

OFFICE OF THE IQAC COORDINATOR
DR. B.K.B. COLLEGE, PURANIGUDAM

Nagaon, Assam: 782141

Established: 1967

Dr. Abinash Bharali

Coordinator, IQAC

Dr. B.K.B. College, Puranigudam

Contact No. 8638921458/8876415278

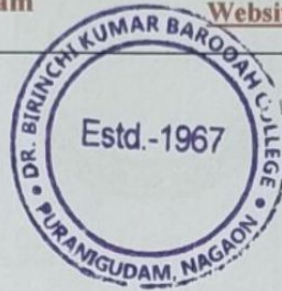
E-Mail: iqacdrbkbcollege@gmail.com

abinash.bharali1984@gmail.com

Website: www.bkbcollege.in

Reference No.

Date:



DETAILS OF PLACEMENT OF STUDENTS

Session: 2018-2019

As per the records collected from the departments of the college and by the Office of IQAC, the following students have successfully completed their degrees at the college and got placement at different institutes or offices in the academic session: 2018-2019.

Name of Student placed	Program graduated from	Name of the Employer
Dhruba Jyoti Borah	B.A. Honours in Assamese	Commandant, 26th AP (IR) BN, Mankachar, Assam
Tumpa Borah	B.A. Honours in Assamese	Principal I/C, Dr. B.K.B. College, Puranigudam
Jyotismita Gohain	B.A. Honours in Assamese	Co-Ordinator, Kalaguru Junior College, Bamuni, Nagaon
Kaustav Saikia	B.A. Honours in Assamese	Superintendent of Police, Nagaon, Assam
Mr. Chiranjib Bhuyan	B.A. Honours in Assamese	Senior Manager-HR, M/S. Annapurna Finance Pvt. Ltd., Area Manager, Annapurna Finance Pvt. Ltd.: 7086041502
Saurav Konwar	B.A. Honours in Geography	4th Assam Police Task Force Battalion, Howly, Barpeta, Assam
Himangsu Baruah	B.A. Honours in Geography	26th Assam Police (IR) BN, Mankachar
Uttam Das	B.A. Honours in Geography	Bajaj Allianz Life Insurance Company Ltd.

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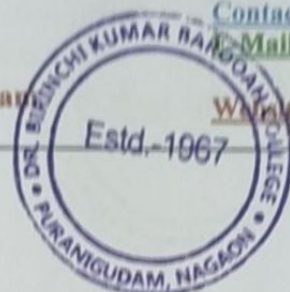
Mail:

iqacdrbkbccollege@gmail.com

abinash.bharali1984@gmail.com

Website:

www.bkbccollege.in



Reference No.

Date:

Tribeni Timungpi, Ph. 6001076792, Email- 60010tribeni@gmail.com	B.A. Honours in English	Don Bosco English Medium School, Kathalguri, Chapanalla, Nagaon
Jensing Kro, Ph. 9101773946, Email- zensing2001@gmail.com	B.A. Honours in English	Don Bosco English Medium School, Kathalguri, Chapanalla, Nagaon
Surender Kumar Bhagat, Ph. 7290962089, Email- surenderbhagat143@gmail.com	B.A. Honours in English	SBI Business Management Services Pvt. Ltd., Gurgaon, Delhi
Mousumi Borah, Ph. 7605008620, Email- 97mousumiborah@gmail.com	B.A. Honours in English	Regional Manager-HR East, Ujjivan Small Finance Bank Limited
Chinmoy Baruah	B.A. Honours in Economics	V Mart, Assistant Store Manager
Pinki Gogoi	B.A. Regular	Regional Manager-HR East, Ujjivan Small Finance Bank
Biswajit Borah	B.A. Regular	Regional Manager-HR East, Ujjivan Small Finance Bank
Riku Sarmah	B.A. Regular	9th A.P. Bn, Barhampur(Nagaon)
Achyut Saikia	B.A. Regular	4th Assam Police Task Force Battalion, Howly, Barpeta, Assam

Abharali

(Dr. Abinash Bharali)

IQAC, Coordinator

Dr. B.K.B. College, Puranigudam

IQAC
Coordinator
Dr. B.K.B. College
Puranigudam,
Nagaon :: Assam



APPOINTMENT LETTER

OFFICE OF THE COMMANDANT 26th AP(IR) BN, CHAMRASALI, MANKACHAR, ASSAM

MEMO NO. BN. 25/IR/APPT/2018/2825-2913

DATED 04/08/2018

Name DHRUBA JYOTI BORAH

Son of Khagen ch. Borah viii. Pahukata

P.O. Bhelaguri P.S. Samaguri Dist. Nagaon (Assam)

In Pursuance of Memo No. FB/1/302/2015/489 dated 04/07/2018 of the A.P. Headquarters, Ulubari, Guwahati, having been declared medically fit and on receiving favourable Police Verification Report, you are appointed as CONSTABLE (AB) temporarily w.e.f. 01-08-2018 in the P.B.-2 Rs. 14,000-49,000/- + Grade Pay Rs. 5,600/- PM and other allowances as per Assam Services (Revision of Pay) Rules, 2017 subject to the following conditions :-

1. You are appointed purely on temporary basis and will be liable to be discharged without any prior notice or assigning any reason thereof.
2. You will be liable to be discharged without notice if you are found unsuitable and undisciplined.
3. Your appointment will be governed by the New Pension Rules under Govt. Notification No. BW-3/2003/PT-1/11 dated 25-01-2005.
4. Your service shall be governed as per Rules and Acts of Assam Police.
5. You will have to undergo Basic Course of Training of Constable as and when department desires.
6. You will have to serve in this department at least for 3(three) years otherwise entire cost of training has to be refunded.
7. You are liable to serve in any part of Assam and in any branch of Assam Police after completion of your training.

Dated 04/08/2018


COMMANDANT

26th AP(IR)BN

OFFICE OF THE PRINCIPAL
DR. B.K.B. COLLEGE

Vill+P.O.: Puranigudam, Nagaon-782141 (Assam)
Estd. 1967

Md. Abdul Hashem
Principal In-Charge
Dr. B.K.B. College, Puranigudam.

Phone: 881188685
E-Mail: bkb.college@hotmail.com
Website: www.bkbcollege.in

Ref. No. BKBC/ESH./ASM/2018/15201 (A)

Date: 23/08/2018

To

Miss Tumpa Borah
Gereki, Rupahi, District: Nagaon, Assam.


Sub: Appointment of Assistant Professor in the Department of Assamese.

Madam,

You are hereby appointed as Assistant Professor in the Department of Assamese of this college on contractual basis for a period of 89 (eighty nine) days only per month at a fixed pay of Rs. 5000/- (five thousand) only against college post.

You are hereby informed to join on or before 24/08/2018.

Yours faithfully


23.08.2018
(Md. Abdul Hashem)
Principal I/C, Dr. BKB College
Puranigudam, Nagaon, Assam

**OFFICE OF THE SUPERINTENDENT OF POLICE,
NAGAON ::: ASSAM.**

Memo No. R/ Comp/2018/266/ Appt/Pt-II/ 1854 Dated. Nagaon, the 26/02/2019.

APPOINTMENT LETTER.


To

Sri Kaustav Saikia,
S/O- Lt. Pradip Kr. Saikia
Vill.- Bhotai gaon
PO- Uriagaon
PS- Nagaon
Dist.- Nagaon, Assam.

As recommended by the DLC Nagaon conveyed vide Letter No. NRA.61 2015/33 Dated 07-10-2016 and approved by the SLC, Assam Guwahati conveyed by the Asstt. Inspector General of Police (W & S), Assam, Guwahati vide Memo No. Welfare / Comp / Appt / 435/146, dtd. 18-01-2019, you have been selected for appointment as AB Constable on compassionate ground in the P.B. of Rs. 14000/- to 49,000/- plus Grade pay Rs. 5600/- along with other allowances as per Rule subject to the following condition.

1. Your appointment is purely on temporary basis and will be liable to be discharged without any prior notice or assigning any reason thereof.
2. You will be liable to be discharged without notice if you are found unsuitable and indisciplined.
3. Your appointment will be governed by the New Pension Rules under Govt. Notification No. BW-3/2003/Pt-II/1 dated 25.01.2005.

You should report at Police Reserve, Nagaon for your appointment for the post within 7 (seven) days from receipt of this letter.


Superintendent of Police,
Ch/20 Nagaon, Assam



ANNAPURNA FINANCE

GROWING TOGETHER

CIN: U65999OR1300PT0014831

30/3/2019

ANNAPURNA FINANCE PVT. LTD.
MIS: 1017019

To,
Mr. Chiranjib Bhuyan
A.T. Puranigudam, PO- Puranigudam
DIST. Nagaon (Assam)

OFFER LETTER

Dear Mr. Chiranjib,

It is our pleasure to extend the following offer of employment to you on behalf of Annapurna Finance Pvt. Ltd., further to the interview and discussions you have had with us. You are appointed to the position **Field Credit Officer** in **Gogamukh** and you are expected to join duty on **30/03/2019** under the following terms and conditions, failing to which the offer stands cancelled:

- You will be working as a trainee for **two months** from your date of joining with us and after successful completion of your training period your service for the above designated post will be confirmed. You have to serve 1 month of notice period or salary in lieu of that on resignation of services during the training period.
- During training period of Two months, you will be paid consolidated amount of **Rs. 8000/- (Rupees Eight Thousand Only)** as stipend plus T.A, D.A, if any.
- You will not be entitled for any kind of incentives during the training period.
- You will not be entitled for any kind of leave except sick leave during the training period.
- You have to report to **Area Manager, Contact Number: 7086041502** for joining and for any further information concerning your appointment.

You must bring your vehicle at the time of reporting to your concerned Branch Offices. After completion of your probation period successfully you will receive a written communication about your confirmation of services at AFPL. You have to serve two months notice period or salary in lieu of that on resignation of services after your confirmation. It will be the discretion of the management to relieve you earlier than the expiry of notice period. In that event you will be entitled to salary for the unexpired period of notice. It is made clear that during the notice period you will not be entitled to avail any leave even when it will be to your credit.

You may be transferred to any other branch as per the requirement of the company which will be decided by your concerned Branch Office. Your appointment will be further subject to the verification of your credentials, testimonials and other particulars mentioned by you in your application at the time of your appointment. In case it comes to the notice of the Management that the particulars given by you in your appointment were wrong or concealed, your appointment shall be rendered void abinito and will, therefore, be deemed cancelled automatically.

That upon your absorption in the employment of the Organization and your services will be governed in accordance with AFPL Conduct, Discipline and Rules of the Organization (herein after referred to as Code of Conduct). The management reserves its right to amend its conduct rules from time to time.

In case of any indiscipline, loss of integrity, fraud, financial loss related issues of the staff, the cognizance shall be taken to the concerned Branch Office against the staff and he/she will be liable to face the court proceedings at any point of time.

If you are agreeable to the aforesaid terms and conditions, please return the duplicate copy of this letter with your signature thereon, signifying your acceptance thereof.

It is our pleasure to have you in our Organization and we sincerely hope that your close collaboration with our Organization will be beneficial to both of us.

Yours Sincerely,
For MIS, ANNAPURNA FINANCE PVT.LTD.

Preetam Debasisish Sahoo
Senior Manager (HR)



GOVT. OF ASSAM
4TH ASSAM POLICE TASK FORCE BATTALION
HOWLY, BARPETA, ASSAM
IDENTITY CARD



SL/No. 132



Name :- SAURAV KONWAR.

Rank :- Constable .No.690.

Identification Mark:- One black spot on his right hand.



Holder's Sign

Saurav konwar


Commandant
4th A.P.T.F. Bn. Howly
Barpeta, Assam.

DOJ -
1-8-18

GOVT OF ASSAM.
IDENTITY CARD
26th ASSAM POLICE (IR) Bn.



Name : **HIMANGSU BORUAH**

Rank : **C/435**

Unit : **26th AP (IR) Bn.**

Chamrasali, Mankachar

Iden. Mark : **One Cut Mark on Right Thigh**

Himangsu Boruah
Holders Signature
26th AP (IR) Bn.
Chamrasali, Mankachar

Sl. No: **556**

Date of Issue **17-10-19**

Home Address : SO. JATTIN BORUAH
Vill- INo, GHUGAR GAON
P.O- BARHAMPUR
P.S- SADAR
Dist-NAGAON
Pin- 782102, State :- Assam

Date of Birth : 01/01/1996

Date of Appoint : 01/08/2018

Blood Group :

Mobile No : 9365141212

Instructions

1. The lost this card should be reported immediately to the office or to the nearest police station.
2. A duplicate card will be issued on payment of Rs. 50/-
3. The card should be returned immediately if the employee ceases to be in employment/transferred.
4. This card shall be displayed conspicuously on VVIP/ VIP security.

This card issued under the
authority of D.G.P. Assam

Serial No: .

Date: 27-SEP-2018

Agency Appointment Letter

Shri. / Smt. / Kum. Uttam Das . .
IC Address - , Near Shiv Mandir
Mahrol Road
Nagaon Assam 782003

Dear Sir / Madam,

Re: Your appointment as an Insurance Agent (IC) of Bajaj Allianz Life Insurance Company Limited.

The Company is glad to engage you as an Insurance Agent (IC) from the date of this letter, subject to the following terms and conditions

1. Your Agency Code (IC code) is ABLIC1003094156 In all future correspondences you will mention this Agency Code.
2. Sales Manager/Business Development Manager/Agency Development Partner (ADP)/Relationship Manager (RM)/ Premier Business Associate (PBA)/Branch Manager.

You shall be attached to the unit of Mr. / Ms. SURENDRA KUMAR SHARMA. Sales Manager/Business Development Manager/ADP/RM/PBA/Branch Manager. The Company reserves the right to detach any Insurance Agent (IC) from the unit of the Sales Manager/Business Development Manager/ADP/RM/PBA/Branch Manager specified herein for reasons to be recorded in writing. The Company may attach you with another Sales Manager/Business Development Manager/ADP/RM/PBA/Branch Manager after such detachment. On account of the exigencies of business, the Company may ask you to work with any other Unit of any other Sales Manager/Business Development Manager/ADP/RM/PBA/Branch Manager or any other person the Company deems fit.

3. You shall at all times be bound by the Guidelines on Appointment of Insurance Agents, dated 15th April, 2016 issued by the Insurance Regulatory and Development Authority of India ("IRDAI") as well as the Policy approved by the Board of Directors of the Company on appointment of Insurance Agents and all other circular/guidelines/rules/directives applicable upon Insurance Agents, as may be notified/amended from time to time by IRDAI and/or the Company.

4. You shall at all times while working as an Insurance Agent (IC) with the company hold a valid identity card issued by the Company for acting as an Insurance Agent (IC). Your functions as an Insurance Agent (IC) shall be as under.

a) You shall solicit and procure life insurance business every year, which shall not be less than the minimum business guarantee norms (MBG norms) prescribed by the Company from time to time. At present, the minimum business guarantee norms prescribed for each agency year is given as part II of Annexure A of this Letter.

b) In procuring new life insurance business you shall take into consideration the needs of the proposer/Life to be assured for Life Insurance and his/her capacity to pay the premium. You shall not solicit and procure insurance business without personally meeting a prospect for insurance.

c) You shall make all reasonable enquiries with regard to the proposer/life to be assured before recommending proposals for insurance. You, being the primary point of contact, shall bring to the notice of the company through the Agent Confidential Report any circumstances which may adversely affect the risk to be underwritten and shall also indicate whether the life assured/prospect is a Politically Exposed Person (PEP) by making all reasonable enquiries about the life assured/prospect.

d) You shall also collect and submit all KYC documents and other documents, including documents required in compliance of Anti Money Laundering norms of the Company, required for underwriting of the proposal for insurance and bring to the notice of the Company any adverse information or media report of the life assured/prospect known to you.

e) You are authorized to collect only the full first Premium required for the acceptance of the proposal and the same should be deposited in full without any deductions whatsoever with the company on the same day or not later than 24 hours of collection in accordance with provisions of Section 64VB of the Insurance Act. You shall be responsible for any damage/claim/proceeding arising out of delay in deposit. You are not authorized to collect any money, other than what is mentioned hereinabove, or accept any risk for or on behalf of the Company.

2018



DON BOSCO ENGLISH MEDIUM SCHOOL
KATHALGURI, CHAPANALLA, NAGAON (DT) ,ASSAM-782135

EXPERIENCE CERTIFICATE

This is to certify that Miss. Tribeni Timungpi worked as an Asst. Teacher in Don Bosco School Kathalguri from December 2018 till December 2020. She is a person who proved her commitment through hard work and efficiency. She is a dedicated person with vibrant enthusiasm.

In addition to that it is remarkable to mention that she bears a good character. She has been very helpful and dedicated throughout her period served in Don Bosco School. We do wish her all the success for her future career.

DON BOSCO SCHOOL,
Kathalguri

Date. 31/12/2020

Principal / Headmaster

Abin Sebastian

Mr. Abin Sebastian

(Headmaster Don Bosco School)



2021.09.03 18:50



DON BOSCO ENGLISH MEDIUM SCHOOL
KATHALGURI, CHAPANALLA, NAGAON (DT), ASSAM-782135

EXPERIENCE CERTIFICATE

This is to certify that Mr.Jensing Kro worked as an Asst.Teacher in Don Bosco School Kathalguri from December 2018 till December 2020. He is a person who proved his commitment through hard work and efficiency. He is a dedicated person with vibrant enthusiasm.

In addition to that it is remarkable to mention that he bears a good character.He has been very helpful and dedicated throughout his period served in Don Bosco School. We do wish him all the success for his future career.

DON BOSCO SCHOOL
Kathalguri

Date..21/12/2020 .

Principal / Headmaster

Mr.Abin Sebastian

(Headmaster Don Bosco School)



Jan 14, 2019

SURENDER KUMAR BHAGAT
Delhi

Subject: Appointment Letter

Dear SURENDER KUMAR BHAGAT,

Welcome to SBI Card family.

We are pleased to offer you the position of **Associate – Analysis, Alternate Reviews**, Risk Management at Band 6.

You will be reporting to **Anil Kumar Pandey, Manager – Investigations, Alternate Reviews.**

This position will initially be based in **GURGAON_(DLF_T-C)_IN, SBI Business Process Management Services Private Limited** but is assignable anywhere in India.

Your compensation is indicated in the Total Rewards Summary attached as Annexure A. This appointment is subject to the Terms and Conditions of Employment and the Employee Innovation and Proprietary Information Agreement also attached as Annexures B & C.

Please confirm your acceptance of enclosed Terms and Conditions of Employment and the Employee Innovation and Proprietary Information Agreement to HR Ops team.

On behalf of the Company, I wish you every success in your position and trust that our relationship will be long and mutually rewarding.

Yours sincerely,
For **SBI Business Process Management Services Private Limited**

Vivek Sharma
SVP – Talent Acquisition
Signed on Jan 14, 2019 at Gurgaon

Enclosures:
Annexure A Total Rewards Summary
Annexure B – Terms and Conditions of Employment
Annexure C – Employee Innovation and Proprietary Information Agreement
CC: Payroll / Personal File

Annexure A

COMPENSATION DETAILS

Designation: Associate – Analysis, Alternate Reviews Function: Risk Management

Components	Description	Rs/Annum
Basic Salary	This amount is paid to the employee along with the monthly payroll and is fully taxable.	116000.00
House Rent Allowance	This is paid on a monthly basis along with the salary. Tax-concession on HRA is provided, subject to submission of appropriate rent receipts and in accordance with prevailing IT regulations.	69600.00
Special Allowance	The same is payable along with the monthly payroll and is fully taxable.	90480.00
Provident Fund	The Employees Provident Fund Scheme is administered externally by the Regional Provident Fund Commissioner (RPFC). This is employer's contribution to the Scheme and does not form a part of Gross Salary. Employee's contribution is deducted from the Basic salary.	13920.00
Cost to Company		290000.00

For **SBI Business Process Management Services Private Limited**

Vivek Sharma
SVP – Talent Acquisition

PS: The contents of this letter and the enclosed offer are company confidential and privileged and should be treated as such.

Dear Mousumi Borah,

Subject: Your Appointment in the Bank's Service

Congratulations!

Further to the selection process undertaken by the Bank for the position of **Customer Relationship Officer** we are pleased to offer you appointment as per the below mentioned terms and conditions apart from other Service Rules and conditions that are applicable or may become applicable from time to time:

Position Offered	Customer Relationship Officer
Grade	UJJ B
Compensation (Annual Cost to the Company; Break up as per Annexure B) (INR)	1,56,000/- (INR One Lakh Fifty six Thousand Only)
Period of Probation (Months)	3 Months
Place of Initial Posting	Nagaon 1
Reporting to	Assistant Customer Relationship Manager
Date within which you should join the service of the Bank	1 st March 19

The position offered is provisional, subject to:

- Fulfilling the terms and conditions specified in Annexures A, B C and D (D applicable only for female recruits) forming part of this offer letter (the contents in the said Annexures shall be deemed to have been incorporated in this offer letter),
- you fulfilling all eligibility criteria applicable for the position,
- you being found medically fit,
- you submitting the particulars specified in Annexure C hereunder,
- (if you are currently in the employment of any organization):
 - you submitting proper relieving letter or no due certificate issued by the current employer, and
 - your Universal Account Number ('UAN') with the Employees' Provident Fund Organization compliant with Aadhaar particulars. If your existing UAN is not Aadhaar compliant and you shall not fall under the term Excluded Employee within the meaning of Employees' Provident Fund Scheme, 1952, you should make the UAN Aadhaar compliant before the date of joining.

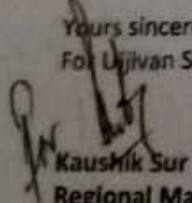
On your date of joining, please report to **Officer - Employee Engagement- Palash Protim Duarah** at **Office: Jorhat Area Branch: MG Road, Infront of Jorhat Public Bus Stand, Jorhat-785001..**

If, due to any reasons, you are unable to join service of the Bank on or before the date mentioned above, the communication in writing stating such reasons should be served on the Bank at least 7 (Seven) working days prior to the scheduled date of joining mentioned above. In the absence of serving such communication, this offer letter will be treated as revoked on the date mentioned above.

If the terms and conditions contained herein are acceptable to you, please convey your unconditional acceptance by signing the duplicate copy of this offer letter and sending the same to the undersigned so as to reach him on or before **1st March 2019**. If we do not receive your unconditional acceptance within the above mentioned date, this offer letter will be treated as withdrawn.

Welcome to Ujjivan Small Finance Bank Limited. Looking forward to a successful and significant association with you.

Yours sincerely,
For Ujjivan Small Finance Bank Limited,


Kaushik Sur
Regional Manager – HR East

Encl: Annexure A (Duties); Annexure B (Entitlements); Annexure C (Joining Documents) and D (Maternity Clause)

I hereby unconditionally accept the offer and the terms and conditions.

Name:

Signature:

Date:

Ujjivan Small Finance Bank Ltd.

Registered Office: Ujjivan Small Finance Bank Ltd., Plot No. 2364/B, Khasmpur Raja Village, Shadi Kampur, Main Patel Road, New Delhi-110008. Tel: +91 11 30432123, Fax: +91 11 30432111

Regional Office: Bibi Tech Park, 4th Floor, Premises No. 02-036D, Plot No. DH-6/2, Action Area ID, Near Inam, Kolkata-700160. Tel: +91 33 40452123, Fax: +91 33 40452120

CIN: U051100L2016PLC303481 | www.ujjivansfb.in | ujjivan.blr@ujjivan.com



PRICE "LESS" FASHION

VMART/HR/OFFER/Aug/18/25

Date: 28th Aug 2018

Offer Letter

Mr. Chinmoy Boruah
Vill-Jalahgaon,P.O Halowagaon,PS. Samaguri
Distt-Nagon, Assam-782141

Mr. Chinmoy

This has reference to your application date **25th Aug 2018** and subsequent interview you had with us, for the position of "**Assistant Store Manager**" in our organization.

We are pleased to confirm the offer of employment for the position of "**Assistant Store Manager**" on terms and conditions mutually discussed and agreed.

Further your employment in the firm is subject to satisfactory verification of your certificates, testimonials and personal particulars/ credentials. In the event that such verification or background check reveals any discrepancy, your services are liable to be terminated forthwith without any notice or compensation.

Your salary structure is documented in annexure attached with this letter.

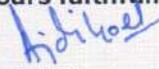
On joining you will be required to furnish the following documents:

- a) Latest Passport size photograph (3Nos.).
- b) Birth Certificate / School Leaving Certificate showing date of birth.
- c) Aadhar Card.
- d) Educational Qualification Certificates.
- e) Service Certificates of your previous jobs.
- f) Relieving letter and Experience Certificate from your present employer.
- g) Last drawn Salary Slip / Certificate showing monthly salary and Annual benefits, from the present employer.

You shall join the services of the Company on or before **03rd Sept 2018** and we shall appreciate your confirmation of acceptance of the above offer latest by **30th Aug 2018** and Non-acceptance before the stipulated date shall make this offer redundant automatically.

Our detailed letter containing terms and conditions will be given to you on your joining. Please return the enclosed copy duly signed as a token of your acceptance of the letter.

Yours faithfully,


Anjali Goel
(AVP-HR)

Accepted _____
(Signature)

V-MART RETAIL LTD.

CIN- L51909DL2002PLC163727

Corporate Office : Plot No. 862, Udyog Vihar, Industrial Area Phase V, Gurgaon - 122 016 (Haryana)
Tel. : 0124-4640030, Fax No. : 0124-4640046 Email : info@vmart.co.in Website : www.vmart.co.in
Registered Office : 610-611, Guru Ram Dass Nagar, Main Market, Opp. SBI Bank, Laxmi Nagar, New Delhi - 110092



VMART/HR/AL/Sep/18/9

PRICE "LESS" FASHION

Date: 03-09-2018

To,
MR. CHINMOY BORUAH
Jalah Gaon, Halowa Gaon
Samaguri Nagaon
Assam

LETTER OF APPOINTMENT

Dear Mr. BORUAH

Further to our letter of offer of appointment dated '28-08-2018', we are pleased to appoint you in our Organisation on the following terms and conditions:

1. Appointment/Designation

You are being appointed as 'ASM' w.e.f. '03-09-2018'.

2. Salary & Perks

You shall be entitled to the Salary, Perks & Benefits as per Annexure attached to this letter.

3. Job Responsibilities

Your duties will be such as may be assigned to you from time to time. You shall abide by such rules and regulations, directions, instructions or orders of the Company, in this regard, as are issued or communicated from time to time.

4. Probation

You will be on probation initially for a period of six months. Your probation period is liable to be extended for a maximum period of six months by three months at a time, at the sole discretion of the Management

During the probation this appointment shall be terminable from either side by giving 14 days notice only.

5. Confirmation

After successful completion of your probationary period or extended probationary period, your services will be confirmed in writing. Your services will not be treated as confirmed unless a communication to this effect is issued to you in writing.

6. Transferability

6.1 Your services can be transferred from one job/position to another, from one department to another or from one location to another or vice-versa, whether existing at present or to be set up in future anywhere in India.

6.2 In such a case, you will be governed by the rules, regulations and orders as applicable to the establishment to which you have been transferred to, including such conditions and rules covering Working Hours, Leave, Holidays Salary, Allowances and perquisites.

V-MART RETAIL LTD.

CIN- L51909DL2002PLC163727

Corporate Office : Plot No. 862, Udyog Vihar, Industrial Area Phase V, Gurgaon - 122 016 (Haryana)
Tel. : 0124-4640030, Fax No. : 0124-4640046 Email : info@vmart.co.in Website : www.vmart.co.in
Registered Office : 610-611, Guru Ram Dass Nagar, Main Market, Opp. SBI Bank, Laxmi Nagar, New Delhi - 110092



7. Relinquishing Services PRICE "LESS" FASHION

In case you absent yourself from duty continuously for 8 days or more, you shall be deemed to have left and relinquished the service on your own accord and such relinquishment of service shall be deemed as a repudiation of the contract of employment by you and not a termination of services by the Management. In such circumstances, the Management will have the discretion of adjusting salary against the notice period of such abandonment.

8. Terminating/Relieving

Either party to this arrangement may terminate the contract of employment by giving one month's notice in writing.

In the case of probation, the notice period on either side would be fourteen days. However, at the sole discretion of the Management, the resignation may be accepted with immediate effect subject to payment of notice period.

In the event you submit the letter of resignation, the same cannot be withdrawn unless so permitted by the Appointing Authority.

9. Other General Terms of Employment

9.1 In consideration of the Company's imparting you training, exposing you to vital and significant business information, trade secrets, divulgence thereof could adversely affect the interests of the Company and hence you will not, during your employment with the company in terms of this letter (except so far as may be proper in the ordinary course of business and in the interest of the Company) or at any time thereafter divulge any information to any of our competitors, suppliers, customers and dealers in any way whatsoever relating to the Company or its business and/or any of its customer and/or any other information, data and/or any sketches, drawings, specifications etc., which may come to your knowledge relating to the Company's business in the course of your employment. You shall always maintain strict secrecy regarding any technical or other business information gained or acquired by you or imparted to you in the course of or after your employment. Any violation in this regard will make you liable for attendant consequential actions against you including termination without any further reference on the subject for which you will be solely responsible.

9.2 All discoveries, inventions and designs of equipment and methods, which you may cause or come across or come in possession of during the course of your employment, shall be the property of the company. You shall always maintain strict secrecy regarding these and should not divulge any information relating thereto to any of our competitors, suppliers, customers and dealers during & after your employment with the company.

9.3 You will not, during or at any time after the termination of your employment with this company, either on your own or on behalf of any other person, firm or company canvass, solicit or entice any of the company's customer or any other employee working in the company. In case you indulge in such type of activities, this will be treated as a breach of the terms & conditions of letter of appointment.

9.4 You will not carry on or be concerned with any business on your own or on behalf of anyone else directly or indirectly nor shall you take on any other business or be associated with any other business with or without remuneration during the course of your employment with this company. You shall

V-MART RETAIL LTD.

CIN- L51909DL2002PLC163727

Corporate Office : Plot No. 862, Udyog Vihar, Industrial Area Phase V, Gurgaon - 122 016 (Haryana)
Tel. : 0124-4640030, Fax No. : 0124-4640046 Email : info@vmart.co.in Website : www.vmart.co.in
Registered Office : 610-611, Guru Ram Dass Nagar, Main Market, Opp. SBI Bank, Laxmi Nagar, New Delhi - 110092



PRICE "LESS" FASHION

abide by such rules and regulations of the Company as may be there in force from time to time.

You shall at all times maintain absolute integrity and devotion to duty and conduct yourself in a manner conducive to the best interests, credit and prestige of the company.

- 9.5 You shall not, at any time, work against the interests, credit and prestige of the company or commit any act which is unbecoming of an employee. Any act against the basic and universally accepted understanding or any violation of any of these norms of behaviour on your part will be viewed as misconduct and management will be competent to take disciplinary action against you.
- 9.6 You shall not enter into any financial relationship or receive any financial help or accept any favours or assistance of any kind, except in connection with and for the benefit of the Company's business, from any suppliers, customers and dealers of the company.
- 9.7 This appointment will cease immediately, if any of the statements made or particulars given in your application/employment form are found to be false or incorrect in material particulars.
- 9.8 This appointment letter along with the Annexure shall form the contract of employment between you and VMART RETAIL Limited, which shall be referred to as "The Company"
- 9.9 Failing to observe any of the conditions of service, including those specified in the rules will amount to the misconduct of "Wilful" disobedience of any lawful and reasonable order of a superior.
- 9.10 In case of any dispute of whatsoever nature between you and the Management arises, the same will be referred to an Arbitrator who shall be Company Secretary of the Company whose decision shall be final and binding upon the parties. The Arbitration proceedings shall be held at registered office of the Company at V Mart retail LTD, New Delhi in accordance with the provisions of Indian Arbitration & Conciliation Act, 1996.

The courts in New Delhi alone shall have the jurisdiction in this regard.

- 9.11 This appointment is based on the information given by you to us in your application/employee data form and shall be considered null and void if any material error/suppression in the Company's opinion is discovered herein at any point of time.

If the above terms and conditions are acceptable to you please sign on each page of the appointment letter.

Thanking you,

Yours faithfully,

For V Mart Retail LTD

(AUTHORISED SIGNATORY)

V-MART RETAIL LTD.

CIN- L51909DL2002PLC163727

Corporate Office : Plot No. 862, Udyog Vihar, Industrial Area Phase V, Gurgaon - 122 016 (Haryana)
Tel. : 0124-4640030, Fax No. : 0124-4640046 Email : info@vmart.co.in Website : www.vmart.co.in
Registered Office : 610-611, Guru Ram Dass Nagar, Main Market, Opp. SBI Bank, Laxmi Nagar, New Delhi - 110092



Dear Pinki Gogoi,

Subject: Your Appointment in the Bank's Service

Congratulations!

Further to the selection process undertaken by the Bank for the position of **Customer Relationship Officer** we are pleased to offer you appointment as per the below mentioned terms and conditions apart from other Service Rules and conditions that are applicable or may become applicable from time to time:

Position Offered	Customer Relationship Officer
Grade	UJI-D
Compensation (Annual Cost to the Company; Break up as per Annexure B) (INR)	1,56,000 (INR One Lakh Fifty Six Thousand only)
Period of Probation (Months)	3
Place of Initial Posting	Jorhat 1 Branch
Reporting to	Assistant Customer Relationship Manager
Date within which you should join the service of the Bank	17-December -2018

The position offered is provisional, subject to:

- Fulfilling the terms and conditions specified in Annexures A, B C and D (D applicable only for female recruits) forming part of this offer letter (the contents in the said Annexures shall be deemed to have been incorporated in this offer letter),
- you fulfilling all eligibility criteria applicable for the position,
- you being found medically fit,
- you submitting the particulars specified in Annexure C hereunder,
- (if you are currently in the employment of any organization):
 - you submitting proper relieving letter and no due certificate issued by the current employer, and
 - your Universal Account Number ('UAN') with the Employees' Provident Fund Organization compliant with Aadhaar particulars. If your existing UAN is not Aadhaar compliant and you shall not fall under the term Excluded Employee within the meaning of Employees' Provident Fund Scheme, 1952, you should make the UAN Aadhaar compliant before the date of joining

On your date of joining, please report to **Palash Duarah, Officer- Employee Engagement at orhat 1 Branch: 2nd Floor, Above Kotak Mahindra Bank, Ward no 7, Gar All Jorhat-785001**

If, due to any reasons, you are unable to join service of the Bank on or before the date mentioned above, the communication in writing stating such reasons should be served on the Bank at least 7 (Seven) working days prior to the scheduled date of joining mentioned above. In the absence of serving such communication, this offer letter will be treated as revoked on the date mentioned above.

If the terms and conditions contained herein are acceptable to you, please convey your unconditional acceptance by signing the duplicate copy of this offer letter and sending the same to the undersigned so as to reach him on or before 9-December -2018. If we do not receive your unconditional acceptance within the above mentioned date, this offer letter will be treated as withdrawn.

Welcome to Ujjivan Small Finance Bank Limited. Looking forward to a successful and significant association with you.

Yours sincerely,

For Ujjivan Small Finance Bank Limited,

Kaushik Sur
Regional Manager-HR East

Encl: Annexure A (Duties); Annexure B (Entitlements); Annexure C (Joining Documents)

I hereby unconditionally accept the offer and the terms and conditions.

Name

Signature:

Date:

Ujjivan Small Finance Bank Ltd.

Registered Office: Ujjivan Small Finance Bank Ltd, Plot No. 136/17B, Chauagarh Bazar Village, Naladi Kampan, Main Road, New Delhi-110008. Tel: +91 11 30432121. Fax: +91 11 30432111

Regional Office: Kishu Tech Park, 4th Floor, Plot No. 12-13, Main Road, New Delhi-110002. Contact: +91 11 30432121. Fax: +91 11 30432111

CIN: UJ5100D12016PLC302481. Website: www.ujjivansfb.in | Ujjivan.hr@ujjivan.com

Date: 9th July 2019

Dear Biswajit Borah,

Subject: Your Appointment in the Bank's Service

Congratulations on your selection in Ujjivan Small Finance Bank!

Further to the selection process undertaken by the Bank for the position of **Customer Relationship Officer** we are pleased to offer you appointment as **Customer Relationship Officer** subject to the below mentioned terms and conditions apart from other Service Rules and conditions that are applicable or may become applicable from time to time:

Position Offered	Customer Relationship Officer
Grade	UJJ B
Compensation (Annual Fixed Pay; Break up as per Annexure B) (INR)	1,56,000/- (INR One Lakh Fifty Six Thousand Only)
Compensation (Annual Cost to the Company; Break up as per Annexure B) (INR)	2,65,200 (INR Two Lakh Sixty Five Thousand Two Hundred only)
Period of Probation (Months)	6 Months
Place of Initial Posting	Nagaon
Reporting to	ACRM
Date within which you should join the service of the Bank	12 th July 2019

The position offered is provisional, subject to:

- You fulfilling the terms and conditions specified in Annexures A, B C and D (D applicable only for female recruits) forming part of this offer letter (the contents in the said Annexures shall be deemed to have been incorporated in this offer letter),
- you fulfilling all eligibility criteria applicable for the position,
- you being found medically fit,
- you submitting the particulars specified in Annexure C hereunder,
- (if you are currently in the employment of any organization):
 - you submitting proper relieving letter or no due certificate issued by the current employer, and
 - your Universal Account Number ('UAN') with the Employees' Provident Fund Organization compliant with Aadhaar particulars. If your existing UAN is not Aadhaar compliant and you shall not fall under the term Excluded Employee within the meaning of Employees' Provident Fund Scheme, 1952, you should make the UAN Aadhaar compliant before the date of joining.

On your date of joining, please report to **Palash Pratim Duarah, Officer - Employee Engagement, Contact No- 6900180424** at **Jorhat Area Office, MG Road, Infront of Jorhat Public Bus Stand, Jorhat-785001..**

. Queries, if any, related to this offer letter may be addressed to : **Palash Pratim Duarah, Officer - Employee Engagement, Contact No- 6900180424** at **Jorhat Area Office, MG Road, Infront of Jorhat Public Bus Stand, Jorhat-785001..**

If, due to any reasons, you are unable to join the service of the Bank on or before the date mentioned above, the communication in writing stating such reasons should be served on the Bank at least 7 (Seven) working days prior to the scheduled date of joining mentioned above. In the absence of such communication, this offer letter will be treated as revoked on the date mentioned above.

If the terms and conditions contained herein are acceptable to you, please convey your unconditional acceptance by signing the duplicate copy of this offer letter and sending the same to the undersigned so as to reach him/her on or before 12th July 2019. If we do not receive your unconditional acceptance within the above mentioned date, this offer letter will be treated as withdrawn.

Welcome to Ujjivan Small Finance Bank Limited. Looking forward to a successful and significant association with you.

Yours sincerely,

For Ujjivan Small Finance Bank Limited,

**Kaushik Sur****Regional Manager – HR East**

Encl: Annexure A (Duties); Annexure B (Entitlements); Annexure C (Joining Documents) and D (Maternity Clause)

I hereby unconditionally accept the offer and the terms and conditions.

Name :

Signature

Ujjivan Small Finance Bank Ltd.

Date:

Registered Office: Ujjivan Small Finance Bank Ltd., Plot No. 2364/8, Khampur Raya Village, Shadi Kampur, Main Patel Road, New Delhi-110008. Tel: +91 11 30432121, Fax: +91 11 30432111.**Regional Office:** Rishi Tech Park, 4th Floor, Premises No. 02-0360, Plot No. DH-6/2, Action Area ID, New Town, Kolkata-700160. Tel: +91 33 40452121, Fax: +91 33 40452120**CIN: U65110DL2016PLC302481 W www.ujjivansfb.in E ujjivan.blr@ujjivan.com**

ANNEXURE A

Benefits

All benefits applicable for the position shall be governed by the guidelines issued by Ujjivan Small Finance Bank Ltd. ('Bank') from time to time. The Bank may vary, modify or amend the guidelines from time to time and give notice thereof to the employees.

Probation

You shall be on probation for a period of **6 (Six)** months from the date of joining the Bank. The said period of probation may be extended by the Bank for such further period as warranted at the absolute discretion of the Bank. On successful completion of the probation period to the satisfaction of the Bank, the Bank may confirm you in services in accordance with the policies and procedures of the Bank. The Bank reserves its rights to conduct background verification, antecedent checks, reference checks etc. as part of the process of confirmation.

During the period of probation (or the extended period of probation) and till such time you are confirmed in the service of the Bank in writing, the Bank shall have the right to terminate your services by giving **15 (Fifteen)** days' Notice. If you desire to leave the services of the Bank during the period of probation, you shall serve upon the Bank due Notice of **15 (Fifteen)** days.

Upon confirmation in services, the Bank shall have the right to decide your further posting and/or change in role, depending on business exigencies, and you shall be bound by such decisions.

After confirming you in services, the Bank shall have the right to terminate your services by giving 3 (Three) months' Notice. However, the Bank shall have the rights to terminate you forthwith without Notice, if there exists any circumstance necessitating such termination vis-à-vis the Policies of the Bank.

If you desire to leave the services of the Bank after confirmation, you shall serve upon the Bank due Notice of **1 (One)** month.

Prevention of Sexual Harassment

As a responsible employer the Bank is committed to providing a safe work environment to its employees, free from harassment towards or by the employees, in line with the applicable legislation in the country. This includes harassment of an employee by supervisors, colleagues, customers, vendors, consultants, contract employees or any other party with whom the Bank has a business, service or professional relationship. The Bank encourages employees to express freely, responsibly and in an orderly manner through defined channels, about any problem or complaint of sexual harassment. Strict action will be taken against the accused if proved guilty after due enquiry process. In case the complaint is found to be malicious, the complainant shall, if deemed fit, be liable for appropriate disciplinary action by the Management. You are hereby advised to read thoroughly the policy on prevention of Sexual Harassment and encouraged to reinforce the maintenance of a work-environment free from sexual harassment.

Declaration of Life Events

You will duly intimate HR Department of the Bank in writing as regards major life events, occurring during your course of employment with the Bank, which will have a major impact on your personal and professional life and which may enable you to avail certain employee benefits and/or may result in any change in the nominees/dependents declared by you. These life changes may include change in marital status, birth of children, death of nominee/dependent, change in the name of the employee, change in the name of the nominees/dependents, additions or deletions in the list of nominees/dependents and change in Permanent or Correspondence Address. Unless you inform the Bank in writing about such major life events, the Bank shall be reckoning the data available with it for all purposes, including for benefits, if any.

Intellectual Property

In consideration of the Appointment, you agree:

- I. That the Bank shall own (as its exclusive property, free from any obligations towards you) all intellectual property developed or conceived by you either solely or jointly with others during the period of your employment, (1) that are along the lines of the businesses, work or investigations of the Bank or as to which you may receive information due to your employment, or (2) that results from any work which you may do for the Bank or (3) that are otherwise made through the use of the Bank's time, facilities or materials; and
- II. To execute all necessary papers and otherwise provide proper assistance (at the expenses of the Bank), during and subsequent to your employment, to enable the Bank to obtain for itself or its nominees all patents, copyrights, or other legal protection for such intellectual property in any and all countries.

Prevention of Insider Trading

- I. In line with the SEBI (Prohibition of Insider Trading) Regulations, 2015 as modified from time to time, you shall comply with the employee share trading code as approved by the Board of Directors of the Bank. In addition, you shall not deal in securities of a firm listed in the stock exchanges, when in possession of any unpublished price sensitive information or

Main Patel Road, New Delhi-110008, Tel: +91 11 30432121, Fax: +91 11 30432111.

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V

communicate such information to any person except as required in the normal course of work, or under any law; or counsel any person to deal in securities on the basis of such information.

- II. You are not authorized to and must not at any time:
- a. Trade on your own account by pledging the credit of the Bank, or
 - b. Even on the Bank's account, enter into any transaction of a speculative or gambling nature or otherwise subject the Bank to risks which are beyond its financial capacity to bear.

Non-Compete

During your employment with the Bank, you will devote your whole time, attention and skill and your ability for the Bank's business. During your employment with the bank, you shall not, without the written permission of the Bank, engage directly or indirectly in any other business, profession, occupation or other commercial activity, whether as a principal, agent, contractor, consultant or otherwise, whether full-time or part-time.

You hereby agree not to directly or indirectly compete with the business of the Bank and/or its successors and assigns during the term of the Appointment and for a period of 2 (Two) years following the expiration or termination of the Appointment notwithstanding the cause or reason for termination. The remuneration paid to you during the course of this employment shall constitute adequate consideration for such non-compete obligations.

Duties/Obligations

You shall:

- i. Perform, observe and conform to such duties, directions and instructions including the organization's code of conduct as may be assigned or communicated to you by the Bank from time to time.
- ii. Ensure all your accounts, dealings and transactions relating to the business of the Bank are true and accurate and you shall at all times when required render true and just account thereof to the Bank or to such persons as shall be authorized to receive the same.
- iii. Declare in a prescribed format, a statement of your assets and liabilities as and when requested by the Human Resources or Compliance team.
- iv. Not at any time act in a manner detrimental to the interest of the Bank.
- v. Be responsible for safekeeping and return, in good condition and order, all the properties of the Bank, which may be or happen to be in your use, custody or charge including information relating to the Bank or work related information on your hand held device, mobile phone, tablets, laptops, desktops and related accessories.
- vi. Abide by all the staff rules and, regulations and policies, which may be in force from time to time.
- vii. Be expected not to have any financial transaction of any nature whatsoever with all the people you work with eg. Superiors, subordinates, peers, vendors, consultants, DSA's, borrowers, depositors, collectors, advocates, valuers, CA's, auditors etc.
- viii. Automatically retire on attaining the age of superannuation, as per Bank's policy on retirement age as amended from time to time.
- ix. Be required to sign and comply with a confidentiality agreement and other such documents and undertaking relating to confidentiality, ethics, code of conduct and professional work practice that the Bank may consider necessary from time to time.
- x. Abide by various Human Resources Policies and Procedures of the Bank, which would be applicable at any given point in time and may change from time to time. The Bank may amend such Policies and Procedures from time to time as per the business requirement. You should get acquainted with all such Policies and Procedures and the amendments thereof, from time to time.
- xi. Be expected to read and understand the Standard Operating Procedures (SOPs) of the Bank and familiarise yourself with it and abide by it at all times. The copy of the SOPs will also be available in each department/ branch.
- xii. You shall not accept directly or indirectly any commission, share in profit, presents or gratuities from any party dealing with, or seeking to deal with the Bank, its subsidiaries or its affiliates.
- xiii. Understand, accept and acknowledge that your designation may undergo change(s) during the term of your employment in accordance with the operational requirements of the Bank.
- xiv. Accept and acknowledge that the Bank reserves the right to transfer you to any other location where it is in operation or may conduct its business in future, at its own sole discretion.
- xv. Accept and acknowledge that, for all legal proceedings and disputes relating to your employment with the Bank, the courts/tribunals/forum in Bangalore alone shall have jurisdiction over all such matters.
- xvi. Accept and acknowledge that, notwithstanding the role assigned to you in terms of this letter, the Bank reserves the right to assign you any other role/function commensurate with your Grade as may be deemed appropriate, depending on administrative exigencies and requirements.
- xvii. Be governed by the working hours applicable to your location, as defined by the Bank's policy and applicable legislations of the concerned State, and communicated to you by your manager.
- xviii. Upon culmination of the present employment, for any reasons whatsoever, expeditiously return to the Bank all assets (tangible and intellectual property, including client lists) in as close a working condition as under which they were entrusted subject to normal wear and tear as also to remove, delete or destroy content relating to the same on your systems or devices.

Registered Office: Ujjivan Small Finance Bank Ltd., Plot No. 2364/8, Khampur Raya Village, Shadi Kampur, Main Patel Road, New Delhi-110008. Tel: +91 11 30432121, Fax: +91 11 30432111.

Regional Office: Rishi Tech Park, 4th Floor, Premises No. 02-0360, Plot No. DH-6/2, Action Area ID, New Town, Kolkata-700160. Tel: +91 33 40452121, Fax: +91 33 40452120

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- xix. Understand that the appointment may be terminated by the Bank immediately without prior notice, in the event of any breach by you of any of the terms of this appointment letter, misconduct, your violation of the Bank's policy including but not limited to the Code of Conduct, workplace discipline or insubordination, or your being convicted by a Court or administrative agency of the government or unit thereof of any offence involving fraud, dishonesty, moral turpitude or similar issue.

This offer shall be subject to character and antecedents verification to be undertaken by the Bank to its satisfaction.



Kaushik Sur
Regional Manager – HR East

Ujjivan Small Finance Bank Ltd.

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Annexure B

Compensation Break up				Amt in Rs.	
Name	: Biswajit Borah	Incentive Role	: YES	Grade	UJJ-B
Designation	: CRO			Tier	4
Location	: Nagaon			State	Assam
Earnings		per month	per annum	Deductions*	
Basic		11,152	133,824	Provident Fund	1,393 / 16,716
HRA		-	-	Professional Tax	150 / 1,800
Special Allowance		455	5,460	Health Insurance Premium Co-Share	100 / 1,200
COLA		-	-		
Total Earnings (A)		11,607	139,284	Total Deductions (B)	1,643 / 19,716
				Net Pay (C) = (A) - (B)	9,964 / 119,568
Retirals - Employer Contribution					
Provident Fund		1,393	16,716		
Total Retirals (D)		1,393	16,716		
Fixed Pay (E) = (A+D)		13,000	156,000		
Target Variable Pay (TVP) - (F)		9,100	109,200		
CTC = E + F		22,100	265,200		
2. Group Personal Accident Insurance for self - upto INR 5 Lacs as per company policy					
3. Group Term Life Insurance for self - 3 times Annual Guranteed Cash Component (GCC: Basic + HRA + Special Allowance) subject to a minimum 10 Lacs and maximum of 1 crore					
4. Group Health Insurance - Coverage upto Rs. 3 Lacs (for self, spouse, two children and two parents/ parents in law) as per company policy. Rs. 100 recovery from salary towards employees co-share of premium					
5. Top up Policy - Voluntary benefit available. Employee paid coverage for incresing the base sum insured.					
6. Employee Deposit Linked Insurance - Statutory death benefit available as support to nominee/s, in case of the unfortunate event of death of employee. Linked to PF contribution and balance in PF account.					
Please note:					
Target Variable Pay:					
a. Incentives: The Bank allows for a payout of incentives subject to a maximum cap of 70% of Yearly Fixed Pay in every financial year.					
b. Performance Bonus: For Bonus earning roles, the Bank is introducing a policy of paying performance bonus using 10% of Total CTC as a target for the bonus. This amount will be paid depending on achievement of the Bank's Profit after Tax Target. Individual payouts will be done based on performance rating.					
c. Statutory Bonus: Employees getting less than Rs.21000 per month as their salary are eligible for Statutory Bonus, paid on a monthly basis. This component is guided by Payment of Bonus Act, 1965. One Month's Basic or Minimum Bonus (Rs.7000) or Minimum Wages of the state will be paid, over and above CTC.					
<i>Details related to your Compensation are strictly confidential.</i>					
Please note that there could be additional tax liability arising out of any compensation change. You are required to provide details of your Investment as a Declaration under the Income Tax Act. Kindly contact HR for support					


Kaushik Sur
 Regional Manager – HR East

Ujjivan Small Finance Bank Ltd.

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Annexure C

On the date of joining you shall produce before the HR official of the Bank, originals of the following:

1. Updated version of your Resume
2. Certificates & Mark Sheets in support of your Educational Qualification (SSLC, PUC, Degree & Post Graduation, if any).
3. If you are currently serving any employer, Salary Certificate/Salary Slips for the immediate preceding 3 months.
4. If you had served any other employers other than the current employer, documents specifying the date of joining and date of relieving (such as Experience Certificate / Appointment Letter and Relieving Letter / FFS Documents / Confirmation Letter).
5. Address Proof (any one: Voter's ID / Driving License / Passport / Aadhaar Card).
6. PAN Card.
7. Latest Photographs (3 passports and 2 stamp size, both with white background).

(You shall be permitted to join the services of the Bank only upon submission of all the above.)

Duly self-attested copies of the above documents should be submitted to the Bank in the below mentioned address at least 15

(Fifteen) working days prior to the date of proposed joining: **Palash Pratim Duarah, Officer - Employee Engagement,**

Contact No- 6900180424 at Jorhat Area Office, MG Road, Infront of Jorhat Public Bus Stand, Jorhat-785001..

Within 2 (Two) days of joining, the following documents in original should be submitted to the Bank:

1. Medical Fitness Certificate (for below 40 years): Inter alia, certifying that the candidate is of 18 years of age or above, the candidate is physically and mentally fit to work, the candidate had no major accidents or illness in the recent past which will impede the candidate's ability to carry out the jobs of similar nature.
 - ii. For candidates above 40 years of age, the following tests to be carried out and the satisfactory Medical Report to be submitted:

• Complete Blood Count	• Platelet Count
• Hemoglobin	• Blood Group & RH
• Packed Cell Volume	• Urine Routine
• MCHC, MCV, MCH	• RBS
• WBC, Differential Count	• Chest X –Ray
• Peripheral Smear	• Physician Consultation
• RBC, ESR	• ECG

If you are currently serving any employer, the originals of Experience Certificate, Relieving Letter or No Due Certificate issued by the current employer should be submitted within 60 (Sixty) days of joining.

The Bank reserves its right to conduct background verification with respect to verifying your academic records, criminal/civil records, career/ reference checks, credit bureau checks, address verification etc., either before or after your joining the Bank.

If you are already enrolled with Employee Provident Fund Organization, you should provide to the Bank before joining the services of the Bank, Aadhaar compliant Universal Account Number ('UAN'), PF Account Number, and Address for Correspondence (of the employer / trust). If you fail to provide to the Bank the Aadhaar compliant UAN, your joining date shall get postponed till such time you submit Aadhaar compliant UAN. (However, if you come under the definition of Excluded Employee within the meaning of the Employees' Provident Fund Scheme, 1952, you shall be allowed to join the services without enrolling for EPF. In such case, you may choose to enroll for EPF after making your UAN compliant with Aadhaar.)

If, at any time, the Bank finds that you have suppressed/concealed any information or provided false/misleading information, your candidature or appointment shall be cancelled. In such case, the Bank shall have the right to recover from you damages.



Kaushik Sur

Regional Manager – HR East

Ujjivan Small Finance Bank Ltd.

Registered Office: Ujjivan Small Finance Bank Ltd., Plot No, 2364/8, Khampur Raya Village, Shadi Kampur, Main Patel Road, New Delhi-110008, Tel: +91 11 30432121, Fax: +91 11 30432111.

Regional Office: Rishi Tech Park, 4th Floor, Premises No. 02-0360, Plot No, DH-6/2, Action Area ID, New Town, Kolkata-700160, Tel: +91 33 40452121, Fax: +91 33 40452120

CIN: U65110DL2016PLC302481 **W** www.ujjivansfb.in **E** ujjivan.blr@ujjivan.com



IDENTITY CARD



ASSAM POLICE

GOVERNMENT OF ASSAM



RIKU SHARMAH

DESIG : C/N- 870

UNIT : 9th A.P.Bn. Barhampur(Nagaon)

Date of birth : 02-01-1995

Date of App : 01-08-2018

Blood group : "AB"+ (Positive)

Identification mark : One mole on the left hand.

Riku Sarma

Sign. of Holder

[Signature]

Commandant

9th A.P. Bn. Barhampur

Issuing Authority

Nagaon Assam

GOVT. OF ASSAM
4TH ASSAM POLICE TASK FORCE BATTALION
HOWLY, BARPETA, ASSAM
IDENTITY CARD



SL/No. 131



Name:-ACHYUT SAIKIA.

Rank:-Constable .No.707.

Identification Mark:-One black mole on his left check.

ACHYUT SAIKIA
Holder's sign

[Signature]
Commandant
4th A.P.T.F. Bn. Howly
Barpeta, Assam