



बड़ौदा ग्लोबल शेयर्ड सर्विसज लिमिटेड
Baroda Global Shared Services Ltd.

(Wholly owned subsidiary of Bank of Baroda)

(CIN : U74999MH2017GOI292430)

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BGSS/DST/HRM/2022/0307

Date: 16-05-2022

Mohd Imroz,
Rampur, Uttar Pradesh.

Dear Mohd,

Further to the discussions that you had with us, we are pleased to appoint you to the position of "Executive", in Retail Sales (Home Loan) Department at Baroda Global Shared Services Ltd. on the following terms and conditions:

1. Your present place of work will be at Delhi Branch (Delhi), but during this course of the above assignment, you shall be liable to be posted/transferred anywhere to serve any of the Company's Projects or any other establishment, at the sole discretion of the Management.
2. You are requested to join us on or before 18-05-2022 failing which this employment offer will stand withdrawn.
3. Your probation period shall be for six months, beginning from date of joining which can be extended further.
4. Your cost to the company (CTC) will be Rs. 2,88,756/- (Rupees Two Lac Eighty Eight Thousand Seven Hundred Fifty Six Only) per annum. Statutory compliance will be applicable if any. Details of which are there in Annexure- I.
5. This appointment and your continuance as an employee are subject to your having been found medically (physically and mentally) fit by the certified Medical Practitioner.
6. During the probation or extended probation, and until you are expressly confirmed in the services of the company, your services are liable to be terminated without any notice.
7. In case for any reason, if you wish to leave the services of the company, you will be required to give one (-1-) months' notice period in writing to the company or pay one month's emoluments to Baroda Global Shared Services Ltd. in lieu of notice period.
8. You would be eligible for Incentive Plan which would be over and above the salary as decided by the management. The management reserves the right to modify/withdraw the Incentive Plan structure at its discretion. The same would be intimated to employee well on time.
9. If at any time in our opinion, which is final in this matter you are found non-performer or guilty of fraud, dishonest, disobedience, disorderly behaviour, negligence, indiscipline, absence from duty without permission or any other conduct considered by us deterrent to our interest or of violation of one or more terms of this letter, your services may be terminated without notice and on account of the reason of any of the acts or omission the company shall be entitled to recover the damages from you.
10. You will not accept any present, commission, or any sort of gratification in cash or kind from any person, party, or firm, or company having to deal with the company and if you are offered any, you should immediately report the same to the Management.
11. You will be responsible for the safekeeping and return in good condition and order of all Company property, which may be in your use, custody, or charge.
12. In case of non-compliance with the policy, the company reserve the right to take strict disciplinary action which may even lead to termination.
13. Your CIBIL Score should not go less than 650+ or you should not be a defaulter from any bank at any point of time
14. Your joining will not be confirmed if you failed to submit all the required documents by or before your joining date.

Within 3 days of receipt of this letter, you are requested to sign and return the duplicate copy of this letter in token of your acceptance of the terms of the appointment. The original shall be retained by you.

We welcome you to the Baroda Global Shared Services Ltd. family and look forward to a fruitful collaboration.

Thanking you,
Yours Faithfully,

For Baroda Global Shared Services Ltd

Atul Kumar Kashyap
Head – Human Resources

Offer accepted, I will join on or before
Date:

Name:
Signature:

Director - Corporate Relations
Invertis University
Bareilly

Registrar
Invertis University
Bareilly



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Annexure- I

<u>Name: Mohd Imroz</u>	<u>Designation: Executive</u>	
<u>Compensation Heads:</u>	<u>Monthly</u>	<u>Annual</u>
Basic	9625	115500
House Rent Allowance (HRA)	3850	46200
Conveyance Allowance	1600	19200
Medical Allowance	1250	15000
Statutory Bonus	583	6996
Special Allowance	4892	58704
Gross Salary	21800	261600
Retirals:		
Employer's Provident fund	1800	21600
Gratuity	463	5556
Total CTC	24063	288756

*ESIC as applicable

[Handwritten Signature]

(Head – Human Resources)

(I accept the above terms & conditions – Signature)

[Handwritten Signature]
Director Corporate Relations
Invertis University
Bareilly

[Handwritten Signature]
Invertis University
Bareilly