

*“Dissemination of Education for Knowledge, Science and Culture”*

*- Shikshanmaharshi Dr. Bapuji Salunkhe*

Shri Swami Vivekanand Shikshan Sanstha's

# **Vivekanand College, Kolhapur**

**(An Empowered Autonomous Institute)**

## **Full Report on**

## **“Placement drive for students of Commerce and Management”**

on

**Thursday 23<sup>rd</sup> January, 2025**

By

**Mr. Satish N. Chavan**

*Training and Placement Officer,*

*Training and Placement Cell, Vivekanand College, Kolhapur*

*(An Empowered Autonomous Institute)*

Submitted to

**Internal Quality Assurance Cell (IQAC)**

*Vivekanand College, Kolhapur (An Empowered Autonomous Institute)*

**(2024– 25)**

## Table of Information

<b>Sr. No</b>	<b>Details of Participants</b>	<b>Total</b>
<b>1</b>	<b>Total Participated</b>	<b>69</b>
<b>2</b>	<b>Total Boys Participated</b>	<b>20</b>
<b>3</b>	<b>Total Girls Participated</b>	<b>49</b>
<b>4</b>	<b>Total Shortlisted</b>	<b>25</b>
<b>5</b>	<b>Total Selected</b>	<b>02</b> <b>(Girls)</b>
<b>6</b>	<b>Salary offered</b>	<b>2.16 LPA</b>

## ONE PAGE REPORT

“Dissemination Education for Knowledge, Science and Culture.”

-Shikshanmaharshi Dr. Bapuji Salunkhe

Shri Swami Vivekanand Shikshan Sanstha's

**VIVEKANAND COLLEGE, KOLHAPUR(EMPOWEREDAUTONOMOUS)**

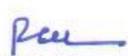
TRAINING AND PLACEMENT CELL

One Page Report: “Placement Drive for students of B. Com, M. Com, BBA & MBA”

1.	Name of the Department	Training and Placement
2.	Name of the Activity	Placement Drive
3.	Date/Duration	<b>Thursday 23<sup>rd</sup> January 2025</b>
4.	Aims and Objectives	To provide students with employment opportunity.
5.	Details of Participants	Total Participants : 69 (20 Boys & 49Girls) Total Shortlisted : 25 Total Selected : 02 (Girls)
6.	Expenditure & Funding's	Nil
7.	Brief information	Placement drive was conducted for the students of Final year B.Com, M.Com, BBA & MBA for different openings in Bajaj Capital,Axis Bank and Reliance Nippon life Insurance. Placement drive started with Pre- Placement Talk in which details were provided about the openings to the students and then personal interviews were conducted for selection.
8.	Outcomes	Students got an opportunity to face interview and as a result 25 students were shortlisted and 2 students got selected in Bajaj Capital. Harshada Ramesh Sutar: 2.16 LPA Shweta Subhash Patil : 2.16 LPA

  
Mr. S.N. Chavan  
Placement Officer  
Placement cell,  
Vivekanand College,  
Kolhapur-416 003



  
Dr. R.R. Kumbhar  
**PRINCIPAL**  
VIVEKANAND COLLEGE, KOLHAPUR  
(EMPOWERED AUTONOMOUS)

## PERMISSION LETTER

Satish N. Chavan  
Training & Placement Officer  
Vivekanand College, Kolhapur  
Date: - 17/01/2025

To,  
The Principal,  
Vivekanand College, Kolhapur  
(Empowered Autonomous)

Subject:- Granting Permission to organize Placement drive for students of Commerce

Respected Sir,

Training and Placement cell in association with IQAC, Department of Commerce, BBA and MBA, Axis Bank, Bajaj Capital and Reliance Nippon Life Insurance is willing to organize a placement drive for the respective student tentatively on Thursday 23 January, 2025. The said placement drive will provide students with an employment opportunity and help them to start their career.

Therefore, I kindly request you to please grant permission to organize the same. Also to conduct the same following utilities are required:

1. Room No.201, 203 and Board Room with seating arrangement and Mic System
2. Expenses for Bouquet.
3. 1 Peon

Thanking You,

Yours Sincerely,

  
Satish N. Chavan  
Placement Officer  
Placement cell,  
Vivekanand College,  
Kolhapur-416 003

Approved  
R  
17.1.2025

## NOTICE FOR STUDENTS

**"Dissemination of Education for Knowledge, Science and Culture."**

-Shikshanmaharshi Dr. BapujiSalunkhe  
Shri Swami Vivekanand Shikshan Sanstha's

**VIVEKANAND COLLEGE, KOLHAPUR (EMPOWERED AUTONOMOUS)**

(2024-25)

**NOTICE**

**Date: 17/1/2025**

All the students of Last Year B.Com , BBA, M.Com I & II and MBA are hereby informed that a placement drive is organized by Training and Placement Cell tentatively on Thursday 23 January, 2025. The Placement drive will be conducted for various openings in Bajaj Capital, Axis Bank and Reliance Nippon Life insurance.

Therefore, all the interested students should register your name with (Mr. Satish N. Chavan 7218651303) on or before Tuesday 21<sup>st</sup> January 2025 between 11:00 am to 12:30 pm in Placement Cell.

Important:

1. Students should submit their resume and ID card size photo while registering their names in Placement Cell
2. It is compulsory for the registered students to remain present for interview as per the instructions given by Placement Cell.
3. Detail Job Description is provided in broucher.



*peer*  
Dr. R. R. Kumbhar  
**PRINCIPAL**  
VIVEKANAND COLLEGE, KOLHAPUR  
(EMPOWERED AUTONOMOUS)

"Dissemination of Education for Knowledge, Science and Culture."

-Shikshanmaharshi Dr. BabujiSalunkhe

Shri Swami Vivekanand Shikshan Sanstha's

**VIVEKANAND COLLEGE, KOLHAPUR (EMPOWERED AUTONOMOUS)**

**(2024-25)**

**NOTICE**

**Date: 20/1/2025**

All the students of Last Year B. Com, BBA, M.Com I & II and MBA are hereby informed that a placement drive is organized by Training and Placement Cell tentatively on Wednesday 22 January, 2025 from 11:00 to 02:00 pm. The Placement drive will be conducted for various openings in Bajaj Capital, Axis Bank and Reliance Nippon Life insurance.

Therefore, all the participating students should remain present for the same in time and follow the instructions given below.

**Important Instructions:**

1. Students should carry 3 copies of their Resumes, File of your educational documents and Id Size Photo.
2. You should remain present in proper Dress Code.
3. You can give interviews in all companies.
4. Room no 201 (Senior College Building) will be common waiting room where all the students should remain present in time sharp at 10:30 am.



*R.R. Kumbhar*

Dr. R. R. Kumbhar  
**PRINCIPAL**  
VIVEKANAND COLLEGE, KOLHAPUR  
(EMPOWERED AUTONOMOUS)

## BROCHURE



*"Dissemination of Education for Knowledge, Science and Culture"*

*- Shri Sharmacharshi Dr. Bapuji Sahunike*

Shri Swami Vivekanand Shikshan Sanstha's

# Vivekanand College, Kolhapur

*An Empowered Autonomous Institute*

(Affiliated to Shivaji University, Kolhapur)



## PLACEMENT DRIVE

organized by

*Training and Placement Cell and IQAC for students of Commerce, BBA & MBA.*

*In collaboration with AXIS BANK, BAJAJ CAPITAL AND RELIANCE LIFE INSURANCE*

**Day & Date:- Wednesday 22<sup>nd</sup> January 2025 Time: 11:00 AM to 02:00PM**

**Venue: Room no : 201**

President of Program: Dr. R.R. Kumbhar

Principal Vivekanand College, Kolhapur

(An Empowered Autonomous Institute)

Chief Guests:

Mr. Nilesh Sunil Pandekar

(Senior Territory Manager Reliance Life Insurance)

Mr. Ajim Shaikh (City Manager, Bajaj Capital, Kolhapur)

Miss. Shubhangi Khude

(Deputy manager IBF for Axis Bank)



Principal

IQAC

Training & Placement Cell

## ATTENDANCE OF BAJAJ CAPITAL

Dissemination of Education for Knowledge, Science and Culture - Shikshanmaharshi Dr. Bapuji Salunkhe  
Shri Swami Vivekanand Shikshan Sanstha's

Vivekanand College, Kolhapur (Empowered Autonomous)

### Campus Drive for Bajaj Capital

on Wednesday, 22<sup>nd</sup> January 2025, Time: 11.00 AM

#### Registration Form

Name of Company: Bajaj Capital

Sr. No.	Name of Student	M/F	Course	Email ID	Mobile Number	Signature
1)	Rushikesh Ashok Powar	Male	B.com - III 2024-25	rushikeshpowar16@gmail.com	9021651566	
2)	Jash Babasa Patole	male	B.com - III 2024-25	Patolejash123@gmail.com	9172572997	
3)	Ancy. Raju. Bandi	female	B.com - III 2024-25	ancybandi@gmail.com	8600896054	
4)	Ashwini Prashant Patil	female	M.com II 2024-25	ap0878476@gmail.com	9209781424	
5)	Shruti Sanatkumar Patil	Female	B.com III 2024-25	KirtiPatil495@gmail.com	9595707252	
6)	Shradha Pramod Patil	Female	B.com III 2024-25	patilshradha2003@gmail.com	7058877062	
7)	Amruta Ashok Mane.	female	B.com III 2024-25	maneamruta0106@gmail.com	8208943304	
8)	Saniya Ramesh Banchhode	female	M.com I 2024-25	saniya banchhode@gmail.com	9070702003	



Sr. No.	Name of Student	M/F	Course	Email ID	Mobile Number	Signature
9)	Narayani Varudev Shanbhag	Female	M.Com I 2024-25	Shanbhagnarayani@gmail.com	7666249290	Nshan
10)	Harshada Ramesh Sutar	Female	B.Com III 2024-25	harshadasutar1204@gmail.com	7666796121	Hsutar
11)	Samiksha Yuvraj Patil	Female	B.Com III 2024-25	SamuPatil1319972@gmail.com	9156319972	SPatil
12)	Shweta Subhash Patil	Female	B.Com-III 2024-25	shwetapatil8573@gmail.com	7517986473	SPatil
13)	Alifa Amir Mulla.	Female	B.Com III 2024-25	mullaalifa01@gmail.com	9011407862	alifamulla
14)	Surekha Dinesh Nalawade	Female	B.Com-III 2024-25	Surekhanalawades72@gmail.com	9637424241	Ssurekha
15)	Shreya Prata P Powar	Female	B.Com III 2024-25	Powarshreya93@gmail.com	9146023134	SPowar
16)	Sujal Raju Kamble	Male	B.Com III 2024-25	kamblesujal298@gmail.com	9405196298	SKamble
17)	Sneha Subhash Patil	Female	M.Com I 2024-25	SP7288564@gmail.com	8468866059	SPatil
18)	Samrudhi Jaydeep Tambekar	Female	M.Com-I 2024-25	Samrudhitambekar@gmail.com	7058779527	STambekar
19)	Jyoti Sanjay Satuekar	Female	MBA 1st Year 2024-25	ijyotissatuekar21@gmail.com	7057635050	JSatuekar
20)	Pooja Pandit Sutar	Female	MBA 1st Year 2024-25	Poojasutar1716@gmail.com	7058731171	PSutar
21)	Samiksha Anil Chavan.	Female	MBA 1st Year 2024-25	Samikshachavan0907@gmail.com	9307142122	Schavan
22)	Janhavi Sachin Salokhe.	Female	B.Com III 2024-25	janhavisalokhe2004@gmail.com	8177909950	JSalokhe
23)	Shruti Satish Bawadekar	Female	B.Com-III 2024-25	VaishaliBawadekar11@gmail.com	9460608	Shruti



Sr. No.	Name of Student	M/F	Course	Email ID	Mobile Number	Signature
24)	Shweta Vilas Kamble	F	M.A, Telly Basic	Kambleshweta128@gmail.com	9673216527	Skamble
25)	Srushti Suresh Misal	F	B.10m III 2024-25	Srushtimisal@gmail.com	9130453449	Srushti
26)	Moudula Manaruti Powar	F	MBA-Fy 24/25	powar.moudula@gmail.com	9119459495	Powar
27)	Rutuja Tatyasaheb Mali	F	MBA-Fy 24/25	rutujamali1101@gmail.com	8648121101	Rmali
28)	Prachi Nitin Patil	F	MBA-Fy 24/25	prachipa2003@gmail.com	9657741350	Prachi
29)	Pallavi Dhanaji Desai	F	MBA-I 24-25	Pdesai8308@gmail.com	9356312862	Pdesai
30)	Sayali Sanjay Patil	F	MBA-I 24-25	sayali2003@gmail.com	9356621041	Sspatil
31)	Snehal Vijaykumar Patil	F	MBA I 24-25	snehalvijaykumarpatil2@gmail.com	999308620	Spatil
32)	Prasanna Prashant Mule	M	MBA I 24-25	Prasannamule61@gmail.com	9371711062	Prasanna
33)	Sudhanshu Sachin Yadav	M	MBA-I 2024-25	sudhanshuyadav1332@gmail.com	8421073503	Sudhanshu
34)	Yash Sandip Pehl	M	MBA-I 2024-25	yash.pehl999@gmail.com	9359272500	Yash
35)	SHUBHAM SAMBHARI BODAKE	M	M.com-I 2024-25	Shubhambodake73@gmail.com	8308398162	Shubham
36)	Siddhesh Mahesh Chavan	M	MBA I 2024-25	siddheshchavan2407@gmail.com	9529245707	Siddhesh
37)	Riya Ravindra Vaje	F	M.com-I 24-25	riyavaje50@gmail.com	9403800347	Rvaje
38)	Farhaan Sameer Shirguppi	M	M.com-I 24-25	farhaan.shirguppi@gmail.com	93081972	Fshirguppi



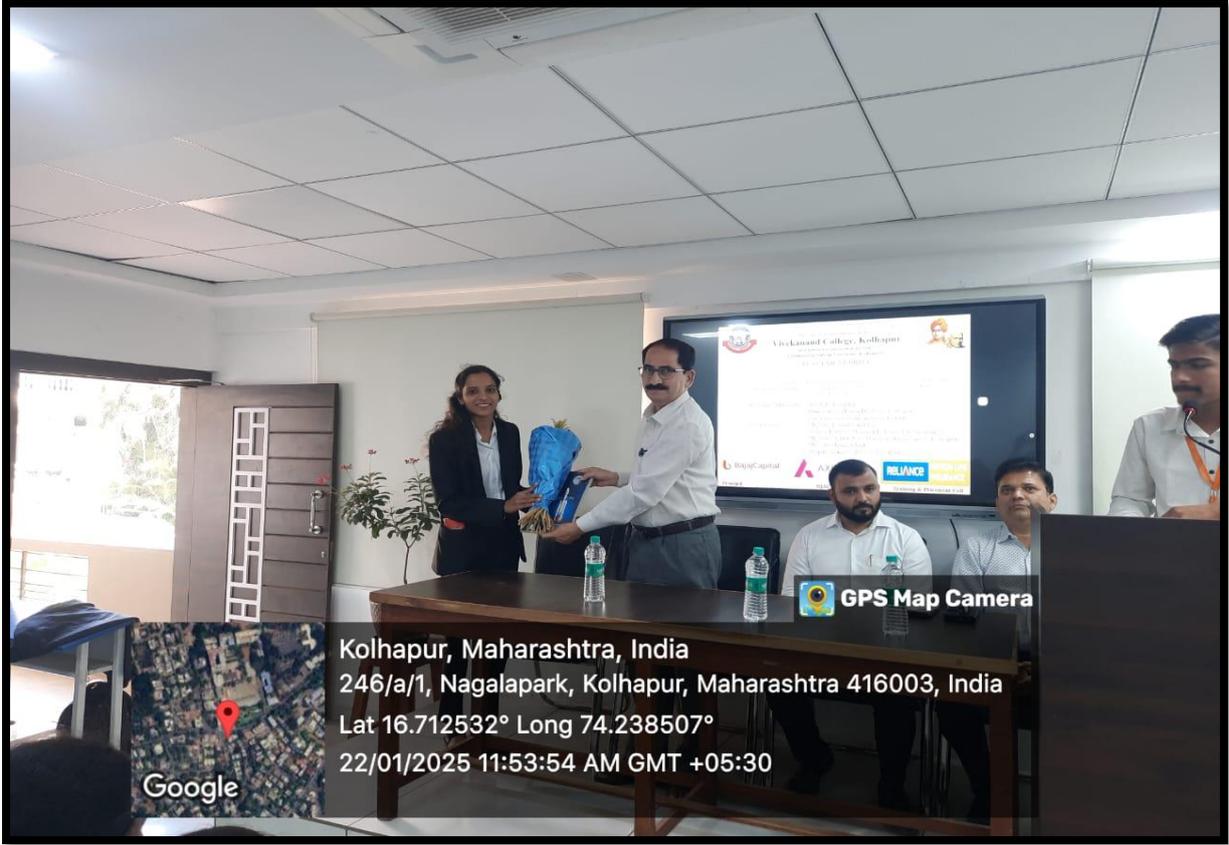
Sr. No.	Name of Student	M/F	Course	Email ID	Mobile Number	Signature
39)	Ratso Mohomed Naikawade	Female	Becom-III 2024-25	Raisanalkawade4@gmail.com	7848839963	Rats
40)	Shalini Ashok Jangid	F	MBA-I 2024-25	Jangidshalini7@gmail.com	9028485743	Shalini Jangid
41)	Shreyo Milind Mali	f	MBA-II 24-25	malishreyo2003@gmail.com	9370779130	Mali
42)	Sanika Santosh Khandekar	F	MBA-II 24-25	SanikaBhandekars3@gmail.com	9822096645	skhandekar
43)	Kunal Kisan Bhosale	male	MBA-I 24-25	kunabhosale009@gmail.com	8788846649	Bhosale
44)	Rashan Lomesh Nande	M	MBA I 204-25	rashan.nande018@gmail.com		
45)	Atharv Pandit Khat	M	MBA-I 2024-25	atharvkhat3@gmail.com	782629454	Atharv
46)	Georni Dhormesh Pawar	F	Bcom III 24-25	dhormeshpawar48@gmail.com	9850799964	Georni
47)	Dhanashree Nandkumar Zapate	F	Bcom III 24-25	dpatedhanashree@gmail.com	8055471467	Dzapate
48)	Ankita Ankush Kamble	F	Bcom III 24-25	ankitanikamkamble@gmail.com	9405518110	Ankita
49)	Pratika Sahebrao Khude	F	Bcom III 24-25	Pratika8421664678@gmail.com	8421664678	Pratika
50)	Ritu Sanjay Kotte	f	B.Com III 24-25	Ritukotte9@gmail.com	7758899548	Ritu
51)	Shreyash Prakash Potdar	M	MBA-I 2024-25	potdashchreyash105@gmail.com	9356615002	Shreyash
52)	Manali Sunil Chavan	F	MBA-I 2024-25	manalichavan9209@gmail.com	7019889109	Manali
53)	Nikita Jaypal Magadum	F	MBA-I 2024-25	magadumnikita19@gmail.com	9055761838	Nikita



Sr. No.	Name of Student	M/F	Course	Email ID	Mobile Number	Signature
54)	Ujjwala Maruti chougale	F	MBA I 2024-2025	ujwalachougale630@gmail.com	8010614334	Uchougale
55)	Pavitra Durgappa Shingade	F	MBA-I 2024-25	Pavitashingade09@gmail.com	8888435520	Pshingade
56)	Sujay Suresh Kalkutki	M	MBA-F 24-25	Sujaykalkutki11@gmail.com	8453838585	Sujay
57)	Sourabh Ravindra Bhosale	M	MBA I	sourabhbhosale75513@gmail.com	7776922082	SBhosale
58)	Smriti Shivaji Kamble	F	M.Com F.Y. 2024-25	smritik98@gmail.com	9529935557	Smriti
59)	Vaishnavi Aditya Swami	F	M.Com F.Y. 2024-25	Vaishnaviswami3107@gmail.com	9307579095	Vaishnavi
60)	Atharv Ashok Upalkav	M	M.COM F.Y. 2024-25	upalkavatharv@gmail.com	9667191981	Atharv
61)	Jadhav Mrudala Mansing	F	MBA-2024-25	mrudalajadhav@gmail.com	8010323220	Jadhav
62)						
63)						
64)						
65)						
66)						
67)						
68)						



## PHOTOS DURING PLACEMENT DRIVE



# PRE-PLACEMENT TALK







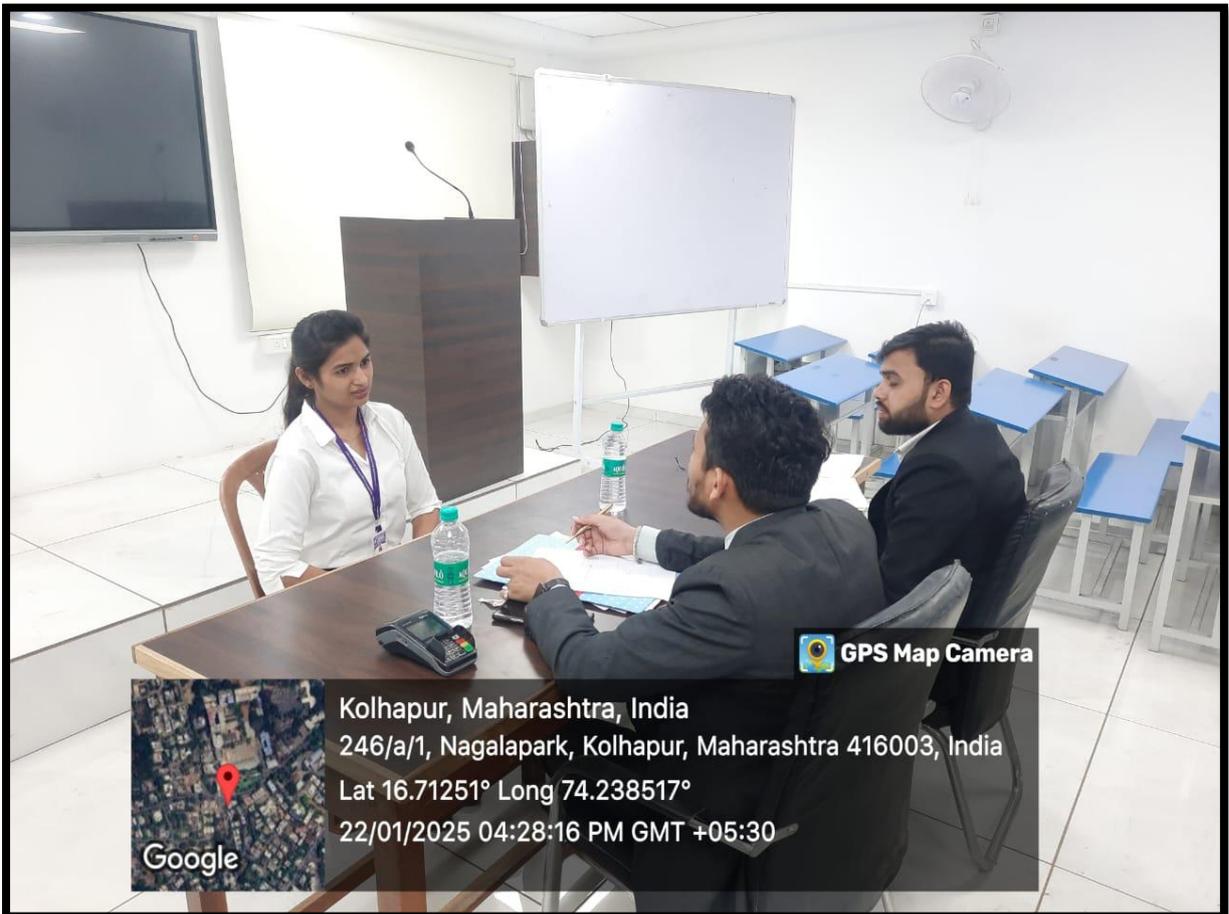
Kolhapur, Maharashtra, India  
2130/1, Warna Colony, Tarabai Park, Kolhapur, Maharashtra  
416003, India  
Lat 16.712669° Long 74.238534°  
22/01/2025 01:28:50 PM GMT +05:30

GPS Map Camera



Kolhapur, Maharashtra, India  
2130/1, Warna Colony, Tarabai Park, Kolhapur, Maharashtra  
416003, India  
Lat 16.712603° Long 74.238525°  
22/01/2025 01:29:05 PM GMT +05:30

GPS Map Camera



# GROUP PHOTO



## COMPANIES FEEDBACK

"Dissemination of Education for Knowledge, Science and Culture"

– Shikshanmaharshi Dr. Bapuji Salunkhe

Shri Swami Vivekanand Shikshan Sanstha's

**Vivekanand College, Kolhapur (Empowered Autonomous)**

**"Campus Drive"**

Wednesday 22<sup>nd</sup> January 2025

Company Name:	RELIANCE NIPPON LIFE INSURANCE
Address:	KRYSTAL SQUARE, 1 <sup>ST</sup> FLOOR, BESIDE KHANVILKAR PETROL PUMP, KASBA BAYDA ROAD, NAGALA PARK, KOLHAPUR.
Email:	nilesh.pandekar@relianceada.co.in
Phone Number:	8180908852
Name of Authority:	NILESH PANDEKAR
Designation:	SR. TERRITORY MANAGER
Job Profile and Package Announced:	<del>AGER</del> AGENCY MANAGER (A. R. D. M.) 2.5L to 5.50L
Number of students visited:	21
Number of students shortlisted:	6
Number of students selected:	6
Further procedure	2 <sup>nd</sup> ROUND OF INTERVIEW AT OFFICE.
Signature	



"Dissemination of Education for Knowledge, Science and Culture"

- Shikshanmaharshi Dr. Bapuji Salunkhe

Shri Swami Vivekanand Shikshan Sanstha's

**Vivekanand College, Kolhapur (Empowered Autonomous)**

**"Campus Drive"**

Wednesday 22<sup>nd</sup> January 2025

Company Name:	Bajaj Capital
Address:	Tasabai Park Near Gold Gear 3 <sup>rd</sup> floor, Bajaj Capital, Kol.
Email:	ajim.kadis@bajajcapital.com
Phone Number:	7385423230
Name of Authority:	Ajim Shaikh
Designation:	City manager
Job Profile and Package Announced:	Sr.CRO - Client Relation- ship officer 18000 etc. + Incentives Bonus & Contest nights
Number of students visited:	45
Number of students shortlisted:	07
Number of students selected:	After 2nd. Round will Inform you
Further procedure	original Document zeroz with photo
Signature	





"Campus Drive"

Wednesday 22<sup>nd</sup> January 2025

Company Name:	Axis Bank. I.B.F.
Address:	13th lane, Near HDFC Bank, Johimaya building, 2nd floor, Rajarampuri, Kolhapur.
E-mail:	shubhangi.khule@ibfcsa.edu.com
Phone Number:	7030253001 / 9209581193
Name of Authority:	shubhangi khule / Prabhha Patil
Designation:	Deputy Manager
Job Profile and Package Announced:	BDE/(SO) Business Development Executive/ Sales officer. 2.28 LPA + Incentives.
Number of students visited:	48 Students.
Number of students shortlisted:	12 Students
Number of students selected:	12. students.
Further procedure	F2F interview & assessment test to Bond Garden Branch, Pune.
Signature	



## LETTER OF THANKS

Jr. College Recog.No. H.S.C./ 1074/R-1/DT : 8-8-1976  
Jr. College Code No. 23-09-002  
Jr. College Udise No. 27341301006  
AISHE Code : C-11059

"ज्ञान, विज्ञान आणि सुसंस्कार यांसाठी शिक्षण प्रसार"  
-शिक्षणप्रहरी डॉ. बापूजी साबुंबे

Estd.: June 1964



### Shri Swami Vivekanand Shikshan Sanstha's **VIVEKANAND COLLEGE, KOLHAPUR**

(AN EMPOWERED AUTONOMOUS INSTITUTE)  
2130, 'E' ward, Tarabal Park, Kolhapur, Tal. Karveer, Dist. Kolhapur -416003  
Affiliated to Shivaji University, Kolhapur (M.S.)  
NAAC Reaccredited : "A+" (C. G. P. A. - 3.29)  
College with Potential for Excellence by U.G.C., New Delhi  
"Star College" by D.B.T Govt. of India  
ISO 9001 : 2015



Ph. : 0231-2658612 | Fax : 0231-2658840 | Resi. : 0231-2653962 | Website : www.vivekanandcollege.ac.in | E-mail : info@vivekanandcollege.org

Founder Dr. Bapuji Salunkhe D.Lit.	President Hon. Chandrakant Dada Patil Minister, Higher & Technical Education, Parliamentary Affairs	Chairman Prin. Abhaykumar Salunkhe M.A.	Secretary Prin.Mrs. Shubhangi Gawade M.Sc.,B.Ed.	Principal Dr. R. R. Kumbhar M.Sc.,M.Phil.,Ph.D.
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Ref. No. VCK/ 2293 | 2024-25

Date : 22/1/2025

To,

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**Subject : Letter of Thanks**

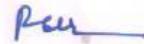
Sir,

We are thankful to you for participating in the placement drive organized by Training and Placement Cell on Wednesday, 22<sup>nd</sup> Jan. 2025 in our college campus for the students of Commerce and Management faculty.

Your esteemed company will surely provide our students with an opportunity and help to build their careers. We expect for your valuable support and participation in coming placement drives.

Thanking you,

Yours faithfully,

  
Dr. R. R. Kumbhar

**PRINCIPAL**  
VIVEKANAND COLLEGE, KOLHAPUR  
(EMPOWERED AUTONOMOUS)

Encl. List Attached



P.T-0

<b>Miss Pratibha Patil,</b> Assistant Manager, I.B.F. for Axis Bank, Pune Division. Pune	<b>Mr. Rafik Shaikh</b> Area Manager, Reliance Life Insurance, Kolhapur.
<b>Miss Shubhangi Khude,</b> Deputy Manager, I.B.F. for Axis Bank, Pune Division. Pune	<b>Mr. Nilesh Sunil Pandekar</b> Senior Territory Manager, Reliance Life Insurance, Kolhapur.
<b>Mr. Akshay Khairnar,</b> Collection Officer, Bajaj Capital, Kolhapur.	<b>Mr. Prashant Choudhary</b> Deputy Manager, Bajaj Capital, Kolhapur.
<b>Mr. Ajin Shaikh</b> City Manager, Bajaj Capital, Kolhapur.	



**OFFER LETTERS OF SELECTED STUDENTS**

Date: 02-Feb-2025

Mr./Ms. Harshada Ramesh Sutar

Subject: Offer Letter for the Post of SR CLIENT RELATIONSHIP OFFICER

Dear Harshada Ramesh Sutar,

This has reference to your application for the above position and the subsequent discussions thereof. We are pleased to inform you that you have been offered the position of **SR CLIENT RELATIONSHIP OFFICER** and will be posted at **KOLHAPUR -FPC office**. You shall join your duties on or before **01-Feb-2025**. Any change in the joining date(stated above) would be considered only with prior notification & discussion with the concerned HR.

Your compensation details are as per the Annexure attached. The offer letter is valid, subject to the authenticity and correctness of information, preliminary documents (if any) provided by you about your education, experience etc. The Offer (including the appointment) can be withdrawn/terminated at any point in time (without any legal liability on the Company), if the information provided by you is found to be untrue/incorrect.

By accepting this offer, you agree, acknowledge, and authorize the Company to carry out necessary verifications, background checks on you from (which may be carried out in-house by the HR team or by a third party) your institution, college, previous employer/s, etc. In case of any negative feedback during the verification process, the Company reserves its right to withdraw/terminate this offer (including your appointment) without any legal liability on the Company. In any of the above event(s), you agree to pay back to the Company the amount(s) paid to you, without any objection.

Completion of additional employment forms (joining documentation) are a part of this offer and will need to be completed by you as part of pre/post joining process. Till such time that the joining documentation is completed, this Offer letter will be considered provisional. During the tenure of your employment at Bajaj Capital Insurance Broking Limited, you may be at the sole discretion of Management be transferred to any other location and/or transferred to any other group company of Bajaj Capital. The changes if done would be without prejudice to the terms of employment.

We at Bajaj Capital are excited to have you as part of our team and are confident that it will be a mutually rewarding and fulfilling journey for you. We look forward to a long and a fruitful association with you in the transformational growth journey at Bajaj Capital Insurance Broking Limited.

For & on behalf of

For Bajaj Capital Insurance Broking Limited.



**Sunaina Mattoo Khanna**  
Chief People Officer and Head- Transformation

Read, Agreed and Accepted



**Name: Harshada Ramesh Sutar**

Sectorday



### Bajaj Capital Insurance Broking Limited

[CIN: U67200DL2002PLC117625]  
Registered Office: Bajaj House, 97, Nehru Place, New Delhi - 110019, India  
Correspondence Address: Novus Tower, 1st Floor (East wing), Plot No. 18, Sector-18, Gurugram, Haryana 122015  
email: info@bajajcapital.com  
www.bajajcapitalinsurance.com  
Ph.: 011-41693000 | Toll Free: 1800 - 212 - 123 - 123

#### SALARY ANNEXURE

Salary Annexure		
Earning	Monthly	Yearly
BASIC	7200	86400
HRA	3600	43200
Other	4186	50232
<b>Gross</b>	<b>14986</b>	<b>179832</b>
Compliances	Monthly	Yearly
Employer ESI	488	5856
EPF	1366	16392
EPF ADMIN CHARGE	57	684
EDLIS	57	684
Gratuity	346	4152
Bonus	600	7200
Uniform Contribution	100	1200
<b>Total</b>	<b>3014</b>	<b>36168</b>
<b>Total CTC</b>	<b>18000</b>	<b>216000</b>

#### Note (general):

- Income tax will be applicable as per prevailing tax laws.
- Professional tax & LWF will be applicable as per prevailing state laws.
- Petrol and Mobile reimbursements will be as per the company policy.
- C1, B4 & B4+ grade employees will receive Mediclaim Allowance amount in their monthly salary for the first six months so that they can cover them self and their family in personal Mediclaim policy, after six months of successful completion of probation, employee will be added in our Group Mediclaim policy, and Mediclaim Allowance amount will be paid as premium.

*Sectore*

Advice on: Corporate Risk Management | Insurance Planning | Claim Advisory | Retirement & Estate Planning | Employee Benefits & Group Insurance

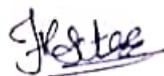
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[www.bajajcapitalinsurance.com](http://www.bajajcapitalinsurance.com)

Dear Candidate,

Please note that after accepting offer letter, you will receive a joining link. You are requested to upload all the required documents duly self-attested at the time of completing your joining formalities via the onboarding link. For a complete list of documents, please refer to the below mentioned list of documents.

S. No	Document Name	Document	Details
1	Aadhar Card	Unmasked Updated Aadhar Card with Complete DOB (DD/MM/YYYY)	Please Fill Your Name, Father Name, DOB as Per Aadhar Card Only
2	PAN Card	Make Sure You Don't Have Any Active Agency of Any Insurance Company	Please Update Father Name from Pan Only If Not Available in Aadhar Card
3	Passport Size Photograph	Formal Colour Passport Size Photograph in JPEG Format only	Only Formal Passport Size Photograph Accepted.
4	Address Proof for Both Addresses (Current & Permanent)	Aadhar Card, Passport, Voter Id, Electricity Bill, Water Bill, Sale Deed, *Rent Agreement (*Only for Current Address) Etc	Update Address Same as Mentioned in Address Proof
5	Bank Details Proof	Cancelled Cheque or Passbook	Please Update IFSC Code in Capital Letters Only
6	Qualification Proof	Certificate And Degree/Marksheet Only	Please Update Only Highest Completed Qualification (Not Pursuing.)
7	Experience Proofs	Relieving Letter or *Resignation Acceptance (*applicable for last Company only) & Last 3 Months Salary Slips (CTC Proof)	Minimum last 2 Companies documents required.
8	Medical Certificate	Medical Certificate Issued by Any MBBS Doctor	Medical Certificate Should Be on MBBS Doctor Letter Head with Proper Stamp
9	Updated Resume	Latest Updated Resume	Latest Updated Resume in PDF format
10	Matriculation Certificate	10th/Secondary/Matriculation Certificate	Please update mother name as 10th certificate
11	Offer Letter/ LOI Acceptance	Signed Copy of Offer Letter / LOI required	Make Sure all Pages of Offer Letter / LOI Duly Signed by Handwritten Signature
12	02(Two) References	Reference Name, Email Id, Contact No.	<p>1. For Experience: 2(Two) professional references from previous Employers (Can be colleague/ reporting head)</p> <p>2. For Fresher: 2(Two) References from Family /Friends other than immediate family (Can be Uncle/aunts/friends/Professor/Neighbours)</p>



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**BajajCapital**  
INSURANCE.COM

**Bajaj Capital Insurance Broking Limited**

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*[Handwritten signature]*

Advice on: Corporate Risk Management | Insurance Planning | Claim Advisory | Retirement & Estate Planning | Employee Benefits & Group Insurance

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Date: **02-Feb-2025**

Mr./Ms. **Shweta Subhash Patil**

Subject: Offer Letter for the Post of **SR CLIENT RELATIONSHIP OFFICER**

Dear Shweta Subhash Patil,

This has reference to your application for the above position and the subsequent discussions thereof. We are pleased to inform you that you have been offered the position of **SR CLIENT RELATIONSHIP OFFICER** and will be posted at **KOLHAPUR -FPC** office. You shall join your duties on or before **01-Feb-2025**. Any change in the joining date(stated above) would be considered only with prior notification & discussion with the concerned HR.

Your compensation details are as per the Annexure attached. The offer letter is valid, subject to the authenticity and correctness of information, preliminary documents (if any) provided by you about your education, experience etc. The Offer (including the appointment) can be withdrawn/terminated at any point in time (without any legal liability on the Company), if the information provided by you is found to be untrue/incorrect.

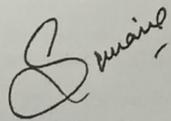
By accepting this offer, you agree, acknowledge, and authorize the Company to carry out necessary verifications, background checks on you from (which may be carried out in-house by the HR team or by a third party) your institution, college, previous employer/s, etc. In case of any negative feedback during the verification process, the Company reserves its right to withdraw/terminate this offer (including your appointment) without any legal liability on the Company. In any of the above event(s), you agree to pay back to the Company the amount(s) paid to you, without any objection.

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For & on behalf of

For Bajaj Capital Insurance Broking Limited.



**Sunaina Mattoo Khanna**  
Chief People Officer and Head- Transformation

Read, Agreed and Accepted



Name: **Shweta Subhash Patil**

Advice on: Corporate Risk Management | Insurance Planning | Claim Advisory | Retirement & Estate Planning | Employee Benefits & Group Insurance

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## Bajaj Capital Insurance Broking Limited

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Advice on: Corporate Risk Management | Insurance Planning | Claim Advisory | Retirement &amp; Estate Planning | Employee Benefits &amp; Group Insurance

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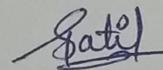
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2	PAN Card	Make Sure You Don't Have Any Active Agency of Any Insurance Company	Please Update Father Name from Pan Only If Not Available in Aadhar Card
3	Passport Size Photograph	Formal Colour Passport Size Photograph in JPEG Format only	Only Formal Passport Size Photograph Accepted.
4	Address Proof for Both Addresses (Current & Permanent)	Aadhar Card, Passport, Voter Id, Electricity Bill, Water Bill, Sale Deed, *Rent Agreement (*Only for Current Address) Etc	Update Address Same as Mentioned in Address Proof
5	Bank Details Proof	Cancelled Cheque or Passbook	Please Update IFSC Code in Capital Letters Only
6	Qualification Proof	Certificate And Degree/Marksheet Only	Please Update Only Highest Completed Qualification (Not Pursuing.)
7	Experience Proofs	Relieving Letter or *Resignation Acceptance (*applicable for last Company only) & Last 3 Months Salary Slips (CTC Proof)	Minimum last 2 Companies documents required.
8	Medical Certificate	Medical Certificate Issued by Any MBBS Doctor	Medical Certificate Should Be on MBBS Doctor Letter Head with Proper Stamp
9	Updated Resume	Latest Updated Resume	Latest Updated Resume in PDF format
10	Matriculation Certificate	10th/Secondary/Matriculation Certificate	Please update mother name as 10th certificate
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*Satish*

