Upon your signature and return to us, this letter of employment will be treated as an employment agreement between the Company and you and the terms and conditions of this letter of employment shall govern your employment with the Company.

Kindly note that in case we do not receive your formal acceptance on or before **19-Jan-2019**, this letter of employment shall automatically be rescinded.

Yours sincerely,

For **Bandhan Bank Limited**,



Santanu Banerjee
Head – Human Resources

ANNEXURE I

TERMS AND CONDITIONS OF EMPLOYMENT

1. Appointment

- 1.1 During the course of your employment, you will be governed by the Code of Conduct and Ethics, rules, regulations and other policies (together the “Company Policies”) as enforced and as may be amended from time to time. The Bank reserves the right to vary the terms and conditions of service governing your appointment including your duties and responsibilities at any time.
- 1.2 With reference to the Campus Interview and subsequent selection, you will be required to report at our **Madurai – Chennai Cluster**. You will be accountable for duties & responsibilities to the **Branch Head** or to any such person in Company as may be indicated to you from time to time. However, your services are transferable and you can be seconded or deputed by the Company to any of its operations or operations of its associate companies in India or abroad. The Company further reserves the right to transfer your employment to any other company or legal entity, as part of any transfer of undertaking of the Company or as part of any restructuring or amalgamation or such other plan implemented by the Company or by which the Company is bound, on such terms and conditions as applicable to such plan.
- 1.3 Your employment / services will be summarily terminated from the organization in the event of your failure to submit successful completion of your MBA / PGDM **in a single attempt**, based on which you were recruited. You are requested to submit attested copies of all your degrees and professional qualification certificates at the time of joining. The MBA Certificate / degree documents have to be submitted by 30th September, 2019.

Further, your appointment is subject to you being found medically fit for service by a registered medical practitioner as mentioned in Point 13 of this letter.

Additionally, Bandhan Bank reserves the right to conduct a background verification / seek references from your current / previous employers. If any information, declaration provided by you, at the time of selection/ joining is later found to be false or untrue, or if any material information is suppressed and / or the background verification / reference checks received are not satisfactory, Bandhan Bank may terminate your services forthwith.

2. Probation & Confirmation

2.1 You will be on a probation period of **365 days (1 Year)** from the date of your joining at Bandhan Bank. During this period, your performance will be reviewed and if found satisfactory your employment will be confirmed on completion of this period, unless otherwise communicated by the Company. In the event the Company, at its sole discretion, extends the term of probation for such



period as it may deem fit, any such extension of probation shall be duly communicated to you in writing. Your performance will be continuously evaluated during such extended probationary period and if found satisfactory, your employment will be confirmed in writing on completion of this period.

3. Leave

3.1 You will be governed by Bandhan Bank's Leave Policy announced from time to time. However, you must obtain prior approval of the concerned reporting manager prior to availing privilege leave.

4. Termination

4.1 During the probationary period of 365 days (1 Year) including any extension, either party may terminate this appointment by giving 30 days prior notice in writing without assigning any reasons therefor. After confirmation, either party may terminate this appointment by giving 90 days' notice in writing to the other party without assigning any reasons thereof. Your resignation shall not automatically be assumed to be accepted from the date of its communication to the Company and will be subject to the fulfillment of notice period, proper handover of charge to your successor to the satisfaction of the Company and any other conditions as may be communicated to you in writing.

The Company reserves the right not to accept the payment in lieu of the notice and at its sole discretion may enforce the complete or part of the notice period to effectuate a proper handover of charge to the sole satisfaction of the Company.

In the event termination is initiated by you, the Company may, at its sole discretion, relieve you from such date as it may deem fit, even before the expiration of the notice period. Under these circumstances, the Company will ordinarily pay you compensation for the unexpired period of the notice period. The Company at its discretion reserves the right to withhold compensation, without incurring any liability should there be a material breach of your duties or obligations, or gross indiscipline or misconduct in this period.

4.2 The Company may terminate your services immediately without any compensation or notice thereof, if you are in material breach of your duties or obligations, or commit breach of trust or gross indiscipline or misconduct or commit breach of any applicable law or of the Company Policies and Code of Conduct and Ethics or any of the terms and conditions set forth herein. Such material breach would include your failure to comply with or committing breach of the provisions contained in this appointment letter, gross misconduct, financial irregularities, breach of confidentiality, any act involving moral turpitude, including conviction in any criminal case during your present or previous employment, breach of any applicable law or regulation, breach of the Company's Code of Conduct and Ethics, refusal to carry out reasonable instructions and the like. The said right of the Company is without prejudice to its rights in law or equity to initiate other legal action as it deems fit to protect its interests.



- 4.3 In the event of your continuous absence for a period exceeding 15 days, without formal request or permission from the management for the same, you shall be deemed to have left and relinquished your service. The contract of service shall come to an end when the employee abandons his / her job.
- 4.4 Subject to earlier termination of this engagement, you shall retire on the last day of the month in which you attain the age of 60 years.
- 4.5 Upon severance of your employment with the Company, it is agreed that any assets and amounts due to the Company by you shall be held in trust by you for and on behalf of the Company and subject to the provisions of this agreement, the Company commits itself to hold all amounts due to you in trust for you and on your behalf. The Company shall have the right to retain any amounts otherwise payable to you to satisfy any of your obligations as a result of any breach of this agreement.
- 4.6 The Company may proceed against you to seek injunction in an appropriate court of law against your working in any other company/firm/business before you are relieved from the Company. In addition to any other remedies which the Company may have at law or in equity, you agree that the Company shall have the right to have all provisions of this agreement specifically performed including the post-employment restrictions stipulated in clauses 5 and 6.
- 4.7 The terms of this offer are strictly confidential between you and the Company and any breach of this confidence will be viewed with utmost seriousness. Your obligations set forth in paragraphs 5, 6 and 7 survive expiration or termination of your employment contract with the Company.

5. Confidentiality & Employment Policy

- 5.1 In the course of your assignment with the Company, and by virtue of the position held by you, you may acquire information, technical or otherwise, including any computer software, trade secrets, design, technology, ideas, know-how, processes, formulas, compositions, data, techniques, improvements, inventions, work of authorship, business and product development plans, and other information concerning the Company's actual or anticipated business, research, and development or that is received by the Company, which is confidential or proprietary to Company or its subsidiaries or affiliates, its customers, subcontractors or any other person or company having any kind of association or relationship with Company, and / or its affiliates or subsidiaries (together "Confidential Information"). You shall keep and maintain strict confidentiality of such Confidential Information and data that may come to your possession or knowledge by virtue of this engagement, use such information only as may be required in the normal course of your



work and shall not disclose or divulge any such information or data, without prior written consent of an authorized officer of the Company.

- 5.2 You shall at all times, whether during or after the termination of your employment, act with utmost fidelity and shall not disclose or divulge any such Confidential Information to third parties or make use of such information for your own benefit or otherwise howsoever.
- 5.3 You will not reproduce, store in a retrieval system or transmit in any form or by any means - electronic, mechanical, photocopying, recording, scanning or otherwise - any copyrighted material or other Confidential Information, for your own benefit or for the benefit of any third party, either during the term of your employment or thereafter.
- 5.4 Upon expiry or termination of your employment with Company, you will return and surrender to Company, all such Confidential Information including without limitation, data, information, files, books, magazines, reports, documents, manuals, audio and video tapes, floppies and discs and any other knowledge databases that came to you or were entrusted to you in the course of your employment and shall not retain any copy thereof in any form whatsoever. You may be required to execute such other or further agreements as Company or its affiliates or customers may require in this regard, from time to time.

6. Disclosure of Information

- 6.1 You shall not, except in the course of your duties or unless ordered to do so by a court of competent jurisdiction, either during or anytime after your employment with us, use or disclose to any person, firm or corporation any information relating to the organization, its business, clients or trade secrets which have come into your possession in the course of your employment with us including public papers, journals, pamphlets or leaflets, or cause to be disclosed at any time, any information or documents, official or otherwise relating to Company or its subsidiaries or affiliates, customers, sub-contractors or any other person or company having any kind of association or relationship with Company and/or its subsidiaries or affiliates, except with prior written approval.

7. Intellectual Property Rights

- 7.1 All intellectual property rights in any work or material developed by you during the course of your employment shall belong to and be the property of Company and you confirm that you shall not be entitled to claim any rights over such intellectual property. If required by Company, during or after the term of this engagement, you shall assign and transfer in favor of Company or, at the request of Company, in favor of any of its subsidiary, affiliate, customers or other persons, all intellectual property rights in such works or materials and shall execute such deeds and documents, as Company may require, to effectually vest in Company, any of its subsidiary, affiliate or customers as Company may require, any and all intellectual property rights and benefits in such works or materials. In performance of your
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duties and responsibilities, you shall not use or infringe any intellectual property properties or rights of any other persons.

8. Compensation

- 8.1 Your gross annual compensation will be the aggregate of Total Fixed Pay & Benefits as set forth in the **Annexure II (“Compensation”)** and will be subject to deduction of tax at source. Your Compensation will be reviewed periodically as per the Company compensation review cycle. The Company assumes no responsibility for your personal tax affairs, and your tax liability in respect of your Compensation is entirely your responsibility. Provided however, Company may from time to time, withhold any tax as may be required by applicable law. It is a condition of your employment that you will abide by the Company’s Policies of maintaining strict confidentiality of the compensation you receive from the Company.
- 8.2 It is however clarified that the Benefits as set forth in the Annexure are provided on a voluntary basis by the Company in accordance with the Company Policy in force at present, and hence are liable to (i) change from time to time; or (ii) be withdrawn any time. During the term of your employment with Company, you will be subject to all such applicable rules and regulations in accordance with the Company Policy as may be in force from time to time.

9. Learning & Development

- 9.1 During the course of your employment with the Company, you may be required to undergo some training programs or engage in some process implementation or other skill enhancement activities in India or abroad. Company will bear the costs and expenses in relation to such programs. However, you will be required to be in the employment of Company for a minimum specified period after such programs, failing which you will be required to reimburse such costs and expenses incurred by the Company in relation to such programs. Regarding the aforesaid, the Company reserves the right to ask you to sign an agreement/bond associated with the training/assignment. In the event of any breach of the conditions associated with the bond the Company will invoke the appropriate penalty clauses and you will be liable to pay the damages as provided in the said agreement/bond. Your refusal to undergo such programs on such terms would be considered as a material breach of the terms of employment and in such case, Company shall have the right to terminate this engagement, by giving you notice as referred to in clause 4 above, without being under obligation to make any payments to you.

10. Avoidance of Conflict of Interest

- 10.1 You agree that you shall perform your duties, as may be assigned to you from time to time, with diligence, devotion and discretion. While in the employment of Company, you shall (a) use your best endeavor to defend and promote the business interests of Company; (b) devote your full time, attention and efforts to serve Company; and (c) whether by yourself, your employees, agents, or otherwise, and whether on your own behalf or for any other



person, or entity in India or elsewhere, not directly or indirectly engage, practice of any business, profession or vocation, including any activity, which competes with activities of the Company or conflicts with your position in the Company. You confirm that as on the effective date of your appointment, you do not have any business, professional or other interests that may be conflicting with any of the foregoing statements. Since your appointment with the Company is on a full time basis, you shall not take up any assignment, including those in the nature of any business, profession or vocation, without prior written consent of the Company, which consent may be granted at Company's sole discretion.

11. Should any provision of this Letter be held invalid or unenforceable, such invalidity will not invalidate the whole of this Letter and the remainder of this Agreement will remain in full force.
12. In the event of any dispute or claim arising under this Agreement or in connection with the conditions of employment on a contractual basis under this Agreement, such dispute or claim shall be referred to arbitration in pursuance of the Arbitration and Conciliation Act, 1996. The Company shall in the event of any such dispute or difference, have the right to nominate an Arbitrator as the sole Arbitrator to adjudicate upon the dispute/difference. Parties also agree to submit themselves to the exclusive territorial jurisdiction of courts at Kolkata. The arbitration proceedings shall be conducted in English Language. The fees of the Arbitrator shall be paid equally, in the first instance, by both parties, subject to the final adjudication of costs by the Arbitrator at the time of passing the award.

13. Health Check-up

You shall be required to produce a medical fitness certificate at the time of your joining. You have to get stipulated tests done, at your own expense and obtain a registered medical practitioner's certificate and submit the same to your reporting manager.

A duplicate copy of this letter is enclosed herewith, which may please be signed and returned to us in acceptance of the terms and conditions mentioned above.

For **Bandhan Bank Limited**


Santanu Banerjee
Head – Human Resources

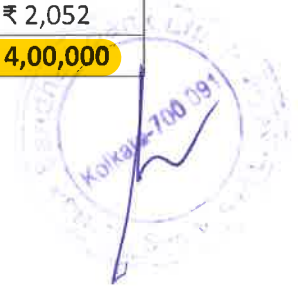
Agreed and Accepted: _____
(Candidate Name) (Candidate Signature)

**Bandhan Bank****Bandhan Bank Limited**Head Office: DN 32, Sector V, Salt Lake City, Kolkata 700 091 | CIN No.: U67190WB2011PTC204677
Phone: +91-33-6609 0909, 2 306 2396 | Fax: 033-6609 0502 | Website: www.bandhanbank.com**ANNEXURE II – Compensation Details****Confidential****Candidate Name:** Janikrishna P**Grade:** Assistant Manager**Position Name:** Customer Relationship Officer (MT)**Location:** Madurai – Chennai Cluster

Particulars	Monthly (Rs.)	Yearly (Rs.)
Basic Salary	₹ 10,920	₹ 1,31,044
HRA	₹ 5,460	₹ 65,522
Special Allowance	₹ 10,770	₹ 1,29,246
Medical Allowance	₹ 1,250	₹ 15,000
Conveyance Allowance	₹ 1,600	₹ 19,200
Statutory Bonus	₹ 1,000	₹ 12,000
Child Education Allowance	₹ 200	₹ 2,400
Gross Salary	₹ 31,201	₹ 3,74,412
PF(Employer Contribution)	₹ 1,436	₹ 17,232
Gratuity	₹ 525	₹ 6,303
Insurance Valuation - AM / DM	₹ 171	₹ 2,052
Cost to Company(CTC)	₹ 33,333	₹ 4,00,000

Payable as per the Payments of Gratuity Act.**Confidentiality:**

Matter of your compensation is confidential information of the Bank and should be treated with absolute confidentiality except to the extent you are required to make disclosure for any tax, legal or regulatory purpose. Any breach of this confidentiality obligations will be considered as breach of fidelity and secrecy clause under your terms of appointment.



PRIVATE AND CONFIDENTIAL

Ref. No.: BBL/HR/22444/2018-19

Date: 11/01/2019

Ms. Ancy Wilson
Naduvathezath(H),
Near TV centre Kannad,
Ernakulam-682037.

LETTER OF APPOINTMENT

Dear Ms. Wilson,

With reference to your application and subsequent discussions with us, we are pleased to offer you employment with Bandhan Bank in the position of **Customer Relationship Officer (MT)** based at **Adyaar Branch** under **Chennai Cluster** at **Assistant Manager** grade.

You shall be required to join the Bank on or before **17-June-2019**.

The detailed terms and conditions of your employment are outlined in **Annexure I ("Terms of Employment")** and compensation details are mentioned in **Annexure II ("Compensation Details")**. You will also be governed by the policies, rules and regulations of the Company as may be modified from time to time.

Accordingly, please sign and return a copy of this letter of employment and the employee statement attached herewith indicating your formal acceptance of your employment with the Company on the terms contained herein. Please initial each page of this letter. Upon your signature and return to us, this letter of employment will be treated as an employment agreement between the Company and you and the terms and conditions of this letter of employment shall govern your employment with the Company.

Kindly note that in case we do not receive your formal acceptance on or before **19-Jan-2019**, this letter of employment shall automatically be rescinded.

Yours sincerely,

For **Bandhan Bank Limited**,


Santanu Banerjee
Head – Human Resources

ANNEXURE I

TERMS AND CONDITIONS OF EMPLOYMENT

1. Appointment

- 1.1 During the course of your employment, you will be governed by the Code of Conduct and Ethics, rules, regulations and other policies (together the "Company Policies") as enforced and as may be amended from time to time. The Bank reserves the right to vary the terms and conditions of service governing your appointment including your duties and responsibilities at any time.
- 1.2 With reference to the Campus Interview and subsequent selection, you will be required to report at our **Adyaar – Chennai Cluster**. You will be accountable for duties & responsibilities to the **Branch Head** or to any such person in Company as may be indicated to you from time to time. However, your services are transferable and you can be seconded or deputed by the Company to any of its operations or operations of its associate companies in India or abroad. The Company further reserves the right to transfer your employment to any other company or legal entity, as part of any transfer of undertaking of the Company or as part of any restructuring or amalgamation or such other plan implemented by the Company or by which the Company is bound, on such terms and conditions as applicable to such plan.
- 1.3 Your employment / services will be summarily terminated from the organization in the event of your failure to submit successful completion of your MBA / PGDM **in a single attempt**, based on which you were recruited. You are requested to submit attested copies of all your degrees and professional qualification certificates at the time of joining. The MBA Certificate / degree documents have to be submitted by 30th September, 2019.

Further, your appointment is subject to you being found medically fit for service by a registered medical practitioner as mentioned in Point 13 of this letter.

Additionally, Bandhan Bank reserves the right to conduct a background verification / seek references from your current / previous employers. If any information, declaration provided by you, at the time of selection/ joining is later found to be false or untrue, or if any material information is suppressed and / or the background verification / reference checks received are not satisfactory, Bandhan Bank may terminate your services forthwith.

2. Probation & Confirmation

- 2.1 You will be on a probation period of **365 days (1 Year)** from the date of your joining at Bandhan Bank. During this period, your performance will be reviewed and if found satisfactory your employment will be confirmed on completion of this period, unless otherwise communicated by the Company. In the event the Company, at its sole discretion, extends the term of probation for such

period as it may deem fit, any such extension of probation shall be duly communicated to you in writing. Your performance will be continuously evaluated during such extended probationary period and if found satisfactory, your employment will be confirmed in writing on completion of this period.

3. Leave

- 3.1 You will be governed by Bandhan Bank's Leave Policy announced from time to time. However, you must obtain prior approval of the concerned reporting manager prior to availing privilege leave.

4. Termination

- 4.1 During the probationary period of 365 days (1 Year) including any extension, either party may terminate this appointment by giving 30 days prior notice in writing without assigning any reasons therefor. After confirmation, either party may terminate this appointment by giving 90 days' notice in writing to the other party without assigning any reasons thereof. Your resignation shall not automatically be assumed to be accepted from the date of its communication to the Company and will be subject to the fulfillment of notice period, proper handover of charge to your successor to the satisfaction of the Company and any other conditions as may be communicated to you in writing.

The Company reserves the right not to accept the payment in lieu of the notice and at its sole discretion may enforce the complete or part of the notice period to effectuate a proper handover of charge to the sole satisfaction of the Company.

In the event termination is initiated by you, the Company may, at its sole discretion, relieve you from such date as it may deem fit, even before the expiration of the notice period. Under these circumstances, the Company will ordinarily pay you compensation for the unexpired period of the notice period. The Company at its discretion reserves the right to withhold compensation, without incurring any liability should there be a material breach of your duties or obligations, or gross indiscipline or misconduct in this period.

- 4.2 The Company may terminate your services immediately without any compensation or notice thereof, if you are in material breach of your duties or obligations, or commit breach of trust or gross indiscipline or misconduct or commit breach of any applicable law or of the Company Policies and Code of Conduct and Ethics or any of the terms and conditions set forth herein. Such material breach would include your failure to comply with or committing breach of the provisions contained in this appointment letter, gross misconduct, financial irregularities, breach of confidentiality, any act involving moral turpitude, including conviction in any criminal case during your present or previous employment, breach of any applicable law or regulation, breach of the Company's Code of Conduct and Ethics, refusal to carry out reasonable instructions and the like. The said right of the Company is without prejudice to its rights in law or equity to initiate other legal action as it deems fit to protect its interests.



- 4.3 In the event of your continuous absence for a period exceeding 15 days, without formal request or permission from the management for the same, you shall be deemed to have left and relinquished your service. The contract of service shall come to an end when the employee abandons his / her job.
- 4.4 Subject to earlier termination of this engagement, you shall retire on the last day of the month in which you attain the age of 60 years.
- 4.5 Upon severance of your employment with the Company, it is agreed that any assets and amounts due to the Company by you shall be held in trust by you for and on behalf of the Company and subject to the provisions of this agreement, the Company commits itself to hold all amounts due to you in trust for you and on your behalf. The Company shall have the right to retain any amounts otherwise payable to you to satisfy any of your obligations as a result of any breach of this agreement.
- 4.6 The Company may proceed against you to seek injunction in an appropriate court of law against your working in any other company/firm/business before you are relieved from the Company. In addition to any other remedies which the Company may have at law or in equity, you agree that the Company shall have the right to have all provisions of this agreement specifically performed including the post-employment restrictions stipulated in clauses 5 and 6.
- 4.7 The terms of this offer are strictly confidential between you and the Company and any breach of this confidence will be viewed with utmost seriousness. Your obligations set forth in paragraphs 5, 6 and 7 survive expiration or termination of your employment contract with the Company.

5. Confidentiality & Employment Policy

- 5.1 In the course of your assignment with the Company, and by virtue of the position held by you, you may acquire information, technical or otherwise, including any computer software, trade secrets, design, technology, ideas, know-how, processes, formulas, compositions, data, techniques, improvements, inventions, work of authorship, business and product development plans, and other information concerning the Company's actual or anticipated business, research, and development or that is received by the Company, which is confidential or proprietary to Company or its subsidiaries or affiliates, its customers, subcontractors or any other person or company having any kind of association or relationship with Company, and / or its affiliates or subsidiaries (together "Confidential Information"). You shall keep and maintain strict confidentiality of such Confidential Information and data that may come to your possession or knowledge by virtue of this engagement, use such information only as may be required in the normal course of your
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work and shall not disclose or divulge any such information or data, without prior written consent of an authorized officer of the Company.

- 5.2 You shall at all times, whether during or after the termination of your employment, act with utmost fidelity and shall not disclose or divulge any such Confidential Information to third parties or make use of such information for your own benefit or otherwise howsoever.
- 5.3 You will not reproduce, store in a retrieval system or transmit in any form or by any means - electronic, mechanical, photocopying, recording, scanning or otherwise - any copyrighted material or other Confidential Information, for your own benefit or for the benefit of any third party, either during the term of your employment or thereafter.
- 5.4 Upon expiry or termination of your employment with Company, you will return and surrender to Company, all such Confidential Information including without limitation, data, information, files, books, magazines, reports, documents, manuals, audio and video tapes, floppies and discs and any other knowledge databases that came to you or were entrusted to you in the course of your employment and shall not retain any copy thereof in any form whatsoever. You may be required to execute such other or further agreements as Company or its affiliates or customers may require in this regard, from time to time.

6. Disclosure of Information

- 6.1 You shall not, except in the course of your duties or unless ordered to do so by a court of competent jurisdiction, either during or anytime after your employment with us, use or disclose to any person, firm or corporation any information relating to the organization, its business, clients or trade secrets which have come into your possession in the course of your employment with us including public papers, journals, pamphlets or leaflets, or cause to be disclosed at any time, any information or documents, official or otherwise relating to Company or its subsidiaries or affiliates, customers, sub-contractors or any other person or company having any kind of association or relationship with Company and/or its subsidiaries or affiliates, except with prior written approval.

7. Intellectual Property Rights

- 7.1 All intellectual property rights in any work or material developed by you during the course of your employment shall belong to and be the property of Company and you confirm that you shall not be entitled to claim any rights over such intellectual property. If required by Company, during or after the term of this engagement, you shall assign and transfer in favor of Company or, at the request of Company, in favor of any of its subsidiary, affiliate, customers or other persons, all intellectual property rights in such works or materials and shall execute such deeds and documents, as Company may require, to effectually vest in Company, any of its subsidiary, affiliate or customers as Company may require, any and all intellectual property rights and benefits in such works or materials. In performance of your
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duties and responsibilities, you shall not use or infringe any intellectual property properties or rights of any other persons.

8. Compensation

- 8.1 Your gross annual compensation will be the aggregate of Total Fixed Pay & Benefits as set forth in the **Annexure II (“Compensation”)** and will be subject to deduction of tax at source. Your Compensation will be reviewed periodically as per the Company compensation review cycle. The Company assumes no responsibility for your personal tax affairs, and your tax liability in respect of your Compensation is entirely your responsibility. Provided however, Company may from time to time, withhold any tax as may be required by applicable law. It is a condition of your employment that you will abide by the Company’s Policies of maintaining strict confidentiality of the compensation you receive from the Company.
- 8.2 It is however clarified that the Benefits as set forth in the Annexure are provided on a voluntary basis by the Company in accordance with the Company Policy in force at present, and hence are liable to (i) change from time to time; or (ii) be withdrawn any time. During the term of your employment with Company, you will be subject to all such applicable rules and regulations in accordance with the Company Policy as may be in force from time to time.

9. Learning & Development

- 9.1 During the course of your employment with the Company, you may be required to undergo some training programs or engage in some process implementation or other skill enhancement activities in India or abroad. Company will bear the costs and expenses in relation to such programs. However, you will be required to be in the employment of Company for a minimum specified period after such programs, failing which you will be required to reimburse such costs and expenses incurred by the Company in relation to such programs. Regarding the aforesaid, the Company reserves the right to ask you to sign an agreement/bond associated with the training/assignment. In the event of any breach of the conditions associated with the bond the Company will invoke the appropriate penalty clauses and you will be liable to pay the damages as provided in the said agreement/bond. Your refusal to undergo such programs on such terms would be considered as a material breach of the terms of employment and in such case, Company shall have the right to terminate this engagement, by giving you notice as referred to in clause 4 above, without being under obligation to make any payments to you.

10. Avoidance of Conflict of Interest

- 10.1 You agree that you shall perform your duties, as may be assigned to you from time to time, with diligence, devotion and discretion. While in the employment of Company, you shall (a) use your best endeavor to defend and promote the business interests of Company; (b) devote your full time, attention and efforts to serve Company; and (c) whether by yourself, your employees, agents, or otherwise, and whether on your own behalf or for any other



person, or entity in India or elsewhere, not directly or indirectly engage, practice of any business, profession or vocation, including any activity, which competes with activities of the Company or conflicts with your position in the Company. You confirm that as on the effective date of your appointment, you do not have any business, professional or other interests that may be conflicting with any of the foregoing statements. Since your appointment with the Company is on a full time basis, you shall not take up any assignment, including those in the nature of any business, profession or vocation, without prior written consent of the Company, which consent may be granted at Company's sole discretion.

11. Should any provision of this Letter be held invalid or unenforceable, such invalidity will not invalidate the whole of this Letter and the remainder of this Agreement will remain in full force.
12. In the event of any dispute or claim arising under this Agreement or in connection with the conditions of employment on a contractual basis under this Agreement, such dispute or claim shall be referred to arbitration in pursuance of the Arbitration and Conciliation Act, 1996. The Company shall in the event of any such dispute or difference, have the right to nominate an Arbitrator as the sole Arbitrator to adjudicate upon the dispute/difference. Parties also agree to submit themselves to the exclusive territorial jurisdiction of courts at Kolkata. The arbitration proceedings shall be conducted in English Language. The fees of the Arbitrator shall be paid equally, in the first instance, by both parties, subject to the final adjudication of costs by the Arbitrator at the time of passing the award.

13. Health Check-up

You shall be required to produce a medical fitness certificate at the time of your joining. You have to get stipulated tests done, at your own expense and obtain a registered medical practitioner's certificate and submit the same to your reporting manager.

A duplicate copy of this letter is enclosed herewith, which may please be signed and returned to us in acceptance of the terms and conditions mentioned above.

For **Bandhan Bank Limited**

Santanu Banerjee
Head – Human Resources

Agreed and Accepted: _____
(Candidate Name) (Candidate Signature)

**ANNEXURE II – Compensation Details****Confidential****Candidate Name:** Ancy Wilson**Grade:** Assistant Manager**Position Name:** Customer Relationship Officer (MT)**Location:** Adyaar – Chennai Cluster

Particulars	Monthly (Rs.)	Yearly (Rs.)
Basic Salary	₹ 10,920	₹ 1,31,044
HRA	₹ 5,460	₹ 65,522
Special Allowance	₹ 10,770	₹ 1,29,246
Medical Allowance	₹ 1,250	₹ 15,000
Conveyance Allowance	₹ 1,600	₹ 19,200
Statutory Bonus	₹ 1,000	₹ 12,000
Child Education Allowance	₹ 200	₹ 2,400
Gross Salary	₹ 31,201	₹ 3,74,412
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Gratuity	₹ 525	₹ 6,303
Insurance Valuation - AM / DM	₹ 171	₹ 2,052
Cost to Company(CTC)	₹ 33,333	₹ 4,00,000

Payable as per the Payments of Gratuity Act.**Confidentiality:**

Matter of your compensation is confidential information of the Bank and should be treated with absolute confidentiality except to the extent you are required to make disclosure for any tax, legal or regulatory purpose. Any breach of this confidentiality obligations will be considered as breach of fidelity and secrecy clause under your terms of appointment.



Bandhan Bank
Aapka Bhala, Sabki Bhalai.

Bandhan Bank Limited

Head Office: DN 32, Sector V, Salt Lake City, Kolkata 700 091 | CIN: U67190WB2014PLC204622
Phone: +91-33-6609 0909, 4045 6456 | Fax: 033 6609 0502 | Website: www.bandhanbank.com

PRIVATE AND CONFIDENTIAL

Ref. No.: BBL/HR/22445/2018-19

Date: 11/01/2019

Ms. **Gokul Gopan**
Gopika(H),
East Othera,
Thiruvalla,
Pathanamthitta-689546.

LETTER OF APPOINTMENT

Dear Ms. Gopan,

With reference to your application and subsequent discussions with us, we are pleased to offer you employment with Bandhan Bank in the position of **Customer Relationship Officer (MT)** based at **Nungambakkam Branch** under **Chennai Cluster** at **Assistant Manager** grade.

You shall be required to join the Bank on or before **17-June-2019**.

The detailed terms and conditions of your employment are outlined in **Annexure I ("Terms of Employment")** and compensation details are mentioned in **Annexure II ("Compensation Details")**. You will also be governed by the policies, rules and regulations of the Company as may be modified from time to time.

Accordingly, please sign and return a copy of this letter of employment and the employee statement attached herewith indicating your formal acceptance of your employment with the Company on the terms contained herein. Please initial each page of this letter. Upon your signature and return to us, this letter of employment will be treated as an employment agreement between the Company and you and the terms and conditions of this letter of employment shall govern your employment with the Company.

Kindly note that in case we do not receive your formal acceptance on or before **19-Jan-2019**, this letter of employment shall automatically be rescinded.

Yours sincerely,

For **Bandhan Bank Limited**,


Santanu Banerjee
Head – Human Resources

ANNEXURE I

TERMS AND CONDITIONS OF EMPLOYMENT

1. Appointment

- 1.1 During the course of your employment, you will be governed by the Code of Conduct and Ethics, rules, regulations and other policies (together the “Company Policies”) as enforced and as may be amended from time to time. The Bank reserves the right to vary the terms and conditions of service governing your appointment including your duties and responsibilities at any time.
- 1.2 With reference to the Campus Interview and subsequent selection, you will be required to report at our **Nungambakkam – Chennai Cluster**. You will be accountable for duties & responsibilities to the **Branch Head** or to any such person in Company as may be indicated to you from time to time. However, your services are transferable and you can be seconded or deputed by the Company to any of its operations or operations of its associate companies in India or abroad. The Company further reserves the right to transfer your employment to any other company or legal entity, as part of any transfer of undertaking of the Company or as part of any restructuring or amalgamation or such other plan implemented by the Company or by which the Company is bound, on such terms and conditions as applicable to such plan.
- 1.3 Your employment / services will be summarily terminated from the organization in the event of your failure to submit successful completion of your MBA / PGDM **in a single attempt**, based on which you were recruited. You are requested to submit attested copies of all your degrees and professional qualification certificates at the time of joining. The MBA Certificate / degree documents have to be submitted by 30th September, 2019.

Further, your appointment is subject to you being found medically fit for service by a registered medical practitioner as mentioned in Point 13 of this letter.

Additionally, Bandhan Bank reserves the right to conduct a background verification / seek references from your current / previous employers. If any information, declaration provided by you, at the time of selection/ joining is later found to be false or untrue, or if any material information is suppressed and / or the background verification / reference checks received are not satisfactory, Bandhan Bank may terminate your services forthwith.

2. Probation & Confirmation

- 2.1 You will be on a probation period of **365 days (1 Year)** from the date of your joining at Bandhan Bank. During this period, your performance will be reviewed and if found satisfactory your employment will be confirmed on completion of this period, unless otherwise communicated by the Company. In the event the Company, at its sole discretion, extends the term of probation for such



period as it may deem fit, any such extension of probation shall be duly communicated to you in writing. Your performance will be continuously evaluated during such extended probationary period and if found satisfactory, your employment will be confirmed in writing on completion of this period.

3. Leave

3.1 You will be governed by Bandhan Bank's Leave Policy announced from time to time. However, you must obtain prior approval of the concerned reporting manager prior to availing privilege leave.

4. Termination

4.1 During the probationary period of 365 days (1 Year) including any extension, either party may terminate this appointment by giving 30 days prior notice in writing without assigning any reasons therefor. After confirmation, either party may terminate this appointment by giving 90 days' notice in writing to the other party without assigning any reasons thereof. Your resignation shall not automatically be assumed to be accepted from the date of its communication to the Company and will be subject to the fulfillment of notice period, proper handover of charge to your successor to the satisfaction of the Company and any other conditions as may be communicated to you in writing.

The Company reserves the right not to accept the payment in lieu of the notice and at its sole discretion may enforce the complete or part of the notice period to effectuate a proper handover of charge to the sole satisfaction of the Company.

In the event termination is initiated by you, the Company may, at its sole discretion, relieve you from such date as it may deem fit, even before the expiration of the notice period. Under these circumstances, the Company will ordinarily pay you compensation for the unexpired period of the notice period. The Company at its discretion reserves the right to withhold compensation, without incurring any liability should there be a material breach of your duties or obligations, or gross indiscipline or misconduct in this period.

4.2 The Company may terminate your services immediately without any compensation or notice thereof, if you are in material breach of your duties or obligations, or commit breach of trust or gross indiscipline or misconduct or commit breach of any applicable law or of the Company Policies and Code of Conduct and Ethics or any of the terms and conditions set forth herein. Such material breach would include your failure to comply with or committing breach of the provisions contained in this appointment letter, gross misconduct, financial irregularities, breach of confidentiality, any act involving moral turpitude, including conviction in any criminal case during your present or previous employment, breach of any applicable law or regulation, breach of the Company's Code of Conduct and Ethics, refusal to carry out reasonable instructions and the like. The said right of the Company is without prejudice to its rights in law or equity to initiate other legal action as it deems fit to protect its interests.



- 4.3 In the event of your continuous absence for a period exceeding 15 days, without formal request or permission from the management for the same, you shall be deemed to have left and relinquished your service. The contract of service shall come to an end when the employee abandons his / her job.
- 4.4 Subject to earlier termination of this engagement, you shall retire on the last day of the month in which you attain the age of 60 years.
- 4.5 Upon severance of your employment with the Company, it is agreed that any assets and amounts due to the Company by you shall be held in trust by you for and on behalf of the Company and subject to the provisions of this agreement, the Company commits itself to hold all amounts due to you in trust for you and on your behalf. The Company shall have the right to retain any amounts otherwise payable to you to satisfy any of your obligations as a result of any breach of this agreement.
- 4.6 The Company may proceed against you to seek injunction in an appropriate court of law against your working in any other company/firm/business before you are relieved from the Company. In addition to any other remedies which the Company may have at law or in equity, you agree that the Company shall have the right to have all provisions of this agreement specifically performed including the post-employment restrictions stipulated in clauses 5 and 6.
- 4.7 The terms of this offer are strictly confidential between you and the Company and any breach of this confidence will be viewed with utmost seriousness. Your obligations set forth in paragraphs 5, 6 and 7 survive expiration or termination of your employment contract with the Company.

5. Confidentiality & Employment Policy

- 5.1 In the course of your assignment with the Company, and by virtue of the position held by you, you may acquire information, technical or otherwise, including any computer software, trade secrets, design, technology, ideas, know-how, processes, formulas, compositions, data, techniques, improvements, inventions, work of authorship, business and product development plans, and other information concerning the Company's actual or anticipated business, research, and development or that is received by the Company, which is confidential or proprietary to Company or its subsidiaries or affiliates, its customers, subcontractors or any other person or company having any kind of association or relationship with Company, and / or its affiliates or subsidiaries (together "Confidential Information"). You shall keep and maintain strict confidentiality of such Confidential Information and data that may come to your possession or knowledge by virtue of this engagement, use such information only as may be required in the normal course of your



work and shall not disclose or divulge any such information or data, without prior written consent of an authorized officer of the Company.

- 5.2 You shall at all times, whether during or after the termination of your employment, act with utmost fidelity and shall not disclose or divulge any such Confidential Information to third parties or make use of such information for your own benefit or otherwise howsoever.
- 5.3 You will not reproduce, store in a retrieval system or transmit in any form or by any means - electronic, mechanical, photocopying, recording, scanning or otherwise - any copyrighted material or other Confidential Information, for your own benefit or for the benefit of any third party, either during the term of your employment or thereafter.
- 5.4 Upon expiry or termination of your employment with Company, you will return and surrender to Company, all such Confidential Information including without limitation, data, information, files, books, magazines, reports, documents, manuals, audio and video tapes, floppies and discs and any other knowledge databases that came to you or were entrusted to you in the course of your employment and shall not retain any copy thereof in any form whatsoever. You may be required to execute such other or further agreements as Company or its affiliates or customers may require in this regard, from time to time.

6. Disclosure of Information

- 6.1 You shall not, except in the course of your duties or unless ordered to do so by a court of competent jurisdiction, either during or anytime after your employment with us, use or disclose to any person, firm or corporation any information relating to the organization, its business, clients or trade secrets which have come into your possession in the course of your employment with us including public papers, journals, pamphlets or leaflets, or cause to be disclosed at any time, any information or documents, official or otherwise relating to Company or its subsidiaries or affiliates, customers, sub-contractors or any other person or company having any kind of association or relationship with Company and/or its subsidiaries or affiliates, except with prior written approval.

7. Intellectual Property Rights

- 7.1 All intellectual property rights in any work or material developed by you during the course of your employment shall belong to and be the property of Company and you confirm that you shall not be entitled to claim any rights over such intellectual property. If required by Company, during or after the term of this engagement, you shall assign and transfer in favor of Company or, at the request of Company, in favor of any of its subsidiary, affiliate, customers or other persons, all intellectual property rights in such works or materials and shall execute such deeds and documents, as Company may require, to effectually vest in Company, any of its subsidiary, affiliate or customers as Company may require, any and all intellectual property rights and benefits in such works or materials. In performance of your
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duties and responsibilities, you shall not use or infringe any intellectual property properties or rights of any other persons.

8. Compensation

- 8.1 Your gross annual compensation will be the aggregate of Total Fixed Pay & Benefits as set forth in the **Annexure II (“Compensation”)** and will be subject to deduction of tax at source. Your Compensation will be reviewed periodically as per the Company compensation review cycle. The Company assumes no responsibility for your personal tax affairs, and your tax liability in respect of your Compensation is entirely your responsibility. Provided however, Company may from time to time, withhold any tax as may be required by applicable law. It is a condition of your employment that you will abide by the Company’s Policies of maintaining strict confidentiality of the compensation you receive from the Company.
- 8.2 It is however clarified that the Benefits as set forth in the Annexure are provided on a voluntary basis by the Company in accordance with the Company Policy in force at present, and hence are liable to (i) change from time to time; or (ii) be withdrawn any time. During the term of your employment with Company, you will be subject to all such applicable rules and regulations in accordance with the Company Policy as may be in force from time to time.

9. Learning & Development

- 9.1 During the course of your employment with the Company, you may be required to undergo some training programs or engage in some process implementation or other skill enhancement activities in India or abroad. Company will bear the costs and expenses in relation to such programs. However, you will be required to be in the employment of Company for a minimum specified period after such programs, failing which you will be required to reimburse such costs and expenses incurred by the Company in relation to such programs. Regarding the aforesaid, the Company reserves the right to ask you to sign an agreement/bond associated with the training/assignment. In the event of any breach of the conditions associated with the bond the Company will invoke the appropriate penalty clauses and you will be liable to pay the damages as provided in the said agreement/bond. Your refusal to undergo such programs on such terms would be considered as a material breach of the terms of employment and in such case, Company shall have the right to terminate this engagement, by giving you notice as referred to in clause 4 above, without being under obligation to make any payments to you.

10. Avoidance of Conflict of Interest

- 10.1 You agree that you shall perform your duties, as may be assigned to you from time to time, with diligence, devotion and discretion. While in the employment of Company, you shall (a) use your best endeavor to defend and promote the business interests of Company; (b) devote your full time, attention and efforts to serve Company; and (c) whether by yourself, your employees, agents, or otherwise, and whether on your own behalf or for any other



person, or entity in India or elsewhere, not directly or indirectly engage, practice of any business, profession or vocation, including any activity, which competes with activities of the Company or conflicts with your position in the Company. You confirm that as on the effective date of your appointment, you do not have any business, professional or other interests that may be conflicting with any of the foregoing statements. Since your appointment with the Company is on a full time basis, you shall not take up any assignment, including those in the nature of any business, profession or vocation, without prior written consent of the Company, which consent may be granted at Company's sole discretion.

11. Should any provision of this Letter be held invalid or unenforceable, such invalidity will not invalidate the whole of this Letter and the remainder of this Agreement will remain in full force.
12. In the event of any dispute or claim arising under this Agreement or in connection with the conditions of employment on a contractual basis under this Agreement, such dispute or claim shall be referred to arbitration in pursuance of the Arbitration and Conciliation Act, 1996. The Company shall in the event of any such dispute or difference, have the right to nominate an Arbitrator as the sole Arbitrator to adjudicate upon the dispute/difference. Parties also agree to submit themselves to the exclusive territorial jurisdiction of courts at Kolkata. The arbitration proceedings shall be conducted in English Language. The fees of the Arbitrator shall be paid equally, in the first instance, by both parties, subject to the final adjudication of costs by the Arbitrator at the time of passing the award.

13. Health Check-up

You shall be required to produce a medical fitness certificate at the time of your joining. You have to get stipulated tests done, at your own expense and obtain a registered medical practitioner's certificate and submit the same to your reporting manager.

A duplicate copy of this letter is enclosed herewith, which may please be signed and returned to us in acceptance of the terms and conditions mentioned above.

For **Bandhan Bank Limited**

Santanu Banerjee
Head – Human Resources

Agreed and Accepted: _____
(Candidate Name) (Candidate Signature)

**Bandhan Bank**

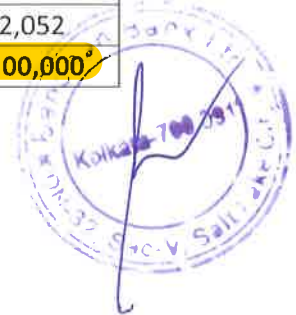
Bandhan Bank Limited

Head Office: DN 32, Sector V, Salt Lake City, Kolkata 700 091 | CIN No: U67190WB2014PLC204677
Phone: +91 33-6609 0909, 2706 2396 | Fax: 033 6609 0502 | website: www.bandhanbank.com**ANNEXURE II – Compensation Details****Confidential****Candidate Name:** Gokul Gopan**Grade:** Assistant Manager**Position Name:** Customer Relationship Officer (MT)**Location:** Nungambakkam – Chennai Cluster

Particulars	Monthly (Rs.)	Yearly (Rs.)
Basic Salary	₹ 10,920	₹ 1,31,044
HRA	₹ 5,460	₹ 65,522
Special Allowance	₹ 10,770	₹ 1,29,246
Medical Allowance	₹ 1,250	₹ 15,000
Conveyance Allowance	₹ 1,600	₹ 19,200
Statutory Bonus	₹ 1,000	₹ 12,000
Child Education Allowance	₹ 200	₹ 2,400
Gross Salary	₹ 31,201	₹ 3,74,412
PF(Employer Contribution)	₹ 1,436	₹ 17,232
Gratuity	₹ 525	₹ 6,303
Insurance Valuation - AM / DM	₹ 171	₹ 2,052
Cost to Company(CTC)	₹ 33,333	₹ 4,00,000*

Payable as per the Payments of Gratuity Act.**Confidentiality:**

Matter of your compensation is confidential information of the Bank and should be treated with absolute confidentiality except to the extent you are required to make disclosure for any tax, legal or regulatory purpose. Any breach of this confidentiality obligations will be considered as breach of fidelity and secrecy clause under your terms of appointment.



PRIVATE AND CONFIDENTIAL

Ref. No.: BBL/HR/22446/2018-19

Date: 11/01/2019

Ms. Chandni. U. Nair
Vadakkalathil(H) ,
Koodathai Bazar,
Thamarassery-673573.

LETTER OF APPOINTMENT

Dear Ms. Nair,

With reference to your application and subsequent discussions with us, we are pleased to offer you employment with Bandhan Bank in the position of **Customer Relationship Officer (MT)** based at **Velacherry Branch** under **Chennai Cluster** at **Assistant Manager** grade.

You shall be required to join the Bank on or before **17-June-2019**.

The detailed terms and conditions of your employment are outlined in **Annexure I ("Terms of Employment")** and compensation details are mentioned in **Annexure II ("Compensation Details")**. You will also be governed by the policies, rules and regulations of the Company as may be modified from time to time.

Accordingly, please sign and return a copy of this letter of employment and the employee statement attached herewith indicating your formal acceptance of your employment with the Company on the terms contained herein. Please initial each page of this letter. Upon your signature and return to us, this letter of employment will be treated as an employment agreement between the Company and you and the terms and conditions of this letter of employment shall govern your employment with the Company.

Kindly note that in case we do not receive your formal acceptance on or before **19-Jan-2019**, this letter of employment shall automatically be rescinded.

Yours sincerely,

For **Bandhan Bank Limited**,



Santanu Banerjee
Head – Human Resources



ANNEXURE I

TERMS AND CONDITIONS OF EMPLOYMENT

1. Appointment

- 1.1 During the course of your employment, you will be governed by the Code of Conduct and Ethics, rules, regulations and other policies (together the “Company Policies”) as enforced and as may be amended from time to time. The Bank reserves the right to vary the terms and conditions of service governing your appointment including your duties and responsibilities at any time.
- 1.2 With reference to the Campus Interview and subsequent selection, you will be required to report at our **Velacherry – Chennai Cluster**. You will be accountable for duties & responsibilities to the **Branch Head** or to any such person in Company as may be indicated to you from time to time. However, your services are transferable and you can be seconded or deputed by the Company to any of its operations or operations of its associate companies in India or abroad. The Company further reserves the right to transfer your employment to any other company or legal entity, as part of any transfer of undertaking of the Company or as part of any restructuring or amalgamation or such other plan implemented by the Company or by which the Company is bound, on such terms and conditions as applicable to such plan.
- 1.3 Your employment / services will be summarily terminated from the organization in the event of your failure to submit successful completion of your MBA / PGDM **in a single attempt**, based on which you were recruited. You are requested to submit attested copies of all your degrees and professional qualification certificates at the time of joining. The MBA Certificate / degree documents have to be submitted by 30th September, 2019.

Further, your appointment is subject to you being found medically fit for service by a registered medical practitioner as mentioned in Point 13 of this letter.

Additionally, Bandhan Bank reserves the right to conduct a background verification / seek references from your current / previous employers. If any information, declaration provided by you, at the time of selection/ joining is later found to be false or untrue, or if any material information is suppressed and / or the background verification / reference checks received are not satisfactory, Bandhan Bank may terminate your services forthwith.

2. Probation & Confirmation

- 2.1 You will be on a probation period of **365 days (1 Year)** from the date of your joining at Bandhan Bank. During this period, your performance will be reviewed and if found satisfactory your employment will be confirmed on completion of this period, unless otherwise communicated by the Company. In the event the Company, at its sole discretion, extends the term of probation for such



period as it may deem fit, any such extension of probation shall be duly communicated to you in writing. Your performance will be continuously evaluated during such extended probationary period and if found satisfactory, your employment will be confirmed in writing on completion of this period.

3. Leave

3.1 You will be governed by Bandhan Bank's Leave Policy announced from time to time. However, you must obtain prior approval of the concerned reporting manager prior to availing privilege leave.

4. Termination

4.1 During the probationary period of 365 days (1 Year) including any extension, either party may terminate this appointment by giving 30 days prior notice in writing without assigning any reasons therefor. After confirmation, either party may terminate this appointment by giving 90 days' notice in writing to the other party without assigning any reasons thereof. Your resignation shall not automatically be assumed to be accepted from the date of its communication to the Company and will be subject to the fulfillment of notice period, proper handover of charge to your successor to the satisfaction of the Company and any other conditions as may be communicated to you in writing.

The Company reserves the right not to accept the payment in lieu of the notice and at its sole discretion may enforce the complete or part of the notice period to effectuate a proper handover of charge to the sole satisfaction of the Company.

In the event termination is initiated by you, the Company may, at its sole discretion, relieve you from such date as it may deem fit, even before the expiration of the notice period. Under these circumstances, the Company will ordinarily pay you compensation for the unexpired period of the notice period. The Company at its discretion reserves the right to withhold compensation, without incurring any liability should there be a material breach of your duties or obligations, or gross indiscipline or misconduct in this period.

4.2 The Company may terminate your services immediately without any compensation or notice thereof, if you are in material breach of your duties or obligations, or commit breach of trust or gross indiscipline or misconduct or commit breach of any applicable law or of the Company Policies and Code of Conduct and Ethics or any of the terms and conditions set forth herein. Such material breach would include your failure to comply with or committing breach of the provisions contained in this appointment letter, gross misconduct, financial irregularities, breach of confidentiality, any act involving moral turpitude, including conviction in any criminal case during your present or previous employment, breach of any applicable law or regulation, breach of the Company's Code of Conduct and Ethics, refusal to carry out reasonable instructions and the like. The said right of the Company is without prejudice to its rights in law or equity to initiate other legal action as it deems fit to protect its interests.



- 4.3 In the event of your continuous absence for a period exceeding 15 days, without formal request or permission from the management for the same, you shall be deemed to have left and relinquished your service. The contract of service shall come to an end when the employee abandons his / her job.
- 4.4 Subject to earlier termination of this engagement, you shall retire on the last day of the month in which you attain the age of 60 years.
- 4.5 Upon severance of your employment with the Company, it is agreed that any assets and amounts due to the Company by you shall be held in trust by you for and on behalf of the Company and subject to the provisions of this agreement, the Company commits itself to hold all amounts due to you in trust for you and on your behalf. The Company shall have the right to retain any amounts otherwise payable to you to satisfy any of your obligations as a result of any breach of this agreement.
- 4.6 The Company may proceed against you to seek injunction in an appropriate court of law against your working in any other company/firm/business before you are relieved from the Company. In addition to any other remedies which the Company may have at law or in equity, you agree that the Company shall have the right to have all provisions of this agreement specifically performed including the post-employment restrictions stipulated in clauses 5 and 6.
- 4.7 The terms of this offer are strictly confidential between you and the Company and any breach of this confidence will be viewed with utmost seriousness. Your obligations set forth in paragraphs 5, 6 and 7 survive expiration or termination of your employment contract with the Company.

5. Confidentiality & Employment Policy

- 5.1 In the course of your assignment with the Company, and by virtue of the position held by you, you may acquire information, technical or otherwise, including any computer software, trade secrets, design, technology, ideas, know-how, processes, formulas, compositions, data, techniques, improvements, inventions, work of authorship, business and product development plans, and other information concerning the Company's actual or anticipated business, research, and development or that is received by the Company, which is confidential or proprietary to Company or its subsidiaries or affiliates, its customers, subcontractors or any other person or company having any kind of association or relationship with Company, and / or its affiliates or subsidiaries (together "Confidential Information"). You shall keep and maintain strict confidentiality of such Confidential Information and data that may come to your possession or knowledge by virtue of this engagement, use such information only as may be required in the normal course of your



work and shall not disclose or divulge any such information or data, without prior written consent of an authorized officer of the Company.

- 5.2 You shall at all times, whether during or after the termination of your employment, act with utmost fidelity and shall not disclose or divulge any such Confidential Information to third parties or make use of such information for your own benefit or otherwise howsoever.
- 5.3 You will not reproduce, store in a retrieval system or transmit in any form or by any means - electronic, mechanical, photocopying, recording, scanning or otherwise - any copyrighted material or other Confidential Information, for your own benefit or for the benefit of any third party, either during the term of your employment or thereafter.
- 5.4 Upon expiry or termination of your employment with Company, you will return and surrender to Company, all such Confidential Information including without limitation, data, information, files, books, magazines, reports, documents, manuals, audio and video tapes, floppies and discs and any other knowledge databases that came to you or were entrusted to you in the course of your employment and shall not retain any copy thereof in any form whatsoever. You may be required to execute such other or further agreements as Company or its affiliates or customers may require in this regard, from time to time.

6. Disclosure of Information

- 6.1 You shall not, except in the course of your duties or unless ordered to do so by a court of competent jurisdiction, either during or anytime after your employment with us, use or disclose to any person, firm or corporation any information relating to the organization, its business, clients or trade secrets which have come into your possession in the course of your employment with us including public papers, journals, pamphlets or leaflets, or cause to be disclosed at any time, any information or documents, official or otherwise relating to Company or its subsidiaries or affiliates, customers, sub-contractors or any other person or company having any kind of association or relationship with Company and/or its subsidiaries or affiliates, except with prior written approval.

7. Intellectual Property Rights

- 7.1 All intellectual property rights in any work or material developed by you during the course of your employment shall belong to and be the property of Company and you confirm that you shall not be entitled to claim any rights over such intellectual property. If required by Company, during or after the term of this engagement, you shall assign and transfer in favor of Company or, at the request of Company, in favor of any of its subsidiary, affiliate, customers or other persons, all intellectual property rights in such works or materials and shall execute such deeds and documents, as Company may require, to effectually vest in Company, any of its subsidiary, affiliate or customers as Company may require, any and all intellectual property rights and benefits in such works or materials. In performance of your



duties and responsibilities, you shall not use or infringe any intellectual property properties or rights of any other persons.

8. Compensation

- 8.1 Your gross annual compensation will be the aggregate of Total Fixed Pay & Benefits as set forth in the **Annexure II (“Compensation”)** and will be subject to deduction of tax at source. Your Compensation will be reviewed periodically as per the Company compensation review cycle. The Company assumes no responsibility for your personal tax affairs, and your tax liability in respect of your Compensation is entirely your responsibility. Provided however, Company may from time to time, withhold any tax as may be required by applicable law. It is a condition of your employment that you will abide by the Company’s Policies of maintaining strict confidentiality of the compensation you receive from the Company.
- 8.2 It is however clarified that the Benefits as set forth in the Annexure are provided on a voluntary basis by the Company in accordance with the Company Policy in force at present, and hence are liable to (i) change from time to time; or (ii) be withdrawn any time. During the term of your employment with Company, you will be subject to all such applicable rules and regulations in accordance with the Company Policy as may be in force from time to time.

9. Learning & Development

- 9.1 During the course of your employment with the Company, you may be required to undergo some training programs or engage in some process implementation or other skill enhancement activities in India or abroad. Company will bear the costs and expenses in relation to such programs. However, you will be required to be in the employment of Company for a minimum specified period after such programs, failing which you will be required to reimburse such costs and expenses incurred by the Company in relation to such programs. Regarding the aforesaid, the Company reserves the right to ask you to sign an agreement/bond associated with the training/assignment. In the event of any breach of the conditions associated with the bond the Company will invoke the appropriate penalty clauses and you will be liable to pay the damages as provided in the said agreement/bond. Your refusal to undergo such programs on such terms would be considered as a material breach of the terms of employment and in such case, Company shall have the right to terminate this engagement, by giving you notice as referred to in clause **4** above, without being under obligation to make any payments to you.

10. Avoidance of Conflict of Interest

- 10.1 You agree that you shall perform your duties, as may be assigned to you from time to time, with diligence, devotion and discretion. While in the employment of Company, you shall (a) use your best endeavor to defend and promote the business interests of Company; (b) devote your full time, attention and efforts to serve Company; and (c) whether by yourself, your employees, agents, or otherwise, and whether on your own behalf or for any other



person, or entity in India or elsewhere, not directly or indirectly engage, practice of any business, profession or vocation, including any activity, which competes with activities of the Company or conflicts with your position in the Company. You confirm that as on the effective date of your appointment, you do not have any business, professional or other interests that may be conflicting with any of the foregoing statements. Since your appointment with the Company is on a full time basis, you shall not take up any assignment, including those in the nature of any business, profession or vocation, without prior written consent of the Company, which consent may be granted at Company's sole discretion.

11. Should any provision of this Letter be held invalid or unenforceable, such invalidity will not invalidate the whole of this Letter and the remainder of this Agreement will remain in full force.
12. In the event of any dispute or claim arising under this Agreement or in connection with the conditions of employment on a contractual basis under this Agreement, such dispute or claim shall be referred to arbitration in pursuance of the Arbitration and Conciliation Act, 1996. The Company shall in the event of any such dispute or difference, have the right to nominate an Arbitrator as the sole Arbitrator to adjudicate upon the dispute/difference. Parties also agree to submit themselves to the exclusive territorial jurisdiction of courts at Kolkata. The arbitration proceedings shall be conducted in English Language. The fees of the Arbitrator shall be paid equally, in the first instance, by both parties, subject to the final adjudication of costs by the Arbitrator at the time of passing the award.

13. Health Check-up

You shall be required to produce a medical fitness certificate at the time of your joining. You have to get stipulated tests done, at your own expense and obtain a registered medical practitioner's certificate and submit the same to your reporting manager.

A duplicate copy of this letter is enclosed herewith, which may please be signed and returned to us in acceptance of the terms and conditions mentioned above.

For **Bandhan Bank Limited**


Santanu Banerjee
Head – Human Resources

Agreed and Accepted: _____
(Candidate Name) (Candidate Signature)

**ANNEXURE II – Compensation Details****Confidential****Candidate Name:** Chandni. U. Nair**Grade:** Assistant Manager**Position Name:** Customer Relationship Officer (MT)**Location:** Velacherry – Chennai Cluster

Particulars	Monthly (Rs.)	Yearly (Rs.)
Basic Salary	₹ 10,920	₹ 1,31,044
HRA	₹ 5,460	₹ 65,522
Special Allowance	₹ 10,770	₹ 1,29,246
Medical Allowance	₹ 1,250	₹ 15,000
Conveyance Allowance	₹ 1,600	₹ 19,200
Statutory Bonus	₹ 1,000	₹ 12,000
Child Education Allowance	₹ 200	₹ 2,400
Gross Salary	₹ 31,201	₹ 3,74,412
PF(Employer Contribution)	₹ 1,436	₹ 17,232
Gratuity	₹ 525	₹ 6,303
Insurance Valuation - AM / DM	₹ 171	₹ 2,052
Cost to Company(CTC)	₹ 33,333	₹ 4,00,000

Payable as per the Payments of Gratuity Act.**Confidentiality:**

Matter of your compensation is confidential information of the Bank and should be treated with absolute confidentiality except to the extent you are required to make disclosure for any tax, legal or regulatory purpose. Any breach of this confidentiality obligations will be considered as breach of fidelity and secrecy clause under your terms of appointment.

PRIVATE AND CONFIDENTIAL

Ref. No.: BBL/HR/22447/2018-19

Date: 11/01/2019

Ms. **Divya**
Manimandiram,
Panayil,
Nooranad,
Palamel,
Mavelikkara,
Alappuzha-690504.

LETTER OF APPOINTMENT

Dear Ms. Divya,

With reference to your application and subsequent discussions with us, we are pleased to offer you employment with Bandhan Bank in the position of **Customer Relationship Officer (MT)** based at **RS Puram Branch** under **Chennai Cluster** at **Assistant Manager** grade.

You shall be required to join the Bank on or before **17-June-2019**.

The detailed terms and conditions of your employment are outlined in **Annexure I ("Terms of Employment")** and compensation details are mentioned in **Annexure II ("Compensation Details")**. You will also be governed by the policies, rules and regulations of the Company as may be modified from time to time.

Accordingly, please sign and return a copy of this letter of employment and the employee statement attached herewith indicating your formal acceptance of your employment with the Company on the terms contained herein. Please initial each page of this letter. Upon your signature and return to us, this letter of employment will be treated as an employment agreement between the Company and you and the terms and conditions of this letter of employment shall govern your employment with the Company.

Kindly note that in case we do not receive your formal acceptance on or before **19-Jan-2019**, this letter of employment shall automatically be rescinded.

Yours sincerely,

For **Bandhan Bank Limited**,


Santanu Banerjee
Head – Human Resources



ANNEXURE I

TERMS AND CONDITIONS OF EMPLOYMENT

1. Appointment

- 1.1 During the course of your employment, you will be governed by the Code of Conduct and Ethics, rules, regulations and other policies (together the "Company Policies") as enforced and as may be amended from time to time. The Bank reserves the right to vary the terms and conditions of service governing your appointment including your duties and responsibilities at any time.
- 1.2 With reference to the Campus Interview and subsequent selection, you will be required to report at our **RS Puram – Chennai Cluster**. You will be accountable for duties & responsibilities to the **Branch Head** or to any such person in Company as may be indicated to you from time to time. However, your services are transferable and you can be seconded or deputed by the Company to any of its operations or operations of its associate companies in India or abroad. The Company further reserves the right to transfer your employment to any other company or legal entity, as part of any transfer of undertaking of the Company or as part of any restructuring or amalgamation or such other plan implemented by the Company or by which the Company is bound, on such terms and conditions as applicable to such plan.
- 1.3 Your employment / services will be summarily terminated from the organization in the event of your failure to submit successful completion of your MBA / PGDM **in a single attempt**, based on which you were recruited. You are requested to submit attested copies of all your degrees and professional qualification certificates at the time of joining. The MBA Certificate / degree documents have to be submitted by 30th September, 2019.

Further, your appointment is subject to you being found medically fit for service by a registered medical practitioner as mentioned in Point 13 of this letter.

Additionally, Bandhan Bank reserves the right to conduct a background verification / seek references from your current / previous employers. If any information, declaration provided by you, at the time of selection/ joining is later found to be false or untrue, or if any material information is suppressed and / or the background verification / reference checks received are not satisfactory, Bandhan Bank may terminate your services forthwith.

2. Probation & Confirmation

2.1 You will be on a probation period of **365 days (1 Year)** from the date of your joining at Bandhan Bank. During this period, your performance will be reviewed and if found satisfactory your employment will be confirmed on completion of this period, unless otherwise communicated by the Company. In the event the Company, at its sole discretion, extends the term of probation for such

period as it may deem fit, any such extension of probation shall be duly communicated to you in writing. Your performance will be continuously evaluated during such extended probationary period and if found satisfactory, your employment will be confirmed in writing on completion of this period.

3. Leave

3.1 You will be governed by Bandhan Bank's Leave Policy announced from time to time. However, you must obtain prior approval of the concerned reporting manager prior to availing privilege leave.

4. Termination

4.1 During the probationary period of 365 days (1 Year) including any extension, either party may terminate this appointment by giving 30 days prior notice in writing without assigning any reasons therefor. After confirmation, either party may terminate this appointment by giving 90 days' notice in writing to the other party without assigning any reasons thereof. Your resignation shall not automatically be assumed to be accepted from the date of its communication to the Company and will be subject to the fulfillment of notice period, proper handover of charge to your successor to the satisfaction of the Company and any other conditions as may be communicated to you in writing.

The Company reserves the right not to accept the payment in lieu of the notice and at its sole discretion may enforce the complete or part of the notice period to effectuate a proper handover of charge to the sole satisfaction of the Company.

In the event termination is initiated by you, the Company may, at its sole discretion, relieve you from such date as it may deem fit, even before the expiration of the notice period. Under these circumstances, the Company will ordinarily pay you compensation for the unexpired period of the notice period. The Company at its discretion reserves the right to withhold compensation, without incurring any liability should there be a material breach of your duties or obligations, or gross indiscipline or misconduct in this period.

4.2 The Company may terminate your services immediately without any compensation or notice thereof, if you are in material breach of your duties or obligations, or commit breach of trust or gross indiscipline or misconduct or commit breach of any applicable law or of the Company Policies and Code of Conduct and Ethics or any of the terms and conditions set forth herein. Such material breach would include your failure to comply with or committing breach of the provisions contained in this appointment letter, gross misconduct, financial irregularities, breach of confidentiality, any act involving moral turpitude, including conviction in any criminal case during your present or previous employment, breach of any applicable law or regulation, breach of the Company's Code of Conduct and Ethics, refusal to carry out reasonable instructions and the like. The said right of the Company is without prejudice to its rights in law or equity to initiate other legal action as it deems fit to protect its interests.

- 4.3 In the event of your continuous absence for a period exceeding 15 days, without formal request or permission from the management for the same, you shall be deemed to have left and relinquished your service. The contract of service shall come to an end when the employee abandons his / her job.
- 4.4 Subject to earlier termination of this engagement, you shall retire on the last day of the month in which you attain the age of 60 years.
- 4.5 Upon severance of your employment with the Company, it is agreed that any assets and amounts due to the Company by you shall be held in trust by you for and on behalf of the Company and subject to the provisions of this agreement, the Company commits itself to hold all amounts due to you in trust for you and on your behalf. The Company shall have the right to retain any amounts otherwise payable to you to satisfy any of your obligations as a result of any breach of this agreement.
- 4.6 The Company may proceed against you to seek injunction in an appropriate court of law against your working in any other company/firm/business before you are relieved from the Company. In addition to any other remedies which the Company may have at law or in equity, you agree that the Company shall have the right to have all provisions of this agreement specifically performed including the post-employment restrictions stipulated in clauses 5 and 6.
- 4.7 The terms of this offer are strictly confidential between you and the Company and any breach of this confidence will be viewed with utmost seriousness. Your obligations set forth in paragraphs 5, 6 and 7 survive expiration or termination of your employment contract with the Company.

5. Confidentiality & Employment Policy

- 5.1 In the course of your assignment with the Company, and by virtue of the position held by you, you may acquire information, technical or otherwise, including any computer software, trade secrets, design, technology, ideas, know-how, processes, formulas, compositions, data, techniques, improvements, inventions, work of authorship, business and product development plans, and other information concerning the Company's actual or anticipated business, research, and development or that is received by the Company, which is confidential or proprietary to Company or its subsidiaries or affiliates, its customers, subcontractors or any other person or company having any kind of association or relationship with Company, and / or its affiliates or subsidiaries (together "Confidential Information"). You shall keep and maintain strict confidentiality of such Confidential Information and data that may come to your possession or knowledge by virtue of this engagement, use such information only as may be required in the normal course of your



work and shall not disclose or divulge any such information or data, without prior written consent of an authorized officer of the Company.

- 5.2 You shall at all times, whether during or after the termination of your employment, act with utmost fidelity and shall not disclose or divulge any such Confidential Information to third parties or make use of such information for your own benefit or otherwise howsoever.
- 5.3 You will not reproduce, store in a retrieval system or transmit in any form or by any means - electronic, mechanical, photocopying, recording, scanning or otherwise - any copyrighted material or other Confidential Information, for your own benefit or for the benefit of any third party, either during the term of your employment or thereafter.
- 5.4 Upon expiry or termination of your employment with Company, you will return and surrender to Company, all such Confidential Information including without limitation, data, information, files, books, magazines, reports, documents, manuals, audio and video tapes, floppies and discs and any other knowledge databases that came to you or were entrusted to you in the course of your employment and shall not retain any copy thereof in any form whatsoever. You may be required to execute such other or further agreements as Company or its affiliates or customers may require in this regard, from time to time.

6. Disclosure of Information

- 6.1 You shall not, except in the course of your duties or unless ordered to do so by a court of competent jurisdiction, either during or anytime after your employment with us, use or disclose to any person, firm or corporation any information relating to the organization, its business, clients or trade secrets which have come into your possession in the course of your employment with us including public papers, journals, pamphlets or leaflets, or cause to be disclosed at any time, any information or documents, official or otherwise relating to Company or its subsidiaries or affiliates, customers, sub-contractors or any other person or company having any kind of association or relationship with Company and/or its subsidiaries or affiliates, except with prior written approval.

7. Intellectual Property Rights

- 7.1 All intellectual property rights in any work or material developed by you during the course of your employment shall belong to and be the property of Company and you confirm that you shall not be entitled to claim any rights over such intellectual property. If required by Company, during or after the term of this engagement, you shall assign and transfer in favor of Company or, at the request of Company, in favor of any of its subsidiary, affiliate, customers or other persons, all intellectual property rights in such works or materials and shall execute such deeds and documents, as Company may require, to effectually vest in Company, any of its subsidiary, affiliate or customers as Company may require, any and all intellectual property rights and benefits in such works or materials. In performance of your



duties and responsibilities, you shall not use or infringe any intellectual property properties or rights of any other persons.

8. Compensation

- 8.1 Your gross annual compensation will be the aggregate of Total Fixed Pay & Benefits as set forth in the **Annexure II (“Compensation”)** and will be subject to deduction of tax at source. Your Compensation will be reviewed periodically as per the Company compensation review cycle. The Company assumes no responsibility for your personal tax affairs, and your tax liability in respect of your Compensation is entirely your responsibility. Provided however, Company may from time to time, withhold any tax as may be required by applicable law. It is a condition of your employment that you will abide by the Company’s Policies of maintaining strict confidentiality of the compensation you receive from the Company.
- 8.2 It is however clarified that the Benefits as set forth in the Annexure are provided on a voluntary basis by the Company in accordance with the Company Policy in force at present, and hence are liable to (i) change from time to time; or (ii) be withdrawn any time. During the term of your employment with Company, you will be subject to all such applicable rules and regulations in accordance with the Company Policy as may be in force from time to time.

9. Learning & Development

- 9.1 During the course of your employment with the Company, you may be required to undergo some training programs or engage in some process implementation or other skill enhancement activities in India or abroad. Company will bear the costs and expenses in relation to such programs. However, you will be required to be in the employment of Company for a minimum specified period after such programs, failing which you will be required to reimburse such costs and expenses incurred by the Company in relation to such programs. Regarding the aforesaid, the Company reserves the right to ask you to sign an agreement/bond associated with the training/assignment. In the event of any breach of the conditions associated with the bond the Company will invoke the appropriate penalty clauses and you will be liable to pay the damages as provided in the said agreement/bond. Your refusal to undergo such programs on such terms would be considered as a material breach of the terms of employment and in such case, Company shall have the right to terminate this engagement, by giving you notice as referred to in clause 4 above, without being under obligation to make any payments to you.

10. Avoidance of Conflict of Interest

- 10.1 You agree that you shall perform your duties, as may be assigned to you from time to time, with diligence, devotion and discretion. While in the employment of Company, you shall (a) use your best endeavor to defend and promote the business interests of Company; (b) devote your full time, attention and efforts to serve Company; and (c) whether by yourself, your employees, agents, or otherwise, and whether on your own behalf or for any other



person, or entity in India or elsewhere, not directly or indirectly engage, practice of any business, profession or vocation, including any activity, which competes with activities of the Company or conflicts with your position in the Company. You confirm that as on the effective date of your appointment, you do not have any business, professional or other interests that may be conflicting with any of the foregoing statements. Since your appointment with the Company is on a full time basis, you shall not take up any assignment, including those in the nature of any business, profession or vocation, without prior written consent of the Company, which consent may be granted at Company's sole discretion.

11. Should any provision of this Letter be held invalid or unenforceable, such invalidity will not invalidate the whole of this Letter and the remainder of this Agreement will remain in full force.

12. In the event of any dispute or claim arising under this Agreement or in connection with the conditions of employment on a contractual basis under this Agreement, such dispute or claim shall be referred to arbitration in pursuance of the Arbitration and Conciliation Act, 1996. The Company shall in the event of any such dispute or difference, have the right to nominate an Arbitrator as the sole Arbitrator to adjudicate upon the dispute/difference. Parties also agree to submit themselves to the exclusive territorial jurisdiction of courts at Kolkata. The arbitration proceedings shall be conducted in English Language. The fees of the Arbitrator shall be paid equally, in the first instance, by both parties, subject to the final adjudication of costs by the Arbitrator at the time of passing the award.

13. Health Check-up

You shall be required to produce a medical fitness certificate at the time of your joining. You have to get stipulated tests done, at your own expense and obtain a registered medical practitioner's certificate and submit the same to your reporting manager.

A duplicate copy of this letter is enclosed herewith, which may please be signed and returned to us in acceptance of the terms and conditions mentioned above.

For **Bandhan Bank Limited**


Santanu Banerjee
Head – Human Resources

Agreed and Accepted: _____
(Candidate Name) (Candidate Signature)

**Bandhan Bank****Bandhan Bank Limited**Head Office: DN 32, Sector V, Salt Lake City, Kolkata 700 091 | CIN No.: U67190WB2010PLC215612
Phone: +91-33-6699 0999, 2706 2396 | Fax: 033 6699 0502 | Website: www.bandhanbank.com**ANNEXURE II – Compensation Details****Confidential****Candidate Name:** Divya**Grade:** Assistant Manager**Position Name:** Customer Relationship Officer (MT)**Location:** RS Puram – Chennai Cluster

Particulars	Monthly (Rs.)	Yearly (Rs.)
Basic Salary	₹ 10,920	₹ 1,31,044
HRA	₹ 5,460	₹ 65,522
Special Allowance	₹ 10,770	₹ 1,29,246
Medical Allowance	₹ 1,250	₹ 15,000
Conveyance Allowance	₹ 1,600	₹ 19,200
Statutory Bonus	₹ 1,000	₹ 12,000
Child Education Allowance	₹ 200	₹ 2,400
Gross Salary	₹ 31,201	₹ 3,74,412
PF(Employer Contribution)	₹ 1,436	₹ 17,232
Gratuity	₹ 525	₹ 6,303
Insurance Valuation - AM / DM	₹ 171	₹ 2,052
Cost to Company(CTC)	₹ 33,333	₹ 4,00,000

Payable as per the Payments of Gratuity Act.**Confidentiality:**

Matter of your compensation is confidential information of the Bank and should be treated with absolute confidentiality except to the extent you are required to make disclosure for any tax, legal or regulatory purpose. Any breach of this confidentiality obligations will be considered as breach of fidelity and secrecy clause under your terms of appointment.

