

HR/2019/38837

May 30, 2019



To,
Anjali Maity,
D/O Askhok Kumar Maity ,
Janubasan,
Purba Medinipur, Contai
West Bengal

OFFER LETTER

Dear Anjali Maity,

With reference to our discussion, we are pleased to offer you the position of **Branch Operations Executive** in **Front Office Operations Department** at a grade of **Executive** and invite you to join **RBL FinServe Ltd** at **Kolkata-West Bengal**.

Your Cost to the Company will be **INR 150396/- per annum (Rupees.One Lakh Fifty Thousand Three Hundred Ninety Six Only)**, the detailed break-up is attached in Annexure 1.

The allowances, benefits and other terms and conditions of your employment would be as per company policies as applicable from time to time. Your compensation would be reviewed based on your performance in future as per Company Policy.

We welcome you on board the detailed appointment letter would be given to you at the time of joining. As discussed you are required to join on or before **June 06, 2019** failing which your offer will be considered as cancelled, until & unless the DOJ is extended with the consent of management. You are requested to get the documents mentioned in the attached checklist (Annexure 2) at the time of joining.

Validity of this offer is subject to the appropriate reference checks & verifications, if found unsatisfactory this offer will be considered as null & void, the decision regarding the same would be totally at the discretion of the company.

Please sign the duplicate copy of this letter as a token of your acceptance of the offer.

We look forward to your enduring relationship with the Company.

Warm Regards,
For RBL FinServe Ltd.

Gunjan Grover
Chief Operating Officer

www.rblfinserve.com

RBL FinServe Limited (formerly: Swadhaar FinServe Pvt. Ltd.)

Registered Office: D/401, Lotus Corporate Park, CTS No. 185/A, Graham Firth Compound, Jay Coach, Western Express Highway, Goregaon (E), Mumbai – 400 063 | CIN: U74110MH2007PLC175181 | Tel: 022-33183500/33817300

COMPENSATION ANNEXURE 1	
Employee Name	Anjali Maity
Grade	Executive
Designation	Branch Operations Executive
DOJ	June 06, 2019
Details	Annual (Rs.)
a) Salary	
Basic	116244
HRA	5812
Other Allowance	0
Total Gross (A)	122052
b) Retirals	
Employer Provident Fund	13944
Gratuity*	5589
ESIC	5808
Total Retirals (B)	25341
Total (A+B)=C	147392
d) Benefits	
Medical Insurance	3000
Annual Total – CTC (C+D)	150396
e) Deductions	
Employee Provident Fund	13949
ESIC	2136
Professional Tax	As per applicability

Please note:

* Payable as per the Gratuity Act

**The Professional Tax, EPF, ESIC, LWF and Other Taxes will be deducted as per applicable laws from time to time.

Additional Benefits:

1. Mediclaim Insurance Coverage in case of hospitalization.
2. Accident Group Insurance Coverage for Self.
3. Term-Life Insurance Coverage for Self.

Family, for this purpose, is defined as Self, Spouse and two children who are dependent and unmarried up to a maximum age of 25 years.

Annexure 2

You are requested to carry the below documents with you on your date of Joining:

1. PAN Card
2. Aadhaar Card
3. Passport size 4 Photos
4. Cancelled Cheque/Bank account Passbook
5. Resignation acceptance from your last company
6. Salary slip (last 3 months)
7. Education Certificates & Marksheets
 - a. High School Marksheet
 - b. Intermediate Marksheet
 - c. Graduation Certificate/marksheets
 - d. Post-Graduation Certificate/marksheets
8. Relieving Letter of previous two organisations