

31st March, 22

EbixCash/Appt/22-23/494

Mr. Amay Pramodkumar Sharma
Mumbai

Dear Mr. Amay Pramodkumar Sharma,

This has reference to our earlier interviews. We are pleased to confirm your appointment for the position of “**Customer service advisor**” in our organization under the following terms and conditions:-

1. Your appointment will be effective from **31st March, 22**.
2. You will be on probation for a minimum period of 6 months
3. Your CTC will be **Rs.14500/- Per Month**.
4. You are required to be present in office for 9 hours on your working days (excluding work off) breakup of which is considered as 8 hours of productive working and up to 1 hour of break time. The management has the right to change the working hours.
5. You will be entitled to public holidays as per the company's list of public holidays, during the probation period.
6. Any leave taken during the probation period will be treated as leave without pay.
7. You will be responsible for maintaining confidentiality of all transactions relating to your assignment.
8. It is clearly understood that you will carry out your duties diligently, honestly and efficiently. The company reserves the right to terminate your services without notice if it comes to knowledge that you have indulged in any act of negligence or dishonesty or any act detrimental to the interests of the company. This is without prejudice to the right of the company claim damage from you.
9. In case your services are terminated as aforesaid, all incentives, salaries and other benefits which you may be entitled to on usual termination would be deemed to be automatically terminated and the company (without prejudice to its right to claim damages from you) would not be liable to pay any of the benefits.
10. The company shall be sole authority to decide whether you have been guilty of any lapses as stipulated in this clause.
11. During the probation, if you do not report for work on three continuous working days and have not intimated the office in Writing about you absence, it would be construed job abandonment.
12. You will need to open a savings account at the designated branch of a Bank specified by the company within 1 week from the date of joining the company and give your savings account number at this specified bank to the company's accounts department, to enable the company to pay your salary and other payments to be made to you directly into your account.
13. All materials such as brochures, training materials, other company equipment which will be entrusted to you to assist you in performing your duty should be maintained in proper working condition at all times. Please also note that while leaving the service, the same should be returned back to the company in perfect working order.

14. Your job is transferable anywhere in India.
15. At the end of your probation period, your performance will be reviewed. The management reserves the right to extend the probation period or terminate your service at the end of the probation period.
16. While in employment with EbixCash Global Services Private Limited., you will not
 - work/engage/associate yourself with any business/trade/profession/employment/office-of-profit outside your company responsibilities
 - have a direct or indirect financial interest in or a financial relationship with a company competitor/supplier/customer
 - take part in any company business decision involving an organization that employs your spouse or family member
 - receive/accept any gift/commission/rebate/discount/profit, directly or indirectly, under any circumstances, from any person, company or firm having business relationship/transaction with the Company
17. During probation period separation of service is subject to a notice of minimum 7 days for M0 Level, 15 days for M1 to M3 Level and 30 days for M4 and above Level. Post confirmation separation of service is subject to a notice of minimum 15 days for M0 Level and 30 days for M1 to M3 Level and 60 days for M4 and above Level.
18. The Company shall have the right to, take stringent action including severance of services with the Company, without giving due notice or salary/statutory compensation in lieu thereof, in an "Event of Breach", which shall include
 - fraud
 - gross negligence
 - breach of confidentiality
 - refusal to discharge assigned duties
 - absenteeism from work without authorization/intimation for more than 7 consecutive days

We wish you all the best and look forward to a long association.

Please sign the duplicate copy of this letter and return the same for our records along with the PF & ESIC forms.

Thanking you,
Yours sincerely,

For **EbixCash Global Services Private Limited.**

Sulimputkar



For,
Ms. Sangeeta Pimputkar
(AUTHORIZED SIGNATORY)

I Accept. Date.

EbixCash Global Services Private Limited (Formerly known as AssureEdge Global Services Private Limited)

Registered Office : No. 88/1 BBMP Khata No. 272/88/1Nagawara Ring 2nd stage, Hennur-Bellary Road,
Nagawara, Bangalore KA 560045

Regional Office : EbixCash Global Services Pvt. Ltd. 1st Floor, Okay House, A35 MIDC, Street no 2,
Andheri E, Mumbai 400 093

T : +91-022-68381110 | W : www.ebixcashglobalservices.com

CIN : U72400KA1989PTC009832

31st March, 22

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Mumbai

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9. In case your services are terminated as aforesaid, all incentives, salaries and other benefits which you may be entitled to on usual termination would be deemed to be automatically terminated and the company (without prejudice to its right to claim damages from you) would not be liable to pay any of the benefits.
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 - work/engage/associate yourself with any business/trade/profession/employment/office-of-profit outside your company responsibilities
 - have a direct or indirect financial interest in or a financial relationship with a company competitor/supplier/customer
 - take part in any company business decision involving an organization that employs your spouse or family member
 - receive/accept any gift/commission/rebate/discount/profit, directly or indirectly, under any circumstances, from any person, company or firm having business relationship/transaction with the Company
17. During probation period separation of service is subject to a notice of minimum 7 days for M0 Level, 15 days for M1 to M3 Level and 30 days for M4 and above Level. Post confirmation separation of service is subject to a notice of minimum 15 days for M0 Level and 30 days for M1 to M3 Level and 60 days for M4 and above Level.
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Please sign the duplicate copy of this letter and return the same for our records along with the PF & ESIC forms.

Thanking you,
Yours sincerely,

For **EbixCash Global Services Private Limited.**

Sulimputkar



For,
Ms. Sangeeta Pimputkar
(AUTHORIZED SIGNATORY)

I Accept. Date.

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Andheri E, Mumbai 400 093

T : +91-022-68381110 | W : www.ebixcashglobalservices.com

CIN : U72400KA1989PTC009832

1st August, 2022.

To,
Ms.Anjali Singh
Shiv Shakti Chawl
Gaondevi Rd Poisar
Kandivali East
Mumbai 400101

SUB: APPOINTMENT LETTER

Dear **Ms.Anjali Singh** ,

Further to your application and the subsequent interviews with us, we are pleased to appoint you as "**Brach Admin**" in our Organisation with effect from **4th August, 2022**. Your appointment shall be governed by the "Terms and Conditions" attached in **Annexure-B**. Kindly sign the duplicate copy of this letter as a token of your having read, understood and accepted the same.

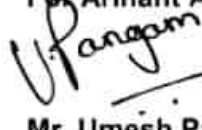
1. Salary and Allowances:

From the date of joining till **1st November , 2022**, you will be paid a Gross Salary Package of **Rs. 7500** (Rupees Seven Thousand Five Hundred Only) Per Month. Any tax on your salary will be deducted at source and your net salary will be transferred to your account.

2. Work Location:

You will be based at our **I.C.Colony-** Branch based on the needs of the Organisation **you may be deputed or transferred to any of our offices** either in existence or which may in future come into existence. In addition, you will discharge responsibilities and perform different role/s as required by the Organisation from time to time.

We welcome you to the Arihant Academy family & wish you a long and fulfilling relationship with us.
For Arihant Academy Pvt. Ltd.



Mr. Umesh Pangam
(Founder Director)

I have read the Terms and Conditions as per Annexure B of this letter of appointment and confirm my acceptance of the same.

Employee Signature : _____
Date & Place : _____

Registered Office

Ground Floor, Triveni Sadan, Opp. Ambaji Temple, 3rd Carter Road, Borivali (E), Mumbai - 400 066, Tel: 022-28900000
www.arihantacademy.com

Dear Mayuresh Varangaokar,

We are very glad to offer you the position of **'Operation Executive (Academic Operation and Student Support)'**.

We welcome you to be a part of our growth journey and expect integrity, professionalism, and commitment towards your designated responsibilities.

In these uncertain times, we look forward to you taking a proactive role in supporting the initiatives and proving accomplishments. We aim to support you in the best of each other's interests. We wish you all the very best and look forward to you, leading your responsibilities with a strong vision.

Please share your kind acceptance in this email to proceed ahead with our due diligence.

A. Job Description

Being an **'Operation Executive (Academic Operation and Student Support)'** is a very responsible job and we aim to support you to increase your expertise furthering your career ahead in times to come.

B. Job Objective

To develop total satisfaction within the students, faculties and Academic Partners (College / University Partners) for the Educational service rendered by our institution. Ensuring 360 degree process management in all academic operations.

C. Direct Execution

Key Result Area (KRA)

- a) Student & Parents Query management.
- b) Exam Management (Internal & External paper collection, curation, supervision, inputting marks)
- c) Faculty Resources (Maintaining attendance sheet, chalk, duster, availability of books)
- d) Classroom management (Availability of the classrooms, cleanliness in the classroom, projector, laptop if required)
- e) Documentation (Maintaining all the documents that is available in the office and maintaining it digitally also)
- f) Inventory Management (Keeping track of the Finplan books, laptop, mobile, electronic items that is there at the respective centre)
- g) Maintaining all the reports (Student master data, academic calendar, lecture progress report, batch progress report, blacklist report, updating weekly test marks)

[OFFER LETTER – ONLY FOR OFFICIAL

August 24, 2022

- h)** Mumbai University onboarding process
- i)** Conducting weekly test which includes supervision of the class
- j)** Conducting/ managing parents Teacher meeting for all academic batches.
- k)** Conducting weekly review meetings with each batch to identify gaps and implement appropriate resolutions.
- l)** Ensuring timely notification to the students about all the academic activities.
- m)** Assisting the team for cultural activities at college to motivate students to participate in various activities.

D. Essential Skills

- a)** Excellent communicability and interpersonal skills in language English
- b)** Open to learning and adopting Institution's culture
- c)** Creative in imparting knowledge and subject information
- d)** Professional in practicing ethics and code of conduct.

E. General Office Guidelines

- a) Efficient use of work time – 10.30 am to 7.30 pm. (timing may differ, depends upon the center)
100% availability during working hours when working from home
- b) Execution of ethical activities and transparent behavior in the execution of the process/responsibilities
- c) Use of professional dress code, language, screen background for online webinar/presentations
- d) Ensuring no disturbance is created from your end or environment during an On-call or Online presentation/discussion.
- e) Use of CRM / LMS in the most efficient manner to track the progress of the Leads
- f) Pro-active intimation to your immediate reporting manager & HR in case of non-working day
- g) Use of Email for formal communication. (MS Word, Excel, Email, Internet)
- h) Excellent interpersonal and problem-solving skills shared as part of your approach in the counseling or presentations
- i) Handling rejection/failures in the most constructive manner and being open to learning and implementing new or innovative methods at the workplace.
- j) Abiding all HRM guidelines as stated in the HRM policy document.
- k) Minimum 1 year contract

F. Details on your Profile

- 1. Designation:** Operation Executive (Academic Operation and Student Support)
- 2. Date of Joining:** 24th August 2022
- 3. Salary / Income offered:** 18,000 INR/- Per Month In-hand (Professional Tax of 200 INR will be deducted as per government tax applicability)
- 4. Type of Work:** Full-Time
- 5. Location:** Western Mumbai

[OFFER LETTER – ONLY FOR OFFICIAL**August 24, 2022**

You are required to travel to the other centers / campuses whenever it is required. Conveyance for all official travel shall be reimbursed by the organization unless if no additional conveyance is pre-added in your monthly income.

Please share the following documents as earliest as possible,

1. All past Academic Certificates
2. Experience Certificates
3. Income statement for the last 3 months
4. Updated Resume
5. Address Proof
6. Aadhar Card
7. PAN Card
8. 2 passport size clear photograph

Disclaimer

The information contained in this document /email - transmission is confidential and may be privileged. It is intended only for the addressee(s) stated above. If you are not an addressee, any use, dissemination, distribution, publication, or copying of the information contained in this e-mail is strictly prohibited. If you have received this e-mail / document in error, please immediately notify us by telephone or e-mail the sender and delete the e-mail from your system or return us back the document.

Dear **Anushka Marekant,**

We are very glad to offer you the position of '**Operation Executive (Academic Operation and Student Support)**'.

We welcome you to be a part of our growth journey and expect integrity, professionalism, and commitment towards your designated responsibilities.

In these uncertain times, we look forward to you taking a proactive role in supporting the initiatives and proving accomplishments. We aim to support you in the best of each other's interests. We wish you all the very best and look forward to you, leading your responsibilities with a strong vision.

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C. Direct Execution

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- h) Excellent interpersonal and problem-solving skills shared as part of your approach in the counseling or presentations
- i) Handling rejection/failures in the most constructive manner and being open to learning and implementing new or innovative methods at the workplace.
- j) Abiding all HRM guidelines as stated in the HRM policy document.
- k) Minimum 1 year contract

F. Details on your Profile

- 1. Designation:** Operation Executive (Academic Operation and Student Support)
- 2. Date of Joining:** 23rd August 2022
- 3. Salary / Income offered:** 18,000 INR/- Per Month In-hand (Professional Tax of 200 INR will be deducted as per government tax applicability)
- 4. Type of Work:** Full-Time
- 5. Location:** Western Mumbai

OFFER LETTER – ONLY FOR OFFICIAL

August 22, 2022

You are required to travel to the other centers / campuses whenever it is required. Conveyance for all official travel shall be reimbursed by the organization unless if no additional conveyance is pre-added in your monthly income.

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September 28th**OFFER LETTER – ONLY FOR OFFICIAL**

OFFER LETTER – ONLY FOR OFFICIAL

Dear **Ms. Tanishq Kamble**,

We are very glad to offer you the position of '**Centre Batch Coordinator (CBC)**'.

We welcome you to be a part of our growth journey and expect integrity, professionalism, and commitment towards your designated responsibilities.

In these uncertain times, we look forward to you taking a proactive role in supporting the initiatives and proving accomplishments. We aim to support you in the best of each other's interests. We wish you all the very best and look forward to you, leading your responsibilities with a strong vision. Please share your kind acceptance in this email to proceed ahead with our due diligence.

Job Description

Being an '**Centre Batch Coordinator (CBC)**' is a very responsible job and we aim to support you to increase your expertise furthering your career ahead in times to come.

Job Objective

To develop total satisfaction within the students, faculties and Academic Partners (College / University Partners) for the Educational service rendered by our institution. Ensuring 360- degree process management in all academic operations.

Direct Execution**Program Coordination:**

1. Centre Batch Coordinator including - Attendance management of students and faculty, preparation of Result, and taking Student Feedback for existing & prospective Batches.
2. Managing various academic activities – Examination, Student Meet Up sessions, Workshops, Guest Lectures.
3. Offline lecture scheduling on timely basis.
4. Preparing grade cards of the students with the help of Manager.
5. Conducting/ managing parents Teacher meeting for all academic batches.
6. Solving students and parents queries.

2nd Floor, Vardhaman Industrial Complex, Gokul Nagar, Thane (W) 400601

Tel No: 022 -41005836, +91 8097454191, www.finplanindia.com info@finplanindia.com

OFFER LETTER – ONLY FOR OFFICIALSeptember 28th

7. Conducting weekly review meetings with each batch to identify gaps and implement appropriate resolutions.
8. Ensuring support to students and Faculty for smooth functioning of batches.
9. Managing new admissions and enrolment process.
10. Ensuring timely notification to the students about all the academic activities.
11. Conducting cultural activities at college to motivate students to participate in various activities.

Compliance and Support:

- a) Handling and managing CIMS portal
- b) Managing all tasks related to NAAC
- c) Managing Exam management agendas for the batch.
- d) Results preparation on CIMS
- e) Managing activities of Results printing and sharing with students
- f) Coordinating with Stakeholder team for all required approvals
- g) Attending and solving post-admission compliance including university portal

Tasks:

#Managing All Academic Process

#Exam Management

#Total Quality Management

#Tight internal & External Coordination

#Timely Completion of all Academic Reports

Strong Relationship Management

Result Management

Objection Handling and Resolution development

Essential Skills

1. Good communication skills – both written and verbal
2. Ability to stick to time constraints and deadlines
3. Clear Communication to internal and external resources
4. Knowledge of MS office, outlook, PPT, etc.
5. Creativity at workplace

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OFFER LETTER – ONLY FOR OFFICIAL

September 28th

6. Professional in practicing ethics and code of conduct.

General Office Guidelines

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9. Handling rejection/failures in the most constructive manner and being open to learning and implementing new or innovative methods at the workplace.
10. Abiding all HRM guidelines as stated in the HRM policy document.

Details on your Profile

1. **Designation:** Centre Batch Coordinator (CBC)
2. **Date of Joining:** 1st October 2022
3. **Salary / Income offered:** 25,000 INR/- Per Month In-hand (Professional Tax of 200 INR will be deducted as per government tax applicability)
4. **Type of Work:** Full-Time
5. **Location:** Western

2nd Floor, Vardhaman Industrial Complex, Gokul Nagar, Thane (W) 400601
Tel No: 022 -41005836, +91 8097454191, www.finplanindia.com Info@finplanindia.com

OFFER LETTER – ONLY FOR OFFICIALSeptember 28th

You are required to travel to the other centers / campuses whenever it is required. Conveyance for all official travel shall be reimbursed by the organization unless if no additional conveyance is pre-added in your monthly income.

Post your acceptance to our email (within 24 hrs.); we shall share the schedule for the Training & Induction along with our employment document. You will be on a training period (paid) for a minimum of 7 working days from the date of your joining. Post your joining, submission of the below documents & acknowledgement to the policy (HRM Policy), your appointment letter will be processed within 30 working days.

Please share the following documents as earliest as possible,

1. All past Academic Certificates
2. Experience Certificates
3. Income statement for the last 3 months
4. Updated Resume
5. Address Proof
6. Aadhar Card
7. PAN Card
8. 2 passport size clear photograph

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Dear **Sarika Gaur**,

I am pleased to extend to you an offer of employment as **Operations Associate** with **Impact Guru** and the joining date would be **9th August 2022**.

We have enjoyed getting to know you and believe you have much to contribute to our firm and our culture. We hope that in the process of getting to know us, you have concluded that the fit is compelling and that ImpactGuru is the best firm at which to take the next step in your career and to grow further. We congratulate you!

ImpactGuru's aspiration of innovative thinking, open collaboration, and passion for driving change enables nonprofits, social enterprises, corporate, and other change-makers and impact creators to outperform our employees to achieve greatness. We will be thrilled to have you as part of our team. You will bring your ambitious aspirations and unique talents to the firm and our clients. In return, you will find unparalleled opportunities for personal and professional development at ImpactGuru, with no limits on the paths your career may take.

We feel that your skills and background will be valuable assets to our firm and we are delighted at the prospect of your joining us. Impact Guru is a transformative organization and aspires to be a market leader in its niche. Within and beyond ImpactGuru, our people will make a difference to the world because of the leaders they will become while here.

Please reach out to me with questions at any time. We hope to stay in close contact with you and look forward to having you as our colleague.

Below mentioned documents are necessary to submit:

- Pan Card, Aadhar Card, Voter Id, Driving license, passport
 - Address proof
 - Educational Certificate
 - Last 3 Payslips and Bank Statement
 - Previous Experience Letter/Offer Letter/ Relieving letter
 - Cancelled Cheque/ Any Account Detail Proof
 - Front-facing Photo
-
- 3 Reference details from the previous company (HR/Reporting Manager/Founders)

Impact Guru Technology Ventures Private Limited
101, Jaisingh Business Centre, 119 Sahar Road, Andheri East, Mumbai – 400099, India

COMPENSATION:

Annual fees

Your annual fees will be INR. **2,43,525/-** paid in equal installments every month. Your Professional fees will be subject to TDS or other statutory deductions if any.

Compensation breakup

Details	Monthly	Yearly
Part A - Gross		
Basic	13,702	1,64,429
HRA	685	8,220
Bonus @ 8.33% of Basic	1,141	13,697
Other Allowances	1,599	19,190
Gross Salary	17,128	2,05,536
Employee's Deduction		
Provident Fund @ 12 %	1,800	21,600
ESIC @ 0.75%	128	1,542
PT	200	2,500
Net Salary	15,000	1,79,894
Part B - Employer's Contribution		
Provident Fund @ 13 %	1,950	23,400
ESIC @ 3.25%	557	6,680
Gratuity @ 4.81%	-	7,909
Total	2,507	37,989
Fixed CTC		
Fixed CTC (A+B)	19,635	2,43,525
Part C - Variable		
Retention Bonus	0	0
Performance Bonus	5000	0
Total (C)	5000	0
Total Cost to the Company (A+B+C)	24,635	243525

*Note: You will receive a salary, and all other benefits forming part of your remuneration package subject to, and after, deduction of tax at source by applicable law.

PS: Part C (Variable) will be subject to a performance review scale & is not Fixed.

*PF, ESIC, Bonus & Gratuity contribution will be subject to statutory deduction as per the defined Laws by the Government of India.

*Net take home will be subject to the TDS declaration.

Impact Guru Technology Ventures Private Limited
101, Jaisingh Business Centre, 119 Sahar Road, Andheri East, Mumbai – 400099, India



Compliance with Terms and Conditions and Policies

All employees are required to comply with Impact Guru's policies, which include those related to non-discrimination, sexual harassment, confidentiality, non-compete, and others as outlined in other policies as will be shared with you from time to time. You will be required to sign this letter which provides a statement of basic standards of behavior and expectations central to Impact Guru's values.

Your Employment is subject to a positive reference verification & submission of documents and the terms and conditions outlined in this letter and all HR policies and procedures of Impact Guru, as amended from time to time. The contract is subject to an advisor clearing certifications post his 3 days of training with IG. Leaves are not approved during probation period

On acceptance of this letter, you cannot discard our offer and /or cannot join /accept/prefer another offer upon acceptance of our offer, you cannot leave Impact Guru within 6 months, in case you want to leave within 6 months then you have to serve a 2 months' notice or buy out the notice period with 2 times of your salary. In the conflict of aforesaid terms, you will be responsible for reimbursing the company three times the salary paid to you within seven days from the date of your resignation failing which Impact Guru shall be constrained to file appropriate proceedings both civil and criminal, in the court of law for the recovery of the aforesaid amount. The interest shall be charged at the rate of 18% p.a. upon failing to make payment within seven days as aforesaid.

Impact Guru Technology Ventures Private Limited

(Signature)

Name – Jyoti Natekar

Title: AVP - Human Resources

Employee

(Signature)

Name: _____

Email: _____

Telephone: _____

Impact Guru Technology Ventures Private Limited
101, Jaisingh Business Centre, 119 Sahar Road, Andheri East, Mumbai – 400099, India

Reliance SMSL Limited

Ref No. HR/AUG/22/K1/60520951/1001290492

Date: 08.08.2022

Aditya Dinkar pawar

Offer-cum-Appointment Letter

Dear Aditya,

This is with reference to your application and subsequent Test and Interviews you had with us.

We are pleased to offer you an appointment as **CSA Central Stores** in the employment of the company subject to your joining on or before **11.08.2022**. The offer shall automatically lapse if you do not join.

Reliance SMSL Limited is engaged in the business of providing outsourced human resource services to their clients. Accordingly, you are assigned to our client to work as **CSA Central Stores** in Grade **K1** and shall perform duties that are assigned to you in connection with the Clients' business at their premises as may be advised from time to time.

You will receive an Annual Gross Compensation (including Basic and allowances) of **Rs. 156000/- per annum** as below:

	Rs. per month
Basic	6500
HRA	6500
Conveyance Allowance	
Monthly Gross	13000
Annual Gross	156000

You will be covered by applicable statutory benefits such as PF, ESI and Bonus etc. The compensation is subject to prevailing tax and other laws, policies, rules and guidelines. You are expected to keep your compensation strictly confidential.

Your appointment and subsequent continuation of employment with the Company is strictly based on your consistent delivery on the agreed performance parameters and compliance with the values and guidelines of the organization. The tenure of your employment shall be subject to the requirement of the services provided by us to our client and shall also be subject to the requirement of deputation or completion of the project with the client.

The terms and conditions in this letter and the annexures thereto will form terms of appointment upon your joining.

Please sign and return a copy of this letter as a token of your acceptance of the terms and conditions of employment and return the same to HR at the earliest.

Please note the documents to be submitted on your date of joining as part of joining compliance.

We wish you a long successful association with us.

Yours faithfully,

For **Reliance SMSL Limited**



Authorised Signatory

Signature of the Employee:

Encl: Terms and Conditions of Employment - **Annexure - I**

Reliance SMSL Limited (formerly Strategic Manpower Solutions Limited)
CIN: U74999MH2007PLC167704

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Reliance SMSL Limited

Annexure - I

TERMS & CONDITIONS OF EMPLOYMENT

1. Your employment is subject to being declared and remaining medically fit by a Medical Officer or by a Doctor specified by the Establishment. The Establishment has the right to get you medically examined by any certified Medical practitioner during the period of your service. In case you are found medically unfit to continue with the job, you will lose your lien on the job and your employment will come to end on the day you are found medically unfit by the Medical Officer.
2. Your appointment is based on the basis of the particulars such as qualifications etc. given by you in the application for employment. In case any information given by you is found false or incorrect, your appointment will be liable for termination without any notice or salary in lieu of notice.
3. The address as indicated in your application for appointment shall deem to be correct for sending any communication to you. Every communication addressed to you at the given address shall be deemed to have been served upon you. You will immediately notify change of address, if any.
4. All the above emoluments should be reduced to the extent of absence without leave or leave without pay. Only Basic Salary shall be reckoned for computing the contribution to the Provident Fund.
5. You are required to submit the following documents, if the same have not been submitted earlier
 - a. Certificates in support of Educational / Professional Qualifications, Experience, Date of Birth and other testimonials in original together with copies thereof;
 - b. Copies of your passport photographs with grey background;
 - c. Copy of Passport / Ration Card / Voter's ID / driving license or any other document as proof of your residence and photo-identity.
6. You have hereby given no objection in the Company(Or its group Companies and associates) sharing your personal information and documents, including but not limited to Aadhar number, other Government issues ID number such as Voter ID, PAN card, DL, name, gender, date of birth, addresses, mobile number, email, education record and employment record with any Reference / Antecedent Verification Organization that Reliance Retail has appointed time being or anytime later for the purpose of background checks and verifications, in order to avail services such as employment / training / management / payment / credit / insurance / house on rent / vehicle on rent, etc.
7. You have hereby authorized the Company or any agency/ agencies appointed by them from time to time to store your personal information on their platform, which will be accessible to the Company or its service provider for which this consent is being obtained. The Company or its service provider and their authorized users / partners / affiliates / contractors can access and update your digital record on such platform, including data, documents, certificates, verification reports, reference s, testimonials, etc. and can use related services provided via such agency. You have understood that agency will ensure security and confidentiality of the same.
8. You also agree that your digital record including references, testimonials and verification reports on such agency platform will only be available to any other users of the platform if/when you provide your explicit consent for the same. You have also understood that you have the option of deleting your digital record from such agency database.
9. Your No Objection will be coterminous with the arrangement between the Company and any agency / organization engaged by the Company for Reference / Antecedent Verification of your current and past employments.
10. In order to ensure the uniformity and maintenance of a good ambience before the Customers of the Establishment, the Establishment may at its option provide you with some standard dress code. You shall be present at all the times in a neat and tidy manner.
11. You are expected to keep your salary package strictly confidential and not to share any information regarding the salary.

Reliance SMSL Limited

12. During your tenure with the company and based on your job profile, you might be granted access to various IT applications with a unique user id and password. These credentials will be unique to you and cannot be shared with anyone. You will be solely responsible and accountable for any information loss/sharing or breach of confidentiality in any way which has occurred due to the misuse of your credentials.
13. You will be covered by the service rules and regulations including conduct, discipline and administrative orders and any such other rules or orders of the client or Company as the case may be that may come in force from time to time. You shall observe discipline and rules of conduct applicable at the client's establishment of your posting.
14. You shall be entitled to leave and other benefits as per the rules and regulations governing client's establishment where you will be working. You will be entitled to a weekly off as may be notified from time to time. The weekly holiday may be staggered and determined as per the roster.
15. You will be governed by the working hours prevailing at the establishment of your working. You will be notified your actual duty timings from time to time. You shall report and be present, accordingly at the client's designated location. You will be required to work in any of the shifts during the day or night. Your working hours may be staggered and you may be required to work in spells in the morning and evening. In case you being a female employee you shall be provided with due security escort up to your residence in case you work beyond 9 pm.
16. You will be required to work on any day of the year, including festival holidays, in the establishment of your posting. You will be allowed a weekly off in accordance with law on any one of the days in the week, as per the schedule notified.
17. Your employment is transferable to any other place / establishment / department / division / unit / branch / subsidiary / affiliate of our client / associate. However, such transfer will not entail any increase in your salary and / or adversely affect your emoluments.
18. In normal course you shall retire from the services of the organization on attaining the age of 58 years.
 - a. If you absent yourself without leave or remain absent beyond the period of leave originally granted or subsequently extended, you shall be considered as having voluntarily terminated your employment without giving any notice unless you:
 - b. Return to work within 8 days from the commencement of such absence and
 - c. Give an explanation to the satisfaction of the Management regarding such absence.
19. You will initially be on probation for a period of Six months, which may be extended or reduced at the sole discretion of the Management. During the period of probation, the appointment is terminable by giving one month in writing by either side or payment of one month's Basic salary in lieu thereof. On completion of initial probation period till such time that you are intimated in writing regarding your confirmation, you shall continue to be on probation. After confirmation, your services are liable to be terminated at any time without assigning any reason as per the provisions of statute governing your appointment. In case you wish to resign you will give us the notice as per the provisions of the statute governing your appointment. You shall attend duties till you are relieved from service in writing. Waiving the Notice Period on resignation is at the sole discretion of the company.
20. Your services are liable to be terminated without any notice or salary in lieu thereof for misconduct, without being exhaustive and without prejudice to the general meaning of the term "misconduct" in the case of reasonable suspicion of misconduct, disloyalty and commission of an act involving moral turpitude, any act of in-discipline or inefficiency. You may be placed under suspension pending enquiry into the charges of misconduct or otherwise. The salary for the suspension period will be paid to you only when you are found not guilty of any of the charges for which you were suspended and not otherwise.
21. You will be bound by the code of conduct, rules, regulations and office orders in force and framed by the company from time to time in relation to your service conditions, which will form part of your service conditions and terms of employment.
22. You may be laid-off on payment of 50% wages on account of shortage of work, materials, electricity and similar other reasons.
23. You shall extend all cooperation to the client's employees, customers, representatives, etc. and do all such things diligently, faithfully and to the best of your skill and ability as may be necessary to serve the client and perform all the duties entrusted to you from time to time. We expect you to work with the high standard of initiative, efficiency and economy.

Reliance SMSL Limited (formerly Strategic Manpower Solutions Limited)
CIN: U74999MH2007PLC167704

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24. You shall engage yourself exclusively in the work assigned by the client, where you are posted for the time being and shall not take up any independent or individual assignments (whether the same as part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of your Business Unit Head. You will avoid any such issue which may result in a conflict between your personal interest and the interest of the client / company in dealing with suppliers, customers and all other organizations or individuals doing or seeking to do business with the client / company. You shall obey and comply with all the orders and directions given to you by your superior or any other person duly authorized in that behalf at the place of your posting. You shall obey all the rules and regulations, either statutory or otherwise, which are in vogue and may be notified from time to time.
25. You shall obey and comply with all the orders and directions given to you by your superior or any other person duly authorized in that behalf at the place of your posting. You shall obey all the rules and regulations, either statutory or otherwise, which are in vogue and may be notified from time to time.
26. You shall not at any time either during the contract of your employment or at any time thereafter divulge any information that came to you during the course of your employment without prior permission in writing.
27. As we are manpower service providers to others, in case of any eventuality of our business being closed or terminated, your job is also liable to be ended automatically.
28. You will not enter into any commitments or dealings on behalf of the client / Company for which you have no express authority nor alter or be a party to any alteration of any principle or policy of the client / Company or exceed the authority or discretion vested in you without the previous sanction of the client / Company or those in authority over you.
29. You may be selected and sponsored by the Company / or Client for familiarization / training assignments with our technical collaborators or any other institutions / organizations in India and/or abroad. You will diligently and beneficially take part in the training and such assignments. The cost of any such training shall be borne by the company and you may be required to sign a Service Bond for a minimum time for which you will serve the company. The company can recover the liquidated damages on the event of your voluntary resignation before the time as mutually agreed upon in the bond.
30. The Establishment considers harassment and discrimination of any nature to be an unacceptable form of behavior, which is not tolerated under any circumstances. All people have the right to work in an environment that is free from harassment and discrimination. Disciplinary action will be taken against anyone found to be guilty of harassing or discriminating against a fellow employee that may result in termination of employment.
31. You will be responsible for the safe keeping and return in good condition and order of all the properties of the company that may be in your use, custody, care or charge. For the loss of any property of the company or client in your possession, the company will have a right to assess on its own basis and recover the damages of all such materials from you and to take such other action as it deems proper in the event of your failure to account for such material or property to its satisfaction. You will hand over the charge of letter of Authority or Power of Attorney issued to you or any property / material of the company in your possession at the time of cessation of your employment with the Company.
32. All proprietary information / material of the client that is made known to you during the term of work assignment shall be received in confidence and you shall not disclose or, except in performing the services, use any such information / material. You agree that all information, correspondence, documents, material or items provided to you by the client or by us are provided to you in trust and on completion of project / assignment or termination of the service, you shall promptly return all such material to the client or company, as the case may be.
33. You shall be required to sign and abide by the Policy on Ethics & Code of Conduct with the Company and shall undertake to sign such declarations that the Policy may demand from time to time.
34. It is hereby expressly agreed and declared that this letter of employment shall be deemed to have been made at Mumbai and that any dispute or suit or action or proceedings whatsoever arising out of or under this letter of appointment or breach thereof or in respect of any matter or thing herein contained and any claim by either party against the other shall be instituted or adjudicated upon or decided by a court of competent jurisdiction at Mumbai.
35. In case of one / more clauses of this letter of employment becomes untenable, the same shall not render the letter of employment null and void in its entirety.

Reliance SMSL Limited

36. The various clauses of this letter are to be read, understood and interpreted in its entirety and none of the clauses are severable from the remaining.

Reliance SMSL Limited (formerly Strategic Manpower Solutions Limited)
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I have read and / or have been explained the contents of the above contract of employment in _____ (language) and I hereby declare that I have fully understood the above terms and conditions and declare the same to be binding on me in its entirety and also give my consent to the clause no. 8 & 9 specifically.

Name : _____

Signature : _____

Date : _____

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TantraSoft®
Solutions (India)
Private Limited
ISO 9001:2015 CERTIFIED

Date: 18th July 2022

To,
Ms. Amisha Nikam
Mura Sura chawl ,
No. 3, Room no. 9,
Kajupada, Borivali (East),
Mumbai-400066.

Ref. : APP/22-23/027

Sub: Appointment Letter

Dear Amisha,

This has reference to your interview, we are pleased to appoint you as Trainee – QC & Documentation on the following terms and conditions:

Your appointment shall be effective from on or before 18th July 2022.

You will be on training for six months from the date of your joining the Company. If your work is found satisfactory, the Company will confirm your employment. You will be paid stipend of Rs. 10,000/- per month during training period. You will be entitled to standard Company perks which are applicable to your grade and which are in force from time to time.

You will devote full time and attention to the work assigned to you from time to time. You shall at all times obey and abide by the lawful direction and orders given to you by your superiors and shall work diligently, faithfully and well. The Company shall be the sole judge to determine whether the work assigned to you is suitable to you or not.

You will be responsible for safekeeping and return in good condition and order of the Company's property, which may be in your use, custody or charge.

You shall keep the Company informed of any change in your residential address or civil status. You shall abide by the Rules and Regulations of the Company which are in force and / or which may be framed from time to time.

Your services will be subject to transfer to any of the Location/ Department/ Section of the Organisation from time to time depending upon the Company's requirements at the sole discretion of the Management. According to your job profile you will need to do excessive travelling for Customer service.

Regd. Office : C-202, Vishal Apartment, Sir M. V. Road, Andheri (E), Mumbai - 400069.

Admin. Office : A-403, Mathuria Apts., Sir M. V. Road, Andheri (E), Mumbai - 400069. • CIN No.: **U72900MH2006PTC166406**
Tel.: +91 75060 19981 | Email : contact@tantrasoftsolutions.com | Website : www.tantrasoftsolutions.com

Your services will be subject to transfer to any of the Location/ Department/ Section of the Organisation from time to time depending upon the Company's requirements at the sole discretion of the Management.

You shall not accept any other training or employment, part time or otherwise, or engage in commercial business of the pursuit on your own. You shall not utilise or divulge to any person or persons any of the Company's trade secret or affairs.

If at any time, in the opinion of the Company, which shall be final, you become insolvent or are found of dishonestly, disobedience, disorderly behaviour, indiscipline, absence from duty without permission or of any other conduct considered by the Company as detrimental to its interest, your service may be terminated without notice.

Your service may be terminated by 7 days' notice during the training period and 60 days' notice after confirmation, in writing or payment in lieu thereof by either side.

Please confirm your acceptance of this appointment on the above-mentioned terms and conditions by returning to us the duplicate copy of this letter duly signed by you.

We look forward to a long and successful association with you.

Very truly yours,

For TantraSoft Solutions (I) Pvt. Ltd.



Trupti Chiplunkar
Assistant Manager- HR & Admin

I accept the above terms and conditions which have been explained and / or translated to me and are fully understood by me. The original of this letter is in my possession.

NAME :

SIGNATURE :

DATE OF JOINING :

GRADE :



TantraSoft®
Solutions (India)
Private Limited
ISO 9001:2015 CERTIFIED

Date: 16th July 2022

To,

Ms. Amisha Nikam
Mura Sura chawl ,
No. 3, Room no. 9,
Kajupada, Borivali (East) ,
Mumbai-400066.

Ref: OFF/TRA/22-23/026

Sub: Offer Letter

Dear Amisha,

This has reference to your application indicating your intention to work with us and subsequent discussions / interviews you had in this regard.

We are pleased to offer you a position of Trainee - QC & Documentation in our organization. You will be on training for six months from the date of your joining the Company. You will be paid stipend of Rs. 10,000/- per month during training period.

Your appointment shall be effective from on or before 18th July 2022.

Please submit us attested copies of the following documents:

1. Education Certificates
2. Experience letter
3. Aadhar Card
4. PAN Card
5. 1 passport size photograph

Please confirm your acceptance of this offer by returning to us duplicate of this letter duly signed by you.

Yours Sincerely,

For Tantrasoft Solutions (I) Pvt. Ltd.

Accepted


Trupti Chiplunkar

Assistant Manager – HR & Admin

Cc : Accounts Department

Regd. Office : C-202, Vishal Apartment, Sir M. V. Road, Andheri (E), Mumbai - 400069.

Admin. Office : A-403, Mathuria Apts., Sir M. V. Road, Andheri (E), Mumbai - 400069. • CIN No.: U72900MH2006PTC166406

Tel.: +91 75060 19981 | Email : contact@tantrasoftsolutions.com | Website : www.tantrasoftsolutions.com

EMPLOYMENT AGREEMENT

THIS AGREEMENT is made

BETWEEN

Square Yards Consulting Pvt. Ltd.

A Company incorporated under Companies Act, 1956 in the Republic of India and having its Registered office B-3/96, Safdarjung Enclave, New Delhi-110029 (hereinafter called "the Company" which expression shall include its associated companies, successors and assigns) of the one part;

AND

Suhita Ajay Patil, D/o. Sh. Ajay patil R/o. Patil Wadi C.S Road no 2, Near-Matruchaya School Dahisar East Mumbai-400068 (herein after referred to as the "the Employee" which expression shall include its successors and assigns) of the other part;

It is agreed that the Company will employ **Suhita Ajay Patil** as **Associate Investment Manager** of the Company on the particulars/ terms and conditions as laid down in the **Annexure A** to this Agreement appended hereto, and on terms and conditions as enumerated hereinafter in this Agreement:

1. DEFINITIONS AND INTERPRETATIONS

- 1.1. In this agreement the following words and phrases shall bear the meanings respectively ascribed to them, that is to say:
 - a) "the Particulars" means the particulars incorporated in under the agreement as varied time to time as agreed by the parties to the agreement
 - b) "the Employee" means the individual defined under specific labour laws applying particularly to the company like Employee State Insurance Act, 1948.
 - c) "the Company" means a company registered under Companies Act ,1956 or Companies Act, 2013 named as Square Yards Consulting Pvt. Ltd. also includes its associated companies etc.
 - d) "the Associated Company" means a subsidiary and any other Company which is for the time being a holding Company of the Company
 - e) "Financial Year" means the financial year which shall run from the 1st day of April to the 31st day of March every year.
 - f) "Calendar Year" means the calendar year which shall run from the 1st day of January to the 31st day of December every year.
 - g) "Month" means a calendar month
 - h) References means references in this Agreement to any clause, sub-clause, schedule or paragraph without further designation shall be construed as references to the clause, sub clause, schedule or paragraph of this Agreement.
 - i) Any reference to a statutory provision shall be deemed to include a reference to any statutory amendment modification or re-enactment of it.
 - j) Words importing one gender include all other genders and words importing the singular include the plural and *vice versa*.

2. TERMS OF EMPLOYMENT

- 2.1. The employment of the Employee shall be deemed to have commenced on the date of actual reporting in the premises of the Company pursuant to the execution of this Agreement as per the terms and conditions / particulars laid down in the **Annexure A**. The Employee should disclose to the company in case any of his/her family member is related to any kind of real estate business.
- 2.2. The Employee will be initially appointed by the company with the position title and corporate title (If applicable) as incorporated in **Annexure A**. The firm may amend the position and/or corporate title of the Employee, as thinks appropriate in the future to align the employee's role with the applicable policies, procedures or practices at the company.

3. NATURE OF EMPLOYMENT AND DUTIES OF EMPLOYEE

The Employee shall during his/her employment with the Company under this Agreement:

- 3.1. Perform the duties and exercise the powers which the Company may from time to time properly assign to him/her in his/her capacity or in connection with the business of the company or any of its associated company.
- 3.2. The Employment shall be full-time Employment and the Employee shall not undertake any reward for work other than the duties which he is required to perform under this Agreement.

4. HOURS OF EMPLOYMENT

- 4.1. The Employee shall comply with the normal working hours of the company, as directed by the Company, or in the absence of such direction, as published in the employee's handbook provided by the Company at the joining of the employee and also as amended from time to time by the management.

5. PRESENT POSTING AND FUTURE TRANSFERS

- 5.1. The Employee's place of employment shall be at the Company's offices as set out in the **Annexure A**. But, the Company is entitled to require the employee to work at any other place of business of the Company including offices are in existence or to be planned in the future, whether on temporary or permanent basis on the terms and conditions as are applicable to such transfer in accordance with the then applicable rules, regulations and policies of the Company.
- 5.2. The Employee shall, in the performance of his/her duties, may be required to travel from his/her place of employment to anywhere within the country or abroad.

6. REMUNERATION, BENEFITS AND DEDUCTIONS

- 6.1. Subject as hereinafter provided the Company shall pay to the Employee during the continuance of his/her employment hereunder a salary (bifurcated into Fixed components and Performance linked components) specified in the Particulars of Employment as set out in the **Annexure A**.
- 6.2. Performance linked components, if any are payable monthly subject to achievement of the minimum performance criteria as defined by the management from time to time. Depending on the performance of the Employee, he/she may qualify to receive only partial or full amount of the performance linked allowances.
- 6.3. The said salary shall be reviewed by the Company on an annual basis (As per applicable appraisal cycle), and any such revision of salary shall take effect from such time and in such manner as the Company shall in its sole discretion think fit.
- 6.4. Except as expressly provided by this Agreement the Employee shall not be entitled to any salary in respect of any period during which he/she fails or be unable, from any cause, to perform all or any of his/her duties without prejudice to any right of action accruing or accrued to either party in respect of any breach of this Agreement.
- 6.5. The Company shall deduct a proportionate amount from the Employee's fixed remuneration for every day of absence beyond the permissible limit of leaves available to the employee during the calendar month/ financial year. The Company at its own discretion may provide relief with respect to the deduction made on account of his/her absence from the employment provided his/her absence is due to incapacity through illness or injury and the Employee produces to the Company without any delay the certificate of a duly qualified medical practitioner stating the cause of such incapacity.
- 6.6. All monetary or non-monetary entitlements granted to the Employee, whether by way of Salary, Bonus or otherwise, shall be subject to the statutory deductions like Provident Fund contribution, ESI / Medical Insurance Contribution, LWF Contribution, Income Tax (TDS) or any other statutory deduction for which the Company is liable to deduct as prescribed under various laws applicable to the Company.
- 6.7. Unless specifically stated in the Particulars, bonus or any other benefits provided by the Company to the Employee, irrespective of its nature and of its either temporary or repetitive provision, will always be treated as a benefit voluntarily provided by the Company to the Employee and will not in any way consist a legal obligation of the Company under this Agreement.
- 6.8. The Company shall pay, or reimburse to the employee for only pre-approved, reasonable and adequately substantiated – travel, accommodation, communications or any other related expenditure incurred in connection with the performance of the duties assigned by the Company, subject to the policies framed by the Company. These may be contingent on performance threshold as defined from time to time.
- 6.9. Employee will be covered under a comprehensive Medical Insurance and Accidental Coverage as detailed in the Company's employee handbook and amended from time to time as the Company deems appropriate.

- 6.10 The Company reserves the right to cancel or modify the benefits of plan and programmes, its offers to its employees at any time provided that such cancellation, shall be carried out in a manner that it does not discriminate between employees of the same level. None of rights of the Employee, to receive any form of compensation payable pursuant to this offer may be assigned or transferred except by operation of law.
- 6.11 The Company shall bear cost of Employment Pass/ Work Visa/ Business Visa and other relocation charges, as may be applicable and approved from time to time, for its employees. Such cost or charges along with any incidental charges paid by the Company towards covering expense of relocation or Visa will become payable from the employee to the Company in case his or her employment is ceased, whether initiated by the Company or the employee, within one year of such expenses being outlaid. In case of cessation of employment within 12 months of such expenses being borne by the Company, these will be recovered from the last salary or full & final settlement of the employee, whichever is applicable.
- 6.12 Any accrued incentive or bonus will be payable only if the employee status is active and not resigned as on the day of incentive or bonus pay out. In case the employee has resigned or is inactive in the system on such date, the accrued incentive & bonus will lapse.

7. PROBATION PERIOD & CONFIRMATION OF EMPLOYMENT

- 7.1. The Employee shall be employed on a probationary basis for a period of **6 months** from the date of commencement of his/her employment, or for such extended time as the Company may decide.
- 7.2. The Company may thereafter confirm the employment of the Employee after he/she has completed the probationary period or the extended probationary period as the case may be. Such confirmation shall be communicated to the employee via e-mail communication.

8. LEAVES & HOLIDAYS

- 8.1. The Employee shall be entitled to a total of **32 total leaves** (in addition to public and statutory holidays) for every financial year, as mentioned in the Employee Handbook.
- 8.2. The Employee shall be entitled in each calendar year **10 public and statutory holidays**. These holidays will be declared at beginning of each calendar year.
- 8.3. All holidays shall be approved within appropriate timelines as provided by the Company, from time to time.
- 8.4. The employee will be eligible to avail One (1) compensatory leave in every month during the probationary period. Holiday allowance does not accrue during the probationary period.

9. TERMINATION

- 9.1. The Employee's employment with the Company may be terminated by either party giving to the other party notice in writing or salary in lieu of notice as set out in **Annexure A**. In this case, the Employee shall not be entitled to leave pay.
- 9.2. The Company shall have the right summarily to terminate the Employment without notice or payment of compensation in any of the following events:
 - a. If the Employee is guilty of fraud, dishonesty or misconduct or commits any act which in the opinion of the Company is likely to bring the Company or any officers or employees of the Company into disrepute whether or not such dishonesty, misconduct or act is directly related to the affairs of the Company.
 - b. If the Employee is adjudged bankrupt or makes a composition with his/her creditors.
 - c. If the Employee commits any material breach of his/her duties or obligations under this Agreement.
 - d. If the Employee is discovered to have made or given any false statement or answer to any question in connection with the Company's Employment application form or any Curriculum Vitae submitted to the Company concerning such Employee.
 - e. Habitual absence without approval of leaves.
 - f. Habitual neglect of work or gross or habitual negligence.
 - g. Commission of any act not in conformity with discipline or good behavior.
 - h. Seeking or giving illegal gratification.
 - i. Offering or passing kickbacks or any other kind of monetary reward to clients of the Company unless otherwise permitted under the company policies
 - j. If the employee provides any false statement about his/her family background as he agreed at the time of joining.
- 9.3. Upon the termination of the Employee's employment (howsoever arising) the Employee shall return to the Company all documents, records, items and materials in his/her possession or custody belonging to the Company or its clients and the Employee shall not retain any copies (including electronic or soft) thereof.

IN WITNESS whereof the parties hereto have hereunto set their hands the day and year first herein before written.

SIGNED

for and on behalf of

Square Yards Consulting Pvt. Ltd.



Authorised Signatory

Date

All Terms and Condition
Accepted:

(Name of Employee)



CONFIDENTIALITY AGREEMENT

In consideration of an Employee's employment with The Company, employees will be exposed to information and materials relating to the affairs, transactions, operations, methods of doing business, research and development, know-how, customers, trade secrets, financial methods, computer programs, and other confidential or proprietary information or trade secrets of the Company, its Associated Companies, Business Partners, Distributors, Resellers, Customers and End-Users.

An Employee agrees to take all appropriate action, whether by instruction, agreement or otherwise, to ensure the protection, confidentiality and security of the Confidential Information of the Company.

1. Under CONFIDENTIALITY, Employee agrees:

- a. Electronic information exchange or office emails are to be used in furtherance of Company's business only. No employee should use the electronic information systems to espouse personal, political or religious views or solicit support for any cause or event. Such act by employee is subjected to immediate internal inquiry by the management.
- b. Not to use, acquire or copy any Confidential Information in whole or part without prior authorisation in writing from a designated official of the Company.
- c. To retain the Confidential Information as strictly confidential and as a trade secret of the Company; and
- d. Not to use or cause to be used, nor to disclose or otherwise make available directly or indirectly the Confidential Information except for and on behalf of the Company when authorised to make such disclosure on a confidential basis or to recipient authorised by the Company and having a valid contract with terms satisfactory to Square Yards Consulting Pvt. Ltd. under which its nature as confidential information and as a trade secret is respected and the recipient promises to retain it in confidence.

Upon termination of employment, Employee agrees to surrender to the Company all tangible & non-tangible forms of the Confidential Information that he may then possess or have under his/her control.

2. INTELLECTUAL PROPERTY shall include:

- a. If during the course of his/her work for the Company (whether in the course of normal duties or not and whether or not during normal working hours), the Employee makes, or participates in the making of any design (whether registered or not) or any work in which copyright and/or database rights subsist, the Employee hereby assigns to the Company with full title guarantee and, where appropriate, by way of future assignment, all such rights for the full term thereof throughout the world, provided that the assignment shall not extend to those designs or works which are created by the Employee wholly outside his/her normal working hours and wholly unconcerned with his/her service under this Agreement.
- b. All technology infrastructure of the Company and its employees, whether specifically licensed or furnished as part of The Company equipment rented, purchased or loaned and Software Service for them. Technology infrastructure shall mean machine instructions whether denominated software wherever resident and on whatever media and all related documentation and software.
- c. All other information and material of The Company and its Employees, relating to design, method of construction, manufacture, operations, specifications, use and service of the Company and its Employees equipment and components, including notebooks, reports, process data, test data, performance data, inventions and all documentation therefore and all copies.
- d. Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to The Company and its Employees if disclosed.
- e. The Company's staff list, Customer and prospective customer list.

Employee agrees to retain Intellectual Property as strictly confidential and a trade secret of The Company. Employee agrees not to use or cause to be used The Company and its Employees' Intellectual Property except for or on behalf of The Company.

Upon termination of employment, employee agrees to surrender to The Company all tangible & non-tangible forms of Company's Intellectual Property, which he/she may then possess or have under his/her control.

3. EXCLUSIVITY OF SERVICE shall include:

The Employee shall not during the continuance of this contract, except with the knowledge and consent of the Company embark, engage or interest himself/herself whether for reward or gratuitously in any activity which would interfere with the performance of the Employee's duties with the Company or which to his/her knowledge would constitute a conflict of interest with the business of the Company.

By Signature (Date: _____)

Sd/-
Name: _____
Designation: _____

4. AGREEMENT NOT TO COMPETE OR SOLICIT shall include:

- a. Throughout this Agreement with the Company, and for a period of 12 months following the termination of this Agreement, the Employee will not directly or in association with others, compete with any of the business activities in which the Company or any of its associated companies become involved, anywhere in the world, during the period of this Agreement.
- b. The foregoing restriction on competition and solicitation will preclude without limitation:
 - I. Selling or soliciting sales of products and services which compete with the Company or any of its subsidiaries, and
 - II. Accepting employment in a related business area with or acting as a representative or agent of a current customer of the Company or any other person or entity which competes with the current business of the Company during the period of this Agreement.
 - III. In order to protect its business interest, the Company, reserves the right of not providing full-fledged work during the Employee's required contractual probation period and may require Employee not to attend the place of work whilst remaining employed for the contractual probation period. During this probation period, the employee will not be permitted to work for anyone else.
 - IV. Either alone or in association with others (i) solicit, or encourage any organization directly or indirectly controlled by the Employee to solicit, any employee of the Company or any of its subsidiaries to leave the employ of the Company or any of its subsidiaries, (ii) solicit for employment, hire or engage as an independent contractor, or permit any organization directly or indirectly controlled by the Employee to solicit for employment, hire or engage as an independent contractor, any person who was employed by the Company or any of its subsidiaries at any time during the term of the Employee's employment with the Company or any of its subsidiaries.

While the restrictions aforesaid are considered by the Company and the Employee to be reasonable in all the circumstances, it is agreed that if any one or more of such restrictions shall either taken by itself or themselves together be adjudged to go beyond what is reasonable in all the circumstances for the protection of the Company's legitimate interest but would be adjudged reasonable if any particular restriction or restrictions were deleted or if any part or parts of the wording thereof were deleted, restricted or limited in any particular manner, then the said restrictions shall apply with such deletions, restrictions or limitations, as the case may be.

IN WITNESS whereof the parties hereto have hereunto set their hands the day and year first herein before written.

SIGNED
for and on behalf of
Square Yards Consulting Pvt. Ltd.

All Terms and Conditions
Accepted:



Authorised Signatory

(Name of Employee)

Date

ANNEXURE A

PARTICULARS OF EMPLOYMENT

The Company: Square Yards Consulting Pvt. Ltd. Corporate Address: B-3/96, Safdarjung Enclave, New Delhi-110029	
The Employee: Suhita Ajay Patil Patil Wadi C.S Road no 2, Near-Matruchaya School Dahisar East Mumbai-400068	
Job Title: Associate Investment Manager	
Compensation: - Annual Gross CTC: 300,000	
Employee ID: SQY31622	Department: Primary Sales India
Job Location: Mumbai (Akruti Star)	Date of Joining: 02-Jun-2022
Notice Period: During Probation: 0 days After Confirmation: 15 days	

The Company shall employ the Employee and the Employee shall serve the Company in the capacity referred to under Job Title on and from the Commencement Date until this agreement shall be terminated on the terms and conditions set out herein.

IN WITNESS whereof the parties hereto have hereunto set their hands the day and year first herein before written.

SIGNED

for and on behalf of
Square Yards Consulting Pvt. Ltd.

All Terms and Conditions
Accepted:



Authorised Signatory

(Name of Employee)

Date

By: Suhita Ajay Patil

Suhita Ajay Patil
(Employee)

ANNEX B- CTC Breakup**Suhita Ajay Patil (SQY31622)**

	Yearly CTC	Monthly CTC
CTC	180,000	14,999
Earning		
Basic	117,000	9,750
HRA	31,455	2,621
Special Allowance	0	0
Performance Linked Payout	0	0
Statutory Bonus	12,281	1,023
Lunch	0	0
LTA	0	0
Uniform Allowance	0	0
Children Allowance	0	0
Books & Periodicals	0	0
Telephone allowance	0	0
Car Running & Maint	0	0
Statutory Benefits		
PF (Employer Part)	14,040	1,170
LWF (Employer Part)	0	0
ESIC (Employer Part)	5,224	435
Gratuity	0	0
Monthly Gross	160,736	13,394
PF (Employee Part)	14,040	1,170
LWF (Employee Part)	0	0
ESIC (Employee Part)	1,206	100
P TAX	2,400	200
PA Cover	180	15
Mediclaime	0	0
Net Pay	142,910	11,909

IN WITNESS whereof the parties hereto have hereunto set their hands the day and year first herein before written.

SIGNED

for and on behalf of
Square Yards Consulting Pvt. Ltd.

All Terms and Conditions
Accepted:

Sapana Gupta

By: *Suhita Patil*
Date: 11/11/2022
Signature: *Suhita Patil*

Authorised Signatory

(Name of Employee)

Date

Date:- 28th March, 2023

To,
Mr. Neel Desai
Mumbai,

Dear **Neel**,

This has reference to your application and the subsequent interviews you had with us. We are pleased to offer you the position of **Audit Executive** with us in our company.

As discussed, you will start with us as on **31st March, 2023 at 10:00 am.**

On your first day at Office, please remember to bring the photocopies of following with you (as applicable):

- ☐ One passport-size photographs
- ☐ Experience certificates from your most recent employer
- ☐ Relieving letter from your most recent employer Aadhar
- ☐ Card Copy
- ☐ PAN Card Copy
- ☐ Original Cancelled cheque with your signature

Please Note that you can always send us scanned copies of the above documents by email(vishal@aarvia.in) in advance of your joining date.

As agreed, your compensation will be **Rs. 1,20,000** (Rs. One Lakh Twenty Thousands only) per annum on a fixed cost-to-company basis. However, please note that the formal appointment letter with the detailed salary structure will be provided to you after completing the required documentation upon joining.

Please return the duplicate copy of this letter duly signed as a token of your acceptance of the offer.

We look forward to a long and fruitful association.

Yours faithfully,

For Aarvia Fintech Advisors Pvt Ltd.

VISHAL
VIJAYKUMAR
RATHI
Vishal Rathi
Director

Digitally signed by VISHAL
VIJAYKUMAR RATHI
Date: 2023.03.28 14:30:44
+05'30'

Aarvia Fintech Advisors Pvt. Ltd.

Gala No.230, Blue Rose Industrial Estate, W E Highway, Borivali East, Mumbai, 400 066

Contact - +91 8451052989

Email – vishal@aarvia.in

Website – www.aarvia.in

Dear Shreeya,

Congratulations!!! We are pleased to offer you the position of **HR Intern in our organisation**. You will be based at our Mumbai Office. Your Date of Joining would be 12th April 2023. It is an unpaid Internship.

As discussed, you will be getting 2nd and 4th Saturday and Sundays off and your working hours will be from 9:30 am to 7:00 pm.

Based on your performance during your internship, there is a full time opportunity to work with our company.

Kindly Share your requirement documents as mentioned below

- 1. 2 Passport size photos**
- 2. Aadhaar Card**
- 3. Pan Card**
- 4. Educational Documents - 10th and 12th Marksheets**

--

Regards,

Mayuri Sarode | HR Manager | Acme Services

09th Floor, Fly Edge Building ,
SV Road , Kora Kendra Road ,
Borivali West , Mumbai 400 092

Mobile : [9082696307](tel:9082696307)

Website : www.acme-services.in


Follow Us - <https://www.facebook.com/acmehrservices>

acme
s e r v i c e s

Date:28.12.22

To Whom It May Concern

This is to inform that we have appointed Mr Vishnu Kumawat w.e.f 15.9.22 in the capacity of Intern (For telly marketing) on a monthly stipend of Rs 5000 pm.


(Debjani Biswas)
Marketing Manager

Per URANUS MARKETING SOLUTIONS

Proprietor

Date:28.12.22

To Whom It May Concern

This is to inform that we have appointed Mr Parth Soni w.e.f 09.9.22 in the capacity of Intern
(For telly marketing) on a monthly stipend of Rs 5000 pm.


(Debjani Biswas)

Marketing Manager

URANUS MARKETING SOLUTIONS

Proprietor



Date: 30th March 2023

To Whom It May Concern

This is to inform that we have appointed Mr Sahil Sanjay More w.e.f 21st March 2023 in the capacity of Intern (For telly marketing) on a monthly stipend of Rs 5000 pm.

A handwritten signature in blue ink that reads "Suchita Basu".

(Suchita Basu)

Marketing Manager



Date: 30th March 2023

To Whom It May Concern

This is to inform that we have appointed Mr Singh Yuvraj Tribhuvan w.e.f 20th March 2023 in the capacity of Intern (For telly marketing) on a monthly stipend of Rs 5000 pm.

Suchita Basu.

(Suchita Basu)

Marketing Manager



amit ray & company
CHARTERED ACCOUNTANTS

401/403, D-Definity
Jay Prakash Nagar, Road No.1
Goregaon East, Mumbai - 400 063
Ph-022-40146981 / 49769479 / 49725517
Mobile-9167441068 / 9167441048
Mail-nagrao57@gmail.com
web : www.amitrayco.in

Date: 31.01.2023

TO WHOMSOEVER IT MAY CONCERN

This is to certify that Ms. Siddhi Rane, student of Nirmala Memorial Foundation College of Commerce & Science has worked in our office from 01.12.2022 to 31.01.2023 as an Intern in H.R. department.

During this tenure, she has accomplished her work with discipline and responsibility.

For Amit Ray & Company
Chartered Accountants

CA Nag Bhushan Rao
Partner



H.O. : 5-B, Sardar Patel Marg, Civil Lines, Allahabad - 211001, Phone : 0532-2402763, 240758
Also at Bangalore, New Delhi, Kolkata, Chittorgarh & Pune



ASHVIN THUMAR & CO.

CA Ashvin Thumar

CHARTERED ACCOUNTANTS

B.Com (Hon.), F.C.A.

Reg. Add: C-510, Sneh Shivalaya Chs Ltd, C.S.Road-2, Anand Nagar, Dahisar East, Mumbai - 400068.

Off. Add: Office No.D-214, New Delite Apartment, Chandarvarkar Road, Borivali West, Mumbai 400092.

Mob No: +91 981 999 3852, +91 965 327 5376, E-mail: info@ashvinthumar.com

JOB OFFER LETTER AND JOB ACCEPTANCE

DATE : 12th NOVEMBER, 2021

To,

BHAVIKA K. PADHIYAR

104, A Wing, Akshita Avenue,

Near Shivdham Bus Stop,

I.C. Colony, Borivali West,

Mumbai - 400103.

Dear Bhavika Padhiyar,

We are pleased to offer you the full time job to our company with position of Data Executive and Record Keeper with a start date of 15th November, 2021, You will be reporting directly to Senior Account Manager at office. We believe your skills and enthusiasm are an excellent match for our company.

In this role, you will be required to maintain the books of accounts of our clients and records, need to do regular entries and filing work. The annual starting salary for this position is Rs.5,000/- to be paid on a monthly basis, In addition to this starting salary, we're offering you bonus of one extra salary to every Diwali and Incentive on your performance.

Your employment with us will be on an at-will basis, which means you and the company are free to terminate the employment relationship at any time for any reason. This letter is not a contract or guarantee of employment for a definitive period of time.

As an employee of Ashvin Thumar & Co., you are also eligible for our benefits program, which includes Vacation for Exams and studies, Picnics and Trips and other benefits which will be described in more detail after joining.

Please confirm your acceptance of this offer by signing the below acceptance section.

We are excited to have you join our team! If you have any questions, please feel free to reach out at any time.

Sincerely,

FOR ASHVIN THUMAR & CO.

CHARTERED ACCOUNTANTS

A handwritten signature in black ink, appearing to read 'Ashvin R. Thumar', is written over a circular professional stamp. The stamp has a double-lined border. The outer ring contains the text 'ASHVIN THUMAR & CO.' at the top and 'CHARTERED ACCOUNTANTS' at the bottom, separated by small stars. The center of the stamp contains the text 'Mem. No 138376' and 'MUMBAI'.

CA. ASHVIN R. THUMAR

(AUTHORIZED SIGNATORY)

DATE : 12/11/2021

PLACE: MUMBAI

JOB ACCEPTANCE

I, Bhavika K. Padhiyar hereby declare and accept the above offered job, I have no doubts and counters on my pay and benefits offered by you nor on my duties as discussed.

Thank You.

A handwritten signature in black ink, appearing to read 'Bhavika K. Padhiyar', is written in a cursive style.

BHAVIKA K. PADHIYAR

DATE: 12/11/2021

PLACE: MUMBAI



B HINGAR & ASSOCIATES

CHARTERED ACCOUNTANTS

Office No. 103, 1st Floor, Building No. B - 13, Sector - 11, Shanti Nagar, Mira Road (East),
Dist. Thane - 401107, E - mail: cabrajesh@yahoo.com, Mob No. 8655147647 / 9322429393

1st January 2023

Subject: Confirmation of internship.

This letter serves as confirmation that **Mr. Krishna Maurya** will be completing his internship with **B Hingar & Associates**. The duration of this internship will be from **1st January 2023 to 14th February 2023**.

For B Hingar & Associates
Chartered Accountant

Proprietor
M No. 44470



Offer Letter - Neerav

Pottentekeezhil  Inbox



HR Desk Yesterday

to me, Sneha, Divya ▾



Dear Mr. Neerav Pottentekeezhil,

Greetings from Bhuta Shah & Co. LLP !!

With Reference to your application and subsequent discussions we have had, we are pleased to appoint you as an **"Article - Audit"** in our firm on the terms and conditions mutually discussed and agreed upon.

Your total annual compensation, payable by the firm on any item of your remuneration and/or perquisite is **INR. 1,44,000 /- p.a (i.e. INR 12,000/- p.m) as you have cleared both groups of Intermediate exam.**

You are required to join duty on or before 9th February 2023.

Kindly note that you shall submit the following documents before joining if not submitted earlier:

1. Registration Form (Form 103 for registering with Bhuta Shah & Co LLP)
2. Transfer Form (Form 109 – signed by previous employer)
3. OT/ITT Certificate
4. 4 copies of recent passport size photographs.
5. Birth Certificate or School leaving



HR Human Reso... 25/11/2022



to me ▾

Dear Janvi,

Congratulations!! We are delighted to welcome you to the Bounce India team. We are impressed by your experience, credentials & can-do attitude. We believe that you will be an asset to the organization. We hope that you're as excited as we are excited about sharing our journey with you.

The position details are as below:-

Position: Intern

Location: Malad, Mumbai

Monthly CTC: Rs. 12000 CTC

Kindly give your acceptance.

Your Date of joining will be 26th November, Saturday at 11AM. Request you to bring the below-mentioned list of documents for completing the joining formalities:-
[If applicable]

1. Aadhar Card
2. Pan card
3. Address Proof
4. Qualification proofs
5. Previous employer documents (if any)
 - a. Three months salary slips
 - b. Experience Letter



BUDS CONSULTANCY SERVICES PRIVATE LIMITED

Lic office - 183, office 2, Radhakrishna Niwas, Ground floor, Near by dadar fire brigade, Dr. Babasaheb Ambedkar RD, dadar East, Mumbai - 4000

DATE: 29th August 2021

Mansi Sampat Nadkar
Buddhibai chawl no.8
Kandivali east
Mumbai - 400101

LETTER OF APPOINTMENT

Dear Miss. Mansi Nadkar
Appointed as a Relationship manager

We are referred to your interview the above position and are pleased to inform that we are offering you that the position with our company effective from 30th August 2021 under the following terms and condition:-

Salary :- As per offer, it will be 12000 per month (twele thousand only), also we are providing travelling expense

Leave :- You will be eligible for leaves as per the leave policy of the company.

Working hour :- Monday to Saturday, (Sunday off) time will be 9am to 5pm, lunch time 1.30pm to 2.15pm.

We request you to kindly confirm your acceptance to this contract of employment by putting your signature and return back to us one copy of the acceptance

We welcome you to the BUDS Consultancy family and wish you a successful career

Sincerely,
Director of the company,
Veena Budbadkar

For Buds Consultancy & Services

Ali Arif Baisay
Proprietor

Miss. Mansi Nadkar hereby Accept all terms and conditions of this contract of employment with Buds consultanc services private limited.

Employee signature

Mansi

Date:- 29/8/2021

Invitation Letter

Name: Vinay Yadav

Date: Monday, November 14, 2022

Dear **Vinay Yadav**,

We are glad to inform you that you are being invited to undergo a short-term fixed traineeship under the **Applicant Training Program (ATP)** in our organization.

This training program would be in two stages. Stage 1 will be a **classroom training (CRT)** of 1 Week Stage 2, will be an **On-the-Job Training (OJT)** of 3 Weeks. Furthermore, only on successful clearing the assessments and minimum requirements of the **CRT stage**, you will be moved to the **OJT stage**.

Please note that this invitation does not guarantee you permanent employment at BYJU'S. This Agreement will automatically expire upon the completion of the term of the training program, unless terminated earlier as per the provisions of Clause 13 of this Agreement. However, this period can be cut short or extended based on the individual's performance and at the discretion of the management. For example, if you do not clear the CRT (classroom training stage) based on assessments that you go through, your traineeship will be terminated after one week and you will be paid a prorated amount for one week. The decision of the Company in this matter shall be final.

1. Training Program Details:

Training Role:	Applicant Trainee - Sales
Trainer:	Aishvary . (TNL201611035)
Reporting Time:	9:30 AM
Classroom Training Location:	Byjus - Karnal - BTC - Jundla Center, 2nd Floor, Shakti Tower Mall Road Above Axis Bank, Opposite Co-operative Bank, Karnal, Haryana 132001
OJT Training Location:	Byjus - Hisar
Role Location:	Karnal

If the CRT/OJT is mentioned as Work from Home, that phase of your training will be conducted virtually. If the CRT/OJT is mentioned as a city name, your training will be conducted physically in the BYJU's office of that city

2. Date of Enrollment: Your enrollment becomes effective from the date of joining the Applicant Trainee Program, which date shall be no later than **Tuesday, November 22, 2022**.

3. Term: The term of this training program would be for a period of 1 Week + 3 Weeks, commencing from your date of enrollment. This Agreement will automatically expire upon the completion of this term unless terminated earlier as per the provisions of Clause 13 of this Agreement. However, this period can be cut short or extended based on the individual's performance and at the discretion of the management. The decision of the Company in this matter shall be final. We follow a 6-day working week model during training as well as after training.

4. Extension of Agreement: In case of a business requirement, this agreement may be extended by another 2 weeks (over and above the 4 Weeks) as mentioned in Clause 3. You shall be intimated by suitable means, as the Company deems fit. The decision of the Company in this matter shall be final.

5. Background Check: The Company may, at its discretion, conduct background verification, prior to or at any time after commencement of this Agreement, to verify, including but not limited to, your professional certifications, designations or licenses, educational background, identity, proof of age, address, past work experience (if any) and criminal records. You hereby provide your express consent to the Company for conducting such background checks. This Agreement is subject to validation of any information provided by you to the Company and to the satisfactory outcome of the pre-enrollment screening activities (including background verification and criminal history check).

6. Offer of Permanent Position: It shall not be obligatory on the part of the Company to offer to you any position/ employment with the company on the expiry of this fixed-term traineeship Agreement. Any offer of employment, after completion of the 4 Weeks training program, will be subject to satisfactory performance during training, qualification of all criteria - as determined by the central management from time to time - and the needs of the company from time to time. The offer is also subject to the production of necessary documents including educational and professional certificates and may be rescinded in the event such necessary documents are not provided to the Company.

7. Stipend: Your stipend for the entire duration of the training program of 4 Weeks is INR 16,667.00(Stipend).

Payment Processing

The stipend shall be paid monthly on a pro-rata basis as per the number of days worked in the previous month.

8. Deductions: The Company shall be entitled to deduct from the above stipend payable to you calculated on monthly basis, the following contractual, statutory, and compulsory deductions:

- (a) Provident Fund;
- (b) Income tax deducted taxes
- (c) Dues to Company including loans at source at the rates applicable; or
- (d) Any other applicable statutory deductions
- (e) PF administrative charges and EDLI charges as per rules (1% admin charges), will be included in above mentioned stipend.

The income tax liability with regards to your income and perks will be your liability and will be governed by the applicable tax laws of the country as applicable from time to time.

9. Expense Reimbursement: In addition to the aforementioned stipend, you shall be paid the expenses incurred by you on behalf of the Company or its clients as authorized, in connection with the duties executed by you, and upon presenting supporting vouchers/documents. The Expense Policy applicable for you will be shared post your joining the training program.

10. Company Policies: You will be governed by the Company's policies, regulations, and procedures on the office timings, anti-sexual harassment, leave, travel, transfers, misconduct, etc., presently in force or as introduced/amended from time to time. You are eligible for leave as per the Company's leave policy, which can be viewed under the 'Policies' tab in your 'Service Platform Account' and/or the 'Applicant Training Program Handout' provided to you.

11. Leaves: You will be entitled to get 1 casual leave/sick leave per month. If you join the program from the 1st to the 15th of a month, you are entitled to get the leave credit for that month. If you join the program between the 16th to the end of the month, you are not entitled to the leave credit for that month. You will not be eligible for any other paid leaves during the Applicant Training Program.

12. Absence from duty: During the training program, if you take off from duty without prior leave approval or proper intimation under certain unavoidable circumstances, then those day/days will be treated as absence from duty. The days of absence will be treated as loss of pay days. You are expected to report to your department head on rejoining the duty after an absence and provide valid reasons for absence in writing before taking up training again. If you are absent from duty for more than 2* days (including paid and unpaid leaves/consecutive or cumulative), training will be discontinued due to automatic disqualification.

*(*In case, where this agreement is extended, as per Clause 4 of this agreement, needs to be read as 3 days, with no change to terms and conditions of Clause 11.)*

13. Termination: Subject to Clause 3, your services may be terminated in the following manner:

a) The Company will be entitled to disqualify your participation in the training program by giving you 48 hours' notice in writing, or by payment of 48 hours' stipend in lieu of such notice with or without cause. In the event you desire to opt-out of the training program, you will be required to give the Company 48 hours' notice in writing or 48 hours' stipend in lieu of such notice.

b) In the event of disqualification on disciplinary grounds including but not limited to embezzlement, fraud, gross negligence, willful misconduct, criminal offenses - alleged or guilty, or a material violation of Company policies or you are found to be absconding from the training program or for any other reasons causing grievous loss/damage/disrepute to the Company/associates, your disqualification will be immediate and without any notice or compensation.

c) In the event of your exit from the Training Program, you will be required to give the Company 48 hours' written notice. The notice period has to be served in full unless otherwise agreed by the Company in writing. In case of failure to give the above notice period, the Company shall have the right to deduct the corresponding stipend amount in lieu of the notice period and you will not be eligible to be hired by the Company in the future. You shall, on ceasing to be a part of the training program of the Company for any reason and in addition to the obligations under the Non-Disclosure and Confidential Information Agreement, forthwith return all Company properties, movable and immovable, including all Company information and data in any form, files, reports, memoranda, software, credit cards, door and file keys, computer access codes, laptops, desktops, and such other property which you received or in possession or prepared in connection with your association with the Company.

d) Trainee Certificate will be provided only on completion of the training period. If the resignation is initiated by you or you have been relieved as part of the Absenteeism policy, for violating the company policies, or for disciplinary issues during the training, you will not receive the certificate.

14. Confidential Information: During the training program, you may come into possession of information confidential to the Company and agree to keep confidential, Company's proprietary and confidential information obtained at any time during the period of your traineeship in the Company. Confidential information includes, and is not limited to; course materials, videos, financial documents, and other relevant documents. You shall not disclose such Confidential Information to any person. You shall not make any copies of the Confidential Information. You shall not disclose, reproduce or use any Confidential Information for any purpose except solely in connection with your performance in the company. Your obligations with respect to confidentiality shall be more fully detailed under the Non-Disclosure and Confidential Information Agreement executed by you with the Company and you shall at all times be bound by the provisions laid therein.

15. Intellectual Property Rights: All the intellectual property rights in the material developed by you, class material, and related documents shall at all times remain the property of the Company. You shall provide all assistance and execute all deeds and documents required to vest the intellectual property rights with the Company. In the event any of the intellectual property rights are not assignable under applicable laws, you shall provide exclusive, transferable, assignable, royalty-free rights in such intellectual property in perpetuity to the Company. You shall not assert any right, title, or interest over such intellectual property rights.

16. Indemnity: You hereby agree to indemnify and keep indemnified and hold the Company harmless from and against any loss, claim, damage, costs, taxes, duties, additions, penalties, interest thereon or expenses of any kind, including reasonable attorney's fees, incurred/sustained or caused to be incurred/sustained by the Company on account of:

- a. Any act or omission by you;
- b. Contravention of any of the terms, conditions, covenants of this letter or the Non-Disclosure and Confidential Information Agreement;
- c. Any representation or warranty or information furnished to the Company found to be false;
- d. Violation/non-compliance with any laws/rules/regulations while rendering the services; and/or
- e. Failure to adhere to the standards/specifications/policies of the Company.

17. General Provisions:

a. You are required to devote your entire time, attention, and effort to the furtherance of the business of the Company and to continually develop your professional skills in the interest of the Company and yourself. You shall not, during your traineeship with the Company, directly or indirectly engage yourself in or devote any time or attention to any part-time employment or business or position of monetary interest, other than that of the Company. Further, you shall not divulge, communicate or pass any information in any form, related to any aspect of the Company to anyone outside the Company.

b. You shall endeavor to uphold the good image of the Company and shall not by your conduct adversely affect the reputation of the Company and bring disrepute to the Company, in any manner whatsoever. You shall not conduct yourself in any manner amounting to a breach of confidence reposed in you or inconsistent with the position of responsibility occupied by you. You shall at all times deal with the Company's money, material, and documents with utmost honesty and professional ethics.

c. Your individual remuneration is purely a matter between yourself and the Company and has been arrived at on the basis of our specific background and professional merit. The Company expects that you maintain this information and any future changes to your remuneration, as strictly personal and confidential.

d. During the course of your training program, if you, at any time render yourself incompetent to perform your duties or if you should misconduct yourself or be disobedient, intemperate, irregular in attendance, commit a breach of the terms of your traineeship or of any of the stipulations herein contained, the Company shall without prejudice to any of its rights under the terms herein contained, be entitled to terminate your traineeship forthwith without notice or payment in lieu of notice and deduct from your stipend or other emoluments, if any, then due to you, including the amount of any damage that the Company may have sustained.

e. During the course of your training, if you, at any time render yourself in inappropriate behavior/ conversation with the customer, the Company shall without prejudice to any of its rights under the terms herein contained, be entitled to initiate any disciplinary action including, but not limited to warning, suspension or disqualification your candidature forthwith without notice or payment in lieu of notice and deduct from your stipend or other emoluments, if any, then due to you, including the amount of any damage that the Company may have sustained.

f. You will keep the Company informed of any change in your residential address, your family status, or any other personal particulars relevant to your traineeship, as and when the change occurs.

g. You are required to sign a 'Non-Disclosure and Confidential Information Agreement' with the Company, prior to joining the applicant training program by the Company. Your traineeship with the Company shall be contingent upon you executing the said agreement.

h. You will be subject to the Company's rules and regulations for the time being in force and as varied from time to time.

i. The Company will deduct taxes as appropriate and consistent with applicable tax laws and regulations. You will be responsible for your tax liabilities under all applicable tax laws and regulations.

j. This letter constitutes the complete understanding between you and the Company regarding the terms of your association with the Company. This supersedes any and all other agreements, either written or oral, between you and the Company regarding your association. Any modification of this letter will be effective only if it is in writing, signed by both parties.

k. All disputes arising herein shall be governed by the laws of India and the jurisdiction to entertain and try such dispute shall vest exclusively in the courts of Bangalore, Karnataka.

l. Anti-disparagement: During the term of engagement/ employment and at all times thereafter,

(i) The Trainee shall not, directly or indirectly, in any capacity or manner, make, express, transmit, speak, write, verbalize, or otherwise communicate in any way (or cause, further, assist, solicit, encourage, support or participate in any of the foregoing) any remark, comment, message, information, declaration, communication or other statement of any kind, whether verbal, in writing, electronically transferred or otherwise, that may reasonably be construed to be derogatory, disparaging, denigrating, maligning or critical of, or negative towards the Company or the business or business relationships of the Company or any shareholder, or any of their affiliates, investors, employees, directors, agents, or partners including business partners;

(ii) The Trainee shall not assist, or cooperate with, any other person in committing any act, which, if committed by the Trainee, would constitute a violation of this clause; and

(iii) The Trainee shall not do or cause to be done any act, deed or thing which would affect the Employee's obligations to the Company and shall promptly inform and keep informed the Company of any act, deed, thing or event which would prejudicially affect the interests of the Company. Any violation to the provision will lead to legal/disciplinary action.

The terms of your training contract detailed above are strictly confidential and should be treated as privileged information between yourself and the Company. You are expected to maintain such information appropriately. You are requested to signify your acceptance of the terms and conditions by signing and returning to us the duplicate copy of this letter. We look forward to you joining the training program at the earliest. We are certain that as a participant of the training program, you will find challenge, satisfaction, and opportunity in your association with the Company.

You are requested to carry the below-mentioned documents on your joining date

1. Graduation Document
2. Pan Card
3. Aadhaar Card
4. Cancelled Cheque/Bank Statement/Bank Passbook
5. Passport Size Photograph

Details of the training program

The training program has two Stages

Stage1 : Classroom Training Program (CRT)

Duration : 1 Week .

Post completion of 1 Week, you will be assessed on various parameters. Only qualifying training participants will be moved to Stage 2 (OJT stage) of the program.

Stage 2 : 'On-the-job' Training (OJT)

Duration : 3 Weeks.

Post completion of 3 Weeks, the training participants will be assessed on various parameters captured during 3 Weeks. Only qualifying training participants will become eligible to be offered a role of BDA (Subject to approval from management). There will be additional performance incentives that will be applicable during the training program.

Please note that this invitation does not guarantee you a permanent employment at BYJU'S. The management reserves the sole right to take the decision.

Yours sincerely,

I have read and understood all the terms and conditions of the Applicant Training Program

Think & Learn Pvt. Ltd.

Accept Job Offer by signing below

Human Resource

Signature:

This is system generated offer letter and does not require an authorized signature.

Annexure

Business Development Associate(BDA) Profile Details

Upon satisfying the conditions mentioned above, the offer for the role of BDA will be extended with a compensation of INR 4.5 Lakhs to 5.5 Lakhs + 3 Lakhs for the role of Business Development Associate.

Your work location after being offered the role of Business Development Associate (post successful clearance of the training program) would be Karnal, or any other location as may be assigned by the Company. The Company reserves the right to transfer you to any location, as the Company may deem fit, from time to time.

If the Company finds that you have achieved your training target through improper means resulting in the reduction of your achieved revenue, the Company will have the right to rescind your offer in case the offer has been made or terminate employment if you have joined as an employee.



Date: 18/3/23.

Mr. Himanshu Mishra.

Kandivali

SUBJECT: OFFER LETTER

Dear Mr. Himanshu.

With reference to your interest in our organization and subsequent discussion, we are pleased to offer you the position of Internship (on voluntary basis) at Child Help Foundation on the following terms and conditions:

- 1. Posting:** You will operate and coordinate from our office in Mumbai.
- 2. Your monthly stipend/payout shall be** Rs. 10000/-
- 3. Designation:** You are designated as Internship. However, your ability and expertise can be utilized in any other field / function in the best interest of the organization.
- 4. Date of joining:** You will begin your Internship Volunteering assignment with us on or before 15th April 23
- 5. Training** - You will be on training period for 15 days from the date of joining. During training period you will not be paid.
- 6. Timings:** You will abide by the operational timings of our office which are from 9.30 am - 6.00 pm, Monday to Friday & Saturday from 9.30 am to 4.00 pm.
- 7. Documents to be submitted:** You will be required to submit copies of the following documents to support your volunteering assignment with us:
 - Certificates of educational qualifications.
 - Pan Card & Aadhaar Card.
 - Two passport sized photographs
 - Permanent Residence Address Proof (any one: passport, ration card, electricity bill, driving license).
 - Proof of current residence.
 - Bank account details.

For Child Help Foundation

Jaisy Shrivastava
Manager - Human Resources

Accepted the terms & conditions mentioned above

I will join on 15th April 2023

Name & Signature

[Signature]



Date: 18/3/23

Mr. Kartik Surve
Bhayander.

SUBJECT: OFFER LETTER

Dear Mr. Kartik

With reference to your interest in our organization and subsequent discussion, we are pleased to offer you the position of Internship (on voluntary basis) at Child Help Foundation on the following terms and conditions:

- 1. Posting:** You will operate and coordinate from our office in **Mumbai**.
- 2. Your monthly stipend/payout** shall be Rs. 10,000/-
- 3. Designation:** You are designated as Internship. However, your ability and expertise can be utilized in any other field / function in the best interest of the organization.
- 4. Date of joining:** You will begin your Internship Volunteering assignment with us on or before 15th April 23.
- 5. Training** – You will be on training period for 15 days from the date of joining. During training period you will not be paid.
- 6. Timings:** You will abide by the operational timings of our office which are from 9.30 am – 6.00 pm, Monday to Friday & Saturday from 9.30 am to 4.00 pm.
- 7. Documents to be submitted:** You will be required to submit copies of the following documents to support your volunteering assignment with us:
 - Certificates of educational qualifications.
 - Pan Card & Aadhaar Card.
 - Two passport sized photographs
 - Permanent Residence Address Proof (any one: passport, ration card, electricity bill, driving license).
 - Proof of current residence.
 - Bank account details.

For Child Help Foundation

Jaisy Shiju
Manager – Human Resources

Accepted the terms & conditions mentioned above

I will join on 15th April 2023

Name & Signature

Kartik Surve / Eds



Date: 18/3/23.

Mr. Kunal Mitale
Kandivale

SUBJECT: OFFER LETTER

Dear Mr. Kunal

With reference to your interest in our organization and subsequent discussion, we are pleased to offer you the position of Internship (on voluntary basis) at Child Help Foundation on the following terms and conditions:

- 1. Posting:** You will operate and coordinate from our office in **Mumbai**.
- 2.** Your monthly stipend/payent shall be Rs. 10,000/-
- 3. Designation:** You are designated as Internship. However, your ability and expertise can be utilized in any other field / function in the best interest of the organization.
- 4. Date of joining:** You will begin your Internship Volunteering assignment with us on or before 15th April, 23
- 5. Training** – You will be on training period for 15 days from the date of joining. During training period you will not be paid.
- 6. Timings:** You will abide by the operational timings of our office which are from 9.30 am – 6.00 pm, Monday to Friday & Saturday from 9.30 am to 4.00 pm.
- 7. Documents to be submitted:** You will be required to submit copies of the following documents to support your volunteering assignment with us:
 - Certificates of educational qualifications.
 - Pan Card & Aadhaar Card.
 - Two passport sized photographs
 - Permanent Residence Address Proof (any one: passport, ration card, electricity bill, driving license).
 - Proof of current residence.
 - Bank account details.

For Child Help Foundation

Jaisy Shiju
Manager - Human Resources

Accepted the terms & conditions mentioned above

I will join on 15th April 2023

K. N. Mitale
Name & Signature



Date: 18/3/23.

Mr. Manav Koke.

Mira Road.

SUBJECT: OFFER LETTER

Dear Mr. Manav.

With reference to your interest in our organization and subsequent discussion, we are pleased to offer you the position of Internship (on voluntary basis) at Child Help Foundation on the following terms and conditions:

- 1. Posting:** You will operate and coordinate from our office in **Mumbai**.
- 2.** Your monthly stipend/payout shall be Rs. 10000/-
- 3. Designation:** You are designated as Internship. However, your ability and expertise can be utilized in any other field / function in the best interest of the organization.
- 4. Date of Joining:** You will begin your Internship Volunteering assignment with us on or before 15th April, 23.
- 5. Training -** You will be on training period for 15 days from the date of joining. During training period you will not be paid.
- 6. Timings:** You will abide by the operational timings of our office which are from 9.30 am - 6.00 pm, Monday to Friday & Saturday from 9.30 am to 4.00 pm.
- 7. Documents to be submitted:** You will be required to submit copies of the following documents to support your volunteering assignment with us:
 - Certificates of educational qualifications.
 - Pan Card & Aadhaar Card.
 - Two passport sized photographs
 - Permanent Residence Address Proof (any one: passport, ration card, electricity bill, driving license).
 - Proof of current residence.
 - Bank account details.

For Child Help Foundation


Jaisy Shije

Manager - Human Resources

Accepted the terms & conditions mentioned above

I will join on _____

• Name & Signature





Date: 18/3/23.

Ms. Mantaja Ansari
Goregaon [E].

SUBJECT: OFFER LETTER

Dear Ms. Mantaja

With reference to your interest in our organization and subsequent discussion, we are pleased to offer you the position of Internship (on voluntary basis) at Child Help Foundation on the following terms and conditions:

- 1. Posting:** You will operate and coordinate from our office in **Mumbai**.
- 2. Your monthly stipend/payout** shall be Rs. 10000/-
- 3. Designation:** You are designated as Internship. However, your ability and expertise can be utilized in any other field / function in the best interest of the organization.
- 4. Date of joining:** You will begin your Internship Volunteering assignment with us on or before 15th April, 23.
- 5. Training** - You will be on training period for 15 days from the date of joining. During training period you will not be paid.
- 6. Timings:** You will abide by the operational timings of our office which are from 9.30 am - 6.00 pm, Monday to Friday & Saturday from 9.30 am to 4.00 pm.
- 7. Documents to be submitted:** You will be required to submit copies of the following documents to support your volunteering assignment with us:
 - Certificates of educational qualifications.
 - Pan Card & Aadhaar Card.
 - Two passport sized photographs
 - Permanent Residence Address Proof (any one: passport, ration card, electricity bill, driving license).
 - Proof of current residence.
 - Bank account details.

For Child Help Foundation

Jaisy Shiju
Manager - Human Resources

Accepted the terms & conditions mentioned above

I will join on 15th April, 23.

Name & Signature

Mantaja



Date: 18/3/23

Mr. Prathamesh Kamble
Vasai

SUBJECT: OFFER LETTER

Dear Mr. Prathamesh

With reference to your interest in our organization and subsequent discussion, we are pleased to offer you the position of Internship (on voluntary basis) at Child Help Foundation on the following terms and conditions:

1. **Posting:** You will operate and coordinate from our office in **Mumbai**.
2. Your monthly stipend/payout shall be Rs. 10,000/-
3. **Designation:** You are designated as Internship. However, your ability and expertise can be utilized in any other field / function in the best interest of the organization.
4. **Date of joining:** You will begin your Internship Volunteering assignment with us on or before 15th April, 23.
5. **Training** - You will be on training period for 15 days from the date of joining. During training period you will not be paid.
6. **Timings:** You will abide by the operational timings of our office which are from 9.30 am - 6.00 pm, Monday to Friday & Saturday from 9.30 am to 4.00 pm.
7. **Documents to be submitted:** You will be required to submit copies of the following documents to support your volunteering assignment with us:
 - Certificates of educational qualifications.
 - Pan Card & Aadhaar Card.
 - Two passport sized photographs
 - Permanent Residence Address Proof (any one: passport, ration card, electricity bill, driving license).
 - Proof of current residence.
 - Bank account details.

For Child Help Foundation

Jaisy Shiju
Manager - Human Resources

Accepted the terms & conditions mentioned above

I will join on 15th April, 2023.

: Name & Signature



Date: 18/3/23

Mr. Rahul Soni

Bhayander

SUBJECT: OFFER LETTER

Dear Mr. Rahul

With reference to your interest in our organization and subsequent discussion, we are pleased to offer you the position of Internship (on voluntary basis) at Child Help Foundation on the following terms and conditions:

- 1. Posting:** You will operate and coordinate from our office in **Mumbai**.
- 2. Your monthly stipend/payout** shall be Rs 10000/-
- 3. Designation:** You are designated as Internship. However, your ability and expertise can be utilized in any other field / function in the best interest of the organization.
- 4. Date of joining:** You will begin your Internship Volunteering assignment with us on or before 15th April 23
- 5. Training** – You will be on training period for 15 days from the date of joining. During training period you will not be paid.
- 6. Timings:** You will abide by the operational timings of our office which are from 9.30 am – 6.00 pm, Monday to Friday & Saturday from 9.30 am to 4.00 pm.
- 7. Documents to be submitted:** You will be required to submit copies of the following documents to support your volunteering assignment with us:
 - Certificates of educational qualifications.
 - Pan Card & Aadhaar Card.
 - Two passport sized photographs
 - Permanent Residence Address Proof (any one: passport, ration card, electricity bill, driving license).
 - Proof of current residence.
 - Bank account details.

For **Child Help Foundation**

Jaisy Shiju
Manager - Human Resources

Accepted the terms & conditions mentioned above

I will join on 15/04/2023

Name & Signature

[Signature]



Date: 18/3/23.

Mr. Shuboddeep Poral
Bhayamderi (E)

SUBJECT: OFFER LETTER

Dear Mr. Shuboddeep.

With reference to your interest in our organization and subsequent discussion, we are pleased to offer you the position of Internship (on voluntary basis) at Child Help Foundation on the following terms and conditions:

- 1. Posting:** You will operate and coordinate from our office in Mumbai.
- 2. Your monthly stipend/payout shall be** Rs. 10000/-
- 3. Designation:** You are designated as Internship. However, your ability and expertise can be utilized in any other field / function in the best interest of the organization.
- 4. Date of Joining:** You will begin your Internship Volunteering assignment with us on or before 26th April, 23.
- 5. Training -** You will be on training period for 15 days from the date of joining. During training period you will not be paid.
- 6. Timings:** You will abide by the operational timings of our office which are from 9.30 am - 6.00 pm, Monday to Friday & Saturday from 9.30 am to 4.00 pm.
- 7. Documents to be submitted:** You will be required to submit copies of the following documents to support your volunteering assignment with us:
 - Certificates of educational qualifications.
 - Pan Card & Aadhaar Card.
 - Two passport sized photographs
 - Permanent Residence Address Proof (any one: passport, ration card, electricity bill, driving license).
 - Proof of current residence.
 - Bank account details.

For Child Help Foundation

Jaisy Shiju
Manager - Human Resources

Accepted the terms & conditions mentioned above

I will join on _____

Shubod
Name & Signature



Date: 18/3/23.

Ms. Jyoti Maurya.
Andheri

SUBJECT: OFFER LETTER

Dear Ms. Jyoti

With reference to your interest in our organization and subsequent discussion, we are pleased to offer you the position of Internship (on voluntary basis) at Child Help Foundation on the following terms and conditions:

- 1. Posting:** You will operate and coordinate from our office in Mumbai.
- 2. Your monthly stipend/payout shall be** Rs. 10000/-
- 3. Designation:** You are designated as Internship. However, your ability and expertise can be utilized in any other field / function in the best interest of the organization.
- 4. Date of Joining:** You will begin your Internship Volunteering assignment with us on or before 05th May, 23.
- 5. Training -** You will be on training period for 15 days from the date of joining. During training period you will not be paid.
- 6. Timings:** You will abide by the operational timings of our office which are from 9.30 am - 6.00 pm, Monday to Friday & Saturday from 9.30 am to 4.00 pm.
- 7. Documents to be submitted:** You will be required to submit copies of the following documents to support your volunteering assignment with us:
 - Certificates of educational qualifications.
 - Pan Card & Aadhaar Card.
 - Two passport sized photographs
 - Permanent Residence Address Proof (any one: passport, ration card, electricity bill, driving license).
 - Proof of current residence.
 - Bank account details.

For Child Help Foundation

Jaisy Shinde
Manager - Human Resources

Accepted the terms & conditions mentioned above

I will join on 5/5/2023

Name & Signature

Jyoti Maurya
Jyoti



Date: 18/03/23

Ms. Namrata Sathe
Kandivale

SUBJECT: OFFER LETTER

Dear _____,

With reference to your interest in our organization and subsequent discussion, we are pleased to offer you the position of Internship (on voluntary basis) at Child Help Foundation on the following terms and conditions:

- 1. Posting:** You will operate and coordinate from our office in **Mumbai**.
- 2.** Your monthly stipend/payout shall be Rs. 10000/-
- 3. Designation:** You are designated as Internship. However, your ability and expertise can be utilized in any other field / function in the best interest of the organization.
- 4. Date of joining:** You will begin your Internship Volunteering assignment with us on or before 15th April, 23
- 5. Training** - You will be on training period for 15 days from the date of joining. During training period you will not be paid.
- 6. Timings:** You will abide by the operational timings of our office which are from 9.30 am - 6.00 pm, Monday to Friday & Saturday from 9.30 am to 4.00 pm.
- 7. Documents to be submitted:** You will be required to submit copies of the following documents to support your volunteering assignment with us:
 - Certificates of educational qualifications.
 - Pan Card & Aadhaar Card.
 - Two passport sized photographs
 - Permanent Residence Address Proof (any one: passport, ration card, electricity bill, driving license).
 - Proof of current residence.
 - Bank account details.

For Child Help Foundation

Jaisy Shiju
Manager - Human Resources

Accepted the terms & conditions mentioned above

I will join on 18/03/23

• Name & Signature



Date: 18/3/23.

Ms. Neelken Kinny.
Thane.

SUBJECT: OFFER LETTER

Dear Ms. Neelken

With reference to your interest in our organization and subsequent discussion, we are pleased to offer you the position of Internship (on voluntary basis) at Child Help Foundation on the following terms and conditions:

1. **Posting:** You will operate and coordinate from our office in **Mumbai**.
2. Your monthly stipend/paid shall be Rs. 10000/-
3. **Designation:** You are designated as Internship. However, your ability and expertise can be utilized in any other field / function in the best interest of the organization.
4. **Date of Joining:** You will begin your Internship Volunteering assignment with us on or before 15th April 23.
5. **Training** – You will be on training period for 15 days from the date of joining. During training period you will not be paid.
6. **Timings:** You will abide by the operational timings of our office which are from 9.30 am – 6.00 pm, Monday to Friday & Saturday from 9.30 am to 4.00 pm.
7. **Documents to be submitted:** You will be required to submit copies of the following documents to support your volunteering assignment with us:
 - Certificates of educational qualifications.
 - Pan Card & Aadhaar Card.
 - Two passport sized photographs
 - Permanent Residence Address Proof (any one: passport, ration card, electricity bill, driving license).
 - Proof of current residence.
 - Bank account details.

For **Child Help Foundation**

Jaisy Shiju
Manager - Human Resources

Accepted the terms & conditions mentioned above

I will join on 18/3/23

Name & Signature



Date: 18/3/23

Ms. Riya Koli
Dahisar.

SUBJECT: OFFER LETTER

Dear Ms. Riya.

With reference to your interest in our organization and subsequent discussion, we are pleased to offer you the position of Internship (on voluntary basis) at Child Help Foundation on the following terms and conditions:

- 1. Posting:** You will operate and coordinate from our office in **Mumbai**.
- 2. Your monthly stipend/payout** shall be Rs. 10000/-
- 3. Designation:** You are designated as Internship. However, your ability and expertise can be utilized in any other field / function in the best interest of the organization.
- 4. Date of joining:** You will begin your Internship Volunteering assignment with us on or before 15th April 23.
- 5. Training -** You will be on training period for 15 days from the date of joining. During training period you will not be paid.
- 6. Timings:** You will abide by the operational timings of our office which are from 9.30 am - 6.00 pm, Monday to Friday & Saturday from 9.30 am to 4.00 pm.
- 7. Documents to be submitted:** You will be required to submit copies of the following documents to support your volunteering assignment with us:
 - Certificates of educational qualifications.
 - Pan Card & Aadhaar Card.
 - Two passport sized photographs
 - Permanent Residence Address Proof (any one: passport, ration card, electricity bill, driving license).
 - Proof of current residence.
 - Bank account details.

For Child Help Foundation

Jaisy Shiju
Manager - Human Resources

Accepted the terms & conditions mentioned above

I will join on 15th April, 2023

(Riya)
Name & Signature



Date: 18/3/23.

Ms. Sakshi Kandwal.

Bhayander.

SUBJECT: OFFER LETTER

Dear Ms. Sakshi

With reference to your interest in our organization and subsequent discussion, we are pleased to offer you the position of Internship (on voluntary basis) at Child Help Foundation on the following terms and conditions:

1. **Posting:** You will operate and coordinate from our office in **Mumbai**.
2. Your monthly stipend/payout shall be Rs. 10000/-
3. **Designation:** You are designated as Internship. However, your ability and expertise can be utilized in any other field / function in the best interest of the organization.
4. **Date of Joining:** You will begin your Internship Volunteering assignment with us on or before 15th April.
5. **Training** - You will be on training period for 15 days from the date of joining. During training period you will not be paid.
6. **Timings:** You will abide by the operational timings of our office which are from 9.30 am - 6.00 pm, Monday to Friday & Saturday from 9.30 am to 4.00 pm.
7. **Documents to be submitted:** You will be required to submit copies of the following documents to support your volunteering assignment with us:
 - Certificates of educational qualifications.
 - Pan Card & Aadhaar Card.
 - Two passport sized photographs
 - Permanent Residence Address Proof (any one: passport, ration card, electricity bill, driving license).
 - Proof of current residence.
 - Bank account details.

For Child Help Foundation


Jaisy Shiju

Manager - Human Resources

Accepted the terms & conditions mentioned above

I will join on 15th April, 23

Name & Signature

Kandwal
Sakshi Kandwal



Date: 18/3/23.

Ms. Shradha Baranwal

Name

SUBJECT: OFFER LETTER

Dear Ms. Shradha

With reference to your interest in our organization and subsequent discussion, we are pleased to offer you the position of Internship (on voluntary basis) at Child Help Foundation on the following terms and conditions:

- 1. Posting:** You will operate and coordinate from our office in **Mumbai**.
- 2. Your monthly stipend/payout shall be** Rs. 10000/-
- 3. Designation:** You are designated as Internship. However, your ability and expertise can be utilized in any other field / function in the best interest of the organization.
- 4. Date of joining:** You will begin your Internship Volunteering assignment with us on or before 15th April, 23
- 5. Training -** You will be on training period for 15 days from the date of joining. During training period you will not be paid.
- 6. Timings:** You will abide by the operational timings of our office which are from 9.30 am - 6.00 pm, Monday to Friday & Saturday from 9.30 am to 4.00 pm.
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 - Pan Card & Aadhaar Card.
 - Two passport sized photographs
 - Permanent Residence Address Proof (any one: passport, ration card, electricity bill, driving license).
 - Proof of current residence.
 - Bank account details.

For Child Help Foundation

Jaisy Shiju
Manager - Human Resources

Accepted the terms & conditions mentioned above

I will join on Shradha Baranwal

Name & Signature

15-04-2023



Date: 18/3/23

Ms. Subhadra Pawade.
Kandivali.

SUBJECT: OFFER LETTER

Dear Ms. Subhadra

With reference to your interest in our organization and subsequent discussion, we are pleased to offer you the position of Internship (on voluntary basis) at Child Help Foundation on the following terms and conditions:

1. **Posting:** You will operate and coordinate from our office in **Mumbai**.
2. Your monthly stipend/payout shall be Rs. 10,000/-
3. **Designation:** You are designated as Internship. However, your ability and expertise can be utilized in any other field / function in the best interest of the organization.
4. **Date of joining:** You will begin your Internship Volunteering assignment with us on or before 15th April, 23.
5. **Training** – You will be on training period for 15 days from the date of joining. During training period you will not be paid.
6. **Timings:** You will abide by the operational timings of our office which are from 9.30 am – 6.00 pm, Monday to Friday & Saturday from 9.30 am to 4.00 pm.
7. **Documents to be submitted:** You will be required to submit copies of the following documents to support your volunteering assignment with us:
 - Certificates of educational qualifications.
 - Pan Card & Aadhaar Card.
 - Two passport sized photographs
 - Permanent Residence Address Proof (any one: passport, ration card, electricity bill, driving license).
 - Proof of current residence.
 - Bank account details.

For Child Help Foundation

Jaisy Shiju
Manager - Human Resources

Accepted the terms & conditions mentioned above

I will join on 18/3/23

.. Name & Signature



Date:- 10/03/2022

SOURAV PRADEEP DASH(115350)

S B PATIL MARG OPP SONAL BUIL.,SANTACRUZ W,
MUMBAI 400054.

CONFIRMATION LETTER

Dear **SOURAV PRADEEP DASH**,

After evaluation of your performance we are pleased to inform you that with effect from **09/02/2022**, you are now a confirmed employee of EOS as **CUSTOMER SERVICE REPRESENTATIVE**.

As a confirmed staff, you will be entitled to all the privileges that are enjoyed by the company's employees such as annual leave, trainings and promotions. Please refer your supervisor for your work responsibilities and to the Human Resource Department for any employment issues.

All other terms and conditions as per your appointment letter other than those stated above will remain unchanged.

We thank you for your initiatives and hope that you will perform with equal enthusiasm. We wish you success and hope a very happy career with the organization.

For Eureka Outsourcing Solutions Private Limited

A handwritten signature in blue ink, appearing to read 'Jayesh', with a horizontal line extending to the right.

Authorised Signatory
Jayesh Shettigar
AVP -Human Resource & Compliance

NOTE: This is digitally signed document and does not require a physical signature. If no query is raised within 7 working days from the date of receipt of this document, then the same shall be deemed to be accepted by you.



(CIN No. : U72900MH2000PTC140702)

Salasar Business Park, Off. 150 ft Flyover Road, Opp. Maxus Mall, Bhayander (W), Thane - 401 101.
Board No.: 91 - 22 - 6758 2800 • Fax No.: 91 - 22 - 6758 2900 • Website : www.epicentertechnology.com

Offer cum Appointment Letter

Name: Vikas Patel
DOJ: 02-Aug-2022
DOB: 01-Apr-2000
Aadhaar number: 718466832148

Dear Vikas,

On the basis of the interview and discussions we had with you, we are pleased to offer you employment with Epicenter Technologies Pvt. Ltd (Company) as "MIS Analyst - Business Intelligence" on the following terms and conditions with effect from **DOJ: 02-Aug-2022**

Kindly note that this offer of employment is subject to the submission and validity of required documents as per the checklist given to you. If you fail to submit these documents on the date of document submission or if any of these documents are found to be forged / fake, this offer may be revised or cancelled at the Company's discretion.

Please sign and return a copy of this letter as a token of your acceptance. We would like to welcome you to our organization and wish you a rewarding career.

Our Values and Culture:

- People** are our greatest assets. They matter. We continue to invest in their personal development and growth. Treating people with respect and dignity is the cornerstone of our organization.
- Customers** are the reason for our existence. We seek to add value in every transaction we have with the customer.
- Integrity** will be displayed in every transaction we have with our associates, customers, partners, suppliers and other stakeholders.
- Teamwork and Togetherness** will help us achieve great things and will be advanced without prejudice to reward and recognition of individual contribution.
- We strive to instill a re-engineering bent of mind across all levels of the organization to achieve **Continuous Improvement, Quality and Innovation**.

1. **Compensation & Benefits:** The compensation and benefit program applicable to your band is enclosed for your reference. Please note that your compensation is a confidential matter between you and the company, and the company shall view any breach of confidentiality with outmost seriousness.

I. The compensation structure is subject to change at the company's discretion and will be communicated to you from time to time. II. You may participate in the Company Provident Fund Scheme as applicable to your category of employees in accordance to statutory guidelines.

III. You will be entitled to gratuity in accordance with the rules governing such payment.

IV. Applicable tax would be borne by you. The company is obliged to deduct Income Tax at source as per provision of Income Tax Act /Rules. Accordingly, you are required to submit all required proof of permitted savings / investments and other details from time to time to enable the company to comply with the provisions of law. In the event of non-compliance by you as aforesaid if the company is required to pay any interest or payment under Income Tax Act, it shall deduct the amount as may be paid or payable from your salary or other payments and you shall allow the company to comply with these requirements without objection.

2. **Transfer:** Your services can be transferred by the company in such capacity, as the company may from time to time determine, from

- One location to another.
- One department to another.

-One project to another, based on the exigencies of business and company needs.

It is a condition of employment that you can be transferred by the company anywhere in India or abroad to any of the parent Company's Subsidiary Companies, Joint Ventures, Associates, Sister Companies, etc., as per needs. Such transfers will not create for you any right to ask for revision in your salary or other terms and conditions of your services. Consequent to such transfers, you will be governed by the terms and conditions of service as applicable to your category of employees in the new place.

During your employment with the Company you will agree to work on any project that you are assigned to, irrespective of technical platforms/skills and nature of the project. If necessary, you may also be required to work shifts. Failing to do so can lead to termination of employment without notice. Regardless of any Secondment to any other epicenter entities or where you may be required to work overseas for such Epicenter entities for an extensive period, you shall at all times remain an employee of the company exclusively and shall not be entitled to any such foreign salary or benefits (including medical insurance, green card sponsorship, etc.) payable or applicable to employees of such other Epicenter entities other than the salary and benefits specified in this offer letter or salary and benefits that may have been decided by Epicenter and communicated to you.

You should not draw, accept or endorse any cheque or bill on behalf of the Company or, in any way, Pledge the Company's credit except so far as you may have been authorized by the company to do so, either generally or in any particular case.

3. **Promotion / Demotion:** The Company has the right to Promote or Demote you to any designation at its discretion and the company will decide your salary and allowances at the time of such change.
4. **Working hours, holidays and leave:** You will observe the working hours, holidays and leave rules as per the service rules applicable to your category of employees.
5. **Health Examination:** You may be examined at any time, by a Doctor of the Company's choice for your medical fitness to continue to work for the company and the opinion of the Company's Doctor in this regard shall be final and binding on you. The company also reserves the right to screen or test you for intoxicants and / or prohibited substances while you are at work. These tests may be administered in-house or via an external laboratory as the company deems fit.
6. **Proof of Age:** You will be required to produce satisfactory proof of age at the time of joining. The same may be evidenced from the School Leaving Certificate or from the birth register certificate. Once, such proof of age is accepted and recorded on the Company's register, and you may not be permitted to seek a change of date of birth.
7. **Past Record:** If any declaration given or information furnished by you to the company proves to be false or if you are found to have willfully suppressed any material, information, you may be liable to be removed from services without any notice or compensation whatsoever.
8. **Confidentiality & Secrecy:** During your employment and for a period of 12 months commencing the last day of your employment with the company, you will not at any time disclose to a third party, any of the Company's confidential technical information or any information concerning the business of the company and its parent and affiliated companies, which you may come to know during your services with the company.
9. **Use of company resources:** Use of company resources for personal use is strictly restricted. This includes usage of computer resources, information, internet service, and working time of the company for any personal use.

10. **Intellectual Property:** If you conceive any new or advanced method of improving designs/ processes/ formulae/ systems, etc. in relation to the business/ operations of the Company, such developments will be fully communicated to the company and will be, and remain, the sole right/ property of the Company.
11. **Alternative Employment:** During the course of your employment with the organization, you will not engage yourself directly or indirectly in any trade, business, occupation, employment, service, whether for remuneration or otherwise.
12. **Code of Conduct:** Epicenter prides itself as a company with the highest order of ethical conduct in its dealing with customers, suppliers, agents, and governments. As part of your employment agreement with the Company, it is important that you fully understand this philosophy and the policies governing it. At the beginning of your employment, you will be expected to familiarize yourself with the Company's "Code Of Conduct" and sign a copy as an acknowledgment of your having read, understood, and agreed to abide by its contents.
- For any loss suffered by Epicenter or Epicenter's clients due to your negligence or deliberate actions, Epicenter reserves the right to initiate legal actions against you as it might deem fit according to the governing Laws.
13. **Roles & Responsibilities:** Your duties and responsibilities will be communicated to you by your reporting manager. However you shall execute and perform all such duties that may be assigned to you by the organization from time to time and the organization reserves the right to vary these at its discretion.
14. **Probation and Confirmation:** You will be on probation for a period of six months from the date of appointment and if your conduct and performance in the appointed position are found satisfactory you will be confirmed at the end of the probation period. In case of unsatisfactory performance your probation may be extended for a period 3 months.
15. **Notice Period:** If you decide to part ways with the company, you are expected to serve the applicable notice period as per the Employee Separation policy please familiarize yourself with this policy once you have joined service and ensure you provide all support for handover of your responsibilities to your designated replacement.
16. **Termination of Employment:** The Company reserves the right to pay or accept salary in lieu of notice. Your employment can be terminated either at your instance or that of the Management, where the Notice Period applicable for both parties shall be as per the Employee Separation policy.
- The company reserves the right to terminate your contract / employment without notice, or pay in lieu of notice if it has reasonable grounds to believe you are guilty of gross misconduct, gross negligence and violation of company policies or in material breach of any of the terms of your employment. However, release from the services of the company will be subject to satisfactory handover of the responsibilities assigned to you.
17. **No Poach** - In the event you leave the company either initiated by yourself or the company, you shall not recruit or influence, support or facilitate the recruitment of any employee from the company for a period of 12 months commencing the last day of your employment with the company.
18. **Separation:** On termination of employment and/or your resignation during the period of your probation or thereafter, you will immediately return to the Company, all assets including data, tools, accessories, formulae, documents, specification, books, etc. of whatsoever nature accessible to you or in your custody, care or charge and obtain a clearance certificate from the relevant person / office / department, on production of which alone your dues, if any, will be settled by the Company. Any balance amount due to the company shall be fully recovered from your salary / full and final settlement, at the time of your leaving the service.
19. **Any Unauthorized absence:** As detailed in the Attendance and Employee Separation Policy, would attract L
- might include Termination of services. Termination on Absconding (NCNS ? No Call No Show) grounds may render the employee ineligible for Full and Final Settlement amounts, Documents/paperwork and Reference checks at the discretion of management.

20. **Retirement:** You will retire from your service with the Company on attaining the age of fifty eight years. However, you may be retired at any age before fifty eight years if you are unable to continue in service satisfactorily due to any form of physical or mental infirmity or are not able to perform given work. The actual date of retirement shall be the last working day of the calendar month in which your 58th birthday falls.

21. **Covenant:** The employee agrees that: I will not

- I. For a period of one year after the termination of this agreement, directly or indirectly solicit to provide any professional services such as those provided by the Company for anyone who is a client of the Company anytime during the twelve months prior to my leaving the Company and for whom I provided any service as an employee of the Company during the five years prior to my leaving,
- II. For a period of Twelve months after the termination of this agreement directly or indirectly, without the prior written consent of the Company, solicit for employment at any firm, entity or client with which I was associated during my tenure with the organization, or otherwise disrupt, impair, damage, or interfere with the Company relationship with its employees, client or any other business partners;
- III. Upon the termination of my employment, retain, copy, or utilize any confidential, privileged or proprietary information, trade secrets, or other property of the Company, including but not limited to manuals, software, data, files, client lists or materials, or other data, publications or materials. The employee and the Company acknowledge and agree that the duration and the scope of the covenants contained in this paragraph are fair and reasonable.

22. **Other Terms & Conditions:** Your employment with the Company will be subject to the rules and regulations of the Company, as promulgated and modified from time to time in relation to your conduct, discipline and other matters. Your employment with the organization is subject to the following pre-conditions:

- I. The Company receiving satisfactory references from suitable referees suggested by you. Additionally the Company reserves the right to seek references from your current/previous employer(s) at any stage.
- II. The Company receiving a satisfactory report following a medical examination, if found necessary, by a doctor nominated by the Company.
- III. The Company receiving a copy of all your education and professional qualification certificates.
- IV. The Company receiving a copy of the relieving letter from your previous employer.
- V. A positive background Verification report if conducted based on the information provided by you

In addition to the above, all such other rules and regulations as may be in operation at the time of your accepting the appointment with the Company and as may be amended or altered from time to time at the discretion of the Company, will also apply to you.

Please confirm that the terms and conditions of this employment agreement are acceptable to you and that you accept the same by signing the duplicate copy of this letter as a token of your acceptance.

We welcome you to Epicenter and look forward to having a long and mutually beneficial association with you.

Policy Certificate of Receipt

I hereby certify that I have read and understood all the points mentioned in this document. I commit to abide by all terms and conditions of the policy, as well as my original ETPL employment agreement and client guidelines. I also understand and acknowledge that failing to adhere to the above would make me liable for disciplinary action as per the policy of the organization.

Yours sincerely,

For Epicenter Technologies Pvt. Ltd.



Authorized Signatory
Human Resources

This is a computer generated document

Compensation & Benefit PI

Policy Certificate of Receipt

I hereby certify that I have read and understood all the points mentioned in this document. I commit to abide by all terms and conditions of the policy, as well as my original ETPL employment agreement and client guidelines. I also understand and acknowledge that failing to adhere to the above would make me liable for disciplinary action as per the policy of the organization.

Name : Vikas Patel

Date & Time : 22-Jul-2022 3:54:50 PM

Email ID : patelvikas7208585@gmail.com

Device : Mobile

IP Address : 49.32.204.69



13-Jan-23

APPOINTMENT LETTER**Ms. Mitali Vijay Jailkar****Employee No: 1141064****Mumbai - Paradigm**

Dear Mitali Vijay Jailkar,

We are pleased to employ you as **Customer Service Associate** (Grade **H2**) in our company, Firstsource Solutions Limited (**Company**), located at Mumbai, or in such other capacity as the Company shall from time to time determine. This letter sets out the terms of your employment and, along with the Company's Policies and procedures, as amended from time to time (**Company Policies**), constitutes your employment agreement with the Company (**Employment Agreement**). In the event of a conflict between any of the terms or conditions contained in this Employment Agreement and those in the Company Policies, the terms of this Employment Agreement shall prevail.

1. APPOINTMENT

- a. Your employment by the Company is effective from the date of this Employment Agreement **13-Jan-23**.
- b. You will be on probation for a period of six months from the Date of Joining (**Probation Period**). Subject to Company Policies, after completion of the Probation Period, your performance will be evaluated, and if found satisfactory, you may be confirmed in the services of the Company. However, during the Probation Period, if your performance is unsatisfactory, (i) the Probation Period maybe extended for a further period as may be decided by the Company; or (ii) the Company may terminate your services in accordance with Clause 15.
- c. You shall retire from the services of the Company on completing 60 years of age.
- d. Your employment in Company will be subject to you being and remaining physically and mentally fit and alert to perform your duties. Your services will be liable to be terminated on being found physically and mentally unfit by the Company at any time.

**FIRSTSOURCE SOLUTIONS LTD.**

3rd Floor Mindspace, New Link Road, Malad West, Mumbai 400 064

Tel: + 91 (80) 6633 6000 | Fax: +91 (80) 6633 6099

Paradigm B, 5th Floor, Mindspace, New Link Road, Malad (W), Mumbai - 400 064, India.

Tel: +91 22 6666 0888 | Fax: +91 22 6666 0887 | Web: www.firstsource.com

(CIN: L64202MH2001PLC134147)



2. TERMS OF APPOINTMENT AND RESPONSIBILITIES

- a. You will perform such duties as are in the opinion of the Company appropriate to your position and such other duties and exercise such powers in the Company or any subsidiary or associated company as may from time to time be delegated to you by the Company at its discretion.
- b. The Company may, at its discretion, change your level, reporting arrangements, duties and location as may be required by business exigencies.
- c. You may be transferred, seconded or deputed in such capacity, as the Company may from time to time determine, to any other location, department, function, establishment, or branch of the Company or subsidiary, associate or affiliate company. In such case, you will be governed by the terms and conditions of service applicable to such transferred assignment including compensation, working hours, holidays, leave, people policies etc. Relocation shall be as per Company Policies.
- d. You may be required to undertake travel on Company work for which you will be reimbursed for travel expenses as per Company Policies.
- e. In view of your position and office, you must effectively, diligently and to the best of your ability perform all responsibilities and ensure results. In this connection, you are required not to engage in activities that have or will have an adverse impact on the reputation / image and business of the Company and its affiliates, whether directly or indirectly.
- f. You will be bound by the standing orders, rules or regulations of the Company as in force from time to time and to the extent applicable.

3. COVENANTS

- a. You will not make any statement or give interviews to media, newspapers, magazines, news channels or local channels in relation to the Company unless you are authorised to represent and make a statement on behalf of the Company.
- b. You will not accept gifts, presents, commission or any sort of gratification in cash or kind from any person, party or firm or company having dealing with the Company and if you are offered any, you should immediately write to antibribery@firstsource.com.
- c. You will comply with and report any non-compliance or violation of the Company's Global Ethics Policy, Anti-Bribery Policy, Gifts and Entertainment Policy, and Anti-Fraud Policy in accordance with the Company's Whistle-blower Policy. Report any violation to whistleblowing@firstsource.com
- d. In the performance of your obligations, you will not utilise or provide the Company with any confidential or proprietary information of any third party or violate any obligation with respect to such information.
- e. In the event you need to hold office with any political party or any governmental or non-governmental organisation whether for any political or charitable reasons or otherwise during your employment with the Company, you will give prior intimation to the Company and seek express consent to this effect.

You will (i) not give your passwords (voice mail, network, internet or other) to any other employee or any third party; (ii) not leave workstations logged on to the network unattended; and (iii) install power-on passwords for laptops and screen saver passwords for workstations.

Mitali Jailkar

4. COMPENSATION

- a. During the course of your employment with the Company, you will be eligible to receive the following (as detailed in the **Annexure**):
- i. Basic salary of **Rs. 5900** per month;
 - ii. House Rent Allowance of **Rs. 2950** per month;
 - iii. Statutory Bonus/ Incentive/ Ex-Gratia* of **Rs. 2722** per month; and
 - iv. You will be entitled to other compensation and benefits in accordance with Company Policies as intimated to you from time to time
- b. Your salary will be reviewed periodically in accordance with Company Policies. Changes in your compensation are discretionary and will be subject to and on the basis of effective performance and results during the period and other relevant criteria.
- c. Any tax liability that arises from the compensation, allowances, and benefits will be debited. All payments made to you with respect to the compensation will be subject to withholding tax and other applicable payroll deductions as required under applicable law.
- d. The Company may also deduct any debt owed by you to the Company and any deduction from remuneration to which you have previously signified or provided your consent in writing.
- e. Further, the Company reserves the right to debit your salary account for any erroneous transaction which may occur and, or, for any monies due to the Company from you.

5. OTHER BENEFITS

- a. You will be entitled to leaves, holidays and working hours as applicable to you based on your grade, role and location of posting.
- b. You will be eligible for perquisites, if any, as applicable to you based on function requirements as determined by the Company.
- c. You will be eligible to participate in the Company's Provident Fund Scheme as per the rules and policies applicable to you.
- d. You will be eligible for gratuity in accordance with the Payment of Gratuity Act, 1972.
- e. You will be eligible to participate in the medical programme as applicable to you.

Mitali Jailkar



6. REPRESENTATIONS AND WARRANTIES

a. You represent and warrant to the Company that:

- i. You have read and fully understand all the provisions of this Agreement and the Company Policies;
- ii. You are free to enter into employment with the Company without violation of any third party rights and that the employment with the Company shall not result in a violation of any agreement or restrictive condition that you may have with any third party including any former employers. This Agreement constitutes a valid and binding obligation on you;
- iii. You are not a party to any arrangement or agreement which will compromise your ability to carry out the duties for the Company;
- iv. You have not provided the Company with any false declaration or wilfully suppressed any material information. All information provided by you, including the relieving letter from any former employer, and information set forth in the resume is truthful and accurate
- v. You have not been arrested, or convicted of, or cautioned for, or charged but not yet tried with any offence or crime or have any criminal record, even if you are subject to a pardon, amnesty, or other similar legal action and there is no lawsuit, arbitration, administrative or other proceeding or governmental investigation pending or, to the best of your knowledge, registered against you;
- vi. You have not been the subject of any adverse court judgment which threatens your solvency or substantially compromises your financial security;
- vii. You have all the necessary licences, permissions, consents, approvals, qualifications and memberships required of you to perform the duties under this Agreement;
- viii. You have never been suspended, censured or otherwise been subjected to any disciplinary action or other proceeding, litigation or investigation by any state or governmental body or agency or any regulatory authority or self-regulatory organisation;
- ix. You are not in any position or circumstance which may constitute or be deemed to constitute a conflict of interest with respect to the Company; and
- x. You do not hold office with any political party or any governmental or non-governmental organisation whether for any political or charitable reasons or otherwise.
- xi. You shall not engage or participate in any money-making scheme or proposal offered by any other employee / person within the Company. In the event you engage in such activities, the Company may take disciplinary action against you, which may include termination of employment.

7. You understand that your employment is on the basis that the information submitted by you and the representation and warranties set out in Clause 6 (a) are true, complete and accurate. You further understand that your appointment and continuing employment at the Company is subject to a successful background verification check conducted by the Company. You agree and acknowledge that if it is found that the information submitted is false or incomplete or that you have concealed certain material information which detrimentally impacts the Company, or in the event you fail your background verification in any of the parameters checked by the Company, the Company may terminate

Mitali Jailkar



employment in accordance with Clause 15(b).

8. **DATA PROTECTION COMPLIANCE**

- a. The Company holds sensitive personal data for the purposes of improving Human Resources practices and for the provision and administration of benefits. The Company, or any other third party involved as a result of the Company sub-contracting one or more of its services including *inter alia* the payment of salaries to its employees, may process your personal data for, *inter alia*, the following purposes:
- i. Administering and maintaining Human Resources records;
 - ii. Paying and reviewing salary and other remuneration benefits;
 - iii. Providing and administering benefits (including medical insurance and personal accident cover);
 - iv. Undertaking performance appraisals and reviews;
 - v. Maintaining sickness and other absence records;
 - vi. Taking decisions as to your fitness to work;
 - vii. Providing references and information to future employers;
 - viii. Providing information to future purchasers of the Company or any subsidiary of the Company; and
 - ix. For any other reason the Company deems necessary.

provided that the Company will not sell, turn to account or otherwise monetise such data without your prior written consent.

- b. By signing this Employment Agreement you fully and absolutely accept and consent to the use of your data in the manner and for the purposes described in this Clause 8.

9. **COMPANY POLICIES**

- a. You will at all times be guided by and shall strictly adhere to all Company Policies as amended from time to time during the course of your employment with the Company. The Company Policies form an integral part of this Employment Agreement and you agree that should you violate the terms and conditions of any Company Policy, you will be liable to disciplinary action by the Company, which may extend to termination of your employment.
- b. You are expected to use good judgment when using social media and to ensure your activities do not harm the goodwill and reputation of the Company and are consistent with the Company's Policies, including its Social Media Policy (as amended from time to time). Your social media content must reflect that it is your opinion or content and must not imply any connection to or origination from the Company. You shall refrain from referring to or using any confidential information belonging to the Company in any manner whatsoever, on social media, including but not limited to the Company's clients' names. In the event you disclose such confidential information on social media, the Company may take disciplinary action against you, which may include
- c. termination of employment. Any questions concerning the use of social media should be directed to a member of the HR team.

Mitali Jailkar



10. EMPLOYEE SURVEILLANCE

- a. You acknowledge that you do not have any expectation of privacy when using the Company's resources. You agree and understand that the Company may use various modes to ensure that the internet, email facilities and other communication systems provided by the Company are used in an appropriate manner including the scanning, reading, inspection, scrutiny of emails sent and received and web sites visited or created by you.
- b. The Company also reserves the right to monitor its employees using various security measures including but not limited to closed circuit television systems. These may be installed on the Company's premises overtly or covertly to ensure that the employees do not participate or propagate any activities which are or could be detrimental to the Company's business interests, violate Company Policies or which could bring it disrepute.

11. INTELLECTUAL PROPERTY

- a. You acknowledge that any and all intellectual property rights, including, but not limited to, patent rights, design rights, copyrights, database rights, trademark rights, chip rights, trade name rights and know-how, ensuing in any territory or jurisdiction, from or in connection with the work performed by you under this Agreement or otherwise during your employment with the Company (**IP Rights**) and any discoveries, designs, developments, improvements, inventions (whether or not protectable under patent laws), works of authorship, information fixed in any tangible medium of expression, software (whether or not protectable under copyright laws), trade secrets, know-how, ideas (whether or not protectable under trade secret laws), trademarks, service marks and trade names (**Innovations**), ensuing in any territory or jurisdiction, created in any way pursuant to the activities performed by you for the Company and, or, any of its affiliates and, or, any of the Company's predecessors in title are exclusively vested in and owned by the Company or will be vested in and owned by the Company.
- b. You hereby irrevocably, perpetually and on a worldwide basis assign to the Company any and all rights in entirety related to the IP Rights and, or, Innovations of which the Company is not already the owner, including the use and application thereof. You agree that where this assignment (or part thereof) should at any time prove to be legally invalid, you shall at such time assign such rights in totality, without imposing any condition thereon, to the Company by a separate legal instrument.
- c. Should the Company consider such necessary, you shall sign an instrument and, or, any other document at the Company's first request, on the basis of which the rights referred to herein will be transferred irrevocably and unconditionally. Should a further instrument be required for the transfer of these rights, or the signature of any document, you hereby grant the Company irrevocable and unconditional power or attorney to draw up and sign the said instrument and, or, other document on your behalf.

Furthermore, you agree to perform all acts that the Company deems necessary or desirable to permit and assist the Company, at its first request and at its expense, in obtaining and enforcing the full benefits, enjoyment of rights and title throughout the world in the IP Rights and Innovations

Mitali Jailkar

12. INDEMNITY

- a. You hereby agree to indemnify and hold the Company, its officers, directors, agents, and other related parties harmless and indemnified from and against any and all liabilities, damages, losses, expenses, claims, demands, suits, fines, or judgments including reasonable attorneys' fees, costs and expenses, incidental thereto, which the Company may suffer as a result of or arising out of (i) your misrepresentation or breach of any representation or warranty contained in this Agreement; (ii) your breach of any covenant or obligation under this Agreement; and (iii) inaccuracy of any information provided by you to the Company.

13. EXCLUSIVITY

- a. You are required to engage yourself exclusively in the work assigned by the Company and shall not take up any independent or individual assignments (whether the same is part time or full time, in an advisory capacity or otherwise) directly or indirectly.
- b. During your employment, you will not directly or indirectly engage in any activity or investment or have any interest in, or perform any services for any person who is involved in activities which (i) conflicts with the Company's interests; (ii) occupies your attention so as to interfere with the proper and efficient performance of your duties at the Company; (iii) interferes with the independent exercise of your judgment in the Company's best interests; (iv) will require the unauthorised use of the Company's material, documents, data; or (v) will require the unauthorised use of Company premises for any activity which is unrelated to your employment with the Company.

14. NON-COMPETE AND NON-SOLICIT OBLIGATIONS

- a. In consideration for the remuneration paid by the Company, you will not, as an individual, employee, consultant, independent contractor, partner, shareholder, unit holder, member or in association with any other person, except for and on behalf of the Company, directly or indirectly, during your employment and thereafter for a period of 1 year from the date you cease to be in the employment of the Company (irrespective of the circumstances of, or the reasons for, the cessation):
- a. solicit, induce or encourage any employee of the Company or its subsidiaries to terminate his or her employment with the Company or to accept employment with any third party;
 - b. solicit, anyone who is a client, vendor or customer of the Company or persuade or attempt in any manner to persuade any client, vendor or customer of the Company to cease to do business or to reduce the amount of business which any such client, vendor or customer has customarily done or is reasonably expected to do with the Company, whether or not the relationship between the Company and such client, vendor or customer, as the case may be, was originally established, in whole or in part, through any of your efforts

Mitali Jailkar



- b. If any of the restraints contained in Clause 13 or any part thereof, is held to be unenforceable by reason of it extending for too great a period of time, or by reason of it being too extensive in any other respect, the parties agree that (i) such restraint shall be interpreted to extend only over the maximum period of time for which it may be enforceable and, or, over the maximum geographic areas as to which it may be enforceable and, or, over the maximum extent in all other respects as to which it may be enforceable, all as determined by the court or arbitration panel making such determination and (ii) in its reduced form, such restraint shall then be enforceable, but such reduced form of covenant shall only apply with respect to the operation of such restraint in the particular jurisdiction in or for which such adjudication is made. Each of the covenants contained in Clause 13 is separate, distinct, and severable.

15. **CONFIDENTIALITY**

- a. During the course of your employment, you will have access to (i) confidential or proprietary technical, financial, marketing, manufacturing, distribution, personal, sensitive or other technical or business information or trade secrets of the Company including but not limited to concepts, techniques, processes, methods, systems, designs, clients, circuits, cost data, computer programmes, formulae, development or experimental work, work in progress, customers and suppliers as well as software for client relationship management whether in the form of reports, drawings, blueprints, data, notes and other documents and records, whether printed, typed, handwritten, videotaped, transmitted or transcribed on data files or on any type of media; and (ii) third party confidential information which the Company is obligated to treat as confidential (collectively, **Confidential Information**).
- b. You agree and undertake that not to, at any time now or in the future, directly or indirectly, use, publish, disseminate or otherwise reveal (or disclose in any manner), any Confidential Information to any third party other than for the purposes set out at Clause 14 of this Agreement. You will also not disclose any Confidential Information to anyone within the Company except on a 'need to know' basis.
- c. You undertake that you will, at all times, act in the best interests of the Company and shall not wilfully do anything which will or is likely to jeopardise the Company's interest, goodwill and reputation.
- d. You will not use any of the Company's or its clients' information assets (including but not limited to desktop and laptop computers, thin clients, storage devices, network connections to the LAN, internet or to client systems, networks or client applications) for committing acts that have the potential to directly or indirectly cause damage, loss of money, or damage to corporate image, reputation or availability of any Company or client information or supporting assets.
- e. You shall not duplicate, reverse engineer, modify, or otherwise reproduce any Confidential Information. You shall also not corrupt or destroy any Confidential Information unless expressly authorised by the Company.

Mitali Jailkar



- a. You shall not, and shall not permit any other person to, remove any proprietary or other legends or restrictive notice contained in or included in any Confidential Information.
- b. You shall make no use whatsoever, directly or indirectly, of any Confidential Information at any time, except as required in connection with the performance of your duties for the Company.
- c. You shall abide by all applicable Information Security Policies of the Company, namely, Acceptable Use Policy, Information Classification Policy, Security Do's and Don'ts, Security Policy Statement, Security Responsibilities, Security Briefings and any other policy or guideline or regulation relating to Information Security.
- d. Nothing contained in this Agreement shall be deemed to give you any proprietary right whatsoever in the Confidential Information.
- e. You undertake not to publish any notice, advertisement, press release or other communication, related in any manner with the subject matter of this Agreement or its existence or otherwise to your employment with the Company or your role therein without obtaining the prior written consent of the Company.
- f. In the event of possession, access and, or, use of any Confidential Information by any third party with whom you have a nexus, it will be presumed, unless you can prove to the contrary, that you have breached your confidentiality obligations under this Agreement.
- g. No Confidential Information shall be disclosed by you except when such disclosure is mandatorily required pursuant to requirements under applicable law.

15 TERMINATION

- a. This Agreement is terminable by either party (i) prior to completion of continuous employment of 3 months, without any notice; or (ii) after completion of continuous employment of 3 months, by written notice of 1 month or by the Company paying or you forfeiting (as the case may be) 1 month's salary in lieu of notice, or a combination of notice and forfeiture or payment (as the case may be). Provided that where applicable law prescribes a more favourable notice period and related provisions for employees, this clause shall be deemed to have been amended to incorporate the same.
- b. Notwithstanding anything contained in Clause 15(a), in the event of any breach of the terms of Clause 6 your employment shall be liable to be terminated without notice.

Notwithstanding the aforesaid, the Company may terminate your employment forthwith without any notice, if you:
 - a. Are guilty of fraud or misconduct; or
 - b. On any other grounds on which the Company would be entitled to terminate your employment forthwith under applicable law.
- c. Notwithstanding the aforesaid, the Company may terminate your employment forthwith without any notice, if you:
 - a. Are guilty of fraud or misconduct; or
 - b. On any other grounds on which the Company would be entitled to terminate your employment forthwith under applicable law.
- b. d. In the event you fail to report to work without permission of your supervisor or manager for a continuous period of three (3) days and you are not contactable by the Company, then the

Mobile Author



abandonment process will be initiated in accordance with the Company's Separation Policy, which may lead to termination of your employment in case you fail to resume your duties within prescribed timelines. Further, due to your failure to serve a notice period as required under Clause 15(a) in the event of your resignation, the Company shall initiate abandonment process as mentioned above and shall reserve the right to deduct an amount equivalent to your salary for the unserved notice period from the dues payable to you as your full and final settlement subject to applicable law.

16. GOVERNING LAW

Subject to Clause 17 below, this Agreement shall be governed and interpreted in accordance with the laws of India and the courts at Mumbai shall have exclusive jurisdiction in all matters arising out of this Agreement

17. DISPUTE RESOLUTION

- a. Any matter or dispute arising in respect of your employment or under this Agreement will first be attempted to be settled amicably between us. In the event we fail to resolve the dispute amicably, then the same shall be referred to arbitration and such arbitration shall be conducted in accordance with the provisions of the Arbitration and Conciliation Act, 1996. The arbitration shall be held at Mumbai and proceedings shall be conducted in the English language.

Yours sincerely,

For Firstsource Solutions Limited

Sudhindra Kakade
Director – Human Resources

Name of Employee:

Date:

Signature:



Daljeet Singh Malhotra



Phone: +91 9820261930
Email: daljeet@flairlabs.com
Web: www.flairlabs.com

EMPLOYMENT OFFER LETTER

Anchal Pravin Dubey,

(PAN: HBNPD2070J)

Mumbadevi Chawl, Janupada, Thakur Village, Kandivali (East), Mumbai - 400101

Dear Anchal,

It is my pleasure to extend the offer of employment to you on behalf of **Flair Labs**, further to discussions you have had with us. You will be designated as an **Associate Software Engineer**. Your Annual CTC (Cost To Company) will be Rs. 5,00,000/- (Rupees Five Lakh Only). You will be working on probation for the first 6 months and after its successful completion, your employment will be confirmed.

You are expected to join us on **22nd November 2022**. Please respond with your acceptance of this offer within a business day, failing which the offer will render null and void.

Your CTC is confidential. Please do not share/discuss with anyone other than your Human Resource representative or your manager.

On the day of joining, we will apprise you about terms, conditions, code of conduct and all modalities applicable to your association with Flair Labs. These will also evolve from time to time to respond to industry and market dynamics.

You will need to submit scanned copies of your original qualification documents, relieving documents and salary slip of last three months, within seven days of joining. Additional documents may be requested to be submitted from time to time. The offer will render null and void in case any deviation is discovered in disclosures made to Flair Labs.

If and when you choose to resign after joining Flair Labs, you are required to serve notice period of **Two Months (60 days)**, effective from the date of acceptance of resignation.

I look forward to an enduring relationship with yourself.

Yours sincerely,

Daljeet Singh Malhotra
Founder and Solutions Architect
Flair Labs
18th November 2022

Flair Labs
C-106, Aster, Valley of Flowers, Thakur Village, Kandivali (E), Mumbai – 400101 – India

ANNEXURE

CTC BREAKUP

Salary Heads	Monthly	Annually
Basic @ 50% of Gross	19,933	2,39,200
HRA @ 50% of Basic	9,967	1,19,600
Medical Expense @ 30% of Basic	5,980	71,760
Conveyance @ 15% of Basic	2,990	35,880
Special Allowance @ 5% of Basic	997	11,960
Monthly Gross Salary (A)	39,867	4,78,400
Employer PF Contribution	1,800	21,600
CTC	41,667	5,00,000
Deductions		
TDS	0	0
Employee PF Contribution	1,800	21,600
ESIC	0	0
Professional Tax	200	2500
Total Deduction (B)	2,000	24,100
Net Salary (A-B)	37,867	4,54,300

* TDS deduction amount will be affected by your tax saving investment.

* Salary structure is subject to change in future


Flair Labs

C-106, Aster, Valley of Flowers, Thakur Village, Kandivali (E), Mumbai – 400101 – India

Date:28.12.22

To Whom It May Concern

This is to inform that we have appointed Mr Vishnu Kumawat w.e.f 15.9.22 in the capacity of Intern (For telly marketing) on a monthly stipend of Rs 5000 pm.


(Debjani Biswas)
Marketing Manager

Per URANUS MARKETING SOLUTIONS

Proprietor

----- Original Message -----

Subject: Job Confirmation Mail

Date: 2023-01-13 10:32

From: "Geecon HR" <hr@geeconsystems.com>

To: <kalalyastha14@gmail.com>

Copy: <santosh@b2bgrowthhub.com>, "Sanjeev Mishra" <sanjeevm@geeconglobal.com>, <nagendra@visualytes.com>

Dear Yastha,

I hope you are well and we are glad to inform you that you have been selected to become an integral part of Geecon Systems Pvt Ltd.

We are happy to offer you an CTC of 1.8 lakh per anum.

Please consider this email as an official confirmation for the post of "Tele caller". This offer is valid till end of day today. As discussed, your date of Joining is 16th Jan 2023 .

Acceptance terms and conditions:

1. We are looking for longer commitment for this position hence as per our agreement you will be serving minimum period of 12 months in the company. The company will not accept your resignation until you have completed 12 months with them.
2. Please submit your Experience Letter and Relieving Letter of current company when you join.
3. You will submit your resignation acceptance mail after receiving offer letter.

Reply with your confirmation by end of day today. Also note that this offer will be voided if used for further negotiation or traded against any other job offer.



Offer Letter - Glocal Brand Solutions

Date: - 8th December 2022

Dear Aryan,

We are very delighted & excited to welcome you to **Glocal Brand Solutions** as a **PR Intern for a Part-time position**. At Glocal Brand Solutions, our team is our biggest strength, and we take pride in hiring **ONLY** the best and the brightest. We are confident that you would play a significant role in the overall success of the venture and wish you the most enjoyable, learning-packed, and truly *meaningful* with Glocal Brand Solutions.

We offer you a package of INR 5,000 / month, and your date of joining is 12/12/22. We provide you with flexibility with your work timing. We have agreed on 11.00 am to 4.00 pm, but depending on the college schedule, you can manage your schedule accordingly.

Please read the terms and conditions from **Annexure A**

We look forward to you joining us. Please do not hesitate to call us for any information you may need. *Also, please sign the duplicate of this offer as your acceptance and forward the same to us.*

Congratulations!

Sahana Rai

Founder Glocal Brand Solutions



Annexure A

You shall be governed by the following terms and conditions of service during your job with Glocal Brand Solutions, which may be amended from time to time.

1. You are being hired as a **PR Intern**, and Sahana Rai will be your Reporting Manager and Mentor during the job. As a PR Intern, you would be responsible for the following tasks – doing **secondary research on particular industries, studying what kind of stories journalists are doing in publications, preparing reports, making social media posts, creating pitch ideas, making reports**, etc. We will add on to the job as we go along, hoping you would be open to exploring it.
2. Your date of joining is **12/12/22**. During this time, you are expected to devote your time and efforts solely to Glocal Brand Solutions. You are also required your mentor of **forthcoming events (if there are any) in advance** so that your work can be planned accordingly.
3. We are offering you a package of **INR 5 K** as a starting package.
4. We will evaluate your performance for 3 months, after which we will determine the future course of action.
5. You will be provided with a letter of recommendation and experience certificate only on completing **6 months of the job with GBS**. Still, we would like you to work with us for at least a **minimum period of a year or more** with us.
6. You will be working remotely mostly for work, however, sometimes you may need to join the office for some urgent briefing or so. Your office timings will be **11.00 am to 4.00 pm, Monday to Friday**. Meet-ups will be scheduled with your mentor to discuss daily work progress and overall job experience.
7. All the work that you will produce at or in relation to Glocal Brand Solutions will be the **intellectual property** of Glocal Brand Solutions. You are **not allowed** to store, copy, sell, share, or distribute it to a third party under any circumstances. Similarly, you are expected to **refrain from discussing your work in public domains** (online such as blogging, social networking site, offline among your friends, college, etc.) without prior discussion and approval with your mentor.
8. We take data privacy and security very seriously. Maintaining the confidentiality of any students, customers, clients, and companies' data and contact



details you may access during your job will be your responsibility. Glocal Brand Solutions operates on a **zero-tolerance** principle regarding any breach of data security guidelines. At the completion of the, job you are expected to hand over all GBS work/data stored on your Personal Computer to your mentor and delete the same from your machine.



9. During the appointment period, you shall not engage yourselves directly or indirectly or in any capacity in any other organization. In the event of a breach of this condition, this appointment is liable to be terminated forthwith by the company. In addition, you shall be liable to pay liquidated damages to the Company of an extent estimated by the Company.
10. Under normal circumstances, the company or you may terminate this association by providing a notice of 30 days to assign **due reasons**. However, the company may terminate this agreement forthwith under situations of **in-disciplinary behaviors**.
11. You are expected to conduct yourself professionally in dealing with your mentor, team members, colleagues, clients, and customers and treat everyone with respect.
12. In case of **leave taken during work**, your payment will be deducted pro-rata.
13. GBS is a start-up, and we love people who like to go beyond the normal call of duty and can think out of the box. Surprise us with your passion, intelligence, creativity, and hard work – and expect appreciation & rewards to follow.
14. Expect **constant and continuous objective feedback from your mentor** and other team members, and we encourage you to ask for and provide feedback at every possible opportunity. It's your right to receive and give feedback – this is the **ONLY** way we can continuously push ourselves to do better.
15. Have fun at what you do and do the right thing – both principles are the core of what GBS stands for, and we expect you to imbibe them in your day to day actions and continuously challenge us if we are falling short of expectations on either of them.
16. **Salary will be credited between the 5th to 10th of every month.**



I have negotiated, agreed, read, and understood all the terms and conditions of this Job letter and Annexure hereto and affix my signature in complete acceptance of the terms of the letter.

Date: 8.12.22

Signature:

A handwritten signature in blue ink, appearing to read "Aryan", is written over the "Signature:" label.

Place:

Name:



LETTER OF
SELECTION FOR
FINAL INTERVIEW
ROUND

Dear Aaditya Vijay,

We are delighted to inform you that you are selected in the first interview procedure of our company. Therefore we first thank you to apply for the post of Marketing Executive in our company (GPS Advisors Pvt.. Ltd.)

Our company held the first interview round on 18th March 2023, and you were selected by our higher authority.

Therefore we are inviting you to attend the final interview process. You can consider this letter as the official invitation for your final interview process.

The Final Interview Process will take place in our office on the following Date & Day -
Date & Day - Wednesday, 22nd March from 3:00pm to 5:00pm
Location - **GPS Advisors Pvt. Ltd., Office No. 303, 3rd Floor, Triveni Krupa Building, Kasthurba Cross Rd Number 3, opp. Ambe Mata Temple, Borivali East, Mumbai, Maharashtra 400066**

You are requested to bring your Resume along with any additional certificates of achievement.

We wish you success in this event. All the best for your future.

Best regards,
Hiring Team
GPS Advisors Pvt. Ltd.

☎ +91 75060 20677
+91 81081 02038

✉ contact.gpsadvisors@gmail.com

📍 Office No. 303, 3rd Floor, Triveni Krupa Building, Kasthurba Cross Rd Number 3, opp. Ambe Mata Temple, Borivali (E, Mumbai, Maharashtra 400066



LETTER OF
SELECTION FOR
FINAL INTERVIEW
ROUND

Dear Dhruv Pagdhare,

We are delighted to inform you that you are selected in the first interview procedure of our company. Therefore we first thank you to apply for the post of Marketing Executive in our company (GPS Advisors Pvt.. Ltd.)

Our company held the first interview round on 27th March 2023, and you were selected by our higher authority.

Therefore we are inviting you to attend the final interview process. You can consider this letter as the official invitation for your final interview process.

The Final Interview Process will take place in our office on the following Date & Day -

Date & Day - **Tuesday, 28th March from 3:00pm to 5:00pm**

Location - **GPS Advisors Pvt. Ltd., Office No. 303, 3rd Floor, Triveni Krupa Building, Kasturba Cross Rd Number 3, opp. Ambe Mata Temple, Borivali East, Mumbai, Maharashtra 400066**

You are requested to bring your Resume along with any additional certificates of achievement. Formals are mandatory.

We wish you success in this event. All the best for your future.

Best regards,

Hiring Team

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contact.gpsadvisors@gmail.com | +91 81081 02038 | www.gpsadvisors.co.in

LETTER OF APPOINTMENT

Date: 18th April 2023

Employee Name - SAURABH DHAMELIYA

Department - Marketing

Designation – Executive

Dear Mr. Saurabh Dhameliya,

We are pleased to offer you, the position of Marketing Executive in GPS Advisors Pvt. Ltd. on the following terms and conditions. Your employment will be effective as of 18th April 2023. Your job Title will be Executive and you will report to the Marketing Manager of the company. Your salary and other benefits will be as set out in Schedule 1, hereto.

You will be posted at Mumbai. You may however be required to work at any place of business which the Company has or may later acquire.

The normal working days are Monday to Saturday. You will be required to work for such hours as necessary for the proper discharge of your duties to the Company. The normal working hours are 10.30AM to 6.30PM and you are expected to work not less than 8 hours each Day, and if necessary for additional hours depending on your responsibilities.

Leave/Holidays

You are entitled to casual leave of 3 days in a year.

You are entitled to paid sick leave 3 days in a year.

You are entitled to paid annual leave 6 days in a year.

The Company shall notify a list of declared holidays in the beginning of each year.

Nature of duties

You will perform to the best of your ability all the duties as are inherent in your post and such additional duties as the company may call upon you to perform, from time to time.

Probation period

As per organization policy, the probation period applicable to you shall be 6 months. You would be posted at the above address. However, as and when required, you may be transferred to any of the Locations in India .

During probation, the period of notice required for resignation is 15 days on either side. After probation, the period of notice required for resignation is 1 month on either side.

Company property

You will always maintain in good condition Company property, which may be entrusted to you for official use during the course of your employment and shall return all such property to the Company prior to relinquishment of your charge, failing which the cost of the same will be recovered from you by the Company.

Borrowing/accepting gifts

You will not borrow or accept any money, gifts, reward or compensation for your personal gains from or otherwise place yourself under pecuniary obligation to any person/client with whom you may be having official dealings.

Termination

Your appointment can be terminated by the Company, without any reason, by giving you not less than Notice months' prior Notice in writing or salary in lieu thereof. For the purpose of this clause, salary shall mean basic salary.

You may terminate your employment with the Company, without any cause, by giving no less than [Employee Notice months' prior notice or salary for unsaved period, left after adjustment of pending leaves, as on date.

The Company reserves the right to terminate your employment summarily without any Notice period or termination payment, if it has reasonable ground to believe you are guilty of misconduct or negligence, or have committed any fundamental breach of contract or caused any loss to the Company .

On the termination of your employment for whatever reason, you will return to the Company all property; documents and paper, both original and copies thereof, including any samples, literature, contracts, records, lists, drawings, blueprints, letters, notes, data and the like this and Conditional Information, in your possession or under your control relating to your employment or to clients business affairs.

Confidential Information

During your employment with the Company you will devote your whole Time, attention and skill to the best of your ability for its business. You shall not, directly or indirectly, engage or associate yourself with, be connected with, concerned, employed or engaged in any other business or activities or any other post or work part time or pursue any course of study whatsoever, without the prior permission of the Company.

OTHERS TERMS AND CONDITIONS

- ❑ During your employment you will be subject to service rules and regulation of the company applicable.
- ❑ You shall not do anything or cause to do anything which shall bring dishonor and / Or disrepute to the company or engage in unlawful / Immoral activities.
- ❑ Company working time will be 10.30 AM to 6.30 PM as follows, If in any condition you may come after time the company will mark as a half day.
- ❑ In any condition of leave, the company is required to be informed two days before the date of leave. Otherwise the company will count your leave + 1 day in addition and deduct your salary as per concern.
- ❑ Your salary releasing period would be from 7th to 10th of every month.
- ❑ Salary will be paid only in the name of an Employee bank account.
- ❑ In any condition of resignation of the company required to be informed before 1 month.
- ❑ In any condition of resignation of a company employee will get the basic salary only. Company will not release any incentive, Bonus and other due.

Notices

Notices may be given by you to the Company at its registered office address. Notices may be given by the Company to you at the address intimated by you in the official records.

Governing Law/Jurisdiction

Your employment with the Company is subject to Indian laws. All disputes shall be subject to the jurisdiction of High Court MUMBAI MAHARASHTRA only.

Acceptance of our offer

Please confirm your acceptance of this Contract of Employment by signing and returning the duplicate copy.

We welcome you, and look forward to receiving your acceptance and to working with you.

Yours Sincerely,

Date:

GPS Advisors PVT LTD

Schedule-1

Salary Structure

<u>BASIC SALARY</u>	<u>1,08,000</u>
<u>HRA</u>	<u>48,000</u>
<u>CONVEYANCE ALLOWANCE</u>	<u>24,000</u>
<u>TOTAL CTC</u>	<u>1,80,000</u>



**LETTER OF
SELECTION FOR
FINAL INTERVIEW
ROUND**

Dear Harsh Jadhav,

We are delighted to inform you that you are selected in the first interview procedure of our company. Therefore we first thank you to apply for the post of Marketing Executive in our company (GPS Advisors Pvt.. Ltd.)

Our company held the first interview round on 18th March 2023, and you were selected by our higher authority.

Therefore we are inviting you to attend the final interview process. You can consider this letter as the official invitation for your final interview process.

The Final Interview Process will take place in our office on the following Date & Day -

Date & Day - Wednesday, 22nd March from 3:00pm to 5:00pm

Location - **GPS Advisors Pvt. Ltd., Office No. 303, 3rd Floor, Triveni Krupa Building, Kasthurba Cross Rd Number 3, opp. Ambe Mata Temple, Borivali East, Mumbai, Maharashtra 400066**

You are requested to bring your Resume along with any additional certificates of achievement.

We wish you success in this event. All the best for your future.

Best regards,

Hiring Team

GPS Advisors Pvt. Ltd.

☎ +91 75060 20677
+91 81081 02038

✉ contact.gpsadvisors@gmail.
com

📍 Office No. 303, 3rd Floor, Triveni Krupa Building, Kasthurba Cross Rd Number 3, opp. Ambe Mata Temple, Borivali (E, Mumbai, Maharashtra 400066



LETTER OF
SELECTION FOR
FINAL INTERVIEW
ROUND

Dear Shubham Varshney,

We are delighted to inform you that you are selected in the first interview procedure of our company. Therefore we first thank you to apply for the post of Marketing Executive in our company (GPS Advisors Pvt.. Ltd.)

Our company held the first interview round on 18th March 2023, and you were selected by our higher authority.

Therefore we are inviting you to attend the final interview process. You can consider this letter as the official invitation for your final interview process.

The Final Interview Process will take place in our office on the following Date & Day -

Date & Day - **Tuesday, 28th March from 3:00pm to 5:00pm**

Location - **GPS Advisors Pvt. Ltd., Office No. 303, 3rd Floor, Triveni Krupa Building, Kasturba Cross Rd Number 3, opp. Ambe Mata Temple, Borivali East, Mumbai, Maharashtra 400066**

You are requested to bring your Resume along with any additional certificates of achievement. Formals are mandatory.

We wish you success in this event. All the best for your future.

Best regards,

Hiring Team

GPS Advisors Pvt. Ltd.

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✉ contact.gpsadvisors@gmail.
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📍 Office No. 303, 3rd Floor, Triveni
Krupa Building, Kasturba Cross Rd
Number 3, opp. Ambe Mata Temple,
Borivali (E, Mumbai, Maharashtra
400066



**LETTER OF
SELECTION FOR
FINAL INTERVIEW
ROUND**

Dear Suyash Surve,

We are delighted to inform you that you are selected in the first interview procedure of our company. Therefore we first thank you to apply for the post of Marketing Executive in our company (GPS Advisors Pvt., Ltd.)

Our company held the first interview round on 18th March 2023, and you were selected by our higher authority.

Therefore we are inviting you to attend the final interview process. You can consider this letter as the official invitation for your final interview process.

The Final Interview Process will take place in our office on the following Date & Day -
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You are requested to bring your Resume along with any additional certificates of achievement.

We wish you success in this event. All the best for your future.

**Best regards,
Hiring Team
GPS Advisors Pvt. Ltd.**

☎ +91 75060 20677
+91 81081 02038

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📍 Office No. 303, 3rd Floor, Triveni Krupa Building, Kasthurba Cross Rd Number 3, opp. Ambe Mata Temple, Borivali (E), Mumbai, Maharashtra 400066



LETTER OF
SELECTION FOR
FINAL INTERVIEW
ROUND

Dear Vivek Madhiwal,

We are delighted to inform you that you are selected in the first interview procedure of our company. Therefore we first thank you to apply for the post of Marketing Executive in our company (GPS Advisors Pvt.. Ltd.)

Our company held the first interview round on 27th March 2023, and you were selected by our higher authority.

Therefore we are inviting you to attend the final interview process. You can consider this letter as the official invitation for your final interview process.

The Final Interview Process will take place in our office on the following Date & Day -
Date & Day - **Tuesday, 28th March from 3:00pm to 5:00pm**

Location - **GPS Advisors Pvt. Ltd., Office No. 303, 3rd Floor, Triveni Krupa Building, Kasturba Cross Rd Number 3, opp. Ambe Mata Temple, Borivali East, Mumbai, Maharashtra 400066**

You are requested to bring your Resume along with any additional certificates of achievement. Formals are mandatory.

We wish you success in this event. All the best for your future.

Best regards,

Hiring Team

GPS Advisors Pvt. Ltd.

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✉ contact.gpsadvisors@gmail.com

📍 Office No. 303, 3rd Floor, Triveni Krupa Building, Kasturba Cross Rd Number 3, opp. Ambe Mata Temple, Borivali (E, Mumbai, Maharashtra 400066

©

Date Underskrift:

1. Vocabulaire
2. 11 cours d'histoire de l'architecture 12 - exécutés
3. 10 ateliers de dessin de plans et de coupes d'édifices

Your deposited *Public of Journal* (starting 2022) is 2nd JUNE, 2022.
 (This is a very important date for all authors.)

100%

For detailed state of housing contract by 24 June, 2022, see <https://www.bls.gov/housing>.

[illegible]

- **Time will tell** (i.e. a subject will only be charged based on the fiscal year income there)

Getting **Private** **Asynchronous** for **Private** **Asynchronous**

Sarvesh Lambe

Work Computer Inc. Ltd.

doi:10.1371/journal.pone.0219922.g002

1999, 2000, 2001, 2002, 2003, 2004, 2005, 2006, 2007, 2008, 2009, 2010, 2011, 2012, 2013, 2014, 2015, 2016, 2017, 2018, 2019, 2020, 2021, 2022, 2023, 2024, 2025, 2026, 2027, 2028, 2029, 2030, 2031, 2032, 2033, 2034, 2035, 2036, 2037, 2038, 2039, 2040, 2041, 2042, 2043, 2044, 2045, 2046, 2047, 2048, 2049, 2050, 2051, 2052, 2053, 2054, 2055, 2056, 2057, 2058, 2059, 2060, 2061, 2062, 2063, 2064, 2065, 2066, 2067, 2068, 2069, 2070, 2071, 2072, 2073, 2074, 2075, 2076, 2077, 2078, 2079, 2080, 2081, 2082, 2083, 2084, 2085, 2086, 2087, 2088, 2089, 2090, 2091, 2092, 2093, 2094, 2095, 2096, 2097, 2098, 2099, 2100, 2101, 2102, 2103, 2104, 2105, 2106, 2107, 2108, 2109, 2110, 2111, 2112, 2113, 2114, 2115, 2116, 2117, 2118, 2119, 2120, 2121, 2122, 2123, 2124, 2125, 2126, 2127, 2128, 2129, 2130, 2131, 2132, 2133, 2134, 2135, 2136, 2137, 2138, 2139, 2140, 2141, 2142, 2143, 2144, 2145, 2146, 2147, 2148, 2149, 2150, 2151, 2152, 2153, 2154, 2155, 2156, 2157, 2158, 2159, 2160, 2161, 2162, 2163, 2164, 2165, 2166, 2167, 2168, 2169, 2170, 2171, 2172, 2173, 2174, 2175, 2176, 2177, 2178, 2179, 2180, 2181, 2182, 2183, 2184, 2185, 2186, 2187, 2188, 2189, 2190, 2191, 2192, 2193, 2194, 2195, 2196, 2197, 2198, 2199, 2200, 2201, 2202, 2203, 2204, 2205, 2206, 2207, 2208, 2209, 2210, 2211, 2212, 2213, 2214, 2215, 2216, 2217, 2218, 2219, 2220, 2221, 2222, 2223, 2224, 2225, 2226, 2227, 2228, 2229, 2230, 2231, 2232, 2233, 2234, 2235, 2236, 2237, 2238, 2239, 2240, 2241, 2242, 2243, 2244, 2245, 2246, 2247, 2248, 2249, 2250, 2251, 2252, 2253, 2254, 2255, 2256, 2257, 2258, 2259, 2260, 2261, 2262, 2263, 2264, 2265, 2266, 2267, 2268, 2269, 2270, 2271, 2272, 2273, 2274, 2275, 2276, 2277, 2278, 2279, 2280, 2281, 2282, 2283, 2284, 2285, 2286, 2287, 2288, 2289, 2290, 2291, 2292, 2293, 2294, 2295, 2296, 2297, 2298, 2299, 2300, 2301, 2302, 2303, 2304, 2305, 2306, 2307, 2308, 2309, 2310, 2311, 2312, 2313, 2314, 2315, 2316, 2317, 2318, 2319, 2320, 2321, 2322, 2323, 2324, 2325, 2326, 2327, 2328, 2329, 2330, 2331, 2332, 2333, 2334, 2335, 2336, 2337, 2338, 2339, 2340, 2341, 2342, 2343, 2344, 2345, 2346, 2347, 2348, 2349, 2350, 2351, 2352, 2353, 2354, 2355, 2356, 2357, 2358, 2359, 2360, 2361, 2362, 2363, 2364, 2365, 2366, 2367, 2368, 2369, 2370, 2371, 2372, 2373, 2374, 2375, 2376, 2377, 2378, 2379, 2380, 2381, 2382, 2383, 2384, 2385, 2386, 2387, 2388, 2389, 2390, 2391, 2392, 2393, 2394, 2395, 2396, 2397, 2398, 2399, 2400, 2401, 2402, 2403, 2404, 2405, 2406, 2407, 2408, 2409, 2410, 2411, 2412, 2413, 2414, 2415, 2416, 2417, 2418, 2419, 2420, 2421, 2422, 2423, 2424, 2425, 2426, 2427, 2428, 2429, 2430, 2431, 2432, 2433, 2434, 2435, 2436, 2437, 2438, 2439, 2440, 2441, 2442, 2443, 2444, 2445, 2446, 2447, 2448, 2449, 2450, 2451, 2452, 2453, 2454, 2455, 2456, 2457, 2458, 2459, 2460, 2461, 2462, 2463, 2464, 2465, 2466, 2467, 2468, 2469, 2470, 2471, 2472, 2473, 2474, 2475, 2476, 2477, 2478, 2479, 2480, 2481, 2482, 2483, 2484, 2485, 2486, 2487, 2488, 2489, 2490, 2491, 2492, 2493, 2494, 2495, 2496, 2497, 2498, 2499, 2500, 2501, 2502, 2503, 2504, 2505, 2506, 2507, 2508, 2509, 2510, 2511, 2512, 2513, 2514, 2515, 2516, 2517, 2518, 2519, 2520, 2521, 2522, 2523, 2524, 2525, 2526, 2527, 2528, 2529, 2530, 2531, 2532, 2533, 2534, 2535, 2536, 2537, 2538, 2539, 2540, 2541, 2542, 2543, 2544, 2545, 2546, 2547, 2548, 2549, 2550, 2551, 2552, 2553, 2554, 2555, 2556, 2557, 2558, 2559, 2560, 2561, 2562, 2563, 2564, 2565, 2566, 2567, 2568, 2569, 2570, 2571, 2572, 2573, 2574, 2575, 2576, 2577, 2578, 2579, 2580, 2581, 2582, 2583, 2584, 2585, 2586, 2587, 2588, 2589, 2590, 2591, 2592, 2593, 2594, 2595, 2596, 2597, 2598, 2599, 2600, 2601, 2602, 2603, 2604, 2605, 2606, 2607, 2608, 2609, 2610, 2611, 2612, 2613, 2614, 2615, 2616, 2617, 2618, 2619, 2620, 2621, 2622, 2623, 2624, 2625, 2626, 2627, 2628, 2629, 2630, 2631, 2632, 2633, 2634, 2635, 2636, 2637, 2638, 2639, 2640, 2641, 2642, 2643, 2644, 2645, 2646, 2647, 2648, 2649, 2650, 2651, 2652, 2653, 2654, 2655, 2656, 2657, 2658, 2659, 2660, 2661, 2662, 2663, 2664, 2665, 2666, 2667, 2668, 2669, 2670, 2671, 2672, 2673, 2674, 2675, 2676, 2677, 2678, 2679, 2680, 26

22) Appendix Table A, 2. Number of Standard Units

$$M(\mathcal{A}) \otimes M(\mathcal{B}) \cong M(\mathcal{A} \otimes \mathcal{B})$$

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12345678910111213141516171819202122232425262728293031323334353637383940414243444546474849505152535455565758596061626364656667686970717273747576777879808182838485868788899091929394959697989910010110210310410510610710810911011111211311411511611711811912012112212312412512612712812913013113213313413513613713813914014114214314414514614714814915015115215315415515615715815916016116216316416516616716816917017117217317417517617717817918018118218318418518618718818919019119219319419519619719819920020120220320420520620720820921021121221321421521621721821922022122222322422522622722822923023123223323423523623723823924024124224324424524624724824925025125225325425525625725825926026126226326426526626726826927027127227327427527627727827928028128228328428528628728828929029129229329429529629729829930030130230330430530630730830931031131231331431531631731831932032132232332432532632732832933033133233333433533633733833934034134234334434534634734834935035135235335435535635735835936036136236336436536636736836937037137237337437537637737837938038138238338438538638738838939039139239339439539639739839940040140240340440540640740840941041141241341441541641741841942042142242342442542642742842943043143243343443543643743843944044144244344444544644744844945045145245345445545645745845946046146246346446546646746846947047147247347447547647747847948048148248348448548648748848949049149249349449549649749849950050150250350450550650750850951051151251351451551651751851952052152252352452552652752852953053153253353453553653753853954054154254354454554654754854955055155255355455555655755855956056156256356456556656756856957057157257357457557657757857958058158258358458558658758858959059159259359459559659759859960060160260360460560660760860961061161261361461561661761861962062162262362462562662762862963063163263363463563663763863964064164264364464564664764864965065165265365465565665765865966066166266366466566666766866967067167267367467567667767867968068168268368468568668768868969069169269369469569669769869970070170270370470570670770870971071171271371471571671771871972072172272372472572672772872973073173273373473573673773873974074174274374474574674774874975075175275375475575675775875976076176276376476576676776876977077177277377477577677777877978078178278378478578678778878979079179279379479579679779879980080180280380480580680780880981081181281381481581681781881982082182282382482582682782882983083183283383483583683783883984084184284384484584684784884985085185285385485585685785885986086186286386486586686786886987087187287387487587687787887988088188288388488588688788888989089189289389489589689789889990090190290390490590690790890991091191291391491591691791891992092192292392492592692792892993093193293393493593693793893994094194294394494594694794894995095195295395495595695795895996096196296396496596696796896997097197297397497597697797897998098198298398498598698798898999099199299399499599699799899910001001100210031004100510061007100810091010101110121013101410151016101710181019102010211022102310241025102610271028102910301031103210331034103510361037103810391040104110421043104410451046104710481049105010511052105310541055105610571058105910601061106210631064106510661067106810691070107110721073107410751076107710781079108010811082108310841085108610871088108910901091109210931094109510961097109810991100110111021103110411051106110711081109111011111112111311141115111611171118111911201121112211231124112511261127112811291130113111321133113411351136113711381139114011411142114311441145114611471148114911501151115211531154115511561157115811591160116111621163116411651166116711681169117011711172117311741175117611771178117911801181118211831184118511861187118811891190119111921193119411951196119711981199120012011202120312041205120612071208120912101211121212131214121512161217121812191220122112221223122412251226122712281229123012311232123312341235123612371238123912401241124212431244124512461247124812491250125112521253125412551256125712581259126012611262126312641265126612671268126912701271127212731274127512761277127812791280128112821283128412851286128712881289129012911292129312941295129612971298129913001

DOI: 10.1002/chem.200500109

[تجدید و نوآوری](#)



Date: 14th Nov 2022.

Ms. Vaijanti Vichare

Sub: Internship Offer Letter

Dear Vaijanti,

I am excited to extend an offer to you for an internship position within our **Human Resource**. This position is located in **Mumbai**. The position is for a **HR Executive-Intern**.

This position is scheduled to begin **15th Nov 2022** and will be a three-month paid internship opportunity ending on **14th Feb 2022** the schedule for this position is 3PM- 7PM.

This position will pay **5,000/- (Five Thousand Rupees only)** which will be inclusive of all the benefits like conveyance in this role you will report directly to **Ms. Shagufta Siddiqui**.

By accepting this offer, you acknowledge that this information must remain confidential and agree to refrain from using it for your own purposes or disclosing it to anyone outside of **Hire Hunters**. Also, you agree that upon completion of your internship, you will promptly return any company-issued property and equipment along with information and documents belonging to the company.

By accepting this offer, you acknowledge that you understand participation in this program is not an offer of employment, and successful completion of the program does not entitle you to an employment offer from **Hire Hunters**.

Hire Hunters also reserves the right to terminate the internship without any prior notice. In case you are found to not follow the terms and conditions mentioned in this letter or you are found breaching confidentiality or not following the rules and regulations set by the organization then the company has all the rights to terminate your internship with immediate effect.

This offer letter represents the full extent of the internship offer and supersedes any prior conversations about the position. Please review this letter in full, and sign and return to confirm your acceptance of the position no later than the close of business.

Web: www.hirehunters.co.in **Tel:** +91 22 49633594 | **Email:** contact@hirehunters.co.in
Add: 1023, Ijmima Complex, Mindspace, Link road, Malad (W), Mumbai-





We look forward to having you begin your career at **Hire Hunters** and wish you a successful internship. Welcome to our team!

Sincerely,



Dilip Vishwakarma
Proprietor

I, **Vaijanti Vichare** accept the above offer and will begin the internship position on 15th Nov 2022.





PRIVATE AND CONFIDENTIAL

Reference No. - 1384244183
Applicant ID - 5306650

26-Oct-2022

Aayishu Shaikh

Dear Aayishu,

We are pleased to make you an offer of appointment as Senior Officer in ICICI Bank. You will be placed in Branch Banking Dept at MUMBAI-BORIVALI W SHIMPOLI_BR. Please note that your appointment is subject to your successful completion of the Post Graduate Program in Relationship Management.

The details of your remuneration and benefits are given in Annexure.

The following are the terms and conditions of the appointment.

Commencement/Term:

- a) You shall be required to join the Bank on or before 29-Oct-2022.
- b) You will be on probation for a period of one year or such extended period as may be decided by the Bank based on your performance during the probation period.
- c) On satisfactory completion of your probation period, including that of extended period, if any, you will be confirmed in the services of the Bank in writing.

Other Terms and Conditions of Service:

- **Professional Ethics & Confidentiality:** While you are in the services of the Bank, you are not permitted to carry on any business or profession or enter, for any part of your time, in any capacity, the services of, or be employed by or engaged with any other firm, company or person. You will devote your whole time and attention to your office work to promote the interest of the Bank. You will not divulge details like your compensation structure (CTC), performance rating, performance bonus amount, increment, etc. and will not divulge to any person or utilize any of the Bank's secrets or other related information (which you may possess by reason of your association with the Bank) with any external agencies, press etc. outside the Bank. Any act in breach of this term would entail initiation of appropriate action as deemed fit by the Bank.
- **IT Security Practice & Procedures:** While you are in the services of the Bank, you will adhere to the IT Security Practice & Procedures as prescribed by ICICI Bank. Any instance/s of violation or any attempted violation of the aforesaid IT Security Practices and Procedures on your part shall result in disciplinary action.

ICICI Bank Limited
ICICI Bank Towers
Bandra-Kurla Complex
Mumbai 400 051, India.

Tel.: (91-22) 2653 1414
Fax: (91-22) 2653 1122
Website www.icicibank.com
CIN: L65190GJ1994PLC021012

Regd. Office : ICICI Bank Tower,
Near Chakli Circle,
Old Padra Road,
Vadodara 390 007, India.

Aayishu

PRIVATE AND CONFIDENTIAL

Reference No. - 1384244183

Applicant ID - 5306650

26-Oct-2022

Aayishu Shaikh

Dear Aayishu,

We take great pleasure in extending an offer to you for being a part of ICICI Bank.

Please find enclosed the job offer letter.

Please quote your reference number, which is appearing on the top of this letter for all future correspondence.

In case you have any queries please feel free to contact at the below mentioned details:

E-Mail Address : icicicareers@icicibank.com

Telephone No. : 022-71872500

Yours sincerely,

ICICI Bank HR Team

ICICI Bank Limited

ICICI Bank Towers
Bandra-Kurla Complex
Mumbai 400 051, India.

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Regd. Office : ICICI Bank Tower,
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Old Padra Road,
Vadodara 390 007, India.



Reference No. - 1384244183

Aayishu Shaikh

- **Notice Period:** In case you decide to leave the Bank's services during probation period or after confirmation, you will be required to give thirty days' notice. The Bank in its sole discretion can decide to waive off/reduce the notice period depending upon the exigencies. In such case, you would be required to pay to the Bank the gross salary for the notice period so reduced/waived off.

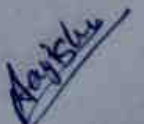
After confirmation, your services would be liable to be terminated by the Bank, by giving thirty days' notice or on payment of thirty days' gross salary in lieu of the notice period.

- **Transfer:** The Bank shall have the right to transfer/depute you to any of its offices or ICICI group companies in India and abroad.
- **Joining Competitor:** In the event of termination of your services by the Bank or your resignation from the services of the Bank, you shall not join any Banking or Financial Services Company for a period of six months from the date of resignation/termination.
- Please note that during the course of your services with the Bank or in the event of cessation of your services in future, due to any reason whatsoever, you shall, for a period of six months from the date of such cessation, directly or indirectly, either on your own accord or on behalf or in conjunction with any other person/s, firm or company refrain/desist from canvassing or soliciting or attempting to or inducing any employee(s)/business associate(s) to leave their current employment with the Bank/Group Companies/Business Partners to join the services of your new employer/firm/company or any other competitor of the Bank/Group Companies/Business Partners. Any act in contravention of the above provision shall entail initiation of appropriate action as deemed fit by the Bank.
- Please note that during the course of your services with the Bank you cannot be a member of any anti-social/national outfits or of any outfit, which is declared as banned by the Government. Any act in breach of this term would entail initiation of appropriate action as deemed fit by the Bank.

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Reference No. - 1384244183

Aayishu Shaikh

- Please note that while joining the services of the Bank and during the course of your services with the Bank, you would be required to notify the Bank immediately with details of civil or criminal case/s instituted against you in any Court of Law or any complaint/show cause notice /prosecution with/by any Police Station or by any statutory authority, as also you will notify any outcome of such complaint like filing of Chargesheet /Arrest/Conviction/Acquittal/Discharge. Any act in breach of this term would entail initiation of appropriate action as deemed fit by the Bank.
- The Bank expects resolution of issue/s relating to your employment, if any, within the framework internally, at all times during your service period and even after cessation of service due to any reason whatsoever. As such please note that any attempt to bring any outside influence - directly or indirectly - upon any authority to further your interest/s in respect of matters pertaining to your services with the Bank would amount to breach of employment contract leading to initiation of appropriate action.
- Please note that during the course of your services with the Bank, you will not take part in any demonstration/agitation against the Bank and its official/s for or on behalf of any external bodies/political outfits- either as a member or as a sympathizer. Any act in contravention of the above would be treated as prejudicial to the interest and reputation of the Bank leading to initiation of appropriate action.
- **Termination of Employment:** Your services with the Bank are liable to be terminated:
 - Without assigning any reason and without giving any notice during probation period and after confirmation by giving thirty days' notice or on payment of thirty days' gross salary in lieu of the notice period and at any time during your services with the Bank in the event of
 - a) Any breach of the conditions mentioned in this letter on your part
 - b) Any incorrect information furnished by you like:
 - Mismatch in your previous employment data even for a day
 - Mismatch in your previous pay slip
 - Fake qualification certificates etc; and
 - c) Suppression of any material information by you.
 - d) Any breach of the Rules and Regulations of the Bank as applicable/may be made applicable to you from time to time.

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Reference No. - 1384244183
Aayishu Shaikh

• **General:**

- Your appointment and continuation in employment are subject to reference checks, qualifications and past employment details and successful completion of your course- graduation/post-graduation and submission certificates/ marksheets at the time of joining.
- You will be bound by the Rules and Regulations of the Bank.
- You will keep us informed of any change in your residential address.

If you are agreeable to the above mentioned terms and conditions, please intimate your acceptance to us by returning a copy of this letter, duly signed by you, within seven days of receipt. In case no confirmation is received within the above-mentioned period the appointment letter shall be deemed to have been withdrawn.

Yours sincerely,

SUNEETHA VENKATA
HR MANAGER

Digitally signed by G V SUNEETHA DEVI
Date: 2022.10.26 15:18:27 +05:30
Reason: Offer Letter
Location: Mumbai

I have read all the terms, conditions of the offer, and would like to confirm my acceptance.

Signature of Applicant

ICICI Bank Limited
ICICI Bank Towers
Bandra-Kurla Complex
Mumbai 400 051, India.

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Old Padra Road,
Vadodara 390 007, India.

Aayishu

:5:

Reference No. - 1384244183

Aayishu Shaikh

Annexure:

Remuneration:

- Your Base Salary will be Rs. 96,000/- (Rupees Ninety Six Thousand only) per annum.
- You will eligible for the Performance Linked Retention Pay, as per the policy of the Bank. Please note that there is no guaranteed performance bonus, subject to however provisions of the Payment of Bonus Act 1965, wherever applicable. The performance linked Retention pay would be payable to an employee only if the employee on the day of payout is on the rolls of the bank and he/she has not resigned and / or is not serving notice period.

Supplementary Allowances:

- You will be eligible for a Supplementary Allowance of Rs. 97,008/- (Rupees Ninety Seven Thousand Eight only) per annum. Supplementary allowance will include – Conveyance / Travel Allowance, LTA, Medical Reimbursement, Canteen and any other allowance. All the components of supplementary allowance are subject to limits and rules prescribed by Income tax act and policies of the bank.
- You will be eligible for HRA of Rs. 48,000/- (Rupees Forty Eight Thousand only) per annum.
- The composition of supplementary allowance can be decided once in a year. The unexercised amount of the supplementary allowance will be paid to the employee subject to deduction of tax at source.

Superannuation Allowances:

- You will be eligible for a Superannuation Allowance of Rs. 14,400/- (Rupees Fourteen Thousand Four Hundred only) per annum.

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Aayishu

Reference No. - 1384244183

Aayishu Shaikh

Benefits:

- Comprehensive Mediclaim Coverage for you and your immediate family up to Rs.400,000/- (Rupees Four Lakh only) per annum. Your immediate family includes yourself, your spouse and two dependent children.
- You will also be eligible for Retirement Benefits of the Bank; namely Provident Fund and Gratuity, in accordance with the statutory requirements and/or, as per Bank policy.
- The salary and perquisites including supplementary allowance are subject to limits and rules prescribed by the Income Tax Act / Rules and policies of the Company.
- Maternity leave benefits as defined under the Maternity Benefit (Amendment) Act, 2017 are offered to eligible women employees by the Bank. Details of all types of leaves including the Maternity leave benefits offered to employees and eligibility criteria for availing such benefits are notified by the Bank under "Employee Benefit Policies" available on the Bank's intranet which will be accessible upon joining the Bank.

Digitally signed by G V SUNEETHA
DEVI

Date: 2022.10.26 15:18:28 +05:30

Reason: Offer Letter

Location: Mumbai

Signature of Applicant

ICICI Bank Limited
ICICI Bank Towers
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Aayishu

JOINING FORMALITIES

The process to join the Bank is by way of completing the online joining formalities. You are required to complete the online joining formalities within 5 days from the date of accepting offer letter. Please note that completion of online joining formalities is a mandatory process.

The login credentials are provided below:

URL: <https://www.icicicareers.com/Careers/CP/CandidateLogin.aspx>

Username: Registered email id or Applicant id

Password: Which has been already communicated to you through registered email id. In case, you do not remember the password, please use "forgot password" option to generate a new password.

Following documents (Photocopies) are required to be uploaded:

- 1) Self-attested copies of educational certificates and marksheets (Xth/XIth/ Graduation/ Post graduation)
- 2) Work Experience Document
 - b. Resignation accepted letter from current organisation
 - c. Relieving letter from two previous employers or companies worked in last five years whichever is higher
- 3) Passport size Photograph (against Red background)
- 4) Address proof (Passport/Voter id/Ration card)
- 5) PAN Card

ICICI Bank Limited
ICICI Bank Towers
Bandra-Kurla Complex
Mumbai 400 051, India.

Tel.: (91-22) 2653 1414
Fax: (91-22) 2653 1122
Website www.icicibank.com
CIN.: L65190GJ1994PLC021012

Regd. Office : ICICI Bank Tower,
Near Chakli Circle,
Old Padra Road,
Vadodara 390 007, India.

Aravind

Remuneration Details

Name: Aayishu Shaikh

Position: Senior Officer

Group: RETAIL BANKING GROUP

	Senior Officer	
	Monthly	Annual
Basic	8,000	96,000
HRA	4,000	48,000
Supplementary Allowance*	8,084	97,008
Superannuation Allowance **	1,200	14,400
Total	21,284	2,55,408
Retirals		
Retirals (PF, Gratuity) ***	2,466	29,592
Total Fixed	23,750	2,85,000
Performance Linked Retention Pay#	2,167	26,004
Total CTC	25,917	3,11,004

* Supplementary allowance will include, Conveyance / Travel allowance, LTA, Medical, Canteen and any other allowance

*** You will be eligible for Retirement Benefits of the Bank; namely Provident Fund and Gratuity, in accordance with the statutory requirements and/or, as per Bank policy.

#Please note that there is no guaranteed performance linked retention pay, subject to however provisions of the payment of Bonus Act 1965, wherever applicable.

Digitaly signed by G V SUNEETHA DEVI

Date: 2022.10.26 15:18:28 +05:30

Reason: Offer Letter

Location: Mumbai

ICICI Bank Limited
ICICI Bank Towers
Bandra-Kurla Complex
Mumbai 400 051, India.

Tel.: (91-22) 2653 1414
Fax: (91-22) 2653 1122
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Regd. Office : ICICI Bank Tower,
Near Chakli Circle,
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Vadodara 390 007, India.

Aayishu

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RF PPOPE

9 of 4,466

NMFC_placement Mon, Mar 20, 10:29 AM (1 day ago)

Helin Team Thanks for coming and grading the job fair on 18th March, 2023. Please share the details of the selected candidates, for the college me.

SAKSHI DUBEY /HR WE/ICIPRU/Mum Mon, Mar 20, 10:07 PM (2 days ago)

to Chika Shishir me

Dear Ms'am

We are pleased to inform you that below students has been selected with RCT Packaged Lab/Internship:

Name of Student
Virek T.wari
Rajeev Tomar
...

NMFC_placement 1:03 PM (10 minutes ago)

to SAKSHI, Chika Shishir

Thanks for the update. Kindly share the offer letter / Appointment letters for these candidates with warm regards.

Dr. Helin Guler
(Convener, Placement Cell)
9004000091

...

Taskbar: Type here to search, 31°C Sunny, 6:53 PM, Text

Dear Sarika Gaur,

I am pleased to extend to you an offer of employment as **Operations Associate with Impact Guru** and the joining date would be **9th August 2022**.

We have enjoyed getting to know you and believe you have much to contribute to our firm and our culture. We hope that in the process of getting to know us, you have concluded that the fit is compelling and that ImpactGuru is the best firm at which to take the next step in your career and to grow further. We congratulate you!

ImpactGuru's aspiration of innovative thinking, open collaboration, and passion for driving change enables nonprofits, social enterprises, corporate, and other change-makers and impact creators to outperform our employees to achieve greatness. We will be thrilled to have you as part of our team. You will bring your ambitious aspirations and unique talents to the firm and our clients. In return, you will find unparalleled opportunities for personal and professional development at ImpactGuru, with no limits on the paths your career may take.

We feel that your skills and background will be valuable assets to our firm and we are delighted at the prospect of your joining us. Impact Guru is a transformative organization and aspires to be a market leader in its niche. Within and beyond ImpactGuru, our people will make a difference to the world because of the leaders they will become while here.

Please reach out to me with questions at any time. We hope to stay in close contact with you and look forward to having you as our colleague.

Below mentioned documents are necessary to submit:

- Pan Card, Aadhar Card, Voter Id, Driving license, passport
 - Address proof
 - Educational Certificate
 - Last 3 Payslips and Bank Statement
 - Previous Experience Letter/Offer Letter/ Relieving letter
 - Cancelled Cheque/ Any Account Detail Proof
 - Front-facing Photo
- 3 Reference details from the previous company (HR/Reporting Manager/Founders)

Impact Guru Technology Ventures Private Limited
101, Jaisingh Business Centre, 119 Sahar Road, Andheri East, Mumbai – 400099, India

COMPENSATION:

Annual fees

Your annual fees will be INR. 2,43,525/- paid in equal installments every month. Your Professional fees will be subject to TDS or other statutory deductions if any.

Compensation breakup

Details	Monthly	Yearly
Part A - Gross		
Basic	13,702	1,64,429
HRA	685	8,220
Bonus @ 8.33% of Basic	1,141	13,697
Other Allowances	1,599	19,190
Gross Salary	17,128	2,05,536
Employee's Deduction		
Provident Fund @ 12 %	1,800	21,600
ESIC @ 0.75%	128	1,542
PT	200	2,500
Net Salary	15,000	1,79,894
Part B - Employer's Contribution		
Provident Fund @ 13 %	1,950	23,400
ESIC @ 3.25%	557	6,680
Gratuity @ 4.81%	-	7,909
Total	2,507	37,989
Fixed CTC		
Fixed CTC (A+B)	19,635	2,43,525
Part C - Variable		
Retention Bonus	0	0
Performance Bonus	5000	0
Total (C)	5000	0
Total Cost to the Company (A+B+C)	24,635	243525

*Note: You will receive a salary, and all other benefits forming part of your remuneration package subject to, and after, deduction of tax at source by applicable law.

PS: Part C (Variable) will be subject to a performance review scale & is not Fixed.

*PF, ESIC, Bonus & Gratuity contribution will be subject to statutory deduction as per the defined Laws by the Government of India.

*Net take home will be subject to the TDS declaration.

Impact Guru Technology Ventures Private Limited
101, Jaisingh Business Centre, 119 Sahar Road, Andheri East, Mumbai – 400099, India



Compliance with Terms and Conditions and Policies

All employees are required to comply with Impact Guru's policies, which include those related to non-discrimination, sexual harassment, confidentiality, non-compete, and others as outlined in other policies as will be shared with you from time to time. You will be required to sign this letter which provides a statement of basic standards of behavior and expectations central to Impact Guru's values.

Your Employment is subject to a positive reference verification & submission of documents and the terms and conditions outlined in this letter and all HR policies and procedures of Impact Guru, as amended from time to time. The contract is subject to an advisor clearing certifications post his 3 days of training with IG. Leaves are not approved during probation period

On acceptance of this letter, you cannot discard our offer and /or cannot join /accept/prefer another offer upon acceptance of our offer, you cannot leave Impact Guru within 6 months, in case you want to leave within 6 months then you have to serve a 2 months' notice or buy out the notice period with 2 times of your salary. In the conflict of aforesaid terms, you will be responsible for reimbursing the company three times the salary paid to you within seven days from the date of your resignation failing which Impact Guru shall be constrained to file appropriate proceedings both civil and criminal, in the court of law for the recovery of the aforesaid amount. The interest shall be charged at the rate of 18% p.a. upon failing to make payment within seven days as aforesaid.

Impact Guru Technology Ventures Private Limited

(Signature)

Name – Jyoti Natekar

Title: AVP - Human Resources

Employee

(Signature)

Name: _____

Email: _____

Telephone: _____

Impact Guru Technology Ventures Private Limited
101, Jaisingh Business Centre, 119 Sahar Road, Andheri East, Mumbai – 400099, India





Date: 14th Nov'2022

OFFER LETTER

Dear Anushka Marekant,

Heartiest Congratulations!!

We are pleased to inform you that you have been selected for the post of "**Accounts Trainee**" in our organization. You will be deployed at our client premises i.e., **Vinmar Business Services Pvt Ltd.** at their site location at GRSC Mumbai on a contract basis from tentative date would be DOJ: 16th Nov'22 to 15th Nov'23 period (i.e. 12 month) and leave applicable for 12month would be 24 days.

Kindly find the offer proposal below:

Designation	
State	Maharashtra
Skilled Type	Skilled
Basic	11632
DA	2106
HRA	2748
Washing All.	487
Other All.	0
Gross - A	16973
PF 12 % (Employer)	1649
PF Admin 0.5% (Employer)	69
EDLI 0.5% (Employer)	69
ESIC 3.25% (Employer)	536
Bonus (Statutory Bonus)	1144
Gratuity - 4.81% on Basic + DA	661
Total - B	4128
Uniform & Shoes	0
LWF (72 pa)	8
ID Card	0
PAI	0
Leave @ 7.37%	1251
Fixed Cost - C	1259
Total Cost (A+B+C)	22360
PF @12%	1649
ESIC @0.75%	124
PT	200
Total Employee Deduction	1973
Net Take Home Salary	15000

Phone: +91 22 6783 0600
Fax: +91 22 6783 0613
contact@integronindia.com
www.integronindia.com

F-701, Remi Bizcourt,
Veera Desai Road
Andheri- West,
Mumbai: 400053

INTEGRON
VALUES AT WORK



Your compensation is unique to you and is decided on the basis of your interview assessment, relevant work experience and academic qualification. You are thus expected to maintain confidentiality of the same and seek any clarification from HR alone in this regard.

Note : You are requested to send us your acceptance through mail by 15th Nov' 2022 else your offer will stand void. Also you are requested to send us the scanned copy of your resignation acceptance letter.

For any further query, feel free to enquire with the undersigned.

Look forward to your positive response.

Yours faithfully,

For Integron Human Capital Services Pvt Ltd.,



Authorized Signatory.

Accepted by: Anushka Ravi Marekant

Signature: _____

1st November 2022



To,
Preet Gohil
Mumbai

Internship Program Letter

Dear Preet,

The Irish House Food and Beverages Pvt. Ltd. is pleased to invite you to join us as an intern. You will report directly to Mr. Kashyap Gohil, Asst. Manager - Marketing at The Irish House, Head Office. Our team will be very happy to have you work with us as an intern. Please note that this is not to be construed as an offer of employment and accordingly you will not be deemed to be an employee of the company. You will not therefore be entitled to the statutory benefit that accrue to the employee.

Your internship program will be start from 3rd November 2022 to 31st January 2023 or on an earlier date if either of us choose to terminate this internship. Please note that you will be report to Kashyap Gohil, Asst. Manager - Marketing at The Irish House Head Office – five days a week from 10:00 am to 04:00 pm.

As you will be receiving academic credit for this position, you will be paid a stipend of Rs.8,000/- per month to meet your out of pocket expenses. As an intern, you will discharge such duties as may be given to you by Mr. Kashyap Gohil.

During your internship, you will have access to such information as may be confidential. You hereby agree and undertake that you will keep all such information including without limitation client information, strictly confidential and will not share it with any third party or use it for your own benefit, unless so untheorized in writing by Kashyap Gohil. Please note that upon completion of the internship, you will return all documents, equipment's, and all properties belonging to the company that you may have in your possession.

Kindly sign on the duplicate copy of this letter in token of your acceptance of the terms hereinabove stated and return the same to us.

Congratulations and welcome to the internship programme!!!

Sincerely,

For, The Irish House Food and Beverages Pvt Ltd.


Glenn Lopes
Sr. Executive – Human Resource



THE IRISH HOUSE FOOD & BEVERAGES PVT. LTD.

CIN : U55101MH2015PTC268996

Registered Office : Unit 21-23, T.V. Industrial Estate, 248 - A.S.K. Ahire Marg, Behind GSK Building, Worli, Mumbai - 400030.
T : (+91 - 22) 68321515 | W: www.theirishhouse.in

Jaywant Salawse
M.Com., G.C.A.

J. S. & Co.
Certified Auditor

8/205, Swapnapurthi, Thakur Village, Kandivali (East), Mumbai 400 101. // C. 28464666. email. jsgdca123@gmail.com

12th September, 2022

To,
Miss Trupti Ravindra Navele
D/5, Pragati Chawl
Kuddus Compound,
Gavdevi Road,
Poisar, Kandivali [East],
Mumbai 400101.

Subj: - Letter of Appointment

Dear Miss Trupti,

We refer to your interview on 10th September, 2022 for the position of Junior Accounts Executive and we are pleased to inform you that we are offering you the position with our firm effective from 15th September, 2022 under the following terms and conditions.

Salary: Monthly salary will be Rs. 9,000/- (Consolidated)

Bonus: As per firm's policies you will be eligible for bonus after completion of a year in service.

Working hours: Monday to Saturday from 9.30 Am to 5.30 PM

Notice period: If you desired to leave the firm you need to serve the notice of one month. Similarly if firm would like to discontinue your services then firm will give one month notice as well.

If the terms and conditional are acceptable to you, please sign the duplicate copy of the letter in token of your acceptance.


Looking forward for joining on the appointed date and continue serving with the firm.

Thanking you,

J. S. & Co


Proprietor

Accepted:- Trupti R. Navele


Trupti R. Navele

June 07, 2022

Gajanand Pralhad Vishwakarma
Mumbai

Dear Gajanand,

JM Financial Services Ltd (the "Firm") is pleased to offer you an employment in the Firm as a Graduate Trainee in its Digital Business Group on the following terms and conditions:

1. Date of Joining

You shall join the services of the Firm latest by June 13, 2022. However, this is subject to the Firm receiving satisfactory references, your previous Company's relieving letter and on you being certified medically fit by the Firm appointed doctor, failing which this Contract shall stand cancelled and will hence be null and void.

2. Probation

You will be on a probation period of 6 months from the date of your joining which may be extended at the discretion of the Management. Your services in the Firm may be confirmed in writing on successful completion of the probation period. During the period of your probation, your services can be terminated by either party by giving one month's notice in writing to the other party. However, the Firm reserves the right to terminate your services without giving any notice in writing or otherwise to you during such probation period.

Upon your joining the Firm may at its own discretion, hire any Agency to verify inter alia, the information and documents furnished by you. Should there be any discrepancy in the information gathered by the Agency from the information and documents provided by you, the Firm may at its own discretion terminate your employment immediately without any notice or salary in lieu thereof.

3. Compensation

In consideration for the services to be rendered by you, the Firm shall pay you the following annual Base Salary.

Basic:	Rs. 162,000/- (Rupees One Lakh Sixty Two Thousand Only)
House Rent Allowance:	Rs. 25,160/- (Rupees Twenty Six Thousand One Hundred Sixty Only)
Supplementary Allowance:	Rs. -/-

You are also entitled to Provident Fund, Gratuity and other benefits in accordance with the Firm's policies in effect, and as amended from time to time.

Additionally, you shall be eligible to receive a performance linked annual discretionary bonus which is dependent upon your individual performance and the Firm's financial results over a period of twelve months' ending March 31st. The discretionary bonus will be determined as a part of the total annual compensation review process at the end of the appraisal period and is payable assuming your satisfactory performance and conduct. The discretionary bonus amount shall be payable provided you are employed on the Firm's payroll and are not serving notice period as on the date of bonus payout.

JM Financial Services Limited

(Formerly known as JM Financial Services Private Limited)

Corporate Identity Number : U67120MH1998PLC115415

Admin. Office: 1st Floor, B Wing, Suashish IT Park, Plot No. 68 E, Off. Dattapada Road, Opp. Tata Steel, Borivali (East), Mumbai 400 066

T: 91 22 6761 7000 F: 91 22 6761 7222

Regd. Office: 7th Floor, Energy, Appasaheb Marathe Marg, Prabhadevi, Mumbai 400 025

T: 91 22 6630 3030 F: 91 22 6630 3723 www.jmfinancialservices.in



JOSHI REALTORS

BUY | SELL | RENT

Mob. 9930503503
9930503868

RERA No. . A51900036725

Date : 09.10.2022

TO WHOM SO EVER IT MAY CONCERN



This letter is to inform Nirmala Memorila Foundation (NMFC) that
Ms. Kashish Singh is working with Joshi Realtors as Presales Manager
Since 1st August 2022 on full time basis.

Thank You,

Viral Joshi

Proprietor

Rustomji Ezone Mall, Shop No.1027 opp lane of Inorbit mall, goregaon- Mulund Link Road Malad (W) Mumbai-4000

 info@joshirealtors.com,  www.joshirealtors.com

Permanent address

Mr. Shreyas Desai
B/21, Kakashi CHS, Jaya Nagar
Near Jyoti Park Khori High School, Dattpada Road
Borivali East, Mumbai - 400 066

Subj: Appointment Internship as Assistant Associate Business Operations

Dear **Shreyas**,

This has reference to your application for the Sales operation function, we are pleased to appoint you as **Assistant Associate Business Operations - Internship** on the following Terms & Conditions (Appointment Internship as Agreement)

1. Your date of joining is **01/04/2023**.
2. You will get a **Gross Salary of ₹ 5,500/-** per month to start with which during the appointment Internship period will be incentivized which in turn will be gets added to gross salary of ₹ 5,500/- in turn it will be **More than ₹ 5,500/-** per month. The incentives are based on your performance review. Any expenses related to assigned activities incurred with you will get reimbursed by the company as at actual.
3. You will undergo Probation of **twelve months** Internship from the date of joining.
4. The profile is *Work from office only* unless until specified/suggested which is at the discretion of the company. The profile operations are primarily from office, referring the work profile document it is on field also according to the nature of the activities.
5. Your performance will be reviewed fortnightly. Non-compliance to the same may result into the revision in the remuneration structure, also business incentives, if applicable.
6. If your performance is in tune with the position offered, your appointment will be confirmed in writing after the probation internship period. Otherwise, it will be terminated without assigning any reason whatsoever. In certain cases, extension may be granted, if required as *if applicable*.
7. Your job responsibilities are detailed in a separate document titled **'Work Profile of Assistant Associate Business Operations Internship'**. This document will be reviewed and amended



Handwritten signature/initials in blue ink.

suitably from time to time. You have to adhere to this document, and its future amendments, for discharge of your duties unless otherwise stated.

8. Notice for the resignation during the probation period *Internship* will be **30 days** from your side. If you fail to give sufficient notice period you have to pay for the shortfall days, due @ of daily salary calculated for the month in force. There will not be any notice period from the Company side, if you are asked by the Company to resign
9. Notice for resignation after confirmation will be **one month** from both the sides. Party, not conforming to the same, will pay for the shortfall days, due @ of daily salary calculated for the month in force. (This is applicable after probation *internship* period)
10. However, the company wishes you to complete your *Internship* appointment honorably with due diligence.
11. You will adhere to the Attendance, Leave, Policy and other Rules & Regulations of the Company (attached herewith) in force from time to time. Currently, the office working timings are 9.30 am to 6.30 pm from Monday to Friday and 9.30 am to 5.30 pm on Saturday. However as *Internship* during your non-regular working days(no academic session) with the Institute the office working timing are from 9.30 am to 6.30 pm and on regular working days(academic session) with the Institute the office working timing are from 11.30 am to 6.30 pm. Your office working hours are relaxed during your Institute academic year examinations.
12. After the probation *Internship* period if you get observed/appointed as regular employment then respective set of benefits will gets applicable which may change from time to time.
13. You shall also abide by the "*Agreement as to Patents, Inventions and other Creative Property Rights and regarding Competitive Activities*" (if applicable).
14. You shall be responsible for the safe keeping and return in good condition and order of all our property such as equipment's/devices, tools, etc. of the company which may be in your use custody, charge or given from time to time. We reserve our right to deduct the money/ value of all such changes from your remuneration, dues and take such other action as may be deemed proper in the event of your failure to account for such things to our satisfaction.
15. While discharging your duties, you shall observe utmost civility towards the customers your superior's, fellow employees/colleagues and all such persons who have dealings with the Company
16. Your services are also liable to be terminated on one month's notice or immediate for any

2/4



includes including the following:

- Discontinue service for a long time or frequent disconnection service
- Physical or mental disability
- Involuntary death or suspension of any act or service disconnection
- Not registration or receipt of support from police or any Government Department
- Continuous new employees or poor working
- Continuous appointment without justification
- Criminal or a Court of law for any offence including sexual harassment
- Release or removal of arrest or detention by the Government under the Defence of India Rules or under any other law

17. At the time of appointment, you are required to submit the requisite documents which are part of the requirement of the appointment process of the Director of the company.
18. During the period of your association, you shall keep company informed of any change in your telephonic address or if your civil status or the information's which are to be reported.
19. All other Terms & Conditions will be applicable as per the Company's Rules & Regulations, modifications from time to time.
20. This agreement shall be construed, interpreted and applied in accordance with, and shall be governed by the laws applicable in India. The courts at Mumbai shall have the exclusive jurisdiction to entertain any dispute or suit arising out of or in relation to this Agreement.

We wish you all the success in performing your duties and positively contributing towards the growth of the company.

Kindly confirm your acceptance of the above by signing a duplicate copy of this letter, attached documents if any as mentioned are part of it to refer it as consideration for or and where it applicable and return the same to us.

For KALTECH Digital Pvt. Ltd


S. E. Chaudhary

Director

10, Placement Cell, Calcutta

Technical Education Foundation College of Commerce and Business

Shankar Complex, Sardar Patel Road, Mumbai

I have read the above stated terms of appointment interview and have understood the same. I accept the above as employment interview contract and will abide by the terms.

Shreyas Desai



KALTECH DIGITAL PVT LTD
11A, Sakinaka Road, 2nd Floor
Mumbai, Maharashtra
Phone: 022-26111111, Mumbai - 400072

Rules and Regulations

General:

- All the people during an employment period should practice an appropriate discipline, mannerism and the respect of all the stakeholders of the company.
- An applicable compliance processes/rules being part of an employment with the company are to be followed.
- Active participation in all or if as applicable for the training, knowledge, skill development programs, trade shows are mandatory.

Attendance & Leaves:

- Attendance as per office timings are mandatory. 15mins. morning grace period will get allowed (regular practice will not be considered). Beyond grace period late marks will get marked. Three late marks will gets consider as half day presence. More than Five late marks in the particular month are not allowed (may liable for an appropriate action).
- All the company declared holidays in the calendar year are applicable. During the probation period no paid leaves are applicable. After the confirmation period annual 18days (8PL, 6SL, 6CL) leaves are applicable. All the paid/unpaid leaves are subject to prior approval/intimation through an appropriate formal communication process only.

Relive:

- Reliving from the duties will be subject to prior intimation/acceptance as per an appointment process, discharge of the belongings, completion/handing over of the work responsibilities, knowledge transfer, referring appointment communication terms, rules and regulations of the company. Full and final settlement are subject to completion of the applicable process.
- Reliving, reliving letter is at the discretion of the company.

*I agree that, I will adhere the above rules & regulations of
Kaltech Digital Pvt. Ltd.*




Signature

Principles

CART

- C - Commitment, Communication
- A - Accountability, Attitude (Positive / Forward looking)
- R - Responsibility (Proactive), Relationship Management
- T - Time Management, Team Work

I agree that, I will adhere the above principles of Kaltech Digital Pvt. Ltd.


Signature



Permanent address

Ms. Srushti Bhilare
S/201, Highland Plaza,
Highland Complex, Charkop Village
Kandivali West, Mumbai - 400 067.

Sub: Appointment *Internship* as Assistant Associate Business Operations

Dear Srushti,

This has reference to your application for the Sales operation function, we are pleased to appoint you as Assistant Associate Business Operations - *Internship* on the following Terms & Conditions (Appointment *Internship* as Agreement):

1. Your date of joining is 01/04/2023.
2. You will get a Gross Salary of ₹ 5,500/- per month to start with which during the appointment *Internship* period will be incentivized which in turn will be gets added to gross salary of ₹ 5,500/- in- turn it will be More than ₹ 5,500/- per month. The incentives are based on your performance review. Any expenses related to assigned activities incurred with you will get reimbursed by the company as at actual.
3. You will undergo Probation of twelve months *Internship* from the date of joining.
4. The profile is *Work from office* only unless until specified/suggested which is at the discretion of the company. The profile operations are primarily from office, referring the work profile document it is on field also according to the nature of the activities.
5. Your performance will be reviewed fortnightly. Non – compliance to the same may result into the revision in the remuneration structure, also business incentives, if applicable.
6. If your performance is in tune with the position offered, your appointment will be confirmed in writing after the probation *internship* period. Otherwise, it will be terminated without assigning any reason whatsoever. In certain cases, extension may be granted, if required as if applicable.
7. Your job responsibilities are detailed in a separate document titled 'Work Profile of Assistant Associate Business Operations *Internship*'. This document will be reviewed and amended



- sultably from time to time. You have to adhere to this document, and its future amendments, for discharge of your duties unless otherwise stated.
8. Notice for the resignation during the probation period *Internship* will be 30 days from your side. If you fail to give sufficient notice period you have to pay for the shortfall days, due @ of daily salary calculated for the month in force. There will not be any notice period from the Company side, if you are asked by the Company to resign
 9. Notice for resignation after confirmation will be one month from both the sides. Party, not conforming to the same, will pay for the shortfall days, due @ of daily salary calculated for the month in force. (This is applicable after probation *internship* period)
 10. However, the company wishes you to complete your internship appointment honorably with due diligence.
 11. You will adhere to the Attendance, Leave, Policy and other Rules & Regulations of the Company (attached herewith) in force from time to time. Currently, the office working timings are 9.30 am to 6.30 pm from Monday to Friday and 9.30 am to 5.30 pm on Saturday. However as internship during your non-regular working days(no academic session) with the institute the office working timing are from 9.30 am to 6.30 pm and on regular working days(academic session) with the institute the office working timing are from 11.30 am to 6.30 pm. Your office working hours are relaxed during your institute academic year examinations.
 12. After the probation *Internship* period if you get observed/appointed as regular employment then respective set of benefits will gets applicable which may change from time to time.
 13. You shall also abide by the "*Agreement as to Patents, Inventions and other Creative Property Rights and regarding Competitive Activities*" (if applicable).
 14. You shall be responsible for the safe keeping and return in good condition and order of all our property such as equipment's/devices, tools, etc. of the company which may be in your use custody, charge or given from time to time. We reserve our right to deduct the money/ value of all such changes from your remuneration, dues and take such other action as may be deemed proper in the event of your failure to account for such things to our satisfaction.
 15. While discharging your duties, you shall observe utmost civility towards the customers your superior's, fellow employees/colleagues and all such persons who have dealings with the Company.
 16. Your services are also liable to be terminated on one month's notice or immediate for any

2/4



reason including the followings.

- Continued illness for a long time or frequent Intermittent illness
- Physical or mental disability
- Reasonable doubt of commission of any act of serious misconduct
- Bad reputation or receipts of report from police or any Government Department.
- Continued low efficiency or poor working
- Continued absenteeism without justification
- Conviction in a Court of law for any offence including moral turpitude
- Absence on account of arrest or detention by the Government under the Defiance of India Rules or under any other law.

17. At the time of appointment, you are required to submit the requisite documents which are part of the requirement of the appointment process at the discretion of the company.
18. During the period of your association, you shall keep company informed of any change in your local/permanent address or in your civil status or the information/s which are to be revealed.
19. All other Terms & Conditions will be applicable as per the Company's Rules & Regulations, notifications from time to time.
20. This agreement shall be construed, interpreted and applied in accordance with, and shall be governed by the laws applicable in India. The courts at Mumbai shall have the exclusive jurisdiction to entertain any dispute or suit arising out of or in relation to this Agreement.

We wish you all the success in performing your duties and positively contributing towards the growth of the company.

Kindly confirm your acceptance of the above by signing a duplicate copy of this letter (attached documents if any as mentioned are part of it to refer it as consideration for as and where it applicable) and return the same to us.

For Kaltech Digital Pvt. Ltd.


K. R. Chaube

Director

CC: Placement Cell Convener

Nirmala Memorial Foundation College of Commerce and Science

Thakur Complex, Kandivall East, Mumbai

I have read the above stated terms of appointment internship and have understood the same. I accept the above as employment internship contract and will abide by the terms.


Srushti Bhilare



KALTECH DIGITAL PVT. LTD.
15A, Gokul Nagari 2 CDE
Western Express Highway
Kandivall (East) Mumbai - 400101

3/4

Work Profile of Assistant Associate Business Operations

This section describes your job position and work profile at the time of appointment and associated broad set of responsibilities. The organisation reserves rights to periodically review and bring in changes into responsibilities and work assignments.

Position: Assistant Associate Business Operations

WORK PROFILE OF ASSISTANT ASSOCIATE BUSINESS OPERATIONS

- Primary responsibility will be to ensure the completion of business enquiry/lead cycle from generation to closure/fulfilment for the IT products, solutions and services.
- Getting involved in the business leads activities.
- Ensuring to execute the prospecting activities for all the business leads.
- Execution of Sales Promotional activities.
- Ensuring that the business commitments are followed as per the Sales/Marketing Road Map.
- Profile function does include product demonstration, commercial proposal, deal closure and payment realization.
- Ensuring the sales process/activities are being adhered in totality.
- Ensuring the requirements of the customers are met.
- Meeting in person with the prospects/customer, vendor, associate organization of the company as per the work.
- Getting involve actively into products/solutions knowledge program and ensuring its effectiveness at professional level.
- Ensuring achievement of the set business target in time as and when set forward (As applicable or assigned from time to time)
- Review the customer feedback.



Rules and Regulations

General:

- All the people during an employment period should practice an appropriate discipline, mannerism and the respect of all the stakeholders of the company.
- An applicable compliance processes/rules being part of an employment with the company are to be followed.
- Active participation in all or if as applicable for the training, knowledge, skill development programs, trade shows are mandatory.

Attendance & Leaves:

- Attendance as per office timings are mandatory. 15mins. morning grace period will get allowed (regular practice will not be considered). Beyond grace period late marks will get marked. Three late marks will gets consider as half day presence. More than Five late marks in the particular month are not allowed (may liable for an appropriate action).
- All the company declared holidays in the calendar year are applicable. During the probation period no paid leaves are applicable. After the confirmation period annual 18days (8PL, 6SL, 6CL) leaves are applicable. All the paid/unpaid leaves are subject to prior approval/intimation through an appropriate formal communication process only.

Relive:

- Reliving from the duties will be subject to prior intimation/acceptance as per an appointment process, discharge of the belongings, completion/handing over of the work responsibilities, knowledge transfer, referring appointment communication terms, rules and regulations of the company. Full and final settlement are subject to completion of the applicable process.
- Reliving, reliving letter is at the discretion of the company.

I agree that, I will adhere the above rules & regulations of

Kaltech Digital Pvt. Ltd.



Signature
Signature

Principles

CART



- C - Commitment, Communication
- A - Accountability, Attitude (Positive / Forward looking)
- R - Responsibility (Proactive), Relationship Management
- T - Time Management, Team Work

I agree that, I will adhere the above principles of Kalltech Digital Pvt. Ltd.



Kenznow Internship Program – 2023

Dear Sean,

Welcome to the Kenznow Internship Program – 2023. We are pleased to have you as part of our Internship Program. We look forward to your grasping of various tenets of business and the application of them in real business scenarios.

About Kenznow (www.kenznow.com)

120+ cities | 26 states

Kenznow is World's 1st online platform for Education Abroad. Our endeavor is to provide unbiased information & trusted advice to students and aid them in making sound career decisions for their Study Abroad Journey. Kenznow has pioneered the concept of providing all study abroad services completely online.

Vision of Kenznow:

Kenznow has the vision to Make Earth One Nation. #MakeEON

Kenznow Study Abroad:

1000+ Universities | 10+ Services | 15+ Partners

Kenznow provides all Study Abroad services under one roof. Students avail 10+ services powered by industry leading institutions, all on an online platform. Students can avail Study Abroad advisory, Online test Preparation, Application Vetting, Visa Counseling, Funding Advisory, Student Accommodation assistance and more with Kenznow.

Kenznow Online Advisory Platform: Kenznow Bridge is a proprietary tech driven advisory platform wherein students get access to advisors and service providers to fulfill all their Studying Abroad needs.

Kenznow Institute:

Best Courses | Rewarding Careers | Promising Future

Kenznow Institute provides the best of trending courses offered by World class Universities, completely online. Kenznow Institute believes in shaping careers and redefining existing ones, for the good of Students, the organizations and the Society at large.

Brief on Kenznow Internship Program:

This is an experiential learning programs that integrates knowledge and theory learned in the classroom with practical application and skills development in a professional setting. This is to provide candidates the opportunity to gain valuable applied experience to fortify their strong career paths.

Period

This shall be for the initial period of six months and maximum up to nine months. The extension of the program is solely at the behest of the organization.

Start Date

April 15, 2023

Stipend

You are eligible for a stipend of Rs. 3000/- (Rs. Three Thousand only) per month during the period of Internship.

Duties

You shall perform all acts, duties and obligations and comply with such orders as may be designated by the Company from time to time and which are reasonably consistent with your work. During this period your services are exclusive to the Company and its Affiliates/businesses. The Internship can get cancelled or shortened on not meeting the duties, solely at the behest of the organization.

Special Mention

This Internship program shall be completely on a work from home basis. You are expected to be present for a video/voice conferences and actively communicate on emails. We shall keep you posted for any physical meeting, if and when they occur.

In acceptance of the internship on the terms stated above and subject to the organization's Human Asset policy, kindly sign and return a copy of this letter.

We welcome you and wish you every success in your internship with us.

Warm Regards,

Kunnal Sharma
Founder & CEO
Kenznow

I accept and agree to comply with the terms and conditions set out herein and all guidelines & policies in force in the Company from time to time.

Name:

Signature: _____ **Date:** _____



APPOINTMENT LETTER

Dear **AMAAN KHAN (DG08480)**,

We are pleased to confirm your appointment at Delightful Gourmet Pvt Ltd, as . Your joining date shall be **28-08-2022**. The company reserves the right to change the roles from time to time depending on the priorities of the company. Your appointment is subject to a Background Verification. During your tenure in the organisation you will be subject to all the clauses in the employee handbook.

Duties of the Employee: You shall, at all times, offer your complete skills and devotion to the company affairs. You must always endeavour to promote the interests of the company to your utmost capability. You shall not make your services available to any other organization or undertaking, which can interfere with or considered as conflicting to the performance of the duties allotted to you, unless the company specifically permits you in writing for engaging in such activities.

Confidential Information: You shall not disclose or make use of any confidential information related to the company to any other organization, undertaking or any individual during your service and after the termination of your service.

Compliance with the Company's Policy and Procedures: You shall obey with all reasonable orders or instructions given to you by the company and its authorized agents. You shall comply with all these orders and instructions and also observe all the rules and regulations in force at present or the ones that the company can formulate from time to time.

Performance Review: You shall receive periodic performance reviews/evaluations at the discretion of the Company. Your compensation will be reviewed on an annual basis and your salary maybe adjusted, depending upon various factors, including but not limiting to your preceding performance period.

Probation: The Employee will be on probation for a period of 1 (One) month from the Appointment Date. At the end of this period, the Company will communicate to the Employee, the confirmation of employment or the extension of probation (as the case may be).

Termination: The company has the right to terminate your services any time after the confirmation of your services by issuing a notice of 7 days in writing or payment of salary of 7 days in lieu of notice. You can also resign from the company after giving a notice of 7 days in writing or payment of salary of 7 days in lieu of notice. Notwithstanding the above condition, the company holds the right to terminate your employment any time without any notice, compensation, or other indemnities, if

- a) You are found guilty of negligence, misconduct or dishonesty in the performance of the duties allotted to you
- b) You are found to have committed any serious breach of your duties, responsibilities, and other obligations to the company
- c) You are found to have received any illegal monetary benefits, gratuities, or other types of rewards, either in cash or in kind, from any other third party

Delightful Gourmet Pvt. Ltd.
#12, HAL Old Airport Road,
Domlur 1st Stage, ISRO Colony,
Domlur, Bangalore -560071. Karnataka



d) You take more than 3 days of leave without informing your manager, it will be considered as "Abandonment of Services" and will lead to termination.



ANNEXURE – B

For **Delightful Gourmet Pvt. Ltd.,**

Accepted By:

Naveen Kumar Nerlaj
Head- Human Resources

AMAAN KHAN (DG08480)
Name of the Employee

Delightful Gourmet Pvt. Ltd.
#12, HAL Old Airport Road,
Domlur 1st Stage, ISRO Colony,
Domlur, Bangalore -560071. Karnataka

MAHESH BANG & CO.

Chartered Accountants



7th November 2022.

Subject: Confirmation of internship.

This letter serves as confirmation that Hritika Kanke will be completing her internship with Mahesh Bang & Co. The duration of this internship will be from 9th November 2022 till 9th January 2023.

For **MAHESH BANG & CO.**



Mahesh Bang & Co

Membership no. 139903

FRN:155306W

Address: Shop No 33, Bldg No 2, Ostwal Ornate CHSL, Opp Jain Temple, Jesal Park, Bhayandar East Thane- 401105
Contact no: 9820398116 Email Id- camaheshrbang@gmail.com



7th November 2022.

Subject: Confirmation of internship.

This letter serves as confirmation that Akash Bera will be completing his internship with Mahesh Bang & Co. The duration of this internship will be from 9th November 2022 till 9th January 2023.

For MAHESH BANG & CO.

M. Bang
Proprietor



Mahesh Bang & Co

Membership no. 139903

FRN:155306W

Address: Shop No.33, Bldg No.2, Ostwal Ornate CHSL, Opp. Jain Temple, Jesal Park,
Bhayandar East, Thane- 401105

Contact no: 9820398116, Email Id- camaheshrbang@gmail.com



To,
Mr. VIKAS SHESHNATH YADAV,
TAMKESHVAR SOCIETY NO 27, ROOM NO 11
MAHADA ROAD NO 2 LOKHANDWALA,
KANDIVALI EAST MUMBAI - 400101.

Phone : 9136809071

Dear Mr. VIKAS SHESHNATH YADAV,

Subject: Appointment as PART TIME TRAINEE CREW MEMBER

We are writing with reference to your recent discussions, and are pleased in offering you appointment with Hardcastle Restaurants Private Limited as PART TIME TRAINEE CREW MEMBER on the terms and conditions set out below:

1. Your appointment with the company shall be with effect from 16-Dec-2021.
2. You will be on training for a period of three months from the date mentioned in the clause 1 above, and upon the successful completion of the training to the satisfaction of the company, the company may at its discretion offer you employment with the company as PART TIME TRAINEE CREW MEMBER. In the event the company decides to offer you employment it shall be intimated to you at the time the offer of employment is extended to you.
3. Your period of training, may be extended at the discretion of the Company, for an additional period of one month. At any time during the period of training (including any extension) or at the end of such period, if your work or conduct is not found satisfactory, your training may be terminated by the Company without notice.
4. During the period of your employment with the Company, you shall be required to report for work and perform your duties at the time and hours intimated to you by the management. In view of the nature of the work and your responsibilities, the Company shall have the right to change your work timings, as considered appropriate by the Company. The Company also reserves the right to post you at any McDonald's restaurants operated by it or its affiliated companies.



CIN : U55101MH1995PTC091422
T : +91-22-4913 5000
F : +91-22-4913 5001
E : info@mcDonaldsindia.com
W : www.mcDonaldsindia.com
www.westlife.co.in

Hardcastle Restaurants Pvt. Ltd.
Regd. Office : 1001, Tower-3, 10th Floor,
One International Center,
Senapati Bapat Marg,
Prabhadevi,
Mumbai - 400013.
India



To,
Mr. ROHIT PAWAR,
ROOM -1 HANISBHAI COMPOUND GALLI 2 KANYAPADA FILM CITY ROAD NEAR GOKULDHAM MARKET MUMBAI 400063
ROOM -1 HANISBHAI COMPOUND GALLI 2 KANYAPADA FILM CITY ROAD NEAR GOKULDHAM MARKET MUMBAI
400063,
MUMBAI - 400063.

Phone :9324566150

Dear Mr. ROHIT PAWAR,

Subject: Appointment as PART TIME TRAINEE CREW MEMBER

We are writing with reference to your recent discussions, and are pleased in offering you appointment with Hardcastle Restaurants Private Limited as PART TIME TRAINEE CREW MEMBER on the terms and conditions set out below:

1. Your appointment with the company shall be with effect from 03-Mar-2022.
2. You will be on training for a period of three months from the date mentioned in the clause 1 above, and upon the successful completion of the training to the satisfaction of the company, the company may at its discretion offer you employment with the company as PART TIME TRAINEE CREW MEMBER. In the event the company decides to offer you employment it shall be intimated to you at the time the offer of employment is extended to you.
3. Your period of training, may be extended at the discretion of the Company, for an additional period of one month. At any time during the period of training (including any extension) or at the end of such period, if your work or conduct is not found satisfactory, your training may be terminated by the Company without notice.
4. During the period of your employment with the Company, you shall be required to report for work and perform your duties at the time and hours intimated to you by the management. In view of the nature of the work and your responsibilities, the Company shall have the right to change your work timings, as considered appropriate by the Company. The Company also reserves the right to post you at any McDonald's restaurants operated by it or its affiliated companies.



CIN : U55101MH1995PTC091422
T : +91-22-4913 5000
F : +91-22-4913 5001
E : info@mcDonaldsindia.com
W : www.mcDonaldsindia.com
www.westlife.co.in

Hardcastle Restaurants Pvt. Ltd.
Regd. Office : 1001, Tower-3, 10th Floor,
One International Center,
Senapati Bapat Marg,
Prabhadevi,
Mumbai - 400013.
India.



OMEGA ROLLING MILLS PRIVATE LIMITED

(An ISO 9001:2015 Certified Company)

CIN : U99999MH1987PTC044819

MFERS : COPPER RODS, WIRES, BUS BARS, FLATS, STRIPS, SECTIONS & PROFILES



OFFER LETTER

Ref No: ORMPL/22-23/132

Date: 31.12.2022

Dear Mr. Harsh Munjani,

With reference to your application and the subsequent interview held with our HR and Senior Manager Accounting and Banking. We are pleased to provide you an Offer for the post of Accounts Assistant with following terms and conditions.

Salary Structure – Aditya Lad		
Salary Structure	P. A	P.M
Basic Salary	1,56,000	13,000
House Rent Allowance	78,000	6,500
Medical Allowance	24,000	2,000
Gratuity as per Gratuity Act (Payable after completion 5 years of Service)	7,500	NA
Bonus as per Bonus Act (Payable yearly as per the Attendance)	13000	
PF Employer Contribution	23,400	
ESIC Employer Contribution		
CTC (Cost to the Company)	3,01,900	NA
Monthly salary as per calculation above		21,500
Less: Deductions		
PF Employee Contribution		1,800
ESIC Employee Contribution		
Profession Tax		200
Monthly Pay Cheque (Subject to TDS)		19,500

Your key responsibilities will be as follows: -

Job Description
1. Personal Banking updation in Tally.
2. Utility Payment Tracking.
3. Bill Booking JV entries etc.
4. Utility Mis.
5. Monthly Cash withdrawal cheques confirmation.
6. LIC/Medicaid/PF portfolio
7. Closing balance certificates
8. Loan Confirmations Yearly
9. Bonanza Portfolio



MFRRS : COPPER RODS, WIRES, BUS BARS, FLATS, STRIPS, SECTIONS & PROFILES

10. Filing System

It will be your responsibility to keep the Management informed at all times.

You will make yourself familiar with all the existing policies & rules of the company. Also, further any changes will be acceptable from time to time and here by acknowledge your adherence.

You will get a weekly off and holidays as declared by the Company. You will be entitled to avail paid leave in a year, as per Company norms. Leave encashment is not applicable.

You will be on probation for a period of 3 Months as per Company's policy and will not be entitled to any paid leave whilst on probation. On satisfactory completion of your probation, you will be confirmed, in the services of the company.

1. Notice Period

During the probation period your services may be liable to be terminated by the company with immediate effect, without assigning any reason whatsoever and without giving any notice.

2. Professional Ethics & Confidentiality:

You will not utilize or divulge to any person/s or competitors any data in any form, pass words, trade practices or know how of the company. If you are found to be engaged in any such activities and if found guilty of fraud, dishonesty, or behave disorderly, or any other conduct considered by us as deterrent to our interest, your services may be terminated without notice and the company shall be entitled to recover damages from you and Legal action may be initiated.

3. IT Security Practice & Procedures:

While you are in the services of the company, you will adhere to the I T Security Practice & Procedures by the company from time to time.

4. Transfer:

The Company shall have the right to transfer you to any of its offices in India.

5. Termination of Employment:

Your services with the company are liable to be terminated in the event of

- a) Any breach of the conditions mentioned in this letter on your part.



OMEGA ROLLING MILLS PRIVATE LIMITED

(An ISO 9001:2015 Certified Company)

CIN :- U99999MH1987PTC044819

MFBS : COPPER RODS, WIRES, BUS BARS, FLATS, STRIPS, SECTIONS & PROFILES



- b) Any incorrect information furnished by you.
- c) Suppression of any material information by you.

Even after Confirmation your services may be liable to be terminated by the company with immediate effect, without assigning any reason whatsoever and without giving any notice in case of breach of Contract and breach of Trust. Management also reserves the right to take Legal action against unauthorised absence and/or abandonment of duty or arising out of any performance/disciplinary issue termination without any prior notice.

Company is entitled to terminate the Employment by giving 30 (thirty) days' notice and in case you decide to leave the companies' services, you will be required to give 30 (thirty) days' notice or pay an amount equivalent to 30 (thirty) day's gross salary in lieu of the notice period.

6. Retirement:

In Accordance with the Retirement, every employee shall retire from the service of the Organisation on the last day of the month in which he attains the age of 60 years or if required can be extended with the discretionary power of Management.

7. General:

Your appointment and/or your continuation in employment are subject to your being found medically fit.

You will be bound by the rules and regulations of the company in existence and the changes made from time to time.

You will keep us informed of any change in your residential address and contact details.

Please sign the duplicate copy of this Appointment letter and return the same as a token of your acceptance.

With warm wishes, and looking forward to a long and rewarding association.

I have read all the terms and conditions of the offer and I confirm my acceptance.

Mr. Harsh Munjani

For Omega Rolling Mills Private Limited

Authorised Signatory





SmartShift Logistics Solutions Private Limited

Corporate Office: 2nd Floor, "Sona Tower", Bearing No. 2, 26-27, 3 Krishna Nagar Industrial Area,
Hosur Main Road, Bengaluru - 560029, Karnataka

OFFER LETTER

07-03-2022

Dear NISHITA DILIP TALPALLI,

Please refer to the interview you had with us. We are pleased to offer you the position of Business Executive in our organization at CC Office, Mumbai, Maharashtra, India, (Registered Office) on the terms and conditions discussed and mutually agreed upon during the interview.

Your remuneration as decided would be Rs. 216032 /- as annual CTC with statutory deductions, as applicable and inclusive of all the statutory payments, as applicable under the Payment of Bonus Act, 1965. A detailed appointment letter containing the breakup of annual CTC, terms and conditions of the appointment will be issued to you upon joining.

Please revert to us with the acceptance of this letter within 48 hours of issue of the letter. You should report for joining on or before 08-03-2022. If you fail to join us on/ by the above mentioned date, this offer shall stand revoked & automatically cancelled without any further communication. Please note that your appointment will be subject to a favorable background check by us. In case of any discrepancy in the background check, your offer shall stand cancelled automatically. **You must have your own computer system with the required configuration of hardware, software along with a smartphone. You also must possess an internet broadband/stick active connection with a minimum speed of 30 Mbps.**

Please note that the following details and documents (whichever applicable) are mandatory for your joining formalities to be completed:

1. PAN and Aadhaar (number and copy)
2. Cancelled cheque and bank details (bank name, account number and IFSC Code)
3. Educational Documents (10th, 12th and highest qualification)
4. Previous Company Offer Letter
5. Previous Experience/Resignation Acceptance Letter
6. UAN Number
7. Pension Applicability
8. Covid Vaccination Details and certificate
9. Passport size photo

Thanking you,

Yours truly

For **SmartShift Logistics Solutions Pvt. Ltd.**

Rizwan Khan

Vice President- Human Resources



SmartShift Logistics Solutions Private Limited

Corporate Office: 2nd Floor, "Sona Tower", Bearing No. 2, 26-27, 3 Krishna Nagar Industrial Area,
Hosur Main Road, Bengaluru - 560029, Karnataka

Annexure I: Breakup of Annual CTC

SALARY COMPUTATION		
Components	Per Annum	Per Month
Basic	154800	12900
HRA	22046	1837
Statutory Bonus	12895	1075
Gross	189741	15812
Provident Fund	20124	1677
Esic	6167	514
CTC	216032	18003
Total CTC	216032	

Registered Office: No. A - 501, A - 502, B - 504, B - 505 and B - 506, Fifth Floor at Universal Business Park, Chandivali Farm Road,
Off. Sakl Vihar Road, Andheri (East), Mumbai - 400 072, Maharashtra

CIN: U74999MH2014PTC306120

Contact us at:- Email: info@porter.in Website: www.porter.in

PRIVATE & CONFIDENTIAL

30-June-2022

Diksha Digambar Arolkar

Room No - 5, Parvati Vishnu Janathe Chawl,
Sant Kabir Marg, Dnyaneshwar Nagar, Dahisar,
Mumbai - 400068

Dear Diksha,

We are pleased to offer you employment with Raheja QBE General Insurance Company Limited, registered office at Ground Floor, P & G Plaza, Cardinal Gracious Road, Chakala, Andheri (East), Mumbai, Maharashtra – 400099 (hereafter called the "**Company**"), subject to the following terms and conditions and to satisfactory references, employment history verification, and background checks as required by the Company.

1. Engagement

The commencement date of your employment under this Employment Agreement is 1st August 2022.

Your initial role is as **Associate – Claims** and you will be reporting to the Chief Manager - Claims COE. The reporting requirements of this role may vary from time to time in accordance with the needs of the Company.

The primary responsibilities and duties of the position of Associate – Claims as well as such other changes / responsibilities and duties as may be assigned to you from time to time.

2. Probationary Period

You shall undergo a probationary period of six months from the commencement date of your employment. During the probationary period, this Agreement can be terminated by either party by giving thirty days of notice in writing or payment in lieu of notice to the other party. The Company may terminate your probationary employment at any time before the expiration of the probationary period by giving thirty days of notice in writing for your unsatisfactory performance or for causes provided by law.

3. Work Location

You will be based in Corporate Office, Mumbai although you may be required to perform your duties at other locations from time to time and to travel on company business when the need arises, including overseas.

4. Work Schedule

Your official hours of work will be from 9 a.m. to 5.30 p.m., Monday to Friday inclusive, with half-hour break for lunch each day. Days to be worked over a calendar week and daily start/finish times can be varied as advised by the Company from time to time, taking into account business requirements.

From time to time, and based on the business needs of the Company, the Company may request that you work additional hours or on your rest days [without remuneration]. Your execution of this Employment Agreement acknowledges your agreement to work additional hours or on your rest days as requested by the Company, subject to applicable laws.

5. Re-Assignment

The Company may re-assign or second you, temporarily or permanently, with or without additional remuneration, at any time to an equivalent role for which the Company judges you to be suitably qualified and experienced, either within the Company or on secondment to any of its related corporations (a **RQBE Group Company**) or other entities that the Company may specify from time to time.

Unless otherwise agreed to in writing, your assignment (or subsequent re-assignment) within the Company, or secondment to a RQBE Group Company or other entity, will not affect the terms and conditions of this Employment Agreement.

Any re-assignment or secondment pursuant to this Employment Agreement will not constitute termination of this Employment Agreement or your employment with the Company.

6. Remuneration

(a) Your annual fixed CTC is **INR 3,10,000** which will be paid in 12 monthly instalments.

(b) Please note that although you will be ultimately responsible for any tax liabilities that may arise in relation to this payment, the Company will deduct all relevant taxes from any payment to be made to you in accordance with local statutory requirements.

(c) Your next salary review date will be 1st April 2023. Provided that your commencement date with the Company is on or before October 31 of the current performance year. The Company is under no obligation to increase your salary following any review.

7. Incentive Arrangements

The Company operates an incentive scheme which is designed to reward achievement of key business drivers and individual performance objectives. Provided that your commencement date with the Company is on or before October 31 of the current performance year, you will be eligible to participate in the Company's incentive arrangements for the year. The total reward available to you under the incentive arrangements is described below.

A Bonus Plan (BP) delivered in cash, for meeting business financial targets and individual performance objectives under the Company's Performance Management Process (PMP). Your initial bonus target is 10% of your annual base salary (ABS). The maximum STI opportunity that you may be awarded is 10% of your annual base salary (ABS).

All incentive plans continue to be awarded on an annual basis and are reviewed every year. Your initial level of participation to apply for the 2022-23 performance year therefore does not constitute any permanent entitlement to participate at this level in future years. All incentive plans operate at the discretion of the Board Remuneration Committee and can be subject to change. Detailed terms and conditions of the 2022-23 Bonus plans will be provided to you when available.

The Company reserves the right to alter or withdraw any incentive scheme at any time. RQBE also retains the ultimate discretion in assessing and determining payments under any such incentive scheme. The incentive scheme and incentive payments do not constitute part of your employment terms or remuneration package.

8. Leave

8.1 Annual Leave

You will be entitled to 24 working days of annual vacation leave per calendar year from your date of commencement with the Company.

For calendar years in which your employment commences or terminates, your annual leave entitlement will be pro-rated based on your length of service in the relevant year.

Leave must be taken in accordance with any Company Annual Leave Policy and at a time agreed between you and your manager.

When your employment terminates, you will be required to pay to the Company the equivalent salary for the annual leave that you have taken in excess of your accrued entitlement. The Company will pay you the equivalent salary for the leave you have not taken.

8.2 Sick Leave

You are entitled to 10 days sick leave in accordance with any Company Sick Leave Policy, terms of which may be varied by the Company from time to time. You are required to produce a medical certificate from a registered doctor in order to be entitled to payment of a sickness allowance for any accrued sick leave.

8.3 Casual Leave

You are entitled to 8 days casual leave in accordance with Company Casual Leave Policy, terms of which may be varied by the Company from time to time.

8.4 Paid Public Holidays

You are entitled to public holidays gazetted, or otherwise published by the relevant authorities in India, as communicated by the company.



9. Medical Benefits

The Company will cover under the Company's medical and insurance benefits. Benefits will be subject to the rules of the plan and terms of applicable insurance policy, which may be varied from time to time, and are conditional upon you complying with and satisfying any applicable requirements of insurers.

10. Life Insurance

You will be covered under the Life Insurance cover, as per applicable policy.

11. Provident Fund/Social Security Arrangements

The Company will contribute as required by law to any Provident Fund or social security arrangements in place in the jurisdiction in which you are employed.

You may be entitled to join a Provident Fund as per the provisions of the Employee's Provident Funds and Miscellaneous Provisions Act 1952 or as may be determined by the Company under its Mandatory Provident Fund Scheme, as applicable to you.

(a) Gratuity Benefit

You may be eligible to receive a Gratuity benefit as per the provisions of the Payment of Gratuity Act 1972 and Amendments.

12. Confidentiality

In entering this Employment Agreement, you agree and undertake:

- (a) to maintain the confidentiality of the contents of this Employment Agreement, and
- (b) that at all times during and after your employment under this Employment Agreement you will keep confidential and not disclose any Confidential Information to any person other than in the performance of your duties, as required by law or with the prior written consent of the Company; and
- (c) that you will not at any time during or after your employment under this Employment Agreement use any Confidential Information for the benefit of any person other than the Company except where authorized to do so by the Company; and
- (d) that immediately upon the request of the Company or upon the termination of your employment with the Company you will deliver to the Company all Confidential Information, stored in hard copy or in any electronic, magnetic or optical form, which is in your control or possession.

For the purposes of this Employment Agreement, "**Confidential Information**" means any trade secrets, technical knowledge, concepts, ideas, designs, innovations, inventions, programs, processes, business systems, procedures or manuals, financial information, data bases, data surveys, customer and supplier details and lists, pricing and costing information, sales plans or marketing plans, campaigns projects or proposals, research, software, corporate data, employee information or other information concerning the Company, related entities or any of their respective customers or supplies, except for information which is publicly available, other than due to a breach of this Employment Contract.

You are bound by the Company's Code of Conduct and Employee Regulations for the Company, as may be varied from time to time.

13. Intellectual Property and Moral Rights

(a) All Intellectual Property rights arising from or in relation to any Works created or developed by you during the course of or in connection with your employment (whether alone or with others) will belong to the Company, and you agree to immediately disclose to the Company any and all such Works.

(b) You agree to provide an unconditional and irrevocable consent to the Company that all existing Intellectual Property rights, title and interest in all Works created or developed by you during the course of or in connection with your employment (whether alone or with others) are vested in the Company and, upon their creation, all such future rights will vest in the Company. You agree to execute all documents and do all acts and things that are necessary, required or desirable to secure any Intellectual Property rights of the Company.

(c) You waive any moral rights in the Works and consent (for the Company's benefit) to any and all acts or omissions (whether occurring before or after this consent is given) in relation to all Works made or to be made by you in the course of or in connection with your employment which might otherwise infringe your moral rights in any or all of those Works.

(d) You warrant that you have given this consent and undertaking genuinely, and without being subjected to any duress by the Company or any third party, and without relying on any representations other than those expressly set out in this Employment Agreement.

For the purposes of this Employment Agreement:

"Intellectual Property" means all forms of intellectual property rights throughout the world including any copyright, registered patent, patent application, patentable idea, circuit layout, plant variety right, rights in designs, computer software, database rights, trade mark, domain name and confidential information including know-how, technology and trade-secrets and all other like or equivalent rights or forms of protection which subsist or will subsist now or in the future in any part of the world.

"Works" means all records, inventions, designs, drawings, plans, software, hardware, reports, documents, systems, improvements and all other information or materials in whatever form, including hard copy and electronic form.

14. Employment during Notice Period

If notice is given to terminate the employment, then the Company may direct you not to perform any duties for part or all of the notice period; require you to remain away from the Company's premises; and, to the extent permitted by law, change your title.

15. Termination

After completion of your probation, your employment may be terminated by either party giving the other three months notice in writing. The Company may elect to pay you in lieu of part or all of your notice period (calculated on your base salary at the time notice is given).



16. Termination Without Notice

(a) The Company may terminate your employment without notice or payment in lieu of notice at any time if:

i. you commit any material breach of your obligations as set out in this Employment Agreement (including in relation to Confidential Information and performance);

ii. you disobey without proper legal reason a lawful direction of the Company;

iii. you are guilty of serious misconduct;

iv. you materially fail to perform your duties;

v. you engage in conduct which the Company reasonably considers is likely to damage the Company's reputation;

vi. you engage in discriminatory, harassing, bullying or violent conduct;

vii. you commit any act of dishonesty such as embezzlement, theft or fraud involving the Company's assets or property;

viii. you are found guilty by a court of a criminal offence; or

ix. in any circumstances that would give the Company the right to terminate your employment without notice under local laws.

(b) If your employment is terminated summarily without notice or payment in lieu of notice, you will be paid up to the date of termination.

17. Requirements following Termination

(a) Upon termination of your employment with the Company, for any cause, you must immediately return to the Company or its authorized representative, all of its property including equipment, correspondence, documents, records, data software, disks and other information-storing mediums, specifications, models and all copies, summaries, notes and reproductions thereof, any other property belonging to or relating to the business of the Company which are in your possession, custody or control.

(b) Without limiting the Company's other rights under this Employment Agreement, you also agree that the Company may set off any monies due to you against any monies owed by you to the Company or withhold any monies due to you until you have paid any monies owing by you to the Company, including but not limited to, any outstanding loans, advances, expenses, education costs, relocation costs incurred, the costs of repairing any damage or loss to any Company property caused by you (and/or recovering the same) or leave provided in advance, except for amounts the Company is not entitled by law to withhold or set off.

(c) On termination of your employment (which terminates this Employment Agreement except for the provisions in relation to Confidential Information, Intellectual Property, moral rights and any Post Employment Restrictions), and unless otherwise specifically provided in this Employment Agreement, you are not entitled to receive any further compensation, whether by way of redundancy pay, severance pay,



salary, wages, bonuses, damages or otherwise, other than any amounts required to be paid under applicable legislation.

(d) On termination of your employment for any reason, you must resign from any directorships, offices or other positions you may hold in relation to the Company or any RQBE Group Company without claim for compensation for loss of office. You will execute any document that may be required by the Company for the purpose of effecting those resignations or authorise the Company Secretary, or any other authorised officer, of the Company to do all things necessary to give effect to such resignations on your behalf.

18. Privacy of Information

(a) For The Company may collect, use, store, process and disclose your personally identifiable information, including Sensitive and Personal Data or Information (as defined under the rules enacted under the Information Technology Act 2000) ("SPDI") about its employees in furtherance of its business, including various human resource and other management purposes.

(b) These purposes may include: provision of benefits, remuneration and payroll; facilitating performance management, promotion and career development activities; training; ensuring workplace health and safety; retaining emergency contact details; recording membership of professional associations and the evaluation of the Company or its business by a potential acquirer or strategic partner.

(c) Personal information includes personal information collected prior to employment (such as applications for employment, interview records etc) and personal information collected during employment (such as documents, correspondence, leave information, pay and remuneration details, performance reviews, etc).

(d) Where necessary for particular administrative purposes, personal information may be transferred by the Company to a Group Company in India or other countries, the Company's insurers and other organisations engaged to assist the Company in human resources administration or to provide employee benefits. This includes any travel agency that the Company may appoint for domestic or international travel arrangements.

(e) Some countries to which information may be sent might not have the same privacy legislation as those of India. However, information will only be transferred to, or stored or processed by, entities that ensure at least the same level of data protection that is adhered to by the Company. Such entity will comply with the International Security Standard ISO 270001 and such other such reasonable security practices and standards as may be required under the (as defined under the rules enacted under the Information Technology Act 2000)."

(f) By agreeing to this Employment Agreement, you consent to the Company collecting, using and disclosing your personal information as outlined above and forwarding your personal information externally or internationally where necessary.

19. Workplace Surveillance

(a) The Company will provide various forms of electronic communication and information technology devices and services, including, but not limited to, e-mail, telephones, voicemail, fax machines, Internet, and the servers, computers and software that support them, smart phones, digital tablets, digital

(b) reading or access devices ("**Systems**"). All Systems and all information or data stored, accessed or sent using the Systems are properties of the Company.

(c) You acknowledge that the Systems are meant for use in furtherance of your employment and that you have no expectation of confidentiality or privacy in your usage of such Systems. Please note that for reasons including the safety and protection of employees, video surveillance and monitoring of telephone calls does occur in some locations and areas of the Company's operations. System surveillance is carried out pursuant to the Company's policies. Any information transmitted or received by the Company's Systems may be monitored and in appropriate circumstances, blocked. By agreeing to this Employment Agreement, you consent to the Company carrying out System surveillance.

(d) If you are in a position in which telephone monitoring occurs, then you will be advised of the fact in advance by your Manager.

(e) For the purposes of its business (including and not limited to quality control, monitoring of policy compliance and unauthorized use and checking messages during periods of absence), communications made by or to you using the Systems may be monitored or recorded or disclosed by the Company to any third party.

(f) The Company is not bound to protect your privacy with respect to any information transmitted over, received by, or stored in any System. Anything that you do using the System might be disclosed to people inside and outside the Company. Accordingly, you are encouraged not to use your personal email accounts with the Systems or use the Systems to store, process, transmit or otherwise deal with, any SPDI failing which you consent to the disclosure of, storage by and processing of such SPDI by any third parties.

20. Camera Surveillance

a. You acknowledge that you have no expectation of privacy in publicly accessible areas of the Company's workplaces, which may include your workspace. To promote safety and security of people and property, the Company uses camera surveillance to monitor its buildings / workplaces.

b. These cameras operate by recording main access to business areas and customer contact points to provide security for employees and property.

c. Camera surveillance operates on a continuous and ongoing basis.

d. Footage from the surveillance cameras is the property of the Company and you hereby consent to such video surveillance

21. Warranties by Employee

You warrant that:

a. you have disclosed to the Company information about any possible restrictions on you performing the duties set out in this Employment Agreement; Other than what you have disclosed to the Company, you are not restricted from performing the duties for the Company in connection with a restrictive covenant or other non-competition obligation owed to anyone, or a restriction imposed on you concerning the use of any information or the intellectual property rights of anyone;



- b. you will continue to observe and comply with any contractual obligations of confidentiality and/or post-termination restrictions under any agreement or employment letter with any former employer(s);
- c. the credentials and information provided by you to the Company (or to the Company's agent) in connection with your qualifications and ability to perform the duties pursuant to this Employment Agreement are true and correct; and
- d. you are not an unlawful resident, and either are a citizen of India or have all immigration approvals necessary entitling you to accept employment and perform the duties required under this Employment Agreement.

22. Performance

You will at all times faithfully, industriously and satisfactorily perform all duties that may be required of you, pursuant to the express and implicit terms of this Employment Agreement and comply with our Employee Handbook and Code of Conduct made known to you at the commencement of your employment.

You agree to devote full time and attention to your work and, at all times, protect and maintain the name, reputation, integrity and goodwill of the Company and any RQBE Group Company, undertaking to commit no act or omission that will tarnish or bring dishonour or prejudice to the Company. To this end, you agree that you shall not serve or accept any other employment, directly or indirectly, in any manner for the whole duration of your employment with the Company.

23. Taxes

Although all taxes payable upon monies, share awards and benefits received from the Company during your employment shall ultimately be borne by you, the Company will deduct all relevant tax in accordance with and to the extent required by law. If the Company is not required to deduct tax from any amounts paid to you, you are responsible for remitting the appropriate tax to the tax authorities.

24. Other Conditions of Employment

To the extent that any labour laws and regulations relate to your employment in India, they do so as a matter of law and are not contractual terms, unless otherwise specified in this Employment Agreement. In entering this Employment Agreement, you agree to comply with the policies and procedures of the Company and any RQBE Group Company (as applicable), as varied or added to from time to time. To the extent that the contents of policies or procedures refer to obligations on you or the Company, you agree that they are guides only and are not contractual terms, conditions or representations on which you rely.

No addition, variation or modification of any provision of this Employment Agreement will be of any force or effect unless agreed upon in writing and signed by both parties.

25. Governing Law

This Employment Agreement shall be governed by and construed in accordance with the laws of India.

26. Entire Agreement

This Employment Agreement together with any attachments, records the agreement between the parties. No previous negotiations, understandings, contracts, agreements, representations, warranties,



memoranda or commitments will affect the terms and conditions of your employment by the Company.

No oral explanation or information provided by either party to the other shall:

- (a) affect the meaning or interpretation of this Employment Agreement; or
- (b) constitute any collateral agreement, warranty or understanding between any of the parties to this Employment Agreement.

27. Acceptance of this Offer

As formal confirmation of your acceptance of employment and the foregoing terms and conditions, and to signify your understanding thereof, please sign and return to us the duplicate copy of this Employment Agreement within one week from the date of this letter.

We are excited about the prospect of you joining us at RQBE and very much hope our offer will be acceptable to you.

If you have any questions about this letter or its contents or in relation to your employment generally, please contact HR Team.

Yours sincerely,

For and on behalf of

Raheja QBE General Insurance Co. Ltd

Saba Adil

Chief People Officer and Chief Risk Officer



ACCEPTANCE OF OFFER

I confirm I have read and understood the above terms and conditions of this Employment Agreement and the attached schedule. I hereby accept the offer and the terms and conditions set out in the Employment Agreement.

Signature : _____
Name : **Diksha Digambar Arolkar**
ID Card no / Passport no. : _____
Date : _____



Salary Details

Name: Diksha Digambar Arolkar	
Designation: Associate – Claims	
Grade Level: 6d	
Particulars	Amount (INR)
Basic	1,08,500
House Rent Allowance (HRA)	54,250
Leave Travel Allowance (LTA)	9,038
Special Allowance	96,899
Statutory Bonus	14,494
Annual Base Salary (ABS)	2,83,181
Provident Fund (Company Contribution)	21,600
Gratuity	5,219
CTC (Annual)	3,10,000

Notes :

Provident Fund is as per statutory provisions of the applicable EPF Act

Gratuity is as per Payment of Gratuity Act, as applicable, if and when payable

Taxes as applicable

Reliance SMSL Limited

Ref No. HR/AUG/22/K1/60520951/1001290492

Date: 08.08.2022

Aditya Dinkar pawar

Offer-cum-Appointment Letter

Dear Aditya,

This is with reference to your application and subsequent Test and Interviews you had with us. We are pleased to offer you an appointment as **CSA Central Stores** in the employment of the company subject to your joining on or before **11.08.2022**. The offer shall automatically lapse if you do not join. Reliance SMSL Limited is engaged in the business of providing outsourced human resource services to their clients. Accordingly, you are assigned to our client to work as **CSA Central Stores** in Grade **K1** and shall perform duties that are assigned to you in connection with the Clients' business at their premises as may be advised from time to time. You will receive an Annual Gross Compensation (including Basic and allowances) of **Rs. 156000/- per annum** as below:

	Rs. per month
Basic	6500
HRA	6500
Conveyance Allowance	
Monthly Gross	13000
Annual Gross	156000

You will be covered by applicable statutory benefits such as PF, ESI and Bonus etc. The compensation is subject to prevailing tax and other laws, policies, rules and guidelines. You are expected to keep your compensation strictly confidential.

Your appointment and subsequent continuation of employment with the Company is strictly based on your consistent delivery on the agreed performance parameters and compliance with the values and guidelines of the organization. The tenure of your employment shall be subject to the requirement of the services provided by us to our client and shall also be subject to the requirement of deputation or completion of the project with the client.

The terms and conditions in this letter and the annexures thereto will form terms of appointment upon your joining.

Please sign and return a copy of this letter as a token of your acceptance of the terms and conditions of employment and return the same to HR at the earliest.

Please note the documents to be submitted on your date of joining as part of joining compliance.

We wish you a long successful association with us.

Yours faithfully,

For Reliance SMSL Limited



Authorised Signatory

Signature of the Employee:

Encl: Terms and Conditions of Employment - Annexure - I

Reliance SMSL Limited (formerly Strategic Manpower Solutions Limited)
CIN: U74999MH2007PLC187704

Registered Office: 3rd Floor, Court House, Lokmanya Tilak Marg, Dhabli Talao, Mumbai-400 002, India. Phone: +91 22 67673800

Reliance SMSL Limited

Annexure - I

TERMS & CONDITIONS OF EMPLOYMENT

1. Your employment is subject to being declared and remaining medically fit by a Medical Officer or by a Doctor specified by the Establishment. The Establishment has the right to get you medically examined by any certified Medical practitioner during the period of your service. In case you are found medically unfit to continue with the job, you will lose your lien on the job and your employment will come to end on the day you are found medically unfit by the Medical Officer.
2. Your appointment is based on the basis of the particulars such as qualifications etc. given by you in the application for employment. In case any information given by you is found false or incorrect, your appointment will be liable for termination without any notice or salary in lieu of notice.
3. The address as indicated in your application for appointment shall deem to be correct for sending any communication to you. Every communication addressed to you at the given address shall be deemed to have been served upon you. You will immediately notify change of address, if any.
4. All the above emoluments should be reduced to the extent of absence without leave or leave without pay. Only Basic Salary shall be reckoned for computing the contribution to the Provident Fund.
5. You are required to submit the following documents, if the same have not been submitted earlier
 - a. Certificates in support of Educational / Professional Qualifications, Experience, Date of Birth and other testimonials in original together with copies thereof;
 - b. Copies of your passport photographs with grey background;
 - c. Copy of Passport / Ration Card / Voter's ID / driving license or any other document as proof of your residence and photo identity.
6. You have hereby given no objection in the Company(Or its group Companies and associates) sharing your personal information and documents, including but not limited to Aadhar number, other Government issues ID number such as Voter ID, PAN card, DL, name, gender, date of birth, addresses, mobile number, email, education record and employment record with any Reference / Antecedent Verification Organization that Reliance Retail has appointed time being or anytime later for the purpose of background checks and verifications, in order to avail services such as employment / training / management / payment / credit / insurance / house on rent / vehicle on rent, etc.
7. You have hereby authorized the Company or any agency/ agencies appointed by them from time to time to store your personal information on their platform, which will be accessible to the Company or its service provider for which this consent is being obtained. The Company or its service provider and their authorized users / partners / affiliates / contractors can access and update your digital record on such platform, including data, documents, certificates, verification reports, reference s, testimonials, etc. and can use related services provided via such agency. You have understood that agency will ensure security and confidentiality of the same.
8. You also agree that your digital record including references, testimonials and verification reports on such agency platform will only be available to any other users of the platform if/when you provide your explicit consent for the same. You have also understood that you have the option of deleting your digital record from such agency database.
9. Your No Objection will be coterminous with the arrangement between the Company and any agency / organization engaged by the Company for Reference / Antecedent Verification of your current and past employments.
10. In order to ensure the uniformity and maintenance of a good ambience before the Customers of the Establishment, the Establishment may at its option provide you with some standard dress code. You shall be present at all the times in a neat and tidy manner.
11. You are expected to keep your salary package strictly confidential and not to share any information regarding the salary.

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Reliance SMSL Limited

12. During your tenure with the company and based on your job profile, you might be granted access to various IT applications with a unique user id and password. These credentials will be unique to you and cannot be shared with anyone. You will be solely responsible and accountable for any information loss/sharing or breach of confidentiality in any way which has occurred due to the misuse of your credentials.
13. You will be covered by the service rules and regulations including conduct, discipline and administrative orders and any such other rules or orders of the client or Company as the case may be that may come in force from time to time. You shall observe discipline and rules of conduct applicable at the client's establishment of your posting.
14. You shall be entitled to leave and other benefits as per the rules and regulations governing client's establishment where you will be working. You will be entitled to a weekly off as may be notified from time to time. The weekly holiday may be staggered and determined as per the roster.
15. You will be governed by the working hours prevailing at the establishment of your working. You will be notified your actual duty timings from time to time. You shall report and be present, accordingly at the client's designated location. You will be required to work in any of the shifts during the day or night. Your working hours may be staggered and you may be required to work in spells in the morning and evening. In case you being a female employee you shall be provided with due security escort up to your residence in case you work beyond 9 pm.
16. You will be required to work on any day of the year, including festival holidays, in the establishment of your posting. You will be allowed a weekly off in accordance with law on any one of the days in the week, as per the schedule notified.
17. Your employment is transferable to any other place / establishment / department / division / unit / branch / subsidiary / affiliate of our client / associate. However, such transfer will not entail any increase in your salary and / or adversely affect your emoluments.
18. In normal course you shall retire from the services of the organization on attaining the age of 58 years.
 - a. If you absent yourself without leave or remain absent beyond the period of leave originally granted or subsequently extended, you shall be considered as having voluntarily terminated your employment without giving any notice unless you:
 - b. Return to work within 8 days from the commencement of such absence and
 - c. Give an explanation to the satisfaction of the Management regarding such absence.
19. You will initially be on probation for a period of Six months, which may be extended or reduced at the sole discretion of the Management. During the period of probation, the appointment is terminable by giving one month in writing by either side or payment of one month's Basic salary in lieu thereof. On completion of initial probation period till such time that you are intimated in writing regarding your confirmation, you shall continue to be on probation. After confirmation, your services are liable to be terminated at any time without assigning any reason as per the provisions of statute governing your appointment. In case you wish to resign you will give us the notice as per the provisions of the statute governing your appointment. You shall attend duties till you are relieved from service in writing. Waiving the Notice Period on resignation is at the sole discretion of the company.
20. Your services are liable to be terminated without any notice or salary in lieu thereof for misconduct, without being exhaustive and without prejudice to the general meaning of the term "misconduct" in the case of reasonable suspicion of misconduct, disloyalty and commission of an act involving moral turpitude, any act of in-discipline or inefficiency. You may be placed under suspension pending enquiry into the charges of misconduct or otherwise. The salary for the suspension period will be paid to you only when you are found not guilty of any of the charges for which you were suspended and not otherwise.
21. You will be bound by the code of conduct, rules, regulations and office orders in force and framed by the company from time to time in relation to your service conditions, which will form part of your service conditions and terms of employment.
22. You may be laid-off on payment of 50% wages on account of shortage of work, materials, electricity and similar other reasons.
23. You shall extend all cooperation to the client's employees, customers, representatives, etc. and do all such things diligently, faithfully and to the best of your skill and ability as may be necessary to serve the client and perform all the duties entrusted to you from time to time. We expect you to work with the high standard of initiative, efficiency and economy.

Reliance SMSL Limited



24. You shall engage yourself exclusively in the work assigned by the client, where you are posted for the time being and shall not take up any independent or individual assignments (whether the same as part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of your Business Unit Head. You will avoid any such issue which may result in a conflict between your personal interest and the interest of the client / company in dealing with suppliers, customers and all other organizations or individuals doing or seeking to do business with the client / company. You shall obey and comply with all the orders and directions given to you by your superior or any other person duly authorized in that behalf at the place of your posting. You shall obey all the rules and regulations, either statutory or otherwise, which are in vogue and may be notified from time to time.
25. You shall obey and comply with all the orders and directions given to you by your superior or any other person duly authorized in that behalf at the place of your posting. You shall obey all the rules and regulations, either statutory or otherwise, which are in vogue and may be notified from time to time.
26. You shall not at any time either during the contract of your employment or at any time thereafter divulge any information that came to you during the course of your employment without prior permission in writing.
27. As we are manpower service providers to others, in case of any eventuality of our business being closed or terminated, your job is also liable to be ended automatically.
28. You will not enter into any commitments or dealings on behalf of the client / Company for which you have no express authority nor alter or be a party to any alteration of any principle or policy of the client / Company or exceed the authority or discretion vested in you without the previous sanction of the client / Company or those in authority over you.
29. You may be selected and sponsored by the Company / or Client for familiarization / training assignments with our technical collaborators or any other institutions / organizations in India and/or abroad. You will diligently and beneficially take part in the training and such assignments. The cost of any such training shall be borne by the company and you may be required to sign a Service Bond for a minimum time for which you will serve the company. The company can recover the liquidated damages on the event of your voluntary resignation before the time as mutually agreed upon in the bond.
30. The Establishment considers harassment and discrimination of any nature to be an unacceptable form of behavior, which is not tolerated under any circumstances. All people have the right to work in an environment that is free from harassment and discrimination. Disciplinary action will be taken against anyone found to be guilty of harassing or discriminating against a fellow employee that may result in termination of employment.
31. You will be responsible for the safe keeping and return in good condition and order of all the properties of the company that may be in your use, custody, care or charge. For the loss of any property of the company or client in your possession, the company will have a right to assess on its own basis and recover the damages of all such materials from you and to take such other action as it deems proper in the event of your failure to account for such material or property to its satisfaction. You will hand over the charge of letter of Authority or Power of Attorney issued to you or any property / material of the company in your possession at the time of cessation of your employment with the Company.
32. All proprietary information / material of the client that is made known to you during the term of work assignment shall be received in confidence and you shall not disclose or, except in performing the services, use any such information / material. You agree that all information, correspondence, documents, material or items provided to you by the client or by us are provided to you in trust and on completion of project / assignment or termination of the service, you shall promptly return all such material to the client or company, as the case may be.
33. You shall be required to sign and abide by the Policy on Ethics & Code of Conduct with the Company and shall undertake to sign such declarations that the Policy may demand from time to time.
34. It is hereby expressly agreed and declared that this letter of employment shall be deemed to have been made at Mumbai and that any dispute or suit or action or proceedings whatsoever arising out of or under this letter of appointment or breach thereof or in respect of any matter or thing herein contained and any claim by either party against the other shall be instituted or adjudicated upon or decided by a court of competent jurisdiction at Mumbai.
35. In case of one / more clauses of this letter of employment becomes untenable, the same shall not render the letter of employment null and void in its entirety.

Reliance SMSL Limited (formerly Strategic Manpower Solutions Limited)
CIN: U74999MH2007PLC167704

Registered Office: 3rd Floor, Court House, Lokmanya Tilak Marg, Dhobi Talao, Mumbai-400 002, India. Phone: +91 22 67673800

Reliance SMSL Limited

36. The various clauses of this letter are to be read, understood and interpreted in its entirety and none of the clauses are severable from the remaining.

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Reliance SMSL Limited

I have read and / or have been explained the contents of the above contract of employment in _____ (language) and I hereby declare that I have fully understood the above terms and conditions and declare the same to be binding on me in its entirety and also give my consent to the clause no. 8 & 9 specifically.

Name : _____

Signature : _____

Date : _____

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CIN: U74999MH2007PLC167704

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Revok_Clothing

To,

Krish Yatin Vora

I am pleased to Inform you that you have been appointed in Redeem industries, as a Sales Manager in our sales & marketing Department from 28 December 2022. We consider that you will be a fine addition team to our sales team . As discussed over interview , you will be appointed as a full-time employee with starting salary Rs/-10000

We look forward to a mutually rewarding employment experience for you at redeem industries. It is our anticipation that you will find this position exciting and rewarding.

You will be required to sign a company confidentiality and Non-Compete Agreement, which is enclosed with attached commission schedule. To confirm your acceptance of this offer, please return a signed copy of the same.

If you have any question regarding this offer ,kindly contact me.

confidentiality and Non-Compete Agreement,
which is enclosed with attached commission
schedule. To confirm your acceptance of this offer,
please return a signed copy of the same.

If you have any question regarding this offer ,kindly
contact me.

Accept our congratulation.

Date:-

With
best
wishes
and
regards
,

Mr.
Rushab
h Lalwa
ni,

9082
5861
04
(revo
k202
2@g
mail.
com)

SJ VISION STUDIO



July 12 2022

D3/77 old mhada near
Janki Devi international school
Andheri West Mumbai 400081

To
VIVEK MADHIWAL

We are delighted and excited to welcome you at SJ VISION STUDIO as a Accounting Intern. At SJ VISION STUDIO, we believe that our biggest strength and we take pride in hiring only the best and the brightest. We are confident that you would play significant role in the overall success of the organization and we wish you the most enjoyable, learning packed and truly meaningful internship experience with SJ VISION STUDIO.

Your Appointment will be governed by the terms and conditions presented in Annexure A.

We look forward to you joining us. Also, please confirm your acceptance of offer over mail

Congratulations!

Sanket Janardhan Jadhav,
Founder & CEO,
SJ VISION STUDIO.

www.sjvisionstudio.com

Annexure A: -

You shall be governed by the following terms and condition of service during the internship with SJ VISION STUDIO, and those may be amended from time to time.

- 1. You are being hired as a Accounting Intern and Vishal Bagdwal will be your Reporting Manager and mentor during the internship. As a Fundraiser, you will be responsible for raising funds for the organization through your own personal network.**
- 2. Your joining date is 12 July 2022 and the duration of the internship will be 8 month. During this time, you are expected to devote your time and efforts solely to SJ VISION STUDIO work. You are also required to let your mentor know about your forthcoming events (if any) in advance so that your work can be planned accordingly.**
- 3. You will be working remotely for this internship. There will be online catch ups scheduled with your mentor to discuss the work progress and overall internship experience at regular intervals.**
- 4. All the work you will produce at or in relation to SJ VISION STUDIO will be the intellectual property of the organization. You are not allowed to store, copy, sell, and share or distribute it to a third party under any circumstances.**
- 5. We take data privacy and security very seriously to maintain confidentiality of any students, customers, clients, and companies' data and contact details that you may get access to during your internship will be your responsibility. SJ VISION STUDIO operates on zero tolerance principle with regards to any breach of data security guidelines.**
- 6. Communications will be completely through WhatsApp and two-way communication & Email is expected.**
- 7. You are expected to acknowledge the information, PDFs and messages sent on the group and update your Reporting Manager (Vishal) with your progress whenever asked to do so.**
- 8. During the appointment period, you shall not engage yourselves directly or indirectly or in any capacity in any other organization (other than your college).**

Date: 12 July 2022

Place: Mumbai

In the event of breach of this condition, this appointment is liable to be terminated forthwith by the organization.



9. Incentives are performance based. Incentive structure will be shared in two of days after the internship commences.

10. Under normal circumstances, either the company or you may terminate this association by providing a notice of 7 days without assigning any reason.

However, the company may terminate this agreement forthwith under situations of in-disciplinary behaviors.

11. You are expected to conduct yourself in utmost professionalism in dealing with your mentor, team members, colleagues, clients, and others and treat everyone with due respect.

12. SJ VISION STUDIO is a Non- Government Organization and we love people who like to go beyond the normal call of duty and can think out of the box.

Surprise us with your passion, intelligence, creativity, and hard work – and expect the appreciation & rewards to follow.

13. Expect positive and continuous objective feedback from your mentor and other team members and we encourage you to ask for and provide feedback at every possible opportunity. It's your right to receive and give feedback – this is the only way we all can continuously push ourselves to do better.

14. Have fun of what you do and do the right thing – both the principles are core of what SJ VISION STUDIO stands for and expect you to imbibe them in our day-to-day actions and continuously challenge us if we falling short of expectations no either of them.

15. This is a paid internship. You will be given 20% of the funds you collect in total as a stipend at the end of the internship tenure.

16. You will be rewarded with an Appreciation certificate along with your stipend at the end of the campaign



Date: 15/07/2022

To,

Durgesh Singh,
Poisar, Kandivali East,
Thakur complex Gavdevi Raod – 400101.

Dear Durgesh Singh,

We are delighted to welcome you to **Saving Soul Avengers Foundation**. and wish you a great career with us. Reference to our recent discussions, we are pleased to appoint you as **"Graphic Designer & Digital Marketing"** on the following terms and conditions.

Date of Joining and Place of Work

Your date of joining the employment with **Saving Soul Avengers Foundation** is **20th July, 2022** and Your Place of posting is **Borivali Office**. The Company reserves its right to transfer you to any other location within India. You shall abide by rules and regulations pertaining to the entity where you are posted.

Compensation

Your consolidated compensation per annum on Cost to Company basis is **Rs. 72,000/- per annum (Seventy Two Thousand Only)**.

General

Please note that individual salary is a confidential matter and not to be discussed with any other employee.

You will keep us informed of any change in your mobile phone number or your residential address or your marital status.

Please sign and return the duplicate copy of this letter in token of your acceptance of the terms and conditions contained therein.

Yours Truly,

Leela Prasad Gollapalli
Director
15/07/2022

For SAVING SOUL AVENGERS FOUNDATION


DIRECTOR

DATE: 20th January, 2023

To: Sairaj Mahajan

25/56, Shree Govind Nagar,
CHSL, Sodawala Lane,
Borivali west, Mumbai - 400092.
sairajmahajan925@gmail.com

Dear Sairaj,

Based on the interview process conducted and your acceptance of our verbal offer, please find the detailed Letter of Appointment with the details given below:

Designation: Barista Trainee at Sub Ko Coffee Roasters and Bakehouse

Date of Start: 23rd January, 2023

Gross Compensation:

- CTC: INR 180,000 annually
(Gross: INR 15,000 monthly)

Roles and Responsibilities:

- Will work diligently in the Barista department
- Will adhere to all shift timings and schedules
- Will be responsible for punctuality during working hours
- Any additional responsibilities will be updated by your reporting manager.

Company Benefits:

- Subko provides all its employees with Provident Fund ('PF') contributions. PF withholding is done as per legal statutes and lawful compliance.
- Free lunch provisional at all Subko outlets and offices.
- Travel reimbursement of up to INR 1,000 per month, reimbursed at actuals based on receipts provided.

Probation: You will be on probation for a period of three months from the date of commencement of employment. During this period the company reserves the right to terminate your contract of employment with immediate effect.

Notice Period: Your notice period will be two months on either side.

SUB KO COFFEE PRIVATE LIMITED

Registered Address: 8-2-293/82/A/1239, Jubilee Hills, Hyderabad – 500033
Corporate Address: Unit No. 2 Jak Compound, D K, 1st Cross Ln,
Byculla East, Mumbai – 400027

Website: www.subko.coffee
Tel No.: +91 90047 00654
CIN: U55209TG2019PTC132480

Leave: You will be entitled to ordinary (sick) and annual (privileged) leave as per the policy of the company.

Employees will not be allowed Privilege Leave (PL) during their probationary period.

You will work with all honesty, integrity and maintain the ethical standards of the company at all times without compromising on the confidentiality standards. As regards leave, workplace conduct and other policies you will be bound by the Employee Policies of the Company. We welcome you and wish you good luck and look forward to your contribution to the growth of the company.

For Sub Ko Coffee Pvt Ltd,

Rahul Reddy [CEO & Founder]

Sairaj Mahajan



SUB KO COFFEE PRIVATE LIMITED

Registered Address: 8-2-293/82/A/1239, Jubilee Hills, Hyderabad – 500033

Corporate Address: Unit No. 2 Jak Compound, D K, 1st Cross Ln,
Byculla East, Mumbai – 400027

Website: www.subko.coffee

Tel No.: +91 90047 00654

CIN: U55209TG2019PTC132480

Emp ID: SR082

Ms. ANISHA ANAND DALVI

Mumbai

Maharashtra

Employment Agreement

Dear ANISHA,

In pursuance to our discussions with you, we are pleased to offer you employment in our organization "Intero Solutions Private Limited" (here in after referred as "Intero") with effect from 02nd June' 2022 as TELECALLING with our Client – Sunteck Realty Limited referred to as "Employee" in aforementioned agreement ("Employment") on the following terms & conditions:-

1. Notwithstanding this, in the event of the project/work/deputation of our client for which you are being employed terminates, this employment contract shall terminate with the project/work.
2. You shall report to work on 02nd June' 2022 at 10.00 AM at Sunteck Realty Limited, Mumbai office, Maharashtra.
3. You shall be required to perform services for Client as mentioned to you during your interview with the client or any services similar or analogous to such services.
4. You shall be bound to provide services to our Clients (referred to as "Customer") and be bound by the terms of our Agreement with them in a form agreed in advance by Intero.
5. You shall indemnify Intero against any claims from clients or any other party for loss, damage or injury resulting from any breach by you or the negligent or deliberate act or omissions during, arising out of or in connection with the performance of the Services, except where such loss, damage or injury is a direct result of acts or omissions by a government or other agency.
6. You shall promptly give to Intero all such information and reports as it may reasonably require in connection with matters relating to the provision of your Services.
7. Details of your salary breakup with components are as per the enclosure attached herewith.
8. You shall be on probation for a period of 6 months.
9. On your date of joining, you will be entitled to Casual leaves (CL) per calendar year, Sickness leave (SL), Earned leave (EL) as per Client's Leave Policy.

In addition to above-mentioned leaves, you will also be entitled to offs declared as "National Holidays" and "Public Holidays" by the State Government of India. However, management reserves the right to reject, shift or cancel your leaves/offs based on business exigencies.

Intero Solutions Private Limited

Signature of employee

In addition, to the terms of appointment mentioned above, you are also governed by the standard employment rules of the company, which are attached along with this agreement. The combined rules and procedures as contained in this letter and the annexure will constitute the standard employment rules and you are required to read both of them in conjunction.

Your monthly net salary/reimbursement amount due, if any, shall be credited to your saving bank account opened for this purpose on or before 7th of succeeding month of employment. Month for this purpose shall construe as calendar month starting from first day of the calendar month and ending on last day of the calendar month.

Here's wishing you the very best in your assignment with us and as a token of your understanding and accepting of the standard terms of employment, you are requested to sign the duplicate of this letter and return to us within a day.

With warm Regards

Your truly,

For Intero Solutions Private Limited

A handwritten signature in blue ink is written over a circular blue stamp. The stamp contains the text "Intero Solutions Private Limited" around the perimeter and "Jalgaon" at the bottom.

Authorized Signatory

Signed & Accepted

Employee's Signature

Enclosures:- (1) Compensation Sheet; (2) Standard Terms of Employment (3) Scope of Work

STANDARD TERMS OF EMPLOYMENT

1. VALIDITY TERM OF EMPLOYMENT:

- 1.1 It is specifically understood by you that during your term of your employment, you shall neither seek nor accept to be employed, engaged, hired by or in any manner whatsoever, render services to any third party (except mentioned in clause 4 of Letter of Employment) earlier either in India or abroad whether on deputation or otherwise. This obligation shall be binding on you whether the said third party is engaged in similar business as the Company or otherwise.
- 1.2 Your appointment is being made on the basis of your particulars on documents submitted with us for Date of Birth, Identity, qualifications, background checks, reference checks etc. as given in your application for employment and reviewed by Intero Solutions Pvt Ltd. In case any information, as given by you, is found false or incorrect, your appointment will be deemed to be void and liable for termination without notice.
- 1.3 In case there is any change in your details like marital status, residential address etc. you will intimate the same in writing to our Operations Team within three days from the date of such change and get such change of details recorded.

2. COMPENSATION:

- 2.1 You will be entitled to all other statutory benefits wherever applicable during the period of this Agreement.

3. TERMINATION:

- 3.1 At the time of termination of the employment either due to termination by either you or the Company, if there are any dues/excess leaves owing from you to the Company, the same may be adjusted against any monies due to you by the company on account of salary, bonus or any other payment owned to you under the terms of your employment.
- 3.2 The notice required to be given by company or you to terminate the employment agreement of a person is as follows:
 - a) Not less than 15 days' notice if the period of continuous employment is less than 6 months or under probation:
 - b) Upon confirmation - Maximum of 30 days' notice in case of continuous employment of 6 months or more.
 - c) Every month one emergency leave should be entitled to all the employees during their probation period (if not used during probation the leave will lapse)
 - d) Post Probation they will be entitled for 15 Annual Privilege leaves for annual year (January to December)
- 3.3 No notice is required to be given by the Intero Solutions Pvt Ltd if the employee is dismissed on the grounds of gross misconduct / Disciplinary grounds as decided by Intero Solutions Pvt Ltd.
- 3.4 Employee must have to follow the process of "FULL & FINAL SETTLEMENT" employee has to fill and arrange signatures of respective personnel on the "Full & Final settlement Form". The full and final amount will be transferred via cheque to the employee within 45 days from his last working day.


Intero Solutions Private Limited

Signature of employee

4. DISCRETION:

- 4.1 Your employment is subject to your being certified medically fit by a registered medical practitioner.
- 4.2 During the period of this Contract, your services could be deputed at the sole discretion of the Company to any of the company's clients to do work pertaining to or incidental to such Client's business. Such deputation will be communicated to you by way of a letter from the Company, and this will be effective from the date mentioned in such letter.

5. DEPUTATION:

- 5.1 During the tenure of deputation, you will continue to be an employee of the Company and your compensation and applicable allowances shall be payable only by the Company. In this regard, you shall not be entitled to receive any payment, either as fees, expenses, reimbursement or such other allowance, directly from the Client to whose site you may be deputed.

6. RULES/POLICIES OF THE CLIENT:

- 6.1 In the day-to-day functioning or carrying out your responsibilities and duties, you will receive instructions from the Single point of contact assigned for this purpose and will undertake to abide by any suggestions, etc. given by any assigned persons(s).
- 6.2 You shall also abide by any training that may be offered to you by the Client.
- 6.3 You shall be bound to follow the working hours of the Client's organization.

7. NON-DISCLOSURE:

- 7.1 You shall take care not to disclose or divulge confidential information/trade secrets, etc. belonging either to the Company or the Client that you may come across in the course of your responsibilities either to the Company and/or to the Client or to anyone outside the Client's organization and you shall use such confidential Information only in connection with the services provided by you to such client.
- 7.2 Further, you shall not utilize any Confidential Information acquired in consequence of your employment for your benefit or for the benefit of any third party other than the Company or its Client who has disclosed such Confidential Information or whom you have created the Confidential Information.


Intero Solutions Private Limited

Signature of employee

8. **ASSIGNMENT OF INTELLECTUAL PROPERTY RIGHTS& NON-COMPETITION:**

- 8.1 You are employed by the Company on the express understanding that all services provided by you whether at the Company site(s) or on deputation, are being done on behalf of the Company or its Clients. Consequently, any and all intellectual property rights (including but not limited to patents, copyrights, trademark, etc) arising therein shall be owned exclusively by the Company or its Clients to whom you may be providing the services on deputation. In this regard, it shall be deemed that you have provided your consent for the assignment of any and all intellectual property rights developed either solely by you or jointly with the Company or its client and you shall do all such acts as may be necessary to ensure that the ownership of all such intellectual property rights vests solely with the company or its clients, as the case may be.
- 8.2 The Employee agrees that during each Term and continuing for twelve (12) months following the Termination Date (the "Restricted Period"), the Employee shall not, anywhere in the mainland of India (the "Territory"), directly or indirectly, (a) carry on (b) be employed or engaged in or (c) perform services in respect of, or (d) be otherwise concerned with : (i) the research and analysis into, development, manufacture, supply or marketing of any product which is of the same or similar type to any product researched, or developed, or manufactured, or supplied, or marketed by the Company during the 12 months immediately preceding the Termination Date. (ii) the research, analysis, development or provision of any services (including but not limited to technical and product support, or consultancy or customer services) which are of the same or similar type to any services provided by the Company or Client during the 12 months preceding the Termination Date. PROVIDED ALWAYS that the provisions of this Section 8.2 shall only apply only in respect of products or services with which the Employee was either personally concerned or for which the Employee was responsible whilst employed by the Company during the 12 months immediately preceding the Termination Date (the "Intero Solutions Pvt Ltd or Client's Business"), except (i) as may be expressly provided for in this Agreement or (ii) as may hereafter be expressly agreed in writing by the Intero Solutions Pvt Ltd.
- 8.3 **Non-Solicitation of Clients:** The Employee hereby agrees that he will not for a period of twelve(12) months immediately following the Termination Date, whether on his own or in conjunction with or on behalf of any other person, company, customer or client of the Company, business entity or other organization, (and whether as an employee, director, principal, agent, consultant or in any other capacity whatsoever), directly or indirectly (a) solicit, or (b) assist in soliciting, or (c) accept employment or appointment of services, or (d) facilitate the acceptance of, (e) deal with, in competition with the Company, the custom or business of any Client or Prospective Client : (i) with whom the Employee had personal contact or dealings on behalf of the Company during the 12 months immediately preceding the Termination Date; or (ii) for whom the Employee was, in a client management capacity on behalf of the Company, directly responsible during the 12 months immediately preceding the Termination Date.
- 8.4 **Non-Solicitation of Employees:** The Employee hereby agrees that he will not for a period of twelve (12) months immediately following the Termination Date, whether on his own behalf or in conjunction with or on behalf of any other person, company, business entity or other organization, (and whether as an employee, director, principal, agent, consultant or in any other capacity whatsoever), directly or indirectly : (i) (a) induce, or (b) solicit, or (c) entice or (d) procure, any person who is a Company Employee to leave the Company's employment, where that person is a Company Employee on the Termination Date; or (ii) be personally involved to a material extent in (a) accepting into employment or (b) otherwise engaging or using the services of any person who is a Company Employee on the Termination Date.


Intero Solutions Private Limited

Signature of employee

9. LIABILITY:

- 9.1 You shall at no point of time make any claim or assert any right to employment, damage, loss or compensation of any sort whatsoever against the Client. This arrangement of deputation is purely contractual agreement between the Company and the Client for the time specified.
- 9.2 Further upon the lapse of your term of employment with the Company or earlier termination thereof, you shall have no right or claim against the Company for continued employment and in this regard, the Company does not guarantee or warrant any continued employment after the term of employment or earlier termination thereof.
- 9.3 You shall not engage in any act subversive of discipline in the course of your duty/duties of the Client either within the Client's organization or outside it, and if you were at any time found indulging in such act/s, the Company shall reserve the right to initiate disciplinary action as is deemed fit, against you.

10. INDEMNITY:

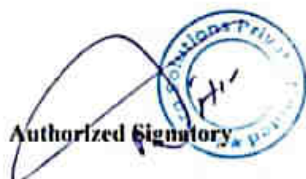
- 10.1 You shall be responsible for protecting interests and any property of the Intero Solutions Pvt Ltd and the Client entrusted to you in the due discharge of your duties and you shall indemnify the client if there is a loss of any kind to the said property.

All other terms and conditions of your employment remain unchanged.

We want you to understand that this is rapidly growing company. It is a challenging environment that will require a lot of time and efforts on your part. The Company is an evolving organization that can provide opportunities to individuals with talent that are committed to reaching our corporate goals. The Company provides a work environment that inspires creativity, outstanding client service, attention to detail and personal advancement. This is the kind of work environment that brings the best out in our employees and in turn brings the best in our Client. We welcome your experience and skills to our team and expect your effort and talent to be a part of your growth and success.

For Intero Solutions Private Limited

Signed & Accepted


Authorized Signatory

Employee's Signature

Search in mail



Fwd: Super 20 students list inbox

Rachana Vyas

to me

Dear Neha,

Am happy to share the names of the students selected for the first cohort of Super 20. Other than Babar & Tejaswani all other students are from your college.

Sharing the same for your reference

Regards
Rachana

Student Full Name
Dhanashree Parab
Ghanshyam Vishwakarma
Nityur Mankar
Abhay Singh
Ankur Thorat
Sagar Rajbhar
Tejaswi Dandekar
Prithviraaj Shinde
Raj Yadav
Sitaram Mohapatra
Mohammed Babar Shah
Atharv Shirwadkar
Varsha Nodi
Fareeha Liaqat
Issac Sequeira
Sonali Yadav
Anurag Shukla
Mansi Suthar
Moraghusen Shaikh
Akhilesh Misra

Date: 22 Jan 2023

Mr Mahesh Vishwakarma
Loknath chawl Akurli Road Hanuman Nagar
Mumbai Maharashtra
400101 400101

Employee No: 2759737

Dear Mr Mahesh Vishwakarma ,

We are pleased to appoint you in our organization as Tele Sales Officer subject to the following terms and conditions:

Re: Contract of Service for Fixed Duration

1. As you are aware, TeamLease is involved in the business of providing certain human resource services to its clients. We wish to confirm your registration with us for the purpose of selection to perform any service ("Work Assignment") that may be required by our clients ("Customer").
2. It is understood that mere registration with TeamLease does not guarantee you any Work Assignment and is subject to selection by TeamLease and/or its Customers. TeamLease may offer to engage you to perform specific Work Assignments from time to time for any of its Customers at a specified location and you may choose to accept such offer at your discretion.
3. The terms of this letter ("Engagement Letter") shall govern your relationship with TeamLease now and in the future. Each Work Assignment will be governed by the terms of this letter and the specific Work Assignment Letter. In the event of any inconsistency, the terms of the relevant Work Assignment Letter shall govern.
4. Execution of any Work Assignment Letter by you shall be a full and complete acceptance by you to perform the services. Upon acceptance, you shall –
 - i. Fully perform the services, in a professional manner, at the Customer's location till the completion of the term of the Work Assignment;
 - ii. During the term of the Work Assignment, render services exclusively to the Customer and such performance shall not be inconsistent with any obligation you may have to other third parties;
 - iii. Not engage in any conduct detrimental to the interests of the Customer or TeamLease;
 - iv. Not receive any payments of any nature directly from the Customer unless agreed to by TeamLease;
 - v. Not, either directly or indirectly, offer yourself for employment with the Customer or its affiliates during the period of the Work Assignment without the prior permission of TeamLease
 - vi. comply with the safety, health and other rules and regulations of the Customer provided that you have been made aware of the same;
 - vii. Report and be present at the Customer's designated location during the working hours mentioned in the applicable Work Assignment Letter;
 - viii. Extend all co-operation to the Customer's employees, consultants, representatives, etc., and do all such things as may be necessary and comply with all terms of the applicable Work Assignment Letter so as to effectively undertake the Work Assignment.
5. As consideration for the services performed during any Work Assignment, TeamLease will pay you remuneration, as per the Work Assignment Letter. TeamLease will be entitled to make deductions as per applicable law or in respect of any amounts due to TeamLease or the Customer from you. You will be reimbursed any approved expenses subject to your submitting original bills/declarations as required by TeamLease and/or the Customer.
6. Any intellectual property that results from work performed by the Individual under any Work Assignment Letter shall be the property of the Customer and the Individual agrees to assign/transfer to the Customer, the worldwide, perpetual and entire right, title, and interest in all intellectual properties including all rights to obtain, register, perfect, and enforce patents, copyrights, and other intellectual property protection under any laws and conventions.

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7. All proprietary information/material of the Customer that is made known to you during the term of the Work Assignment shall be received in confidence and you shall not disclose or, except in performing the services, use any such proprietary information/material. You agree that all information, correspondence, documents, materials or items provided to you by the Customer or TeamLease are provided to you in trust and on expiry/termination of the Work Assignment, you shall promptly return all such material to the Customer or TeamLease, as the case may be.
8. You agree that this Letter of Engagement creates no obligation on the part of either party unless you are selected for a particular Work Assignment and you execute the relevant Work Assignment. By executing this Letter of Engagement, neither do we offer you employment with TeamLease nor do you become an employee of TeamLease. The terms of this Letter of Engagement shall however govern any Work Assignments that you undertake to perform.
9. Should you be selected to perform the Work Assignment, the nature of your relationship with TeamLease will be that of a Contract of Service for a Fixed Period. Upon expiry or termination of the Work Assignment, your employment with TeamLease shall stand terminated forthwith.
10. Except for expiry of a Work Assignment due to completion/expiry of the same or in respect of a Work Assignment of one week or a lesser period, if either Party wishes to terminate the Work Assignment during the existence of a Work Assignment, the terminating Party shall provide notice of termination to the other Party as below:

Sl. No.	Duration of Work Assignment	Notice Period for TeamLease to provide to Individual	Notice Period for Individual to provide to TeamLease
(a)	One week	N.A.	N.A.
(b)	One – two weeks	Three days	Four Days
(c)	Two weeks – one month	Seven days	Nine Days
(d)	One month – six months	Fourteen Days	Twenty Days
(e)	Six months and above	Thirty Days	Forty Days

11. In case there is no Work Assignment subsisting, either party may terminate this Letter of Engagement forthwith by sending notice in writing. If a Work Assignment is subsisting, this Letter of Engagement can be terminated only co-terminus with the relevant Work Assignment as per the notice period required for termination of the Work Assignment as above.
12. Termination of this Letter of Engagement shall not affect the obligations of the parties that have been incurred prior to termination and TeamLease will promptly settle all your dues after making applicable deductions. Further, obligations relating to confidentiality and intellectual property shall continue after termination/expiry of this Letter of Engagement or the Work Assignment.
13. You agree to defend, indemnify and hold TeamLease or the Customer harmless from any and all claims, damages, liability, attorneys' fees and expenses on account of your failure to satisfy any of your obligations under this Letter of Engagement or under the Work Assignment Letter or for misconduct, violation of any law or creation of any legal liability by you.
14. Any dispute between the Individual and TeamLease shall be referred to a sole arbitrator to be selected from a list of three arbitrators nominated by TeamLease. The arbitration shall be conducted in English language, in accordance with the Arbitration and Conciliation Act, 1996, at Mumbai, India. This engagement letter shall be governed in all respects by the laws of India.
15. In addition to the terms contained herein, your relationship with TeamLease may be subject to such other additional terms and conditions as may be communicated to you from time to time in writing by TeamLease.
16. The nature of your relationship with TeamLease will be that of contract of service from 22 Dec 2022 to 22 Dec 2023. Upon expiry or termination of the work Assignment, your employment with TeamLease shall stand terminated forthwith.

We request you to please sign a duplicate copy of this letter and return the same to us, indicating your acceptance of the terms mentioned herein. By signing this letter you confirm that you have read, fully understood and accepted the

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terms of this letter.

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TeamLease Services Limited., CIN No. L74140KA2000PLC118395
Ascent Building , # 77,Koramangala Industrial Layout, Jyothi Nivas College Road, Koramangala , Bangalore-560095.
Ph : (91-80) 33002345, Fax : (91-80) 33243001 www.teamlease.com

TeamLease neither accepts any consideration in the form of any cash or kind nor supports any policy of accepting such consideration by any third party for providing employment to prospective candidates. In the event you have paid any such amount to any employee, Officer, representative of TeamLease kindly bring the same to the Immediate notice of your superiors or report the same to Teamlease through email or through the toll free number which is provide to you

Yours sincerely,
For TEAMLEASE SERVICES LIMITED



(Authorized Signatory)

Accepted and Agreed

Signature and date:
Name: MAHESH VISHWAKARMA

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TeamLease Services Limited., CIN No. L74140KA2000PLC118395
Ascent Building , # 77, Koramangala Industrial Layout, Jyothi Nivas College Road, Koramangala , Bangalore-560095.
Ph : (91-80) 33002345, Fax : (91-80) 33243001 www.teamlease.com

Date: 22 Jan 2023

Mr Mahesh Vishwakarma
Loknath chawl Akurli Road Hanuman Nagar
Mumbai Maharashtra
400101 400101

Employee No: 2759737

Dear Mr Mahesh Vishwakarma

Work Assignment Letter

We are pleased to appoint you in our organization subject to the following terms and conditions

1. During your employment, you will work at the premises of Customer and render service to them. Your employment with us is subject to the terms contained in the letter of engagement that you have executed on 22 Jan 2023.
2. You shall be bound to follow the working hours of our Customer.
3. Details of your salary break up will be as per annexure attached.
4. The duration of the contract of employment shall be for a period of 1 years,0 months,0 days months from 22 Dec 2022 to 22 Dec 2023. Notwithstanding this, in the event of the project / work for which you are being employed pre-closes before the aforesaid period; this contract shall co-terminus with the aforementioned project/work.
5. You will be entitled to an employer's contribution of Provident Fund to the extent of 12% of your basic salary. It is hereby clarified that if you fail to submit the ESIC, PF, Gratuity nomination forms together with any other document as required under the Applicable labour legislations, TeamLease shall not incur any liability with regards to any Claims under the said applicable labor legislations.
6. You will be covered under Medical and Accident Insurance for an amount of Rs.25,000/- for medical insurance and Rs.60,000/- respectively.
7. The salary payout will be latest by 9th of the next month
8. You will be eligible for leave as per the Leave Policy detailed in the Associate Manual.
9. You will be entitled to all other statutory benefits wherever applicable during the contract period.
10. Either party can terminate the contract during the existence of a work assignment, as per the terms laid out in the Letter of engagement.
11. You shall at no point of time stake any claim or right to claim employment, damage, loss or compensation of any sort whatsoever against any customer of TeamLease.

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We at Team Lease would like to create an environment and culture committed to co-operation, quality and responsiveness that permeates every activity.

We take this opportunity to wish you the very best in your tenure with TeamLease.

Please return the copy of the Offer Letter enclosed after affixing your signature at the appropriate place on the Office Copy in token of your having read, agreed, fully understood and accepted the terms and conditions of appointment. In case we do not receive your acknowledgement copy within a period of 15 days from the date of joining, your assignment at TeamLease with the acceptance of your first salary from Teamlease will be conclusive proof of your acceptance in accordance of terms and conditions.

ENDORSEMENT

I hereby confirm acceptance of the above assignment, on the terms and conditions stipulated therein.

Yours sincerely,

For TEAMLEASE SERVICES LIMITED



(Authorized Signatory)

Accepted and Agreed

Signature and date:

Name: MAHESH VISHWAKARMA

Salary Annexure

Employee No: 2759737

Particulars	Amount
Basic	12366
House Rent Allowance	896
Employer PF Contribution	1484
ESIC - Employer	465
Insurance	34
Statutory Bonus	1030
Total Amount	16275
Amount In Words (Rs)	Sixteen Thousand Two Hundred Seventy Five Rupees

Net Pay Annexure

EARNINGS	Amount
Basic	12366
House Rent Allowance	896
Statutory Bonus	1030
Gross Earnings	14292
DEDUCTIONS *	Amount
Employee ESI	108
Employee PF	1484
Professional Tax	200
Total Deduction	1792
Net Salary	12500

* Income-tax deductions, if applicable, will be as per the Income-Tax Act, 1961

** Annual components (like LTA, Medical Reimbursement) would be payable on claims and will be considered for exemption under Income Tax subject to receipt of valid bills for the Financial Year if applicable

Note : This statement is only for the purpose of information and is illustrative in nature

Mandatory Training Programme - Prevention of Sexual Harassment at Work Place - The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act 2013 (Act)

In accordance with the provisions of the above Act and the Policy of the Company to create awareness on prevention of sexual harassment at workplace, we urge you to undergo an online training programme, on the subject matter.

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Please note that undergoing online training is mandatory for this engagement.

The link to undergo the programme and complete the evaluation is given below.

Link : <https://connect.teamlease.com/Learning>

The training programme shall be conducted on a regular basis every year. Please complete the training programme within 15 days of receipt of this letter, after which it shall be treated as a deemed confirmation that you have understood your responsibilities in ensuring a safe workplace.

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Ph : (91-80) 33002345, Fax : (91-80) 33243001 www.teamlease.com

Retention – Process Brief

Dear Candidate,

- Congratulations on joining TechMBS! You will be joining us as part of the "UK Retention" business vertical.
- Please do note, in future you could be aligned to any of its skill-sets across the organization basis business requirements across inbound /outbound processes and multiple channels of supporting 24x7 operations, requiring flexibility in movement from your end.

Skill and Attitude that is necessary for a Retention Advisor

- a good communicator
- able to get on well with people
- able to work as part of a team
- friendly, polite and helpful
- confident and tactful
- Persuasive and a good negotiator

What is the Process About?

- Handling the customers who are calling in to upgrade their mobile phone / broadband contract.
- Need to upgrade the customers by providing alternate options/solutions.
- Upselling phone related products/additional contract to take care of customers' requirements.

Is the retention team the right choice for you?

- In depth product & process training spanning a period of 6 weeks.
- 6 + 2 week extensive On the Job Training (OJT) phase giving you all the support you need to succeed
- Sales Incentive right from the 1st day of On the Job Training based on overall performance.
- Sales campaigns are rolled out virtually every quarter on live floor giving employees a chance to win cell phones, iPods, International holidays etc (performance based).

Expectation:

- Daily targets to be met on upgrading and /or renewing customer contracts.
- Up selling/ Cross Selling targets to be met on a weekly basis.
- No compromise on Integrity and level of quality of sales.
- Need to clear the Training and On the Job Training cycle before going onto the LIVE floor.
- Incentives will be earned subject to achieving monthly target and zero mis-selling & evasions.
- Shift Window(9 ½ hrs shift) - 1300 hrs to 0200 hrs all days including weekends (subject to daylight saving) with split offs.
- The training phase is shift wise and could be early morning or late nights as well [24/7 shift (9 ½ hrs shift) placement]
- You will be joining the Retention vertical and based on business requirements you could be aligned to any of its skill-sets

Warm Regards,
The Recruitment Team @ TECHMBS
Creating Careers. Inspiring Lives

EMPLOYMENT AGREEMENT

THIS AGREEMENT is made

BETWEEN

Square Yards Consulting Pvt. Ltd.

A Company incorporated under Companies Act, 1956 in the Republic of India and having its Registered office B-3/96, Safdarjung Enclave, New Delhi-110029 (hereinafter called "the Company" which expression shall include its associated companies, successors and assigns) of the one part;

AND

Suhita Ajay Patil, D/o. Sh. Ajay patil R/o. Patil Wadi C.S Road no 2, Near-Matruchaya School Dahisar East Mumbai-400068 (herein after referred to as the "the Employee" which expression shall include its successors and assigns) of the other part;


It is agreed that the Company will employ **Suhita Ajay Patil** as **Associate Investment Manager** of the Company on the particulars/ terms and conditions as laid down in the **Annexure A** to this Agreement appended hereto, and on terms and conditions as enumerated hereinafter in this Agreement:

1. DEFINITIONS AND INTERPRETATIONS

- 1.1. In this agreement the following words and phrases shall bear the meanings respectively ascribed to them, that is to say:
 - a) "the Particulars" means the particulars incorporated in under the agreement as varied time to time as agreed by the parties to the agreement
 - b) "the Employee" means the individual defined under specific labour laws applying particularly to the company like Employee State Insurance Act, 1948.
 - c) "the Company" means a company registered under Companies Act ,1956 or Companies Act, 2013 named as Square Yards Consulting Pvt. Ltd. also includes its associated companies etc.
 - d) "the Associated Company" means a subsidiary and any other Company which is for the time being a holding Company of the Company
 - e) "Financial Year" means the financial year which shall run from the 1st day of April to the 31st day of March every year.
 - f) "Calendar Year" means the calendar year which shall run from the 1st day of January to the 31st day of December every year.
 - g) "Month" means a calendar month
 - h) References means references in this Agreement to any clause, sub-clause, schedule or paragraph without further designation shall be construed as references to the clause, sub clause, schedule or paragraph of this Agreement.
 - i) Any reference to a statutory provision shall be deemed to include a reference to any statutory amendment modification or re-enactment of it.
 - j) Words importing one gender include all other genders and words importing the singular include the plural and *vice versa*.

2. TERMS OF EMPLOYMENT

- 2.1. The employment of the Employee shall be deemed to have commenced on the date of actual reporting in the premises of the Company pursuant to the execution of this Agreement as per the terms and conditions / particulars laid down in the **Annexure A**. The Employee should disclose to the company in case any of his/her family member is related to any kind of real estate business.
- 2.2. The Employee will be initially appointed by the company with the position title and corporate title (If applicable) as incorporated in **Annexure A**. The firm may amend the position and/or corporate title of the Employee, as thinks appropriate in the future to align the employee's role with the applicable policies, procedures or practices at the company.

By: Suhita Ajay Patil

 16/02/2024 14:11:25 (IST)
 Email: suhita@squareyards.com

3. NATURE OF EMPLOYMENT AND DUTIES OF EMPLOYEE

The Employee shall during his/her employment with the Company under this Agreement:

- 3.1. Perform the duties and exercise the powers which the Company may from time to time properly assign to him/her in his/her capacity or in connection with the business of the company or any of its associated company.
- 3.2. The Employment shall be full-time Employment and the Employee shall not undertake any reward for work other than the duties which he is required to perform under this Agreement.

4. HOURS OF EMPLOYMENT

- 4.1. The Employee shall comply with the normal working hours of the company, as directed by the Company, or in the absence of such direction, as published in the employee's handbook provided by the Company at the joining of the employee and also as amended from time to time by the management.

5. PRESENT POSTING AND FUTURE TRANSFERS

- 5.1. The Employee's place of employment shall be at the Company's offices as set out in the **Annexure A**. But, the Company is entitled to require the employee to work at any other place of business of the Company including offices are in existence or to be planned in the future, whether on temporary or permanent basis on the terms and conditions as are applicable to such transfer in accordance with the then applicable rules, regulations and policies of the Company.
- 5.2. The Employee shall, in the performance of his/her duties, may be required to travel from his/her place of employment to anywhere within the country or abroad.

6. REMUNERATION, BENEFITS AND DEDUCTIONS

- 6.1. Subject as hereinafter provided the Company shall pay to the Employee during the continuance of his/her employment hereunder a salary (bifurcated into Fixed components and Performance linked components) specified in the Particulars of Employment as set out in the **Annexure A**.
- 6.2. Performance linked components, if any are payable monthly subject to achievement of the minimum performance criteria as defined by the management from time to time. Depending on the performance of the Employee, he/she may qualify to receive only partial or full amount of the performance linked allowances.
- 6.3. The said salary shall be reviewed by the Company on an annual basis (As per applicable appraisal cycle), and any such revision of salary shall take effect from such time and in such manner as the Company shall in its sole discretion think fit.
- 6.4. Except as expressly provided by this Agreement the Employee shall not be entitled to any salary in respect of any period during which he/she fails or be unable, from any cause, to perform all or any of his/her duties without prejudice to any right of action accruing or accrued to either party in respect of any breach of this Agreement.
- 6.5. The Company shall deduct a proportionate amount from the Employee's fixed remuneration for every day of absence beyond the permissible limit of leaves available to the employee during the calendar month/ financial year. The Company at its own discretion may provide relief with respect to the deduction made on account of his/her absence from the employment provided his/her absence is due to incapacity through illness or injury and the Employee produces to the Company without any delay the certificate of a duly qualified medical practitioner stating the cause of such incapacity.
- 6.6. All monetary or non-monetary entitlements granted to the Employee, whether by way of Salary, Bonus or otherwise, shall be subject to the statutory deductions like Provident Fund contribution, ESI / Medical Insurance Contribution, LWF Contribution, Income Tax (TDS) or any other statutory deduction for which the Company is liable to deduct as prescribed under various laws applicable to the Company.
- 6.7. Unless specifically stated in the Particulars, bonus or any other benefits provided by the Company to the Employee, irrespectively of its nature and of its either temporary or repetitive provision, will always be treated as a benefit voluntarily provided by the Company to the Employee and will not in any way consist a legal obligation of the Company under this Agreement.
- 6.8. The Company shall pay, or reimburse to the employee for only pre-approved, reasonable and adequately substantiated – travel, accommodation, communications or any other related expenditure incurred in connection with the performance of the duties assigned by the Company, subject to the policies framed by the Company. These may be contingent on performance threshold as defined from time to time.
- 6.9. Employee will be covered under a comprehensive Medical Insurance and Accidental Coverage as detailed in the Company's employee handbook and amended from time to time as the Company deems appropriate.

- 6.10 The Company reserves the right to cancel or modify the benefits of plan and programmes, its offers to its employees at any time provided that such cancellation, shall be carried out in a manner that it does not discriminate between employees of the same level. None of rights of the Employee, to receive any form of compensation payable pursuant to this offer may be assigned or transferred except by operation of law.
- 6.11 The Company shall bear cost of Employment Pass/ Work Visa/ Business Visa and other relocation charges, as may be applicable and approved from time to time, for its employees. Such cost or charges along with any incidental charges paid by the Company towards covering expense of relocation or Visa will become payable from the employee to the Company in case his or her employment is ceased, whether initiated by the Company or the employee, within one year of such expenses being outlaid. In case of cessation of employment within 12 months of such expenses being borne by the Company, these will be recovered from the last salary or full & final settlement of the employee, whichever is applicable.
- 6.12 Any accrued incentive or bonus will be payable only if the employee status is active and not resigned as on the day of incentive or bonus pay out. In case the employee has resigned or is inactive in the system on such date, the accrued incentive & bonus will lapse.

7. PROBATION PERIOD & CONFIRMATION OF EMPLOYMENT

- 7.1. The Employee shall be employed on a probationary basis for a period of **6 months** from the date of commencement of his/her employment, or for such extended time as the Company may decide.
- 7.2. The Company may thereafter confirm the employment of the Employee after he/she has completed the probationary period or the extended probationary period as the case may be. Such confirmation shall be communicated to the employee via e-mail communication.

8. LEAVES & HOLIDAYS

- 8.1. The Employee shall be entitled to a total of **32 total leaves** (in addition to public and statutory holidays) for every financial year, as mentioned in the Employee Handbook.
- 8.2. The Employee shall be entitled in each calendar year **10 public and statutory holidays**. These holidays will be declared at beginning of each calendar year.
- 8.3. All holidays shall be approved within appropriate timelines as provided by the Company, from time to time.
- 8.4. The employee will be eligible to avail One (1) compensatory leave in every month during the probationary period. Holiday allowance does not accrue during the probationary period.

9. TERMINATION

- 9.1. The Employee's employment with the Company may be terminated by either party giving to the other party notice in writing or salary in lieu of notice as set out in **Annexure A**. In this case, the Employee shall not be entitled to leave pay.
- 9.2. The Company shall have the right summarily to terminate the Employment without notice or payment of compensation in any of the following events:
 - a. If the Employee is guilty of fraud, dishonesty or misconduct or commits any act which in the opinion of the Company is likely to bring the Company or any officers or employees of the Company into disrepute whether or not such dishonesty, misconduct or act is directly related to the affairs of the Company.
 - b. If the Employee is adjudged bankrupt or makes a composition with his/her creditors.
 - c. If the Employee commits any material breach of his/her duties or obligations under this Agreement.
 - d. If the Employee is discovered to have made or given any false statement or answer to any question in connection with the Company's Employment application form or any Curriculum Vitae submitted to the Company concerning such Employee.
 - e. Habitual absence without approval of leaves.
 - f. Habitual neglect of work or gross or habitual negligence.
 - g. Commission of any act not in conformity with discipline or good behavior.
 - h. Seeking or giving illegal gratification.
 - i. Offering or passing kickbacks or any other kind of monetary reward to clients of the Company unless otherwise permitted under the company policies
 - j. If the employee provides any false statement about his/her family background as he agreed at the time of joining.
- 9.3. Upon the termination of the Employee's employment (howsoever arising) the Employee shall return to the Company all documents, records, items and materials in his/her possession or custody belonging to the Company or its clients and the Employee shall not retain any copies (including electronic or soft) thereof.

- 9.4. Depending on the duration of the employment with the Company, the employee may be entitled to statutory payments at the time of termination of employment.
- 9.5. Upon termination, the Company shall pay the amounts accrued to the employee after making necessary & permissible deductions of such sums which are due to be paid by the employee to the Company, within 90 days from the termination.
- 9.6. Employee and the Company are free to terminate their employment relationship at any time for any reason, with or without cause, or for no reason at all, with a written notice. The notice period shall be dependent on the status of employment i.e. on probation or confirmed and is mentioned in **Annexure A**.
- 9.7. If such termination of the employment is initiated by the employee, then the Company may, at its sole discretion either accept such resignation immediately or not, provided that, the Company may choose to pay to the employee or may buy out the salary in lieu of balance period of his/her notice period. However, the employee has to serve the required notice period, if the resignation is accepted by the Company.
- 9.8. The employee would undertake to refund all expenses and costs that may be incurred by the Company on the employee towards any joining bonus paid to the employee at the time of beginning of employment with the Company, in the event the employee initiates the termination of the employment within twelve (12) months from the date of commencement of the employment with the Company.
- 9.9. At the time of separation from the Company, employee undertakes to refund all loans, salary advances granted by the Company for employee's personal usage.

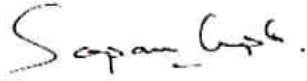
10. GENERAL

- 10.1. **Non-waiver:** No delay, failure or omission on the part of the Company to exercise any of its powers, rights or remedies under this Agreement will operate as a waiver of them nor will any single or partial exercise of any such powers, rights or remedies preclude any further exercise of them.
- 10.2. **Additional Remedies:** Notwithstanding anything contained in this Agreement, the Parties acknowledge that in addition to any remedy available to the Company, whether provided herein or conferred by statute, civil law, common law, custom, trade, or usage, the Company shall be entitled to obtain an injunction against the Employee from a civil court of competent jurisdiction.
- 10.3. **Additional Conditions:** Employee has read and shall always abide by the terms and conditions as stipulated in the employee's hand book, HR Policies including Compensation and Benefits policy, Reimbursement policy, Leave Encashment policy, etc as disseminated through any channels to the employee and these Policies may be amended from time to time as per the sole discretion of the Company.
- 10.4. **Severability:** If any provision of this Agreement is held by a court of competent jurisdiction to be illegal, invalid or unenforceable, the remaining provisions shall remain in full force and effect. Any invalid or unenforceable provision of this Agreement shall be replaced with a provision which is valid and enforceable and most nearly reflects the original intent of the invalid or unenforceable provision.
- 10.5. **Employee's Representations and Warranties:** The Employee confirms that he has carefully read and fully understands all the provisions of this Agreement. The Employee represents that he (i) is familiar with the foregoing covenants not to compete and not to solicit and the reasons therefor, and (ii) is fully aware of his/her obligations under this Agreement including, without limitation, the reasonableness of the length of time, scope and geographic coverage of these covenants.
- 10.6. **Accountability:** In the event of a breach of Confidentiality agreement without prejudice to any right conferred by law on the Company, the Employee hereby agrees that he shall indemnify the Company for all costs (including but not limited to legal costs on an indemnity basis), loss and damage suffered by the Company or alternatively to make good to the Company all profits or gains made by the Employee or the Employee's spouse, family members or relatives by reason of the Employee's breach of any of his/her duties to the Company or to the Company's clients.
- 10.7. **Jurisdiction and Dispute Resolution:** This Agreement shall be governed by and construed in accordance with the laws of India and shall be under the exclusive jurisdiction of the High Court of Delhi. Any dispute between the Parties shall be finally settled through arbitration conducted in New Delhi in accordance with the Arbitration and Conciliation Act, 1996. A sole arbitrator shall be appointed jointly by the Parties within 30 days of either Party requesting the other to suggest or approve a sole arbitrator. If the Parties fail to agree on a sole arbitrator within the 30 days period mentioned above, then either Party may make application to the High Court of Delhi for appointment of the arbitrator under the provisions of Arbitration and Conciliation Act, 1996.
- 10.8. **Entire Agreement:** This Agreement and its Exhibits, constitutes the entire understanding relating to terms of employment between the Employee and the Company and supersedes all prior offers, agreements, statements or representations, written or oral between the Parties. Further, the Employee acknowledges and agrees that, as of the date of this Agreement, the Employee has no former claims of any nature, whatsoever against the Company.

IN WITNESS whereof the parties hereto have hereunto set their hands the day and year first herein before written.

SIGNED

for and on behalf of
Square Yards Consulting Pvt. Ltd.

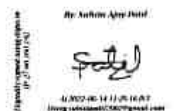


Authorised Signatory

Date

All Terms and Condition
Accepted:

(Name of Employee)



CONFIDENTIALITY AGREEMENT

In consideration of an Employee's employment with The Company, employees will be exposed to information and materials relating to the affairs, transactions, operations, methods of doing business, research and development, know-how, customers, trade secrets, financial methods, computer programs, and other confidential or proprietary information or trade secrets of the Company, its Associated Companies, Business Partners, Distributors, Resellers, Customers and End-Users.

An Employee agrees to take all appropriate action, whether by instruction, agreement or otherwise, to ensure the protection, confidentiality and security of the Confidential Information of the Company.

1. Under CONFIDENTIALITY, Employee agrees:

- a. Electronic information exchange or office emails are to be used in furtherance of Company's business only. No employee should use the electronic information systems to espouse personal, political or religious views or solicit support for any cause or event. Such act by employee is subjected to immediate internal inquiry by the management.
- b. Not to use, acquire or copy any Confidential Information in whole or part without prior authorisation in writing from a designated official of the Company.
- c. To retain the Confidential Information as strictly confidential and as a trade secret of the Company; and
- d. Not to use or cause to be used, nor to disclose or otherwise make available directly or indirectly the Confidential Information except for and on behalf of the Company when authorised to make such disclosure on a confidential basis or to recipient authorised by the Company and having a valid contract with terms satisfactory to Square Yards Consulting Pvt. Ltd. under which its nature as confidential information and as a trade secret is respected and the recipient promises to retain it in confidence.

Upon termination of employment, Employee agrees to surrender to the Company all tangible & non-tangible forms of the Confidential Information that he may then possess or have under his/her control.

2. INTELLECTUAL PROPERTY shall include:

- a. If during the course of his/her work for the Company (whether in the course of normal duties or not and whether or not during normal working hours), the Employee makes, or participates in the making of any design (whether registered or not) or any work in which copyright and/or database rights subsist, the Employee hereby assigns to the Company with full title guarantee and, where appropriate, by way of future assignment, all such rights for the full term thereof throughout the world, provided that the assignment shall not extend to those designs or works which are created by the Employee wholly outside his/her normal working hours and wholly unconcerned with his/her service under this Agreement.
- b. All technology infrastructure of the Company and its employees, whether specifically licensed or furnished as part of The Company equipment rented, purchased or loaned and Software Service for them. Technology infrastructure shall mean machine instructions whether denominated software wherever resident and on whatever media and all related documentation and software.
- c. All other information and material of The Company and its Employees, relating to design, method of construction, manufacture, operations, specifications, use and service of the Company and its Employees equipment and components, including notebooks, reports, process data, test data, performance data, inventions and all documentation therefore and all copies.
- d. Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to The Company and its Employees if disclosed.
- e. The Company's staff list, Customer and prospective customer list.

Employee agrees to retain Intellectual Property as strictly confidential and a trade secret of The Company. Employee agrees not to use or cause to be used The Company and its Employees' Intellectual Property except for or on behalf of The Company.

Upon termination of employment, employee agrees to surrender to The Company all tangible & non-tangible forms of Company's Intellectual Property, which he/she may then possess or have under his/her control.

3. EXCLUSIVITY OF SERVICE shall include:

The Employee shall not during the continuance of this contract, except with the knowledge and consent of the Company embark, engage or interest himself/herself whether for reward or gratuitously in any activity which would interfere with the performance of the Employee's duties with the Company or which to his/her knowledge would constitute a conflict of interest with the business of the Company.

4. AGREEMENT NOT TO COMPETE OR SOLICIT shall include:

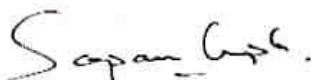
- a. Throughout this Agreement with the Company, and for a period of 12 months following the termination of this Agreement, the Employee will not directly or in association with others, compete with any of the business activities in which the Company or any of its associated companies become involved, anywhere in the world, during the period of this Agreement.
- b. The foregoing restriction on competition and solicitation will preclude without limitation:
 - I. Selling or soliciting sales of products and services which compete with the Company or any of its subsidiaries, and
 - II. Accepting employment in a related business area with or acting as a representative or agent of a current customer of the Company or any other person or entity which competes with the current business of the Company during the period of this Agreement.
 - III. In order to protect its business interest, the Company, reserves the right of not providing full-fledged work during the Employee's required contractual probation period and may require Employee not to attend the place of work whilst remaining employed for the contractual probation period. During this probation period, the employee will not be permitted to work for anyone else.
 - IV. Either alone or in association with others (i) solicit, or encourage any organization directly or indirectly controlled by the Employee to solicit, any employee of the Company or any of its subsidiaries to leave the employ of the Company or any of its subsidiaries, (ii) solicit for employment, hire or engage as an independent contractor, or permit any organization directly or indirectly controlled by the Employee to solicit for employment, hire or engage as an independent contractor, any person who was employed by the Company or any of its subsidiaries at any time during the term of the Employee's employment with the Company or any of its subsidiaries.

While the restrictions aforesaid are considered by the Company and the Employee to be reasonable in all the circumstances, it is agreed that if any one or more of such restrictions shall either taken by itself or themselves together be adjudged to go beyond what is reasonable in all the circumstances for the protection of the Company's legitimate interest but would be adjudged reasonable if any particular restriction or restrictions were deleted or if any part or parts of the wording thereof were deleted, restricted or limited in any particular manner, then the said restrictions shall apply with such deletions, restrictions or limitations, as the case may be.

IN WITNESS whereof the parties hereto have hereunto set their hands the day and year first herein before written.

SIGNED

for and on behalf of
Square Yards Consulting Pvt. Ltd.

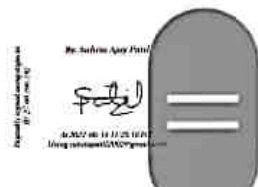


Authorised Signatory

Date

All Terms and Conditions
Accepted:

(Name of Employee)



ANNEXURE A

PARTICULARS OF EMPLOYMENT

<u>The Company:</u> Square Yards Consulting Pvt. Ltd. Corporate Address: B-3/96, Safdarjung Enclave, New Delhi-110029	
<u>The Employee:</u> Suhita Ajay Patil Patil Wadi C.S Road no 2, Near-Matruchaya School Dahisar East Mumbai-400068	
<u>Job Title:</u> Associate Investment Manager	
<u>Compensation:</u> - Annual Gross CTC: 300,000	
<u>Employee ID:</u> SQY31622	<u>Department:</u> Primary Sales India
<u>Job Location:</u> Mumbai (Ackruti Star)	<u>Date of Joining:</u> 02-Jun-2022
<u>Notice Period:</u> During Probation: 0 days After Confirmation: 15 days	

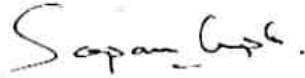
The Company shall employ the Employee and the Employee shall serve the Company in the capacity referred to under Job Title on and from the Commencement Date until this agreement shall be terminated on the terms and conditions set out herein.

IN WITNESS whereof the parties hereto have hereunto set their hands the day and year first herein before written.

SIGNED

for and on behalf of
Square Yards Consulting Pvt. Ltd.


All Terms and Conditions
Accepted:



Authorised Signatory

Date

(Name of Employee)

By: Suhita Ajay Patil

At 02/06/2022 11:25:16 AM
Email: suhita.patil@sqyconsulting.com

ANNEX B- CTC Breakup**Suhita Ajay Patil (SQY31622)**

	Yearly CTC	Monthly CTC
CTC	180,000	14,999
Earning		
Basic	117,000	9,750
HRA	31,455	2,621
Special Allowance	0	0
Performance Linked Payout	0	0
Statutory Bonus	12,281	1,023
Lunch	0	0
LTA	0	0
Uniform Allowance	0	0
Children Allowance	0	0
Books & Periodicals	0	0
Telephone allowance	0	0
Car Running & Maint	0	0
Statutory Benefits		
PF (Employer Part)	14,040	1,170
LWF (Employer Part)	0	0
ESIC (Employer Part)	5,224	435
Gratuity	0	0
Monthly Gross	160,736	13,394
PF (Employee Part)	14,040	1,170
LWF (Employee Part)	0	0
ESIC (Employee Part)	1,206	100
P TAX	2,400	200
PA Cover	180	15
Mediclaime	0	0
Net Pay	142,910	11,909

IN WITNESS whereof the parties hereto have hereunto set their hands the day and year first herein before written.

SIGNED

for and on behalf of
Square Yards Consulting Pvt. Ltd.

All Terms and Conditions
Accepted:

Sapam Singh

By: Suhita Ajay Patil
Suhita
Suhita Ajay Patil (SQY31622)
Using eSignatures (SQY31622@gmail.com)

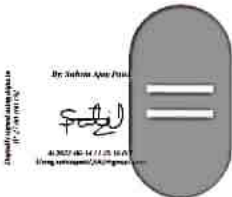
Authorised Signatory

Date

(Name of Employee)



10 of 10



Report to Nirmala College

Subject: Final Placement Report 2021-2022

Summary of training:

The students have completed or ongoing 100-hour program including Personal effectiveness, Communication Readiness, Career Readiness and Work Readiness and practice of aptitude tests. Training was delivered through online class. The students have also undergone individual counselling during the program, post training, pre- placement and also post placements.

Detail of batch who have completed the training

Streams	Date start	Date end	No. of students	Trainer
BAF+BMS+B.Com	22/07/2021	22/09/2021	1	Diliaca R
	07/10/2021	15/12/2021	12	Gunjan K
BSc IT+BCA	10/03/2022	1/04/2022	6	Gunjan K
	11/05/2022	16/06/2022	4	Richa M

Summary of placements:

Sr. No	Student Name	Company Selected	CTC per annum
1	Jyoti Jwalaprasad Gupta	HDB financial services - Sr telling office	180000
2	Nikita Ashok Makwana	Aman Security India PVT LTD	2,16,000
3	Suhita Patil	Square yards	250000
4	Julee Ajay Vishwakarma	Accenture	192000

Note: Remaining students will continue to receive updates about vacancies and encouraging unplaced students at every stage of placement.

Report By

Gunjan K

Program Specialist

11/07/2022

To whom it may concern

We are glad to associate with your esteemed college Nirmala Memorial Foundation College of Commerce & Science.

We are pleased to inform you that the below mentioned students have been hired for the role of Trainee Web Content Specialist and their annual CTC is 1.8 Lacs. pa.

1. Khyati Maru
2. Nishant Jadhav

Thank You

Tekno Point Multimedia India Pvt. Ltd.

Registered Office - I-505, Ekta Bhoomi Gardens II, Rajendra Nagar, Dattapada Road, Borivali (E), Mumbai - 400066.

Corporate Office - Unit no 405, Western Edge 1, 4th Floor, Above Metro Mall, Nr. W. E. Highway, Borivali (E), Mumbai - 400066.

Phone : +91-22-2854 2777 / 2854 0444 • **Email** : sales@teknopoint.in

CIN - U72900MH2000PTC127562

Date: February 21, 2022

Emp Temp Code: 2221711834

Hiten Sarvaiya

1505 Sarova Building Samta Nagar Kandivali East Mumbai - 400101,
Maharashtra, India

Contact No: +919653176960

Letter of Appointment

Dear Hiten,

With reference to the interviews you have had with us in the recent past, we are pleased to make you an Offer of Employment in our Company. Your Grade will be **Grade I** and you will be designated as **Sr. Customer Service Associate- Data**. You are required to report for duties on **February 21, 2022 ("Joining Date")** at **9:30 AM** or as per the agreed time during work hours.

Your employment will be as per the following terms and conditions:

1. Your remuneration is detailed in the enclosed **Annexure I**. All tax liabilities arising out of your entire compensation package, present or future, shall be borne by you.
2. Your duties and responsibilities will be as assigned by your immediate manager or other superior officer of the Company and the same will also include the jobs assigned by the Management from time to time.
3. The Company's business operates on a **24x7** basis and you may therefore be required to work in shifts including periodic night shifts. The work exigencies and the role may require you to extend your work-timings in accordance with the *Working Hour & Attendance Policy*. By accepting and signing this letter you affirm your willingness to abide by this requirement.
4. While your initial place of posting will be at an agreed place/Company's Office/Site at **Mumbai**, you are liable to be transferred to any department/office anywhere in India/Overseas, or a company/entity formed by the promoters or transferred/assigned responsibility in any associate company or be recalled to your original location. Accordingly, your working hours/shift timings could be changed periodically depending on the work/process requirements. All such transfers shall be governed by the *Transfer Policy* of the company. In the event of you being deputed overseas for training and operations you will be required to and shall sign all required documentation as per the rules, regulation and policies of the Company.
5. Your appointment will be on probation for a period of **six months** from the date of your joining the Company or for an extended period of time ("**Probation Period**") if found necessary. Your employment with the Company will be confirmed on the expiry of your Probation Period unless you are specifically advised otherwise in writing.
6. Your appointment shall continue, during your Probation Period or thereafter upon confirmation, unless your employment is discontinued by the Company, by providing not less than **30 Days ("Notice Period")** prior written notice. In the event you decide to leave the employment of the Company, you will be required to provide **30 Days** prior written notice to the Company, and the Company may at its sole discretion relieve you of your duties anytime during the notice period. You will be paid salary up to the last working day.

The Company at its discretion, during probation or on confirmation of your services thereof, without assigning any reason, can discontinue your employment on payment in lieu of Notice Period. Such payment will be calculated pro rate on the basis of your current Gross Fixed salary (subject to tax).

Teleperformance Global Services Private Limited.

Plot No. 94-95, Udyog Vihar, Phase IV, Gurugram - 122016, Haryana, India.

Tel: +91-124-6783050 | Fax: +91-124-6783099

Registered Office: Teleperformance Towers, Plot CST No.1406-A/28, Mindspace, Malad - West, Mumbai - 400090, Maharashtra, India.

Tel: +91-22-66776000 | Fax: +91-22-66776010 | CIN: U72900MH2001PTC232120 | Email: contactus@teleperformanceindia.com

In case of violation of any policies, procedures or rules of the Company or any other act of misconduct including but not limited to improper behaviour, theft or fraud, your services are liable to be discontinued without Notice Period or without payment in lieu of Notice Period.

7. You agree that this employment is conditional upon you successfully clearing the training as required. In the event of your In-ability to clear the training, the Company may relieve you of your duties with immediate effect without Notice Period or without payment in lieu of Notice Period.
8. You are employed as a permanent employee of the Company and are therefore not permitted to undertake any other employment or engage in any commercial activities, outside the Company, either honorary or otherwise, without prior written approval of the Company.
9. You are required to maintain the highest order of discipline and secrecy about the work of the Company and/or its subsidiaries or associate companies and in case of any breach of trust/discipline, your services may be discontinued by the Company with immediate effect without notice period or without payment in lieu of notice period.

You are required to always maintain the highest standard of confidentiality towards Company information which includes but not limited to documents, files, records, customer details, project plans, strategies, developments, execution process, contracts, billing information, quality metrics, financial information about the Company etc. relating to business of the Company, which is proprietary to the Company and / or its clients and other information relating to the business of the Company which may be known, provided or confided to you ("**Confidential Information**"). You will not divulge or use such Confidential Information other than to fulfil your duties as an employee of the Company and while ensuring the best interests of the Company. Under no circumstances will you disseminate information regarding the affairs or business matters of the company or information regarding its customers without proper authorization and / or prior written approval. All information that comes to your knowledge by reasons of your employment with the Company is deemed to be Confidential Information. Upon ceasing to be an employee of the Company, you shall immediately return any records, documents and other information of the Company which are in your possession and shall not retain or transmit any copies (electronic or otherwise) of the same. You will be required to sign a separate confidentiality agreement along with this letter and may be required to sign further confidentiality agreements as may be required by the Company. The Company acknowledges that individual marketing packages, Web sites, and other communications that have been developed for a client and have been placed in the "public domain", once distributed to the public may be no longer subject to client confidentiality provisions.

10. You will be required to apply and maintain the highest standards of personal conduct and integrity and comply with all the Company's current rules, regulations, policies and procedures, including **Global Essential Compliance & Security Policies and Social Media Policy** as may be in force from time to time and as may be notified and displayed. You will be bound by the existing and new security rules, regulations and policies of the Company, including physical frisking (pat down) process wherein, a search would be conducted of outer clothing to detect any concealed prohibited articles. All policies mentioned in this letter, as well as others, are available on the Company intranet and may be changed/modified, at the Company's discretion. You are required to keep yourself updated with the Company's policies.
11. The Company shall have the right to vary, delete, and modify these terms and conditions of employment.
12. You will automatically ~~retire~~ from the services of the Company on the last day of the calendar month in which you attain the age of **Fifty-Eight years**. Your date of birth as per official records is **December 24, 1999**.
13. You are required to make a full and complete disclosure of any issues in past employment records, any relationships or dealings you have or propose to have/ enter into directly or through any of your relatives or family members, with any of the Company's agent, dealers, vendors, suppliers, subcontractors or the like

14. This appointment is subject to satisfactory verification of your credentials, character, antecedents and testimonials as provided in your application to the Company and your curriculum vitae. All cost incurred for such verification will be borne by the Company. If it is found at any time that you have made any false statements or suppressed any material information, it shall lead to immediate discontinuation of your employment with the Company without any notice or compensation.
15. You agree to undergo a drug test or any other medical/fitness test including breath analyzer, as asked for and at such a place and location as advised by the Company during the course of your employment. In the event you become unfit for performance of your assigned duties; you shall be liable to be discharged from the services without any notice.
16. You hereby consent to share your payroll, personal and employment related data for processing and review outside of the country, subject to adherence to applicable law.
17. Your address as provided by you in the employment forms shall be deemed to be correct for sending any communication to you and every communication addressed to you at the given address shall be deemed to have been sufficiently served upon you.
18. You are required to return the duplicate copy of this letter and report to work on or before the date of joining specified above. In the event you do not do so, it shall be deemed that you are not interested in this offer/appointment and this letter shall stand automatically withdrawn with effect from the Joining Date.

If the above terms and conditions are acceptable to you, please sign on each page and return the duplicate copy of this letter as a token of your acceptance of this Letter of Employment.

Welcome to **Teleperformance** and here's wishing you a rewarding career.

Yours Truly,
For **Teleperformance Global Service Private Limited**,



Preeti Amit Shirke
Senior Vice President - Talent Acquisition

I, **Hiten Sarvalya**, residing at **1505 Sarova Building Samta Nagar Kandivali East Mumbai - 400101, Maharashtra, India** do hereby accept the terms and conditions in this

Employee Signature	
Employee Name	Hiten Sarvalya

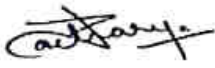
Enclosures:

1. Compensation/ Salary details (**Annexure I**)
2. Non-Disclosure- Declaration and Undertaking (**Annexure II**)
3. Personal Data- Declaration (**Annexure III**)
4. Work from Home- Declaration, applicable under **WAHA-[Work at Home]** (**Annexure IV**)

NOTE: For purposes of brevity and ease of reading, the term "the Company" or the term "Teleperformance" (wherever it appears in this letter) means **Teleperformance**.

Emp Temp Code : 2221711834

Annexure I
Compensation Details

Employee Name:	Hiten Sarvalya
Designation:	Sr. Customer Service Associate- Data
Grade:	Grade I
Date Of Joining:	February 21, 2022
City:	Mumbai
Pay Components	Amount in Indian (INR)
Basic Pay	12,267.00
Housing Rent Allowance (HRA)	₹ 7,360.00
Transport Allowance	0.00
Flexible Benefit Plan	0.00
Statutory Bonus#	2,453.00
Gross Fixed Salary (1)	22,080.00
Provident Fund (Employee) (2)	1,472.00
ESIC (Employee) (3)	0.00
Net Take Home [1-(2+3)]	20,608.00
Provident Fund (Employer) (4)	1,472.00
ESIC (Employer) (5)	0.00
Gratuity* (6)	590.00
Total Fixed Cost (1+4+5+6)	24,142.00
Annual Fixed CTC	289,704.00
Annual Performance Pay**	0 % of Annual Fixed CTC
Annual Performance Linked Incentive (PLI)	0.00
For Teleperformance Global Service Private Limited,  Preeti Amit Shirke Senior Vice President - Talent Acquisition	
<p>*Gratuity shall be payable as per "The Payment of Gratuity Act".</p> <p>**Performance Pay will be payable subject to assessed performance achievement level, the pay-out criteria and the frequency, as per the "Performance Pay policy/ note".</p> <p>#Statutory Bonus is paid monthly as per "The Payment of Bonus Act".</p>	

- All Reimbursements will be paid as per prevailing Income Tax rules and company policies in effect
- The above compensation will be subject to Income Tax regulations in force from time to time.
- The above compensation is subject to deduction towards Medi-claim Insurance, transport, if/as applicable and any other statutory deduction/contribution including Professional Tax, labour
- Any Incentive payable, as part of the compensation structure or otherwise, shall have a "Minimum Attendance Threshold/Performance" as qualifying criteria for such payout.

Employee Signature	
Employee Name	Hiten Sarvalya

ANNEXURE II

DECLARATION AND UNDERTAKING REGARDING NON-DISCLOSURE

I, **Hiten Sarvalya** residing at **1505 Sarova Building Samta Nagar Kandivall East Mumbai - 400101, Maharashtra, India**, and working as **Sr. Customer Service Associate- Data**, do hereby solemnly state, undertake and declare that:

1. I will faithfully, truly and to the best of my skills and ability, execute and perform the duties required of me as an employee of **Teleperformance Global Service Private Limited**, a Company having its registered office at **Teleperformance Towers, Plot CST No. 1406-A/28 Mindspace, Malad (West), Mumbai- 400090, Maharashtra, India**.
2. I shall comply with all Teleperformance policies.
3. I will maintain the highest standard of confidentiality towards **Confidential Information**, by not, directly or indirectly, making known, or permitting such Confidential Information to be disclosed or made known to any person or entity, either inside or outside the Company. I acknowledge that such information is valuable, sensitive and a unique asset of the Company and/or of the Company's clients. I shall faithfully and diligently hold such Confidential Information from being disclosed to unauthorized persons, which may include, but are not limited to, employees of the Company that do not need to know the Confidential Information, persons not employed by the Company, persons that are not bound by a written confidentiality agreement with the Company, with regard to the specific Confidential Information, persons not directly aware of the proprietary and trade secret nature of the Confidential Information.
4. All documents, files, records, project plans, software tools as well as methods and techniques of doing business, including patents, trade secrets and other proprietary rights associated therewith, Strategies, Customer details and items of information or equipment relating to Company's business are and shall remain the property of the Company, including notes, documents, and files created in the performance of my duties of employment. I shall not under any circumstances remove such property from the Company premises without prior written consent. I further agree that all information relating to existing customers and potential customers of the Products, whether recorded in Company's database or otherwise is confidential to the company and that any ownership in respect thereof resides in the company and that it cannot be used by employee for any purpose not specifically referred to in this employment.
5. I understand and acknowledge that as set forth under the **Login Provisioning and De-provisioning Policy (GECSP 11)**, my employee ID and password used to access Company or its Clients' systems are personal and confidential, are **Proprietary Information**, and shall not be disclosed to anyone. Non-compliance with this Policy may lead to disciplinary sanctions upto and including discontinuation of services, consistent with applicable law.
6. Notwithstanding the separation of my employment with the company for any reason whatsoever I will not communicate or allow to be communicated to any person not legally entitled thereto any information relating to the Confidential Information and affairs of Teleperformance.
7. I will immediately report to the Company, any violation or breach of the commitments made in this declaration, whether the breach or violation is intentional or inadvertent and I agree that:
 - (i) In the event of a breach or threatened breach of the provisions of this declaration, the Company shall be entitled to an injunction restraining from using or disclosing, in whole or in part, such Confidential Information, or from rendering any services, to any person, firm, corporation, association or other entity to whom any such information has been disclosed or is threatened to be disclosed, which injunction shall be available without the posting of any bond or other security and the issuance of which is hereby consented to by Employee,
 - (ii) Any such breach would cause injury to the Company, and

Annexure III

Personal Data - Declaration

Article I.

I **Hiten Sarvalya** hereby certify that all statements made on the **Employment Application Form**, my **Curriculum Vitae** or during my **Interviews** with the Company are **true and complete**. I understand that any omission or misrepresentation of any fact may result in refusal of employment or immediate dismissal.

I further understand that I shall be bound by the existing and new rules, regulations and policies of the Company including those related to **Frisking (Pat Down)** process wherein, a search would be conducted of outer clothing to detect any unauthorized / prohibited articles.

I confirm that I have voluntarily furnished my personal information to the Company and the Company shall be free to use such information and all other information that I may provide at any time hereinafter. The Company may share such information in connection with my employment and other related matters, as deemed fit and necessary by the Company.

I recognize that in connection with employment with Teleperformance, I may be the subject of a background enquiry and drug test by the company or its representative, and I hereby authorize the same. I also authorize the Company to take action including penal action against me in case any fact is found contrary to what has been stated by me in the application form mentioned herein above.

I do hereby declare that I will immediately report to my Line Manager or HR team in case of "**Change to Circumstances**", within **48 hours** of me becoming aware of such "**Change to Circumstances**" which may arise due to the following:

- a) I am found guilty of a criminal offence / is under police caution or investigation;
- b) There is a change in my legal right to work / work status; and
- c) There are any adverse credit judgments against me.
- d) Change in personal status like name change / marital status / permanent or current address change etc.

Executed this _____ day of _____ 20____

Temp Emp Code	2221711834
Employee Signature	
Employee Name	Hiten Sarvalya

Date: June 19, 2022

Emp Temp Code: 2221715364

Mihir Pankaj Panchal

E-818, Bhoomi Green Kulupwadi Borivali East Mumbai - 400066,
Maharashtra, India

Contact No: +919892422628

Letter of Appointment

Dear Mihir,

With reference to the interviews you have had with us in the recent past, we are pleased to make you an Offer of Employment in our Company. Your Grade will be **Grade I** and you will be designated as **Sr. Customer Service Associate- Data**. You are required to report for duties on **June 20, 2022 ("Joining Date")** at **9:30 AM** or as per the agreed time during work hours.

Your employment will be as per the following terms and conditions:

1. Your remuneration is detailed in the enclosed **Annexure I**. All tax liabilities arising out of your entire compensation package, present or future, shall be borne by you.
2. Your duties and responsibilities will be as assigned by your immediate manager or other superior officer of the Company and the same will also include the jobs assigned by the Management from time to time.
3. The Company's business operates on a **24x7** basis and you may therefore be required to work in shifts including periodic night shifts. The work exigencies and the role may require you to extend your work-timings in accordance with the *Working Hour & Attendance Policy*. By accepting and signing this letter you affirm your willingness to abide by this requirement.
4. While your initial place of posting will be at an agreed place/Company's Office/Site at **Mumbai**, you are liable to be transferred to any department/office anywhere in India/Overseas, or a company/entity formed by the promoters or transferred/assigned responsibility in any associate company or be recalled to your original location. Accordingly, your working hours/shift timings could be changed periodically depending on the work/process requirements. All such transfers shall be governed by the *Transfer Policy* of the company. In the event of you being deputed overseas for training and operations you will be required to and shall sign all required documentation as per the rules, regulation and policies of the Company.
5. Your appointment will be on probation for a period of **six months** from the date of your joining the Company or for an extended period of time ("**Probation Period**") if found necessary. Your employment with the Company will be confirmed on the expiry of your Probation Period unless you are specifically advised otherwise in writing.
6. Your appointment shall continue, during your Probation Period or thereafter upon confirmation, unless your employment is discontinued by the Company, by providing not less than **30 Days ("Notice Period")** prior written notice. In the event you decide to leave the employment of the Company, you will be required to provide **30 Days** prior written notice to the Company, and the Company may at its sole discretion relieve you of your duties anytime during the notice period. You will be paid salary up to the last working day.

The Company at its discretion, during probation or on confirmation of your services thereof, without assigning any reason, can discontinue your employment on payment in lieu of Notice Period. Such payment will be calculated pro rate on the basis of your current Gross Fixed salary (subject to tax).

Incase of violation of any policies, procedures or rules of the Company or any other act of misconduct including but not limited to improper behaviour, theft or fraud, your services are liable to be discontinued without Notice Period or without payment in lieu of Notice Period.

7. You agree that this employment is conditional upon you successfully clearing the training as required. In the event of your in-ability to clear the training, the Company may relieve you of your duties with immediate effect without Notice Period or without payment in lieu of Notice Period.
8. You are employed as a permanent employee of the Company and are therefore not permitted to undertake any other employment or engage in any commercial activities, outside the Company, either honorary or otherwise, without prior written approval of the Company.
9. You are required to maintain the highest order of discipline and secrecy about the work of the Company and/or its subsidiaries or associate companies and in case of any breach of trust/discipline, your services may be discontinued by the Company with immediate effect without notice period or without payment in lieu of notice period.

You are required to always maintain the highest standard of confidentiality towards Company information which includes but not limited to documents, files, records, customer details, project plans, strategies, developments, execution process, contracts, billing information, quality metrics, financial information about the Company etc. relating to business of the Company, which is proprietary to the Company and / or its clients and other information relating to the business of the Company which may be known, provided or confided to you ("**Confidential Information**"). You will not divulge or use such Confidential Information other than to fulfil your duties as an employee of the Company and while ensuring the best interests of the Company. Under no circumstances will you disseminate information regarding the affairs or business matters of the company or information regarding its customers without proper authorization and / or prior written approval. All information that comes to your knowledge by reasons of your employment with the Company is deemed to be Confidential Information. Upon ceasing to be an employee of the Company, you shall immediately return any records, documents and other information of the Company which are in your possession and shall not retain or transmit any copies (electronic or otherwise) of the same. You will be required to sign a separate confidentiality agreement along with this letter and may be required to sign further confidentiality agreements as may be required by the Company. The Company acknowledges that individual marketing packages, Web sites, and other communications that have been developed for a client and have been placed in the "public domain", once distributed to the public may be no longer subject to client confidentiality provisions.

10. You will be required to apply and maintain the highest standards of personal conduct and integrity and comply with all the Company's current rules, regulations, policies and procedures, including **Global Essential Compliance & Security Policies and Social Media Policy** as may be in force from time to time and as may be notified and displayed. You will be bound by the existing and new security rules, regulations and policies of the Company, including physical frisking (pat down) process wherein, a search would be conducted of outer clothing to detect any concealed prohibited articles. All policies mentioned in this letter, as well as others, are available on the Company intranet and may be changed/modified, at the Company's discretion. You are required to keep yourself updated with the Company's policies.
11. The Company shall have the right to vary, delete, and modify these terms and conditions of employment.
12. You will automatically retire from the services of the Company on the last day of the calendar month in which you attain the age of **Fifty-Eight years**. Your date of birth as per official records is **October 16, 1998**.
13. You are required to make a full and complete disclosure of any issues in past employment records, any relationships or dealings you have or propose to have/ enter into directly or through any of your relatives or family members, with any of the Company's agent, dealers, vendors, suppliers, subcontractors or the like by whatever name called.

14. This appointment is subject to satisfactory verification of your credentials, character, antecedents and testimonials as provided in your application to the Company and your curriculum vitae. All cost incurred for such verification will be borne by the Company. If it is found at any time that you have made any false statements or suppressed any material information, it shall lead to immediate discontinuation of your employment with the Company without any notice or compensation.
15. You agree to undergo a drug test or any other medical/fitness test including breath analyzer, as asked for and at such a place and location as advised by the Company during the course of your employment. In the event you become unfit for performance of your assigned duties; you shall be liable to be discharged from the services without any notice.
16. You hereby consent to share your payroll, personal and employment related data for processing and review outside of the country, subject to adherence to applicable law.
17. Your address as provided by you in the employment forms shall be deemed to be correct for sending any communication to you and every communication addressed to you at the given address shall be deemed to have been sufficiently served upon you.
18. You are required to return the duplicate copy of this letter and report to work on or before the date of joining specified above. In the event you do not do so, it shall be deemed that you are not interested in this offer/appointment and this letter shall stand automatically withdrawn with effect from the Joining Date.

If the above terms and conditions are acceptable to you, please sign on each page and return the duplicate copy of this letter as a token of your acceptance of this Letter of Employment.

Welcome to Teleperformance and here's wishing you a rewarding career.

Yours Truly,
For Teleperformance Global Service Private Limited,



Preeti Amit Shirke
Senior Vice President - Talent Acquisition

I, Mihir Pankaj Panchal, residing at E-818, Bhoomi Green Kulupwadi Borivali East Mumbai - 400066, Maharashtra, India do hereby accept the terms and conditions in this

Employee Signature	Accepted On 19 Jun 2022 mpanchal104@gmail.com
Employee Name	Mihir Pankaj Panchal


Enclosures:

1. Compensation/ Salary details (Annexure I)
2. Non-Disclosure- Declaration and Undertaking (Annexure II)
3. Personal Data- Declaration (Annexure III)
4. Work from Home- Declaration, applicable under WAHA-[Work at Home] (Annexure IV)

NOTE: For purposes of brevity and ease of reading, the term "the Company" or the term "Teleperformance" (wherever it appears in this letter) means Teleperformance.

Emp Temp Code : 2221715364

Annexure I
Compensation Details

Employee Name:	Mihir Pankaj Panchal
Designation:	Sr. Customer Service Associate- Data
Grade:	Grade I
Date Of Joining:	June 20, 2022
City:	Mumbai
Pay Components	Amount In Indian (INR)
Basic Pay	8,302.00
Housing Rent Allowance (HRA)	₹ 4,981.00
Transport Allowance	0.00
Flexible Benefit Plan	0.00
Statutory Bonus#	1,660.00
Gross Fixed Salary (1)	14,943.00
Provident Fund (Employee) (2)	996.00
ESIC (Employee) (3)	112.00
Net Take Home [1-(2+3)]	13,835.00
Provident Fund (Employer) (4)	996.00
ESIC (Employer) (5)	486.00
Gratuity* (6)	399.00
Total Fixed Cost (1+4+5+6)	16,824.00
Annual Fixed CTC	201,888.00
Annual Performance Pay**	0 % of Annual Fixed CTC
Annual Performance Linked Incentive (PLI)	18,000.00
For Teleperformance Global Service Private Limited,  Preeti Amit Shirke Senior Vice President - Talent Acquisition	
*Gratuity shall be payable as per "The Payment of Gratuity Act". **Performance Pay will be payable subject to assessed performance achievement level, the pay-out criteria and the frequency, as per the " Performance Pay policy/ note. " #Statutory Bonus is paid monthly as per " The Payment of Bonus Act ".	

- All Reimbursements will be paid as per prevailing Income Tax rules and company policies in effect
- The above compensation will be subject to Income Tax regulations in force from time to time.
- The above compensation is subject to deduction towards Medi-claim Insurance, transport, if/as applicable and any other statutory deduction/contribution including Professional Tax, labour
- Any Incentive payable, as part of the compensation structure or otherwise, shall have a "**Minimum Attendance Threshold/Performance**" as qualifying criteria for such payout.

Employee Signature	Accepted On 19 Jun 2022 mpanchal104@gmail.com
Employee Name	Mihir Pankaj Panchal

ANNEXURE II
DECLARATION AND UNDERTAKING REGARDING NON-DISCLOSURE

I, **Mihir Pankaj Panchal** residing at **E-818, Bhoomi Green Kulupwadi Borivall East Mumbai - 400066, Maharashtra, India**, and working as **Sr. Customer Service Associate- Data**, do hereby solemnly state, undertake and declare that:

1. I will faithfully, truly and to the best of my skills and ability, execute and perform the duties required of me as an employee of **Teleperformance Global Service Private Limited**, a Company having its registered office at **Teleperformance Towers, Plot CST No. 1406-A/28 Mindspace, Malad (West), Mumbai- 400090, Maharashtra, India**.
2. I shall comply with all Teleperformance policies.
3. I will maintain the highest standard of confidentiality towards **Confidential Information**, by not, directly or indirectly, making known, or permitting such Confidential Information to be disclosed or made known to any person or entity, either inside or outside the Company. I acknowledge that such information is valuable, sensitive and a unique asset of the Company and/or of the Company's clients. I shall faithfully and diligently hold such Confidential Information from being disclosed to unauthorized persons, which may include, but are not limited to, employees of the Company that do not need to know the Confidential Information, persons not employed by the Company, persons that are not bound by a written confidentiality agreement with the Company, with regard to the specific Confidential Information, persons not directly aware of the proprietary and trade secret nature of the Confidential Information.
4. All documents, files, records, project plans, software tools as well as methods and techniques of doing business, including patents, trade secrets and other proprietary rights associated therewith, Strategies, Customer details and items of information or equipment relating to Company's business are and shall remain the property of the Company, including notes, documents, and files created in the performance of my duties of employment. I shall not under any circumstances remove such property from the Company premises without prior written consent. I further agree that all information relating to existing customers and potential customers of the Products, whether recorded in Company's database or otherwise is confidential to the company and that any ownership in respect thereof resides in the company and that it cannot be used by employee for any purpose not specifically referred to in this employment.
5. I understand and acknowledge that as set forth under the **Login Provisioning and De-provisioning Policy (GECSP 11)**, my employee ID and password used to access Company or its Clients' systems are personal and confidential, are **Proprietary Information**, and shall not be disclosed to anyone. Non-compliance with this Policy may lead to disciplinary sanctions upto and including discontinuation of services, consistent with applicable law.
6. Notwithstanding the separation of my employment with the company for any reason whatsoever I will not communicate or allow to be communicated to any person not legally entitled thereto any information relating to the Confidential Information and affairs of Teleperformance.
7. I will immediately report to the Company, any violation or breach of the commitments made in this declaration, whether the breach or violation is intentional or inadvertent and I agree that:
 - (i) In the event of a breach or threatened breach of the provisions of this declaration, the Company shall be entitled to an injunction restraining from using or disclosing, in whole or in part, such Confidential Information, or from rendering any services, to any person, firm, corporation, association or other entity to whom any such information has been disclosed or is threatened to be disclosed, which injunction shall be available without the posting of any bond or other security and the issuance of which is hereby consented to by Employee,
 - (ii) Any such breach would cause injury to the Company, and

8. The rights to any invention, discovery or creation of any system or method related to the Company's operations and arising out of any work done in the course of my employment will automatically vest with the Company. In this connection, the Company may obtain patent rights in its name (or jointly with others) based on the fact of my invention, discovery, improvement or other creative effort. I acknowledge that I will not be liable for any compensation for such invention, discovery, improvement or other creative effort made by me, and that any reward that the Company may, in its sole discretion, bestow on me will not be deemed to confer any rights towards that invention, discovery or improvement in system or method. I further acknowledge that I may be required to execute further documentation in connection with such inventions, discoveries, improvements or other creative efforts and will execute the same without delay.
9. In the event of my leaving services of the Company, for any reason, during the 12-months period from the separation date, I shall **NOT** directly or indirectly either on my own account or otherwise:
 - i. engage or attempt to engage in providing services to any customer or prospective customer where such services or products are competitive with the services offered by the Company or any affiliate to the Customer
 - ii. canvass solicit or endeavour to entice away from the Company any client or customer(s) of the Company, or any person(s), who at any time during my employment, were or are clients or customers of the Company, or were in the habit of dealing with the Company;
 - iii. solicit, interfere with, or endeavour to entice away any employee of the Company; or
 - iv. counsel, or otherwise assist any person to do any of the acts referred to in para (i), (ii) & (iii) of this clause.
10. I shall **NOT** offer, promise, give, accept, condone, approve or knowingly benefit from an improper business gratuity, a bribe, 'kickback' or other improper advantage, benefit or reward, or otherwise apply inappropriate influence.
11. I shall **NOT** make a 'facilitation payment'. Facilitation payment refers to the practice of paying a small sum of money to (usually) an official as a way of ensuring that they perform their duty.
12. None of my relatives are employed or associated with the Company or any of its affiliate companies or its customers/clients/suppliers in any form; and I undertake that I shall immediately notify the Company in case-
 - (a) any person who is so employed / associated becomes a relative, and/or
 - (b) a relative, in future, is so employed / associated with the Company.

I understand and acknowledge that:

1. the restraints contained herein are reasonable in all the circumstances of employment and agree that they are necessary for the protection and maintenance of the Company and its business.
2. my services can be suspended pending disciplinary action/enquiry/investigation as per Company policy and I shall abide by decision of investigation/enquiry Committee constituted for such purposes.
3. the Company shall be entitled to seek an order for specific performance or injunctive relief or other equitable relief in case I fail to observe or breach any of the restraints herein.

I shall indemnify and keep indemnified the company for any loss, damages or injury suffered by the company for any breach of above conditions or any other clause or term of employment.

I understand and acknowledge that my failure to comply with this declaration and undertaking may lead to disciplinary sanctions which may include discontinuation of services, as well as civil liability and/or criminal prosecution under applicable laws.

Executed this _____ day of _____ 20__

Employee Signature	Accepted On 19 Jun 2022 mpanchal104@gmail.com
Employee Name	Mihir Pankaj Panchal

Annexure III

Personal Data - Declaration

Article I.

I **Mihir Pankaj Panchal** hereby certify that all statements made on the **Employment Application Form**, my **Curriculum Vitae** or **during my interviews** with the Company are **true and complete**. I understand that any omission or misrepresentation of any fact may result in refusal of employment or immediate dismissal.

I further understand that I shall be bound by the existing and new rules, regulations and policies of the Company including those related to Frisking (Pat Down) process wherein, a search would be conducted of outer clothing to detect any unauthorized / prohibited articles.

I confirm that I have voluntarily furnished my personal information to the Company and the Company shall be free to use such information and all other information that I may provide at any time hereinafter. The Company may share such information in connection with my employment and other related matters, as deemed fit and necessary by the Company.

I recognize that in connection with employment with Teleperformance, I may be the subject of a background enquiry and drug test by the company or its representative, and I hereby authorize the same. I also authorize the Company to take action including penal action against me in case any fact is found contrary to what has been stated by me in the application form mentioned herein above.

I do hereby declare that I will immediately report to my Line Manager or HR team in case of "**Change to Circumstances**", within **48 hours** of me becoming aware of such "**Change to Circumstances**" which may arise due to the following:

- a) I am found guilty of a criminal offence / is under police caution or investigation;
- b) There is a change in my legal right to work / work status; and
- c) There are any adverse credit judgments against me.
- d) Change in personal status like name change / marital status / permanent or current address change etc.

Executed this _____ day of _____ 20____

Temp Emp Code	2221715364
Employee Signature	Accepted On 19 Jun 2022 mpanchal104@gmail.com
Employee Name	Mihir Pankaj Panchal

Date: September 21, 2022

Emp Temp Code: 2211810155984

Rupesh Gole

B-301 Posh Complex Chs Ltd, Hatkesh Udyog Nagar Mira Road
Bhayander Road Near Ral Mandir Mira Road Mumbai - 401107,
Maharashtra, India

Letter of Appointment

Dear Rupesh,

With reference to the interviews you have had with us in the recent past, we are pleased to make you an Offer of Employment in our Company. Your Grade will be **Grade I** and you will be designated as **Sr. Customer Service Associate- Voice**. You are required to report for duties on **September 21, 2022 ("Joining Date")** at **9:30 AM** or as per the agreed time during work hours.

Your employment will be as per the following terms and conditions:

1. Your remuneration is detailed in the enclosed **Annexure I**. All tax liabilities arising out of your entire compensation package, present or future, shall be borne by you.
2. Your duties and responsibilities will be as assigned by your immediate manager or other superior officer of the Company and the same will also include the jobs assigned by the Management from time to time.
3. The Company's business operates on a **24x7** basis and you may therefore be required to work in shifts including periodic night shifts. The work exigencies and the role may require you to extend your work-timings in accordance with the **Working Hour & Attendance Policy**. By accepting and signing this letter you affirm your willingness to abide by this requirement.
4. While your initial place of posting will be at an agreed place/Company's Office/Site at **Mumbai**, you are liable to be transferred to any department/office anywhere in India/Overseas, or a company/entity formed by the promoters or transferred/assigned responsibility in any associate company or be recalled to your original location. Accordingly, your working hours/shift timings could be changed periodically depending on the work/process requirements. All such transfers shall be governed by the **Transfer Policy** of the company. In the event of you being deputed overseas for training and operations you will be required to and shall sign all required documentation as per the rules, regulation and policies of the Company.
5. Your appointment will be on probation for a period of **six months** from the date of your joining the Company or for an extended period of time ("**Probation Period**") if found necessary. Your employment with the Company will be confirmed on the expiry of your Probation Period unless you are specifically advised otherwise in writing.
6. Your appointment shall continue, during your Probation Period or thereafter upon confirmation, unless your employment is discontinued by the Company, by providing not less than **30 Days ("Notice Period")** prior written notice. In the event you decide to leave the employment of the Company, you will be required to provide **30 Days** prior written notice to the Company, and the Company may at its sole discretion relieve you of your duties anytime during the notice period. You will be paid salary up to the last working day.

The Company at its discretion, during probation or on confirmation of your services thereof, without assigning any reason, can discontinue your employment on payment in lieu of Notice Period. Such payment will be calculated pro rate on the basis of your current Gross Fixed salary (subject to tax).

Incase of violation of any policies, procedures or rules of the Company or any other act of misconduct including but not limited to improper behaviour, theft or fraud, your services are liable to be discontinued without Notice Period or without payment in lieu of Notice Period.

7. You agree that this employment is conditional upon you successfully clearing the training as required. In the event of your In-ability to clear the training, the Company may relieve you of your duties with immediate effect without Notice Period or without payment in lieu of Notice Period.
8. You are employed as a permanent employee of the Company and are therefore not permitted to undertake any other employment or engage in any commercial activities, outside the Company, either honorary or otherwise, without prior written approval of the Company.
9. You are required to maintain the highest order of discipline and secrecy about the work of the Company and/or its subsidiaries or associate companies and in case of any breach of trust/discipline, your services may be discontinued by the Company with immediate effect without notice period or without payment in lieu of notice period.

You are required to always maintain the highest standard of confidentiality towards Company which includes but not limited to documents, files, records, customer details, project developments, execution process, contracts, billing information, quality metrics, financial information, and the Company etc. relating to business of the Company, which is proprietary to the Company or its clients and other information relating to the business of the Company which may be known, provided or confided to you ("Confidential Information"). You will not divulge or use such Confidential Information other than to fulfil your duties as an employee of the Company and while ensuring the best interests of the Company. Under no circumstances will you disseminate information regarding the affairs or business matters of the company or information regarding its customers without proper authorization and / or prior written approval. All information that comes to your knowledge by reasons of your employment with the Company is deemed to be Confidential Information. Upon ceasing to be an employee of the Company, you shall immediately return any records, documents and other information of the Company which are in your possession and shall not retain or transmit any copies (electronic or otherwise) of the same. You will be required to sign a separate confidentiality agreement along with this letter and may be required to sign further confidentiality agreements as may be required by the Company. The Company acknowledges that individual marketing packages, Web sites, and other communications that have been developed for a client and have been placed in the "public domain", once distributed to the public may be no longer subject to client confidentiality provisions.

10. You will be required to apply and maintain the highest standards of personal conduct and integrity and comply with all the Company's current rules, regulations, policies and procedures, including **Global Essential Compliance & Security Policies and Social Media Policy** as may be in force from time to time and as may be notified and displayed. You will be bound by the existing and new security rules, regulations and policies of the Company, including physical frisking (pat down) process wherein, a search would be conducted of outer clothing to detect any concealed prohibited articles. All policies mentioned in this letter, as well as others, are available on the Company intranet and may be changed/modified, at the Company's discretion. You are required to keep yourself updated with the Company's policies.
11. The Company shall have the right to vary, delete, and modify these terms and conditions of employment.
12. You will automatically retire from the services of the Company on the last day of the calendar month in which you attain the age of **Fifty-Eight years**. Your date of birth as per official records is **September 29, 1997**.
13. You are required to make a full and complete disclosure of any issues in past employment records, any relationships or dealings you have or propose to have/ enter into directly or through any of your relatives or family members, with any of the Company's agent, dealers, vendors, suppliers, subcontractors or the like

14. This appointment is subject to satisfactory verification of your credentials, character, antecedents and testimonials as provided in your application to the Company and your curriculum vitae. All cost incurred for such verification will be borne by the Company. If it is found at any time that you have made any false statements or suppressed any material information, it shall lead to immediate discontinuation of your employment with the Company without any notice or compensation.
15. You agree to undergo a drug test or any other medical/fitness test including breath analyzer, as asked for and at such a place and location as advised by the Company during the course of your employment. In the event you become unfit for performance of your assigned duties; you shall be liable to be discharged from the services without any notice.
16. You hereby consent to share your payroll, personal and employment related data for processing and review outside of the country, subject to adherence to applicable law.
17. Your address as provided by you in the employment forms shall be deemed to be correct for sending any communication to you and every communication addressed to you at the given address shall be deemed to have been sufficiently served upon you.
18. You are required to return the duplicate copy of this letter and report to work on or before the date of joining specified above. In the event you do not do so, it shall be deemed that you are not interested in this offer/appointment and this letter shall stand automatically withdrawn with effect from the Joining Date.

If the above terms and conditions are acceptable to you, please sign on each page and return the duplicate copy of this letter as a token of your acceptance of this Letter of Employment.

Welcome to **Teleperformance** and here's wishing you a rewarding career.

Yours Truly,
For Teleperformance Global Service Private Limited,



Preeti Amit Shirke
Senior Vice President - Talent Acquisition

I, **Rupesh Gole**, residing at **B-301 Posh Complex Chs Ltd, Hatkesh Udyog Nagar Mira Road Bhayander Road Near Ral Mandir Mira Road Mumbai - 401107, Maharashtra, India** do hereby accept the terms and

Employee Signature	Accepted On 21 Sep 2022 golerupesh95@gmail.com
Employee Name	Rupesh Gole

Enclosures:

1. Compensation/ Salary details (**Annexure I**)
2. Non-Disclosure- Declaration and Undertaking (**Annexure II**)
3. Personal Data- Declaration (**Annexure III**)
4. Work from Home- Declaration, applicable under WAHA-[Work at Home] (**Annexure IV**)

NOTE: For purposes of brevity and ease of reading, the term "the Company" or the term "Teleperformance" (wherever it appears in this letter) means **Teleperformance**.

Emp Temp Code : 2211810155984

Annexure I
Compensation Details

Employee Name:	Rupesh Gole
Designation:	Sr. Customer Service Associate- Voice
Grade:	Grade I
Date Of Joining:	September 21, 2022
City:	Mumbai
Pay Components	Amount in Indian (INR)
Basic Pay	8,302.00
Housing Rent Allowance (HRA)	₹ 4,981.00
Transport Allowance	0.00
Flexible Benefit Plan	0.00
Statutory Bonus#	1,660.00
Gross Fixed Salary (1)	14,943.00
Provident Fund (Employee) (2)	996.00
ESIC (Employee) (3)	112.00
Net Take Home [1-(2+3)]	13,835.00
Provident Fund (Employer) (4)	996.00
ESIC (Employer) (5)	486.00
Gratuity* (6)	399.00
Total Fixed Cost (1+4+5+6)	16,824.00
Annual Fixed CTC	201,888.00
Annual Performance Pay**	0 % of Annual Fixed CTC
Annual Performance Linked Incentive (PLI)	0.00

For Teleperformance Global Service Private Limited,



Preeti Amit Shirke
Senior Vice President - Talent Acquisition

*Gratuity shall be payable as per "The Payment of Gratuity Act".

**Performance Pay will be payable subject to assessed performance achievement level, the pay-out criteria and the frequency, as per the "Performance Pay policy/ note".

#Statutory Bonus is paid monthly as per "The Payment of Bonus Act".

- All Reimbursements will be paid as per prevailing Income Tax rules and company policies in effect
- The above compensation will be subject to Income Tax regulations in force from time to time.
- The above compensation is subject to deduction towards Medi-claim Insurance, transport, if/as applicable and any other statutory deduction/contribution including Professional Tax, labour
- Any Incentive payable, as part of the compensation structure or otherwise, shall have a "Minimum Attendance Threshold/Performance" as qualifying criteria for such payout.

Employee Signature	Accepted On 21 Sep 2022 golerupesh95@gmail.com
Employee Name	Rupesh Gole

ANNEXURE II**DECLARATION AND UNDERTAKING REGARDING NON-DISCLOSURE**

I, **Rupesh Gole** residing at **B-301 Posh Complex Chs Ltd, Hatkesh Udyog Nagar Mira Road Bhayander Road Near Rai Mandir Mira Road Mumbai - 401107, Maharashtra, India**, and working as **Sr. Customer Service Associate- Volve**, do hereby solemnly state, undertake and declare that:

1. I will faithfully, truly and to the best of my skills and ability, execute and perform the duties required of me as an employee of **Teleperformance Global Service Private Limited**, a Company having its registered office at **Teleperformance Towers, Plot CST No. 1406-A/28 Mindspace, Malad (West), Mumbai- 400090, Maharashtra, India**.
2. I shall comply with all Teleperformance policies.
3. I will maintain the highest standard of confidentiality towards **Confidential Information**, by not, directly or indirectly, making known, or permitting such Confidential Information to be disclosed or made known to any person or entity, either inside or outside the Company. I acknowledge that such information is valuable, sensitive and a unique asset of the Company and/or of the Company's clients. I shall faithfully and diligently hold such Confidential Information from being disclosed to unauthorized persons, which may include, but are not limited to, employees of the Company that do not need to know the Confidential Information, persons not employed by the Company, persons that are not bound by a written confidentiality agreement with the Company, with regard to the specific Confidential Information, persons not directly aware of the proprietary and trade secret nature of the Confidential Information.
4. All documents, files, records, project plans, software tools as well as methods and techniques of doing business, including patents, trade secrets and other proprietary rights associated therewith, Strategies, Customer details and items of information or equipment relating to Company's business are and shall remain the property of the Company, including notes, documents, and files created in the performance of my duties of employment. I shall not under any circumstances remove such property from the Company premises without prior written consent. I further agree that all information relating to existing customers and potential customers of the Products, whether recorded in Company's database or otherwise is confidential to the company and that any ownership in respect thereof resides in the company and that it cannot be used by employee for any purpose not specifically referred to in this employment.
5. I understand and acknowledge that as set forth under the **Login Provisioning and De-provisioning Policy (GECSP 11)**, my employee ID and password used to access Company or its Clients' systems are personal and confidential, are **Proprietary Information**, and shall not be disclosed to anyone. Non-compliance with this Policy may lead to disciplinary sanctions upto and including discontinuation of services, consistent with applicable law.
6. Notwithstanding the separation of my employment with the company for any reason whatsoever I will not communicate or allow to be communicated to any person not legally entitled thereto any information relating to the Confidential Information and affairs of Teleperformance.
7. I will immediately report to the Company, any violation or breach of the commitments made in this declaration, whether the breach or violation is intentional or inadvertent and I agree that:
 - (i) In the event of a breach or threatened breach of the provisions of this declaration, the Company shall be entitled to an injunction restraining from using or disclosing, in whole or in part, such Confidential Information, or from rendering any services, to any person, firm, corporation, association or other entity to whom any such information has been disclosed or is threatened to be disclosed, which injunction shall be available without the posting of any bond or other security and the issuance of which is hereby consented to by Employee,
 - (ii) Any such breach would cause injury to the Company, and

8. The rights to any invention, discovery or creation of any system or method related to the Company's operations and arising out of any work done in the course of my employment will automatically vest with the Company. In this connection, the Company may obtain patent rights in its name (or jointly with others) based on the fact of my invention, discovery, improvement or other creative effort. I acknowledge that I will not be liable for any compensation for such invention, discovery, improvement or other creative effort made by me, and that any reward that the Company may, in its sole discretion, bestow on me will not be deemed to confer any rights towards that invention, discovery or improvement in system or method. I further acknowledge that I may be required to execute further documentation in connection with such inventions, discoveries, improvements or other creative efforts and will execute the same without delay.
9. In the event of my leaving services of the Company, for any reason, during the **12-months** period from the separation date, I shall **NOT** directly or indirectly either on my own account or otherwise:
- engage or attempt to engage in providing services to any customer or prospective customer where such services or products are competitive with the services offered by the Company or any affiliate to the Customer
 - canvass solicit or endeavour to entice away from the Company any client or customer(s) of the Company, or any person(s), who at any time during my employment, were or are clients or customers of the Company, or were in the habit of dealing with the Company;
 - solicit, interfere with, or endeavour to entice away any employee of the Company; or
 - counsel, or otherwise assist any person to do any of the acts referred to in para (i), (ii) & (iii) of this clause.
10. I shall **NOT** offer, promise, give, accept, condone, approve or knowingly benefit from an improper business gratuity, a bribe, 'kickback' or other improper advantage, benefit or reward, or otherwise apply inappropriate influence.
11. I shall **NOT** make a '**facilitation payment**'. Facilitation payment refers to the practice of paying a small sum of money to (usually) an official as a way of ensuring that they perform their duty.
12. None of my relatives are employed or associated with the Company or any of its affiliate companies or its customers/clients/suppliers in any form; and I undertake that I **shall** immediately notify the Company in case-
- any person who is so employed / associated becomes a relative, and/or
 - a relative, in future, is so employed / associated with the Company.

I understand and acknowledge that:

- the restraints contained herein are reasonable in all the circumstances of employment and agree that they are necessary for the protection and maintenance of the Company and its business.
- my services can be suspended pending disciplinary action/enquiry/investigation as per Company policy and I shall abide by decision of investigation/enquiry Committee constituted for such purposes.
- the Company shall be entitled to seek an order for specific performance or injunctive relief or other equitable relief in case I fail to observe or breach any of the restraints herein.

I **shall** indemnify and keep indemnified the company for any loss, damages or injury suffered by the company for any breach of above conditions or any other clause or term of employment.

I understand and acknowledge that my failure to comply with this declaration and undertaking may lead to disciplinary sanctions which may include discontinuation of services, as well as civil liability and/or criminal prosecution under applicable laws.

Executed this _____ day of _____ 20__

Employee Signature	Accepted On 21 Sep 2022 golerupesh95@gmail.com
Employee Name	Rupesh Gole

Annexure III

Personal Data - Declaration

Article I.

I **Rupesh Gole** hereby certify that all statements made on the **Employment Application Form**, my **Curriculum Vitae** or during my **Interviews** with the Company are **true and complete**. I understand that any omission or misrepresentation of any fact may result in refusal of employment or immediate dismissal.

I further understand that I shall be bound by the existing and new rules, regulations and policies of the Company including those related to Frisking (Pat Down) process wherein, a search would be conducted of outer clothing to detect any unauthorized / prohibited articles.

I confirm that I have voluntarily furnished my personal information to the Company and the Company shall be free to use such information and all other information that I may provide at any time hereinafter. The Company may share such information in connection with my employment and other related matters, as deemed fit and necessary by the Company.

I recognize that in connection with employment with Teleperformance, I may be the subject of a background enquiry and drug test by the company or its representative, and I hereby authorize the same. I also authorize the Company to take action including penal action against me in case any fact is found contrary to what has been stated by me in the application form mentioned herein above.

I do hereby declare that I will immediately report to my Line Manager or HR team in case of "**Change to Circumstances**", within **48 hours** of me becoming aware of such "**Change to Circumstances**" which may arise due to the following:

- a) I am found guilty of a criminal offence / is under police caution or investigation;
- b) There is a change in my legal right to work / work status; and
- c) There are any adverse credit judgments against me.
- d) Change in personal status like name change / marital status / permanent or current address change etc.

Executed this _____ day of _____ 20____

Temp Emp Code	2211810155984
Employee Signature	Accepted On 21 Sep 2022 golerupesh95@gmail.com
Employee Name	Rupesh Gole

Mr. Ronak Thakur
Email Id: Ronakthakur207@gmail.com
Mobile No: +91 8286365744
Address: Kallash Puri Chawl, Gaondevi Road,
Polsar, Kandivali East, Mumbai - 400101.

Dear Ronak,

Welcome to Etica Wealth Private Limited. We are glad to have you with us and look forward to a long and rewarding association. You will be designated as "Operation Executive".

We are pleased to appoint you at our Mumbai office with effect from 4th October 2021. The following terms and conditions will apply to your appointment.

Compensation Details:

Particulars	Amount
Basic	₹ 12,898
HRA	₹ 10,554
Total Monthly	₹ 23,452
Employer's Cont. towards PF	₹ 1,548
Monthly Cost to the Company	₹ 25,000
Annual Cost to the Company	₹ 3,00,000

Notice for Separation/Termination Either party can terminate your services by giving to the other, a notice of One month in writing. The company however, reserves its right to terminate your employment by giving your salary for one month in lieu of the notice. The Company reserves its right to recover an amount equivalent to one month's salary on pro-rata basis if you fail to give to the Company adequate notice of your intention to terminate your employment.

We look forward for your continuous and dedicated effort towards the organization.

Leaves: - You are entitled for 24 paid leave every year, which can be carry forward. There will be 12 declared holidays for the year 2021 as listed.

Warm Regards,

Gajendra Kothari
MD & CEO
Etica Wealth Pvt Ltd.

Etica Wealth Private Limited

7th Floor, West Wing, Merchant Chambers, 41 New Marine Lines, Churchgate, Mumbai - 400020

www.eticawealth.com | Email: info@eticawealth.com | Phone: +91 9029 40 4578



This is an electronic generated document and does not require a signature.



TSPH Educare Pvt. Ltd.

First Floor, Ashoka Shopping Centre, Navghar Road, Bhayandar (E)-401105.

Joining Letter

Dear

Prachi Mehta,

Greetings of the day! Welcome to the family of TSPH (The Science Private's Hub). You have been selected for the post of 'Librarian'. Your remuneration will be ₹ 6,500/- (PM). Your date of joining is 21st May 2022.

Kindly submit the following documents on the day of joining:

1. One Passport size photograph
2. Photo copy of Aadhar card
3. Photo copy of Pan card
4. Bank Details (Account number, Name of Account holder, IFSC Code, cancelled cheque)

📍 Bhayandar (E) | Mira Road (E)
☎ +91 8652 375 375 / 8652 371 371
🌐 www.tsph.in

✉ info@tsph.in
📘 [tsphofficial](#)
📷 [tsph_thescienceprivateshub](#)

Traya.

Tatvartha Health Pvt. Ltd.

Unit No 03, Ground Floor, Vakratunda Corporate Park,
Vishweshwar Nagar, Off Aarey road, Goregaon East,
Mumbai

Date: 28th March 2023

Ms. Vishwa Panchal,

Dear Vishwa,

In reference to your application and subsequent interviews. We are pleased to welcome you as an **Business Development Executive Intern** for **Tatvartha Health Pvt Ltd**. You are required to join on or before **17th April 2023**. Your work location will be Mumbai.

We offer you a Stipend of **Rs. 20,000/-PM**.

This internship starts from 17th April 2023 and will end on 17th October 2023. At the end of the period of internship we will review your performance, if found suitable we will offer you employment.

Honesty – We promise to be true to you, is what our company believes and we are sure you will fit in nicely, enjoy your role and help us take our business to a whole new level. Our people take responsibilities and are better performers thereby helping us to achieve overall success for the company and the group.

You will receive a detailed appointment letter at the time of your joining.

Kindly acknowledge the receipt of this letter by sending us your acceptance of this offer.

We are really excited to welcome you to our team and hope your association with us shall be mutually beneficial, pleasant and fulfilling.

For,



Tatvaratha Health Private Limited

Authorized Signatory

Acceptance



VASANT AGRE & ASSOCIATES

CHARTERED ACCOUNTANTS

10-11/B/2, Sai Prasad Apartment, Tolly Gully Cross Lane, Andheri (East), Mumbai - 400 069 • Tel : 2682 4480 / 26833 1016 • Email : vagreca@gmail.com

This is to certify that Ms. Shriya Rajesh Dongre worked as a Trainee with our firm M/s. Vasant Agre & Associates, Chartered Accountant during the period 01st December 2022 to 15th January 2023 (45 days). During her tenure, she attended to work such as updation of Tally, preparation of excel sheets.

For Vasant Agre & Associates
Chartered Accountants

[Signature]

Proprietor

Mumbai, 15th January, 2023



WHITE TURTLE STUDIOS LLP
A-506 Morya House, Off New Link Road,
Andheri West, Mumbai, Maharashtra 400053
LLP Identification Number:- AAB-1155
post@whiteturtlestudios.com
www.whiteturtlestudios.com
+91 22-6127-2677



Appointment Letter

01 September 2021

Dear Shivam,

With reference to your application and subsequent interview with us, we are pleased to appoint you as **Jr. Editor** in our organization on the following terms and conditions.

Date of Joining: You will be joining us on **1st September 2021**

Place/Transfer: Your present place of work will be at Mumbai, but during the course of the service, you shall be liable to be posted / transferred anywhere to serve any of the Company's Projects or any other establishment in India or outside, at the sole discretion of the Management.

Probation/Confirmation: You will be on a Probation period for the Six months. Based on your performance your services will be confirmed with the company in written after six months.

During the probation period your services can be terminated with fifteen days' notice in writing on either side and without any reasons whatsoever. If your services are found satisfactory during the probation period, you will be confirmed in the present position and thereafter your services can be terminated as per the Employment Agreement.

Absence for a continuous period of ten days without prior approval of your superior, (including overstay on leave / training) would result in your losing your lien on the service and the same shall automatically come to an end without any notice or intimation.

Leave: You will be eligible to the benefits of the Company's Leave Rules on your confirmation in the Company's Service.

During the period of your employment with the Company, you will devote full time to the work of the Company. Further, you will not take up any other employment or assignment or any office, honorary or for any consideration, in cash or in kind or otherwise, without the prior written permission of the Company.

1. You will not (except in the normal course of the Company's business) publish any article or statement, deliver any lecture or broadcast or make any communication to the press, including magazine publication relating to the Company's products or to any matter with which the Company may be concerned, unless you have previously applied to and obtained the written permission from the company.

Raksha Khosla
Director of White Turtle Studios LLP

[Signature]
Director of White Turtle Studios LLP



**SAFFRON EDUCATIONAL &
MEDICAL FOUNDATION**

REG. NO. E-34921(M)

INTERNSHIP OFFER LETTER

Mr/Miss Dhruv Sureshbhai Pithva Is Starting An Internship At **Saffron Naturopath & Research Institute** From **1st August** For The Time Period Of **2 Month,(Till 1st October)**.

He/She Assures Us & His/Her Superiour & His/Her Management Team That During The Time Of His/Her Services He/She will Maintain Specific Level Of Discipline, Follow The Rules & Regulation Given By The Institute.

He/She will Be Doing His/Her Best To Finish The Given Target Given By The Authorities, If He/She Fail To Do So He/She Will Be Willing To Work For Extra Hours As Well.

In This 2Month Time Period He/She Will Be Receiving **Rs.3000** (Timing: 3:00PM TO 7.00PM Monday To Saturday)

- ☐ I Agree To All The Terms And Conditions Laid By The Institute.
- ☐ I Am Being Assigned The Post Of Video Editor By The Institute
- ☐ I Assure To Manage All the Student Who Will Be Enrolling Under Me.

Candidate Signature _____



For Saffron Educational & Medical Foundation


Trustees

2A, Shree Rameshwar Tower,
Next to Gokhle School,
Borivali (w), Mumbai – 400092

Contact. No.: 8369285230/9821629079/9833232057.

E-mail : info@saffron4health.com / saffron1175@gmail.com

WEBSITE : www.saffron4health.com

Report to Nirmala College

Subject: Final Placement Report 2021-2022

Summary of training:

The students have completed or ongoing 100-hour program including Personal effectiveness, Communication Readiness, Career Readiness and Work Readiness and practice of aptitude tests. Training was delivered through online class. The students have also undergone individual counselling during the program, post training, pre- placement and also post placements.

Detail of batch who have completed the training

Streams	Date start	Date end	No. of students	Trainer
BAF+BMS+B.Com	22/07/2021	22/09/2021	1	Diliaca R
	07/10/2021	15/12/2021	12	Gunjan K
BSc IT+BCA	10/03/2022	1/04/2022	6	Gunjan K
	11/05/2022	16/06/2022	4	Richa M

Summary of placements:

Sr. No	Student Name	Company Selected	CTC per annum
1	Jyoti Jwalaprasad Gupta	HDB financial services - Sr telling office	180000
2	Nikita Ashok Makwana	Aman Security India PVT LTD	2,16,000
3	Suhita Patil	Square yards	250000
4	Julee Ajay Vishwakarma	Accenture	192000

Note: Remaining students will continue to receive updates about vacancies and encouraging unplaced students at every stage of placement.

Report By

Gunjan K

Program Specialist

11/07/2022



Date: 18/3/23.

Ms. Subhadra Porida.
Kandivali.

SUBJECT: OFFER LETTER

Dear Ms. Subhadra.

With reference to your interest in our organization and subsequent discussion, we are pleased to offer you the position of Internship (on voluntary basis) at Child Help Foundation on the following terms and conditions:

1. **Posting:** You will operate and coordinate from our office in **Mumbai**.
2. Your monthly stipend/payout shall be Rs. 10,000/-
3. **Designation:** You are designated as Internship. However, your ability and expertise can be utilized in any other field / function in the best interest of the organization.
4. **Date of Joining:** You will begin your Internship Volunteering assignment with us on or before 15th April, 23.
5. **Training** - You will be on training period for 15 days from the date of joining. During training period you will not be paid.
6. **Timings:** You will abide by the operational timings of our office which are from 9.30 am - 6.00 pm, Monday to Friday & Saturday from 9.30 am to 4.00 pm.
7. **Documents to be submitted:** You will be required to submit copies of the following documents to support your volunteering assignment with us:
 - Certificates of educational qualifications.
 - Pan Card & Aadhaar Card.
 - Two passport sized photographs
 - Permanent Residence Address Proof (any one: passport, ration card, electricity bill, driving license).
 - Proof of current residence.
 - Bank account details.

For Child Help Foundation

Jaisy Shilpi
Manager - Human Resources

Accepted the terms & conditions mentioned above

I will join on 18/3/23

.. Name & Signature



Date: 20th Nov 2022.

Ms. Jyoti Patel

Sub: Internship Offer Letter

Dear Jyoti,

I am excited to extend an offer to you for an internship position within our **Human Resource**. This position is located in **Mumbai**. The position is for a **HR Executive-Intern**.

This position is scheduled to begin **21th Nov 2022** and will be a three-month paid internship opportunity ending on **20th Feb 2022** the schedule for this position is 3PM- 7PM.

This position will pay **5,000/- (Five Thousand Rupees only)** which will be inclusive of all the benefits like conveyance in this role you will report directly to **Ms. Shagufta Siddiqui**.

By accepting this offer, you acknowledge that this information must remain confidential and agree to refrain from using it for your own purposes or disclosing it to anyone outside of **Hire Hunters**. Also, you agree that upon completion of your internship, you will promptly return any company-issued property and equipment along with information and documents belonging to the company.

By accepting this offer, you acknowledge that you understand participation in this program is not an offer of employment, and successful completion of the program does not entitle you to an employment offer from **Hire Hunters**.

Hire Hunters also reserves the right to terminate the internship without any prior notice. In case you are found to not follow the terms and conditions mentioned in this letter or you are found breaching confidentiality or not following the rules and regulations set by the organization then the company has all the rights to terminate your internship with immediate effect.

This offer letter represents the full extent of the internship offer and supersedes any prior conversations about the position. Please review this letter in full, and sign and return to confirm your acceptance of the position no later than the close of business.

Web: www.hirehunters.co.in Tel: +91 22 49633594 | Email: contact@hirehunters.co.in
Add: 1023, Ijmima Complex, Mindspace, Link road, Malad (W), Mumbai-





We look forward to having you begin your career at **Hire Hunters** and wish you a successful internship. Welcome to our team!

Sincerely,



Dilip Vishwakarma
Proprietor

I, **Jyoti Patel** accept the above offer and will begin the internship position on 15th Nov 2022.

Web: www.hirehunters.co.in **Tel:** +91 22 49633594 | **Email:** contact@hirehunters.co.in
Add: 1023, Ijmima Complex, Mindspace, Link road, Malad (W), Mumbai-





Date: 14th Nov 2022.

Ms. Valjanti Vichare

Sub: Internship Offer Letter

Dear Valjanti,

I am excited to extend an offer to you for an internship position within our **Human Resource**. This position is located in **Mumbai**. The position is for a **HR Executive-Intern**.

This position is scheduled to begin **15th Nov 2022** and will be a three-month paid internship opportunity ending on **14th Feb 2022** the schedule for this position is 3PM- 7PM.

This position will pay **5,000/- (Five Thousand Rupees only)** which will be inclusive of all the benefits like conveyance in this role you will report directly to **Ms. Shagufta Siddiqui**.

By accepting this offer, you acknowledge that this information must remain confidential and agree to refrain from using it for your own purposes or disclosing it to anyone outside of **Hire Hunters**. Also, you agree that upon completion of your internship, you will promptly return any company-issued property and equipment along with information and documents belonging to the company.

By accepting this offer, you acknowledge that you understand participation in this program is not an offer of employment, and successful completion of the program does not entitle you to an employment offer from **Hire Hunters**.

Hire Hunters also reserves the right to terminate the internship without any prior notice. In case you are found to not follow the terms and conditions mentioned in this letter or you are found breaching confidentiality or not following the rules and regulations set by the organization then the company has all the rights to terminate your internship with immediate effect.

This offer letter represents the full extent of the internship offer and supersedes any prior conversations about the position. Please review this letter in full, and sign and return to confirm your acceptance of the position no later than the close of business.

Web: www.hirehunters.co.in Tel: +91 22 49633594 | Email: contact@hirehunters.co.in
Add: 1023, Ijmima Complex, Mindspace, Link road, Malad (W), Mumbai-





We look forward to having you begin your career at **Hire Hunters** and wish you a successful internship.
Welcome to our team!

Sincerely,



Dilip Vishwakarma
Proprietor

I, **Valjanti Vichare** accept the above offer and will begin the internship position on 15th Nov 2022.

Web: www.hirehunters.co.in **Tel:** +91 22 49633594 | **Email:** contact@hirehunters.co.in
Add: 1023, Ijmima Complex, Mindspace, Link road, Malad (W), Mumbai-



Shortlisted Students. inbox x

HR
to me, kirti, sonam

Hi everyone,

Greeting from KIM'S CAMERS LLP

I am writing to share that we have concluded the successful placement drive at the Institute.

The shortlisting process for every student had been done. I will be appreciating your efforts made throughout the process.

We're exploring this collaboration for long further.

Here are the details below for your reference:

Please circulate the details amongst the students.

SR	NAME OF THE CANDIDATE	DESIGNATION	JOINING DATE
1	PAVSI JAADAV	UOL	17/04/2023
2	VISHWA DANCHAI	RDF	30/09/23
3	RIDDHI GILL	UOL	13/4/2023
4	KHUSHALI JAIN	RD-INTERN	13/04/2023
5	NISHITHA SINGH	UOL INTERN	13/4/2023



7th November 2022.

Subject: Confirmation of internship.

This letter serves as confirmation that Hritika Kanke will be completing her internship with Mahesh Bang & Co. The duration of this internship will be from 9th November 2022 till 9th January 2023.

For MAHESH BANG & CO.



Mahesh Bang & Co

Membership no. 139903

FRN:155306W



7th November 2022.

Subject: Confirmation of internship.

This letter serves as confirmation that Akash Bera will be completing his internship with Mahesh Bang & Co. The duration of this internship will be from 9th November 2022 till 9th January 2023.

For MAHESH BANG & CO.

M. Bang
Proprietor



Mahesh Bang & Co

Membership no. 139903

FRN:155306W

EMPLOYMENT AGREEMENT

THIS AGREEMENT is made

BETWEEN

Square Yards Consulting Pvt. Ltd.

A Company incorporated under Companies Act, 1956 in the Republic of India and having its Registered office B-3/96, Safdarjung Enclave, New Delhi-110029 (hereinafter called "the Company" which expression shall include its associated companies, successors and assigns) of the one part;

AND

Suhita Ajay Patil, D/o. Sh. Ajay patil R/o. Patil Wadi C.S Road no 2, Near-Matruchaya School Dahisar East Mumbai-400068 (herein after referred to as the "the Employee" which expression shall include its successors and assigns) of the other part;

It is agreed that the Company will employ **Suhita Ajay Patil** as **Associate Investment Manager** of the Company on the particulars/ terms and conditions as laid down in the **Annexure A** to this Agreement appended hereto, and on terms and conditions as enumerated hereinafter in this Agreement:

1. DEFINITIONS AND INTERPRETATIONS

- 1.1. In this agreement the following words and phrases shall bear the meanings respectively ascribed to them, that is to say:
 - a) "the Particulars" means the particulars incorporated in under the agreement as varied time to time as agreed by the parties to the agreement
 - b) "the Employee" means the individual defined under specific labour laws applying particularly to the company like Employee State Insurance Act, 1948.
 - c) "the Company" means a company registered under Companies Act ,1956 or Companies Act, 2013 named as Square Yards Consulting Pvt. Ltd. also includes its associated companies etc.
 - d) "the Associated Company" means a subsidiary and any other Company which is for the time being a holding Company of the Company
 - e) "Financial Year" means the financial year which shall run from the 1st day of April to the 31st day of March every year.
 - f) "Calendar Year" means the calendar year which shall run from the 1st day of January to the 31st day of December every year.
 - g) "Month" means a calendar month
 - h) References means references in this Agreement to any clause, sub-clause, schedule or paragraph without further designation shall be construed as references to the clause, sub clause, schedule or paragraph of this Agreement.
 - i) Any reference to a statutory provision shall be deemed to include a reference to any statutory amendment modification or re-enactment of it.
 - j) Words importing one gender include all other genders and words importing the singular include the plural and *vice versa*.

2. TERMS OF EMPLOYMENT

- 2.1. The employment of the Employee shall be deemed to have commenced on the date of actual reporting in the premises of the Company pursuant to the execution of this Agreement as per the terms and conditions / particulars laid down in the **Annexure A**. The Employee should disclose to the company in case any of his/her family member is related to any kind of real estate business.
- 2.2. The Employee will be initially appointed by the company with the position title and corporate title (if applicable) as incorporated in **Annexure A**. The firm may amend the position and/or corporate title of the Employee, as thinks appropriate in the future to align the employee's role with the applicable policies, procedures or practices at the company.

3. NATURE OF EMPLOYMENT AND DUTIES OF EMPLOYEE

The Employee shall during his/her employment with the Company under this Agreement:

- 3.1. Perform the duties and exercise the powers which the Company may from time to time properly assign to him/her in his/her capacity or in connection with the business of the company or any of its associated company.
- 3.2. The Employment shall be full-time Employment and the Employee shall not undertake any reward for work other than the duties which he is required to perform under this Agreement.

4. HOURS OF EMPLOYMENT

- 4.1. The Employee shall comply with the normal working hours of the company, as directed by the Company, or in the absence of such direction, as published in the employee's handbook provided by the Company at the joining of the employee and also as amended from time to time by the management.

5. PRESENT POSTING AND FUTURE TRANSFERS

- 5.1. The Employee's place of employment shall be at the Company's offices as set out in the Annexure A. But, the Company is entitled to require the employee to work at any other place of business of the Company including offices are in existence or to be planned in the future, whether on temporary or permanent basis on the terms and conditions as are applicable to such transfer in accordance with the then applicable rules, regulations and policies of the Company.
- 5.2. The Employee shall, in the performance of his/her duties, may be required to travel from his/her place of employment to anywhere within the country or abroad.

6. REMUNERATION, BENEFITS AND DEDUCTIONS

- 6.1. Subject as hereinafter provided the Company shall pay to the Employee during the continuance of his/her employment hereunder a salary (bifurcated into Fixed components and Performance linked components) specified in the Particulars of Employment as set out in the Annexure A.
- 6.2. Performance linked components, if any are payable monthly subject to achievement of the minimum performance criteria as defined by the management from time to time. Depending on the performance of the Employee, he/she may qualify to receive only partial or full amount of the performance linked allowances.
- 6.3. The said salary shall be reviewed by the Company on an annual basis (As per applicable appraisal cycle), and any such revision of salary shall take effect from such time and in such manner as the Company shall in its sole discretion think fit.
- 6.4. Except as expressly provided by this Agreement the Employee shall not be entitled to any salary in respect of any period during which he/she fails or be unable, from any cause, to perform all or any of his/her duties without prejudice to any right of action accruing or accrued to either party in respect of any breach of this Agreement.
- 6.5. The Company shall deduct a proportionate amount from the Employee's fixed remuneration for every day of absence beyond the permissible limit of leaves available to the employee during the calendar month/ financial year. The Company at its own discretion may provide relief with respect to the deduction made on account of his/her absence from the employment provided his/her absence is due to incapacity through illness or injury and the Employee produces to the Company without any delay the certificate of a duly qualified medical practitioner stating the cause of such incapacity.
- 6.6. All monetary or non-monetary entitlements granted to the Employee, whether by way of Salary, Bonus or otherwise, shall be subject to the statutory deductions like Provident Fund contribution, ESI / Medical Insurance Contribution, LWF Contribution, Income Tax (TDS) or any other statutory deduction for which the Company is liable to deduct as prescribed under various laws applicable to the Company.
- 6.7. Unless specifically stated in the Particulars, bonus or any other benefits provided by the Company to the Employee, irrespectively of its nature and of its either temporary or repetitive provision, will always be treated as a benefit voluntarily provided by the Company to the Employee and will not in any way consist a legal obligation of the Company under this Agreement.
- 6.8. The Company shall pay, or reimburse to the employee for only pre-approved, reasonable and adequately substantiated – travel, accommodation, communications or any other related expenditure incurred in connection with the performance of the duties assigned by the Company, subject to the policies framed by the Company. These may be contingent on performance threshold as defined from time to time.
- 6.9. Employee will be covered under a comprehensive Medical Insurance and Accidental Coverage as detailed in the Company's employee handbook and amended from time to time as the Company deems appropriate.

- 6.10 The Company reserves the right to cancel or modify the benefits of plan and programmes, its offers to its employees at any time provided that such cancellation, shall be carried out in a manner that it does not discriminate between employees of the same level. None of rights of the Employee, to receive any form of compensation payable pursuant to this offer may be assigned or transferred except by operation of law.
- 6.11 The Company shall bear cost of Employment Pass/ Work Visa/ Business Visa and other relocation charges, as may be applicable and approved from time to time, for its employees. Such cost or charges along with any incidental charges paid by the Company towards covering expense of relocation or Visa will become payable from the employee to the Company in case his or her employment is ceased, whether initiated by the Company or the employee, within one year of such expenses being outlaid. In case of cessation of employment within 12 months of such expenses being borne by the Company, these will be recovered from the last salary or full & final settlement of the employee, whichever is applicable.
- 6.12 Any accrued incentive or bonus will be payable only if the employee status is active and not resigned as on the day of incentive or bonus pay out. In case the employee has resigned or is inactive in the system on such date, the accrued incentive & bonus will lapse.

7. PROBATION PERIOD & CONFIRMATION OF EMPLOYMENT

- 7.1. The Employee shall be employed on a probationary basis for a period of **6 months** from the date of commencement of his/her employment, or for such extended time as the Company may decide.
- 7.2. The Company may thereafter confirm the employment of the Employee after he/she has completed the probationary period or the extended probationary period as the case may be. Such confirmation shall be communicated to the employee via e-mail communication.

8. LEAVES & HOLIDAYS

- 8.1. The Employee shall be entitled to a total of **32 total leaves** (in addition to public and statutory holidays) for every financial year, as mentioned in the Employee Handbook.
- 8.2. The Employee shall be entitled in each calendar year **10 public and statutory holidays**. These holidays will be declared at beginning of each calendar year.
- 8.3. All holidays shall be approved within appropriate timelines as provided by the Company, from time to time.
- 8.4. The employee will be eligible to avail One (1) compensatory leave in every month during the probationary period. Holiday allowance does not accrue during the probationary period.

9. TERMINATION

- 9.1. The Employee's employment with the Company may be terminated by either party giving to the other party notice in writing or salary in lieu of notice as set out in **Annexure A**. In this case, the Employee shall not be entitled to leave pay.
- 9.2. The Company shall have the right summarily to terminate the Employment without notice or payment of compensation in any of the following events:
 - a. If the Employee is guilty of fraud, dishonesty or misconduct or commits any act which in the opinion of the Company is likely to bring the Company or any officers or employees of the Company into disrepute whether or not such dishonesty, misconduct or act is directly related to the affairs of the Company.
 - b. If the Employee is adjudged bankrupt or makes a composition with his/her creditors.
 - c. If the Employee commits any material breach of his/her duties or obligations under this Agreement.
 - d. If the Employee is discovered to have made or given any false statement or answer to any question in connection with the Company's Employment application form or any Curriculum Vitae submitted to the Company concerning such Employee.
 - e. Habitual absence without approval of leaves.
 - f. Habitual neglect of work or gross or habitual negligence.
 - g. Commission of any act not in conformity with discipline or good behavior.
 - h. Seeking or giving illegal gratification.
 - i. Offering or passing kickbacks or any other kind of monetary reward to clients of the Company unless otherwise permitted under the company policies
 - j. If the employee provides any false statement about his/her family background as he agreed at the time of joining.
- 9.3. Upon the termination of the Employee's employment (howsoever arising) the Employee shall return to the Company all documents, records, items and materials in his/her possession or custody belonging to the Company or its clients and the Employee shall not retain any copies (including electronic or soft) thereof.

- 9.4. Depending on the duration of the employment with the Company, the employee may be entitled to statutory payments at the time of termination of employment.
- 9.5. Upon termination, the Company shall pay the amounts accrued to the employee after making necessary & permissible deductions of such sums which are due to be paid by the employee to the Company, within 90 days from the termination.
- 9.6. Employee and the Company are free to terminate their employment relationship at any time for any reason, with or without cause, or for no reason at all, with a written notice. The notice period shall be dependent on the status of employment i.e. on probation or confirmed and is mentioned in **Annexure A**.
- 9.7. If such termination of the employment is initiated by the employee, then the Company may, at its sole discretion either accept such resignation immediately or not, provided that, the Company may choose to pay to the employee or may buy out the salary in lieu of balance period of his/her notice period. However, the employee has to serve the required notice period, if the resignation is accepted by the Company.
- 9.8. The employee would undertake to refund all expenses and costs that may be incurred by the Company on the employee towards any joining bonus paid to the employee at the time of beginning of employment with the Company, in the event the employee initiates the termination of the employment within twelve (12) months from the date of commencement of the employment with the Company.
- 9.9. At the time of separation from the Company, employee undertakes to refund all loans, salary advances granted by the Company for employee's personal usage.

10. GENERAL

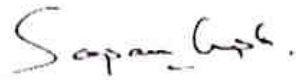
- 10.1. **No waiver:** No delay, failure or omission on the part of the Company to exercise any of its powers, rights or remedies under this Agreement will operate as a waiver of them nor will any single or partial exercise of any such powers, rights or remedies preclude any further exercise of them.
- 10.2. **Additional Remedies:** Notwithstanding anything contained in this Agreement, the Parties acknowledge that in addition to any remedy available to the Company, whether provided herein or conferred by statute, civil law, common law, custom, trade, or usage, the Company shall be entitled to obtain an Injunction against the Employee from a civil court of competent jurisdiction.
- 10.3. **Additional Conditions:** Employee has read and shall always abide by the terms and conditions as stipulated in the employee's hand book, HR Policies including Compensation and Benefits policy, Reimbursement policy, Leave Encashment policy, etc as disseminated through any channels to the employee and these Policies may be amended from time to time as per the sole discretion of the Company.
- 10.4. **Severability:** If any provision of this Agreement is held by a court of competent jurisdiction to be illegal, invalid or unenforceable, the remaining provisions shall remain in full force and effect. Any invalid or unenforceable provision of this Agreement shall be replaced with a provision which is valid and enforceable and most nearly reflects the original intent of the invalid or unenforceable provision.
- 10.5. **Employee's Representations and Warranties:** The Employee confirms that he has carefully read and fully understands all the provisions of this Agreement. The Employee represents that he (i) is familiar with the foregoing covenants not to compete and not to solicit and the reasons therefor, and (ii) is fully aware of his/her obligations under this Agreement including, without limitation, the reasonableness of the length of time, scope and geographic coverage of these covenants.
- 10.6. **Accountability:** In the event of a breach of Confidentiality agreement without prejudice to any right conferred by law on the Company, the Employee hereby agrees that he shall indemnify the Company for all costs (including but not limited to legal costs on an indemnity basis), loss and damage suffered by the Company or alternatively to make good to the Company all profits or gains made by the Employee or the Employee's spouse, family members or relatives by reason of the Employee's breach of any of his/her duties to the Company or to the Company's clients.
- 10.7. **Jurisdiction and Dispute Resolution:** This Agreement shall be governed by and construed in accordance with the laws of India and shall be under the exclusive jurisdiction of the High Court of Delhi. Any dispute between the Parties shall be finally settled through arbitration conducted in New Delhi in accordance with the Arbitration and Conciliation Act, 1996. A sole arbitrator shall be appointed jointly by the Parties within 30 days of either Party requesting the other to suggest or approve a sole arbitrator. If the Parties fail to agree on a sole arbitrator within the 30 days period mentioned above, then either Party may make application to the High Court of Delhi for appointment of the arbitrator under the provisions of Arbitration and Conciliation Act, 1996.
- 10.8. **Entire Agreement:** This Agreement and its Exhibits, constitutes the entire understanding relating to terms of employment between the Employee and the Company and supersedes all prior offers, agreements, statements or representations, written or oral between the Parties. Further, the Employee acknowledges and agrees that, as of the date of this Agreement, the Employee has no former claims of any nature, whatsoever against the Company.

IN WITNESS whereof the parties hereto have hereunto set their hands the day and year first herein before written.

SIGNED

for and on behalf of

Square Yards Consulting Pvt. Ltd.

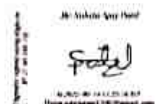


Authorised Signatory

Date

All Terms and Condition
Accepted:

(Name of Employee)



1st August, 2022.

To,
Ms.Anjali Singh
Shiv Shakti Chawl
Gaondevi Rd Poisar
Kandivali East
Mumbai 400101

SUB: APPOINTMENT LETTER

Dear **Ms.Anjali Singh**,

Further to your application and the subsequent interviews with us, we are pleased to appoint you as "**Brach Admin**" in our Organisation with effect from **4th August, 2022**. Your appointment shall be governed by the "Terms and Conditions" attached in **Annexure-B**. Kindly sign the duplicate copy of this letter as a token of your having read, understood and accepted the same.

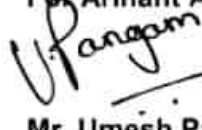
1. Salary and Allowances:

From the date of joining till **1st November, 2022**, you will be paid a Gross Salary Package of **Rs. 7500** (Rupees Seven Thousand Five Hundred Only) Per Month. Any tax on your salary will be deducted at source and your net salary will be transferred to your account.

2. Work Location:

You will be based at our **I.C.Colony-** Branch based on the needs of the Organisation **you may be deputed or transferred to any of our offices** either in existence or which may in future come into existence. In addition, you will discharge responsibilities and perform different role/s as required by the Organisation from time to time.

We welcome you to the Arihant Academy family & wish you a long and fulfilling relationship with us.
For Arihant Academy Pvt. Ltd.



Mr. Umesh Pangam
(Founder Director)

I have read the Terms and Conditions as per Annexure B of this letter of appointment and confirm my acceptance of the same.

Employee Signature : _____
Date & Place : _____

Registered Office

Ground Floor, Triveni Sadan, Opp. Ambaji Temple, 3rd Carter Road, Borivali (E), Mumbai - 400 066, Tel: 022-28900000
www.arihantacademy.com

Dear Mayuresh Varangaokar,

We are very glad to offer you the position of **'Operation Executive (Academic Operation and Student Support)'**.

We welcome you to be a part of our growth journey and expect integrity, professionalism, and commitment towards your designated responsibilities.

In these uncertain times, we look forward to you taking a proactive role in supporting the initiatives and proving accomplishments. We aim to support you in the best of each other's interests. We wish you all the very best and look forward to you, leading your responsibilities with a strong vision.

Please share your kind acceptance in this email to proceed ahead with our due diligence.

A. Job Description

Being an **'Operation Executive (Academic Operation and Student Support)'** is a very responsible job and we aim to support you to increase your expertise furthering your career ahead in times to come.

B. Job Objective

To develop total satisfaction within the students, faculties and Academic Partners (College / University Partners) for the Educational service rendered by our institution. Ensuring 360 degree process management in all academic operations.

C. Direct Execution

Key Result Area (KRA)

- a) Student & Parents Query management.
- b) Exam Management (Internal & External paper collection, curation, supervision, inputting marks)
- c) Faculty Resources (Maintaining attendance sheet, chalk, duster, availability of books)
- d) Classroom management (Availability of the classrooms, cleanliness in the classroom, projector, laptop if required)
- e) Documentation (Maintaining all the documents that is available in the office and maintaining it digitally also)
- f) Inventory Management (Keeping track of the Finplan books, laptop, mobile, electronic items that is there at the respective centre)
- g) Maintaining all the reports (Student master data, academic calendar, lecture progress report, batch progress report, blacklist report, updating weekly test marks)

[OFFER LETTER – ONLY FOR OFFICIAL

August 24, 2022

- h)** Mumbai University onboarding process
- i)** Conducting weekly test which includes supervision of the class
- j)** Conducting/ managing parents Teacher meeting for all academic batches.
- k)** Conducting weekly review meetings with each batch to identify gaps and implement appropriate resolutions.
- l)** Ensuring timely notification to the students about all the academic activities.
- m)** Assisting the team for cultural activities at college to motivate students to participate in various activities.

D. Essential Skills

- a)** Excellent communicability and interpersonal skills in language English
- b)** Open to learning and adopting Institution's culture
- c)** Creative in imparting knowledge and subject information
- d)** Professional in practicing ethics and code of conduct.

E. General Office Guidelines

- a) Efficient use of work time – 10.30 am to 7.30 pm. (timing may differ, depends upon the center)
100% availability during working hours when working from home
- b) Execution of ethical activities and transparent behavior in the execution of the process/responsibilities
- c) Use of professional dress code, language, screen background for online webinar/presentations
- d) Ensuring no disturbance is created from your end or environment during an On-call or Online presentation/discussion.
- e) Use of CRM / LMS in the most efficient manner to track the progress of the Leads
- f) Pro-active intimation to your immediate reporting manager & HR in case of non-working day
- g) Use of Email for formal communication. (MS Word, Excel, Email, Internet)
- h) Excellent interpersonal and problem-solving skills shared as part of your approach in the counseling or presentations
- i) Handling rejection/failures in the most constructive manner and being open to learning and implementing new or innovative methods at the workplace.
- j) Abiding all HRM guidelines as stated in the HRM policy document.
- k) Minimum 1 year contract

F. Details on your Profile

- 1. Designation:** Operation Executive (Academic Operation and Student Support)
- 2. Date of Joining:** 24th August 2022
- 3. Salary / Income offered:** 18,000 INR/- Per Month In-hand (Professional Tax of 200 INR will be deducted as per government tax applicability)
- 4. Type of Work:** Full-Time
- 5. Location:** Western Mumbai

[OFFER LETTER – ONLY FOR OFFICIAL**August 24, 2022**

You are required to travel to the other centers / campuses whenever it is required. Conveyance for all official travel shall be reimbursed by the organization unless if no additional conveyance is pre-added in your monthly income.

Please share the following documents as earliest as possible,

1. All past Academic Certificates
2. Experience Certificates
3. Income statement for the last 3 months
4. Updated Resume
5. Address Proof
6. Aadhar Card
7. PAN Card
8. 2 passport size clear photograph

Disclaimer

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Dear **Anushka Marekant,**

We are very glad to offer you the position of '**Operation Executive (Academic Operation and Student Support)**'.

We welcome you to be a part of our growth journey and expect integrity, professionalism, and commitment towards your designated responsibilities.

In these uncertain times, we look forward to you taking a proactive role in supporting the initiatives and proving accomplishments. We aim to support you in the best of each other's interests. We wish you all the very best and look forward to you, leading your responsibilities with a strong vision.

Please share your kind acceptance in this email to proceed ahead with our due diligence.

A. Job Description

Being an '**Operation Executive (Academic Operation and Student Support)**' is a very responsible job and we aim to support you to increase your expertise furthering your career ahead in times to come.

B. Job Objective

To develop total satisfaction within the students, faculties and Academic Partners (College / University Partners) for the Educational service rendered by our institution. Ensuring 360 degree process management in all academic operations.

C. Direct Execution

Key Result Area (KRA)

- a) Student & Parents Query management.
- b) Exam Management (Internal & External paper collection, curation, supervision, inputting marks)
- c) Faculty Resources (Maintaining attendance sheet, chalk, duster, availability of books)
- d) Classroom management (Availability of the classrooms, cleanliness in the classroom, projector, laptop if required)
- e) Documentation (Maintaining all the documents that is available in the office and maintaining it digitally also)
- f) Inventory Management (Keeping track of the Finplan books, laptop, mobile, electronic items that is there at the respective centre)
- g) Maintaining all the reports (Student master data, academic calendar, lecture progress report, batch progress report, blacklist report, updating weekly test marks)

[OFFER LETTER – ONLY FOR OFFICIAL

August 22, 2022

- h)** Mumbai University onboarding process
- i)** Conducting weekly test which includes supervision of the class
- j)** Conducting/ managing parents Teacher meeting for all academic batches.
- k)** Conducting weekly review meetings with each batch to identify gaps and implement appropriate resolutions.
- l)** Ensuring timely notification to the students about all the academic activities.
- m)** Assisting the team for cultural activities at college to motivate students to participate in various activities.

D. Essential Skills

- a) Excellent communicability and interpersonal skills in language English
- b) Open to learning and adopting Institution's culture
- c) Creative in imparting knowledge and subject information
- d) Professional in practicing ethics and code of conduct.

E. General Office Guidelines

- a) Efficient use of work time – 10.00 am to 7.00 pm. (timing may differ, depends upon the center)
100% availability during working hours when working from home
- b) Execution of ethical activities and transparent behavior in the execution of the process/responsibilities
- c) Use of professional dress code, language, screen background for online webinar/presentations
- d) Ensuring no disturbance is created from your end or environment during an On-call or Online presentation/discussion.
- e) Use of CRM / LMS in the most efficient manner to track the progress of the Leads
- f) Pro-active intimation to your immediate reporting manager & HR in case of non-working day
- g) Use of Email for formal communication. (MS Word, Excel, Email, Internet)
- h) Excellent interpersonal and problem-solving skills shared as part of your approach in the counseling or presentations
- i) Handling rejection/failures in the most constructive manner and being open to learning and implementing new or innovative methods at the workplace.
- j) Abiding all HRM guidelines as stated in the HRM policy document.
- k) Minimum 1 year contract

F. Details on your Profile

- 1. Designation:** Operation Executive (Academic Operation and Student Support)
- 2. Date of Joining:** 23rd August 2022
- 3. Salary / Income offered:** 18,000 INR/- Per Month In-hand (Professional Tax of 200 INR will be deducted as per government tax applicability)
- 4. Type of Work:** Full-Time
- 5. Location:** Western Mumbai

OFFER LETTER – ONLY FOR OFFICIAL

August 22, 2022

You are required to travel to the other centers / campuses whenever it is required. Conveyance for all official travel shall be reimbursed by the organization unless if no additional conveyance is pre-added in your monthly income.

Please share the following documents as earliest as possible,

1. All past Academic Certificates
2. Experience Certificates
3. Income statement for the last 3 months
4. Updated Resume
5. Address Proof
6. Aadhar Card
7. PAN Card
8. 2 passport size clear photograph

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September 28th**OFFER LETTER – ONLY FOR OFFICIAL**

OFFER LETTER – ONLY FOR OFFICIAL

Dear **Ms. Tanishq Kamble**,

We are very glad to offer you the position of '**Centre Batch Coordinator (CBC)**'.

We welcome you to be a part of our growth journey and expect integrity, professionalism, and commitment towards your designated responsibilities.

In these uncertain times, we look forward to you taking a proactive role in supporting the initiatives and proving accomplishments. We aim to support you in the best of each other's interests. We wish you all the very best and look forward to you, leading your responsibilities with a strong vision. Please share your kind acceptance in this email to proceed ahead with our due diligence.

Job Description

Being an '**Centre Batch Coordinator (CBC)**' is a very responsible job and we aim to support you to increase your expertise furthering your career ahead in times to come.

Job Objective

To develop total satisfaction within the students, faculties and Academic Partners (College / University Partners) for the Educational service rendered by our institution. Ensuring 360- degree process management in all academic operations.

Direct Execution**Program Coordination:**

1. Centre Batch Coordinator including - Attendance management of students and faculty, preparation of Result, and taking Student Feedback for existing & prospective Batches.
2. Managing various academic activities – Examination, Student Meet Up sessions, Workshops, Guest Lectures.
3. Offline lecture scheduling on timely basis.
4. Preparing grade cards of the students with the help of Manager.
5. Conducting/ managing parents Teacher meeting for all academic batches.
6. Solving students and parents queries.

2nd Floor, Vardhaman Industrial Complex, Gokul Nagar, Thane (W) 400601

Tel No: 022 -41005836, +91 8097454191, www.finplanindia.com info@finplanindia.com

OFFER LETTER – ONLY FOR OFFICIALSeptember 28th

7. Conducting weekly review meetings with each batch to identify gaps and implement appropriate resolutions.
8. Ensuring support to students and Faculty for smooth functioning of batches.
9. Managing new admissions and enrolment process.
10. Ensuring timely notification to the students about all the academic activities.
11. Conducting cultural activities at college to motivate students to participate in various activities.

Compliance and Support:

- a) Handling and managing CIMS portal
- b) Managing all tasks related to NAAC
- c) Managing Exam management agendas for the batch.
- d) Results preparation on CIMS
- e) Managing activities of Results printing and sharing with students
- f) Coordinating with Stakeholder team for all required approvals
- g) Attending and solving post-admission compliance including university portal

Tasks:

#Managing All Academic Process

#Exam Management

#Total Quality Management

#Tight internal & External Coordination

#Timely Completion of all Academic Reports

Strong Relationship Management

Result Management

Objection Handling and Resolution development

Essential Skills

1. Good communication skills – both written and verbal
2. Ability to stick to time constraints and deadlines
3. Clear Communication to internal and external resources
4. Knowledge of MS office, outlook, PPT, etc.
5. Creativity at workplace

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OFFER LETTER – ONLY FOR OFFICIAL

September 28th

6. Professional in practicing ethics and code of conduct.

General Office Guidelines

1. Efficient use of work time – 10.30am to 7.30pm, 100 % availability during working hours when working from home
2. Execution of ethical activities and transparent behavior in the execution of the process/responsibilities
3. Use of professional dress code, language, screen background for onlinewebinar/presentations
4. Ensuring no disturbance is created from your end or environment during an On-call orOnline presentation/discussion.
5. Use of CRM / LMS in the most efficient manner to track the progress of the Leads
6. Pro-active intimation to your immediate reporting manager & HR in case of non-working day
7. Use of Email for formal communication. (MS Word, Excel, Email, Internet)
8. Excellent interpersonal and problem-solving skills shared as part of your approach in the counseling or presentations
9. Handling rejection/failures in the most constructive manner and being open to learning and implementing new or innovative methods at the workplace.
10. Abiding all HRM guidelines as stated in the HRM policy document.

Details on your Profile

1. **Designation:** Centre Batch Coordinator (CBC)
2. **Date of Joining:** 1st October 2022
3. **Salary / Income offered:** 25,000 INR/- Per Month In-hand (Professional Tax of 200 INR will be deducted as per government tax applicability)
4. **Type of Work:** Full-Time
5. **Location:** Western

2nd Floor, Vardhaman Industrial Complex, Gokul Nagar, Thane (W) 400601
Tel No: 022 -41005836, +91 8097454191, www.finplanindia.com Info@finplanindia.com

OFFER LETTER – ONLY FOR OFFICIALSeptember 28th

You are required to travel to the other centers / campuses whenever it is required. Conveyance for all official travel shall be reimbursed by the organization unless if no additional conveyance is pre-added in your monthly income.

Post your acceptance to our email (within 24 hrs.); we shall share the schedule for the Training & Induction along with our employment document. You will be on a training period (paid) for a minimum of 7 working days from the date of your joining. Post your joining, submission of the below documents & acknowledgement to the policy (HRM Policy), your appointment letter will be processed within 30 working days.

Please share the following documents as earliest as possible,

1. All past Academic Certificates
2. Experience Certificates
3. Income statement for the last 3 months
4. Updated Resume
5. Address Proof
6. Aadhar Card
7. PAN Card
8. 2 passport size clear photograph

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Dear **Sarika Gaur**,

I am pleased to extend to you an offer of employment as **Operations Associate** with **Impact Guru** and the joining date would be **9th August 2022**.

We have enjoyed getting to know you and believe you have much to contribute to our firm and our culture. We hope that in the process of getting to know us, you have concluded that the fit is compelling and that ImpactGuru is the best firm at which to take the next step in your career and to grow further. We congratulate you!

ImpactGuru's aspiration of innovative thinking, open collaboration, and passion for driving change enables nonprofits, social enterprises, corporate, and other change-makers and impact creators to outperform our employees to achieve greatness. We will be thrilled to have you as part of our team. You will bring your ambitious aspirations and unique talents to the firm and our clients. In return, you will find unparalleled opportunities for personal and professional development at ImpactGuru, with no limits on the paths your career may take.

We feel that your skills and background will be valuable assets to our firm and we are delighted at the prospect of your joining us. Impact Guru is a transformative organization and aspires to be a market leader in its niche. Within and beyond ImpactGuru, our people will make a difference to the world because of the leaders they will become while here.

Please reach out to me with questions at any time. We hope to stay in close contact with you and look forward to having you as our colleague.

Below mentioned documents are necessary to submit:

- Pan Card, Aadhar Card, Voter Id, Driving license, passport
 - Address proof
 - Educational Certificate
 - Last 3 Payslips and Bank Statement
 - Previous Experience Letter/Offer Letter/ Relieving letter
 - Cancelled Cheque/ Any Account Detail Proof
 - Front-facing Photo
-
- 3 Reference details from the previous company (HR/Reporting Manager/Founders)

Impact Guru Technology Ventures Private Limited
101, Jaisingh Business Centre, 119 Sahar Road, Andheri East, Mumbai – 400099, India

COMPENSATION:

Annual fees

Your annual fees will be INR. **2,43,525/-** paid in equal installments every month. Your Professional fees will be subject to TDS or other statutory deductions if any.

Compensation breakup

Details	Monthly	Yearly
Part A - Gross		
Basic	13,702	1,64,429
HRA	685	8,220
Bonus @ 8.33% of Basic	1,141	13,697
Other Allowances	1,599	19,190
Gross Salary	17,128	2,05,536
Employee's Deduction		
Provident Fund @ 12 %	1,800	21,600
ESIC @ 0.75%	128	1,542
PT	200	2,500
Net Salary	15,000	1,79,894
Part B - Employer's Contribution		
Provident Fund @ 13 %	1,950	23,400
ESIC @ 3.25%	557	6,680
Gratuity @ 4.81%	-	7,909
Total	2,507	37,989
Fixed CTC		
Fixed CTC (A+B)	19,635	2,43,525
Part C - Variable		
Retention Bonus	0	0
Performance Bonus	5000	0
Total (C)	5000	0
Total Cost to the Company (A+B+C)	24,635	243525

*Note: You will receive a salary, and all other benefits forming part of your remuneration package subject to, and after, deduction of tax at source by applicable law.

PS: Part C (Variable) will be subject to a performance review scale & is not Fixed.

*PF, ESIC, Bonus & Gratuity contribution will be subject to statutory deduction as per the defined Laws by the Government of India.

*Net take home will be subject to the TDS declaration.

Impact Guru Technology Ventures Private Limited
101, Jaisingh Business Centre, 119 Sahar Road, Andheri East, Mumbai – 400099, India



Compliance with Terms and Conditions and Policies

All employees are required to comply with Impact Guru's policies, which include those related to non-discrimination, sexual harassment, confidentiality, non-compete, and others as outlined in other policies as will be shared with you from time to time. You will be required to sign this letter which provides a statement of basic standards of behavior and expectations central to Impact Guru's values.

Your Employment is subject to a positive reference verification & submission of documents and the terms and conditions outlined in this letter and all HR policies and procedures of Impact Guru, as amended from time to time. The contract is subject to an advisor clearing certifications post his 3 days of training with IG. Leaves are not approved during probation period

On acceptance of this letter, you cannot discard our offer and /or cannot join /accept/prefer another offer upon acceptance of our offer, you cannot leave Impact Guru within 6 months, in case you want to leave within 6 months then you have to serve a 2 months' notice or buy out the notice period with 2 times of your salary. In the conflict of aforesaid terms, you will be responsible for reimbursing the company three times the salary paid to you within seven days from the date of your resignation failing which Impact Guru shall be constrained to file appropriate proceedings both civil and criminal, in the court of law for the recovery of the aforesaid amount. The interest shall be charged at the rate of 18% p.a. upon failing to make payment within seven days as aforesaid.

Impact Guru Technology Ventures Private Limited

A handwritten signature in black ink, appearing to read "Jyoti Natekar", with a horizontal line drawn underneath it.

(Signature)

Name – Jyoti Natekar

Title: AVP - Human Resources

Employee

(Signature)

Name: _____

Email: _____

Telephone: _____

Impact Guru Technology Ventures Private Limited
101, Jaisingh Business Centre, 119 Sahar Road, Andheri East, Mumbai – 400099, India

Reliance SMSL Limited

Ref No. HR/AUG/22/K1/60520951/1001290492

Date: 08.08.2022

Aditya Dinkar pawar

Offer-cum-Appointment Letter

Dear Aditya,

This is with reference to your application and subsequent Test and Interviews you had with us.

We are pleased to offer you an appointment as **CSA Central Stores** in the employment of the company subject to your joining on or before **11.08.2022**. The offer shall automatically lapse if you do not join.

Reliance SMSL Limited is engaged in the business of providing outsourced human resource services to their clients. Accordingly, you are assigned to our client to work as **CSA Central Stores** in Grade **K1** and shall perform duties that are assigned to you in connection with the Clients' business at their premises as may be advised from time to time.

You will receive an Annual Gross Compensation (including Basic and allowances) of **Rs. 156000/- per annum** as below:

	Rs. per month
Basic	6500
HRA	6500
Conveyance Allowance	
Monthly Gross	13000
Annual Gross	156000

You will be covered by applicable statutory benefits such as PF, ESI and Bonus etc. The compensation is subject to prevailing tax and other laws, policies, rules and guidelines. You are expected to keep your compensation strictly confidential.

Your appointment and subsequent continuation of employment with the Company is strictly based on your consistent delivery on the agreed performance parameters and compliance with the values and guidelines of the organization. The tenure of your employment shall be subject to the requirement of the services provided by us to our client and shall also be subject to the requirement of deputation or completion of the project with the client.

The terms and conditions in this letter and the annexures thereto will form terms of appointment upon your joining.

Please sign and return a copy of this letter as a token of your acceptance of the terms and conditions of employment and return the same to HR at the earliest.

Please note the documents to be submitted on your date of joining as part of joining compliance.

We wish you a long successful association with us.

Yours faithfully,

For **Reliance SMSL Limited**



Authorised Signatory

Signature of the Employee:

Encl: Terms and Conditions of Employment - **Annexure - I**

Reliance SMSL Limited (formerly Strategic Manpower Solutions Limited)
CIN: U74999MH2007PLC167704

Registered Office: 3rd Floor, Court House, Lokmanya Tilak Marg, Dhobi Talao, Mumbai-400 002, India. Phone: +91 22 67673800

Reliance SMSL Limited

Annexure - I

TERMS & CONDITIONS OF EMPLOYMENT

1. Your employment is subject to being declared and remaining medically fit by a Medical Officer or by a Doctor specified by the Establishment. The Establishment has the right to get you medically examined by any certified Medical practitioner during the period of your service. In case you are found medically unfit to continue with the job, you will lose your lien on the job and your employment will come to end on the day you are found medically unfit by the Medical Officer.
2. Your appointment is based on the basis of the particulars such as qualifications etc. given by you in the application for employment. In case any information given by you is found false or incorrect, your appointment will be liable for termination without any notice or salary in lieu of notice.
3. The address as indicated in your application for appointment shall deem to be correct for sending any communication to you. Every communication addressed to you at the given address shall be deemed to have been served upon you. You will immediately notify change of address, if any.
4. All the above emoluments should be reduced to the extent of absence without leave or leave without pay. Only Basic Salary shall be reckoned for computing the contribution to the Provident Fund.
5. You are required to submit the following documents, if the same have not been submitted earlier
 - a. Certificates in support of Educational / Professional Qualifications, Experience, Date of Birth and other testimonials in original together with copies thereof;
 - b. Copies of your passport photographs with grey background;
 - c. Copy of Passport / Ration Card / Voter's ID / driving license or any other document as proof of your residence and photo-identity.
6. You have hereby given no objection in the Company(Or its group Companies and associates) sharing your personal information and documents, including but not limited to Aadhar number, other Government issues ID number such as Voter ID, PAN card, DL, name, gender, date of birth, addresses, mobile number, email, education record and employment record with any Reference / Antecedent Verification Organization that Reliance Retail has appointed time being or anytime later for the purpose of background checks and verifications, in order to avail services such as employment / training / management / payment / credit / insurance / house on rent / vehicle on rent, etc.
7. You have hereby authorized the Company or any agency/ agencies appointed by them from time to time to store your personal information on their platform, which will be accessible to the Company or its service provider for which this consent is being obtained. The Company or its service provider and their authorized users / partners / affiliates / contractors can access and update your digital record on such platform, including data, documents, certificates, verification reports, reference s, testimonials, etc. and can use related services provided via such agency. You have understood that agency will ensure security and confidentiality of the same.
8. You also agree that your digital record including references, testimonials and verification reports on such agency platform will only be available to any other users of the platform if/when you provide your explicit consent for the same. You have also understood that you have the option of deleting your digital record from such agency database.
9. Your No Objection will be coterminous with the arrangement between the Company and any agency / organization engaged by the Company for Reference / Antecedent Verification of your current and past employments.
10. In order to ensure the uniformity and maintenance of a good ambience before the Customers of the Establishment, the Establishment may at its option provide you with some standard dress code. You shall be present at all the times in a neat and tidy manner.
11. You are expected to keep your salary package strictly confidential and not to share any information regarding the salary.

Reliance SMSL Limited

12. During your tenure with the company and based on your job profile, you might be granted access to various IT applications with a unique user id and password. These credentials will be unique to you and cannot be shared with anyone. You will be solely responsible and accountable for any information loss/sharing or breach of confidentiality in any way which has occurred due to the misuse of your credentials.
13. You will be covered by the service rules and regulations including conduct, discipline and administrative orders and any such other rules or orders of the client or Company as the case may be that may come in force from time to time. You shall observe discipline and rules of conduct applicable at the client's establishment of your posting.
14. You shall be entitled to leave and other benefits as per the rules and regulations governing client's establishment where you will be working. You will be entitled to a weekly off as may be notified from time to time. The weekly holiday may be staggered and determined as per the roster.
15. You will be governed by the working hours prevailing at the establishment of your working. You will be notified your actual duty timings from time to time. You shall report and be present, accordingly at the client's designated location. You will be required to work in any of the shifts during the day or night. Your working hours may be staggered and you may be required to work in spells in the morning and evening. In case you being a female employee you shall be provided with due security escort up to your residence in case you work beyond 9 pm.
16. You will be required to work on any day of the year, including festival holidays, in the establishment of your posting. You will be allowed a weekly off in accordance with law on any one of the days in the week, as per the schedule notified.
17. Your employment is transferable to any other place / establishment / department / division / unit / branch / subsidiary / affiliate of our client / associate. However, such transfer will not entail any increase in your salary and / or adversely affect your emoluments.
18. In normal course you shall retire from the services of the organization on attaining the age of 58 years.
 - a. If you absent yourself without leave or remain absent beyond the period of leave originally granted or subsequently extended, you shall be considered as having voluntarily terminated your employment without giving any notice unless you:
 - b. Return to work within 8 days from the commencement of such absence and
 - c. Give an explanation to the satisfaction of the Management regarding such absence.
19. You will initially be on probation for a period of Six months, which may be extended or reduced at the sole discretion of the Management. During the period of probation, the appointment is terminable by giving one month in writing by either side or payment of one month's Basic salary in lieu thereof. On completion of initial probation period till such time that you are intimated in writing regarding your confirmation, you shall continue to be on probation. After confirmation, your services are liable to be terminated at any time without assigning any reason as per the provisions of statute governing your appointment. In case you wish to resign you will give us the notice as per the provisions of the statute governing your appointment. You shall attend duties till you are relieved from service in writing. Waiving the Notice Period on resignation is at the sole discretion of the company.
20. Your services are liable to be terminated without any notice or salary in lieu thereof for misconduct, without being exhaustive and without prejudice to the general meaning of the term "misconduct" in the case of reasonable suspicion of misconduct, disloyalty and commission of an act involving moral turpitude, any act of in-discipline or inefficiency. You may be placed under suspension pending enquiry into the charges of misconduct or otherwise. The salary for the suspension period will be paid to you only when you are found not guilty of any of the charges for which you were suspended and not otherwise.
21. You will be bound by the code of conduct, rules, regulations and office orders in force and framed by the company from time to time in relation to your service conditions, which will form part of your service conditions and terms of employment.
22. You may be laid-off on payment of 50% wages on account of shortage of work, materials, electricity and similar other reasons.
23. You shall extend all cooperation to the client's employees, customers, representatives, etc. and do all such things diligently, faithfully and to the best of your skill and ability as may be necessary to serve the client and perform all the duties entrusted to you from time to time. We expect you to work with the high standard of initiative, efficiency and economy.

Reliance SMSL Limited (formerly Strategic Manpower Solutions Limited)
CIN: U74999MH2007PLC167704

Registered Office: 3rd Floor, Court House, Lokmanya Tilak Marg, Dhobi Talao, Mumbai-400 002, India. Phone: +91 22 67673800

Reliance SMSL Limited

24. You shall engage yourself exclusively in the work assigned by the client, where you are posted for the time being and shall not take up any independent or individual assignments (whether the same as part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of your Business Unit Head. You will avoid any such issue which may result in a conflict between your personal interest and the interest of the client / company in dealing with suppliers, customers and all other organizations or individuals doing or seeking to do business with the client / company. You shall obey and comply with all the orders and directions given to you by your superior or any other person duly authorized in that behalf at the place of your posting. You shall obey all the rules and regulations, either statutory or otherwise, which are in vogue and may be notified from time to time.
25. You shall obey and comply with all the orders and directions given to you by your superior or any other person duly authorized in that behalf at the place of your posting. You shall obey all the rules and regulations, either statutory or otherwise, which are in vogue and may be notified from time to time.
26. You shall not at any time either during the contract of your employment or at any time thereafter divulge any information that came to you during the course of your employment without prior permission in writing.
27. As we are manpower service providers to others, in case of any eventuality of our business being closed or terminated, your job is also liable to be ended automatically.
28. You will not enter into any commitments or dealings on behalf of the client / Company for which you have no express authority nor alter or be a party to any alteration of any principle or policy of the client / Company or exceed the authority or discretion vested in you without the previous sanction of the client / Company or those in authority over you.
29. You may be selected and sponsored by the Company / or Client for familiarization / training assignments with our technical collaborators or any other institutions / organizations in India and/or abroad. You will diligently and beneficially take part in the training and such assignments. The cost of any such training shall be borne by the company and you may be required to sign a Service Bond for a minimum time for which you will serve the company. The company can recover the liquidated damages on the event of your voluntary resignation before the time as mutually agreed upon in the bond.
30. The Establishment considers harassment and discrimination of any nature to be an unacceptable form of behavior, which is not tolerated under any circumstances. All people have the right to work in an environment that is free from harassment and discrimination. Disciplinary action will be taken against anyone found to be guilty of harassing or discriminating against a fellow employee that may result in termination of employment.
31. You will be responsible for the safe keeping and return in good condition and order of all the properties of the company that may be in your use, custody, care or charge. For the loss of any property of the company or client in your possession, the company will have a right to assess on its own basis and recover the damages of all such materials from you and to take such other action as it deems proper in the event of your failure to account for such material or property to its satisfaction. You will hand over the charge of letter of Authority or Power of Attorney issued to you or any property / material of the company in your possession at the time of cessation of your employment with the Company.
32. All proprietary information / material of the client that is made known to you during the term of work assignment shall be received in confidence and you shall not disclose or, except in performing the services, use any such information / material. You agree that all information, correspondence, documents, material or items provided to you by the client or by us are provided to you in trust and on completion of project / assignment or termination of the service, you shall promptly return all such material to the client or company, as the case may be.
33. You shall be required to sign and abide by the Policy on Ethics & Code of Conduct with the Company and shall undertake to sign such declarations that the Policy may demand from time to time.
34. It is hereby expressly agreed and declared that this letter of employment shall be deemed to have been made at Mumbai and that any dispute or suit or action or proceedings whatsoever arising out of or under this letter of appointment or breach thereof or in respect of any matter or thing herein contained and any claim by either party against the other shall be instituted or adjudicated upon or decided by a court of competent jurisdiction at Mumbai.
35. In case of one / more clauses of this letter of employment becomes untenable, the same shall not render the letter of employment null and void in its entirety.

Reliance SMSL Limited

36. The various clauses of this letter are to be read, understood and interpreted in its entirety and none of the clauses are severable from the remaining.

Reliance SMSL Limited (formerly Strategic Manpower Solutions Limited)
CIN: U74999MH2007PLC167704

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I have read and / or have been explained the contents of the above contract of employment in _____ (language) and I hereby declare that I have fully understood the above terms and conditions and declare the same to be binding on me in its entirety and also give my consent to the clause no. 8 & 9 specifically.

Name : _____

Signature : _____

Date : _____

Reliance SMSL Limited (formerly Strategic Manpower Solutions Limited)
CIN: U74999MH2007PLC167704

Registered Office: 3rd Floor, Court House, Lokmanya Tilak Marg, Dhobi Talao, Mumbai-400 002, India. Phone: +91 22 67673800



TantraSoft®
Solutions (India)
Private Limited
ISO 9001:2015 CERTIFIED

Date: 18th July 2022

To,
Ms. Amisha Nikam
Mura Sura chawl ,
No. 3, Room no. 9,
Kajupada, Borivali (East),
Mumbai-400066.

Ref. : APP/22-23/027

Sub: Appointment Letter

Dear Amisha,

This has reference to your interview, we are pleased to appoint you as Trainee – QC & Documentation on the following terms and conditions:

Your appointment shall be effective from on or before 18th July 2022.

You will be on training for six months from the date of your joining the Company. If your work is found satisfactory, the Company will confirm your employment. You will be paid stipend of Rs. 10,000/- per month during training period. You will be entitled to standard Company perks which are applicable to your grade and which are in force from time to time.

You will devote full time and attention to the work assigned to you from time to time. You shall at all times obey and abide by the lawful direction and orders given to you by your superiors and shall work diligently, faithfully and well. The Company shall be the sole judge to determine whether the work assigned to you is suitable to you or not.

You will be responsible for safekeeping and return in good condition and order of the Company's property, which may be in your use, custody or charge.

You shall keep the Company informed of any change in your residential address or civil status. You shall abide by the Rules and Regulations of the Company which are in force and / or which may be framed from time to time.

Your services will be subject to transfer to any of the Location/ Department/ Section of the Organisation from time to time depending upon the Company's requirements at the sole discretion of the Management. According to your job profile you will need to do excessive travelling for Customer service.

Regd. Office : C-202, Vishal Apartment, Sir M. V. Road, Andheri (E), Mumbai - 400069.

Admin. Office : A-403, Mathuria Apts., Sir M. V. Road, Andheri (E), Mumbai - 400069. • CIN No.: **U72900MH2006PTC166406**

Tel.: +91 75060 19981 | Email : contact@tantrasoftsolutions.com | Website : www.tantrasoftsolutions.com

Your services will be subject to transfer to any of the Location/ Department/ Section of the Organisation from time to time depending upon the Company's requirements at the sole discretion of the Management.

You shall not accept any other training or employment, part time or otherwise, or engage in commercial business of the pursuit on your own. You shall not utilise or divulge to any person or persons any of the Company's trade secret or affairs.

If at any time, in the opinion of the Company, which shall be final, you become insolvent or are found of dishonestly, disobedience, disorderly behaviour, indiscipline, absence from duty without permission or of any other conduct considered by the Company as detrimental to its interest, your service may be terminated without notice.

Your service may be terminated by 7 days' notice during the training period and 60 days' notice after confirmation, in writing or payment in lieu thereof by either side.

Please confirm your acceptance of this appointment on the above-mentioned terms and conditions by returning to us the duplicate copy of this letter duly signed by you.

We look forward to a long and successful association with you.

Very truly yours,

For TantraSoft Solutions (I) Pvt. Ltd.



Trupti Chiplunkar
Assistant Manager- HR & Admin

I accept the above terms and conditions which have been explained and / or translated to me and are fully understood by me. The original of this letter is in my possession.

NAME :

SIGNATURE :

DATE OF JOINING :

GRADE :



TantraSoft®
Solutions (India)
Private Limited
ISO 9001:2015 CERTIFIED

Date: 16th July 2022

To,

Ms. Amisha Nikam
Mura Sura chawl ,
No. 3, Room no. 9,
Kajupada, Borivali (East) ,
Mumbai-400066.

Ref: OFF/TRA/22-23/026

Sub: Offer Letter

Dear Amisha,

This has reference to your application indicating your intention to work with us and subsequent discussions / interviews you had in this regard.

We are pleased to offer you a position of Trainee - QC & Documentation in our organization. You will be on training for six months from the date of your joining the Company. You will be paid stipend of Rs. 10,000/- per month during training period.

Your appointment shall be effective from on or before 18th July 2022.

Please submit us attested copies of the following documents:

1. Education Certificates
2. Experience letter
3. Aadhar Card
4. PAN Card
5. 1 passport size photograph

Please confirm your acceptance of this offer by returning to us duplicate of this letter duly signed by you.

Yours Sincerely,

For Tantrasoft Solutions (I) Pvt. Ltd.

Accepted


Trupti Chiplunkar

Assistant Manager – HR & Admin

Cc : Accounts Department

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Admin. Office : A-403, Mathuria Apts., Sir M. V. Road, Andheri (E), Mumbai - 400069. • CIN No.: U72900MH2006PTC166406

Tel.: +91 75060 19981 | Email : contact@tantrasoftsolutions.com | Website : www.tantrasoftsolutions.com

EMPLOYMENT AGREEMENT

THIS AGREEMENT is made

BETWEEN

Square Yards Consulting Pvt. Ltd.

A Company incorporated under Companies Act, 1956 in the Republic of India and having its Registered office B-3/96, Safdarjung Enclave, New Delhi-110029 (hereinafter called "the Company" which expression shall include its associated companies, successors and assigns) of the one part;

AND

Suhita Ajay Patil, D/o. Sh. Ajay patil R/o. Patil Wadi C.S Road no 2, Near-Matruchaya School Dahisar East Mumbai-400068 (herein after referred to as the "the Employee" which expression shall include its successors and assigns) of the other part;

It is agreed that the Company will employ **Suhita Ajay Patil** as **Associate Investment Manager** of the Company on the particulars/ terms and conditions as laid down in the **Annexure A** to this Agreement appended hereto, and on terms and conditions as enumerated hereinafter in this Agreement:

1. DEFINITIONS AND INTERPRETATIONS

- 1.1. In this agreement the following words and phrases shall bear the meanings respectively ascribed to them, that is to say:
 - a) "the Particulars" means the particulars incorporated in under the agreement as varied time to time as agreed by the parties to the agreement
 - b) "the Employee" means the individual defined under specific labour laws applying particularly to the company like Employee State Insurance Act, 1948.
 - c) "the Company" means a company registered under Companies Act ,1956 or Companies Act, 2013 named as Square Yards Consulting Pvt. Ltd. also includes its associated companies etc.
 - d) "the Associated Company" means a subsidiary and any other Company which is for the time being a holding Company of the Company
 - e) "Financial Year" means the financial year which shall run from the 1st day of April to the 31st day of March every year.
 - f) "Calendar Year" means the calendar year which shall run from the 1st day of January to the 31st day of December every year.
 - g) "Month" means a calendar month
 - h) References means references in this Agreement to any clause, sub-clause, schedule or paragraph without further designation shall be construed as references to the clause, sub clause, schedule or paragraph of this Agreement.
 - i) Any reference to a statutory provision shall be deemed to include a reference to any statutory amendment modification or re-enactment of it.
 - j) Words importing one gender include all other genders and words importing the singular include the plural and *vice versa*.

2. TERMS OF EMPLOYMENT

- 2.1. The employment of the Employee shall be deemed to have commenced on the date of actual reporting in the premises of the Company pursuant to the execution of this Agreement as per the terms and conditions / particulars laid down in the **Annexure A**. The Employee should disclose to the company in case any of his/her family member is related to any kind of real estate business.
- 2.2. The Employee will be initially appointed by the company with the position title and corporate title (If applicable) as incorporated in **Annexure A**. The firm may amend the position and/or corporate title of the Employee, as thinks appropriate in the future to align the employee's role with the applicable policies, procedures or practices at the company.

3. NATURE OF EMPLOYMENT AND DUTIES OF EMPLOYEE

The Employee shall during his/her employment with the Company under this Agreement:

- 3.1. Perform the duties and exercise the powers which the Company may from time to time properly assign to him/her in his/her capacity or in connection with the business of the company or any of its associated company.
- 3.2. The Employment shall be full-time Employment and the Employee shall not undertake any reward for work other than the duties which he is required to perform under this Agreement.

4. HOURS OF EMPLOYMENT

- 4.1. The Employee shall comply with the normal working hours of the company, as directed by the Company, or in the absence of such direction, as published in the employee's handbook provided by the Company at the joining of the employee and also as amended from time to time by the management.

5. PRESENT POSTING AND FUTURE TRANSFERS

- 5.1. The Employee's place of employment shall be at the Company's offices as set out in the **Annexure A**. But, the Company is entitled to require the employee to work at any other place of business of the Company including offices are in existence or to be planned in the future, whether on temporary or permanent basis on the terms and conditions as are applicable to such transfer in accordance with the then applicable rules, regulations and policies of the Company.
- 5.2 The Employee shall, in the performance of his/her duties, may be required to travel from his/her place of employment to anywhere within the country or abroad.

6. REMUNERATION, BENEFITS AND DEDUCTIONS

- 6.1. Subject as hereinafter provided the Company shall pay to the Employee during the continuance of his/her employment hereunder a salary (bifurcated into Fixed components and Performance linked components) specified in the Particulars of Employment as set out in the **Annexure A**.
- 6.2. Performance linked components, if any are payable monthly subject to achievement of the minimum performance criteria as defined by the management from time to time. Depending on the performance of the Employee, he/she may qualify to receive only partial or full amount of the performance linked allowances.
- 6.3. The said salary shall be reviewed by the Company on an annual basis (As per applicable appraisal cycle), and any such revision of salary shall take effect from such time and in such manner as the Company shall in its sole discretion think fit.
- 6.4. Except as expressly provided by this Agreement the Employee shall not be entitled to any salary in respect of any period during which he/she fails or be unable, from any cause, to perform all or any of his/her duties without prejudice to any right of action accruing or accrued to either party in respect of any breach of this Agreement.
- 6.5. The Company shall deduct a proportionate amount from the Employee's fixed remuneration for every day of absence beyond the permissible limit of leaves available to the employee during the calendar month/ financial year. The Company at its own discretion may provide relief with respect to the deduction made on account of his/her absence from the employment provided his/her absence is due to incapacity through illness or injury and the Employee produces to the Company without any delay the certificate of a duly qualified medical practitioner stating the cause of such incapacity.
- 6.6. All monetary or non-monetary entitlements granted to the Employee, whether by way of Salary, Bonus or otherwise, shall be subject to the statutory deductions like Provident Fund contribution, ESI / Medical Insurance Contribution, LWF Contribution, Income Tax (TDS) or any other statutory deduction for which the Company is liable to deduct as prescribed under various laws applicable to the Company.
- 6.7. Unless specifically stated in the Particulars, bonus or any other benefits provided by the Company to the Employee, Irrespective of its nature and of its either temporary or repetitive provision, will always be treated as a benefit voluntarily provided by the Company to the Employee and will not in any way consist a legal obligation of the Company under this Agreement.
- 6.8. The Company shall pay, or reimburse to the employee for only pre-approved, reasonable and adequately substantiated – travel, accommodation, communications or any other related expenditure incurred in connection with the performance of the duties assigned by the Company, subject to the policies framed by the Company. These may be contingent on performance threshold as defined from time to time.
- 6.9. Employee will be covered under a comprehensive Medical Insurance and Accidental Coverage as detailed in the Company's employee handbook and amended from time to time as the Company deems appropriate.

- 6.10 The Company reserves the right to cancel or modify the benefits of plan and programmes, its offers to its employees at any time provided that such cancellation, shall be carried out in a manner that it does not discriminate between employees of the same level. None of rights of the Employee, to receive any form of compensation payable pursuant to this offer may be assigned or transferred except by operation of law.
- 6.11 The Company shall bear cost of Employment Pass/ Work Visa/ Business Visa and other relocation charges, as may be applicable and approved from time to time, for its employees. Such cost or charges along with any incidental charges paid by the Company towards covering expense of relocation or Visa will become payable from the employee to the Company in case his or her employment is ceased, whether initiated by the Company or the employee, within one year of such expenses being outlaid. In case of cessation of employment within 12 months of such expenses being borne by the Company, these will be recovered from the last salary or full & final settlement of the employee, whichever is applicable.
- 6.12 Any accrued incentive or bonus will be payable only if the employee status is active and not resigned as on the day of incentive or bonus pay out. In case the employee has resigned or is inactive in the system on such date, the accrued incentive & bonus will lapse.

7. PROBATION PERIOD & CONFIRMATION OF EMPLOYMENT

- 7.1. The Employee shall be employed on a probationary basis for a period of **6 months** from the date of commencement of his/her employment, or for such extended time as the Company may decide.
- 7.2. The Company may thereafter confirm the employment of the Employee after he/she has completed the probationary period or the extended probationary period as the case may be. Such confirmation shall be communicated to the employee via e-mail communication.

8. LEAVES & HOLIDAYS

- 8.1. The Employee shall be entitled to a total of **32 total leaves** (in addition to public and statutory holidays) for every financial year, as mentioned in the Employee Handbook.
- 8.2. The Employee shall be entitled in each calendar year **10 public and statutory holidays**. These holidays will be declared at beginning of each calendar year.
- 8.3. All holidays shall be approved within appropriate timelines as provided by the Company, from time to time.
- 8.4. The employee will be eligible to avail One (1) compensatory leave in every month during the probationary period. Holiday allowance does not accrue during the probationary period.

9. TERMINATION

- 9.1. The Employee's employment with the Company may be terminated by either party giving to the other party notice in writing or salary in lieu of notice as set out in **Annexure A**. In this case, the Employee shall not be entitled to leave pay.
- 9.2. The Company shall have the right summarily to terminate the Employment without notice or payment of compensation in any of the following events:
 - a. If the Employee is guilty of fraud, dishonesty or misconduct or commits any act which in the opinion of the Company is likely to bring the Company or any officers or employees of the Company into disrepute whether or not such dishonesty, misconduct or act is directly related to the affairs of the Company.
 - b. If the Employee is adjudged bankrupt or makes a composition with his/her creditors.
 - c. If the Employee commits any material breach of his/her duties or obligations under this Agreement.
 - d. If the Employee is discovered to have made or given any false statement or answer to any question in connection with the Company's Employment application form or any Curriculum Vitae submitted to the Company concerning such Employee.
 - e. Habitual absence without approval of leaves.
 - f. Habitual neglect of work or gross or habitual negligence.
 - g. Commission of any act not in conformity with discipline or good behavior.
 - h. Seeking or giving illegal gratification.
 - i. Offering or passing kickbacks or any other kind of monetary reward to clients of the Company unless otherwise permitted under the company policies
 - j. If the employee provides any false statement about his/her family background as he agreed at the time of joining.
- 9.3. Upon the termination of the Employee's employment (howsoever arising) the Employee shall return to the Company all documents, records, items and materials in his/her possession or custody belonging to the Company or its clients and the Employee shall not retain any copies (including electronic or soft) thereof.

- 9.4. Depending on the duration of the employment with the Company, the employee may be entitled to statutory payments at the time of termination of employment.
- 9.5. Upon termination, the Company shall pay the amounts accrued to the employee after making necessary & permissible deductions of such sums which are due to be paid by the employee to the Company, within 90 days from the termination.
- 9.6. Employee and the Company are free to terminate their employment relationship at any time for any reason, with or without cause, or for no reason at all, with a written notice. The notice period shall be dependent on the status of employment i.e. on probation or confirmed and is mentioned in **Annexure A**.
- 9.7. If such termination of the employment is initiated by the employee, then the Company may, at its sole discretion either accept such resignation immediately or not, provided that, the Company may choose to pay to the employee or may buy out the salary in lieu of balance period of his/her notice period. However, the employee has to serve the required notice period, if the resignation is accepted by the Company.
- 9.8. The employee would undertake to refund all expenses and costs that may be incurred by the Company on the employee towards any joining bonus paid to the employee at the time of beginning of employment with the Company, in the event the employee initiates the termination of the employment within twelve (12) months from the date of commencement of the employment with the Company.
- 9.9. At the time of separation from the Company, employee undertakes to refund all loans, salary advances granted by the Company for employee's personal usage.

10. GENERAL

- 10.1. **Non-waiver:** No delay, failure or omission on the part of the Company to exercise any of its powers, rights or remedies under this Agreement will operate as a waiver of them nor will any single or partial exercise of any such powers, rights or remedies preclude any further exercise of them.
- 10.2. **Additional Remedies:** Notwithstanding anything contained in this Agreement, the Parties acknowledge that in addition to any remedy available to the Company, whether provided herein or conferred by statute, civil law, common law, custom, trade, or usage, the Company shall be entitled to obtain an injunction against the Employee from a civil court of competent jurisdiction.
- 10.3. **Additional Conditions:** Employee has read and shall always abide by the terms and conditions as stipulated in the employee's hand book, HR Policies including Compensation and Benefits policy, Reimbursement policy, Leave Encashment policy, etc as disseminated through any channels to the employee and these Policies may be amended from time to time as per the sole discretion of the Company.
- 10.4. **Severability:** If any provision of this Agreement is held by a court of competent jurisdiction to be illegal, invalid or unenforceable, the remaining provisions shall remain in full force and effect. Any invalid or unenforceable provision of this Agreement shall be replaced with a provision which is valid and enforceable and most nearly reflects the original intent of the invalid or unenforceable provision.
- 10.5. **Employee's Representations and Warranties:** The Employee confirms that he has carefully read and fully understands all the provisions of this Agreement. The Employee represents that he (i) is familiar with the foregoing covenants not to compete and not to solicit and the reasons therefor, and (ii) is fully aware of his/her obligations under this Agreement including, without limitation, the reasonableness of the length of time, scope and geographic coverage of these covenants.
- 10.6. **Accountability:** In the event of a breach of Confidentiality agreement without prejudice to any right conferred by law on the Company, the Employee hereby agrees that he shall indemnify the Company for all costs (including but not limited to legal costs on an indemnity basis), loss and damage suffered by the Company or alternatively to make good to the Company all profits or gains made by the Employee or the Employee's spouse, family members or relatives by reason of the Employee's breach of any of his/her duties to the Company or to the Company's clients.
- 10.7. **Jurisdiction and Dispute Resolution:** This Agreement shall be governed by and construed in accordance with the laws of India and shall be under the exclusive jurisdiction of the High Court of Delhi. Any dispute between the Parties shall be finally settled through arbitration conducted in New Delhi in accordance with the Arbitration and Conciliation Act, 1996. A sole arbitrator shall be appointed jointly by the Parties within 30 days of either Party requesting the other to suggest or approve a sole arbitrator. If the Parties fail to agree on a sole arbitrator within the 30 days period mentioned above, then either Party may make application to the High Court of Delhi for appointment of the arbitrator under the provisions of Arbitration and Conciliation Act, 1996.
- 10.8. **Entire Agreement:** This Agreement and its Exhibits, constitutes the entire understanding relating to terms of employment between the Employee and the Company and supersedes all prior offers, agreements, statements or representations, written or oral between the Parties. Further, the Employee acknowledges and agrees that, as of the date of this Agreement, the Employee has no former claims of any nature, whatsoever against the Company.

IN WITNESS whereof the parties hereto have hereunto set their hands the day and year first herein before written.

SIGNED

for and on behalf of

Square Yards Consulting Pvt. Ltd.



Authorised Signatory

Date

All Terms and Condition
Accepted:

(Name of Employee)



CONFIDENTIALITY AGREEMENT

In consideration of an Employee's employment with The Company, employees will be exposed to information and materials relating to the affairs, transactions, operations, methods of doing business, research and development, know-how, customers, trade secrets, financial methods, computer programs, and other confidential or proprietary information or trade secrets of the Company, its Associated Companies, Business Partners, Distributors, Resellers, Customers and End-Users.

An Employee agrees to take all appropriate action, whether by instruction, agreement or otherwise, to ensure the protection, confidentiality and security of the Confidential Information of the Company.

1. Under CONFIDENTIALITY, Employee agrees:

- a. Electronic information exchange or office emails are to be used in furtherance of Company's business only. No employee should use the electronic information systems to espouse personal, political or religious views or solicit support for any cause or event. Such act by employee is subjected to immediate internal inquiry by the management.
- b. Not to use, acquire or copy any Confidential Information in whole or part without prior authorisation in writing from a designated official of the Company.
- c. To retain the Confidential Information as strictly confidential and as a trade secret of the Company; and
- d. Not to use or cause to be used, nor to disclose or otherwise make available directly or indirectly the Confidential Information except for and on behalf of the Company when authorised to make such disclosure on a confidential basis or to recipient authorised by the Company and having a valid contract with terms satisfactory to Square Yards Consulting Pvt. Ltd. under which its nature as confidential information and as a trade secret is respected and the recipient promises to retain it in confidence.

Upon termination of employment, Employee agrees to surrender to the Company all tangible & non-tangible forms of the Confidential Information that he may then possess or have under his/her control.

2. INTELLECTUAL PROPERTY shall include:

- a. If during the course of his/her work for the Company (whether in the course of normal duties or not and whether or not during normal working hours), the Employee makes, or participates in the making of any design (whether registered or not) or any work in which copyright and/or database rights subsist, the Employee hereby assigns to the Company with full title guarantee and, where appropriate, by way of future assignment, all such rights for the full term thereof throughout the world, provided that the assignment shall not extend to those designs or works which are created by the Employee wholly outside his/her normal working hours and wholly unconcerned with his/her service under this Agreement.
- b. All technology infrastructure of the Company and its employees, whether specifically licensed or furnished as part of The Company equipment rented, purchased or loaned and Software Service for them. Technology infrastructure shall mean machine instructions whether denominated software wherever resident and on whatever media and all related documentation and software.
- c. All other information and material of The Company and its Employees, relating to design, method of construction, manufacture, operations, specifications, use and service of the Company and its Employees equipment and components, including notebooks, reports, process data, test data, performance data, inventions and all documentation therefore and all copies.
- d. Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to The Company and its Employees if disclosed.
- e. The Company's staff list, Customer and prospective customer list.

Employee agrees to retain Intellectual Property as strictly confidential and a trade secret of The Company. Employee agrees not to use or cause to be used The Company and its Employees' Intellectual Property except for or on behalf of The Company.

Upon termination of employment, employee agrees to surrender to The Company all tangible & non-tangible forms of Company's Intellectual Property, which he/she may then possess or have under his/her control.

3. EXCLUSIVITY OF SERVICE shall include:

The Employee shall not during the continuance of this contract, except with the knowledge and consent of the Company embark, engage or interest himself/herself whether for reward or gratuitously in any activity which would interfere with the performance of the Employee's duties with the Company or which to his/her knowledge would constitute a conflict of interest with the business of the Company.

By Signature (Date) _____

10/02/2024, 11:12:40 AM
www.pdfsignatures.com

4. AGREEMENT NOT TO COMPETE OR SOLICIT shall include:

- a. Throughout this Agreement with the Company, and for a period of 12 months following the termination of this Agreement, the Employee will not directly or in association with others, compete with any of the business activities in which the Company or any of its associated companies become involved, anywhere in the world, during the period of this Agreement.
- b. The foregoing restriction on competition and solicitation will preclude without limitation:
 - I. Selling or soliciting sales of products and services which compete with the Company or any of its subsidiaries, and
 - II. Accepting employment in a related business area with or acting as a representative or agent of a current customer of the Company or any other person or entity which competes with the current business of the Company during the period of this Agreement.
 - III. In order to protect its business interest, the Company, reserves the right of not providing full-fledged work during the Employee's required contractual probation period and may require Employee not to attend the place of work whilst remaining employed for the contractual probation period. During this probation period, the employee will not be permitted to work for anyone else.
 - IV. Either alone or in association with others (i) solicit, or encourage any organization directly or indirectly controlled by the Employee to solicit, any employee of the Company or any of its subsidiaries to leave the employ of the Company or any of its subsidiaries, (ii) solicit for employment, hire or engage as an independent contractor, or permit any organization directly or indirectly controlled by the Employee to solicit for employment, hire or engage as an independent contractor, any person who was employed by the Company or any of its subsidiaries at any time during the term of the Employee's employment with the Company or any of its subsidiaries.

While the restrictions aforesaid are considered by the Company and the Employee to be reasonable in all the circumstances, it is agreed that if any one or more of such restrictions shall either taken by itself or themselves together be adjudged to go beyond what is reasonable in all the circumstances for the protection of the Company's legitimate interest but would be adjudged reasonable if any particular restriction or restrictions were deleted or if any part or parts of the wording thereof were deleted, restricted or limited in any particular manner, then the said restrictions shall apply with such deletions, restrictions or limitations, as the case may be.

IN WITNESS whereof the parties hereto have hereunto set their hands the day and year first herein before written.

SIGNED
for and on behalf of
Square Yards Consulting Pvt. Ltd.

All Terms and Conditions
Accepted:



Authorised Signatory

(Name of Employee)

Date

ANNEXURE A

PARTICULARS OF EMPLOYMENT

<u>The Company:</u> Square Yards Consulting Pvt. Ltd. Corporate Address: B-3/96, Safdarjung Enclave, New Delhi-110029	
<u>The Employee:</u> Suhita Ajay Patil Patil Wadi C.S Road no 2, Near-Matruchaya School Dahisar East Mumbai-400068	
<u>Job Title:</u> Associate Investment Manager	
<u>Compensation:</u> - Annual Gross CTC: 300,000	
<u>Employee ID:</u> SQY31622	<u>Department:</u> Primary Sales India
<u>Job Location:</u> Mumbai (Akruti Star)	<u>Date of Joining:</u> 02-Jun-2022
<u>Notice Period:</u> During Probation: 0 days After Confirmation: 15 days	

The Company shall employ the Employee and the Employee shall serve the Company in the capacity referred to under Job Title on and from the Commencement Date until this agreement shall be terminated on the terms and conditions set out herein.

IN WITNESS whereof the parties hereto have hereunto set their hands the day and year first herein before written.

SIGNED

for and on behalf of
Square Yards Consulting Pvt. Ltd.

All Terms and Conditions
Accepted:



Authorised Signatory

(Name of Employee)

Date



ANNEX B- CTC Breakup**Suhita Ajay Patil (SQY31622)**

	Yearly CTC	Monthly CTC
CTC	180,000	14,999
Earning		
Basic	117,000	9,750
HRA	31,455	2,621
Special Allowance	0	0
Performance Linked Payout	0	0
Statutory Bonus	12,281	1,023
Lunch	0	0
LTA	0	0
Uniform Allowance	0	0
Children Allowance	0	0
Books & Periodicals	0	0
Telephone allowance	0	0
Car Running & Maint	0	0
Statutory Benefits		
PF (Employer Part)	14,040	1,170
LWF (Employer Part)	0	0
ESIC (Employer Part)	5,224	435
Gratuity	0	0
Monthly Gross	160,736	13,394
PF (Employee Part)	14,040	1,170
LWF (Employee Part)	0	0
ESIC (Employee Part)	1,206	100
P TAX	2,400	200
PA Cover	180	15
Mediclaime	0	0
Net Pay	142,910	11,909

IN WITNESS whereof the parties hereto have hereunto set their hands the day and year first herein before written.

SIGNED

for and on behalf of
Square Yards Consulting Pvt. Ltd.

All Terms and Conditions
Accepted:

Sapana Gupta

By: *Suhita Patil*
Date: 11/11/2022
Signature: *Suhita Patil*

Authorised Signatory

(Name of Employee)

Date

Date:- 28th March, 2023

To,
Mr. Neel Desai
Mumbai,

Dear **Neel**,

This has reference to your application and the subsequent interviews you had with us. We are pleased to offer you the position of **Audit Executive** with us in our company.

As discussed, you will start with us as on **31st March, 2023 at 10:00 am.**

On your first day at Office, please remember to bring the photocopies of following with you (as applicable):

- ☐ One passport-size photographs
- ☐ Experience certificates from your most recent employer
- ☐ Relieving letter from your most recent employer Aadhar
- ☐ Card Copy
- ☐ PAN Card Copy
- ☐ Original Cancelled cheque with your signature

Please Note that you can always send us scanned copies of the above documents by email(vishal@aarvia.in) in advance of your joining date.

As agreed, your compensation will be **Rs. 1,20,000** (Rs. One Lakh Twenty Thousands only) per annum on a fixed cost-to-company basis. However, please note that the formal appointment letter with the detailed salary structure will be provided to you after completing the required documentation upon joining.

Please return the duplicate copy of this letter duly signed as a token of your acceptance of the offer.

We look forward to a long and fruitful association.

Yours faithfully,

For Aarvia Fintech Advisors Pvt Ltd.

VISHAL
VIJAYKUMAR
RATHI
Vishal Rathi
Director

Digitally signed by VISHAL
VIJAYKUMAR RATHI
Date: 2023.03.28 14:30:44
+05'30'

Aarvia Fintech Advisors Pvt. Ltd.

Gala No.230, Blue Rose Industrial Estate, W E Highway, Borivali East, Mumbai, 400 066

Contact - +91 8451052989

Email – vishal@aarvia.in

Website – www.aarvia.in

Dear Shreeya,

Congratulations!!! We are pleased to offer you the position of **HR Intern in our organisation**. You will be based at our Mumbai Office. Your Date of Joining would be 12th April 2023. It is an unpaid Internship.

As discussed, you will be getting 2nd and 4th Saturday and Sundays off and your working hours will be from 9:30 am to 7:00 pm.

Based on your performance during your internship, there is a full time opportunity to work with our company.

Kindly Share your requirement documents as mentioned below

- 1. 2 Passport size photos**
- 2. Aadhaar Card**
- 3. Pan Card**
- 4. Educational Documents - 10th and 12th Marksheets**

--

Regards,

Mayuri Sarode | HR Manager | Acme Services

09th Floor, Fly Edge Building ,
SV Road , Kora Kendra Road ,
Borivali West , Mumbai 400 092

Mobile : [9082696307](tel:9082696307)

Website : www.acme-services.in


Follow Us - <https://www.facebook.com/acmehrservices>

acme
s e r v i c e s

Date:28.12.22

To Whom It May Concern

This is to inform that we have appointed Mr Vishnu Kumawat w.e.f 15.9.22 in the capacity of Intern (For telly marketing) on a monthly stipend of Rs 5000 pm.


(Debjani Biswas)
Marketing Manager

Per URANUS MARKETING SOLUTIONS

Proprietor

Date:28.12.22

To Whom It May Concern

This is to inform that we have appointed Mr Parth Soni w.e.f 09.9.22 in the capacity of Intern
(For telly marketing) on a monthly stipend of Rs 5000 pm.


(Debjani Biswas)

Marketing Manager

URANUS MARKETING SOLUTIONS

Proprietor

Uranus Marketing Solutions

Office No. 22, Anita Vihar, Akruli Road, Lokhandwala Township, Kandivali (East), Mumbai - 400 101. Mob : 9892854501 Website : www.ambroise.in



Date: 30th March 2023

To Whom It May Concern

This is to inform that we have appointed Mr Sahil Sanjay More w.e.f 21st March 2023 in the capacity of Intern (For telly marketing) on a monthly stipend of Rs 5000 pm.

A handwritten signature in blue ink that reads "Suchita Basu".

(Suchita Basu)

Marketing Manager



Date: 30th March 2023

To Whom It May Concern

This is to inform that we have appointed Mr Singh Yuvraj Tribhuvan w.e.f 20th March 2023 in the capacity of Intern (For telly marketing) on a monthly stipend of Rs 5000 pm.

Suchita Basu.

(Suchita Basu)

Marketing Manager



amit ray & company
CHARTERED ACCOUNTANTS

401/403, D-Definity
Jay Prakash Nagar, Road No.1
Goregaon East, Mumbai - 400 063
Ph-022-40146981 / 49769479 / 49725517
Mobile-9167441068 / 9167441048
Mail-nagrao57@gmail.com
web : www.amitrayco.in

Date: 31.01.2023

TO WHOMSOEVER IT MAY CONCERN

This is to certify that Ms. Siddhi Rane, student of Nirmala Memorial Foundation College of Commerce & Science has worked in our office from 01.12.2022 to 31.01.2023 as an Intern in H.R. department.

During this tenure, she has accomplished her work with discipline and responsibility.

For Amit Ray & Company
Chartered Accountants

CA Nag Bhushan Rao
Partner



H.O. : 5-B, Sardar Patel Marg, Civil Lines, Allahabad - 211001, Phone : 0532-2402763, 240758
Also at Bangalore, New Delhi, Kolkata, Chittorgarh & Pune



ASHVIN THUMAR & CO.

CA Ashvin Thumar

CHARTERED ACCOUNTANTS

B.Com (Hon.), F.C.A.

Reg. Add: C-510, Sneh Shivalaya Chs Ltd, C.S.Road-2, Anand Nagar, Dahisar East, Mumbai - 400068.
Off. Add: Office No.D-214, New Delite Apartment, Chandarvarkar Road, Borivali West, Mumbai 400092.
Mob No: +91 981 999 3852, +91 965 327 5376, E-mail: info@ashvinthumar.com

JOB OFFER LETTER AND JOB ACCEPTANCE

DATE : 12th NOVEMBER, 2021

To,

BHAVIKA K. PADHIYAR

104, A Wing, Akshita Avenue,

Near Shivdham Bus Stop,

I.C. Colony, Borivali West,

Mumbai - 400103.

Dear Bhavika Padhiyar,

We are pleased to offer you the full time job to our company with position of Data Executive and Record Keeper with a start date of 15th November, 2021, You will be reporting directly to Senior Account Manager at office. We believe your skills and enthusiasm are an excellent match for our company.

In this role, you will be required to maintain the books of accounts of our clients and records, need to do regular entries and filing work. The annual starting salary for this position is Rs.5,000/- to be paid on a monthly basis, In addition to this starting salary, we're offering you bonus of one extra salary to every Diwali and Incentive on your performance.

Your employment with us will be on an at-will basis, which means you and the company are free to terminate the employment relationship at any time for any reason. This letter is not a contract or guarantee of employment for a definitive period of time.

As an employee of Ashvin Thumar & Co., you are also eligible for our benefits program, which includes Vacation for Exams and studies, Picnics and Trips and other benefits which will be described in more detail after joining.

Please confirm your acceptance of this offer by signing the below acceptance section.

We are excited to have you join our team! If you have any questions, please feel free to reach out at any time.

Sincerely,

FOR ASHVIN THUMAR & CO.

CHARTERED ACCOUNTANTS




CA. ASHVIN R. THUMAR

(AUTHORIZED SIGNATORY)

DATE : 12/11/2021

PLACE: MUMBAI

JOB ACCEPTANCE

I, Bhavika K. Padhiyar hereby declare and accept the above offered job, I have no doubts and counters on my pay and benefits offered by you nor on my duties as discussed.

Thank You.



BHAVIKA K. PADHIYAR

DATE: 12/11/2021

PLACE: MUMBAI



B HINGAR & ASSOCIATES

CHARTERED ACCOUNTANTS

Office No. 103, 1st Floor, Building No. B - 13, Sector - 11, Shanti Nagar, Mira Road (East),
Dist. Thane - 401107, E - mail: cabrajesh@yahoo.com, Mob No. 8655147647 / 9322429393

1st January 2023

Subject: Confirmation of internship.

This letter serves as confirmation that **Mr. Krishna Maurya** will be completing his internship with **B Hingar & Associates**. The duration of this internship will be from **1st January 2023 to 14th February 2023**.

For B Hingar & Associates
Chartered Accountant

Proprietor
M No. 44470



Offer Letter - Neerav

Pottentekeezhil  Inbox



HR Desk Yesterday

to me, Sneha, Divya ▾



Dear Mr. Neerav Pottentekeezhil,

Greetings from Bhuta Shah & Co. LLP !!

With Reference to your application and subsequent discussions we have had, we are pleased to appoint you as an **"Article - Audit"** in our firm on the terms and conditions mutually discussed and agreed upon.

Your total annual compensation, payable by the firm on any item of your remuneration and/or perquisite is **INR. 1,44,000 /- p.a (i.e. INR 12,000/- p.m) as you have cleared both groups of Intermediate exam.**

You are required to join duty on or before 9th February 2023.

Kindly note that you shall submit the following documents before joining if not submitted earlier:

1. Registration Form (Form 103 for registering with Bhuta Shah & Co LLP)
2. Transfer Form (Form 109 – signed by previous employer)
3. OT/ITT Certificate
4. 4 copies of recent passport size photographs.
5. Birth Certificate or School leaving



HR Human Reso... 25/11/2022



to me ▾

Dear Janvi,

Congratulations!! We are delighted to welcome you to the Bounce India team. We are impressed by your experience, credentials & can-do attitude. We believe that you will be an asset to the organization. We hope that you're as excited as we are excited about sharing our journey with you.

The position details are as below:-

Position: Intern

Location: Malad, Mumbai

Monthly CTC: Rs. 12000 CTC

Kindly give your acceptance.

Your Date of joining will be 26th November, Saturday at 11AM. Request you to bring the below-mentioned list of documents for completing the joining formalities:-
[If applicable]

1. Aadhar Card
2. Pan card
3. Address Proof
4. Qualification proofs
5. Previous employer documents (if any)
 - a. Three months salary slips
 - b. Experience Letter



BUDS CONSULTANCY SERVICES PRIVATE LIMITED

Lic office - 183, office 2, Radhakrishna Niwas, Ground floor, Near by dadar fire brigade, Dr. Babasaheb Ambedkar RD, dadar East, Mumbai - 4000

DATE: 29th August 2021

Mansi Sampat Nadkar
Buddhibai chawl no.8
Kandivali east
Mumbai - 400101

LETTER OF APPOINTMENT

Dear Miss. Mansi Nadkar
Appointed as a Relationship manager

We are referred to your interview the above position and are pleased to inform that we are offering you that the position with our company effective from 30th August 2021 under the following terms and condition:-

Salary :- As per offer, it will be 12000 per month (twele thousand only), also we are providing travelling expense

Leave :- You will be eligible for leaves as per the leave policy of the company.

Working hour :- Monday to Saturday, (Sunday off) time will be 9am to 5pm, lunch time 1.30pm to 2.15pm.

We request you to kindly confirm your acceptance to this contract of employment by putting your signature and return back to us one copy of the acceptance

We welcome you to the BUDS Consultancy family and wish you a successful career

Sincerely,
Director of the company,
Veena Budbadkar

For Buds Consultancy & Services

Ali Arif Baisay
Proprietor

Miss. Mansi Nadkar hereby Accept all terms and conditions of this contract of employment with Buds consultanc services private limited.

Employee signature

Mansi

Date:- 29/8/2021

Invitation Letter

Name: Vinay Yadav

Date: Monday, November 14, 2022

Dear **Vinay Yadav**,

We are glad to inform you that you are being invited to undergo a short-term fixed traineeship under the **Applicant Training Program (ATP)** in our organization.

This training program would be in two stages. Stage 1 will be a **classroom training (CRT)** of 1 Week Stage 2, will be an **On-the-Job Training (OJT)** of 3 Weeks. Furthermore, only on successful clearing the assessments and minimum requirements of the **CRT stage**, you will be moved to the **OJT stage**.

Please note that this invitation does not guarantee you permanent employment at BYJU'S. This Agreement will automatically expire upon the completion of the term of the training program, unless terminated earlier as per the provisions of Clause 13 of this Agreement. However, this period can be cut short or extended based on the individual's performance and at the discretion of the management. For example, if you do not clear the CRT (classroom training stage) based on assessments that you go through, your traineeship will be terminated after one week and you will be paid a prorated amount for one week. The decision of the Company in this matter shall be final.

1. Training Program Details:

Training Role:	Applicant Trainee - Sales
Trainer:	Aishvary . (TNL201611035)
Reporting Time:	9:30 AM
Classroom Training Location:	Byjus - Karnal - BTC - Jundla Center, 2nd Floor, Shakti Tower Mall Road Above Axis Bank, Opposite Co-operative Bank, Karnal, Haryana 132001
OJT Training Location:	Byjus - Hisar
Role Location:	Karnal

If the CRT/OJT is mentioned as Work from Home, that phase of your training will be conducted virtually. If the CRT/OJT is mentioned as a city name, your training will be conducted physically in the BYJU's office of that city

2. Date of Enrollment: Your enrollment becomes effective from the date of joining the Applicant Trainee Program, which date shall be no later than **Tuesday, November 22, 2022**.

3. Term: The term of this training program would be for a period of 1 Week + 3 Weeks, commencing from your date of enrollment. This Agreement will automatically expire upon the completion of this term unless terminated earlier as per the provisions of Clause 13 of this Agreement. However, this period can be cut short or extended based on the individual's performance and at the discretion of the management. The decision of the Company in this matter shall be final. We follow a 6-day working week model during training as well as after training.

4. Extension of Agreement: In case of a business requirement, this agreement may be extended by another 2 weeks (over and above the 4 Weeks) as mentioned in Clause 3. You shall be intimated by suitable means, as the Company deems fit. The decision of the Company in this matter shall be final.

5. Background Check: The Company may, at its discretion, conduct background verification, prior to or at any time after commencement of this Agreement, to verify, including but not limited to, your professional certifications, designations or licenses, educational background, identity, proof of age, address, past work experience (if any) and criminal records. You hereby provide your express consent to the Company for conducting such background checks. This Agreement is subject to validation of any information provided by you to the Company and to the satisfactory outcome of the pre-enrollment screening activities (including background verification and criminal history check).

6. Offer of Permanent Position: It shall not be obligatory on the part of the Company to offer to you any position/ employment with the company on the expiry of this fixed-term traineeship Agreement. Any offer of employment, after completion of the 4 Weeks training program, will be subject to satisfactory performance during training, qualification of all criteria - as determined by the central management from time to time - and the needs of the company from time to time. The offer is also subject to the production of necessary documents including educational and professional certificates and may be rescinded in the event such necessary documents are not provided to the Company.

7. Stipend: Your stipend for the entire duration of the training program of 4 Weeks is INR 16,667.00(Stipend).

Payment Processing

The stipend shall be paid monthly on a pro-rata basis as per the number of days worked in the previous month.

8. Deductions: The Company shall be entitled to deduct from the above stipend payable to you calculated on monthly basis, the following contractual, statutory, and compulsory deductions:

- (a) Provident Fund;
- (b) Income tax deducted taxes
- (c) Dues to Company including loans at source at the rates applicable; or
- (d) Any other applicable statutory deductions
- (e) PF administrative charges and EDLI charges as per rules (1% admin charges), will be included in above mentioned stipend.

The income tax liability with regards to your income and perks will be your liability and will be governed by the applicable tax laws of the country as applicable from time to time.

9. Expense Reimbursement: In addition to the aforementioned stipend, you shall be paid the expenses incurred by you on behalf of the Company or its clients as authorized, in connection with the duties executed by you, and upon presenting supporting vouchers/documents. The Expense Policy applicable for you will be shared post your joining the training program.

10. Company Policies: You will be governed by the Company's policies, regulations, and procedures on the office timings, anti-sexual harassment, leave, travel, transfers, misconduct, etc., presently in force or as introduced/amended from time to time. You are eligible for leave as per the Company's leave policy, which can be viewed under the 'Policies' tab in your 'Service Platform Account' and/or the 'Applicant Training Program Handout' provided to you.

11. Leaves: You will be entitled to get 1 casual leave/sick leave per month. If you join the program from the 1st to the 15th of a month, you are entitled to get the leave credit for that month. If you join the program between the 16th to the end of the month, you are not entitled to the leave credit for that month. You will not be eligible for any other paid leaves during the Applicant Training Program.

12. Absence from duty: During the training program, if you take off from duty without prior leave approval or proper intimation under certain unavoidable circumstances, then those day/days will be treated as absence from duty. The days of absence will be treated as loss of pay days. You are expected to report to your department head on rejoining the duty after an absence and provide valid reasons for absence in writing before taking up training again. If you are absent from duty for more than 2* days (including paid and unpaid leaves/consecutive or cumulative), training will be discontinued due to automatic disqualification.

*(*In case, where this agreement is extended, as per Clause 4 of this agreement, needs to be read as 3 days, with no change to terms and conditions of Clause 11.)*

13. Termination: Subject to Clause 3, your services may be terminated in the following manner:

a) The Company will be entitled to disqualify your participation in the training program by giving you 48 hours' notice in writing, or by payment of 48 hours' stipend in lieu of such notice with or without cause. In the event you desire to opt-out of the training program, you will be required to give the Company 48 hours' notice in writing or 48 hours' stipend in lieu of such notice.

b) In the event of disqualification on disciplinary grounds including but not limited to embezzlement, fraud, gross negligence, willful misconduct, criminal offenses - alleged or guilty, or a material violation of Company policies or you are found to be absconding from the training program or for any other reasons causing grievous loss/damage/disrepute to the Company/associates, your disqualification will be immediate and without any notice or compensation.

c) In the event of your exit from the Training Program, you will be required to give the Company 48 hours' written notice. The notice period has to be served in full unless otherwise agreed by the Company in writing. In case of failure to give the above notice period, the Company shall have the right to deduct the corresponding stipend amount in lieu of the notice period and you will not be eligible to be hired by the Company in the future. You shall, on ceasing to be a part of the training program of the Company for any reason and in addition to the obligations under the Non-Disclosure and Confidential Information Agreement, forthwith return all Company properties, movable and immovable, including all Company information and data in any form, files, reports, memoranda, software, credit cards, door and file keys, computer access codes, laptops, desktops, and such other property which you received or in possession or prepared in connection with your association with the Company.

d) Trainee Certificate will be provided only on completion of the training period. If the resignation is initiated by you or you have been relieved as part of the Absenteeism policy, for violating the company policies, or for disciplinary issues during the training, you will not receive the certificate.

14. Confidential Information: During the training program, you may come into possession of information confidential to the Company and agree to keep confidential, Company's proprietary and confidential information obtained at any time during the period of your traineeship in the Company. Confidential information includes, and is not limited to; course materials, videos, financial documents, and other relevant documents. You shall not disclose such Confidential Information to any person. You shall not make any copies of the Confidential Information. You shall not disclose, reproduce or use any Confidential Information for any purpose except solely in connection with your performance in the company. Your obligations with respect to confidentiality shall be more fully detailed under the Non-Disclosure and Confidential Information Agreement executed by you with the Company and you shall at all times be bound by the provisions laid therein.

15. Intellectual Property Rights: All the intellectual property rights in the material developed by you, class material, and related documents shall at all times remain the property of the Company. You shall provide all assistance and execute all deeds and documents required to vest the intellectual property rights with the Company. In the event any of the intellectual property rights are not assignable under applicable laws, you shall provide exclusive, transferable, assignable, royalty-free rights in such intellectual property in perpetuity to the Company. You shall not assert any right, title, or interest over such intellectual property rights.

16. Indemnity: You hereby agree to indemnify and keep indemnified and hold the Company harmless from and against any loss, claim, damage, costs, taxes, duties, additions, penalties, interest thereon or expenses of any kind, including reasonable attorney's fees, incurred/sustained or caused to be incurred/sustained by the Company on account of:

- a. Any act or omission by you;
- b. Contravention of any of the terms, conditions, covenants of this letter or the Non-Disclosure and Confidential Information Agreement;
- c. Any representation or warranty or information furnished to the Company found to be false;
- d. Violation/non-compliance with any laws/rules/regulations while rendering the services; and/or
- e. Failure to adhere to the standards/specifications/policies of the Company.

17. General Provisions:

a. You are required to devote your entire time, attention, and effort to the furtherance of the business of the Company and to continually develop your professional skills in the interest of the Company and yourself. You shall not, during your traineeship with the Company, directly or indirectly engage yourself in or devote any time or attention to any part-time employment or business or position of monetary interest, other than that of the Company. Further, you shall not divulge, communicate or pass any information in any form, related to any aspect of the Company to anyone outside the Company.

b. You shall endeavor to uphold the good image of the Company and shall not by your conduct adversely affect the reputation of the Company and bring disrepute to the Company, in any manner whatsoever. You shall not conduct yourself in any manner amounting to a breach of confidence reposed in you or inconsistent with the position of responsibility occupied by you. You shall at all times deal with the Company's money, material, and documents with utmost honesty and professional ethics.

c. Your individual remuneration is purely a matter between yourself and the Company and has been arrived at on the basis of our specific background and professional merit. The Company expects that you maintain this information and any future changes to your remuneration, as strictly personal and confidential.

d. During the course of your training program, if you, at any time render yourself incompetent to perform your duties or if you should misconduct yourself or be disobedient, intemperate, irregular in attendance, commit a breach of the terms of your traineeship or of any of the stipulations herein contained, the Company shall without prejudice to any of its rights under the terms herein contained, be entitled to terminate your traineeship forthwith without notice or payment in lieu of notice and deduct from your stipend or other emoluments, if any, then due to you, including the amount of any damage that the Company may have sustained.

e. During the course of your training, if you, at any time render yourself in inappropriate behavior/ conversation with the customer, the Company shall without prejudice to any of its rights under the terms herein contained, be entitled to initiate any disciplinary action including, but not limited to warning, suspension or disqualification your candidature forthwith without notice or payment in lieu of notice and deduct from your stipend or other emoluments, if any, then due to you, including the amount of any damage that the Company may have sustained.

f. You will keep the Company informed of any change in your residential address, your family status, or any other personal particulars relevant to your traineeship, as and when the change occurs.

g. You are required to sign a 'Non-Disclosure and Confidential Information Agreement' with the Company, prior to joining the applicant training program by the Company. Your traineeship with the Company shall be contingent upon you executing the said agreement.

h. You will be subject to the Company's rules and regulations for the time being in force and as varied from time to time.

i. The Company will deduct taxes as appropriate and consistent with applicable tax laws and regulations. You will be responsible for your tax liabilities under all applicable tax laws and regulations.

j. This letter constitutes the complete understanding between you and the Company regarding the terms of your association with the Company. This supersedes any and all other agreements, either written or oral, between you and the Company regarding your association. Any modification of this letter will be effective only if it is in writing, signed by both parties.

k. All disputes arising herein shall be governed by the laws of India and the jurisdiction to entertain and try such dispute shall vest exclusively in the courts of Bangalore, Karnataka.

l. Anti-disparagement: During the term of engagement/ employment and at all times thereafter,

(i) The Trainee shall not, directly or indirectly, in any capacity or manner, make, express, transmit, speak, write, verbalize, or otherwise communicate in any way (or cause, further, assist, solicit, encourage, support or participate in any of the foregoing) any remark, comment, message, information, declaration, communication or other statement of any kind, whether verbal, in writing, electronically transferred or otherwise, that may reasonably be construed to be derogatory, disparaging, denigrating, maligning or critical of, or negative towards the Company or the business or business relationships of the Company or any shareholder, or any of their affiliates, investors, employees, directors, agents, or partners including business partners;

(ii) The Trainee shall not assist, or cooperate with, any other person in committing any act, which, if committed by the Trainee, would constitute a violation of this clause; and

(iii) The Trainee shall not do or cause to be done any act, deed or thing which would affect the Employee's obligations to the Company and shall promptly inform and keep informed the Company of any act, deed, thing or event which would prejudicially affect the interests of the Company. Any violation to the provision will lead to legal/disciplinary action.

The terms of your training contract detailed above are strictly confidential and should be treated as privileged information between yourself and the Company. You are expected to maintain such information appropriately. You are requested to signify your acceptance of the terms and conditions by signing and returning to us the duplicate copy of this letter. We look forward to you joining the training program at the earliest. We are certain that as a participant of the training program, you will find challenge, satisfaction, and opportunity in your association with the Company.

You are requested to carry the below-mentioned documents on your joining date

1. Graduation Document
2. Pan Card
3. Aadhaar Card
4. Cancelled Cheque/Bank Statement/Bank Passbook
5. Passport Size Photograph

Details of the training program

The training program has two Stages

Stage1 : Classroom Training Program (CRT)

Duration : 1 Week .

Post completion of 1 Week, you will be assessed on various parameters. Only qualifying training participants will be moved to Stage 2 (OJT stage) of the program.

Stage 2 : 'On-the-job' Training (OJT)

Duration : 3 Weeks.

Post completion of 3 Weeks, the training participants will be assessed on various parameters captured during 3 Weeks. Only qualifying training participants will become eligible to be offered a role of BDA (Subject to approval from management). There will be additional performance incentives that will be applicable during the training program.

Please note that this invitation does not guarantee you a permanent employment at BYJU'S. The management reserves the sole right to take the decision.

Yours sincerely,

I have read and understood all the terms and conditions of the Applicant Training Program

Think & Learn Pvt. Ltd.

Accept Job Offer by signing below

Human Resource

Signature:

This is system generated offer letter and does not require an authorized signature.

Annexure

Business Development Associate(BDA) Profile Details

Upon satisfying the conditions mentioned above, the offer for the role of BDA will be extended with a compensation of INR 4.5 Lakhs to 5.5 Lakhs + 3 Lakhs for the role of Business Development Associate.

Your work location after being offered the role of Business Development Associate (post successful clearance of the training program) would be Karnal, or any other location as may be assigned by the Company. The Company reserves the right to transfer you to any location, as the Company may deem fit, from time to time.

If the Company finds that you have achieved your training target through improper means resulting in the reduction of your achieved revenue, the Company will have the right to rescind your offer in case the offer has been made or terminate employment if you have joined as an employee.



Date: 18/3/23.

Mr. Himanshu Mishra.

Kandivali

SUBJECT: OFFER LETTER

Dear Mr. Himanshu.

With reference to your interest in our organization and subsequent discussion, we are pleased to offer you the position of Internship (on voluntary basis) at Child Help Foundation on the following terms and conditions:

- 1. Posting:** You will operate and coordinate from our office in **Mumbai**.
- 2. Your monthly stipend/payout shall be** Rs. 10000/-
- 3. Designation:** You are designated as Internship. However, your ability and expertise can be utilized in any other field / function in the best interest of the organization.
- 4. Date of joining:** You will begin your Internship Volunteering assignment with us on or before 15th April 23
- 5. Training** – You will be on training period for 15 days from the date of joining. During training period you will not be paid.
- 6. Timings:** You will abide by the operational timings of our office which are from 9.30 am – 6.00 pm, Monday to Friday & Saturday from 9.30 am to 4.00 pm.
- 7. Documents to be submitted:** You will be required to submit copies of the following documents to support your volunteering assignment with us:
 - Certificates of educational qualifications.
 - Pan Card & Aadhaar Card.
 - Two passport sized photographs
 - Permanent Residence Address Proof (any one: passport, ration card, electricity bill, driving license).
 - Proof of current residence.
 - Bank account details.

For Child Help Foundation

Jaisy Shrivastava
Manager – Human Resources

Accepted the terms & conditions mentioned above

I will join on 15th April 2023

Name & Signature

[Signature]



Date: 18/3/23

Mr. Kartik Surve
Bhayander.

SUBJECT: OFFER LETTER

Dear Mr. Kartik

With reference to your interest in our organization and subsequent discussion, we are pleased to offer you the position of Internship (on voluntary basis) at Child Help Foundation on the following terms and conditions:

- 1. Posting:** You will operate and coordinate from our office in **Mumbai**.
- 2. Your monthly stipend/payout** shall be Rs. 10,000/-
- 3. Designation:** You are designated as Internship. However, your ability and expertise can be utilized in any other field / function in the best interest of the organization.
- 4. Date of joining:** You will begin your Internship Volunteering assignment with us on or before 15th April 23.
- 5. Training** – You will be on training period for 15 days from the date of joining. During training period you will not be paid.
- 6. Timings:** You will abide by the operational timings of our office which are from 9.30 am – 6.00 pm, Monday to Friday & Saturday from 9.30 am to 4.00 pm.
- 7. Documents to be submitted:** You will be required to submit copies of the following documents to support your volunteering assignment with us:
 - Certificates of educational qualifications.
 - Pan Card & Aadhaar Card.
 - Two passport sized photographs
 - Permanent Residence Address Proof (any one: passport, ration card, electricity bill, driving license).
 - Proof of current residence.
 - Bank account details.

For Child Help Foundation

Jaisy Shiju
Manager – Human Resources

Accepted the terms & conditions mentioned above

I will join on 15th April 2023

Name & Signature

Kartik Surve / Eds



Date: 18/3/23.

Mr. Kunal Mitale
Kandivale

SUBJECT: OFFER LETTER

Dear Mr. Kunal

With reference to your interest in our organization and subsequent discussion, we are pleased to offer you the position of Internship (on voluntary basis) at Child Help Foundation on the following terms and conditions:

- 1. Posting:** You will operate and coordinate from our office in Mumbai.
- 2. Your monthly stipend/payent shall be** Rs. 10,000/-
- 3. Designation:** You are designated as Internship. However, your ability and expertise can be utilized in any other field / function in the best interest of the organization.
- 4. Date of joining:** You will begin your Internship Volunteering assignment with us on or before 15th April, 23
- 5. Training** – You will be on training period for 15 days from the date of joining. During training period you will not be paid.
- 6. Timings:** You will abide by the operational timings of our office which are from 9.30 am – 6.00 pm, Monday to Friday & Saturday from 9.30 am to 4.00 pm.
- 7. Documents to be submitted:** You will be required to submit copies of the following documents to support your volunteering assignment with us:
 - Certificates of educational qualifications.
 - Pan Card & Aadhaar Card.
 - Two passport sized photographs
 - Permanent Residence Address Proof (any one: passport, ration card, electricity bill, driving license).
 - Proof of current residence.
 - Bank account details.

For Child Help Foundation

Jaisy Shiju
Manager - Human Resources

Accepted the terms & conditions mentioned above

I will join on 15th April 2023

K. N. Mitale
Name & Signature



Date: 18/3/23.

Mr. Manav Koke.

Mira Road.

SUBJECT: OFFER LETTER

Dear Mr. Manav.

With reference to your interest in our organization and subsequent discussion, we are pleased to offer you the position of Internship (on voluntary basis) at Child Help Foundation on the following terms and conditions:

1. **Posting:** You will operate and coordinate from our office in **Mumbai**.
2. Your monthly stipend/payout shall be Rs. 10000/-
3. **Designation:** You are designated as Internship. However, your ability and expertise can be utilized in any other field / function in the best interest of the organization.
4. **Date of Joining:** You will begin your Internship Volunteering assignment with us on or before 15th April, 23.
5. **Training** - You will be on training period for 15 days from the date of joining. During training period you will not be paid.
6. **Timings:** You will abide by the operational timings of our office which are from 9.30 am - 6.00 pm, Monday to Friday & Saturday from 9.30 am to 4.00 pm.
7. **Documents to be submitted:** You will be required to submit copies of the following documents to support your volunteering assignment with us:
 - Certificates of educational qualifications.
 - Pan Card & Aadhaar Card.
 - Two passport sized photographs
 - Permanent Residence Address Proof (any one: passport, ration card, electricity bill, driving license).
 - Proof of current residence.
 - Bank account details.

For Child Help Foundation


Jaisy Shije

Manager - Human Resources

Accepted the terms & conditions mentioned above

I will join on _____

• Name & Signature





Date: 18/3/23.

Ms. Mantaja Ansari
Goregaon [E].

SUBJECT: OFFER LETTER

Dear Ms. Mantaja

With reference to your interest in our organization and subsequent discussion, we are pleased to offer you the position of Internship (on voluntary basis) at Child Help Foundation on the following terms and conditions:

1. **Posting:** You will operate and coordinate from our office in **Mumbai**.
2. Your monthly stipend/payout shall be Rs. 10000/-
3. **Designation:** You are designated as Internship. However, your ability and expertise can be utilized in any other field / function in the best interest of the organization.
4. **Date of joining:** You will begin your Internship Volunteering assignment with us on or before 15th April, 23.
5. **Training** - You will be on training period for 15 days from the date of joining. During training period you will not be paid.
6. **Timings:** You will abide by the operational timings of our office which are from 9.30 am - 6.00 pm, Monday to Friday & Saturday from 9.30 am to 4.00 pm.
7. **Documents to be submitted:** You will be required to submit copies of the following documents to support your volunteering assignment with us:
 - Certificates of educational qualifications.
 - Pan Card & Aadhaar Card.
 - Two passport sized photographs
 - Permanent Residence Address Proof (any one: passport, ration card, electricity bill, driving license).
 - Proof of current residence.
 - Bank account details.

For Child Help Foundation

Jaisy Shiju
Manager - Human Resources

Accepted the terms & conditions mentioned above

I will join on 15th April, 23.

Name & Signature

Mantaja



Date: 18/3/23

Mr. Prathamesh Kamble
Vasai

SUBJECT: OFFER LETTER

Dear Mr. Prathamesh

With reference to your interest in our organization and subsequent discussion, we are pleased to offer you the position of Internship (on voluntary basis) at Child Help Foundation on the following terms and conditions:

- 1. Posting:** You will operate and coordinate from our office in **Mumbai**.
- 2. Your monthly stipend/payout shall be** Rs. 10,000/-
- 3. Designation:** You are designated as Internship. However, your ability and expertise can be utilized in any other field / function in the best interest of the organization.
- 4. Date of joining:** You will begin your Internship Volunteering assignment with us on or before 15th April, 23.
- 5. Training -** You will be on training period for 15 days from the date of joining. During training period you will not be paid.
- 6. Timings:** You will abide by the operational timings of our office which are from 9.30 am - 6.00 pm, Monday to Friday & Saturday from 9.30 am to 4.00 pm.
- 7. Documents to be submitted:** You will be required to submit copies of the following documents to support your volunteering assignment with us:
 - Certificates of educational qualifications.
 - Pan Card & Aadhaar Card.
 - Two passport sized photographs
 - Permanent Residence Address Proof (any one: passport, ration card, electricity bill, driving license).
 - Proof of current residence.
 - Bank account details.

For Child Help Foundation

Jaisy Shiju
Manager - Human Resources

Accepted the terms & conditions mentioned above

I will join on 15th April, 2023.

: Name & Signature



Date: 18/3/23

Mr. Rahul Soni

Bhayander

SUBJECT: OFFER LETTER

Dear Mr. Rahul

With reference to your interest in our organization and subsequent discussion, we are pleased to offer you the position of Internship (on voluntary basis) at Child Help Foundation on the following terms and conditions:

- 1. Posting:** You will operate and coordinate from our office in **Mumbai**.
- 2. Your monthly stipend/payout** shall be Rs 10000/-
- 3. Designation:** You are designated as Internship. However, your ability and expertise can be utilized in any other field / function in the best interest of the organization.
- 4. Date of joining:** You will begin your Internship Volunteering assignment with us on or before 15th April 23
- 5. Training** – You will be on training period for 15 days from the date of joining. During training period you will not be paid.
- 6. Timings:** You will abide by the operational timings of our office which are from 9.30 am – 6.00 pm, Monday to Friday & Saturday from 9.30 am to 4.00 pm.
- 7. Documents to be submitted:** You will be required to submit copies of the following documents to support your volunteering assignment with us:
 - Certificates of educational qualifications.
 - Pan Card & Aadhaar Card.
 - Two passport sized photographs
 - Permanent Residence Address Proof (any one: passport, ration card, electricity bill, driving license).
 - Proof of current residence.
 - Bank account details.

For **Child Help Foundation**

Jaisy Shiju
Manager - Human Resources

Accepted the terms & conditions mentioned above

I will join on 15/04/2023

Name & Signature

[Signature]



Date: 18/3/23.

Mr. Shuboddeep Poral
Bhayamderi (E)

SUBJECT: OFFER LETTER

Dear Mr. Shuboddeep.

With reference to your interest in our organization and subsequent discussion, we are pleased to offer you the position of Internship (on voluntary basis) at Child Help Foundation on the following terms and conditions:

- 1. Posting:** You will operate and coordinate from our office in Mumbai.
- 2. Your monthly stipend/payout shall be** Rs. 10000/-
- 3. Designation:** You are designated as Internship. However, your ability and expertise can be utilized in any other field / function in the best interest of the organization.
- 4. Date of Joining:** You will begin your Internship Volunteering assignment with us on or before 26th April, 23.
- 5. Training** - You will be on training period for 15 days from the date of joining. During training period you will not be paid.
- 6. Timings:** You will abide by the operational timings of our office which are from 9.30 am - 6.00 pm, Monday to Friday & Saturday from 9.30 am to 4.00 pm.
- 7. Documents to be submitted:** You will be required to submit copies of the following documents to support your volunteering assignment with us:
 - Certificates of educational qualifications.
 - Pan Card & Aadhaar Card.
 - Two passport sized photographs
 - Permanent Residence Address Proof (any one: passport, ration card, electricity bill, driving license).
 - Proof of current residence.
 - Bank account details.

For Child Help Foundation

Jaisy Shiju
Manager - Human Resources

Accepted the terms & conditions mentioned above

I will join on _____

Shubod
Name & Signature



Date: 18/3/23.

Ms. Jyoti Maurya.
Andheri

SUBJECT: OFFER LETTER

Dear Ms. Jyoti

With reference to your interest in our organization and subsequent discussion, we are pleased to offer you the position of Internship (on voluntary basis) at Child Help Foundation on the following terms and conditions:

- 1. Posting:** You will operate and coordinate from our office in Mumbai.
- 2. Your monthly stipend/payout shall be** Rs. 10000/-
- 3. Designation:** You are designated as Internship. However, your ability and expertise can be utilized in any other field / function in the best interest of the organization.
- 4. Date of Joining:** You will begin your Internship Volunteering assignment with us on or before 05th May, 23.
- 5. Training -** You will be on training period for 15 days from the date of joining. During training period you will not be paid.
- 6. Timings:** You will abide by the operational timings of our office which are from 9.30 am - 6.00 pm, Monday to Friday & Saturday from 9.30 am to 4.00 pm.
- 7. Documents to be submitted:** You will be required to submit copies of the following documents to support your volunteering assignment with us:
 - Certificates of educational qualifications.
 - Pan Card & Aadhaar Card.
 - Two passport sized photographs
 - Permanent Residence Address Proof (any one: passport, ration card, electricity bill, driving license).
 - Proof of current residence.
 - Bank account details.

For Child Help Foundation

Jaisy Shinde
Manager - Human Resources

Accepted the terms & conditions mentioned above

I will join on 5/5/2023

Name & Signature

Jyoti Maurya
Jyoti



Date: 18/03/23

Ms. Namrata Sathe
Kandivale

SUBJECT: OFFER LETTER

Dear _____,

With reference to your interest in our organization and subsequent discussion, we are pleased to offer you the position of Internship (on voluntary basis) at Child Help Foundation on the following terms and conditions:

- 1. Posting:** You will operate and coordinate from our office in **Mumbai**.
- 2.** Your monthly stipend/payout shall be Rs. 10000/-
- 3. Designation:** You are designated as Internship. However, your ability and expertise can be utilized in any other field / function in the best interest of the organization.
- 4. Date of Joining:** You will begin your Internship Volunteering assignment with us on or before 15th April, 23
- 5. Training** - You will be on training period for 15 days from the date of joining. During training period you will not be paid.
- 6. Timings:** You will abide by the operational timings of our office which are from 9.30 am - 6.00 pm, Monday to Friday & Saturday from 9.30 am to 4.00 pm.
- 7. Documents to be submitted:** You will be required to submit copies of the following documents to support your volunteering assignment with us:
 - Certificates of educational qualifications.
 - Pan Card & Aadhaar Card.
 - Two passport sized photographs
 - Permanent Residence Address Proof (any one: passport, ration card, electricity bill, driving license).
 - Proof of current residence.
 - Bank account details.

For Child Help Foundation

Jaisy Shiju
Manager - Human Resources

Accepted the terms & conditions mentioned above

I will join on 18/03/23

• Name & Signature



Date: 18/3/23.

Ms. Neelken Kinny.
Tahisar.

SUBJECT: OFFER LETTER

Dear Ms. Neelken

With reference to your interest in our organization and subsequent discussion, we are pleased to offer you the position of Internship (on voluntary basis) at Child Help Foundation on the following terms and conditions:

1. **Posting:** You will operate and coordinate from our office in **Mumbai**.
2. Your monthly stipend/paid shall be Rs. 10000/-
3. **Designation:** You are designated as Internship. However, your ability and expertise can be utilized in any other field / function in the best interest of the organization.
4. **Date of Joining:** You will begin your Internship Volunteering assignment with us on or before 15th April 23.
5. **Training** – You will be on training period for 15 days from the date of joining. During training period you will not be paid.
6. **Timings:** You will abide by the operational timings of our office which are from 9.30 am – 6.00 pm, Monday to Friday & Saturday from 9.30 am to 4.00 pm.
7. **Documents to be submitted:** You will be required to submit copies of the following documents to support your volunteering assignment with us:
 - Certificates of educational qualifications.
 - Pan Card & Aadhaar Card.
 - Two passport sized photographs
 - Permanent Residence Address Proof (any one: passport, ration card, electricity bill, driving license).
 - Proof of current residence.
 - Bank account details.

For **Child Help Foundation**

Jaisy Shiju
Manager - Human Resources

Accepted the terms & conditions mentioned above

I will join on 18/3/23

Name & Signature



Date: 18/3/23

Ms. Riya Koli
Dahisar.

SUBJECT: OFFER LETTER

Dear Ms. Riya.

With reference to your interest in our organization and subsequent discussion, we are pleased to offer you the position of Internship (on voluntary basis) at Child Help Foundation on the following terms and conditions:

- 1. Posting:** You will operate and coordinate from our office in **Mumbai**.
- 2. Your monthly stipend/payout shall be** Rs. 10000/-
- 3. Designation:** You are designated as Internship. However, your ability and expertise can be utilized in any other field / function in the best interest of the organization.
- 4. Date of joining:** You will begin your Internship Volunteering assignment with us on or before 15th April 23.
- 5. Training -** You will be on training period for 15 days from the date of joining. During training period you will not be paid.
- 6. Timings:** You will abide by the operational timings of our office which are from 9.30 am - 6.00 pm, Monday to Friday & Saturday from 9.30 am to 4.00 pm.
- 7. Documents to be submitted:** You will be required to submit copies of the following documents to support your volunteering assignment with us:
 - Certificates of educational qualifications.
 - Pan Card & Aadhaar Card.
 - Two passport sized photographs
 - Permanent Residence Address Proof (any one: passport, ration card, electricity bill, driving license).
 - Proof of current residence.
 - Bank account details.

For Child Help Foundation

Jaisy Shiju
Manager - Human Resources

Accepted the terms & conditions mentioned above

I will join on 15th April, 2023

(Riya)
Name & Signature



Date: 18/3/23.

Ms. Sakshi Kandwal.

Bhayander.

SUBJECT: OFFER LETTER

Dear Ms. Sakshi

With reference to your interest in our organization and subsequent discussion, we are pleased to offer you the position of Internship (on voluntary basis) at Child Help Foundation on the following terms and conditions:

- 1. Posting:** You will operate and coordinate from our office in **Mumbai**.
- 2. Your monthly stipend/payout shall be** Rs. 10000/-
- 3. Designation:** You are designated as Internship. However, your ability and expertise can be utilized in any other field / function in the best interest of the organization.
- 4. Date of Joining:** You will begin your Internship Volunteering assignment with us on or before 15th April.
- 5. Training** - You will be on training period for 15 days from the date of joining. During training period you will not be paid.
- 6. Timings:** You will abide by the operational timings of our office which are from 9.30 am - 6.00 pm, Monday to Friday & Saturday from 9.30 am to 4.00 pm.
- 7. Documents to be submitted:** You will be required to submit copies of the following documents to support your volunteering assignment with us:
 - Certificates of educational qualifications.
 - Pan Card & Aadhaar Card.
 - Two passport sized photographs
 - Permanent Residence Address Proof (any one: passport, ration card, electricity bill, driving license).
 - Proof of current residence.
 - Bank account details.

For Child Help Foundation


Jaisy Shiju

Manager - Human Resources

Accepted the terms & conditions mentioned above

I will join on 15th April, 23

Name & Signature

Kandwal
Sakshi Kandwal



Date: 18/3/23.

Ms. Shradha Baranwal

Name

SUBJECT: OFFER LETTER

Dear Ms. Shradha

With reference to your interest in our organization and subsequent discussion, we are pleased to offer you the position of Internship (on voluntary basis) at Child Help Foundation on the following terms and conditions:

- 1. Posting:** You will operate and coordinate from our office in **Mumbai**.
- 2. Your monthly stipend/payout shall be** Rs. 10000/-
- 3. Designation:** You are designated as Internship. However, your ability and expertise can be utilized in any other field / function in the best interest of the organization.
- 4. Date of joining:** You will begin your Internship Volunteering assignment with us on or before 15th April, 23
- 5. Training -** You will be on training period for 15 days from the date of joining. During training period you will not be paid.
- 6. Timings:** You will abide by the operational timings of our office which are from 9.30 am - 6.00 pm, Monday to Friday & Saturday from 9.30 am to 4.00 pm.
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 - Pan Card & Aadhaar Card.
 - Two passport sized photographs
 - Permanent Residence Address Proof (any one: passport, ration card, electricity bill, driving license).
 - Proof of current residence.
 - Bank account details.

For Child Help Foundation

Jaisy Shiju
Manager - Human Resources

Accepted the terms & conditions mentioned above

I will join on Shradha Baranwal

Name & Signature

15-04-2023



Date: 18/3/23

Ms. Subhadra Pawade.
Kandivali.

SUBJECT: OFFER LETTER

Dear Ms. Subhadra

With reference to your interest in our organization and subsequent discussion, we are pleased to offer you the position of Internship (on voluntary basis) at Child Help Foundation on the following terms and conditions:

1. **Posting:** You will operate and coordinate from our office in **Mumbai**.
2. Your monthly stipend/payout shall be Rs. 10,000/-
3. **Designation:** You are designated as Internship. However, your ability and expertise can be utilized in any other field / function in the best interest of the organization.
4. **Date of joining:** You will begin your Internship Volunteering assignment with us on or before 15th April, 23.
5. **Training** – You will be on training period for 15 days from the date of joining. During training period you will not be paid.
6. **Timings:** You will abide by the operational timings of our office which are from 9.30 am – 6.00 pm, Monday to Friday & Saturday from 9.30 am to 4.00 pm.
7. **Documents to be submitted:** You will be required to submit copies of the following documents to support your volunteering assignment with us:
 - Certificates of educational qualifications.
 - Pan Card & Aadhaar Card.
 - Two passport sized photographs
 - Permanent Residence Address Proof (any one: passport, ration card, electricity bill, driving license).
 - Proof of current residence.
 - Bank account details.

For Child Help Foundation

Jaisy Shiju
Manager - Human Resources

Accepted the terms & conditions mentioned above

I will join on 18/3/23

.. Name & Signature



Date:- 10/03/2022

SOURAV PRADEEP DASH(115350)

S B PATIL MARG OPP SONAL BUIL.,SANTACRUZ W,
MUMBAI 400054.

CONFIRMATION LETTER

Dear **SOURAV PRADEEP DASH**,

After evaluation of your performance we are pleased to inform you that with effect from **09/02/2022**, you are now a confirmed employee of EOS as **CUSTOMER SERVICE REPRESENTATIVE**.

As a confirmed staff, you will be entitled to all the privileges that are enjoyed by the company's employees such as annual leave, trainings and promotions. Please refer your supervisor for your work responsibilities and to the Human Resource Department for any employment issues.

All other terms and conditions as per your appointment letter other than those stated above will remain unchanged.

We thank you for your initiatives and hope that you will perform with equal enthusiasm. We wish you success and hope a very happy career with the organization.

For Eureka Outsourcing Solutions Private Limited

A handwritten signature in blue ink, appearing to read 'Jayesh'.

Authorised Signatory
Jayesh Shettigar
AVP -Human Resource & Compliance

NOTE: This is digitally signed document and does not require a physical signature. If no query is raised within 7 working days from the date of receipt of this document, then the same shall be deemed to be accepted by you.



(CIN No. : U72900MH2000PTC140702)

Salasar Business Park, Off. 150 ft Flyover Road, Opp. Maxus Mall, Bhayander (W), Thane - 401 101.
Board No.: 91 - 22 - 6758 2800 • Fax No.: 91 - 22 - 6758 2900 • Website : www.epicentertechnology.com

Offer cum Appointment Letter

Name: Vikas Patel
DOJ: 02-Aug-2022
DOB: 01-Apr-2000
Aadhaar number: 718466832148

Dear Vikas,

On the basis of the interview and discussions we had with you, we are pleased to offer you employment with Epicenter Technologies Pvt. Ltd (Company) as "MIS Analyst - Business Intelligence" on the following terms and conditions with effect from **DOJ: 02-Aug-2022**

Kindly note that this offer of employment is subject to the submission and validity of required documents as per the checklist given to you. If you fail to submit these documents on the date of document submission or if any of these documents are found to be forged / fake, this offer may be revised or cancelled at the Company's discretion.

Please sign and return a copy of this letter as a token of your acceptance. We would like to welcome you to our organization and wish you a rewarding career.

Our Values and Culture:

- People** are our greatest assets. They matter. We continue to invest in their personal development and growth. Treating people with respect and dignity is the cornerstone of our organization.
- Customers** are the reason for our existence. We seek to add value in every transaction we have with the customer.
- Integrity** will be displayed in every transaction we have with our associates, customers, partners, suppliers and other stakeholders.
- Teamwork and Togetherness** will help us achieve great things and will be advanced without prejudice to reward and recognition of individual contribution.
- We strive to instill a re-engineering bent of mind across all levels of the organization to achieve **Continuous Improvement, Quality and Innovation**.

1. **Compensation & Benefits:** The compensation and benefit program applicable to your band is enclosed for your reference. Please note that your compensation is a confidential matter between you and the company, and the company shall view any breach of confidentiality with outmost seriousness.

I. The compensation structure is subject to change at the company's discretion and will be communicated to you from time to time. II. You may participate in the Company Provident Fund Scheme as applicable to your category of employees in accordance to statutory guidelines.

III. You will be entitled to gratuity in accordance with the rules governing such payment.

IV. Applicable tax would be borne by you. The company is obliged to deduct Income Tax at source as per provision of Income Tax Act /Rules. Accordingly, you are required to submit all required proof of permitted savings / investments and other details from time to time to enable the company to comply with the provisions of law. In the event of non-compliance by you as aforesaid if the company is required to pay any interest or payment under Income Tax Act, it shall deduct the amount as may be paid or payable from your salary or other payments and you shall allow the company to comply with these requirements without objection.

2. **Transfer:** Your services can be transferred by the company in such capacity, as the company may from time to time determine, from

- One location to another.
- One department to another.

-One project to another, based on the exigencies of business and company needs.

It is a condition of employment that you can be transferred by the company anywhere in India or abroad to any of the parent Company's Subsidiary Companies, Joint Ventures, Associates, Sister Companies, etc., as per needs. Such transfers will not create for you any right to ask for revision in your salary or other terms and conditions of your services. Consequent to such transfers, you will be governed by the terms and conditions of service as applicable to your category of employees in the new place.

During your employment with the Company you will agree to work on any project that you are assigned to, irrespective of technical platforms/skills and nature of the project. If necessary, you may also be required to work shifts. Failing to do so can lead to termination of employment without notice. Regardless of any Secondment to any other epicenter entities or where you may be required to work overseas for such Epicenter entities for an extensive period, you shall at all times remain an employee of the company exclusively and shall not be entitled to any such foreign salary or benefits (including medical insurance, green card sponsorship, etc.) payable or applicable to employees of such other Epicenter entities other than the salary and benefits specified in this offer letter or salary and benefits that may have been decided by Epicenter and communicated to you.

You should not draw, accept or endorse any cheque or bill on behalf of the Company or, in any way, Pledge the Company's credit except so far as you may have been authorized by the company to do so, either generally or in any particular case.

3. **Promotion / Demotion:** The Company has the right to Promote or Demote you to any designation at its discretion and the company will decide your salary and allowances at the time of such change.
4. **Working hours, holidays and leave:** You will observe the working hours, holidays and leave rules as per the service rules applicable to your category of employees.
5. **Health Examination:** You may be examined at any time, by a Doctor of the Company's choice for your medical fitness to continue to work for the company and the opinion of the Company's Doctor in this regard shall be final and binding on you. The company also reserves the right to screen or test you for intoxicants and / or prohibited substances while you are at work. These tests may be administered in-house or via an external laboratory as the company deems fit.
6. **Proof of Age:** You will be required to produce satisfactory proof of age at the time of joining. The same may be evidenced from the School Leaving Certificate or from the birth register certificate. Once, such proof of age is accepted and recorded on the Company's register, and you may not be permitted to seek a change of date of birth.
7. **Past Record:** If any declaration given or information furnished by you to the company proves to be false or if you are found to have willfully suppressed any material, information, you may be liable to be removed from services without any notice or compensation whatsoever.
8. **Confidentiality & Secrecy:** During your employment and for a period of 12 months commencing the last day of your employment with the company, you will not at any time disclose to a third party, any of the Company's confidential technical information or any information concerning the business of the company and its parent and affiliated companies, which you may come to know during your services with the company.
9. **Use of company resources:** Use of company resources for personal use is strictly restricted. This includes usage of computer resources, information, internet service, and working time of the company for any personal use.

10. **Intellectual Property:** If you conceive any new or advanced method of improving designs/ processes/ formulae/ systems, etc. in relation to the business/ operations of the Company, such developments will be fully communicated to the company and will be, and remain, the sole right/ property of the Company.
11. **Alternative Employment:** During the course of your employment with the organization, you will not engage yourself directly or indirectly in any trade, business, occupation, employment, service, whether for remuneration or otherwise.
12. **Code of Conduct:** Epicenter prides itself as a company with the highest order of ethical conduct in its dealing with customers, suppliers, agents, and governments. As part of your employment agreement with the Company, it is important that you fully understand this philosophy and the policies governing it. At the beginning of your employment, you will be expected to familiarize yourself with the Company's "Code Of Conduct" and sign a copy as an acknowledgment of your having read, understood, and agreed to abide by its contents.
- For any loss suffered by Epicenter or Epicenter's clients due to your negligence or deliberate actions, Epicenter reserves the right to initiate legal actions against you as it might deem fit according to the governing Laws.
13. **Roles & Responsibilities:** Your duties and responsibilities will be communicated to you by your reporting manager. However you shall execute and perform all such duties that may be assigned to you by the organization from time to time and the organization reserves the right to vary these at its discretion.
14. **Probation and Confirmation:** You will be on probation for a period of six months from the date of appointment and if your conduct and performance in the appointed position are found satisfactory you will be confirmed at the end of the probation period. In case of unsatisfactory performance your probation may be extended for a period 3 months.
15. **Notice Period:** If you decide to part ways with the company, you are expected to serve the applicable notice period as per the Employee Separation policy please familiarize yourself with this policy once you have joined service and ensure you provide all support for handover of your responsibilities to your designated replacement.
16. **Termination of Employment:** The Company reserves the right to pay or accept salary in lieu of notice. Your employment can be terminated either at your instance or that of the Management, where the Notice Period applicable for both parties shall be as per the Employee Separation policy.
- The company reserves the right to terminate your contract / employment without notice, or pay in lieu of notice if it has reasonable grounds to believe you are guilty of gross misconduct, gross negligence and violation of company policies or in material breach of any of the terms of your employment. However, release from the services of the company will be subject to satisfactory handover of the responsibilities assigned to you.
17. **No Poach** - In the event you leave the company either initiated by yourself or the company, you shall not recruit or influence, support or facilitate the recruitment of any employee from the company for a period of 12 months commencing the last day of your employment with the company.
18. **Separation:** On termination of employment and/or your resignation during the period of your probation or thereafter, you will immediately return to the Company, all assets including data, tools, accessories, formulae, documents, specification, books, etc. of whatsoever nature accessible to you or in your custody, care or charge and obtain a clearance certificate from the relevant person / office / department, on production of which alone your dues, if any, will be settled by the Company. Any balance amount due to the company shall be fully recovered from your salary / full and final settlement, at the time of your leaving the service.
19. **Any Unauthorized absence:** As detailed in the Attendance and Employee Separation Policy, would attract L
- might include Termination of services. Termination on Absconding (NCNS ? No Call No Show) grounds may render the employee ineligible for Full and Final Settlement amounts, Documents/paperwork and Reference checks at the discretion of management.

20. **Retirement:** You will retire from your service with the Company on attaining the age of fifty eight years. However, you may be retired at any age before fifty eight years if you are unable to continue in service satisfactorily due to any form of physical or mental infirmity or are not able to perform given work. The actual date of retirement shall be the last working day of the calendar month in which your 58th birthday falls.

21. **Covenant:** The employee agrees that: I will not

- I. For a period of one year after the termination of this agreement, directly or indirectly solicit to provide any professional services suchas those provided by the Company for anyone who is a client of the Company anytime during the twelve months prior to my leaving the Company and for whom I provided any service as an employee of the Company during the five years prior to my leaving,
- II. For a period of Twelve months after the termination of this agreement directly or indirectly, without the prior written consent of theCompany, solicit for employment at any firm, entity or client with which I was associated during my tenure with the organization, or otherwise disrupt, impair, damage, or interfere with the Company relationship with its employees, client or any other business partners;
- III. Upon the termination of my employment, retain, copy, or utilize any confidential, privileged or proprietary information, trade secrets,or other property of the Company, including but not limited to manuals, software, data, files, client lists or materials, or other data, publications or materials. The employee and the Company acknowledge and agree that the duration and the scope of the covenants contained in this paragraph are fair and reasonable.

22. **Other Terms & Conditions:** Your employment with the Company will be subject to the rules and regulations of the Company, as promulgated and modified from time to time in relation to your conduct, discipline and other matters. Your employment with the organization is subject to the following pre-conditions:

- I. The Company receiving satisfactory references from suitable referees suggested by you. Additionally the Company reserves the rightto seek references from your current/previous employer(s) at any stage.
- II. The Company receiving a satisfactory report following a medical examination, if found necessary, by a doctor nominated by theCompany.
- III. The Company receiving a copy of all your education and professional qualification certificates.
- IV. The Company receiving a copy of the relieving letter from your previous employer.
- V. A positive background Verification report if conducted based on the information provided by you

In addition to the above, all such other rules and regulations as may be in operation at the time of your accepting the appointment with the Company and as may be amended or altered from time to time at the discretion of the Company, will also apply to you.

Please confirm that the terms and conditions of this employment agreement are acceptable to you and that you accept the same by signing the duplicate copy of this letter as a token of your acceptance.

We welcome you to Epicenter and look forward to having a long and mutually beneficial association with you.

Policy Certificate of Receipt

I hereby certify that I have read and understood all the points mentioned in this document. I commit to abide by all terms and conditions of the policy, as well as my original ETPL employment agreement and client guidelines. I also understand and acknowledge that failing to adhere to the above would make me liable for disciplinary action as per the policy of the organization.

Yours sincerely,

For Epicenter Technologies Pvt. Ltd.



Authorized Signatory
Human Resources

This is a computer generated document

Compensation & Benefit PI

Policy Certificate of Receipt

I hereby certify that I have read and understood all the points mentioned in this document. I commit to abide by all terms and conditions of the policy, as well as my original ETPL employment agreement and client guidelines. I also understand and acknowledge that failing to adhere to the above would make me liable for disciplinary action as per the policy of the organization.

Name : Vikas Patel

Date & Time : 22-Jul-2022 3:54:50 PM

Email ID : patelvikas7208585@gmail.com

Device : Mobile

IP Address : 49.32.204.69



13-Jan-23

APPOINTMENT LETTER**Ms. Mitali Vijay Jailkar****Employee No: 1141064****Mumbai - Paradigm**

Dear Mitali Vijay Jailkar,

We are pleased to employ you as **Customer Service Associate** (Grade **H2**) in our company, Firstsource Solutions Limited (**Company**), located at Mumbai, or in such other capacity as the Company shall from time to time determine. This letter sets out the terms of your employment and, along with the Company's Policies and procedures, as amended from time to time (**Company Policies**), constitutes your employment agreement with the Company (**Employment Agreement**). In the event of a conflict between any of the terms or conditions contained in this Employment Agreement and those in the Company Policies, the terms of this Employment Agreement shall prevail.

1. APPOINTMENT

- a. Your employment by the Company is effective from the date of this Employment Agreement **13-Jan-23**.
- b. You will be on probation for a period of six months from the Date of Joining (**Probation Period**). Subject to Company Policies, after completion of the Probation Period, your performance will be evaluated, and if found satisfactory, you may be confirmed in the services of the Company. However, during the Probation Period, if your performance is unsatisfactory, (i) the Probation Period maybe extended for a further period as may be decided by the Company; or (ii) the Company may terminate your services in accordance with Clause 15.
- c. You shall retire from the services of the Company on completing 60 years of age.
- d. Your employment in Company will be subject to you being and remaining physically and mentally fit and alert to perform your duties. Your services will be liable to be terminated on being found physically and mentally unfit by the Company at any time.

**FIRSTSOURCE SOLUTIONS LTD.**

3rd Floor Mindspace, New Link Road, Malad West, Mumbai 400 064

Tel: + 91 (80) 6633 6000 | Fax: +91 (80) 6633 6099

Paradigm B, 5th Floor, Mindspace, New Link Road, Malad (W), Mumbai - 400 064, India.

Tel: +91 22 6666 0888 | Fax: +91 22 6666 0887 | Web: www.firstsource.com

(CIN: L64202MH2001PLC134147)



2. TERMS OF APPOINTMENT AND RESPONSIBILITIES

- a. You will perform such duties as are in the opinion of the Company appropriate to your position and such other duties and exercise such powers in the Company or any subsidiary or associated company as may from time to time be delegated to you by the Company at its discretion.
- b. The Company may, at its discretion, change your level, reporting arrangements, duties and location as may be required by business exigencies.
- c. You may be transferred, seconded or deputed in such capacity, as the Company may from time to time determine, to any other location, department, function, establishment, or branch of the Company or subsidiary, associate or affiliate company. In such case, you will be governed by the terms and conditions of service applicable to such transferred assignment including compensation, working hours, holidays, leave, people policies etc. Relocation shall be as per Company Policies.
- d. You may be required to undertake travel on Company work for which you will be reimbursed for travel expenses as per Company Policies.
- e. In view of your position and office, you must effectively, diligently and to the best of your ability perform all responsibilities and ensure results. In this connection, you are required not to engage in activities that have or will have an adverse impact on the reputation / image and business of the Company and its affiliates, whether directly or indirectly.
- f. You will be bound by the standing orders, rules or regulations of the Company as in force from time to time and to the extent applicable.

3. COVENANTS

- a. You will not make any statement or give interviews to media, newspapers, magazines, news channels or local channels in relation to the Company unless you are authorised to represent and make a statement on behalf of the Company.
- b. You will not accept gifts, presents, commission or any sort of gratification in cash or kind from any person, party or firm or company having dealing with the Company and if you are offered any, you should immediately write to antibribery@firstsource.com.
- c. You will comply with and report any non-compliance or violation of the Company's Global Ethics Policy, Anti-Bribery Policy, Gifts and Entertainment Policy, and Anti-Fraud Policy in accordance with the Company's Whistle-blower Policy. Report any violation to whistleblowing@firstsource.com
- d. In the performance of your obligations, you will not utilise or provide the Company with any confidential or proprietary information of any third party or violate any obligation with respect to such information.
- e. In the event you need to hold office with any political party or any governmental or non-governmental organisation whether for any political or charitable reasons or otherwise during your employment with the Company, you will give prior intimation to the Company and seek express consent to this effect.

You will (i) not give your passwords (voice mail, network, internet or other) to any other employee or any third party; (ii) not leave workstations logged on to the network unattended; and (iii) install power-on passwords for laptops and screen saver passwords for workstations.

Mitali Jailkar

4. COMPENSATION

- a. During the course of your employment with the Company, you will be eligible to receive the following (as detailed in the **Annexure**):
- i. Basic salary of **Rs. 5900** per month;
 - ii. House Rent Allowance of **Rs. 2950** per month;
 - iii. Statutory Bonus/ Incentive/ Ex-Gratia* of **Rs. 2722** per month; and
 - iv. You will be entitled to other compensation and benefits in accordance with Company Policies as intimated to you from time to time
- b. Your salary will be reviewed periodically in accordance with Company Policies. Changes in your compensation are discretionary and will be subject to and on the basis of effective performance and results during the period and other relevant criteria.
- c. Any tax liability that arises from the compensation, allowances, and benefits will be debited. All payments made to you with respect to the compensation will be subject to withholding tax and other applicable payroll deductions as required under applicable law.
- d. The Company may also deduct any debt owed by you to the Company and any deduction from remuneration to which you have previously signified or provided your consent in writing.
- e. Further, the Company reserves the right to debit your salary account for any erroneous transaction which may occur and, or, for any monies due to the Company from you.

5. OTHER BENEFITS

- a. You will be entitled to leaves, holidays and working hours as applicable to you based on your grade, role and location of posting.
- b. You will be eligible for perquisites, if any, as applicable to you based on function requirements as determined by the Company.
- c. You will be eligible to participate in the Company's Provident Fund Scheme as per the rules and policies applicable to you.
- d. You will be eligible for gratuity in accordance with the Payment of Gratuity Act, 1972.
- e. You will be eligible to participate in the medical programme as applicable to you.

Mitali Jailkar



6. REPRESENTATIONS AND WARRANTIES

a. You represent and warrant to the Company that:

- i. You have read and fully understand all the provisions of this Agreement and the Company Policies;
- ii. You are free to enter into employment with the Company without violation of any third party rights and that the employment with the Company shall not result in a violation of any agreement or restrictive condition that you may have with any third party including any former employers. This Agreement constitutes a valid and binding obligation on you;
- iii. You are not a party to any arrangement or agreement which will compromise your ability to carry out the duties for the Company;
- iv. You have not provided the Company with any false declaration or wilfully suppressed any material information. All information provided by you, including the relieving letter from any former employer, and information set forth in the resume is truthful and accurate
- v. You have not been arrested, or convicted of, or cautioned for, or charged but not yet tried with any offence or crime or have any criminal record, even if you are subject to a pardon, amnesty, or other similar legal action and there is no lawsuit, arbitration, administrative or other proceeding or governmental investigation pending or, to the best of your knowledge, registered against you;
- vi. You have not been the subject of any adverse court judgment which threatens your solvency or substantially compromises your financial security;
- vii. You have all the necessary licences, permissions, consents, approvals, qualifications and memberships required of you to perform the duties under this Agreement;
- viii. You have never been suspended, censured or otherwise been subjected to any disciplinary action or other proceeding, litigation or investigation by any state or governmental body or agency or any regulatory authority or self-regulatory organisation;
- ix. You are not in any position or circumstance which may constitute or be deemed to constitute a conflict of interest with respect to the Company; and
- x. You do not hold office with any political party or any governmental or non-governmental organisation whether for any political or charitable reasons or otherwise.
- xi. You shall not engage or participate in any money-making scheme or proposal offered by any other employee / person within the Company. In the event you engage in such activities, the Company may take disciplinary action against you, which may include termination of employment.

7. You understand that your employment is on the basis that the information submitted by you and the representation and warranties set out in Clause 6 (a) are true, complete and accurate. You further understand that your appointment and continuing employment at the Company is subject to a successful background verification check conducted by the Company. You agree and acknowledge that if it is found that the information submitted is false or incomplete or that you have concealed certain material information which detrimentally impacts the Company, or in the event you fail your background verification in any of the parameters checked by the Company, the Company may terminate

Mitali Jailkar



employment in accordance with Clause 15(b).

8. **DATA PROTECTION COMPLIANCE**

- a. The Company holds sensitive personal data for the purposes of improving Human Resources practices and for the provision and administration of benefits. The Company, or any other third party involved as a result of the Company sub-contracting one or more of its services including *inter alia* the payment of salaries to its employees, may process your personal data for, *inter alia*, the following purposes:
- i. Administering and maintaining Human Resources records;
 - ii. Paying and reviewing salary and other remuneration benefits;
 - iii. Providing and administering benefits (including medical insurance and personal accident cover);
 - iv. Undertaking performance appraisals and reviews;
 - v. Maintaining sickness and other absence records;
 - vi. Taking decisions as to your fitness to work;
 - vii. Providing references and information to future employers;
 - viii. Providing information to future purchasers of the Company or any subsidiary of the Company; and
 - ix. For any other reason the Company deems necessary.

provided that the Company will not sell, turn to account or otherwise monetise such data without your prior written consent.

- b. By signing this Employment Agreement you fully and absolutely accept and consent to the use of your data in the manner and for the purposes described in this Clause 8.

9. **COMPANY POLICIES**

- a. You will at all times be guided by and shall strictly adhere to all Company Policies as amended from time to time during the course of your employment with the Company. The Company Policies form an integral part of this Employment Agreement and you agree that should you violate the terms and conditions of any Company Policy, you will be liable to disciplinary action by the Company, which may extend to termination of your employment.
- b. You are expected to use good judgment when using social media and to ensure your activities do not harm the goodwill and reputation of the Company and are consistent with the Company's Policies, including its Social Media Policy (as amended from time to time). Your social media content must reflect that it is your opinion or content and must not imply any connection to or origination from the Company. You shall refrain from referring to or using any confidential information belonging to the Company in any manner whatsoever, on social media, including but not limited to the Company's clients' names. In the event you disclose such confidential information on social media, the Company may take disciplinary action against you, which may include
- c. termination of employment. Any questions concerning the use of social media should be directed to a member of the HR team.

Mitali Jailkar



10. EMPLOYEE SURVEILLANCE

- a. You acknowledge that you do not have any expectation of privacy when using the Company's resources. You agree and understand that the Company may use various modes to ensure that the internet, email facilities and other communication systems provided by the Company are used in an appropriate manner including the scanning, reading, inspection, scrutiny of emails sent and received and web sites visited or created by you.
- b. The Company also reserves the right to monitor its employees using various security measures including but not limited to closed circuit television systems. These may be installed on the Company's premises overtly or covertly to ensure that the employees do not participate or propagate any activities which are or could be detrimental to the Company's business interests, violate Company Policies or which could bring it disrepute.

11. INTELLECTUAL PROPERTY

- a. You acknowledge that any and all intellectual property rights, including, but not limited to, patent rights, design rights, copyrights, database rights, trademark rights, chip rights, trade name rights and know-how, ensuing in any territory or jurisdiction, from or in connection with the work performed by you under this Agreement or otherwise during your employment with the Company (**IP Rights**) and any discoveries, designs, developments, improvements, inventions (whether or not protectable under patent laws), works of authorship, information fixed in any tangible medium of expression, software (whether or not protectable under copyright laws), trade secrets, know-how, ideas (whether or not protectable under trade secret laws), trademarks, service marks and trade names (**Innovations**), ensuing in any territory or jurisdiction, created in any way pursuant to the activities performed by you for the Company and, or, any of its affiliates and, or, any of the Company's predecessors in title are exclusively vested in and owned by the Company or will be vested in and owned by the Company.
- b. You hereby irrevocably, perpetually and on a worldwide basis assign to the Company any and all rights in entirety related to the IP Rights and, or, Innovations of which the Company is not already the owner, including the use and application thereof. You agree that where this assignment (or part thereof) should at any time prove to be legally invalid, you shall at such time assign such rights in totality, without imposing any condition thereon, to the Company by a separate legal instrument.
- c. Should the Company consider such necessary, you shall sign an instrument and, or, any other document at the Company's first request, on the basis of which the rights referred to herein will be transferred irrevocably and unconditionally. Should a further instrument be required for the transfer of these rights, or the signature of any document, you hereby grant the Company irrevocable and unconditional power or attorney to draw up and sign the said instrument and, or, other document on your behalf.

Furthermore, you agree to perform all acts that the Company deems necessary or desirable to permit and assist the Company, at its first request and at its expense, in obtaining and enforcing the full benefits, enjoyment of rights and title throughout the world in the IP Rights and Innovations

Mitali Jailkar

12. INDEMNITY

- a. You hereby agree to indemnify and hold the Company, its officers, directors, agents, and other related parties harmless and indemnified from and against any and all liabilities, damages, losses, expenses, claims, demands, suits, fines, or judgments including reasonable attorneys' fees, costs and expenses, incidental thereto, which the Company may suffer as a result of or arising out of (i) your misrepresentation or breach of any representation or warranty contained in this Agreement; (ii) your breach of any covenant or obligation under this Agreement; and (iii) inaccuracy of any information provided by you to the Company.

13. EXCLUSIVITY

- a. You are required to engage yourself exclusively in the work assigned by the Company and shall not take up any independent or individual assignments (whether the same is part time or full time, in an advisory capacity or otherwise) directly or indirectly.
- b. During your employment, you will not directly or indirectly engage in any activity or investment or have any interest in, or perform any services for any person who is involved in activities which (i) conflicts with the Company's interests; (ii) occupies your attention so as to interfere with the proper and efficient performance of your duties at the Company; (iii) interferes with the independent exercise of your judgment in the Company's best interests; (iv) will require the unauthorised use of the Company's material, documents, data; or (v) will require the unauthorised use of Company premises for any activity which is unrelated to your employment with the Company.

14. NON-COMPETE AND NON-SOLICIT OBLIGATIONS

- a. In consideration for the remuneration paid by the Company, you will not, as an individual, employee, consultant, independent contractor, partner, shareholder, unit holder, member or in association with any other person, except for and on behalf of the Company, directly or indirectly, during your employment and thereafter for a period of 1 year from the date you cease to be in the employment of the Company (irrespective of the circumstances of, or the reasons for, the cessation):
- solicit, induce or encourage any employee of the Company or its subsidiaries to terminate his or her employment with the Company or to accept employment with any third party;
 - solicit, anyone who is a client, vendor or customer of the Company or persuade or attempt in any manner to persuade any client, vendor or customer of the Company to cease to do business or to reduce the amount of business which any such client, vendor or customer has customarily done or is reasonably expected to do with the Company, whether or not the relationship between the Company and such client, vendor or customer, as the case may be, was originally established, in whole or in part, through any of your efforts

Mitali Jailkar



- b. If any of the restraints contained in Clause 13 or any part thereof, is held to be unenforceable by reason of it extending for too great a period of time, or by reason of it being too extensive in any other respect, the parties agree that (i) such restraint shall be interpreted to extend only over the maximum period of time for which it may be enforceable and, or, over the maximum geographic areas as to which it may be enforceable and, or, over the maximum extent in all other respects as to which it may be enforceable, all as determined by the court or arbitration panel making such determination and (ii) in its reduced form, such restraint shall then be enforceable, but such reduced form of covenant shall only apply with respect to the operation of such restraint in the particular jurisdiction in or for which such adjudication is made. Each of the covenants contained in Clause 13 is separate, distinct, and severable.

15. **CONFIDENTIALITY**

- a. During the course of your employment, you will have access to (i) confidential or proprietary technical, financial, marketing, manufacturing, distribution, personal, sensitive or other technical or business information or trade secrets of the Company including but not limited to concepts, techniques, processes, methods, systems, designs, clients, circuits, cost data, computer programmes, formulae, development or experimental work, work in progress, customers and suppliers as well as software for client relationship management whether in the form of reports, drawings, blueprints, data, notes and other documents and records, whether printed, typed, handwritten, videotaped, transmitted or transcribed on data files or on any type of media; and (ii) third party confidential information which the Company is obligated to treat as confidential (collectively, **Confidential Information**).
- b. You agree and undertake that not to, at any time now or in the future, directly or indirectly, use, publish, disseminate or otherwise reveal (or disclose in any manner), any Confidential Information to any third party other than for the purposes set out at Clause 14 of this Agreement. You will also not disclose any Confidential Information to anyone within the Company except on a 'need to know' basis.
- c. You undertake that you will, at all times, act in the best interests of the Company and shall not wilfully do anything which will or is likely to jeopardise the Company's interest, goodwill and reputation.
- d. You will not use any of the Company's or its clients' information assets (including but not limited to desktop and laptop computers, thin clients, storage devices, network connections to the LAN, internet or to client systems, networks or client applications) for committing acts that have the potential to directly or indirectly cause damage, loss of money, or damage to corporate image, reputation or availability of any Company or client information or supporting assets.
- e. You shall not duplicate, reverse engineer, modify, or otherwise reproduce any Confidential Information. You shall also not corrupt or destroy any Confidential Information unless expressly authorised by the Company.

Mitali Jailkar



- a. You shall not, and shall not permit any other person to, remove any proprietary or other legends or restrictive notice contained in or included in any Confidential Information.
- b. You shall make no use whatsoever, directly or indirectly, of any Confidential Information at any time, except as required in connection with the performance of your duties for the Company.
- c. You shall abide by all applicable Information Security Policies of the Company, namely, Acceptable Use Policy, Information Classification Policy, Security Do's and Don'ts, Security Policy Statement, Security Responsibilities, Security Briefings and any other policy or guideline or regulation relating to Information Security.
- d. Nothing contained in this Agreement shall be deemed to give you any proprietary right whatsoever in the Confidential Information.
- e. You undertake not to publish any notice, advertisement, press release or other communication, related in any manner with the subject matter of this Agreement or its existence or otherwise to your employment with the Company or your role therein without obtaining the prior written consent of the Company.
- f. In the event of possession, access and, or, use of any Confidential Information by any third party with whom you have a nexus, it will be presumed, unless you can prove to the contrary, that you have breached your confidentiality obligations under this Agreement.
- g. No Confidential Information shall be disclosed by you except when such disclosure is mandatorily required pursuant to requirements under applicable law.

15 TERMINATION

- a. This Agreement is terminable by either party (i) prior to completion of continuous employment of 3 months, without any notice; or (ii) after completion of continuous employment of 3 months, by written notice of 1 month or by the Company paying or you forfeiting (as the case may be) 1 month's salary in lieu of notice, or a combination of notice and forfeiture or payment (as the case may be). Provided that where applicable law prescribes a more favourable notice period and related provisions for employees, this clause shall be deemed to have been amended to incorporate the same.
- b. Notwithstanding anything contained in Clause 15(a), in the event of any breach of the terms of Clause 6 your employment shall be liable to be terminated without notice.

Notwithstanding the aforesaid, the Company may terminate your employment forthwith without any notice, if you:
 - a. Are guilty of fraud or misconduct; or
 - b. On any other grounds on which the Company would be entitled to terminate your employment forthwith under applicable law.
- c. Notwithstanding the aforesaid, the Company may terminate your employment forthwith without any notice, if you:
 - a. Are guilty of fraud or misconduct; or
 - b. On any other grounds on which the Company would be entitled to terminate your employment forthwith under applicable law.
- b. d. In the event you fail to report to work without permission of your supervisor or manager for a continuous period of three (3) days and you are not contactable by the Company, then the

Mobile Author



abandonment process will be initiated in accordance with the Company's Separation Policy, which may lead to termination of your employment in case you fail to resume your duties within prescribed timelines. Further, due to your failure to serve a notice period as required under Clause 15(a) in the event of your resignation, the Company shall initiate abandonment process as mentioned above and shall reserve the right to deduct an amount equivalent to your salary for the unserved notice period from the dues payable to you as your full and final settlement subject to applicable law.

16. GOVERNING LAW

Subject to Clause 17 below, this Agreement shall be governed and interpreted in accordance with the laws of India and the courts at Mumbai shall have exclusive jurisdiction in all matters arising out of this Agreement

17. DISPUTE RESOLUTION

- a. Any matter or dispute arising in respect of your employment or under this Agreement will first be attempted to be settled amicably between us. In the event we fail to resolve the dispute amicably, then the same shall be referred to arbitration and such arbitration shall be conducted in accordance with the provisions of the Arbitration and Conciliation Act, 1996. The arbitration shall be held at Mumbai and proceedings shall be conducted in the English language.

Yours sincerely,

For Firstsource Solutions Limited

Sudhindra Kakade
Director – Human Resources

Name of Employee:

Date:

Signature:



Daljeet Singh Malhotra



Phone: +91 9820261930
Email: daljeet@flairlabs.com
Web: www.flairlabs.com

EMPLOYMENT OFFER LETTER

Anchal Pravin Dubey,

(PAN: HBNDPD2070J)

Mumbadevi Chawl, Janupada, Thakur Village, Kandivali (East), Mumbai - 400101

Dear Anchal,

It is my pleasure to extend the offer of employment to you on behalf of **Flair Labs**, further to discussions you have had with us. You will be designated as an **Associate Software Engineer**. Your Annual CTC (Cost To Company) will be Rs. 5,00,000/- (Rupees Five Lakh Only). You will be working on probation for the first 6 months and after its successful completion, your employment will be confirmed.

You are expected to join us on **22nd November 2022**. Please respond with your acceptance of this offer within a business day, failing which the offer will render null and void.

Your CTC is confidential. Please do not share/discuss with anyone other than your Human Resource representative or your manager.

On the day of joining, we will apprise you about terms, conditions, code of conduct and all modalities applicable to your association with Flair Labs. These will also evolve from time to time to respond to industry and market dynamics.

You will need to submit scanned copies of your original qualification documents, relieving documents and salary slip of last three months, within seven days of joining. Additional documents may be requested to be submitted from time to time. The offer will render null and void in case any deviation is discovered in disclosures made to Flair Labs.

If and when you choose to resign after joining Flair Labs, you are required to serve notice period of **Two Months (60 days)**, effective from the date of acceptance of resignation.

I look forward to an enduring relationship with yourself.

Yours sincerely,

Daljeet Singh Malhotra
Founder and Solutions Architect
Flair Labs
18th November 2022

Flair Labs
C-106, Aster, Valley of Flowers, Thakur Village, Kandivali (E), Mumbai – 400101 – India

ANNEXURE

CTC BREAKUP

Salary Heads	Monthly	Annually
Basic @ 50% of Gross	19,933	2,39,200
HRA @ 50% of Basic	9,967	1,19,600
Medical Expense @ 30% of Basic	5,980	71,760
Conveyance @ 15% of Basic	2,990	35,880
Special Allowance @ 5% of Basic	997	11,960
Monthly Gross Salary (A)	39,867	4,78,400
Employer PF Contribution	1,800	21,600
CTC	41,667	5,00,000
Deductions		
TDS	0	0
Employee PF Contribution	1,800	21,600
ESIC	0	0
Professional Tax	200	2500
Total Deduction (B)	2,000	24,100
Net Salary (A-B)	37,867	4,54,300

* TDS deduction amount will be affected by your tax saving investment.

* Salary structure is subject to change in future

Flair Labs

C-106, Aster, Valley of Flowers, Thakur Village, Kandivali (E), Mumbai – 400101 – India

Date:28.12.22

To Whom It May Concern

This is to inform that we have appointed Mr Vishnu Kumawat w.e.f 15.9.22 in the capacity of Intern (For telly marketing) on a monthly stipend of Rs 5000 pm.


(Debjani Biswas)
Marketing Manager

Per URANUS MARKETING SOLUTIONS

Proprietor

----- Original Message -----

Subject: Job Confirmation Mail

Date: 2023-01-13 10:32

From: "Geecon HR" <hr@geeconsystems.com>

To: <kalalyastha14@gmail.com>

Copy: <santosh@b2bgrowthhub.com>, "Sanjeev Mishra" <sanjeevm@geeconglobal.com>, <nagendra@visualytes.com>

Dear Yastha,

I hope you are well and we are glad to inform you that you have been selected to become an integral part of Geecon Systems Pvt Ltd.

We are happy to offer you an CTC of 1.8 lakh per anum.

Please consider this email as an official confirmation for the post of "Tele caller". This offer is valid till end of day today. As discussed, your date of Joining is 16th Jan 2023 .

Acceptance terms and conditions:

1. We are looking for longer commitment for this position hence as per our agreement you will be serving minimum period of 12 months in the company. The company will not accept your resignation until you have completed 12 months with them.
2. Please submit your Experience Letter and Relieving Letter of current company when you join.
3. You will submit your resignation acceptance mail after receiving offer letter.

Reply with your confirmation by end of day today. Also note that this offer will be voided if used for further negotiation or traded against any other job offer.



Offer Letter - Glocal Brand Solutions

Date: - 8th December 2022

Dear Aryan,

We are very delighted & excited to welcome you to **Glocal Brand Solutions** as a **PR Intern for a Part-time position**. At Glocal Brand Solutions, our team is our biggest strength, and we take pride in hiring **ONLY** the best and the brightest. We are confident that you would play a significant role in the overall success of the venture and wish you the most enjoyable, learning-packed, and truly *meaningful* with Glocal Brand Solutions.

We offer you a package of INR 5,000 / month, and your date of joining is 12/12/22. We provide you with flexibility with your work timing. We have agreed on 11.00 am to 4.00 pm, but depending on the college schedule, you can manage your schedule accordingly.

Please read the terms and conditions from **Annexure A**

We look forward to you joining us. Please do not hesitate to call us for any information you may need. *Also, please sign the duplicate of this offer as your acceptance and forward the same to us.*

Congratulations!

Sahana Rai

Founder Glocal Brand Solutions



Annexure A

You shall be governed by the following terms and conditions of service during your job with Glocal Brand Solutions, which may be amended from time to time.

1. You are being hired as a **PR Intern**, and Sahana Rai will be your Reporting Manager and Mentor during the job. As a PR Intern, you would be responsible for the following tasks – doing **secondary research on particular industries, studying what kind of stories journalists are doing in publications, preparing reports, making social media posts, creating pitch ideas, making reports**, etc. We will add on to the job as we go along, hoping you would be open to exploring it.
2. Your date of joining is **12/12/22**. During this time, you are expected to devote your time and efforts solely to Glocal Brand Solutions. You are also required your mentor of **forthcoming events (if there are any) in advance** so that your work can be planned accordingly.
3. We are offering you a package of **INR 5 K** as a starting package.
4. We will evaluate your performance for 3 months, after which we will determine the future course of action.
5. You will be provided with a letter of recommendation and experience certificate only on completing **6 months of the job with GBS**. Still, we would like you to work with us for at least a **minimum period of a year or more** with us.
6. You will be working remotely mostly for work, however, sometimes you may need to join the office for some urgent briefing or so. Your office timings will be **11.00 am to 4.00 pm, Monday to Friday**. Meet-ups will be scheduled with your mentor to discuss daily work progress and overall job experience.
7. All the work that you will produce at or in relation to Glocal Brand Solutions will be the **intellectual property** of Glocal Brand Solutions. You are **not allowed** to store, copy, sell, share, or distribute it to a third party under any circumstances. Similarly, you are expected to **refrain from discussing your work in public domains** (online such as blogging, social networking site, offline among your friends, college, etc.) without prior discussion and approval with your mentor.
8. We take data privacy and security very seriously. Maintaining the confidentiality of any students, customers, clients, and companies' data and contact



details you may access during your job will be your responsibility. Glocal Brand Solutions operates on a **zero-tolerance** principle regarding any breach of data security guidelines. At the completion of the, job you are expected to hand over all GBS work/data stored on your Personal Computer to your mentor and delete the same from your machine.



9. During the appointment period, you shall not engage yourselves directly or indirectly or in any capacity in any other organization. In the event of a breach of this condition, this appointment is liable to be terminated forthwith by the company. In addition, you shall be liable to pay liquidated damages to the Company of an extent estimated by the Company.
10. Under normal circumstances, the company or you may terminate this association by providing a notice of 30 days to assign **due reasons**. However, the company may terminate this agreement forthwith under situations of **in-disciplinary behaviors**.
11. You are expected to conduct yourself professionally in dealing with your mentor, team members, colleagues, clients, and customers and treat everyone with respect.
12. In case of **leave taken during work**, your payment will be deducted pro-rata.
13. GBS is a start-up, and we love people who like to go beyond the normal call of duty and can think out of the box. Surprise us with your passion, intelligence, creativity, and hard work – and expect appreciation & rewards to follow.
14. Expect **constant and continuous objective feedback from your mentor** and other team members, and we encourage you to ask for and provide feedback at every possible opportunity. It's your right to receive and give feedback – this is the **ONLY** way we can continuously push ourselves to do better.
15. Have fun at what you do and do the right thing – both principles are the core of what GBS stands for, and we expect you to imbibe them in your day to day actions and continuously challenge us if we are falling short of expectations on either of them.
16. **Salary will be credited between the 5th to 10th of every month.**



I have negotiated, agreed, read, and understood all the terms and conditions of this Job letter and Annexure hereto and affix my signature in complete acceptance of the terms of the letter.

Date: 8.12.22

Signature:

A handwritten signature in blue ink, appearing to read "Aayan", is written over the "Signature:" label.

Place:

Name:



LETTER OF
SELECTION FOR
FINAL INTERVIEW
ROUND

Dear Aaditya Vijay,

We are delighted to inform you that you are selected in the first interview procedure of our company. Therefore we first thank you to apply for the post of Marketing Executive in our company (GPS Advisors Pvt.. Ltd.)

Our company held the first interview round on 18th March 2023, and you were selected by our higher authority.

Therefore we are inviting you to attend the final interview process. You can consider this letter as the official invitation for your final interview process.

The Final Interview Process will take place in our office on the following Date & Day -
Date & Day - Wednesday, 22nd March from 3:00pm to 5:00pm
Location - **GPS Advisors Pvt. Ltd., Office No. 303, 3rd Floor, Triveni Krupa Building, Kasthurba Cross Rd Number 3, opp. Ambe Mata Temple, Borivali East, Mumbai, Maharashtra 400066**

You are requested to bring your Resume along with any additional certificates of achievement.

We wish you success in this event. All the best for your future.

Best regards,
Hiring Team
GPS Advisors Pvt. Ltd.

☎ +91 75060 20677
+91 81081 02038

✉ contact.gpsadvisors@gmail.com

📍 Office No. 303, 3rd Floor, Triveni Krupa Building, Kasthurba Cross Rd Number 3, opp. Ambe Mata Temple, Borivali (E, Mumbai, Maharashtra 400066



LETTER OF
SELECTION FOR
FINAL INTERVIEW
ROUND

Dear Dhruv Pagdhare,

We are delighted to inform you that you are selected in the first interview procedure of our company. Therefore we first thank you to apply for the post of Marketing Executive in our company (GPS Advisors Pvt.. Ltd.)

Our company held the first interview round on 27th March 2023, and you were selected by our higher authority.

Therefore we are inviting you to attend the final interview process. You can consider this letter as the official invitation for your final interview process.

The Final Interview Process will take place in our office on the following Date & Day -

Date & Day - **Tuesday, 28th March from 3:00pm to 5:00pm**

Location - **GPS Advisors Pvt. Ltd., Office No. 303, 3rd Floor, Triveni Krupa Building, Kasturba Cross Rd Number 3, opp. Ambe Mata Temple, Borivali East, Mumbai, Maharashtra 400066**

You are requested to bring your Resume along with any additional certificates of achievement. Formals are mandatory.

We wish you success in this event. All the best for your future.

Best regards,

Hiring Team

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contact.gpsadvisors@gmail.com | +91 81081 02038 | www.gpsadvisors.co.in

LETTER OF APPOINTMENT

Date: 18th April 2023

Employee Name - SAURABH DHAMELIYA

Department - Marketing

Designation – Executive

Dear Mr. Saurabh Dhameliya,

We are pleased to offer you, the position of Marketing Executive in GPS Advisors Pvt. Ltd. on the following terms and conditions. Your employment will be effective as of 18th April 2023. Your job Title will be Executive and you will report to the Marketing Manager of the company. Your salary and other benefits will be as set out in Schedule 1, hereto.

You will be posted at Mumbai. You may however be required to work at any place of business which the Company has or may later acquire.

The normal working days are Monday to Saturday. You will be required to work for such hours as necessary for the proper discharge of your duties to the Company. The normal working hours are 10.30AM to 6.30PM and you are expected to work not less than 8 hours each Day, and if necessary for additional hours depending on your responsibilities.

Leave/Holidays

You are entitled to casual leave of 3 days in a year.

You are entitled to paid sick leave 3 days in a year.

You are entitled to paid annual leave 6 days in a year.

The Company shall notify a list of declared holidays in the beginning of each year.

Nature of duties

You will perform to the best of your ability all the duties as are inherent in your post and such additional duties as the company may call upon you to perform, from time to time.

Probation period

As per organization policy, the probation period applicable to you shall be 6 months. You would be posted at the above address. However, as and when required, you may be transferred to any of the Locations in India .

During probation, the period of notice required for resignation is 15 days on either side. After probation, the period of notice required for resignation is 1 month on either side.

Company property

You will always maintain in good condition Company property, which may be entrusted to you for official use during the course of your employment and shall return all such property to the Company prior to relinquishment of your charge, failing which the cost of the same will be recovered from you by the Company.

Borrowing/accepting gifts

You will not borrow or accept any money, gifts, reward or compensation for your personal gains from or otherwise place yourself under pecuniary obligation to any person/client with whom you may be having official dealings.

Termination

Your appointment can be terminated by the Company, without any reason, by giving you not less than Notice months' prior Notice in writing or salary in lieu thereof. For the purpose of this clause, salary shall mean basic salary.

You may terminate your employment with the Company, without any cause, by giving no less than [Employee Notice months' prior notice or salary for unsaved period, left after adjustment of pending leaves, as on date.

The Company reserves the right to terminate your employment summarily without any Notice period or termination payment, if it has reasonable ground to believe you are guilty of misconduct or negligence, or have committed any fundamental breach of contract or caused any loss to the Company .

On the termination of your employment for whatever reason, you will return to the Company all property; documents and paper, both original and copies thereof, including any samples, literature, contracts, records, lists, drawings, blueprints, letters, notes, data and the like this and Conditional Information, in your possession or under your control relating to your employment or to clients business affairs.

Confidential Information

During your employment with the Company you will devote your whole Time, attention and skill to the best of your ability for its business. You shall not, directly or indirectly, engage or associate yourself with, be connected with, concerned, employed or engaged in any other business or activities or any other post or work part time or pursue any course of study whatsoever, without the prior permission of the Company.

OTHERS TERMS AND CONDITIONS

- ❑ During your employment you will be subject to service rules and regulation of the company applicable.
- ❑ You shall not do anything or cause to do anything which shall bring dishonor and / Or disrepute to the company or engage in unlawful / Immoral activities.
- ❑ Company working time will be 10.30 AM to 6.30 PM as follows, If in any condition you may come after time the company will mark as a half day.
- ❑ In any condition of leave, the company is required to be informed two days before the date of leave. Otherwise the company will count your leave + 1 day in addition and deduct your salary as per concern.
- ❑ Your salary releasing period would be from 7th to 10th of every month.
- ❑ Salary will be paid only in the name of an Employee bank account.
- ❑ In any condition of resignation of the company required to be informed before 1 month.
- ❑ In any condition of resignation of a company employee will get the basic salary only. Company will not release any incentive, Bonus and other due.

Notices

Notices may be given by you to the Company at its registered office address. Notices may be given by the Company to you at the address intimated by you in the official records.

Governing Law/Jurisdiction

Your employment with the Company is subject to Indian laws. All disputes shall be subject to the jurisdiction of High Court MUMBAI MAHARASHTRA only.

Acceptance of our offer

Please confirm your acceptance of this Contract of Employment by signing and returning the duplicate copy.

We welcome you, and look forward to receiving your acceptance and to working with you.

Yours Sincerely,

Date:

GPS Advisors PVT LTD

Schedule-1

Salary Structure

<u>BASIC SALARY</u>	<u>1,08,000</u>
<u>HRA</u>	<u>48,000</u>
<u>CONVEYANCE ALLOWANCE</u>	<u>24,000</u>
<u>TOTAL CTC</u>	<u>1,80,000</u>



**LETTER OF
SELECTION FOR
FINAL INTERVIEW
ROUND**

Dear Harsh Jadhav,

We are delighted to inform you that you are selected in the first interview procedure of our company. Therefore we first thank you to apply for the post of Marketing Executive in our company (GPS Advisors Pvt.. Ltd.)

Our company held the first interview round on 18th March 2023, and you were selected by our higher authority.

Therefore we are inviting you to attend the final interview process. You can consider this letter as the official invitation for your final interview process.

The Final Interview Process will take place in our office on the following Date & Day -

Date & Day - Wednesday, 22nd March from 3:00pm to 5:00pm

Location - **GPS Advisors Pvt. Ltd., Office No. 303, 3rd Floor, Triveni Krupa Building, Kasthurba Cross Rd Number 3, opp. Ambe Mata Temple, Borivali East, Mumbai, Maharashtra 400066**

You are requested to bring your Resume along with any additional certificates of achievement.

We wish you success in this event. All the best for your future.

Best regards,

Hiring Team

GPS Advisors Pvt. Ltd.

☎ +91 75060 20677
+91 81081 02038

✉ contact.gpsadvisors@gmail.
com

📍 Office No. 303, 3rd Floor, Triveni Krupa Building, Kasthurba Cross Rd Number 3, opp. Ambe Mata Temple, Borivali (E, Mumbai, Maharashtra 400066



LETTER OF
SELECTION FOR
FINAL INTERVIEW
ROUND

Dear Shubham Varshney,

We are delighted to inform you that you are selected in the first interview procedure of our company. Therefore we first thank you to apply for the post of Marketing Executive in our company (GPS Advisors Pvt.. Ltd.)

Our company held the first interview round on 18th March 2023, and you were selected by our higher authority.

Therefore we are inviting you to attend the final interview process. You can consider this letter as the official invitation for your final interview process.

The Final Interview Process will take place in our office on the following Date & Day -

Date & Day - **Tuesday, 28th March from 3:00pm to 5:00pm**

Location - **GPS Advisors Pvt. Ltd., Office No. 303, 3rd Floor, Triveni Krupa Building, Kasturba Cross Rd Number 3, opp. Ambe Mata Temple, Borivali East, Mumbai, Maharashtra 400066**

You are requested to bring your Resume along with any additional certificates of achievement. Formals are mandatory.

We wish you success in this event. All the best for your future.

Best regards,

Hiring Team

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**LETTER OF
SELECTION FOR
FINAL INTERVIEW
ROUND**

Dear Suyash Surve,

We are delighted to inform you that you are selected in the first interview procedure of our company. Therefore we first thank you to apply for the post of Marketing Executive in our company (GPS Advisors Pvt., Ltd.)

Our company held the first interview round on 18th March 2023, and you were selected by our higher authority.

Therefore we are inviting you to attend the final interview process. You can consider this letter as the official invitation for your final interview process.

The Final Interview Process will take place in our office on the following Date & Day -
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You are requested to bring your Resume along with any additional certificates of achievement.

We wish you success in this event. All the best for your future.

**Best regards,
Hiring Team
GPS Advisors Pvt. Ltd.**

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📍 Office No. 303, 3rd Floor, Triveni Krupa Building, Kasthurba Cross Rd Number 3, opp. Ambe Mata Temple, Borivali (E), Mumbai, Maharashtra 400066



LETTER OF
SELECTION FOR
FINAL INTERVIEW
ROUND

Dear Vivek Madhiwal,

We are delighted to inform you that you are selected in the first interview procedure of our company. Therefore we first thank you to apply for the post of Marketing Executive in our company (GPS Advisors Pvt.. Ltd.)

Our company held the first interview round on 27th March 2023, and you were selected by our higher authority.

Therefore we are inviting you to attend the final interview process. You can consider this letter as the official invitation for your final interview process.

The Final Interview Process will take place in our office on the following Date & Day -
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Location - **GPS Advisors Pvt. Ltd., Office No. 303, 3rd Floor, Triveni Krupa Building, Kasturba Cross Rd Number 3, opp. Ambe Mata Temple, Borivali East, Mumbai, Maharashtra 400066**

You are requested to bring your Resume along with any additional certificates of achievement. Formals are mandatory.

We wish you success in this event. All the best for your future.

Best regards,

Hiring Team

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📍 Office No. 303, 3rd Floor, Triveni Krupa Building, Kasturba Cross Rd Number 3, opp. Ambe Mata Temple, Borivali (E, Mumbai, Maharashtra 400066



Date: 14th Nov 2022.

Ms. Vaijanti Vichare

Sub: Internship Offer Letter

Dear Vaijanti,

I am excited to extend an offer to you for an internship position within our **Human Resource**. This position is located in **Mumbai**. The position is for a **HR Executive-Intern**.

This position is scheduled to begin **15th Nov 2022** and will be a three-month paid internship opportunity ending on **14th Feb 2022** the schedule for this position is 3PM- 7PM.

This position will pay **5,000/- (Five Thousand Rupees only)** which will be inclusive of all the benefits like conveyance in this role you will report directly to **Ms. Shagufta Siddiqui**.

By accepting this offer, you acknowledge that this information must remain confidential and agree to refrain from using it for your own purposes or disclosing it to anyone outside of **Hire Hunters**. Also, you agree that upon completion of your internship, you will promptly return any company-issued property and equipment along with information and documents belonging to the company.

By accepting this offer, you acknowledge that you understand participation in this program is not an offer of employment, and successful completion of the program does not entitle you to an employment offer from **Hire Hunters**.

Hire Hunters also reserves the right to terminate the internship without any prior notice. In case you are found to not follow the terms and conditions mentioned in this letter or you are found breaching confidentiality or not following the rules and regulations set by the organization then the company has all the rights to terminate your internship with immediate effect.

This offer letter represents the full extent of the internship offer and supersedes any prior conversations about the position. Please review this letter in full, and sign and return to confirm your acceptance of the position no later than the close of business.

Web: www.hirehunters.co.in **Tel:** +91 22 49633594 | **Email:** contact@hirehunters.co.in
Add: 1023, Ijmima Complex, Mindspace, Link road, Malad (W), Mumbai-





We look forward to having you begin your career at **Hire Hunters** and wish you a successful internship. Welcome to our team!

Sincerely,



Dilip Vishwakarma
Proprietor

I, **Vaijanti Vichare** accept the above offer and will begin the internship position on 15th Nov 2022.





PRIVATE AND CONFIDENTIAL

Reference No. - 1384244183
Applicant ID - 5306650

26-Oct-2022

Aayishu Shaikh

Dear Aayishu,

We are pleased to make you an offer of appointment as Senior Officer in ICICI Bank. You will be placed in Branch Banking Dept at MUMBAI-BORIVALI W SHIMPOLI_BR. Please note that your appointment is subject to your successful completion of the Post Graduate Program in Relationship Management.

The details of your remuneration and benefits are given in Annexure.

The following are the terms and conditions of the appointment.

Commencement/Term:

- a) You shall be required to join the Bank on or before 29-Oct-2022.
- b) You will be on probation for a period of one year or such extended period as may be decided by the Bank based on your performance during the probation period.
- c) On satisfactory completion of your probation period, including that of extended period, if any, you will be confirmed in the services of the Bank in writing.

Other Terms and Conditions of Service:

- **Professional Ethics & Confidentiality:** While you are in the services of the Bank, you are not permitted to carry on any business or profession or enter, for any part of your time, in any capacity, the services of, or be employed by or engaged with any other firm, company or person. You will devote your whole time and attention to your office work to promote the interest of the Bank. You will not divulge details like your compensation structure (CTC), performance rating, performance bonus amount, increment, etc. and will not divulge to any person or utilize any of the Bank's secrets or other related information (which you may possess by reason of your association with the Bank) with any external agencies, press etc. outside the Bank. Any act in breach of this term would entail initiation of appropriate action as deemed fit by the Bank.
- **IT Security Practice & Procedures:** While you are in the services of the Bank, you will adhere to the IT Security Practice & Procedures as prescribed by ICICI Bank. Any instance/s of violation or any attempted violation of the aforesaid IT Security Practices and Procedures on your part shall result in disciplinary action.

ICICI Bank Limited
ICICI Bank Towers
Bandra-Kurla Complex
Mumbai 400 051, India.

Tel.: (91-22) 2653 1414
Fax: (91-22) 2653 1122
Website www.icicibank.com
CIN: L65190GJ1994PLC021012

Regd. Office : ICICI Bank Tower,
Near Chakli Circle,
Old Padra Road,
Vadodara 390 007, India.

Aayishu

PRIVATE AND CONFIDENTIAL

Reference No. - 1384244183

Applicant ID - 5306650

26-Oct-2022

Aayishu Shaikh

Dear Aayishu,

We take great pleasure in extending an offer to you for being a part of ICICI Bank.

Please find enclosed the job offer letter.

Please quote your reference number, which is appearing on the top of this letter for all future correspondence.

In case you have any queries please feel free to contact at the below mentioned details:

E-Mail Address : icicicareers@icicibank.com

Telephone No. : 022-71872500

Yours sincerely,

ICICI Bank HR Team

ICICI Bank Limited
ICICI Bank Towers
Bandra-Kurla Complex
Mumbai 400 051, India.

Tel.: (91-22) 2653 1414
Fax: (91-22) 2653 1122
Website www.icicibank.com
CIN: L65190GJ1994PLC021012

Regd. Office : ICICI Bank Tower,
Near Chakli Circle,
Old Padra Road,
Vadodara 390 007, India.



Reference No. - 1384244183

Aayishu Shaikh

- **Notice Period:** In case you decide to leave the Bank's services during probation period or after confirmation, you will be required to give thirty days' notice. The Bank in its sole discretion can decide to waive off/reduce the notice period depending upon the exigencies. In such case, you would be required to pay to the Bank the gross salary for the notice period so reduced/waived off.

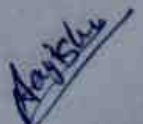
After confirmation, your services would be liable to be terminated by the Bank, by giving thirty days' notice or on payment of thirty days' gross salary in lieu of the notice period.

- **Transfer:** The Bank shall have the right to transfer/depute you to any of its offices or ICICI group companies in India and abroad.
- **Joining Competitor:** In the event of termination of your services by the Bank or your resignation from the services of the Bank, you shall not join any Banking or Financial Services Company for a period of six months from the date of resignation/termination.
- Please note that during the course of your services with the Bank or in the event of cessation of your services in future, due to any reason whatsoever, you shall, for a period of six months from the date of such cessation, directly or indirectly, either on your own accord or on behalf or in conjunction with any other person/s, firm or company refrain/desist from canvassing or soliciting or attempting to or inducing any employee(s)/business associate(s) to leave their current employment with the Bank/Group Companies/Business Partners to join the services of your new employer/firm/company or any other competitor of the Bank/Group Companies/Business Partners. Any act in contravention of the above provision shall entail initiation of appropriate action as deemed fit by the Bank.
- Please note that during the course of your services with the Bank you cannot be a member of any anti-social/national outfits or of any outfit, which is declared as banned by the Government. Any act in breach of this term would entail initiation of appropriate action as deemed fit by the Bank.

ICICI Bank Limited
ICICI Bank Towers
Bandra-Kurla Complex
Mumbai 400 051, India.

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Near Chakli Circle,
Old Padra Road,
Vadodara 390 007, India.



Reference No. - 1384244183

Aayishu Shaikh

- Please note that while joining the services of the Bank and during the course of your services with the Bank, you would be required to notify the Bank immediately with details of civil or criminal case/s instituted against you in any Court of Law or any complaint/show cause notice /prosecution with/by any Police Station or by any statutory authority, as also you will notify any outcome of such complaint like filing of Chargesheet /Arrest/Conviction/Acquittal/Discharge. Any act in breach of this term would entail initiation of appropriate action as deemed fit by the Bank.
- The Bank expects resolution of issue/s relating to your employment, if any, within the framework internally, at all times during your service period and even after cessation of service due to any reason whatsoever. As such please note that any attempt to bring any outside influence - directly or indirectly - upon any authority to further your interest/s in respect of matters pertaining to your services with the Bank would amount to breach of employment contract leading to initiation of appropriate action.
- Please note that during the course of your services with the Bank, you will not take part in any demonstration/agitation against the Bank and its official/s for or on behalf of any external bodies/political outfits- either as a member or as a sympathizer. Any act in contravention of the above would be treated as prejudicial to the interest and reputation of the Bank leading to initiation of appropriate action.
- **Termination of Employment:** Your services with the Bank are liable to be terminated:
 - Without assigning any reason and without giving any notice during probation period and after confirmation by giving thirty days' notice or on payment of thirty days' gross salary in lieu of the notice period and at any time during your services with the Bank in the event of
 - a) Any breach of the conditions mentioned in this letter on your part
 - b) Any incorrect information furnished by you like:
 - Mismatch in your previous employment data even for a day
 - Mismatch in your previous pay slip
 - Fake qualification certificates etc; and
 - c) Suppression of any material information by you.
 - d) Any breach of the Rules and Regulations of the Bank as applicable/may be made applicable to you from time to time.

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Reference No. - 1384244183
Aayishu Shaikh

• **General:**

- Your appointment and continuation in employment are subject to reference checks, qualifications and past employment details and successful completion of your course- graduation/post-graduation and submission certificates/ marksheets at the time of joining.
- You will be bound by the Rules and Regulations of the Bank.
- You will keep us informed of any change in your residential address.

If you are agreeable to the above mentioned terms and conditions, please intimate your acceptance to us by returning a copy of this letter, duly signed by you, within seven days of receipt. In case no confirmation is received within the above-mentioned period the appointment letter shall be deemed to have been withdrawn.

Yours sincerely,

SUNEETHA VENKATA
HR MANAGER

Digitally signed by G V SUNEETHA DEVI
Date: 2022.10.26 15:18:27 +05:30
Reason: Offer Letter
Location: Mumbai

I have read all the terms, conditions of the offer, and would like to confirm my acceptance.

Signature of Applicant

ICICI Bank Limited
ICICI Bank Towers
Bandra-Kurla Complex
Mumbai 400 051, India.

Tel.: (91-22) 2653 1414
Fax: (91-22) 2653 1122
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CIN: L65190GJ1994PLC021012

Regd. Office : ICICI Bank Tower,
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Old Padra Road,
Vadodara 390 007, India.

Aayishu

:5:

Reference No. - 1384244183

Aayishu Shaikh

Annexure:

Remuneration:

- Your Base Salary will be Rs. 96,000/- (Rupees Ninety Six Thousand only) per annum.
- You will eligible for the Performance Linked Retention Pay, as per the policy of the Bank. Please note that there is no guaranteed performance bonus, subject to however provisions of the Payment of Bonus Act 1965, wherever applicable. The performance linked Retention pay would be payable to an employee only if the employee on the day of payout is on the rolls of the bank and he/she has not resigned and / or is not serving notice period.

Supplementary Allowances:

- You will be eligible for a Supplementary Allowance of Rs. 97,008/- (Rupees Ninety Seven Thousand Eight only) per annum. Supplementary allowance will include – Conveyance / Travel Allowance, LTA, Medical Reimbursement, Canteen and any other allowance. All the components of supplementary allowance are subject to limits and rules prescribed by Income tax act and policies of the bank.
- You will be eligible for HRA of Rs. 48,000/- (Rupees Forty Eight Thousand only) per annum.
- The composition of supplementary allowance can be decided once in a year. The unexercised amount of the supplementary allowance will be paid to the employee subject to deduction of tax at source.

Superannuation Allowances:

- You will be eligible for a Superannuation Allowance of Rs. 14,400/- (Rupees Fourteen Thousand Four Hundred only) per annum.

ICICI Bank Limited
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Vadodara 390 007, India.

Aayishu

Reference No. - 1384244183

Aayishu Shaikh

Benefits:

- Comprehensive Mediclaim Coverage for you and your immediate family up to Rs.400,000/- (Rupees Four Lakh only) per annum. Your immediate family includes yourself, your spouse and two dependent children.
- You will also be eligible for Retirement Benefits of the Bank; namely Provident Fund and Gratuity, in accordance with the statutory requirements and/or, as per Bank policy.
- The salary and perquisites including supplementary allowance are subject to limits and rules prescribed by the Income Tax Act / Rules and policies of the Company.
- Maternity leave benefits as defined under the Maternity Benefit (Amendment) Act, 2017 are offered to eligible women employees by the Bank. Details of all types of leaves including the Maternity leave benefits offered to employees and eligibility criteria for availing such benefits are notified by the Bank under "Employee Benefit Policies" available on the Bank's intranet which will be accessible upon joining the Bank.

Digitally signed by G V SUNEETHA
DEVI

Date: 2022.10.26 15:18:28 +05:30

Reason: Offer Letter

Location: Mumbai

Signature of Applicant

ICICI Bank Limited
ICICI Bank Towers
Bandra-Kurla Complex
Mumbai 400 051, India.

Tel.: (91-22) 2653 1414
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Vadodara 390 007, India.

Aayishu

JOINING FORMALITIES

The process to join the Bank is by way of completing the online joining formalities. You are required to complete the online joining formalities within 5 days from the date of accepting offer letter. Please note that completion of online joining formalities is a mandatory process.

The login credentials are provided below:

URL: <https://www.icicicareers.com/Careers/CP/CandidateLogin.aspx>

Username: Registered email id or Applicant id

Password: Which has been already communicated to you through registered email id. In case, you do not remember the password, please use "forgot password" option to generate a new password.

Following documents (Photocopies) are required to be uploaded:

- 1) Self-attested copies of educational certificates and marksheets (Xth/XIth/ Graduation/ Post graduation)
- 2) Work Experience Document
 - b. Resignation accepted letter from current organisation
 - c. Relieving letter from two previous employers or companies worked in last five years whichever is higher
- 3) Passport size Photograph (against Red background)
- 4) Address proof (Passport/Voter id/Ration card)
- 5) PAN Card

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Old Padra Road,
Vadodara 390 007, India.

Aravind

Remuneration Details

Name: Aayishu Shaikh

Position: Senior Officer

Group: RETAIL BANKING GROUP

	Senior Officer	
	Monthly	Annual
Basic	8,000	96,000
HRA	4,000	48,000
Supplementary Allowance*	8,084	97,008
Superannuation Allowance **	1,200	14,400
Total	21,284	2,55,408
Retirals		
Retirals (PF, Gratuity) ***	2,466	29,592
Total Fixed	23,750	2,85,000
Performance Linked Retention Pay#	2,167	26,004
Total CTC	25,917	3,11,004

* Supplementary allowance will include, Conveyance / Travel allowance, LTA, Medical, Canteen and any other allowance

*** You will be eligible for Retirement Benefits of the Bank; namely Provident Fund and Gratuity, in accordance with the statutory requirements and/or, as per Bank policy.

#Please note that there is no guaranteed performance linked retention pay, subject to however provisions of the payment of Bonus Act 1965, wherever applicable.

Digitaly signed by G V SUNEETHA DEVI

Date: 2022.10.26 15:18:28 +05:30

Reason: Offer Letter

Location: Mumbai

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Aayishu

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9 of 4,466

NMFC_placement Mon, Mar 20, 10:29 AM (1 day ago)

Helin Team Thanks for coming and grading the job fair on 18th March, 2023. Please share the details of the selected candidates, for the college me.

SAKSHI DUBEY /HR WE/ICIPRU/Mum Mon, Mar 20, 10:07 PM (2 days ago)

to Chika Shishir me

Dear Ms'am

We are pleased to inform you that below students has been selected with KICT Packaged Lab/Internship:

Name of Student
Virek T.wari
Rajeev Tomar

NMFC_placement 1:03 PM (10 minutes ago)

to SAKSHI, Chika Shishir

Thanks for the update. Kindly share the offer letter / Appointment letters for these candidates with warm regards.

Dr. Helin Guel
(Convener, Placement Cell)
9004000091

Taskbar: Type here to search, 31°C Sunny, 6:53 PM, Text

Dear Sarika Gaur,

I am pleased to extend to you an offer of employment as **Operations Associate with Impact Guru** and the joining date would be **9th August 2022**.

We have enjoyed getting to know you and believe you have much to contribute to our firm and our culture. We hope that in the process of getting to know us, you have concluded that the fit is compelling and that ImpactGuru is the best firm at which to take the next step in your career and to grow further. We congratulate you!

ImpactGuru's aspiration of innovative thinking, open collaboration, and passion for driving change enables nonprofits, social enterprises, corporate, and other change-makers and impact creators to outperform our employees to achieve greatness. We will be thrilled to have you as part of our team. You will bring your ambitious aspirations and unique talents to the firm and our clients. In return, you will find unparalleled opportunities for personal and professional development at ImpactGuru, with no limits on the paths your career may take.

We feel that your skills and background will be valuable assets to our firm and we are delighted at the prospect of your joining us. Impact Guru is a transformative organization and aspires to be a market leader in its niche. Within and beyond ImpactGuru, our people will make a difference to the world because of the leaders they will become while here.

Please reach out to me with questions at any time. We hope to stay in close contact with you and look forward to having you as our colleague.

Below mentioned documents are necessary to submit:

- Pan Card, Aadhar Card, Voter Id, Driving license, passport
 - Address proof
 - Educational Certificate
 - Last 3 Payslips and Bank Statement
 - Previous Experience Letter/Offer Letter/ Relieving letter
 - Cancelled Cheque/ Any Account Detail Proof
 - Front-facing Photo
- 3 Reference details from the previous company (HR/Reporting Manager/Founders)

Impact Guru Technology Ventures Private Limited
101, Jaisingh Business Centre, 119 Sahar Road, Andheri East, Mumbai – 400099, India

COMPENSATION:

Annual fees

Your annual fees will be INR. 2,43,525/- paid in equal installments every month. Your Professional fees will be subject to TDS or other statutory deductions if any.

Compensation breakup

Details	Monthly	Yearly
Part A - Gross		
Basic	13,702	1,64,429
HRA	685	8,220
Bonus @ 8.33% of Basic	1,141	13,697
Other Allowances	1,599	19,190
Gross Salary	17,128	2,05,536
Employee's Deduction		
Provident Fund @ 12 %	1,800	21,600
ESIC @ 0.75%	128	1,542
PT	200	2,500
Net Salary	15,000	1,79,894
Part B - Employer's Contribution		
Provident Fund @ 13 %	1,950	23,400
ESIC @ 3.25%	557	6,680
Gratuity @ 4.81%	-	7,909
Total	2,507	37,989
Fixed CTC		
Fixed CTC (A+B)	19,635	2,43,525
Part C - Variable		
Retention Bonus	0	0
Performance Bonus	5000	0
Total (C)	5000	0
Total Cost to the Company (A+B+C)	24,635	243525

*Note: You will receive a salary, and all other benefits forming part of your remuneration package subject to, and after, deduction of tax at source by applicable law.

PS: Part C (Variable) will be subject to a performance review scale & is not Fixed.

*PF, ESIC, Bonus & Gratuity contribution will be subject to statutory deduction as per the defined Laws by the Government of India.

*Net take home will be subject to the TDS declaration.

Impact Guru Technology Ventures Private Limited
101, Jaisingh Business Centre, 119 Sahar Road, Andheri East, Mumbai – 400099, India



Compliance with Terms and Conditions and Policies

All employees are required to comply with Impact Guru's policies, which include those related to non-discrimination, sexual harassment, confidentiality, non-compete, and others as outlined in other policies as will be shared with you from time to time. You will be required to sign this letter which provides a statement of basic standards of behavior and expectations central to Impact Guru's values.

Your Employment is subject to a positive reference verification & submission of documents and the terms and conditions outlined in this letter and all HR policies and procedures of Impact Guru, as amended from time to time. The contract is subject to an advisor clearing certifications post his 3 days of training with IG. Leaves are not approved during probation period

On acceptance of this letter, you cannot discard our offer and /or cannot join /accept/prefer another offer upon acceptance of our offer, you cannot leave Impact Guru within 6 months, in case you want to leave within 6 months then you have to serve a 2 months' notice or buy out the notice period with 2 times of your salary. In the conflict of aforesaid terms, you will be responsible for reimbursing the company three times the salary paid to you within seven days from the date of your resignation failing which Impact Guru shall be constrained to file appropriate proceedings both civil and criminal, in the court of law for the recovery of the aforesaid amount. The interest shall be charged at the rate of 18% p.a. upon failing to make payment within seven days as aforesaid.

Impact Guru Technology Ventures Private Limited

(Signature)

Name – Jyoti Natekar

Title: AVP - Human Resources

Employee

(Signature)

Name: _____

Email: _____

Telephone: _____

Impact Guru Technology Ventures Private Limited
101, Jaisingh Business Centre, 119 Sahar Road, Andheri East, Mumbai – 400099, India





Date: 14th Nov'2022

OFFER LETTER

Dear Anushka Marekant,

Heartiest Congratulations!!

We are pleased to inform you that you have been selected for the post of "**Accounts Trainee**" in our organization. You will be deployed at our client premises i.e., **Vinmar Business Services Pvt Ltd.** at their site location at GRSC Mumbai on a contract basis from tentative date would be DOJ: 16th Nov'22 to 15th Nov'23 period (i.e. 12 month) and leave applicable for 12month would be 24 days.

Kindly find the offer proposal below:

Designation	
State	Maharashtra
Skilled Type	Skilled
Basic	11632
DA	2106
HRA	2748
Washing All.	487
Other All.	0
Gross - A	16973
PF 12 % (Employer)	1649
PF Admin 0.5% (Employer)	69
EDLI 0.5% (Employer)	69
ESIC 3.25% (Employer)	536
Bonus (Statutory Bonus)	1144
Gratuity - 4.81% on Basic + DA	661
Total - B	4128
Uniform & Shoes	0
LWF (72 pa)	8
ID Card	0
PAI	0
Leave @ 7.37%	1251
Fixed Cost - C	1259
Total Cost (A+B+C)	22360
PF @12%	1649
ESIC @0.75%	124
PT	200
Total Employee Deduction	1973
Net Take Home Salary	15000



Your compensation is unique to you and is decided on the basis of your interview assessment, relevant work experience and academic qualification. You are thus expected to maintain confidentiality of the same and seek any clarification from HR alone in this regard.

Note : You are requested to send us your acceptance through mail by 15th Nov' 2022 else your offer will stand void. Also you are requested to send us the scanned copy of your resignation acceptance letter.

For any further query, feel free to enquire with the undersigned.

Look forward to your positive response.

Yours faithfully,

For Integron Human Capital Services Pvt Ltd.,



Authorized Signatory.

Accepted by: Anushka Ravi Marekant

Signature: _____

1st November 2022



To,
Preet Gohil
Mumbai

Internship Program Letter

Dear Preet,

The Irish House Food and Beverages Pvt. Ltd. is pleased to invite you to join us as an intern. You will report directly to Mr. Kashyap Gohil, Asst. Manager - Marketing at The Irish House, Head Office. Our team will be very happy to have you work with us as an intern. Please note that this is not to be construed as an offer of employment and accordingly you will not be deemed to be an employee of the company. You will not therefore be entitled to the statutory benefit that accrue to the employee.

Your internship program will be start from 3rd November 2022 to 31st January 2023 or on an earlier date if either of us choose to terminate this internship. Please note that you will be report to Kashyap Gohil, Asst. Manager - Marketing at The Irish House Head Office – five days a week from 10:00 am to 04:00 pm.

As you will be receiving academic credit for this position, you will be paid a stipend of Rs.8,000/- per month to meet your out of pocket expenses. As an intern, you will discharge such duties as may be given to you by Mr. Kashyap Gohil.

During your internship, you will have access to such information as may be confidential. You hereby agree and undertake that you will keep all such information including without limitation client information, strictly confidential and will not share it with any third party or use it for your own benefit, unless so untheorized in writing by Kashyap Gohil. Please note that upon completion of the internship, you will return all documents, equipment's, and all properties belonging to the company that you may have in your possession.

Kindly sign on the duplicate copy of this letter in token of your acceptance of the terms hereinabove stated and return the same to us.

Congratulations and welcome to the internship programme!!!

Sincerely,

For, The Irish House Food and Beverages Pvt Ltd.


Glenn Lopes
Sr. Executive – Human Resource



THE IRISH HOUSE FOOD & BEVERAGES PVT. LTD.

CIN __ U55101MH2015PTC268996

Registered Office : Unit 21-23, T.V. Industrial Estate, 248 - A.S.K. Ahire Marg, Behind GSK Building, Worli, Mumbai - 400030.
T : (+91 - 22) 68321515 | W: www.theirishhouse.in

Jaywant Salawse
M.Com., G.C.A.

J. S. & Co.
Certified Auditor

8/205, Swapnapurthi, Thakur Village, Kandivali (East), Mumbai 400 101. // C. 28464666. email. jsgdca123@gmail.com

12th September, 2022

To,
Miss Trupti Ravindra Navele
D/5, Pragati Chawl
Kuddus Compound,
Gavdevi Road,
Poisar, Kandivali [East],
Mumbai 400101.

Subj: - Letter of Appointment

Dear Miss Trupti,

We refer to your interview on 10th September, 2022 for the position of Junior Accounts Executive and we are pleased to inform you that we are offering you the position with our firm effective from 15th September, 2022 under the following terms and conditions.

Salary: Monthly salary will be Rs. 9,000/- (Consolidated)

Bonus: As per firm's policies you will be eligible for bonus after completion of a year in service.

Working hours: Monday to Saturday from 9.30 Am to 5.30 PM

Notice period: If you desired to leave the firm you need to serve the notice of one month. Similarly if firm would like to discontinue your services then firm will give one month notice as well.

If the terms and conditional are acceptable to you, please sign the duplicate copy of the letter in token of your acceptance.

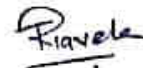
Looking forward for joining on the appointed date and continue serving with the firm.

Thanking you,

J. S. & Co


Proprietor

Accepted:- Trupti R. Navele


Trupti R. Navele

June 07, 2022

Gajanand Pralhad Vishwakarma
Mumbai

Dear Gajanand,

JM Financial Services Ltd (the "Firm") is pleased to offer you an employment in the Firm as a Graduate Trainee in its Digital Business Group on the following terms and conditions:

1. Date of Joining

You shall join the services of the Firm latest by June 13, 2022. However, this is subject to the Firm receiving satisfactory references, your previous Company's relieving letter and on you being certified medically fit by the Firm appointed doctor, failing which this Contract shall stand cancelled and will hence be null and void.

2. Probation

You will be on a probation period of 6 months from the date of your joining which may be extended at the discretion of the Management. Your services in the Firm may be confirmed in writing on successful completion of the probation period. During the period of your probation, your services can be terminated by either party by giving one month's notice in writing to the other party. However, the Firm reserves the right to terminate your services without giving any notice in writing or otherwise to you during such probation period.

Upon your joining the Firm may at its own discretion, hire any Agency to verify inter alia, the information and documents furnished by you. Should there be any discrepancy in the information gathered by the Agency from the information and documents provided by you, the Firm may at its own discretion terminate your employment immediately without any notice or salary in lieu thereof.

3. Compensation

In consideration for the services to be rendered by you, the Firm shall pay you the following annual Base Salary.

Basic:	Rs. 162,000/- (Rupees One Lakh Sixty Two Thousand Only)
House Rent Allowance:	Rs. 25,160/- (Rupees Twenty Six Thousand One Hundred Sixty Only)
Supplementary Allowance:	Rs. -/-

You are also entitled to Provident Fund, Gratuity and other benefits in accordance with the Firm's policies in effect, and as amended from time to time.

Additionally, you shall be eligible to receive a performance linked annual discretionary bonus which is dependent upon your individual performance and the Firm's financial results over a period of twelve months' ending March 31st. The discretionary bonus will be determined as a part of the total annual compensation review process at the end of the appraisal period and is payable assuming your satisfactory performance and conduct. The discretionary bonus amount shall be payable provided you are employed on the Firm's payroll and are not serving notice period as on the date of bonus payout.

JM Financial Services Limited

(Formerly known as JM Financial Services Private Limited)

Corporate Identity Number : U67120MH1998PLC115415

Admin. Office: 1st Floor, B Wing, Suashish IT Park, Plot No. 68 E, Off. Dattapada Road, Opp. Tata Steel, Borivali (East), Mumbai 400 066

T: 91 22 6761 7000 F: 91 22 6761 7222

Regd. Office: 7th Floor, Energy, Appasaheb Marathe Marg, Prabhadevi, Mumbai 400 025

T: 91 22 6630 3030 F: 91 22 6630 3723 www.jmfinancialservices.in



JOSHI REALTORS

BUY | SELL | RENT

Mob. 9930503503
9930503868

RERA No. . A51900036725

Date : 09.10.2022

TO WHOM SO EVER IT MAY CONCERN



This letter is to inform Nirmala Memorila Foundation (NMFC) that
Ms. Kashish Singh is working with Joshi Realtors as Presales Manager
Since 1st August 2022 on full time basis.

Thank You,

Viral Joshi

Proprietor

Rustomji Ezone Mall, Shop No.1027 opp lane of Inorbit mall, goregaon- Mulund Link Road Malad (W) Mumbai-4000

 info@joshirealtors.com,  www.joshirealtors.com

Permanent address

Mr. Shreyas Desai
B/21, Kakashi CHS, Jaya Nagar
Near Jyoti Park Khori High School, Dattpada Road
Borivali East, Mumbai - 400 066

Subj: Appointment Internship as Assistant Associate Business Operations

Dear **Shreyas**,

This has reference to your application for the Sales operation function, we are pleased to appoint you as **Assistant Associate Business Operations - Internship** on the following Terms & Conditions (Appointment Internship as Agreement)

1. Your date of joining is **01/04/2023**.
2. You will get a **Gross Salary of ₹ 5,500/-** per month to start with which during the appointment Internship period will be incentivized which in turn will be gets added to gross salary of ₹ 5,500/- in turn it will be **More than ₹ 5,500/-** per month. The incentives are based on your performance review. Any expenses related to assigned activities incurred with you will get reimbursed by the company as at actual.
3. You will undergo Probation of **twelve months** Internship from the date of joining.
4. The profile is *Work from office only* unless until specified/suggested which is at the discretion of the company. The profile operations are primarily from office, referring the work profile document it is on field also according to the nature of the activities.
5. Your performance will be reviewed fortnightly. Non-compliance to the same may result into the revision in the remuneration structure, also business incentives, if applicable.
6. If your performance is in tune with the position offered, your appointment will be confirmed in writing after the probation internship period. Otherwise, it will be terminated without assigning any reason whatsoever. In certain cases, extension may be granted, if required as applicable.
7. Your job responsibilities are detailed in a separate document titled **'Work Profile of Assistant Associate Business Operations Internship'**. This document will be reviewed and amended



Handwritten signature/initials in blue ink.

suitably from time to time. You have to adhere to this document, and its future amendments, for discharge of your duties unless otherwise stated.

8. Notice for the resignation during the probation period *Internship* will be **30 days** from your side. If you fail to give sufficient notice period you have to pay for the shortfall days, due @ of daily salary calculated for the month in force. There will not be any notice period from the Company side, if you are asked by the Company to resign
9. Notice for resignation after confirmation will be **one month** from both the sides. Party, not conforming to the same, will pay for the shortfall days, due @ of daily salary calculated for the month in force. (This is applicable after probation *internship* period)
10. However, the company wishes you to complete your *Internship* appointment honorably with due diligence.
11. You will adhere to the Attendance, Leave, Policy and other Rules & Regulations of the Company (attached herewith) in force from time to time. Currently, the office working timings are 9.30 am to 6.30 pm from Monday to Friday and 9.30 am to 5.30 pm on Saturday. However as *Internship* during your non-regular working days(no academic session) with the Institute the office working timing are from 9.30 am to 6.30 pm and on regular working days(academic session) with the Institute the office working timing are from 11.30 am to 6.30 pm. Your office working hours are relaxed during your Institute academic year examinations.
12. After the probation *Internship* period if you get observed/appointed as regular employment then respective set of benefits will gets applicable which may change from time to time.
13. You shall also abide by the "*Agreement as to Patents, Inventions and other Creative Property Rights and regarding Competitive Activities*" (if applicable).
14. You shall be responsible for the safe keeping and return in good condition and order of all our property such as equipment's/devices, tools, etc. of the company which may be in your use custody, charge or given from time to time. We reserve our right to deduct the money/ value of all such changes from your remuneration, dues and take such other action as may be deemed proper in the event of your failure to account for such things to our satisfaction.
15. While discharging your duties, you shall observe utmost civility towards the customers your superior's, fellow employees/colleagues and all such persons who have dealings with the Company
16. Your services are also liable to be terminated on one month's notice or immediate for any

2/4



includes including the following:

- Discontinue service for a long time or frequent disconnection service
- Physical or mental disability
- Involuntary death or suspension of any act or service disconnection
- Not registration or receipt of support from police or any Government Department
- Continuous new employees or poor working
- Continuous appointment without justification
- Continuation of a Court of law for any offence including sexual harassment
- Release or removal of arrest or detention by the Government under the Defence of India Rules or under any other law

17. At the time of appointment, you are required to submit the requisite documents which are part of the requirement of the appointment process of the Director of the company.
18. During the period of your association, you shall keep company informed of any change in your telephonic address or if your civil status or the information's which are to be reported.
19. All other Terms & Conditions will be applicable as per the Company's Rules & Regulations, modifications from time to time.
20. This agreement shall be construed, interpreted and applied in accordance with, and shall be governed by the laws applicable in India. The courts at Mumbai shall have the exclusive jurisdiction to entertain any dispute or suit arising out of or in relation to this Agreement.

We wish you all the success in performing your duties and positively contributing towards the growth of the company.

Kindly confirm your acceptance of the above by signing a duplicate copy of this letter, attached documents if any as mentioned are part of it to refer it as consideration for or and where it applicable and return the same to us.

For KALTECH Digital Pvt. Ltd


S. E. Chaudhary

Director

10, Placement Cell, Calcutta

Technique International Examination College of Commerce and Business

Shankar Complex, Bandra West, Mumbai

I have read the above stated terms of appointment interview and have understood the same. I accept the above as employment interview contract and will abide by the terms.

Shreyas Desai



KALTECH DIGITAL PVT LTD
11A, Ghat Road, 2nd Floor
Bandra, Mumbai - 400 050
Phone: 022-2555 1111

Rules and Regulations

General:

- All the people during an employment period should practice an appropriate discipline, mannerism and the respect of all the stakeholders of the company.
- An applicable compliance processes/rules being part of an employment with the company are to be followed.
- Active participation in all or if as applicable for the training, knowledge, skill development programs, trade shows are mandatory.

Attendance & Leaves:

- Attendance as per office timings are mandatory. 15mins. morning grace period will get allowed (regular practice will not be considered). Beyond grace period late marks will get marked. Three late marks will gets consider as half day presence. More than Five late marks in the particular month are not allowed (may liable for an appropriate action).
- All the company declared holidays in the calendar year are applicable. During the probation period no paid leaves are applicable. After the confirmation period annual 18days (8PL, 6SL, 6CL) leaves are applicable. All the paid/unpaid leaves are subject to prior approval/intimation through an appropriate formal communication process only.

Relive:

- Reliving from the duties will be subject to prior intimation/acceptance as per an appointment process, discharge of the belongings, completion/handing over of the work responsibilities, knowledge transfer, referring appointment communication terms, rules and regulations of the company. Full and final settlement are subject to completion of the applicable process.
- Reliving, reliving letter is at the discretion of the company.

*I agree that, I will adhere the above rules & regulations of
Kaltech Digital Pvt. Ltd.*




Signature

Principles

CART

- C - Commitment, Communication
- A - Accountability, Attitude (Positive / Forward looking)
- R - Responsibility (Proactive), Relationship Management
- T - Time Management, Team Work

I agree that, I will adhere the above principles of Kaltech Digital Pvt. Ltd.


Signature



Permanent address

Ms. Srushti Bhilare
S/201, Highland Plaza,
Highland Complex, Charkop Village
Kandivali West, Mumbai - 400 067.

Sub: Appointment *Internship* as Assistant Associate Business Operations

Dear Srushti,

This has reference to your application for the Sales operation function, we are pleased to appoint you as Assistant Associate Business Operations - *Internship* on the following Terms & Conditions (Appointment *Internship* as Agreement):

1. Your date of joining is 01/04/2023.
2. You will get a Gross Salary of ₹ 5,500/- per month to start with which during the appointment *Internship* period will be incentivized which in turn will be gets added to gross salary of ₹ 5,500/- in- turn it will be More than ₹ 5,500/- per month. The incentives are based on your performance review. Any expenses related to assigned activities incurred with you will get reimbursed by the company as at actual.
3. You will undergo Probation of twelve months *Internship* from the date of joining.
4. The profile is *Work from office* only unless until specified/suggested which is at the discretion of the company. The profile operations are primarily from office, referring the work profile document it is on field also according to the nature of the activities.
5. Your performance will be reviewed fortnightly. Non – compliance to the same may result into the revision in the remuneration structure, also business incentives, if applicable.
6. If your performance is in tune with the position offered, your appointment will be confirmed in writing after the probation *internship* period. Otherwise, it will be terminated without assigning any reason whatsoever. In certain cases, extension may be granted, if required as if applicable.
7. Your job responsibilities are detailed in a separate document titled 'Work Profile of Assistant Associate Business Operations *Internship*'. This document will be reviewed and amended



- sultably from time to time. You have to adhere to this document, and its future amendments, for discharge of your duties unless otherwise stated.
8. Notice for the resignation during the probation period *Internship* will be 30 days from your side. If you fail to give sufficient notice period you have to pay for the shortfall days, due @ of daily salary calculated for the month in force. There will not be any notice period from the Company side, if you are asked by the Company to resign
 9. Notice for resignation after confirmation will be one month from both the sides. Party, not conforming to the same, will pay for the shortfall days, due @ of daily salary calculated for the month in force. (This is applicable after probation *internship* period)
 10. However, the company wishes you to complete your internship appointment honorably with due diligence.
 11. You will adhere to the Attendance, Leave, Policy and other Rules & Regulations of the Company (attached herewith) in force from time to time. Currently, the office working timings are 9.30 am to 6.30 pm from Monday to Friday and 9.30 am to 5.30 pm on Saturday. However as internship during your non-regular working days(no academic session) with the institute the office working timing are from 9.30 am to 6.30 pm and on regular working days(academic session) with the institute the office working timing are from 11.30 am to 6.30 pm. Your office working hours are relaxed during your institute academic year examinations.
 12. After the probation *Internship* period if you get observed/appointed as regular employment then respective set of benefits will gets applicable which may change from time to time.
 13. You shall also abide by the "*Agreement as to Patents, Inventions and other Creative Property Rights and regarding Competitive Activities*" (if applicable).
 14. You shall be responsible for the safe keeping and return in good condition and order of all our property such as equipment's/devices, tools, etc. of the company which may be in your use custody, charge or given from time to time. We reserve our right to deduct the money/ value of all such changes from your remuneration, dues and take such other action as may be deemed proper in the event of your failure to account for such things to our satisfaction.
 15. While discharging your duties, you shall observe utmost civility towards the customers your superior's, fellow employees/colleagues and all such persons who have dealings with the Company.
 16. Your services are also liable to be terminated on one month's notice or immediate for any

2/4



reason including the followings.

- Continued illness for a long time or frequent Intermittent illness
- Physical or mental disability
- Reasonable doubt of commission of any act of serious misconduct
- Bad reputation or receipts of report from police or any Government Department.
- Continued low efficiency or poor working
- Continued absenteeism without justification
- Conviction in a Court of law for any offence including moral turpitude
- Absence on account of arrest or detention by the Government under the Defiance of India Rules or under any other law.

17. At the time of appointment, you are required to submit the requisite documents which are part of the requirement of the appointment process at the discretion of the company.
18. During the period of your association, you shall keep company informed of any change in your local/permanent address or in your civil status or the information/s which are to be revealed.
19. All other Terms & Conditions will be applicable as per the Company's Rules & Regulations, notifications from time to time.
20. This agreement shall be construed, interpreted and applied in accordance with, and shall be governed by the laws applicable in India. The courts at Mumbai shall have the exclusive jurisdiction to entertain any dispute or suit arising out of or in relation to this Agreement.

We wish you all the success in performing your duties and positively contributing towards the growth of the company.

Kindly confirm your acceptance of the above by signing a duplicate copy of this letter (attached documents if any as mentioned are part of it to refer it as consideration for as and where it applicable) and return the same to us.

For Kaltech Digital Pvt. Ltd.


K. R. Chaube

Director

CC: Placement Cell Convener

Nirmala Memorial Foundation College of Commerce and Science

Thakur Complex, Kandivall East, Mumbai

I have read the above stated terms of appointment internship and have understood the same. I accept the above as employment internship contract and will abide by the terms.


Srushti Bhilare



KALTECH DIGITAL PVT. LTD.
15A, Gokul Nagari 2 CDE
Western Express Highway
Kandivall (East) Mumbai - 400101

3/4

Work Profile of Assistant Associate Business Operations

This section describes your job position and work profile at the time of appointment and associated broad set of responsibilities. The organisation reserves rights to periodically review and bring in changes into responsibilities and work assignments.

Position: Assistant Associate Business Operations

WORK PROFILE OF ASSISTANT ASSOCIATE BUSINESS OPERATIONS

- Primary responsibility will be to ensure the completion of business enquiry/lead cycle from generation to closure/fulfilment for the IT products, solutions and services.
- Getting involved in the business leads activities.
- Ensuring to execute the prospecting activities for all the business leads.
- Execution of Sales Promotional activities.
- Ensuring that the business commitments are followed as per the Sales/Marketing Road Map.
- Profile function does include product demonstration, commercial proposal, deal closure and payment realization.
- Ensuring the sales process/activities are being adhered in totality.
- Ensuring the requirements of the customers are met.
- Meeting in person with the prospects/customer, vendor, associate organization of the company as per the work.
- Getting involve actively into products/solutions knowledge program and ensuring its effectiveness at professional level.
- Ensuring achievement of the set business target in time as and when set forward (As applicable or assigned from time to time)
- Review the customer feedback.



Rules and Regulations

General:

- All the people during an employment period should practice an appropriate discipline, mannerism and the respect of all the stakeholders of the company.
- An applicable compliance processes/rules being part of an employment with the company are to be followed.
- Active participation in all or if as applicable for the training, knowledge, skill development programs, trade shows are mandatory.

Attendance & Leaves:

- Attendance as per office timings are mandatory. 15mins. morning grace period will get allowed (regular practice will not be considered). Beyond grace period late marks will get marked. Three late marks will gets consider as half day presence. More than Five late marks in the particular month are not allowed (may liable for an appropriate action).
- All the company declared holidays in the calendar year are applicable. During the probation period no paid leaves are applicable. After the confirmation period annual 18days (8PL, 6SL, 6CL) leaves are applicable. All the paid/unpaid leaves are subject to prior approval/intimation through an appropriate formal communication process only.

Relive:

- Reliving from the duties will be subject to prior intimation/acceptance as per an appointment process, discharge of the belongings, completion/handing over of the work responsibilities, knowledge transfer, referring appointment communication terms, rules and regulations of the company. Full and final settlement are subject to completion of the applicable process.
- Reliving, reliving letter is at the discretion of the company.

I agree that, I will adhere the above rules & regulations of

Kaltech Digital Pvt. Ltd.



Signature
Signature

Principles

CART



- C - Commitment, Communication
- A - Accountability, Attitude (Positive / Forward looking)
- R - Responsibility (Proactive), Relationship Management
- T - Time Management, Team Work

I agree that, I will adhere the above principles of Kalltech Digital Pvt. Ltd.



Kenznow Internship Program – 2023

Dear Sean,

Welcome to the Kenznow Internship Program – 2023. We are pleased to have you as part of our Internship Program. We look forward to your grasping of various tenets of business and the application of them in real business scenarios.

About Kenznow (www.kenznow.com)

120+ cities | 26 states

Kenznow is World's 1st online platform for Education Abroad. Our endeavor is to provide unbiased information & trusted advice to students and aid them in making sound career decisions for their Study Abroad Journey. Kenznow has pioneered the concept of providing all study abroad services completely online.

Vision of Kenznow:

Kenznow has the vision to Make Earth One Nation. #MakeEON

Kenznow Study Abroad:

1000+ Universities | 10+ Services | 15+ Partners

Kenznow provides all Study Abroad services under one roof. Students avail 10+ services powered by industry leading institutions, all on an online platform. Students can avail Study Abroad advisory, Online test Preparation, Application Vetting, Visa Counseling, Funding Advisory, Student Accommodation assistance and more with Kenznow.

Kenznow Online Advisory Platform: Kenznow Bridge is a proprietary tech driven advisory platform wherein students get access to advisors and service providers to fulfill all their Studying Abroad needs.

Kenznow Institute:

Best Courses | Rewarding Careers | Promising Future

Kenznow Institute provides the best of trending courses offered by World class Universities, completely online. Kenznow Institute believes in shaping careers and redefining existing ones, for the good of Students, the organizations and the Society at large.

Brief on Kenznow Internship Program:

This is an experiential learning programs that integrates knowledge and theory learned in the classroom with practical application and skills development in a professional setting. This is to provide candidates the opportunity to gain valuable applied experience to fortify their strong career paths.

Period

This shall be for the initial period of six months and maximum up to nine months. The extension of the program is solely at the behest of the organization.

Start Date

April 15, 2023

Stipend

You are eligible for a stipend of Rs. 3000/- (Rs. Three Thousand only) per month during the period of Internship.

Duties

You shall perform all acts, duties and obligations and comply with such orders as may be designated by the Company from time to time and which are reasonably consistent with your work. During this period your services are exclusive to the Company and its Affiliates/businesses. The Internship can get cancelled or shortened on not meeting the duties, solely at the behest of the organization.

Special Mention

This Internship program shall be completely on a work from home basis. You are expected to be present for a video/voice conferences and actively communicate on emails. We shall keep you posted for any physical meeting, if and when they occur.

In acceptance of the internship on the terms stated above and subject to the organization's Human Asset policy, kindly sign and return a copy of this letter.

We welcome you and wish you every success in your internship with us.

Warm Regards,

Kunnal Sharma
Founder & CEO
Kenznow

I accept and agree to comply with the terms and conditions set out herein and all guidelines & policies in force in the Company from time to time.

Name:

Signature: _____ **Date:** _____



APPOINTMENT LETTER

Dear **AMAAN KHAN (DG08480)**,

We are pleased to confirm your appointment at Delightful Gourmet Pvt Ltd, as . Your joining date shall be **28-08-2022**. The company reserves the right to change the roles from time to time depending on the priorities of the company. Your appointment is subject to a Background Verification. During your tenure in the organisation you will be subject to all the clauses in the employee handbook.

Duties of the Employee: You shall, at all times, offer your complete skills and devotion to the company affairs. You must always endeavour to promote the interests of the company to your utmost capability. You shall not make your services available to any other organization or undertaking, which can interfere with or considered as conflicting to the performance of the duties allotted to you, unless the company specifically permits you in writing for engaging in such activities.

Confidential Information: You shall not disclose or make use of any confidential information related to the company to any other organization, undertaking or any individual during your service and after the termination of your service.

Compliance with the Company's Policy and Procedures: You shall obey with all reasonable orders or instructions given to you by the company and its authorized agents. You shall comply with all these orders and instructions and also observe all the rules and regulations in force at present or the ones that the company can formulate from time to time.

Performance Review: You shall receive periodic performance reviews/evaluations at the discretion of the Company. Your compensation will be reviewed on an annual basis and your salary maybe adjusted, depending upon various factors, including but not limiting to your preceding performance period.

Probation: The Employee will be on probation for a period of 1 (One) month from the Appointment Date. At the end of this period, the Company will communicate to the Employee, the confirmation of employment or the extension of probation (as the case may be).

Termination: The company has the right to terminate your services any time after the confirmation of your services by issuing a notice of 7 days in writing or payment of salary of 7 days in lieu of notice. You can also resign from the company after giving a notice of 7 days in writing or payment of salary of 7 days in lieu of notice. Notwithstanding the above condition, the company holds the right to terminate your employment any time without any notice, compensation, or other indemnities, if

- a) You are found guilty of negligence, misconduct or dishonesty in the performance of the duties allotted to you
- b) You are found to have committed any serious breach of your duties, responsibilities, and other obligations to the company
- c) You are found to have received any illegal monetary benefits, gratuities, or other types of rewards, either in cash or in kind, from any other third party

Delightful Gourmet Pvt. Ltd.
#12, HAL Old Airport Road,
Domlur 1st Stage, ISRO Colony,
Domlur, Bangalore -560071. Karnataka



d) You take more than 3 days of leave without informing your manager, it will be considered as "Abandonment of Services" and will lead to termination.



ANNEXURE – B

For Delightful Gourmet Pvt. Ltd.,

Accepted By:

Naveen Kumar Nerlaj
Head- Human Resources

AMAAN KHAN (DG08480)
Name of the Employee

Delightful Gourmet Pvt. Ltd.
#12, HAL Old Airport Road,
Domlur 1st Stage, ISRO Colony,
Domlur, Bangalore -560071. Karnataka

MAHESH BANG & CO.

Chartered Accountants



7th November 2022.

Subject: Confirmation of internship.

This letter serves as confirmation that Hritika Kanke will be completing her internship with Mahesh Bang & Co. The duration of this internship will be from 9th November 2022 till 9th January 2023.

For **MAHESH BANG & CO.**



Mahesh Bang & Co

Membership no. 139903

FRN:155306W

Address: Shop No 33, Bldg No 2, Ostwal Ornate CHSL, Opp Jain Temple, Jesal Park, Bhayandar East Thane- 401105
Contact no: 9820398116 Email Id- camaheshrbang@gmail.com



7th November 2022.

Subject: Confirmation of internship.

This letter serves as confirmation that Akash Bera will be completing his internship with Mahesh Bang & Co. The duration of this internship will be from 9th November 2022 till 9th January 2023.

For MAHESH BANG & CO.

M. Bang
Proprietor



Mahesh Bang & Co

Membership no. 139903

FRN:155306W

Address: Shop No.33, Bldg No.2, Ostwal Ornate CHSL, Opp. Jain Temple, Jesal Park,
Bhayandar East, Thane- 401105

Contact no: 9820398116, Email Id- camaheshrbang@gmail.com



To,
Mr. VIKAS SHESHNATH YADAV,
TAMKESHVAR SOCIETY NO 27, ROOM NO 11
MAHADA ROAD NO 2 LOKHANDWALA,
KANDIVALI EAST MUMBAI - 400101.

Phone :9136809071

Dear Mr. VIKAS SHESHNATH YADAV,

Subject: Appointment as PART TIME TRAINEE CREW MEMBER

We are writing with reference to your recent discussions, and are pleased in offering you appointment with Hardcastle Restaurants Private Limited as PART TIME TRAINEE CREW MEMBER on the terms and conditions set out below:

1. Your appointment with the company shall be with effect from 16-Dec-2021.
2. You will be on training for a period of three months from the date mentioned in the clause 1 above, and upon the successful completion of the training to the satisfaction of the company, the company may at its discretion offer you employment with the company as PART TIME TRAINEE CREW MEMBER. In the event the company decides to offer you employment it shall be intimated to you at the time the offer of employment is extended to you.
3. Your period of training, may be extended at the discretion of the Company, for an additional period of one month. At any time during the period of training (including any extension) or at the end of such period, if your work or conduct is not found satisfactory, your training may be terminated by the Company without notice.
4. During the period of your employment with the Company, you shall be required to report for work and perform your duties at the time and hours intimated to you by the management. In view of the nature of the work and your responsibilities, the Company shall have the right to change your work timings, as considered appropriate by the Company. The Company also reserves the right to post you at any McDonald's restaurants operated by it or its affiliated companies.



CIN : U55101MH1995PTC091422
T : +91-22-4913 5000
F : +91-22-4913 5001
E : info@mcDonaldsindia.com
W : www.mcDonaldsindia.com
www.westlife.co.in

Hardcastle Restaurants Pvt. Ltd.
Regd. Office : 1001, Tower-3, 10th Floor,
One International Center,
Senapati Bapat Marg,
Prabhadevi,
Mumbai - 400013.
India



To,
Mr. ROHIT PAWAR,
ROOM -1 HANISBHAI COMPOUND GALLI 2 KANYAPADA FILM CITY ROAD NEAR GOKULDHAM MARKET MUMBAI 400063
ROOM -1 HANISBHAI COMPOUND GALLI 2 KANYAPADA FILM CITY ROAD NEAR GOKULDHAM MARKET MUMBAI
400063,
MUMBAI - 400063.

Phone :9324566150

Dear Mr. ROHIT PAWAR,

Subject: Appointment as PART TIME TRAINEE CREW MEMBER

We are writing with reference to your recent discussions, and are pleased in offering you appointment with Hardcastle Restaurants Private Limited as PART TIME TRAINEE CREW MEMBER on the terms and conditions set out below:

1. Your appointment with the company shall be with effect from 03-Mar-2022.
2. You will be on training for a period of three months from the date mentioned in the clause 1 above, and upon the successful completion of the training to the satisfaction of the company, the company may at its discretion offer you employment with the company as PART TIME TRAINEE CREW MEMBER. In the event the company decides to offer you employment it shall be intimated to you at the time the offer of employment is extended to you.
3. Your period of training, may be extended at the discretion of the Company, for an additional period of one month. At any time during the period of training (including any extension) or at the end of such period, if your work or conduct is not found satisfactory, your training may be terminated by the Company without notice.
4. During the period of your employment with the Company, you shall be required to report for work and perform your duties at the time and hours intimated to you by the management. In view of the nature of the work and your responsibilities, the Company shall have the right to change your work timings, as considered appropriate by the Company. The Company also reserves the right to post you at any McDonald's restaurants operated by it or its affiliated companies.



CIN : U55101MH1995PTC091422
T : +91-22-4913 5000
F : +91-22-4913 5001
E : info@mcDonaldsindia.com
W : www.mcDonaldsindia.com
www.westlife.co.in

Hardcastle Restaurants Pvt. Ltd.
Regd. Office : 1001, Tower-3, 10th Floor,
One International Center,
Senapati Bapat Marg,
Prabhadevi,
Mumbai - 400013.
India.



OMEGA ROLLING MILLS PRIVATE LIMITED

(An ISO 9001:2015 Certified Company)

CIN : U99999MH1987PTC044819

MFRS : COPPER RODS, WIRES, BUS BARS, FLATS, STRIPS, SECTIONS & PROFILES



OFFER LETTER

Ref No: ORMPL/22-23/132

Date: 31.12.2022

Dear Mr. Harsh Munjani,

With reference to your application and the subsequent interview held with our HR and Senior Manager Accounting and Banking. We are pleased to provide you an Offer for the post of Accounts Assistant with following terms and conditions.

Salary Structure – Aditya Lad		
Salary Structure	P. A	P.M
Basic Salary	1,56,000	13,000
House Rent Allowance	78,000	6,500
Medical Allowance	24,000	2,000
Gratuity as per Gratuity Act (Payable after completion 5 years of Service)	7,500	NA
Bonus as per Bonus Act (Payable yearly as per the Attendance)	13000	
PF Employer Contribution	23,400	
ESIC Employer Contribution		
CTC (Cost to the Company)	3,01,900	NA
Monthly salary as per calculation above		21,500
Less: Deductions		
PF Employee Contribution		1,800
ESIC Employee Contribution		
Profession Tax		200
Monthly Pay Cheque (Subject to TDS)		19,500

Your key responsibilities will be as follows: -

Job Description
1. Personal Banking updation in Tally.
2. Utility Payment Tracking.
3. Bill Booking JV entries etc.
4. Utility Mis.
5. Monthly Cash withdrawal cheques confirmation.
6. LIC/Medicaid/PF portfolio
7. Closing balance certificates
8. Loan Confirmations Yearly
9. Bonanza Portfolio



10. Filing System

It will be your responsibility to keep the Management informed at all times.

You will make yourself familiar with all the existing policies & rules of the company. Also, further any changes will be acceptable from time to time and here by acknowledge your adherence.

You will get a weekly off and holidays as declared by the Company. You will be entitled to avail paid leave in a year, as per Company norms. Leave encashment is not applicable.

You will be on probation for a period of 3 Months as per Company's policy and will not be entitled to any paid leave whilst on probation. On satisfactory completion of your probation, you will be confirmed, in the services of the company.

1. Notice Period

During the probation period your services may be liable to be terminated by the company with immediate effect, without assigning any reason whatsoever and without giving any notice.

2. Professional Ethics & Confidentiality:

You will not utilize or divulge to any person/s or competitors any data in any form, pass words, trade practices or know how of the company. If you are found to be engaged in any such activities and if found guilty of fraud, dishonesty, or behave disorderly, or any other conduct considered by us as deterrent to our interest, your services may be terminated without notice and the company shall be entitled to recover damages from you and Legal action may be initiated.

3. IT Security Practice & Procedures:

While you are in the services of the company, you will adhere to the I T Security Practice & Procedures by the company from time to time.

4. Transfer:

The Company shall have the right to transfer you to any of its offices in India.

5. Termination of Employment:

Your services with the company are liable to be terminated in the event of

- a) Any breach of the conditions mentioned in this letter on your part.



OMEGA ROLLING MILLS PRIVATE LIMITED

(An ISO 9001:2015 Certified Company)

CIN :- U99999MH1987PTC044819



MFPS : COPPER RODS, WIRES, BUS BARS, FLATS, STRIPS, SECTIONS & PROFILES

- b) Any incorrect information furnished by you.
- c) Suppression of any material information by you.

Even after Confirmation your services may be liable to be terminated by the company with immediate effect, without assigning any reason whatsoever and without giving any notice in case of breach of Contract and breach of Trust. Management also reserves the right to take Legal action against unauthorised absence and/or abandonment of duty or arising out of any performance/disciplinary issue termination without any prior notice.

Company is entitled to terminate the Employment by giving 30 (thirty) days' notice and in case you decide to leave the companies' services, you will be required to give 30 (thirty) days' notice or pay an amount equivalent to 30 (thirty) day's gross salary in lieu of the notice period.

6. Retirement:

In Accordance with the Retirement, every employee shall retire from the service of the Organisation on the last day of the month in which he attains the age of 60 years or if required can be extended with the discretionary power of Management.

7. General:

Your appointment and/or your continuation in employment are subject to your being found medically fit.

You will be bound by the rules and regulations of the company in existence and the changes made from time to time.

You will keep us informed of any change in your residential address and contact details.

Please sign the duplicate copy of this Appointment letter and return the same as a token of your acceptance.

With warm wishes, and looking forward to a long and rewarding association.

I have read all the terms and conditions of the offer and I confirm my acceptance.

Mr. Harsh Munjani

For Omega Rolling Mills Private Limited

Authorised Signatory





SmartShift Logistics Solutions Private Limited

Corporate Office: 2nd Floor, "Sona Tower", Bearing No. 2, 26-27, 3 Krishna Nagar Industrial Area,
Hosur Main Road, Bengaluru - 560029, Karnataka

OFFER LETTER

07-03-2022

Dear NISHITA DILIP TALPALLI,

Please refer to the interview you had with us. We are pleased to offer you the position of Business Executive in our organization at CC Office, Mumbai, Maharashtra, India, (Registered Office) on the terms and conditions discussed and mutually agreed upon during the interview.

Your remuneration as decided would be Rs. 216032 /- as annual CTC with statutory deductions, as applicable and inclusive of all the statutory payments, as applicable under the Payment of Bonus Act, 1965. A detailed appointment letter containing the breakup of annual CTC, terms and conditions of the appointment will be issued to you upon joining.

Please revert to us with the acceptance of this letter within 48 hours of issue of the letter. You should report for joining on or before 08-03-2022. If you fail to join us on/ by the above mentioned date, this offer shall stand revoked & automatically cancelled without any further communication. Please note that your appointment will be subject to a favorable background check by us. In case of any discrepancy in the background check, your offer shall stand cancelled automatically. **You must have your own computer system with the required configuration of hardware, software along with a smartphone. You also must possess an internet broadband/stick active connection with a minimum speed of 30 Mbps.**

Please note that the following details and documents (whichever applicable) are mandatory for your joining formalities to be completed:

1. PAN and Aadhaar (number and copy)
2. Cancelled cheque and bank details (bank name, account number and IFSC Code)
3. Educational Documents (10th, 12th and highest qualification)
4. Previous Company Offer Letter
5. Previous Experience/Resignation Acceptance Letter
6. UAN Number
7. Pension Applicability
8. Covid Vaccination Details and certificate
9. Passport size photo

Thanking you,

Yours truly

For **SmartShift Logistics Solutions Pvt. Ltd.**

Rizwan Khan

Vice President- Human Resources

Registered Office: No. A - 501, A - 502, B - 504, B - 505 and B - 506, Fifth Floor at Universal Business Park, Chandivali Farm Road,
Off. Saki Vihar Road, Andheri (East), Mumbai - 400 072, Maharashtra

CIN: U74999MH2014PTC306120

Contact us at:- Email: info@porter.in Website: www.porter.in



SmartShift Logistics Solutions Private Limited

Corporate Office: 2nd Floor, "Sona Tower", Bearing No. 2, 26-27, 3 Krishna Nagar Industrial Area,
Hosur Main Road, Bengaluru - 560029, Karnataka

Annexure I: Breakup of Annual CTC

SALARY COMPUTATION		
Components	Per Annum	Per Month
Basic	154800	12900
HRA	22046	1837
Statutory Bonus	12895	1075
Gross	189741	15812
Provident Fund	20124	1677
Esic	6167	514
CTC	216032	18003
Total CTC	216032	

Registered Office: No. A - 501, A - 502, B - 504, B - 505 and B - 506, Fifth Floor at Universal Business Park, Chandivali Farm Road,
Off. Sakl Vihar Road, Andheri (East), Mumbai - 400 072, Maharashtra

CIN: U74999MH2014PTC306120

Contact us at:- Email: info@porter.in Website: www.porter.in

PRIVATE & CONFIDENTIAL

30-June-2022

Diksha Digambar Arolkar

Room No - 5, Parvati Vishnu Janathe Chawl,
Sant Kabir Marg, Dnyaneshwar Nagar, Dahisar,
Mumbai - 400068

Dear Diksha,

We are pleased to offer you employment with Raheja QBE General Insurance Company Limited, registered office at Ground Floor, P & G Plaza, Cardinal Gracious Road, Chakala, Andheri (East), Mumbai, Maharashtra – 400099 (hereafter called the "**Company**"), subject to the following terms and conditions and to satisfactory references, employment history verification, and background checks as required by the Company.

1. Engagement

The commencement date of your employment under this Employment Agreement is 1st August 2022.

Your initial role is as **Associate – Claims** and you will be reporting to the Chief Manager - Claims COE. The reporting requirements of this role may vary from time to time in accordance with the needs of the Company.

The primary responsibilities and duties of the position of Associate – Claims as well as such other changes / responsibilities and duties as may be assigned to you from time to time.

2. Probationary Period

You shall undergo a probationary period of six months from the commencement date of your employment. During the probationary period, this Agreement can be terminated by either party by giving thirty days of notice in writing or payment in lieu of notice to the other party. The Company may terminate your probationary employment at any time before the expiration of the probationary period by giving thirty days of notice in writing for your unsatisfactory performance or for causes provided by law.

3. Work Location

You will be based in Corporate Office, Mumbai although you may be required to perform your duties at other locations from time to time and to travel on company business when the need arises, including overseas.

4. Work Schedule

Your official hours of work will be from 9 a.m. to 5.30 p.m., Monday to Friday inclusive, with half-hour break for lunch each day. Days to be worked over a calendar week and daily start/finish times can be varied as advised by the Company from time to time, taking into account business requirements.

From time to time, and based on the business needs of the Company, the Company may request that you work additional hours or on your rest days [without remuneration]. Your execution of this Employment Agreement acknowledges your agreement to work additional hours or on your rest days as requested by the Company, subject to applicable laws.

5. Re-Assignment

The Company may re-assign or second you, temporarily or permanently, with or without additional remuneration, at any time to an equivalent role for which the Company judges you to be suitably qualified and experienced, either within the Company or on secondment to any of its related corporations (a **RQBE Group Company**) or other entities that the Company may specify from time to time.

Unless otherwise agreed to in writing, your assignment (or subsequent re-assignment) within the Company, or secondment to a RQBE Group Company or other entity, will not affect the terms and conditions of this Employment Agreement.

Any re-assignment or secondment pursuant to this Employment Agreement will not constitute termination of this Employment Agreement or your employment with the Company.

6. Remuneration

(a) Your annual fixed CTC is **INR 3,10,000** which will be paid in 12 monthly instalments.

(b) Please note that although you will be ultimately responsible for any tax liabilities that may arise in relation to this payment, the Company will deduct all relevant taxes from any payment to be made to you in accordance with local statutory requirements.

(c) Your next salary review date will be 1st April 2023. Provided that your commencement date with the Company is on or before October 31 of the current performance year. The Company is under no obligation to increase your salary following any review.

7. Incentive Arrangements

The Company operates an incentive scheme which is designed to reward achievement of key business drivers and individual performance objectives. Provided that your commencement date with the Company is on or before October 31 of the current performance year, you will be eligible to participate in the Company's incentive arrangements for the year. The total reward available to you under the incentive arrangements is described below.

A Bonus Plan (BP) delivered in cash, for meeting business financial targets and individual performance objectives under the Company's Performance Management Process (PMP). Your initial bonus target is 10% of your annual base salary (ABS). The maximum STI opportunity that you may be awarded is 10% of your annual base salary (ABS).

All incentive plans continue to be awarded on an annual basis and are reviewed every year. Your initial level of participation to apply for the 2022-23 performance year therefore does not constitute any permanent entitlement to participate at this level in future years. All incentive plans operate at the discretion of the Board Remuneration Committee and can be subject to change. Detailed terms and conditions of the 2022-23 Bonus plans will be provided to you when available.

The Company reserves the right to alter or withdraw any incentive scheme at any time. RQBE also retains the ultimate discretion in assessing and determining payments under any such incentive scheme. The incentive scheme and incentive payments do not constitute part of your employment terms or remuneration package.

8. Leave

8.1 Annual Leave

You will be entitled to 24 working days of annual vacation leave per calendar year from your date of commencement with the Company.

For calendar years in which your employment commences or terminates, your annual leave entitlement will be pro-rated based on your length of service in the relevant year.

Leave must be taken in accordance with any Company Annual Leave Policy and at a time agreed between you and your manager.

When your employment terminates, you will be required to pay to the Company the equivalent salary for the annual leave that you have taken in excess of your accrued entitlement. The Company will pay you the equivalent salary for the leave you have not taken.

8.2 Sick Leave

You are entitled to 10 days sick leave in accordance with any Company Sick Leave Policy, terms of which may be varied by the Company from time to time. You are required to produce a medical certificate from a registered doctor in order to be entitled to payment of a sickness allowance for any accrued sick leave.

8.3 Casual Leave

You are entitled to 8 days casual leave in accordance with Company Casual Leave Policy, terms of which may be varied by the Company from time to time.

8.4 Paid Public Holidays

You are entitled to public holidays gazetted, or otherwise published by the relevant authorities in India, as communicated by the company.



9. Medical Benefits

The Company will cover under the Company's medical and insurance benefits. Benefits will be subject to the rules of the plan and terms of applicable insurance policy, which may be varied from time to time, and are conditional upon you complying with and satisfying any applicable requirements of insurers.

10. Life Insurance

You will be covered under the Life Insurance cover, as per applicable policy.

11. Provident Fund/Social Security Arrangements

The Company will contribute as required by law to any Provident Fund or social security arrangements in place in the jurisdiction in which you are employed.

You may be entitled to join a Provident Fund as per the provisions of the Employee's Provident Funds and Miscellaneous Provisions Act 1952 or as may be determined by the Company under its Mandatory Provident Fund Scheme, as applicable to you.

(a) Gratuity Benefit

You may be eligible to receive a Gratuity benefit as per the provisions of the Payment of Gratuity Act 1972 and Amendments.

12. Confidentiality

In entering this Employment Agreement, you agree and undertake:

- (a) to maintain the confidentiality of the contents of this Employment Agreement, and
- (b) that at all times during and after your employment under this Employment Agreement you will keep confidential and not disclose any Confidential Information to any person other than in the performance of your duties, as required by law or with the prior written consent of the Company; and
- (c) that you will not at any time during or after your employment under this Employment Agreement use any Confidential Information for the benefit of any person other than the Company except where authorized to do so by the Company; and
- (d) that immediately upon the request of the Company or upon the termination of your employment with the Company you will deliver to the Company all Confidential Information, stored in hard copy or in any electronic, magnetic or optical form, which is in your control or possession.

For the purposes of this Employment Agreement, "**Confidential Information**" means any trade secrets, technical knowledge, concepts, ideas, designs, innovations, inventions, programs, processes, business systems, procedures or manuals, financial information, data bases, data surveys, customer and supplier details and lists, pricing and costing information, sales plans or marketing plans, campaigns projects or proposals, research, software, corporate data, employee information or other information concerning the Company, related entities or any of their respective customers or supplies, except for information which is publicly available, other than due to a breach of this Employment Contract.

You are bound by the Company's Code of Conduct and Employee Regulations for the Company, as may be varied from time to time.

13. Intellectual Property and Moral Rights

(a) All Intellectual Property rights arising from or in relation to any Works created or developed by you during the course of or in connection with your employment (whether alone or with others) will belong to the Company, and you agree to immediately disclose to the Company any and all such Works.

(b) You agree to provide an unconditional and irrevocable consent to the Company that all existing Intellectual Property rights, title and interest in all Works created or developed by you during the course of or in connection with your employment (whether alone or with others) are vested in the Company and, upon their creation, all such future rights will vest in the Company. You agree to execute all documents and do all acts and things that are necessary, required or desirable to secure any Intellectual Property rights of the Company.

(c) You waive any moral rights in the Works and consent (for the Company's benefit) to any and all acts or omissions (whether occurring before or after this consent is given) in relation to all Works made or to be made by you in the course of or in connection with your employment which might otherwise infringe your moral rights in any or all of those Works.

(d) You warrant that you have given this consent and undertaking genuinely, and without being subjected to any duress by the Company or any third party, and without relying on any representations other than those expressly set out in this Employment Agreement.

For the purposes of this Employment Agreement:

"Intellectual Property" means all forms of intellectual property rights throughout the world including any copyright, registered patent, patent application, patentable idea, circuit layout, plant variety right, rights in designs, computer software, database rights, trade mark, domain name and confidential information including know-how, technology and trade-secrets and all other like or equivalent rights or forms of protection which subsist or will subsist now or in the future in any part of the world.

"Works" means all records, inventions, designs, drawings, plans, software, hardware, reports, documents, systems, improvements and all other information or materials in whatever form, including hard copy and electronic form.

14. Employment during Notice Period

If notice is given to terminate the employment, then the Company may direct you not to perform any duties for part or all of the notice period; require you to remain away from the Company's premises; and, to the extent permitted by law, change your title.

15. Termination

After completion of your probation, your employment may be terminated by either party giving the other three months notice in writing. The Company may elect to pay you in lieu of part or all of your notice period (calculated on your base salary at the time notice is given).



16. Termination Without Notice

(a) The Company may terminate your employment without notice or payment in lieu of notice at any time if:

i. you commit any material breach of your obligations as set out in this Employment Agreement (including in relation to Confidential Information and performance);

ii. you disobey without proper legal reason a lawful direction of the Company;

iii. you are guilty of serious misconduct;

iv. you materially fail to perform your duties;

v. you engage in conduct which the Company reasonably considers is likely to damage the Company's reputation;

vi. you engage in discriminatory, harassing, bullying or violent conduct;

vii. you commit any act of dishonesty such as embezzlement, theft or fraud involving the Company's assets or property;

viii. you are found guilty by a court of a criminal offence; or

ix. in any circumstances that would give the Company the right to terminate your employment without notice under local laws.

(b) If your employment is terminated summarily without notice or payment in lieu of notice, you will be paid up to the date of termination.

17. Requirements following Termination

(a) Upon termination of your employment with the Company, for any cause, you must immediately return to the Company or its authorized representative, all of its property including equipment, correspondence, documents, records, data software, disks and other information-storing mediums, specifications, models and all copies, summaries, notes and reproductions thereof, any other property belonging to or relating to the business of the Company which are in your possession, custody or control.

(b) Without limiting the Company's other rights under this Employment Agreement, you also agree that the Company may set off any monies due to you against any monies owed by you to the Company or withhold any monies due to you until you have paid any monies owing by you to the Company, including but not limited to, any outstanding loans, advances, expenses, education costs, relocation costs incurred, the costs of repairing any damage or loss to any Company property caused by you (and/or recovering the same) or leave provided in advance, except for amounts the Company is not entitled by law to withhold or set off.

(c) On termination of your employment (which terminates this Employment Agreement except for the provisions in relation to Confidential Information, Intellectual Property, moral rights and any Post Employment Restrictions), and unless otherwise specifically provided in this Employment Agreement, you are not entitled to receive any further compensation, whether by way of redundancy pay, severance pay,



salary, wages, bonuses, damages or otherwise, other than any amounts required to be paid under applicable legislation.

(d) On termination of your employment for any reason, you must resign from any directorships, offices or other positions you may hold in relation to the Company or any RQBE Group Company without claim for compensation for loss of office. You will execute any document that may be required by the Company for the purpose of effecting those resignations or authorise the Company Secretary, or any other authorised officer, of the Company to do all things necessary to give effect to such resignations on your behalf.

18. Privacy of Information

(a) For The Company may collect, use, store, process and disclose your personally identifiable information, including Sensitive and Personal Data or Information (as defined under the rules enacted under the Information Technology Act 2000) ("SPDI") about its employees in furtherance of its business, including various human resource and other management purposes.

(b) These purposes may include: provision of benefits, remuneration and payroll; facilitating performance management, promotion and career development activities; training; ensuring workplace health and safety; retaining emergency contact details; recording membership of professional associations and the evaluation of the Company or its business by a potential acquirer or strategic partner.

(c) Personal information includes personal information collected prior to employment (such as applications for employment, interview records etc) and personal information collected during employment (such as documents, correspondence, leave information, pay and remuneration details, performance reviews, etc).

(d) Where necessary for particular administrative purposes, personal information may be transferred by the Company to a Group Company in India or other countries, the Company's insurers and other organisations engaged to assist the Company in human resources administration or to provide employee benefits. This includes any travel agency that the Company may appoint for domestic or international travel arrangements.

(e) Some countries to which information may be sent might not have the same privacy legislation as those of India. However, information will only be transferred to, or stored or processed by, entities that ensure at least the same level of data protection that is adhered to by the Company. Such entity will comply with the International Security Standard ISO 270001 and such other such reasonable security practices and standards as may be required under the (as defined under the rules enacted under the Information Technology Act 2000)."

(f) By agreeing to this Employment Agreement, you consent to the Company collecting, using and disclosing your personal information as outlined above and forwarding your personal information externally or internationally where necessary.

19. Workplace Surveillance

(a) The Company will provide various forms of electronic communication and information technology devices and services, including, but not limited to, e-mail, telephones, voicemail, fax machines, Internet, and the servers, computers and software that support them, smart phones, digital tablets, digital

(b) reading or access devices ("**Systems**"). All Systems and all information or data stored, accessed or sent using the Systems are properties of the Company.

(c) You acknowledge that the Systems are meant for use in furtherance of your employment and that you have no expectation of confidentiality or privacy in your usage of such Systems. Please note that for reasons including the safety and protection of employees, video surveillance and monitoring of telephone calls does occur in some locations and areas of the Company's operations. System surveillance is carried out pursuant to the Company's policies. Any information transmitted or received by the Company's Systems may be monitored and in appropriate circumstances, blocked. By agreeing to this Employment Agreement, you consent to the Company carrying out System surveillance.

(d) If you are in a position in which telephone monitoring occurs, then you will be advised of the fact in advance by your Manager.

(e) For the purposes of its business (including and not limited to quality control, monitoring of policy compliance and unauthorized use and checking messages during periods of absence), communications made by or to you using the Systems may be monitored or recorded or disclosed by the Company to any third party.

(f) The Company is not bound to protect your privacy with respect to any information transmitted over, received by, or stored in any System. Anything that you do using the System might be disclosed to people inside and outside the Company. Accordingly, you are encouraged not to use your personal email accounts with the Systems or use the Systems to store, process, transmit or otherwise deal with, any SPDI failing which you consent to the disclosure of, storage by and processing of such SPDI by any third parties.

20. Camera Surveillance

a. You acknowledge that you have no expectation of privacy in publicly accessible areas of the Company's workplaces, which may include your workspace. To promote safety and security of people and property, the Company uses camera surveillance to monitor its buildings / workplaces.

b. These cameras operate by recording main access to business areas and customer contact points to provide security for employees and property.

c. Camera surveillance operates on a continuous and ongoing basis.

d. Footage from the surveillance cameras is the property of the Company and you hereby consent to such video surveillance

21. Warranties by Employee

You warrant that:

a. you have disclosed to the Company information about any possible restrictions on you performing the duties set out in this Employment Agreement; Other than what you have disclosed to the Company, you are not restricted from performing the duties for the Company in connection with a restrictive covenant or other non-competition obligation owed to anyone, or a restriction imposed on you concerning the use of any information or the intellectual property rights of anyone;

- b. you will continue to observe and comply with any contractual obligations of confidentiality and/or post-termination restrictions under any agreement or employment letter with any former employer(s);
- c. the credentials and information provided by you to the Company (or to the Company's agent) in connection with your qualifications and ability to perform the duties pursuant to this Employment Agreement are true and correct; and
- d. you are not an unlawful resident, and either are a citizen of India or have all immigration approvals necessary entitling you to accept employment and perform the duties required under this Employment Agreement.

22. Performance

You will at all times faithfully, industriously and satisfactorily perform all duties that may be required of you, pursuant to the express and implicit terms of this Employment Agreement and comply with our Employee Handbook and Code of Conduct made known to you at the commencement of your employment.

You agree to devote full time and attention to your work and, at all times, protect and maintain the name, reputation, integrity and goodwill of the Company and any RQBE Group Company, undertaking to commit no act or omission that will tarnish or bring dishonour or prejudice to the Company. To this end, you agree that you shall not serve or accept any other employment, directly or indirectly, in any manner for the whole duration of your employment with the Company.

23. Taxes

Although all taxes payable upon monies, share awards and benefits received from the Company during your employment shall ultimately be borne by you, the Company will deduct all relevant tax in accordance with and to the extent required by law. If the Company is not required to deduct tax from any amounts paid to you, you are responsible for remitting the appropriate tax to the tax authorities.

24. Other Conditions of Employment

To the extent that any labour laws and regulations relate to your employment in India, they do so as a matter of law and are not contractual terms, unless otherwise specified in this Employment Agreement. In entering this Employment Agreement, you agree to comply with the policies and procedures of the Company and any RQBE Group Company (as applicable), as varied or added to from time to time. To the extent that the contents of policies or procedures refer to obligations on you or the Company, you agree that they are guides only and are not contractual terms, conditions or representations on which you rely.

No addition, variation or modification of any provision of this Employment Agreement will be of any force or effect unless agreed upon in writing and signed by both parties.

25. Governing Law

This Employment Agreement shall be governed by and construed in accordance with the laws of India.

26. Entire Agreement

This Employment Agreement together with any attachments, records the agreement between the parties. No previous negotiations, understandings, contracts, agreements, representations, warranties,



memoranda or commitments will affect the terms and conditions of your employment by the Company.

No oral explanation or information provided by either party to the other shall:

- (a) affect the meaning or interpretation of this Employment Agreement; or
- (b) constitute any collateral agreement, warranty or understanding between any of the parties to this Employment Agreement.

27. Acceptance of this Offer

As formal confirmation of your acceptance of employment and the foregoing terms and conditions, and to signify your understanding thereof, please sign and return to us the duplicate copy of this Employment Agreement within one week from the date of this letter.

We are excited about the prospect of you joining us at RQBE and very much hope our offer will be acceptable to you.

If you have any questions about this letter or its contents or in relation to your employment generally, please contact HR Team.

Yours sincerely,

For and on behalf of

Raheja QBE General Insurance Co. Ltd

Saba Adil

Chief People Officer and Chief Risk Officer



ACCEPTANCE OF OFFER

I confirm I have read and understood the above terms and conditions of this Employment Agreement and the attached schedule. I hereby accept the offer and the terms and conditions set out in the Employment Agreement.

Signature : _____
Name : **Diksha Digambar Arolkar**
ID Card no / Passport no. : _____
Date : _____



Salary Details

Name: Diksha Digambar Arolkar	
Designation: Associate – Claims	
Grade Level: 6d	
Particulars	Amount (INR)
Basic	1,08,500
House Rent Allowance (HRA)	54,250
Leave Travel Allowance (LTA)	9,038
Special Allowance	96,899
Statutory Bonus	14,494
Annual Base Salary (ABS)	2,83,181
Provident Fund (Company Contribution)	21,600
Gratuity	5,219
CTC (Annual)	3,10,000

Notes :

Provident Fund is as per statutory provisions of the applicable EPF Act

Gratuity is as per Payment of Gratuity Act, as applicable, if and when payable

Taxes as applicable

Reliance SMSL Limited

Ref No. HR/AUG/22/K1/60520951/1001290492

Date: 08.08.2022

Aditya Dinkar pawar

Offer-cum-Appointment Letter

Dear Aditya,

This is with reference to your application and subsequent Test and Interviews you had with us. We are pleased to offer you an appointment as **CSA Central Stores** in the employment of the company subject to your joining on or before **11.08.2022**. The offer shall automatically lapse if you do not join. Reliance SMSL Limited is engaged in the business of providing outsourced human resource services to their clients. Accordingly, you are assigned to our client to work as **CSA Central Stores** in Grade **K1** and shall perform duties that are assigned to you in connection with the Clients' business at their premises as may be advised from time to time. You will receive an Annual Gross Compensation (including Basic and allowances) of **Rs. 156000/- per annum** as below:

	Rs. per month
Basic	6500
HRA	6500
Conveyance Allowance	
Monthly Gross	13000
Annual Gross	156000

You will be covered by applicable statutory benefits such as PF, ESI and Bonus etc. The compensation is subject to prevailing tax and other laws, policies, rules and guidelines. You are expected to keep your compensation strictly confidential.

Your appointment and subsequent continuation of employment with the Company is strictly based on your consistent delivery on the agreed performance parameters and compliance with the values and guidelines of the organization. The tenure of your employment shall be subject to the requirement of the services provided by us to our client and shall also be subject to the requirement of deputation or completion of the project with the client.

The terms and conditions in this letter and the annexures thereto will form terms of appointment upon your joining.

Please sign and return a copy of this letter as a token of your acceptance of the terms and conditions of employment and return the same to HR at the earliest.

Please note the documents to be submitted on your date of joining as part of joining compliance.

We wish you a long successful association with us.

Yours faithfully,

For Reliance SMSL Limited



Authorised Signatory

Signature of the Employee:

Encl: Terms and Conditions of Employment - Annexure - I

Reliance SMSL Limited (formerly Strategic Manpower Solutions Limited)
CIN: U74999MH2007PLC187704

Registered Office: 3rd Floor, Court House, Lokmanya Tilak Marg, Dhabli Talao, Mumbai-400 002, India. Phone: +91 22 67673800

Reliance SMSL Limited

Annexure - I

TERMS & CONDITIONS OF EMPLOYMENT

1. Your employment is subject to being declared and remaining medically fit by a Medical Officer or by a Doctor specified by the Establishment. The Establishment has the right to get you medically examined by any certified Medical practitioner during the period of your service. In case you are found medically unfit to continue with the job, you will lose your lien on the job and your employment will come to end on the day you are found medically unfit by the Medical Officer.
2. Your appointment is based on the basis of the particulars such as qualifications etc. given by you in the application for employment. In case any information given by you is found false or incorrect, your appointment will be liable for termination without any notice or salary in lieu of notice.
3. The address as indicated in your application for appointment shall deem to be correct for sending any communication to you. Every communication addressed to you at the given address shall be deemed to have been served upon you. You will immediately notify change of address, if any.
4. All the above emoluments should be reduced to the extent of absence without leave or leave without pay. Only Basic Salary shall be reckoned for computing the contribution to the Provident Fund.
5. You are required to submit the following documents, if the same have not been submitted earlier
 - a. Certificates in support of Educational / Professional Qualifications, Experience, Date of Birth and other testimonials in original together with copies thereof;
 - b. Copies of your passport photographs with grey background;
 - c. Copy of Passport / Ration Card / Voter's ID / driving license or any other document as proof of your residence and photo identity.
6. You have hereby given no objection in the Company(Or its group Companies and associates) sharing your personal information and documents, including but not limited to Aadhar number, other Government issues ID number such as Voter ID, PAN card, DL, name, gender, date of birth, addresses, mobile number, email, education record and employment record with any Reference / Antecedent Verification Organization that Reliance Retail has appointed time being or anytime later for the purpose of background checks and verifications, in order to avail services such as employment / training / management / payment / credit / insurance / house on rent / vehicle on rent, etc.
7. You have hereby authorized the Company or any agency/ agencies appointed by them from time to time to store your personal information on their platform, which will be accessible to the Company or its service provider for which this consent is being obtained. The Company or its service provider and their authorized users / partners / affiliates / contractors can access and update your digital record on such platform, including data, documents, certificates, verification reports, reference s, testimonials, etc. and can use related services provided via such agency. You have understood that agency will ensure security and confidentiality of the same.
8. You also agree that your digital record including references, testimonials and verification reports on such agency platform will only be available to any other users of the platform if/when you provide your explicit consent for the same. You have also understood that you have the option of deleting your digital record from such agency database.
9. Your No Objection will be coterminous with the arrangement between the Company and any agency / organization engaged by the Company for Reference / Antecedent Verification of your current and past employments.
10. In order to ensure the uniformity and maintenance of a good ambience before the Customers of the Establishment, the Establishment may at its option provide you with some standard dress code. You shall be present at all the times in a neat and tidy manner.
11. You are expected to keep your salary package strictly confidential and not to share any information regarding the salary.

Reliance SMSL Limited (formerly Strategic Manpower Solutions Limited)
CIN: U74999MH2007PLC167704

Registered Office: 3rd Floor, Court House, Lakmanya Tilak Marg, Dhobi Talao, Mumbai-400 002, India. Phone: +91 22 67673800

Reliance SMSL Limited

12. During your tenure with the company and based on your job profile, you might be granted access to various IT applications with a unique user id and password. These credentials will be unique to you and cannot be shared with anyone. You will be solely responsible and accountable for any information loss/sharing or breach of confidentiality in any way which has occurred due to the misuse of your credentials.
13. You will be covered by the service rules and regulations including conduct, discipline and administrative orders and any such other rules or orders of the client or Company as the case may be that may come in force from time to time. You shall observe discipline and rules of conduct applicable at the client's establishment of your posting.
14. You shall be entitled to leave and other benefits as per the rules and regulations governing client's establishment where you will be working. You will be entitled to a weekly off as may be notified from time to time. The weekly holiday may be staggered and determined as per the roster.
15. You will be governed by the working hours prevailing at the establishment of your working. You will be notified your actual duty timings from time to time. You shall report and be present, accordingly at the client's designated location. You will be required to work in any of the shifts during the day or night. Your working hours may be staggered and you may be required to work in spells in the morning and evening. In case you being a female employee you shall be provided with due security escort up to your residence in case you work beyond 9 pm.
16. You will be required to work on any day of the year, including festival holidays, in the establishment of your posting. You will be allowed a weekly off in accordance with law on any one of the days in the week, as per the schedule notified.
17. Your employment is transferable to any other place / establishment / department / division / unit / branch / subsidiary / affiliate of our client / associate. However, such transfer will not entail any increase in your salary and / or adversely affect your emoluments.
18. In normal course you shall retire from the services of the organization on attaining the age of 58 years.
 - a. If you absent yourself without leave or remain absent beyond the period of leave originally granted or subsequently extended, you shall be considered as having voluntarily terminated your employment without giving any notice unless you:
 - b. Return to work within 8 days from the commencement of such absence and
 - c. Give an explanation to the satisfaction of the Management regarding such absence.
19. You will initially be on probation for a period of Six months, which may be extended or reduced at the sole discretion of the Management. During the period of probation, the appointment is terminable by giving one month in writing by either side or payment of one month's Basic salary in lieu thereof. On completion of initial probation period till such time that you are intimated in writing regarding your confirmation, you shall continue to be on probation. After confirmation, your services are liable to be terminated at any time without assigning any reason as per the provisions of statute governing your appointment. In case you wish to resign you will give us the notice as per the provisions of the statute governing your appointment. You shall attend duties till you are relieved from service in writing. Waiving the Notice Period on resignation is at the sole discretion of the company.
20. Your services are liable to be terminated without any notice or salary in lieu thereof for misconduct, without being exhaustive and without prejudice to the general meaning of the term "misconduct" in the case of reasonable suspicion of misconduct, disloyalty and commission of an act involving moral turpitude, any act of in-discipline or inefficiency. You may be placed under suspension pending enquiry into the charges of misconduct or otherwise. The salary for the suspension period will be paid to you only when you are found not guilty of any of the charges for which you were suspended and not otherwise.
21. You will be bound by the code of conduct, rules, regulations and office orders in force and framed by the company from time to time in relation to your service conditions, which will form part of your service conditions and terms of employment.
22. You may be laid-off on payment of 50% wages on account of shortage of work, materials, electricity and similar other reasons.
23. You shall extend all cooperation to the client's employees, customers, representatives, etc. and do all such things diligently, faithfully and to the best of your skill and ability as may be necessary to serve the client and perform all the duties entrusted to you from time to time. We expect you to work with the high standard of initiative, efficiency and economy.

Reliance SMSL Limited



24. You shall engage yourself exclusively in the work assigned by the client, where you are posted for the time being and shall not take up any independent or individual assignments (whether the same as part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of your Business Unit Head. You will avoid any such issue which may result in a conflict between your personal interest and the interest of the client / company in dealing with suppliers, customers and all other organizations or individuals doing or seeking to do business with the client / company. You shall obey and comply with all the orders and directions given to you by your superior or any other person duly authorized in that behalf at the place of your posting. You shall obey all the rules and regulations, either statutory or otherwise, which are in vogue and may be notified from time to time.
25. You shall obey and comply with all the orders and directions given to you by your superior or any other person duly authorized in that behalf at the place of your posting. You shall obey all the rules and regulations, either statutory or otherwise, which are in vogue and may be notified from time to time.
26. You shall not at any time either during the contract of your employment or at any time thereafter divulge any information that came to you during the course of your employment without prior permission in writing.
27. As we are manpower service providers to others, in case of any eventuality of our business being closed or terminated, your job is also liable to be ended automatically.
28. You will not enter into any commitments or dealings on behalf of the client / Company for which you have no express authority nor alter or be a party to any alteration of any principle or policy of the client / Company or exceed the authority or discretion vested in you without the previous sanction of the client / Company or those in authority over you.
29. You may be selected and sponsored by the Company / or Client for familiarization / training assignments with our technical collaborators or any other institutions / organizations in India and/or abroad. You will diligently and beneficially take part in the training and such assignments. The cost of any such training shall be borne by the company and you may be required to sign a Service Bond for a minimum time for which you will serve the company. The company can recover the liquidated damages on the event of your voluntary resignation before the time as mutually agreed upon in the bond.
30. The Establishment considers harassment and discrimination of any nature to be an unacceptable form of behavior, which is not tolerated under any circumstances. All people have the right to work in an environment that is free from harassment and discrimination. Disciplinary action will be taken against anyone found to be guilty of harassing or discriminating against a fellow employee that may result in termination of employment.
31. You will be responsible for the safe keeping and return in good condition and order of all the properties of the company that may be in your use, custody, care or charge. For the loss of any property of the company or client in your possession, the company will have a right to assess on its own basis and recover the damages of all such materials from you and to take such other action as it deems proper in the event of your failure to account for such material or property to its satisfaction. You will hand over the charge of letter of Authority or Power of Attorney issued to you or any property / material of the company in your possession at the time of cessation of your employment with the Company.
32. All proprietary information / material of the client that is made known to you during the term of work assignment shall be received in confidence and you shall not disclose or, except in performing the services, use any such information / material. You agree that all information, correspondence, documents, material or items provided to you by the client or by us are provided to you in trust and on completion of project / assignment or termination of the service, you shall promptly return all such material to the client or company, as the case may be.
33. You shall be required to sign and abide by the Policy on Ethics & Code of Conduct with the Company and shall undertake to sign such declarations that the Policy may demand from time to time.
34. It is hereby expressly agreed and declared that this letter of employment shall be deemed to have been made at Mumbai and that any dispute or suit or action or proceedings whatsoever arising out of or under this letter of appointment or breach thereof or in respect of any matter or thing herein contained and any claim by either party against the other shall be instituted or adjudicated upon or decided by a court of competent jurisdiction at Mumbai.
35. In case of one / more clauses of this letter of employment becomes untenable, the same shall not render the letter of employment null and void in its entirety.

Reliance SMSL Limited

36. The various clauses of this letter are to be read, understood and interpreted in its entirety and none of the clauses are severable from the remaining.

Reliance SMSL Limited (formerly Strategic Manpower Solutions Limited)
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Registered Office: 3rd Floor, Court House, Lokmanya Tilak Marg, Dhobi Talao, Mumbai-400 002, India. Phone: +91 22 67673800

Reliance SMSL Limited

I have read and / or have been explained the contents of the above contract of employment in _____ (language) and I hereby declare that I have fully understood the above terms and conditions and declare the same to be binding on me in its entirety and also give my consent to the clause no. 8 & 9 specifically.

Name : _____

Signature : _____

Date : _____

Reliance SMSL Limited (formerly Strategic Manpower Solutions Limited)
CIN: U74999MH2007PLC167704

Registered Office: 3rd Floor, Court House, Lokmanya Tilak Marg, Dhobi Talao, Mumbai-400 002, India. Phone: +91 22 67673800

Revok_Clothing

To,

Krish Yatin Vora

I am pleased to Inform you that you have been appointed in Redeem industries, as a Sales Manager in our sales & marketing Department from 28 December 2022. We consider that you will be a fine addition team to our sales team . As discussed over interview , you will be appointed as a full-time employee with starting salary Rs/-10000

We look forward to a mutually rewarding employment experience for you at redeem industries. It is our anticipation that you will find this position exciting and rewarding.

You will be required to sign a company confidentiality and Non-Compete Agreement, which is enclosed with attached commission schedule. To confirm your acceptance of this offer, please return a signed copy of the same.

If you have any question regarding this offer ,kindly contact me.

confidentiality and Non-Compete Agreement,
which is enclosed with attached commission
schedule. To confirm your acceptance of this offer,
please return a signed copy of the same.

If you have any question regarding this offer ,kindly
contact me.

Accept our congratulation.

Date:-

With
best
wishes
and
regards
,

Mr.
Rushab
h Lalwa
ni,

9082
5861
04
(revo
k202
2@g
mail.
com)

SJ VISION STUDIO



July 12 2022

D3/77 old mhada near
Janki Devi international school
Andheri West Mumbai 400081

To
VIVEK MADHIWAL

We are delighted and excited to welcome you at SJ VISION STUDIO as a Accounting Intern. At SJ VISION STUDIO, we believe that our biggest strength and we take pride in hiring only the best and the brightest. We are confident that you would play significant role in the overall success of the organization and we wish you the most enjoyable, learning packed and truly meaningful internship experience with SJ VISION STUDIO.

Your Appointment will be governed by the terms and conditions presented in Annexure A.

We look forward to you joining us. Also, please confirm your acceptance of offer over mail

Congratulations!

Sanket Janardhan Jadhav,
Founder & CEO,
SJ VISION STUDIO.

www.sjvisionstudio.com

Annexure A: -

You shall be governed by the following terms and condition of service during the internship with SJ VISION STUDIO, and those may be amended from time to time.

- 1. You are being hired as a Accounting Intern and Vishal Bagdwal will be your Reporting Manager and mentor during the internship. As a Fundraiser, you will be responsible for raising funds for the organization through your own personal network.**
- 2. Your joining date is 12 July 2022 and the duration of the internship will be 8 month. During this time, you are expected to devote your time and efforts solely to SJ VISION STUDIO work. You are also required to let your mentor know about your forthcoming events (if any) in advance so that your work can be planned accordingly.**
- 3. You will be working remotely for this internship. There will be online catch ups scheduled with your mentor to discuss the work progress and overall internship experience at regular intervals.**
- 4. All the work you will produce at or in relation to SJ VISION STUDIO will be the intellectual property of the organization. You are not allowed to store, copy, sell, and share or distribute it to a third party under any circumstances.**
- 5. We take data privacy and security very seriously to maintain confidentiality of any students, customers, clients, and companies' data and contact details that you may get access to during your internship will be your responsibility. SJ VISION STUDIO operates on zero tolerance principle with regards to any breach of data security guidelines.**
- 6. Communications will be completely through WhatsApp and two-way communication & Email is expected.**
- 7. You are expected to acknowledge the information, PDFs and messages sent on the group and update your Reporting Manager (Vishal) with your progress whenever asked to do so.**
- 8. During the appointment period, you shall not engage yourselves directly or indirectly or in any capacity in any other organization (other than your college).**

Date: 12 July 2022

Place: Mumbai

In the event of breach of this condition, this appointment is liable to be terminated forthwith by the organization.



9. Incentives are performance based. Incentive structure will be shared in two of days after the internship commences.

10. Under normal circumstances, either the company or you may terminate this association by providing a notice of 7 days without assigning any reason.

However, the company may terminate this agreement forthwith under situations of in-disciplinary behaviors.

11. You are expected to conduct yourself in utmost professionalism in dealing with your mentor, team members, colleagues, clients, and others and treat everyone with due respect.

12. SJ VISION STUDIO is a Non- Government Organization and we love people who like to go beyond the normal call of duty and can think out of the box.

Surprise us with your passion, intelligence, creativity, and hard work – and expect the appreciation & rewards to follow.

13. Expect positive and continuous objective feedback from your mentor and other team members and we encourage you to ask for and provide feedback at every possible opportunity. It's your right to receive and give feedback – this is the only way we all can continuously push ourselves to do better.

14. Have fun of what you do and do the right thing – both the principles are core of what SJ VISION STUDIO stands for and expect you to imbibe them in our day-to-day actions and continuously challenge us if we falling short of expectations no either of them.

15. This is a paid internship. You will be given 20% of the funds you collect in total as a stipend at the end of the internship tenure.

16. You will be rewarded with an Appreciation certificate along with your stipend at the end of the campaign



Date: 15/07/2022

To,

Durgesh Singh,
Poisar, Kandivali East,
Thakur complex Gavdevi Raod – 400101.

Dear Durgesh Singh,

We are delighted to welcome you to **Saving Soul Avengers Foundation**. and wish you a great career with us. Reference to our recent discussions, we are pleased to appoint you as **"Graphic Designer & Digital Marketing"** on the following terms and conditions.

Date of Joining and Place of Work

Your date of joining the employment with **Saving Soul Avengers Foundation** is **20th July, 2022** and Your Place of posting is **Borivali Office**. The Company reserves its right to transfer you to any other location within India. You shall abide by rules and regulations pertaining to the entity where you are posted.

Compensation

Your consolidated compensation per annum on Cost to Company basis is **Rs. 72,000/- per annum (Seventy Two Thousand Only)**.

General

Please note that individual salary is a confidential matter and not to be discussed with any other employee.

You will keep us informed of any change in your mobile phone number or your residential address or your marital status.

Please sign and return the duplicate copy of this letter in token of your acceptance of the terms and conditions contained therein.

Yours Truly,

Leela Prasad Gollapalli
Director
15/07/2022

For SAVING SOUL AVENGERS FOUNDATION


DIRECTOR

DATE: 20th January, 2023

To: Sairaj Mahajan

25/56, Shree Govind Nagar,

CHSL, Sodawala Lane,

Borivali west, Mumbai - 400092.

sairajmahajan925@gmail.com

Dear Sairaj,

Based on the interview process conducted and your acceptance of our verbal offer, please find the detailed Letter of Appointment with the details given below:

Designation: Barista Trainee at Sub Ko Coffee Roasters and Bakehouse

Date of Start: 23rd January, 2023

Gross Compensation:

- CTC: INR 180,000 annually
(Gross: INR 15,000 monthly)

Roles and Responsibilities:

- Will work diligently in the Barista department
- Will adhere to all shift timings and schedules
- Will be responsible for punctuality during working hours
- Any additional responsibilities will be updated by your reporting manager.

Company Benefits:

- Subko provides all its employees with Provident Fund ('PF') contributions. PF withholding is done as per legal statutes and lawful compliance.
- Free lunch provisional at all Subko outlets and offices.
- Travel reimbursement of up to INR 1,000 per month, reimbursed at actuals based on receipts provided.

Probation: You will be on probation for a period of three months from the date of commencement of employment. During this period the company reserves the right to terminate your contract of employment with immediate effect.

Notice Period: Your notice period will be two months on either side.

SUB KO COFFEE PRIVATE LIMITED

Registered Address: 8-2-293/82/A/1239, Jubilee Hills, Hyderabad – 500033
Corporate Address: Unit No. 2 Jak Compound, D K, 1st Cross Ln,
Byculla East, Mumbai – 400027

Website: www.subko.coffee
Tel No.: +91 90047 00654
CIN: U55209TG2019PTC132480

Leave: You will be entitled to ordinary (sick) and annual (privileged) leave as per the policy of the company.

Employees will not be allowed Privilege Leave (PL) during their probationary period.

You will work with all honesty, integrity and maintain the ethical standards of the company at all times without compromising on the confidentiality standards. As regards leave, workplace conduct and other policies you will be bound by the Employee Policies of the Company. We welcome you and wish you good luck and look forward to your contribution to the growth of the company.

For Sub Ko Coffee Pvt Ltd,

Rahul Reddy [CEO & Founder]

Sairaj Mahajan



SUB KO COFFEE PRIVATE LIMITED

Registered Address: 8-2-293/82/A/1239, Jubilee Hills, Hyderabad – 500033
Corporate Address: Unit No. 2 Jak Compound, D K, 1st Cross Ln,
Byculla East, Mumbai – 400027

Website: www.subko.coffee
Tel No.: +91 90047 00654
CIN: U55209TG2019PTC132480

Emp ID: SR082

Ms. ANISHA ANAND DALVI

Mumbai

Maharashtra

Employment Agreement

Dear ANISHA,

In pursuance to our discussions with you, we are pleased to offer you employment in our organization "Intero Solutions Private Limited" (here in after referred as "Intero") with effect from 02nd June' 2022 as TELECALLING with our Client – Sunteck Realty Limited referred to as "Employee" in aforementioned agreement ("Employment") on the following terms & conditions:-

1. Notwithstanding this, in the event of the project/work/deputation of our client for which you are being employed terminates, this employment contract shall terminate with the project/work.
2. You shall report to work on 02nd June' 2022 at 10.00 AM at Sunteck Realty Limited, Mumbai office, Maharashtra.
3. You shall be required to perform services for Client as mentioned to you during your interview with the client or any services similar or analogous to such services.
4. You shall be bound to provide services to our Clients (referred to as "Customer") and be bound by the terms of our Agreement with them in a form agreed in advance by Intero.
5. You shall indemnify Intero against any claims from clients or any other party for loss, damage or injury resulting from any breach by you or the negligent or deliberate act or omissions during, arising out of or in connection with the performance of the Services, except where such loss, damage or injury is a direct result of acts or omissions by a government or other agency.
6. You shall promptly give to Intero all such information and reports as it may reasonably require in connection with matters relating to the provision of your Services.
7. Details of your salary breakup with components are as per the enclosure attached herewith.
8. You shall be on probation for a period of 6 months.
9. On your date of joining, you will be entitled to Casual leaves (CL) per calendar year, Sickness leave (SL), Earned leave (EL) as per Client's Leave Policy.

In addition to above-mentioned leaves, you will also be entitled to offs declared as "National Holidays" and "Public Holidays" by the State Government of India. However, management reserves the right to reject, shift or cancel your leaves/offs based on business exigencies.

Intero Solutions Private Limited

Signature of employee

In addition, to the terms of appointment mentioned above, you are also governed by the standard employment rules of the company, which are attached along with this agreement. The combined rules and procedures as contained in this letter and the annexure will constitute the standard employment rules and you are required to read both of them in conjunction.

Your monthly net salary/reimbursement amount due, if any, shall be credited to your saving bank account opened for this purpose on or before 7th of succeeding month of employment. Month for this purpose shall construe as calendar month starting from first day of the calendar month and ending on last day of the calendar month.

Here's wishing you the very best in your assignment with us and as a token of your understanding and accepting of the standard terms of employment, you are requested to sign the duplicate of this letter and return to us within a day.

With warm Regards

Your truly,

For Intero Solutions Private Limited

A handwritten signature in blue ink is written over a circular blue stamp. The stamp contains the text "Intero Solutions Private Limited" around the perimeter and "Jalgaon" at the bottom.

Authorized Signatory

Signed & Accepted

Employee's Signature

Enclosures:- (1) Compensation Sheet; (2) Standard Terms of Employment (3) Scope of Work

STANDARD TERMS OF EMPLOYMENT

1. VALIDITY TERM OF EMPLOYMENT:

- 1.1 It is specifically understood by you that during your term of your employment, you shall neither seek nor accept to be employed, engaged, hired by or in any manner whatsoever, render services to any third party (except mentioned in clause 4 of Letter of Employment) earlier either in India or abroad whether on deputation or otherwise. This obligation shall be binding on you whether the said third party is engaged in similar business as the Company or otherwise.
- 1.2 Your appointment is being made on the basis of your particulars on documents submitted with us for Date of Birth, Identity, qualifications, background checks, reference checks etc. as given in your application for employment and reviewed by Intero Solutions Pvt Ltd. In case any information, as given by you, is found false or incorrect, your appointment will be deemed to be void and liable for termination without notice.
- 1.3 In case there is any change in your details like marital status, residential address etc. you will intimate the same in writing to our Operations Team within three days from the date of such change and get such change of details recorded.

2. COMPENSATION:

- 2.1 You will be entitled to all other statutory benefits wherever applicable during the period of this Agreement.

3. TERMINATION:

- 3.1 At the time of termination of the employment either due to termination by either you or the Company, if there are any dues/excess leaves owing from you to the Company, the same may be adjusted against any monies due to you by the company on account of salary, bonus or any other payment owned to you under the terms of your employment.
- 3.2 The notice required to be given by company or you to terminate the employment agreement of a person is as follows:
 - a) Not less than 15 days' notice if the period of continuous employment is less than 6 months or under probation:
 - b) Upon confirmation - Maximum of 30 days' notice in case of continuous employment of 6 months or more.
 - c) Every month one emergency leave should be entitled to all the employees during their probation period (if not used during probation the leave will lapse)
 - d) Post Probation they will be entitled for 15 Annual Privilege leaves for annual year (January to December)
- 3.3 No notice is required to be given by the Intero Solutions Pvt Ltd if the employee is dismissed on the grounds of gross misconduct / Disciplinary grounds as decided by Intero Solutions Pvt Ltd.
- 3.4 Employee must have to follow the process of "FULL & FINAL SETTLEMENT" employee has to fill and arrange signatures of respective personnel on the "Full & Final settlement Form". The full and final amount will be transferred via cheque to the employee within 45 days from his last working day.


Intero Solutions Private Limited

Signature of employee

4. DISCRETION:

- 4.1 Your employment is subject to your being certified medically fit by a registered medical practitioner.
- 4.2 During the period of this Contract, your services could be deputed at the sole discretion of the Company to any of the company's clients to do work pertaining to or incidental to such Client's business. Such deputation will be communicated to you by way of a letter from the Company, and this will be effective from the date mentioned in such letter.

5. DEPUTATION:

- 5.1 During the tenure of deputation, you will continue to be an employee of the Company and your compensation and applicable allowances shall be payable only by the Company. In this regard, you shall not be entitled to receive any payment, either as fees, expenses, reimbursement or such other allowance, directly from the Client to whose site you may be deputed.

6. RULES/POLICIES OF THE CLIENT:

- 6.1 In the day-to-day functioning or carrying out your responsibilities and duties, you will receive instructions from the Single point of contact assigned for this purpose and will undertake to abide by any suggestions, etc. given by any assigned persons(s).
- 6.2 You shall also abide by any training that may be offered to you by the Client.
- 6.3 You shall be bound to follow the working hours of the Client's organization.

7. NON-DISCLOSURE:

- 7.1 You shall take care not to disclose or divulge confidential information/trade secrets, etc. belonging either to the Company or the Client that you may come across in the course of your responsibilities either to the Company and/or to the Client or to anyone outside the Client's organization and you shall use such confidential Information only in connection with the services provided by you to such client.
- 7.2 Further, you shall not utilize any Confidential Information acquired in consequence of your employment for your benefit or for the benefit of any third party other than the Company or its Client who has disclosed such Confidential Information or whom you have created the Confidential Information.


Intero Solutions Private Limited

Signature of employee

8. **ASSIGNMENT OF INTELLECTUAL PROPERTY RIGHTS& NON-COMPETITION:**

- 8.1 You are employed by the Company on the express understanding that all services provided by you whether at the Company site(s) or on deputation, are being done on behalf of the Company or its Clients. Consequently, any and all intellectual property rights (including but not limited to patents, copyrights, trademark, etc) arising therein shall be owned exclusively by the Company or its Clients to whom you may be providing the services on deputation. In this regard, it shall be deemed that you have provided your consent for the assignment of any and all intellectual property rights developed either solely by you or jointly with the Company or its client and you shall do all such acts as may be necessary to ensure that the ownership of all such intellectual property rights vests solely with the company or its clients, as the case may be.
- 8.2 The Employee agrees that during each Term and continuing for twelve (12) months following the Termination Date (the "Restricted Period"), the Employee shall not, anywhere in the mainland of India (the "Territory"), directly or indirectly, (a) carry on (b) be employed or engaged in or (c) perform services in respect of, or (d) be otherwise concerned with : (i) the research and analysis into, development, manufacture, supply or marketing of any product which is of the same or similar type to any product researched, or developed, or manufactured, or supplied, or marketed by the Company during the 12 months immediately preceding the Termination Date. (ii) the research, analysis, development or provision of any services (including but not limited to technical and product support, or consultancy or customer services) which are of the same or similar type to any services provided by the Company or Client during the 12 months preceding the Termination Date. PROVIDED ALWAYS that the provisions of this Section 8.2 shall only apply only in respect of products or services with which the Employee was either personally concerned or for which the Employee was responsible whilst employed by the Company during the 12 months immediately preceding the Termination Date (the "Intero Solutions Pvt Ltd or Client's Business"), except (i) as may be expressly provided for in this Agreement or (ii) as may hereafter be expressly agreed in writing by the Intero Solutions Pvt Ltd.
- 8.3 **Non-Solicitation of Clients:** The Employee hereby agrees that he will not for a period of twelve(12) months immediately following the Termination Date, whether on his own or in conjunction with or on behalf of any other person, company, customer or client of the Company, business entity or other organization, (and whether as an employee, director, principal, agent, consultant or in any other capacity whatsoever), directly or indirectly (a) solicit, or (b) assist in soliciting, or (c) accept employment or appointment of services, or (d) facilitate the acceptance of, (e) deal with, in competition with the Company, the custom or business of any Client or Prospective Client : (i) with whom the Employee had personal contact or dealings on behalf of the Company during the 12 months immediately preceding the Termination Date; or (ii) for whom the Employee was, in a client management capacity on behalf of the Company, directly responsible during the 12 months immediately preceding the Termination Date.
- 8.4 **Non-Solicitation of Employees:** The Employee hereby agrees that he will not for a period of twelve (12) months immediately following the Termination Date, whether on his own behalf or in conjunction with or on behalf of any other person, company, business entity or other organization, (and whether as an employee, director, principal, agent, consultant or in any other capacity whatsoever), directly or indirectly : (i) (a) induce, or (b) solicit, or (c) entice or (d) procure, any person who is a Company Employee to leave the Company's employment, where that person is a Company Employee on the Termination Date; or (ii) be personally involved to a material extent in (a) accepting into employment or (b) otherwise engaging or using the services of any person who is a Company Employee on the Termination Date.


Intero Solutions Private Limited

Signature of employee

9. LIABILITY:

- 9.1 You shall at no point of time make any claim or assert any right to employment, damage, loss or compensation of any sort whatsoever against the Client. This arrangement of deputation is purely contractual agreement between the Company and the Client for the time specified.
- 9.2 Further upon the lapse of your term of employment with the Company or earlier termination thereof, you shall have no right or claim against the Company for continued employment and in this regard, the Company does not guarantee or warrant any continued employment after the term of employment or earlier termination thereof.
- 9.3 You shall not engage in any act subversive of discipline in the course of your duty/duties of the Client either within the Client's organization or outside it, and if you were at any time found indulging in such act/s, the Company shall reserve the right to initiate disciplinary action as is deemed fit, against you.

10. INDEMNITY:

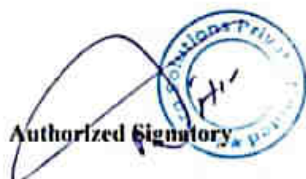
- 10.1 You shall be responsible for protecting interests and any property of the Intero Solutions Pvt Ltd and the Client entrusted to you in the due discharge of your duties and you shall indemnify the client if there is a loss of any kind to the said property.

All other terms and conditions of your employment remain unchanged.

We want you to understand that this is rapidly growing company. It is a challenging environment that will require a lot of time and efforts on your part. The Company is an evolving organization that can provide opportunities to individuals with talent that are committed to reaching our corporate goals. The Company provides a work environment that inspires creativity, outstanding client service, attention to detail and personal advancement. This is the kind of work environment that brings the best out in our employees and in turn brings the best in our Client. We welcome your experience and skills to our team and expect your effort and talent to be a part of your growth and success.

For Intero Solutions Private Limited

Signed & Accepted


Authorized Signatory

Employee's Signature

Search in mail



Fwd: Super 20 students list inbox

Rachana Vyas

to me

Dear Neha,

Am happy to share the names of the students selected for the first cohort of Super 20. Other than Babar & Tejaswani all other students are from your college.

Sharing the same for your reference

Regards
Rachana

Student Full Name
Dhanashree Parab
Ghanshyam Vishwakarma
Nityur Mankar
Abhay Singh
Ankur Thorat
Sagar Rajbhar
Tejaswi Dandekar
Prithviraj Shinde
Raj Yadav
Sitaram Mohapatra
Mohammed Babar Shah
Atharv Shirwadkar
Varsha Modi
Fareeha Liaqat
Issac Sequeira
Sonali Yadav
Anurag Shukla
Mansi Suthar
Mergahusen Shaikh
Akhilesh Mishra

Date: 22 Jan 2023

Mr Mahesh Vishwakarma
Loknath chawl Akurli Road Hanuman Nagar
Mumbai Maharashtra
400101 400101

Employee No: 2759737

Dear Mr Mahesh Vishwakarma ,

We are pleased to appoint you in our organization as Tele Sales Officer subject to the following terms and conditions:

Re: Contract of Service for Fixed Duration

1. As you are aware, TeamLease is involved in the business of providing certain human resource services to its clients. We wish to confirm your registration with us for the purpose of selection to perform any service ("Work Assignment") that may be required by our clients ("Customer").
2. It is understood that mere registration with TeamLease does not guarantee you any Work Assignment and is subject to selection by TeamLease and/or its Customers. TeamLease may offer to engage you to perform specific Work Assignments from time to time for any of its Customers at a specified location and you may choose to accept such offer at your discretion.
3. The terms of this letter ("Engagement Letter") shall govern your relationship with TeamLease now and in the future. Each Work Assignment will be governed by the terms of this letter and the specific Work Assignment Letter. In the event of any inconsistency, the terms of the relevant Work Assignment Letter shall govern.
4. Execution of any Work Assignment Letter by you shall be a full and complete acceptance by you to perform the services. Upon acceptance, you shall –
 - i. Fully perform the services, in a professional manner, at the Customer's location till the completion of the term of the Work Assignment;
 - ii. During the term of the Work Assignment, render services exclusively to the Customer and such performance shall not be inconsistent with any obligation you may have to other third parties;
 - iii. Not engage in any conduct detrimental to the interests of the Customer or TeamLease;
 - iv. Not receive any payments of any nature directly from the Customer unless agreed to by TeamLease;
 - v. Not, either directly or indirectly, offer yourself for employment with the Customer or its affiliates during the period of the Work Assignment without the prior permission of TeamLease
 - vi. comply with the safety, health and other rules and regulations of the Customer provided that you have been made aware of the same;
 - vii. Report and be present at the Customer's designated location during the working hours mentioned in the applicable Work Assignment Letter;
 - viii. Extend all co-operation to the Customer's employees, consultants, representatives, etc., and do all such things as may be necessary and comply with all terms of the applicable Work Assignment Letter so as to effectively undertake the Work Assignment.
5. As consideration for the services performed during any Work Assignment, TeamLease will pay you remuneration, as per the Work Assignment Letter. TeamLease will be entitled to make deductions as per applicable law or in respect of any amounts due to TeamLease or the Customer from you. You will be reimbursed any approved expenses subject to your submitting original bills/declarations as required by TeamLease and/or the Customer.
6. Any intellectual property that results from work performed by the Individual under any Work Assignment Letter shall be the property of the Customer and the Individual agrees to assign/transfer to the Customer, the worldwide, perpetual and entire right, title, and interest in all intellectual properties including all rights to obtain, register, perfect, and enforce patents, copyrights, and other intellectual property protection under any laws and conventions.

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7. All proprietary information/material of the Customer that is made known to you during the term of the Work Assignment shall be received in confidence and you shall not disclose or, except in performing the services, use any such proprietary information/material. You agree that all information, correspondence, documents, materials or items provided to you by the Customer or TeamLease are provided to you in trust and on expiry/termination of the Work Assignment, you shall promptly return all such material to the Customer or TeamLease, as the case may be.
8. You agree that this Letter of Engagement creates no obligation on the part of either party unless you are selected for a particular Work Assignment and you execute the relevant Work Assignment. By executing this Letter of Engagement, neither do we offer you employment with TeamLease nor do you become an employee of TeamLease. The terms of this Letter of Engagement shall however govern any Work Assignments that you undertake to perform.
9. Should you be selected to perform the Work Assignment, the nature of your relationship with TeamLease will be that of a Contract of Service for a Fixed Period. Upon expiry or termination of the Work Assignment, your employment with TeamLease shall stand terminated forthwith.
10. Except for expiry of a Work Assignment due to completion/expiry of the same or in respect of a Work Assignment of one week or a lesser period, if either Party wishes to terminate the Work Assignment during the existence of a Work Assignment, the terminating Party shall provide notice of termination to the other Party as below:

Sl. No.	Duration of Work Assignment	Notice Period for TeamLease to provide to Individual	Notice Period for Individual to provide to TeamLease
(a)	One week	N.A.	N.A.
(b)	One – two weeks	Three days	Four Days
(c)	Two weeks – one month	Seven days	Nine Days
(d)	One month – six months	Fourteen Days	Twenty Days
(e)	Six months and above	Thirty Days	Forty Days

11. In case there is no Work Assignment subsisting, either party may terminate this Letter of Engagement forthwith by sending notice in writing. If a Work Assignment is subsisting, this Letter of Engagement can be terminated only co-terminus with the relevant Work Assignment as per the notice period required for termination of the Work Assignment as above.
12. Termination of this Letter of Engagement shall not affect the obligations of the parties that have been incurred prior to termination and TeamLease will promptly settle all your dues after making applicable deductions. Further, obligations relating to confidentiality and intellectual property shall continue after termination/expiry of this Letter of Engagement or the Work Assignment.
13. You agree to defend, indemnify and hold TeamLease or the Customer harmless from any and all claims, damages, liability, attorneys' fees and expenses on account of your failure to satisfy any of your obligations under this Letter of Engagement or under the Work Assignment Letter or for misconduct, violation of any law or creation of any legal liability by you.
14. Any dispute between the Individual and TeamLease shall be referred to a sole arbitrator to be selected from a list of three arbitrators nominated by TeamLease. The arbitration shall be conducted in English language, in accordance with the Arbitration and Conciliation Act, 1996, at Mumbai, India. This engagement letter shall be governed in all respects by the laws of India.
15. In addition to the terms contained herein, your relationship with TeamLease may be subject to such other additional terms and conditions as may be communicated to you from time to time in writing by TeamLease.
16. The nature of your relationship with TeamLease will be that of contract of service from 22 Dec 2022 to 22 Dec 2023. Upon expiry or termination of the work Assignment, your employment with TeamLease shall stand terminated forthwith.

We request you to please sign a duplicate copy of this letter and return the same to us, indicating your acceptance of the terms mentioned herein. By signing this letter you confirm that you have read, fully understood and accepted the

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terms of this letter.

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TeamLease Services Limited., CIN No. L74140KA2000PLC118395
Ascent Building , # 77,Koramangala Industrial Layout, Jyothi Nivas College Road, Koramangala , Bangalore-560095.
Ph : (91-80) 33002345, Fax : (91-80) 33243001 www.teamlease.com

TeamLease neither accepts any consideration in the form of any cash or kind nor supports any policy of accepting such consideration by any third party for providing employment to prospective candidates. In the event you have paid any such amount to any employee, Officer, representative of TeamLease kindly bring the same to the Immediate notice of your superiors or report the same to Teamlease through email or through the toll free number which is provide to you

Yours sincerely,
For TEAMLEASE SERVICES LIMITED



(Authorized Signatory)

Accepted and Agreed

Signature and date:
Name: MAHESH VISHWAKARMA

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Date: 22 Jan 2023

Mr Mahesh Vishwakarma
Loknath chawl Akurli Road Hanuman Nagar
Mumbai Maharashtra
400101 400101

Employee No: 2759737

Dear Mr Mahesh Vishwakarma

Work Assignment Letter

We are pleased to appoint you in our organization subject to the following terms and conditions

1. During your employment, you will work at the premises of Customer and render service to them. Your employment with us is subject to the terms contained in the letter of engagement that you have executed on 22 Jan 2023.
2. You shall be bound to follow the working hours of our Customer.
3. Details of your salary break up will be as per annexure attached.
4. The duration of the contract of employment shall be for a period of 1 years,0 months,0 days months from 22 Dec 2022 to 22 Dec 2023. Notwithstanding this, in the event of the project / work for which you are being employed pre-closes before the aforesaid period; this contract shall co-terminus with the aforementioned project/work.
5. You will be entitled to an employer's contribution of Provident Fund to the extent of 12% of your basic salary. It is hereby clarified that if you fail to submit the ESIC, PF, Gratuity nomination forms together with any other document as required under the Applicable labour legislations, TeamLease shall not incur any liability with regards to any Claims under the said applicable labor legislations.
6. You will be covered under Medical and Accident Insurance for an amount of Rs.25,000/- for medical insurance and Rs.60,000/- respectively.
7. The salary payout will be latest by 9th of the next month
8. You will be eligible for leave as per the Leave Policy detailed in the Associate Manual.
9. You will be entitled to all other statutory benefits wherever applicable during the contract period.
10. Either party can terminate the contract during the existence of a work assignment, as per the terms laid out in the Letter of engagement.
11. You shall at no point of time stake any claim or right to claim employment, damage, loss or compensation of any sort whatsoever against any customer of TeamLease.

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We at Team Lease would like to create an environment and culture committed to co-operation, quality and responsiveness that permeates every activity.

We take this opportunity to wish you the very best in your tenure with TeamLease.

Please return the copy of the Offer Letter enclosed after affixing your signature at the appropriate place on the Office Copy in token of your having read, agreed, fully understood and accepted the terms and conditions of appointment. In case we do not receive your acknowledgement copy within a period of 15 days from the date of joining, your assignment at TeamLease with the acceptance of your first salary from Teamlease will be conclusive proof of your acceptance in accordance of terms and conditions.

ENDORSEMENT

I hereby confirm acceptance of the above assignment, on the terms and conditions stipulated therein.

Yours sincerely,

For TEAMLEASE SERVICES LIMITED



(Authorized Signatory)

Accepted and Agreed

Signature and date:

Name: MAHESH VISHWAKARMA

Salary Annexure

Employee No: 2759737

Particulars	Amount
Basic	12366
House Rent Allowance	896
Employer PF Contribution	1484
ESIC - Employer	465
Insurance	34
Statutory Bonus	1030
Total Amount	16275
Amount In Words (Rs)	Sixteen Thousand Two Hundred Seventy Five Rupees

Net Pay Annexure

EARNINGS	Amount
Basic	12366
House Rent Allowance	896
Statutory Bonus	1030
Gross Earnings	14292
DEDUCTIONS *	Amount
Employee ESI	108
Employee PF	1484
Professional Tax	200
Total Deduction	1792
Net Salary	12500

* Income-tax deductions, if applicable, will be as per the Income-Tax Act, 1961

** Annual components (like LTA, Medical Reimbursement) would be payable on claims and will be considered for exemption under Income Tax subject to receipt of valid bills for the Financial Year if applicable

Note : This statement is only for the purpose of information and is illustrative in nature

Mandatory Training Programme - Prevention of Sexual Harassment at Work Place - The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act 2013 (Act)

In accordance with the provisions of the above Act and the Policy of the Company to create awareness on prevention of sexual harassment at workplace, we urge you to undergo an online training programme, on the subject matter.

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Please note that undergoing online training is mandatory for this engagement.

The link to undergo the programme and complete the evaluation is given below.

Link : <https://lconnect.teamlease.com/Learning>

The training programme shall be conducted on a regular basis every year. Please complete the training programme within 15 days of receipt of this letter, after which it shall be treated as a deemed confirmation that you have understood your responsibilities in ensuring a safe workplace.

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TeamLease Services Limited., CIN No. L74140KA2000PLC118395
Ascent Building , # 77, Koramangala Industrial Layout, Jyothi Nivas College Road, Koramangala , Bangalore-560095.
Ph : (91-80) 33002345, Fax : (91-80) 33243001 www.teamlease.com

Retention – Process Brief

Dear Candidate,

- Congratulations on joining TechMBS! You will be joining us as part of the "UK Retention" business vertical.
- Please do note, in future you could be aligned to any of its skill-sets across the organization basis business requirements across inbound /outbound processes and multiple channels of supporting 24x7 operations, requiring flexibility in movement from your end.

Skill and Attitude that is necessary for a Retention Advisor

- a good communicator
- able to get on well with people
- able to work as part of a team
- friendly, polite and helpful
- confident and tactful
- Persuasive and a good negotiator

What is the Process About?

- Handling the customers who are calling in to upgrade their mobile phone / broadband contract.
- Need to upgrade the customers by providing alternate options/solutions.
- Upselling phone related products/additional contract to take care of customers' requirements.

Is the retention team the right choice for you?

- In depth product & process training spanning a period of 6 weeks.
- 6 + 2 week extensive On the Job Training (OJT) phase giving you all the support you need to succeed
- Sales Incentive right from the 1st day of On the Job Training based on overall performance.
- Sales campaigns are rolled out virtually every quarter on live floor giving employees a chance to win cell phones, iPods, International holidays etc (performance based).

Expectation:

- Daily targets to be met on upgrading and /or renewing customer contracts.
- Up selling/ Cross Selling targets to be met on a weekly basis.
- No compromise on Integrity and level of quality of sales.
- Need to clear the Training and On the Job Training cycle before going onto the LIVE floor.
- Incentives will be earned subject to achieving monthly target and zero mis-selling & evasions.
- Shift Window(9 ½ hrs shift) - 1300 hrs to 0200 hrs all days including weekends (subject to daylight saving) with split offs.
- The training phase is shift wise and could be early morning or late nights as well [24/7 shift (9 ½ hrs shift) placement]
- You will be joining the Retention vertical and based on business requirements you could be aligned to any of its skill-sets

Warm Regards,
The Recruitment Team @ TECHMBS
Creating Careers. Inspiring Lives

EMPLOYMENT AGREEMENT

THIS AGREEMENT is made

BETWEEN

Square Yards Consulting Pvt. Ltd.

A Company incorporated under Companies Act, 1956 in the Republic of India and having its Registered office B-3/96, Safdarjung Enclave, New Delhi-110029 (hereinafter called "the Company" which expression shall include its associated companies, successors and assigns) of the one part;

AND

Suhita Ajay Patil, D/o. Sh. Ajay patil R/o. Patil Wadi C.S Road no 2, Near-Matruchaya School Dahisar East Mumbai-400068 (herein after referred to as the "the Employee" which expression shall include its successors and assigns) of the other part;


It is agreed that the Company will employ **Suhita Ajay Patil** as **Associate Investment Manager** of the Company on the particulars/ terms and conditions as laid down in the **Annexure A** to this Agreement appended hereto, and on terms and conditions as enumerated hereinafter in this Agreement:

1. DEFINITIONS AND INTERPRETATIONS

- 1.1. In this agreement the following words and phrases shall bear the meanings respectively ascribed to them, that is to say:
 - a) "the Particulars" means the particulars incorporated in under the agreement as varied time to time as agreed by the parties to the agreement
 - b) "the Employee" means the individual defined under specific labour laws applying particularly to the company like Employee State Insurance Act, 1948.
 - c) "the Company" means a company registered under Companies Act ,1956 or Companies Act, 2013 named as Square Yards Consulting Pvt. Ltd. also includes its associated companies etc.
 - d) "the Associated Company" means a subsidiary and any other Company which is for the time being a holding Company of the Company
 - e) "Financial Year" means the financial year which shall run from the 1st day of April to the 31st day of March every year.
 - f) "Calendar Year" means the calendar year which shall run from the 1st day of January to the 31st day of December every year.
 - g) "Month" means a calendar month
 - h) References means references in this Agreement to any clause, sub-clause, schedule or paragraph without further designation shall be construed as references to the clause, sub clause, schedule or paragraph of this Agreement.
 - i) Any reference to a statutory provision shall be deemed to include a reference to any statutory amendment modification or re-enactment of it.
 - j) Words importing one gender include all other genders and words importing the singular include the plural and *vice versa*.

2. TERMS OF EMPLOYMENT

- 2.1. The employment of the Employee shall be deemed to have commenced on the date of actual reporting in the premises of the Company pursuant to the execution of this Agreement as per the terms and conditions / particulars laid down in the **Annexure A**. The Employee should disclose to the company in case any of his/her family member is related to any kind of real estate business.
- 2.2. The Employee will be initially appointed by the company with the position title and corporate title (If applicable) as incorporated in **Annexure A**. The firm may amend the position and/or corporate title of the Employee, as thinks appropriate in the future to align the employee's role with the applicable policies, procedures or practices at the company.

By: Suhita Ajay Patil

 16/02/2024 14:11:25 (IST)
 Email: suhitapatil@squareyards.com

3. NATURE OF EMPLOYMENT AND DUTIES OF EMPLOYEE

The Employee shall during his/her employment with the Company under this Agreement:

- 3.1. Perform the duties and exercise the powers which the Company may from time to time properly assign to him/her in his/her capacity or in connection with the business of the company or any of its associated company.
- 3.2. The Employment shall be full-time Employment and the Employee shall not undertake any reward for work other than the duties which he is required to perform under this Agreement.

4. HOURS OF EMPLOYMENT

- 4.1. The Employee shall comply with the normal working hours of the company, as directed by the Company, or in the absence of such direction, as published in the employee's handbook provided by the Company at the joining of the employee and also as amended from time to time by the management.

5. PRESENT POSTING AND FUTURE TRANSFERS

- 5.1. The Employee's place of employment shall be at the Company's offices as set out in the **Annexure A**. But, the Company is entitled to require the employee to work at any other place of business of the Company including offices are in existence or to be planned in the future, whether on temporary or permanent basis on the terms and conditions as are applicable to such transfer in accordance with the then applicable rules, regulations and policies of the Company.
- 5.2. The Employee shall, in the performance of his/her duties, may be required to travel from his/her place of employment to anywhere within the country or abroad.

6. REMUNERATION, BENEFITS AND DEDUCTIONS

- 6.1. Subject as hereinafter provided the Company shall pay to the Employee during the continuance of his/her employment hereunder a salary (bifurcated into Fixed components and Performance linked components) specified in the Particulars of Employment as set out in the **Annexure A**.
- 6.2. Performance linked components, if any are payable monthly subject to achievement of the minimum performance criteria as defined by the management from time to time. Depending on the performance of the Employee, he/she may qualify to receive only partial or full amount of the performance linked allowances.
- 6.3. The said salary shall be reviewed by the Company on an annual basis (As per applicable appraisal cycle), and any such revision of salary shall take effect from such time and in such manner as the Company shall in its sole discretion think fit.
- 6.4. Except as expressly provided by this Agreement the Employee shall not be entitled to any salary in respect of any period during which he/she fails or be unable, from any cause, to perform all or any of his/her duties without prejudice to any right of action accruing or accrued to either party in respect of any breach of this Agreement.
- 6.5. The Company shall deduct a proportionate amount from the Employee's fixed remuneration for every day of absence beyond the permissible limit of leaves available to the employee during the calendar month/ financial year. The Company at its own discretion may provide relief with respect to the deduction made on account of his/her absence from the employment provided his/her absence is due to incapacity through illness or injury and the Employee produces to the Company without any delay the certificate of a duly qualified medical practitioner stating the cause of such incapacity.
- 6.6. All monetary or non-monetary entitlements granted to the Employee, whether by way of Salary, Bonus or otherwise, shall be subject to the statutory deductions like Provident Fund contribution, ESI / Medical Insurance Contribution, LWF Contribution, Income Tax (TDS) or any other statutory deduction for which the Company is liable to deduct as prescribed under various laws applicable to the Company.
- 6.7. Unless specifically stated in the Particulars, bonus or any other benefits provided by the Company to the Employee, irrespectively of its nature and of its either temporary or repetitive provision, will always be treated as a benefit voluntarily provided by the Company to the Employee and will not in any way consist a legal obligation of the Company under this Agreement.
- 6.8. The Company shall pay, or reimburse to the employee for only pre-approved, reasonable and adequately substantiated – travel, accommodation, communications or any other related expenditure incurred in connection with the performance of the duties assigned by the Company, subject to the policies framed by the Company. These may be contingent on performance threshold as defined from time to time.
- 6.9. Employee will be covered under a comprehensive Medical Insurance and Accidental Coverage as detailed in the Company's employee handbook and amended from time to time as the Company deems appropriate.

- 6.10 The Company reserves the right to cancel or modify the benefits of plan and programmes, its offers to its employees at any time provided that such cancellation, shall be carried out in a manner that it does not discriminate between employees of the same level. None of rights of the Employee, to receive any form of compensation payable pursuant to this offer may be assigned or transferred except by operation of law.
- 6.11 The Company shall bear cost of Employment Pass/ Work Visa/ Business Visa and other relocation charges, as may be applicable and approved from time to time, for its employees. Such cost or charges along with any incidental charges paid by the Company towards covering expense of relocation or Visa will become payable from the employee to the Company in case his or her employment is ceased, whether initiated by the Company or the employee, within one year of such expenses being outlaid. In case of cessation of employment within 12 months of such expenses being borne by the Company, these will be recovered from the last salary or full & final settlement of the employee, whichever is applicable.
- 6.12 Any accrued incentive or bonus will be payable only if the employee status is active and not resigned as on the day of incentive or bonus pay out. In case the employee has resigned or is inactive in the system on such date, the accrued incentive & bonus will lapse.

7. PROBATION PERIOD & CONFIRMATION OF EMPLOYMENT

- 7.1. The Employee shall be employed on a probationary basis for a period of **6 months** from the date of commencement of his/her employment, or for such extended time as the Company may decide.
- 7.2. The Company may thereafter confirm the employment of the Employee after he/she has completed the probationary period or the extended probationary period as the case may be. Such confirmation shall be communicated to the employee via e-mail communication.

8. LEAVES & HOLIDAYS

- 8.1. The Employee shall be entitled to a total of **32 total leaves** (in addition to public and statutory holidays) for every financial year, as mentioned in the Employee Handbook.
- 8.2. The Employee shall be entitled in each calendar year **10 public and statutory holidays**. These holidays will be declared at beginning of each calendar year.
- 8.3. All holidays shall be approved within appropriate timelines as provided by the Company, from time to time.
- 8.4. The employee will be eligible to avail One (1) compensatory leave in every month during the probationary period. Holiday allowance does not accrue during the probationary period.

9. TERMINATION

- 9.1. The Employee's employment with the Company may be terminated by either party giving to the other party notice in writing or salary in lieu of notice as set out in **Annexure A**. In this case, the Employee shall not be entitled to leave pay.
- 9.2. The Company shall have the right summarily to terminate the Employment without notice or payment of compensation in any of the following events:
 - a. If the Employee is guilty of fraud, dishonesty or misconduct or commits any act which in the opinion of the Company is likely to bring the Company or any officers or employees of the Company into disrepute whether or not such dishonesty, misconduct or act is directly related to the affairs of the Company.
 - b. If the Employee is adjudged bankrupt or makes a composition with his/her creditors.
 - c. If the Employee commits any material breach of his/her duties or obligations under this Agreement.
 - d. If the Employee is discovered to have made or given any false statement or answer to any question in connection with the Company's Employment application form or any Curriculum Vitae submitted to the Company concerning such Employee.
 - e. Habitual absence without approval of leaves.
 - f. Habitual neglect of work or gross or habitual negligence.
 - g. Commission of any act not in conformity with discipline or good behavior.
 - h. Seeking or giving illegal gratification.
 - i. Offering or passing kickbacks or any other kind of monetary reward to clients of the Company unless otherwise permitted under the company policies
 - j. If the employee provides any false statement about his/her family background as he agreed at the time of joining.
- 9.3. Upon the termination of the Employee's employment (howsoever arising) the Employee shall return to the Company all documents, records, items and materials in his/her possession or custody belonging to the Company or its clients and the Employee shall not retain any copies (including electronic or soft) thereof.

- 9.4. Depending on the duration of the employment with the Company, the employee may be entitled to statutory payments at the time of termination of employment.
- 9.5. Upon termination, the Company shall pay the amounts accrued to the employee after making necessary & permissible deductions of such sums which are due to be paid by the employee to the Company, within 90 days from the termination.
- 9.6. Employee and the Company are free to terminate their employment relationship at any time for any reason, with or without cause, or for no reason at all, with a written notice. The notice period shall be dependent on the status of employment i.e. on probation or confirmed and is mentioned in **Annexure A**.
- 9.7. If such termination of the employment is initiated by the employee, then the Company may, at its sole discretion either accept such resignation immediately or not, provided that, the Company may choose to pay to the employee or may buy out the salary in lieu of balance period of his/her notice period. However, the employee has to serve the required notice period, if the resignation is accepted by the Company.
- 9.8. The employee would undertake to refund all expenses and costs that may be incurred by the Company on the employee towards any joining bonus paid to the employee at the time of beginning of employment with the Company, in the event the employee initiates the termination of the employment within twelve (12) months from the date of commencement of the employment with the Company.
- 9.9. At the time of separation from the Company, employee undertakes to refund all loans, salary advances granted by the Company for employee's personal usage.

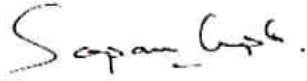
10. GENERAL

- 10.1. **Non-waiver:** No delay, failure or omission on the part of the Company to exercise any of its powers, rights or remedies under this Agreement will operate as a waiver of them nor will any single or partial exercise of any such powers, rights or remedies preclude any further exercise of them.
- 10.2. **Additional Remedies:** Notwithstanding anything contained in this Agreement, the Parties acknowledge that in addition to any remedy available to the Company, whether provided herein or conferred by statute, civil law, common law, custom, trade, or usage, the Company shall be entitled to obtain an injunction against the Employee from a civil court of competent jurisdiction.
- 10.3. **Additional Conditions:** Employee has read and shall always abide by the terms and conditions as stipulated in the employee's hand book, HR Policies including Compensation and Benefits policy, Reimbursement policy, Leave Encashment policy, etc as disseminated through any channels to the employee and these Policies may be amended from time to time as per the sole discretion of the Company.
- 10.4. **Severability:** If any provision of this Agreement is held by a court of competent jurisdiction to be illegal, invalid or unenforceable, the remaining provisions shall remain in full force and effect. Any invalid or unenforceable provision of this Agreement shall be replaced with a provision which is valid and enforceable and most nearly reflects the original intent of the invalid or unenforceable provision.
- 10.5. **Employee's Representations and Warranties:** The Employee confirms that he has carefully read and fully understands all the provisions of this Agreement. The Employee represents that he (i) is familiar with the foregoing covenants not to compete and not to solicit and the reasons therefor, and (ii) is fully aware of his/her obligations under this Agreement including, without limitation, the reasonableness of the length of time, scope and geographic coverage of these covenants.
- 10.6. **Accountability:** In the event of a breach of Confidentiality agreement without prejudice to any right conferred by law on the Company, the Employee hereby agrees that he shall indemnify the Company for all costs (including but not limited to legal costs on an indemnity basis), loss and damage suffered by the Company or alternatively to make good to the Company all profits or gains made by the Employee or the Employee's spouse, family members or relatives by reason of the Employee's breach of any of his/her duties to the Company or to the Company's clients.
- 10.7. **Jurisdiction and Dispute Resolution:** This Agreement shall be governed by and construed in accordance with the laws of India and shall be under the exclusive jurisdiction of the High Court of Delhi. Any dispute between the Parties shall be finally settled through arbitration conducted in New Delhi in accordance with the Arbitration and Conciliation Act, 1996. A sole arbitrator shall be appointed jointly by the Parties within 30 days of either Party requesting the other to suggest or approve a sole arbitrator. If the Parties fail to agree on a sole arbitrator within the 30 days period mentioned above, then either Party may make application to the High Court of Delhi for appointment of the arbitrator under the provisions of Arbitration and Conciliation Act, 1996.
- 10.8. **Entire Agreement:** This Agreement and its Exhibits, constitutes the entire understanding relating to terms of employment between the Employee and the Company and supersedes all prior offers, agreements, statements or representations, written or oral between the Parties. Further, the Employee acknowledges and agrees that, as of the date of this Agreement, the Employee has no former claims of any nature, whatsoever against the Company.

IN WITNESS whereof the parties hereto have hereunto set their hands the day and year first herein before written.

SIGNED

for and on behalf of
Square Yards Consulting Pvt. Ltd.




Authorised Signatory

Date

All Terms and Condition
Accepted:

(Name of Employee)



By Scanning App Data

4/2022 06:14:11 PM IST
(Using eSignatures) (CMC) (Signed) (Date)

CONFIDENTIALITY AGREEMENT

In consideration of an Employee's employment with The Company, employees will be exposed to information and materials relating to the affairs, transactions, operations, methods of doing business, research and development, know-how, customers, trade secrets, financial methods, computer programs, and other confidential or proprietary information or trade secrets of the Company, its Associated Companies, Business Partners, Distributors, Resellers, Customers and End-Users.

An Employee agrees to take all appropriate action, whether by instruction, agreement or otherwise, to ensure the protection, confidentiality and security of the Confidential Information of the Company.

1. Under CONFIDENTIALITY, Employee agrees:

- a. Electronic information exchange or office emails are to be used in furtherance of Company's business only. No employee should use the electronic information systems to espouse personal, political or religious views or solicit support for any cause or event. Such act by employee is subjected to immediate internal inquiry by the management.
- b. Not to use, acquire or copy any Confidential Information in whole or part without prior authorisation in writing from a designated official of the Company.
- c. To retain the Confidential Information as strictly confidential and as a trade secret of the Company; and
- d. Not to use or cause to be used, nor to disclose or otherwise make available directly or indirectly the Confidential Information except for and on behalf of the Company when authorised to make such disclosure on a confidential basis or to recipient authorised by the Company and having a valid contract with terms satisfactory to Square Yards Consulting Pvt. Ltd. under which its nature as confidential information and as a trade secret is respected and the recipient promises to retain it in confidence.

Upon termination of employment, Employee agrees to surrender to the Company all tangible & non-tangible forms of the Confidential Information that he may then possess or have under his/her control.

2. INTELLECTUAL PROPERTY shall include:

- a. If during the course of his/her work for the Company (whether in the course of normal duties or not and whether or not during normal working hours), the Employee makes, or participates in the making of any design (whether registered or not) or any work in which copyright and/or database rights subsist, the Employee hereby assigns to the Company with full title guarantee and, where appropriate, by way of future assignment, all such rights for the full term thereof throughout the world, provided that the assignment shall not extend to those designs or works which are created by the Employee wholly outside his/her normal working hours and wholly unconcerned with his/her service under this Agreement.
- b. All technology infrastructure of the Company and its employees, whether specifically licensed or furnished as part of The Company equipment rented, purchased or loaned and Software Service for them. Technology infrastructure shall mean machine instructions whether denominated software wherever resident and on whatever media and all related documentation and software.
- c. All other information and material of The Company and its Employees, relating to design, method of construction, manufacture, operations, specifications, use and service of the Company and its Employees equipment and components, including notebooks, reports, process data, test data, performance data, inventions and all documentation therefore and all copies.
- d. Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to The Company and its Employees if disclosed.
- e. The Company's staff list, Customer and prospective customer list.

Employee agrees to retain Intellectual Property as strictly confidential and a trade secret of The Company Employee agrees not to use or cause to be used The Company and its Employees' Intellectual Property except for or on behalf of The Company.

Upon termination of employment, employee agrees to surrender to The Company all tangible & non-tangible forms of Company's Intellectual Property, which he/she may then possess or have under his/her control.

3. EXCLUSIVITY OF SERVICE shall include:

The Employee shall not during the continuance of this contract, except with the knowledge and consent of the Company embark, engage or interest himself/herself whether for reward or gratuitously in any activity which would interfere with the performance of the Employee's duties with the Company or which to his/her knowledge would constitute a conflict of interest with the business of the Company.

4. AGREEMENT NOT TO COMPETE OR SOLICIT shall include:

- a. Throughout this Agreement with the Company, and for a period of 12 months following the termination of this Agreement, the Employee will not directly or in association with others, compete with any of the business activities in which the Company or any of its associated companies become involved, anywhere in the world, during the period of this Agreement.
- b. The foregoing restriction on competition and solicitation will preclude without limitation:
 - I. Selling or soliciting sales of products and services which compete with the Company or any of its subsidiaries, and
 - II. Accepting employment in a related business area with or acting as a representative or agent of a current customer of the Company or any other person or entity which competes with the current business of the Company during the period of this Agreement.
 - III. In order to protect its business interest, the Company, reserves the right of not providing full-fledged work during the Employee's required contractual probation period and may require Employee not to attend the place of work whilst remaining employed for the contractual probation period. During this probation period, the employee will not be permitted to work for anyone else.
 - IV. Either alone or in association with others (i) solicit, or encourage any organization directly or indirectly controlled by the Employee to solicit, any employee of the Company or any of its subsidiaries to leave the employ of the Company or any of its subsidiaries, (ii) solicit for employment, hire or engage as an independent contractor, or permit any organization directly or indirectly controlled by the Employee to solicit for employment, hire or engage as an independent contractor, any person who was employed by the Company or any of its subsidiaries at any time during the term of the Employee's employment with the Company or any of its subsidiaries.

While the restrictions aforesaid are considered by the Company and the Employee to be reasonable in all the circumstances, it is agreed that if any one or more of such restrictions shall either taken by itself or themselves together be adjudged to go beyond what is reasonable in all the circumstances for the protection of the Company's legitimate interest but would be adjudged reasonable if any particular restriction or restrictions were deleted or if any part or parts of the wording thereof were deleted, restricted or limited in any particular manner, then the said restrictions shall apply with such deletions, restrictions or limitations, as the case may be.

IN WITNESS whereof the parties hereto have hereunto set their hands the day and year first herein before written.

SIGNED

for and on behalf of
Square Yards Consulting Pvt. Ltd.

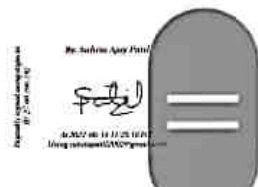
All Terms and Conditions
Accepted:



Authorised Signatory

(Name of Employee)

Date



ANNEXURE A

PARTICULARS OF EMPLOYMENT

<u>The Company:</u> Square Yards Consulting Pvt. Ltd. Corporate Address: B-3/96, Safdarjung Enclave, New Delhi-110029	
<u>The Employee:</u> Suhita Ajay Patil Patil Wadi C.S Road no 2, Near-Matruchaya School Dahisar East Mumbai-400068	
<u>Job Title:</u> Associate Investment Manager	
<u>Compensation:</u> - Annual Gross CTC: 300,000	
<u>Employee ID:</u> SQY31622	<u>Department:</u> Primary Sales India
<u>Job Location:</u> Mumbai (Ackruti Star)	<u>Date of Joining:</u> 02-Jun-2022
<u>Notice Period:</u> During Probation: 0 days After Confirmation: 15 days	

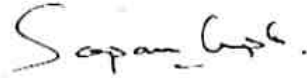
The Company shall employ the Employee and the Employee shall serve the Company in the capacity referred to under Job Title on and from the Commencement Date until this agreement shall be terminated on the terms and conditions set out herein.

IN WITNESS whereof the parties hereto have hereunto set their hands the day and year first herein before written.

SIGNED

for and on behalf of
Square Yards Consulting Pvt. Ltd.


All Terms and Conditions
Accepted:



Authorised Signatory

Date

(Name of Employee)

By: Suhita Ajay Patil

At 02/06/2022 11:27:16 AM
Email: suhita.patil@sqyconsulting.com

ANNEX B- CTC Breakup**Suhita Ajay Patil (SQY31622)**

CTC	Yearly CTC	Monthly CTC
	180,000	14,999
Earning		
Basic	117,000	9,750
HRA	31,455	2,621
Special Allowance	0	0
Performance Linked Payout	0	0
Statutory Bonus	12,281	1,023
Lunch	0	0
LTA	0	0
Uniform Allowance	0	0
Children Allowance	0	0
Books & Periodicals	0	0
Telephone allowance	0	0
Car Running & Maint	0	0
Statutory Benefits		
PF (Employer Part)	14,040	1,170
LWF (Employer Part)	0	0
ESIC (Employer Part)	5,224	435
Gratuity	0	0
Monthly Gross	160,736	13,394
PF (Employee Part)	14,040	1,170
LWF (Employee Part)	0	0
ESIC (Employee Part)	1,206	100
P TAX	2,400	200
PA Cover	180	15
Mediclaime	0	0
Net Pay	142,910	11,909

IN WITNESS whereof the parties hereto have hereunto set their hands the day and year first herein before written.

SIGNED

for and on behalf of
Square Yards Consulting Pvt. Ltd.

All Terms and Conditions
Accepted:

Sapam Singh

By: Suhita Ajay Patil
Suhita
Suhita Ajay Patil (SQY31622)
Using eSignatures (SQY31622@gmail.com)

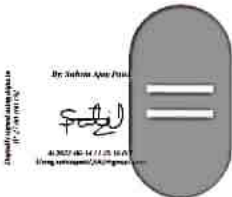
Authorised Signatory

Date

(Name of Employee)



10 of 10



Report to Nirmala College

Subject: Final Placement Report 2021-2022

Summary of training:

The students have completed or ongoing 100-hour program including Personal effectiveness, Communication Readiness, Career Readiness and Work Readiness and practice of aptitude tests. Training was delivered through online class. The students have also undergone individual counselling during the program, post training, pre- placement and also post placements.

Detail of batch who have completed the training

Streams	Date start	Date end	No. of students	Trainer
BAF+BMS+B.Com	22/07/2021	22/09/2021	1	Diliaca R
	07/10/2021	15/12/2021	12	Gunjan K
BSc IT+BCA	10/03/2022	1/04/2022	6	Gunjan K
	11/05/2022	16/06/2022	4	Richa M

Summary of placements:

Sr. No	Student Name	Company Selected	CTC per annum
1	Jyoti Jwalaprasad Gupta	HDB financial services - Sr telling office	180000
2	Nikita Ashok Makwana	Aman Security India PVT LTD	2,16,000
3	Suhita Patil	Square yards	250000
4	Julee Ajay Vishwakarma	Accenture	192000

Note: Remaining students will continue to receive updates about vacancies and encouraging unplaced students at every stage of placement.

Report By
 Gunjan K
 Program Specialist
 11/07/2022

To whom it may concern

We are glad to associate with your esteemed college Nirmala Memorial Foundation College of Commerce & Science.

We are pleased to inform you that the below mentioned students have been hired for the role of Trainee Web Content Specialist and their annual CTC is 1.8 Lacs. pa.

1. Khyati Maru
2. Nishant Jadhav

Thank You

Tekno Point Multimedia India Pvt. Ltd.

Registered Office - I-505, Ekta Bhoomi Gardens II, Rajendra Nagar, Dattapada Road, Borivali (E), Mumbai - 400066.

Corporate Office - Unit no 405, Western Edge 1, 4th Floor, Above Metro Mall, Nr. W. E. Highway, Borivali (E), Mumbai - 400066.

Phone : +91-22-2854 2777 / 2854 0444 • **Email** : sales@teknopoint.in

CIN - U72900MH2000PTC127562

Date: February 21, 2022

Emp Temp Code: 2221711834

Hiten Sarvaiya

1505 Sarova Building Samta Nagar Kandivali East Mumbai - 400101,
Maharashtra, India

Contact No: +919653176960

Letter of Appointment

Dear Hiten,

With reference to the interviews you have had with us in the recent past, we are pleased to make you an Offer of Employment in our Company. Your Grade will be **Grade I** and you will be designated as **Sr. Customer Service Associate- Data**. You are required to report for duties on **February 21, 2022 ("Joining Date")** at **9:30 AM** or as per the agreed time during work hours.

Your employment will be as per the following terms and conditions:

1. Your remuneration is detailed in the enclosed **Annexure I**. All tax liabilities arising out of your entire compensation package, present or future, shall be borne by you.
2. Your duties and responsibilities will be as assigned by your immediate manager or other superior officer of the Company and the same will also include the jobs assigned by the Management from time to time.
3. The Company's business operates on a **24x7** basis and you may therefore be required to work in shifts including periodic night shifts. The work exigencies and the role may require you to extend your work-timings in accordance with the *Working Hour & Attendance Policy*. By accepting and signing this letter you affirm your willingness to abide by this requirement.
4. While your initial place of posting will be at an agreed place/Company's Office/Site at **Mumbai**, you are liable to be transferred to any department/office anywhere in India/Overseas, or a company/entity formed by the promoters or transferred/assigned responsibility in any associate company or be recalled to your original location. Accordingly, your working hours/shift timings could be changed periodically depending on the work/process requirements. All such transfers shall be governed by the *Transfer Policy* of the company. In the event of you being deputed overseas for training and operations you will be required to and shall sign all required documentation as per the rules, regulation and policies of the Company.
5. Your appointment will be on probation for a period of **six months** from the date of your joining the Company or for an extended period of time ("**Probation Period**") if found necessary. Your employment with the Company will be confirmed on the expiry of your Probation Period unless you are specifically advised otherwise in writing.
6. Your appointment shall continue, during your Probation Period or thereafter upon confirmation, unless your employment is discontinued by the Company, by providing not less than **30 Days ("Notice Period")** prior written notice. In the event you decide to leave the employment of the Company, you will be required to provide **30 Days** prior written notice to the Company, and the Company may at its sole discretion relieve you of your duties anytime during the notice period. You will be paid salary up to the last working day.

The Company at its discretion, during probation or on confirmation of your services thereof, without assigning any reason, can discontinue your employment on payment in lieu of Notice Period. Such payment will be calculated pro rate on the basis of your current Gross Fixed salary (subject to tax).

Teleperformance Global Services Private Limited.

Plot No. 94-95, Udyog Vihar, Phase IV, Gurugram - 122016, Haryana, India.

Tel: +91-124-6783050 | Fax: +91-124-6783099

Registered Office: Teleperformance Towers, Plot CST No.1406-A/28, Mindspace, Malad - West, Mumbai - 400090, Maharashtra, India.

Tel: +91-22-66776000 | Fax: +91-22-66776010 | CIN: U72900MH2001PTC232120 | Email: contactus@teleperformanceindia.com

In case of violation of any policies, procedures or rules of the Company or any other act of misconduct including but not limited to improper behaviour, theft or fraud, your services are liable to be discontinued without Notice Period or without payment in lieu of Notice Period.

7. You agree that this employment is conditional upon you successfully clearing the training as required. In the event of your In-ability to clear the training, the Company may relieve you of your duties with immediate effect without Notice Period or without payment in lieu of Notice Period.
8. You are employed as a permanent employee of the Company and are therefore not permitted to undertake any other employment or engage in any commercial activities, outside the Company, either honorary or otherwise, without prior written approval of the Company.
9. You are required to maintain the highest order of discipline and secrecy about the work of the Company and/or its subsidiaries or associate companies and in case of any breach of trust/discipline, your services may be discontinued by the Company with immediate effect without notice period or without payment in lieu of notice period.

You are required to always maintain the highest standard of confidentiality towards Company information which includes but not limited to documents, files, records, customer details, project plans, strategies, developments, execution process, contracts, billing information, quality metrics, financial information about the Company etc. relating to business of the Company, which is proprietary to the Company and / or its clients and other information relating to the business of the Company which may be known, provided or confided to you ("**Confidential Information**"). You will not divulge or use such Confidential Information other than to fulfil your duties as an employee of the Company and while ensuring the best interests of the Company. Under no circumstances will you disseminate information regarding the affairs or business matters of the company or information regarding its customers without proper authorization and / or prior written approval. All information that comes to your knowledge by reasons of your employment with the Company is deemed to be Confidential Information. Upon ceasing to be an employee of the Company, you shall immediately return any records, documents and other information of the Company which are in your possession and shall not retain or transmit any copies (electronic or otherwise) of the same. You will be required to sign a separate confidentiality agreement along with this letter and may be required to sign further confidentiality agreements as may be required by the Company. The Company acknowledges that individual marketing packages, Web sites, and other communications that have been developed for a client and have been placed in the "public domain", once distributed to the public may be no longer subject to client confidentiality provisions.

10. You will be required to apply and maintain the highest standards of personal conduct and integrity and comply with all the Company's current rules, regulations, policies and procedures, including **Global Essential Compliance & Security Policies and Social Media Policy** as may be in force from time to time and as may be notified and displayed. You will be bound by the existing and new security rules, regulations and policies of the Company, including physical frisking (pat down) process wherein, a search would be conducted of outer clothing to detect any concealed prohibited articles. All policies mentioned in this letter, as well as others, are available on the Company intranet and may be changed/modified, at the Company's discretion. You are required to keep yourself updated with the Company's policies.
11. The Company shall have the right to vary, delete, and modify these terms and conditions of employment.
12. You will automatically ~~retire~~ from the services of the Company on the last day of the calendar month in which you attain the age of **Fifty-Eight years**. Your date of birth as per official records is **December 24, 1999**.
13. You are required to make a full and complete disclosure of any issues in past employment records, any relationships or dealings you have or propose to have/ enter into directly or through any of your relatives or family members, with any of the Company's agent, dealers, vendors, suppliers, subcontractors or the like

14. This appointment is subject to satisfactory verification of your credentials, character, antecedents and testimonials as provided in your application to the Company and your curriculum vitae. All cost incurred for such verification will be borne by the Company. If it is found at any time that you have made any false statements or suppressed any material information, it shall lead to immediate discontinuation of your employment with the Company without any notice or compensation.
15. You agree to undergo a drug test or any other medical/fitness test including breath analyzer, as asked for and at such a place and location as advised by the Company during the course of your employment. In the event you become unfit for performance of your assigned duties; you shall be liable to be discharged from the services without any notice.
16. You hereby consent to share your payroll, personal and employment related data for processing and review outside of the country, subject to adherence to applicable law.
17. Your address as provided by you in the employment forms shall be deemed to be correct for sending any communication to you and every communication addressed to you at the given address shall be deemed to have been sufficiently served upon you.
18. You are required to return the duplicate copy of this letter and report to work on or before the date of joining specified above. In the event you do not do so, it shall be deemed that you are not interested in this offer/appointment and this letter shall stand automatically withdrawn with effect from the Joining Date.

If the above terms and conditions are acceptable to you, please sign on each page and return the duplicate copy of this letter as a token of your acceptance of this Letter of Employment.

Welcome to **Teleperformance** and here's wishing you a rewarding career.

Yours Truly,
For **Teleperformance Global Service Private Limited**,



Preeti Amit Shirke
Senior Vice President - Talent Acquisition

I, **Hiten Sarvalya**, residing at **1505 Sarova Building Samta Nagar Kandivali East Mumbai - 400101, Maharashtra, India** do hereby accept the terms and conditions in this

Employee Signature	
Employee Name	Hiten Sarvalya

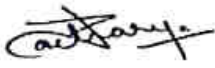
Enclosures:

1. Compensation/ Salary details (**Annexure I**)
2. Non-Disclosure- Declaration and Undertaking (**Annexure II**)
3. Personal Data- Declaration (**Annexure III**)
4. Work from Home- Declaration, applicable under **WAHA-[Work at Home]** (**Annexure IV**)

NOTE: For purposes of brevity and ease of reading, the term "the Company" or the term "Teleperformance" (wherever it appears in this letter) means **Teleperformance**.

Emp Temp Code : 2221711834

Annexure I
Compensation Details

Employee Name:	Hiten Sarvalya
Designation:	Sr. Customer Service Associate- Data
Grade:	Grade I
Date Of Joining:	February 21, 2022
City:	Mumbai
Pay Components	Amount in Indian (INR)
Basic Pay	12,267.00
Housing Rent Allowance (HRA)	₹ 7,360.00
Transport Allowance	0.00
Flexible Benefit Plan	0.00
Statutory Bonus#	2,453.00
Gross Fixed Salary (1)	22,080.00
Provident Fund (Employee) (2)	1,472.00
ESIC (Employee) (3)	0.00
Net Take Home [1-(2+3)]	20,608.00
Provident Fund (Employer) (4)	1,472.00
ESIC (Employer) (5)	0.00
Gratuity* (6)	590.00
Total Fixed Cost (1+4+5+6)	24,142.00
Annual Fixed CTC	289,704.00
Annual Performance Pay**	0 % of Annual Fixed CTC
Annual Performance Linked Incentive (PLI)	0.00
For Teleperformance Global Service Private Limited,  Preeti Amit Shirke Senior Vice President - Talent Acquisition	
<p>*Gratuity shall be payable as per "The Payment of Gratuity Act".</p> <p>**Performance Pay will be payable subject to assessed performance achievement level, the pay-out criteria and the frequency, as per the "Performance Pay policy/ note".</p> <p>#Statutory Bonus is paid monthly as per "The Payment of Bonus Act".</p>	

- All Reimbursements will be paid as per prevailing Income Tax rules and company policies in effect
- The above compensation will be subject to Income Tax regulations in force from time to time.
- The above compensation is subject to deduction towards Medi-claim Insurance, transport, if/as applicable and any other statutory deduction/contribution including Professional Tax, labour
- Any Incentive payable, as part of the compensation structure or otherwise, shall have a "Minimum Attendance Threshold/Performance" as qualifying criteria for such payout.

Employee Signature	
Employee Name	Hiten Sarvalya

ANNEXURE II

DECLARATION AND UNDERTAKING REGARDING NON-DISCLOSURE

I, **Hiten Sarvalya** residing at **1505 Sarova Building Samta Nagar Kandivall East Mumbai - 400101, Maharashtra, India**, and working as **Sr. Customer Service Associate- Data**, do hereby solemnly state, undertake and declare that:

1. I will faithfully, truly and to the best of my skills and ability, execute and perform the duties required of me as an employee of **Teleperformance Global Service Private Limited**, a Company having its registered office at **Teleperformance Towers, Plot CST No. 1406-A/28 Mindspace, Malad (West), Mumbai- 400090, Maharashtra, India**.
2. I shall comply with all Teleperformance policies.
3. I will maintain the highest standard of confidentiality towards **Confidential Information**, by not, directly or indirectly, making known, or permitting such Confidential Information to be disclosed or made known to any person or entity, either inside or outside the Company. I acknowledge that such information is valuable, sensitive and a unique asset of the Company and/or of the Company's clients. I shall faithfully and diligently hold such Confidential Information from being disclosed to unauthorized persons, which may include, but are not limited to, employees of the Company that do not need to know the Confidential Information, persons not employed by the Company, persons that are not bound by a written confidentiality agreement with the Company, with regard to the specific Confidential Information, persons not directly aware of the proprietary and trade secret nature of the Confidential Information.
4. All documents, files, records, project plans, software tools as well as methods and techniques of doing business, including patents, trade secrets and other proprietary rights associated therewith, Strategies, Customer details and items of information or equipment relating to Company's business are and shall remain the property of the Company, including notes, documents, and files created in the performance of my duties of employment. I shall not under any circumstances remove such property from the Company premises without prior written consent. I further agree that all information relating to existing customers and potential customers of the Products, whether recorded in Company's database or otherwise is confidential to the company and that any ownership in respect thereof resides in the company and that it cannot be used by employee for any purpose not specifically referred to in this employment.
5. I understand and acknowledge that as set forth under the **Login Provisioning and De-provisioning Policy (GECSP 11)**, my employee ID and password used to access Company or its Clients' systems are personal and confidential, are **Proprietary Information**, and shall not be disclosed to anyone. Non-compliance with this Policy may lead to disciplinary sanctions upto and including discontinuation of services, consistent with applicable law.
6. Notwithstanding the separation of my employment with the company for any reason whatsoever I will not communicate or allow to be communicated to any person not legally entitled thereto any information relating to the Confidential Information and affairs of Teleperformance.
7. I will immediately report to the Company, any violation or breach of the commitments made in this declaration, whether the breach or violation is intentional or inadvertent and I agree that:
 - (i) In the event of a breach or threatened breach of the provisions of this declaration, the Company shall be entitled to an injunction restraining from using or disclosing, in whole or in part, such Confidential Information, or from rendering any services, to any person, firm, corporation, association or other entity to whom any such information has been disclosed or is threatened to be disclosed, which injunction shall be available without the posting of any bond or other security and the issuance of which is hereby consented to by Employee,
 - (ii) Any such breach would cause injury to the Company, and

Annexure III

Personal Data - Declaration

Article I.

I **Hiten Sarvalya** hereby certify that all statements made on the **Employment Application Form**, my **Curriculum Vitae** or during my **Interviews** with the Company are **true and complete**. I understand that any omission or misrepresentation of any fact may result in refusal of employment or immediate dismissal.

I further understand that I shall be bound by the existing and new rules, regulations and policies of the Company including those related to **Frisking (Pat Down)** process wherein, a search would be conducted of outer clothing to detect any unauthorized / prohibited articles.

I confirm that I have voluntarily furnished my personal information to the Company and the Company shall be free to use such information and all other information that I may provide at any time hereinafter. The Company may share such information in connection with my employment and other related matters, as deemed fit and necessary by the Company.

I recognize that in connection with employment with Teleperformance, I may be the subject of a background enquiry and drug test by the company or its representative, and I hereby authorize the same. I also authorize the Company to take action including penal action against me in case any fact is found contrary to what has been stated by me in the application form mentioned herein above.

I do hereby declare that I will immediately report to my Line Manager or HR team in case of "**Change to Circumstances**", within **48 hours** of me becoming aware of such "**Change to Circumstances**" which may arise due to the following:

- a) I am found guilty of a criminal offence / is under police caution or investigation;
- b) There is a change in my legal right to work / work status; and
- c) There are any adverse credit judgments against me.
- d) Change in personal status like name change / marital status / permanent or current address change etc.

Executed this _____ day of _____ 20____

Temp Emp Code	2221711834
Employee Signature	
Employee Name	Hiten Sarvalya

Date: June 19, 2022

Emp Temp Code: 2221715364

Mihir Pankaj Panchal

E-818, Bhoomi Green Kulupwadi Borivali East Mumbai - 400066,
Maharashtra, India

Contact No: +919892422628

Letter of Appointment

Dear Mihir,

With reference to the interviews you have had with us in the recent past, we are pleased to make you an Offer of Employment in our Company. Your Grade will be **Grade I** and you will be designated as **Sr. Customer Service Associate- Data**. You are required to report for duties on **June 20, 2022 ("Joining Date")** at **9:30 AM** or as per the agreed time during work hours.

Your employment will be as per the following terms and conditions:

1. Your remuneration is detailed in the enclosed **Annexure I**. All tax liabilities arising out of your entire compensation package, present or future, shall be borne by you.
2. Your duties and responsibilities will be as assigned by your immediate manager or other superior officer of the Company and the same will also include the jobs assigned by the Management from time to time.
3. The Company's business operates on a **24x7** basis and you may therefore be required to work in shifts including periodic night shifts. The work exigencies and the role may require you to extend your work-timings in accordance with the *Working Hour & Attendance Policy*. By accepting and signing this letter you affirm your willingness to abide by this requirement.
4. While your initial place of posting will be at an agreed place/Company's Office/Site at **Mumbai**, you are liable to be transferred to any department/office anywhere in India/Overseas, or a company/entity formed by the promoters or transferred/assigned responsibility in any associate company or be recalled to your original location. Accordingly, your working hours/shift timings could be changed periodically depending on the work/process requirements. All such transfers shall be governed by the *Transfer Policy* of the company. In the event of you being deputed overseas for training and operations you will be required to and shall sign all required documentation as per the rules, regulation and policies of the Company.
5. Your appointment will be on probation for a period of **six months** from the date of your joining the Company or for an extended period of time ("**Probation Period**") if found necessary. Your employment with the Company will be confirmed on the expiry of your Probation Period unless you are specifically advised otherwise in writing.
6. Your appointment shall continue, during your Probation Period or thereafter upon confirmation, unless your employment is discontinued by the Company, by providing not less than **30 Days ("Notice Period")** prior written notice. In the event you decide to leave the employment of the Company, you will be required to provide **30 Days** prior written notice to the Company, and the Company may at its sole discretion relieve you of your duties anytime during the notice period. You will be paid salary up to the last working day.

The Company at its discretion, during probation or on confirmation of your services thereof, without assigning any reason, can discontinue your employment on payment in lieu of Notice Period. Such payment will be calculated pro rate on the basis of your current Gross Fixed salary (subject to tax).

Incase of violation of any policies, procedures or rules of the Company or any other act of misconduct including but not limited to improper behaviour, theft or fraud, your services are liable to be discontinued without Notice Period or without payment in lieu of Notice Period.

7. You agree that this employment is conditional upon you successfully clearing the training as required. In the event of your in-ability to clear the training, the Company may relieve you of your duties with immediate effect without Notice Period or without payment in lieu of Notice Period.
8. You are employed as a permanent employee of the Company and are therefore not permitted to undertake any other employment or engage in any commercial activities, outside the Company, either honorary or otherwise, without prior written approval of the Company.
9. You are required to maintain the highest order of discipline and secrecy about the work of the Company and/or its subsidiaries or associate companies and in case of any breach of trust/discipline, your services may be discontinued by the Company with immediate effect without notice period or without payment in lieu of notice period.

You are required to always maintain the highest standard of confidentiality towards Company information which includes but not limited to documents, files, records, customer details, project plans, strategies, developments, execution process, contracts, billing information, quality metrics, financial information about the Company etc. relating to business of the Company, which is proprietary to the Company and / or its clients and other information relating to the business of the Company which may be known, provided or confided to you ("**Confidential Information**"). You will not divulge or use such Confidential Information other than to fulfil your duties as an employee of the Company and while ensuring the best interests of the Company. Under no circumstances will you disseminate information regarding the affairs or business matters of the company or information regarding its customers without proper authorization and / or prior written approval. All information that comes to your knowledge by reasons of your employment with the Company is deemed to be Confidential Information. Upon ceasing to be an employee of the Company, you shall immediately return any records, documents and other information of the Company which are in your possession and shall not retain or transmit any copies (electronic or otherwise) of the same. You will be required to sign a separate confidentiality agreement along with this letter and may be required to sign further confidentiality agreements as may be required by the Company. The Company acknowledges that individual marketing packages, Web sites, and other communications that have been developed for a client and have been placed in the "public domain", once distributed to the public may be no longer subject to client confidentiality provisions.

10. You will be required to apply and maintain the highest standards of personal conduct and integrity and comply with all the Company's current rules, regulations, policies and procedures, including **Global Essential Compliance & Security Policies and Social Media Policy** as may be in force from time to time and as may be notified and displayed. You will be bound by the existing and new security rules, regulations and policies of the Company, including physical frisking (pat down) process wherein, a search would be conducted of outer clothing to detect any concealed prohibited articles. All policies mentioned in this letter, as well as others, are available on the Company intranet and may be changed/modified, at the Company's discretion. You are required to keep yourself updated with the Company's policies.
11. The Company shall have the right to vary, delete, and modify these terms and conditions of employment.
12. You will automatically retire from the services of the Company on the last day of the calendar month in which you attain the age of **Fifty-Eight years**. Your date of birth as per official records is **October 16, 1998**.
13. You are required to make a full and complete disclosure of any issues in past employment records, any relationships or dealings you have or propose to have/ enter into directly or through any of your relatives or family members, with any of the Company's agent, dealers, vendors, suppliers, subcontractors or the like by whatever name called.

14. This appointment is subject to satisfactory verification of your credentials, character, antecedents and testimonials as provided in your application to the Company and your curriculum vitae. All cost incurred for such verification will be borne by the Company. If it is found at any time that you have made any false statements or suppressed any material information, it shall lead to immediate discontinuation of your employment with the Company without any notice or compensation.
15. You agree to undergo a drug test or any other medical/fitness test including breath analyzer, as asked for and at such a place and location as advised by the Company during the course of your employment. In the event you become unfit for performance of your assigned duties; you shall be liable to be discharged from the services without any notice.
16. You hereby consent to share your payroll, personal and employment related data for processing and review outside of the country, subject to adherence to applicable law.
17. Your address as provided by you in the employment forms shall be deemed to be correct for sending any communication to you and every communication addressed to you at the given address shall be deemed to have been sufficiently served upon you.
18. You are required to return the duplicate copy of this letter and report to work on or before the date of joining specified above. In the event you do not do so, it shall be deemed that you are not interested in this offer/appointment and this letter shall stand automatically withdrawn with effect from the Joining Date.

If the above terms and conditions are acceptable to you, please sign on each page and return the duplicate copy of this letter as a token of your acceptance of this Letter of Employment.

Welcome to Teleperformance and here's wishing you a rewarding career.

Yours Truly,
For Teleperformance Global Service Private Limited,



Preeti Amit Shirke
Senior Vice President - Talent Acquisition

I, Mihir Pankaj Panchal, residing at E-818, Bhoomi Green Kulupwadi Borivali East Mumbai - 400066, Maharashtra, India do hereby accept the terms and conditions in this

Employee Signature	Accepted On 19 Jun 2022 mpanchal104@gmail.com
Employee Name	Mihir Pankaj Panchal


Enclosures:

1. Compensation/ Salary details (Annexure I)
2. Non-Disclosure- Declaration and Undertaking (Annexure II)
3. Personal Data- Declaration (Annexure III)
4. Work from Home- Declaration, applicable under WAHA-[Work at Home] (Annexure IV)

NOTE: For purposes of brevity and ease of reading, the term "the Company" or the term "Teleperformance" (wherever it appears in this letter) means Teleperformance.

Emp Temp Code : 2221715364

Annexure I
Compensation Details

Employee Name:	Mihir Pankaj Panchal
Designation:	Sr. Customer Service Associate- Data
Grade:	Grade I
Date Of Joining:	June 20, 2022
City:	Mumbai
Pay Components	Amount In Indian (INR)
Basic Pay	8,302.00
Housing Rent Allowance (HRA)	₹ 4,981.00
Transport Allowance	0.00
Flexible Benefit Plan	0.00
Statutory Bonus#	1,660.00
Gross Fixed Salary (1)	14,943.00
Provident Fund (Employee) (2)	996.00
ESIC (Employee) (3)	112.00
Net Take Home [1-(2+3)]	13,835.00
Provident Fund (Employer) (4)	996.00
ESIC (Employer) (5)	486.00
Gratuity* (6)	399.00
Total Fixed Cost (1+4+5+6)	16,824.00
Annual Fixed CTC	201,888.00
Annual Performance Pay**	0 % of Annual Fixed CTC
Annual Performance Linked Incentive (PLI)	18,000.00
For Teleperformance Global Service Private Limited,  Preeti Amit Shirke Senior Vice President - Talent Acquisition	
*Gratuity shall be payable as per "The Payment of Gratuity Act". **Performance Pay will be payable subject to assessed performance achievement level, the pay-out criteria and the frequency, as per the "Performance Pay policy/ note. #Statutory Bonus is paid monthly as per "The Payment of Bonus Act".	

- All Reimbursements will be paid as per prevailing Income Tax rules and company policies in effect
- The above compensation will be subject to Income Tax regulations in force from time to time.
- The above compensation is subject to deduction towards Medi-claim Insurance, transport, if/as applicable and any other statutory deduction/contribution including Professional Tax, labour
- Any Incentive payable, as part of the compensation structure or otherwise, shall have a "Minimum Attendance Threshold/Performance" as qualifying criteria for such payout.

Employee Signature	Accepted On 19 Jun 2022 mpanchal104@gmail.com
Employee Name	Mihir Pankaj Panchal

ANNEXURE II
DECLARATION AND UNDERTAKING REGARDING NON-DISCLOSURE

I, **Mihir Pankaj Panchal** residing at **E-818, Bhoomi Green Kulupwadi Borivall East Mumbai - 400066, Maharashtra, India**, and working as **Sr. Customer Service Associate- Data**, do hereby solemnly state, undertake and declare that:

1. I will faithfully, truly and to the best of my skills and ability, execute and perform the duties required of me as an employee of **Teleperformance Global Service Private Limited**, a Company having its registered office at **Teleperformance Towers, Plot CST No. 1406-A/28 Mindspace, Malad (West), Mumbai- 400090, Maharashtra, India**.
2. I shall comply with all Teleperformance policies.
3. I will maintain the highest standard of confidentiality towards **Confidential Information**, by not, directly or indirectly, making known, or permitting such Confidential Information to be disclosed or made known to any person or entity, either inside or outside the Company. I acknowledge that such information is valuable, sensitive and a unique asset of the Company and/or of the Company's clients. I shall faithfully and diligently hold such Confidential Information from being disclosed to unauthorized persons, which may include, but are not limited to, employees of the Company that do not need to know the Confidential Information, persons not employed by the Company, persons that are not bound by a written confidentiality agreement with the Company, with regard to the specific Confidential Information, persons not directly aware of the proprietary and trade secret nature of the Confidential Information.
4. All documents, files, records, project plans, software tools as well as methods and techniques of doing business, including patents, trade secrets and other proprietary rights associated therewith, Strategies, Customer details and items of information or equipment relating to Company's business are and shall remain the property of the Company, including notes, documents, and files created in the performance of my duties of employment. I shall not under any circumstances remove such property from the Company premises without prior written consent. I further agree that all information relating to existing customers and potential customers of the Products, whether recorded in Company's database or otherwise is confidential to the company and that any ownership in respect thereof resides in the company and that it cannot be used by employee for any purpose not specifically referred to in this employment.
5. I understand and acknowledge that as set forth under the **Login Provisioning and De-provisioning Policy (GECSP 11)**, my employee ID and password used to access Company or its Clients' systems are personal and confidential, are **Proprietary Information**, and shall not be disclosed to anyone. Non-compliance with this Policy may lead to disciplinary sanctions upto and including discontinuation of services, consistent with applicable law.
6. Notwithstanding the separation of my employment with the company for any reason whatsoever I will not communicate or allow to be communicated to any person not legally entitled thereto any information relating to the Confidential Information and affairs of Teleperformance.
7. I will immediately report to the Company, any violation or breach of the commitments made in this declaration, whether the breach or violation is intentional or inadvertent and I agree that:
 - (i) In the event of a breach or threatened breach of the provisions of this declaration, the Company shall be entitled to an injunction restraining from using or disclosing, in whole or in part, such Confidential Information, or from rendering any services, to any person, firm, corporation, association or other entity to whom any such information has been disclosed or is threatened to be disclosed, which injunction shall be available without the posting of any bond or other security and the issuance of which is hereby consented to by Employee,
 - (ii) Any such breach would cause injury to the Company, and

8. The rights to any invention, discovery or creation of any system or method related to the Company's operations and arising out of any work done in the course of my employment will automatically vest with the Company. In this connection, the Company may obtain patent rights in its name (or jointly with others) based on the fact of my invention, discovery, improvement or other creative effort. I acknowledge that I will not be liable for any compensation for such invention, discovery, improvement or other creative effort made by me, and that any reward that the Company may, in its sole discretion, bestow on me will not be deemed to confer any rights towards that invention, discovery or improvement in system or method. I further acknowledge that I may be required to execute further documentation in connection with such inventions, discoveries, improvements or other creative efforts and will execute the same without delay.
9. In the event of my leaving services of the Company, for any reason, during the 12-months period from the separation date, I shall **NOT** directly or indirectly either on my own account or otherwise:
- i. engage or attempt to engage in providing services to any customer or prospective customer where such services or products are competitive with the services offered by the Company or any affiliate to the Customer
 - ii. canvass solicit or endeavour to entice away from the Company any client or customer(s) of the Company, or any person(s), who at any time during my employment, were or are clients or customers of the Company, or were in the habit of dealing with the Company;
 - iii. solicit, interfere with, or endeavour to entice away any employee of the Company; or
 - iv. counsel, or otherwise assist any person to do any of the acts referred to in para (i), (ii) & (iii) of this clause.
10. I shall **NOT** offer, promise, give, accept, condone, approve or knowingly benefit from an improper business gratuity, a bribe, 'kickback' or other improper advantage, benefit or reward, or otherwise apply inappropriate influence.
11. I shall **NOT** make a 'facilitation payment'. Facilitation payment refers to the practice of paying a small sum of money to (usually) an official as a way of ensuring that they perform their duty.
12. None of my relatives are employed or associated with the Company or any of its affiliate companies or its customers/clients/suppliers in any form; and I undertake that I **shall** immediately notify the Company in case-
- (a) any person who is so employed / associated becomes a relative, and/or
 - (b) a relative, in future, is so employed / associated with the Company.

I understand and acknowledge that:

1. the restraints contained herein are reasonable in all the circumstances of employment and agree that they are necessary for the protection and maintenance of the Company and its business.
2. my services can be suspended pending disciplinary action/enquiry/investigation as per Company policy and I shall abide by decision of investigation/enquiry Committee constituted for such purposes.
3. the Company shall be entitled to seek an order for specific performance or injunctive relief or other equitable relief in case I fail to observe or breach any of the restraints herein.

I **shall** indemnify and keep indemnified the company for any loss, damages or injury suffered by the company for any breach of above conditions or any other clause or term of employment.

I understand and acknowledge that my failure to comply with this declaration and undertaking may lead to disciplinary sanctions which may include discontinuation of services, as well as civil liability and/or criminal prosecution under applicable laws.

Executed this _____ day of _____ 20__

Employee Signature	Accepted On 19 Jun 2022 mpanchal104@gmail.com
Employee Name	Mihir Pankaj Panchal

Annexure III

Personal Data - Declaration

Article I.

I **Mihir Pankaj Panchal** hereby certify that all statements made on the **Employment Application Form**, my **Curriculum Vitae** or **during my interviews** with the Company are **true and complete**. I understand that any omission or misrepresentation of any fact may result in refusal of employment or immediate dismissal.

I further understand that I shall be bound by the existing and new rules, regulations and policies of the Company including those related to Frisking (Pat Down) process wherein, a search would be conducted of outer clothing to detect any unauthorized / prohibited articles.

I confirm that I have voluntarily furnished my personal information to the Company and the Company shall be free to use such information and all other information that I may provide at any time hereinafter. The Company may share such information in connection with my employment and other related matters, as deemed fit and necessary by the Company.

I recognize that in connection with employment with Teleperformance, I may be the subject of a background enquiry and drug test by the company or its representative, and I hereby authorize the same. I also authorize the Company to take action including penal action against me in case any fact is found contrary to what has been stated by me in the application form mentioned herein above.

I do hereby declare that I will immediately report to my Line Manager or HR team in case of "**Change to Circumstances**", within **48 hours** of me becoming aware of such "**Change to Circumstances**" which may arise due to the following:

- a) I am found guilty of a criminal offence / is under police caution or investigation;
- b) There is a change in my legal right to work / work status; and
- c) There are any adverse credit judgments against me.
- d) Change in personal status like name change / marital status / permanent or current address change etc.

Executed this _____ day of _____ 20____

Temp Emp Code	2221715364
Employee Signature	Accepted On 19 Jun 2022 mpanchal104@gmail.com
Employee Name	Mihir Pankaj Panchal

Date: September 21, 2022

Emp Temp Code: 2211810155984

Rupesh Gole

B-301 Posh Complex Chs Ltd, Hatkesh Udyog Nagar Mira Road
Bhayander Road Near Ral Mandir Mira Road Mumbai - 401107,
Maharashtra, India

Letter of Appointment

Dear Rupesh,

With reference to the interviews you have had with us in the recent past, we are pleased to make you an Offer of Employment in our Company. Your Grade will be **Grade I** and you will be designated as **Sr. Customer Service Associate- Voice**. You are required to report for duties on **September 21, 2022 ("Joining Date")** at **9:30 AM** or as per the agreed time during work hours.

Your employment will be as per the following terms and conditions:

1. Your remuneration is detailed in the enclosed **Annexure I**. All tax liabilities arising out of your entire compensation package, present or future, shall be borne by you.
2. Your duties and responsibilities will be as assigned by your immediate manager or other superior officer of the Company and the same will also include the jobs assigned by the Management from time to time.
3. The Company's business operates on a **24x7** basis and you may therefore be required to work in shifts including periodic night shifts. The work exigencies and the role may require you to extend your work-timings in accordance with the *Working Hour & Attendance Policy*. By accepting and signing this letter you affirm your willingness to abide by this requirement.
4. While your initial place of posting will be at an agreed place/Company's Office/Site at **Mumbai**, you are liable to be transferred to any department/office anywhere in India/Overseas, or a company/entity formed by the promoters or transferred/assigned responsibility in any associate company or be recalled to your original location. Accordingly, your working hours/shift timings could be changed periodically depending on the work/process requirements. All such transfers shall be governed by the *Transfer Policy* of the company. In the event of you being deputed overseas for training and operations you will be required to and shall sign all required documentation as per the rules, regulation and policies of the Company.
5. Your appointment will be on probation for a period of **six months** from the date of your joining the Company or for an extended period of time ("**Probation Period**") if found necessary. Your employment with the Company will be confirmed on the expiry of your Probation Period unless you are specifically advised otherwise in writing.
6. Your appointment shall continue, during your Probation Period or thereafter upon confirmation, unless your employment is discontinued by the Company, by providing not less than **30 Days ("Notice Period")** prior written notice. In the event you decide to leave the employment of the Company, you will be required to provide **30 Days** prior written notice to the Company, and the Company may at its sole discretion relieve you of your duties anytime during the notice period. You will be paid salary up to the last working day.

The Company at its discretion, during probation or on confirmation of your services thereof, without assigning any reason, can discontinue your employment on payment in lieu of Notice Period. Such payment will be calculated pro rate on the basis of your current Gross Fixed salary (subject to tax).

In case of violation of any policies, procedures or rules of the Company or any other act of misconduct including but not limited to improper behaviour, theft or fraud, your services are liable to be discontinued without Notice Period or without payment in lieu of Notice Period.

7. You agree that this employment is conditional upon you successfully clearing the training as required. In the event of your inability to clear the training, the Company may relieve you of your duties with immediate effect without Notice Period or without payment in lieu of Notice Period.
8. You are employed as a permanent employee of the Company and are therefore not permitted to undertake any other employment or engage in any commercial activities, outside the Company, either honorary or otherwise, without prior written approval of the Company.
9. You are required to maintain the highest order of discipline and secrecy about the work of the Company and/or its subsidiaries or associate companies and in case of any breach of trust/discipline, your services may be discontinued by the Company with immediate effect without notice period or without payment in lieu of notice period.

You are required to always maintain the highest standard of confidentiality towards the Company which includes but not limited to documents, files, records, customer details, project developments, execution process, contracts, billing information, quality metrics, financial information, and the Company etc. relating to business of the Company, which is proprietary to the Company or its clients and other information relating to the business of the Company which may be known, provided or confided to you ("Confidential Information"). You will not divulge or use such Confidential Information other than to fulfil your duties as an employee of the Company and while ensuring the best interests of the Company. Under no circumstances will you disseminate information regarding the affairs or business matters of the company or information regarding its customers without proper authorization and / or prior written approval. All information that comes to your knowledge by reason of your employment with the Company is deemed to be Confidential Information. Upon ceasing to be an employee of the Company, you shall immediately return any records, documents and other information of the Company which are in your possession and shall not retain or transmit any copies (electronic or otherwise) of the same. You will be required to sign a separate confidentiality agreement along with this letter and may be required to sign further confidentiality agreements as may be required by the Company. The Company acknowledges that individual marketing packages, Web sites, and other communications that have been developed for a client and have been placed in the "public domain", once distributed to the public may be no longer subject to client confidentiality provisions.

10. You will be required to apply and maintain the highest standards of personal conduct and integrity and comply with all the Company's current rules, regulations, policies and procedures, including **Global Essential Compliance & Security Policies and Social Media Policy** as may be in force from time to time and as may be notified and displayed. You will be bound by the existing and new security rules, regulations and policies of the Company, including physical frisking (pat down) process wherein, a search would be conducted of outer clothing to detect any concealed prohibited articles. All policies mentioned in this letter, as well as others, are available on the Company intranet and may be changed/modified, at the Company's discretion. You are required to keep yourself updated with the Company's policies.
11. The Company shall have the right to vary, delete, and modify these terms and conditions of employment.
12. You will automatically retire from the services of the Company on the last day of the calendar month in which you attain the age of **Fifty-Eight years**. Your date of birth as per official records is **September 29, 1997**.
13. You are required to make a full and complete disclosure of any issues in past employment records, any relationships or dealings you have or propose to have/ enter into directly or through any of your relatives or family members, with any of the Company's agent, dealers, vendors, suppliers, subcontractors or the like

14. This appointment is subject to satisfactory verification of your credentials, character, antecedents and testimonials as provided in your application to the Company and your curriculum vitae. All cost incurred for such verification will be borne by the Company. If it is found at any time that you have made any false statements or suppressed any material information, it shall lead to immediate discontinuation of your employment with the Company without any notice or compensation.
15. You agree to undergo a drug test or any other medical/fitness test including breath analyzer, as asked for and at such a place and location as advised by the Company during the course of your employment. In the event you become unfit for performance of your assigned duties; you shall be liable to be discharged from the services without any notice.
16. You hereby consent to share your payroll, personal and employment related data for processing and review outside of the country, subject to adherence to applicable law.
17. Your address as provided by you in the employment forms shall be deemed to be correct for sending any communication to you and every communication addressed to you at the given address shall be deemed to have been sufficiently served upon you.
18. You are required to return the duplicate copy of this letter and report to work on or before the date of joining specified above. In the event you do not do so, it shall be deemed that you are not interested in this offer/appointment and this letter shall stand automatically withdrawn with effect from the Joining Date.

If the above terms and conditions are acceptable to you, please sign on each page and return the duplicate copy of this letter as a token of your acceptance of this Letter of Employment.

Welcome to **Teleperformance** and here's wishing you a rewarding career.

Yours Truly,
For Teleperformance Global Service Private Limited,



Preeti Amit Shirke
Senior Vice President - Talent Acquisition

I, **Rupesh Gole**, residing at **B-301 Posh Complex Chs Ltd, Hatkesh Udyog Nagar Mira Road Bhayander Road Near Ral Mandir Mira Road Mumbai - 401107, Maharashtra, India** do hereby accept the terms and

Employee Signature	Accepted On 21 Sep 2022 golerupesh95@gmail.com
Employee Name	Rupesh Gole

Enclosures:

1. Compensation/ Salary details (**Annexure I**)
2. Non-Disclosure- Declaration and Undertaking (**Annexure II**)
3. Personal Data- Declaration (**Annexure III**)
4. Work from Home- Declaration, applicable under WAHA-[Work at Home] (**Annexure IV**)

NOTE: For purposes of brevity and ease of reading, the term "the Company" or the term "Teleperformance" (wherever it appears in this letter) means **Teleperformance**.

Emp Temp Code : 2211810155984

Annexure I
Compensation Details

Employee Name:	Rupesh Gole
Designation:	Sr. Customer Service Associate- Voice
Grade:	Grade I
Date Of Joining:	September 21, 2022
City:	Mumbai
Pay Components	Amount in Indian (INR)
Basic Pay	8,302.00
Housing Rent Allowance (HRA)	₹ 4,981.00
Transport Allowance	0.00
Flexible Benefit Plan	0.00
Statutory Bonus#	1,660.00
Gross Fixed Salary (1)	14,943.00
Provident Fund (Employee) (2)	996.00
ESIC (Employee) (3)	112.00
Net Take Home [1-(2+3)]	13,835.00
Provident Fund (Employer) (4)	996.00
ESIC (Employer) (5)	486.00
Gratuity* (6)	399.00
Total Fixed Cost (1+4+5+6)	16,824.00
Annual Fixed CTC	201,888.00
Annual Performance Pay**	0 % of Annual Fixed CTC
Annual Performance Linked Incentive (PLI)	0.00

For Teleperformance Global Service Private Limited,



Preeti Amit Shirke
Senior Vice President - Talent Acquisition

*Gratuity shall be payable as per "The Payment of Gratuity Act".

**Performance Pay will be payable subject to assessed performance achievement level, the pay-out criteria and the frequency, as per the "Performance Pay policy/ note".

#Statutory Bonus is paid monthly as per "The Payment of Bonus Act".

- All Reimbursements will be paid as per prevailing Income Tax rules and company policies in effect
- The above compensation will be subject to Income Tax regulations in force from time to time.
- The above compensation is subject to deduction towards Medi-claim Insurance, transport, if/as applicable and any other statutory deduction/contribution including Professional Tax, labour
- Any Incentive payable, as part of the compensation structure or otherwise, shall have a "Minimum Attendance Threshold/Performance" as qualifying criteria for such payout.

Employee Signature	Accepted On 21 Sep 2022 golerupesh95@gmail.com
Employee Name	Rupesh Gole

ANNEXURE II**DECLARATION AND UNDERTAKING REGARDING NON-DISCLOSURE**

I, **Rupesh Gole** residing at **B-301 Posh Complex Chs Ltd, Hatkesh Udyog Nagar Mira Road Bhayander Road Near Rai Mandir Mira Road Mumbai - 401107, Maharashtra, India**, and working as **Sr. Customer Service Associate- Volve**, do hereby solemnly state, undertake and declare that:

1. I will faithfully, truly and to the best of my skills and ability, execute and perform the duties required of me as an employee of **Teleperformance Global Service Private Limited**, a Company having its registered office at **Teleperformance Towers, Plot CST No. 1406-A/28 Mindspace, Malad (West), Mumbai- 400090, Maharashtra, India**.
2. I shall comply with all Teleperformance policies.
3. I will maintain the highest standard of confidentiality towards **Confidential Information**, by not, directly or indirectly, making known, or permitting such Confidential Information to be disclosed or made known to any person or entity, either inside or outside the Company. I acknowledge that such information is valuable, sensitive and a unique asset of the Company and/or of the Company's clients. I shall faithfully and diligently hold such Confidential Information from being disclosed to unauthorized persons, which may include, but are not limited to, employees of the Company that do not need to know the Confidential Information, persons not employed by the Company, persons that are not bound by a written confidentiality agreement with the Company, with regard to the specific Confidential Information, persons not directly aware of the proprietary and trade secret nature of the Confidential Information.
4. All documents, files, records, project plans, software tools as well as methods and techniques of doing business, including patents, trade secrets and other proprietary rights associated therewith, Strategies, Customer details and items of information or equipment relating to Company's business are and shall remain the property of the Company, including notes, documents, and files created in the performance of my duties of employment. I shall not under any circumstances remove such property from the Company premises without prior written consent. I further agree that all information relating to existing customers and potential customers of the Products, whether recorded in Company's database or otherwise is confidential to the company and that any ownership in respect thereof resides in the company and that it cannot be used by employee for any purpose not specifically referred to in this employment.
5. I understand and acknowledge that as set forth under the **Login Provisioning and De-provisioning Policy (GECSP 11)**, my employee ID and password used to access Company or its Clients' systems are personal and confidential, are **Proprietary Information**, and shall not be disclosed to anyone. Non-compliance with this Policy may lead to disciplinary sanctions upto and including discontinuation of services, consistent with applicable law.
6. Notwithstanding the separation of my employment with the company for any reason whatsoever I will not communicate or allow to be communicated to any person not legally entitled thereto any information relating to the Confidential Information and affairs of Teleperformance.
7. I will immediately report to the Company, any violation or breach of the commitments made in this declaration, whether the breach or violation is intentional or inadvertent and I agree that:
 - (i) In the event of a breach or threatened breach of the provisions of this declaration, the Company shall be entitled to an injunction restraining from using or disclosing, in whole or in part, such Confidential Information, or from rendering any services, to any person, firm, corporation, association or other entity to whom any such information has been disclosed or is threatened to be disclosed, which injunction shall be available without the posting of any bond or other security and the issuance of which is hereby consented to by Employee,
 - (ii) Any such breach would cause injury to the Company, and

8. The rights to any invention, discovery or creation of any system or method related to the Company's operations and arising out of any work done in the course of my employment will automatically vest with the Company. In this connection, the Company may obtain patent rights in its name (or jointly with others) based on the fact of my invention, discovery, improvement or other creative effort. I acknowledge that I will not be liable for any compensation for such invention, discovery, improvement or other creative effort made by me, and that any reward that the Company may, in its sole discretion, bestow on me will not be deemed to confer any rights towards that invention, discovery or improvement in system or method. I further acknowledge that I may be required to execute further documentation in connection with such inventions, discoveries, improvements or other creative efforts and will execute the same without delay.
9. In the event of my leaving services of the Company, for any reason, during the **12-months** period from the separation date, I shall **NOT** directly or indirectly either on my own account or otherwise:
 - i. engage or attempt to engage in providing services to any customer or prospective customer where such services or products are competitive with the services offered by the Company or any affiliate to the Customer
 - ii. canvass solicit or endeavour to entice away from the Company any client or customer(s) of the Company, or any person(s), who at any time during my employment, were or are clients or customers of the Company, or were in the habit of dealing with the Company;
 - iii. solicit, interfere with, or endeavour to entice away any employee of the Company; or
 - iv. counsel, or otherwise assist any person to do any of the acts referred to in para (i), (ii) & (iii) of this clause.
10. I shall **NOT** offer, promise, give, accept, condone, approve or knowingly benefit from an improper business gratuity, a bribe, 'kickback' or other improper advantage, benefit or reward, or otherwise apply inappropriate influence.
11. I shall **NOT** make a '**facilitation payment**'. Facilitation payment refers to the practice of paying a small sum of money to (usually) an official as a way of ensuring that they perform their duty.
12. None of my relatives are employed or associated with the Company or any of its affiliate companies or its customers/clients/suppliers in any form; and I undertake that I **shall** immediately notify the Company in case-
 - (a) any person who is so employed / associated becomes a relative, and/or
 - (b) a relative, in future, is so employed / associated with the Company.

I understand and acknowledge that:

1. the restraints contained herein are reasonable in all the circumstances of employment and agree that they are necessary for the protection and maintenance of the Company and its business.
2. my services can be suspended pending disciplinary action/enquiry/investigation as per Company policy and I shall abide by decision of investigation/enquiry Committee constituted for such purposes.
3. the Company shall be entitled to seek an order for specific performance or injunctive relief or other equitable relief in case I fail to observe or breach any of the restraints herein.

I **shall** indemnify and keep indemnified the company for any loss, damages or injury suffered by the company for any breach of above conditions or any other clause or term of employment.

I understand and acknowledge that my failure to comply with this declaration and undertaking may lead to disciplinary sanctions which may include discontinuation of services, as well as civil liability and/or criminal prosecution under applicable laws.

Executed this _____ day of _____ 20__

Employee Signature	Accepted On 21 Sep 2022 golerupesh95@gmail.com
Employee Name	Rupesh Gole

Annexure III

Personal Data - Declaration

Article I.

I **Rupesh Gole** hereby certify that all statements made on the **Employment Application Form**, my **Curriculum Vitae** or during my **Interviews** with the Company are **true and complete**. I understand that any omission or misrepresentation of any fact may result in refusal of employment or immediate dismissal.

I further understand that I shall be bound by the existing and new rules, regulations and policies of the Company including those related to Frisking (Pat Down) process wherein, a search would be conducted of outer clothing to detect any unauthorized / prohibited articles.

I confirm that I have voluntarily furnished my personal information to the Company and the Company shall be free to use such information and all other information that I may provide at any time hereinafter. The Company may share such information in connection with my employment and other related matters, as deemed fit and necessary by the Company.

I recognize that in connection with employment with Teleperformance, I may be the subject of a background enquiry and drug test by the company or its representative, and I hereby authorize the same. I also authorize the Company to take action including penal action against me in case any fact is found contrary to what has been stated by me in the application form mentioned herein above.

I do hereby declare that I will immediately report to my Line Manager or HR team in case of "**Change to Circumstances**", within **48 hours** of me becoming aware of such "**Change to Circumstances**" which may arise due to the following:

- a) I am found guilty of a criminal offence / is under police caution or investigation;
- b) There is a change in my legal right to work / work status; and
- c) There are any adverse credit judgments against me.
- d) Change in personal status like name change / marital status / permanent or current address change etc.

Executed this _____ day of _____ 20____

Temp Emp Code	2211810155984
Employee Signature	Accepted On 21 Sep 2022 golerupesh95@gmail.com
Employee Name	Rupesh Gole

Mr. Ronak Thakur
Email Id: Ronakthakur207@gmail.com
Mobile No: +91 8286365744
Address: Kallash Puri Chawl, Gaondevi Road,
Polsar, Kandivali East, Mumbai - 400101.

Dear Ronak,

Welcome to Etica Wealth Private Limited. We are glad to have you with us and look forward to a long and rewarding association. You will be designated as "Operation Executive".

We are pleased to appoint you at our Mumbai office with effect from 4th October 2021. The following terms and conditions will apply to your appointment.

Compensation Details:

Particulars	Amount
Basic	₹ 12,898
HRA	₹ 10,554
Total Monthly	₹ 23,452
Employer's Cont. towards PF	₹ 1,548
Monthly Cost to the Company	₹ 25,000
Annual Cost to the Company	₹ 3,00,000

Notice for Separation/Termination Either party can terminate your services by giving to the other, a notice of One month in writing. The company however, reserves its right to terminate your employment by giving your salary for one month in lieu of the notice. The Company reserves its right to recover an amount equivalent to one month's salary on pro-rata basis if you fail to give to the Company adequate notice of your intention to terminate your employment.

We look forward for your continuous and dedicated effort towards the organization.

Leaves: - You are entitled for 24 paid leave every year, which can be carry forward. There will be 12 declared holidays for the year 2021 as listed.

Warm Regards,

Gajendra Kothari
MD & CEO
Etica Wealth Pvt Ltd.

Etica Wealth Private Limited

7th Floor, West Wing, Merchant Chambers, 41 New Marine Lines, Churchgate, Mumbai - 400020

www.eticawealth.com | Email: info@eticawealth.com | Phone: +91 9029 40 4578



This is an electronic generated document and does not require a signature.



TSPH Educare Pvt. Ltd.

First Floor, Ashoka Shopping Centre, Navghar Road, Bhayandar (E)-401105.

Joining Letter

Dear

Prachi Mehta,

Greetings of the day! Welcome to the family of TSPH (The Science Private's Hub). You have been selected for the post of 'Librarian'. Your remuneration will be ₹ 6,500/- (PM). Your date of joining is 21st May 2022.

Kindly submit the following documents on the day of joining:

1. One Passport size photograph
2. Photo copy of Aadhar card
3. Photo copy of Pan card
4. Bank Details (Account number, Name of Account holder, IFSC Code, cancelled cheque)

📍 Bhayandar (E) | Mira Road (E)
☎ +91 8652 375 375 / 8652 371 371
🌐 www.tsph.in

✉ info@tsph.in
📘 [tsphofficial](#)
📷 [tsph_thescienceprivateshub](#)

Traya.

Tatvartha Health Pvt. Ltd.

Unit No 03, Ground Floor, Vakratunda Corporate Park,
Vishweshwar Nagar, Off Aarey road, Goregaon East,
Mumbai

Date: 28th March 2023

Ms. Vishwa Panchal,

Dear Vishwa,

In reference to your application and subsequent interviews. We are pleased to welcome you as an **Business Development Executive Intern** for **Tatvartha Health Pvt Ltd**. You are required to join on or before **17th April 2023**. Your work location will be Mumbai.

We offer you a Stipend of **Rs. 20,000/-PM**.

This internship starts from 17th April 2023 and will end on 17th October 2023. At the end of the period of internship we will review your performance, if found suitable we will offer you employment.

Honesty – We promise to be true to you, is what our company believes and we are sure you will fit in nicely, enjoy your role and help us take our business to a whole new level. Our people take responsibilities and are better performers thereby helping us to achieve overall success for the company and the group.

You will receive a detailed appointment letter at the time of your joining.

Kindly acknowledge the receipt of this letter by sending us your acceptance of this offer.

We are really excited to welcome you to our team and hope your association with us shall be mutually beneficial, pleasant and fulfilling.

For,



Tatvaratha Health Private Limited

Authorized Signatory

Acceptance



VASANT AGRE & ASSOCIATES
CHARTERED ACCOUNTANTS

10-11/B/2, Sai Prasad Apartment, Tolly Gully Cross Lane, Andheri (East), Mumbai - 400 069 • Tel : 2682 4480 / 26833 1016 • Email : vagreca@gmail.com

This is to certify that Ms. Shriya Rajesh Dongre worked as a Trainee with our firm M/s. Vasant Agre & Associates, Chartered Accountant during the period 01st December 2022 to 15th January 2023 (45 days). During her tenure, she attended to work such as updation of Tally, preparation of excel sheets.

For Vasant Agre & Associates
Chartered Accountants

[Signature]

Proprietor

Mumbai, 15th January, 2023



WHITE TURTLE STUDIOS LLP
A-506 Morya House, Off New Link Road,
Andheri West, Mumbai, Maharashtra 400053
LLP Identification Number:- AAB-1155
post@whiteturtlestudios.com
www.whiteturtlestudios.com
+91 22-6127-2677



Appointment Letter

01 September 2021

Dear Shivam,

With reference to your application and subsequent interview with us, we are pleased to appoint you as **Jr. Editor** in our organization on the following terms and conditions.

Date of Joining: You will be joining us on **1st September 2021**

Place/Transfer: Your present place of work will be at Mumbai, but during the course of the service, you shall be liable to be posted / transferred anywhere to serve any of the Company's Projects or any other establishment in India or outside, at the sole discretion of the Management.

Probation/Confirmation: You will be on a Probation period for the Six months. Based on your performance your services will be confirmed with the company in written after six months.

During the probation period your services can be terminated with fifteen days' notice in writing on either side and without any reasons whatsoever. If your services are found satisfactory during the probation period, you will be confirmed in the present position and thereafter your services can be terminated as per the Employment Agreement.

Absence for a continuous period of ten days without prior approval of your superior, (including overstay on leave / training) would result in your losing your lien on the service and the same shall automatically come to an end without any notice or intimation.

Leave: You will be eligible to the benefits of the Company's Leave Rules on your confirmation in the Company's Service.

During the period of your employment with the Company, you will devote full time to the work of the Company. Further, you will not take up any other employment or assignment or any office, honorary or for any consideration, in cash or in kind or otherwise, without the prior written permission of the Company.

1. You will not (except in the normal course of the Company's business) publish any article or statement, deliver any lecture or broadcast or make any communication to the press, including magazine publication relating to the Company's products or to any matter with which the Company may be concerned, unless you have previously applied to and obtained the written permission from the company.

Raksha Khaitia
Director of White Turtle Studios LLP

[Signature]
Director of White Turtle Studios LLP



**SAFFRON EDUCATIONAL &
MEDICAL FOUNDATION**

REG. NO. E-34921(M)

INTERNSHIP OFFER LETTER

Mr/Miss Dhruv Sureshbhai Pithva Is Starting An Internship At **Saffron Naturopath & Research Institute** From **1st August** For The Time Period Of **2 Month,(Till 1st October)**.

He/She Assures Us & His/Her Superiour & His/Her Management Team That During The Time Of His/Her Services He/She will Maintain Specific Level Of Discipline, Follow The Rules & Regulation Given By The Institute.

He/She will Be Doing His/Her Best To Finish The Given Target Given By The Authorities, If He/She Fail To Do So He/She Will Be Willing To Work For Extra Hours As Well.

In This 2Month Time Period He/She Will Be Receiving **Rs.3000** (Timing: 3:00PM TO 7.00PM Monday To Saturday)

- ☐ I Agree To All The Terms And Conditions Laid By The Institute.
- ☐ I Am Being Assigned The Post Of Video Editor By The Institute
- ☐ I Assure To Manage All the Student Who Will Be Enrolling Under Me.

Candidate Signature _____



For Saffron Educational & Medical Foundation


Trustees

2A, Shree Rameshwar Tower,
Next to Gokhle School,
Borivali (w), Mumbai – 400092

Contact. No.: 8369285230/9821629079/9833232057.

E-mail : info@saffron4health.com / saffron1175@gmail.com

WEBSITE : www.saffron4health.com

Report to Nirmala College

Subject: Final Placement Report 2021-2022

Summary of training:

The students have completed or ongoing 100-hour program including Personal effectiveness, Communication Readiness, Career Readiness and Work Readiness and practice of aptitude tests. Training was delivered through online class. The students have also undergone individual counselling during the program, post training, pre- placement and also post placements.

Detail of batch who have completed the training

Streams	Date start	Date end	No. of students	Trainer
BAF+BMS+B.Com	22/07/2021	22/09/2021	1	Diliaca R
	07/10/2021	15/12/2021	12	Gunjan K
BSc IT+BCA	10/03/2022	1/04/2022	6	Gunjan K
	11/05/2022	16/06/2022	4	Richa M

Summary of placements:

Sr. No	Student Name	Company Selected	CTC per annum
1	Jyoti Jwalaprasad Gupta	HDB financial services - Sr telling office	180000
2	Nikita Ashok Makwana	Aman Security India PVT LTD	2,16,000
3	Suhita Patil	Square yards	250000
4	Julee Ajay Vishwakarma	Accenture	192000

Note: Remaining students will continue to receive updates about vacancies and encouraging unplaced students at every stage of placement.

Report By

Gunjan K

Program Specialist

11/07/2022



Date: 18/3/23.

Ms. Subhadra Porida.
Kandivali.

SUBJECT: OFFER LETTER

Dear Ms. Subhadra.

With reference to your interest in our organization and subsequent discussion, we are pleased to offer you the position of Internship (on voluntary basis) at Child Help Foundation on the following terms and conditions:

1. **Posting:** You will operate and coordinate from our office in **Mumbai**.
2. Your monthly stipend/payout shall be Rs. 10,000/-
3. **Designation:** You are designated as Internship. However, your ability and expertise can be utilized in any other field / function in the best interest of the organization.
4. **Date of Joining:** You will begin your Internship Volunteering assignment with us on or before 15th April, 23.
5. **Training** - You will be on training period for 15 days from the date of joining. During training period you will not be paid.
6. **Timings:** You will abide by the operational timings of our office which are from 9.30 am - 6.00 pm, Monday to Friday & Saturday from 9.30 am to 4.00 pm.
7. **Documents to be submitted:** You will be required to submit copies of the following documents to support your volunteering assignment with us:
 - Certificates of educational qualifications.
 - Pan Card & Aadhaar Card.
 - Two passport sized photographs
 - Permanent Residence Address Proof (any one: passport, ration card, electricity bill, driving license).
 - Proof of current residence.
 - Bank account details.

For Child Help Foundation

Jaisy Shilpi
Manager - Human Resources

Accepted the terms & conditions mentioned above

I will join on 18/3/23

.. Name & Signature



Date: 20th Nov 2022.

Ms. Jyoti Patel

Sub: Internship Offer Letter

Dear Jyoti,

I am excited to extend an offer to you for an internship position within our **Human Resource**. This position is located in **Mumbai**. The position is for a **HR Executive-Intern**.

This position is scheduled to begin **21st Nov 2022** and will be a three-month paid internship opportunity ending on **20th Feb 2022** the schedule for this position is 3PM- 7PM.

This position will pay **5,000/- (Five Thousand Rupees only)** which will be inclusive of all the benefits like conveyance in this role you will report directly to **Ms. Shagufta Siddiqui**.

By accepting this offer, you acknowledge that this information must remain confidential and agree to refrain from using it for your own purposes or disclosing it to anyone outside of **Hire Hunters**. Also, you agree that upon completion of your internship, you will promptly return any company-issued property and equipment along with information and documents belonging to the company.

By accepting this offer, you acknowledge that you understand participation in this program is not an offer of employment, and successful completion of the program does not entitle you to an employment offer from **Hire Hunters**.

Hire Hunters also reserves the right to terminate the internship without any prior notice. In case you are found to not follow the terms and conditions mentioned in this letter or you are found breaching confidentiality or not following the rules and regulations set by the organization then the company has all the rights to terminate your internship with immediate effect.

This offer letter represents the full extent of the internship offer and supersedes any prior conversations about the position. Please review this letter in full, and sign and return to confirm your acceptance of the position no later than the close of business.

Web: www.hirehunters.co.in Tel: +91 22 49633594 | Email: contact@hirehunters.co.in
Add: 1023, Ijmima Complex, Mindspace, Link road, Malad (W), Mumbai-





We look forward to having you begin your career at **Hire Hunters** and wish you a successful internship. Welcome to our team!

Sincerely,



Dilip Vishwakarma
Proprietor

I, **Jyoti Patel** accept the above offer and will begin the internship position on 15th Nov 2022.

Web: www.hirehunters.co.in **Tel:** +91 22 49633594 | **Email:** contact@hirehunters.co.in
Add: 1023, Ijmima Complex, Mindspace, Link road, Malad (W), Mumbai-





Date: 14th Nov 2022.

Ms. Valjanti Vichare

Sub: Internship Offer Letter

Dear Valjanti,

I am excited to extend an offer to you for an internship position within our **Human Resource**. This position is located in **Mumbai**. The position is for a **HR Executive-Intern**.

This position is scheduled to begin **15th Nov 2022** and will be a three-month paid internship opportunity ending on **14th Feb 2022** the schedule for this position is 3PM- 7PM.

This position will pay **5,000/- (Five Thousand Rupees only)** which will be inclusive of all the benefits like conveyance in this role you will report directly to **Ms. Shagufta Siddiqui**.

By accepting this offer, you acknowledge that this information must remain confidential and agree to refrain from using it for your own purposes or disclosing it to anyone outside of **Hire Hunters**. Also, you agree that upon completion of your internship, you will promptly return any company-issued property and equipment along with information and documents belonging to the company.

By accepting this offer, you acknowledge that you understand participation in this program is not an offer of employment, and successful completion of the program does not entitle you to an employment offer from **Hire Hunters**.

Hire Hunters also reserves the right to terminate the internship without any prior notice. In case you are found to not follow the terms and conditions mentioned in this letter or you are found breaching confidentiality or not following the rules and regulations set by the organization then the company has all the rights to terminate your internship with immediate effect.

This offer letter represents the full extent of the internship offer and supersedes any prior conversations about the position. Please review this letter in full, and sign and return to confirm your acceptance of the position no later than the close of business.

Web: www.hirehunters.co.in Tel: +91 22 49633594 | Email: contact@hirehunters.co.in
Add: 1023, Ijmima Complex, Mindspace, Link road, Malad (W), Mumbai-





We look forward to having you begin your career at **Hire Hunters** and wish you a successful internship.
Welcome to our team!

Sincerely,



Dilip Vishwakarma
Proprietor

I, **Valjanti Vichare** accept the above offer and will begin the internship position on 15th Nov 2022.

Web: www.hirehunters.co.in **Tel:** +91 22 49633594 | **Email:** contact@hirehunters.co.in
Add: 1023, Ijmima Complex, Mindspace, Link road, Malad (W), Mumbai-



Shortlisted Students. inbox x

HR
to me, kirti, sonam

Hi everyone,

Greeting from KIM'S CAMERS LLP

I am writing to share that we have concluded the successful placement drive at the Institute.

The shortlisting process for every student had been done. I will be appreciating your efforts made throughout the process.

We're exploring this collaboration for long further.

Here are the details below for your reference:

Please circulate the details amongst the students.

SR	NAME OF THE CANDIDATE	DESIGNATION	JOINING DATE
1	PAKSHI JADAV	UOL	17/04/2023
2	VISHWA DANCHAI	RDF	30/09/23
3	RIDDHI GILL	UOL	13/4/2023
4	KHUSHALI JAIN	RD-INTERN	13/4/2023
5	NISHITHA SHET	UOL-INTERN	13/4/2023



7th November 2022.

Subject: Confirmation of internship.

This letter serves as confirmation that Hritika Kanke will be completing her internship with Mahesh Bang & Co. The duration of this internship will be from 9th November 2022 till 9th January 2023.

For MAHESH BANG & CO.



Mahesh Bang & Co

Membership no. 139903

FRN:155306W



7th November 2022.

Subject: Confirmation of internship.

This letter serves as confirmation that Akash Bera will be completing his internship with Mahesh Bang & Co. The duration of this internship will be from 9th November 2022 till 9th January 2023.

For MAHESH BANG & CO.

M. Bang
Proprietor



Mahesh Bang & Co

Membership no. 139903

FRN:155306W

EMPLOYMENT AGREEMENT

THIS AGREEMENT is made

BETWEEN

Square Yards Consulting Pvt. Ltd.

A Company incorporated under Companies Act, 1956 in the Republic of India and having its Registered office B-3/96, Safdarjung Enclave, New Delhi-110029 (hereinafter called "the Company" which expression shall include its associated companies, successors and assigns) of the one part;

AND

Suhita Ajay Patil, D/o. Sh. Ajay patil R/o. Patil Wadi C.S Road no 2, Near-Matruchaya School Dahisar East Mumbai-400068 (herein after referred to as the "the Employee" which expression shall include its successors and assigns) of the other part;

It is agreed that the Company will employ **Suhita Ajay Patil** as **Associate Investment Manager** of the Company on the particulars/ terms and conditions as laid down in the **Annexure A** to this Agreement appended hereto, and on terms and conditions as enumerated hereinafter in this Agreement:

1. DEFINITIONS AND INTERPRETATIONS

- 1.1. In this agreement the following words and phrases shall bear the meanings respectively ascribed to them, that is to say:
 - a) "the Particulars" means the particulars incorporated in under the agreement as varied time to time as agreed by the parties to the agreement
 - b) "the Employee" means the individual defined under specific labour laws applying particularly to the company like Employee State Insurance Act, 1948.
 - c) "the Company" means a company registered under Companies Act ,1956 or Companies Act, 2013 named as Square Yards Consulting Pvt. Ltd. also includes its associated companies etc.
 - d) "the Associated Company" means a subsidiary and any other Company which is for the time being a holding Company of the Company
 - e) "Financial Year" means the financial year which shall run from the 1st day of April to the 31st day of March every year.
 - f) "Calendar Year" means the calendar year which shall run from the 1st day of January to the 31st day of December every year.
 - g) "Month" means a calendar month
 - h) References means references in this Agreement to any clause, sub-clause, schedule or paragraph without further designation shall be construed as references to the clause, sub clause, schedule or paragraph of this Agreement.
 - i) Any reference to a statutory provision shall be deemed to include a reference to any statutory amendment modification or re-enactment of it.
 - j) Words importing one gender include all other genders and words importing the singular include the plural and *vice versa*.

2. TERMS OF EMPLOYMENT

- 2.1. The employment of the Employee shall be deemed to have commenced on the date of actual reporting in the premises of the Company pursuant to the execution of this Agreement as per the terms and conditions / particulars laid down in the **Annexure A**. The Employee should disclose to the company in case any of his/her family member is related to any kind of real estate business.
- 2.2. The Employee will be initially appointed by the company with the position title and corporate title (if applicable) as incorporated in **Annexure A**. The firm may amend the position and/or corporate title of the Employee, as thinks appropriate in the future to align the employee's role with the applicable policies, procedures or practices at the company.

3. NATURE OF EMPLOYMENT AND DUTIES OF EMPLOYEE

The Employee shall during his/her employment with the Company under this Agreement:

- 3.1. Perform the duties and exercise the powers which the Company may from time to time properly assign to him/her in his/her capacity or in connection with the business of the company or any of its associated company.
- 3.2. The Employment shall be full-time Employment and the Employee shall not undertake any reward for work other than the duties which he is required to perform under this Agreement.

4. HOURS OF EMPLOYMENT

- 4.1. The Employee shall comply with the normal working hours of the company, as directed by the Company, or in the absence of such direction, as published in the employee's handbook provided by the Company at the joining of the employee and also as amended from time to time by the management.

5. PRESENT POSTING AND FUTURE TRANSFERS

- 5.1. The Employee's place of employment shall be at the Company's offices as set out in the Annexure A. But, the Company is entitled to require the employee to work at any other place of business of the Company including offices are in existence or to be planned in the future, whether on temporary or permanent basis on the terms and conditions as are applicable to such transfer in accordance with the then applicable rules, regulations and policies of the Company.
- 5.2. The Employee shall, in the performance of his/her duties, may be required to travel from his/her place of employment to anywhere within the country or abroad.

6. REMUNERATION, BENEFITS AND DEDUCTIONS

- 6.1. Subject as hereinafter provided the Company shall pay to the Employee during the continuance of his/her employment hereunder a salary (bifurcated into Fixed components and Performance linked components) specified in the Particulars of Employment as set out in the Annexure A.
- 6.2. Performance linked components, if any are payable monthly subject to achievement of the minimum performance criteria as defined by the management from time to time. Depending on the performance of the Employee, he/she may qualify to receive only partial or full amount of the performance linked allowances.
- 6.3. The said salary shall be reviewed by the Company on an annual basis (As per applicable appraisal cycle), and any such revision of salary shall take effect from such time and in such manner as the Company shall in its sole discretion think fit.
- 6.4. Except as expressly provided by this Agreement the Employee shall not be entitled to any salary in respect of any period during which he/she fails or be unable, from any cause, to perform all or any of his/her duties without prejudice to any right of action accruing or accrued to either party in respect of any breach of this Agreement.
- 6.5. The Company shall deduct a proportionate amount from the Employee's fixed remuneration for every day of absence beyond the permissible limit of leaves available to the employee during the calendar month/ financial year. The Company at its own discretion may provide relief with respect to the deduction made on account of his/her absence from the employment provided his/her absence is due to incapacity through illness or injury and the Employee produces to the Company without any delay the certificate of a duly qualified medical practitioner stating the cause of such incapacity.
- 6.6. All monetary or non-monetary entitlements granted to the Employee, whether by way of Salary, Bonus or otherwise, shall be subject to the statutory deductions like Provident Fund contribution, ESI / Medical Insurance Contribution, LWF Contribution, Income Tax (TDS) or any other statutory deduction for which the Company is liable to deduct as prescribed under various laws applicable to the Company.
- 6.7. Unless specifically stated in the Particulars, bonus or any other benefits provided by the Company to the Employee, irrespectively of its nature and of its either temporary or repetitive provision, will always be treated as a benefit voluntarily provided by the Company to the Employee and will not in any way consist a legal obligation of the Company under this Agreement.
- 6.8. The Company shall pay, or reimburse to the employee for only pre-approved, reasonable and adequately substantiated – travel, accommodation, communications or any other related expenditure incurred in connection with the performance of the duties assigned by the Company, subject to the policies framed by the Company. These may be contingent on performance threshold as defined from time to time.
- 6.9. Employee will be covered under a comprehensive Medical Insurance and Accidental Coverage as detailed in the Company's employee handbook and amended from time to time as the Company deems appropriate.

- 6.10 The Company reserves the right to cancel or modify the benefits of plan and programmes, its offers to its employees at any time provided that such cancellation, shall be carried out in a manner that it does not discriminate between employees of the same level. None of rights of the Employee, to receive any form of compensation payable pursuant to this offer may be assigned or transferred except by operation of law.
- 6.11 The Company shall bear cost of Employment Pass/ Work Visa/ Business Visa and other relocation charges, as may be applicable and approved from time to time, for its employees. Such cost or charges along with any incidental charges paid by the Company towards covering expense of relocation or Visa will become payable from the employee to the Company in case his or her employment is ceased, whether initiated by the Company or the employee, within one year of such expenses being outlaid. In case of cessation of employment within 12 months of such expenses being borne by the Company, these will be recovered from the last salary or full & final settlement of the employee, whichever is applicable.
- 6.12 Any accrued incentive or bonus will be payable only if the employee status is active and not resigned as on the day of incentive or bonus pay out. In case the employee has resigned or is inactive in the system on such date, the accrued incentive & bonus will lapse.

7. PROBATION PERIOD & CONFIRMATION OF EMPLOYMENT

- 7.1. The Employee shall be employed on a probationary basis for a period of **6 months** from the date of commencement of his/her employment, or for such extended time as the Company may decide.
- 7.2. The Company may thereafter confirm the employment of the Employee after he/she has completed the probationary period or the extended probationary period as the case may be. Such confirmation shall be communicated to the employee via e-mail communication.

8. LEAVES & HOLIDAYS

- 8.1. The Employee shall be entitled to a total of **32 total leaves** (in addition to public and statutory holidays) for every financial year, as mentioned in the Employee Handbook.
- 8.2. The Employee shall be entitled in each calendar year **10 public and statutory holidays**. These holidays will be declared at beginning of each calendar year.
- 8.3. All holidays shall be approved within appropriate timelines as provided by the Company, from time to time.
- 8.4. The employee will be eligible to avail One (1) compensatory leave in every month during the probationary period. Holiday allowance does not accrue during the probationary period.

9. TERMINATION

- 9.1. The Employee's employment with the Company may be terminated by either party giving to the other party notice in writing or salary in lieu of notice as set out in **Annexure A**. In this case, the Employee shall not be entitled to leave pay.
- 9.2. The Company shall have the right summarily to terminate the Employment without notice or payment of compensation in any of the following events:
 - a. If the Employee is guilty of fraud, dishonesty or misconduct or commits any act which in the opinion of the Company is likely to bring the Company or any officers or employees of the Company into disrepute whether or not such dishonesty, misconduct or act is directly related to the affairs of the Company.
 - b. If the Employee is adjudged bankrupt or makes a composition with his/her creditors.
 - c. If the Employee commits any material breach of his/her duties or obligations under this Agreement.
 - d. If the Employee is discovered to have made or given any false statement or answer to any question in connection with the Company's Employment application form or any Curriculum Vitae submitted to the Company concerning such Employee.
 - e. Habitual absence without approval of leaves.
 - f. Habitual neglect of work or gross or habitual negligence.
 - g. Commission of any act not in conformity with discipline or good behavior.
 - h. Seeking or giving illegal gratification.
 - i. Offering or passing kickbacks or any other kind of monetary reward to clients of the Company unless otherwise permitted under the company policies
 - j. If the employee provides any false statement about his/her family background as he agreed at the time of joining.
- 9.3. Upon the termination of the Employee's employment (howsoever arising) the Employee shall return to the Company all documents, records, items and materials in his/her possession or custody belonging to the Company or its clients and the Employee shall not retain any copies (including electronic or soft) thereof.

- 9.4. Depending on the duration of the employment with the Company, the employee may be entitled to statutory payments at the time of termination of employment.
- 9.5. Upon termination, the Company shall pay the amounts accrued to the employee after making necessary & permissible deductions of such sums which are due to be paid by the employee to the Company, within 90 days from the termination.
- 9.6. Employee and the Company are free to terminate their employment relationship at any time for any reason, with or without cause, or for no reason at all, with a written notice. The notice period shall be dependent on the status of employment i.e. on probation or confirmed and is mentioned in **Annexure A**.
- 9.7. If such termination of the employment is initiated by the employee, then the Company may, at its sole discretion either accept such resignation immediately or not, provided that, the Company may choose to pay to the employee or may buy out the salary in lieu of balance period of his/her notice period. However, the employee has to serve the required notice period, if the resignation is accepted by the Company.
- 9.8. The employee would undertake to refund all expenses and costs that may be incurred by the Company on the employee towards any joining bonus paid to the employee at the time of beginning of employment with the Company, in the event the employee initiates the termination of the employment within twelve (12) months from the date of commencement of the employment with the Company.
- 9.9. At the time of separation from the Company, employee undertakes to refund all loans, salary advances granted by the Company for employee's personal usage.

10. GENERAL

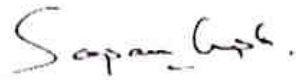
- 10.1. **Non-waiver:** No delay, failure or omission on the part of the Company to exercise any of its powers, rights or remedies under this Agreement will operate as a waiver of them nor will any single or partial exercise of any such powers, rights or remedies preclude any further exercise of them.
- 10.2. **Additional Remedies:** Notwithstanding anything contained in this Agreement, the Parties acknowledge that in addition to any remedy available to the Company, whether provided herein or conferred by statute, civil law, common law, custom, trade, or usage, the Company shall be entitled to obtain an Injunction against the Employee from a civil court of competent jurisdiction.
- 10.3. **Additional Conditions:** Employee has read and shall always abide by the terms and conditions as stipulated in the employee's hand book, HR Policies including Compensation and Benefits policy, Reimbursement policy, Leave Encashment policy, etc as disseminated through any channels to the employee and these Policies may be amended from time to time as per the sole discretion of the Company.
- 10.4. **Severability:** If any provision of this Agreement is held by a court of competent jurisdiction to be illegal, invalid or unenforceable, the remaining provisions shall remain in full force and effect. Any invalid or unenforceable provision of this Agreement shall be replaced with a provision which is valid and enforceable and most nearly reflects the original intent of the invalid or unenforceable provision.
- 10.5. **Employee's Representations and Warranties:** The Employee confirms that he has carefully read and fully understands all the provisions of this Agreement. The Employee represents that he (i) is familiar with the foregoing covenants not to compete and not to solicit and the reasons therefor, and (ii) is fully aware of his/her obligations under this Agreement including, without limitation, the reasonableness of the length of time, scope and geographic coverage of these covenants.
- 10.6. **Accountability:** In the event of a breach of Confidentiality agreement without prejudice to any right conferred by law on the Company, the Employee hereby agrees that he shall indemnify the Company for all costs (including but not limited to legal costs on an indemnity basis), loss and damage suffered by the Company or alternatively to make good to the Company all profits or gains made by the Employee or the Employee's spouse, family members or relatives by reason of the Employee's breach of any of his/her duties to the Company or to the Company's clients.
- 10.7. **Jurisdiction and Dispute Resolution:** This Agreement shall be governed by and construed in accordance with the laws of India and shall be under the exclusive jurisdiction of the High Court of Delhi. Any dispute between the Parties shall be finally settled through arbitration conducted in New Delhi in accordance with the Arbitration and Conciliation Act, 1996. A sole arbitrator shall be appointed jointly by the Parties within 30 days of either Party requesting the other to suggest or approve a sole arbitrator. If the Parties fail to agree on a sole arbitrator within the 30 days period mentioned above, then either Party may make application to the High Court of Delhi for appointment of the arbitrator under the provisions of Arbitration and Conciliation Act, 1996.
- 10.8. **Entire Agreement:** This Agreement and its Exhibits, constitutes the entire understanding relating to terms of employment between the Employee and the Company and supersedes all prior offers, agreements, statements or representations, written or oral between the Parties. Further, the Employee acknowledges and agrees that, as of the date of this Agreement, the Employee has no former claims of any nature, whatsoever against the Company.

IN WITNESS whereof the parties hereto have hereunto set their hands the day and year first herein before written.

SIGNED

for and on behalf of

Square Yards Consulting Pvt. Ltd.

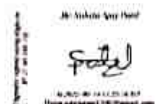


Authorised Signatory

Date

All Terms and Condition
Accepted:

(Name of Employee)





Dr. Neha Goel <nafcplacement@gmail.com>

Internship Selection Update | 2 Student(s) Hired From Your College Last Week

2 messages

Internshala University Relations <university.relations@internshala.com>
Reply-To: Internshala University Relations <university.relations@internshala.com>
To: nafcplacement@gmail.com

Mon, Feb 27, 2023 at 12:06 PM

Dear Prof. Neha Goel,

I am happy to inform you that the following student(s) from Nirmala Memorial Foundation College Of Commerce And Science have been hired for an internship listed on Internshala, since last week.

List of the selected student(s) -

Student Name	Email address	Graduation Year	Company Name	Stipend
Aditi Joshi	aditijoshi094@gmail.com	NA	Hamari Pahchan NGO	Performance Based
Kunal Jha	kunaljha576@gmail.com	NA	NAVIN NISHAR & ASSOCIATES	INR 5000-12000 /month

View the overall reports on hired or registered students from your college by logging in to your student activity dashboard here - https://internshala.com/tnp/dashboard?utm_source=weekly_hired.

Look forward to helping more students find meaningful internships.

Regards,
Ashutosh Lokhande
Manager - University Relations
Phone - +91 - 89292 94027
[Internshala](#) - internship partner of AICTE.

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Dr. Neha Goel <nmcplacement@gmail.com>

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[Quoted text hidden]

Cleuz On Job Training Program – 2023

Dear Brajesh,

Welcome to the Cleuz On Job Training (OJT) Program – 2023. We are pleased to have you as part of this Program. We look forward to your grasping of various tenets of technology, service and the application of them in real world scenarios.

About Cleuz:

Digital | Product | Lab

Cleuz is a digital product lab specializing in **consulting, creating & executing digital strategies** for organizations. Our forte lies in creating digital platforms and propagating brands digitally, on web & mobile

We partner with our clients in understanding, scoping and executing strategies which help us deliver value propositions to them. We are headquartered out of Mumbai, with our Dev. Hub located in Ahmedabad.

Cleuz Forte:

6+ Years | 7+ Industries Serviced

Product Incubation

Ideating and conceptualising products to best represent the values and ethos of the brand. We work towards building a product strategy that fits well with the vision of the organisation and develop comprehensive web and mobile applications that gel well with the needs of the target market segment

Product Engagement

Connecting the live product with consumers using digital media. We carve out and implement a customer engagement strategy primarily using digital content to reach out to target markets.

Cleuz Incubator:

6+ Start-up Incubated | MVP & Beyond

Cleuz loves to work with start-up founders and help them realise their dream of establishing a digital product and also market them it digitally. We provide a one stop solutions to the start-ups for their digital technology and marketing needs.

Brief on Cleuz OJT Program:

This is an experiential learning programs that integrates knowledge and theory learned in the classroom with practical application and skills development in a professional setting. This is to provide candidates the opportunity to gain valuable applied experience to fortify their strong career paths.

Period

This shall be for the initial period of three months and maximum up to six months. Successful candidates may have an option to apply/get absorbed in relevant & open positions in the organization. At the sole discretion of the organisation, this OJT period may also be cut to a shorter duration.

Start Date

April 15, 2023

Your Mentor

Mr. Deep Shah shall be your mentor during the training period.

Stipend

You are eligible for a stipend of Rs. 7000/- (Rs. Seven Thousand only) per month during the period of OJT.

Duties

You shall perform all acts, duties and obligations and comply with such orders as may be designated by the Company from time to time and which are reasonably consistent with your work. During this period your services are exclusive to the Company and its Affiliates/businesses. You are expected to maintain complete confidentiality of the work that shall be assigned to you.

Special Mention

In the current situation, this OJT program shall be completely on a work from home basis. You are expected to be present for a video/voice conferences and actively communicate on emails. We shall keep you posted for any physical meeting, if and when they occur.

In acceptance of the OJT on the terms stated above and subject to the organization's Human Asset policy, kindly sign and return a copy of this letter.

We welcome you and wish you every success in your career with us.


Warm Regards,

Kunnal Sharma

Founder
Cleuz

I accept and agree to comply with the terms and conditions set out herein and all guidelines & policies in force in the Company from time to time.

Name: Brijesh S. Chauhan

Signature:  Date: 05-Apr-2023

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Signature:  Date: 05-Apr-2023

INVIATION FOR 41 x

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Techberry Infotech x

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VEDANT DYESTUFF x

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BRAINED HR 1

JOB FAIR 2023

MANARINI

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TEKNO

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Active

Google

6 of 253

Carrot Consultancy Services

to me

Thu, Apr 6, 8:52 AM (4 days ago)

Dear Dr Nena,

Further to the interviews at the Job Fair, we invited the following candidates for a second round of interview, at our office.

1) Aditya Baghel
2) Jatin Patil
3) Rohan Salunke
4) Prachit Pandit
5) Aashish Yadav

After the second round of interview with my partner (and an industry veteran) Mr Prakash Patil, we gave an offer to the following candidates.

1) Rohan Salunke
2) Prachit Pandit
3) Aashish Yadav

Joining Date: 1st May 2023
Salary: ₹12,000 per month

We will provide them on the job training for a period of 6 months. During this period your performance will be monitored. If found good, their employment will be confirmed and will be entitled for revised pay.

I am happy to inform you that all three of them have accepted our offer and will be joining from 1st May 2023.

We have put the other 2 candidates (Aditya and Jatin) on waitlist primarily because they are 2nd year students. We may consider them next year, or if we need more candidates in near future.

Type here to search

32°C. Smoke

ENG

10:16
10-04-2023

INVIATION FOR 41 x

Inbox (1,593) - eml - x

Techberry Infotech x

VEDANT DYESTUFF x

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(11) WhatsApp x

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Not syncing

Gmail

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Compose

Mail

Inbox 76

Starred

Snoozed

Sent

Drafts 1

More

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10-04-2023



Dr. Neha Goel <nafcplacement@gmail.com>

Internship Selection Update | 1 Student(s) Hired From Your College Last Week

1 message

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Reply-To: Internshala University Relations <university.relations@internshala.com>
To: nafcplacement@gmail.com

Mon, Feb 6, 2023 at 11:29 AM

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List of the selected student(s) -

Student Name	Email address	Graduation Year	Company Name	Stipend
Chrislince Anthony	chrislince7@gmail.com	NA	Chamela Helpdia Charitable Trust	Performance Based

View the overall reports on hired or registered students from your college by logging in to your student activity dashboard here - https://internshala.com/tnp/dashboard?utm_source=weekly_hired.

Look forward to helping more students find meaningful internships.

Regards,
Ashutosh Lokhande
Manager - University Relations
Phone - +91 - 89292 94027
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Dr. Neha Goel <nrmfcplacement@gmail.com>

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2 messages

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Student Name	Email address	Graduation Year	Company Name	Stipend
Deepesh Yadav	dipeshv301@gmail.com	NA	Vijaykumar Kalinmane	INR 6000 /month

You can now book a free session with our placement consultants: internshala.com/i/iscdp_c

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To: nafcplacement@gmail.com

Mon, Apr 3, 2023 at 12:29 PM

[Quoted text hidden]



Dr. Neha Goel <nafcplacement@gmail.com>

Internship Selection Update | 1 Student(s) Hired From Your College Last Week

1 message

Internshala University Relations <university.relations@internshala.com>
Reply-To: Internshala University Relations <university.relations@internshala.com>
To: nafcplacement@gmail.com

Mon, Aug 15, 2022 at 11:23 AM

Dear Prof. Neha Goel,

I am happy to inform you that the following student(s) from Nirmala Memorial Foundation College Of Commerce And Science have been hired for an internship listed on Internshala, since last week.

List of the selected student(s) -

Student Name	Email address	Graduation Year	Company Name	Stipend
Gloria Zolar	gloriazolar@gmail.com	2023	Samarpan Ek Prayas	Performance Based

View the overall reports on hired or registered students from your college by logging in to your student activity dashboard here - https://internshala.com/tnp/dashboard?utm_source=weekly_hired.

Look forward to helping more students find meaningful internships.

Regards,
Ashutosh Lokhande
Manager - University Relations
Phone - +91 - 89292 94027
[Internshala](#) - internship partner of AICTE.



Dr. Neha Goel <nafcplacement@gmail.com>

Internship Selection Update | 1 Student(s) Hired From Your College Last Week

1 message

Internshala University Relations <university.relations@internshala.com>
Reply-To: Internshala University Relations <university.relations@internshala.com>
To: nafcplacement@gmail.com

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Manager - University Relations
Phone - +91 - 89292 94027
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Dr. Neha Goel <nafcplacement@gmail.com>

Internship Selection Update | 1 Student(s) Hired From Your College Last Week

1 message

Internshala University Relations <university.relations@internshala.com>
Reply-To: Internshala University Relations <university.relations@internshala.com>
To: nafcplacement@gmail.com

Mon, Aug 8, 2022 at 11:27 AM

Dear Prof. Neha Goel,

I am happy to inform you that the following student(s) from Nirmala Memorial Foundation College Of Commerce And Science have been hired for an internship listed on Internshala, since last week.

List of the selected student(s) -

Student Name	Email address	Graduation Year	Company Name	Stipend
Jai Surve	jaisurve30@gmail.com	NA	Mirraw Online Services Private Limited	INR 4000 /month

View the overall reports on hired or registered students from your college by logging in to your student activity dashboard here - https://internshala.com/tnp/dashboard?utm_source=weekly_hired.

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Regards,
Ashutosh Lokhande
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Phone - +91 - 89292 94027
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1 message

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Dr. Neha Goel <nafcplacement@gmail.com>

Internship Selection Update | 1 Student(s) Hired From Your College Last Week

2 messages

Internshala University Relations <university.relations@internshala.com>
Reply-To: Internshala University Relations <university.relations@internshala.com>
To: nafcplacement@gmail.com

Mon, Mar 27, 2023 at 12:26 PM

Dear Prof. Neha Goel,

I am happy to inform you that the following student(s) from Nirmala Memorial Foundation College Of Commerce And Science have been hired for an internship listed on Internshala, since last week.

List of the selected student(s) -

Student Name	Email address	Graduation Year	Company Name	Stipend
Khushi Vishwakarma	khushivish0210@gmail.com	NA	Muskurahat Foundation	INR 5000-10000 lump sum

View the overall reports on hired or registered students from your college by logging in to your student activity dashboard here - https://internshala.com/tnp/dashboard?utm_source=weekly_hired.

Look forward to helping more students find meaningful internships.

Regards,
Himanshi Dwivedi
Manager - University Relations
Phone - +91 - 89292 94027
[Internshala](#) - internship partner of AICTE

Internshala University Relations <university.relations@internshala.com>
Reply-To: Internshala University Relations <university.relations@internshala.com>
To: nafcplacement@gmail.com

Mon, Mar 27, 2023 at 12:26 PM

[Quoted text hidden]



Dr. Neha Goel <nafcplacement@gmail.com>

Internship Selection Update | 1 Student(s) Hired From Your College Last Week

2 messages

Internshala University Relations <university.relations@internshala.com>
Reply-To: Internshala University Relations <university.relations@internshala.com>
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Mon, Mar 27, 2023 at 12:26 PM

[Quoted text hidden]

31st March, 22

EbixCash/Appt/22-23/494

Mr. Amay Pramodkumar Sharma
Mumbai

Dear Mr. Amay Pramodkumar Sharma,

This has reference to our earlier interviews. We are pleased to confirm your appointment for the position of “**Customer service advisor**” in our organization under the following terms and conditions:-

1. Your appointment will be effective from **31st March, 22**.
2. You will be on probation for a minimum period of 6 months
3. Your CTC will be **Rs.14500/- Per Month**.
4. You are required to be present in office for 9 hours on your working days (excluding work off) breakup of which is considered as 8 hours of productive working and up to 1 hour of break time. The management has the right to change the working hours.
5. You will be entitled to public holidays as per the company's list of public holidays, during the probation period.
6. Any leave taken during the probation period will be treated as leave without pay.
7. You will be responsible for maintaining confidentiality of all transactions relating to your assignment.
8. It is clearly understood that you will carry out your duties diligently, honestly and efficiently. The company reserves the right to terminate your services without notice if it comes to knowledge that you have indulged in any act of negligence or dishonesty or any act detrimental to the interests of the company. This is without prejudice to the right of the company claim damage from you.
9. In case your services are terminated as aforesaid, all incentives, salaries and other benefits which you may be entitled to on usual termination would be deemed to be automatically terminated and the company (without prejudice to its right to claim damages from you) would not be liable to pay any of the benefits.
10. The company shall be sole authority to decide whether you have been guilty of any lapses as stipulated in this clause.
11. During the probation, if you do not report for work on three continuous working days and have not intimated the office in Writing about you absence, it would be construed job abandonment.
12. You will need to open a savings account at the designated branch of a Bank specified by the company within 1 week from the date of joining the company and give your savings account number at this specified bank to the company's accounts department, to enable the company to pay your salary and other payments to be made to you directly into your account.
13. All materials such as brochures, training materials, other company equipment which will be entrusted to you to assist you in performing your duty should be maintained in proper working condition at all times. Please also note that while leaving the service, the same should be returned back to the company in perfect working order.

14. Your job is transferable anywhere in India.
15. At the end of your probation period, your performance will be reviewed. The management reserves the right to extend the probation period or terminate your service at the end of the probation period.
16. While in employment with EbixCash Global Services Private Limited., you will not
 - work/engage/associate yourself with any business/trade/profession/employment/office-of-profit outside your company responsibilities
 - have a direct or indirect financial interest in or a financial relationship with a company competitor/supplier/customer
 - take part in any company business decision involving an organization that employs your spouse or family member
 - receive/accept any gift/commission/rebate/discount/profit, directly or indirectly, under any circumstances, from any person, company or firm having business relationship/transaction with the Company
17. During probation period separation of service is subject to a notice of minimum 7 days for M0 Level, 15 days for M1 to M3 Level and 30 days for M4 and above Level. Post confirmation separation of service is subject to a notice of minimum 15 days for M0 Level and 30 days for M1 to M3 Level and 60 days for M4 and above Level.
18. The Company shall have the right to, take stringent action including severance of services with the Company, without giving due notice or salary/statutory compensation in lieu thereof, in an "Event of Breach", which shall include
 - fraud
 - gross negligence
 - breach of confidentiality
 - refusal to discharge assigned duties
 - absenteeism from work without authorization/intimation for more than 7 consecutive days

We wish you all the best and look forward to a long association.

Please sign the duplicate copy of this letter and return the same for our records along with the PF & ESIC forms.

Thanking you,
Yours sincerely,

For **EbixCash Global Services Private Limited.**

Sulimputkar



For,
Ms. Sangeeta Pimputkar
(AUTHORIZED SIGNATORY)

I Accept. Date.

EbixCash Global Services Private Limited (Formerly known as AssureEdge Global Services Private Limited)

Registered Office : No. 88/1 BBMP Khata No. 272/88/1Nagawara Ring 2nd stage, Hennur-Bellary Road,
Nagawara, Bangalore KA 560045

Regional Office : EbixCash Global Services Pvt. Ltd. 1st Floor, Okay House, A35 MIDC, Street no 2,
Andheri E, Mumbai 400 093

T : +91-022-68381110 | W : www.ebixcashglobalservices.com

CIN : U72400KA1989PTC009832

31st March, 22

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6. Any leave taken during the probation period will be treated as leave without pay.
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8. It is clearly understood that you will carry out your duties diligently, honestly and efficiently. The company reserves the right to terminate your services without notice if it comes to knowledge that you have indulged in any act of negligence or dishonesty or any act detrimental to the interests of the company. This is without prejudice to the right of the company claim damage from you.
9. In case your services are terminated as aforesaid, all incentives, salaries and other benefits which you may be entitled to on usual termination would be deemed to be automatically terminated and the company (without prejudice to its right to claim damages from you) would not be liable to pay any of the benefits.
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13. All materials such as brochures, training materials, other company equipment which will be entrusted to you to assist you in performing your duty should be maintained in proper working condition at all times. Please also note that while leaving the service, the same should be returned back to the company in perfect working order.

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16. While in employment with EbixCash Global Services Private Limited., you will not
 - work/engage/associate yourself with any business/trade/profession/employment/office-of-profit outside your company responsibilities
 - have a direct or indirect financial interest in or a financial relationship with a company competitor/supplier/customer
 - take part in any company business decision involving an organization that employs your spouse or family member
 - receive/accept any gift/commission/rebate/discount/profit, directly or indirectly, under any circumstances, from any person, company or firm having business relationship/transaction with the Company
17. During probation period separation of service is subject to a notice of minimum 7 days for M0 Level, 15 days for M1 to M3 Level and 30 days for M4 and above Level. Post confirmation separation of service is subject to a notice of minimum 15 days for M0 Level and 30 days for M1 to M3 Level and 60 days for M4 and above Level.
18. The Company shall have the right to, take stringent action including severance of services with the Company, without giving due notice or salary/statutory compensation in lieu thereof, in an "Event of Breach", which shall include
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 - gross negligence
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 - absenteeism from work without authorization/intimation for more than 7 consecutive days

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Please sign the duplicate copy of this letter and return the same for our records along with the PF & ESIC forms.

Thanking you,
Yours sincerely,

For **EbixCash Global Services Private Limited.**

Sulimputkar



For,
Ms. Sangeeta Pimputkar
(AUTHORIZED SIGNATORY)

I Accept. Date.

EbixCash Global Services Private Limited (Formerly known as AssureEdge Global Services Private Limited)

Registered Office : No. 88/1 BBMP Khata No. 272/88/1Nagawara Ring 2nd stage, Hennur-Bellary Road,
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Regional Office : EbixCash Global Services Pvt. Ltd. 1st Floor, Okay House, A35 MIDC, Street no 2,
Andheri E, Mumbai 400 093

T : +91-022-68381110 | W : www.ebixcashglobalservices.com

CIN : U72400KA1989PTC009832



Dr. Neha Goel <nafcplacement@gmail.com>

Internship Selection Update | 1 Student(s) Hired From Your College Last Week

1 message

Internshala University Relations <university.relations@internshala.com>
Reply-To: Internshala University Relations <university.relations@internshala.com>
To: nafcplacement@gmail.com

Mon, Jan 2, 2023 at 11:31 AM

Dear Prof. Neha Goel,

I am happy to inform you that the following student(s) from Nirmala Memorial Foundation College Of Commerce And Science have been hired for an internship listed on Internshala, since last week.

List of the selected student(s) -

Student Name	Email address	Graduation Year	Company Name	Stipend
Rashmika Singh	singhrashmika149@gmail.com	NA	PassionMojo Private Limited	INR 2000-3000 /month

View the overall reports on hired or registered students from your college by logging in to your student activity dashboard here - https://internshala.com/tnp/dashboard?utm_source=weekly_hired.

Look forward to helping more students find meaningful internships.

Regards,
Ashutosh Lokhande
Manager - University Relations
Phone - +91 - 89292 94027
[Internshala](#) - internship partner of AICTE



Dr. Neha Goel <nmfplacement@gmail.com>

Internship Selection Update | 2 Student(s) Hired From Your College Last Week

1 message

Internshala University Relations <university.relations@internshala.com>
Reply-To: Internshala University Relations <university.relations@internshala.com>
To: nmfcplacement@gmail.com

Mon, Jan 9, 2023 at 11:34 AM

Dear Prof. Neha Goel,

I am happy to inform you that the following student(s) from Nirmala Memorial Foundation College Of Commerce And Science have been hired for an internship listed on Internshala, since last week.

List of the selected student(s) -

Student Name	Email address	Graduation Year	Company Name	Stipend
Rohit Yadav	rohityadav77243@gmail.com	NA	Muskurahat Foundation	INR 5000-10000 lump sum
Rohit Yadav	rohityadav77243@gmail.com	NA	Muskurahat Foundation	INR 5000-10000 lump sum

View the overall reports on hired or registered students from your college by logging in to your student activity dashboard here - https://internshala.com/tnp/dashboard?utm_source=weekly_hired.

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Internship Selection Update | 2 Student(s) Hired From Your College Last Week

1 message

Internshala University Relations <university.relations@internshala.com>
Reply-To: Internshala University Relations <university.relations@internshala.com>
To: nmfcplacement@gmail.com

Mon, Nov 7, 2022 at 11:31 AM

Dear Prof. Neha Goel,

I am happy to inform you that the following student(s) from Nirmala Memorial Foundation College Of Commerce And Science have been hired for an internship listed on Internshala, since last week.

List of the selected student(s) -

Student Name	Email address	Graduation Year	Company Name	Stipend
Simran Pandey	nikkitapandey2307@gmail.com	NA	Tech Analogy	INR 1000 /month + Incentives
Saraah Dsouza	dsouzasaraah43@gmail.com	NA	InAmigos Foundation	INR 1000-5000 /week

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1 message

Internshala University Relations <university.relations@internshala.com>
Reply-To: Internshala University Relations <university.relations@internshala.com>
To: nmfcplacement@gmail.com

Mon, Feb 20, 2023 at 11:51 AM

Dear Prof. Neha Goel,

I am happy to inform you that the following student(s) from Nirmala Memorial Foundation College Of Commerce And Science have been hired for an internship listed on Internshala, since last week.

List of the selected student(s) -

Student Name	Email address	Graduation Year	Company Name	Stipend
Siddhant Bhuvad	bhuvadsiddhant@gmail.com	NA	IndianMoney (ffreedom)	Performance Based

View the overall reports on hired or registered students from your college by logging in to your student activity dashboard here - https://internshala.com/tnp/dashboard?utm_source=weekly_hired.

Look forward to helping more students find meaningful internships.

Regards,
Ashutosh Lokhande
Manager - University Relations
Phone - +91 - 89292 94027
[Internshala](#) - internship partner of AICTE.

Report to Nirmala college

Principal and Head Coordinator

Subject: Training and Placement Report 2022-2023

Stream	Batch size	Date started	Date complete	Placed Number	Trainer
B. Com	7	6-Jan-2023	9-Feb-2023	6	Gunjan K

Summary of training:

The students have completed 80-100 hours program including Personal effectiveness, Communication Readiness, Career Readiness and Work Readiness. Training was delivered through hybrid classes. The students have also undergone individual counselling during the program, post training, pre-placement and also post placements.

Summary of placements:

Total **Placed students** through **TNS India Foundation** is **2**.

Sr. No	Name	Stream	Placed organization	Designation	CTC Per Annum Offered (In INR)- Final
1	Aarti Santosh Dongre	B com	Catalyst	Customer Service Executive	180000
2	Tanmay Vijay Salaskar	B com	Rekrut India	Virtual relationship manager	250000
3	Chinmay Subhash Baing	B com	Catalyst	Customer Service Executive	192000
4	Tirtha Devendra Nawale	B com	Rekrut India	Virtual relationship manager	250000
5	Pravin Ananda Shintre	B com	Rekrut India	Virtual relationship manager	250000
6	Rohan Subedar Vishwakarma	B com	Rekrut India	Virtual relationship manager	250000



Note: All students are continuing to receive updates about vacancies, undergoing interview and placement processes.

Report By

Gunjan K

Program Specialist

TNS India Foundation



Dr. Neha Goel <nmfplacement@gmail.com>

Internship Selection Update | 3 Student(s) Hired From Your College Last Week

1 message

Internshala University Relations <university.relations@internshala.com>
Reply-To: Internshala University Relations <university.relations@internshala.com>
To: nmfcplacement@gmail.com

Mon, Jan 30, 2023 at 11:46 AM

Dear Prof. Neha Goel,

I am happy to inform you that the following student(s) from Nirmala Memorial Foundation College Of Commerce And Science have been hired for an internship listed on Internshala, since last week.

List of the selected student(s) -

Student Name	Email address	Graduation Year	Company Name	Stipend
Yadav Anshu	anshuyadav2107@gmail.com	NA	Muskurahat Foundation	INR 5000-10000 lump sum
Yadav Anshu	anshuyadav2107@gmail.com	NA	Muskurahat Foundation	INR 5000-10000 lump sum
Yadav Anshu	anshuyadav2107@gmail.com	NA	Muskurahat Foundation	INR 5000-10000 lump sum

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