



# Shree Ram Multispeciality Hospital (SRMH)

Lokah Samasta Sukhino Bhavantu

Date : 01-02-2024

To,

The Principal

Govt. Digvijay College

Rajnandgaon(C.G)

**Subject** – Regarding Campus interview selection.

Dear Sir/Madam,

Greetings for the day!!

This is to inform you that, campus interview held on dated **09-11-2023** and following student are selected for the position of Nurse Assistant And Marketing Executive :-

S. NO	NAME	QUALIFICATION	SELECT FOR THE POSITION	MOBILE NO.
1	SANJANA MAHILANE	B.COM	MARKETING EXECUTIVE	9399079896
2	VIDHI BAKSHI	B.COM	MARKETING EXECUTIVE	6266640285
3	DIVYA RANI	BSC BIOLOGY	NURSING	9691454714
4	PREETI	BSC	NURSING	8602009316
5	LISHA NENGI	MSC MICROBIOLOGY	NURSING	8962358020
6	HARSHA KUNJAN	MSC.MICROBIOLOGY	NURSING	9302034384
7	LALITA CHANDRA WANSHI	BSC BIOLOGY	NURSING	6267826431
8	ANJALI	BSC. BIOLOGY	NURSING	9669883727
9	SANDHYA BHARTI	B.COM	NURSING	8817219575
10	ADITI DHAMGAYE	BSC	NURSING	7828583107

This is for your kind information please.

For – Shree Multispeciality Hospital, Raipur

Regards,  
Authorized Signatory



● Near Railway Under Bridge, Basant Vihar Gate No. 1, Gondwara Chowk,  
Gudhiyari, Raipur (Chhattisgarh)

☎ 0771-43 43 161, 0771-43 40 162, 📞 8404 8404 79

✉ shreeramhospital.op@gmail.com 🌐 www.srmhraipur.com



आपकी हर खुशीयों के साथ...

# श्री जलाराम स्वीट्स

Ref No.

Date : .....

10<sup>th</sup> January 2024  
RAJNANDGAON

To

Mr. Manish Kumar

Devri, (Maharashtra)

## Offer Letter

Dear Candidate,

We are pleased to inform you that you are selected in our Organization Jalaram Sweets situated at G.E. Road, Rajnandgaon. As per the discussion between you and our team at the time of campus interview held at Govt. Digvijay College Rajnandgaon, you are appointed and will be in provision period of 15 days and we are giving you accommodation of food and shelter. All the terms and condition will accepted you by signing this offer letter. Your work timing and salary will be as per the discussion and based on your performance.

We look forward to welcoming you on board.

*Position – Software Developer (Jr.)*

Document Req. – Aadhar Card/Pan Card/ Voter ID, Photo, Bank Passbook.

Sincerely,

For, JALARAM SWEETS



Authorized Signatory

(Please sign this letter in duplicate as a proof of your acceptance)

G.E. Road, In front of kika bhai complex, Rajnandgaon (C.G.) 491441

Ph : 07744-406862, E-mail : jalaramsweetsrjn@gmail.com

## Job Description



A Job Specification	
1	Company Name : MUTHOOT MICROFIN LTD
2	Position / Designation : Relationship Officer
3	Grade : O I / O II
4	Department : Operations
5	Sub Department (if any) : NA
6	Employment Type : Full Time
7	Reporting to – Designation & Grade : Branch Relationship Manager
8	No. of Reportees, Designation & Grade : Nil
9	Main Tasks : Acquisition and Maintenance of new clients. Operations and Collection.
10	Areas of Responsibility : <ul style="list-style-type: none"> <li>• Compliance and management: Carries out the pre and post-loan activities related to Group loans. Presenting the loan applications to the Credit team, portfolio administration, prioritizing the repayment of loans to preserve the portfolio quality.</li> <li>• Promotion – Promotes new potential clients and eligible clients offering various other products</li> <li>• Loan Appraisal – Informs potential clients about the requirements, conditions of the IGL Loan products, the procedures to obtain a loan, the importance of the payments on time etc. Makes sure that the client meets the credit requirements.                             <ul style="list-style-type: none"> <li>o Visits the client's business and home to do the assessment, following the credit policy procedures.</li> <li>o Analyzes and presents a consistent loan proposal to the Credit team for its approval.</li> <li>o Informs the client about the Credit team decision</li> </ul> </li> <li>• Follow – up: Follows the loan disbursement process.                             <ul style="list-style-type: none"> <li>o In case of arrears visits clients and guarantors for the loan recovery.</li> <li>o Informs the BRM or AM about the demand in his/her assigned area as well as on the competition.</li> <li>o Makes a close follow up of the disbursed loans, especially of the ones not paying on time.</li> <li>o Responsible for his/her portfolio administration, promoting its growth and keeping it with daily planning and organization of activities</li> </ul> </li> <li>• Client service: Provides a quick and timely service to the clients, making sure that the client's expectations are fulfilled whenever is possible.                             <ul style="list-style-type: none"> <li>o Ensures a good and respectful treatment to the clients and establishes a professional relationship with them, with a long term perspective. Guarantees confidential treatment to all the information gathered from the client and of the Institution</li> </ul> </li> </ul>
11	Special Requirements (If any) :

12	Job Location / State	:	Across Kerala, Karnataka, Tamil Nadu, Gujarat, Maharashtra, MP,UP GOA and Odisha . Also applicable to future locations too.
13	Compensation Band	:	Upto 17,000 Monthly Gross
14	Entitlements	:	NA
15	Stake Holders	:	Internal Employees
16	Assets required	:	NA
17	Career Progression	:	Branch Credit Manager / Branch Relationship Manager
<b>B</b>	<b>Personal Specification</b>		
18	Educational Qualification/ Technical Certification	:	Graduate and above
19	Skill Sets	:	<ul style="list-style-type: none"> <li>• Should have a passion and desire to work in the social service sector.</li> <li>• Ability &amp; desire for hands on work in the field with customers.</li> <li>• Basic Knowledge of accounting and finance is desirable</li> <li>• Basic Computer knowledge</li> <li>• Marketing and sales skills</li> <li>• Good interpersonal skills</li> <li>• Ability to Communicate – Should Have good verbal fluency and using simple, clear and purposeful language</li> </ul>
20	Communication Skills	:	Fluency in Local Language
21	Experience	:	Experience of 1 year in same Industry will be preferred (Freshers also can Apply)
22	Behavioural Competencies	:	Adaptability, Interpersonal Skills, Valuing service and diversity, <b>Initiative/Perseverance</b>
23	Other Requirements (If any)	:	Local Language would be an added advantage and willing to work in Field
<b>C</b>	<b>Approvals</b>		
24	Prepared by (Name/Designation/ Date)	:	Radhakrishna E
25	Approved by (Name/Designation/ Date)	:	Business Head / HR.

**Rajib Ghosh**  
**Chief People Officer**

**08-Apr-2024**

**Mr Gagannath Jogi**  
**Khairagarh-Chhuikhadan-Gandai, Chhattisgarh**

**Dear Gagannath,**

Welcome to Azim Premji Foundation !

We thank you for your interest to join Azim Premji Foundation (hereinafter referred to as the "Foundation").

Your terms of appointment is as below :

### **1. APPOINTMENT**

- a)** We are pleased to make you an offer of appointment as "**Associate Resource Person**" based in **Dhamtari (Dhamtari block), Chhattisgarh** as a part of Azim Premji Foundation for Development. Your expected date of joining will be 01-Aug-2024.
- b)** You will be on probation for a period of one year from the date of appointment and will be confirmed upon satisfactory performance during the period of probation.

### **2. SALARY**

**Your Annual Cost to Company (CTC) is Rs. 4,32,000**

Details of your salary structure are given in *Annexure 1*. Your compensation will be subject to tax deduction as per applicable rules.

Changes in your salary & benefits are discretionary and will be on the basis of relevant criteria that include the performance and results you demonstrate.

### **3. OTHER TERMS**

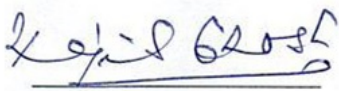
- a.** You will be eligible for the following benefits:
  - i.** Leave and holidays
  - ii.** Participation in Provident Fund Scheme
  - iii.** Participation in the Foundation Medical Assistance Program
  - iv.** Gratuity
  - v.** Insurance – Medical, Term Life & Personal Accident
- b.** You will be re-assigned in such capacity as the Foundation may from time to time determine. If such re-assignment results in transfer to another function, program or location, you will be governed by the terms and conditions of service applicable to the new assignment.
- c.** In your role in the Foundation, you will be required to:
  - i.** Effectively, diligently and to the best of your ability perform all responsibilities to achieve the assigned results. This may require working extra hours from time to time.

- ii. Undertake travel on Foundation work for which you will be reimbursed travel expenses as per the Travel policy of the Foundation.
  - iii. Understand the scope and intent of all our policies and comply with them, as they form an integral part of the terms of your employment with the Foundation.
  - iv. The POSH policy is enclosed in *Annexure 2*. Its' purpose is to provide a safe, secure and enabling environment for all our members. You are expected to adhere to all aspects of this policy and ensure that you treat all members with dignity and respect.
  - v. Disclose and assign to Azim Premji Foundation as its exclusive property, all developments, developed or conceived by you solely or jointly with others during the course of your employment
  - vi. Not engage in activities that have or will have an adverse impact on the reputation, image or working of Azim Premji Foundation, whether directly or indirectly.
- d. Your retirement age is 60 years.
- e. This contract of employment is terminable, without giving reasons, by either party by giving one month notice. Azim Premji Foundation reserves the right to pay or recover salary in lieu of notice period. Further, the Foundation may at its discretion relieve you from such date as it may deem fit even prior to the expiry of the notice period. In case of breach of integrity or unacceptable performance or misconduct, the Foundation reserves the right to terminate this agreement without any notice and without notice pay in lieu.
- f. Your employment terms may be specifically enforced legally, if required. If any of the provisions of this Agreement are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this Agreement shall continue to be in full force and effect.
- g. Please note that you are required to inform us if there are any other agreements, oral or written, which you have entered into and which may relate to or affect your commitments under this Agreement.
- h. Conflicts of Interest:
  - i. You are required to engage yourself exclusively in the work assigned by the Foundation and shall not take up any independent or individual assignments (whether the same is part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of the Head of your Function and the Chief People Officer.
  - ii. You shall ensure that you shall not, directly or indirectly, engage in any activity or have any interest in, or perform any services for any person who is involved in activities, which are or shall be in conflict with the interests of the Foundation.
- i. We at Azim Premji Foundation are committed to 'Integrity' in all aspects of our functioning. We trust that you have not provided us with any false declaration or willfully suppressed any material information.
- j. You shall immediately bring to the notice, in writing, of your immediate supervisor or of the Chief People Officer, any matter or situation or incident that may arise that could potentially result, or has resulted, in violation of the Policies of the Foundation or of this letter.
- k. Upon separation you will immediately give up to the Foundation all correspondence, specifications, books, documents, literature, drawings, effects, records etc. belonging to the Foundation or relating to its functioning and shall not make or retain any copies of these items. Your full and final settlement will be subject to compliance with the content of this clause.

- l.** Your offer of appointment is subject to successful completion of your current Post Graduation/Masters and Self-declaration of medical fitness. Please provide your certificates within 3 months of your joining.
  
- m.** By accepting this offer letter, you agree to terms and conditions mentioned in this letter. You also authorize Azim Premji Foundation and / or its designated agency(ies) to conduct document and background verification and understand that if any information furnished by you is found to be false, you could be denied employment / be terminated.

Please log into the candidate portal to confirm your acceptance of these terms of appointment.

**Yours sincerely,**



**Rajib Ghosh**

Encl: Annexure 1: Salary Structure  
Annexure 2: POSH Policy

**Annexure 1  
Salary Structure**

**Mr Gagannath**

**Associate Resource Person – Dhamtari (Dhamtari block), Chhattisgarh**

<b>Salary Components</b>	<b>Amount (Rs.)</b>
Basic	10,800
House Rent Allowance	4,320
Conveyance Allowance	2,000
Leave Travel Allowance	5,000
Other Allowance	9,862
<b>Monthly Gross Salary</b>	<b>31,982</b>
Provident Fund Contributed by the Foundation	1,800
Medical Assistance (Notional Value)	800
Gratuity	518
Mediclaime Insurance	900
<b>Monthly Cost to Company (CTC)</b>	<b>36,000</b>
<b>Annual CTC</b>	<b>4,32,000</b>

**Provident Fund:** As per Act. Amount indicated above are as per current applicability.

**Gratuity:** As per Act. Amount indicated above are as per current applicability.

**Medical Assistance :**

1. Eligibility of reimbursement of actual medical (domiciliary and incidental) expenses for self, spouse and dependent children, up to one month's basic salary or **Rs. 15000/-** per annum (whichever is high).
2. Domiciliary medical expenses for employee's parents upto **Rs. 10000/-** per annum

**Mediclaime Insurance:** Hospitalization expenses of **Rs. 2 Lacs** per annum as per the rules of the insurance provider.

In addition, you are currently eligible for Coverage under Personal Accident Insurance and Group Term Life Insurance for **Rs. 15 Lacs** and **Rs. 25 Lacs** respectively, as modified from time to time. The terms of both the policies would be shared with you upon joining.

**Travel expenses :** The reimbursement of your travel expenses from your location to the place of joining will be on actuals. It would be maximum of the 3 Tier A/c fare. Please preserve your tickets and bills for making the claims.

**Relocation Expenses :** You will be eligible for one time relocation expense of Rs. **10000/-** on joining and this amount will be credited to you along with the second month's salary.

**Lodging and Boarding for first 14 days :** You Lodging will be arranged directly by the Administration team at the Foundation based on applicable limits. In this time you would have to look for a house for self and move out accordingly.

**Housing Deposit Assistance :** You will also be eligible to avail an interest free loan towards your actual housing deposit amount upto a maximum of **Rs. 30,000/-**. This amount will be recovered in 10 equal monthly installments, beginning from the subsequent month of availing the loan.

In case you resign from the Foundation before completing 1 year for any reason, you will be required to repay the Foundation the amount claimed towards 'Travel Expenses & Relocation Expenses' and 'Housing Deposit'.

## ***Annexure 2***

### **Policy on Prevention of Sexual Harassment (PoSH)**

Azim Premji Foundation is committed to provide a safe, healthy, and supportive work environment for all its members. Sexual Harassment refers to any unwelcome act, behavior, or conduct (physical, verbal, or non-verbal) of a sexual nature that creates an offensive and unsafe workplace for any member. While the law is applicable only to women, our policy is applicable to all members of the Foundation.

The Committee for the Prevention of Sexual Harassment (PoSH) has been set up to help promote gender sensitivity and to act whenever a case of sexual harassment is reported - there is a strong, sensitive, and confidential redressal process in accordance with the law.

#### **Some examples of Sexual Harassment**

- Comments about people's bodies or clothes
- Sexist cartoons, jokes, and songs
- Obscene phone calls or texts
- Inappropriate messages, emails and gifts
- Repeated sexual invitations despite earlier refusals
- Inappropriate touching or hugging

If you wish to share any concerns, ask any questions, or file a formal complaint, please feel free to get in touch with any member of the PoSH Committee or write a mail to [posh@azimpremjifoundation.org](mailto:posh@azimpremjifoundation.org). Upon joining, the complete policy on the Prevention of Sexual Harassment can be accessed on the People Policy section of the ERP.

Dear **Mr. Rupesh Kumar Pandey**,  
Bharka Para, Rajnandgaon-491441,  
Chhattisgarh

02.01.2019

**Re: Offer for the post of "Branch Account Executive".**

We are happy to offer you the position of "**Branch Account Executive**" within the department of the "**Broiler Integration**" subject to satisfactory references. The Annual Gross salary for this position is **INR 186000/- (Rupees One Lakh EightySix Thousand Only)**.

We would like you to commence employment from on or before **15.01.2019**. There will be a probationary period of 6 months within which the notice period for both you and the IB Group is One week. After the successful completion of your probationary period, the notice period will be of 30 days.

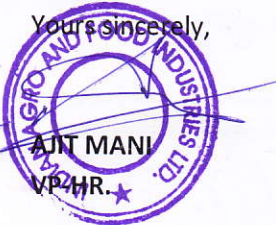
You will be working at **Rajnandgaon, Chhattisgarh** location, but there may be times that you'll be required to work in our other offices, depending on the needs of the business. You will report to **Branch Manager**.

A formal letter of appointment (inclusive of terms and conditions) will be issued on the date of joining. At the time of joining, you would be required to submit a list of documents. Details of the same has been included at the end of this document. In the event that you will not be able to furnish some of the documents on date of joining, you will be required to submit an undertaking of non-submission of certificates. A maximum of 03 months will be provided to you for procurement and submission of the required documents.

We really hope that you decide to accept this offer and look forward to working with you in the future. To confirm your acceptance of this post, please sign both copies of this letter as indicated overleaf and return one copy on mail to us by **18.01.2019**. Please do confirm the date of joining so that necessary arrangements can be made for an effective induction.

If you have any further queries, please don't hesitate to contact us. We can be reached at **(9229190976, shweta.singh@ibgroup.co.in)**. We welcome you to the IB Family and look forward to a long and mutually beneficial association.

Yours sincerely,



I accept the terms of conditions outlined in the offer letter and confirm that I am able to commence the post on \_\_\_\_\_.

**(Rupesh Kumar Pandey)**



ANNEXURE 1:

**Salary Break-Up**  
**Rupesh Kumar Pandey [Branch Account Executive]**

Compensation Structure/Detailed [Aggregate Cost to Company]		
	Per Month [in Rs]	Per Annum [in Rs]
<b>[A] Fixed Components:</b>		
Basic	8500	102000
House Rent Allowance	3400	40800
Car Reimbursement Allowance	0	0
Leave Travel Allowance	0	0
Uniform Allowance	0	0
Special Allowance	2580	30960
<b>Net Salary</b>	<b>14480</b>	<b>173760</b>
<b>[B] Benefit Components</b>		
Retention Gratuity	0	0
Provident Fund (Emp'r Contribution)	1020	12240
<b>Total:</b>	<b>1020</b>	<b>12240</b>
<b>[A+B] Gross CTC Salary:</b>		
	<b>15500</b>	<b>186000</b>
<b>[C] Deductions:</b>		
Esic Contribution	253	-
Provident Fund (Emp'e Contribution)	1020	-
Income Tax (As Applicable)		-
Trust Contribution	181	-
<b>Total Deductions</b>	<b>1454</b>	<b>-</b>
<b>[A-C] Approx Take Home Salary</b>		
	<b>13026</b>	<b>In Rupee (INR)</b>

*[Signature]*  
02/01/19

\*Employee's P.F Contribution of equal amount will be deducted from monthly salary.

\*The deduction for the AZIZ TRUST will be as follows:

1. Salary slab from Rs.10,000 to Rs.24,999 per month ,1.25% of the Earn salary of the month.
2. Salary slab from Rs.25,000 upwards, 1.75% of the Earn salary of the month.


\*Proof of Aziz trust will be given through a receipt which will be given annually after the end of financial year which can be used under Exemption U/S 80G of Income Tax Act.



Approved By

Accepted By


## Post Graduate Trainee


 Employment Type  
-


 Age Range  
0 - 0


## Instruction Input Matrix


 Work From  
Office


 Ideal Companies to be sourced from  
freshers


 Mandatory Educational Requirements  
Post graduation Degree


 Language preference  
-


 Sourcing Keywords  
PGT

 Mandatory Certification Requirements  
NA

 Notice period  
0 days

 Interview Process  
1 Round

 Who is an ideal candidate ?  
mentioned in JD

 Mandatory Skills Required  
PGT

## Position Description

### JOB DESCRIPTION

#### (Post Graduate Trainees)

##### **Job Name**

Post Graduate Trainees

##### **Company Name**

Bharat Aluminium Company Limited

Official Website: <https://www.balcoindia.com/>

##### **Job Type**

Full Time

##### **Skills**

Problem-solving skills, ability to work in a team, a strong work ethic, analytical and quantitative skills, communication skills, and leadership qualities.

## **Location**

Bharat Aluminium Company Limited

## **Experience**

Fresher

## **CTC**

Fixed: 3.75LPA; Variable: 1.75LPA

Total CTC: 5.50 LPA

## **Interview Stages**

- 1 Personal Interview

## **Eligibility**

- 60% throughout in 10th, 12th, Graduation and Post Graduation without any backlogs at the time of selection and joining.
- Regular full time Graduation degree
- No other gap in regular course of studies is allowed except for 1 year gap between 12th & Graduation or Graduation & Post Graduation

## **Description**

Key responsibilities include:

- Ensuring Production as per shift target
- To coordinate with Pot Room (internal customer) for delivery of good quality of rodded anodes
- Responsible for ensuring Vehicle safety in Storage.
- 5s implementation in respective zone.
- Ensuring proper counting of anodes in storage area
- Operation of all equipment as per COP.
- Keeping records of shift activity in Logbook.
- Manpower and resource management in storage
- Responsible for belt cleaning activity after proper electrical isolation
- Ensure 100% compliance in day-to-day activity of shift in storage.
- SOP updation and trainings
- PV Compliance in storage
- Improvement initiatives QC, KAIZEN, IDEA, IP

**KRAs and KPIs**

**Duties and Responsibilities**

**Skills and Competencies**

**General Remarks**