

To,  
**Akhilesh Maurya,**  
Jay Maa Adishakti Chawl,  
Gautam Nagar, Damunagar Akurli Road,  
Kandivali (E), Mumbai, 400101.

## **Offer Letter as Intern**

We are pleased to appoint you for the Internship program as SDE Intern, at Work With Dignity Foundation (“Company”). Your date of joining will be 11th September 2023.

The following are the terms of the appointment:

- a. You will be paid an all-inclusive stipend of INR 10,000/- per month (Rupees Ten Thousand only per month) including tax implications, etc.
- b. Internship period is for 3 months. You will be eligible for your internship completion letter only post successful completion of this minimum period.
- c. The extension of the internship or any consideration for full-time employment will be subject to your attendance and performance during the internship period.
- d. This internship may be terminated anytime:
  1. Separation without Cause: Either the Company or you will be required to give a minimum notice of 7 days in writing without any obligation to assign any reason.
  2. Separation with Cause: Your internship can be terminated by the Company immediately without any notice if you have committed an act or acts in breach of the Company’s policies and procedures or values or Code of Conduct or NDA or consistent non-performance (duly recorded and communicated to you). The same can be exercised by you in case of an unlikely event of non-payment of stipend.
- e. You will not divulge or communicate to any other person or persons, natural or juristic, any

## **Work With Dignity Foundation**

302/A Wing, Lokhandwala Residency, Manjrekar Lane, LR Papan Marg, Nr. Worli Naka,  
Mumbai – 400 018 Tel.: 91 22 6667 0700 E-mail : basuri.dutta@greatplacetowork.com  
CIN No.: U85320MH2016NPL285886 Pan No.: AABCW8968R

information about the affairs of the company or the management at any time.

- f. You acknowledge that all company assets including but not limited to laptop, accessories and other important data and documents, which are owned by the Company will be returned in original condition without maintaining any copy of any material. You take the accountability to safeguard these assets and shall be responsible for any theft/loss/damage to them.
- g. You acknowledge and agree that any work done by you during your internship with the Company and results thereof shall perpetually vest with the Company and you will have no claim on the same.

The following norms would be applicable to you:

- 1. You will work from Monday to Friday every week.
- 2. You are entitled to all holidays of the Company.
- 3. The work timings are from 9:30 am to 6:30 pm.

By accepting this internship offer letter, you confirm that all the details furnished by you in your application are correct and that to the best of your knowledge there are no personal factors, including pre-existing medical conditions, which are likely to come in the way of doing this role.

Please return to us the duplicate of this letter having carefully read over the above terms and conditions after duly signing the same as a token of your acceptance.

We look forward to our association.

## **Work With Dignity Foundation**

302/A Wing, Lokhandwala Residency, Manjrekar Lane, LR Papan Marg, Nr. Worli Naka,  
Mumbai – 400 018 Tel.: 91 22 6667 0700 E-mail : basuri.dutta@greatplacetowork.com  
CIN No.: U85320MH2016NPL285886 Pan No.: AABCW8968R

Warm regards,  
**Work With Dignity Foundation**

*Bdutta*

**Basuri Dutta**  
Director

Accepted by:

*Akhilesh Maurya*

Akhilesh Maurya

**Work With Dignity Foundation**

302/A Wing, Lokhandwala Residency, Manjrekar Lane, LR Papan Marg, Nr. Worli Naka,  
Mumbai – 400 018 Tel.: 91 22 6667 0700 E-mail : basuri.dutta@greatplacetowork.com  
CIN No.: U85320MH2016NPL285886 Pan No.: AABCW8968R



## Completed Document Audit Report

Completed with SignWell.com

### Title: Intern Offer Letter - Akhilesh Maurya

Document ID: 4fc83bcb-b3f3-4cf0-8d73-a9d110e9ce5c








Time Zone: (GMT+00:00) Coordinated Universal Time

#### Files

Intern Offer Letter - Akhilesh Maurya.pdf

Sep 11, 2023 11:01:33 UTC

#### Activity

 <b>GMI HR</b> IP: 202.189.251.208	created the document	Sep 11, 2023 11:01:19 UTC
 <b>GMI HR</b>	sent the document to akmauryaa314@gmail.com and basuri.dutta@greatmanagerinstitute.com	Sep 11, 2023 11:03:30 UTC
 <b>GMI HR</b>	re-sent the document to akmauryaa314@gmail.com and basuri.dutta@greatmanagerinstitute.com	Sep 12, 2023 04:56:04 UTC
 <b>Basuri Dutta</b> IP: 49.248.232.243	first viewed document	Sep 12, 2023 09:25:09 UTC
 <b>Basuri Dutta</b> IP: 49.248.232.243	signed the document	Sep 12, 2023 09:25:36 UTC
 <b>Akhilesh Maurya</b> IP: 152.58.28.253	first viewed document	Sep 12, 2023 09:30:45 UTC
 <b>Akhilesh Maurya</b> IP: 152.58.28.253	signed the document	Sep 12, 2023 09:34:26 UTC



**Offer: BUSINESS PROCESS SERVICES**  
**Ref: TCSL/DT20234336672/Mumbai/BPS/BTN**  
**Date: 04/08/2023**

Ms. Aarati Santosh Dongre  
2 Jainuddun Compound , Jagdamba Niwas  
Carter Road No,3  
Borivali East S.O  
Mumbai-400066  
Maharashtra  
Tel# -

Dear Ms. Aarati Santosh Dongre,

**Sub: Letter of Offer and Terms of Traineeship**

Thank you for exploring training opportunities with **Tata Consultancy Services Limited(TCSL)**. You have successfully completed our initial selection process and we are pleased to make you an offer as "Trainee BPS" for a period of 12 months. During this period you will be paid a stipend of Rs. **13,750/-** per month. You will be engaged as a Trainee / Apprentice under the model / certified Standing Orders (as the case may be) applicable to you.

Kindly confirm your acceptance of this traineeship by proposing your date of joining and signing Annexure 1. If not accepted within 7 days of receipt, this offer is liable to lapse at the discretion of the Company. You may handover your acceptance letter to the HR Officer/ Induction Officer at any of our offices.

After you accept this letter of traineeship and clear the medical check-up, and background check you will be given a letter of appointment as a trainee indicating the details of your joining date and initial place of posting after completing joining formalities as per company policy.

TCS decision of releasing the Offer of Traineeship and allowing you to join the organization before completion of your final Graduation examination which has been uncertainly delayed owing to COVID-19 Pandemic, shall not be construed as a waiver of the condition specified in the Terms of Traineeship under clause 'Pre-requisites of Traineeship'. The status of your Graduation completion will be reviewed periodically. The Management reserves the right to revoke this Offer of Traineeship if it is later established that you could not successfully complete your Graduation without any pending arrears/backlogs.



## **OTHER BENEFITS**

### **1. Health Insurance Scheme**

**TCSL** brings the benefit of health insurance cover to you and your dependents under the company's Health Insurance Scheme (HIS). You are automatically covered under a default HIS Plan.

You have the flexibility to choose a plan which is higher than the existing default plan, by paying the applicable additional premium plus Service Tax, in which case the below benefits can be availed:

a) Domiciliary Cover: This is a provision to cover the cost incurred towards any domiciliary treatment up to a specified limit for each insured person per annum.

b) Base Cover: This is a provision to cover the cost incurred on hospitalization treatments up to a specified limit for each insured person per annum.

c) Floater Cover: This benefit covers the hospitalization expenses incurred over and above the basic hospitalization cover limit. This is a family floater cover for you and your enrolled dependents.

The total premium is split between Base Cover and Floater Cover Premium as per the plan applicable.

i. Base Cover Premium: Towards Domiciliary and Base cover for self, spouse and up to three children is entirely borne by **TCSL**, provided these members are explicitly enrolled by you under the scheme. Additionally, if you wish to cover dependent parents/parents-in-law or remaining children, the applicable premium per insured person is to be borne by you.

ii. Floater Cover Premium: Towards Floater cover is to be borne by you.

\*Note: The above Health Insurance Scheme is subject to revision. The policy changes if any, in future, will prevail. For further details, please refer to the policy document

### **2. Professional Memberships:**

You will be eligible for reimbursement of expenses towards professional membership as per **TCSL**'s policy.

### **3. Social Security - Employees' State Insurance:**

The company will contribute 3.25% of your stipend or such amount as determined by law towards ESI contribution till you remain covered under Employee's State Insurance Act, 1948.

### **4. Compensation Benefits under ESI Act / Employees' Compensation Act:**

If you are covered under Employees State Insurance Act (ESI Act), 1948 you are entitled to claim the benefits in the event of accidental injury resulting into death or disablement arising out of and in the course of employment, from Employees' State Insurance Corporation.

If you are out of the purview of ESI Act, you will be eligible for compensation benefit in the event of death / disablement arising out of and in the course of employment as per the benefits under the Company's Afterlife Benefit Policy / Personal accident insurance scheme, whichever is applicable. For more details on this, refer TCS India policy - Afterlife Benefits and TCS India policy - Health Insurance after joining the organization.

\* Inclusion or exclusion of an employee under 'Employee State Insurance Corporation' is as defined as per the ESIC Act

### **5. Night Shift Stipend:**

Trainees assigned to night shifts for training would be eligible for a Night Shift Stipend of Rs. **200/-** per shift as per the company policy.



#### 6. Process Specific Stipend:

Based on your allocation, to a process and on account of the process complexity involved, you may be eligible for additional process specific stipend, as defined by the Company.

### **TERMS OF TRAINEESHIP**

#### 1. Traineeship Pre-requisites

Your appointment as a Trainee / Apprentice under the model / certified Standing Order will be subject to successful completion of your graduation examination without any pending arrears / back logs during the entire course duration.

It is clearly understood, agreed and made abundantly clear that in case you do not successfully clear your graduation your traineeship with **TCSL** will be discontinued without any notice or notice pay

It is mandatory to declare the gaps / arrears / back log, if any, during your academics and work experience. The management reserves the right to withdraw/revoke the offer of traineeship at any time at its sole discretion in case of any discrepancy or false information is found in the details submitted by you.

#### 2. Traineeship Period:

During the period of your training of 12 months, you may be required to undergo classroom and on the job training. During this period, you may be appraised to evaluate your performance and if your performance is found to be satisfactory, you may be absorbed / appointed in the regular employment of the Company at its sole discretion.

It is hereby specifically clarified that the Company is under no obligation whatsoever to absorb / appoint you on regular basis upon successful completion of your training period of 12 months. You shall not be deemed to have been absorbed / appointed in the regular employment of the company, unless & until you receive a written communication in this regard from the Company.

If your performance is found unsatisfactory, **TCSL** may terminate your traineeship forthwith by giving you 30 calendar days' notice in writing or payment of stipend for 30 calendar days in lieu thereof.

If you remain on unauthorized absence for a consecutive period of 3 days during the training programme without authorisation or intimation, a presumption shall arise that you have abandoned your traineeship and the company shall be entitled to disqualify and disentitle you forthwith for any further training and your name is liable to be automatically stand discontinued from the list of ILP trainees without any further intimation / separate communication to you.

#### 3. Hours of Training:

You may be required to undergo training in shifts and / or in extended training hours as permitted by law.

#### 4. Leave:

You will be entitled for leaves as per the company's policy.

#### 5. Transport:

TCS BPS provides company transport facility within a pre-defined radius for each location as defined in the company transport policy. TCS employees living beyond these boundaries would be required to make their own arrangements and the routes are predetermined and not permitted to be varied under any circumstances. The company will make appropriate provisions for those working in night shift as permitted by law/ policy.



**6. Alternative Occupation / Traineeship:**

During the period of your traineeship at **TCSL**, you are not permitted to undertake any other traineeship, employment, business, assume any public or private office, honorary or remunerative, without the prior written permission of the company.

**7. Confidentiality, Data and Intellectual Property Protection:**

As part of the joining formalities, you are required to sign a Confidentiality, Data and IP Protection Terms, which aims to protect the intellectual property rights and business information of **TCSL** and its clients. The detailed Confidentiality, Data and IP Protection related terms and conditions are set out in Annexure 2

**8. Work in SBWS mode:**

TCS' Secure Borderless Workspaces (SBWS) is a transformative operating model framework that allows seamless deployment of virtual workspaces in a secure manner that enables flexible working options aligned to its business objectives. You may be required to work either from TCS offices/TCS Client offices or from home (remote working) as per the requirements of the project or group you are assigned to work with and as communicated to you by the Unit HR or your supervisor. You are required to abide by the Policy and / or Guidelines issued by TCS from time to time while operating within this framework. For more details, please refer the Policy / Guideline document on Remote Working.

It is essential that you understand the applicable Policy and / or the Guidelines of such flexible working and ensure adherence to TCS Security Policies/Protocols and Confidentiality obligations at all times.

**9. TATA Code of Conduct:**

You are required to sign the TATA Code of Conduct and follow the same in your day to day conduct as a trainee of **TCSL**.

**10. Notice Period:**

You will have to give at least 30 calendar days' prior notice in writing before discontinuing your traineeship with the Company. The Company may discontinue your traineeship by giving you 30 calendar days' notice in writing or payment of stipend for 30 days in lieu thereof.

**11. Medical Test:**

You are required to undergo a pre-Traineeship medical check-up and obtain a fitness certificate from the registered medical practitioner/Doctor. This is a pre-condition for Traineeship. Please collect the medical check-up authorization letter from the company HR executive, at the time of submitting your written acceptance of this offer. To verify your identification, we request you to carry a photograph and a photo identification document issued by government like passport, PAN card, Election Card, Driving License etc. If you are a campus recruit, you may produce your current educational institute's photo identification card in the absence of government photo identification document.

Retention of reasonable medical fitness is also a condition of Traineeship. The company also reserves the right to get yourself examined by a doctor at any time during your Traineeship and further employment(if absorbed in Regular Employment) to ascertain your medical fitness. The opinion of the doctor appointed by the company shall be final and binding on both parties. Your failure, refusal or inability to appear for such medical examination will result in the determination of your Traineeship or Employment as the case may be without any notice or notice pay in lieu of notice.

Your Traineeship or further Employment (if absorbed in Regular Employment) is liable to be discontinued / terminated on account of your continued ill health or if you are found to be medically unfit for the job as may be certified by the company's doctor.

**12. Background Check:**

Your traineeship will be subject to a background check in line with the Company's background check policy. A specially appointed agency will conduct internal and external background checks. Normally, such checks are





completed within one month of joining. If the background checks are unfavorable or at a variance with your own declarations, your traineeship will be discontinued without any notice.

### 13. Submission of Documents:

At the time of your joining traineeship, photocopy of the following documents should be submitted. Please carry the original copies for verification.

- Standard X and XII Mark sheets equivalent
  - Degree certificate and mark sheets for all semesters
  - Postgraduate degree certificate and mark sheets for all semesters (if you are a Post-graduate)
  - Birth Certificate / Proof of Age
  - Passport
  - 6 photographs - passport size
  - An affidavit / notarised undertaking that there is no criminal offence registered/pending against you.
- Your original documents will be returned to you after verification.

### 14. Initial Learning Programme (ILP)

On joining **TCSL** as Trainee, you will be given the benefit of formal & on the job training ("Initial Learning Programme") at the location, as identified, for such a period as **TCSL** may decide. The said training programme forms a critical part of your traineeship and is an ongoing process. **TCSL** continues to make investment on training and development of its trainees. This will be of immense value to you and a large part of ownership and commitment has to come from you.

As **TCSL** progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

### 15. Letter of Appointment

You will be issued a letter of appointment on your joining and after completing joining formalities as per **TCSL** policy

### 16. Personal Data Processing:

Your personal data collected and developed during recruitment process will be processed in accordance with the TCS Data Privacy Policy. The personal data referred therein are details related to contact, family, education, personal identifiers issued by government, social profile, background references, previous employment and experience, medical history, skillset, proficiency and certifications, job profile and your career aspirations.

It will be processed for various organizational purposes such as recruitment, onboarding, background check, project assignment, performance management, job rotation, career development including at leadership level, diversity and inclusion initiatives, global mobility, wellness program, statutory and legal requirements and specific organizational initiatives in force during your tenure in TCS.

After you join TCS, there would be more sets of Personal Information (PI) attributes processed for various legitimate purposes. All of it will be processed with compliance to applicable laws and the TCS Data Privacy Policy. In some scenarios of your PI processing, you will be provided with appropriate notice and/or explicit consent might be obtained from time to time.

For the purposes mentioned above, your required PI may be shared with specific vendor organizations who provide services to TCS, e.g. background check, health insurance, counselling, travel, transport and visa, payroll services, associate engagement activities, and financial and taxation services.

As TCS is a global company, your PI may be shared with entities outside India, limited for the purposes mentioned above and/or in this offer letter.



In case of overseas deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.

**17. Terms and conditions:**

The above terms and conditions of traineeship are specific to your traineeship period in India.

**18. Rules and Regulations of the Company:**

Your traineeship will be governed by the policies, rules, regulations, practices, processes and procedures of the Company as applicable to you and the changes therein from time to time.

**19. Compliance to all clauses:**

You will be required to fulfill all the terms and conditions mentioned in this letter of offer of traineeship. Any failure to fulfill any term and /or condition and/or failure to clear any test successfully would entitle **TCSL** in withdrawing this letter of traineeship at its sole discretion.

**Withdrawal of Offer**

If you fail to accept the offer from TCSL within 7 days, it will be construed that you are not interested in the Traineeship and this offer will be automatically withdrawn. Post acceptance of TCSL offer letter if you fail to join on the date provided in the TCSL joining letter, the offer will stand automatically terminated at the sole discretion of TCSL .

We look forward to having you in our global team.

Yours Sincerely,

For Tata Consultancy Services Limited.

**Girish V. Nandimath**  
Global Head Talent Acquisition & AIP



[Click Here](#) or use a QR code scanner from your mobile to validate the offer letter

Encl: Annexure 1: Acceptance

Annexure 2: Confidentiality, Data and Intellectual Property Protection Terms



## ANNEXURE 1

### For the candidate to complete:

This is to confirm that I have received the letter of offer and Terms of Traineeship ref No **TCSL/DT20234336672/Mumbai/BPS/BTN** on \_\_\_\_\_ (MMM/DD/YYYY).  
I hereby accept this Offer and intend to join traineeship on:

Signature:

Name:



## Annexure 2

### Confidentiality, Data and Intellectual Property Protection Terms

#### 1. Confidential Information

"Confidential Information" shall mean all Inventions and Know-how, information and material of TCS and its subsidiaries as applicable (Collectively termed as TCS) (including for avoidance of doubt any Confidential Information of its Clients) that comes into the possession or know of the Associate and shall include the following:

(a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising out of the Associate's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,

(b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS)

(c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,

(d) Customer and prospective customer lists, and

(e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate.

#### 2. Associate's Obligations

Associate agrees to treat the Confidential Information as strictly confidential and a trade secret of TCS. Associate agrees not to use, or cause to be used, or disclose or divulge or part with either directly or indirectly any Confidential Information for the benefit of or to any third parties except for or on behalf of or as directed or authorized by TCS or to a person having a valid contract with TCS. Upon termination of employment, the Associate agrees to surrender to TCS all Confidential Information that he or she may then possess or have under his or her control.

#### 3. Intellectual Property Rights

Associate agrees and confirms that all intellectual property rights in the Confidential Information shall at all times vest in and remain with or belong to TCS and Associate shall have no right title or claim of any nature whatsoever in the Confidential Information. Associate shall promptly disclose to an authorized officer of TCS all inventions, ideas, innovations, discoveries, improvements, suggestions, or reports and enhancements made, created, developed, conceived or devised by him or her arising out of his or her engagement with TCS, including in the course of provision of services to the Clients of TCS and Associate hereby agrees and confirms that all such intellectual property rights shall at all times vest in and remain vested in TCS and agrees to transfer and assign to TCS any interests Associate may have in such intellectual property rights including any interest in and to any domestic or foreign patent rights, trademarks, trade names copyrights and trade secret rights therein and any renewals thereof. On request of TCS, Associate shall execute from time to time, during or after the termination of his or her employment, such further instruments, including without limitations, applications for letters of patent, trademarks, trade names and copyrights or assignments thereof, as may be deemed necessary or desirable by



TCS to perfect the title of TCS in the intellectual property rights and to effectuate the provisions hereof. All expenses of filing or prosecuting any application for patents, trademarks, trade names, or copyrights shall be borne solely by TCS, but Associate shall co-ordinate in filing and / or prosecuting any such applications. Associate hereby expressly waives any "artist's rights" or "moral rights", which Associate might otherwise have in such intellectual property rights.

#### **4. Prior knowledge**

Associate acknowledges that prior to his or her appointment by TCS, he or she had no knowledge of the Confidential Information of TCS and that such Confidential Information is of a confidential and secret character and is vital to the continued success of TCS's business. Associate further acknowledges that he or she is associated with TCS in a capacity in which he or she will become acquainted with all or part of such Confidential Information. In order to safeguard the legitimate interests of TCS in such Confidential Information, it is necessary for TCS to protect such Confidential Information by holding it secret and confidential.

#### **5. Use of third party material**

Associate expressly agrees that Associate shall not in the course of his or her association with TCS and while working on the premises or facilities of TCS or its Clients or in connection with the development of any intellectual property rights or work for or on behalf of TCS;

a) use any third party material or intellectual property rights except those intellectual property rights provided by TCS or expressly authorised by TCS or without having proper authorisation or license or approval of the respective owner of such intellectual property rights.

b) Participate in any activity for creation (including conception, design, development, testing, implementation, support or marketing) of any Intellectual Property for or on behalf of TCS or its affiliates if Associate has been exposed, directly or indirectly, to any Third Party IP which is in the same subject area (such as research area, technology or application area) as, or which is same or similar to, the Intellectual Property or any portion thereof, to be so created, unless;

i) Associate has expressly declared to TCS in a prescribed form whether such exposure was owing to publically available information or under and subject to any agreement; AND

ii) TCS has expressly confirmed to the Associate that TCS has proper authorization or license or approval of the respective owner of such Third Party IP to use the same in Intellectual Property or portion thereof to be created and authorized in writing Associate's participation in such activity.

c) knowingly access, make reference to or use any Third Party IP (except as permitted under Section 5(a), directly or indirectly, during the period of association with the creation (conception, design, development, testing, implementation, support or marketing) of TCS Intellectual Property or portion thereof, which is in the same subject area of TCS Intellectual Property or which is same or similar to such TCS Intellectual Property or portion thereof being created. In case, Associate access or is exposed to any such Third Party IP during such association, Associate shall promptly bring it to the notice of TCS IP asset owner or TCS project manager in writing and immediately cease to participate in any such activity

#### **6. Security policies and Guidelines.**

6.1 Associate agrees to abide by and be bound by any and all policies, documents, guidelines and processes including IP, Information Security and Confidentiality of TCS in force from time to time whether expressly endorsed or not.

6.2 Associate acknowledge and agree that in the course of, and as a result of his/her engagement with TCS, Associate will have access to, obtain or come across personal data or information of other TCS Associates or Clients, including without limitation, sensitive personal data or information (collectively "Personal Data and Information") within the meaning of the applicable Indian Law and Rules or any other applicable Law, directive or regulation anywhere in the world. In respect of any such Personal Data and Information accessed, obtained,





acquired or processed by Associate for and on behalf of TCS, its affiliates or Clients, Associate undertake that he/she will:

- (a) process the Personal Data and Information only on behalf of TCS, its Affiliates or Clients, as the case may be, and only on and in accordance with instructions received from the data controller from time to time;
- (b) abide by such technical and organizational measures necessary to prevent the accidental or unlawful destruction or accidental loss, alteration, un-authorized disclosure or access to the Personal Data and Information;
- (c) promptly (and in any event within 24 hours of awareness) bring to notice of TCS or its Affiliates, as the case may be, of any actual or suspected incident of unauthorized or accidental disclosure of, or access to, the Personal Data and Information or other breach of this section (a "Security Breach");
- (d) promptly provide TCS with all information in Associate's notice, possession or control concerning any Security Breach and not make any public announcement regarding a Security Breach without TCS's prior written consent;
- (e) not do, or omit to do, anything, which would cause TCS or any of its employees, officers or agents to be in breach of its obligations under any privacy or data protection policy, regulation or legislation;
- (f) upon expiry or termination of Associate's engagement with TCS, return all copies of the Personal Data and Information to TCS in Associate's possession or control; and
- (g) promptly bring to TCS notice of any request received from a data subject to have access to his/her Personal Data and Information or of any other communication relating to the access, use or processing of any Personal Data and Information (including any notice from the regulatory body) and fully co-operate and assist TCS in relation to any such request or communication.

6.3 Associate expressly consent that TCS and/or its affiliates may collect, use, transfer, retain or otherwise process Associate's Personal Data and Information in connection with his/her engagement with TCS, in accordance with the then / current TCS policies and procedures and applicable privacy and data protection legislation. TCS may use third party services or sub-contractors to collect or otherwise process Associate's Personal Data and Information for which TCS shall remain responsible for such third party services provider or sub-contractor's compliance with TCS's obligations hereunder.

## **7. Working in SBWS Framework:**

Associate may be required to work in TCS offices or its Client's premises or from home (remote working) as per the directions of supervisor and / or the provisions of the applicable policy.

Associate understands that working in this hybrid environment may have higher confidentiality and information security risks. Associate acknowledges that when working remotely the Associate:

- a) Will work only in a private, secured work area in compliance with the guidelines issued and amended from time to time.
- b) Will comply with and work in a manner consistent with TCS Data Privacy and Security Policies/Protocols.
- c) Will bring to the notice of HR of the Unit to any circumstances that prevent Associate from working in a manner consistent with TCS data privacy and security policies/ protocols.
- d) Will inform the HR of the Unit if the Associate shares a home with any family member or an individual who is employed by a competitor of TCS or TCS client the Associate is assigned to, or if any other circumstances at home exist which implicates the TCS Code of Conduct Conflict of Interest provision.



e) Will ensure utmost care and adhere to Confidentiality, IP Protection / Non-Disclosure obligations.

f) Will be using the Company allotted laptop or similar authorized computing device (together called "official asset") only to connect to TCS network/customer network through authorized means (or the Customer provided laptop to access the customer network if so, mandated by the Customer).

g) Will not allow anybody to share the official asset being used.

#### **8. Restriction on Associate's Rights**

Associate agrees that he or she shall not make, have made, replicate, reproduce, use, sell, incorporate or otherwise exploit, for his or her own use or for any other purpose, any of the Confidential Information including intellectual properties of TCS that is or may be revealed to him or her by TCS or which may in the course of his or her employment with TCS come into his or her possession or knowledge unless specifically authorized to do so in writing by TCS.

#### **9. No License**

TCS and Associate agree that no license under any patent or copyright now existing or hereafter obtained by TCS is granted, agreed to be granted, or implied by the terms of this Agreement, or by the disclosure to Associate of the Confidential Information.

#### **10. Equitable Rights**

Associate acknowledges that any Confidential Information that comes into the possession and / or knowledge of Associate is of a unique, highly confidential and proprietary nature. It is further acknowledged by Associate that the disclosure, distribution, dissemination and / or release by Associate of the Confidential Information without the prior written consent of TCS or any breach of the Confidentiality, Data and IP Protection Terms by Associate will cause TCS to suffer severe, immediate and irreparable damage and that upon any such breach or any threat thereof, TCS shall without prejudice to any other remedies available to it, be entitled to appropriate equitable relief including the relief of specific performance and injunctive relief, in addition to whatever remedies it might have at law.

#### **11. General**

(a) The provisions hereof shall be interpreted, determined and enforced in accordance with the laws of India.

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or any claim or liability of any party, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1996 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.

(c) If any provision hereof shall be found by a judicial tribunal to be contrary to governing law, it shall be deemed null and void without annulling or rendering invalid the remainder of the Agreement and if the invalid portion is such that the remainder cannot be sustained without it, the Parties herein shall find a suitable replacement to the invalid portion that shall be legally valid.

(d) This Confidentiality, Data and IP Protection Terms along with other documents executed by Associate or referenced in any such documents constitutes the entire understanding between the parties and supersedes all prior agreements and understandings pertaining to the subject matter thereof. No delay of omission of either Party in exercising or enforcing any of their rights or remedies hereunder shall constitute a waiver thereof.

(e) This Confidentiality, Data and IP Protection Terms may not be amended except in writing signed by authorized





representatives of both parties.

(f) The obligations of Associate in terms of this Confidentiality, Data and IP Protection Terms shall continue during the term of or in the course of the employment of the Associate with TCS and shall continue thereafter in perpetuity.

**Please complete and return these documents to the TCSL HR executive, within 7 days of receiving this offer.**

This is to confirm that I have received the Letter of Offer on \_\_\_\_\_ .

I hereby accept this Offer and intend to join service on \_\_\_\_\_.

Name:

Address:

Signature:

Date:

To,  
**Mayur Maskar,**  
Room No: -13, Shramik Society CHS Ltd,  
Road No Cross -2, Near Basera Studio,  
Singh Estate, Kandivali (E),  
Mumbai 400101.

## **Offer Letter as Intern**

We are pleased to appoint you for the Internship program as SDE Intern, at Great Manager Research & Consultancy Private Limited ("Company"). Your date of joining will be 11th September 2023.

The following are the terms of the appointment:

- a. You will be paid an all-inclusive stipend of INR 10,000/- per month (Rupees Ten Thousand only per month) including tax implications, etc.
- b. Internship period is for 3 months. You will be eligible for your internship completion letter only post successful completion of this minimum period.
- c. The extension of the internship or any consideration for full-time employment will be subject to your attendance and performance during the internship period.
- d. This internship may be terminated anytime:
  1. Separation without Cause: Either the Company or you will be required to give a minimum notice of 7 days in writing without any obligation to assign any reason.
  2. Separation with Cause: Your internship can be terminated by the Company immediately without any notice if you have committed an act or acts in breach of the Company's policies and procedures or values or Code of Conduct or NDA or consistent non-performance (duly recorded and communicated to you). The same can be exercised by you in case of an unlikely event of non-payment of stipend.
- e. You will not divulge or communicate to any other person or persons, natural or juristic, any information about the affairs of the company or the management at any time.
- f. You acknowledge that all company assets including but not limited to laptop, accessories and other important data and documents, which are owned by the Company will be returned in original condition without maintaining any copy of any material. You take the accountability to safeguard these assets and shall be responsible for any theft/loss/damage to them.

### **GREAT MANAGER RESEARCH & CONSULTANCY PRIVATE LIMITED**

Empire Mills, Empire Business Center, Senapati Bapat Marg,  
Lower Parel, Mumbai, Maharashtra 400013  
Tel.: 022 6667 0700, E-mail: accounts@greatmanagerinstitute.com  
CIN No.: U74999MH2017PTC299490, PAN.: AAGCG9966N



- g. You acknowledge and agree that any work done by you during your internship with the Company and results thereof shall perpetually vest with the Company and you will have no claim on the same.

The following norms would be applicable to you:

1. You will work from Monday to Friday every week.
2. You are entitled to all holidays of the Company.
3. The work timings are from 9:30 am to 6:30 pm.

By accepting this internship offer letter, you confirm that all the details furnished by you in your application are correct and that to the best of your knowledge there are no personal factors, including pre-existing medical conditions, which are likely to come in the way of doing this role.

Please return to us the duplicate of this letter having carefully read over the above terms and conditions after duly signing the same as a token of your acceptance.

We look forward to our association.

Warm regards,

**Great Manager Research & Consultancy Private Limited**

**Abhilash Mazumder**

Chief Technology Officer

Accepted by:

Mayur Maskar

**GREAT MANAGER RESEARCH & CONSULTANCY PRIVATE LIMITED**

Empire Mills, Empire Business Center, Senapati Bapat Marg,  
Lower Parel, Mumbai, Maharashtra 400013  
Tel.: 022 6667 0700, E-mail: [accounts@greatmanagerinstitute.com](mailto:accounts@greatmanagerinstitute.com)  
CIN No.: U74999MH2017PTC299490, PAN.: AAGCG9966N

To,  
**Ankur Thorat,**  
Mahalaxmi Chawl, Janupada,  
Thakur Village , Kandivali (E),  
Mumbai 400101.

## **Offer Letter as Intern**

We are pleased to appoint you for the Internship program as SDE Intern, at Great Manager Research & Consultancy Private Limited (“Company”). Your date of joining will be 11<sup>th</sup> September 2023.

The following are the terms of the appointment:

- a. You will be paid an all-inclusive stipend of INR 10,000/- per month (Rupees Ten Thousand only per month) including tax implications, etc.
- b. Internship period is for 3 months. You will be eligible for your internship completion letter only post successful completion of this minimum period.
- c. The extension of the internship or any consideration for full-time employment will be subject to your attendance and performance during the internship period.
- d. This internship may be terminated anytime:
  1. Separation without Cause: Either the Company or you will be required to give a minimum notice of 7 days in writing without any obligation to assign any reason.
  2. Separation with Cause: Your internship can be terminated by the Company immediately without any notice if you have committed an act or acts in breach of the Company’s policies and procedures or values or Code of Conduct or NDA or consistent non-performance (duly recorded and communicated to you). The same can be exercised by you in case of an unlikely event of non-payment of stipend.
- e. You will not divulge or communicate to any other person or persons, natural or juristic, any information about the affairs of the company or the management at any time.
- f. You acknowledge that all company assets including but not limited to laptop, accessories and other important data and documents, which are owned by the Company will be returned in original condition without maintaining any copy of any material. You take the accountability to safeguard these assets and shall be responsible for any theft/loss/damage to them.
- g. You acknowledge and agree that any work done by you during your internship with the

### **GREAT MANAGER RESEARCH & CONSULTANCY PRIVATE LIMITED**

Empire Mills, Empire Business Center, Senapati Bapat Marg,  
Lower Parel, Mumbai, Maharashtra 400013  
Tel.: 022 6667 0700, E-mail: [accounts@greatmanagerinstitute.com](mailto:accounts@greatmanagerinstitute.com)  
CIN No.: U74999MH2017PTC299490, PAN.: AAGCG9966N

Company and results thereof shall perpetually vest with the Company and you will have no claim on the same.

The following norms would be applicable to you:

1. You will work from Monday to Friday every week.
2. You are entitled to all holidays of the Company.
3. The work timings are from 9:30 am to 6:30 pm.

By accepting this internship offer letter, you confirm that all the details furnished by you in your application are correct and that to the best of your knowledge there are no personal factors, including pre-existing medical conditions, which are likely to come in the way of doing this role.

Please return to us the duplicate of this letter having carefully read over the above terms and conditions after duly signing the same as a token of your acceptance.

We look forward to our association.

Warm regards,

**Great Manager Research & Consultancy Private Limited**

*Abhilash Mazumder*

**Abhilash Mazumder**

Chief Technology Officer

Accepted by:

*Ankur Thorat*

Ankur Thorat

**GREAT MANAGER RESEARCH & CONSULTANCY PRIVATE LIMITED**

Empire Mills, Empire Business Center, Senapati Bapat Marg,  
Lower Parel, Mumbai, Maharashtra 400013

Tel.: 022 6667 0700, E-mail: [accounts@greatmanagerinstitute.com](mailto:accounts@greatmanagerinstitute.com)

CIN No.: U74999MH2017PTC299490, PAN.: AAGCG9966N



Dr. Neha Goel &lt;nmfplacement@gmail.com&gt;

---

**Internship Selection Update | 1 Student(s) Hired From Your College Last Week**

---

**Internshala University Relations** <university.relations@internshala.com>  
Reply-To: Internshala University Relations <university.relations@internshala.com>  
To: nmfcplacement@gmail.com

Mon, Aug 21, 2023 at 12:18 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
KARTIK NAIR	<a href="mailto:kartik.nair21401@gmail.com">kartik.nair21401@gmail.com</a>	NA	<a href="#">Studio Talk (Division Of Pinstripe Zebras)</a>	INR 8000 /month

You can now book a free session with our placement consultants: [internshala.com/i/iscdp\\_c](https://internshala.com/i/iscdp_c)

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](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



Dr. Neha Goel <nmcplacement@gmail.com>

## Campus Placement 2023 - Graduate Trainees

Deepesh Rai <deepesh.rai@sblife.co.in>  
To: NMFC\_placement <nmcplacement@gmail.com>  
Cc: HR MumbaiMetro <HR.mumbai metro@sblife.co.in>

Thu, Aug 10, 2023 at 12:29 PM

Hi Neha Maam,

My apologies seems i missed sharing the update with you. Out of all the students who were interviewed the below 2 have were selected and have also joined.

Name of Candidate	College Name	Channel	Offer Status	Joining
Reena Prajapati	NMFC	Banca	Offered	17-Jul-23
Tanvi Malik	NMFC	Retail Agency	Offered	17-Jul-23

Thanks and Regards,  
Deepesh Rai  
Regional HR - Mumbai Metro  
SBI Life Insurance  
Tel : (022) - 6628 3286

From: "NMFC\_placement" <nmcplacement@gmail.com>  
To: "Deepesh Rai" <deepesh.rai@sblife.co.in>  
Date: 10/08/2023 08:18  
Subject: Re: Campus Placement 2023 - Graduate Trainees

### CAUTION: Please verify the email address

This email is not from SBI Life Organisation/Employee/Email domain(@sblife.co.in). Do not click links or open attachments unless you know the sender.

Hello Sir

Hope you are in good health.  
Wish to confirm the selection of any candidate so far. Please update us regarding the further procedure .  
With warm regards

Dr. Neha Goel  
(Convener, Placement Cell)  
9004808691

On Fri, Jun 23, 2023 at 2:01 PM Deepesh Rai <deepesh.rai@sblife.co.in> wrote:  
Hi Neha Maam,

Hope all students have been informed for tomorrow's interview schedule. We have also sent them the interview invitation mail to all students on the email id provided by your institute also my team will be calling them for a reminder from our side.

Hoping for 100% turn around and maximum short-listing from your institute.

Thanks and Regards,  
Deepesh Rai  
Regional HR - Mumbai Metro  
SBI Life Insurance  
Tel : (022) - 6628 3286

From: "Dr. Neha Goel" <nmcplacement@gmail.com>  
To: "Deepesh Rai" <deepesh.rai@sblife.co.in>  
Date: 21/06/2023 11:21  
Subject: Re: Campus Placement 2023 - Graduate Trainees

### CAUTION: Please verify the email address

This email is not from SBI Life Organisation/Employee/Email domain(@sblife.co.in). Do not click links or open attachments unless you know the sender.

Thanks for aligning an interview .. will definitely inform students regarding the same . It's a request to keep us updated of the selection.

Regards

Sent from my iPhone

On 21-Jun-2023, at 9:36 AM, Deepesh Rai <deepesh.rai@sblife.co.in> wrote:



Hi Neha Maam,

Thank you for sharing the list of interested students, We will get their interview conducted at our Head Office on this Saturday, 24th June 2023 starting from 10:00 AM till 1:00 PM

Request if you could ask the students to carry the below documents along, so that we can get their offers prepared once they are shortlisted.

- PAN Card
- Adhaar Card
- Local Address Proof (apart from Adhaar card)
- 1 photograph
- 10th, 12th, FY and SY Marksheet

**Interview Venue Address:** 3rd Floor, Natraj by Rustomjee, M.V. Road and western express highway junction, Andheri (East), Mumbai - 400069

**Date:** Saturday, 24th June 2023

**Timing:** 10:00 AM till 1:00 PM

Thanks and Regards,  
Deepesh Rai  
Regional HR - Mumbai Metro  
SBI Life Insurance  
Tel : (022) - 6628 3286

From: "NMFC\_placement" <[nmfcplacement@gmail.com](mailto:nmfcplacement@gmail.com)>  
To: "Deepesh Rai" <[deepesh.rai@sblife.co.in](mailto:deepesh.rai@sblife.co.in)>  
Date: 19/06/2023 13:48  
Subject: Re: Campus Placement 2023 - Graduate Trainees

**CAUTION: Please verify the email address**

**This email is not from SBI Life Organisation/Employee/Email domain([@sblife.co.in](mailto:@sblife.co.in)). Do not click links or open attachments unless you know the sender.**

As per your request , sending the excel file of interested candidates.  
With warm regards

Dr. Neha Goel  
(Convener, Placement Cell)  
9004808691

On Mon, Jun 19, 2023 at 10:42 AM NMFC\_placement <[nmfcplacement@gmail.com](mailto:nmfcplacement@gmail.com)> wrote:  
Hi sir  
Sending you the link of interested candidates resumes.

<https://docs.google.com/spreadsheets/d/1lkhsmo5qZdDlvf-V77j0aeCjJiyPCIRw2MCdOMNiq7k/edit?usp=sharing>

Kindly check and give us the updates

With warm regards

Dr. Neha Goel  
(Convener, Placement Cell)  
9004808691

On Sat, Jun 10, 2023 at 3:34 PM Deepesh Rai <[deepesh.rai@sblife.co.in](mailto:deepesh.rai@sblife.co.in)> wrote:  
Dear Sir/ Madam,

Greetings from SBI Life Insurance Co Ltd !

This is with reference to our conversation earlier regarding Campus Placement.

We are writing to express interest in participating in the recruitment session at your college for the final year graduates students.

Details for the Graduate trainee campus hiring, this as discussed day before.

They will be designated as Graduate Sales Trainee (GST) at Grade/ level M9L2. Details of the CTC is enclosed as below.

Location	CTC on recruitment(In Rs.)	CTC on confirmation(M8L1)	CTC at M8L2 (In Rs.)
Mumbai	2.85 Lakhs	3.00 Lakhs	3.25 Lakhs

The employee is entitled to the above CTC plus incentives and reimbursements

Probation period for GST will be one year however he/she may be confirmed earlier on completion of the confirmation targets and will be designated as Sales Executive (SE) at Grade level M8L1.

Group	Grade/ Level at	Confirmation Target	Grade/Level/Position on Confirmation	Probation period/ Incentive on 1st instance Confirmation
-------	--------------------	------------------------	---	--



	Recruitment			
GST - Agency	M9 L2	(i) New Business - Rs. 6 Lakhs (ii) Codes – 8*	M8 L1 (Sales Executive - Retail Agency)	1 Year (Rs. 25,000 on 1st instance confirmation)

If GST is unable to complete the confirmation criteria within 1 year from date of joining, extension of 3 months will be given to him. In case of non-achievement of confirmation criteria, suitable action will be initiated including termination.

After confirmation, Sales Executives (SE) will be assigned Elevation targets for a period of 1 year from date of confirmation. However, they may be elevated earlier on completion of the Elevation targets and will be designated as Development Manager at Grade level M8L2.

Business targets for elevation is over and above the business targets for confirmation.

On Confirmation in the speculative time the GST will be eligible for 25K bonus also the same will be applicable for first goalsheet completion

The job role remains same as discussed earlier.

Please let me know incase there is a needed of a session for students better understanding of the profile.

Thanks and Regards,  
Deepesh Rai  
Regional HR - Mumbai Metro  
SBI Life Insurance  
Tel : (022) - 6628 3286, 7768877771  
Visit us at [www.sbilife.co.in](http://www.sbilife.co.in)

Disclaimer: The information contained in this e-mail message and/or attachments to it may contain confidential or privileged information. If you are not the intended recipient of this message any dissemination, use, review, distribution, printing or copying of the information contained in this e-mail message and/or attachments to it are strictly prohibited and you are requested to notify the sender delete this message from your system. Any unauthorized use or dissemination of this message in whole or in part is strictly forbidden. Emails cannot be guaranteed to be timely, secure, error-free or virus-free. Therefore, SBI Life does not accept responsibility for any errors or omissions. Although Anti-virus software is deployed at SBI Life to scan the messages, it does not accept responsibility for any damage whatsoever that is caused by viruses being passed. Computer viruses can be transmitted via email. The recipient should check this email and any attachments for possible presence of viruses. SBI Life accepts no liability for any damage caused by any virus transmitted by this email. SBI Life sends e-mails only from it's official domain "[@sbilife.co.in](mailto:info@sbilife.co.in)" and "[@sbi-life.com](mailto:info@sbi-life.com)". Please do not respond to any e-mails which you may receive from any other email IDs with similar or misleading domains, as same may be fraudulent/ phishing emails". In case of any doubt, please do contact us at "[info@sbilife.co.in](mailto:info@sbilife.co.in)".

-----[attachment "SBI LIFE INSURANCE SALES VACANCY Responses.xlsx" deleted by Deepesh Rai/HRD/Regions/sbilife]

Visit us at [www.sbilife.co.in](http://www.sbilife.co.in)

Disclaimer: The information contained in this e-mail message and/or attachments to it may contain confidential or privileged information. If you are not the intended recipient of this message any dissemination, use, review, distribution, printing or copying of the information contained in this e-mail message and/or attachments to it are strictly prohibited and your are requested to notify the sender delete this message from your system. Any unauthorized use or dissemination of this message in whole or in part is strictly forbidden. Emails cannot be guaranteed to be timely, secure, error-free or virus-free. Therefore, SBI Life does not accept responsibility for any errors or omissions. Although Anti-virus software is deployed at SBI Life to scan the messages, it does not accept responsibility for any damage whatsoever that is caused by viruses being passed. Computer viruses can be transmitted via email. The recipient should check this email and any attachments for possible presence of viruses. SBI Life accepts no liability for any damage caused by any virus transmitted by this email. SBI Life sends e-mails only from it's official domain "[@sbilife.co.in](mailto:info@sbilife.co.in)" and "[@sbi-life.com](mailto:info@sbi-life.com)". Please do not respond to any e-mails which you may receive from any other email IDs with similar or misleading domains, as same may be fraudulent/ phishing emails". In case of any doubt, please do contact us at "[info@sbilife.co.in](mailto:info@sbilife.co.in)".

Visit us at [www.sbilife.co.in](http://www.sbilife.co.in)

Disclaimer: The information contained in this e-mail message and/or attachments to it may contain confidential or privileged information. If you are not the intended recipient of this message any dissemination, use, review, distribution, printing or copying of the information contained in this e-mail message and/or attachments to it are strictly prohibited and your are requested to notify the sender delete this message from your system. Any unauthorized use or dissemination of this message in whole or in part is strictly forbidden. Emails cannot be guaranteed to be timely, secure, error-free or virus-free. Therefore, SBI Life does not accept responsibility for any errors or omissions. Although Anti-virus software is deployed at SBI Life to scan the messages, it does not accept responsibility for any damage whatsoever that is caused by viruses being passed. Computer viruses can be transmitted via email. The recipient should check this email and any attachments for possible presence of viruses. SBI Life accepts no liability for any damage caused by any virus transmitted by this email. SBI Life sends e-mails only from it's official domain "[@sbilife.co.in](mailto:info@sbilife.co.in)" and "[@sbi-life.com](mailto:info@sbi-life.com)". Please do not respond to any e-mails which you may receive from any other email IDs with similar or misleading domains, as same may be fraudulent/ phishing emails". In case of any doubt, please do contact us at "[info@sbilife.co.in](mailto:info@sbilife.co.in)".

Visit us at [www.sbilife.co.in](http://www.sbilife.co.in)

Disclaimer: The information contained in this e-mail message and/or attachments to it may contain confidential or privileged information. If you are not the intended recipient of this message any dissemination, use, review, distribution, printing or copying of the information contained in this e-mail message and/or attachments to it are strictly prohibited and your are requested to notify the sender delete this message from your system. Any unauthorized use or dissemination of this message in whole or in part is strictly forbidden. Emails cannot be guaranteed to be timely, secure, error-free or virus-free. Therefore, SBI Life does not accept responsibility for any errors or omissions. Although Anti-virus software is deployed at SBI Life to scan the messages, it does not accept responsibility for any damage whatsoever that is caused by viruses being passed. Computer viruses can be transmitted via email. The recipient should check this email and any attachments for possible presence of viruses. SBI Life accepts no liability for any damage caused by any virus transmitted by this email. SBI Life sends e-mails only from it's official domain "[@sbilife.co.in](mailto:info@sbilife.co.in)" and "[@sbi-life.com](mailto:info@sbi-life.com)". Please do not respond to any e-mails which you may receive from any other email IDs with similar or misleading domains, as same may be fraudulent/ phishing emails". In case of any doubt,

please do contact us at "[info@sbilife.co.in](mailto:info@sbilife.co.in)".

---



10th July 2023

## Ankita Samanta

Phone No. 7602471668

Employee ID: 159

Dear Ankita,

Further to our discussion, the following is a summary of terms and conditions applicable to your association with THE PAPER KITE COMPANY. Once you accept this offer, the terms will be crystalized in the form of an employment agreement.

1. You are appointed to the position of HR Recruiter.
2. Your appointment is effective from **5th July 2023**
3. You will be paid a salary of Rs. 11000 per month + incentives after completing your target of 8 Joiners.
4. You will not be entitled to take leaves in the first 6 months of your tenure. However, if you do so, the company will be entitled to deduct salary equivalent to the absence period. You have to submit medical proof in case of medical leave for more than a day.
5. The Company can ask you to leave in case of repeated holidays.
6. You will have to give a written resignation with a notice period of 15 days before leaving to get your salary and relieving letter.
7. You will have to complete your monthly target within your notice period to get your full salary post leaving the organization.
8. Salary will not be given if you abscond or leave without giving notice. If you leave On the spot then you will not be paid.
9. Salary will be paid in FNF settlement after 45 days of leaving the organization with an experience letter only if you serve 15 days of notice.
10. You have to ensure that you complete at least 80% of your target every month. If you fail to do so then The Company can either terminate you or deduct some part of your salary on non performing for continuous two to three months.

The company reserves the right to terminate your employment forthwith or without previous notice in the event of your absence of your work for more than 3 days, Integrity or if you do not complete your target for a longer period of time.

For The Paper Kite Company,



Geetanjali Bhatia

Ankita Samanta

Date : 10th July 2023

Date : 10th July 2023



10th July 2023

## Diya Deherikar

Phone No. 8291434238

Employee ID: 158

Dear Diya,

Further to our discussion, the following is a summary of terms and conditions applicable to your association with THE PAPER KITE COMPANY. Once you accept this offer, the terms will be crystalized in the form of an employment agreement.

1. You are appointed to the position of HR Recruiter.
2. Your appointment is effective from **5th July 2023**
3. You will be paid a salary of Rs. 11000 per month + incentives after completing your target of 8 Joiners.
4. You will not be entitled to take leaves in the first 6 months of your tenure. However, if you do so, the company will be entitled to deduct salary equivalent to the absence period. You have to submit medical proof in case of medical leave for more than a day.
5. The Company can ask you to leave in case of repeated holidays.
6. You will have to give a written resignation with a notice period of 15 days before leaving to get your salary and relieving letter.
7. You will have to complete your monthly target within your notice period to get your full salary post leaving the organization.
8. Salary will not be given if you abscond or leave without giving notice. If you leave On the spot then you will not be paid.
9. Salary will be paid in FNF settlement after 45 days of leaving the organization with an experience letter only if you serve 15 days of notice.
10. You have to ensure that you complete at least 80% of your target every month. If you fail to do so then The Company can either terminate you or deduct some part of your salary on non performing for continuous two to three months.

The company reserves the right to terminate your employment forthwith or without previous notice in the event of your absence of your work for more than 3 days, Integrity or if you do not complete your target for a longer period of time.

For The Paper Kite Company,



Geetanjali Bhatia

Diya Deherikar

Date : 10th July 2023

Date : 10th July 2023



# MANODOPERA RESOURCES PVT. LTD

12th June, 2023

**Pearl Ashok Chawan,**

**Subject:** Letter of Appointment

**Dear Ms Pearl Ashok Chawan ,**

This has reference to your application and subsequent interviews you have had with **MANODOPERARESOURCES**. We are pleased to appoint you as **HR recruiter**; your employment will be governed by the following terms and conditions:

**1. Monthly NET Salary & Target**

You will be paid a monthly net salary of **Rs. 10000/- (Rupees Only)** per month.  
Monthly target is 15 candidates, will be at least achieving **80%** target of requirement.  
Either as per company policy will pay **RS-500** on per candidates.  
**Without Submit monthly report salary will not release.**

**2. Working Hours**

Your working hours will be 10 am to 7 pm as per the current company policy. The company observes a 6 day work week.

**3. Salary Increase**

Increase in your salary will be reviewed periodically as per the policy of the Company. Increments in the salary range will be on the basis of demonstrated results and effectiveness of performance during the period of review.

**4. Probation Period**

You will be on probation for a period of **six months** from the date of your appointment. On satisfactory completion of the probation period, you will be confirmed in service.  
If not confirmed after six months, this order will continue to be in operation, and the probation period will stand extended automatically till further notice.

**5. Responsibilities**

In view of your office, you must effectively perform to ensure results. Your performance would be reviewed as per the Company's Performance Management System.

## **6. Notice Period**

While on probation, this appointment may be terminated by either side by giving **fifteen days' notice**, or **fifteen days salary in lieu of notice period**.

On confirmation, this appointment may be terminated by either side by giving **one months' notice** or **one months' salary in lieu of notice period**.

Should you resign after confirmation, the Company will have the option to accept your resignation either with immediate effect, and pay you three months' salary in lieu of notice period or accept it effective any day up to the end of the notice period and pay you salary for the remaining period from the acceptance of resignation till the end of the notice period.

## **7. Confidential Information**

You will not, at any time, without the consent of the Company disclose or divulge or make public except under legal obligation, any information regarding Company's affairs of administration or research carried out, whether the same may be confided to you or become known to you, in the course of your service or otherwise.

## **8. General**

The above terms and conditions are based on Company Policy, Procedures and other Rules and Regulations currently applicable to the Company's employees and are subject to amendments and adjustments from time to time. Please communicate your acceptance of this appointment by signing a copy of this letter and returning it to us.

We welcome you to the **MANODOPERARESOURCE**s family and trust we will have a long and mutually rewarding association.



---

**(Authorized Signatory)**  
**FOR MANODOPERA RESOURCES PVT. LTD**

---

**Sign & Accept**  
**Ms Pearl Chawan**







## UNIQUE SHANTI DEVELOPERS LLP

*Developing relationships for life!*

Date: 9<sup>th</sup> May 2023

Dear Mr. Anvit Sawant

Welcome to Unique Shanti Developers.

We are pleased to inform you that you have been selected for appointment as a Sales Trainee. We expect significant contribution from you to the company.

This offer entitles you to a basic salary of Rs.15000 per month. This position is permanent subject to a probation period of 3 months.

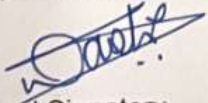
You will abide by all the rules and regulations of the company and you will carry out all the duties or responsibilities assigned to you with utmost sincerity. You will not disclose or share with any other third party any confidential information or data of the company. You will not receive anything in cash or kind from others without the consent of the company. Such activities will result in immediate termination of your service with or without any compensation as decided by the company.

The management can terminate you after giving due notice of 1 month. However, if you have been found to have violated any rules and regulations of the company or found to have acted against the interests of the company, the management can terminate you without any notice or due compensation. You can also submit your resignation with due notice of 1 month or pay in lieu of such notice.

Your future promotion, remuneration will be at the sole discretion of the management. You will be provided with full details of the various rules and regulations of the company at the time of joining and you are expected to abide by them comprehensively.

Kindly sign the copy of this letter if you accept the above terms and conditions and return it to the company.

Yours sincerely,  
M/s Unique Shanti Developers LLP

  
Authorized Signatory

I accept the above offer  
(Signature)

Name :

Date :





**PSPL/2023/OF/\*9214/Sales Executive**

**May 29, 2023**  
**SUMEET PATEL**  
**Mumbai**

Dear **SUMEET PATEL**,

**Sub: Provisional Offer letter (hereinafter "Offer Letter") for the position of Sales Executive.**

Kindly refer to your job application with Paytm Services Private Limited, we are happy to offer you the position of **Sales Executive** in **Grade-SG01A** in our Company on the following terms and conditions:

1. Your Total Fixed CTC is Rs. **252000/-** per annum (encl. annexure A.) This is the total cost to Company and all necessary taxes will be deducted at source along with all statutory deductions. If you are covered under the Provident Fund Scheme, then the employer contribution to the provident fund shall be met out of the above said salary.
2. Performance Linked Incentive (PLI) is completely based on performance and target achieved by employee's and basis company's requirement, reimbursement can also be provided to you. These are awards which may be withdrawn anytime upon company's discretion.
3. You will be governed by the Company's Personnel Policy, Code of Conduct, Non-Disclosure Agreement and all other Company policies as applicable to you from time to time.
4. You will be expected to join duty on **May 30, 2023** the Business hours begins from 9.30 A.M. onwards. You are requested to meet **Saurabh Sumeet**, Contact No. **7073686676** for your joining formalities. In case of any further issues, escalation, support or feedback, please write to [Distribution.Helpdesk@paytm.com](mailto:Distribution.Helpdesk@paytm.com), our team will reach out to you on priority.
5. You shall be initially deputed at **Mumbai**. The Company may at its sole discretion, change your job role & job location intimating to you in advance based on business requirement.
6. The company observes a 6 day work week and you should inform your non availability in advance. Any absence for consecutive 3 days without prior approval will be treated as un-authorized absence from the work and Company has the right to terminate your engagement and take necessary legal action against you.
7. During your period of engagement with the Company, we do not allow any direct or indirect association by you with any other company/person/entity whatsoever, such as agent, consultant and other business association under Dual employment policy and code of conduct. In case of any breach company has right to take disciplinary action including legal/police action.
8. The Company does not promote and hire relatives in the Company, members of a personal immediate family (defined as parents, children, spouse and siblings and other relatives) however such cases can be considered as case to case basis at times with certain condition and prior approval.
9. In additions to the terms contained herein, your relationship with Paytm Services may be subject to such other additional terms and condition as may be communicated to you time to time by Paytm Services.



10. This offer is subject to successful clearance of your background check which Company may do pre or post your joining and in case of any negative report the Company may take any necessary action which may also lead to termination.
11. This is a fixed term employment agreement between you and the Company. This one year employment agreement may be considered for an extension at the sole discretion of the Company.
12. A detailed brief on KRAs and scope of work will be given to you on joining.
13. You shall be on probation for a period of six (6) months. During this period, your performance shall be subject to review. In case your performance is not considered satisfactory, the probation could be extended for such duration as determined by the management. During or at the end of the probation period, management shall have the right to dispense with your services without any notice or assigning any reason thereof and without paying any compensation or separation benefits thereof.
14. Notwithstanding any of the clauses of this letter, the management reserves the right to terminate this engagement without giving any notice or assigning any reasons whatsoever during your probation period. You will be at liberty to resign from the services during probation period after giving 15 Days' notice in writing or subject to written approval from HR department on payment of equivalent salary. After confirmation in writing / successful completion of your probation period, management reserves the right to terminate this engagement after giving you 1 month notice or salary in lieu thereof without assigning any reason thereof. Similarly, you will be at liberty to resign from the services after giving 1 month notice in writing or subject to written approval from HR department on payment of equivalent salary to the organization in lieu thereof for the un-expired period of notice. During your notice period you shall not take any leave whether due to you or not without prior sanction. Any request for relieving from work before completion of notice period, would be subject to availability of alternate resource for taking proper handover of the work from you. Any unprofessional behavior or lackadaisical attitude during notice period will result in termination of your services.
15. Notwithstanding the preceding clause, your engagement may be terminated 'for cause' at any time without any notice. For the purpose of this agreement termination 'for cause' includes, but is not limited to, any of the following: (i) theft (ii) falsification of time or other employment records (iii) dishonest act(s) (iv) negligence (v) incompetence (vi) insubordination (vii) failure of follow work rules and policies (viii) excessive absenteeism or tardiness (ix) disloyalty (x) lack of clients, work or business.
16. A detailed engagement letter will be issued to you on your joining and your terms of the engagement with the Company shall be detailed out in such engagement letter.
17. Please confirm your acceptance of this Offer Letter by email within the next two working days, failing which this offer will automatically stand withdrawn.
18. Within three days of accepting our offer you are required to send us the copy of your resignation letter duly accepted by your current organization failing which company reserves its right to withdraw this offer letter. This letter has been issued to you on the understanding that there is nothing in your past record which should have prevented our Company to offer you this employment contract. If, however, it is found that your past record is objectionable or if you have willfully suppressed any material, information or if any declaration given by you to the Company is false, in such a case, then this Offer Letter may be withdrawn by the Company without any notice or compensation in lieu thereof.



19. You are requested to carry the following documents in original at the time of joining for verification and a copy of the same for submission.

- a. High School and Senior Secondary Certificates and Mark sheets
- b. Graduation / Post Graduation certificate(s) along with mark sheets
- c. Experience certificate and salary slip from last employer.
- d. Blood Group.
- e. Relieving certificate from last employer.
- f. 3 Passport Size Photographs.
- g. Form 16 from last employer.
- h. Photo Identity Proof.
- i. PAN Number.
- j. Aadhaar Card

20. Your employment and salary processing is subject to timely submission, validation and completion of joining forms / documents / proofs and background verification clearance.

21. We as a Company do not charge any fee/amount for hiring and also do not ask any agency engaged by us for the same.

22. Without Prejudice, please note that the Company reserves its right to withdraw this offer made to you before receipt of your acceptance of the same, without providing any reason to you.

23. It is your responsibility to communicate in writing to Company about any changes in your following mode of communications, as and when required.

- a. Contact Number/Mobile Number.
- b. Residential Address.
- c. Personal E-mail ID

24. The courts at New Delhi shall have sole and exclusive jurisdiction over any disputes arising under this Offer Letter.

Your employment agreement at Paytm Services will be subject to ratification of the above.

We look forward to welcoming you aboard the Paytm Services team.

Best regards,

**Debojyoti Das**  
Human Resources  
Paytm Services Private Limited

**Paytm Services Private Limited**  
(Formerly known as Balance Technology Private Limited)  
**offer@paytmservices.com**  
[www.One97.com](http://www.One97.com)

Corporate Office - B 121, Sector 5, Noida 201301, India  
T: +91 120 4770770 F: +91 120 4770771 CIN: U74110KA2016PTC094535  
Registered Office - Ground Floor, Essae Viasnavi Summit, 6/B 7th Main,  
80 Feet Road, 3rd Block, Industrial Layout, Koramangala, Bangalore - 560034

## Annexure A

CTC Structure		
Salary Components	Monthly (Rs.)	Yearly (Rs.)
Basic	10100	121200
House Rent Allowance	5050	60600
Special Allowance	1115	13381
Statutory Bonus	2300	27600
<b>Gross Salary</b>	<b>18565</b>	<b>222781</b>
PF (Employer)	1622	19462
ESIC (Employer)	603	7241
Medical Insurance Premium	209	2508
<b>Monthly CTC</b>	<b>21000</b>	<b>252000</b>
<b>Variable</b>		
Performance Linked Incentive (PLI)*	12000	144000
<b>Total Salary (Gross CTC)</b>	<b>33000</b>	<b>396000</b>

\* Medical Insurance premium rate is subject to change

\* Employee contribution for PF & ESIC shall also be deducted from your Gross salary only

\* Performance Linked Incentive (PLI): PLI will be subject to the sales target Vs achievement by employee's. This will be paid on monthly basis.

\* FairDay Attendance will be applicable as per policy.