

Ref: MRHFL/25/06/2022/14934/83297

Date: 25/06/2022

Ms. Kirti Ingawale

851/2, Navnath Nagar, Near Kalamba lake, Gargoti Road, Kolhapur

India - 416007

SUB: Offer Letter

Dear Ms. Ingawale,

We refer to your application and subsequent interviews for the **CUSTOMER MANAGER - AFFORDABLE HOUSING** position in our Company.

Further to the interview, we are pleased to offer you employment as an “**CUSTOMER MANAGER - AFFORDABLE HOUSING**” in Grade **L9-O** at our **PUNE** Office location.

You will be on Probation for a period of **6** months. During this period you will be entitled to the following:

1. During the probation period you shall be entitled for leave as per leave policy of the company.
2. You will be placed at our **PUNE** Office Location and report to the concerned Manager.
3. The Management shall have the right to transfer your service and you will have to work as per the instructions / directions of the Management of the company in any of its divisions / branches / offices/ group companies situated in India.

During this period, you will be entitled to the following:

Components	Amount (in INR)
Basic	50,000.00
HRA	25,000.00
Personal Allowance	1,50,995
Monthly Gross	
Annual Gross	2,25,995
Annual Benefits	
Provident Fund	21,600.00
Gratuity	2,405
Superannuation(Optional)	0

LTA	0.00
Total CTC	250,000.00

Regd. Office: Mahindra Towers, 4th Floor, Dr. G. M. Bhosale Marg, Worli, Mumbai 400 018 India
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Mahindra FINANCE

Mahindra HOME FINANCE

Mahindra Rural Housing
Finance Ltd.
Sadhana House, 2nd Floor,
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Mumbai 400 018, India.
Tel: +91 22 66523500
Fax: +91 22 24972741

* You will be paid incentive as per existing monthly PBMR (Performance Based Monthly Reward) policy.

** Allowance as per policies currently in force and subject to change based on individual and company's performance

*** The Superannuation benefit is optional. If an employee chooses not to join the scheme, the superannuation amount will be paid in monthly salary & will be taxable as per prevailing tax rate. The employee has an option to join the scheme later through a separate declaration. Once the employee has joined the scheme it's irrevocable.

**** ESIC would be deducted as per applicable statutory laws

In addition to these:

1. Cover of personal accident insurance against death and disablement resulting from accidents is applicable as per the prevalent policy, this is subject to satisfactory compliance of rules of insurance company in this regard. This will be effective from the date of payment of premium against this policy.
2. The Employee, spouse, children and two dependents will be covered under Group Medclaim policy to as per the prevailing policy

A detailed appointment letter will be issued to you after your joining the Company.

We would appreciate if you can kindly join us on or before **04/07/2022**.

Please sign the duplicate copy of this letter as token of acceptance of the above offer.

The above offer of appointment is subject to submission & verification of following documents:

- Copies of your testimonials.
- Reference letters – 2 Nos
- Reference Check
- Passport Size Photographs – 3 Nos
- Relieving letter from Previous / last Employer.
- Medical Fitness Certificate
- Date of Birth Certificate
- Salary Certificate

- Address Proof

Wishing you Best of Luck!!!

For Mahindra Rural Housing Finance Ltd.

Moonmoon Roy
Head - Human ResourceAut

This is a computer generated letter & does not require signature

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