



Date: 14.09.2018

Mr Lalchungnunga .  
Thenzawl, Dintar,  
H/S No. 211,  
Dist - Serchhip,  
Mizoram-746181  
Mob.No: 8974305521

**Subject: Letter of Appointment**

Dear Sir,

1. We are pleased to convey your appointment in the Company. You will be designated as Associate in grade M9L2.
2. This appointment takes effect from 03.08.2018.
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-NORTH EAST, AIZAWL. 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 6 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.

*(Lalchungnunga ., Personnel No. 00039127)*



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 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.

*(Lalchungnunga ., Personnel No. 00039127)*



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](http://www.ebandhan.net) for HR policies and formats.

b) Employees in UM Group i.e. Unit Manager, Agency Manager, Sr. Agency Manager, Territory Manager and Asstt. Branch Sales Manager are requested to visit "UM Group confirmation norms" link on eBandhan and get themselves familiarized with performance expectation parameters during their probation. (Path: eBandhan-> HRZone-> Policies-> UM Group confirmation norms).

c) Your ESS (SWAYAM) User ID is 00039127 and Password is Sblife@123  
(Path: <https://swayam.ebandhan.net/irj/portal>)

Yours sincerely,

Nishant Kumar  
Vice President

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I agree to and accept the above terms and conditions of employment. I also acknowledge receipt of the enclosures detailed hereunder.

Signature: \_\_\_\_\_

Date : \_\_\_\_\_