

Date: February 22, 2019

172510148

Dear Sowmya Kakollu,

We are pleased to offer you a position of **Relationship Manager, Under the Management Associate - Sales Program** at L1 Level as per the following terms and conditions.

**1. Place of Posting: Guntur.** Your final location would be confirmed at the time of joining. The Company has pan India operations and hence your posting is transferable. Your scope of work will include but not limited to all the functions related to **Credit Evaluation, Business Development, Sales and Collections** for the company.

**2. Working hours:** Working hours are from 09:30 AM to 06:00 PM, 6 days per week. However, if the exigency of work demands, you should be prepared for longer work hours to ensure timely completion of assigned tasks.

**3. Probation:** You will be on probation for a period of six months from the date of joining. Upon successful completion of probation your appointment will be confirmed. Your probation may be extended depending on your performance.

**4. Medical Fitness:** Your appointment is subject to you being found medically fit by a registered medical practitioner from whom you have to obtain and submit a fitness certificate.

**5. Compensation Package:**

**5.1. Salary:** As per the structure mentioned below:

| Particulars (p.a.)            | Amt (Rs.)   |
|-------------------------------|-------------|
| Basic Salary                  | Rs. 180,000 |
| Total Allowances              | Rs. 240,000 |
| Fixed Salary                  | Rs. 420,000 |
| PF                            | Rs. 21,600  |
| Gross Salary                  | Rs. 441,600 |
| Mobile & Data Card Allowances | Rs. 24,000  |
| Insurance                     | Rs. 9,500   |
| Incentive                     | Rs. 140,000 |
| CTC                           | Rs. 615,100 |

**5.2. Allowances:**

**5.2.1.** You will be entitled to reimbursement of official calls on mobile phone and use of internet data card/wifi (At present this is **Rs. 24,000 p.a.**)

**5.2.2.** Official travel will be reimbursed subject to the policies of the company governing the same.