



Reference No. - 1383965970

Vomesh kumar Sharma

JOINING FORMALITIES

The process to join the Bank is by way of completing the online joining formalities. You are required to complete the online joining formalities within 5 days from the date of receiving confirmation about your medical fitness. Please note that completion of online joining formalities is a mandatory process.

The login credentials are provided below:

URL: <https://www.icicicareers.com/Careers/CP/CandidateLogin.aspx>

Username: Registered email id or Applicant id

Password: Which has been already communicated to you through registered email id. In case, you do not remember the password, please use "forgot password" option to generate a new password.

Following documents (xerox copies) are required to be uploaded:

- 1) Self-attested copies of educational certificates and marksheet (Xth/XIIth/ Graduation/ Post graduation)
- 2) Work Experience Document
 - a. Resignation accepted letter from current organisation
 - b. Relieving letter from two previous employers or companies worked in last five years whichever is higher
- 3) Passport size Photograph (against Red background)
- 4) Address proof (Passport/Voter id/Ration card)
- 5) Aadhar Card
- 6) Medical reports (If you have completed medical test from other than SRL Diagnostic Center, please upload medical reports)
- 7) PAN Card

You are required to carry all original documents for verification on the day of joining.

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

Tel. (91-22) 2653 1414
Fax. (91-22) 2653 1122
Website www.icicibank.com

Regd. Office : "Landmark",
Race Course Circle,
Vadodara 390007, India.



Reference No. - 1383965970

Vomesh kumar Sharma

Remuneration Details

Name : Vomesh kumar Sharma

Position : Sales Officer Trainee

Group : RETAIL BANKING GROUP

	Monthly
Basic	3,400
HRA	1,700
Allowance	1,900
PF**	636
Total	7636

** This total amount is subject to PF and Professional Tax Deductions

Date: 19 Jan 2021

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Reference No. - 1383965970

Vomesh kumar Sharma

Group: RETAIL BANKING GROUP

Position: OFFICER

Designation: SALES OFFICER - CASA

	Monthly	Annual
Basic	6,000	72,000
HRA	3,000	36,000
Supplementary Allowance *	1,600	19,200
Superannuation Allowance	900	10,800
Total	11,500	138,000
Retirals		
Retirals (PF, Gratuity) **	1,412	16,942
Fixed CTC	12,912	154,942
Performance Linked Retention Pay#	1,500	18,000
Total CTC	14,412	172,942

*Supplementary allowance will include Conveyance / Travel Allowance, LTA, Medical Reimbursement, Canteen and any other allowance.

** You will be eligible for Retirement Benefits of the Bank; namely Provident Fund and Gratuity, in accordance with the statutory requirements and/or, as per Bank policy

#Please note that there is no guaranteed performance bonus, subject to however provisions of the payment of Bonus Act 1965, wherever applicable.

Date : 19 Jan 2021



AXIS BANK



PLACEMENT

YEAR- 2018-19

S. NO. 2

AXISB/HR/REC/East/21389/ECR022:Raipur Circle _RPR
03-Jul-2019

Mr. Manishankar Dhiwar
Bilaspur, Chattisgarh 495442

Dear Manishankar Dhiwar,

LETTER OF APPOINTMENT

We are delighted to welcome you to Axis Bank for an exciting career of learning, development and value driven performance. 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
Total Fixed Cash + Retirals	Rs.	14,004.00p.m.

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 fixed 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.

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 Mediclaim (Floater) Policy:

On availing the services of the Bank, subject to completion of all formalities in connection with your appointment and fulfilment of the requirements of the Insurance Company, you will be covered under the Bank's Group Mediclaim (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 mediclaim policy shall only be a copy 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.

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.

Probation Period:

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

(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.

Our confirmation is also subject to completion of joining formalities.

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".

Transfer:

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.

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

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

Resignation / Termination / Retirement:

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.

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, a 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.

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.

Whole-time / Alternative Employment:

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.

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.

Confidentiality & Secrecy

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

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

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.

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:-

Kunname Hans dan

Kunname Hans dan@axisbank.com

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

Yours faithfully,



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PLACEMENT.
YEAR - 2017-18
S NO. - 8503

GrammeenKoota

Financial Services

Trainee ID card

Employee Name:	DEV KUMAR KAHRA
Employee ID:	GK29020
Food Group:	B +ve
Valid Date:	02-Nov-20
Valid till:	Confirmation
Authorized Singatory	
	

card is the property of CreditAccess Grammeen Limited, If found, please return to: No.49, 46th Cross, 8th Block, Jayanagar, Bangalore-71