

APPOINTMENT LETTER

Date: 03-05-2022

Name of the employee: T. Akhila
Employee Code: WC0194
Current Address: Hyderabad

Sub: Appointment Letter for the Position of Bench sales Recruiter

Dear **Akhila**,

With reference to your application and subsequent interview had with us, we are pleased to extend the offer of employment for the position of “**Bench sales Recruiter**” with our organization. Your date of joining will be **03-05-2022**. Your initial place of business would be at Hyderabad.

Your fixed cost to the company will be **Rs. 1,80,000/- Per Annum (Rupees One Lakh Eighty Thousand Only)**. You may be eligible for PLI/Bonus/Other benefits as per company policy.

In the event, condition mentioned above is not fulfilled to our satisfaction, we reserve the right to withdraw/terminate to join us on **03-05-2022**. Any changes in the Date of joining need to be pre-informed and approved.

Your appointment will be subject to the Employment Agreement with terms and conditions indicated in **Annexure – A** attached and the rules and regulations of the company prevailing from time to time Details regarding your salary and other allowances & perquisites are indicated an **Annexure – B**.

We hope to provide you a challenging and rewarding Career ensuring a high level of job satisfaction and sample opportunities for career development.

Please return the duplicate copy of this letter duly signed as an acceptance of our offer of appointment along with terms of appointment (Annexure – A), your salary details (Annexure – B), duly executed by you.

For **Workcog Management Solutions Pvt. Ltd.**



Bhavana Pampana
Manager - Human Resource

Signature of Employee with date

ANNEXURE - A
EMPLOYMENT AGREEMENT

The Employment Agreement, between **WorkCog Management Solutions Pvt Ltd** (the "Company") and **T. AKHILA** (the "Employee"). For good consideration, the Company employs the Employee on the following terms and conditions subject to the provisions for termination set forth below.

1.0 EFFECTIVE DATE

This agreement is effective from **03-05-2022**.

1.1 PROBATION:

Your probation period will be for two months starting from the date of your joining. However, this period can be cut short or extended based on the individual's performance and at the discretion of the management. After the probation period, you will be a permanent employee and will be eligible for all the benefits provided by the company as per the terms and conditions of employment.

2.0 DUTIES AND RESPONSIBILITIES

Your duties and responsibilities shall be as assigned to you by the Company from time to time. Your designation as well as your duties and responsibilities are liable to be changed at the discretion of the Management. You shall use the best of efforts to promote, develop and extend the business of the Company and conform and comply with the directions and regulations of the Company at all times, and in all respects.

3.0 LEAVES

You will be entitled for certain amount of Leaves as per the company Leave Policy.

4.0 HOLIDAY

As each region may have a different set of holidays, your holiday schedule will be governed by your office location as per the Holiday policy given by company.

5.0 BACKGROUND CHECK

WorkCog Management Solutions Pvt. Ltd., always at any point of time reserves the right to verify the information furnished by you. Misrepresentation or omission or suppression of any information will result in revocation of this offer with immediate effect or immediate termination of the employment wherever on boarded on Company's rolls. Please note that in such an event there will be immediate withdrawal of offer and cessation of employment without notice. As compensation for you act/omission/breach you will also become liable to compensate the Company in a sum equivalent to two months CTC and also indemnify all losses/claims incurred by the Company from their Clients due to

your act/omission/breach of the undertaking given by you on which conditional basis the offer for employment was provided.

6.0 JURISDICTION

This Appointment Letter/Agreement/Contract shall be governed by and constructed and interpreted in accordance with the laws of India and the employee hereby submits to the exclusive jurisdiction of the Courts at Hyderabad for any lawsuit filed by the company arising from or related to this Appointment Letter/Agreement/Contract and Courts of Hyderabad only will have jurisdiction to hear and decide such action and proceedings.

7.0 ARBITRATION

All dispute arising in connection with the Appointment Letter/Agreement/Contract/Undertaking(s) including all claims, dispute or differences, breach of Agreement/Contract/Undertaking(s) and every matter of dispute or differences of whatsoever nature arising out of or in connection with this Appointment Letter/Agreement/ Contract/Undertaking(s) and/or any other future Agreement/Contract/ Undertaking(s) and/or any other understanding agreed upon between the parties (Employer and Employee) and/or breach of any undertaking or violation of any WorkCog policy and/or in respect of a demand/claim made by one party and denied or remaining unanswered/unattended by the other party then the such dispute, difference or claim/demand shall be referred to a Sole Arbitrator to be appointed by the Board of WorkCog and the employee hereby grant his/her consent and authorize WorkCog Board for the Appointment of the Sole Arbitrator. The Arbitration proceeding shall take place in Hyderabad and shall be conducted in English language and the cost of Arbitration proceeding shall be borne by both the parties equally and the Arbitration proceedings shall be conducted in accordance with the provision of Arbitration and Conciliation Act, 1996 and the rules there-under including any amendment thereof.

The decision of Sole Arbitrator shall be final and binding on both the parties i.e. Employer and Employee.

8.0 INJUNCTIVE RELIEF

Without prejudice to the Arbitration clause, WorkCog or their client are entitled to seek injunctive relief when the breach of Appointment Letter/Agreement/Contract/Undertaking(s) or its term is imminent or when the same cannot be compensated in the form of damage or to prevent any imminent unlawful disclosure by the employee and in such event WorkCog or the client shall be entitled to recover from the other party, in addition to any other remedy provided by this Agreement or applicable laws, reasonable attorney's fee, expenses and cost.

9.0 NO-SHOW

Failure to report at the specified office on the said date as per employment shall be deemed as “**No-Show**”. In such an event, the offer stands cancelled and you shall be liable to pay one month's salary as penalty to the company for the loss suffered by the company.

10.0 ABSCONDING WITHOUT NOTICE

In case you abscond without notice to WorkCog Management Solutions Pvt. Ltd., or its client shall be considered as “Abscond”. In such an event, the company shall take the legal action against you and you shall be liable to appear in court on your own behalf for the loss suffered by the company.

11.0 COMPENSATION STRUCTURE

Your total cost to company (CTC) will be as per Annexure B. The salary will be processed on 5th workday of each month.

12.0 PROVIDENT FUND

You will be given the benefit of membership of Employees Provident Fund.

13.0 TRANSFER

Your services are transferable at all times to any of our works, offices, and Sister Concerns and client locations anywhere in India

14.0 INDEMNITY

You shall keep the Company indemnified for any damages, which the company or its client may suffer due to any act/acts by you including breach of any terms of this agreement. Your signature below conforms that all information, written or oral, provided to us by you is accurate and complete.

15.0 UN-AUTHORIZED ABSENCE/ATTENDANCE

Any absence without prior permission/intimation will be considered as Loss Of Pay and any consecutive absence for 3 days will be treated as un-authorized absence from the work. In such a case, the Company has right to terminate the employment and in such case the payroll will not be processed for the worked month.

16.0 CONFIDENTIALITY & NON DISCLOSURE

You hereby acknowledge that by reason of your employment with WorkCog Management Solutions Pvt. Ltd., you will have access to records, documents, drawings, forms, reports, studies, memoranda, correspondence, manuals, plans, magnetic media and other information sources (“Confidential Material”) and such Confidential Material constitutes the property of WorkCog Management Solutions Pvt. Ltd. and/or its clients, enables WorkCog Management Solutions Pvt. Ltd. and/or its clients to compete successfully in business and was acquired or created by WorkCog Management Solutions Pvt. Ltd. and/or its client substantial expense. In consideration of your employment and the above disclosures, you agree that:

You will disclose to WorkCog Management Solutions Pvt. Ltd. all information, inventions, discoveries, products, systems, programs, documentation including improvements or modifications (“Proprietary Material”), relating to WorkCog Management Solutions Pvt. Ltd. and its clients which you acquired or developed during the term of your employment with WorkCog Management Solutions Pvt. Ltd. and that such Proprietary Material is the sole property of WorkCog Management Solutions Pvt. Ltd. or its clients,

regardless of whether or not its acquisition or development occurred during the work hours, at WorkCog Management Solutions Pvt. Ltd. facilities, or with WorkCog Management Solutions Pvt. Ltd. property or personnel. You will not disclose any such Proprietary Material to any unauthorized person during or after the completion of employment with WorkCog Management Solutions Pvt. Ltd.

You will not remove from WorkCog Management Solutions Pvt. Ltd. premises and/or of its clients any Confidential Material, except in the performance of your duties. Upon termination of your employment or when called upon by WorkCog Management Solutions Pvt. Ltd. you will surrender all such Confidential material together with any other WorkCog Management Solutions Pvt. Ltd. that have been provided to him/her by WorkCog Management Solutions Pvt. Ltd. and/or its clients.

You agree to comply with a supplementary agreement, when issued, between WorkCog Management Solutions Pvt. Ltd. and a client regarding privacy and confidentiality. Such agreement will be incorporated into this Agreement by reference, including improvements or modifications. "Proprietary Material" relating to WorkCog Management Solutions Pvt. Ltd. and clients which you acquired or developed during the term of your employment with WorkCog Management Solutions Pvt. Ltd. and its client is the sole property of WorkCog Management Solutions Pvt. Ltd. or its clients, regardless of whether or not its acquisition or development occurred during work hours.

17.0 NON-COMPETE & NON-SOLICITATION

You agree that during your employment with WorkCog Management Solutions Pvt. Ltd. and continuing for a period of twelve (12) months after termination of your employment with WorkCog Management Solutions Pvt. Ltd., you will not individually or on behalf of or in conjunction with any other person or entity (except on behalf of WorkCog Management Solutions Pvt. Ltd. directly or indirectly, solicit to, or perform similar services as provided by or available from WorkCog Management Solutions Pvt. Ltd. for any clients of WorkCog Management Solutions Pvt. Ltd. will not seek and obtain employment, training, or contract for employment or seek to serve as you or otherwise to clients of WorkCog Management Solutions Pvt. Ltd., customers, accounts or prospects, without the written permission of WorkCog Management Solutions Pvt. Ltd. will not directly or indirectly solicit or hire or cause others to solicit or hire any other employee of WorkCog Management Solutions Pvt. Ltd. Unless pre-approved by WorkCog Management Solutions Pvt. Ltd. in writing, you will not, during the period of this assignment, prepare, compile, submit or publish any articles or contribute to any other publication or television serials/films/video presentations or assist anyone directly or indirectly in this regard.

18.0 WAIVER

A waiver by the Company of a breach of any provision of this Agreement by you shall not operate or be construed as a waiver of any subsequent breach by you. No waiver shall be valid unless in writing and signed by an authorized officer of the Company.

19.0 COMPLIANCE OF SECTION 314 OF THE COMPANIES ACT, 2013

This appointment is subject to your not being a relative of a Director of the company within the meaning of section 6 of the Companies Act, 2013. In case, in future you happen to be related to any

of the members of the Board of Directors of the Company, you shall intimate the same to the Management in writing and continuance of your employment thereafter shall be on the compliance of provisions Companies Act, 2013.

20.0 TERMINATION BY EMPLOYER

The Company may terminate the employment with or without cause under the following conditions:

With Cause: The Company may, immediately and without notice, terminate the EMPLOYEE from employment with "Cause". The term "Cause" shall, as used in this Document, mean

- (1) the commission of a crime involving moral turpitude, theft, fraud or deceit;
- (2) conduct that has an adverse effect on the Company's reputation;
- (3) substantial or continued unwillingness or inability to perform duties assigned to the EMPLOYEE;
- (4) gross negligence or deliberate misconduct;
- (5) any material breach of terms and conditions specified in this letter; or
- (6) Un-authorized absence from work for a period of three or more consecutive days without due consent or notifying your superior officer;
- (7) In case of PO or contract short closures;
- (8) In case of back ground verification failure;

Without Cause: In the event that the employment is terminated Without Cause, the EMPLOYEE will be provided with a 15 days' notice prior to such termination or paid severance pay in lieu thereof equivalent to the consolidated compensation package for a period of 15 days, calculated on the basis of the last basic salary. The company has the right to terminate the employment based on the performance basis as per the performance management policy.

21.0 SEPERATION BY EMPLOYEE

If you wish to leave the services of the Company, a clear written notice of 30 days has to be given to the Company. The notice period is subject to acceptance from the reporting manager at WorkCog. The notice period can also be extended based on the business needs. In case of failure to give such written notice within the prescribed time, you are bound to make good the loss suffered by the Company and any other charges/liabilities Company incurs consequent to the failure to give required written notice.

22.0 TRAINING

The company will be providing training for a period of time to understand the process and responsibilities given to you. If you are sent for training abroad, you will have to sign a bond for the period and amount which will be decided by the company as per its policy depending on the period of training, travel and other expenses/ loss incurred.

23.0 EMPLOYMENT RULES

Your appointment, in all respect, be governed by the employment rules and policies of the company in force from time to time. you are advised to make yourself familiar with these rules and policies.

24.0 UPDATION RULES

It would be your responsibility to update the HR Department about any changes in your contact information or personal details.

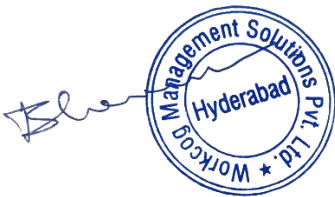
25.0 DECLARATION

This is to confirm that the documents and information provided by me to WorkCog Management solutions Pvt. Ltd. for the purpose of employment are true and accurate to the best of my knowledge and belief. I also agree that the various terms and conditions set forth in this Agreement are fair, just and reasonable and I shall strictly adhere to the terms specified.

We look forward to welcoming you in our organization.

Therefore, here after both the parties agreed and accepted the above terms & conditions:

For **WorkCog Management Solutions Pvt. Ltd.**



Bhavana Pampana
Manager-Human Resource

Employee Name: T. AKHILA

(Signature with date)

ANNEXURE - B
(COMPENSATION BREAK –UP)

Name of the Employee: T. Akhila

Designation: Bench sales Recruiter

Employee Code: WC0194

Date of Joining: 03-05-2022

Particulars	Monthly	Yearly
Basic Salary	7,500	90000
House Rent Allowance	3,000	36000
Travel Allowance	1,125	13500
Medical Allowance	750	9000
Special Allowance	-	0
Other Allowance	1,725	20700
Fixed Gross Per annum	14,100	1,69,200
Company Contribution to PF	900	10800
Target cost to company	15,000	1,80,000

***Note:** The deductions of PF, Tax, TDS are applicable as per the govt. Tax rules of India.

*Accepted and agreed

Name of the employee: T. Akhila

Signature of the employee

PROCEEDINGS OF THE DISTRICT EDUCATIONAL OFFICER & SECRETARY
TRT-2017 KARIMNAGAR DISTRICT

Present: Sri. N. V. Durga Prasad, M.Sc., M.Ed.

RC No. 191/A3/2018

Dated : 28-10-2019

Sub: School Education - TSESS - Teachers Recruitment-2017 - Appointment Orders for the selected teachers through TRT-2017-- Selection to the post of SECONDARY GRADE TEACHER (TELUGU MEDIUM) - GOVT Management - Posting Orders - Issued - Regarding

- Read**
- 1) G.O.Ms.No.11 SE.(Ser.II) Dept., dt.23.01.2009 as amended from time to time.
 - 2) G O Ms No. 19 School Education (General) Department Dt: 18.05.2016
 - 3) G O Ms No. 129 Finance (HRM-II) Department dt: 01.09.2017
 - 4) G O Ms No 25 School Education (General) Dept (PE-Ser.II) Department, Dt.10.10.2017
 - 5) Teacher Recruitment Test -2017 Notification No. 52/2017, 53/2017, 54/2017, 55/2017 & 56/2017 issued by the Secretary Telangana State Public Service Commission, Hyderabad
 - 6) Provisional Selection list approved and issued by the Secretary Telangana State Public Service Commission, Hyderabad.
 - 7) G O Ms No 10 SE Dept, School Education (General) Dept dated 06-07-2019.
 - 8) The CSE Proc Rc.No.452/RC-1/TRT/2016-2, Dt.21.10.2019 along with the Schedule for Counseling to issue appointments orders
 - 9) Option of the individual Dt.28.10.2019.



District Educational Officer
KARIMNAGAR

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In pursuance of the orders issued in the references 1st to 8th read above and under Rule 10 (a) of Telangana State and Subordinate Service Rules 1996, Sri/Smt/Kum **MEDIKONDA RACHEL**, selected through TRT-2017 with Hall Ticket No 1753150005, is hereby appointed as **SECONDARY GRADE TEACHER (TELUGU MEDIUM) - GOVT Management** in the scale of pay Rs **21230-63010** and he/she is posted at GPS VIJAYAPURI, JAGTIAL Mandal, JAGTIAL District subject to the following conditions:

- i) That his/her appointment is purely adhoc and can be terminated at any time without any notice and without assigning any reasons for such termination.
- ii) If the certificate furnished by the candidate in respect of qualifications, local area, caste, PHC etc, is/are found to be non-genuine, bogus, the selection/appointment will be cancelled in addition to initiating criminal case against the individual at any time.
- iii) That he/she should join duty within a period of 30 days from the date of receipt of appointment orders, failing which his/her appointment will be cancelled without any further notice.
- iv) That he/she should produce all original certificates issued by the competent authority and physical fitness certificate in the prescribed proforma issued by an authority not below the rank of civil surgeon before the Head Master /Mandal Educational Officer prior to his/her joining duty for verification.
- v) During verification if any of the certificate submitted by him/her found to be fake/bogus, the appointment orders will be withdrawn/cancelled.
- vi) His/her services will be regularized from the date of actual joining in the post as per Telangana State and Subordinate Service Rules 1996.
- vii) His/her services are governed by the New Contributory Pension scheme rules prescribed in G O Ms No 654 Finance Dt 22.09.2004 and G O Ms No 655 Finance dt 22.09.2004 as amended from time to time.
- viii) He/ She shall submit an undertaking that he/she shall abide by the conditions stipulated in the appointment order.
- ix) The Headmaster/Mandal Educational Officer concerned shall verify all certificates such as Caste, PH Certificate, Date of Birth, physical fitness certificate, academic and professional qualification and photo of the candidate with reference to the Hall Ticket/Application submitted online by him / her with reference to Notification and as per G O Ms No 25 School Education (General) Dept (PE-Ser.II) Department, Dt.10.10.2017 to the post he/she is appointed before admitting the candidate and if any discrepancy is noticed, it may be intimated to the District Educational Officer immediately.
- x) The present appointment is subject to outcome of orders in various SLP's / Writ Appeal's/ Writ Petition's filed in the Hon'ble Supreme Court/ High Court pending on the present recruitment of TRT-2017.
- xi) The Headmaster/Mandal Educational Officer shall intimate the date of joining of the individual to the District Educational Officer/MEO as the case may be, under proper acknowledgement.

Receipt of the orders should be acknowledged

H.T. No. 1753150005

MARKS: 44.249

Rank : 36385

District Educational Officer &
Secretary, TRT-2017
Karimnagar District

To

Sri/Smt./Kum **MEDIKONDA RACHEL**

Copy to the Mandal Educational Officer/Head Master concerned

Copy forwarded to the Chief Executive Officer, Zilla Parishad **JAGTIAL** district

Copy forwarded to the D T O / S T O Concerned

28/10/19

4:11

VoLTE 4G LTE1 72%



Offer Letter

Inbox



jiohr@ril.com 4:10 pm

to me, BHAGYA.VAPAATHOT...



Dear Nageena Md Shakeel,

Greetings and Welcome to the Jio Family!

Further to our discussion, we are pleased to offer you the position of Advisor Telugu. Please find the offer letter enclosed with this email.

To ensure smooth on-boarding and joining process, kindly go through the following guidelines.

As part of the selection process, you are required to submit Covid vaccination certificate in pre-boarding. By submitting Covid vaccination certificate, you are declaring that you are in good health and capable of full work, not suffering from any occupational disease or injury and have never been discharged of duties on medial grounds earlier.

Please review, acknowledge and accept the offer cum appointment letter, complete your pre-boarding details



Reference No. - 1384035349

Abhigna Lingampalli

Date: 04 Feb 2021

Name: **Abhigna Lingampalli**

Reference ID: **1384035349**

Dear Abhigna,

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 of 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 **BHUPALPALLY**. 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
Website www.icicibank.com

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



Reference No. - 1384035349

Abhigna Lingampalli

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 **05-Feb-2021**. You are required to report at the academy on **03-Feb-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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Reference No. - 1384035349

Abhigna Lingampalli

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.

ICICI Bank Limited

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Reference No. - 1384035349

Abhigna Lingampalli

- 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 Mediclaim 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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Reference No. - 1384035349

Abhigna Lingampalli

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.

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. - 1384035349

Abhigna Lingampalli

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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Reference No. - 1384035349

Abhigna Lingampalli

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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Reference No. - 1384035349

Abhigna Lingampalli

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 marksheets (Xth/XIth/ 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.

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Reference No. - 1384035349

Abhigna Lingampalli

Remuneration Details

Name : Abhigna Lingampalli

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: 04 Feb 2021

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Reference No. - 1384035349

Abhigna Lingampalli

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 : 04 Feb 2021

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Reference No. - 1384034217

Nunavath Saroja

Date: 12 Feb 2021

Name: Nunavath Saroja

Reference ID: 1384034217

Dear Nunavath,

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 of 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 **KARIM NAGAR - AMBEDKAR ROAD_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

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Nunavath Saroja

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 **14-Feb-2021**. You are required to report at the academy on **12-Feb-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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Nunavath Saroja

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 Mediclaim 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



Reference No. - 1384034217

Nunavath Saroja

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.
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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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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.
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- i. Any breach of the conditions mentioned in this letter on your part
- ii. Any incorrect information furnished by you like:
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- 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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Nunavath Saroja

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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JOINING FORMALITIES

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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 marksheets (Xth/XIth/ 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.

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Reference No. - 1384034217

Nunavath Saroja

Remuneration Details

Name : Nunavath Saroja

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: 12 Feb 2021

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Nunavath Saroja

Group: RETAIL BANKING GROUP

Position: OFFICER

Designation: SALES OFFICER BC

	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 : 12 Feb 2021

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Reference No. - 1384019089

Kandula Lavanya

Date: 04 Feb 2021

Name: Kandula Lavanya

Reference ID: 1384019089

Dear Kandula,

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 of 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 **MEDAK - M.G. ROAD_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
Website www.icicibank.com

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



Reference No. - 1384019089

Kandula Lavanya

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 **05-Feb-2021**. You are required to report at the academy on **03-Feb-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 Mediclaim 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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Kandula Lavanya

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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Kandula Lavanya

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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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/XIth/ 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.

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Kandula Lavanya

Remuneration Details

Name : Kandula Lavanya

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: 04 Feb 2021

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Kandula Lavanya

Group: RETAIL BANKING GROUP

Position: OFFICER

Designation: BRO - 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 : 04 Feb 2021

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Reference No. - 1384035366

Elgeti Ramya

Date: 04 Feb 2021

Name: Elgeti Ramya

Reference ID: 1384035366

Dear Elgeti,

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 of 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 **HYDERABAD KUKATPALLY-VIVEKNAND**. 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. On successful completion of the classroom training and on the job internship, you will be awarded a certificate in Sales Management.

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Elgeti Ramya

2. The Certificate Course at ICICI Bank Sales Academy is scheduled to commence from **05-Feb-2021**. You are required to report at the academy on **03-Feb-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.
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.

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- 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:

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

- a. 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. 2,03184 (Rupees Two Lakh Three Thousand One Hundred Eighty Four Only)**, the breakup of which is mentioned in subsequent paragraphs.
- b. Your Basic Salary will be Rs. 72,000/- (Rupees Seventy Two Thousand only) per annum.
- c. You will be eligible for HRA of Rs. 36,000/- (Rupees Thirty Six Thousand only) per annum.
- d. 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.
- e. You will eligible for the Performance Linked Retention Pay, as per the policy of the Bank. Please note that there is no guaranteed performance bonus, subject to however provisions of the Payment of Bonus Act 1965, wherever applicable. The performance linked Retention pay would be payable to an employee only if the employee on the day of payout is on the rolls of the bank and he/she has not resigned and / or is serving notice period.

11. Supplementary Allowances:

- f. You will be eligible for a Supplementary Allowance of Rs. 46,200/- (Rupees Forty Six Thousand Two Hundred only) per annum.

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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.

- g. 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.

12. Superannuation Allowances:

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

13. 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 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

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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 the Bank's services during probation period or after confirmation, you will be required to give thirty days' notice. The Bank in its sole discretion can decide to waive off/reduce the notice period depending upon the exigencies. In such case, you would be required to pay to the Bank the gross salary for the notice period so reduced/waived off.

After confirmation, your services would be liable to be terminated by the Bank, by giving thirty days' notice or on payment of thirty 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.
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

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Elgeti Ramya

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 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 your 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.



Reference No. - 1384035366

Elgeti Ramya

- 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.

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

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. - 1384035366

Elgeti Ramya

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 marksheets (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.

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Reference No. - 1384035366

Elgeti Ramya

Remuneration Details

Name : Elgeti Ramya

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: 04 Feb 2021

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Reference No. - 1384035366

Elgeti Ramya

Group: RETAIL BANKING GROUP

Position: OFFICER

Designation: SALES OFFICER - CASA

	Monthly	Annual
Basic	6,000	72,000
HRA	3,000	36,000
Supplementary Allowance *	3,850	46,200
Superannuation Allowance	9,00	10,800
Total	13,750	165,000
Retirals		
Retirals (PF, Gratuity) **	1,682	20,184
Fixed CTC	15,432	185,184
Performance Linked Retention Pay#	1,500	18,000
Total CTC	16,932	203,184
*Supplementary allowance will include HRA, Conveyance / Travel Allowance, LTA, Medical Reimbursement, Canteen and any other allowance.		
** Company contribution towards PF is 12% and Gratuity is 8.33%		
#Please note that there is no guaranteed performance linked retention pay, subject to however provisions of the payment of Bonus Act 1965, wherever applicable.		

Date : 04 Feb 2021

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Reference No. - 1384035155

Marri Srini

Date: **04 Feb 2021**

Name: **Marri Srini**

Reference ID: **1384035155**

Dear Marri,

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 of 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 **SECUNDERABAD - S.D. ROAD_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. On successful completion of the classroom training and on the job internship, you will be awarded a certificate in Sales Management.

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Reference No. - 1384035155

Marri Srin

2. The Certificate Course at ICICI Bank Sales Academy is scheduled to commence from **05-Feb-2021**. You are required to report at the academy on **03-Feb-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.
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.

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Reference No. - 1384035155

Marri Srin

- 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:

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

- a. 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. 2,03184 (Rupees Two Lakh Three Thousand One Hundred Eighty Four Only)**, the breakup of which is mentioned in subsequent paragraphs.
- b. Your Basic Salary will be Rs. 72,000/- (Rupees Seventy Two Thousand only) per annum.
- c. You will be eligible for HRA of Rs. 36,000/- (Rupees Thirty Six Thousand only) per annum.
- d. 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.
- e. You will eligible for the Performance Linked Retention Pay, as per the policy of the Bank. Please note that there is no guaranteed performance bonus, subject to however provisions of the Payment of Bonus Act 1965, wherever applicable. The performance linked Retention pay would be payable to an employee only if the employee on the day of payout is on the rolls of the bank and he/she has not resigned and / or is serving notice period.

11. Supplementary Allowances:

- f. You will be eligible for a Supplementary Allowance of Rs. 46,200/- (Rupees Forty Six Thousand Two Hundred only) per annum.

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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.

- g. 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.

12. Superannuation Allowances:

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

13. 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 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

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Marri Srin

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 the Bank's services during probation period or after confirmation, you will be required to give thirty days' notice. The Bank in its sole discretion can decide to waive off/reduce the notice period depending upon the exigencies. In such case, you would be required to pay to the Bank the gross salary for the notice period so reduced/waived off.

After confirmation, your services would be liable to be terminated by the Bank, by giving thirty days' notice or on payment of thirty 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.

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

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Reference No. - 1384035155

Marri Srin

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 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 your 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.
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Marri Srin

- 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.

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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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 marksheets (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.



Reference No. - 1384035155

Marri Srin

Remuneration Details

Name : Marri Srin

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: 04 Feb 2021

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Reference No. - 1384035155

Marri Srin

Group: RETAIL BANKING GROUP

Position: OFFICER
BANKING

Designation: SO CA - CONNECTED

	Monthly	Annual
Basic	6,000	72,000
HRA	3,000	36,000
Supplementary Allowance *	3,850	46,200
Superannuation Allowance	9,00	10,800
Total	13,750	165,000
Retirals		
Retirals (PF, Gratuity) **	1,682	20,184
Fixed CTC	15,432	185,184
Performance Linked Retention Pay#	1,500	18,000
Total CTC	16,932	203,184
*Supplementary allowance will include HRA, Conveyance / Travel Allowance, LTA, Medical Reimbursement, Canteen and any other allowance.		
** Company contribution towards PF is 12% and Gratuity is 8.33%		
#Please note that there is no guaranteed performance linked retention pay, subject to however provisions of the payment of Bonus Act 1965, wherever applicable.		

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Reference No. - 1384035368

Byri Madhavi

Date: **04 Feb 2021**

Name: **Byri Madhavi**

Reference ID: **1384035368**

Dear Byri,

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 of 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 **WARANGAL KAZIPET_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

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Reference No. - 1384035368

Byri Madhavi

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 **05-Feb-2021**. You are required to report at the academy on **03-Feb-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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Reference No. - 1384035368

Byri Madhavi

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.

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. - 1384035368

Byri Madhavi

- 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 Mediclaim 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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Byri Madhavi

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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Byri Madhavi

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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Byri Madhavi

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 marksheets (Xth/XIth/ 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.

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Reference No. - 1384035368

Byri Madhavi

Remuneration Details

Name : Byri Madhavi

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: 04 Feb 2021

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Byri Madhavi

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 : 04 Feb 2021

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Reference No. - 1384035340

Kotte Srilekha

Date: **04 Feb 2021**

Name: **Kotte Srilekha**

Reference ID: **1384035340**

Dear Kotte,

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 of 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 **HYDERABAD - MIYAPUR**. 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. On successful completion of the classroom training and on the job internship, you will be awarded a certificate in Sales Management.

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Reference No. - 1384035340

Kotte Srilekha

2. The Certificate Course at ICICI Bank Sales Academy is scheduled to commence from **05-Feb-2021**. You are required to report at the academy on **03-Feb-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.
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.

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- 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:

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

- a. 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. 2,03184 (Rupees Two Lakh Three Thousand One Hundred Eighty Four Only)**, the breakup of which is mentioned in subsequent paragraphs.
- b. Your Basic Salary will be Rs. 72,000/- (Rupees Seventy Two Thousand only) per annum.
- c. You will be eligible for HRA of Rs. 36,000/- (Rupees Thirty Six Thousand only) per annum.
- d. 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.
- e. You will eligible for the Performance Linked Retention Pay, as per the policy of the Bank. Please note that there is no guaranteed performance bonus, subject to however provisions of the Payment of Bonus Act 1965, wherever applicable. The performance linked Retention pay would be payable to an employee only if the employee on the day of payout is on the rolls of the bank and he/she has not resigned and / or is serving notice period.

11. Supplementary Allowances:

- f. You will be eligible for a Supplementary Allowance of Rs. 46,200/- (Rupees Forty Six Thousand Two Hundred only) per annum.

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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.

- g. 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.

12. Superannuation Allowances:

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

13. 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 benefits are notified by the Bank under “Employee Benefit Policies” available on the Bank’s intranet which will be accessible upon joining the Bank

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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 the Bank's services during probation period or after confirmation, you will be required to give thirty days' notice. The Bank in its sole discretion can decide to waive off/reduce the notice period depending upon the exigencies. In such case, you would be required to pay to the Bank the gross salary for the notice period so reduced/waived off.

After confirmation, your services would be liable to be terminated by the Bank, by giving thirty days' notice or on payment of thirty 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.
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

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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 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 your 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
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- 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.

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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JOINING FORMALITIES

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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 marksheets (Xth/XIth/ 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.



Reference No. - 1384035340

Kotte Srilekha

Remuneration Details

Name : Kotte Srilekha

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: 04 Feb 2021

ICICI Bank Limited

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Bandra-Kurla Complex
Mumbai 400 051, India.

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Website www.icicibank.com

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



Reference No. - 1384035340

Kotte Srilekha

Group: RETAIL BANKING GROUP

Position: OFFICER

Designation: SALES OFFICER - CASA

	Monthly	Annual
Basic	6,000	72,000
HRA	3,000	36,000
Supplementary Allowance *	3,850	46,200
Superannuation Allowance	9,00	10,800
Total	13,750	165,000
Retirals		
Retirals (PF, Gratuity) **	1,682	20,184
Fixed CTC	15,432	185,184
Performance Linked Retention Pay#	1,500	18,000
Total CTC	16,932	203,184
*Supplementary allowance will include HRA, Conveyance / Travel Allowance, LTA, Medical Reimbursement, Canteen and any other allowance.		
** Company contribution towards PF is 12% and Gratuity is 8.33%		
#Please note that there is no guaranteed performance linked retention pay, subject to however provisions of the payment of Bonus Act 1965, wherever applicable.		

Date : 04 Feb 2021

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Reference No. - 1384035406

sheelam anusha

Date: 04 Feb 2021

Name: sheelam anusha

Reference ID: 1384035406

Dear sheelam,

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 of 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 **HYDERABAD - BANJARA HILLS_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. On successful completion of the classroom training and on the job internship, you will be awarded a certificate in Sales Management.

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Reference No. - 1384035406

sheelam anusha

2. The Certificate Course at ICICI Bank Sales Academy is scheduled to commence from **05-Feb-2021**. You are required to report at the academy on **03-Feb-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.
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.

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Reference No. - 1384035406

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- 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:

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

- a. 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. 2,03184 (Rupees Two Lakh Three Thousand One Hundred Eighty Four Only)**, the breakup of which is mentioned in subsequent paragraphs.
- b. Your Basic Salary will be Rs. 72,000/- (Rupees Seventy Two Thousand only) per annum.
- c. You will be eligible for HRA of Rs. 36,000/- (Rupees Thirty Six Thousand only) per annum.
- d. 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.
- e. You will eligible for the Performance Linked Retention Pay, as per the policy of the Bank. Please note that there is no guaranteed performance bonus, subject to however provisions of the Payment of Bonus Act 1965, wherever applicable. The performance linked Retention pay would be payable to an employee only if the employee on the day of payout is on the rolls of the bank and he/she has not resigned and / or is serving notice period.

11. Supplementary Allowances:

- f. You will be eligible for a Supplementary Allowance of Rs. 46,200/- (Rupees Forty Six Thousand Two Hundred only) per annum.

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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.

- g. 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.

12. Superannuation Allowances:

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

13. 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 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

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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 the Bank's services during probation period or after confirmation, you will be required to give thirty days' notice. The Bank in its sole discretion can decide to waive off/reduce the notice period depending upon the exigencies. In such case, you would be required to pay to the Bank the gross salary for the notice period so reduced/waived off.

After confirmation, your services would be liable to be terminated by the Bank, by giving thirty days' notice or on payment of thirty 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.

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

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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 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 your 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.

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- 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.

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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sheelam anusha

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 marksheets (Xth/XIth/ 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.



Reference No. - 1384035406

sheelam anusha

Remuneration Details

Name : sheelam anusha

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: 04 Feb 2021

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Reference No. - 1384035406

sheelam anusha

Group: RETAIL BANKING GROUP

Position: OFFICER
INBOUND

Designation: SALES OFFICER - CA

	Monthly	Annual
Basic	6,000	72,000
HRA	3,000	36,000
Supplementary Allowance *	3,850	46,200
Superannuation Allowance	9,00	10,800
Total	13,750	165,000
Retirals		
Retirals (PF, Gratuity) **	1,682	20,184
Fixed CTC	15,432	185,184
Performance Linked Retention Pay#	1,500	18,000
Total CTC	16,932	203,184
*Supplementary allowance will include HRA, Conveyance / Travel Allowance, LTA, Medical Reimbursement, Canteen and any other allowance.		
** Company contribution towards PF is 12% and Gratuity is 8.33%		
#Please note that there is no guaranteed performance linked retention pay, subject to however provisions of the payment of Bonus Act 1965, wherever applicable.		

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Reference No. - 1384035338

Chilumula Mamatha

Date: 16 Feb 2021

Name: Chilumula Mamatha

Reference ID: 1384035338

Dear Chilumula,

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 of 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 **SECUNDERABAD-DIAMOND POINT_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. On successful completion of the classroom training and on the job internship, you will be awarded a certificate in Sales Management.

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Reference No. - 1384035338

Chilumula Mamatha

2. The Certificate Course at ICICI Bank Sales Academy is scheduled to commence from **14-Feb-2021**. You are required to report at the academy on **12-Feb-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.
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.

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- 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:

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

- a. 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. 2,03184 (Rupees Two Lakh Three Thousand One Hundred Eighty Four Only)**, the breakup of which is mentioned in subsequent paragraphs.
- b. Your Basic Salary will be Rs. 72,000/- (Rupees Seventy Two Thousand only) per annum.
- c. You will be eligible for HRA of Rs. 36,000/- (Rupees Thirty Six Thousand only) per annum.
- d. 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.
- e. You will eligible for the Performance Linked Retention Pay, as per the policy of the Bank. Please note that there is no guaranteed performance bonus, subject to however provisions of the Payment of Bonus Act 1965, wherever applicable. The performance linked Retention pay would be payable to an employee only if the employee on the day of payout is on the rolls of the bank and he/she has not resigned and / or is serving notice period.

11. Supplementary Allowances:

- f. You will be eligible for a Supplementary Allowance of Rs. 46,200/- (Rupees Forty Six Thousand Two Hundred only) per annum.

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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.

- g. 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.

12. Superannuation Allowances:

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

13. 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 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

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Reference No. - 1384035338

Chilumula Mamatha

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 the Bank's services during probation period or after confirmation, you will be required to give thirty days' notice. The Bank in its sole discretion can decide to waive off/reduce the notice period depending upon the exigencies. In such case, you would be required to pay to the Bank the gross salary for the notice period so reduced/waived off.

After confirmation, your services would be liable to be terminated by the Bank, by giving thirty days' notice or on payment of thirty 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.
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

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. - 1384035338

Chilumula Mamatha

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 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 your 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.



Reference No. - 1384035338

Chilumula Mamatha

- 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.

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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Reference No. - 1384035338

Chilumula Mamatha

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 marksheets (Xth/XIth/ 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

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Reference No. - 1384035338

Chilumula Mamatha

Remuneration Details

Name : Chilumula Mamatha

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: 16 Feb 2021

ICICI Bank Limited

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Reference No. - 1384035338

Chilumula Mamatha

Group: RETAIL BANKING GROUP

Position: OFFICER

Designation: SALES OFFICER - CASA

	Monthly	Annual
Basic	6,000	72,000
HRA	3,000	36,000
Supplementary Allowance *	3,850	46,200
Superannuation Allowance	9,00	10,800
Total	13,750	165,000
Retirals		
Retirals (PF, Gratuity) **	1,682	20,184
Fixed CTC	15,432	185,184
Performance Linked Retention Pay#	1,500	18,000
Total CTC	16,932	203,184
*Supplementary allowance will include HRA, Conveyance / Travel Allowance, LTA, Medical Reimbursement, Canteen and any other allowance.		
** Company contribution towards PF is 12% and Gratuity is 8.33%		
#Please note that there is no guaranteed performance linked retention pay, subject to however provisions of the payment of Bonus Act 1965, wherever applicable.		

Date : 16 Feb 2021

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Reference No. - 1384113870

Neeutla Saraswathi

Date: 24 Sep 2021

Name: Neeutla Saraswathi

Reference ID: 1384113870

Dear Neeutla,

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 of 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 **GODAVARIKHANI_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

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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 **21-Sep-2021**. You are required to report at the academy on **19-Sep-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.
10. Termination from the Certificate Course : You are liable to be terminated from the Certificate Course in the event of:

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- 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.
- 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:

ICICI Bank Limited

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Regd. Office : "Landmark",
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- 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 Mediclaim 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 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,

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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.
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

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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 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,

Bhavika Nanda

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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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 marksheets (Xth/XIth/ 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.

Remuneration Details

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Regd. Office : “Landmark”,
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Vadodara 390007, India.



Name : Neeutla Saraswathi
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: 24 Sep 2021

ICICI Bank Limited

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 Bandra-Kurla Complex
 Mumbai 400 051, India.

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



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 : 24 Sep 2021

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Reference No. - 1384119581

Boragalla Vinitha

Date: 18 Sep 2021

Name: Boragalla Vinitha

Reference ID: 1384119581

Dear Boragalla,

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 of 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 **MANCHERIAL - BELLAMPALLY RD_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

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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 **19-Sep-2021**. You are required to report at the academy on **17-Sep-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.
10. Termination from the Certificate Course : You are liable to be terminated from the Certificate Course in the event of:

ICICI Bank Limited

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- 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.
- 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:

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- 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 Mediclaim 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 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,

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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.
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

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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 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,

Bhavika Nanda

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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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 marksheets (Xth/XIth/ 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.

Remuneration Details

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Name : Boragalla Vinita
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: 18 Sep 2021

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Group: RETAIL BANKING GROUP

Position: OFFICER

Designation: SALES OFFICER - CA

	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 : 18 Sep 2021

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Reference No. - 1384140241

Panhangji sushmitha .

Date: **30 Sep 2021**

Name: **Panhangji sushmitha .**

Reference ID: **1384140241**

Dear Panhangji sushmitha,

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 of 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 **HYDERABAD - SANJEEVAREDDY NAGA**. 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.

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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 **01-Oct-2021**. You are required to report at the academy on **29-Sep-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.
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.

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- 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:

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

- a. 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. 2,03184 (Rupees Two Lakh Three Thousand One Hundred Eighty Four Only)**, the breakup of which is mentioned in subsequent paragraphs.
- b. Your Basic Salary will be Rs. 72,000/- (Rupees Seventy Two Thousand only) per annum.
- c. You will be eligible for HRA of Rs. 36,000/- (Rupees Thirty Six Thousand only) per annum.
- d. 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.
- e. You will eligible for the Performance Linked Retention Pay, as per the policy of the Bank. Please note that there is no guaranteed performance bonus, subject to however provisions of the Payment of Bonus Act 1965, wherever applicable. The performance linked Retention pay would be payable to an employee only if the employee on the day of payout is on the rolls of the bank and he/she has not resigned and / or is serving notice period.

11. Supplementary Allowances:

- f. You will be eligible for a Supplementary Allowance of Rs. 46,200/- (Rupees Forty Six Thousand Two Hundred only) per annum. Supplementary allowance will include – Conveyance / Travel

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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.

- g. 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.

12. Superannuation Allowances:

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

13. Benefits:

- a. Comprehensive Mediclaim 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 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

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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 the Bank's services during probation period or after confirmation, you will be required to give thirty days' notice. The Bank in its sole discretion can decide to waive off/reduce the notice period depending upon the exigencies. In such case, you would be required to pay to the Bank the gross salary for the notice period so reduced/waived off.

After confirmation, your services would be liable to be terminated by the Bank, by giving thirty days' notice or on payment of thirty 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.
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.

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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 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 your 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.
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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.

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,

Bhavika Nanda

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

Signature of Applicant

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.



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 marksheets (Xth/XIth/ 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.

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Remuneration Details
Name : Panthangi sushmitha .

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: 30 Sep 2021

ICICI Bank Limited

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 Mumbai 400 051, India.

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 Regd. Office : "Landmark",
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Group: RETAIL BANKING GROUP

Position: OFFICER

Designation: RELATIONSHIP OFFICER

	Monthly	Annual
Basic	6,000	72,000
HRA	3,000	36,000
Supplementary Allowance *	3,850	46,200
Superannuation Allowance	9,00	10,800
Total	13,750	165,000
Retirals		
Retirals (PF, Gratuity) **	1,682	20,184
Fixed CTC	15,432	185,184
Performance Linked Retention Pay#	1,500	18,000
Total CTC	16,932	203,184
*Supplementary allowance will include HRA, Conveyance / Travel Allowance, LTA, Medical Reimbursement, Canteen and any other allowance.		
** Company contribution towards PF is 12% and Gratuity is 8.33%		
#Please note that there is no guaranteed performance linked retention pay, subject to however provisions of the payment of Bonus Act 1965, wherever applicable.		

Date : 30 Sep 2021

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Regd. Office : "Landmark",
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Vadodara 390007, India.



Reference No. - 1384125609

Puranam Ramya

Date: 18 Sep 2021

Name: Puranam Ramya

Reference ID: 1384125609

Dear Puranam,

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 of 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 **KARIMANAGAR-TOWN CIRCLE_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

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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 **19-Sep-2021**. You are required to report at the academy on **17-Sep-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.
10. Termination from the Certificate Course : You are liable to be terminated from the Certificate Course in the event of:

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- 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.
- 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:

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- 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 Mediclaim 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 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,

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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.
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

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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 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,

Bhavika Nanda

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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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 marksheets (Xth/XIth/ 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.

Remuneration Details

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Regd. Office : “Landmark”,
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Name : Puranam Ramya
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: 18 Sep 2021

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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 : 18 Sep 2021

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Vadodara 390007, India.



Reference No. - 1384126286

KOMMOJU SAI .

Date: 18 Sep 2021

Name: KOMMOJU SAI .

Reference ID: 1384126286

Dear KOMMOJU SAI,

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 of 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 **VISAKHAPATNAM - KURMANAPALEM**. 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

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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 **19-Sep-2021**. You are required to report at the academy on **17-Sep-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.
10. Termination from the Certificate Course : You are liable to be terminated from the Certificate Course in the event of:

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- 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.
- 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:

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- 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 Mediclaim 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 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,

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.



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.
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

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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 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,

Bhavika Nanda

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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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 marksheets (Xth/XIth/ 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.

Remuneration Details

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Name : KOMMOJU SAI .
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: 18 Sep 2021



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 : 18 Sep 2021

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Reference No. - 1384144007

Nelaveni Pooja

Date: 26 Oct 2021

Name: Nelaveni Pooja

Reference ID: 1384144007

Dear Nelaveni,

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 of 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 **MANTHANI**. 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

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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 **21-Oct-2021**. You are required to report at the academy on **19-Oct-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.
10. Termination from the Certificate Course : You are liable to be terminated from the Certificate Course in the event of:

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- 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.
- 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:

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- 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 Mediclaim 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 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,

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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.

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4. **Transfer:** ICICI Bank shall have the right to transfer you to any of its offices or ICICI Group companies in India and abroad.
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

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contravention of the above provision shall entail initiation of appropriate action as deemed fit by ICICI Bank.

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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 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.
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 - 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,

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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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 marksheets (Xth/XIth/ 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.

Remuneration Details

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Name : Nelaveni Pooja
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: 26 Oct 2021



Group: RETAIL BANKING GROUP

Position: OFFICER

Designation: RELATIONSHIP OFFICER

	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 : 26 Oct 2021

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Ref No: 18348889

25-Nov-2021

Kadarla Sahithi



Dear Kadarla,

We have greatly enjoyed our recent discussions with you and are pleased to offer you the role of **Senior Process Executive-Voice** with **Cognizant Technology Solutions India Private Limited ("Cognizant")**. Your place of posting will be **Hyderabad**

Your annual total compensation will be **INR 610,000**. This includes an annual incentive target of **INR 18,000**. This amount may vary depending on individual and company performance. Please see **Compensation and Benefits** for additional details on your compensation. Cognizant has considered 17 months of your experience as relevant in this offer, which will be kept up-to-date in our records

Your appointment will be governed by the terms and conditions of employment presented in **Employment Agreement**, as well as any rules, regulations and practices currently in place at the time of employment.

We request that you join us on or before **01-Dec-2021**.

Please note:

- This offer is subject to satisfactory professional reference checks
- This offer is valid for three (3) months from the date of offer. Any extension shall be at the discretion of Cognizant and shall be communicated to you in writing
- Prior to beginning work with Cognizant, you must provide evidence of your right to work in India and other documentation requested by Cognizant

We are delighted to welcome you to the team! You are joining Cognizant at an exciting time, and we know your fresh thinking and expertise will help us accomplish great things.

If you have any further questions or need clarification on this offer, please feel free to contact us

Best regards,

For **Cognizant Technology Solutions India Private Limited ("Cognizant")**,


Shibu Balakrishnan
Sr. Director-Talent Acquisition

I have read the offer, understood and accept the above mentioned terms and conditions.

Signature:

Date:

HRD/2T/1002133547/21-22

November 19, 2021

Ms. Soumya Govindula
H.No. 2 66
Maredugonda, Peddapalli
Karimanagar-505174
India

Ph: +91-7989427249

Dear Soumya,

Welcome to Infosys!

Today, the corporate landscape is dynamic and the world ahead is full of possibilities! None of the amazing things we do at Infosys would be possible without an equally amazing culture, the environment where ideas can flourish and where you are empowered to move forward as far as your ideas will take you.

At Infosys, we assure that your career will never stand still, we will inspire you to build what's next and we will navigate further, together. Our journey of learnability, values and trusted relationships with our clients continue to be the cornerstones of our organization and these values are upheld only because of our people.

We look forward to working with you and wish you success in your career with us.

Warm regards,

RICHARD LOBO
EVP and Head Human Resources - Infosys Limited

Signature Not Verified

Digitally signed by Richard Lobo
Date: 2021.11.19 21:15:09 IST
Reason: Digitally Signed
Location: Bangalore

INFOSYS LIMITED
CIN: L85110KA1981PLC013115
44, Infosys Avenue
Electronics City, Hosur Road
Bangalore 560 100, India
T 91 80 2852 0261
F 91 80 2852 0362
askus@infosys.com
www.infosys.com

HRD/1002133547/21-22

November 19, 2021

Ms. Soumya Govindula
H.No. 2 66
Maredugonda, Peddapalli
Karimanagar-505174
India

Ph: +91-7989427249

Dear Soumya,

Congratulations! We are delighted to make you an offer as **Operations Executive - Trainee** and your role is **Operations Executive** .

Here are the terms and conditions of our offer:

Joining

Your scheduled date of employment with us will be **20-Dec-2021**.

Location

Your location of training is **MYSORE, India** . The location of posting ("work location") would be communicated to you upon successful completion of training. You may be asked to relocate to any of our units, departments or the offices of our affiliates* and/or the offices of our customers, depending on business requirements. In such an event, your remuneration and other benefits shall be determined in accordance with the relevant Policies of the Company in that work location."

Please be advised that you, by accepting this offer, hereby give your irrevocable consent to the above.

** For the purpose of this agreement, "affiliate" means any entity that controls, is controlled by, or is under common control with the First Party. For purposes of this Agreement, "control" means possessing, directly or indirectly, the power to direct or cause the direction of the management, policies or operations of an entity, whether through ownership of voting securities, by contract or otherwise."*

Training

The training program will consist of classroom/virtual training and on-the-job training. The duration of the classroom/virtual training will be based on the business requirement. Your continued employment with the Company is subject to your meeting the qualifying criteria till the end of the training and successful completion of the training.

Probation and Confirmation

You will be on probation for a period of 12 months from the date of completion of the training and your allocation to Unit. On successful completion of your probation, you will be confirmed as a permanent employee. Your confirmation is also subject to your submitting the documents required by the Company, details of which are enclosed in the Information Sheet in Annexure - IV.

Leave

You are entitled to Earned Leave, right from your date of joining. You will be eligible for 15 working days of earned leave annually during probation. On confirmation as a permanent employee you will be eligible for 20 working days of leave annually.

Leave is credited on a quarterly basis. The leave eligibility shall begin in the quarter of your joining the Company, on a pro-rata basis. Leave year is the calendar year and not the fiscal year.

An illustration with other relevant information have been given in the Information Sheet. The Company's Policies also provide for Maternity, Paternity and Bereavement Leave. Further details will be provided to you at the time of joining.

Increments and Promotions

Your growth and increase in salary will depend solely on your performance and contribution to the Company. Salary increases are normally given on an annual basis.

Transfer

Your services can be transferred to any of our units / departments situated anywhere in India or abroad. At such time compensation applicable to a specific location will be payable to you.

Agreement

Our offer to you as **Operations Executive** is subject to the execution of the Service Agreement. The Service Agreement details the scope, terms and conditions of your employment, the necessary training and the contractual obligations towards Infosys from the date of your joining and up to a period of 12 months from the date of allocation to a Practice Unit. The date of allocation to a Practice Unit is generally the first day of the subsequent month post completion of training. You will be required to complete the formalities on the Service Agreement at the time of joining. Please note, non-execution of the notarized Service Agreement will result in denial of employment with the Company.

You will produce all marks sheets and other relevant documents, at least till the penultimate semester. All these proofs will need to be submitted on the day of joining. Further, you should have been declared as passed by the relevant examination authority. The determination of the adequacy or authenticity of all or any of the proofs and any condemnation of delay in submission of the same will be at the Company's discretion.

Passport and Driving License

It would be to your advantage to have a valid passport and a four-wheeler driving license at the time of joining duty. Our offer to you is subject to your having a valid passport or producing a proof of having applied for the same.

Compensation and Benefits

Salary

Your Total Gross Salary will be INR **18,581** per month. The break-up of your salary has been provided in the Compensation Details sheet in Annexure - I.

In addition to your gross salary, you will receive an additional Personal Allowance of INR **461** per month. This allowance will be paid to you during your probation period, on the condition that your base location remains Bangalore/Mysore/Mangalore/Hubli. This allowance will be discontinued in case of a change in your base location due to official or personal reasons or upon confirmation (whichever is earlier).

Ex - Gratia / Bonus

You will be eligible for an Ex-Gratia/ Bonus payout which is calculated at 20% of the Basic Salary as mentioned in the Compensation Details sheet at Annexure - I of this letter. The mode of payment for Financial Year 2021-22 will be as follows:

95% of the bonus amount mentioned in the Compensation Details sheet will be paid out on a monthly basis. The balance amount will be paid out in the end of the financial year.

Insurance

You will be eligible to participate in a Group Health Insurance Scheme. You may choose to enhance the coverage with other participatory optional health insurance plans (Platinum, Gold and Silver). You will be covered by default under the Standard Plan which provides you and your family (your spouse and two children up to the age of 22 years) with a cover of INR **500,000** per annum.

You will be covered under the Group Life Insurance Scheme, managed by Infosys Welfare Trust which provides you with a total Life Insurance cover of **INR 6,200,000** of which **INR 3,200,000** is covered towards natural death, and **INR 3,000,000** towards an accidental death. All employees become members of Infosys Welfare Trust, by one-time payment of **INR 250** and fixed monthly contribution of **INR 200**. The details of the Scheme would be available to you when you join the Company.

Notice Period

During the probation period, if your performance is found to be unsatisfactory or if it does not meet the prescribed criteria, your training/employment can be terminated by the Company with one-month notice or salary thereof. On confirmation, you will be required to give three month's notice or salary thereof in case you decide to leave our services, subject to the Company's discretion. Where circumstances make it necessary, the Company will have the discretion to relieve you only at the end of the three months' notice period. Similarly, the Company can terminate your services by giving three months notice or salary thereof.

In the event you do not successfully complete your training, or you are involved in an act that constitutes misconduct, your training/employment can be terminated by the Company with immediate effect without notice.

Background Checks

The Company may, at its discretion conduct background checks prior to or after your expected joining date to validate your identity, the address provided by you, your education details and details of your prior work experience if any, and to conduct any criminal checks. You expressly consent to the Company conducting such background checks. In this connection, you are required to furnish the documents listed in Offer Annexure for India.

If you fail to submit the necessary documents as required by the Company within the specified time period or if the Company is not satisfied, with the outcome of the background checks, the Company, in its sole discretion, reserves the right to withdraw this offer without notice and compensation or to take any appropriate action against you, including, but not limited to termination of your employment.

When a background check raises any concerns regarding any of the details furnished by you and the Company feels the need to further validate such facts, the Company may at its sole discretion, ask you for further information, to substantiate the details that you have earlier provided to the Company, before initiating appropriate action.

Please note that Infosys requires you to furnish a copy of your passport at the time of joining. If you are unable to do so, the Company will initiate a criminal background check.

Other Terms and Conditions

You agree not to undertake employment, whether full-time or part-time, as the Director / Partner / Member / Employee of any other organization / entity engaged in any form of business activity without the consent of Infosys. The consent may be given subject to any terms and conditions that the Company may think fit and may be withdrawn at any time at the discretion of the Company.

Our offer to you as an **Operations Executive** is conditional upon your having fully completed your graduation, without any active backlog papers. Your simple average should not be less than what was specified during the selection process. You should also have completed all studies, course requirements and examinations required for the award of the educational qualification recorded by you in your application for employment with Infosys. You will be required to produce all marks sheets and other relevant documents at the time of joining.

You will produce all marks sheets and other relevant documents. All these proofs will need to be submitted on the day of joining. Further, you should have been declared as passed by the relevant examination authority. The determination of the adequacy or authenticity of all or any of the proofs and any condonation of delay in submission of the same will be at the Company's discretion.

You hereby acknowledge and agree to abide by all internal Policies of the Company, which you will be able to access, upon joining, on the Intranet 'Sparsh'. These Policies cover various human resources and administrative topics and procedures. The Company reserves the right to change these Policies at any time in its absolute discretion.

Based on the nature of your work and business requirements, you may be required to work on rotational shifts. If you are required to work on rotational shifts, you will be duly intimated of the change in your shift timings. During rotational shifts, you will continue to be bound by the provisions of the working hour policy of the Company. If the rotational shifts require you to work night shifts, the policy on night shift allowance of the Company (if in force) will be made applicable to you.

You shall be required to sign certain mandatory agreements, including but not limited to the Confidentiality, Intellectual Property Rights, the Code of Business Conduct and Ethics and your employment shall be governed by all the rules and regulations, as amended from time to time, of the Company as applicable to your employment with us. This offer is also conditional upon your acceptance and execution of the Non-Compete Agreement (Annexure III).

This offer of employment constitutes the entire agreement between you and the Company regarding the terms of your employment and it is the complete, final, and exclusive embodiment of your agreement with regard to this subject matter and supersedes any other promises, warranties, representations or agreements, whether written or oral. It is entered into without reliance on any promise or representation other than those expressly contained herein, and it cannot be modified or amended except in writing signed by an authorized officer of the Company.

If any of the terms or conditions of this offer are found to be illegal or unenforceable, such terms shall be treated as severable from the rest of the terms and conditions of this offer and the remaining terms and conditions shall continue in force.

This agreement shall be governed by the laws of India and you hereby agree to the exclusive jurisdiction of the courts in Bangalore, India.

Your employment will be governed by the rules, regulations and policies of the Company.
As a token of your acceptance of this offer, please bring a duly signed duplicate copies of the letter and all the accompanying annexures, on the date of joining.

We welcome you to the Infosys family and wish you a rewarding career over the years to come.

Yours sincerely,

RICHARD LOBO
EVP and Head Human Resources - Infosys Limited

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

Date: _____, 20____

Sign your name

_____ _____
Print your full Name Location

Signature Not Verified
Digitally signed by Richard Lobo
Date: 2021.11.19 21:15:09 IST
Reason: Digitally Signed
Location: Bangalore

INFOSYS LIMITED
CIN: L85110KA1981PLC013115
44, Infosys Avenue
Electronics City, Hosur Road
Bangalore 560 100, India
T 91 80 2852 0261
F 91 80 2852 0362
askus@infosys.com
www.infosys.com

ANNEXURE - I
(Compensation)

COMPENSATION DETAILS (All figures in INR per month)	
NAME	Ms. Soumya Govindula
ROLE	Operations Executive
ROLE DESIGNATION	Operations Executive - Trainee
1. MONTHLY COMPONENTS	
BASIC SALARY	13,582
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)	2,580
MONTHLY GROSS SALARY	16,162

2. ANNUAL COMPONENT	
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)	136

3. RETIRAL BENEFITS	
PROVIDENT FUND - 12% of Basic Salary	1,630
GRATUITY - 4.81% of Basic Salary*	653
FIXED GROSS SALARY (1+2+3)	18,581
TOTAL GROSS SALARY	18,581

OTHER BENEFITS				
Scheme	Eligible Amount In INR	Interest	Monthly Instalments	Margin Money (To be borne by the employee)
SALARY LOAN (subject to submission of Trainee Agreement)	12000	Nil	12	Nil

All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance is subject to the fulfilment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan / loan allowance policy at that time

*The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act

Employee State Insurance ("ESI") may be applicable to employees as per the applicable statutory regulations. If ESI is applicable, the employee and the employer will contribute towards ESI as per the provisions of the ESI Act, 1948.

October 13, 2021

HRD/1001986802/21-22

Ms. Devanaboyena Sreeja
2-46/1, Sai Ram Nagar - 2
Seetharampur, Karimnagar,
Karimnagar-505001
India

Ph: +91-6302199634

Dear Devanaboyena,

Congratulations! We are delighted to make you an offer as **Operations Executive - Trainee** and your role is **Operations Executive** .

Here are the terms and conditions of our offer:

Joining

Your scheduled date of employment with us will be **25-Oct-2021**.

Location

Your location of training is **MYSORE, India** . The location of posting ("work location") would be communicated to you upon successful completion of training. You may be asked to relocate to any of our units, departments or the offices of our affiliates* and/or the offices of our customers, depending on business requirements. In such an event, your remuneration and other benefits shall be determined in accordance with the relevant Policies of the Company in that work location."

Please be advised that you, by accepting this offer, hereby give your irrevocable consent to the above.

** For the purpose of this agreement, "affiliate" means any entity that controls, is controlled by, or is under common control with the First Party. For purposes of this Agreement, "control" means possessing, directly or indirectly, the power to direct or cause the direction of the management, policies or operations of an entity, whether through ownership of voting securities, by contract or otherwise."*



+91 97054 26922
040-43463090

APPOINTMENT LETTER

5/26/2020

VANAPARTHI MANASA

Plot No :303, Venkata Sai Durga Apartment,
Near Dr. Ambedkar Stadium, Ganesh Nagar,
Karimnagar - 505001

Dear VANAPARTHI MANASA,

RE: CONTRACT OF EMPLOYMENT

We have pleasure in offering you employment with "DHRUVANTH SOLUTIONS"
The terms and conditions of your employment will be as follows:

Commencement

Date: 5/26/2020. This will be the date following the expiry of or your earlier release from any current contractual obligations.

Job Title : TELE MARKETING EXECUTIVE or in such other capacity as Dhruvanth solutions May reasonably require; (D.S) reserves the right to make changes to your job description in line with operational requirements.

Place of Work : "Dhruvanth Solutions" in KARIMNAGAR.

Salary : Cost To Company Per Month (8000/-)
Dhruvanth Solutions will withhold from your monthly salary an amount equal to the income tax payable in respect of your salary and other statutory deductions as applicable under local laws from time to time.

Reimbursements : Having regard of the nature of your duties, it is understood that you will normally be incurring certain expenditure in the course of your employment with Dhruvanth Solution ."DS "agrees to reimburse you for expenses properly incurred by you in the



Flat No. 101, Plot No. 32/A, 8-3-198/38, Lakshmi Park View
Apartment, Vengalrao Nagar, Opp : Sai Darshini Tiffin Center,
S.R Nagar Road, Hyderabad. 500 038. TS.



snlkmr578@gmail.com

FIXED TERM CONTRACT OF EMPLOYMENT

Dear **Sulthan Renuka** ,

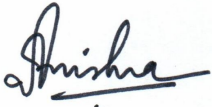
We are pleased to offer you employment in our organization as **Picker** , for a fixed period of employment, on the following terms and conditions:

1. Your contract of employment shall be valid from **06 Jul 2022** to **05 Jan 2023** Notwithstanding this, in the event of the project/ work for which you are being employed comes to an end before the aforementioned period, this contract shall be co-terminus with the aforementioned Project/work. At the end of the above referred period, the contract will stand terminated automatically without any notice or communication to you, unless they are explicitly extended by us by a letter in writing.
2. Notwithstanding anything above, depending upon the aforementioned project/work, the Company reserves its right to extend your temporary appointment for such period or periods as may be necessary depending upon the exigencies relatable to the work for which you are hereby engaged. In that event, the Company shall in writing extend your temporary assignment on the terms as may be indicated in such letter and in the event of your acceptance of such extension of the assignment you shall be governed by such terms and conditions as may be indicated therein
3. During the period of the fixed contract, your services could be deputed at the sole discretion of the Management to any of our client's company to do work pertaining to or incidental to the clients business
4. Details of your salary break up with components are as per the enclosure.
5. You will be covered under a Group Accident Insurance Scheme to the extent of Rs 200000 and medical insurance up to Rs 100000 per annum. This policy will come into effect after 30 days of an employee joining the company.
6. You will be eligible for leave as per the company policy, during the period of your contract of employment.
7. You will be entitled to all statutory benefits wherever applicable during the fixed period of contract.
8. The contract shall be terminable by either party giving 15 days notice in writing or salary in lieu of notice, to the other.

We are consciously endeavoring to build an atmosphere of trust, openness, responsiveness, autonomy, and growth among all members of the CIEL HR family. As a new entrant, we would like you to whole-heartedly contribute to this process.

As a token of your acceptance of the above terms and conditions, you are requested to sign the duplicate copy of this letter and return it to us.
With warm regards,

Yours truly,
For CIEL HR Services Pvt Ltd.



Aditya Narayan Mishra
CEO

I hereby accept the above-mentioned terms and conditions

Signature:

Date:

DEPUTATION

Dear **Sulthan Renuka**,

Further to clause 3 of your letter of employment, we are pleased to advise you that your services are being deputed to Citius Retail Pvt Ltd(For Swiggy) with effect from **06 Jul 2022**. The terms and conditions of your deputation will be as follows:

1. You will, with effect from **06 Jul 2022**, be required to work at our client's office/premises at any of their locations.
2. During the tenure of the deputation, you will continue to be an employee of CIEL HR.
3. In the day to day functioning or responsibilities, you will receive instructions from Citius Retail Pvt Ltd(For Swiggy) and will undertake to abide by any suggestions, etc. given by any assigned person(s).
4. You shall also abide by any training that may be offered to you by Citius Retail Pvt Ltd(For Swiggy).
5. You shall be bound to follow the working hours of Citius Retail Pvt Ltd(For Swiggy).
6. You shall take care not to disclose confidential information/trade secrets, etc that you may come across in the course of your responsibilities to anyone outside our client and use such information only in connection with the service provided to Citius Retail Pvt Ltd(For Swiggy).
7. You shall at no point of time stake any claim or right to claim employment, damage, loss or compensation of any sort whatsoever against our client. This arrangement is purely a contractual agreement between CIEL HR and Citius Retail Pvt Ltd(For Swiggy) for the time specified.
8. You shall not engage in any act subversive of discipline in the course of your duty/ies in the property of Citius Retail Pvt Ltd(For Swiggy) or outside, and if you were at any time found indulging in such act/s, we reserve the right to initiate disciplinary action as is deemed fit, against you.
9. You shall be responsible for protecting the property of Citius Retail Pvt Ltd(For Swiggy) entrusted to you in the due discharge of your duties and shall indemnify Citius Retail Pvt Ltd(For Swiggy) when there is a loss of any kind to the said property.
10. On termination of services or resignation, you shall return all intellectual property, confidential & proprietary information, including but not limited to any visiting cards, textual, visual and audio visual content, brand logos / identity, trademarks, pictures, website images, pamphlets, brand books and related electronic files, etc. of the company and / or its clients (collectively referred to as 'Client Material') in your custody or control. Please be advised that appropriate legal action may be initiated against you, for any failure to return such Client Material or in case of any misuse or misrepresentation of the same and in case of any breach with respect of this clause.
11. The Company incurs considerable recruitment & onboarding costs and in case If you leave the company without serving at least 20% of your project tenure, then you are liable to pay 10% of the project CTC payable to you, to the company, as liquidated damages. The full and final settlement will be done only after the adjustment of this amount.

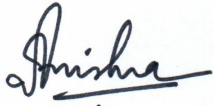
All the other terms and conditions of your employment remain unchanged.

Please sign the duplicate copy of this letter as a token of having read and acknowledged the contents and return it to us.

With warm regards,

Yours truly,

For CIEL HR Services Pvt Ltd.



Aditya Narayan Mishra
CEO

I hereby accept the above-mentioned terms and conditions

Signature:

Date:

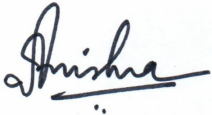
Name	Sulthan Renuka	Location	Hyderabad
Designation	Picker	Employee Code	102305
Father Name	Poshaiah	DOB	09 Sep 2000
Period Of Employment	06 Jul 2022 to 05 Jan 2023		

Salary	Monthly CTC	Annual CTC
Basic	12,000.00	1,44,000.00
House Rent Allowance	2,558.00	30,696.00
Statutory Monthly Bonus	1,000.00	12,000.00
Deputation/Balancing Allowance	170.00	2,040.00
Gross Earning	15,728.00	1,88,736.00
Employer PF	1,460.00	17,520.00
Employer ESI	512.00	6,144.00
Insurance	60.00	720.00
PF EDLI	122.00	1,464.00
CTC	17,882.00	2,14,584.00
PF	1,460.00	17,520.00
PT	150.00	1,800.00
ESIC	118.00	1,416.00
Gross Deduction	1,728.00	20,736.00
Net Pay	14,000.00	1,68,000.00

AL

With warm regards,

Yours truly,
For CIEL HR Services Pvt Ltd.



Aditya Narayan Mishra
CEO

I hereby accept the above-mentioned terms and conditions

Signature:

Date:



Reference No. - 1384153026

Korlapati Yamuna Venkata Nagamani

Date: 24 Nov 2021

Name: Korlapati Yamuna Venkata Nagamani

Reference ID: 1384153026

Dear Korlapati Yamuna Venkata,

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 of 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 **HYDERABAD - SANJEEVAREDDY NAGA**. 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.

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.

Kyamuna



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 **19-Nov-2021**. You are required to report at the academy on **17-Nov-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.
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.

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.

Ryamuna

- 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:

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

- a. 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. 2,03184 (Rupees Two Lakh Three Thousand One Hundred Eighty Four Only)**, the breakup of which is mentioned in subsequent paragraphs.
- b. Your Basic Salary will be Rs. 72,000/- (Rupees Seventy Two Thousand only) per annum.
- c. You will be eligible for HRA of Rs. 36,000/- (Rupees Thirty Six Thousand only) per annum.
- d. 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.
- e. You will eligible for the Performance Linked Retention Pay, as per the policy of the Bank. Please note that there is no guaranteed performance bonus, subject to however provisions of the Payment of Bonus Act 1965, wherever applicable. The performance linked Retention pay would be payable to an employee only if the employee on the day of payout is on the rolls of the bank and he/she has not resigned and / or is serving notice period.

11. Supplementary Allowances:

- f. You will be eligible for a Supplementary Allowance of Rs. 46,200/- (Rupees Forty Six 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.

- g. 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.

12. Superannuation Allowances:

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

13. Benefits:

- a. Comprehensive Mediclaim 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 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 the Bank's services during probation period or after confirmation, you will be required to give thirty days' notice. The Bank in its sole discretion can decide to waive off/reduce the notice period depending upon the exigencies. In such case, you would be required to pay to the Bank the gross salary for the notice period so reduced/waived off.

After confirmation, your services would be liable to be terminated by the Bank, by giving thirty days' notice or on payment of thirty 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.

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.

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.

Ryamuna

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 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 your 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.

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,

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

Digitally signed by REVATI ABHAY WAGH
Signature of Applicant
Date: 2021.11.24 12:20:35 +05:30
Reason: Offer Letter
Location: Mumbai

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.

Ryamuna

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 marksheets (Xth/XIth/ 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.



Remuneration Details

Name : Korlapati Yamuna Venkata Nagamani

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: 24 Nov 2021

Digitally signed by REVATI ABHAY
WAGH
Date: 2021.11.24 12:20:35 +05:30
Reason: Offer Letter
Location: Mumbai

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.

Korlapati Yamuna

Group: RETAIL BANKING GROUP

Position: OFFICER

Designation: RELATIONSHIP OFFICER

	Monthly	Annual
Basic	6,000	72,000
HRA	3,000	36,000
Supplementary Allowance *	3,850	46,200
Superannuation Allowance	9,00	10,800
Total	13,750	165,000
Retirals		
Retirals (PF, Gratuity) **	1,682	20,184
Fixed CTC	15,432	185,184
Performance Linked Retention Pay#	1,500	18,000
Total CTC	16,932	203,184

*Supplementary allowance will include HRA, Conveyance / Travel Allowance, LTA, Medical Reimbursement, Canteen and any other allowance.
 ** Company contribution towards PF is 12% and Gratuity is 8.33%
 #Please note that there is no guaranteed performance linked retention pay, subject to however provisions of the payment of Bonus Act 1965, wherever applicable.

Date : 24 Nov 2021

Digitally signed by REVATI ABHAY WAGH
 Date: 2021.11.24 12:20:36 +05:30
 Reason: Offer Letter
 Location: Mumbai

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.

Rufamuna

OFFER LETTER

Dear **ARAPALLI AKHILA**,

This letter is to formally offer you appointment of part time “**Tutor**” position from **2022-06-20** as an Online Tutor in **VK NEOPHYTECH PVT LTD**. Your Remuneration will be **Rs.10,000/- (Ten Thousand Rupee only) Per Month**. This offer is conditional upon you providing originals of your qualifications and appropriate documentation detailing your experience. Copies will be taken, for filing on your personal file and the originals returned to you. Please also provide a valid I.D. as proof of address and bank account details for payment.

If you accept this offer of appointment you will be required to serve an initial probationary period of three months. It would generally be expected that your appointment would be confirmed after this period. However, provision does exist to extend the probation for a further period not exceeding six months or to terminate the appointment at any time during the probationary period if your service is not satisfactory.

VK NEOPHYTECH PVT LTD has the rights to terminate your appointment at any time during your employment without any notice and you will not be eligible for any claims what-so-ever it occurs. Should you decide to accept this offer of appointment please do sign this letter, retain one copy for your records and forward the other copy to the Company via Email.

EMPLOYMENT CONTRACT

Subsequent to our telephonic interview with you, we are pleased to issue an employment contract under the following terms and conditions:

1.0 Appointment:

1.1 You shall be appointed to the position of “**MATHS**”, “**Tutor**”. You will join us no later than **2022-06-20**.

1.2 You shall be operating from Home but will serve the Company or any of its subsidiaries or associated companies in any other location within or outside India, should such situation arise.

1.3 Your employment with the Company is subject to:

(a) The accuracy of the testimonials and information provided by you during the interview and through your CV.

(b) You have to submit self-certified copies of your certificates evidencing your qualification and experiences.

(c) You being free from any contractual restrictions and or obligations preventing you from accepting this offer and or discharging your responsibilities ascribed to the position being offered by the above mentioned date.

2.0 Remuneration:

2.1 As an employee of the Company you shall receive a consolidated pay on monthly basis for the sessions that you take. Your salary will be **Rs.10,000/- (Ten Thousand Rupees only) Per Month** For 5 hours (125 Hours/pm) login time and having one day as weekly off.

2.2 Additionally you receive incentives or bonuses depending on your performance but at the sole discretion of management.

2.3 The remuneration paid to you has taken into consideration the status and responsibilities of the position you are being appointed.

3.0 Confirmation:

3.1 You shall serve a probationary period of three months. During the period of probation, the contract may be terminated by either party by giving 24hours notice in writing or payment of wages in lieu thereof.

3.2 On satisfactory completion of probation period your services will be confirmed by the management and you will be given an employee number.

3.3 The Company reserves the right to extend the probationary period in the event that your performance is not up to the expectation.

4.0 Code of Conduct:

4.1 You may, at all times, be required to carry out such duties and responsibilities as may be assigned to you by the Company and you shall faithfully and diligently perform these in compliance with the established policies and procedures, endeavoring to the best of your ability to protect and promote the commercial and good-will interests of the Company.

4.2 You shall keep details of your salary and employment benefits in strict confidence within and outside the Company unless where it is lawfully warranted.

4.3 You shall not disclose or divulge any confidential information related to the Company's business or its customers which may come to your knowledge or possession during the tenure of your employment, and which should not be disclosed or made public, save in the course of proper execution of your duties.

4.4 You hereby undertake not to make copies or duplicates of confidential or sensitive information, property or material, including but not limited to, keys, access cards, diskettes, CDs, DVDs, PPTs, Documents, Photographs or such other proprietary information relating to the Company's business.

4.5 You will be bound by the Code of Conduct and all other rules, regulations, policies and orders issued by the Company from time to time in relation to your conduct, discipline and service condition such as leave, medical benefits, retirement benefits, etc. as if these conduct rules, regulations, policies, etc all, are part of this contract of appointment.

4.6 This Offer letter is bound with 3 Months Contract, where you shall serve the company for 3 months year from the date of joining. In case if you wish to discontinue working with us then you are liable to pay Rs 10,000/- as a compensation to the company.

5.0 Working Hours:

5.1 Working hours (time) will be purely based on the student schedule from different states this may vary from time to time based on the nature and exigencies of business and customer service requirements. The working Time will be total of 5 Hours every day depending on the student schedule. Weekly One Off (rotational)

6.0 Termination of Employment:

6.1 Either the Company or you may at any time terminate this Job Contract by giving in writing to the company 24 hours notice during your probationary period or one month's notice after confirmation of your employment or in lieu thereof a sum equivalent to the amount or pro-rated amount of wages which would have been accrued to you during the period or remaining period of notice.

6.2 The Company reserves the right, not to issue relieving letter of your services in the event that all or any of the Company's documents or property remains in your custody has not been properly handed over by you to the Company.

6.3 Absence for a continuous period of three (03) days without prior approval of your supervisor (including overstay of leave/training), can lead to your services

being terminated without prior notice or explanations.

We welcome you and wish you every success in your career with VK NEOPHYTECH PVT LTD. Kindly sign and return a copy of this letter in token of your acceptance and the terms and conditions set out herein. It is important that your signed acceptance is returned promptly as payroll will be unable to process your permanent appointment until the signed acceptance has been returned.

On the date of Acceptance of the offer please email the soft copies of the following documents for verification submission:-

1. KYC document copies.
2. Bank details.
3. Duly attested copies of educational certificates and mark sheets.
4. Relieving letter and experience certificate from previous employer(s).
5. Salary certificate from previous employer.
6. Passport sizes photograph.

Please feel free to contact me in case of any further clarification in any of the above.

Yours Sincerely



HR - OPERATIONS

.....
I hereby accept this offer of appointment on the conditions detailed above.

(Signature of Employee)

Date



Flat No 203, 2nd Floor, Vanijya Complex, KPHB Phase – I, Kukatpally
Hyderabad-85

Contact us - 9182871919

www.overseaseducations.com | Email: info@overseaseducations.com

Offer Letter

Date: March 7th, 2022

To,

Sunkapaka Akhila

Karimnagar

505001

Telangana.

Dear Sunkapaka Akhila:

We are pleased to offer you employment at **Overseas Educations**. We feel that your skills and background will be valuable assets to our team.

As per our discussion, the position is **Tele caller**. Your starting date will be March 9th 2022.

Your Compensation charges include:

1. 8000 salary in training period for one month.
2. Referral Amount as follows
 - In case of local MBBS admission done 20000 per one admission
 - In case of abroad MBBS admission done 10000 per one admission
 - In case of BDS, BHMS, BAMS, BUMS admission done 5000 per one admission.

If you are unable to report on March 9th 2022 we will be considered you as not fit for this organisation.

I hope you agree all terms and conditions and hope to see you on date of joining.

We look forward to welcoming you as a new employee of **Overseas Educations**.

Regards

Veera babu

HR Recruiter

Overseas Educations.





Letter of Internship

Date: 25 Jul 2022

Dear Arutla Akhila,

Subject: Letter of Internship

With reference to the discussion you had with us, we are pleased to offer you an opportunity to attend our training and internship program. You may note that the organization has allowed you to attend this training on understanding that you shall attend full training without any absenteeism and you shall make all efforts to qualify through the test as the company is incurring substantial cost towards the same.

You will undergo a training program. However the same will be extended as per the business requirement (as per the client requirement). Your date of joining is **16/07/2022**. You will be paid stipend of Rs. **9000.00/-**. You will be absorbed as a Trainee customer service associate in our operations department and will be on internship for 6 months only. This period can be extended at the discretion of the management depending upon your work and conduct.

You are required to join us at the following address, A-91, Sector-2 Noida, UP -201301.

Please signify your acceptance by signing the duplicate copy of this letter in the space provided below and returning to us.

Yours truly For ICCS Ltd

Authorized Signatory

Insight Customer Call Solutions Ltd.

Branch Office : 43, Asbestos Staff Colony, Kharkana, Secunderabad, Hyderabad, Andhra Pradesh - 500026

Regd. Office : B1/G6, Mohan Industrial Area, New Delhi, 110044

Tel: +91-11-49920000, **Web :** www.iccs-bpo.com

OFFER LETTER

Dear **ARUTLA POOJA** ,

This letter is to formally offer you appointment of part time “ **TUTOR**” position from **2022-05-16** as an Online Tutor in **VK NEOPHYTECH PVT LTD**. Your Remuneration will be **Rs.10,000/-(Ten Thousand Rupee only) Per Month**. This offer is conditional upon you providing originals of your qualifications and appropriate documentation detailing your experience. Copies will be taken, for filing on your personal file and the originals returned to you. Please also provide a valid I.D. as proof of address and bank account details for payment.

If you accept this offer of appointment you will be required to serve an initial probationary period of three months. It would generally be expected that your appointment would be confirmed after this period. However, provision does exist to extend the probation for a further period not exceeding six months or to terminate the appointment at any time during the probationary period if your service is not satisfactory.

VK NEOPHYTECH PVT LTD has the rights to terminate your appointment at any time during your employment without any notice and you will not be eligible for any claims what-so-ever it occurs. Should you decide to accept this offer of appointment please do sign this letter, retain one copy for your records and forward the other copy to the Company via Email.

EMPLOYMENT CONTRACT

Subsequent to our telephonic interview with you, we are pleased to issue an employment contract under the following terms and conditions:

1.0 Appointment:

1.1 You shall be appointed to the position of “**science**”, “**TUTOR**”. You will join us no later than **2022-05-16**.

1.2 You shall be operating from Home but will serve the Company or any of its subsidiaries or associated companies in any other location within or outside India, should such situation arise.

1.3 Your employment with the Company is subject to:

(a) The accuracy of the testimonials and information provided by you during the interview and through your CV.

(b) You have to submit self-certified copies of your certificates evidencing your qualification and experiences.

(c) You being free from any contractual restrictions and or obligations preventing you from accepting this offer and or discharging your responsibilities ascribed to the position being offered by the above mentioned date.

2.0 Remuneration:

2.1 As an employee of the Company you shall receive a consolidated pay on monthly basis for the sessions that you take. Your salary will be **Rs.10,000/- (Ten Thousand Rupees only) Per Month** For 5 hours (125 Hours/pm) login time and having one day as weekly off.

2.2 Additionally you receive incentives or bonuses depending on your performance but at the sole discretion of management.

2.3 The remuneration paid to you has taken into consideration the status and responsibilities of the position you are being appointed.

3.0 Confirmation:

3.1 You shall serve a probationary period of three months. During the period of probation, the contract may be terminated by either party by giving 24hours notice in writing or payment of wages in lieu thereof.

3.2 On satisfactory completion of probation period your services will be confirmed by the management and you will be given an employee number.

3.3 The Company reserves the right to extend the probationary period in the event that your performance is not up to the expectation.

4.0 Code of Conduct:

4.1 You may, at all times, be required to carry out such duties and responsibilities as may be assigned to you by the Company and you shall faithfully and diligently perform these in compliance with the established policies and procedures, endeavoring to the best of your ability to protect and promote the commercial and good-will interests of the Company.

4.2 You shall keep details of your salary and employment benefits in strict confidence within and outside the Company unless where it is lawfully warranted.

4.3 You shall not disclose or divulge any confidential information related to the Company's business or its customers which may come to your knowledge or possession during the tenure of your employment, and which should not be disclosed or made public, save in the course of proper execution of your duties.

4.4 You hereby undertake not to make copies or duplicates of confidential or sensitive information, property or material, including but not limited to, keys, access cards, diskettes, CDs, DVDs, PPTs, Documents, Photographs or such other proprietary information relating to the Company's business.

4.5 You will be bound by the Code of Conduct and all other rules, regulations, policies and orders issued by the Company from time to time in relation to your conduct, discipline and service condition such as leave, medical benefits, retirement benefits, etc. as if these conduct rules, regulations, policies, etc all, are part of this contract of appointment.

4.6 This Offer letter is bound with 3 Months Contract, where you shall serve the company for 3 months year from the date of joining. In case if you wish to discontinue working with us then you are liable to pay Rs 10,000/- as a compensation to the company.

5.0 Working Hours:

5.1 Working hours (time) will be purely based on the student schedule from different states this may vary from time to time based on the nature and exigencies of business and customer service requirements. The working Time will be total of 5 Hours every day depending on the student schedule. Weekly One Off (rotational)

6.0 Termination of Employment:

6.1 Either the Company or you may at any time terminate this Job Contract by giving in writing to the company 24 hours notice during your probationary period or one month's notice after confirmation of your employment or in lieu thereof a sum equivalent to the amount or pro-rated amount of wages which would have been accrued to you during the period or remaining period of notice.

6.2 The Company reserves the right, not to issue relieving letter of your services in the event that all or any of the Company's documents or property remains in your custody has not been properly handed over by you to the Company.

6.3 Absence for a continuous period of three (03) days without prior approval of your supervisor (including overstay of leave/training), can lead to your services

being terminated without prior notice or explanations.

We welcome you and wish you every success in your career with VK NEOPHYTECH PVT LTD. Kindly sign and return a copy of this letter in token of your acceptance and the terms and conditions set out herein. It is important that your signed acceptance is returned promptly as payroll will be unable to process your permanent appointment until the signed acceptance has been returned.

On the date of Acceptance of the offer please email the soft copies of the following documents for verification submission:-

1. KYC document copies.
2. Bank details.
3. Duly attested copies of educational certificates and mark sheets.
4. Relieving letter and experience certificate from previous employer(s).
5. Salary certificate from previous employer.
6. Passport sizes photograph.

Please feel free to contact me in case of any further clarification in any of the above.

Yours Sincerely



HR - OPERATIONS

.....
I hereby accept this offer of appointment on the conditions detailed above.

(Signature of Employee)

Date



Flat No 203, 2nd Floor, Vanijya Complex, KPHB Phase – I, Kukatpally
Hyderabad-85

Contact us - 9182871919

www.overseaseducations.com | Email: info@overseaseducations.com

Offer Letter

Date: March 7th, 2022

To,

Elakaturi Ashwini

Karimnagar

505001

Telangana.

Dear Elakaturi Ashwini:

We are pleased to offer you employment at **Overseas Educations**. We feel that your skills and background will be valuable assets to our team.

As per our discussion, the position is **Tele caller**. Your starting date will be March 9th 2022.

Your Compensation charges include:

1. 8000 salary in training period for one month.
2. Referral Amount as follows
 - In case of local MBBS admission done 20000 per one admission
 - In case of abroad MBBS admission done 10000 per one admission
 - In case of BDS, BHMS, BAMS, BUMS admission done 5000 per one admission.

If you are unable to report on March 9th 2022 we will be considered you as not fit for this organisation.

I hope you agree all terms and conditions and hope to see you on date of joining.

We look forward to welcoming you as a new employee of **Overseas Educations**.

Regards

Veera babu

HR Recruiter

Overseas Educations.



OFFER LETTER

Dear Atika Mumtaz

This letter is to formally offer you appointment of part time “**TUTOR**” position from **2022-05-06** as an Online Tutor in **VK NEOPHYTECH PVT LTD**. Your Remuneration will be **Rs.10,000/-(Ten Thousand Rupee only) Per Month**. This offer is conditional upon you providing originals of your qualifications and appropriate documentation detailing your experience. Copies will be taken, for filing on your personal file and the originals returned to you. Please also provide a valid I.D. as proof of address and bank account details for payment.

If you accept this offer of appointment you will be required to serve an initial probationary period of three months. It would generally be expected that your appointment would be confirmed after this period. However, provision does exist to extend the probation for a further period not exceeding six months or to terminate the appointment at any time during the probationary period if your service is not satisfactory.

VK NEOPHYTECH PVT LTD has the rights to terminate your appointment at any time during your employment without any notice and you will not be eligible for any claims what-so-ever it occurs. Should you decide to accept this offer of appointment please do sign this letter, retain one copy for your records and forward the other copy to the Company via Email.

EMPLOYMENT CONTRACT

Subsequent to our telephonic interview with you, we are pleased to issue an employment contract under the following terms and conditions:

1.0 Appointment:

1.1 You shall be appointed to the position of “**Mathematics**”, “**TUTOR**”. You will join us no later than **2022-05-06**.

1.2 You shall be operating from Home but will serve the Company or any of its subsidiaries or associated companies in any other location within or outside India, should such situation arise.

1.3 Your employment with the Company is subject to:

(a) The accuracy of the testimonials and information provided by you during the interview and through your CV.

(b) You have to submit self-certified copies of your certificates evidencing your qualification and experiences.

(c) You being free from any contractual restrictions and or obligations preventing you from accepting this offer and or discharging your responsibilities ascribed to the position being offered by the above mentioned date.

2.0 Remuneration:

2.1 As an employee of the Company you shall receive a consolidated pay on monthly basis for the sessions that you take. Your salary will be **Rs.10,000/- (Ten Thousand Rupees only) Per Month** For 5 hours (125 Hours/pm) login time and having one day as weekly off.

2.2 Additionally you receive incentives or bonuses depending on your performance but at the sole discretion of management.

2.3 The remuneration paid to you has taken into consideration the status and responsibilities of the position you are being appointed.

3.0 Confirmation:

3.1 You shall serve a probationary period of three months. During the period of probation, the contract may be terminated by either party by giving 24hours notice in writing or payment of wages in lieu thereof.

3.2 On satisfactory completion of probation period your services will be confirmed by the management and you will be given an employee number.

3.3 The Company reserves the right to extend the probationary period in the event that your performance is not up to the expectation.

4.0 Code of Conduct:

4.1 You may, at all times, be required to carry out such duties and responsibilities as may be assigned to you by the Company and you shall faithfully and diligently perform these in compliance with the established policies and procedures, endeavoring to the best of your ability to protect and promote the commercial and good-will interests of the Company.

4.2 You shall keep details of your salary and employment benefits in strict confidence within and outside the Company unless where it is lawfully warranted.

4.3 You shall not disclose or divulge any confidential information related to the Company's business or its customers which may come to your knowledge or possession during the tenure of your employment, and which should not be disclosed or made public, save in the course of proper execution of your duties.

4.4 You hereby undertake not to make copies or duplicates of confidential or sensitive information, property or material, including but not limited to, keys, access cards, diskettes, CDs, DVDs, PPTs, Documents, Photographs or such other proprietary information relating to the Company's business.

4.5 You will be bound by the Code of Conduct and all other rules, regulations, policies and orders issued by the Company from time to time in relation to your conduct, discipline and service condition such as leave, medical benefits, retirement benefits, etc. as if these conduct rules, regulations, policies, etc all, are part of this contract of appointment.

4.6 This Offer letter is bound with 3 Months Contract, where you shall serve the company for 3 months year from the date of joining. Incase if you wish to discontinue working with us then you are liable to pay Rs 10,000/- as a compensation to the company.

5.0 Working Hours:

5.1 Working hours (time) will be purely based on the student schedule from different states this may vary from time to time based on the nature and exigencies of business and customer service requirements. The working Time will be total of 5 Hours every day depending on the student schedule. Weekly One Off (rotational)

6.0 Termination of Employment:

6.1 Either the Company or you may at any time terminate this Job Contract by giving in writing to the company 24 hours notice during your probationary period or one month's notice after confirmation of your employment or in lieu thereof a sum equivalent to the amount or pro-rated amount of wages which would have been accrued to you during the period or remaining period of notice.

6.2 The Company reserves the right, not to issue relieving letter of your services in the event that all or any of the Company's documents or property remains in your custody has not been properly handed over by you to the Company.

6.3 Absence for a continuous period of three (03) days without prior approval of your supervisor (including overstay of leave/training), can lead to your services

being terminated without prior notice or explanations.

We welcome you and wish you every success in your career with VK NEOPHYTECH PVT LTD. Kindly sign and return a copy of this letter in token of your acceptance and the terms and conditions set out herein. It is important that your signed acceptance is returned promptly as payroll will be unable to process your permanent appointment until the signed acceptance has been returned.

On the date of Acceptance of the offer please email the soft copies of the following documents for verification submission:-

1. KYC document copies.
2. Bank details.
3. Duly attested copies of educational certificates and mark sheets.
4. Relieving letter and experience certificate from previous employer(s).
5. Salary certificate from previous employer.
6. Passport sizes photograph.

Please feel free to contact me in case of any further clarification in any of the above.

Yours Sincerely



A handwritten signature in blue ink, appearing to read 'V. M. Srinivasan'.

HR - OPERATIONS

.....
I hereby accept this offer of appointment on the conditions detailed above.

(Signature of Employee)

Date

OFFER LETTER

Dear B Keerthi

This letter is to formally offer you appointment of part time “**TUTOR**” position from **2022-05-06** as an Online Tutor in **VK NEOPHYTECH PVT LTD**. Your Remuneration will be **Rs.10,000/-(Ten Thousand Rupee only) Per Month**. This offer is conditional upon you providing originals of your qualifications and appropriate documentation detailing your experience. Copies will be taken, for filing on your personal file and the originals returned to you. Please also provide a valid I.D. as proof of address and bank account details for payment.

If you accept this offer of appointment you will be required to serve an initial probationary period of three months. It would generally be expected that your appointment would be confirmed after this period. However, provision does exist to extend the probation for a further period not exceeding six months or to terminate the appointment at any time during the probationary period if your service is not satisfactory.

VK NEOPHYTECH PVT LTD has the rights to terminate your appointment at any time during your employment without any notice and you will not be eligible for any claims what-so-ever it occurs. Should you decide to accept this offer of appointment please do sign this letter, retain one copy for your records and forward the other copy to the Company via Email.

EMPLOYMENT CONTRACT

Subsequent to our telephonic interview with you, we are pleased to issue an employment contract under the following terms and conditions:

1.0 Appointment:

1.1 You shall be appointed to the position of “**Mathematics**”, “**TUTOR**”. You will join us no later than **2022-05-06**.

1.2 You shall be operating from Home but will serve the Company or any of its subsidiaries or associated companies in any other location within or outside India, should such situation arise.

1.3 Your employment with the Company is subject to:

(a) The accuracy of the testimonials and information provided by you during the interview and through your CV.

(b) You have to submit self-certified copies of your certificates evidencing your qualification and experiences.

(c) You being free from any contractual restrictions and or obligations preventing you from accepting this offer and or discharging your responsibilities ascribed to the position being offered by the above mentioned date.

2.0 Remuneration:

2.1 As an employee of the Company you shall receive a consolidated pay on monthly basis for the sessions that you take. Your salary will be **Rs.10,000/- (Ten Thousand Rupees only) Per Month** For 5 hours (125 Hours/pm) login time and having one day as weekly off.

2.2 Additionally you receive incentives or bonuses depending on your performance but at the sole discretion of management.

2.3 The remuneration paid to you has taken into consideration the status and responsibilities of the position you are being appointed.

3.0 Confirmation:

3.1 You shall serve a probationary period of three months. During the period of probation, the contract may be terminated by either party by giving 24hours notice in writing or payment of wages in lieu thereof.

3.2 On satisfactory completion of probation period your services will be confirmed by the management and you will be given an employee number.

3.3 The Company reserves the right to extend the probationary period in the event that your performance is not up to the expectation.

4.0 Code of Conduct:

4.1 You may, at all times, be required to carry out such duties and responsibilities as may be assigned to you by the Company and you shall faithfully and diligently perform these in compliance with the established policies and procedures, endeavoring to the best of your ability to protect and promote the commercial and good-will interests of the Company.

4.2 You shall keep details of your salary and employment benefits in strict confidence within and outside the Company unless where it is lawfully warranted.

4.3 You shall not disclose or divulge any confidential information related to the Company's business or its customers which may come to your knowledge or possession during the tenure of your employment, and which should not be disclosed or made public, save in the course of proper execution of your duties.

4.4 You hereby undertake not to make copies or duplicates of confidential or sensitive information, property or material, including but not limited to, keys, access cards, diskettes, CDs, DVDs, PPTs, Documents, Photographs or such other proprietary information relating to the Company's business.

4.5 You will be bound by the Code of Conduct and all other rules, regulations, policies and orders issued by the Company from time to time in relation to your conduct, discipline and service condition such as leave, medical benefits, retirement benefits, etc. as if these conduct rules, regulations, policies, etc all, are part of this contract of appointment.

4.6 This Offer letter is bound with 3 Months Contract, where you shall serve the company for 3 months year from the date of joining. Incase if you wish to discontinue working with us then you are liable to pay Rs 10,000/- as a compensation to the company.

5.0 Working Hours:

5.1 Working hours (time) will be purely based on the student schedule from different states this may vary from time to time based on the nature and exigencies of business and customer service requirements. The working Time will be total of 5 Hours every day depending on the student schedule. Weekly One Off (rotational)

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6.1 Either the Company or you may at any time terminate this Job Contract by giving in writing to the company 24 hours notice during your probationary period or one month's notice after confirmation of your employment or in lieu thereof a sum equivalent to the amount or pro-rated amount of wages which would have been accrued to you during the period or remaining period of notice.

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6. Passport sizes photograph.

Please feel free to contact me in case of any further clarification in any of the above.

Yours Sincerely



HR - OPERATIONS

.....
I hereby accept this offer of appointment on the conditions detailed above.

(Signature of Employee)

Date

OFFER LETTER

Dear **B Rajitha Reddy**

This letter is to formally offer you appointment of part time “**TUTOR**” position from **2022-05-06** as an Online Tutor in **VK NEOPHYTECH PVT LTD**. Your Remuneration will be **Rs.10,000/-(Ten Thousand Rupee only) Per Month**. This offer is conditional upon you providing originals of your qualifications and appropriate documentation detailing your experience. Copies will be taken, for filing on your personal file and the originals returned to you. Please also provide a valid I.D. as proof of address and bank account details for payment.

If you accept this offer of appointment you will be required to serve an initial probationary period of three months. It would generally be expected that your appointment would be confirmed after this period. However, provision does exist to extend the probation for a further period not exceeding six months or to terminate the appointment at any time during the probationary period if your service is not satisfactory.

VK NEOPHYTECH PVT LTD has the rights to terminate your appointment at any time during your employment without any notice and you will not be eligible for any claims what-so-ever it occurs. Should you decide to accept this offer of appointment please do sign this letter, retain one copy for your records and forward the other copy to the Company via Email.

EMPLOYMENT CONTRACT

Subsequent to our telephonic interview with you, we are pleased to issue an employment contract under the following terms and conditions:

1.0 Appointment:

1.1 You shall be appointed to the position of “**COMPUTER SCIENCE**”, “**TUTOR**”. You will join us no later than **2022-05-06**.

1.2 You shall be operating from Home but will serve the Company or any of its subsidiaries or associated companies in any other location within or outside India, should such situation arise.

1.3 Your employment with the Company is subject to:

(a) The accuracy of the testimonials and information provided by you during the interview and through your CV.

(b) You have to submit self-certified copies of your certificates evidencing your qualification and experiences.

(c) You being free from any contractual restrictions and or obligations preventing you from accepting this offer and or discharging your responsibilities ascribed to the position being offered by the above mentioned date.

2.0 Remuneration:

2.1 As an employee of the Company you shall receive a consolidated pay on monthly basis for the sessions that you take. Your salary will be **Rs.10,000/- (Ten Thousand Rupees only) Per Month** For 5 hours (125 Hours/pm) login time and having one day as weekly off.

2.2 Additionally you receive incentives or bonuses depending on your performance but at the sole discretion of management.

2.3 The remuneration paid to you has taken into consideration the status and responsibilities of the position you are being appointed.

3.0 Confirmation:

3.1 You shall serve a probationary period of three months. During the period of probation, the contract may be terminated by either party by giving 24hours notice in writing or payment of wages in lieu thereof.

3.2 On satisfactory completion of probation period your services will be confirmed by the management and you will be given an employee number.

3.3 The Company reserves the right to extend the probationary period in the event that your performance is not up to the expectation.

4.0 Code of Conduct:

4.1 You may, at all times, be required to carry out such duties and responsibilities as may be assigned to you by the Company and you shall faithfully and diligently perform these in compliance with the established policies and procedures, endeavoring to the best of your ability to protect and promote the commercial and good-will interests of the Company.

4.2 You shall keep details of your salary and employment benefits in strict confidence within and outside the Company unless where it is lawfully warranted.

4.3 You shall not disclose or divulge any confidential information related to the Company's business or its customers which may come to your knowledge or possession during the tenure of your employment, and which should not be disclosed or made public, save in the course of proper execution of your duties.

4.4 You hereby undertake not to make copies or duplicates of confidential or sensitive information, property or material, including but not limited to, keys, access cards, diskettes, CDs, DVDs, PPTs, Documents, Photographs or such other proprietary information relating to the Company's business.

4.5 You will be bound by the Code of Conduct and all other rules, regulations, policies and orders issued by the Company from time to time in relation to your conduct, discipline and service condition such as leave, medical benefits, retirement benefits, etc. as if these conduct rules, regulations, policies, etc all, are part of this contract of appointment.

4.6 This Offer letter is bound with 3 Months Contract, where you shall serve the company for 3 months year from the date of joining. In case if you wish to discontinue working with us then you are liable to pay Rs 10,000/- as a compensation to the company.

5.0 Working Hours:

5.1 Working hours (time) will be purely based on the student schedule from different states this may vary from time to time based on the nature and exigencies of business and customer service requirements. The working Time will be total of 5 Hours every day depending on the student schedule. Weekly One Off (rotational)

6.0 Termination of Employment:

6.1 Either the Company or you may at any time terminate this Job Contract by giving in writing to the company 24 hours notice during your probationary period or one month's notice after confirmation of your employment or in lieu thereof a sum equivalent to the amount or pro-rated amount of wages which would have been accrued to you during the period or remaining period of notice.

6.2 The Company reserves the right, not to issue relieving letter of your services in the event that all or any of the Company's documents or property remains in your custody has not been properly handed over by you to the Company.

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5. Salary certificate from previous employer.
6. Passport sizes photograph.

Please feel free to contact me in case of any further clarification in any of the above.

Yours Sincerely



HR - OPERATIONS

.....
I hereby accept this offer of appointment on the conditions detailed above.

(Signature of Employee)

Date

OFFER LETTER

Dear B Sandhya

This letter is to formally offer you appointment of part time “**TUTOR**” position from **2022-05-06** as an Online Tutor in **VK NEOPHYTECH PVT LTD**. Your Remuneration will be **Rs.10,000/-(Ten Thousand Rupee only) Per Month**. This offer is conditional upon you providing originals of your qualifications and appropriate documentation detailing your experience. Copies will be taken, for filing on your personal file and the originals returned to you. Please also provide a valid I.D. as proof of address and bank account details for payment.

If you accept this offer of appointment you will be required to serve an initial probationary period of three months. It would generally be expected that your appointment would be confirmed after this period. However, provision does exist to extend the probation for a further period not exceeding six months or to terminate the appointment at any time during the probationary period if your service is not satisfactory.

VK NEOPHYTECH PVT LTD has the rights to terminate your appointment at any time during your employment without any notice and you will not be eligible for any claims what-so-ever it occurs. Should you decide to accept this offer of appointment please do sign this letter, retain one copy for your records and forward the other copy to the Company via Email.

EMPLOYMENT CONTRACT

Subsequent to our telephonic interview with you, we are pleased to issue an employment contract under the following terms and conditions:

1.0 Appointment:

1.1 You shall be appointed to the position of “**COMPUTER SCIENCE**”, “**TUTOR**”. You will join us no later than **2022-05-06**.

1.2 You shall be operating from Home but will serve the Company or any of its subsidiaries or associated companies in any other location within or outside India, should such situation arise.

1.3 Your employment with the Company is subject to:

(a) The accuracy of the testimonials and information provided by you during the interview and through your CV.

(b) You have to submit self-certified copies of your certificates evidencing your qualification and experiences.

(c) You being free from any contractual restrictions and or obligations preventing you from accepting this offer and or discharging your responsibilities ascribed to the position being offered by the above mentioned date.

2.0 Remuneration:

2.1 As an employee of the Company you shall receive a consolidated pay on monthly basis for the sessions that you take. Your salary will be **Rs.10,000/- (Ten Thousand Rupees only) Per Month** For 5 hours (125 Hours/pm) login time and having one day as weekly off.

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4.0 Code of Conduct:

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4.6 This Offer letter is bound with 3 Months Contract, where you shall serve the company for 3 months year from the date of joining. In case if you wish to discontinue working with us then you are liable to pay Rs 10,000/- as a compensation to the company.

5.0 Working Hours:

5.1 Working hours (time) will be purely based on the student schedule from different states this may vary from time to time based on the nature and exigencies of business and customer service requirements. The working Time will be total of 5 Hours every day depending on the student schedule. Weekly One Off (rotational)

6.0 Termination of Employment:

6.1 Either the Company or you may at any time terminate this Job Contract by giving in writing to the company 24 hours notice during your probationary period or one month's notice after confirmation of your employment or in lieu thereof a sum equivalent to the amount or pro-rated amount of wages which would have been accrued to you during the period or remaining period of notice.

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Please feel free to contact me in case of any further clarification in any of the above.

Yours Sincerely



HR - OPERATIONS

.....
I hereby accept this offer of appointment on the conditions detailed above.

(Signature of Employee)

Date

OFFER LETTER

Dear B Sravani

This letter is to formally offer you appointment of part time “**TUTOR**” position from **2022-05-06** as an Online Tutor in **VK NEOPHYTECH PVT LTD**. Your Remuneration will be **Rs.10,000/-(Ten Thousand Rupee only) Per Month**. This offer is conditional upon you providing originals of your qualifications and appropriate documentation detailing your experience. Copies will be taken, for filing on your personal file and the originals returned to you. Please also provide a valid I.D. as proof of address and bank account details for payment.

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EMPLOYMENT CONTRACT

Subsequent to our telephonic interview with you, we are pleased to issue an employment contract under the following terms and conditions:

1.0 Appointment:

1.1 You shall be appointed to the position of “**Mathematics**”, “**TUTOR**”. You will join us no later than **2022-05-06**.

1.2 You shall be operating from Home but will serve the Company or any of its subsidiaries or associated companies in any other location within or outside India, should such situation arise.

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(b) You have to submit self-certified copies of your certificates evidencing your qualification and experiences.

(c) You being free from any contractual restrictions and or obligations preventing you from accepting this offer and or discharging your responsibilities ascribed to the position being offered by the above mentioned date.

2.0 Remuneration:

2.1 As an employee of the Company you shall receive a consolidated pay on monthly basis for the sessions that you take. Your salary will be **Rs.10,000/- (Ten Thousand Rupees only) Per Month** For 5 hours (125 Hours/pm) login time and having one day as weekly off.

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4.0 Code of Conduct:

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4.4 You hereby undertake not to make copies or duplicates of confidential or sensitive information, property or material, including but not limited to, keys, access cards, diskettes, CDs, DVDs, PPTs, Documents, Photographs or such other proprietary information relating to the Company's business.

4.5 You will be bound by the Code of Conduct and all other rules, regulations, policies and orders issued by the Company from time to time in relation to your conduct, discipline and service condition such as leave, medical benefits, retirement benefits, etc. as if these conduct rules, regulations, policies, etc all, are part of this contract of appointment.

4.6 This Offer letter is bound with 3 Months Contract, where you shall serve the company for 3 months year from the date of joining. Incase if you wish to discontinue working with us then you are liable to pay Rs 10,000/- as a compensation to the company.

5.0 Working Hours:

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5. Salary certificate from previous employer.
6. Passport sizes photograph.

Please feel free to contact me in case of any further clarification in any of the above.

Yours Sincerely



A handwritten signature in blue ink, appearing to be "V. M. [unclear]".

HR - OPERATIONS

.....
I hereby accept this offer of appointment on the conditions detailed above.

(Signature of Employee)

Date

OFFER LETTER

Dear B Sravanthi

This letter is to formally offer you appointment of part time “**TUTOR**” position from **2022-05-06** as an Online Tutor in **VK NEOPHYTECH PVT LTD**. Your Remuneration will be **Rs.10,000/-(Ten Thousand Rupee only) Per Month**. This offer is conditional upon you providing originals of your qualifications and appropriate documentation detailing your experience. Copies will be taken, for filing on your personal file and the originals returned to you. Please also provide a valid I.D. as proof of address and bank account details for payment.

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2.1 As an employee of the Company you shall receive a consolidated pay on monthly basis for the sessions that you take. Your salary will be **Rs.10,000/- (Ten Thousand Rupees only) Per Month** For 5 hours (125 Hours/pm) login time and having one day as weekly off.

2.2 Additionally you receive incentives or bonuses depending on your performance but at the sole discretion of management.

2.3 The remuneration paid to you has taken into consideration the status and responsibilities of the position you are being appointed.

3.0 Confirmation:

3.1 You shall serve a probationary period of three months. During the period of probation, the contract may be terminated by either party by giving 24hours notice in writing or payment of wages in lieu thereof.

3.2 On satisfactory completion of probation period your services will be confirmed by the management and you will be given an employee number.

3.3 The Company reserves the right to extend the probationary period in the event that your performance is not up to the expectation.

4.0 Code of Conduct:

4.1 You may, at all times, be required to carry out such duties and responsibilities as may be assigned to you by the Company and you shall faithfully and diligently perform these in compliance with the established policies and procedures, endeavoring to the best of your ability to protect and promote the commercial and good-will interests of the Company.

4.2 You shall keep details of your salary and employment benefits in strict confidence within and outside the Company unless where it is lawfully warranted.

4.3 You shall not disclose or divulge any confidential information related to the Company's business or its customers which may come to your knowledge or possession during the tenure of your employment, and which should not be disclosed or made public, save in the course of proper execution of your duties.

4.4 You hereby undertake not to make copies or duplicates of confidential or sensitive information, property or material, including but not limited to, keys, access cards, diskettes, CDs, DVDs, PPTs, Documents, Photographs or such other proprietary information relating to the Company's business.

4.5 You will be bound by the Code of Conduct and all other rules, regulations, policies and orders issued by the Company from time to time in relation to your conduct, discipline and service condition such as leave, medical benefits, retirement benefits, etc. as if these conduct rules, regulations, policies, etc all, are part of this contract of appointment.

4.6 This Offer letter is bound with 3 Months Contract, where you shall serve the company for 3 months year from the date of joining. In case if you wish to discontinue working with us then you are liable to pay Rs 10,000/- as a compensation to the company.

5.0 Working Hours:

5.1 Working hours (time) will be purely based on the student schedule from different states this may vary from time to time based on the nature and exigencies of business and customer service requirements. The working Time will be total of 5 Hours every day depending on the student schedule. Weekly One Off (rotational)

6.0 Termination of Employment:

6.1 Either the Company or you may at any time terminate this Job Contract by giving in writing to the company 24 hours notice during your probationary period or one month's notice after confirmation of your employment or in lieu thereof a sum equivalent to the amount or pro-rated amount of wages which would have been accrued to you during the period or remaining period of notice.

6.2 The Company reserves the right, not to issue relieving letter of your services in the event that all or any of the Company's documents or property remains in your custody has not been properly handed over by you to the Company.

6.3 Absence for a continuous period of three (03) days without prior approval of your supervisor (including overstay of leave/training), can lead to your services

being terminated without prior notice or explanations.

We welcome you and wish you every success in your career with VK NEOPHYTECH PVT LTD. Kindly sign and return a copy of this letter in token of your acceptance and the terms and conditions set out herein. It is important that your signed acceptance is returned promptly as payroll will be unable to process your permanent appointment until the signed acceptance has been returned.

On the date of Acceptance of the offer please email the soft copies of the following documents for verification submission:-

1. KYC document copies.
2. Bank details.
3. Duly attested copies of educational certificates and mark sheets.
4. Relieving letter and experience certificate from previous employer(s).
5. Salary certificate from previous employer.
6. Passport sizes photograph.

Please feel free to contact me in case of any further clarification in any of the above.

Yours Sincerely



HR - OPERATIONS

.....
I hereby accept this offer of appointment on the conditions detailed above.

(Signature of Employee)

Date

OFFER LETTER

Dear Battu Srilatha

This letter is to formally offer you appointment of part time “**TUTOR**” position from **2022-05-06** as an Online Tutor in **VK NEOPHYTECH PVT LTD**. Your Remuneration will be **Rs.10,000/-(Ten Thousand Rupee only) Per Month**. This offer is conditional upon you providing originals of your qualifications and appropriate documentation detailing your experience. Copies will be taken, for filing on your personal file and the originals returned to you. Please also provide a valid I.D. as proof of address and bank account details for payment.

If you accept this offer of appointment you will be required to serve an initial probationary period of three months. It would generally be expected that your appointment would be confirmed after this period. However, provision does exist to extend the probation for a further period not exceeding six months or to terminate the appointment at any time during the probationary period if your service is not satisfactory.

VK NEOPHYTECH PVT LTD has the rights to terminate your appointment at any time during your employment without any notice and you will not be eligible for any claims what-so-ever it occurs. Should you decide to accept this offer of appointment please do sign this letter, retain one copy for your records and forward the other copy to the Company via Email.

EMPLOYMENT CONTRACT

Subsequent to our telephonic interview with you, we are pleased to issue an employment contract under the following terms and conditions:

1.0 Appointment:

1.1 You shall be appointed to the position of “**COMPUTER SCIENCE**”, “**TUTOR**”. You will join us no later than **2022-05-06**.

1.2 You shall be operating from Home but will serve the Company or any of its subsidiaries or associated companies in any other location within or outside India, should such situation arise.

1.3 Your employment with the Company is subject to:

(a) The accuracy of the testimonials and information provided by you during the interview and through your CV.

(b) You have to submit self-certified copies of your certificates evidencing your qualification and experiences.

(c) You being free from any contractual restrictions and or obligations preventing you from accepting this offer and or discharging your responsibilities ascribed to the position being offered by the above mentioned date.

2.0 Remuneration:

2.1 As an employee of the Company you shall receive a consolidated pay on monthly basis for the sessions that you take. Your salary will be **Rs.10,000/- (Ten Thousand Rupees only) Per Month** For 5 hours (125 Hours/pm) login time and having one day as weekly off.

2.2 Additionally you receive incentives or bonuses depending on your performance but at the sole discretion of management.

2.3 The remuneration paid to you has taken into consideration the status and responsibilities of the position you are being appointed.

3.0 Confirmation:

3.1 You shall serve a probationary period of three months. During the period of probation, the contract may be terminated by either party by giving 24hours notice in writing or payment of wages in lieu thereof.

3.2 On satisfactory completion of probation period your services will be confirmed by the management and you will be given an employee number.

3.3 The Company reserves the right to extend the probationary period in the event that your performance is not up to the expectation.

4.0 Code of Conduct:

4.1 You may, at all times, be required to carry out such duties and responsibilities as may be assigned to you by the Company and you shall faithfully and diligently perform these in compliance with the established policies and procedures, endeavoring to the best of your ability to protect and promote the commercial and good-will interests of the Company.

4.2 You shall keep details of your salary and employment benefits in strict confidence within and outside the Company unless where it is lawfully warranted.

4.3 You shall not disclose or divulge any confidential information related to the Company's business or its customers which may come to your knowledge or possession during the tenure of your employment, and which should not be disclosed or made public, save in the course of proper execution of your duties.

4.4 You hereby undertake not to make copies or duplicates of confidential or sensitive information, property or material, including but not limited to, keys, access cards, diskettes, CDs, DVDs, PPTs, Documents, Photographs or such other proprietary information relating to the Company's business.

4.5 You will be bound by the Code of Conduct and all other rules, regulations, policies and orders issued by the Company from time to time in relation to your conduct, discipline and service condition such as leave, medical benefits, retirement benefits, etc. as if these conduct rules, regulations, policies, etc all, are part of this contract of appointment.

4.6 This Offer letter is bound with 3 Months Contract, where you shall serve the company for 3 months year from the date of joining. Incase if you wish to discontinue working with us then you are liable to pay Rs 10,000/- as a compensation to the company.

5.0 Working Hours:

5.1 Working hours (time) will be purely based on the student schedule from different states this may vary from time to time based on the nature and exigencies of business and customer service requirements. The working Time will be total of 5 Hours every day depending on the student schedule. Weekly One Off (rotational)

6.0 Termination of Employment:

6.1 Either the Company or you may at any time terminate this Job Contract by giving in writing to the company 24 hours notice during your probationary period or one month's notice after confirmation of your employment or in lieu thereof a sum equivalent to the amount or pro-rated amount of wages which would have been accrued to you during the period or remaining period of notice.

6.2 The Company reserves the right, not to issue relieving letter of your services in the event that all or any of the Company's documents or property remains in your custody has not been properly handed over by you to the Company.

6.3 Absence for a continuous period of three (03) days without prior approval of your supervisor (including overstay of leave/training), can lead to your services

being terminated without prior notice or explanations.

We welcome you and wish you every success in your career with VK NEOPHYTECH PVT LTD. Kindly sign and return a copy of this letter in token of your acceptance and the terms and conditions set out herein. It is important that your signed acceptance is returned promptly as payroll will be unable to process your permanent appointment until the signed acceptance has been returned.

On the date of Acceptance of the offer please email the soft copies of the following documents for verification submission:-

1. KYC document copies.
2. Bank details.
3. Duly attested copies of educational certificates and mark sheets.
4. Relieving letter and experience certificate from previous employer(s).
5. Salary certificate from previous employer.
6. Passport sizes photograph.

Please feel free to contact me in case of any further clarification in any of the above.

Yours Sincerely



HR - OPERATIONS

.....
I hereby accept this offer of appointment on the conditions detailed above.

(Signature of Employee)

Date

OFFER LETTER

Dear **Bhukya Sandhya**

This letter is to formally offer you appointment of part time “**TUTOR**” position from **2022-05-06** as an Online Tutor in **VK NEOPHYTECH PVT LTD**. Your Remuneration will be **Rs.10,000/-(Ten Thousand Rupee only) Per Month**. This offer is conditional upon you providing originals of your qualifications and appropriate documentation detailing your experience. Copies will be taken, for filing on your personal file and the originals returned to you. Please also provide a valid I.D. as proof of address and bank account details for payment.

If you accept this offer of appointment you will be required to serve an initial probationary period of three months. It would generally be expected that your appointment would be confirmed after this period. However, provision does exist to extend the probation for a further period not exceeding six months or to terminate the appointment at any time during the probationary period if your service is not satisfactory.

VK NEOPHYTECH PVT LTD has the rights to terminate your appointment at any time during your employment without any notice and you will not be eligible for any claims what-so-ever it occurs. Should you decide to accept this offer of appointment please do sign this letter, retain one copy for your records and forward the other copy to the Company via Email.

EMPLOYMENT CONTRACT

Subsequent to our telephonic interview with you, we are pleased to issue an employment contract under the following terms and conditions:

1.0 Appointment:

1.1 You shall be appointed to the position of “**COMPUTER SCIENCE**”, “**TUTOR**”. You will join us no later than **2022-05-06**.

1.2 You shall be operating from Home but will serve the Company or any of its subsidiaries or associated companies in any other location within or outside India, should such situation arise.

1.3 Your employment with the Company is subject to:

(a) The accuracy of the testimonials and information provided by you during the interview and through your CV.

(b) You have to submit self-certified copies of your certificates evidencing your qualification and experiences.

(c) You being free from any contractual restrictions and or obligations preventing you from accepting this offer and or discharging your responsibilities ascribed to the position being offered by the above mentioned date.

2.0 Remuneration:

2.1 As an employee of the Company you shall receive a consolidated pay on monthly basis for the sessions that you take. Your salary will be **Rs.10,000/- (Ten Thousand Rupees only) Per Month** For 5 hours (125 Hours/pm) login time and having one day as weekly off.

2.2 Additionally you receive incentives or bonuses depending on your performance but at the sole discretion of management.

2.3 The remuneration paid to you has taken into consideration the status and responsibilities of the position you are being appointed.

3.0 Confirmation:

3.1 You shall serve a probationary period of three months. During the period of probation, the contract may be terminated by either party by giving 24hours notice in writing or payment of wages in lieu thereof.

3.2 On satisfactory completion of probation period your services will be confirmed by the management and you will be given an employee number.

3.3 The Company reserves the right to extend the probationary period in the event that your performance is not up to the expectation.

4.0 Code of Conduct:

4.1 You may, at all times, be required to carry out such duties and responsibilities as may be assigned to you by the Company and you shall faithfully and diligently perform these in compliance with the established policies and procedures, endeavoring to the best of your ability to protect and promote the commercial and good-will interests of the Company.

4.2 You shall keep details of your salary and employment benefits in strict confidence within and outside the Company unless where it is lawfully warranted.

4.3 You shall not disclose or divulge any confidential information related to the Company's business or its customers which may come to your knowledge or possession during the tenure of your employment, and which should not be disclosed or made public, save in the course of proper execution of your duties.

4.4 You hereby undertake not to make copies or duplicates of confidential or sensitive information, property or material, including but not limited to, keys, access cards, diskettes, CDs, DVDs, PPTs, Documents, Photographs or such other proprietary information relating to the Company's business.

4.5 You will be bound by the Code of Conduct and all other rules, regulations, policies and orders issued by the Company from time to time in relation to your conduct, discipline and service condition such as leave, medical benefits, retirement benefits, etc. as if these conduct rules, regulations, policies, etc all, are part of this contract of appointment.

4.6 This Offer letter is bound with 3 Months Contract, where you shall serve the company for 3 months year from the date of joining. In case if you wish to discontinue working with us then you are liable to pay Rs 10,000/- as a compensation to the company.

5.0 Working Hours:

5.1 Working hours (time) will be purely based on the student schedule from different states this may vary from time to time based on the nature and exigencies of business and customer service requirements. The working Time will be total of 5 Hours every day depending on the student schedule. Weekly One Off (rotational)

6.0 Termination of Employment:

6.1 Either the Company or you may at any time terminate this Job Contract by giving in writing to the company 24 hours notice during your probationary period or one month's notice after confirmation of your employment or in lieu thereof a sum equivalent to the amount or pro-rated amount of wages which would have been accrued to you during the period or remaining period of notice.

6.2 The Company reserves the right, not to issue relieving letter of your services in the event that all or any of the Company's documents or property remains in your custody has not been properly handed over by you to the Company.

6.3 Absence for a continuous period of three (03) days without prior approval of your supervisor (including overstay of leave/training), can lead to your services

being terminated without prior notice or explanations.

We welcome you and wish you every success in your career with VK NEOPHYTECH PVT LTD. Kindly sign and return a copy of this letter in token of your acceptance and the terms and conditions set out herein. It is important that your signed acceptance is returned promptly as payroll will be unable to process your permanent appointment until the signed acceptance has been returned.

On the date of Acceptance of the offer please email the soft copies of the following documents for verification submission:-

1. KYC document copies.
2. Bank details.
3. Duly attested copies of educational certificates and mark sheets.
4. Relieving letter and experience certificate from previous employer(s).
5. Salary certificate from previous employer.
6. Passport sizes photograph.

Please feel free to contact me in case of any further clarification in any of the above.

Yours Sincerely



HR - OPERATIONS

.....
I hereby accept this offer of appointment on the conditions detailed above.

(Signature of Employee)

Date

OFFER LETTER

Dear D Jyotshna

This letter is to formally offer you appointment of part time “**TUTOR**” position from **2022-05-06** as an Online Tutor in **VK NEOPHYTECH PVT LTD**. Your Remuneration will be **Rs.10,000/-(Ten Thousand Rupee only) Per Month**. This offer is conditional upon you providing originals of your qualifications and appropriate documentation detailing your experience. Copies will be taken, for filing on your personal file and the originals returned to you. Please also provide a valid I.D. as proof of address and bank account details for payment.

If you accept this offer of appointment you will be required to serve an initial probationary period of three months. It would generally be expected that your appointment would be confirmed after this period. However, provision does exist to extend the probation for a further period not exceeding six months or to terminate the appointment at any time during the probationary period if your service is not satisfactory.

VK NEOPHYTECH PVT LTD has the rights to terminate your appointment at any time during your employment without any notice and you will not be eligible for any claims what-so-ever it occurs. Should you decide to accept this offer of appointment please do sign this letter, retain one copy for your records and forward the other copy to the Company via Email.

EMPLOYMENT CONTRACT

Subsequent to our telephonic interview with you, we are pleased to issue an employment contract under the following terms and conditions:

1.0 Appointment:

1.1 You shall be appointed to the position of “**Mathematics**”, “**TUTOR**”. You will join us no later than **2022-05-06**.

1.2 You shall be operating from Home but will serve the Company or any of its subsidiaries or associated companies in any other location within or outside India, should such situation arise.

1.3 Your employment with the Company is subject to:

(a) The accuracy of the testimonials and information provided by you during the interview and through your CV.

(b) You have to submit self-certified copies of your certificates evidencing your qualification and experiences.

(c) You being free from any contractual restrictions and or obligations preventing you from accepting this offer and or discharging your responsibilities ascribed to the position being offered by the above mentioned date.

2.0 Remuneration:

2.1 As an employee of the Company you shall receive a consolidated pay on monthly basis for the sessions that you take. Your salary will be **Rs.10,000/- (Ten Thousand Rupees only) Per Month** For 5 hours (125 Hours/pm) login time and having one day as weekly off.

2.2 Additionally you receive incentives or bonuses depending on your performance but at the sole discretion of management.

2.3 The remuneration paid to you has taken into consideration the status and responsibilities of the position you are being appointed.

3.0 Confirmation:

3.1 You shall serve a probationary period of three months. During the period of probation, the contract may be terminated by either party by giving 24hours notice in writing or payment of wages in lieu thereof.

3.2 On satisfactory completion of probation period your services will be confirmed by the management and you will be given an employee number.

3.3 The Company reserves the right to extend the probationary period in the event that your performance is not up to the expectation.

4.0 Code of Conduct:

4.1 You may, at all times, be required to carry out such duties and responsibilities as may be assigned to you by the Company and you shall faithfully and diligently perform these in compliance with the established policies and procedures, endeavoring to the best of your ability to protect and promote the commercial and good-will interests of the Company.

4.2 You shall keep details of your salary and employment benefits in strict confidence within and outside the Company unless where it is lawfully warranted.

4.3 You shall not disclose or divulge any confidential information related to the Company's business or its customers which may come to your knowledge or possession during the tenure of your employment, and which should not be disclosed or made public, save in the course of proper execution of your duties.

4.4 You hereby undertake not to make copies or duplicates of confidential or sensitive information, property or material, including but not limited to, keys, access cards, diskettes, CDs, DVDs, PPTs, Documents, Photographs or such other proprietary information relating to the Company's business.

4.5 You will be bound by the Code of Conduct and all other rules, regulations, policies and orders issued by the Company from time to time in relation to your conduct, discipline and service condition such as leave, medical benefits, retirement benefits, etc. as if these conduct rules, regulations, policies, etc all, are part of this contract of appointment.

4.6 This Offer letter is bound with 3 Months Contract, where you shall serve the company for 3 months year from the date of joining. Incase if you wish to discontinue working with us then you are liable to pay Rs 10,000/- as a compensation to the company.

5.0 Working Hours:

5.1 Working hours (time) will be purely based on the student schedule from different states this may vary from time to time based on the nature and exigencies of business and customer service requirements. The working Time will be total of 5 Hours every day depending on the student schedule. Weekly One Off (rotational)

6.0 Termination of Employment:

6.1 Either the Company or you may at any time terminate this Job Contract by giving in writing to the company 24 hours notice during your probationary period or one month's notice after confirmation of your employment or in lieu thereof a sum equivalent to the amount or pro-rated amount of wages which would have been accrued to you during the period or remaining period of notice.

6.2 The Company reserves the right, not to issue relieving letter of your services in the event that all or any of the Company's documents or property remains in your custody has not been properly handed over by you to the Company.

6.3 Absence for a continuous period of three (03) days without prior approval of your supervisor (including overstay of leave/training), can lead to your services

being terminated without prior notice or explanations.

We welcome you and wish you every success in your career with VK NEOPHYTECH PVT LTD. Kindly sign and return a copy of this letter in token of your acceptance and the terms and conditions set out herein. It is important that your signed acceptance is returned promptly as payroll will be unable to process your permanent appointment until the signed acceptance has been returned.

On the date of Acceptance of the offer please email the soft copies of the following documents for verification submission:-

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3. Duly attested copies of educational certificates and mark sheets.
4. Relieving letter and experience certificate from previous employer(s).
5. Salary certificate from previous employer.
6. Passport sizes photograph.

Please feel free to contact me in case of any further clarification in any of the above.

Yours Sincerely



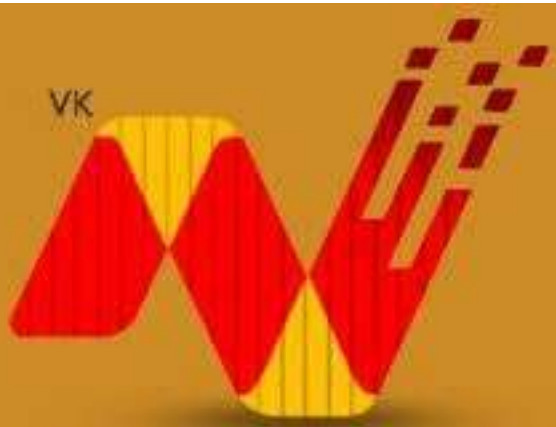
A handwritten signature in blue ink, appearing to be "V. M. [unclear]".

HR - OPERATIONS

.....
I hereby accept this offer of appointment on the conditions detailed above.

(Signature of Employee)

Date



NEOPHYTECH
Education Redefined

VK NEOPHYTECH PVT.LTD

Date: 29-03-2022

OFFER LETTER

Dear **DAMERA SRAVANI**

This letter is to formally offer you appointment of part time “**MATHEMATICS TUTOR**” position from **01.05.2022** as an Online Tutor in **VK NOEPHYTECH PVT LTD**. Your Remuneration will be **Rs.10,000/- (Ten Thousand Rupee only) Per Month**. This offer is conditional upon you providing originals of your qualifications and appropriate documentation detailing your experience. Copies will be taken, for filing on your personal file and the originals returned to you. Please also provide a valid I.D. as proof of address and bank account details for payment.

If you accept this offer of appointment you will be required to serve an initial probationary period of three months. It would generally be expected that your appointment would be confirmed after this period. However, provision does exist to extend the probation for a further period not exceeding six months or to terminate the appointment at any time during the probationary period if your service is not satisfactory.

VK NEOPHYTECH PVT LTD has the rights to terminate your appointment at any time during your employment without any notice and you will not be eligible for any claims what-so-ever it occurs. Should you decide to accept this offer of appointment please do sign this letter, retain one copy for your records and forward the other copy to the Company via Email.

EMPLOYMENT CONTRACT

Subsequent to our telephonic interview with you, we are pleased to issue an employment contract under the following terms and conditions:

1.0 Appointment:

- 1.1 You shall be appointed to the position of “**MATHEMATICS TUTOR**”. You will join us no later than **01.05.2022**.
- 1.2 You shall be operating from Home but will serve the Company or any of its subsidiaries or associated companies in any other location within or outside India, should such situation arise.
- 1.3 Your employment with the Company is subject to:
 - (a) The accuracy of the testimonials and information provided by you during the interview and through your CV.
 - (b) You have to submit self-certified copies of your certificates evidencing your qualification and experiences.
 - (c) You being free from any contractual restrictions and or obligations preventing you from accepting this offer and or discharging your responsibilities ascribed to the position being offered by the above mentioned date.

2.0 Remuneration:

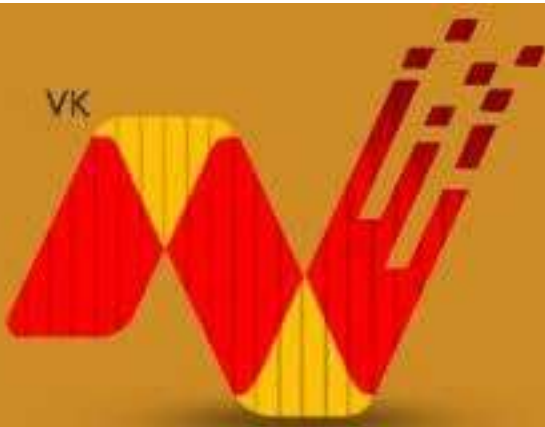
- 2.1 As an employee of the Company you shall receive a consolidated pay on monthly basis for the sessions that you take.
Your salary will be **Rs.10,000/- (Ten Thousand Rupees only) Per Month** For 5 hours (125 Hours/pm) login time and having one day as weekly off.
- 2.2 Additionally you receive incentives or bonuses depending on your performance but at the sole discretion of management.
- 2.3 The remuneration paid to you has taken into consideration the status and responsibilities of the position you are being appointed.

3.0 Confirmation:

- 3.1 You shall serve a probationary period of three months. During the period of probation, the contract may be terminated by either party by giving 24hours notice in writing or payment of wages in lieu thereof.
- 3.2 On satisfactory completion of probation period your services will be confirmed by the management and you will be given an employee number.
- 3.3 The Company reserves the right to extend the probationary period in the event that your performance is not up to the expectation.

4.0 Code of Conduct:

- 4.1 You may, at all times, be required to carry out such duties and responsibilities as may be assigned to you by the Company and you shall faithfully and diligently perform these in compliance with the established policies and procedures, endeavoring to the best of your ability to protect and promote the commercial and good-will interests of the Company.
- 4.2 You shall keep details of your salary and employment benefits in strict confidence within and outside the Company unless where it is lawfully warranted.
- 4.3 You shall not disclose or divulge any confidential information related to the Company’s business or its customers which may come to your knowledge or possession during the tenure of your employment, and which should not be disclosed or made public, save in the course of proper execution of your duties.
- 4.4 You hereby undertake not to make copies or duplicates of confidential or sensitive information, property or material, including but not limited to, keys, access cards, diskettes, CDs, DVDs, PPTs, Documents, Photographs or such other proprietary information relating to the Company’s business.



NEOPHYTECH
Education Redefined

VK NEOPHYTECH PVT.LTD

4.5 You will be bound by the Code of Conduct and all other rules, regulations, policies and orders issued by the Company from time to time in relation to your conduct, discipline and service condition such as leave, medical benefits, retirement benefits, etc. as if these conduct rules, regulations, policies, etc all, are part of this contract of appointment.

4.6 This Offer letter is bound with 6 Months Contract, where you shall serve the company for 6months year from the date of joining. Incase if you wish to discontinue working with us then you are liable to pay Rs 10,000/- as a compensation to the company.

5.0 Working Hours:

5.1 Working hours (time) will be purely based on the student schedule from different states this may vary from time to time based on the nature and exigencies of business and customer service requirements. **The working Time will be total of 5 Hours every day (Monday to Saturday) depending on the student schedule.**

6.0 Termination of Employment:

6.1 Either the Company or you may at any time terminate this Job Contract by giving in writing to the company 24 hours notice during your probationary period or one month's notice after confirmation of your employment or in lieu thereof a sum equivalent to the amount or pro-rated amount of wages which would have been accrued to you during the period or remaining period of notice.

6.2 The Company reserves the right, not to issue relieving letter of your services in the event that all or any of the Company's documents or property remains in your custody has not been properly handed over by you to the Company.

6.3 Absence for a continuous period of three (03) days without prior approval of your supervisor (including overstay of leave/training), can lead to your services being terminated without prior notice or explanations.

We welcome you and wish you every success in your career with VK NEOPHYTECH PVT LTD. Kindly sign and return a copy of this letter in token of your acceptance and the terms and conditions set out herein. It is important that your signed acceptance is returned promptly as payroll will be unable to process your permanent appointment until the signed acceptance has been returned.

On the date of Acceptance of the offer please email the soft copies of the following documents for verification submission:-

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2. Bank details.
3. Duly attested copies of educational certificates and mark sheets.
4. Relieving letter and experience certificate from previous employer(s).
5. Salary certificate from previous employer.
6. Passport sizes photograph.

Please feel free to contact me in case of any further clarification in any of the above.

Yours Sincerely



HR - OPERATIONS

.....
I hereby accept this offer of appointment on the conditions detailed above.

(Signature of Employee)

Date

March 18, 2022

HRD/2T/1003921608/21-22

Ms. Ravula Divya Rupa Rani
No.5-6-445/3
Maruthinagar
Karimnagar-505001
India

Ph: +91-7382677518

Dear Ravula Divya ,

Welcome to Infosys!

Today, the corporate landscape is dynamic and the world ahead is full of possibilities! None of the amazing things we do at Infosys would be possible without an equally amazing culture, the environment where ideas can flourish and where you are empowered to move forward as far as your ideas will take you.

At Infosys, we assure that your career will never stand still, we will inspire you to build what's next and we will navigate further, together. Our journey of learnability, values and trusted relationships with our clients continue to be the cornerstones of our organization and these values are upheld only because of our people.

We look forward to working with you and wish you success in your career with us.

Warm regards,

RICHARD LOBO
EVP and Head Human Resources - Infosys Limited

Signature Not Verified

Digitally signed by Richard Lobo
Date: 2022.03.18 21:41:37 IST
Reason: Digitally Signed
Location: Bangalore

INFOSYS LIMITED
CIN: L85110KA1981PLC013115
44, Infosys Avenue
Electronics City, Hosur Road
Bangalore 560 100, India
T 91 80 2852 0261
F 91 80 2852 0362
askus@infosys.com
www.infosys.com

HRD/1003921608/21-22

March 18, 2022

Ms. Ravula Divya Rupa Rani
No.5-6-445/3
Maruthinagar
Karimnagar-505001
India

Ph: +91-7382677518

Dear Ravula Divya ,

Congratulations! We are delighted to make you an offer as **Operations Executive - Trainee** and your role is **Operations Executive** .

Here are the terms and conditions of our offer:

Joining

Your scheduled date of employment with us will be **28-Mar-2022**.

Location

Your location of training is **MYSORE, India** . The location of posting ("work location") would be communicated to you upon successful completion of training. You may be asked to relocate to any of our units, departments or the offices of our affiliates* and/or the offices of our customers, depending on business requirements. In such an event, your remuneration and other benefits shall be determined in accordance with the relevant Policies of the Company in that work location."

Please be advised that you, by accepting this offer, hereby give your irrevocable consent to the above.

** For the purpose of this agreement, "affiliate" means any entity that controls, is controlled by, or is under common control with the First Party. For purposes of this Agreement, "control" means possessing, directly or indirectly, the power to direct or cause the direction of the management, policies or operations of an entity, whether through ownership of voting securities, by contract or otherwise."*

Training

The training program will consist of classroom/virtual training and on-the-job training. The duration of the classroom/virtual training will be based on the business requirement. Your continued employment with the Company is subject to your meeting the qualifying criteria till the end of the training and successful completion of the training.

Probation and Confirmation

You will be on probation for a period of 12 months from the date of completion of the training and your allocation to Unit. On successful completion of your probation, you will be confirmed as a permanent employee. Your confirmation is also subject to your submitting the documents required by the Company, details of which are enclosed in the Information Sheet in Annexure - IV.

Leave

You are entitled to Earned Leave, right from your date of joining. You will be eligible for 15 working days of earned leave annually during probation. On confirmation as a permanent employee you will be eligible for 20 working days of leave annually.

Leave is credited on a quarterly basis. The leave eligibility shall begin in the quarter of your joining the Company, on a pro-rata basis. Leave year is the calendar year and not the fiscal year.

An illustration with other relevant information have been given in the Information Sheet. The Company's Policies also provide for Maternity, Paternity and Bereavement Leave. Further details will be provided to you at the time of joining.

Increments and Promotions

Your growth and increase in salary will depend solely on your performance and contribution to the Company. Salary increases are normally given on an annual basis.

Transfer

Your services can be transferred to any of our units / departments situated anywhere in India or abroad. At such time compensation applicable to a specific location will be payable to you.

Agreement

Our offer to you as **Operations Executive** is subject to the execution of the Service Agreement. The Service Agreement details the scope, terms and conditions of your employment, the necessary training and the contractual obligations towards Infosys from the date of your joining and up to a period of 12 months from the date of allocation to a Practice Unit. The date of allocation to a Practice Unit is generally the first day of the subsequent month post completion of training. You will be required to complete the formalities on the Service Agreement at the time of joining. Please note, non-execution of the notarized Service Agreement will result in denial of employment with the Company.

You will produce all marks sheets and other relevant documents, at least till the penultimate semester. All these proofs will need to be submitted on the day of joining. Further, you should have been declared as passed by the relevant examination authority. The determination of the adequacy or authenticity of all or any of the proofs and any condemnation of delay in submission of the same will be at the Company's discretion.

Passport and Driving License

It would be to your advantage to have a valid passport and a four-wheeler driving license at the time of joining duty. Our offer to you is subject to your having a valid passport or producing a proof of having applied for the same.

Compensation and Benefits

Salary

Your Total Gross Salary will be INR **18,581** per month. The break-up of your salary has been provided in the Compensation Details sheet in Annexure - I.

In addition to your gross salary, you will receive an additional Personal Allowance of INR **461** per month. This allowance will be paid to you during your probation period, on the condition that your base location remains Bangalore/Mysore/Mangalore/Hubli. This allowance will be discontinued in case of a change in your base location due to official or personal reasons or upon confirmation (whichever is earlier).

Ex - Gratia / Bonus

You will be eligible for an Ex-Gratia/ Bonus payout which is calculated at 20% of the Basic Salary as mentioned in the Compensation Details sheet at Annexure - I of this letter. The mode of payment for Financial Year 2021-22 will be as follows:

95% of the bonus amount mentioned in the Compensation Details sheet will be paid out on a monthly basis. The balance amount will be paid out in the end of the financial year.

Insurance

You will be eligible to participate in a Group Health Insurance Scheme. You may choose to enhance the coverage with other participatory optional health insurance plans (Platinum, Gold and Silver). You will be covered by default under the Standard Plan which provides you and your family (your spouse and two children up to the age of 22 years) with a cover of INR **500,000** per annum.

You will be covered under the Group Life Insurance Scheme, managed by Infosys Welfare Trust which provides you with a total Life Insurance cover of **INR 6,200,000** of which **INR 3,200,000** is covered towards natural death, and **INR 3,000,000** towards an accidental death. All employees become members of Infosys Welfare Trust, by one-time payment of **INR 250** and fixed monthly contribution of **INR 200**. The details of the Scheme would be available to you when you join the Company.

Notice Period

During the probation period, if your performance is found to be unsatisfactory or if it does not meet the prescribed criteria, your training/employment can be terminated by the Company with one-month notice or salary thereof. On confirmation, you will be required to give three month's notice or salary thereof in case you decide to leave our services, subject to the Company's discretion. Where circumstances make it necessary, the Company will have the discretion to relieve you only at the end of the three months' notice period. Similarly, the Company can terminate your services by giving three months notice or salary thereof.

In the event you do not successfully complete your training, or you are involved in an act that constitutes misconduct, your training/employment can be terminated by the Company with immediate effect without notice.

Background Checks

The Company may, at its discretion conduct background checks prior to or after your expected joining date to validate your identity, the address provided by you, your education details and details of your prior work experience if any, and to conduct any criminal checks. You expressly consent to the Company conducting such background checks. In this connection, you are required to furnish the documents listed in Offer Annexure for India.

If you fail to submit the necessary documents as required by the Company within the specified time period or if the Company is not satisfied, with the outcome of the background checks, the Company, in its sole discretion, reserves the right to withdraw this offer without notice and compensation or to take any appropriate action against you, including, but not limited to termination of your employment.

When a background check raises any concerns regarding any of the details furnished by you and the Company feels the need to further validate such facts, the Company may at its sole discretion, ask you for further information, to substantiate the details that you have earlier provided to the Company, before initiating appropriate action.

Please note that Infosys requires you to furnish a copy of your passport at the time of joining. If you are unable to do so, the Company will initiate a criminal background check.

Other Terms and Conditions

You agree not to undertake employment, whether full-time or part-time, as the Director / Partner / Member / Employee of any other organization / entity engaged in any form of business activity without the consent of Infosys. The consent may be given subject to any terms and conditions that the Company may think fit and may be withdrawn at any time at the discretion of the Company.

Our offer to you as an **Operations Executive** is conditional upon your having fully completed your graduation, without any active backlog papers. Your simple average should not be less than what was specified during the selection process. You should also have completed all studies, course requirements and examinations required for the award of the educational qualification recorded by you in your application for employment with Infosys. You will be required to produce all marks sheets and other relevant documents at the time of joining.

You will produce all marks sheets and other relevant documents. All these proofs will need to be submitted on the day of joining. Further, you should have been declared as passed by the relevant examination authority. The determination of the adequacy or authenticity of all or any of the proofs and any condonation of delay in submission of the same will be at the Company's discretion.

You hereby acknowledge and agree to abide by all internal Policies of the Company, which you will be able to access, upon joining, on the Intranet 'Sparsh'. These Policies cover various human resources and administrative topics and procedures. The Company reserves the right to change these Policies at any time in its absolute discretion.

Based on the nature of your work and business requirements, you may be required to work on rotational shifts. If you are required to work on rotational shifts, you will be duly intimated of the change in your shift timings. During rotational shifts, you will continue to be bound by the provisions of the working hour policy of the Company. If the rotational shifts require you to work night shifts, the policy on night shift allowance of the Company (if in force) will be made applicable to you.

You shall be required to sign certain mandatory agreements, including but not limited to the Confidentiality, Intellectual Property Rights, the Code of Business Conduct and Ethics and your employment shall be governed by all the rules and regulations, as amended from time to time, of the Company as applicable to your employment with us. This offer is also conditional upon your acceptance and execution of the Non-Compete Agreement (Annexure III).

This offer of employment constitutes the entire agreement between you and the Company regarding the terms of your employment and it is the complete, final, and exclusive embodiment of your agreement with regard to this subject matter and supersedes any other promises, warranties, representations or agreements, whether written or oral. It is entered into without reliance on any promise or representation other than those expressly contained herein, and it cannot be modified or amended except in writing signed by an authorized officer of the Company.

ANNEXURE - I
(Compensation)

COMPENSATION DETAILS (All figures in INR per month)	
NAME	Ms. Ravula Divya Rupa Rani
ROLE	Operations Executive
ROLE DESIGNATION	Operations Executive - Trainee
1. MONTHLY COMPONENTS	
BASIC SALARY	13,582
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)	2,580
MONTHLY GROSS SALARY	16,162

2. ANNUAL COMPONENT	
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)	136

3. RETIRAL BENEFITS	
PROVIDENT FUND - 12% of Basic Salary	1,630
GRATUITY - 4.81% of Basic Salary*	653
FIXED GROSS SALARY (1+2+3)	18,581
TOTAL GROSS SALARY	18,581

OTHER BENEFITS				
Scheme	Eligible Amount In INR	Interest	Monthly Instalments	Margin Money (To be borne by the employee)
SALARY LOAN (subject to submission of Trainee Agreement)	12000	Nil	12	Nil

All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance is subject to the fulfilment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan / loan allowance policy at that time

*The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act

Employee State Insurance ("ESI") may be applicable to employees as per the applicable statutory regulations. If ESI is applicable, the employee and the employer will contribute towards ESI as per the provisions of the ESI Act, 1948.

OFFER LETTER

Dear E Pooja

This letter is to formally offer you appointment of part time “**TUTOR**” position from **2022-05-06** as an Online Tutor in **VK NEOPHYTECH PVT LTD**. Your Remuneration will be **Rs.10,000/-(Ten Thousand Rupee only) Per Month**. This offer is conditional upon you providing originals of your qualifications and appropriate documentation detailing your experience. Copies will be taken, for filing on your personal file and the originals returned to you. Please also provide a valid I.D. as proof of address and bank account details for payment.

If you accept this offer of appointment you will be required to serve an initial probationary period of three months. It would generally be expected that your appointment would be confirmed after this period. However, provision does exist to extend the probation for a further period not exceeding six months or to terminate the appointment at any time during the probationary period if your service is not satisfactory.

VK NEOPHYTECH PVT LTD has the rights to terminate your appointment at any time during your employment without any notice and you will not be eligible for any claims what-so-ever it occurs. Should you decide to accept this offer of appointment please do sign this letter, retain one copy for your records and forward the other copy to the Company via Email.

EMPLOYMENT CONTRACT

Subsequent to our telephonic interview with you, we are pleased to issue an employment contract under the following terms and conditions:

1.0 Appointment:

1.1 You shall be appointed to the position of “**Mathematics**”, “**TUTOR**”. You will join us no later than **2022-05-06**.

1.2 You shall be operating from Home but will serve the Company or any of its subsidiaries or associated companies in any other location within or outside India, should such situation arise.

1.3 Your employment with the Company is subject to:

(a) The accuracy of the testimonials and information provided by you during the interview and through your CV.

(b) You have to submit self-certified copies of your certificates evidencing your qualification and experiences.

(c) You being free from any contractual restrictions and or obligations preventing you from accepting this offer and or discharging your responsibilities ascribed to the position being offered by the above mentioned date.

2.0 Remuneration:

2.1 As an employee of the Company you shall receive a consolidated pay on monthly basis for the sessions that you take. Your salary will be **Rs.10,000/- (Ten Thousand Rupees only) Per Month** For 5 hours (125 Hours/pm) login time and having one day as weekly off.

2.2 Additionally you receive incentives or bonuses depending on your performance but at the sole discretion of management.

2.3 The remuneration paid to you has taken into consideration the status and responsibilities of the position you are being appointed.

3.0 Confirmation:

3.1 You shall serve a probationary period of three months. During the period of probation, the contract may be terminated by either party by giving 24hours notice in writing or payment of wages in lieu thereof.

3.2 On satisfactory completion of probation period your services will be confirmed by the management and you will be given an employee number.

3.3 The Company reserves the right to extend the probationary period in the event that your performance is not up to the expectation.

4.0 Code of Conduct:

4.1 You may, at all times, be required to carry out such duties and responsibilities as may be assigned to you by the Company and you shall faithfully and diligently perform these in compliance with the established policies and procedures, endeavoring to the best of your ability to protect and promote the commercial and good-will interests of the Company.

4.2 You shall keep details of your salary and employment benefits in strict confidence within and outside the Company unless where it is lawfully warranted.

4.3 You shall not disclose or divulge any confidential information related to the Company's business or its customers which may come to your knowledge or possession during the tenure of your employment, and which should not be disclosed or made public, save in the course of proper execution of your duties.

4.4 You hereby undertake not to make copies or duplicates of confidential or sensitive information, property or material, including but not limited to, keys, access cards, diskettes, CDs, DVDs, PPTs, Documents, Photographs or such other proprietary information relating to the Company's business.

4.5 You will be bound by the Code of Conduct and all other rules, regulations, policies and orders issued by the Company from time to time in relation to your conduct, discipline and service condition such as leave, medical benefits, retirement benefits, etc. as if these conduct rules, regulations, policies, etc all, are part of this contract of appointment.

4.6 This Offer letter is bound with 3 Months Contract, where you shall serve the company for 3 months year from the date of joining. In case if you wish to discontinue working with us then you are liable to pay Rs 10,000/- as a compensation to the company.

5.0 Working Hours:

5.1 Working hours (time) will be purely based on the student schedule from different states this may vary from time to time based on the nature and exigencies of business and customer service requirements. The working Time will be total of 5 Hours every day depending on the student schedule. Weekly One Off (rotational)

6.0 Termination of Employment:

6.1 Either the Company or you may at any time terminate this Job Contract by giving in writing to the company 24 hours notice during your probationary period or one month's notice after confirmation of your employment or in lieu thereof a sum equivalent to the amount or pro-rated amount of wages which would have been accrued to you during the period or remaining period of notice.

6.2 The Company reserves the right, not to issue relieving letter of your services in the event that all or any of the Company's documents or property remains in your custody has not been properly handed over by you to the Company.

6.3 Absence for a continuous period of three (03) days without prior approval of your supervisor (including overstay of leave/training), can lead to your services

being terminated without prior notice or explanations.

We welcome you and wish you every success in your career with VK NEOPHYTECH PVT LTD. Kindly sign and return a copy of this letter in token of your acceptance and the terms and conditions set out herein. It is important that your signed acceptance is returned promptly as payroll will be unable to process your permanent appointment until the signed acceptance has been returned.

On the date of Acceptance of the offer please email the soft copies of the following documents for verification submission:-

1. KYC document copies.
2. Bank details.
3. Duly attested copies of educational certificates and mark sheets.
4. Relieving letter and experience certificate from previous employer(s).
5. Salary certificate from previous employer.
6. Passport sizes photograph.

Please feel free to contact me in case of any further clarification in any of the above.

Yours Sincerely



HR - OPERATIONS

.....
I hereby accept this offer of appointment on the conditions detailed above.

(Signature of Employee)

Date

OFFER LETTER

Dear E Shirisha

This letter is to formally offer you appointment of part time “**TUTOR**” position from **2022-05-06** as an Online Tutor in **VK NEOPHYTECH PVT LTD**. Your Remuneration will be **Rs.10,000/-(Ten Thousand Rupee only) Per Month**. This offer is conditional upon you providing originals of your qualifications and appropriate documentation detailing your experience. Copies will be taken, for filing on your personal file and the originals returned to you. Please also provide a valid I.D. as proof of address and bank account details for payment.

If you accept this offer of appointment you will be required to serve an initial probationary period of three months. It would generally be expected that your appointment would be confirmed after this period. However, provision does exist to extend the probation for a further period not exceeding six months or to terminate the appointment at any time during the probationary period if your service is not satisfactory.

VK NEOPHYTECH PVT LTD has the rights to terminate your appointment at any time during your employment without any notice and you will not be eligible for any claims what-so-ever it occurs. Should you decide to accept this offer of appointment please do sign this letter, retain one copy for your records and forward the other copy to the Company via Email.

EMPLOYMENT CONTRACT

Subsequent to our telephonic interview with you, we are pleased to issue an employment contract under the following terms and conditions:

1.0 Appointment:

1.1 You shall be appointed to the position of “**Mathematics**”, “**TUTOR**”. You will join us no later than **2022-05-06**.

1.2 You shall be operating from Home but will serve the Company or any of its subsidiaries or associated companies in any other location within or outside India, should such situation arise.

1.3 Your employment with the Company is subject to:

(a) The accuracy of the testimonials and information provided by you during the interview and through your CV.

(b) You have to submit self-certified copies of your certificates evidencing your qualification and experiences.

(c) You being free from any contractual restrictions and or obligations preventing you from accepting this offer and or discharging your responsibilities ascribed to the position being offered by the above mentioned date.

2.0 Remuneration:

2.1 As an employee of the Company you shall receive a consolidated pay on monthly basis for the sessions that you take. Your salary will be **Rs.10,000/- (Ten Thousand Rupees only) Per Month** For 5 hours (125 Hours/pm) login time and having one day as weekly off.

2.2 Additionally you receive incentives or bonuses depending on your performance but at the sole discretion of management.

2.3 The remuneration paid to you has taken into consideration the status and responsibilities of the position you are being appointed.

3.0 Confirmation:

3.1 You shall serve a probationary period of three months. During the period of probation, the contract may be terminated by either party by giving 24hours notice in writing or payment of wages in lieu thereof.

3.2 On satisfactory completion of probation period your services will be confirmed by the management and you will be given an employee number.

3.3 The Company reserves the right to extend the probationary period in the event that your performance is not up to the expectation.

4.0 Code of Conduct:

4.1 You may, at all times, be required to carry out such duties and responsibilities as may be assigned to you by the Company and you shall faithfully and diligently perform these in compliance with the established policies and procedures, endeavoring to the best of your ability to protect and promote the commercial and good-will interests of the Company.

4.2 You shall keep details of your salary and employment benefits in strict confidence within and outside the Company unless where it is lawfully warranted.

4.3 You shall not disclose or divulge any confidential information related to the Company's business or its customers which may come to your knowledge or possession during the tenure of your employment, and which should not be disclosed or made public, save in the course of proper execution of your duties.

4.4 You hereby undertake not to make copies or duplicates of confidential or sensitive information, property or material, including but not limited to, keys, access cards, diskettes, CDs, DVDs, PPTs, Documents, Photographs or such other proprietary information relating to the Company's business.

4.5 You will be bound by the Code of Conduct and all other rules, regulations, policies and orders issued by the Company from time to time in relation to your conduct, discipline and service condition such as leave, medical benefits, retirement benefits, etc. as if these conduct rules, regulations, policies, etc all, are part of this contract of appointment.

4.6 This Offer letter is bound with 3 Months Contract, where you shall serve the company for 3 months year from the date of joining. In case if you wish to discontinue working with us then you are liable to pay Rs 10,000/- as a compensation to the company.

5.0 Working Hours:

5.1 Working hours (time) will be purely based on the student schedule from different states this may vary from time to time based on the nature and exigencies of business and customer service requirements. The working Time will be total of 5 Hours every day depending on the student schedule. Weekly One Off (rotational)

6.0 Termination of Employment:

6.1 Either the Company or you may at any time terminate this Job Contract by giving in writing to the company 24 hours notice during your probationary period or one month's notice after confirmation of your employment or in lieu thereof a sum equivalent to the amount or pro-rated amount of wages which would have been accrued to you during the period or remaining period of notice.

6.2 The Company reserves the right, not to issue relieving letter of your services in the event that all or any of the Company's documents or property remains in your custody has not been properly handed over by you to the Company.

6.3 Absence for a continuous period of three (03) days without prior approval of your supervisor (including overstay of leave/training), can lead to your services

being terminated without prior notice or explanations.

We welcome you and wish you every success in your career with VK NEOPHYTECH PVT LTD. Kindly sign and return a copy of this letter in token of your acceptance and the terms and conditions set out herein. It is important that your signed acceptance is returned promptly as payroll will be unable to process your permanent appointment until the signed acceptance has been returned.

On the date of Acceptance of the offer please email the soft copies of the following documents for verification submission:-

1. KYC document copies.
2. Bank details.
3. Duly attested copies of educational certificates and mark sheets.
4. Relieving letter and experience certificate from previous employer(s).
5. Salary certificate from previous employer.
6. Passport sizes photograph.

Please feel free to contact me in case of any further clarification in any of the above.

Yours Sincerely



A handwritten signature in blue ink, appearing to read 'V. M. Srinivasan'.

HR - OPERATIONS

.....
I hereby accept this offer of appointment on the conditions detailed above.

(Signature of Employee)

Date

OFFER LETTER

Dear G Navya

This letter is to formally offer you appointment of part time “**TUTOR**” position from **2022-05-06** as an Online Tutor in **VK NEOPHYTECH PVT LTD**. Your Remuneration will be **Rs.10,000/-(Ten Thousand Rupee only) Per Month**. This offer is conditional upon you providing originals of your qualifications and appropriate documentation detailing your experience. Copies will be taken, for filing on your personal file and the originals returned to you. Please also provide a valid I.D. as proof of address and bank account details for payment.

If you accept this offer of appointment you will be required to serve an initial probationary period of three months. It would generally be expected that your appointment would be confirmed after this period. However, provision does exist to extend the probation for a further period not exceeding six months or to terminate the appointment at any time during the probationary period if your service is not satisfactory.

VK NEOPHYTECH PVT LTD has the rights to terminate your appointment at any time during your employment without any notice and you will not be eligible for any claims what-so-ever it occurs. Should you decide to accept this offer of appointment please do sign this letter, retain one copy for your records and forward the other copy to the Company via Email.

EMPLOYMENT CONTRACT

Subsequent to our telephonic interview with you, we are pleased to issue an employment contract under the following terms and conditions:

1.0 Appointment:

1.1 You shall be appointed to the position of “**COMPUTER SCIENCE**”, “**TUTOR**”. You will join us no later than **2022-05-06**.

1.2 You shall be operating from Home but will serve the Company or any of its subsidiaries or associated companies in any other location within or outside India, should such situation arise.

1.3 Your employment with the Company is subject to:

(a) The accuracy of the testimonials and information provided by you during the interview and through your CV.

(b) You have to submit self-certified copies of your certificates evidencing your qualification and experiences.

(c) You being free from any contractual restrictions and or obligations preventing you from accepting this offer and or discharging your responsibilities ascribed to the position being offered by the above mentioned date.

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4.1 You may, at all times, be required to carry out such duties and responsibilities as may be assigned to you by the Company and you shall faithfully and diligently perform these in compliance with the established policies and procedures, endeavoring to the best of your ability to protect and promote the commercial and good-will interests of the Company.

4.2 You shall keep details of your salary and employment benefits in strict confidence within and outside the Company unless where it is lawfully warranted.

4.3 You shall not disclose or divulge any confidential information related to the Company's business or its customers which may come to your knowledge or possession during the tenure of your employment, and which should not be disclosed or made public, save in the course of proper execution of your duties.

4.4 You hereby undertake not to make copies or duplicates of confidential or sensitive information, property or material, including but not limited to, keys, access cards, diskettes, CDs, DVDs, PPTs, Documents, Photographs or such other proprietary information relating to the Company's business.

4.5 You will be bound by the Code of Conduct and all other rules, regulations, policies and orders issued by the Company from time to time in relation to your conduct, discipline and service condition such as leave, medical benefits, retirement benefits, etc. as if these conduct rules, regulations, policies, etc all, are part of this contract of appointment.

4.6 This Offer letter is bound with 3 Months Contract, where you shall serve the company for 3 months year from the date of joining. In case if you wish to discontinue working with us then you are liable to pay Rs 10,000/- as a compensation to the company.

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4. Relieving letter and experience certificate from previous employer(s).
5. Salary certificate from previous employer.
6. Passport sizes photograph.

Please feel free to contact me in case of any further clarification in any of the above.

Yours Sincerely



HR - OPERATIONS

.....
I hereby accept this offer of appointment on the conditions detailed above.

(Signature of Employee)

Date

OFFER LETTER

Dear G Rakshitha

This letter is to formally offer you appointment of part time “**TUTOR**” position from **2022-05-06** as an Online Tutor in **VK NEOPHYTECH PVT LTD**. Your Remuneration will be **Rs.10,000/-(Ten Thousand Rupee only) Per Month**. This offer is conditional upon you providing originals of your qualifications and appropriate documentation detailing your experience. Copies will be taken, for filing on your personal file and the originals returned to you. Please also provide a valid I.D. as proof of address and bank account details for payment.

If you accept this offer of appointment you will be required to serve an initial probationary period of three months. It would generally be expected that your appointment would be confirmed after this period. However, provision does exist to extend the probation for a further period not exceeding six months or to terminate the appointment at any time during the probationary period if your service is not satisfactory.

VK NEOPHYTECH PVT LTD has the rights to terminate your appointment at any time during your employment without any notice and you will not be eligible for any claims what-so-ever it occurs. Should you decide to accept this offer of appointment please do sign this letter, retain one copy for your records and forward the other copy to the Company via Email.

EMPLOYMENT CONTRACT

Subsequent to our telephonic interview with you, we are pleased to issue an employment contract under the following terms and conditions:

1.0 Appointment:

1.1 You shall be appointed to the position of “**Mathematics**”, “**TUTOR**”. You will join us no later than **2022-05-06**.

1.2 You shall be operating from Home but will serve the Company or any of its subsidiaries or associated companies in any other location within or outside India, should such situation arise.

1.3 Your employment with the Company is subject to:

(a) The accuracy of the testimonials and information provided by you during the interview and through your CV.

(b) You have to submit self-certified copies of your certificates evidencing your qualification and experiences.

(c) You being free from any contractual restrictions and or obligations preventing you from accepting this offer and or discharging your responsibilities ascribed to the position being offered by the above mentioned date.

2.0 Remuneration:

2.1 As an employee of the Company you shall receive a consolidated pay on monthly basis for the sessions that you take. Your salary will be **Rs.10,000/- (Ten Thousand Rupees only) Per Month** For 5 hours (125 Hours/pm) login time and having one day as weekly off.

2.2 Additionally you receive incentives or bonuses depending on your performance but at the sole discretion of management.

2.3 The remuneration paid to you has taken into consideration the status and responsibilities of the position you are being appointed.

3.0 Confirmation:

3.1 You shall serve a probationary period of three months. During the period of probation, the contract may be terminated by either party by giving 24hours notice in writing or payment of wages in lieu thereof.

3.2 On satisfactory completion of probation period your services will be confirmed by the management and you will be given an employee number.

3.3 The Company reserves the right to extend the probationary period in the event that your performance is not up to the expectation.

4.0 Code of Conduct:

4.1 You may, at all times, be required to carry out such duties and responsibilities as may be assigned to you by the Company and you shall faithfully and diligently perform these in compliance with the established policies and procedures, endeavoring to the best of your ability to protect and promote the commercial and good-will interests of the Company.

4.2 You shall keep details of your salary and employment benefits in strict confidence within and outside the Company unless where it is lawfully warranted.

4.3 You shall not disclose or divulge any confidential information related to the Company's business or its customers which may come to your knowledge or possession during the tenure of your employment, and which should not be disclosed or made public, save in the course of proper execution of your duties.

4.4 You hereby undertake not to make copies or duplicates of confidential or sensitive information, property or material, including but not limited to, keys, access cards, diskettes, CDs, DVDs, PPTs, Documents, Photographs or such other proprietary information relating to the Company's business.

4.5 You will be bound by the Code of Conduct and all other rules, regulations, policies and orders issued by the Company from time to time in relation to your conduct, discipline and service condition such as leave, medical benefits, retirement benefits, etc. as if these conduct rules, regulations, policies, etc all, are part of this contract of appointment.

4.6 This Offer letter is bound with 3 Months Contract, where you shall serve the company for 3 months year from the date of joining. Incase if you wish to discontinue working with us then you are liable to pay Rs 10,000/- as a compensation to the company.

5.0 Working Hours:

5.1 Working hours (time) will be purely based on the student schedule from different states this may vary from time to time based on the nature and exigencies of business and customer service requirements. The working Time will be total of 5 Hours every day depending on the student schedule. Weekly One Off (rotational)

6.0 Termination of Employment:

6.1 Either the Company or you may at any time terminate this Job Contract by giving in writing to the company 24 hours notice during your probationary period or one month's notice after confirmation of your employment or in lieu thereof a sum equivalent to the amount or pro-rated amount of wages which would have been accrued to you during the period or remaining period of notice.

6.2 The Company reserves the right, not to issue relieving letter of your services in the event that all or any of the Company's documents or property remains in your custody has not been properly handed over by you to the Company.

6.3 Absence for a continuous period of three (03) days without prior approval of your supervisor (including overstay of leave/training), can lead to your services

being terminated without prior notice or explanations.

We welcome you and wish you every success in your career with VK NEOPHYTECH PVT LTD. Kindly sign and return a copy of this letter in token of your acceptance and the terms and conditions set out herein. It is important that your signed acceptance is returned promptly as payroll will be unable to process your permanent appointment until the signed acceptance has been returned.

On the date of Acceptance of the offer please email the soft copies of the following documents for verification submission:-

1. KYC document copies.
2. Bank details.
3. Duly attested copies of educational certificates and mark sheets.
4. Relieving letter and experience certificate from previous employer(s).
5. Salary certificate from previous employer.
6. Passport sizes photograph.

Please feel free to contact me in case of any further clarification in any of the above.

Yours Sincerely



HR - OPERATIONS

.....
I hereby accept this offer of appointment on the conditions detailed above.

(Signature of Employee)

Date



Flat No 203, 2nd Floor, Vanijya Complex, KPHB Phase – I, Kukatpally
Hyderabad-85

Contact us - 9182871919

www.overseaseducations.com | Email: info@overseaseducations.com

Offer Letter

Date: March 7th, 2022

To,

Nagunuri Gangothri

Karimnagar

Telangana.

Dear Nagunuri Gangothri:

We are pleased to offer you employment at **Overseas Educations**. We feel that your skills and background will be valuable assets to our team.

As per our discussion, the position is **Tele caller**. Your starting date will be March 9th 2022.

Your Compensation charges include:

1. 8000 salary in training period for one month.
2. Referral Amount as follows
 - In case of local MBBS admission done 20000 per one admission
 - In case of abroad MBBS admission done 10000 per one admission
 - In case of BDS, BHMS, BAMS, BUMS admission done 5000 per one admission.

If you are unable to report on March 9th 2022 we will be considered you as not fit for this organisation.

I hope you agree all terms and conditions and hope to see you on date of joining.

We look forward to welcoming you as a new employee of **Overseas Educations**.

Regards

Veera babu

HR Recruiter

Overseas Educations.



OFFER LETTER

Dear **Guggilla Swathi**,

This letter is to formally offer you appointment of part time “**TUTOR**” position from **2022-05-06** as an Online Tutor in **VK NEOPHYTECH PVT LTD**. Your Remuneration will be **Rs.10,000/-(Ten Thousand Rupee only) Per Month**. This offer is conditional upon you providing originals of your qualifications and appropriate documentation detailing your experience. Copies will be taken, for filing on your personal file and the originals returned to you. Please also provide a valid I.D. as proof of address and bank account details for payment.

If you accept this offer of appointment you will be required to serve an initial probationary period of three months. It would generally be expected that your appointment would be confirmed after this period. However, provision does exist to extend the probation for a further period not exceeding six months or to terminate the appointment at any time during the probationary period if your service is not satisfactory.

VK NEOPHYTECH PVT LTD has the rights to terminate your appointment at any time during your employment without any notice and you will not be eligible for any claims what-so-ever it occurs. Should you decide to accept this offer of appointment please do sign this letter, retain one copy for your records and forward the other copy to the Company via Email.

EMPLOYMENT CONTRACT

Subsequent to our telephonic interview with you, we are pleased to issue an employment contract under the following terms and conditions:

1.0 Appointment:

1.1 You shall be appointed to the position of “**COMPUTER SCIENCE**”, “**TUTOR**”. You will join us no later than **2022-05-06**.

1.2 You shall be operating from Home but will serve the Company or any of its subsidiaries or associated companies in any other location within or outside India, should such situation arise.

1.3 Your employment with the Company is subject to:

(a) The accuracy of the testimonials and information provided by you during the interview and through your CV.

(b) You have to submit self-certified copies of your certificates evidencing your qualification and experiences.

(c) You being free from any contractual restrictions and or obligations preventing you from accepting this offer and or discharging your responsibilities ascribed to the position being offered by the above mentioned date.

2.0 Remuneration:

2.1 As an employee of the Company you shall receive a consolidated pay on monthly basis for the sessions that you take. Your salary will be **Rs.10,000/- (Ten Thousand Rupees only) Per Month** For 5 hours (125 Hours/pm) login time and having one day as weekly off.

2.2 Additionally you receive incentives or bonuses depending on your performance but at the sole discretion of management.

2.3 The remuneration paid to you has taken into consideration the status and responsibilities of the position you are being appointed.

3.0 Confirmation:

3.1 You shall serve a probationary period of three months. During the period of probation, the contract may be terminated by either party by giving 24hours notice in writing or payment of wages in lieu thereof.

3.2 On satisfactory completion of probation period your services will be confirmed by the management and you will be given an employee number.

3.3 The Company reserves the right to extend the probationary period in the event that your performance is not up to the expectation.

4.0 Code of Conduct:

4.1 You may, at all times, be required to carry out such duties and responsibilities as may be assigned to you by the Company and you shall faithfully and diligently perform these in compliance with the established policies and procedures, endeavoring to the best of your ability to protect and promote the commercial and good-will interests of the Company.

4.2 You shall keep details of your salary and employment benefits in strict confidence within and outside the Company unless where it is lawfully warranted.

4.3 You shall not disclose or divulge any confidential information related to the Company's business or its customers which may come to your knowledge or possession during the tenure of your employment, and which should not be disclosed or made public, save in the course of proper execution of your duties.

4.4 You hereby undertake not to make copies or duplicates of confidential or sensitive information, property or material, including but not limited to, keys, access cards, diskettes, CDs, DVDs, PPTs, Documents, Photographs or such other proprietary information relating to the Company's business.

4.5 You will be bound by the Code of Conduct and all other rules, regulations, policies and orders issued by the Company from time to time in relation to your conduct, discipline and service condition such as leave, medical benefits, retirement benefits, etc. as if these conduct rules, regulations, policies, etc all, are part of this contract of appointment.

4.6 This Offer letter is bound with 3 Months Contract, where you shall serve the company for 3 months year from the date of joining. In case if you wish to discontinue working with us then you are liable to pay Rs 10,000/- as a compensation to the company.

5.0 Working Hours:

5.1 Working hours (time) will be purely based on the student schedule from different states this may vary from time to time based on the nature and exigencies of business and customer service requirements. The working Time will be total of 5 Hours every day depending on the student schedule. Weekly One Off (rotational)

6.0 Termination of Employment:

6.1 Either the Company or you may at any time terminate this Job Contract by giving in writing to the company 24 hours notice during your probationary period or one month's notice after confirmation of your employment or in lieu thereof a sum equivalent to the amount or pro-rated amount of wages which would have been accrued to you during the period or remaining period of notice.

6.2 The Company reserves the right, not to issue relieving letter of your services in the event that all or any of the Company's documents or property remains in your custody has not been properly handed over by you to the Company.

6.3 Absence for a continuous period of three (03) days without prior approval of your supervisor (including overstay of leave/training), can lead to your services

being terminated without prior notice or explanations.

We welcome you and wish you every success in your career with VK NEOPHYTECH PVT LTD. Kindly sign and return a copy of this letter in token of your acceptance and the terms and conditions set out herein. It is important that your signed acceptance is returned promptly as payroll will be unable to process your permanent appointment until the signed acceptance has been returned.

On the date of Acceptance of the offer please email the soft copies of the following documents for verification submission:-

1. KYC document copies.
2. Bank details.
3. Duly attested copies of educational certificates and mark sheets.
4. Relieving letter and experience certificate from previous employer(s).
5. Salary certificate from previous employer.
6. Passport sizes photograph.

Please feel free to contact me in case of any further clarification in any of the above.

Yours Sincerely



HR - OPERATIONS

.....
I hereby accept this offer of appointment on the conditions detailed above.

(Signature of Employee)

Date

OFFER LETTER

Dear **Hafsa saleem**,

This letter is to formally offer you appointment of part time “**Tutor**” position from **2022-05-02** as an Online Tutor in **VK NEOPHYTECH PVT LTD**. Your Remuneration will be **Rs.10,000/-(Ten Thousand Rupee only) Per Month**. This offer is conditional upon you providing originals of your qualifications and appropriate documentation detailing your experience. Copies will be taken, for filing on your personal file and the originals returned to you. Please also provide a valid I.D. as proof of address and bank account details for payment.

If you accept this offer of appointment you will be required to serve an initial probationary period of three months. It would generally be expected that your appointment would be confirmed after this period. However, provision does exist to extend the probation for a further period not exceeding six months or to terminate the appointment at any time during the probationary period if your service is not satisfactory.

VK NEOPHYTECH PVT LTD has the rights to terminate your appointment at any time during your employment without any notice and you will not be eligible for any claims what-so-ever it occurs. Should you decide to accept this offer of appointment please do sign this letter, retain one copy for your records and forward the other copy to the Company via Email.

EMPLOYMENT CONTRACT

Subsequent to our telephonic interview with you, we are pleased to issue an employment contract under the following terms and conditions:

1.0 Appointment:

1.1 You shall be appointed to the position of “**English**”, “**Tutor**”. You will join us no later than **2022-05-02**.

1.2 You shall be operating from Home but will serve the Company or any of its subsidiaries or associated companies in any other location within or outside India, should such situation arise.

1.3 Your employment with the Company is subject to:

(a) The accuracy of the testimonials and information provided by you during the interview and through your CV.

(b) You have to submit self-certified copies of your certificates evidencing your qualification and experiences.

(c) You being free from any contractual restrictions and or obligations preventing you from accepting this offer and or discharging your responsibilities ascribed to the position being offered by the above mentioned date.

2.0 Remuneration:

2.1 As an employee of the Company you shall receive a consolidated pay on monthly basis for the sessions that you take. Your salary will be **Rs.10,000/- (Ten Thousand Rupees only) Per Month** For 5 hours (125 Hours/pm) login time and having one day as weekly off.

2.2 Additionally you receive incentives or bonuses depending on your performance but at the sole discretion of management.

2.3 The remuneration paid to you has taken into consideration the status and responsibilities of the position you are being appointed.

3.0 Confirmation:

3.1 You shall serve a probationary period of three months. During the period of probation, the contract may be terminated by either party by giving 24hours notice in writing or payment of wages in lieu thereof.

3.2 On satisfactory completion of probation period your services will be confirmed by the management and you will be given an employee number.

3.3 The Company reserves the right to extend the probationary period in the event that your performance is not up to the expectation.

4.0 Code of Conduct:

4.1 You may, at all times, be required to carry out such duties and responsibilities as may be assigned to you by the Company and you shall faithfully and diligently perform these in compliance with the established policies and procedures, endeavoring to the best of your ability to protect and promote the commercial and good-will interests of the Company.

4.2 You shall keep details of your salary and employment benefits in strict confidence within and outside the Company unless where it is lawfully warranted.

4.3 You shall not disclose or divulge any confidential information related to the Company's business or its customers which may come to your knowledge or possession during the tenure of your employment, and which should not be disclosed or made public, save in the course of proper execution of your duties.

4.4 You hereby undertake not to make copies or duplicates of confidential or sensitive information, property or material, including but not limited to, keys, access cards, diskettes, CDs, DVDs, PPTs, Documents, Photographs or such other proprietary information relating to the Company's business.

4.5 You will be bound by the Code of Conduct and all other rules, regulations, policies and orders issued by the Company from time to time in relation to your conduct, discipline and service condition such as leave, medical benefits, retirement benefits, etc. as if these conduct rules, regulations, policies, etc all, are part of this contract of appointment.

4.6 This Offer letter is bound with 6 Months Contract, where you shall serve the company for 6months year from the date of joining. Incase if you wish to discontinue working with us then you are liable to pay Rs 10,000/- as a compensation to the company.

5.0 Working Hours:

5.1 Working hours (time) will be purely based on the student schedule from different states this may vary from time to time based on the nature and exigencies of business and customer service requirements. **The working Time will be total of 5 Hours every day (Monday to Saturday) depending on the student schedule.**

6.0 Termination of Employment:

6.1 Either the Company or you may at any time terminate this Job Contract by giving in writing to the company 24 hours notice during your probationary period or one month's notice after confirmation of your employment or in lieu thereof a sum equivalent to the amount or pro-rated amount of wages which would have been accrued to you during the period or remaining period of notice.

6.2 The Company reserves the right, not to issue relieving letter of your services in the event that all or any of the Company's documents or property remains in

your custody has not been properly handed over by you to the Company.

6.3 Absence for a continuous period of three (03) days without prior approval of your supervisor (including overstay of leave/training), can lead to your services being terminated without prior notice or explanations.

We welcome you and wish you every success in your career with VK NEOPHYTECH PVT LTD. Kindly sign and return a copy of this letter in token of your acceptance and the terms and conditions set out herein. It is important that your signed acceptance is returned promptly as payroll will be unable to process your permanent appointment until the signed acceptance has been returned.

On the date of Acceptance of the offer please email the soft copies of the following documents for verification submission:-

1. KYC document copies.
2. Bank details.
3. Duly attested copies of educational certificates and mark sheets.
4. Relieving letter and experience certificate from previous employer(s).
5. Salary certificate from previous employer.
6. Passport sizes photograph.

Please feel free to contact me in case of any further clarification in any of the above.

Yours Sincerely

HR - OPERATIONS



.....
I hereby accept this offer of appointment on the conditions detailed above.

(Signature of Employee)

Date



Flat No 203, 2nd Floor, Vanijya Complex, KPHB Phase – I, Kukatpally
Hyderabad-85

Contact us - 9182871919

www.overseaseducations.com | Email: info@overseaseducations.com

Offer Letter

Date: March 7th, 2022

To,

Mamidi Hymavathi

Karimnagar

Telangana.

Dear Mamidi Hymavathi:

We are pleased to offer you employment at **Overseas Educations**. We feel that your skills and background will be valuable assets to our team.

As per our discussion, the position is **Tele caller**. Your starting date will be March 9th 2022.

Your Compensation charges include:

1. 8000 salary in training period for one month.
2. Referral Amount as follows
 - In case of local MBBS admission done 20000 per one admission
 - In case of abroad MBBS admission done 10000 per one admission
 - In case of BDS, BHMS, BAMS, BUMS admission done 5000 per one admission.

If you are unable to report on March 9th 2022 we will be considered you as not fit for this organisation.

I hope you agree all terms and conditions and hope to see you on date of joining.

We look forward to welcoming you as a new employee of **Overseas Educations**.

Regards

Veera babu

HR Recruiter

Overseas Educations.

