



Sec No. 11, Sector -01-B,  
Vijay Nagar, Bengaluru-560040



+91-9119079049

We are dealing in Home Loan, Shop Loan, Flat Loan, Complex Loan, Agriculture Loan, Sale-Purchase Loan, Project Loan, Education Loan, Payslip Loan, Business Loan, Loan Against Property, etc

## JOINING LETTER

To,

Mr/Mrs

S/D/W/o Mr/Mrs

Dear Mr/Mrs

We are pleased to appoint you in our organization as  
w.e.f. 17-10-2024 on the Following Terms & Conditions: -

AGENT GRADE: Aarya Finance Private Limited

### Annual compensation:

Your Annual compensation package (approx.) will be ON SALARY BASIS Rs. + GROUP to GROUP FILES PER MONTH ( % OF INCENTIVE OF LOAN AMOUNT AFTER DISBURSEMENT) with T.A. & D.A. Rs. 2500/- subjects to deductions as per Govt. rules and any other Govt. taxes and Levis as may be applicable.

### Location

Your initial place of position will be our office However the organization reserve the right to transfer you at any other office/branch, subsidiary or association Company of the organization in India that is in existence or may come into existence at a future date. On your transfer you will governed by the company rule applicable to the establishment to which you are posted.

### Duties and responsibilities

- A. The Company will expect you to work with a high standard of integrity, initiative, efficiency and economy.
- B. You will devote your entire time and attention to the work of the company and will not undertake any direct/indirect business or work honorary or remunerative expect with the written permission of the management in each case, contravention of this will lead to the termination of your service without any notice or any compensation in lieu of such notice.
- C. You shall not seek membership of any local or public bodies without obtaining written permission from management by words of month or otherwise, or deals of the company system of working, technical Know how, security arrangement and/or organization matters of a confidential/secret nature, which may be privileging to know by virtue of your being the company employee.
- D. You shall keep confidential all the information and material provide to you by the company or by its clients concerning their affairs in order to enable the company to perform the service, this also includes such information as is already known which also, you will not release, use or disclose expect with the prior written permission of the company, your obligation to keep such formation confidential shall remain even after termination after cancellation of this employment.



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### **Probationary Period:**

Your appointment shall be for the period of six month on probation, at the end of which the decision will be taken by the organization to extent/termination your tenure, the extension if Permissible will be at same salary unless otherwise specified. The decision of the company so taken Shall & binding on you. It may be clearly noted that company will need at least 15 days salary in lieu. Thereof, in case you wish to leave the company during the tenure of notice period, The company Reserves the right to terminate your services by giving you a 24 hours notice.

### **Secrecy:**

You will be required to act in the best interest of the organization always. You shall not discuss, Divulge, or make public to any person/ Third party at any time during your services with the Organization or there after any information, truncation, Secrets, relating to business of the Company. Which may come within your possession in the courses of work.

### **Alternate Employment:**

During the period of services with organization you will not accept or perform any Part-time or other work for remuneration without obtain prior sanction the organization.

### **Leave:**

In case of any leave taken under circumstances, for which approval was not taken Obtained immediate information will be require to sent. In case if you fail to do so, Management will have the right to take the action against you as per company rule.

### **Increment:**

Your increment and prospects in the company shall entirely depend on your appraisal depends on Efficiency Hard work and regularity in attendance, sincerity, good Conduct companyâ€™s performance And such other relevant factors as adjudged by the management. I appreciate your willingness to serve in this position, and I am confident that your time will be spent In a manner to improve the state business of UTTAR PRADESH (city name)

### **Reference Checks:**

Your appointmwnnt will be subject to the organization receiving sartisfactory refrences, Please furnish the name of the references, who have supervised you in a professional capacity at some stage in your professional career. Not with standing anything contained in the avobe paragraphs, your services may be terminated by the organization if you are found to be indulging in a cuts of commission/omission which may be prejudicial to the interest of the organization, or any act of dishonesty, disobedience, insubordination are any other misconduct or neglect of duty or incompetence in the discharge of duty on your part.

### **Past Records:**

If any declaration given or furnished by you to the company proves to be false or if you are found to have will fully surpressed any material information in such case you will be liable to removal from without any notice. Not with standing anything contained in this letter, should you contravene or breach any of the foregoing terms and conditions of service, the company will be entitled to terminate your service forthwith without compensation, notice period or salary in lieu thereof and without prejudice to other legal rights/remedies available to the company.

However,



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no notice would be required to be given by the management in case the employee has concealed/suppressed information or is found guilty of gross indiscipline, fraud, misappropriation or acting against the interest of the office.

#### General:

- You are required to submit the following documents, if you have not submitted the same earlier:
- a. Certification in support of your education, experience, date of birth and other testimonials in together with copied thereof.
  - b. Two copies of your recent passport size colored photographs.
  - c. Two copies of postcard size colored photographed, if entitled for E.S.I. benefit.
  - d. Relieving letter from your last employer in case you were employed.

#### Relieving:

In case of leaving the company, you will return to the company all papers/ documents or any other item belonging to the company.

#### Change of Address:

Any changes in your status of residential address should be notified in writing to the company. We welcome you to Mahalaxmi Finance Private Limited And look forward to having a long and mutually beneficial association with you.

#### Authorized Signatory



Aarya Finance Private Limited

I have read and understood the above terms and conditions of the appointment letter and hereby give my acceptance to the same.

Working Under:

Phone:

#### SIGNATURE AND THUMB IMPRESSION



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