

02-Sep-2020

Mr. Rahul Satyanarayan Pandey  
Thane

Dear Rahul,

It gives us great pleasure to welcome you to be a part of the Motilal Oswal Financial Services Limited family.

Further to your application and subsequent interview, we are pleased to appoint you as a **Executive** handling Profile of **Advisor-Retail** in Motilal Oswal Financial Services Limited subject to verification of your credentials conducted post your joining our organization. As agreed, you are required to join as early as possible but not later than 07-Sep-2020.

The details of the compensation package due to you are mentioned in the following "Annexure".

In addition to the key policies shown on the following pages you will also be required to abide by the internal company policies that are in force and amended from time to time. The detailed policies are available on our intranet MyzOne. Please go through them immediately on joining.

As a new member of the Motilal Oswal Financial Services Limited team, we would like to share our organizational core purpose and values with you.

#### **Our Core Purpose:**

To be a well-respected and preferred global financial services organization enabling wealth creation for all our customers.

#### **Our Values:**

**Integrity:** A company honoring commitment with highest ethical and business practices.

**Teamwork:** Attaining goals collectively and collaboratively.

**Meritocracy:** Performance gets differentiated, recognized and rewarded in an apolitical environment.

**Passion & Attitude:** High energy and self motivated with a "Do It" attitude and entrepreneurial spirit.

**Excellence in Execution:** Time bound results within the framework of the company's value system.

This document summarizes the salary components and benefits available to employees of Motilal Oswal Financial Services Limited and its group companies.

The Company may, at its sole discretion, alter, amend or delete any of these components/ benefits at anytime. Any references to statutory rules and regulations have been provided to assist you in understanding the components, and they are subject to change as per Government notification. Further, in case of a change, expenses shall be borne by the employee or employer in accordance with the guidelines as prescribed in the Government notification.

### **1. Cost to Company (CTC):**

This consists of the following components as defined below:

- Monthly Components
- Reimbursements
- Performance Bonus

The components of your Compensation are as follows:

#### **A) Monthly Components-**

##### **1) Basic Salary**

Basic Salary is computed at 40% of Cost to Company (CTC). This amount is fully taxable and shall be paid to you in equal monthly instalments.

##### **2) House Rent Allowance (HRA)**

HRA should not exceed 50% of the Basic Salary. An employee is required to submit payment proof of rent, by way of duly stamped receipts for availing tax benefits of HRA.

##### **3) Special Allowance**

This allowance will be payable to you every month in the salary. Special allowance is taxable as per income tax regulatory laws.

#### **Deductions-**

Professional tax and income tax will be deducted on a monthly basis in accordance to the provision of the applicable status. You may claim income tax exemption as applicable within the parameters of the applicable tax structure. The taxation will be computed on declaration of the investment (tax on housing loan, HRA, investment under 80CC)

#### **B) Reimbursements-**

All reimbursements shall be claimed subject to provision of genuine bills/invoices. Please refer to Reimbursement policy for further details.

### 1) Leave Travel Assistance (LTA)

An employee is entitled to claim LTA only after completion of one year of service. Details of the same are mentioned in the CTC structure attached herewith.

LTA exemption is available for actual costs incurred on travel up to domestic economy class airfare and is based on evidence furnished in support of claim. The travel cost eligible for exemption should be the shortest route to anywhere in India.

The tax exemption on LTA is available twice in a block of four calendar years.

### 2) Meal Card

The Company provides a Meal Card amounting to upto Rs 24,000 per annum (where applicable as per CTC).

### 3) Car Expenses' Reimbursement

An eligible employee may claim above car expenses reimbursement as per the Reimbursement Policy. The reimbursement shall be subject to provision of genuine bills/ invoices. This shall include the petrol expenditure, maintenance of car as well as car insurance. In case of the employee hiring a chauffeur, the salary of the same can be claimed within prescribed limits. However, these Car reimbursement can be only claimed subject to the below fulfillment of the points.

1. Car is owned by the employee and he submits Registration book copy (RC book) as evidence thereof.
2. For Petrol /Diesel cost reimbursements claimed, details of each journey are given in a specified format provided to the employee.

**Please Note** that these reimbursements are allowed only for car usage for the purpose of business travel. Car usage done for personal purposes will not be covered under this.

### 4) Entertainment Expenses' Reimbursement

If the work demands it, expenses incurred to entertain prospective clients may be reimbursed as per prescribed limits and subject to providing genuine bills/ invoices for the same.

### C) Performance Bonus:

The value of bonus is arrived at based on the employees performance rating for the year, team performance as also the overall performance of the Company. The bonus is dispersed at the end of the financial year, subject to the employees confirmation and completion of six months in the Company.

## 2. Additional Benefits:

### A) Mediclaim

An employee will be entitled to other corporate benefits Mediclaim Policy. Please refer to the Mediclaim Policy on MyZone on joining for further details.

## **B) Life Insurance**

An employee will be entitled to a life insurance cover. Please refer to the Life Insurance Policy on MyZone on joining for further details.

## **C) Retirals:**

### **Gratuity:**

Gratuity is accrued from the employee's date of joining and is payable as per The Payment of Gratuity Act, 1972.

## **3. Rules and Regulations**

### **Probation Period:**

An Employee will be on probation for a period of six months. On satisfactory completion of the stipulated period, the appointment shall be confirmed subject to management's approval.

### **Transfer:**

An employee is liable to be transferred to any Department, Office or Establishment forming part of the company or to any of the company's associates/subsidiaries in India, depending upon the requirements of business. A voluntary transfer request would be considered on the basis of an opening available in the concerned region and the employee's suitability for the same.

### **Discipline:**

All employees shall observe in letter and in spirit all rules of discipline and will not indulge in any activity which is detrimental to the organization.

### **Meals:**

As an organization, we only allow consumption of Vegetarian food in our office premises.

### **Confidentiality:**

Confidential information means, client details, list of clients, clients' account details, trade secrets, knowhow, patents, utility models, formulations, processes/methods of preparation, test data, conducted inhouse or by/through collaborative/venture efforts, inclusive of any and all improvements/modifications, alterations substantial or otherwise etc., with respect to the Company., "Confidential Information" also any any information relating to Company or its business that is not generally known to the public, including, but not limited to information about Company's Personnel, products, customers, marketing strategies, services or future business plans.

### **Acknowledgement of Confidentiality:**

You hereby acknowledge that the confidential information are in the nature of confidential and proprietary information and agree not to disclose confidential information to any third party during your employment with the Company and after termination of your employment with the Company.

### **Agreement not to disclose:**

You hereby agree that you shall hold in confidence and hereby agree that you shall not use, commercialize or disclose except under terms of employment, any confidential information to any person or entity, except approved in writing by the Company. You shall be bound by an obligation of confidentiality even after the termination of your employment with the Company.

### **Remedies for Breach of Confidentiality:**

You agree and acknowledge that any disclosure of any Confidential Information prohibited herein or any breach of the provisions herein may result in irreparable injury and damage to the Company which will not be adequately compensable in monetary damages, that the Company will have no adequate remedy at law thereof, and that the Company may, in addition to all other remedies available to it at law or in equity, including but not limited to withholding your Full and Final settlement, obtain such preliminary, temporary or permanent mandatory or restraining injunctions, orders or decrees as may be necessary to protect the Company against, or on account of, any breach by the employee/ex-employee of the provisions contained herein, and employee agrees to reimburse the reasonable legal fees and other costs incurred by the Company in enforcing the provisions of the proposed transaction.

### **Non-Compete:**

In the event of cessation of your services in future, due to any reason whatsoever, you shall for a period of 1 year 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,

- Company refrain from attempting to or inducing to any employee(s) / Business associate(s) to leave their current employment with the Group Companies / Business Partners to join the services of your new employer or any other competitor of the Group Companies.
- Company refrain from approaching any Client or customer of the Company, its subsidiary company or associated Companies about whom you have gained knowledge as a result of your employment with the Company

Any act breaching of this provision shall entail initiation of appropriate action as may be deemed fit by the MOFSL Group.

### **Alternative Employment:**

During the course of employment with the organization, the employee will not engage directly or indirectly in any trade, business, occupation, employment or service whether for remuneration or otherwise, without the prior written consent of the company.

### **Personal Investments:**

It is imperative that the employee's investments and trading related to the stock market are done solely through the company. The company will offer a special rate in the benefit of the employee. The Employee Trading Policy refers to further details.

### **Business Dealings:**

In the event of the individual ceasing to be an employee of the company, he/she will also not solicit business or

have any business dealings with any of the Motilal Oswal Financial Services Limited clients for a period of one year, after leaving the service of the company. For one year, he/ she shall also not hire any Motilal Oswal Financial Services Limited employee or induce any Motilal Oswal Financial Services Limited employee to work for a competitor, operating in any region where Motilal Oswal Financial Services Limited does business.

**Exercise of Authority:**

An employee shall not enter into any commitment or dealing on behalf of the company for which he/she has no express authority nor alter or be a party to any alteration of any principle or policy of the Company or exceed the authority or discretion vested in him /her without the previous sanction of the Company or those in authority over him/her.

**Change of address:**

The employee shall keep the Human Resource Department updated on any change in address or change in civil status.

**Leave:**

All employees of Motilal Oswal Financial Services Limited shall be entitled for leave as per company policy available on MyzOne (subject to policy change). It is imperative that the employees' leave be availed in a planned manner with their immediate superiors so that there is no impact on the working of the organization.

**Resignation:**

An employee desirous of leaving the service shall submit the resignation in the system and serve the notice period as per the separation and F&F policy of the company.

**Retirement:**

Under the existing rules, an employee shall retire on attaining the age of 58 years.

**Termination:**

The service of an employee who is under probation period can be terminated by giving 15 day's notice or equivalent salary in lieu of notice. For notice period details refer to the employee separation and F&F policy uploaded on MyzOne. The need for such a step may arise only if an employee is found to indulge in any underhand means that may be detrimental to the Company.

All residual powers lie with the Management and decision of the Management on any matter connected with the Company will be final.

The rules and regulations detailed above constitute service conditions applicable to all the employees in the Company and are subject to change if so deemed by the Management. Any dispute arising thereof will be subject to the appropriate court in Mumbai Jurisdiction only.

### Annexure

<b>Name:</b>	Rahul Satyanarayan Pandey	<b>DOJ:</b>	07-Sep-2020
<b>Designation:</b>	Executive	<b>Location:</b>	MH-Mumbai-Malad (Palm Spring Center)
<b>Profile:</b>	Advisor-Retail	<b>Reporting To:</b>	Arun Sharma
<b>Grade:</b>	E2	<b>Department:</b>	Advisory-Franchisee Re-Activation

Heads	Annual CTC
Basic	80,000.00
HRA	40,000.00
Minimum Bonus	16,800.00
Supplementary Allowance	41,595.00
PF	15,807.00
ESIC	5,798.00
Annual Remuneration	2,00,000.00

Employee Benefits which you can avail after joining the company	
Group Life Insurance	7,50,000.00
Group Medical Insurance	1,00,000.00
Mobile Reimbursement Upto	0.00

**Note:**

\*If you have opted for reimbursement as a part of your salary then you will have to claim it monthly.

\*Premium towards Parents Mediciam Policy is a part of CTC, subject to your details available on CIF portal. You will not be able to claim tax exemption benefit under section 80 D towards premium paid for this Policy. Premium amount is linked to age of your Parents and Sum Insured is linked to your Grade.

You have read and understood the terms of the Appointment Letter and you acknowledge and agree that this Appointment letter is being executed electronically and that is enforceable.

To accept this Appointment letter, please click on the "Accept" button at the bottom of this page.

\*This is a computer generated communication and does not have a signature.

Acknowledged by: \_\_\_\_\_

Acknowledgement Date and Time \_\_\_\_\_

# HESTIA APPLIANCES

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

[sales@hestiaappliances.com](mailto:sales@hestiaappliances.com)

+91-8928-437842(HESTIA)

25<sup>th</sup> FEB 2021

Subject: Appointment Letter

**Dear Gabriel D'souza,**

We are pleased to confirm your appointment with Hestia Appliances as a Customer Care-Executive. Your employment is be subject to the terms and conditions listed below:

**Starting Date:**

Your starting date will be 1<sup>st</sup> March 2021.

**Work Timings**

Your work timings are from 1000 hours to 1900 hours, Monday to Saturday

**Daily Call Volume:** min 50 interactive calls a day

**Probation Period**

You will be on a probation period for the first 3 months. Upon successfully completing the probation period, you shall be confirmed to work with us on permanent basis.

**Termination**

Either side can terminate this contract upon 30 days written notice. Failure to do so, could result in withholding 1 month's salary.

**Salary**

Base Monthly salary will be INR 13000 per month.

Monthly target linked incentive: INR 2000 per 100 Amazon reviews.

**Annual Leave**

You are entitled to 10 days of paid leave per year.

**Company Policies**

You agree tha the Employer's policies, as amended r replace from time to time, shall be binding upon you but shall not form part of the employment contract.

Please sign and return this letter no later than 28<sup>th</sup> Feb 2021 to signal your acceptance of this offer and all its terms.

If you have further questions, please contact me directly

Congratulations on your appointment and welcome to Hestia Appliances. We look forward to years of fruitful cooperation and success. We wish you the best of luck.

Sincerely,

Nehal Shah  
General Manager  
Tel: +91-9920592475



## **Offer Letter - Glocal Brand Solutions**

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Date:- 12<sup>th</sup> April 2021

Dear Shubham,

We are very delighted & excited to welcome you to **Glocal Brand Solutions** as a **PR Intern**. At Glocal Brand Solutions, we believe that 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* job experience with Glocal Brand Solutions.

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 condition of service during your job with Glocal Brand Solutions, and those may be amended from time to time.

1. You are being hired as a **PR Intern** and Sahana Rai would be your Reporting Manager and Mentor during the job. As a Pr Intern you would be responsible for following tasks – Updating Social media pages and coming up with creative suggestions for the same, doing secondary research on particular industries, studying what kind of stories some journalists are doing in certain publications, preparing reports etc. We will add on to the job as we go along and hoping you would be open to explore it.
2. Your date of joining is **12/04/21**. During this time you are expected to devote your time and efforts solely to Glocal Brand Solutions. You are also required to let your mentor know about forthcoming events (if there are any) in advance so that your work can be planned accordingly.
3. We will be providing with letter of recommendation and experience certificate only on completing **6 months of job with GBS**, but would like you to work with us for at least a year.
4. You will be working remotely & from the office for work. Your office timings will be 1.30 pm to 6.00 pm. There will be catch ups scheduled with your mentor to discuss work progress and overall job experience at regular intervals.
5. 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, and distribute it to a third party under any circumstances. Similarly you are expected to refrain from talking about your work in public domains (both online such as blogging, social networking site and offline among your friends, college etc.) without prior discussion and approval with your mentor.
6. We take data privacy and security very seriously and to maintain confidentiality of any students, customers, clients, and companies' data and contact details that you may get access to during your job will be your responsibility. Glocal Brand Solutions operates on **zero tolerance** principle with regard to 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.



7. During the appointment period you shall not engage yourselves directly or indirectly or in any capacity in any other organization. In the event of 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.
8. Under normal circumstances either the company or you may terminate this association by providing a notice of 30 days without assigning any reason. However, the company may terminate this agreement forthwith under situations of in-disciplinary behaviours.
9. You are expected to conduct yourself with utmost professionalism in dealing with your mentor, team members, colleagues, clients and customers and treat everyone with due respect.
10. In case of leave taken during work, your pay will be deducted on pro-rata basis.
11. GBS is a start up and we love people who like to go beyond the normal call of the duty and can think out of the box. Surprise us with your passion, intelligence, creativity and hardwork – and expect appreciation & rewards to follow.
12. 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 all can continuously push ourselves to do better.
13. Have fun at what you do and do the right thing – both the principles are 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.
14. You will be provided **Rs. 5,000 per month** salary.
15. Salary will be provided before 10<sup>th</sup> of every month (the cycle begins one month after the work begins)



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

Date:

Signature:

Place:

Name:



Bennett, Coleman & Co. Ltd  
7, Bahadurshah Zafar Marg, New Delhi 110103 T: 91 11 23302000  
Registered Office: The Times of India Building, Dr. D.N Road, Mumbai 400001  
Corporate Identity No: U22120MH1913PLC000391

September 26, 2020

**TO WHOMSOEVER IT MAY CONCERN**

This is to certify that **Mr. Bhargav Miriyala** student of **Nirmala memorial foundation College** has successfully completed Internship from **July 24, 2020** to **September 15, 2020** with **Results and Market Development** department of "BCCL", Location Mumbai.

The details of the Project are as follows:

- Project: Project access.
- Name of the Guide: Mr. Vivek Pandey

During the internship period he was found dedicated, self-motivated and hard working.

Wish him all success in future endeavors.

**For Bennett, Coleman & Co. Ltd.**

**Nachiket Upadhyay**  
**Assistant General Manager - Human Resources**



Bennett, Coleman & Co. Ltd  
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Registered Office: The Times of India Building, Dr. D.N Road, Mumbai 400001  
Corporate Identity No: U22120MH1913PLC000391

January 7, 2021

**TO WHOMSOEVER IT MAY CONCERN**

This is to certify that **Ms. Krishna Vora** student of **Nirmala Memorial Foundation College of Commerce and Science (Kandivali East)** has successfully completed Internship from **July 25, 2020** to **September 15, 2020** with **Results and Market Development** department of "BCCL", Location Mumbai.

The details of the Project are as follows:

- Project: Project access
- Name of the Guide: Ms. Mita Venkataramanan

During the internship period she was found dedicated, self-motivated and hard working.

Wish her all success in future endeavors.

**For Bennett, Coleman & Co. Ltd.**

**Nachiket Upadhyay**  
**Deputy General Manager - Human Resources**



Bennett, Coleman & Co. Ltd  
7, Bahadurshah Zafar Marg, New Delhi 110103 T: 91 11 23302000  
Registered Office: The Times of India Building, Dr. D.N Road, Mumbai 400001  
Corporate Identity No: U22120MH1913PLC000391

September 26, 2020

**TO WHOMSOEVER IT MAY CONCERN**

This is to certify that **Mr. Rikit Solanki** student of **Nirmala Memorial Foundation College of Commerce & Science** has successfully completed Internship from **July 24, 2020** to **September 15, 2020** with **Results and Market Development** department of "BCCL", Location Mumbai.

The details of the Project are as follows:

- Project: Project access.
- Name of the Guide: Mr. Vivek Pandey

During the internship period he was found dedicated, self-motivated and hard working.

Wish him all success in future endeavors.

**For Bennett, Coleman & Co. Ltd.**

**Nachiket Upadhyay**  
**Assistant General Manager - Human Resources**



Bennett, Coleman & Co. Ltd  
7, Bahadurshah Zafar Marg, New Delhi 110103 T: 91 11 23302000  
Registered Office: The Times of India Building, Dr. D.N Road, Mumbai 400001  
Corporate Identity No: U22120MH1913PLC000391

September 26, 2020

**TO WHOMSOEVER IT MAY CONCERN**

This is to certify that **Mr. Prathamesh Sakpal** student of **Nirmala memorial foundation college of commerce and science(kandivali east)** has successfully completed Internship from **July 24, 2020** to **August 25, 2020** with **Results and Market Development** department of "BCCL", Location Mumbai.

The details of the Project are as follows:

- Project: Project access.
- Name of the Guide: Mr. Vivek Pandey

During the internship period he was found dedicated, self-motivated and hard working.

Wish him all success in future endeavors.

**For Bennett, Coleman & Co. Ltd.**

**Nachiket Upadhyay**  
**Assistant General Manager - Human Resources**



## **VOLUNTEERING OFFER WITH CRAZY FOR SUCCESS FOUNDATION**

**15-02-2021**

Dear **Shikha Singh**,

With reference to your past Internship experience and education qualification we are pleased to confirm the offer of **Volunteering/Internship** for the position of **HR-Talent Acquisition** in **Crazy for Success Foundation**.

At **Crazy for Success Foundation**, we believe that 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 internship experience with **Crazy for Success Foundation**.

This offer represents a proposed at-will employment arrangement between you and the Company, which means that either you or the Company may terminate your employment at any time, and for any or no reason. It does not guarantee employment for any specified period of time, and is contingent upon your signing agreements satisfactory to the Company regarding arbitration of claims and the confidentiality, non-competition and the ownership of proprietary information developed in the course of your employment.

We look forward to you joining us. Please do not hesitate to email us for any information you may need.

**Congratulations!**

**HR Manager**  
**Crazy for Success Foundation**



# BOLLYGRAD STUDIOZ

Affiliated to Bhashahome Services India LLP

Phone 011 4140 7008

e-mail [bollygrad.fti@gmail.com](mailto:bollygrad.fti@gmail.com)

Web [www.bollygrad.com](http://www.bollygrad.com)  
[www.bollygradstudioz.com](http://www.bollygradstudioz.com)

## JOINING LETTER

Date: **20/12/2020**

Dear **Ajinkya Prakash Vinerkar**

We are pleased to inform, that you have been selected to work as a **Video Editing** Intern for Bollygrad Studioz which is a part of Bollygrad Film and Television Institute and Affiliated to **Bhashahome Services India LLP**

We believe that 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 internship experience with **Bollygrad Studioz**.

Your appointment will be governed by the terms and conditions presented in the Annexure A.

Your Duties Include:

1. All post-production (editing) related work which will be assigned to you, by trimming footage segments and putting together the sequence of the film.
2. Assemble raw footage, manipulate and edit videos in a way that is invisible to the audience.
3. Search raw material to make trailers as per given topic.
4. Input music, dialogues, graphics and effects if necessary.
5. Update daily work by preparing Google sheet.

We are delighted to send you this offer to be approved and signed by you in order to start the internship from **21st December 2020**. We look forward to join our company in order to work with you. 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.

Sincerely,

Angad Malhotra

[Intern Head]

NGO:  
Bollygrad Foundation

41-A, Fourth Floor, Kalu Sarai,  
Hauz Khas, New Delhi-16

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



# BOLLYGRAD STUDIOZ

Affiliated to Bhashahome Services India LLP

Phone 011 4140 7008

e-mail [bollygrad.fti@gmail.com](mailto:bollygrad.fti@gmail.com)

Web [www.bollygrad.com](http://www.bollygrad.com)  
[www.bollygradstudioz.com](http://www.bollygradstudioz.com)

## Annexure A

You shall be governed by the following terms and conditions of service during your internship with Bollygrad Studioz, those may be amended from time to time.

1. You are being hired as a **Video Editing** Intern and **Tanishka Singh** would be your Reporting Manager and **Dr. Ramendra Chakarwari** and **Dr. Rajkumar Yadav** will be your Mentor during the internship.

2. Your date of joining is **21st December 2020** and the duration of the internship would be 6 Months. During this time you are expected to devote your time and efforts solely to Bollygrad Studioz work. You are also required to let your reporting manager know about forthcoming events (if there are any) in advance so that your work can be planned accordingly.

3. You will be working remotely for the duration of the internship. There will be catch ups scheduled with your mentor to discuss work progress and overall internship experience at regular intervals.

4. All the work that you will produce at or in relation to **Bollygrad Studioz** will be the intellectual property of Bollygrad Studioz. You are not allowed to store, copy, sell, share, and distribute it to a third party under any circumstances. Similarly you are expected to **refrain** from talking about your work in public domains (both online such as blogging, social networking site and offline among your friends, college etc.) without prior discussion and approval with your head.

5. We take data privacy and security very seriously and 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. Bollygrad Studioz operates on zero tolerance principle with regard to any breach of data security guidelines. At the completion of the internship you are expected to hand over all Bollygrad Studioz work/data stored on your Personal Computer to your mentor and delete the same from your machine.

6. During the appointment period you shall not engage yourselves directly or indirectly or in any capacity in any other organization (other than your college). In the event of 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.

7. Under normal circumstances either the company or you may terminate this association by providing a notice of 15 days without assigning any reason. However, the company may terminate this agreement forthwith under situations of in-disciplinary behaviours.



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e-mail bollygrad.fti@gmail.com

Web www.bollygrad.com  
www.bollygradstudioz.com

## Annexure A

8. You are expected to conduct yourself with utmost professionalism in dealing with your mentor, team members, colleagues, clients and customers and treat everyone with due respect.

9. Bollygrad Studioz is an Artistic production house 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 hardwork – and expect appreciation & rewards to follow.

10. 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 all can continuously push ourselves to do better.

11. Have fun at what you do and do the right thing – both the principles are the core of what Bollygrad Studioz 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.

12. You will be provided **Five Thousand Rupees** per month as Stipend. All the office related expenses (phone calls, Internet etc., if any) will be reimbursed with some percentage.

13. In case you leave the internship in between without completing notice period of **15 working days**, stipend of that month will be deducted and remaining will be provided after Notice Period is over.

14. If you leave the internship in between, we won't provide any Certificate or L.O.R.

15. We won't deduct your stipend for taking 5 or less than 5 leaves in a month for any reason yet will increase the time span of your Internship by calculating how many leaves you have taken in these **Six Months**.

16. Your internship is task based, so for any reason, if you are unable to complete your daily task, **your stipend may be deducted** accordingly.

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

Date: 22 - 12 - 2020

Signature:

Place: Maharashtra,  
Mumbai

Name: Ajinkya Prakash Vinerkar.

NGO:  
Bollygrad Foundation

41-A, Fourth Floor, Kalu Sarai,  
Hauz Khas, New Delhi-16

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महाराष्ट्र राज्य माध्यमिक व उच्च माध्यमिक शिक्षण मंडळ, पुणे  
Maharashtra State Board Of  
Secondary and Higher Secondary Education, Pune

मुंबई विभागीय मंडळ / MUMBAI DIVISIONAL BOARD

माध्यमिक शालान्त प्रमाणपत्र परीक्षा - गुणपत्रक

SECONDARY SCHOOL CERTIFICATE EXAMINATION - STATEMENT OF MARKS

आसन क्रमांक SEAT NO.	केंद्र क्रमांक CENTRE NO.	जिल्हा व शाळा क्रमांक DIST. & SCHOOL NO.	परीक्षेचा महिना व वर्ष MONTH & YEAR OF EXAM.	गुणपत्रकेचा अनुक्रमांक SR.NO. OF STATEMENT
A307628	8982	32.06.081	MARCH-2015	324222

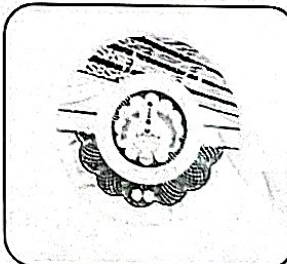
उमेदवाराचे संपूर्ण नाव (आडनाव प्रथम) / CANDIDATE'S FULL NAME (SURNAME FIRST)

Vinerker Ajinkya Prakash

उमेदवाराच्या आईचे नाव / CANDIDATE'S MOTHER'S NAME Pranali

विषयाचा सांकेतिक क्रमांक व विषयाचे नाव Subject Code No. and Subject Name			कमाल गुण Max. Marks	प्राप्त गुण किंवा श्रेणी / Marks or Grade Obtained	
				In Figures	In Words
03 ENGLISH (1ST LANG)			100	070	SEVENTY
16 MARATHI (2/3 LANG)			100	067	SIXTYSEVEN
15 HINDI (2/3 LANG)			100	068	SIXTYEIGHT
71 MATHEMATICS			100	052	FIFTYTWO
72 SCIENCE & TECHNOLOGY			100	051	FIFTYONE
73 SOCIAL SCIENCES			100	058	FIFTYEIGHT
M6 DRAWING & PAINTING			*	A	
P1 HEALTH & PHYSICAL EDUCATION			*	A	
P6 SOCIAL SERVICE			*	A	
R6 PERSONALITY DEVELOPMENT			*	A	
41 INFORMATION COMMUNICATION TEC			*	A	
Result / निकाल	Percentage/टक्केवारी	एकूण गुण / Total Marks	500	315	THREE HUNDRED AND FIFTEEN
PASS	63.00				

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*Shree*

महत्वाचे टीप, कार्यानुभव व शालेय विषयातील श्रेणी आणि चिन्हांची माहिती यांचा तपशील मागील पृष्ठावर पहावा.  
See overleaf for Important Notes, Grades in work experience & school subjects and meaning of special characters.

विभागीय सचिव/Divisional Secretary

U/C PRINCIPAL

ANANDA MEMORIAL FOUNDATION



भारतीय विशिष्ट ओळख प्राधिकरण  
भारत सरकार  
Unique Identification Authority of India  
Government of India

नोंदविण्यात क्रमांक / Enrollment No 1218/17694/06746

To,  
अजिंक्य प्रकाश विनेरकर  
Ajinkya Prakash Vinerkar  
A-3/10, Shrawan Nagar  
New Link road  
Dahanukar Wadi  
Kandivali West S.O  
Mumbai  
Maharashtra 400067  
9869622984

Ref: 10 / 01G / 18617 / 19950 / P



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आपला आधार क्रमांक / Your Aadhaar No. :

**4954 0434 0933**

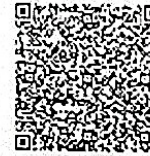
**आधार — सामान्य माणसाचा अधिकार**



भारत सरकार  
GOVERNMENT OF INDIA



अजिंक्य प्रकाश विनेरकर  
Ajinkya Prakash Vinerkar  
जन्म वर्ष / Year of Birth : 2004  
पुरुष / Male



**4954 0434 0933**

**आधार — सामान्य माणसाचा अधिकार**

*Ajinkya*