



PLACEMENT
YEAR - 2019-20
S.NO. 1.

Reference No. - 1383965970

Vomesh kumar Sharma

Date: 19 Jan 2021

Name: Vomesh kumar Sharma

Reference ID: 1383965970

Dear Vomesh kumar,

Sub: Participation in certificate course in Sales Management at ICICI Bank Sales Academy

Congratulations!

With reference to your application and subsequent interview for the position of Sales Officer at ICICI Bank, we are pleased to confirm your selection to join the ICICI Bank Sales Academy as part of Sales Management Certificate Course (hereinafter referred to as "Certificate Course"). On completion of the Certificate Course, which includes classroom training and on the job internship, you shall be awarded a certificate in Sales Management.

On successful completion of classroom training, you will undergo 15 days on the job internship at ICICI Bank. On commencement of on the job internship at ICICI Bank, you will be absorbed in the grade of Sales Officer Trainee posted at **AKALTARA_BR**. The date of joining ICICI Bank post successful completion of classroom training will be informed to you at the Sales Academy during your classroom training.

On successful completion of the 15 days on the job internship, you shall be fitted at the grade of Officer and shall be on probation for a period of 11 months from date of completion of on the job internship or such extended period as may be decided by ICICI Bank depending on your performance during the probation period. On successful completion of probation period including that of extended period, if any, you shall be confirmed in the services of ICICI Bank by way of a written communication. Your role as a sales officer would entail new customer acquisition, generation of prospective customer base, outdoor field sourcing and other activities relevant to the role.

The following detailed terms and conditions shall govern classroom training, on the job internship period and your employment with ICICI Bank which includes probation period:

Certificate Course Details & Benefits

1. The classroom training would span over a period of 15 (fifteen) days in ICICI Bank Sales Academy followed by 15 (fifteen) days of on the job internship at

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

Tel. (91-22) 2653 1414
Fax. (91-22) 2653 1122
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Race Course Circle,
Vadodara 390007, India.



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- ICICI Bank. On successful completion of the classroom training and on the job Internship, you will be awarded a certificate in Sales Management.
2. The Certificate Course at ICICI Bank Sales Academy is scheduled to commence from **20-Jan-2021**. You are required to report at the academy on **18-Jan-2021**
 3. You will be reimbursed the cost of train travel by sleeper class for the travel to city of the ICICI Sales Academy to join at the Certificate Course by the shortest route from your current place of stay, on submission of original ticket for the journey.
 4. The course fee of the Sales Management certificate program is Rs 17,500/- along with the applicable service tax, out of which you are required to pay to the sales academy Rs. 12,500/- along with the applicable service tax, at the time of joining the course. The fee is inclusive of expenses on faculty, training material, boarding and lodging etc.
 5. For the first 15 days of the Certificate Course at ICICI Bank Sales Academy, you will be provided with boarding and lodging facilities by ICICI Bank. There shall be no stipend paid to you during this period of Certificate Course.
 6. ICICI Bank shall have the right to allot you any duties/role for which you may be considered competent on successful completion of the on the job internship programme and shall also have the right to post/transfer you to any of its own branches/offices and/or to any of the ICICI Group Companies/Subsidiary Companies, depending upon the exigencies/requirement.
 7. During the Certificate Course and employment with ICICI Bank you will be governed by the terms and conditions framed by ICICI Bank Sales Academy/ICICI Bank from time to time.
 8. Your joining the Certificate Course, subsequent appointment at ICICI Bank and your continuation in employment is subject to your being found medically fit by a Bank appointed doctor and reference checks.
 9. Your appointment and your continuation in employment are subject to your successful completion of your graduation and submission of your certificate and mark sheet within 3 months of joining.

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10. Termination from the Certificate Course : You are liable to be terminated from the Certificate Course in the event of:

- a. Any breach on your part of the terms and conditions of the Certificate Course or the employment with ICICI Bank that may be promulgated by ICICI Bank/ ICICI Bank Sales Academy from time to time.
- b. Any incorrect information or documents furnished by you.
- c. Any act of commission and omission on your part which is prejudicial to the interest and reputation of the ICICI Bank/ICICI Bank Sales Academy.

11. Remuneration:

- a. During on the job internship period, you will be paid an all-inclusive gross lump sum stipend of Rs. 7,636/- (Rupees Seven thousand Six Hundred and Thirty Six only) per month. This is subject to necessary taxes and deductions..
- b. On successful completion of on the job internship and on commencement of the probation period, you will be absorbed in the grade of Officer on a total annual salary (on a cost-to-company basis) of Rs. 1,72,942 lakh (Rupees One Lakh Seventy Two Thousand Nine Hundred and Forty Two Only), the breakup of which is mentioned in subsequent paragraphs.
- c. Your Basic Salary will be Rs. 72,000/- (Rupees Seventy Two Thousand only) per annum.
- d. You will be eligible for HRA of Rs. 36,000/- (Rupees Thirty Six Thousand only) per annum.



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- e. You will be covered under Group Medical Insurance, Group Life Insurance and Group Personal Accident Insurance Schemes of ICICI Bank from the commencement of on-the-job internship.

12. Supplementary Allowances:

- a. You will be eligible for a Supplementary Allowance of Rs. 19,200/- (Rupees Nineteen Thousand two Hundred only) per annum. Supplementary allowance will include –, Conveyance / Travel Allowance, LTA, Medical Reimbursement, Canteen and any other allowance. All the components of supplementary allowance are subject to limits and rules prescribed by Income tax act and policies of the bank.
- b. The composition of supplementary allowance can be decided once in a year. The unexercised amount of the supplementary allowance will be paid to the employee subject to deduction of tax at source.

13. Superannuation Allowances:

- a. You will be eligible for a Superannuation Allowance of Rs. 10,800/- (Rupees Ten Thousand Eight Hundred only) per annum.

14. Benefits:

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

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benefits are notified by the Bank under "Employee Benefit Policies" available on the Bank's Intranet which will be accessible upon joining the Bank.

Other Terms and Conditions of Service:

1. **Professional Ethics & Confidentiality:** While you are in the service with ICICI Bank including on the job internship period, you are not permitted to carry on any business or profession or enter, for any part of your time, in any capacity, the services of, or be employed by or engaged with any other firm, company or person. You will devote your whole time and attention to your office work to promote the interest of ICICI Bank. You will not divulge details like your compensation structure (CTC), performance rating, variable pay amount, increment, etc. and will not divulge to any person or utilize any of ICICI Bank's secrets or other related information (which you may possess by reason of your association with the Bank) with any external agencies, press etc. outside ICICI Bank. Any act in breach of this term would entail initiation of appropriate action as deemed fit by ICICI Bank.
2. **IT Security Practice & Procedures:** While you are in the service with ICICI Bank including on the job internship period, you will adhere to the IT Security Practice & Procedures as prescribed by ICICI Bank. Any instance/s of violation or any attempted violation of the aforesaid IT Security Practices and Procedures on your part shall result in disciplinary action.
3. **Notice Period:** In case you decide to leave ICICI Bank's services during probation period, you will be required to give forty-five days' notice. ICICI Bank in its sole discretion can decide to waive off/reduce the notice period depending upon the exigencies. In such case, you would be required to pay to ICICI Bank the gross salary for the notice period so reduced/waived off. In case you decide to leave ICICI Bank's services after confirmation, you will be required to give ninety days' notice. ICICI Bank in its sole discretion can decide to waive off/reduce the notice period depending upon the exigencies. In such case, you would be required to pay to ICICI Bank the gross salary for the notice period so reduced/waived off. After confirmation, your services would be liable to be terminated by ICICI Bank, by giving ninety days' notice or on payment of ninety days' gross salary in lieu of the notice period.
4. **Transfer:** ICICI Bank shall have the right to transfer you to any of its offices or ICICI Group companies in India and abroad.

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5. Joining Competitor: In the event of termination of your services by ICICI Bank or your resignation from the services of ICICI Bank, you shall not join any Banking or Financial Services Company for a period of six months from the date of resignation/termination.
6. Please note that during the course of your services with ICICI Bank or in the event of cessation of your services in future, due to any reason whatsoever, you shall, for a period of six months from the date of such cessation, directly or indirectly, either on your own accord or on behalf or in conjunction with any other person/s, firm or company refrain/desist from canvassing or soliciting or attempting to or inducing any employee(s)/business associate(s) to leave their current employment with ICICI Bank/Group Companies/Business Partners to join the services of your new employer/firm/company or any other competitor of ICICI Bank/Group Companies/Business Partners. Any act in contravention of the above provision shall entail initiation of appropriate action as deemed fit by ICICI Bank.
7. Please note that during the course of your services with ICICI Bank you cannot be a member of any anti-social/national outfits or of any outfit which is declared as banned by the Government. Any act in breach of this term would entail initiation of appropriate action as deemed fit by ICICI Bank.
8. Please note that while joining the services of ICICI Bank and during the course of your services with ICICI Bank, you would be required to notify ICICI Bank immediately with details of civil or criminal case/s instituted against you in any court of law or any complaint/show cause notice /prosecution with/by any police station or by any statutory authority, as also you will notify any outcome of such complaint like filing of chargesheet /arrest/conviction/acquittal/discharge. Any act in breach of this term would entail initiation of appropriate action as deemed fit by ICICI Bank.
9. ICICI Bank expects resolution of issue/s relating to your employment, if any, within the framework internally, at all times during your service period and even after cessation of service due to any reason whatsoever. As such please note that any attempt to bring any outside influence – directly or indirectly – upon any authority to further your interest/s in respect of matters pertaining to your services with ICICI Bank would amount to breach of employment contract leading to initiation of appropriate action.
10. Please note that during the course of your services with ICICI Bank, you will not take part in any demonstration/agitation against ICICI Bank and its

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official/s for or on behalf of any external bodies/political outfits- either as a member or as a sympathizer. Any act in contravention of the above would be treated as prejudicial to the interest and reputation of ICICI Bank leading to initiation of appropriate action.

11. Termination of Employment: In addition to what has already been mentioned in the foregoing, your services with ICICI Bank are liable to be terminated: Without assigning any reason and without giving any notice during probation period and after confirmation by giving thirty days' notice or on payment of thirty days' gross salary in lieu of the notice period and at any time during your services with ICICI Bank including you're on the job internship in the event of

- i. Any breach of the conditions mentioned in this letter on your part
- ii. Any incorrect information furnished by you like:
 - Mismatch in your previous employment data even for a day
 - Mismatch in your previous pay slip
 - Fake qualification certificates etc.
 - Suppression of any material information by you.
- iii. Any breach of the Rules and Regulations of ICICI Bank as applicable/may be made applicable to you from time to time.

General:

12. You will be bound by the Rules and Regulations of ICICI Bank.

13. You will keep us informed of any change in your residential address.



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

Yours sincerely,

VemuriSai Sowmya
HR MANAGER

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

Signature of Applicant

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