

PLACEMENT  
YEAR - 2017-18  
SNO. - 007



AXISB/HR/REC/East/21388/ECR022:Raipur Circle \_RPR  
03-Jul-2019

Mr. Santosh Kashyap  
,Korba,Chattisgarh495449

Dear Santosh Kashyap,

**LETTER OF APPOINTMENT**

We are delighted to welcome you to Axis Bank for an exciting career of learning, development and value driven performance linked growth. Subsequent to the selection process, we take pleasure in offering you the position of **Business Development Executive in Branch Banking**. The said appointment shall be governed by the under mentioned terms and conditions apart from other Service Rules and conditions that are applicable or may become applicable from time to time.

As a Business Development Executive (BDE) you are required to proactively identify sales prospects and acquire new customers for the Bank. You are required to understand the customer needs and accordingly guide them in choosing the Bank's products and services suited to them.

**1. Remuneration & Benefits**

**1.1 Remuneration:**

Basic Salary	Rs.	6,510.00p.m.
Basket of Allowance	Rs.	5,000.00p.m.
Provident Fund	Rs.	781.00p.m.
Gratuity	Rs.	313.00p.m.
Fixed Cash + Retirals	Rs.	12,604.00p.m.
Statutory Bonus *	Rs.	1,400.00p.m.
<b>Total Fixed Cash + Retirals</b>	<b>Rs.</b>	<b>14,004.00p.m.</b>

Upon your transfer/ deputation to any other location, the Remuneration above is subject to change basis HRA of the new place of posting.

**1.2 Retirals:**

**1.2.1 Contributory Provident Fund:**

You will be covered under the Provident Fund Trust. You will be required to contribute to the Provident Fund of the Bank in accordance with the regulations in force. At present this is 12% of the basic salary. In addition, the Bank will contribute 12% of your basic salary to this fund.

**1.2.2 Voluntary Provident Fund (VPF):**

The Bank also has a voluntary provident fund scheme wherein you will be allowed to opt for a percentage of your Basic Pay, up to a maximum of 23% as Voluntary Contribution to Provident Fund (VPF). The window for opting for VPF will be open on the Bank's HRMS for two months from your date of joining. Employees opting for VPF will be allowed to discontinue their contribution during the year, but they will not be permitted to re-start the contribution during the year.

The contribution under this scheme will be in addition to the statutory Provident Fund contribution of 12% deducted from salary, and there will be no matching contribution from the Bank towards VPF.

\* Statutory Bonus shall be paid as per the provisions made in Payment of Bonus Act 1965 and is subject to change as per the provisions of the act.

**1.2.3 Gratuity:**

You will be paid gratuity as per the provisions of The Payment of Gratuity Act i.e. after rendering five years of continuous service in the Bank. As per the extant rules, the gratuity amount will be calculated @ 15 days on last drawn basic salary for each completed year of service, subject to a maximum amount of Rs. 20 lacs.

**1.3 Other Benefits:**

**1.3.1 Group Mediciam (Floater) Policy:**

On joining the services of the Bank, subject to completion of all formalities in connection with your appointment and fulfillment of the requirements of the Insurance Company, you will be covered under the Bank's Group Mediciam (Floater) Policy in respect of yourself and a maximum of 3 of your dependents (relations comprising of Spouse and Children upto 25 years of age). Additionally an option of Top Up policy is also available by paying the premium. The coverage limit under the existing policy applicable to your grade is detailed in the CTC Annexure. For more details related to terms of inclusion, eligibility etc. you may refer to the Bank's Myconnect Portal upon your joining. The terms & conditions of the mediciam policy is valid only till expiry of the insurance policy and are subject to amendments upon renewal.

**1.3.2 Group Term Life Insurance Policy:**

You will be covered under the Bank's Group Term Life Insurance Policy for a limit as applicable to your grade and is detailed in the CTC Annexure. The requisite premium for the coverage will be deducted from your first salary. The policy provides for the payment of the sum insured to the nominee / legal heirs in the event of the death (accidental / natural) of an employee.

**1.3.3 Incentive Plan:**

You will be eligible for incentives payable on monthly basis as per the Bank's incentive policy and your performance.

**2. Leave Entitlements**

The various leave entitlements are detailed in the Leave Annexure

**3. Terms of Employment**

**3.1 Conditions precedent /Joining formalities:**

Your appointment and subsequent joining is subject to the following:

3.1.1 Your submission of self declaration of medical fitness in the prescribed format provided on our onboarding portal.

3.1.2 The Bank receiving satisfactory Background Verification report which may include satisfactory character references from suitable referees to be suggested by yourself, preferably one referee being a person who has supervised you in a professional capacity at some stage in your career.

3.1.3 The below mentioned documents to be submitted by you at the time of your joining –

a. Joining booklet (duly filled)

b. Self-attested copies of all your degrees and professional qualifications certificates and documentary evidence of scholarships or prizes won, if any.

c. Proof of date of birth

d. Copy of Pan Card

e. Copy of Address Proof

f. One recent passport size color photograph

g. Copy of acceptance of resignation letter and relieving letter from your previous employer.

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

3.1.4 It is brought to your notice that you need to complete your conditions precedent and / or joining formalities within 2 months from the date of joining, failing which your salary after 2nd month shall not be released till the completion of joining formalities and the said salary shall be kept in the Bank's Sundry Account.

### 3.2 Probation Period:

3.2.1 You will be on probation period till you do not meet the confirmation criteria laid down by the Bank. (Upto a maximum period of 13 months) from your date of joining.

3.2.2 (a) Your confirmation in the Bank's services shall be subject to the following :

- i) Completion of joining formalities and submission of necessary certificates/ documents as may be required by the Bank within 60 days from the date of joining the services of the Bank.
- ii) Achievement of target set as per the Circular No. HRD/ 09 /2015-16

b) On your failure to comply with the above clause 3.2.2 (a) (i) and (ii), the Bank shall initiate action of discharging you from the services without any further notice.

3.2.3 Our confirmation is also subject to completion of joining formalities.

3.2.4 On your confirmation of services in the Bank, you will be promoted to the grade of "Officer – Sales" and will be designated as "Officer – Sales".

### 3.3 Transfer:

3.3.1 Your services are liable to be transferred to any of the offices of the Bank within India and / or abroad at the sole discretion of the Bank and the Bank reserve the right to depute / transfer you at any time during your service in the Bank, to any of its subsidiaries or associates without any prior consent from you.

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

3.3.3 Your services can be requisitioned by the Bank at any time outside the business / working hours.

### 3.4 Resignation / Termination / Retirement:

#### 3.4.1 Separation during probation:

a. On account of Resignation : During the period of probation, you may resign from the Bank's service, subject to acceptance of your resignation by the Competent Authority, by giving 15 days' notice in writing. At the discretion of the competent authority, you will be permitted to adjust privilege leave at your credit including accruals up to the date of submission of resignation or payment of salary in lieu thereof against the notice period to the maximum extent of 15 days.

b. On account of Termination: During the probation period, this contract of employment is terminable by the Bank by way of giving notice of 30 days' or on payment of salary in lieu thereof without assigning any reasons therefor.

#### 3.4.2 Separation after Confirmation:

Post your confirmation of services in the Bank, you will be promoted to the grade of "Officer" and your resignation terms and conditions will undergo change as follows:

d. On account of Resignation: After confirmation, you may resign from the Bank's service, subject to acceptance of your resignation by the Competent Authority, for which you will be required to mandatorily serve a notice period of 90 days. You will not be permitted to adjust any accumulated leave at your credit including accruals against the notice period. However, waiver of the notice period (if any), will be at the discretion of the Competent Authority. In such an event, the basic salary equivalent of the notice period shortfall (if any), after adjusting with privilege leave / surplus privilege leave (if available), will be recovered from employee.

e. On account of Termination: Notwithstanding what is provided in the Staff Rules and the above paragraphs, your services, after confirmation, may be terminated by the Bank by giving 30 days' notice or payment of 30 days' salary in lieu thereof without assigning any reasons therefor.

**3.4.3 Separation arrangement:**

a. Written resignation should be submitted to your immediate supervisor, and also initiated on HRMS. Upon receipt of your resignation, the acceptance of the same shall be at Bank's discretion.

b. Upon acceptance of your resignation and before your proposed relieving date, you will have to return all Bank's property / assets entrusted to you and in your possession, to the Bank. Before you are relieved, all correspondence, specifications, formulae, books, documents, cost data, market data, literature, drawings, effects etc. should be returned and you shall not make or retain any copies of these items.

c. On separation, you will have to submit your claim for settlement of Provident Fund in the prescribed form. If no claim is received within 6 months of separation, the Bank will close your Provident Fund account and credit proceeds to your SB account with us or send you the proceeds by Demand Draft.

**3.4.4 Retirement:**

The retirement age in the Bank is fixed as 60 years. You will accordingly stand relieved from the services of the Bank on the last day of the month of your attaining this age based on the Age Certificate furnished by you at the time of joining.

**3.5 Other Terms**

**3.5.1 Code of Conduct & Ethics:**

a. As an employee of the Bank, you will be guided by the Code of Conduct & Ethics and rules and regulations of the Bank in force and as amended from time to time.

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

3.5.2 The Bank reserves the right to vary the terms and conditions of service governing your appointment as contained in this letter including your duties and responsibilities at any time.

**3.6 Whole-time / Alternative Employment:**

3.6.1 Your position is a whole time employment with the Bank and you shall not take any other work for remuneration (part-time or otherwise) or work in advisory capacity or be interested directly or indirectly except as shareholder or debenture holder in other trade or business during the employment with the Bank. You shall not be involved directly or indirectly with any business / trade / occupation / service / calling or perform any part-time or other work for remuneration or otherwise without obtaining prior written permission from Axis Bank.

3.6.2 During the employment in the services of the Bank, you shall not hold any other position in any organization nor shall you get employed directly or indirectly in any manner whatsoever nor shall act as an advisor to any organization, the exception being social organizations like clubs, NGOs etc. having no political affiliation. However the Bank reserves the right to direct you to step down if, in the opinion of the Bank, such engagement interferes with your duties.

**3.7 Fidelity & Secrecy:**

3.7.1 You shall not at any time during your employment and/or after the termination of your employment in any manner whatsoever divulge any confidential information relating to the Bank, any of its constituents or its employees without the prior written consent from the Management. In such an event, the Bank reserves the right to proceed against you.

:: 5 ::

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

The terms and conditions set out in this letter of appointment inter alia constitute service conditions applicable to your employment in the Bank. Any dispute arising thereof are subject to Mumbai jurisdiction only and the Mumbai Courts will have exclusive jurisdiction.

The above terms and conditions are to be read in conjunction with the Staff Rules.

Kindly note that you are required to convey your acceptance within 15 days from the date of this letter. You are requested to sign the copy of this letter as a token of acceptance of the above terms and return it to us immediately. This Letter of Appointment will be valid only for fifteen days from the date of this letter.

For any further information / clarifications please feel free to contact:-

**Kuname Hansdah**

Kuname.Hansdah@axisbank.com

We at Axis Bank wish you success and look forward to your having a long and rewarding career with us!

Yours faithfully,

**Human Resources**

Encl:- a/a Antheril



कार्यालय, प्राचार्य  
शासकीय महामाया महाविद्यालय  
रतनपुर - 495442  
जिला - बिलासपुर (छ.ग.)

Special College  
Code - 2812

Website: www.gmcratanpur.ac.in; Mobile/Phone: 9300311524, 8962311524, 07753-255490  
Email: gmc\_ratanpur@rediffmail.com; pri-mratanpur.cg@gov.in; col-mratanpur.cg@gov.in

क्र. 658 /स्था./2021

रतनपुर, दिनांक 6/3/2021

अतिथि व्याख्याता हेतु आमंत्रण

प्रति,

✓ दिव्यकान्त करशय  
शासकीय महामाया महाविद्यालय  
रतनपुर के सामने

विषय-

समग्र शाखा

विषय में अतिथि व्याख्याता हेतु आमंत्रण।

उच्च शिक्षा विभाग, छत्तीसगढ़ शासन, रायपुर के पत्र क्रमांक 339/निस/आउरि/2021 नवा रायपुर दिनांक 23/02/2021 के अनुसार 200/- प्रति अध्यापन अधिकतम 800/- रुपये प्रतिदिन तथा अधिकतम 20800/- रुपये प्रतिमाह के मानदेय पर विषयान्तर्गत लिखित विषय में अध्यापन हेतु आपको आमंत्रित किया जाता है।

आप दिनांक 06/03/2021 से 10/03/2021 के भीतर कार्यालयीन समय में अपनी उपस्थिति देते समय पुलिस या न्यायालय में कोई अपराधिक प्रकरण विचारार्थ नहीं होने एवं अत्र शासकीय, अर्धशासकीय सेवा में सेवारत नहीं होने का शपथ पत्र प्रस्तुत करना अनिवार्यतः सुनिश्चित करें।

यह आमंत्रण इस शर्त पर जारी किया जाता है कि मानदेय का भुगतान कोषालय द्वारा मान्य होने पर ही जारी किया जायेगा।

Seal  
Dr. P. B. Singh

(डॉ. आर. प्रियंका)

शासकीय महामाया महाविद्यालय  
रतनपुर, बिलासपुर (छ.ग.)

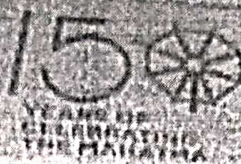
क्र.

/स्था./2021

रतनपुर, दिनांक...../2021

प्रतिलिपि:-

01. आयुक्ता, उच्च शिक्षा संचालनालय, ब्लॉक सी -03 द्वितीय एवं तृतीय तल इन्द्रावती भवन नवा रायपुर अटल नगर (छ.ग.) को सूचनार्थ।
02. अपर संचालक, उच्च शिक्षा क्षेत्रीय कार्यालय, शासकीय इ.रा. राव विज्ञान स्नातकोत्तर महाविद्यालय, परिसर सीपत रोड बिलासपुर (छ.ग.) को सूचनार्थ।
03. स्था./लेखा शाखा शासकीय महामाया महाविद्यालय, रतनपुर (छ.ग.) को सूचनार्थ।



सां. रे.सु.व / Pract. Training/Constable/2020/ 5622

कार्यालय  
मंडल सुरक्षा आयुक्त/रे.सु.  
द.पू.म.रेलवे, रायपुर  
दिनांक 07.12.2020

To,  
The RPF Post In-charges, Raipur, Sett, Post, WRS, BMY, Bhilal,  
Bhatapara, Durg, IPF/Detective Wing/Raipur & Bhilal,  
IPF/SIB/Raipur & Durg, IPF/DQM/Raipur, In-charge. DRF, Raipur.  
IPF/Passenger Security/Raipur & Analytical & Data wing, Raipur  
In-charge/Prosecution Cell/Raipur & DSCNL/Raipur.  
Chief Office Superintendent, DSC Office, Raipur.

**शुद्धिपत्र (Corrigendum)**

विषय महिला आरक्षक रिक्रूटों को प्रैक्टिकल ट्रेनिंग देने के संबंध में।  
संदर्भ इस कार्यालय पत्र क्रमांक रे.सु.व/Pract. Training/ Constable/2020/5260  
Dtd 28.11.2020.

उपरोक्त विषय एवं इस कार्यालय का पत्र सम संख्या रे.सु.व/Pract. Training/Constable/2020/5260 दिनांक 28.11.2020 के लगातार क्रम में सूचित किया जाता है कि निम्न 07 महिला आरक्षक रिक्रूटों को दिनांक 19.11.2020 से 05.01.2021 तक निम्नानुसार प्रैक्टिकल / फील्ड ट्रेनिंग दिया जाना है।

Sr.No.	Roll no.	Candidate Name	Father's Name	Posts
1	B/OB/12210674652	Jyoti Sahu	Sukhram Sahu	Raipur Post
2	B/OB/12210717614	Rekha	Baratiya	
3	B/OB/12210542941	Kamlesh Sahu	Makhanlal	
4	B/OB/12210460397	Roshni Naktode	Santosh Naktode	
5	B/OB/12210270977	Renu Bisen	Lekhan Kumar Bisen	Durg Post
6	B/OB/12210459560	Vijaya Maskhare	Babulal Maskhare	
7	B/OB/12210122535	Neha	Omprakash	

**Type of Practical/field training to be given -**

S.No	Date	Unit/Post	Type of Practical/field training to be given
<b>I. Duties at Store/work shop Gate.</b>			
1.	19.11.2020 to 20.11.2020	WRS/R	1) Checking of Material loaded on vehicle or otherwise passing through the Gate passes issued by Department concerned. 2) Maintenance of Various Registers. 3) Issue of passes to visitors.
<b>II. Fixed Point duty</b>			
2.	21.11.2020	Sett & DSCNL	1. Examining the lock and seal of goods & parcel Shed. 2. Telephone Attendant, Security Control room. 22.11.2020 Sunday (Holiday)
3.	23.11.2020	Raipur Post	1. Pit Line & Washing line Security.
4.	24.11.2020	Raipur Post & DRF	1. Duties of quarter Guard, Cash Office, Pay Office/Vital Installations.



क्रमांक-328 /अ.व्या /नियु /2018

खरौद, दिनांक-06.09.2018

**नियुक्ति आदेश**

प्रति

श्री मोहित राम कश्यप / श्री लालचाम कश्यप  
राम-भामापुरी, पोस्ट-सितली  
शाना-पाली, जिला-कोरवा (छ.ग.)

विषय- शासकीय महाविद्यालय में अध्यापन व्याख्या हेतु अतिथि व्याख्याता की नियुक्ति वर्ष 2018-19

—000—

आपके द्वारा प्रस्तुत आवेदन में ही गई जानकारी के आधार पर शासकीय लक्ष्मणेश्वर महाविद्यालय खरौद, जिला- जांजगीर चाम्पा (छ.ग.) में अतिथि व्याख्याता विषय समाजशास्त्र के पद पर चयनित किया गया है। उक्त आप आदेश प्राप्त होने के पश्चात तत्काल महाविद्यालय में समस्त मूल प्रमाण पत्रों के साथ अपनी उपस्थिति देवे।

मूल प्रमाण पत्र के प्राप्त होने पर आपके द्वारा प्रस्तुत की गई जानकारी गलत होने पर एवं आपका पद जाने पर नियुक्ति आदेश स्वयं निरस्त हो जावेगा।

1. यह नियुक्ति अस्थायी तौर पर कार्यभार ग्रहण करने की तिथि से अगामी आदेश तक के लिए की जा रही है लेकिन महाविद्यालय में लोक सेवा आयोग से चयनित / शिवाय नियुक्ति अथवा नियमित सहायक प्राध्यापक के उपस्थित होने तथा उच्च शिक्षा विभाग से अन्य निर्देश मिलने पर आपकी नियुक्ति स्वयं समाप्त हो जावेगी।
2. अध्यापन हेतु अतिथि व्याख्याताओं को प्रति व्याख्यान रुपये 200.00 जो प्रतिदिन रुपये 800.00 एवं प्रतिमाह रुपये 20800.00 के सीलिंग अर्धीन देय होगा। यह भुगतान केवल शासकीय कार्य दिवसों के लिए ही कि जावेगा।
3. अतिथि व्याख्याताओं की सेवाएं भविष्य में नियमितिकरण का आधार नहीं बनेगा और न ही वे अधिनातिक वर्तधि (Preferential Treatment) के हकदार होंगे।
4. अतिथि व्याख्याताओं के कार्य संतोषजनक नहीं पाये जाने पर किसी भी समय मौखिक या लिखित सूचना देकर कार्य से पृथक किया जा सकेगा।
5. अतिथि व्याख्याताओं को किसी भी प्रकार के अवकाश की पात्रता नहीं होगी।
6. महाविद्यालय में अनुशासन एवं गरिमापूर्ण तरीके से अपना कार्य सम्पन्न करेंगे एवं प्राचार्य/विभागाध्यक्ष के निर्देशों के अनुसार सेवा का निष्पादन करेंगे।
7. उक्त आदेश कार्यालय आयुक्त, उच्च शिक्षा संचालनालय रायपुर अतिथि व्याख्याता 2018-19 में पारित आदेश के अधीन होगी तथा प्राप्त पत्र क्रमांक 1864/243/आउशि/अतिथि व्याख्याता/2018 नंवा रायपुर दिनांक 24.07.2018 व्याख्याता पीरियड अध्यापन व मानदेय की व्यवस्था रहेगी।

(डॉ. ए. आर. यंजारे)

प्राचार्य

शासकीय लक्ष्मणेश्वर महाविद्यालय, खरौद  
जिला- जांजगीर-चाम्पा (छ.ग.)