

Gmail

Jabir peta &lt;jabirpeta@gmail.com&gt;

**Fwd: Offer Of Employment - SMHFC - R M Divya**

divya muralidharan <divyamuralidharan81297@gmail.com>  
To: Jabirpeta@gmail.com

Mon, Dec 14, 2020 at 12:32 PM

----- Forwarded message -----

From: **Human Resources** <hr@mhfcindia.com>  
Date: Fri, Jan 31, 2020, 2:29 PM  
Subject: Offer Of Employment - SMHFC - R M Divya  
To: <divyamuralidharan81297@gmail.com>  
Cc: <placements@mssw.in>, Mihir Joshi <mihir.joshi@mhfcindia.com>

Hi,

Greetings from Svatanttra Micro Housing Finance Corporation Ltd.

Congratulations !! We are pleased to inform you that you have been selected to be part of the SMHFC team.

Welcome aboard!

You shall be initially appointed as **Management Trainee - Operations** with CTC Rs 3,00,000 p.a. for **Tamilnadu** location.

Salary	Per Month	Per Annum
<b>Basic Salary</b>	11632	139584
<b>HRA</b>	5816	69792
<b>Field Allowance</b>	5176	62112
<b>Bonus</b>	875	10500
<b>Gross Salary**</b>	23499	281988
<b>Employer Contribution to PF*</b>	1501	18012
<b>Total CTC Amount**</b>	25000	300000

\*Please note that this is employer's contribution to PF, Employee's contribution to PF will be deducted from the gross earnings.

\*\*Apart from this, the expenses incurred on the job shall be reimbursed on actual as per the company policy.

\*\*Apart from this you will be covered under the following policies: (i) Mediclaim for your self & family (at a minimal charge/deduction of Rs. 200) (ii) personal accidental coverage for self & (iii) Term insurance for self..

\*\*\*Please note that this is not take home salary, employee's contribution to PF will be further deducted.

You are requested to carry along the following documents (original and photocopy) for the joining formalities:

1. Qualification certificates and Marksheets (SSC, HSC, Graduation, Post graduation)
2. Relieving letters of previous organisation
3. Birth date proof
4. Address proof
5. Physical fitness certificate from any medical practitioner
6. Blood group certificate/card
7. PAN card (Mandatory)
8. Adhaar card (Mandatory)
9. 2 photographs
10. Bank Details / Cancelled Cheque

**Please let us know the earliest possible date when you can join.**

Thanks & Regards  
Eeti Patel  
Human Resources