

December 2, 2022

Ref:HDBFS/22-23/HRIC75354/App/162741

Ms.Narsiman Swapna,
7-1-277/22, 6/B Special,
S.R. Nagar,
Hyderabad-500038

Dear Ms.Narsiman Swapna,

LETTER OF APPOINTMENT

Further to your application and subsequent discussions for employment, HDB Financial Services Limited ("Company") is pleased to appoint you as JR. OFFICER - PROCESSING on the terms and conditions as set out below.

Your Total Salary per annum is set out as attached in Annexure A. All remuneration, benefits and perquisites will be taxed in accordance with the provisions of Income Tax Act, 1961 and any other enactments in force from time to time.

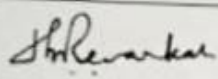
Terms and Conditions:

- a) You will be on probation for a period of 6 (six) months from the date of your employment. Subject to satisfactory performance during probation, your employment will be confirmed in writing. The Company shall have the absolute right to terminate your employment during the probation period by giving you 15 (fifteen) days' notice or salary in lieu thereof if your conduct, attendance, progress or performance is found to be unsatisfactory or for any other reason as the Company may in its sole discretion deem fit. If you wish to leave the employment with this Company during your probation period or post confirmation, you will mandatorily have to serve a minimum notice period of 1 (one) month or pay to the Company an amount equivalent to your 1 (one) months' salary in lieu of such notice period. It is clarified that, in the event of a termination of this Agreement by you, the decision whether or not to accept salary in lieu of the notice period will rest solely with the Company and you may be required to serve the applicable notice period instead of paying to the Company an amount equivalent to your salary in lieu thereof.
- b) Your appointment will be subject to the Company receiving satisfactory references and Contact Point verifications. You are required to furnish the name(s) of the references, who have supervised you in a professional capacity at some stage in your academic / professional career as may be required by the Company.
- c) Your duties and responsibilities will be explained to you on your joining the Company.
- d) Your initial place of posting will be at Hyderabad. You are initially assigned to services at our client premises, BANK HOUSE, RD NO 1 BANJARA HILLS. The Company reserves the right to change the duties assigned to you, transfer you, temporarily or permanently, to any other office / branch, subsidiary or associate of the Company or to any other place of business of the Company that is in existence or may come into existence at a future date. The Company further reserves the right to transfer you from one shift to another, depending upon the exigencies of work.

Registered Office : Radhika, 2nd Floor, Law Garden Road, Navrangpura, Ahmedabad-380 009.

Annexure A



Compensation Breakup		
Name		
Role	MS.NARSIMAN SWAPNA	
Grade	Jr. Officer - Processing	
Location	Grade-1	
Annual Compensation Break up	Hyderabad	
Basic		HDBFS Monthly
HRA	84,960	7,080
PDA	33,984	2,832
Provident Fund (Employer's contribution)	22,656	1,888
Gross Salary (A)	12,912	1,076
	1,54,512	12,876
ESIC (Employer's contribution)----(B)	4,602	384
Gratuity----- (C)	4,087	341
Total Fixed Compensation (D=A+B+C)	1,63,201	13,600
Note:		
This Offer is subject to positive Contact Point Verification, Reference checks & CIBIL/SAS check. Your consent for candidature of the company will be considered as consent for accessing your CIBIL report.		
Employee and Employer's contribution towards ESI will be 0.75% & 3.25% respectively		
Gratuity is as per "The Payment of Gratuity Act".		
You will be covered under Group Personal Accident Insurance as per policy of the Organization		
		Ref:HDBFS/22-23/HRIC75354/Appt/162741

I accept the terms and conditions as mentioned in the Appointment letter.

Ms.Narsiman Swapna

CANDIDATE DETAILS

BASIC INFO

HTNO	: 2235501030	Rank	: 10654
Name	: HEENA TABASSUM	Father's Name	: SYED RASOOL
Mother's Name	: RIZWANA BEGUM	Gender	: F
Date of Birth	: 04/07/2002	Email ID	: tabassumheena79@gmail.com
Mobile No	: 9059657358	Alternate Mobile No	:



EDUCATION INFO

SSC HTNo.	: 1716110047	SSC Year of Pass	: 2017
Inter HTNO	: 1949218618	Inter Year of Pass	: 2019

QUALIFYING EXAMINATION INFO

Qualifying Degree	: BA		
Marks in Qualifying Degree	: 8.85	Max. Marks in Qualifying Degree	: 10

Other Info

LOCAL REGION	: OU	RESERVATION CATEGORY	:
MINORITY	: Muslim	EWS	: NO
Parental Income	: Lower		

Provisional Allotment Details

Alloted College	: NAWBSOC - Nawab Shah Alam Khan College of Education, Yennepally, vikarabad, R.R. Dist.	Course	: SOCIAL STUDIES
College Type	: Unaided	Payment Type	: REG
Under Alloted Category	: REG_OPEN_OU_GEN	Alloted in	: Phase I

Fee Details

Course Fee Rs	: 32000.00 /-
Green Fund	: 100 /-
Total Amount to be paid Rs	: 100.00 /-



Nawab Shah Alam Khan College Of Education

Dhannaramroad ,YennePally,Vikarabad,Phone No-9959221056

Original Certificates Received For B.EdCourse AdmissionProgramme(2022-2024)

Received the following Certificates from: Asma Tarannum

S/o/w/O/D/o: Md Amjad Ahmed Subject

(Method -I): Social Studies Method-II: Urdu

Medium: Urdu Date: 08/11/2022

Received Documents (Yes/No) :

1. SSC Memo : Yes

2. Intermediate Memo : Yes

3. Degree Consolidated Memo (BA/BCOM/BSC/BZC/BTech/BE): Yes

4. Degree Convocation Certificate : No

5. Degree Provisional Certificate : Yes

6. Degree Migration Certificate : No

7. Transfer Certificate : Yes

8. Community Certificate : Yes

9. Bonafide Certificates : (7-C, 5-X Inter, Degree) (04)

10. Income Certificate: Yes

11. Minority Certificate Yes

12. PH/NCC/CAP/Sports Certificates No

13. /

14. /

Bala
08/11/2022

Nawab Shah Alam Khan College Of Education
Yennepally (V) Vikarabad Dist-501101 TS
College Code - 2488

Nawab Shah Alam Khan College Of Education
Signature of the Receiver With College Seal
Yennepally (V) Vikarabad Dist-501101 TS
College Code - 2488

(Ms)
Nawab Shah Alam Khan College Of Education

Dhannaramroad ,YennePally,Vikarabad,Phone No-9959221056

Original Certificates Received For B.EdCourse AdmissionProgramme(2022-2024)

Received the following Certificates from: Adiba Afra
S/o/w/O/D/o: Mohd Anees Subject
(Method -I): Social Studies Method-II: Urdu
Medium: Urdu Date: 08/11/2022

Received Documents (Yes/No) :

1. SSC Memo : -Yes-
2. Intermediate Memo : -Yes-
3. Degree Consolidated Memo (BA/BCOM/BSC/BZC/BTech/BE): -Yes-
4. Degree Convocation Certificate : -No-
5. Degree Provisional Certificate : -Yes-
6. Degree Migration Certificate : -No-
7. Transfer Certificate : -Yes-
8. Community Certificate : -Yes-
9. Bonafide Certificates : (I-IV) & VII, Inter, Degree - (04)
10. Income Certificate: -Yes-
11. Minority Certificate -Yes-
12. PH/NCC/CAP/Sports Certificates -No-
13. / / / /
14. / / / /

Balo 08/11/2022
Nawab Shah Alam Khan College Of Education
Yennepally (V) Vikarabad Dist-501101 TS
College Code - 2488
Signature of the Receiver With College Seal

Y.P.R. COLLEGE OF EDUCATION

(Established by: Y.B.R. EDUCATIONAL SOCIETY)

(Recogn by NCTE, Permitted by Govt. of T.S)

(Affiliated to Osmania University)

College Code : 6298 [YPRM]

Haveli Ghanpur, Medak Dist - 502113.

Admn.No. 1574

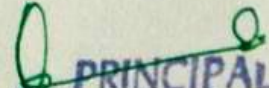
Date: 23/01/2023

BONAFIDE CERTIFICATE

This is to certify that Mr. / Miss Sobiya Begum

S/o. D/o. Sri MD. fazal is / was a

bonafide student of this college during the year 2022 - 20²³ course B.Ed


PRINCIPAL
Principal
YPR College of Education - 6298
HAVELI GHANPUR,
MEDAK - 502113