

Gmail

Sachin Kharde <avcoe.mba@gmail.com>

Fwd: HDFC AMC - Pathway - Metamorphosis - Mentor Details

gyanesh shirsath <gyaneshshirsath@gmail.com>
To: Sachin Kharde <avcoe.mba@gmail.com>

28 March 2019 at 14:26

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

From: <divyatm@hdfcfund.com>
Date: Thu, 28 Mar 2019, 12:45 pm
Subject: HDFC AMC - Pathway - Metamorphosis - Mentor Details
To: <gyaneshshirsath@gmail.com>, <rashmi97signh@gmail.com>
Cc: <monazv@hdfcfund.com>, <elvirad@hdfcfund.com>, <akshatb@hdfcfund.com>, <nikishag@hdfcfund.com>, <swapnilg@hdfcfund.com>

Dear Trainee,

We would like to take this opportunity to welcome you to our unique program '**Metamorphosis**'.

This program is specially crafted to help you transition from campus to corporate life.

An important part of '**Metamorphosis**' is **Interface** with the business, completed during your time between receiving the Offer and joining the organisation.

The **Interface** program is of **25 hours** spent at an HDFC AMC Branch, under the guidance of a designated Mentor (details shared below).

Your time will be invested in learning, by self-study, observing and participating in different activities/tasks.

The '**Learning Objectives**' (as attached) and methodology is pre-defined. We have provided the flexibility of scheduling your sessions to suit you and your mentor's convenience.

The **Interface** will help you:

- Build working knowledge of Mutual Fund industry and HDFC AMC LTD.
- Help you develop professional relationships within the company.
- To acclimatize you to the organisation's work ethics.

Below are details of your Interface program Mentor(who is also marked on this mail)

Name	Swapnil Ghute
Branch	Ahmednagar
Phone no.	9404084023
Email Id	swapnilg@hdfcfund.com

MUST DO:

- **Connect with your mentor asap for time availability.**
- Keep track of the Learning objectives of the interface (As attached).
- Make the most out of the learning phase

Date: 20-May-19

Intimation Letter and Terms of Reference

Dear Candidate,

1. Your employment with **Randstad India Private Limited** shall be valid for a period of 1 year. During this tenure, your services will be deputed to HDFC Asset Management Company Limited to do work pertaining to/incidental to the client's business.
2. **Joining:** Subject to your submission of complete documents you are required to join on or before 01st June, 2019 unless extended by us in writing.
3. **Location:** Your location / branch will be communicated to you shortly. You may be asked to relocate to any branch depending on business requirements.
4. **Training Period:** During the training period of one year, you will be exposed to both sales and client services role.
5. **Certification:** You are mandatorily required to complete NISM VA certification before Joining. During the course of employment you are required to complete the following certifications - NISM (X-A, X-B & V-C).
6. **Compensation:** You will receive compensation of Rs. 3,00,000/- per annum.
7. **Background Checks:** The Company may, at its discretion, conduct background checks prior to or after your scheduled date of joining. You expressly consent to the Company conducting such background checks.
8. **Other terms and conditions:**
 - a. You will successfully complete your 2 year full time MBA programme in 2019.
 - b. You agree to submit the documents required by the organization – list annexed herewith.
 - c. You agree not to undertake employment, whether full-time or part-time, as the Director / Partner / Member / Employee of any other organization / entity engaged in any form of business activity without the consent of the employer
 - d. You hereby acknowledge and agree to abide by all internal Policies of the Company. The Company reserves the right to change these Policies at any time in its absolute discretion.
 - e. By way of accepting you agree to abide by the Prevention of Sexual Harassment Policy created by the organization and participate in all the initiatives taken by the company in this regard.

Please acknowledge the duplicate of this letter as a token of your acceptance. Looking forward to having you on board and wishing you a successful career with us!

Yours truly,

**Swaminathan Iyer**

Vice President
Registered Office
Randstad India Private Ltd
Randstad House Old No.5 & 5A, New No. 9,
Pycrofts Garden Road,
Chennai - 600 006. India
P +91 (0) 44 66227000
www.randstad.in

- Most importantly remember to have fun with learning!

NOTE: Request you to complete the Interface Program by 30th April 2019.

Wish you a successful career ahead!

Please feel free to call/email in case of any query.

Alternatively, you may connect with **Ms. Elvira D'souza at 022-66316317**.

**Thanks & regards,
Divya Tahira Mayadas,
Human Resource,**

HDFC Asset Management Co Ltd.

Ramon House, 1st Floor, Human Resources

[H.T Parekh Marg, 169](#), Backbay Reclamation, Churchgate, Mumbai - 400020

Land Mark: The lane behind KC & HR College

Direct Tel: 022 - 66580128; Ext: 128

For further information on HDFC Mutual Fund, please visit us at our website www.hdfcfund.com. Please read the Scheme Information Document and Statement of Additional Information carefully before investing

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Metamorphosis Interface- Learning Objectives-Pathway Trainee.pdf

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