

Date: 31.10.2024

Mr Shahil Meman
Bajarpara,
Gaytri Temple,
Baikunthpur,
Korea,
Chhattisgarh-497335
Mob.No: 9399815246

Subject: Letter of Appointment

Dear Sir,

1. We are pleased to convey your appointment in the Company. You will be designated as Graduate Sales Trainee in grade M9L2.
2. This appointment takes effect from 21.10.2024.
3. The details of your Compensation Package are furnished in the Annexure. In addition you will be eligible for performance based Sales Incentive*/Variable Pay** as per Company policy.
4. Your initial posting will be in REGION-BHOPAL, BILASPUR. However, the Company reserves the right to utilize your services at any other place within or outside the country.
5. You will be entitled to avail of leave in accordance with the rules of the Company.
6. You will be on probation for a period of 12 months, which may be extended by a further period at the discretion of the management. On successful completion of the probationary period, you will be eligible for confirmation in the services of the Company.
7. You will execute and perform all duties as may be entrusted to you from time to time, in the above capacity or in any other capacity, to the best of your ability and also conduct yourself faithfully and conscientiously.
8. You will promote and expand the business of the Company and may not, directly or indirectly, and neither solely nor jointly, be engaged in any other business or profession, whether it be during or after the hours of employment, without written approval from the Company.
9. During your employment with the Company, you may receive and / or have access to confidential or proprietary information relating to the Company, or other organizations in which the Company may have interest (equity or otherwise). You are required not to disclose or divulge or cause to be disclosed or divulged such information without the prior written approval of or clearance of the Company. This condition shall continue to apply even when you are no longer employed by the Company.

(Shahil Meman, Personnel No. 00077970)

10. You are bound to abide by and adhere to the policies, rules, and regulations enforced by the Company from time to time including those relating to Sales Quality policy of the company, conduct, discipline, benefits, salary review, retirement, and any other matters as though these rules, regulations and orders were a part of this contract of employment. Such policies, rules, and regulations are subject to alteration and amendment from time to time.
11. Except as provided otherwise in this letter, your employment may be terminated at any time by either party without assigning any reason, by either party giving in writing the minimum required notice of one month during probation and three months after confirmation. However, if your employment is terminated by the Company without any or sufficient notice, you shall be paid, basic salary due in lieu of the notice or insufficient notice.
12. Notwithstanding the above, during the period of your probation, or after your confirmation, in case you breach any of the clauses of this appointment, or you are found to have committed an act of misconduct, your services may be terminated with immediate effect. In such event, it would not be necessary for the Company to give you any notice whatsoever.
13. Please note that in case you choose to resign from the Company, you will be required to give sufficient notice. The notice period shall be one month in case of employees on probation, and three months in case of confirmed employees.
14. The Company may, at its discretion, require you to serve the entire notice period or accept notice pay in lieu of notice.
15. In case notice pay (salary in lieu of notice) is payable by the Company or the employee, it shall be calculated solely on the basis of the basic salary as applicable, and will not include the value of any allowances, benefits, or perquisites due in terms of your appointment.
16. You will be governed by the Terms and Conditions of Services of SBI Life Officers as approved by the Board from time to time.
17. **You will have to open an account with State Bank of India and advise your account no. and name of SBI branch within 3 days after joining. Please note that your salary will not be processed till the bank account details are received by us.**
18. We look forward to a long and mutually beneficial association between you and SBI Life. We trust that our relationship will be guided by a quest for excellence in all facets of our interactions, as well as based on a foundation of mutual respect and sincerity in all dealings.
19. In case of your resignation or termination from the services of SBI Life Insurance Co. Ltd, for any reasons whatsoever, the admissibility or otherwise of payment of incentive and the quantum of such incentive to be paid shall be at the sole discretion of the Management and no correspondence shall be entertained in this regard.

(Shahil Meman, Personnel No. 00077970)

20. The normal age of superannuation shall be 60 years.

21. Please return the duplicate copy of this letter, duly signed, as confirmation that you have accepted the terms and conditions of this appointment. Please also return the enclosed Form on Declaration of Fidelity and Secrecy duly signed.

Note:

a) Please visit www.ebandhan.net for HR policies and formats.

b) Employees in DM Group & BDM group are requested to visit Confirmation Norms on eBandhan and get themselves familiarized with performance expectation parameters during their probation. (Path: eBandhan > HRZone -> Policies -> Recruitment, Probation and Confirmation).

*c) Your ESS (SWAYAM) User ID is 00077970 and Password is Sbilife@123
(Path: <https://swayam.ebandhan.net/irj/portal>)*

Yours sincerely,



Hridaydeep Singh
Vice President

DECLARATION OF FIDELITY AND SECRECY

1. I have joined SBI Life Insurance Company Ltd. as Graduate Sales Trainee on 21.10.2024.

2. I am aware that by virtue of my employment in this Company, I will have access to Company data, some of which could be highly confidential.

3. I am further aware that any leakage of data through any of my acts of omission or commission may lead to an adverse effect on the business interests of the Company.

4. Therefore, I undertake the following:

i) During my employment, to treat all data as confidential whether so marked or not and not to disclose any operational data of the Company to any unauthorized person within or outside the Company. Data in this case includes facts such as the state of progress of various schemes, plans and policies or the names of persons working on various schemes, the kinds of schemes, etc.

ii) Further I shall ensure the safe custody of all data, records, and equipment in my custody. I shall hand over such records, data, etc. only to authorized persons against proper receipt.

iii) I shall avoid any communication of information on open channels such as telephone, fax or other methods that may lead to a loss of secrecy of information.

iv) Finally, I will not pass on any information, known or believed by me to be classified or sensitive, even after my leaving the organization for at least a period of three years.

Signature : _____

Name : Shahil Meman

Date : _____

(Shahil Meman, Personnel No. 00077970)