

**Ref.No: VHFC04454**

**Date: 09-03-2024**

**To,  
Mr. Umang Pundir  
Dehradun**

**OFFER LETTER**

**Dear Mr. Umang Pundir,**

With reference to your application and subsequent interview(s) you had with us, we are pleased to offer you employment in our organization, on terms and conditions mentioned below.

**Designation: Executive Trainee**

**Remuneration:** Your total Cost to Company will be **Rs.400000/- (Rupees Four lakh Only)** inclusive of retiral and Variable Pay. In addition to this, you will be entitled for insurance & other benefits.

**Location of Posting: Dehradun** or such other place as decided by the Company from time to time.

You will be governed by the service rules and regulations of the Company including conduct and discipline. The same will be detailed out in your letter of appointment which will be handed over to you on the day of joining us.

Please note that this offer letter is subject to due reference checks, CIBIL checks and background verification which will be conducted by an appointed external agency. Non - Compliance may lead to withholding of salary and/or termination of employment.

We would like to inform you that we carry out background verification process for all our employees. During the process we validate selected credential of the employee (Education, Employment, Addresses, CIBIL, Reference checks as applicable). All statements made or particulars given in the course of your employment application and thereafter ought to be authentic and true. Your appointment will be subject to review in case any information/ document or statement given by you is found to be incorrect, incomplete or false will have a bearing on your working with us.

As an organization, we will always provide an engaging proactive work culture with empowerment in action along with accountability, an open work culture, full of diversity, free of bureaucracy and an opportunity to strike an optimal balance between personal and professional goals in life.

We look forward to you joining our team for long & successful association.

**For Vastu Housing Finance Corporation Limited**

**Sujay Patil  
Chief Operating Officer**

**Training & Placement Cell  
Swami Rama Himalayan University  
Dehradun (Uttarakhand)**

**VASTU HOUSING FINANCE CORPORATION LTD.**

**Regd. Office:** Unit No. 203 & 204, A Wing, Navbharat Estate, Zakaria Bunder Road, Sewri (West),  
Mumbai 400015, India.

**Tel:** 022-2499 9911 • **Email:** customercare@vastuhfc.com • **Web:**  
www.vastuhfc.com

**CIN:** U65922MH2005PLC272501

**OFFER ACCEPTANCE**

I acknowledge & accept this offer and will join by \_\_\_\_\_ (date of joining). I confirm that whatever information and credentials I have provided are true.

**Accepted with Thanks by Umang Pundir**

**Signature:**

**Place:**

**Date:**

Please return the duplicate copy of the letter duly signed confirming your acceptance within 4 days of receiving the offer letter. This offer is valid till **14th March 2024**.

  
Training & Placement Cell  
Swami Rama Himalayan University  
Dehradun (Uttarakhand)

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**ANNEXURE - A**

| Salary Heads                              | Monthly       | Annually       |
|---|---------------|----------------|
| Basic Salary                              | 10,000        | 120,000        |
| House Rent Allowance                      | 5,000         | 60,000         |
| Bonus                                     | 1,400         | 16,800         |
| Other Allowance                           | 6,319         | 75,830         |
| <b>Total Fixed (A)</b>                    | <b>22,719</b> | <b>272,630</b> |
| <b>Retiral Benefits (B)</b>               | <b>2,281</b>  | <b>27,370</b>  |
| PF (CO.Contr.)                            | 1,800         | 21,600         |
| Gratuity                                  | 481           | 5,770          |
| <b>Other Benefits (C )</b>                |               | <b>33,000</b>  |
| Employee Insurance Benefit*               |               | 15,000         |
| Parents Insurance Benefit *               |               | 18,000         |
| <b>Performance Based Variable Pay (D)</b> |               | <b>67,000</b>  |
| <b>Total CTC (A+B+C+D)</b>                |               | <b>400,000</b> |

**Note:**

- 1) **Group Medical Insurance:** You will be covered under the Group Medical Insurance Policy of the Company with a sum insured of Rs. 3,00,000/- as per the Terms & Conditions of the Insurance policy
- 2) **Group Accident Insurance:** You will be covered under the Group Accident Insurance Policy of the company with a sum insured of Rs. 25,00,000/- as per the Terms and Conditions of the Insurance policy.
- 3) **Group Term Life Insurance:** You will be covered under the Group Term Life Insurance Policy of the company with a sum insured of Rs. 25,00,000/- as per the Terms & Conditions of the Insurance policy.
- 4) **Parents Medical Insurance:** You will also be eligible to opt for Parents medical insurance as per the terms and conditions of the Insurance policy (Involves Employee contribution)
- 5) **Gratuity:** You will be eligible for Gratuity as per the Gratuity Act.
- 6) **Power of Amendment:** The Company reserves the right to modify/add/withdraw/alter any or all the existing allowances prescribed herein above.
- 7) **Taxation:** Taxes will be deducted as per the Indian Income Tax Act.

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**Sujay Patil**  
(Chief Operating Officer)

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Training & Placement Cell  
Swami Rama Himalayan University  
Dehradun (Uttarakhand)  
**I accept the above terms & conditions**  
(Umang Pundir)

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**LIST OF DOCUMENTS TO BE PROVIDED AT THE TIME OF JOINING**

1. KYC - PAN & AADHAR Card copy
2. Educational Qualification certificates (Mark sheets & Degree Certificate)
3. Last 3 months (consecutive) Salary Slips
4. Resignation Acceptance Mail
5. Relieving Letter
6. Cancelled cheque or Bank Passbook copy
7. Updated Resume/CV
8. Acknowledged Offer Letter copy (Vastu)
9. Two (2) passport size photographs (1 - for Identity card & 1 - for Joining kit)
10. Appointment Letter from previous employer
11. EPF statement
12. Medical Fitness Certificate (from a certified Medical Practitioner/Family Physician)

**Note:** All the above documents are mandatory.

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