



People's Forum is a 30 years old institution working across the state of Odisha with a vision of enhancing livelihood, mental health, education and financial inclusion. It is also the Business Correspondence Partner with YES Bank and DCB bank for serving the economically weaker sections of the society by bringing them to mainstream, providing need based financial services at their doorstep.

For more information, please visit our **website** : <https://peoplesforum.in>

JD for Zonal HR

- To ensure continuous flow of competent talent and managing end to end HR activities from Sourcing to Exit.
- Ensuring robust multiple sourcing channels for recruiting at various levels and Screening the best talent from the available pool to ensure presence of quality workforce.
- Partnering with Business to capture the needs of various stakeholders in order to deliver on time and as per the requirements.
- Meet manpower plan in synchronization with business growth projections.
- Ensure timely delivery of Induction and deliver the HR part in the Induction process.
- Determining and implementing training as per the employees and business need.
- Handle end to end HR activities for the assigned branches.
- Branch Visit on regularly basis to address HR queries and concern of employees
- Maintaining the employee records and assisting in Payroll, Statutory compliance and insurance benefits for the employees
- Ensure all HR operations adhere to legal standards..
- Coordinate with National HR Manager to craft organization-wide strategies and objectives

Salary Compensation

Cost to Company (Per Annum)	INR 3,22,596	(Rupees Three lakh Twenty Two Thousand Five Hundred Ninety Six Only)	
Earnings (A)	Particulars	Yearly Amount(in INR)	Monthly Amount(in INR)
	Basic	1,38,000	11,500
	HRA	69,000	5,750
	Personal Pay	41,400	3,450
	Bonus	27,600	2,300
	Gross Salary	2,76,000	23,000
Deductions	Particulars	Yearly Amount(in INR)	Monthly Amount(in INR)
	Provident Fund	16,560	1,380
	ESIC	-	-
	Professional Tax	1500	125
	Total Deductions	18,060	1,505
Net Pay		2,57,940	21,495
Other Benefits (B)	Particulars	Yearly Amount(in INR)	Monthly Amount(in INR)
	PF(Employer Contribution)	17,940	1,495
	ESIC (Employer Contribution)	-	-
	GTI Premium	2,520	210
	Health Insurance Premium	18,936	1,578
	GPA	564	47
	Gratuity(Employer Contribution)	6,636	553
	Total Amount	46,596	3,883
Cost to Company (A+B)		3,22,596	26,883

***Please Note:**

1. Allowances are inclusive of Conveyance allowance, Medical Allowance, Canteen Allowance, Attendance Allowance and Washing and Dress Maintenance Allowance as per company policy.
2. Gratuity will be applicable only after the completion of 5 years of service.
3. You will be eligible for a mobile allowance of Rs.300 or CUG SIM of an equivalent amount.
4. The actual payout against each component will be subject to the prevailing Income tax laws and the deductions therein.
5. The variable payout (if any) is subject to change regarding the revision of policy and pay as per the company policy. During Probation Period (of 3 months), variable payout will not be applicable.
6. PT will be deducted from the gross salary, and it will be applicable as per the state norms.

The company will enter into an agreement with you at the time of joining wherein both the parties will have to financially compensate (Rs. 1,00,000/-, Rupees one lakh only) each other. In case of any early disassociation prior to 2 yrs from the date of joining. This is an endeavour to bring more transparency and commitment in the relationship between the candidates & the company.

Note: Please return a duplicate copy of this offer letter with your signature as a token of acceptance of terms and conditions therein, within a period of 7 days from Date of Issue, failing to which the offer will be automatically revoked

