

Employee Code : 286810

Personal & Confidential

Date of Joining : May 04, 22

Name : JEEVAN LAL S

Location : Patna

Dear JEEVAN LAL S ,

Further to the interview & discussion you had with us, we are pleased to offer you as Sales Officer, in Retail Assets - Gold Loan (cost code: 117) at branch (4434), Patna on the following terms and conditions:

BAND : SO.

Basic Salary : 12500.00 Rs. /-pm

HRA : 2500.00 Rs. /-pm

Total : 15000 Rs. /-pm

(The above compensation will be payable to you every month in the salary. You may claim income tax exemption as applicable within the parameters of the applicable tax structure)

Provident Fund:

You will be covered under the Bank's Provident Fund Trust. The Bank shall contribute 12% of your base salary towards provident and pension funds in accordance with applicable laws.

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The details of your remuneration and benefits are given in Annexure.

1. Probationary Period:

- 1.1 You will be on probation for a period of six months or such extended period as may be decided by the Bank based on your performance during the probation period.
- 1.2 On satisfactory completion of your probation period, including that of extended period, if any, you will be confirmed in the services of the Bank in writing.

2. Notice Period:

- 2.1 In case you decide to leave the Bank's services during probation period, you will be required to give fifteen 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 salary in lieu of the notice period so reduced/waived off. Bank, during your probation, at its discretion can decide to relieve you by giving fifteen days notice or Salary in lieu of notice.
- 2.2 In case you decide to leave the Bank's services 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 the Bank the salary for the notice period so reduced/waived off. Bank, after confirmation at its discretion can decide to relieve you by giving month's notice or Salary in lieu of notice.

3. Job description:

Your duties and responsibilities will be explained to you on your joining the bank. However, you shall execute and perform all such duties that may be assigned to you by the Bank from time to time and the Bank reserves its right to change these at its discretion.

4. Location & Transfer:

Your initial place of posting will be Patna. However, the Bank reserves the right to transfer you to any other Office/Branch, Subsidiary or Associate Company of the Bank, in India, that is in existence or may come into existence at a future date.

5. Secrecy:

It is a condition of your employment that you will not, for whatever reason, divulge without an express written authority from the Management, any information relating to the Bank or any of its constituents or employees, as received by you in the course of your employment and after the cessation of your employment with the Bank.

6. Alternative Employment:

During the course of your employment with the Bank, you will not engage yourself directly or indirectly in any trade, business, occupation, employment, service or calling whether for remuneration or otherwise, without the prior written consent of the Bank. Any act in contravention of the above provision shall entail initiation of appropriate action as deemed fit by the Bank.

7. Termination of employment:

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

8. Conditions Precedent:

- a) Bank reserves the right to seek references from your current / previous employer (s), at any stage, subsequent to your acceptance of this offer letter.
- b) The self-declaration given by you in respect of your medical fitness is in order.
- c) The Bank receiving attested copies of all your degrees and professional qualifications certificates, if any.
- d) Your successful completion of Graduate/Post Graduate/Professional course which is currently ongoing or the results are awaited and basis which you have been interviewed and offered and submission of pass certificate within one month of publication of result.(If applicable)
- e) The terms and conditions set out in this letter of appointment constitute service conditions applicable to your employment in the Bank and with regard to any dispute arising thereof, the Mumbai Courts will have exclusive jurisdiction.



We understand your world

HDFC bank Ltd.,
I-Think Techno Campus,
Building Alpha, Next to Kanjur
Marg Railway Station(East)
Kanjur Marg(E),
Mumbai-400 042

If you are agreeable to the above mentioned terms and conditions, please intimate your acceptance to us by return copy of this letter, duly signed by you, within two days of receipt. In case no confirmation is received within the above mentioned period the appointment letter shall be deemed to have been withdrawn.

We welcome you to HDFC BANK and look forward to having a long and mutually beneficial association with you.

Yours truly,

For HDFC Bank Limited

Ranga Subramanian

Vertical Head HR - Sales

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

Signature of Applicant

Date:

This is a system generated letter hence signature is embossed on the same.

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Regd.Office : HDFC Bank Limited, HDFC Bank House, Senapati Bapat Marg, Lower Parel (West), Mumbai - 400 013
Corporate Identity No: L65920MH1994PLC08O618

Annexure - A

Remuneration:

Basic Salary	Total Salary – HRA
HRA	Fixed
Total Salary	Basic Salary + HRA

Incentives:

You will be eligible for monthly Performance Linked Incentive Pay, as per the policy of the Bank.

Benefits:

- Total Medclaim cover of Rs.1,00,000/- for self and spouse (Parents and Children not covered).
- You will also 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.

I read & understand the Annexure – A

Signature of Applicant

Name:

Date:

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Important Note on Grooming Standards

As employees of HDFC Bank, we, in our interactions with customers, clients, vendors and business associates, are the face of the Bank. It is therefore imperative that each of us applies a certain amount of prudence in the choice of our attire and grooming standards. **Office attire should be smart and appropriate for conducting business on behalf of the Bank at all times.**

Grooming standards for Men

Hair- Should be conservative, well maintained and cut short.

Moustaches / beards neatly trimmed or face clean shaven - daily maintenance mandatory. After-shave (optional)

Attire- Formal wear: Trousers must be in dark to medium colour tones (black, brown, navy blue, gray or beige)

Shirts should be with full-length sleeves and worn with a tie (mandatory).

If the occasion so demands (formal function / business call to an important Corporate / Client etc.)

a blazer or suit appropriately chosen for the weather should be worn.

Saturdays: Smart casuals are acceptable, Semi formal trousers, Denim trousers, Collared T-shirts, Semi-formal shirts, Shirts with checks

Footwear- Leather laced shoes with socks and coordinated with the trousers and belt.

Socks must be in basic colours (black, brown, dark blue, gray or beige), coordinated with the trousers and calf length. Only on Saturdays, semi formal shoes in leather, calf leather or suede.

Others- Neatly cut short nails, No ornaments except for obligatory ring or kada.

Grooming standards for Women

Hair- Should be simple and clean, neatly combed at all times. Long hair may be tied in a bun or a plait

Indian formal wear: Indian saris, Salwar suits.

Western formal wear: Suits in basic colours. Preferably in black, dark brown, navy blue, beige or very light shades

Attire- Formal shirts with formal trousers or skirts.

Saturdays: Smart casuals are acceptable, Full length denim trousers, Skirts, Kurtis, Semi formal blouses and tops

Footwear- Leather sandals or sandals of similar material, Closed shoes, Shoes must be well coordinated with clothes.

Others- Neatly cut nails, Simple elegant ornaments, Basic daywear makeup along with perfume/deodorant