



MINI MUTHOOTTU NIDHI KERALA LIMITED
CIN : U65991KL1986PLC004452
GSTIN : 32AABCM5932D1ZX
E-Mail : co.kozhencherry@muthoottumini.com
Tel : +91-468-2275250

CO/HR/AO: MM/070/2022

21.11.2022

Ms. Dhanya D
Divya Bhavanam
Kudassanad P.O
Nooranad 689512

Dear Ms. Dhanya D,

With reference to your application and the subsequent interview with us, we are pleased to offer you employment in the position of "Business Associate (Trainee)" in Mini MuthoottuNidhi (Kerala) Limited, subject to the following terms and conditions: You will be posted at **Mancode Branch** under training for 3 months and after the successful completion of the training you will be placed on fixed term basis for one year.

You are directed to report to **Branch Head, Mini Muthoottu Nidhi KeralaLtd, Mancode Branch**

The total Remuneration package for this position will be **Rs. 15000/-** per month which may be revised or increased by the Company. Your remuneration is fixed on the specific assurance made by you that you will serve the company for the entire period of one year. Therefore if you wish to leave the services of the company on your own accord, before the above said period, you shall give intimation in writing to the management at least one month in advance or one month salary in lieu of such notice. Company shall provide a Special Induction Training at different level of the organisation. Fees of the training shall be Rs.15000/-.Training cost shall be deducted from your first three months stipend as three equal instalments of Rs.5000/-each. This shall be refunded if you complete 1 year of service with the organisation. In the event of non-completion of 3 months of service, the fee shall be payable by you and non-payment of which shall attract legal proceedings.

You will also be eligible for Provident Fund, ESI, as per prevalent rules. This is a matter purely between yourself and the company arrived at, based on your specific background and merit and you are expected to keep this information and any changes made therein from time to time, personal and strictly confidential. You are bound to follow the general rules, discipline and regulations of the company, presently followed and amended from time to time. Management reserves the right to transfer you to any of the Nidhi branches during your tenure of work.

The company reserves the right to terminate your services without assigning any specific reason without notice, in case of fraud or misconduct. However in normal situation if the company desires to discontinue your services with the company, the company shall give one month notice in advance.

If you wish to leave the services of the company on your own accord, before the above said period, you shall give intimation in writing to the management at least one month in advance. Your employment will be terminable by either side by giving to the other one month notice or one month salary in lieu of such notice. However, the management reserves the right to terminate your services without giving any notice or reason whatsoever, if your behaviour and action are detrimental to the interest of the Company. You should also abide the rules of the land.

Any notice required to be given to you shall be deemed to be duly and promptly given if delivered to you personally or sent by registered post to you at your address in India as recorded with the Company.

If at any time it emerges that such particulars were false or incorrect or any material relevant information had been suppressed or concealed or exaggerated, this offer and any appointment pursuant hereto will be considered ineffective and irregular and will be liable to be terminated by the company without notice or salary in lieu of notice without prejudice to the right of the Company to take disciplinary action against you.

The Employee acknowledges that, in any position the Employee may hold, in and as a result of the Employee's employment by the Employer, the Employee will, or may, be making use of, acquiring or adding to information which is confidential to the Employer (the "Confidential Information") and the Confidential Information is the exclusive property of the Employer. The Confidential Information will include all data and information relating to the business and management of the Employer, including but not limited to, proprietary and trade secret technology and accounting records to which access is obtained by the Employee, including Work Product, Computer Software, Other Proprietary Data, Business operations, Marketing and Development Operations and Customer information. The Confidential Information will also include any information that has been disclosed by a third party to the Employer and is governed by non-disclosure agreement entered into between that third party and the Employer.

Please return the enclosed duplicate duly signed by you in token of your understanding and accepting the terms and conditions set forth herewith.

Yours truly,



Chairman

Copy to : 1. Personal File