

HRD/MML/O/10781/24

August 25, 2023

### Branch Credit Manager's

201100002250	SUHAIL
201100002288	YASH JAIN
201100002318	AMAN
201100002214	SHASHANK YADAV
201100002176	RACHANA
201100002295	DURGESH KUMAR
201100002225	SHIVAM KUMAR
201100002199	SANDEEP YADAV
201100002015	AKASH SINGH
201100002106	KARTIKEY GUPTA
201100002130	MOHAMMAD AFSAR
201100002322	KRISHNA
201100002059	ASHWANI YADAV
201100002179	RAHUL KUMAR
201100002044	ARABAZ KHAN
201100002126	MAHAK GUPTA
201100002261	UMA YADAV
201100002274	VIKRANT YADAV
201100002276	VINAYAK YADAV

Dear Candidates,

It gives us pleasure in offering you a position with the **Muthoot Microfin Limited**. This offer is in pursuance with the discussions we had with you recently.

### Terms & Conditions

**1. Job Title:**

You will be designated as **Branch Credit Manager-Credit Risk**

**2. Reporting:**

You will be reporting to the **Area Credit Manager-Credit Risk**

**3. Location**

Your first posting will be at **Shikohabad**

**4. Remuneration:**

Your Annual Total Employment Cost to the Company would be **261000.00/- (Two Lakh Sixty One Thousand Only)** the details of which are been given in the Annexure attached

**5. Job Description:**

Your duties and responsibilities will be given separately

**6. Posting/Transfer:**

Even though your first posting will be at **Shikohabad** during the course of the service, you shall be liable to be posted / transferred anywhere to serve any of the Company's Projects or any other establishment in India or outside, at the sole discretion of the Management.

**7. Probation/Confirmation:**

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**MUTHOOT MICROFIN LIMITED**

CIN: L65190MH1992PLC066228

Regd. Office: 13<sup>th</sup> Floor, Parinee Crescenzo, Bandra Kurla Complex, Bandra East, Mumbai, Maharashtra - 400051

Administrative Office: 5<sup>th</sup> Floor, Muthoot Towers, M.G. Road, Kochi, Kerala - 682035 Tel: +91-484-4277500, F: +91-484-2351494 E: info@muthootmicrofin.com  
[www.muthootmicrofin.com](http://www.muthootmicrofin.com)

You will be on Probation for a period of 6 months. Your performance will be evaluated after the completion of probation period. Your services will be confirmed with the company in writing, strictly on the basis of your performance during the probation period

#### **8. Notice Period:**

In case you decide to leave the company's services, you will be required to give 90 days' notice. The company 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 company the gross salary for the notice period so reduced/waived off.

#### **9. Medical Fitness:**

Your offer is subject to your being found medically fit for employment.

#### **10. Information:**

This Offer Letter is being issued to you on the basis of the information and particulars furnished by you in your application (including bio- data), at the time of your interview and subsequent discussions. If it transpires that you have made a false statement (or have not disclosed a material fact) resulting in your being offered this position, the Management may take such action as it deems fit in its sole discretion, including termination of your employment.

#### **11. Responsibility:**

With acceptance of this letter, you are undertaking the following responsibilities

- i. You will abide by the rules and regulations/Certified Standing Orders of the Company as may be in force from time to time
- ii. During your services with the Company, you will not undertake any other business or work, direct or indirect, honorary or with remuneration except with the written permission from the Management.
- iii. You will not during your services with us or any time, thereafter disclose to any persons, firm or Company, information regarding the Company, the disclosure of which may damage the interest of the Company.

#### **12. You are advised to join us latest by: 15 May 2024**

You are required to sign and submit a copy of this letter as a token of your acceptance of our terms and conditions along with the following documents (if not submitted already) within 2 days from the date of this offer failing which the offer will stand void.

- Copy of educational qualification (self-attested)
- Police Verification Certificate on or before 30 days of joining
- KYC - Self attested
- Copy of Relieving letter from the present Employer

Employees who are leaving the service without intimation to the company within 30 days from the date of joining shall be not eligible for any benefits as an employee and the company has the right to

recover the loss incurred with regard to the appointment and his service.

### 13. Confidentiality

You acknowledges that in the course of performing services, you will obtain knowledge of the business plans, products, processes, software, know-how, trade secrets, formulas, methods, models, prototypes, discoveries, inventions, improvements, disclosures, names and positions of other employees and/or other proprietary and/or confidential information (collectively the Confidential Information). You agree to keep the Confidential Information secret and confidential and not to publish, disclose or divulge to any other party, and agree not to use any of the Confidential Information for your own benefit or to the detriment without the prior written consent, whether or not such Confidential Information was discovered or developed by you. You also agree not to divulge, publish or use any proprietary and/or confidential information of others that you are obligated to maintain in confidence.

This clause shall be applicable even after the discontinuation of your services with the organization

#### Professional Code of Conduct

You shall abide by the Professional code of conduct, as amended from time to time, at all times.

#### Acceptable Usage Policy

You shall be bound by the acceptable usage policy and the related policies from time to time.

Within 15 days of joining you will read through the Policy and acknowledge receipt of the same failing which you may not be able to access the information assets






**While welcoming you to Muthoot Pappachan Group, we hope you will excel in your endeavours and help make Muthoot Microfin a success story.**

#### For Muthoot Microfin Ltd




**Subhransu Pattanyak**

**Executive Vice President – Human Resource**

 <p><b>Monetary</b></p> <ul style="list-style-type: none"> <li>Staff loan</li> <li>Incentive</li> <li>Fuel Allowance</li> <li>Yearly Bonus</li> <li>Branch Grade wise Pay increments</li> </ul>	 <p><b>Career Growth</b></p> <ul style="list-style-type: none"> <li>Performance</li> <li>Appraisal</li> <li>Internal Promotion</li> <li>Learning and Development Programs</li> </ul>	 <p><b>Work Life Balance</b></p> <ul style="list-style-type: none"> <li>Second Saturday Off</li> <li>Maternity Leave</li> <li>Paternity Leave</li> <li>Adoption Leave</li> <li>Sports &amp; Cultural Activities</li> <li>Mobile connection</li> </ul>
 <p><b>Health and safety</b></p> <ul style="list-style-type: none"> <li>Term Insurance</li> <li>Medical Insurance</li> <li>Parental Insurance</li> <li>Additional Insurance to ESIC employees</li> </ul>	 <p><b>Retirals</b></p> <ul style="list-style-type: none"> <li>EPF</li> <li>ESI</li> <li>LWF</li> <li>Gratuity</li> <li>Leave Encashment</li> </ul>	

Muthoot Microfin is a Great Place to Work® certified company. We are also one of the leading and fastest growing microfinance institution in India. The company offers tremendous growth opportunities for its employees. We have the best people practices and policies in place to ensure the wellbeing and work-life balance of our employees.

Salary Break Up		
Location	Shikohabad	
Designation	Branch Credit Manager	
Grade	O III	
Compensation Component Details	Per Month	Per Annum
Basic	12180.00	146160.00
HRA	4872.00	58464.00
Other Allowance	2327.00	27924.00
<b>Gross(A)</b>	19379.00	232548.00
<b>Deduction</b>		
Employee PF	1741.00	20892.00
Employee ESI	146.00	1752.00
<b>Net Salary (B)</b>	<b>17492.00</b>	<b>209904.00</b>
Employer PF	1741.00	20892.00
Employer ESI	630.00	7560.00
<b>Total (C)</b>	2371.00	28452.00
<b>Cost to the Company (A+C)</b>	21750.00	261000.00

For Muthoot Microfin Ltd





Subhransu Pattnayak

Executive Vice President – Human Resource