

LETTER OF INTENT FOR EMPLOYMENT
[STRICTLY CONFIDENTIAL]

Date: 23/04/2024

Ref No. _____

Name : BHUVAN RAJ

Address: TUMKUR

City : TUMKUR

Dear BHUVAN RAJ,

We are pleased to express our interest in considering you for the position of **Sales Trainee - AH** at Grihum Housing Finance Limited ("Grihum" or the "Company"), following your recent participation in our recruitment process. This Letter of Intent (LOI) is intended to outline the proposed terms of employment and the next steps in the recruitment process, subject to your acceptance, our further assessment and subject to the terms outlined herein and the completion of certain pre-employment checks.

1. **Proposed Employment Terms**

Attached as **Annexure**, you will find a detailed breakdown of the proposed remuneration package including but not limited to basic salary, allowances, and other benefits that constitute the Total Cost to Company.

2. **Conditions & Pre-requisite Checks**

Your consideration for this position is contingent upon submission & verification following documentation. Failure on any of the clause may lead to revocation of LOI, Offer or termination of employment as the case may be.

- Employment Application Form (EAF) along with all declarations and documentation within 2 weeks of joining.
- Successful completion of Know Your Customer (KYC), CIBIL and other mandatory checks.
- Medical fitment certificate as prescribed by the organisation 7 days prior to joining the organisation.
- Submission of passing certificate on completion of ongoing course within 6 months of joining the organisation.

3. **Binding Nature of Acceptance**

By accepting this LOI, the organisation shall issue the offer of appointment and you hereby agree to refrain from seeking any other job opportunity through campus and you would be out of campus placement process for any future opportunities.

4. **Confidentiality**

This LOI and the terms herein are confidential. You are required not to disclose any information mentioned in the LOI to any third parties without the express written consent of Grihum Housing Finance Limited. You are also required to do the same with your immediate family members and campus placement committee/office.

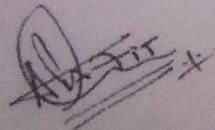
5. **Acceptance**

Please indicate your acceptance of this LOI by signing and returning a copy of this document. Once accepted, we will proceed with the necessary pre-employment checks.

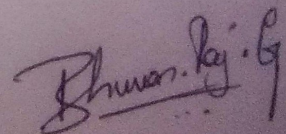
6. For all future communications, you are requested to coordinate with Ms. Pooja Joshi (Human Resource) at pooja.joshi@grihumhousing.com

We look forward to the prospect of you joining our team and your positive response.

For, Grihum Housing Finance Limited



Anurag Pandit
Lead- Talent Acquisition
Human Resource Department



Grihum Housing Finance Limited
(Formerly, Poonawalla Housing Finance Limited)

CIN: U65922PN2004PLC208751 | ☎ 020-67808091 | ✉ info@grihumhousing.com
Floor: Zero One IT Park, Survey No. 79/1, Ghorpadi, Mundliwa Road, Pune - 411036

**ANNEXURE
COMPENSATION STRUCTURE**

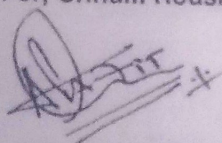
Pay Components	Monthly	Annually
Basic	10,000	1,20,000
Special Allowance	7,719	92,628
House Rent Allowance	5,000	60,000
Employer PF	1,800	21,600
Gratuity	481	5,772
Total Fixed CTC	25,000	3,00,000
Mobile And Conveyance	2,500	30,000
Monthly Variable	10,000	1,20,000
Total Variable	12,500	1,50,000
Total CTC	37,500	4,50,000

* Gratuity is payable as per the Gratuity act

** Monthly variable is an indicative number and actual variable is payable basis the satisfactory performance under the applicable incentive scheme

You shall be eligible to participate in the employee insurance policies offered by the organisation

For, Grihum Housing Finance Limited

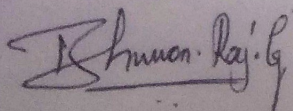


Anurag Pandit
Lead- Talent Acquisition
Human Resource Department

Acknowledgment and Acceptance by Recipient

I, BHUVAN. RAJ. G, daughter/son of Govindaraju .C.T, hereby acknowledge and agree to the terms outlined in this Letter of Intent (LOI). I understand that my permanent account number FYKPB8953A and Aadhar number 603034013967 are correct and upon successful completion of documentation, employment checks and that the Company reserves the right to proceed based on the outcomes of these checks. I commit to providing accurate information and to adhere to the policies as outlined above.

Signature



Recipient Name:

Date: 23/4/24

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