

**Dec 12, 2022**

**Dear Nandini,**

Further to our various interactions with our team, I am happy to extend this Letter of our Intent to make you an offer to join the company. Please go through the details and if all Terms are acceptable, please send us your written acceptance with earliest possible joining date by e-mail to [naveenjain@proowrx.com](mailto:naveenjain@proowrx.com)

***Please Note:*** Job Description / profile given hereunder or that discussed with you at any point during the interview process cannot be used to disregard responsibilities that the organisation needs you to perform. We are a start-up company and plan to grow fast.

*We need every employee's commitment and ready willingness to accept the task assigned to them and execute them at the best of their ability without the baggage of past work profiles and job descriptions shared with them at any point in time. We, at our end, always try to ensure that we respect your work timings and would not expect you to spend time at office post work hours except when there is an actual emergency / requirement of delivery.*

**[So please accept this offer only if above is clear and acceptable to you.](#)**

**Job Description:**

While your duties will mostly be in line with the profile discussed with you, in exceptional cases, your department and your duties may be changed towards different processes / clients or job responsibilities as required by the company and as per your competence assessed by the organization. You will be expected to work with full focus and sincerity on the job assigned to you, without any resistance.

Being a part of the startup team and the initial batch of few employees for the department (getting trained either by the company or client) on the processes, you will be required to impart training to new joiners, prepare manuals, process notes, blogs and social media posts (if required).

Since the nature of business is going to be handling international clients' assignments, occasionally you may be called upon to work on scheduled Holidays / festivals etc. as well. A list of such holidays will be shared upon your joining. In case you are required to work on a pre-scheduled holiday (as per the calendar), you will be entitled to a compensatory off on other working days which can be scheduled in discussion with your reporting manager.

**Period of Probation & first Review:**

One you join, your continued employment is subject to completion of a 06-month probation period, which may be extended by upto six months or more, depending upon your performance, output and overall conduct. For performance exceeding OR as per expectations, confirmation will happen automatically at the end of 6 months.

Your First Formal Review will happen after a period of 12 months of employment, provided you are in active service of the company (not resigned) and have been confirmed after 6 months of employment without extension of probation.

**Key responsibilities, to begin with, will include:**

- Credit assessment - based on the financials shared by the borrower. This needs a deep understanding of credit policies of various banks and understanding of credit-assessment calculations. You will assist our broker clients in research and developing loan strategies by comparing the policies suitable for a borrower's scenario, enter application data into loan processing software, data verification, document collation / verification and client servicing.
- Client communication - interact with clients or lenders via email, phone calls, texts etc. to take inputs regarding their financial data, corresponding documents, make suggestions regarding products and policies.
- Compliance and audit - ensure that all compliance norms are adhered to while processing the case.

<b>Proposed Compensation for Nandini</b>		
<b>Name</b>	<b>Nandini Upadhyay</b>	
<b>Designation</b>	<b>Graduate Trainee</b>	
<b>Function (Business Unit)</b>	<b>Loan Processing Unit (LPU)</b>	
<b>Department</b>	<b>Mortgages</b>	
<b>City</b>	<b>Jaipur</b>	
<b>Reporting Manager Name</b>	<b>Naveen Jain</b>	
<b>Compensation Heads</b>	<b>Monthly INR</b>	<b>Annual INR</b>
Basic	7,775	93,300
HRA	4,665	55,980
Special Allowance	2,022	24,258
LTA	1,089	13,062
Early Office Allowance *	3,000	36,000
<b>Monthly Gross</b>	<b>18,550</b>	<b>222,600</b>
Employer PF Contribution **	1,950	23,400
Gratuity	374	4,486
<b>Total Fixed cost</b>	<b>20,874</b>	<b>250,486</b>
Variable Compensation	2,500	30,000
<b>Total CTC</b>	<b>23,374</b>	<b>280,486</b>

Performance-Linked Variable-Pay (Performance Bonus / Incentives)

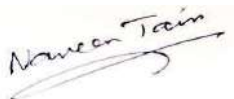
The variable component will be linked to performance and will start post confirmation. This will be paid on quarterly basis and based on performance parameters as shared with you post your training period. There is no minimum guaranteed amount.

NOTE:

\* Early Office Allowance: EOA is paid in case employees are working from office and will be discontinued in case employees are working from home for any unavoidable circumstances such as Government induced lockdown

\*\* PF Contribution: Employee PF contribution of Rs. 1800 p.m. will be deducted from Gross compensation paid to an employee and deposited in PF account as per applicable government norms.

**For Proowrx LLP**



**Naveen Jain**

Head – Operations & Business

