

Mr. Deepak Sonawane  
Shriram Nagar,  
Kondewadi,  
Bhusawal ,  
Jalgaon - 425201.  
Contact - 9579005699

20-04-2023

SBIL-Mark-11811

Dear Sir,

**Offer Letter: Development Manager**

With reference to your recent interview with us, we are pleased to offer you the position of Development Manager in Grade M8 Level L2. You will be on probation for a period of six months. Your confirmation in the service of the Company will be subject to your successfully completing your probation.

2. Your compensation on Cost to Company basis will be as per details enclosed.

3. Your initial posting will be in Zone 1, Region (Maharashtra) - Bhusawal. However, the company reserves the right to utilise your services at any other place within or outside the country.

4. This is a provisional offer. Your formal appointment and the issuance of the final Letter of Appointment is subject to the following conditions:

- i. Actual production of Relieving letter or acceptance of resignation letter from your current employer
- ii. Actual production of original documents and certificates regarding educational qualifications, work experience, remuneration, identity and references, detailed in application form. Please refer to the annexure for the complete list of testimonials.

4 (a) Joining in the company is subject to generation of employee code. Mere submitting the Joining Kit does not entitle the status of employee of the company. On receiving the joining kit the documents are validated post which the decision of hiring with the company is taken. The candidate will be deemed to have not joined the company unless his/her employee code is generated and communicated by the company.

4(b) Candidates who have earlier worked with SBI Life will be considered as an instance of rehiring. Please note that rehiring in the company is subject to fulfilling certain specific criteria and approval of the Competent Authority to this effect. It is advised to bring it to the notice of the company in writing with regards to rehiring in the company if you have worked with SBI Life earlier before acceptance of this offer. Any instance of non compliance will be considered as a case of non disclosure of facts having a significant impact on decision with respect to hiring of a candidate. All such cases will be considered as a violation of code of conduct of the company and his/her continuation in the company will be solely at the discretion of the company.

5. Your offer and appointment is made basis the information furnished and representation made by you from time to time. The company and such persons/institution appointed by the company shall be entitled to conduct background verification and reference checks from all requisite sources to ascertain and establish the facts furnished by you. During the course of verification, there may be certain documents/facts/ proofs required to be produced from your side. Incase, you are not able to produce the same within stipulated time frame, the company reserves the right to put your salary on hold for such time till you submit the said documents. Incase of negative background verification, the company reserves the right to terminate your services and take such further action as deemed necessary in the interest of the company.

6. In such cases where you posses insurance agency code of another insurance company(ies), you are required to ensure that your code is deactivated and you submit the NOC from the concerned insurance company(ies) within 60 days of your joining SBI Life failing which SBI Life reserves the right to keep your salary on hold and take such action as deemed necessary which may also include termination of your services from SBI Life.

7. The company forbids hiring or holding employment of insurance agents whose agency code has been blacklisted. You are hereby advised to make sure the same before acceptance of this offer or else it will be considered as a violation of code of conduct and your continuation in the company will be solely at its discretion.

8. 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.

9. Please report at the earliest for medical examination to the Company's authorised medical practitioner, details of which are enclosed herewith.

10. The normal age of superannuation shall be 60 years.

11. For clarifications, please feel free to contact Hemlata Ghadigaonkar at 022 6628 3163 or e-mail at [hemlata.ghadigaonkar@sbilife.co.in](mailto:hemlata.ghadigaonkar@sbilife.co.in)

12. Please acknowledge receipt of this offer by returning this duplicate copy to the official referred in the annexure, within 7 days from the date of this letter, duly signed and stating your date of joining which should not be later than 2 May 23.

Yours faithfully,

Madhura Banerjee  
Vice President - HR

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I, Deepak Sonawane, have read the above terms and conditions and hereby accept the offer.

Expected Date of Joining: .....

Signature: .....

# MEDICAL FITNESS DECLARATION

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In pursuance of the offer of employment made to me by SBI Life Insurance, I, Deepak Sonawane declare that;

1) To the best of my knowledge, I am medically fit to accept the offer of employment extended to me and fully understand that in the event of my being found medically unfit to discharge the responsibilities assigned to me, the company shall have the right to terminate my services forthwith.

2) I suffer / have suffered from (tick whichever is applicable):

Hypertension	<input type="checkbox"/>
Pulmonary Disease	<input type="checkbox"/>
Tuberculosis	<input type="checkbox"/>
Cancer	<input type="checkbox"/>
Rheumatic Joint Diseases or symptoms	<input type="checkbox"/>
Asthma	<input type="checkbox"/>
Mental Stress	<input type="checkbox"/>
Others (Please specify)	<input type="text"/>

and agree to undergo the medical examination as decided by the company to satisfy itself of my medical fitness. The company's decision in this regard shall be final and binding. This is, however, without prejudice to the right of the company to terminate my services in future should I be found medically unfit to discharge the responsibilities assigned to me.

\_\_\_\_\_  
(Signature of the candidate)

Date:

Place:

## Annexure

The details of the official in-charge of you're joining formalities with necessary documents and testimonials required when you report to join *SBI Life* are given below. Please contact the concerned official with prior appointment for necessary advices and scrutiny of your documents:

**Name:** Anil Hedau (Assistant Branch Sales Manager)

**Address:** Bhusawal

**Contact No:** -

**List of documents:** Please bear the following documents (**original & 2 set of photocopies each**) when you join *SBI Life Insurance*:

### A. Education Qualifications:

1. SSC Mark sheet
2. HSC Mark sheet
3. Graduation Mark sheet & Certificate (**Mandatory**)
4. Post Graduation Mark sheet & Certificate (**If Any**) (**Mandatory**)
5. Any Other Additional Qualifications Certificate & Mark-sheet detailed during application

### B. Work Experience Letters **From Previous Two Employers (Mandatory) as follows -**

1. Copy of Relieving letter or Resignation acceptance letter
2. Appointment letter / Offer letter, Experience letter, Employee no., Reporting Persons Name & Contact nos.
3. **NOC from prior Organisation in case of Insurance Advisors.**

### C. Proof of Birth Identity & Address

PAN Card (**Mandatory**)

Passport / Driving License / or any other appropriate document issued by competent authority

### D. Three Passport size colour photographs (**Mandatory**)

**\* Your Employee no. will be created by Human Resources on the day you report to work.**

**\* Once you join us, immediately open an Account with State Bank of India and advice your A/c No. to HR at the earliest.**

### UM GROUP CONFIRMATION NORMS

Designation	Probation Period (in months)	Minimum New Business Regular Premium (Rs in Lakhs)	Minimum number of Insurance Advisors to be recruited	Minimum number of Active Insurance Advisors
Sales Officer / Sales Officer- A	12	8	10	8
Unit Manager	6	6	6	3
Agency Manager	6	8	6	3
Senior Agency Manager	6	10	8	4
Territory Manager	6	15	12	6
Assistant Branch Sales Manager	6	20	15	7

1. Definitions:

- a. *UM Group*- are frontline sales positions in Retail Agency Channel that include designations like Sales Officer, Sales Officer-A, Unit Manager, Agency Manager, Senior Agency Manager, Territory Manager, Assistant Branch Sales Manager or any other designation that Company might include in the UM Group in future.
- b. *UM Group Confirmation Norms*- are the defined criteria which include recruitment of minimum number of Insurance Advisors (IAs), activation of minimum number of Insurance Advisors and bringing in minimum regular premium under new business for a given designation in the UM group as shown in the above table) upon achievement of which in the given timelines, the employee will become eligible for confirmation in the services of the Company, subject to his/her conduct and quality of business being found satisfactory for confirmation of services.
- c. *Active Insurance Advisors (IA)*- are the IAs recruited by the UM Group employee with minimum one policy with any amount of regular new business premium. Allotment of IAs or reinstatement of inactive IA will not be considered as recruitment. However, new business premium brought by such allotted or reinstated IAs will be considered under new business premium norm for consideration of confirmation of the services of a UM group employee as per IA Allocation Policy.

2. The norms shown above are the minimum levels of performance for confirmation of services and the norms may be revised from time to time.

3. These norms will be applicable to all UM Group employees.

#### **Declaration**

I, \_\_\_\_\_ (Employee Name) read and understood the minimum business norms applicable to my position / grade that are required for confirmation of my services in SBI Life. I also understand that good conduct and quality of business are also the essential prerequisites for confirmation of services.

I will, ensure to achieve the required confirmation norms, failing which, I understand and agree that the Company reserves the right to take suitable action against me including termination of my services without assigning any reasons.

Employee Signature:

Date:

Place: