

Ref: 025-CDR/02386/22

BAINA- VASCO - GOA

Date:20/05/2022

Mr. SHRIRAJ EKNATH NAIK(MF60017)
151/A
VASCO
SOUTH GOA
403802

Sub: LETTER OF APPOINTMENT

With reference to your application dated **18/05/2022**, and subsequent interview you had with us, we are pleased to appoint you in our organization as **JUNIOR RELATIONSHIP EXECUTIVE** with effect from **20/05/2022** on the following terms and conditions:

1. You will be appointed on contract for a period of eleven months from the date of joining. The Management may at its sole and absolute discretion decide to extend your contract for such period/s as it deems fit and proper. If your performance or conduct is not satisfactory or any adverse reports received regarding your antecedents, your service will be terminated at any time during the period of the contract without any notice or payment in lieu of notice. The company management will be the sole judge as to the question of your work and/or performance being satisfactory or not and as to whether you are suitable to the organization or not and the decision of the company management shall be binding on you
2. You will be paid salary of Rs. **15,000.00 (Rupees Fifteen Thousand Only)** per month during your period of probation including all allowances. You will be eligible for Contributory Provident Fund, ESI, etc as per the rules of the Company.
3. If you desire to withdraw your placement, you shall give one month notice or one month salary in lieu of such notice to the organization of your intention to do so. During the contract period, in case of misconduct or indiscipline on your part, the company reserves the right to terminate your service without any notice or salary in lieu of notice.
4. At any time during your employment in the organization, the Management shall have the right to require you to subject yourself for medical examination at the organisation's cost by any Registered Medical Practitioner of the choice. If on such examination you are found to be medically unfit then your appointment shall stand automatically forfeited and your services are liable to be terminated by giving you one month notice or salary in lieu of notice
5. During your employment with the organization, you shall be subject to such rules and regulations as are made by the organization from time to time at its discretion, whether they are individually notified to you or not.
6. If you are absent from work without leave, intimation/permission continuously for 15 days or more, you shall be deemed to have abandoned your employment with the company with effect from the date of commencement of such absence.
7. You will work in the Section/ Department wherever you are placed and shall discharge the duties assigned to you from time to time to the utmost satisfaction of the organization. Salary will not accrue or become due or payable to you unless you have executed or carried out the work assigned to you by the Management. You shall also work extra time on normal working days and also on weekly/paid holidays whenever called upon to do so depending on exigencies of work of the organization
8. Your services are liable to be transferred from one post to another, from one job to another, from one department to another or any of the organization's offices/ branches or workplace or sites or any sister concerns/ divisions anywhere in India whether existing or to be opened in future..

9. You shall not engage yourself directly or indirectly in any other business or employment while you are in the service of the company and you shall devote your whole time and best skill and efforts in the service of the company.
10. You shall do everything within your duties and take precautions to safeguard the organization's property and interests and to prevent any loss or damages to the organization's property caused due to negligence, mishandling or non - performance during the course of your duties or otherwise.
11. You shall not take any papers, books, documents, computer software materials, or any other property of the organization out of the workplace/ premises nor shall you in any way at any time disclose, divulge to anybody or make public any information or matter concerning the activities, accounts, transactions, dealings, trade/ business secrets, or information relating to or of the organization or its business or otherwise, whether the same may be confided in you or become known to you in the course of your employment or otherwise, not only during your service but even after you cease to be in the service of the organisation. You shall be responsible for and shall take care of all books, computer software materials, documents or any other property(ies) of the company generally and specifically entrusted to you.
12. In the event of your leaving the service of the company either by termination or your deciding to leave our employment of your own or for any other reason, then you will be obliged to account for and return any property including cash if any in your custody or charge or due from you and all books and records of the company in your possession. Your failure to comply with the same shall give the right to the organization to withhold your salary, monetary benefits, dues and property apart from any other action which the organization shall deem fit to initiate against you in the matter. In the interest of this organisation, you agree that you will not be taking up any other assignments with any of the competitive firms of this company (viz. other non - banking finance companies or scheduled banks doing gold loan business) within 2 years of the date of relief.
13. You are required to submit the following documents and certificates in original at the time of your joining duties.
 - a) Birth Certificate or authentic documentary evidence like SSLC Certificate to prove your correct date of birth.
 - b) Documents in proof of your educational and other technical qualifications and previous experience if any.

If the above terms and conditions are acceptable to you, you may return the duplicate copy of the letter duly signed signifying your acceptance and report for duty on **20/05/2022** at **BAINA- VASCO - GOA** after complying with the aforesaid conditions of employment.

We welcome you and hope our association will be long and mutually rewarding.

Yours faithfully,

for MUTHOOT FINANCE LIMITED

Deputy General Manager – Business Partner



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The Muthoot Group - 20 Diversified Business Divisions

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