

May 03,2024



Ref No:CAN163203

Ms.MOHAMMAD MUBEENA

D.No:2-11-89,Subrahmanyam Colony,Vangayagudem,Eluru,W.G.Dist-534001,

Eluru,

Andhra Pradesh-534001.

Mob No.: 9392959962

SUB: EMPLOYMENT OFFER AS "JUNIOR EXECUTIVE"

Dear **Ms.MOHAMMAD MUBEENA** ,

This refers to your application and to the subsequent interview you had with us. In this connection, we are pleased to offer you the post of "**JUNIOR EXECUTIVE**" in the grade of "**COM2**" in our organization on the following terms and conditions.

1. Your Place of Posting will be at our **ELURU - I** located at, SATTIRAJU COMPLEX,POWERPETA ELURU,ELURU-0.
2. You will be paid a total remuneration of **Rs.2,02,800/- p.a.**The Break-up of which is enclosed.
3. You will be entitled for Gratuity as per statutory rules.
4. You will be on **probation for a period of six months** effective from the date of joining. On successful completion of probation, your services will be confirmed.
5. You shall produce the following mandatory documents on the date of joining.
 - a) Passport Size Photos-4 nos.
 - b) Copy of Pan card & Aadhaar card(compulsory).
 - c) Copy of Address ID proof.
 - d) Copy of Educational Qualification (Internet copies of the marksheets are not acceptable).
 - e) Relieving & Experience Letter from Current Employer for Experienced Candidates.
 - f) Proof of latest 3 months payslips (If applicable).
 - g) Cancelled Cheque/Bank Passbook copy for updation of salary bank account details.
 - h) Form 11, Employment Form fully filled up (Attached herewith in the Joining Kit).
6. Candidate with prior experience has to submit proof of UAN and ESI numbers (Previous Employer) mandatorily failing which Employment will not be considered till the submission of the same. You are also requested to submit E-Aadhar details displaying the number clearly in order to validate with UAN/Other Submissions.

The offer is being made on the particular of your qualification, training, experience, age present or previous remuneration and benefits etc. furnished by you in your bio-data/ application for employment in our organization. Should any of the particulars furnished by you is found to be incorrect, and/or any of the documents/certificates submitted by you is not genuine, your service shall be terminated without any notice pay in lieu of notice or any terminal benefits.

This offer of employment is valid for a period of **30** days only and the above specified documents along with respective original certificates for verification are mandatorily required to be produced on Date of joining. Any delay in submission, your DATE OF JOINING shall be modified as per statutory regulations. Failure on your part to submit the documents, this offer of employment shall stand automatically cancelled and withdrawn.

We will appreciate if you could send us a confirmation that these terms and conditions are acceptable to you and would join us at the earliest with intimation **Mr. NARENDRA B-BUSINESS MANAGER-NARENDRA.B@SHRIRAMFINANCE.ME (91-9951614346)**.

Please sign and return to us the duplicate copy of this letter as a token of your acceptance of this offer.

For SHRIRAM FINANCE LIMITED

A.GANESH

AUTHORISED SIGNATORY

(Accepted)

Disclaimer: SHRIRAM FINANCE LIMITED do not engage any consultants or agencies for recruitments.

Shriram Finance Limited

(Formerly known as Shriram Transport Finance Company Limited)

Admn. Office: 6th Floor(level 2), Building No.Q2, Aurum Q Parc, Gen 4/1, TTC, Thane Belapur Road, Ghansoli, Navi Mumbai - 400710. Tel:+91 22 4095 7575

Registered Office: Sri Towers, Plot No. 14A, South Phase, Industrial Estate, Guindy, Chennai - 600 032. Tamil Nadu, India | Tel: +91-44-485 24 666

Website : www.shriramfinance.in | Corporate Identity Number(CIN) - L65191TN1979PLC007874

REMUNERATION DETAILS OF MS.MOHAMMAD MUBEENA
(JUNIOR EXECUTIVE - COM2)

| S.NO. | COMPONENTS | AMOUNT MONTHLY | AMOUNT YEARLY |
|--------------|----------------------|-----------------------|----------------------|
| 1. | BASIC SALARY | 6500.00 | 78000.00 |
| 2. | HOUSE RENT ALLOWANCE | 2750.00 | 33000.00 |
| 3. | EDUCATION ALLOWANCE | 200.00 | 2400.00 |
| 4. | OTHER ALLOWANCE | 4550.00 | 54600.00 |
| | GROSS | 14000.00 | 168000.00 |
| 5. | INSURANCE BENEFITS | 250.00 | 3000.00 |
| 6. | PROVIDENT FUND | 1350.00 | 16200.00 |
| 7. | BONUS/EXGRATIA | 1300.00 | 15600.00 |
| | CTC | 16900.00 | 202800.00 |

NOTE:

1. Item on Sr.No. 1 to 4 shall be paid through payroll.
2. Item on Sr.No. 5 shall be towards insurance benefits.
3. Item on Sr.No. 6 is company's contribution towards your Provident Fund.
4. Item on Sr.No. 7 as and when declared.

For SHRIRAM FINANCE LIMITED



A.GANESH
AUTHORISED SIGNATORY

(Accepted)