

OFFER LETTER

Dear Devanand Vishwakarma,

This is with reference to the discussion that we had with you, we are pleased to offer you the position of Digital Relationship Manager in HDFC securities Ltd.

Grade : Executive
Department : Digital Account Opening
Location : Andheri (East)

A detailed appointment letter will be issued to you on your joining and completion of procedural formalities. The annual compensation and benefits applicable to you is attached as annexure, you may please go through.

We request you to join us at the earliest but not later than June 05, 2023 failing which the offer stands revoked.

On the day of your joining you will be required to provide photocopies of the following documents:

1. Passport Size color photographs (4 Nos.)
2. Attested copies of Educational/ Professional Qualification degrees (HSC/ Graduation/ PG/ MBA)
3. Proof of Date of Birth
4. ID proof (PAN card, Driving license, Voter ID)
5. Residence proof (Ration card, Voter ID, Electricity bill, etc)
6. Relieving Letter from previous employer

Condition Precedent

1. The organization receiving satisfactory character reference to be suggested by yourself, preferably one referee being a person who has supervised you in a professional capacity at some stage of your career. Additionally, the organization reserves the right to seek references from your current/ previous employer at any stage, subsequent to your acceptance of this offer letter.
2. In case of negative feedback, the company reserves the right to take any strict action against your employment with HDFC securities Ltd.
3. The organization receiving attested copies of all your degree and professional qualification certificates.
4. The organization receiving a satisfactory report of a routine medical examination with your medical center (if applicable)
5. NISM series 8 clearance certificate at the time of joining or within 90 days of joining (if applicable), failure of which the company reserves the right to take any strict action against your employment with HDFC securities Ltd.
6. Subject to successful completion of the training and assessment (if applicable)

Kindly send your acceptance of this offer through a reply to this mail and the contact details of two professional references. You are advised to confirm your acceptance within 3 days of receiving this offer, post which the offer, by design, is withdrawn.

We look forward to your long career with us.

Regards,
Priyanka Atul Karve
Authorized Signatory- HR
HDFC securities Ltd.



HDFC Securities Limited

Registered Address: I Think Techno Campus Building - B, "Alpha", Office Floor 8, Near Kanjurmarg Station, Opp. Crompton Greaves, Kanjurmarg (East), Mumbai 400 042. Tel.: +91-22-30753400 Fax: +91-22-30753435 www.hdfcsec.com

Member of NSE, BS, MSEI, MCX | Reg No.: INZ000186937 | Member: CDSL | Reg No.: IN-DP-372-2018 | Research Analyst: UNH000002475 | Investment Adviser: INA000011538 | PFRDA: POP-11092018 | AMFI: ARN13549 | Corporate Identity Number (CIN) - U67120MH2000PLC152193

Compliance Officer: Murli V Karkera, Contact: +91 22 3045 3600, Email: complianceofficer@hdfcsec.com

For any complaints/ grievance: services@hdfcsec.com

Annexure – I				
Name		Devanand Vishwakarma		
Grade		Executive		
Designation		Digital Relationship Manager		
Total CTC (Rs.)		284,000		
N O	Particulars	Heads	Per Month(Rs.)	Per Annum (Rs.)
A	Monthly Components	Basic	4533	54400
		House Rent Allowance	2720	32640
		Medical Allowance	1250	15000
		Conveyance Allowance	0	0
		Supplementary Allowance	11495	137943
	Gross Salary		19,999	239,984
B	Annual Components	ESI (Employer Contribution of 3.25% of monthly gross)		7799
		LTA		0
C	Retiral Benefits	PF (Employer Contribution of 12% of Basic wages)		21600
		Gratuity (4.81% of Basic)		2617
	Gross CTC (D= A+B+C)			272,004
E	Perquisites	Housing Loan Interest Subsidy		0
		Special Allowance		0
F	Premium	Car Allowance		0
		Mediclaime & Personal Accidents Cover Premium		12000
Total Cost To Company		284,000		

Notes :

- 1) Group Mediclaim Insurance Cover for self and family as per policy
- 2) Housing Interest Subsidy is eligible only to those who have availed Loan and is applicable post confirmation
- 3) Employee has the option of availing meal coupons to the value of Rs.26,400/- pa from the supplementary allowance.

Priyanka Atul Karve
Authorized Signatory- HR
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To

HDFC Securities Limited,
I Think Techno Campus,
Building - B, "Alpha",
Office Floor 8,
Mumbai 400042.

Dear Sir/Madam,

Sub: Voluntary submission of Aadhaar for the statutory benefits

I hereby submit voluntarily at my own discretion, a self-attest e-print copy of Aadhaar card as issued by UIDAI, to HDFC Securities Ltd. for the benefits under Provident Fund (PF) contribution/ ESI /Statutory contributions.

The consent and purpose of collecting my Aadhaar number has been explained to me and as informed me that my Aadhaar number submitted to HDFC Securities Ltd herewith shall not be used for any other purpose other than mentioned above.

I hereby declare and affirm the above that all the information voluntarily furnished by me is true, correct and complete.

I will not hold HDFC Securities Ltd. or any of its officials responsible for any consequences arising in case of any aadhaar related information provided by me.

Signature: _____

Name : **Devanand Vishwakarma,**

Enclosure: 1) Self-attested copy of Aadhaar



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