



5.2.1 Number of placement of outgoing students during the year (Total No. 179)

Year	Name of student placed and contact details	Program graduated from	Name of the employer with contact details	Pay package at appointment
2022	VIBHOR SHARMA	BBA	INTELLIPAAT SOFTWARE SOLUTION PVT LTD ADDRESS: AMR TECHPARK 3,GROUND FLOOR TOWERB,HONGASANDRA VILLAGE, BOMMANAHALLI, HOSUR ROAD, BANGALORE-560068	9
2022	KARTIK DUREJA	BBA	INTELLIPAAT SOFTWARE SOLUTION PVT LTD ADDRESS: AMR TECHPARK 3,GROUND FLOOR TOWERB,HONGASANDRA VILLAGE, BOMMANAHALLI, HOSUR \ROAD, BANGALORE-560068	9
2022	JATIN BHARDWAJ	MBA	BYJUS ADDRESS: NOIDA - SEC - 3 GAUTAM BUDDH NAGAR UTTAR PRADESH 201301	9
2022	AYUSH KUMAR	MBA	KAPDEC INDIA PVT. LTD ADDRESS: REGD. OFFICE, 26753 ANNESLEY RD, BEACHWOOD, OH – 44122	7.5
2022	AADITI TOKISH	BBA	UPGRADE ADDRESS: GROUND FLOOR - 75 DR ANNIE BESANT ROAD MUMBAI	7.5
2022	ANKIT SINGH	MBA	KAPDEC INDIA PRIVATE LIMITED ADDRESS: SECT - 16 NOIDA	7
2022	VANSHIKA AGGARWAL	BCA	SKILLAIO - K1 - 110 - ARIHANT ARDEN - SECTOR - 1 - NOIDA WEST	6
2022	RAKSHIT TYAGI	BBA	EXPERIS MANPOWER GROUP ADDRESS: BLOCK JP PLOT NO J3 SECTOR V SALT LAKE CITY KOLKATA	6
2022	RAKSHIT RANA	BBA	JARO EDUCATION NEW DELHI ADDRESS: 11TH FLOOR, VIKAS CENTRE, NEAR GOLF CLUB, DR. C.G. ROAD, CHEMBUR (EAST), MUMBAI – 400074 DESG: CAREER DEVELOPMENT (SALES) CTC: 6 LPA	6
2022	NITYAM CHHABRA	BAJMC	FRAKTL INTELLIGENCE PRIVATE LIMITED ADDRESS: LEVEL 7, COMMERZ II, INTERNATIONAL BUSINESS PARK, OBEROI GARDEN CITY,OFF.	6
2022	ADITYA BHARDWAJ	BBA	LEARNING ROUTES ADDRESS: GURGRAM	5.7
2022	DIVISH MANUJA	BCA	CVENT ADDRESS: CYBER CITY DELHI GURUGRAM, ROZRAPORT	5.59
2022	VIDUSHI SHANDILYA	BAJMC	DEFODIO DIGITAL ADDRESS: 3-IV-13, OBRA COLONY, OBRA , SONEBHADRA, UTTAR PRADESH, 231219	5.4
2022	NAMAN CHOPRA	BCA	SQUAREYARDS ADDRESS: SQUAREYARDS, GOOD EARTH BUSINESS BAY, 9 TH FLOOR, SEC 58 GURGAON	5
2022	KAILASH TALREJA	MBA	INVESTOSURE ADDRESS: GURUGRAM	5
2022	TUSHAR CHAUHAN	BAJMC	CHOUDHARY AND SONS	4.8
2022	MANVI MAHIPAL	MBA	PAPERPEDIA ADDRESS: GURUGRAM SECTOR- 18	4.8
2022	KRIKA SABHARWAL	BAJMC	BENCHMARK SIX SIGMA PVT LTD ADDRESS: THE CORENTHUM CS-14, LOBE NO.2, 7TH FLOOR A-41, SECTOR-62, NOIDA	4.8
2022	AMANDEEP SINGH SURI	BBA	AMERICAN EXPRESS ADDRESS: GURUGRAM	4.65



2022	KESHAV GULATI	BCA	AON CONSULTING PRIVATE LIMITED - TRANS NEURON TECHNOLOGIES PVT LTD ADDRESS: NO. 35, 1ST FLOOR, MIRAGE POINT, 80 FEET ROAD, KORAMANGLA 4TH BLOCK,, BENGALURU, KARNATAKA 560034	4.6
2022	SHIVAM THAKRAN	BCA	INTELLIPAAT ADDRESS: AMR TECH PARK 3,GROUND FLOOR TOWER B HONGASANDRA VILLAGE, HOSUR RD, BOMMANAHALLI, BENGALURU, KARNATAKA 560068	4.56
2022	MANISHA CHHABRA	MBA	ACCENTURE - NOIDA	4.5
2022	KUSHAGRA DHINGRA	BBA	PROPLIV ADDRESS: GURUGRAM SECTOR- 18	4.5
2022	NAMRATA KHARBANDA	MBA	E2E NETWORKS LIMITED - 1ST FLOOR, A-24/9,MOHAN COOPERATIVE INDUSTRIAL ESTATE MATHURA ROAD,NEW DELHI-	4.49
2022	DEEPALI BISHT	BBA	FINCARE SMALL FINANCE BANK - FLOOR V, BREN MARCURY KAIKONDANAHALLI, SARJAPUR MAIN ROAD BENGALURU	4.35
2022	KAREENA GABA	BCA	AON CONSULTING PRIVATE LIMITED -TRANS NEURON TECHNOLOGIES PVT LTD ADDRESS: NO. 35, 1ST FLOOR, MIRAGE POINT, 80 FEET ROAD, KORAMANGLA 4TH BLOCK,, BENGALURU, KARNATAKA 560034 DESG: INSIDE SALES REPRESENTATIVES CTC: 4 LPA	4.27
2022	VIREN SAHNI	BBA	GOMECHANIC	4.23
2022	PARUL ARORA	BAJMC	POURING PONDS ADDRESS: 207A LABURNAM TOWER HEIGHTS SUSHANT LOK PHASE - 1	4.2
2022	PANSY KHAJURIA	BBA	INSPLORE TLS CONSULTANT PVT LTD ADDRESS: 299, GAGAN VIHAR DELHI NEW DELHI EAST DELHI DL 110051 IN	4.2
2022	HIMANSHU BHANOT	MBA	THOMAS COOK INDIA LIMITED ADDRESS: NEW DELHI DESG: ASSISTANT MANAGER	4.2
2022	VARUN TANDON	MBA	DESIGN O WEB ADDRESS: G - 130 SECOND 63 NOIDA UP	4
2022	SHOBHIT AGARWAL	BBA	GEETANJALI HOMESTATE PVT LTD. ADDRESS: OFFICE NO. 1017, 10TH-FLOOR, TOWER B, DLF CORPORATE GREEN GOLF COURSE, EXTENSION ROAD, SOUTHERN PERIPHERAL RD, SECTOR 74A, GURUGRAM, HARYANA 122002	4
2022	SARA NEGI	BCA	UNBXD SOFTWARE PRIVATE LIMITED ADDRESS: D - 2/83 SECTOR 11 ROHINI NEW DELHI - 110085	4
2022	SANSKRITI ARORA	BAJMC	THE POPCORN MEDIA - FOURTH FLOOR, PLOT 465, PHASE V, UDYOG VIHAR, SECTOR 19, GURUGRAM, HARYANA 122022	4
2022	SAMARTH CHUGH	BBA	IOTFY SOLUTION PVT LTD ADDRESS: SECTOR - 19DWARKA	4
2022	HARSHIT GARG	BBA	JONES LANG LASALLE BUILDING OPERATIONS PVT LTD - NO 1110 11TH FLOOR ASHOKA ESTATE 24 BARAKHAMB ROAD NEW DELHI 110001	4
2022	BHUMIKA GOGNA	BCA	TRANS NEURON TECHNOLOGIES PVT LTD ADDRESS: NO. 35, 1ST FLOOR, MIRAGE POINT, 80 FEET ROAD, KORAMANGLA 4TH BLOCK,, BENGALURU, KARNATAKA 560034 DESG: INSIDE SALES REPRESENTATIVES CTC: 4 LPA	4
2022	VANSHIKA SAXENA	BAJMC	ZEE MEDIA ADDRESS: GURUGRAM	3.8
2022	KRITI - NAGI	BBA	EY GLOBAL DELHIVERY SERVICES INDIA LLP	3.65



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2022	VANSHIKA THAKUR	BAJMC	BCW INDIA GROUP ADDRESS: 4TH FLOOR, BAY 99, ADJACENT TO JW MARRIOTT SAHAR, IA PROJECT ANDHERI, MUMBAI, MAHARASHTRA 400099 ROAD, CHHATRAPATI SHIVAJI INTERNATIONAL AIRPORT	3.6
2022	SHUBHAM KUSHWAHA	BBA	INNOVALANCE LEARNING SYSTEM PVT LTD ADDRESS: JAGAT PURI DELHI - 110051	3.6
2022	SAKSHAM TYAGI	BBA	LAVERAGE EDU - NOIDA	3.6
2022	RITIKA MISHRA	BAJMC	JOSH TALK ADDRESS: 10B - BOUGANVILLE MARG DLP PHASE - 2 SEC - 25 GURUGRAM	3.6
2022	PAAWAN DHINGRA	BBA	PE-2 PRO PRIVATE LIMITED ADDRESS: NOIDA FILM CITY SEC - 16	3.6
2022	HIMANSHI TULI	BAJMC	EKAANI - SECTOR - 5 NOIDA	3.6
2022	ASHI SACHDEVA	BBA	COGENT E SERVICES LIMITED ADDRESS: C-121, C BLOCK, SECTOR 63, NOIDA, UTTAR PRADESH 201301	3.6
2022	KARTIK BISHT	BBA	SIMPLIFY GROWTH ADDRESS: SECTOR - 62 NOIDA	3.57
2022	OJUS SACHDEVA	BBA	NAT WEST GROUP ADDRESS: OFFICE: 6TH FLOOR, BUILDING-2, TOWER A, GIL IT/ITES SEZ, CANDOR TECHSPACE, SECTOR-21, DUNDAHERA, GURUGRAM, HARYANA, INDIA, 122016.	3.52
2022	BHAVYA AGGARWAL	BCA	MICROBUSTER, - D112, UPPER GROUND FLOOR LEFT SIDE CHHATTARPUR ENCLAVE NEW DELHI - 110074	3.5
2022	SHIYA RANA	BAJMC	UNIFIT ADMISSION PRIVATE LIMITED 2ND FLOOR NAGPUR TOWER - AMRITSAR PUNJAB	3.48
2022	RIYA BHASIN	BAJMC	IGT SOLUTIONS ADDRESS: GURUGRAM	3.48
2022	SIMRAN GANDHI	MBA	AGILENT TECHNOLOGIES	3.4
2022	SARTHAK VERMA	BBA	ACCORD FINTECH PVT. LTD. 2ND FLOOR, NAVBHARAT PRESS BUILDING, SECTOR - 8, NEAR MILLENNIUM TOWER, SANPADA (E), NAVI MUMBAI - 400705.	3.25
2022	CHIRAG SURI	BBA	IGT SOLUTIONS ADDRESS: GURUGRAM	3.24
2022	HARSH MEHTA	BBA	SPICEJET LIMITED ADDRESS: 317 UDYOG VIHAR PHASE - IV GURUGRAM	3.2
2022	ANUJ UPPAL	BBA	AMAZON ADDRESS: NOIDA	3.2
2022	ISHIKA VASWANI	BAJMC	CAREER BRICK ADDRESS: 801-802-803, 9TH FLOOR, WESTEND MALL, JANAKPURI, NEW DELHI-110058	3.18
2022	YASHVI GARG GARG	BBA	CAPILINE HEALTHCARE MANAGEMENT - NOIDA	3.1
2022	VAIBHAV SATIJA	BBA	ENERGIZER ADDRESS: OFF. A-37, SECTOR-60, NOIDA-201301 INDIA,	3
2022	SYED AYAAN MAHMOOD	BAJMC	SYNERGY FILM PRODUCTION ADDRESS: GURUGRAM	3
2022	SOMYA TALWAR	MBA	PERSOLKELLY - UNITECH CYBER PARK - UNIT NO. 601,602,603, TOWER - C 6TH FLOOR SECTOR - 39 GURUGRAM	3
2022	SHUBHAM AGRAWAL	MBA	SKYWAYS GROUP - A - 128 AND 129, MAHIPAL PUR , EXTN. NEW DELHI - 110037	3
2022	SHIVAM PANDEY	BBA	ETEAM INFO SERVICE ADDRESS: NOIDA SECTOR 16	3
2022	SALONI THAKUR	BBA	CSB BANK ADDRESS: MUMBAI	3
2022	PRIYANSHI VERMA VERMA	BAJMC	IB MONOTARO PRIVATE LIMITED ADDRESS: PLOT NO - 401 402 - FIRST FLOOR GHITORNI MG ROAD NEW DELHI - 110030	3



2022	PRIYANSHI GOYAL	BAJMC	BEAN AND WORDS - GROUND FLOOR RIGHT SIDE BABA HOME KHASRA NO. 284 SAIDULAJAIB DELHI - 110030	3
2022	PRATYAKSH MAL	BBA	V5 GLOBAL SERVICES PVT LTD ADDRESS: MOHAN COOPERATIVE INDUSTRIAL AREA	3
2022	MUSKAN SHARMA	MBA	TECH MAHINDRA ADDRESS: NOIDA , HCL TRAINING & STAFFING SERVICES PVT. LTD. ADDRESS: 806 SIDDHARTH NAGAR 96 NEHRU PLACE DELHI - 110019 DESG: INTERN CTC: 72 KPA	3
2022	MAYANK SHARMA	BBA	BUILD WITH INNOVATION - NSP	3
2022	KHYATI KHANNA	BBA	ASTON CARTER INDIA -	3
2022	KHUSHI SONDHI	BAJMC	CRON J IT TECHNOLOGIES PVT LTD ADDRESS: BANGALORE	3
2022	DRISHTI SRIDHAR IYER	BAJMC	ZAPMINATI ADDRESS: 501 A, 5TH FLOOR, TOWER B, NOIDA SEC - 62	3
2022	BHAVAY SEHGAL	BBA	SECURENOW ADDRESS: GROUND FLOOR, PLOT NO 68, SECTOR 18, GURGAON- 122001	3
2022	MANSI BHARDWAJ	BBA	SITEL - GURUGRAM	2.99
2022	NITYAM TALWAR	BBA	UNICEF ADDRESS: KAILASH BUILDING CP	2.96
2022	SHUBHASHISH LALL	BBA	MAGIC PIN ADDRESS: GURUGRAM	2.95
2022	SHIVAM GUPTA	BAJMC	MAGIC PIN ADDRESS: GURUGRAM	2.95
2022	MAYANK MALHOTRA	BBA	CONCENTRIX DAKSH SERVICES INDIA PRIVATE LIMITED. ADDRESS: 6, TOWER B, GROUND FLOOR DLF CYBER CITY , DLF PHASE 3, UNIT III GURGAON - 122 002, HARYANA	2.95
2022	ISHITA SHARMA	BAJMC	TELEPERFORMANCE ADDRESS: 42 GAGAN VIHAR EXTENSION EAST DELHI	2.94
2022	ANUBHAV SHARMA	BBA	POLICY BAZAR - SECTOR 44 GURUGRAM	2.9
2022	YASH KAPOOR	BBA	ICICI PRUDENTIAL LIFE INSURANCE CO. LTD. - ICICI PRUDENTIAL LIFE INSURANCE, 6TH FLOOR, VIDEOCON TOWER, JHANDEWALA PIN:110055	2.88
2022	TANNU SHARMA	BAJMC	ARTE MEDIA ADDRESS: NOIDA SEC- 15 DESG: COPY WRITER	2.88
2022	ANJALI	BAJMC	PROVENT ENVISION CEO ADDRESS: MOHAN NAGAR SONIPAT	2.88
2022	MANSI SINGH	BBA	CONCENTRIX ADDRESS: GURUGRAM	2.87
2022	MANSI KAPRI	BAJMC	AON CONSULTING PRIVATE LIMITED ADDRESS: THE AON CENTRE, CANDOR INFO SPACE CENTRAL PARK II, TIKRI, SECTOR 48, GURUGRAM, HARYANA 122001	2.84
2022	KAJAL SHARMA	BAJMC	IENERGIZER IT SERVICES PVT.LTD. ADDRESS: REGD.OFF. 22, GROUND FLOOR, RECTANGLE-1, DISTRICT CENTRE, SAKET, NEW DELHI-110017	2.82
2022	UJVAL DUTTA ROY	BAJMC	IGT SOLUTIONS PRIVATE LIMITED ADDRESS: UNIT NO 1 GROUND FLOOR A WING BUSINESS MANTRI SURVEY NO 197/2 LOHEGAON NAGAR ROAD PUNE MAHARASTRA	2.8
2022	VIBHU YADAV	MBA	PRODIGY HUMAN RESOURCE CONSULTANT PVT LTD ADDRESS: VIKASH PURI	2.76
2022	RIA SHARMA	BAJMC	CONCENTRIX ADDRESS: GURUGRAM	2.75
2022	UDDESHYA JAIN	MBA	ALEPH ACCREDITATION AND TESTING CENTRE PVT LTD	2.7

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2022	KANCHAN	MBA	ICICI PRUDENTIAL LIFE INSURANCE ADDRESS: METRO STATION, VIDEOCON TOWER, 6TH FLOOR, E-1 BLOCK, VIDEOCON TOWER JHANDAWALA EXTENSION NEW DELHI, NEAR JHANDEWALAN, DELHI, 110055	2.7
2022	SHIVANGI SAXENA	MBA	AKAL INFORMATION SYSTEMS LTD ADDRESS: 2ND FLOOR, 13 JET AIR HOUSE, COMMUNITY CENTRE, YUSUF SARAI, NEW DELHI -110049 DESG: RECRUITMENT CTC: 2.64	2.64
2022	MANAV GUPTA	BCA - 1	RTS MANPOWER ADDRESS: NSP	2.64
2022	JAYANT GOEL	BBA	SOLUTIONS SYNC LLC ADDRESS: NOIDA	2.64
2022	JAHNVI NAYYAR	BBA	RANK GLOBAL SERVICES PRIVATE LIMITED - 1111, NEW DELHI HOUSE, BARAKHAMBA ROAD, CONNAUGHT PLACE	2.64
2022	AVNI MISHRA	BAJMC	PROVENT ENVISION CEO ADDRESS: SAFIABAD ROAD NARELA	2.64
2022	ASHIMA KHURANA	BCA	TECHNOCRATIQ DIGITAL - 358, DALMIA VIHAR, BIJWASAN, DELHI, 110061	2.64
2022	ARNAB BANERJEE	BAJMC	PROVENT ENVISION CEO ADDRESS: MOHAN NAGAR SONIPAT	2.64
2022	ANISHA SIGTIA	BAJMC	ROSE PETAL DECOR ADDRESS: A - 2 SARAI PIPAL THALA EXTEN ADARSH NAGAR DELHI - 110033	2.64
2022	VANSHIKA TANDON	BBA	ADZEALOUS MEDIA ADDRESS: CONNAUGHT PLACE DELHI	2.56
2022	VAANI PAYAL	BAJMC	TEAMWORK COMMUNICATION PVT LTD ADDRESS: OKHLA PHASE - 2 NEW DELHI	2.52
2022	TUSHAR ARORA	BBA	ON GRID ADDRESS: FLOOR NO 1 B18 SECTOR 32 GURUGRAM - INDIA	2.52
2022	RISHI PATYAL	MBA	MANPOWER GROUP SERVICES INDIA PVT LTD	2.52
2022	AKANKSHA	BAJMC	ABSOLUTE TALENT PRIVATE LIMITED ADDRESS: KHS NO 227 VILLAGE MAMURA NOIDA GAUTAM BUDDH NAGAR 201301	2.52
2022	VINAY KUMAR	BBA	CONCENTRIX ADDRESS: HINDUSTAN TIMES HOUSE LEVEL 10 KG MARG CONNAUGHT PLACE NEW DELHI 110001	2.5
2022	MANAV KHANNA	BCA - 1SHIFT	CONCENTRIX ADDRESS: GURUGRAM	2.45
2022	YASH PARASHAR	BCA	WIPRO ADDRESS: NOIDA	2.4
2022	VAISHNAVI SETHI	MBA	CVENT ADDRESS: CYBER CITY DELHI GURUGRAM	2.4
2022	TEJASWITA UPADHYAY	BAJMC	RAJMITH ADDRESS: GONTHA, MAU, UTTAR PRADESH- 275303	2.4
2022	RUCHIKA RAWAN	BAJMC	THE DAILY EPISODE NETWORK ADDRESS: RADHEY MOHAN DRIVE CHATTARPUR	2.4
2022	ROHIT MANGWANA	BAJMC	ZIGRAM ADDRESS: GURUGRAM DESG: ANALYST	2.4
2022	RAHUL	BBA	FUNCTIONAL MEDICINE ASSOCIATION ADDRESS: 40, SHOP NO 3, GROUND FLOOR 1ST MAIN. 2ND CROSS, DOCTORS LAYOUT KASTURI NAGAR, BANGALORE- 560043 KARNATAKA INDIA (M	2.4
2022	MUSKAN KUMAR	BAJMC	INNCREWIN TECHNOLOGIES PVT LTD ADDRESS: BANGALORE	2.4
2022	KRISH SHARMA	BAJMC	ZIGRAM ADDRESS: GURUGRAM	2.4
2022	HARSHIT SHARMA	BBA	FREESOUT LASH TECHNOLOGIES PVT LTD ADDRESS: J- 208 RAJOURI GARDEN NEW DELHI	2.4

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Energy Management Systems

2022	BHARAT MATHUR	MBA	MANTRA CARE ADDRESS: PASCHIM VIHAR DELHI - 110063	2.4
2022	ARUN KUMAR	BBA	ONGRID ADDRESS: GURUGRAM SECTOR- 32	2.4
2022	ANUKRITI JAIN	BBA	PEOPLE STAFFING SOLUTION PVT. LTD. ADDRESS: 405 PRABHAT KISHAN BUILDING RAJENDERA PLACE NEW DELHI - 110008	2.4
2022	ANSHUL PANTHRI	BAJMC	ATULYAM INFRATECH PVT LTD, PEARLS BEST HEIGHTS II, 1109, NETAJI SUBHASH PLACE, NSP, NEW DELHI, DELHI 110034	2.4
2022	ANSHIKA RANA	BAJMC	VALUE FOR SELLER ADDRESS: MAYUR VIHAR	2.4
2022	AASTHA JAIN	BAJMC	BPO CONVERGENCE ADDRESS: NOIDA	2.4
2022	SHAMBHU	BBA	MADHAWKS ADDRESS: GURUGRAM	2.34
2022	ABHAY CHAUHA	BBA	CONCENTRIX - GURUGRAM	2.34
2022	SURBHIT SHARMA	BAJMC	CORPSEED ADDRESS: SECTOR - 63 NOIDA	2.22
2022	AJITA AGNIHOTRI	BAJMC	ADECCO ADDRESS: NOIDA SEC - 8	2.2
2022	ANMOL GUPTA	BAJMC	TEAM LEASE ADDRESS: BMT COMMERCIAL COMPLEX 6 FLOOR KORAMA GALA BANGLORE	2.17
2022	UTKARSH GAUR	BBA	PRODIGY HUMAN RESOURCE CONSULTANT PVT LTD ADDRESS: VIKAS PURI NEW DELHI	2.16
2022	TAVISH NARANG	BAJMC	SRIAAS SR INSTITUTE OF ADVANCED AYURVEDIC SCIENCE ADDRESS: B- 41, DERAWAL NAGAR MODEL TOWN DELHI	2.16
2022	SHOAIB RAHMAN	BAJMC	CM OFFICE ADDRESS: PARLIAMENT STREET, NEW DELHI-110001 PH. 01123369011	2.16
2022	SAKSHI SHARMA	BBA	MILITARYTOCORP ADDRESS: 10 FLOOR GOPAL HEIGHTS NATAJI SHUBHASH PLACE PITAMPURA	2.16
2022	ROHAN BASOYA	BAJMC	WEBLENS INDIA LLP ADDRESS: MOTI NAGAR	2.16
2022	MOHAMMED LAREF	BAJMC	TELEPERFORMANCE ADDRESS: GURUGRAM DESG: CUSTOMER CARE EXECUTIVE	2.16
2022	KAVYA SHARMA	BAJMC	WE EXCEL SOFTWARE PRIVAT LIMITED - NETSMARTZ HOUSE PLOT NO 10 4TH FLOOR RAJIV GANDHI I T PARK CHANDIGARH	2.16
2022	JUHI JOSHI	BAJMC	TEAM GLOBAL LOGISTIC PRIVATE LIMITED	2.16
2022	HIMANSHI GOGIA	BBA	PRODIGY HUMAN RESOURCE CONSULTANT PVT LTD ADDRESS: VIKAS PURI NEW DELHI	2.16
2022	FALGUNI BHURANI	BAJMC	BEHIND THE SCREENS - PLOTE NO. 25 GYAN KHAND INDRAPURAM GHAZIABAD 201014	2.16
2022	DHRITI KHANNA	BAJMC	SEVEN SEAS ADDRESS: MALKA GANJ LAXMI NARAYAN MANDIR	2.16
2022	ARPIT KUMAR THAKUR	BAJMC	KRM AYURVEDA ADDRESS: TARUN ENCLAVE PITAMPURA	2.16
2022	ADISH GUPTA	BBA	VACO BINARY SEMANTICS ADDRESS: GURUGRAM SECTOR- 18	2.11
2022	SAKSHI SINGHAL	BAJMC	TRIP SHRIP PVT LTD ADDRESS: NOIDA SEC - 3	2.04
2022	PRACHI KAPOOR	BBA	RAFIKI SOLUTIONS PVT LTD - NOIDA	2.04
2022	KSHITIZ ROHATGI	BBA	NIIT LIMITED - 85, SECTOR 32, INSTITUTIONAL GURGAON 122001 INDIA	2.04
2022	GAURAV SETHI	BCA - 1SHIFT	COGENT E SERVICES LIMITED ADDRESS: NOIDA	2.04
2022	GAURAV KALRA	BBA	ADITYA BIRLA CAPITAL - BARAKHAMBHA ROAD	2
2022	CHAHAT MALHOTRA	BCA	TCS - 5TH FLOOR PTI BUILDING 4 PARLIAMENT STREET NEW DELHI - 110001	1.9
2022	SRISHTI JAIN	BBA	JOBLINE CONSULTANCY INDIA PVT LTD ADDRESS: SHALIMAR BAGH DELHI - 110088	1.8
2022	SHRUTI KANDWAL	BAJMC	KRISHI JAGRAN ADDRESS: GREEN PARK DELHI	1.8

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2022	PRERNA MEHRA	BAJMC	SPEARHEAD DIGITAL SOLUTIONS ADDRESS: C - 2 170/ WEST ENCLAVE PITAMPURA 2ND FLOOR	1.8
2022	PRACHI WASON	BAJMC	ARRAMTON INFOTECH PVT. LTD. ADDRESS: VAISHALI ENCLAVE	1.8
2022	PAWAN SAINI	BBA	EXCEL DESIGN TECHNOLOGIES PVT. LTD.	1.8
2022	MUSKAN GUPTA	BAJMC	AJATH INFOTECH PVT LTD	1.8
2022	LAKSH JUNEJA	BAJMC	KYT EVENTS PRIVATE LIMITED ADDRESS: 26-2 PUNJABI BAGH EXTENSION NEW DELHI 110026	1.8
2022	CHIRAG SALUJA	BAJMC	VED MEDICALS AND GENERAL STORE - JHAJJAR HARYANA	1.8
2022	BHAVAY GULATI	BAJMC	GLOBAL NEXUS ADDRESS: NOIDA	1.8
2022	AVNEET SINGH ISSAR	BAJMC	BEHIND THE SCREENS ADDRESS: BEHIND THE SCREENS PLOT NO 25 GYAN KHAND INDRAPURAM GHAZIZBAD	1.8
2022	ANIRUDH KHADELWAL	BAJMC	JAMBUDWEEP SHODH KENDRA ADDRESS: B-1604 SETHI MAX ROYAL SECTOR - 76 NOIDA GAUTAM BUDDHA NAGAR	1.8
2022	AMAN PRASAD	BBA	QUESS CORP LIMITED ADDRESS: GURUGRAM	1.8
2022	AHMED RAZA AMAAN	BBA	DECATHLON ADDRESS: SAKET STORE , SELECT CITYWALK MALL SAKET DISTRICT CENTRE, DISTRICT CENTRE, SECTOR 6, PUSH P V	1.8
2022	AASTHA SINGH	BAJMC	THE BRAND BEE ADDRESS: B - 24 BASEMENT PANCHSHEEL ENCLAVE NEW DELHI	1.8
2022	AAKASH GULATI	BAJMC	SOCIAL SOURCE - MAYUR VIHAR DELHI	1.8
2022	YASHITA KANSAL	BBA	DIAMOND COUNTRY CARGO PVT. LTD. ADDRESS: 304 3RD FLOOR MUKUND HOUSE AZADPUR COMPLEX DELHI - 110033	1.68
2022	SWETA	BAJMC	SUDARSHAN TV NEWS ADDRESS: NOIDA SEC - 59	1.68
2022	ABHISHEK SHARMA	MBA	SHRIDHAR INSURANCE BROKER PVT LTD ADDRESS: 2/1, 1ST FLOOR, NEMCHAND COMPLEX, SARAI JULLENA, NEW FRIENDS COLONY, NEW DELHI, DELHI 110025	1.68
2022	SHUBHAM CHAUDHARY	BCA	SILARIS - TRI NAGAR DELHI	1.5
2022	UMESH JAIN	BAJMC	THE THINK FITNESS ADDRESS: MAYUR VIHAR	1.44
2022	SHUBHI SUNDRIYAL SUNDRIY	BAJMC	VBK - VIVAHBYKANIKA ADDRESS: BLOCK C POCKET -2 HOUSE NO. 261 SECTOR - 17 ROHINI DESG: CUSTOMER SERVICE	1.44
2022	PRACHI JAIN	BAJMC	VBK - VIVAHBYKANIKA ADDRESS: BLOCK C POCKET -2 HOUSE NO. 261 SECTOR - 17 ROHINI	1.44
2022	DAKSH SHARMA	BAJMC	EDUVANZ FINANCING PVT LTD ADDRESS: TIME SQUARE OPP MITTAL INDUSTRIES ANDHERI KURLA ROAD MUMBAI	1.32
2022	YASH SHARMA	BAJMC	REGIONAL PUBLIC RELATIONS ADDRESS: B - 152 LHF SECTOR - 16 GURUGRAM	1.2
2022	SHREY KUMAR ARYA	BAJMC	IIV NETWORK ADDRESS: OKHLA SRI NIWAS PURI NEW DELHI	1.2
2022	PRIYAM PURANG	BAJMC	VALUE FOR SELLER ADDRESS: A-45 GALI NO. 3, ANARKALI GARDEN JAGAT PURI, KRISHNA NAGAR EAST DELHI DELHI - 110051 42-D, POCKET-1, PHASE-1, SUBJECT:	1.2
2022	PRAYANK DHAWAN	BAJMC	ZEWEB MEDIA ADDRESS: C-21/22, SUKHBIR NAGAR, ROHINI SECTOR 38 NEW DELHI-110081	1.2
2022	NITIKA BHOLA	BCA - 1SHIFT	GURUKUL EXPOSURE PVT LTD ADDRESS: A-3/8 SECOND FLOOR, PASCHIM VIHA	1.2



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Tel: 91-11-27555121-24, E-Mail : directortias@tecnia.in, Website: www.tiaspg.tecnia.in



2022	MAITRAIYA DURGAPAL	BAJMC	MICROMATIC ADDRESS: MANVI SADAN SHYAM PUR RISHIKESH	1.2
2022	KUNIKA MAINDOLA	BCA	QUEST HIRING - GOVIND PURANM GHAZIABAD UTTAR PRADESH - 201013	1.2
2022	KHUSHI AGGARWAL	BAJMC	NEWS - 10 GURUGRAM	1.2
2022	JAHANVI SHARMA	BAJMC	FASHION T INDIA ADDRESS: SAKET	1.2
2022	AYUSH ANAND	BBA	TELEMASTER INDIA ADDRESS: SUBHASH NAGAR NEWDELHI	1.2
2022	NEHAL WALIA	BAJMC	GROUP FUTURISTA ADDRESS: NOIDA	1.08


Dr. Nivedita
 Head
 Training and Placement Cell


Director
 Tecnia Institute of Advanced Studies
 (Affiliated to GGSIP University Delhi)
 Madhuban Chowk, Rohini, Delhi-85

To,
Vibhor sharma
Subject: Internship Letter

Dear Vibhor sharma,

In reference to your application, we would like to congratulate you on being selected for internship with **Intellipaat Software Solutions Pvt. Ltd.** Your work is scheduled to start from **07th February, 2022** for a period of 6 Months. During this period, you will get paid Rs. 22,000/month (Rupees Twenty-Two Thousand Only) and you will be working as an '**Business Development Trainee**'. The technical platform and job role will be shared with you by your manager on the day of your joining.

Note:

- Number of working days is 6 days in a week.
- Your first month salary will be dispersed along with your 4th month salary.
- During this Internship you are eligible to get Rs 200,000/- Rupees as incentive based on your performance.
- During your internship, you are expected to be disciplined and sincere towards your job responsibility.
- Based on your performance, PPO will be released before the completion of your internship at Intellipaat.
- The company reserves the right to pay or recover salary in lieu of the notice period (if applicable) or to relieve you before the expiry of the notice period. All payments and recoveries made under this clause will be based on Gross Salary
- You need to serve 30days of notice period without fail, or else the management of Intellipaat can hold your salary/ experience letter / relieving letter after joining.
- Minimum working duration must be 9 hours including one-hour lunch/dinner break.
- After the successful completion of 6 Months Internship period total CTC would be 900,000 INR.

Again, congratulations and we look forward to working with you.

Yours truly,
For Intellipaat Software Solutions Private Limited



Dev Bisht
Director- Human Resources

To,
Kartik Dureja
Subject: Internship Letter

Dear Kartik Dureja,

In reference to your application, we would like to congratulate you on being selected for internship with **Intellipaat Software Solutions Pvt. Ltd.** Your work is scheduled to start from **07th February, 2022** for a period of 6 Months. During this period, you will get paid Rs. 22,000/month (Rupees Twenty-Two Thousand Only) and you will be working as an '**Business Development Trainee**'. The technical platform and job role will be shared with you by your manager on the day of your joining.

Note:

- Number of working days is 6 days in a week.
- Your first month salary will be dispersed along with your 4th month salary.
- During this Internship you are eligible to get Rs 200,000/- Rupees as incentive based on your performance.
- During your internship, you are expected to be disciplined and sincere towards your job responsibility.
- Based on your performance, PPO will be released before the completion of your internship at Intellipaat.
- The company reserves the right to pay or recover salary in lieu of the notice period (if applicable) or to relieve you before the expiry of the notice period. All payments and recoveries made under this clause will be based on Gross Salary
- You need to serve 30days of notice period without fail, or else the management of Intellipaat can hold your salary/ experience letter / relieving letter after joining.
- Minimum working duration must be 9 hours including one-hour lunch/dinner break.
- After the successful completion of 6 Months Internship period total CTC would be 900,000 INR.

Again, congratulations and we look forward to working with you.

Yours truly,
For Intellipaat Software Solutions Private Limited



Dev Bisht
Director- Human Resources



Invitation Letter

Name: Jatin Bhardwaj

Date: Saturday, July 2, 2022

Dear **Jatin Bhardwaj**,

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

This training program would be in two stages. Stage 1 will be a **classroom training (CRT) of 2 weeks** which will be **conducted at the respective training location**. Stage 2, will be an **On-the-Job Training (OJT) of 4 weeks** which will be virtual (work from home). Furthermore, only on successful clearing the assessments and minimum requirements of the **CRT stage**, you will be moved to the **OJT stage**.

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

1. Training Program Details:

Training Role:	Applicant Trainee - Sales
Trainer:	Aishvary . (TNL201611035)
Reporting Time:	9:30 AM
Classroom Training Location:	Byjus Noida - 2nd Floor, D-1, Sector - 3, Noida, Gautam Buddha Nagar, Uttar Pradesh, 201301
OJT Training Location:	WFH / Byjus - Noida
Role Location:	Noida

2. Date of Enrollment: Your enrollment becomes effective from the date of joining the Applicant Trainee Program, which date shall be no later than **Tuesday, July 12, 2022**.

3. Term: The term of this training program would be for a period of 2+4 weeks, commencing from your date of enrollment. This Agreement will automatically expire upon the completion of this term unless terminated earlier as per the provisions of Clause 13 of this Agreement. However, this period can be cut short or extended based on the individual's performance and at the discretion of the management. The decision of the Company in this matter shall be final.

4. Extension of Agreement: In case of a business requirement, this agreement may be extended by another 2 weeks (over and above the 6 weeks) as mentioned in Clause 3. You shall be intimated by suitable means, as the Company deems fit. The decision of the Company in this matter shall be final.

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

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

7. Stipend: Your stipend for the entire duration of the training program of 6 weeks is INR 33750 (Stipend). For people whose training (CRT) location is different from the current base location (origin of travel to CRT location is different), an additional allowance of INR 6000 will be added to your stipend to defray a certain part of your travel and relocation expenses.

Payment Processing

The stipend shall be paid monthly on a pro-rata basis as per the number of days worked in the previous month. Travel & Relocation Allowance also shall be paid on the pro-rata basis after the joining along with the immediate next monthly payment of the stipend, given you

have completed 14 days of classroom training on the date of payment of stipend.

Performance pay (incentives)

You will also be eligible for a performance pay of up to 10% of the total sales (confirmed revenue). In case of partial completion of the training program, the compensation would be adjusted on a pro-rata basis till the date of disqualification or the date of voluntary dropout. The above is subject to audit and any wrong/inappropriate/fake sale revenue will be removed from the calculations and will be excluded from confirmed revenue.

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

- (a) Provident Fund;
- (b) Income tax deducted taxes
- (c) Dues to Company including loans at source at the rates applicable; or
- (d) Any other applicable statutory deductions
- (e) PF administrative charges and EDLI charges as per rules (i.e. at present 1% admin charges, equal to INR 150/- per month towards Employee PF deduction of INR 1800/- per month), will be included in above mentioned stipend.

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

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

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

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

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

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

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

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

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

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

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

14. Confidential Information: During the training program, you may come into possession of information confidential to the Company and agree to keep confidential, Company's proprietary and confidential information obtained at any time during the period of your traineeship in the Company. Confidential information includes, and is not limited to; course materials, videos, financial documents, and other relevant documents. You shall not disclose such Confidential Information to any person. You shall not make any copies of the Confidential Information. You shall not disclose, reproduce or use any Confidential Information for any purpose except solely in connection with your

performance in the company. Your obligations with respect to confidentiality shall be more fully detailed under the Non-Disclosure and Confidential Information Agreement executed by you with the Company and you shall at all times be bound by the provisions laid therein.

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

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

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

17. General Provisions:

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

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

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

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

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

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

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

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

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

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

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

The terms of your training contract detailed above are strictly confidential and should be treated as privileged information between yourself and the Company. You are expected to maintain such information appropriately.

You are requested to signify your acceptance of the terms and conditions by signing and returning to us the duplicate copy of this letter.

We look forward to you joining the training program at the earliest. We are certain that as a participant of the training program, you will find challenge, satisfaction, and opportunity in your association with the Company.

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

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

Details of the training program

The training program has two Stages:

Stage1 : Classroom Training Program (CRT)

Duration : 2 Weeks.

Location : At office location (in person)

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

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

Duration : 4 Weeks.

Location : Virtual

Post completion of 4 weeks, the training participants will be assessed on various parameters captured during 4 weeks. Only qualifying training participants will become eligible to be offered a role of BDA (Subject to approval from management). There will be additional performance incentives that will be applicable during the training program.

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

Yours sincerely,

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

Think & Learn Pvt. Ltd.

Accept Job Offer by signing below

Human Resource

Signature:

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

Annexure

Business Development Associate(BDA) Profile Details

Upon satisfying the conditions mentioned above, the offer for the role of BDA will be extended with a compensation of INR 9 LPA (6LPA fixed + 3LPA variable) for the role of BDA - Direct Sales.

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

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

Offer Letter

Date: December 31st, 2021

Dear Ayush Kumar,

We are pleased to extend you an offer of employment with **Kapdec India Pvt. Ltd** for the position of **Business Development Associate - Management Trainee**. Your essential duties will be to develop new business opportunities, conduct relevant market research and help generate revenue. Your job will include calling customers, providing support and the field visits to contact customers and provide demo and grow the customer base.

As you know, we are a startup company; therefore, as we are establishing and building up our organization, the job responsibilities may change from time to time.

You are being offered a monthly salary of **INR 15,000 during the probation period**. The probation period will be up to 6 months and upon completion of the probation period you will be offered an annual compensation in the range of INR of **INR 700,000 to INR 750,000 LPA (CTC)** including variables conditional on your performance,

You will report to **Arsh Oberoi, Head of Sales Kapdec** and the start date of your work is **February 1st 2022**, Your work location will be assigned to you by your reporting manager. We do require that you have your computer and related accessories to deliver your job duties. And a quiet, well-lighted room to conduct your job duties. HR or reporting manager will coordinate with you once you accept the offer to begin collecting the necessary documentation and complete the onboarding process.

Kapdec is built and founded with the core principles of trust, honesty, and integrity in everything we do. You agree that you will support our mission, vision, and core values and will uphold all such above anything else.

We are looking forward to you accepting this offer of employment and begin a fascinating journey with us.

Sincerely,
Ankush Saha
HR Manager
Kapdec.

Sign here and then scan and send back to ankush.saha@Kapdec.com

Terms and Conditions:

- The first six months of your employment will be considered as the Probation and Evaluation period.
- If you do exceptionally well, we can reduce your probation period. Our objective is to see you growing and help grow Kapdec as well.
- Benefits: Other than any planned company events, we do not provide any additional benefits.
- Vacations: We provide annual leave (excluding national and official holidays) for a total of 12 working days in the whole calendar year, that is, from January through December. Your allocated vacations will be adjusted based on the statement date. The leaves provided at Kapdec are a use or lose policy. Vacations have no cash value. If you do not use your allocated leaves, you do not get paid for any unused vacations. Leaves are in addition to the national and regional holidays. Kapdec follows a holiday calendar, which will be shared with you upon joining.
- However, depending on any emergency (Such as unforeseen medical emergency) we can always discuss the time off (paid or unpaid can always be discussed as we go). Our objective is to make sure that you always are supported and help Kapdec with heart and soul.
- Travel: your job duties require travel, and you will be paid the conveyance amount on an actual basis. Each trip will require prior approval from your direct manager or the director of the organization.
- You will receive a **Non-Disclosure Agreement (NDA)** during the next few weeks. Signing the NDA will be mandatory. The NDA will only contain information that you will not disclose Kapdec's business confidential information to any third party.
- You will be required to provide your PAN and Aadhar card number as proof of your identity. If you do not have an Aadhar card number, then, in that case, any other government-issued ID will be sufficient.
- We expect that you will maintain professionalism and exemplary behavior towards co-workers. Kapdec has a zero-tolerance policy on harassment of any kind by one employee to another employee.
- You will be expected to perform and accomplish targets and goals on the work assignments as given by your immediate supervisor or by me.
- Notice Period: If you wish to leave the company, we need a notice period of one month. Lack of notice period may result in holding back the salary or the incentives. The termination due to poor performance in the probation period does not require a notice period.
- Termination: If we come across a situation that Kapdec terminates your employment, then you will also receive a notice period of one month unless you have violated the confidentiality clause or have committed a major offense of harassing other employees or colleagues; in those conditions, the termination will be effective immediately.



2/24/2022

Dear Aaditi Tokish,

Congratulations! It is our pleasure to offer you the position of “**Admissions Counselor – Inside Sales (Inside Sales)**” at Grade “**G1**” with **upGrad Education Private Limited**.

upGrad is committed to building the careers of tomorrow by delivering the best learning experience at scale. In this journey, our people are our greatest assets, and we expect every upGrad team member to adhere to our core values of **Accountability, Speed, Passion, Integrity, Respect, and Excellence (ASPIRE)**.

Please find the specifics of your offer below:

1. Your employment will be governed by upGrad Education Employment Agreement (‘upGrad’)
2. You will be based at **Noida** office. upGrad reserves the right to change the location based on the business requirement. You will be a given prior notice period of one (1) week before such a change.
3. The standard workdays would be for 5 days in a week on a rotational basis (This is subject to change, depending upon the vertical or the business you are a part of). Also depending on your deliverables, you will be required to manage your work hours/days to achieve your goals for the defined periods. The work timings may extend beyond the specified hours based on the Company’s requirement. The company reserves the right to change workdays and hours of work at any time and as per exigencies of work.
4. **Compensation:**
 1. **Fixed Component** of CTC will be **INR 350000 (Three Lakhs Fifty Thousand Rupees Only)**. This will be disbursed to you as per company’s current standard compensation plan (Annexure I attached).
 2. Over and above the fixed Compensation, you shall be eligible for performance-based incentive up to **INR 4,00,000 (Four Lakhs Rupees Only)** per annum on achieving specific targets, which will be paid as per the “Sales Incentive Plan”. You may be eligible for additional incentives subject to your out-performance which is confirmed by the Company. The details of the Sales Incentive plan will be made available to you once you join. The actual payout of the incentive may vary depending on a number of factors, including but not limited to Company and/or individual performance, management discretion and the terms and conditions of the applicable Sales Incentive plan.
5. You are expected to join us in the **JULY** month of the year 2022. With the aim of providing a smooth onboarding process, the date of joining will be accommodated only after your final examination. On the basis of the information provided by you or Training & Placement Officer regarding your examination dates, the exact date of joining will be communicated to you and/or your Training & Placement Officer two (2) weeks prior to the date of joining. At the time of joining, you shall confirm that you have attended all your examination and there are



no pending examinations. Any discrepancy found in the information provided by you regarding your examination dates/pending examinations can lead to disciplinary action.

6. You will be on a probationary review during the first six (6) months of your employment with the Company ("Probationary Period"). Confirmation of your employment is contingent upon your successful completion of the Probation Period.
7. Nothing in this agreement, shall restrain upGrad from rescinding this offer letter due to business decisions before the date of joining.
8. You will be required to submit to our HR a set of documents. (As detailed in Annexure II) at the time of joining.
9. You will be required to submit the Education Degree Certificate or a Provisional Certificate from your College/University within six (6) months of your date of joining ("Education Certificate Submission Period"). If you have not received the Education Degree Certificate or a Provisional Certificate within the above stipulated time, you will have to submit a written undertaking from the College within one (1) month of expiry of the Education Certificate Submission Period, that you have appeared for the final examination and are awaiting results. Failing to provide the required documents might result in extension of your probation period or termination of your employment on immediate basis at the discretion of upGrad.
10. This offer letter is non-binding on either party till the execution of the employment agreement.
11. This Offer is subject to Successful background verification.

Please confirm acceptance of the appointment letter by signing and returning a copy. We would like to take this opportunity to welcome you to **upGrad** family and look forward to have a long and mutually beneficial relationship.

With Kind Regards,

For **upGrad Education Private Limited**

Preeti Kaul
President – Human Resources

Received & Accepted

Aaditi Tokish
(Signature)

Annexure I

Name: Aaditi Tokish
Department: Inside Sales
Designation: Admission Counselor – Inside Sales (Inside Sales)
Grade: G1
Location: Noida

Salary Head	Amount Per Month	Amount Per Annum
Basic	10,208	1,22,500
HRA	5,104	61,250
Special Allowance	12,055	1,44,650
Provident Fund	1,800	21,600
Fixed CTC	29,167	3,50,000
Variable		4,00,000
Total CTC	62,500	7,50,000

Note:

1. Term insurance of 10 lakhs if the fixed CTC is 7 lakhs or below. Term insurance of 20 lakhs if the fixed CTC is above 7 lakhs.
2. Mediciam coverage of Rs. 5,00,000 for Self + Spouse + 2 Kids.
3. Group Personal Accident Insurance of Rs. 10,00,000.
4. The reimbursements will be subject to submission of Bills.
5. Failing to submit the bills for reimbursement, amount is still receivable but as a taxable component.
6. Tax will be deducted as per applicable slab rates.
7. The company would have the right to amend the salary breakup at any point of time – in line with its policies or governing regulations.
8. Your Compensation is subject to review, at the sole discretion of the Company, in accordance with Company's policies amended from time to time.
9. The Compensation review disbursement, if applicable, shall be determined and processed as per the company's policy.

Annexure II

Documents Required

1. Proof of Age and Current Address (Passport / Ration Card / Driving License / Voter's Id / Aadhar Card, Leave and License Agreement, Telephone / Electricity Bill).
2. Permanent Account No. (PAN) / Copy of PAN application (in case PAN is not available).
3. Aadhar Card / Copy of Aadhar application (in case Aadhar is not available).
4. Education Documents (Graduation/Diploma Certificates/NOC and Mark Sheets).
5. Previous Employer's Resignation Acceptance or Relieving/Experience/Service Certificate for candidates with prior experience (if applicable).
6. Four (4) passport size-colored photographs.

Offer Letter

Date: December 31st, 2021

Dear Ankit Singh,

We are pleased to extend you an offer of employment with **Kapdec India Pvt. Ltd** for the position of **Business Development Associate - Management Trainee**. Your essential duties will be to develop new business opportunities, conduct relevant market research and help generate revenue. Your job will include calling customers, providing support and the field visits to contact customers and provide demo and grow the customer base.

As you know, we are a startup company; therefore, as we are establishing and building up our organization, the job responsibilities may change from time to time.

You are being offered a monthly salary of **INR 15,000 during the probation period**. The probation period will be up to 6 months and upon completion of the probation period you will be offered an annual compensation in the range of INR of **INR 700,000 to INR 750,000 LPA (CTC)** including variables conditional on your performance,

You will report to **Arsh Oberoi, Head of Sales Kapdec** and the start date of your work is **February 1st 2022**, Your work location will be assigned to you by your reporting manager. We do require that you have your computer and related accessories to deliver your job duties. And a quiet, well-lighted room to conduct your job duties. HR or reporting manager will coordinate with you once you accept the offer to begin collecting the necessary documentation and complete the onboarding process.

Kapdec is built and founded with the core principles of trust, honesty, and integrity in everything we do. You agree that you will support our mission, vision, and core values and will uphold all such above anything else.

We are looking forward to you accepting this offer of employment and begin a fascinating journey with us.

Sincerely,
Ankush Saha
HR Manager
Kapdec.

Sign here and then scan and send back to ankush.saha@Kapdec.com

Terms and Conditions:

- The first six months of your employment will be considered as the Probation and Evaluation period.
- If you do exceptionally well, we can reduce your probation period. Our objective is to see you growing and help grow Kapdec as well.
- Benefits: Other than any planned company events, we do not provide any additional benefits.
- Vacations: We provide annual leave (excluding national and official holidays) for a total of 12 working days in the whole calendar year, that is, from January through December. Your allocated vacations will be adjusted based on the statement date. The leaves provided at Kapdec are a use or lose policy. Vacations have no cash value. If you do not use your allocated leaves, you do not get paid for any unused vacations. Leaves are in addition to the national and regional holidays. Kapdec follows a holiday calendar, which will be shared with you upon joining.
- However, depending on any emergency (Such as unforeseen medical emergency) we can always discuss the time off (paid or unpaid can always be discussed as we go). Our objective is to make sure that you always are supported and help Kapdec with heart and soul.
- Travel: your job duties require travel, and you will be paid the conveyance amount on an actual basis. Each trip will require prior approval from your direct manager or the director of the organization.
- You will receive a **Non-Disclosure Agreement (NDA)** during the next few weeks. Signing the NDA will be mandatory. The NDA will only contain information that you will not disclose Kapdec's business confidential information to any third party.
- You will be required to provide your PAN and Aadhar card number as proof of your identity. If you do not have an Aadhar card number, then, in that case, any other government-issued ID will be sufficient.
- We expect that you will maintain professionalism and exemplary behavior towards co-workers. Kapdec has a zero-tolerance policy on harassment of any kind by one employee to another employee.
- You will be expected to perform and accomplish targets and goals on the work assignments as given by your immediate supervisor or by me.
- Notice Period: If you wish to leave the company, we need a notice period of one month. Lack of notice period may result in holding back the salary or the incentives. The termination due to poor performance in the probation period does not require a notice period.
- Termination: If we come across a situation that Kapdec terminates your employment, then you will also receive a notice period of one month unless you have violated the confidentiality clause or have committed a major offense of harassing other employees or colleagues; in those conditions, the termination will be effective immediately.



A Decision Science Company

Dear Miss Vanshika Aggarwal

08/11/2022

117 Second Floor sector 5 vaishali Ghaziabad 201010

OFFER FOR EMPLOYMENT

Congratulations,

We are pleased to offer you a position of **"Trainee – Data Engineer"** with our Start Up organization **"SKILLAIO"** wef 1st Nov 2022. Working location will be remote/Delhi NCR.

- SKILLAIO, is a boutique consulting firm focused on providing innovative solutions to business and applying cutting edge technologies in solving challenges for its customers.
- It offers a Unique end to end experience decision science journey to clients

We are pleased to have you part of our Founding team and expected to maintain a highest level of integrity, ethics and values while delivering your job responsibilities. We work as a team and take our employees as our family, and expect the same in return

Job Description

- You will be work from home during pandemic and management will keep you posted regarding reporting to office
- Your working hours will be at 10 am with working hours till 7:00 pm on weekdays (this is to bring in better discussion and may vary as per clients)
- You will be available to work on weekends/holidays and extended office hours as and when needed
- Your primary role would be to work on the Analytical Application development and consulting
- You will work on understand the tools and technologies and apply it in the line of business of the organization and make presentation of our offering to clients
- Apart from Application development you will also contribute to organization business stream and support execution of learning experience to the peer

You would be on a 6 months' probation which will be splitted as below

- First 3 months will be learning and applying to tasks
- Next 3 months will be contribution on projects

Based on your performance this period can be reduced

For the first 3 months you will be getting 20,000 PM followed by 25,000 PM for the next 3 months.

We are a performance driven organization and can reduce the probation period depending upon your performance.

After your probation period you will be onboarded as "Analyst – Data Engineer" in the salary range of 4.5-6 LPA based on your performance. and share a revised offer letter.

EMPLOYEE'S DECLARATION

I accept the above terms and conditions.

SKILL AIO

K1-1101, Arihant Arden, Sector -1, Greater Noida West - 201306, UP

+91-XXXX-XXXXXX, +91-XXXX-XXXXXX

info@skillaio.com

WWW.SKILLAIO.COM



A Decision Science Company

Name: Vanshika Aggarwal

Sign:

Date: 09/11/2022

Work Ethics

- You are supposed to execute self-discipline while delivering your job function
- Though there would not be day to day monitoring, you are expected to work as professional and execute your tasks diligently
- You are supposed to maintain confidentiality of information on which you shall be working, failing to do so will result in termination
- Company/project/software development related data & codes you are not supposed to use for any personal interest or gain, failing to do so will result either in strict actions or termination
- In an event you wish to separate, you will need to provide **1 Months'** notice in advance and serve a notice period. Failing to do so will result in forfeiting your salary
- In case company discontinues your services, company will give you payment of fixed salary/stipend for the number of days worked for that month

Note:

- In case when you are working on a weekly off day, this would be accommodated as leave on some other day.
- You will have one earned leave per month which can be encashed during the following month(s). Your earned leaves will go on accruing.
- You will have three casual leave which can be exercised for that month at any instance with prior information
- If there are leaves beyond the above conditions, that would go as leave without pay

We are in our growth phase wherein every employee works as a contributor thus creating a rewarding career for self in the organization. We look forward to you playing a significant role in our success journey and wish for a rewarding career with us.

Thanks, and Regards

Skillaio

SKILLAIO

Phone: 8076041251

sima@skillaio.com

www.skillaio.com

EMPLOYEE'S DECLARATION

I accept the above terms and conditions.

Name: Vanshika Aggarwal

Sign:

Date: 09/11/2022

SKILL AIO

K1-1101, Arihant Arden, Sector -1, Greater Noida West - 201306, UP

+91-8076041251

info@skillaio.com

WWW.SKILLAIO.COM



A Decision Science Company

Holiday List of 2022

Republic Day	January 26 th
Holi	March 29 th
EID Ul-Fitr	May 14 th
Independence Day	August 15 th
Janmashtami	August 30 th
Mahatma Gandhi Jayanti	October 2 nd
Dussehra	October 15 th
Deepavali	November 4 th
Bhai Dooj	November 5 th
Christmas	December 26 th

EMPLOYEE'S DECLARATION

I accept the above terms and conditions.

Name: Vanshika Aggarwal

Date: 09/11/2022

Sign:

Note:

- *Kindly submit signed copy of this offer letter as your acceptance*
- *Kindly Submit signed copy of your PAN CARD/AADHAR CARD/DRIVING LICENCE*
- *Kindly submit your CV along with your documents of class 10th, 12th, graduation /post- graduation, and other relevant certificates*
- *Two references – local of Delhi/NCR*
- *You shall be confirmed in the organization post the background check.*

SKILL AIO

K1-1101, Arihant Arden, Sector -1, Greater Noida West - 201306, UP

+91-8076041251

info@skillaio.com

WWW.SKILLAIO.COM

**Fwd: Revised Date of Joining**

1 message

rakshit tyagi <rak.tyagi2001@gmail.com>

To: "placementstias@tecnia.in" <placementstias@tecnia.in>

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

From: **Perna Singh** <perma.singh@in.experis.com>

Date: Mon, May 16, 2022, 12:18 PM

Subject: Revised Date of Joining

To: rak.tyagi2001@gmail.com <rak.tyagi2001@gmail.com>

Cc: Das, Adhikari Pragati Ranjan <adhikari.das@in.experis.com>, Saha, Subhrau <subhrau.saha@in.experis.com>

Dear Mr. Rakshit,

This is to inform you that your date of joining has been revised to ' **16th May 2022** ' this change will be incorporated in the Appointment letter.

Best Regards

Perna Singh

From: Perna Singh**Sent:** Friday, May 6, 2022 4:07 PM**To:** rak.tyagi2001@gmail.com**Cc:** Das, Adhikari Pragati Ranjan <adhikari.das@in.experis.com>; Saha, Subhrau <subhrau.saha@in.experis.com>**Subject:** Offer Letter**6th May 2022****To****Mr. Rakshit Tyagi****489, Street No.3,****Shyam Park Main,****Sahibabad, Ghaziabad,****Up-201005****Dear Mr. Rakshit,**

This has reference to your application and subsequent interview with us. We are pleased to offer you a position as "HR Coordinator".

The remuneration payable to you would be on a Cost to Company basis a sum of **Rs. 50,000 /- (Rupees Fifty Thousand)** per month. The CTC defined herein includes all statutory deductions from employee and employer and applicable professional and Income Tax.

Your services are likely to be transferred to any of the Company location within India or overseas as per organizational requirements.

We would like you to join our **Bangalore** Office tentatively on **9th May 2022**. You shall be deployed at our client "**PayPal Inc.**".

Your exact joining date could vary depending on end client start.

As a token of acceptance of the above you may please send us via email your acceptance of this offer letter within 3 days of issuance of this offer along with a copy of the resignation mail sent to your current employer. Please inform us in case of any delay in joining from the date mentioned above.

Looking forward to meeting you soon.

Thanking you,
Yours truly,

K. Anita Kumari
Head – HR

I accept the offer and would join on the above mentioned date.

Signature:

Date:

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About ManpowerGroup™

ManpowerGroup® (NYSE: MAN) is the world's workforce expert, creating innovative workforce solutions for more than 65 years. As workforce experts, we connect more than 600,000 people to meaningful work across a wide range of skills and industries every day. Through our ManpowerGroup family of brands – Manpower®, Experis®, Right Management® and ManpowerGroup® Solutions – we help more than 400,000 clients in 80 countries and territories address their critical talent needs, providing comprehensive solutions to resource, manage and develop talent. In 2015, ManpowerGroup was named one of the World's Most Ethical Companies for the fifth consecutive year and one of Fortune's Most Admired Companies, confirming our position as the most trusted and admired brand in the industry. See how ManpowerGroup makes powering the world of work humanly possible: www.manpowergroup.com

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Experis IT Pvt. Ltd.
J-3, Block - GP, Sector - 5, Salt Lake,
Kolkata - 700091
Contact : anita.kumari@in.experis.com

<http://www.experisindia.com>
http://www.experisindia.com/contact_us.php

Best Regards

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Prerna Singh
Experis IT Pvt. Ltd.
Block GP . Plot J3,
Sector V, Salt Lake City,
Kolkata - 700091,
West Bengal, India

T : +91 33 4038 1187
prerna.singh@in.experis.com
www.experisindia.com

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www.manpowergroup.co.in

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Making a difference is humanly possible. Think before you print

9 attachments



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Placements TIAS . <placementstias@tecnia.in>

Feedback

Afreena <afreena.s@jaro.in>

Sat, Feb 26, 2022 at 6:38 PM

To: "Placements TIAS ." <placementstias@tecnia.in>

Dear Team,

Out of the below mentioned students who attended the process:

Kartik Dureja

Vinay Kumar

RITIKA MADHUKAR

Rakshit Rana

Jatin Kataria

We are pleased to inform that the below mentioned candidate is selected:

Candidate Name	Mobile No	Qualification
Rakshit Rana	9873342615	Chennai, HydBBA

Kindly help with below details for the selected candidate:

- Earliest DOJ
- Exam Schedule (expected month and no of days)
- Preferred locations (minimum 2)
- Languages Spoken

Thanks and Regards

Ms. Afreena

Lead – Talent Acquisition

Head Office : 11th floor, Vikas Centre, Near Golf Club, [Dr. C.G. Road, Chembur \(East\), Mumbai – 400074](#)

From: Placements TIAS . <placementstias@tecnia.in>**Sent:** 26 February 2022 23:59**To:** Afreena <afreena.s@jaro.in>**Subject:** Re: Invitation from Jaro Education for Campus Drive of 2021/22 pass-out students (Grad/Post Grad)

Hi Afreena,

Waiting for your swift response. Also request you to kindly share your contact number for further communication.

Thanks & Regards,

Heena Lal

TPO

9899849019

Dr. Nivedita

Head - Training and Placement Cell

8882927696

[Redacted]

Institutional Area, Madhuban Chowk, Rohini, Sector - 14, Extn. , New Delhi - 110085

Ph: 27555121-22-23-24 Fax: 27555120; Email: placementstias@tecnia.in

Website: <http://tiaspg.tecnia.in>

[Redacted]

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The authenticity of this message cannot be vouched for. It may be spoofed. Please treat hyperlinks and attachments in this email with caution.

On Thu, Feb 10, 2022 at 3:48 PM Placements TIAS . <placementstias@tecnia.in> wrote:

Hi Afreena,

Any update regarding the results of the first round.

Thanks & Regards,

Heena Lal

Training & Placement Officer

9899849019

Dr. Nivedita

8882927696

Head - Training and Placement Cell

Institutional Area, Madhuban Chowk, Rohini, Sector - 14, Extn. , New Delhi - 110085

Ph: 27555121-22-23-24 Fax: 27555120; Email: placementstias@tecnia.in

Website: <http://tiaspg.tecnia.in>

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On Tue, Feb 8, 2022 at 10:03 PM Afreena <afreena.s@jaro.in> wrote:

Dear Team,

Greetings from Jaro Education!

I hope you and your family are all safe during this pandemic.

We are glad to inform that our Campus Hiring for all Graduate and Post Graduate 2021/22 pass-out students is ongoing, we are open for RE RUN if previously visited. Kindly find the Job Description along with the package details as attached.

We would like to understand if there is any particular process identified from your end in order to carry out the process virtually.

Also request you to please share the database of the students interested in our profile and 3 tentative dates to conduct the virtual drive as soon as possible.

We look forward to your positive response at the earliest.

Thanks and Regards

Ms. Afreena

Lead – Talent Acquisition

Company Brief-

Jaro Education is a 12 year old leading Ed-Tech company and pioneer in the executive education space catering to various B-Schools, Universities, and premium Institutes nationally and internationally, having deep corporate connections and over 2 Lakh alumni.

Jaro education is also successfully catering to the needs of working professionals by offering them varied choices in management and technology programs from reputed institutes / universities / colleges for pursuing the course online.

With various academic achievements and accolades, Jaro Education is known for providing students with the most innovative & successful online management and technology programs in India.

Jaro is awarded with Best Employer for “Career Development and Leadership Grooming” By Employer Branding Awards (EBA) in February 2016. We have received prestigious National Level awards for our exceptional contribution in education industry.



Academic Partners:

- IIM, Ahmedabad
- IIM, Trichy
- IIM, Nagpur
- IIM, Kozhikode
- IMT, Ghaziabad
- Welingkar Institute of Management
- Dayanand Sagar University, Bangalore
- Alliance University, Bangalore
- Shiv Nadar University, Delhi NCR
- Rotman School Of Business, University of Toronto
- Swiss School of Management
- KPMG
- Bharati Vidyapeeth Deemed University, Pune
- Guru Nanak Institute of Management Studies, Mumbai
- National Stock Exchange
- iFEEL, Lonavala (Full time B-school)
- Niranjani Hiranandani School of Real Estate

Job Description:

1. Connecting with minimum 80 working professionals (prospective students) each day from the leads/database present on leadsquared CRM
2. Generating a pool of prospects by identifying the need of upskilling depending on the student's area of interest
3. Helping prospective students with the detailed information about the programs offered through phone or video counselling & create a strong pipeline
4. Ensure to meet daily deliverables & achieve weekly/monthly enrolment target

Remuneration details for a fulltime post graduate:

Location	Mumbai, Bangalore, Noida, Gurgaon & Pune		Hyderabad & Chennai	
Target	1 st Month	4 th Month onwards	1 st Month	4 th Month onwards
Fixed Component	Rs.30,000	Rs.50,000	Rs.30,000	Rs.40,000
Daily Travel Reimbursements*	Rs.3,000	Rs.3,000	Rs.3,000	Rs.3,000
Monthly Incentive*	Rs.15,000	Rs.15,000	Rs.15,000	Rs.15,000
Performance cum Continuity Bonus	Rs.2,500	Rs.2,500	Rs.2,500	Rs.2,500
Total amount per month	Rs.50,500	Rs.70,500	Rs.50,500	Rs.60,500
Components	Rs.6,06,000	Rs.8,46,000	Rs.6,06,000	Rs.7,46,000
(in Rs. Per annum)				

Remuneration details for a graduate:

Location	Mumbai, Bangalore, Noida, Gurgaon & Pune		Hyderabad & Chennai	
Target	1 st Month	4 th Month onwards	1 st Month	4 th Month onwards
Fixed Component	Rs.25,000	Rs.40,000	Rs.25,000	Rs.35,000
Daily Travel Reimbursements*	Rs.3,000	Rs.3,000	Rs.3,000	Rs.3,000
Monthly Incentive*	Rs.10,000	Rs.10,000	Rs.10,000	Rs.10,000
Performance cum Continuity Bonus	Rs.2,000	Rs.2,000	Rs.2,000	Rs.2,000
Total amount per month	Rs.40,000	Rs.55,000	Rs.40,000	Rs.50,000
Components	Rs.4,80,000	Rs.6,60,000	Rs.4,80,000	Rs.6,00,000

Working days - Monday to Saturday
Office Timings - 10:00 a.m. to 7:00 p.m.

www.jaroeducation.com

Jaro Institute of Technology Management and Research Limited

Registered Office : 11th Floor, Vikas Centre, Dr. C. G. Road, Near Basant Theatre, Chembur (E), Mumbai - 400 074, India.

CIN: U80301MH2009PLC193957 | Tel: +91-22-61439700 | www.jaro.in | Email: comp@jaro.in

LETTER OF APPOINTMENT

March 11, 2022

To,
Mr. Nityam Chhabra
House No 273, Sector 16
Faridabad, Haryana - 121002

Subject: Appointment as '**Brand Storyteller**' of **Fraktl Intelligence Private Limited**

Dear Nityam,

Further to our discussions, we are pleased to offer you a position of '**Brand Storyteller**' in **Fraktl Intelligence Private Limited ("Company")**, subject to the terms and provisions of this letter of appointment ("Appointment Letter") and the policies of the Company.

1. **Term:** Your employment will commence from **April 04th, 2022** ("Effective Date"). This Appointment Letter shall come into force on and from the Effective Date and shall remain in force until terminated in accordance with Clause 9 of this Appointment Letter ("Term").

2. **Designation:** Your designation will be '**Brand Storyteller**' in the Company, and you will report to such person(s) in the Company, as may be communicated to you from time to time. Your scope of work, roles and responsibilities will be communicated to you by the Company.

3. **Probation/Confirmation:** You will be on Probation for a period of Six months from the date of your joining. Based on your performance your services will be confirmed with the company in writing, after successful completion of the probation period. During the probation period if your performance is found to be unsatisfactory, the same may be extended for a maximum period of another three months, as per the discretion of the Management. During the Probation period your services can be terminated by giving seven days' notice from either side.

4. **Compensation and Benefits:**

- (i) You shall be entitled to compensation and benefits as set out in Annexure 1 to this Appointment Letter ("Compensation"). The Compensation for a calendar month shall be paid to you by the last working day of each calendar month or [1st] day of the succeeding calendar month. The Compensation shall be subject to applicable deductions and withholdings for income tax, contributions to provident fund, gratuity fund, superannuation fund, and other statutory benefits as applicable to you and in accordance with applicable laws and regulations.
- (ii) You will be solely liable for your personal tax liabilities and the Company makes no assurances that the remuneration has been structured in the most tax efficient manner or that the tax treatment applicable to certain emoluments, allowances or benefits will continue for the entire term of employment. The breakdown of the remuneration may need

to be revised from time to time in keeping with regulatory developments or otherwise, and the Company will not be liable for any additional tax liability that you may face due to such revisions.

5. **General terms and conditions of your Employment:**

- (i) Place of Work: Your principal place of work shall be the Company's office at Bangalore. The Company may, in its sole discretion, depute or transfer you to such other offices, branches, or at any of the Company's client's office, as may be required.
- (ii) Hours of Work: You shall be required to work for 9 hours per day for 6 days per week, or till such time as may be required for completion of any task. You may be required to work for additional hours, if required by the Company. However, you will not be entitled to any additional compensation or benefits for such additional hours.
- (iii) Travel: You may be required by the Company to travel within and outside India, as may be required. For this purpose, you must keep your passport valid at all times. Any costs incurred by you for travel, lodging or meals, will be reimbursed to you by the Company.
- (iv) Retirement: Your retirement age will be upon attaining the age of 60 (sixty) years, which shall be calculated as per the information and documents provided by you.
- (v) Personal Data: You will submit documents mentioned in Annexure 2 to this Appointment Letter. All documents/information submitted you shall be complete and accurate. In case of any changes in the documents/ information, you will submit such revised/ modified document/ information within 3 (three) working days from the change/ revision.

6. **Duties and Responsibilities:** During the Term, you will comply with the following terms and provisions:

- (i) You shall carry out your all duties which are normally associated with the employment in your position along with any other duties as may be prescribed from time to time;
- (ii) You shall in all respects carry out and use your best endeavors in carrying out the objects of the Company and protect its interest to the best of your ability and judgment and devote the whole of your time and attention to the business of the Company;
- (iii) You shall at all times, display good faith and exhibit a high degree of professionalism in the conduct of your professional duties;
- (iv) You shall, consistently, uphold the goodwill of the Company and shall not do anything that may adversely affect the Company;
- (v) You shall not undertake, directly or indirectly, other professional activities or activities that may in any manner, directly or indirectly, constitute a conflict of interest with the business of the Company whether or not you receive financial compensation for these activities;
- (vi) You shall not, in any manner, directly or indirectly, do or not do, any act that may result in any loss of revenue or loss of clients to the Company;

- (vii) You shall, in addition to the terms and conditions of employment, specifically stated in this Appointment Letter, comply with the rules, regulations and such other practices, systems, procedures and policies framed, amended, modified or omitted by the Company from time to time; and
- (viii) Your employment shall also be governed by the statutory laws enacted by the Central or State Government or local authorities as may be applicable from time to time.

7. Confidentiality:

- (i) You shall not reveal to any person or entity and shall use your best endeavors to prevent the publication of or disclosure of any Confidential Information and any information pertaining to trade secrets or operations or dealings or any information concerning the organization, business, finances, transactions or affairs of the Company or any of its affiliates or its clients (which includes any information for the clients and information generated for clients), which may come to your knowledge. You shall keep complete secrecy of all Confidential Information or any other information entrusted to you and shall not use any such information in any manner which may injure or cause loss either directly or indirectly to the Company or its business or in any way be likely so to do.
- (ii) "Confidential information" shall include information on or pertinent to, without limitation inventions, know-how, trade secrets, works, designs and drawings, price lists, pricing methodologies, pricing policies, licenses, contract information, financial forecasts, historical financial data, budgets, customers, customer sales, customer proposals, sale forecasts, methods of operation, vendors, suppliers, contractors and partners (and their terms of business), purchasers, any proposals relating to the acquisition or disposal of any assets or business of the Company, any proposals relating to the expansion or contraction of activities, (business, research and development, construction, technical, sales and production) plans and processes, developments, research, techniques, improvements, procedures, specifications, ideas, computer hardware, computer software, software code, algorithms, procedures and methods of accounting, manners of doing business, marketing plans, personnel and employment matters (including details of employees and directors, the level of remuneration and benefits paid to them); all as acquired, developed, amended, used, generated and/or utilized by or on behalf the Company.
- (iii) Confidential Information shall also include any information or physical matter entrusted by third parties to the Company in confidence.

8. Intellectual Property Rights:

- (i) Any and all information/intellectual property which are developed or created by you during the Term, as part of your employment with the Company, shall be exclusive properties of the Company and the Company shall have the exclusive right and authority to exploit the said information and/or intellectual property in any manner it may deem fit. You shall not be entitled to use, disclose, and reproduce any such information / intellectual property without the prior written consent of the Company.

- (ii) To the extent that any such rights do not vest with the Company automatically as per the terms of this Clause7 or through operation of law, you hereby irrevocably and in perpetuity assign to the Company all of right, title and interest over such information/ intellectual property.
- (iii) You shall, for the purposes of the above, execute any document that the Company may, from time to time, require you to execute so as to enable the Company to protect and/or enforce any of its rights in respect of the said intellectual property under any law in force.
- (iv) You shall not infringe the rights, including any intellectual property rights, of any third party OR any rights of third parties to the extent that infringement results from copying, for the purpose of complying with your duties in the course of your employment with the Company.

9. **Non-Solicitation:** During the Term and for a period of 12 (twelve) months thereafter (“Non-Solicit Period”), you shall not:

- (i) in any manner, solicit or attempt to solicit any of the client, customers or other person to direct its purchase of the products and/or services of the Company either for yourself, or for any competitor;
- (ii) in any manner, solicit or attempt to influence any person, employed or engaged by the Company (whether as an employee, consultant, advisor or distributor or in any other manner) to terminate or otherwise cease such employment or engagement with the Company or become the employee of or directly or indirectly offer services in any form or manner to himself or any other person including a competitor;
- (iii) in any manner, directly or indirectly contact or attempt to contact any client/customer/business associate (“Company’s Clients”) or solicit from any Company’s Clients, except on behalf of the Company, business of the type carried on by the Company or to persuade any Company’s Clients to cease doing business or to reduce the amount of business which any such Company’s Client has customarily done or might propose doing with the Company and/or its subsidiaries or damage in any way the business relationship that the Company has with any Company’s Clients, whether or not the relationship between the Company and such Company’s Clients was originally established in whole or in part through your efforts; and
- (iv) Employ or attempt to employ or assist anyone else to employ or otherwise associate any person who is in the employment of the Company or associated with the Company or was in the employment of the Company or otherwise associated with the Company at any time during the Non-Solicit Period.

10. **Termination:** Your employment with the Company may be terminated in the following events:

- (i) Termination without cause: Either you or the Company may terminate your employment with the Company and terminate this Appointment Letter, by giving 1 (One) month prior written notice;

- (ii) **Termination for Misconduct:** The Company may terminate your employment and this Appointment Letter, immediately and without any notice, if you (a) breach any provisions of this Appointment Letter and/ or the policies of the Company, (b) breach or violate any provisions of the applicable law, or (c) commit any Misconduct (as defined below).

“Misconduct” will include without limitation: (a) absence from the employment without prior notice in writing or without sufficient cause for 7(seven) days or more in a calendar month; (b) going on or abetting a strike in contravention of any law; (c) causing damage to the property of the Company; or (d) in any manner causing harm or detriment to the Company, including by act or omission diverting clients or potential clients to any other entity.

- (iii) **Termination for Disability:** If, in the opinion of the Company, you are unable to carry out the responsibilities and functions of the position held by you by reason of any physical or mental impairment for more than 60 (sixty) consecutive days or more than 120 (one hundred and twenty) days in any 12 (twelve) month period, then, the Company may terminate your employment and this Appointment Letter, subject to applicable law.
- (iv) **Termination due to death:** Your employment with the Company and this Appointment Letter will terminate forthwith upon your death and the Company shall not have any further liability or obligation to your heirs, executors, assigns or any other person claiming under or through your estate.

11. **Effect of Termination:** Notwithstanding anything contained in this Appointment Letter, upon termination of your employment by the Company for any reason whatsoever, you shall remain in full compliance with the confidentiality, non-disclosure and non-solicitation provisions set out in this Appointment Letter and the policies of the Company. You shall hand over all documents and materials constituting the property of the Company, including any proprietary rights, intellectual property rights and confidential information, which may be in the possession of you at the time of termination of your employment and this Appointment Letter.

12. **Compliance with Company’s policies:** You shall be under an obligation to observe and comply with all the policies of the Company including but not limited to the human resource policies of the Company, as amended from time to time.

13. **Severability:** Each provision of this Appointment Letter is severable. If one or more of the provisions in this Appointment Letter are deemed void or unenforceable to any extent in any context, such provisions shall nevertheless be enforced to the fullest extent allowed by law in that and other contexts, and the validity and force of the remainder of this Appointment Letter shall not be affected.

14. **Survival:** The provisions of this Appointment Letter including the contents of Schedules, which by their nature are intended to survive the termination or expiration of this letter of appointment/Appointment Letter, will survive the termination or expiration of this letter of appointment/Appointment Letter.

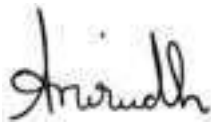
15. **Entire Agreement:** This Appointment Letter contains the entire agreement between you and the Company and supersedes and replaces any prior agreements (whether written or otherwise) and in respect of the subject matter contained herein.

16. **Governing Law and Jurisdiction:** The interpretation and enforcement of this Appointment Letter shall be governed by the laws of India and jurisdiction shall be exclusively vested in the courts of Cochin.

Request you to sign in the designated space given below, indicating your acceptance of the terms of the Appointment Letter and return a signed copy of this Appointment Letter to the Company.

Warm regards,

For an on behalf of **FRAKTL INTELLIGENCE PRIVATE LIMITED**



Name: Anirudh Rao

Designation: Co-Founder

AGREED AND ACCEPTED:

I, **Nityam Chhabra**, hereby agree and accept the terms of this Appointment Letter and agree to comply with the terms of the Appointment Letter.

Name: Nityam Chhabra

Signature:



ANNEXURE 1

COMPENSATION AND BENEFITS

A. Cost to Company (CTC) Breakup:

	Monthly	Annual
Basic	25,000	3,00,000
HRA	10,000	1,20,000
Fuel & Vehicle Allowance	2400	28,800
Telephone Allowance	2000	24,000
Food Allowance	2200	26,400
Special Allowance	8400	1,00,800
Cost to Company (CTC)	50,000	6,00,000

B. Miscellaneous:

1. Gratuity will be paid as per Payment of Gratuity Act, 1972.
2. Take home salary will be net after Income Tax and any other statutory deductions depending on your savings under various schemes. Also, the monthly take home may be impacted depending on the reimbursements claims every month.

ANNEXURE 2

LIST OF DOCUMENTS

Sl. No	Documents to be submitted	Format	
1	Proof of Age and Photo ID	Driver's License/ school Leaving Certificate/ PAN Card/ Passport/ Aadhar card	Photocopy
2	Proof of Residence	Telephone Bill/ Ration Card/ Voter ID Card/ Electricity Bill/ Rent Agreement/ Passport/ Aadhar Card	Photocopy
3	PAN Card	-	Photocopy
4	Educational Qualification	Mark sheets/Degree certificates of 10th, 12th and graduation degree	Photocopy
5	Two Color Passport size photographs	-	-



Offer Letter

Date: 05/08/2022

Dear Aditya Bhardwaj

With reference to your application, we are pleased to offer you an employment opportunity with Learning Routes Pvt Ltd on mutually agreed terms and conditions.

The details of the offer are provided below:

Designation : Sales Associate
Location : Delhi
Tentative DOJ : 08th August, 2022

We are confident that you would play a pivotal role in strengthening the team.
This offer is being made to you on the following terms and conditions:

SALARY

1. Your cost to the Company shall be **5.70 LPA** per annum.
2. In Hand Salary – **27000/- p.m.**
3. Detailed structure is as mentioned below :

Cost to the Company: Annexure -A

Fixed Component	Monthly	Yearly
Basic	10800	129600
House Rent Allowance	8100	97200
Conveyance Allowance	2160	25920
Medical Allowance	1620	19440
Special Allowance	4320	51840
Gross Total (A)	27000	324000

Variable Components	Monthly	Yearly
Salary Revision (Payable post the completion of monthly targets during probation period)	3000	18000
Incentives	12000	144000
Performance cum Continuity Bonus	1500	18000
Punctuality Bonus	1000	12000
DTA (Meeting Travel Allowance)	4500	54000
Total (B)	22000	246000

COST TO COMPANY(A)+(B)	49000	570000

LEARNING ROUTES|

Plot No. 121, 3rd Floor, Sector-44 Near Ramada Hotel, Gurugram, Haryana 122003



4. This offer is provisional in nature and the detailed appointment letter shall be provided to you on joining subsequent to satisfactory completion of the joining formalities.
5. Matter of your compensation is confidential information of the company. Any discussion or disclosure of your compensation with anybody other than your departmental head or HR will be considered as breach of agreement by you.
6. You will be on probation for a period of Six months, which may be extended further at the discretion of the Company.
7. Employment is subjected to Document Verification.
8. This offer of appointment is valid until 7th August, 2022 for acceptance. If we do not hear from you by 7th August, 2022 i.e. the date on which validity of the offer expires, this offer shall be treated as withdrawn.
9. Employment is subjected to Training Clearance.
10. During probation, you will be required to serve 30 days' notice or pay 30 days' Gross salary in lieu of notice. Post confirmation, your appointment can be discontinued by either party by serving 45 days' notice or by payment of 45 days' Gross salary in lieu of notice.
11. Your services are transferable anywhere in India, at any time, as per the business requirements
12. If you accept the above, you are required to produce the following documents on the date of joining:
 - PAN Card
 - Aadhaar Card
 - Certificates & mark sheets of Highest educational qualification
 - Salary slips for Last Three Months
 - Resignation Acceptance Letter of current company
 - Two Passport Size Photographs
 - Cancelled Cheque – Bank Details



13. You hereby authorize the Company or any external agency appointed by the Company to verify:

- a) Education
- b) Employment
- c) Conduct other background checks prior to your joining the Company or thereafter.

Your appointment is contingent upon successful completion of the background check and the Company reserves the right to end your employment should the results of your background investigation be negative

14. The management also reserves the right to withdraw the said offer in case you are found medically unfit.

Thanks & Regards,
Ishita Mahajan
Sr. Manager- Human Resource
+91 9773838585

Acceptance Letter

I, having gone through the terms and conditions of the service being offered to me hereby, pleased to accept the offer after agreeing fully to the terms.

Signature-

Date-



OFFER AND APPOINTMENT LETTER

July 26, 2022

Dear **Divish Manuja**,

We are pleased to offer you the position of **Associate, Marketing Operations**, within Marketing Department at Cvent India Private Limited ("Company") and your base location will be Gurugram, Haryana. We look forward to having you on board with us on **August 01, 2022**.

Your Total Annual CTC has been defined as **₹559,776 (Rupees Five Lakh Fifty Ninessss Thousand Seven Hundred Seventy Six)** ("Annual CTC"). Your annual CTC includes your benefits, overtime, annual discretionary performance bonus and any bonus payable under the provisions of The Payment of Bonus Act, wherever applicable ("Bonus").

You will be eligible to receive the Bonus, Pro-rated from your date of joining, upon your successful completion of the performance cycle with the Company. The Bonus will be paid out on or about **March 31, 2023**. The actual Bonus amount payable may vary, based on your performance and is subject to guidelines laid out in employee handbook or communicated via email or intranet from time to time.

Predefined Increment:

1. You will be eligible for the first increment (predefined) of **15%** after successful completion of 12 months from your date of joining, i.e. with effect from **August 01, 2023**. Such increment is subject to your performance and Company's performance and Cvent may in its sole discretion revise the increment should you fail to meet the performance criteria laid out by your manager.
2. This predefined increment will remain valid for next 12 months, i.e. from **August 01, 2023 to July 31, 2024**.
3. Your second increment will be applicable effective **August 01, 2024** and prorated to align you with the company's performance.

You understand that we have talked with you approximately two to three different times over different days, prior to you accepting this letter, that the Company spends INR **280,000/-** to train you and therefore you willingly and after consulting family members, friends and advisors, by your own free will and discretion, commit to serve the Company for a minimum period of **24** months from the date of your joining ("Service Period") to offset a portion of the expenses incurred by the Company on your training.

You will also be asked to execute/provide the following agreements/documents before you start with the Company:

- (1) Training cum Employment Agreement on **July 26, 2022**; the draft of which has already been shared with you.
- (2) Non-compete, Non-solicitation and Confidentiality Agreement, the draft of which has already been shared with you.

If you leave the Company before completion of your Service Period, you will be liable to pay an amount of **₹280,000 (Rupees Two Lakh Eighty Thousand)** as liquidated damages.

You will be on probation for three months beginning the date of your joining during which period the Company can terminate your services by giving prior notice of one month or salary in lieu thereof. Upon completion of probation, your employment shall be deemed confirmed, unless communicated otherwise by the Company. In the event, your performance is found to be unsatisfactory, the Company may extend your probation for a further period of time as may be deemed fit by the Company.



Post completion of probation, either party may terminate this appointment by giving the other party two months' notice. The Company may at its sole discretion choose to pay salary in lieu of the said notice period.

Miscellaneous

You will be entitled to leaves (PTO) and other employment related benefits as per the Company's policy and terms and conditions contained in the employee's handbook. The Company may change the policies contained therein from time to time to suit its requirements. You may also be entitled to receive facilities, such as cab or parking (as per Company's policy) and complimentary meals. Please note that these facilities are not cashable in lieu of any component not availed.

Your employment with the Company will be subject to successful pre-and/or post-employment background check. In case you fail to join the employment of the Company by the date of joining, the terms of this offer cum employment shall stand rescinded, unless the date of joining is extended by the Company as aforesaid.

During the tenure of your appointment with the Company, you will comply with the employee's service rules and policy issued/may be issued by the Company from time to time.

The Company has a very strict policy against sexual harassment. Sexual harassment will not be tolerated either in the office premises or whilst on assignment or in any place visited by the employee arising out of or during the course of employment and includes transportation service provided by the organization. Any person found involved in sexual harassment shall face severe consequences as mentioned under the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013, which can include (but not be limited to) deduction from salary or wages payable, initiation of criminal proceedings or termination of the employment.

Kindly return a copy of this letter duly signed by you on each page as an acceptance of this offer within 7 days of its receipt, failing which this offer will automatically stand withdrawn. Your point of contact for any recruitment related queries will be **Manoj Kumar**. You can drop an email at **Manoj.Kumar@cvent.com**.

We take this opportunity to welcome you to Cvent and invite you to participate in the enriching experience of building a world-class organization.

Sincerely,

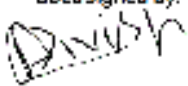
For **Cvent India Pvt. Ltd.**

Authorised Signatory

Acknowledged & Accepted

Name: Divish Manuja

Date: 26-Jul-22

DocuSigned by:

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Compensation Details			
Divish Manuja			
Salary Breakup			
	Salary Components	Per Month	Per Annum
A	Basic Pay	18,750	225,000
B	House Rent Allowance (HRA)	9,375	112,500
C	*Special Allowance	9,375	112,500
	Total Fixed Compensation	37,500	450,000
	**Discretionary Bonus (Annual)	50,000	
	Benefits		
	Employer's contribution towards Provident Fund	21,600	
	Gratuity (Payable after 5 yrs.)	10,823	
	Group Medical Insurance Policy Premium	16,353	
	Group Term Life Insurance Premium & Group Personal Accidental Insurance Premium	11,000	
	Total Annual Compensation (CTC)	559,776	
	1. *Special Allowance can be utilized amongst the options available under Flexible Benefit Plan to minimize your tax outgo 2.**This value includes statutory bonus	ACCEPTED AND AGREED to this 26 Day of Jul, 22 Divish Manuja By: _____	

C	*Flexible Benefit Plan Components	Maximum Value of Allowance	
		Per Month	Per Annum
1	Professional Subscription reimbursement	5,000	60,000
2	Leave Travel Allowance	4,000	48,000
3	Health Club reimbursement	4,000	48,000
4	Gadget (Phone only) reimbursement	6,000	72,000
5	Telephone / Internet reimbursement	5,000	60,000
6	Food & Meal Allowance	2,200	26,400
	Notes:		
	1. The values reflecting in the flexible benefit plan above have been calculated considering maximum value of each allowance if opted for the entire financial year. 2. You need to claim your Flexible component by submitting vouchers/bills - the procedure will be explained by our Payroll Team. 3. All the components mentioned above are subject to Indian tax laws.		

25th October 2022

Vidushi Shandilya

3-IV-13, Obra Colony, Obra , Sonebhadra, Uttar Pradesh, 231219

Subject: Appointment for post of Copy-Writer

Dear Ms. Vidushi,

We are pleased to offer you, the position of **Copy-Writer** with Defodio Digital on the following terms and conditions:

1. Commencement of employment

Your employment will be effective, as of 3rd November 2022.

2. Job title

Your job title will be **Copy-Writer**.

3. Salary

Your monthly salary will be INR 35,000 subject to tax deduction at source (If liable). Your salary will be paid on the last working day of every month. Your monthly salary will attract hikes/incentives depending upon your performance and your manager's discretion.

	Monthly (Rs.)	Annually (Rs.)
Basic	12250	147000
HRA	12250	147000
Allowances	10500	126000
Gross Pay	35000	420000

4. Place of posting

You will be posted at our 1009, 10th Floor, Agarwal Cyber Plaza 1, NSP, Pitampura, Delhi - 110034. You may however be required to work at any place of business which the Company has or may later acquire. Working from home will be upon the discretion of your manager.

5. Hours of Work

The normal working days are Monday through Friday. You will be required to work for such hours as necessary for the proper discharge of your duties to the Company. The normal working hours are from 1000 hours to 1830 hours if necessary for additional hours depending on your responsibilities.

6. Leave/Holidays

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

7. Nature of duties

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

8. Company property

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

9. Borrowing/accepting gifts

You will not borrow or accept any money, gift, reward or compensation for your personal gains from or otherwise place yourself under pecuniary obligation to any person/client with whom you

may be having official dealings.

10. Confidential Information

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

10.2 You must always maintain the highest degree of confidentiality and keep as confidential the records, documents and other Confidential Information relating to the business of the Company which may be known to you or confided in you by any means and you will use such records, documents and information only in a duly authorized manner in the interest of the Company. For the purposes of this clause 'Confidential Information' means information about the Company's business and that of its customers which is not available to the general public and which may be learnt by you in the course of your employment. This includes, but is not limited to, information relating to the organization, its customer lists, employment policies, personnel, and information about the Company's products, processes including ideas, concepts, projections, technology, manuals, drawing, designs, specifications, and all papers, resumes, records and other documents containing such Confidential Information.

10.3 At no time, will you remove any Confidential Information from the office without permission.

10.4 Your duty to safeguard and not disclose Confidential Information will survive the expiration or termination of this Agreement and/or your employment with the Company.

10.5 Breach of the conditions of this clause will render you liable to summary dismissal under clause above in addition to any other remedy the Company may have against you in law.

11. Notices

In case of separation from the company, you should serve 60 day's notice period after submitting

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

12. Applicability of Company Policy

The Company shall be entitled to make policy declarations from time to time pertaining to matters like leave entitlement, maternity leave, employees' benefits, working hours, transfer Policies, etc., and may alter the same from time to time at its sole discretion. All such policy decisions of the Company shall be binding on you and shall override this Agreement to that extent.

13. Governing Law/Jurisdiction

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

14. Acceptance of our offer

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

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


Vibhor Gulati
Business Head
Defodio Digital
Date: 25th October 2022



Vidushi Shandilya
3-IV-13, Obra Colony, Obra , Sonebhadra,
Uttar Pradesh, 231219
Date:



Placements TIAS . <placementstias@tecnia.in>

SquareYards Campus 2022 : Gurgaon

sreeja.nair@squareyards.in <sreeja.nair@squareyards.in>

Thu, Oct 21, 2021 at 6:29 PM

Cc: kanika.gupta@squareyards.com, Vinay Sharma <vinay.sharma2@squareyards.co.in>, sandeep.kumar@squareyards.co.in

Dear Placement Team,

Square Yards will be happy to be associated with your institute for campus placements for the year 2021. Kindly connect us to the relevant people from your placement committee who can help us in the process.

Just to give you a quick brief about us:

Square Yards is India's largest Real Estate Platform. Founded in 2014, Square Yards today ranks in the top 20 consumer tech start-ups in India in terms of GTV (~USD2bn), top 50 in terms of revenue, and is amongst the handful of consumer tech startups in India which are profitable. Square Yards has achieved a significant scale in just 7 years and is one of the few Indian startups which have successfully expanded globally. It has a direct presence in 20+ cities globally and has more than 5,000 employees across 9 Countries.

Square Yards' integrated online to offline (O2O) transactional model and positioning as a one-stop-shop for the entire home services model (new homes, resale, rentals, property management, home interiors, property-related services, virtual property viewing) brings exhaustive supply, demand, and distribution together to tap the highly fragmented real estate market.

- One of the Largest Tech-led Brokerage of Primary Real Estate Globally
- Largest Real Estate Marketplace in India
- Largest Lending marketplace in India
- Fastest Growing Proptech Platform in GCC, Australia & Canada

Please share details on your campus hiring schedule, batch profile, and tentative availability for the joining, and a list of students interested in the profile so that we can plan our calendars accordingly. Attached is the JD with an offer for Post Graduates and Graduates.

Please share the profile of interested students with us and feel free to call us, in case you may have any query.

Sandeep Kumar : 9540770100

Vinay Sharma : 8130569123/8920425796



Sreeja Nair | Vice President HR

+91 9654422354 | Sreeja.nair@squareyards.in | www.squareyards.com

SquareYards, Good Earth Business Bay, 9th Floor, sec 58 Gurgaon

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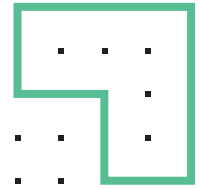
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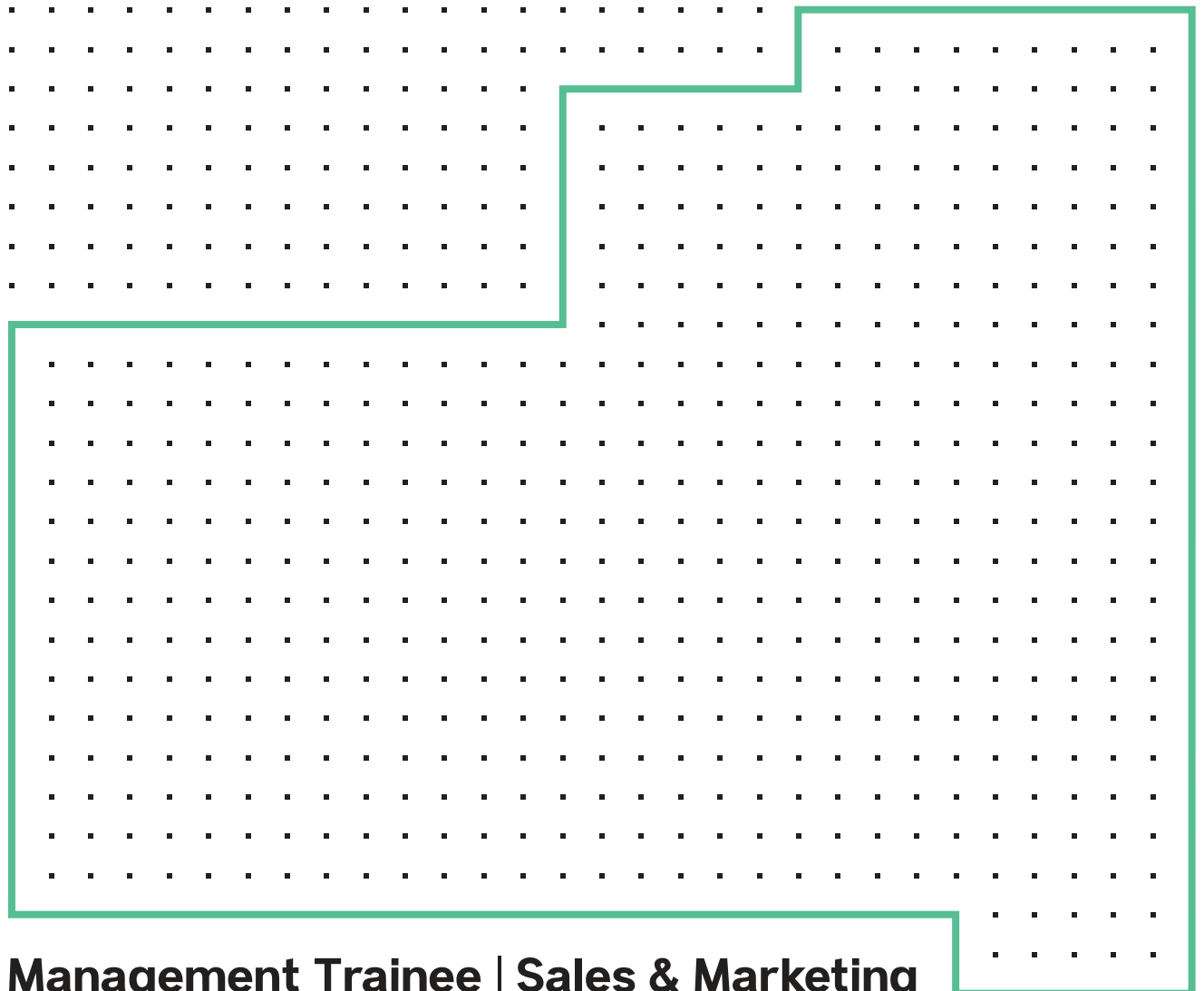
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Job Description



Management Trainee | Sales & Marketing

Description of roles & expectations

- Build good Working relationship with Clients
- Understand the core values of the company and its goals
Research the market and related products for possible business opportunities
- PAN India competitive Market Research and Data analysis in Real Estate and Financial market
- Present the product favorably and in a structured professional manner
- Maintain and Develop relationships with channel partners in person and via telephone calls and e-mails
- Follow up with potential customers to prospect for new business.
- Advise on forth coming product developments
- Develop Square Yards as a brand by ensuring Service standards in line with company polices

Joining Location
Gurgaon

Vacancy for
Multiple

Compensation Benefits

	Yearly CTC	Monthly CTC
CTC	5,00,000	41,666
Salary Components		
Basic	97,711	8,143
HRA	28,944	2,412
Statutory Benefits		
PF (Employer Part)	11,725	977
LWF (Employer Part)	600	50
ESIC (Employer Part)	4,344	362
Statutory Bonus	7,000	583
Performance Linked Allowances*		
Performance Linked Payout	99,676	8,306
Performance Linked Payout ²	2,50,000	20,833
Monthly Gross	4,76,331	39,694
PF (Employee Part)	11,725	977
LWF (Employee Part)	300	25
ESIC (Employee Part)	950	79
PA Cover	180	15
Net Pay	4,63,176	38,598

- Amounts mentioned, and their payout is contingent on meeting indicative performance threshold, as defined from time to time
- Performance and salary are subject to review in 6 months, provided defined performance targets are met

Desired Candidate Profile

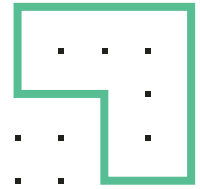
- An emphatic communicator with pleasant personality
- Self-driven, well groomed, results-oriented professional with a positive outlook
- Structured and process oriented
- Zeal for multitasking
- Comprehensive towards Facts and Figures

Selection Process

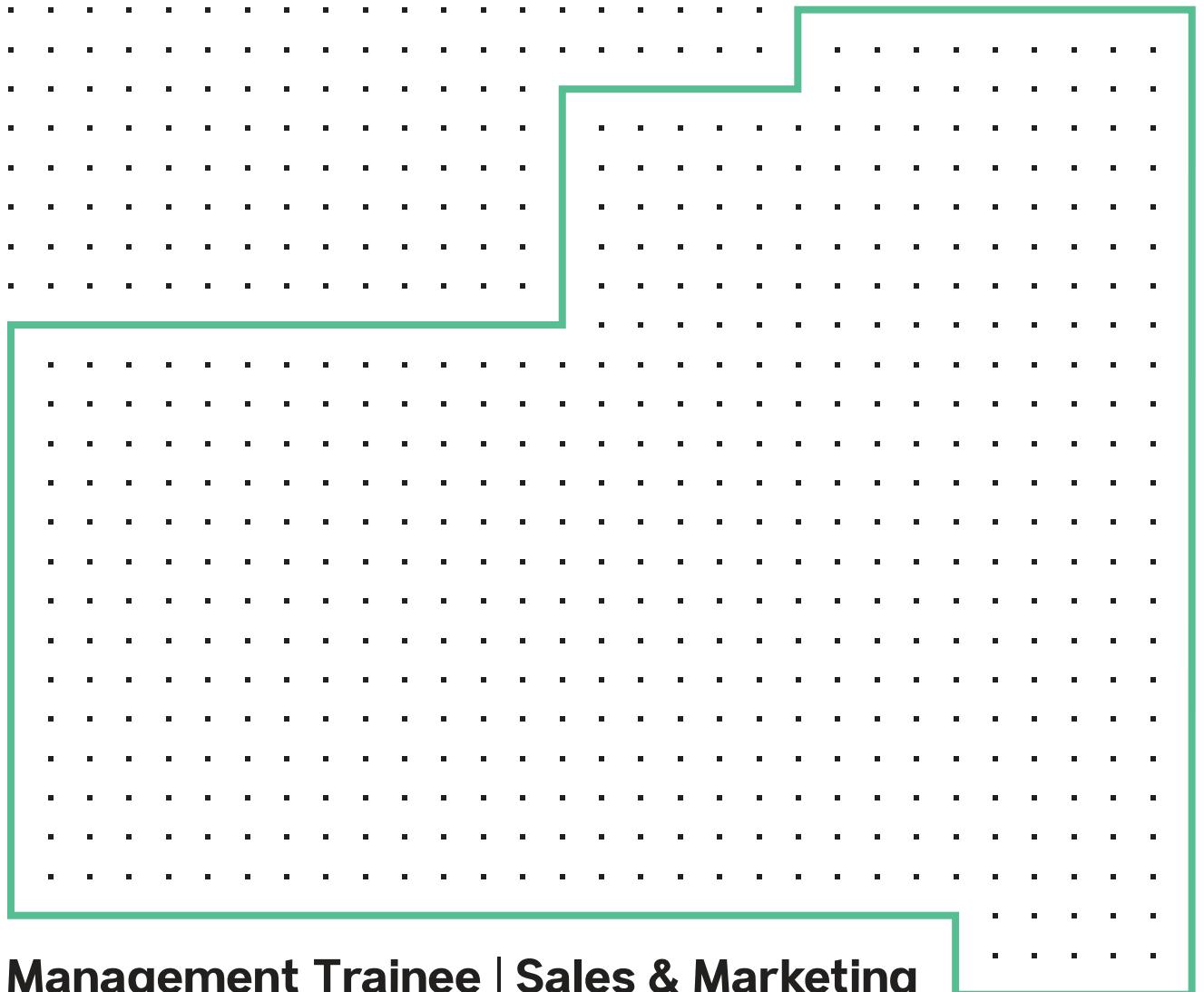
- Cumulative list of batches (CVs and Count on Mail).
- Group Discussion
- Personnel Interview with the Management
- Psychometric Analysis
- Letter of Intent

Why Us

- Highly Competitive Compensation
- Global Movement Opportunities
- Best Incentive Structure
- Supersonic growth
- Employee Stock Options
- Bi Annual Appraisals for sales
- Healthcare & Insurance
- Fun, Dynamic Environment
- Diversified role
- Fastest Growing Cross Border Real Estate Platform



Job Description



Management Trainee | Sales & Marketing

Description of roles & expectations

- Build good Working relationship with Clients
- Understand the core values of the company and its goals
Research the market and related products for possible business opportunities
- PAN India competitive Market Research and Data analysis in Real Estate and Financial market
- Present the product favorably and in a structured professional manner
- Maintain and Develop relationships with channel partners in person and via telephone calls and e-mails
- Follow up with potential customers to prospect for new business.
- Advise on forth coming product developments
- Develop Square Yards as a brand by ensuring Service standards in line with company polices

Joining Location
Gurgaon

Vacancy for
Multiple

Compensation Benefits

	Yearly CTC	Monthly CTC
CTC	6,00,000	50,000
Salary Components		
Basic	97,711	8,143
HRA	28,944	2,412
Statutory Benefits		
PF (Employer Part)	11,725	977
LWF (Employer Part)	600	50
ESIC (Employer Part)	4,344	362
Statutory Bonus	7,000	583
Performance Linked Allowances*		
Performance Linked Payout	1,49,676	12,473
Performance Linked Payout2	3,00,000	25,000
Monthly Gross	5,76,331	48,028
PF (Employee Part)	11,725	977
LWF (Employee Part)	300	25
ESIC (Employee Part)	950	79
PA Cover	180	15
Net Pay	5,63,176	46,932

- Amounts mentioned, and their payout is contingent on meeting indicative performance threshold, as defined from time to time
- Performance and salary are subject to review in 6 months, provided defined performance targets are met

Desired Candidate Profile

- An emphatic communicator with pleasant personality
- Self-driven, well groomed, results-oriented professional with a positive outlook
- Structured and process oriented
- Zeal for multitasking
- Comprehensive towards Facts and Figures

Selection Process

- Cumulative list of batches (CVs and Count on Mail).
- Group Discussion
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Why Us

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- Healthcare & Insurance
- Fun, Dynamic Environment
- Diversified role
- Fastest Growing Cross Border Real Estate Platform



Placements TIAS . <placementstias@tecna.in>

Feedback : SquareYards Campus 2022 : Gurgaon-Venue Square Yards Office_Gurgaon_11th Nov 2021_ TIAS

Shiza Siddique <shiza.siddique@squareyards.co.in>

Thu, Nov 11, 2021 at 4:54 PM

To: Vinay Sharma <vinay.sharma2@squareyards.co.in>, "placementstias@tecna.in" <placementstias@tecna.in>

Cc: Sreeja Nair <sreeja.nair@squareyards.in>, Sandeep Kumar <sandeep.kumar@squareyards.co.in>, "ravi.nirwal@squareyards.co.in" <ravi.nirwal@squareyards.co.in>, "kapil.malhotra@squarecapital.co.in" <kapil.malhotra@squarecapital.co.in>

Dear Heena,

Greetings!

Find below the feedback of the students.

Please do share the updated CV, Aadhar card and D.O.J of selected students.

Sr.No	Name	Contact	Email	Campus	Status
1	Ankit singh	9718833618	ankysingh9359@gmail.com	TIAS	Selected
2	Naman chopra	7011150007	naman.chopra10042001@gmail.com	TIAS	Selected
3	Shubham Agrawal	8826909113	shubham.agarwalma@gmail.com	TIAS	Selected
4	Manisha Chhabra	9810036972	chhabramanisha11@gmail.com	TIAS	Selected
5	Divish Manuja	7042473802	Madhavmanuja11@gmail.com	TIAS	Selected
6	Jhanvi Kalra	9899000761	jhanvi20kalra@gmail.com	TIAS	Selected
7	Chahat	9773935881	chahatmalhotra002@gmail.com	TIAS	Selected
8	Shivam	8585948554	shivamthakran91@gmail.com	TIAS	Selected
9	Lakshay Sajwan	9582167804	Lakshay.sajwan14@gmail.com	TIAS	No Show
10	Vaani Payal	7982458540	vanipayal3@gmail.com	TIAS	No Show
11	Tushar Arora	7065587227	tusharora2820@gmail.com	TIAS	Rejected
12	Jatin Kataria	8851504823	jatinkataria188@gmail.com	TIAS	Rejected
13	Geetanshi Arora	8851732772	geetanshi.arora0@gmail.com	TIAS	Rejected
14	Kareena Gaba	8527863909	kareenagaba@gmail.com	TIAS	Rejected
15	Muskan Gupta	8383974537	muskan220501@gmail.com	TIAS	Rejected
16	Naman jain	9560814056	nj84418@gmail.com	TIAS	Rejected
17	Deepanshu tomar	9910791259	dpnshutomar69@gmail.com	TIAS	Rejected



Thanks & Regards,

Shiza Siddique

HR Manager

7042859474

shiza.siddique@squareyards.co.inwww.squareyards.com

Magnum Tower - 1, 4th Floor, Golf Course Extension Road, Sector-58, Gurgaon (122011)

08.11.2021, 15:25, "Vinay Sharma" <vinay.sharma2@squareyards.co.in>:

Dear Team,

As discussed, the date for drive in Square Yards Gurgaon Office is Thursday , 11th Nov 2021. We shall start the process by 10:00 am.

There was list of 25 interested students shared with us, please make sure all are available on the day of campus. If there is any change in the numbers, let me know.

Square Yards Gurgaon Address:**SquareYards Interview Invite**

Magnum Tower-1, 4th floor

Sector-58, Golf Course Road Ext Road, Gurgaon
Nearest Rapid Metro Station Sec 55-56

Follow below Venue Map

<https://goo.gl/maps/PgDb7N1gfgo>

Date: 11th Nov, 2021 (Thursday)

Time: 10:00 AM

Contact Person: Sandeep- 9540770100

Vinay- 8130569123

Shiza- 7042859474

Note: Dress code is business formals. Also carry updated CV.



Vinay Sharma | Manager-Talent Acquisition
91-8130569123 | vinay.sharma2@squareyards.co.in
www.squareyards.com
4th Floor, Magnum Tower-1, Sector 58, Gurugram - 122101

India's Largest Real Estate Brokerage

India | UAE | Australia | Hong Kong | Canada | Qatar | Oman | Kuwait | Bahrain | Saudi Arabia

From: Placements TIAS . <placementstias@tecnia.in>

Sent: Tuesday, October 26, 2021 12:28 AM

To: sreeja.nair@squareyards.in

Cc: Directortias <directortias@tecnia.in>; Madhavendra Jha <madhavendrajha@yahoo.com>

Subject: Re: SquareYards Campus 2022 : Gurgaon

Dear Sreeja,

Please find the attached list of interested candidates for the required profile and kindly confirm the further process.

Thanks & Regards,

Heena Lal

Training and Placement Officer



Institutional Area, Madhuban Chowk, Rohini, Sector - 14, Extn. , New Delhi - 110085

Ph: 27555121-22-23-24 Fax: 27555120; Email: placementstias@tecnia.in

Website: <http://tiaspg.tecnia.in>



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On Thu, Oct 21, 2021 at 7:47 AM Placements TIAS . <placementstias@tecnia.in> wrote:

Hi

Thanks for the mail. Will revert soon.

On Thursday, October 21, 2021, <sreeja.nair@squareyards.in> wrote:

Dear Placement Team,

Square Yards will be happy to be associated with your institute for campus placements for the year 2021. Kindly connect us to the relevant people from your placement committee who can help us in the process.

Just to give you a quick brief about us:

Square Yards is India's largest Real Estate Platform. Founded in 2014, Square Yards today ranks in the top 20 consumer tech start-ups in India in terms of GTV (~USD2bn), top 50 in terms of revenue, and is amongst the handful of consumer tech startups in India which are profitable. Square Yards has achieved a significant scale in just 7 years and is one of the few Indian startups which have successfully expanded globally. It has a direct presence in 20+ cities globally and has more than 5,000 employees across 9 Countries.

Square Yards' integrated online to offline (O2O) transactional model and positioning as a one-stop-shop for the entire home services model (new homes, resale, rentals, property management, home interiors, property-related services, virtual property viewing) brings exhaustive supply, demand, and distribution together to tap the highly fragmented real estate market.

- One of the Largest Tech-led Brokerage of Primary Real Estate Globally
- Largest Real Estate Marketplace in India
- Largest Lending marketplace in India
- Fastest Growing Proptech Platform in GCC, Australia & Canada

Please share details on your campus hiring schedule, batch profile, and tentative availability for the joining, and a list of students interested in the profile so that we can plan our calendars accordingly. Attached is the JD with an offer for Post Graduates and Graduates.

Please share the profile of interested students with us and feel free to call us, in case you may have any query.

Sandeep Kumar : 9540770100

Vinay Sharma : 8130569123/8920425796



Sreeja Nair | Vice President HR

+91 9654422354 | Sreeja.nair@squareyards.in | www.squareyards.com

SquareYards, Good Earth Business Bay, 9th Floor, sec 58 Gurgaon

India's Largest Real Estate Marketplace

India | UAE | Australia | Singapore | Hong Kong | Canada | Qatar | Oman | Kuwait | Bahrain

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Thanks & Regards,

Dr. Nivedita

8882927696

Head - Training and Placement Cell



Institutional Area, Madhuban Chowk, Rohini, Sector - 14, Extn. , New Delhi - 110085

Ph: 27555121-22-23-24 Fax: 27555120; Email: placementstias@tecnia.inWebsite: <http://tiaspg.tecnia.in>

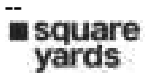
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Thanks & Regards,

Shiza Siddique

HR Manager

7042859474

shiza.siddique@squareyards.co.inwww.squareyards.comMagnum Tower - 1, 4th Floor, [Golf Course Extension Road, Sector-58, Gurgaon \(122011\)](#)

23/07/2022

Letter of Intent (LOI)



INVESTOSURE
INVEST WITH PEACE

Investosure – HNS Pro Solutions Pvt Ltd Venture

Website: www.investosure.in Email Id: hrteam@investosure.in



Date: 23nd July, 2022

To,
Kailash,

Letter of Intent

Dear Kailash,

Congratulations, on successfully completing your interview with us. Upon assessment, we have found your skills and competencies matching our requirements.

As mutually discussed, and agreed, we are pleased to offer you an appointment as per details given here:

- ❖ You will be designated as Sales Executive.
- ❖ You will be located at Work from home. The position may be transferable to any other location of the company in future.
- ❖ You will be entitled to an all-inclusive compensation (Cost to company) of Rs. 15,000/- Pm+incentive (In probation period); Component of Rs.5.00 lacs per Annum (Subject to performance).
- ❖ You are entitled to maintain 85%+ accuracy otherwise the work will count as null & void and it will affect your monthly remuneration.
- ❖ You will be responsible for completion of duties as discussed at a time of interview.

This letter of Intent is subject to your successfully completing the company's Examination and background verification, failing which this offer will stand.

Position Offered	Sales Executive
Gross Remuneration	20000 P.M (Probation period)
Package	5.00 Lacs P. A
Date of Joining	1 st August, 2022
Reporting	Ms. Shivanshi Gupta

Your training is scheduled to start from **1st Aug, 2022** (Subjected to be changed). You will be on probation for 3 months. If you successfully complete the training program, you will be offered a permanent position as Sales Executive. All of us at Investosure – HNS Pro Solutions Pvt Ltd Venture are excited that you will be joining our team.

Please confirm your acceptance by this offer by signing and returning this letter. If you accept this offer, your start date will be **1st Aug, 2022** the final letter of appointment will be handed over to you after your probation period is over.

You are requested to carry the following documents at the time of joining:

- ❖ Copy of Aadhar card, pan card.
- ❖ Academic qualification certificates (Scanned copies).
- ❖ Relieving letter & experience letter from previous company (if any).
- ❖ Salary slip & bank statement for the last 3months (if any).
- ❖ Copy of resignation letter submitted with current company
- ❖ Two (2) copies of passport size photograph.
- ❖ Residential address proof.
- ❖ Date of Birth Certificate/Proof
- ❖ Cancelled Cheque or Bank details.

If you have any query, please feel free to reach out any time. We are looking forward to having you on our team. In case you need any clarifications regarding your job, salary, or any policy, please connect with HR Team on hrteam@investosure.in

Thanks & Regards,
Department: HR



Investosure
(HNS Pro capital Pvt Ltd venture)
W: www.investosure.in

Date:- 1 Nov 2022

Candidate Name:- Tushar Chauhan

Title:- Job offer letter

Company Name:- Chaudhary and Sons

Address:- Narela

City:- Delhi, State:- Delhi - 110040

Dear Tushar Chauhan

We are pleased to offer you the position of General Manager at Chaudhary and Sons. We feel confident that you will contribute your skills and experience towards the growth of our organization.

As per the discussion, your starting date will be on 11 Nov 2022.

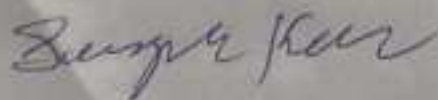
Please find employee handbook enclosed here with which contains the medical and retirement benefits offered by our organization. And your salary is [40k]

Please confirm your acceptance of this offer by signing and returning the copy of this offer letter.

We look forward to welcoming you on board.

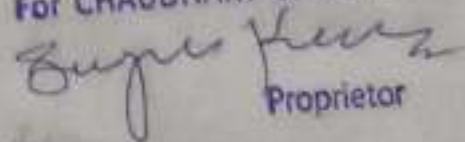
Sincerely

For Chaudhary and Sons



General Manager

For CHAUDHARY & SONS



Proprietor



Placements TIAS . <placementstias@tecnia.in>

Fwd: Offer of Employment _Executive Assistant @ Paperpedia _ Gurugram Location

1 message

Placements Tecnia <placements@tecnia.in>
To: "Placements TIAS ." <placementstias@tecnia.in>

Wed, Jul 13, 2022 at 4:39 PM

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

From: **manvi mahipal** <mahipalmanvi@gmail.com>
Date: Sat, Apr 23, 2022 at 6:15 PM
Subject: Fwd: Offer of Employment _Executive Assistant @ Paperpedia _ Gurugram Location
To: placements@tecnia.in <placements@tecnia.in>

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

From: **Tanya** <tanya.ahuja@ppedia.net>
Date: Fri, 22 Apr, 2022, 8:22 PM
Subject: Offer of Employment _Executive Assistant @ Paperpedia _ Gurugram Location
To: <mahipalmanvi@gmail.com>
Cc: Parul Mam <parul.c@ppedia.net>, Sushmita S <sushmita.s@ppedia.net>

Dear Manvi,

With reference to your job application and subsequent discussions, we are pleased to offer you the full-time role of "**Executive Assistant**" at Paperpedia Pvt. Ltd. (The Company).

The terms of the offer are as follows:

1. **Salary:**Your CTC is INR 4.8lpa (pre-tax).
2. **Joining Date:**Your date of joining (DOJ) will be 25th April 2022.

I. Probation: You will be on a probation period of 6 months (180 days). The one hundred eighty (180) days probationary period ("Probation Period") provides the Company an opportunity to observe and evaluate the capacity of the Employee, which includes the Employee's ability to satisfactorily perform the essential functions of his or her job; and to observe and evaluate the employee's work habits and conduct, including attendance and the Employee's relationship with co-workers and superiors. The probation period is "at-will" in nature, which means that either you or the Company may terminate you, with or without cause and with or without notice.

1. **Term:**The term of employment is one year. The term will be assumed to have been extended for another one year even if you are not provided with a written letter from the Company regarding the extension of the term.
2. **Leaves:**You are entitled to avail 15 days paid leaves (Earned leaves). In addition, you will be entitled to 6 days of Casual Leave (CL) and 06 days of Sick Leave (SL) on a pro rata basis, after the successful completion of the probation period. Additionally, you are also entitled to all the gazette holidays in India.
3. **Location and Working Hours:** Your work location will be the Gurugram office of the Company. General working hours of the Company are from Monday to Saturday, 9:00 AM to 5:30 PM.

II. Non-disclosure and Confidentiality: During your employment, you may have access to trade secrets and confidential business information belonging to the Company. By accepting this offer, you acknowledge that you must keep all of this information strictly confidential, and refrain from using it for your own purposes or from disclosing it to

anyone outside the Company. In addition, you agree that, upon conclusion of your employment, you will immediately return to the Company all of its property, equipment, and documents, including electronically stored information.

III. Termination: Pursuant to Clause II of this agreement, either of the parties can terminate the contract with or without cause and with or without notice in the probation period. However, if the Company terminates the employment without just cause after probation period, in which case the Company shall provide the Employee with advance notice of termination 15 days or compensation in lieu thereof. The Employee may terminate his employment after probation period at any time by providing the Company with at least 15 days advance notice of his/her intention to resign or the payment in lieu thereof. For purposes of this Agreement, "Cause" means the Employee's gross misconduct resulting in material damage to the Company, wilful insubordination or disobedience, theft, fraud or dishonesty, wilful damage or loss of Company's property, bribery and habitual lateness or absence, or any other wilful and material breach of this Agreement.

IV. Offer Validity: This offer is valid until 24th April 2022 till 10am. In case you accept our offer your date of joining (DOJ) will be 25th April 2022 .

If you agree to the terms of the offer, you need to express your acceptance in writing by replying on the same email thread within 24 hours.

By accepting this offer letter, you also agree to the Code of Conduct and Ethics of the Company. Please refer the document online here:

<https://docs.google.com/document/d/1XqnWalNtv4gXBICGiiL3fJIQO5sN65dWbQ8tenyqLs/edit?usp=sharing>.

Thanks & Regards

Tanya

HR Executive, Paperpedia



Email: tanya.ahuja@ppedia.net

Website: <http://www.ppedia.net/>

Mobile: 8826117061

--

Thanks & Regards,

Heena Lal

Training & Placement Officer

9899849019



Institutional Area, Madhuban Chowk, Rohini, Sector - 14, Extn. , New Delhi - 110085

Ph: 27555121-22-23-24 Fax: 27555120; Email: placementstias@tecnia.in

Website: <http://tiaspg.tecnia.in>



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5 attachments



b2e4e4c4.png
1K



4270cebb.png
1K



b0cef071.png
1K



b0c5fffe.png
1K



b0c5fffe.png
1K

Web:
www.benchmarksixsigma.com

Regd. Office:
H-24 A, Saket
New Delhi-110017

Admin Office:
SF-34, Ansals Fortune Arcade,
K Block, Sector 18,
NOIDA - 201303
Phone: (0120) 4354444
Fax: (0120) 4268000
delhi@benchmarksixsigma.com

Corp. Office: The Corenthum
CS-14, Lobe No.2, 7th Floor
A-41, Sector-62, Noida
Ph: 0120-4722444
delhi@benchmarksixsigma.com

Name: Kritika Sabharwal

Appointment Letter

With reference to the selection process, you have been appointed for the following job.

1. **Job Title – Assistant Manager - Marketing**
2. **Date of Joining and location** – 13th June 2022, Work from home.
3. **Profile outline** – Marketing of our open enrolment training and certification programs
4. **Salary** –
 - a. During Probation - INR 20,000 per month, Variable – 5000 to 10000 per month.
 - b. On confirmation - Fixed Salary - INR 40,000 per month. Variable Salary – 10,000 to 20,000 per month based on target achievement.
5. **Probation Period** - You will be on Probation Period for a period of two months.
6. **Office Hours** –
 - a. 10:30 am. To 7:30 pm - Monday to Friday.
 - b. 10:30 am to 3:00 pm - Alternate Saturdays
 - c. However, you are required to work outside office hours based on contingencies.
You will also need to work on one Sunday every month. You will get a day off against your working Sunday.
7. **Address Change:** In case of a change in the address provided by the employee, information must be given to the management and subsequent proof of new address must be provided.
8. Your employment is subject to your maintaining absolute secrecy about the company's business and your undertaking that you shall not divulge any information which you have obtained during your service, to any third party, during your employment nor use any of the company material and information for your personal benefit.
9. **Key Elements in Leave Policy:**
 - a. There are 25 leaves available in a calendar year.
 - b. The leaves are categorized as 15 Earned leaves, 3 casual leaves and 7 sick leaves.
 - c. You can avail the leaves on completion of probation period and will be entitled for only 1 day leave per month till your probation period.
10. **Leave Encashment:** On completion of first year, you will become eligible for privilege leave encashment on the terms and conditions decided by the company.
11. You will not involve yourself in any other occupation, profession, or vocation, whether full time or part time during your employment with us.

Web:
www.benchmarksixsigma.com

Regd. Office:
H-24 A, Saket
New Delhi-110017

Admin Office:
SF-34, Ansals Fortune Arcade,
K Block, Sector 18,
NOIDA - 201303
Phone: (0120) 4354444
Fax: (0120) 4268000
delhi@benchmarksixsigma.com

Corp. Office: The Corenthum
CS-14, Lobe No.2, 7th Floor
A-41, Sector-62, Noida
Ph: 0120-4722444
delhi@benchmarksixsigma.com

12. If at any time, the firm finds that the information supplied by you at the time of your appointment is false, it could lead to termination of your services.
13. For all matters not contained in this offer letter, your profile will be governed by the rules and regulations of the company as framed from time to time.
14. **Performance** - The above appointment is subject to your working with utmost integrity, devotion to duty and continually satisfactory performance.
15. **Notice Period** – For discontinuation, the notice period from either side will be 24 hours during the Probation Period and one month after confirmation. In case of discontinuation, you will need to complete the pending tasks and carry out proper handover sequence.
16. You are requested to sign the duplicate copy of this offer letter in confirmation of your acceptance.

We welcome you to the family of BENCHMARK SIX SIGMA where we Benchmark our Energy, Performance and Consistency for the world to follow.

Vishwadeep Khatri

Director

Benchmark Six Sigma Pvt. Ltd.

ACCEPTANCE by Candidate (by end of day 13th June 2022)

I have read the above terms and conditions and hereby accept the offer. I also undertake to maintain strict secrecy of official matters and not to disclose any information obtained during work.

X

Signature

Name (In Capital)

Address (Current with contact numbers):

Address (Permanent with contact numbers):

1 of 1



American Express Business Solutions (India) Private Limited
5th Floor, Commercial Block - 3 (Zone -6),
Group Housing Scheme,
DLF Phase -V, DLF City,
Gurgaon, Haryana - 122002

June 3, 2022

Amandeep Singh Suri

People Soft ID: 7025805

Further to your resignation we would like to inform you that your resignation has been accepted and that you are relieved from your duties with effect from close of working hours of April 2, 2021

This is to put on record that you were a full time employee with American Express Business Solutions (India) Private Limited. Below are your employment details:

Date of Joining : March 2, 2021
Designation : Customer Care Professional
Last Date Worked : April 2, 2021

We wish you all the best for your future endeavors.

This is a computer generated statement, hence no signature are required.

Important Contacts

Payroll: payroll.india@aexp.com

F&F calculations: 1800-266-4099 (ADP Toll Free)

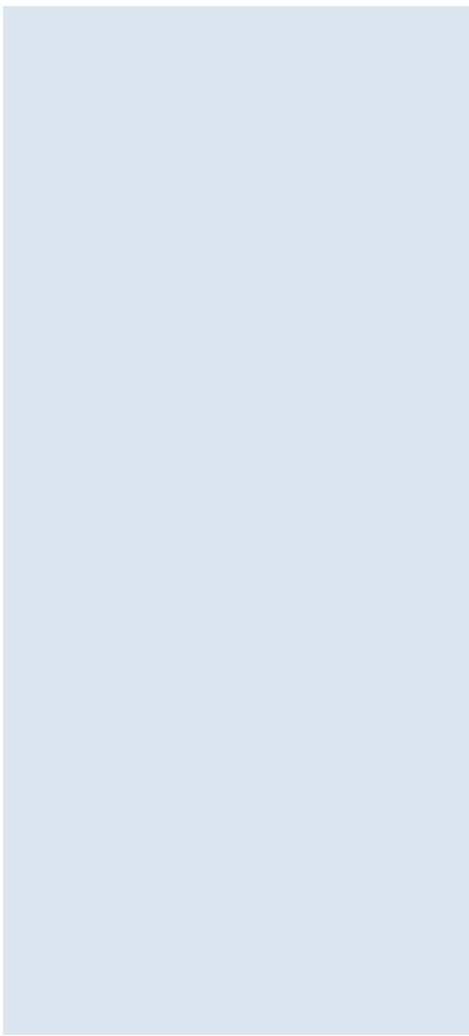
Retirals: retiralplansindia@aexp.com

Relieving letter or any other queries: 000-800-440-2473

SALARY STRUCTURE			
Applicable to:			
Band: B28 -			
Offer Salary		409,000	
Detailed Structure			
Components	Per Annum	Per Month	Remarks
Basic	163,600	13,633	40% of Base Salary
House Rent Allowance	81,800	6,817	Max: 50% of Basic Salary
Transport Allowance	19,200	1,600	Standard amount for the band
Meal Allowance	12,000	1,000	Standard amount for the band
Leave Travel Allowance	15,000	1,250	Standard amount for the band
NPS	8,180	682	5% of Basic Salary *The monthly NPS allowance will be contributed on your behalf to your NPS account if you opt for NPS as per company's guidelines.
Special Allowance	109,220	9,102	Balancing Figure
Base Salary	409,000	34,083	
Domiciliary Medical	15,000	1,250	Standard amount for the band
Total Fixed Cash	424,000		
Provident Fund	21,600	1,800	12% of Basic Salary
Gratuity	7,869	-	Deemed Value
Retirals	29,469		
Night Process Allowance *	12,000	1,000	As Applicable
Incentives	-	-	As Applicable
Total Compensation	465,469	36,333	

"Variable Pay as Highlighted in the offer letter, will be paid on completion of classroom and on-the-job training, as per process performance guidelines. **Incentives are paid with 2 Months's time lag.**

* Night Process Allowance will be paid only if you are working in a Night Shift.





28-Feb-21

Amandeep Singh Suri

House No.81, Ravi Nagar

Street No.4, Near - Chand Nagar Gurudware, New Delhi - 110018

**American Express Business Solutions (India)
Private Limited**

5th Floor, Commercial Block - 3 (Zone - 6)
Group Housing Scheme,
DLF Phase - V, DLF City
Gurgaon, Haryana -122002

Subject: Letter of Appointment

Dear Amandeep

With reference to your application for a suitable position and your subsequent discussions with us, we are pleased to inform you that you have been appointed in the management cadre in **American Express Business Solutions (India) Private Limited** hereinafter referred to as "the company" or "**AEBSIPL**" on the terms and conditions stated hereafter.

Designation Customer Care Professional

Band 28

Location Gurgaon

1. Compensation & Benefits:

a) Salary & Allowances: Your basic salary at the time of commencement of your services will be **Rs. 13633 Per Month**

Rupees Thirteen Thousand Six Hundred Thirty Three Only

In addition, you will be eligible for allowances/benefits as per company rules and regulations in force from time to time as summarised in Annexure 1. The remuneration paid to you has taken into consideration the status and responsibilities of the appointment and as such, you will not be entitled to any other payment by way of deferred wage, overtime and other allowances normally paid to the non-exempt staff of the Company. All compensation, incentives, awards, benefits etc. received by you shall be subject to tax deduction in accordance with the applicable tax laws.

b) Performance Bonus/ Variable Pay: Each year you will qualify for a discretionary cash bonus programme based entirely on the management's assessment of your performance during the performance year (January to December). In the first year, in case your date of joining with American Express is on or before 30th September, the bonus will be pro-rated for the period ending December from the date of your joining otherwise you shall be eligible to participate in the next year's bonus programme. The programme may be amended or withdrawn at any time and plan guidelines may be adjusted at the Company's discretion. Payments will only be made if you are still in employment with the Company at the time of payment and not under any period of notice.

For more specific details related to your bonus plan and any other applicable incentive programme, refer to the relevant bonus policy and guidelines released by the Management or discuss the same with your leader.

c) You shall be eligible for Provident Fund and Gratuity benefits as per details provided in Annexure 1 of this letter.

The compensation and benefits mentioned in this letter are as per the current policies of the Company and are subject to change from time to time at the sole discretion of the Management. The compensation structure is reviewed from time to time by the Company and such revised structure will be applicable as if it were a part of the appointment terms with effect from the dates of such respective revisions.

2. Probation: You will be on probation for a period of six months from the date of your joining. On satisfactory completion of your probation, your services will be deemed confirmed unless you receive a letter of probation extension in writing. Your probation may be extended at the discretion of the management. At any time during the extension period, based on feedback from your supervisor and subject to your performance meeting company expectations, your services will be confirmed.

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3. Job Description: For reference and record, a Job Description may be developed by the Company and provided to you. Such Job Description shall be subject to revision from time to time. Notwithstanding the Job Description, you shall also be expected to discharge all such duties and responsibilities as the position may demand from time to time.

4. Increments & Promotions: Your increments and promotions in the company will be given based on your performance and merit, and at the sole discretion of the management.

5. Transfer/ Relocation/ Assignment/ Secondment: You will be liable to be transferred or seconded/ assigned from time to time, as the Company may deem fit, anywhere in or outside India, to any of the Company's department(s) or location(s) or branch (es), or to the department(s) or location(s) or branch(es) or rolls of any of its subsidiaries or associates of American Express, presently existing or which may be setup in the future. You may also be posted/ relocated to any location due to business exigencies. Upon such transfer or secondment or posting, unless otherwise specified in writing at the time of such transfer or secondment or posting (as applicable), you will automatically be governed by the terms and conditions of service applicable at such department or location or branch or subsidiary or associate of the Company as the case may be.

6. Work in Shift

The Company is operational 24 hours a day 365 days a year, therefore you would be required to work in shifts as per business requirements and as fixed by the Company. During the course of your employment your working hours and days may be varied by the Company at its discretion and in accordance with applicable laws.

7. Travel Expenses: You may be required to travel on company business as and when required. In such cases, you will be entitled to such travel expenses/allowances as per company policies that are in force from time to time.

8. Confidentiality: During your employment, and even thereafter, you will maintain confidentiality of all information pertaining inter alia to the operations, policies, financials or customers of the Company or any of its associates that you will have access to or that comes to your knowledge and shall not disclose the same to any one, other than in reference to the business of the Company and in the course of your duties, without the express written permission of the Company. Prior to termination of your employment, by any reason whatsoever, you will return to your supervisor all papers, documents, property, etc. pertaining to the accounts, financials, policies, plans, business, affairs, branches, customers or any other aspect of the Company, which may be in your possession and will not retain any copies thereof or extracts therefrom. During employment, as also after leaving the Company, you undertake not to solicit, in any way directly or indirectly, any customers or employees of the Company or induce them to discontinue or adversely change their relationship/employment with the Company. You undertake to indemnify the Company and its affiliates from any loss or damage arising from any breach of this provision relating to confidentiality. Any violation of this clause will be deemed to be a breach of Company Policy and the Company may take appropriate action in accordance with clause 16. During your employment with the company, and at least for a period of three years thereafter, you will not transmit, disclose or otherwise use confidential information related to the activities of the company, to an unauthorised person, except as may be required in the course of your duties in connection with the company's business. You will also abide by all confidentiality, safety and security regulations of the Company as may be applicable from time to time.

9. No other employment or vocation: During your employment with the Company and till the Company issues a discharge certificate to you, you shall not take up or continue any other employment, vocation or external activities of a commercial nature. Violation of this requirement will entail serious consequences including dismissal from service.

10. Position of Confidence & Trust:

- a) The position in which you are appointed is one of utmost confidence and trust and requires a high degree of integrity. Your appointment is, therefore, subject to verification and continuity of such confidence. In addition, it is expected that before accepting this offer, you disclose to the Company in full any material information relating to your past, which, if known to the Company, would be likely to impact the Company's decision to employ you.

- b) **Employment Verification**

You understand and accept that the Company makes this offer of employment subject to and conditional upon your successful completion of certain pre-employment checks and checks conducted by the Company post your joining, including but not limited to background checks ('Checks'). You certify that all the information provided by you to the Company in connection with this offer of employment and these Checks is true and accurate



In the event the results of such Checks are unsatisfactory on any account and/or the information or details provided by you in the Company's application form for employment are found to be incorrect or false, then the Company may at its sole discretion:

- i) Rescind this agreement and this offer would stand revoked.
- ii) Terminate your employment immediately and without notice, in case you joined the Company prior to the completion of Checks,

11. (a) Notwithstanding anything contained herein, you will be bound by American Express Code of Conduct and all other rules, regulations, guidelines, instructions, policies, codes and orders framed, issued, enforced or made applicable by the Company from time to time, whether in physical or other form or via American Express Intranet/internet from time to time in relation to your conduct, discipline, service conditions such as leave, the compensation and benefits structure, medical and terminal benefits, retirement and any other matter relating to your employment or the discharge of your duties, and such rules, regulations, guidelines and orders shall be deemed to be an integral part of this contract of employment. Please read them carefully and ensure that you adhere strictly to the provisions, as amended from time to time. Any violations by you of the Codes, Guidelines, Policies, Rules or regulations of or applicable to the Company will be viewed very seriously and shall entail strict disciplinary action, which may also include termination from service. If you have any queries, you are encouraged to address them for clarification to your Manager, the Country Compliance Officer or the General Counsel's Office.

(b) All intellectual property created by you, namely, inventions, whether patentable or not, improvements, modifications of existing inventions, documentations, training manuals & materials, computer codes, software whether copyrightable or not, trade secrets and other proprietary information either alone or in conjunction with others during the course of your employment or/and by using any company's resource / time, fully or partially, shall be assigned to the Company who will be the sole proprietor thereof without any additional compensation or consideration apart from the remuneration payable to you as per this appointment letter. Any intellectual property, whether partially or fully developed, shall be immediately disclosed by you to the Company and all necessary documentation for assigning the same to the Company or as directed by the Company shall be executed by you as required by the Company to perfect the assignment of title therein. The assignment shall be of all your rights and ownership in the intellectual property on a world-wide basis and in perpetuity either to the Company or to any of its subsidiaries or to any parent Company (ies) or Affiliates of the Company as may be directed by the Company. In case of copyrights, the assignment will also be of worldwide rights for the full term (including any possible renewals) of the copyright as provided in the Indian Copyright Act 1957 or legislations of other jurisdictions. Further, the rights assigned by you shall not lapse at any time notwithstanding any failure or delay by the Company to exercise the said rights. You will not oppose or challenge in any manner whatsoever the applications filed by the Company to register the said intellectual property in its own name or as may be desired by the Company in favour of another person / entity / entities in India or outside India and you will provide all support and execute all documents for the said purpose as directed by the Company.

(c) You agree to be bound by the Employee Innovation and Proprietary Information Agreement as per Annexure 2 attached hereto. Please sign a copy of the same and return the duly signed copy in token of your acceptance along with a signed copy of the appointment letter along with Annexures.

12. Unauthorised Absence: Your unauthorized absence (or overstay after sanctioned leave) for a continuous period of 10 working days shall be deemed to amount to voluntary abandonment of service and in such an eventuality your employment shall, at the option of the Company, be deemed to have come to an end.

13. Retirement Age: On reaching the age of 62 years, you will retire from the services of the company. Your date of birth as recorded at the time of your appointment with the company will be considered as the authenticated date of birth for all purposes throughout your service with the Company and no changes will be permitted under any circumstances. The company may however call upon you to furnish such documents / proof in respect thereof as it may deem fit and to make such changes therein as may be deemed appropriate.

14. Other Terms & Conditions:

1. Your appointment is being made in the management cadre and requires from you managerial and supervisory responsibility. You should be aware of these responsibilities and will, naturally, conduct yourself accordingly.



2. The company, through its authorised officers, will allocate duties to you from time to time. Such duties may include responsibility in general for the area of your operations as well as specific assignments that may be given to you from time to time.
3. In the event of any dispute regarding the terms and conditions of your appointment, you will be subject to the exclusive jurisdiction of the appropriate courts of law at the headquarters of the company viz. New Delhi.
4. You will be required to intimate in writing to the management any change in your residential address within 7 days from the date of any such change.

15. Termination: a) During the period of your probation, this contract may be terminated by either party by (i) giving fifteen days notice in writing in the first three months of service with the Company and thereafter one month notice in writing; or (ii) payment of salary in lieu thereof. The Company reserves the right not to accept salary in lieu of notice.
b) In case of confirmed employees, either party may terminate this contract by giving One months notice in writing or payment of salary in lieu thereof. The Company reserves the right not to accept salary in lieu of notice. The Company also reserves the right not to relieve you of your services in the event that all Company documents/property in your custody has not been properly handed over to an authorized representative of the Company and/ or in the event that any disciplinary proceedings are either contemplated or are pending against you.

16. Date & Place of Joining: You are required to join your duties at below; failing which this offer will become null and void, unless the date of joining given above is extended, in writing, by an authorized officer of the company.

Location **Gurgaon**
Date of Joining **02-Mar-21**

For specific instructions on your joining formalities, please refer to the Annexure 3 of the letter. You are required to complete the listed formalities and report on the date of your joining as mentioned.

Please sign the duplicate of this letter in token of your acceptance of the above terms and conditions and send it to us within 7 days of receipt of this letter by you, failing which the offer will stand withdrawn without any further reference to you.

We welcome you to American Express and wish you a successful career with us.

Yours sincerely,

Ashish Garg
VP – Global Talent Acquisition

Copy to:

1. Personnel File
2. Human Resources

ACCEPTANCE:

I have read, understood and agree to the terms and conditions as set out in this letter.

Signature :

Name : **Amandeep Singh Suri**

Date :



Annexure 1
COMPENSATION DETAILS

The following is an itemised summary of allowances/benefits for which you will be eligible subject to applicable company rules/scheme and terms/conditions from time to time.

S No.	Components	Component Details	Current Salary Structure (INR)
1	Basic Salary	40% of Base Salary	Rs. 163600 Per Annum
2	Special Allowance*		Rs. 109220 Per Annum
3	House Rent Allowance	50% of Basic Salary	Rs. 81800 Per Annum
4	Transport Allowance		Rs. 19200 Per Annum
5	Leave Travel Allowance		Rs. 15000 Per Annum
6	Meal Allowance		Rs. 12000 Per Annum
7	NPS*		Rs. 8180 Per Annum
	Base Salary = (1+2+3+4+5+6)		
8	Domiciliary Medical		Rs. 15000 Per Annum
9	Variable Pay	Based on Performance	
	Total Cash = (Base Salary + Domiciliary Medical + Variable Pay)		
10	Provident Fund	12% of Basic Salary as per statutory requirement	
11	Gratuity	Deemed Value	
	Retiral Benefits = (9 + 10)		
	Total Compensation = (Total Cash + Retiral Benefits)		

*Special Allowance will not qualify for calculation of any retinals – Provident Fund, Gratuity.

*The monthly NPS allowance will be contributed on your behalf to your NPS account if you opt for NPS as per company's guidelines

***NPS Allowance deduction** Band 28 – 30, 5% of Basic Salary and for Band 35 – 40, 10% of Basic salary

Your eligibility for Company Leased Accommodation and for Company Leased Car Plan shall be subject to the relevant Company Policy and will be in accordance with the relevant Company's Rules as applicable to your band.

Note:

All allowances and benefits (including bonus) are subject to local tax laws applicable from time to time. The compensation and benefits mentioned in this letter are as per the current policies of the Company and are subject to change from time to time at the sole discretion of the Management. The compensation structure is reviewed from time to time by the Company and such revised structure will be applicable as if it were a part of the appointment terms with effect from the dates of such respective revisions.



**American Express Business Solutions (India)
Private Limited**

5th Floor, Commercial Block - 3 (Zone - 6)
Group Housing Scheme,
DLF Phase - V, DLF City
Gurgaon, Haryana -122002

Annexure 2

Employee Innovation and Proprietary Information Agreement

Name of Employee: Amandeep Singh Suri

As an employee of American Express Business Solutions (India) Private Limited (AEBSIPL) and in consideration of the salary paid to you, please sign below to indicate that you agree to:

1. Disclose and assign to the Company or to any of its subsidiaries or to any parent Company(ies) or Affiliates of the Company as may be directed, all copyrights, inventions and innovations developed or conceived by you during the course of your employment with the Company and within the scope of your employment or/and by using any Company resource / time;
2. To execute all necessary deeds and documents to obtain patents, copyrights and other legal protection for such invention or innovations throughout the world.
3. To make and maintain record of all inventions and innovations.
4. To deliver all written or other materials which are of confidential nature at the Company's request, or at termination of your employment.
5. Not to disclose either during or after your employment any confidential information of the Company and not to disclose or utilize any confidential information of others or third parties.
6. That there are no other agreements or obligation to any other party which conflicts with this agreement.

For AEBSIPL

Ashish Garg
VP – Global Talent Acquisition

Accepted and Agreed

Employee Signature

Employee Name : Amandeep Singh Suri

Date :

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Annexure 3

Dear **Amandeep**

Subject: Joining Formalities

Listed below are formalities that you are required to complete on DOJ :

Joining Report

- Joining Report Form
- Gratuity Nomination Form
- Provident Fund Nomination & Declaration Form
- International Workers Declaration (Provident Fund)

Acknowledgement Forms

- Nomination of Beneficiary against Insurance
- American Express Company Code of Conduct
- Electronic Communications Standard
- Serious Breaches of Company Policy
- Data Protection Disclosure Statement
- Civil Criminal Declaration Form
- Transport Declaration Form (only for female employees)

Documents Required -

Please carry the **original credentials** of the below documents on your Day 1 as they may be required for validation and will be returned the same day.

- 1) 5 Passport Size Photographs
- 2) Education - Completed Highest Qualification Degree (Degree Certificate and Provisional degree and all year Mark Sheets – All Attested)
- 3) Employment -
 - Relieving and Experience Letter (evidence of DOJ, Date of Leaving and Last Designation) from last 10 years employment
 - Resignation Acceptance/Resignation Copy (In case last working day is less than 60 days from Date of Joining Amex) of the current organization
 - Universal Account Number (which can be obtained from the ex- employer in case you already have a PF account)
 - Last 3 Months Pay Slips/ Form 16
 - Aadhar Card
 - PAN Card
 - Passport/Voters ID card/Birth Certificate
 - Your name in Government Photo id, previous employment certificates and highest education certificate should be matching. Else kindly carry name affidavit change or marriage certificate copy

Your First Day at American Express

Name of the Supervisor/Business Unit - To be provided on Day 1

Yours Sincerely,

Ashish Garg
VP – Global Talent Acquisition



August 5, 2022

Keshav Gulati
D-3/71, Sector-16 Rohini
New Delhi
DL 110085

Dear Keshav,

Further to our discussions, we have the pleasure to offer you an appointment with Aon Consulting Private Limited ("Company/AON") as per the terms of reference given below. Notwithstanding anything contained hereinbelow, it is clarified that this offer of appointment is subject to your successful completion of the degree course you are currently enrolled in, and producing a certificate to that effect from your educational institution by **30th June 2023**

1. Appointment

1.1 During the course of your employment, you will be governed by the rules, regulations and other company policies (together the "Company Policies") as enforced and as may be amended from time to time and accessible to the employees via the Company's intranet.

1.2 Subject to your accepting this appointment letter and reporting to duty on or before August 12, 2022, your appointment is effective from the date of joining.

1.3 You have been aligned to the Hybrid model of work where in there will be a requirement for you to work from pre-defined office location or virtually; this will usually be less than but not always limited to 50%. Your current alignment for record keeping will remain IN-HA-Gurugram-Candor. You will be reporting to such person in Company as may be indicated to you from time to time. your services are transferable, and you can be transferred, seconded or deputed by the Company, whether in India or abroad, to any of its associate companies or to any other company or legal entity resulting out of any transfer of undertaking of the Company or as part of any restructuring or amalgamation or other similar scheme on such terms and conditions as applicable thereat.

1.4 As per the aligned work model, you should work with your manager to meet the expectations around virtual and physical presence at work. This is subject to change due to any change in Govt or Company Policies or any other business need that may arise in future. In case of a change in business requirement a due notice for the same shall be given to you to help work through the same. Your manager will notify the same depending upon operational needs, meetings, training or any office or client events.

1.5 Hybrid work modules are designed considering existing Government regulations, Company Policies and job requirement. In case there are changes on any of these, you will need to work from the Office location mentioned in your offer letter.

1.6 At any given point in time, your work location can be limited to the given list of cities in India only; A colleague may not choose to work while travelling outside India, unless the visit itself is for official business reasons.

1.7 All terms & conditions of Data confidentiality, Company IT assets protection and employment applies to this work module. You are solely responsible for any damage to IT assets that is allocated to you as per policy. In the event of any change in Company Policy relating to BYOD, the IT assets brought by you for performing office work will have necessary restrictions in place as per Company's Policy.

1.8 Responsibility of setting up seamless internet connectivity and designated workspace during virtual work period-entirely lies with you . If there are productivity time losses due to connectivity issues, you are expected to cover the losses through additional work contribution -thus avoiding any lapses on client/operational deliverables

1.9 In the event of repeated work disruptions for more than 2 days due to connectivity issues- you will be required to arrange for alternative arrangement that ensure seamless connectivity to Aon network within a week to ensure business continuity. In case you are unable to make a successful alternative arrangement, any non-productive days beyond 2 days will be considered as leave and adjusted against your Earned leaves. Your immediate manager's decision in such cases will be termed as final.

1.10 In case of events, training, team building activities, you may be required to visit a prescribed work location cost of which will be borne by business if it is different from the aligned work location; these will be events that will mandate your attendance and will be informed to you in advance.

2. Probation & Confirmation

2.1 You shall be on a probationary period of 180 days. During this period, your performance will be reviewed and if found satisfactory your employment will be confirmed on completion of this period, unless otherwise communicated by the Company. In the event the Company, at its sole discretion, extends the term of probation for such a period as it may deem fit, any such extension of probation shall be duly communicated to you in writing. Your performance will be continuously evaluated during such extended probationary period and if found satisfactory, your employment will be confirmed in writing on completion of this period.

3. Working Hours

3.1 Your working hours will be as advised to you by your superiors from time to time and you may be expected to work beyond the standard working hours to achieve the results whenever your job so requires. Ordinarily you will be required to work for a minimum of 40 hours each week. You will be advised by your Supervisor or Manager of the working hours, break periods and weekly rest day(s). It is expressly agreed that if you fail to perform the work according to the scheduled working hours or you resort to stoppage of work, whether alone, or with others, you will be entitled to receive salary only in proportion to the working hours during which you actually performed work, apart from the fact that strict disciplinary action may be taken against you.

4. Leaves

4.1 You will be entitled to leaves in accordance to the Company Leave Policy. All colleagues are encouraged to avail their accumulated leave balance, to ensure sufficient rest period away from work place as it is in the

best interests of the associate and the firm to take annual leave. However, you must obtain prior approval of the concerned Manager prior to availing leaves.

5. Termination

5.1 The Company may terminate your employment immediately without any compensation or notice thereof, if you fail to submit a certificate from your educational institution certifying that you have successfully completed the degree course you are currently enrolled in by **30th June 2023**

5.2 Either party may terminate this appointment by giving 60 days notice in writing to the other party without assigning any reasons thereof. Your resignation shall not automatically be assumed to be accepted from the date of its communication to the Company and will be subject to the fulfilment of notice period, proper handover and any other conditions as may be communicated to you in writing by the Company. The Company reserves the right not to accept the payment in lieu of the notice and at its sole discretion may enforce the complete or part of the notice period to effectuate a proper handover of the charge to the sole satisfaction of the Company.

In the event termination is initiated by you, the Company may at its sole discretion, relieve you from such date as it may deem fit, even before the expiration of the notice period. Under these circumstances, the Company will ordinarily pay you compensation for the unexpired period of the notice period. The Company at its discretion reserves the right to withhold compensation, without incurring any liability should there be a material breach of your duties or obligations, or gross indiscipline or misconduct in this period.

5.3 The Company may terminate your services immediately without any compensation or notice thereof, if you are in material breach of your duties or obligations, or commit breach of trust or gross indiscipline or misconduct or commit breach of any applicable law or; of the Company Policies and Code of Business Conduct or any of the terms and conditions set forth herein, which breach either (i) is incapable of remedy; or (ii) if capable of remedy, has not been remedied by you for at least 5 days after receipt of notice from the Company. Such material breach would include your failure to comply with or committing breach of the provisions contained in this appointment letter, gross misconduct, financial irregularities, breach of confidentiality/non-disclosure, breach of any applicable law or regulation, breach of the Company's Code of Business Conduct, refusal to carry out reasonable instructions and the like. The said right of the Company is without prejudice to its rights in law or equity to initiate other legal action as it deems fit to protect its interests.

5.4 In the event of your continuous absence for a period of 10 working days or more, without formal request or permission from the management for the same, you shall be deemed to have left and relinquished your service. Such automatic relinquishment of the contract of employment shall be deemed as repudiation of the contract of employment by you and not as a termination of the service by the Company.

5.5 Subject to earlier termination of this engagement, you shall retire on your 60th birthday or the day immediately preceding such date, if your birthday does not fall on a working day.

5.6 Upon severance of your employment with the Company, it is agreed that any assets and amounts due to the Company by you shall be held in trust by you for and on behalf of the Company and subject to the provisions of this agreement, the Company commits itself to hold all amounts due to you in trust for you and on your behalf. The Company shall have the right to retain any amounts otherwise payable to you to satisfy any of your obligations as a result of any breach of this agreement.

5.7 The Company may proceed against you to seek injunction in an appropriate court of law against your working in any other company/firm/business before you are relieved from the Company. In addition to any other remedies which the Company may have at law or in equity, you agree that the Company shall have the right to have all provisions of this agreement specifically performed including the post employment restrictions stipulated in clauses 7 and 11.

5.8 The terms of this offer are strictly confidential between you and the Company and any breach of this confidence will be viewed with utmost seriousness. Your obligations set forth in paragraphs 6,7,8 and 11 survive expiration or termination of your employment contract with the Company.

6. Confidentiality & Employment Policy

6.1 In the course of your assignment with the Company, and by virtue of the position held by you, you may acquire information, technical or otherwise, including any computer software, trade secrets, design, technology, ideas, know-how, processes, formulas, compositions, data, techniques, improvements, inventions, work of authorship, business and product development plans, and other information concerning the Company's actual or anticipated business, research, and development or that is received by the Company, which is confidential or proprietary to company or it's subsidiaries or affiliates, it's customers, subcontractors or any other person or company having any kind of association or relationship with the Company, and or it's affiliates or subsidiaries (together "Confidential Information"). You shall keep and maintain strict confidentiality of such Confidential Information and data that may come to your possession or knowledge by virtue of this engagement, use such information only as may be required in the normal course of your work and shall not disclose or divulge any such information or data, without prior written consent of an authorized officer of the Company.

6.2 You shall at all times, whether during or after the termination of your employment, act with utmost fidelity and shall not disclose or divulge any such Confidential Information to third parties or make use of such information for your own benefit or otherwise howsoever.

6.3 You will not reproduce, store in a retrieval system or transmit in any form or by any means - electronic, mechanical, photocopying, recording, scanning or otherwise - any copyrighted material or other Confidential Information, for your own benefit or for the benefit of any third party, either during the term of your employment or thereafter.

6.4 Upon expiry or termination of your employment with Company, you will return and surrender to Company, all such Confidential Information including without limitation, data, information, files, books, magazines, reports, documents, manuals, audio and video tapes, floppies and discs and any other knowledge databases that came to you or were entrusted to you in the course of your employment and shall not retain any copy thereof in any form whatsoever.

7. Disclosure of Information

7.1 You shall not, except in the course of your duties or unless ordered to do so by a court of competent jurisdiction, either during or anytime after your employment with us, use or disclose to any person, firm or corporation any information relating to the organization, its business, clients or trade secrets which have come into your possession in the course of your employment with us including public papers, journals, pamphlets or leaflets, or cause to be disclosed at any time, any information or documents, official or

otherwise relating to Company or its subsidiaries or affiliates, customers, sub-contractors or any other person or company having any kind of association or relationship with Company and/or its subsidiaries or affiliates, except with prior written approval of Company.

8. Intellectual Property Rights

8.1 All intellectual property rights in any work or material developed by you during the course of your employment shall belong to and be the property of Company and you confirm that you shall not be entitled to claim any rights over such intellectual property. If required by Company, during or after the term of this engagement, you shall assign and transfer in favor of Company or, at the request of Company, in favor of any of its subsidiary, affiliate, customers or other persons, all intellectual property rights in such works or materials and shall execute such deeds and documents, as Company may require, to effectually vest in Company, any of its subsidiary, affiliate or customers as Company may require, any and all intellectual property rights and benefits in such works or materials. In performance of your duties and responsibilities, you shall not use or infringe any intellectual property properties or rights of any other persons.

9. Compensation

9.1 Your annual gross compensation will be the aggregate of (A) Total Salary & Allowances and (B) Benefits as set forth in the Annexure ("Compensation") and will be subject to deduction of tax at source. Your Compensation will be reviewed periodically as per the Company/Division/Practice compensation review cycle.

The Company assumes no responsibility for your personal tax affairs, and your tax liability in respect of your compensation is entirely your responsibility. Provided however, Company may from time to time, withhold any tax as may be required by applicable law. It is a condition of your employment that you will abide by the Company's Policies of maintaining strict confidentiality of the compensation you receive from the Company.

9.2 It is however clarified that the Benefits as set forth in Part B of the Annexure respectively are provided on a voluntary basis by the Company in accordance with the Company Policy in force at present, and hence are liable to (i) change from time to time; or (ii) be withdrawn any time. During the term of your employment with Company, you will be subject to all such applicable rules and regulations in accordance with the Company Policy as may be in force from time to time.

10. Learning & Development

10.1 During the course of your employment with the Company, you may be required to undergo some training programs or engage in some process implementation or other skill enhancement activities in or abroad. Company will bear the costs and expenses in relation to such programs. However, you will be required to be in the employment of Company for a minimum specified period after such programs, failing which you will be required to reimburse such costs and expenses incurred by the Company in relation to such programs. Regarding the aforesaid, the Company reserves the right to ask you to sign an agreement/bond associated with the training/assignment. In the event of any breach of the conditions associated with the bond the Company will invoke the appropriate penalty clauses and you will be liable to pay the damages as provided in the said agreement/bond. Your refusal to undergo such programs on such terms would be considered as a material breach of the terms of employment and in such case, Company shall have the right to terminate this engagement, by giving you 5 days notice as referred to in clause 5 above, without being under obligation to make any payments to you.

11. Non Competition Agreement

In addition to the aforesaid, in the event of your separation from the Company for whatever reason:

11.1 You agree that you shall perform your duties, as may be assigned to you from time to time, with diligence, devotion and discretion. While in the employment of Company, you shall (a) use your best endeavor to defend and promote the business interests of Company; (b) devote your full time, attention and efforts to serve Company; and (c) whether by yourself, your employees, agents, or otherwise, and whether on your own behalf or for any other person, or entity in India or elsewhere, not directly or indirectly engage or be interested in engagement, practice of any business, profession or vocation, including any activity, which competes with activities of the Company or conflicts with your position in the Company (including without limitation, accepting employment with, be employed or engaged or joining services or otherwise interested in any business of any competitor and/or, client of the Company, or any other third party). You confirm that as on the effective date of your appointment, you do not have any business, professional or other interests that may be conflicting with any of the foregoing statements. Since your appointment with the Company is on a full time basis, you shall not take up any assignment, including those in the nature of any business, profession or vocation, without prior written consent of the Company, which consent may be granted at Company's sole discretion.

12. Should any provision of this Letter be held invalid or unenforceable, such invalidity will not invalidate the whole of this Letter and the remainder of this Agreement will remain in full force.

13. In the event of any dispute or claim arising under this Agreement or in connection with the conditions of employment under this Agreement, such dispute or claim shall be referred to the arbitration in pursuance of the Arbitration and Conciliation Act, 1996. The Company shall in the event of any such dispute or difference, have the right to nominate an Arbitrator as the Sole Arbitrator to adjudicate upon the dispute/difference. The seat of the Arbitration shall be Delhi. Parties also agree to submit themselves to the exclusive territorial jurisdiction of the Courts at Delhi. Parties also agree to submit themselves to the exclusive territorial jurisdiction of the courts at Delhi. The arbitration proceedings shall be conducted in the English Language. The fees of the Arbitrator shall be paid equally, in the first instance, by both parties, subject to the final adjudication of costs by the Arbitrator at the time of passing the award.

14. Service Agreement

14.1 During the course of your employment with the Company, you may require to undergo some training programs or engage in some process implementation or other skill enhancement activities in India or abroad and you shall be intimated of the same and the estimated amount involved during your offer process.

14.2 Regarding clause number 14.1, the Company reserves the right to ask you to sign a Service Agreement associated with such skill enhancement activities.

14.3 As and when you are in receipt of a copy of the Service Agreement you are required to read it in full and fill and submit to the Company.

14.4 You understand that the Service Agreement has to be duly filled and signed by you and by your surety. You also understand that a copy of the surety's ID Proof has to be submitted with the Service Agreement to the Company before date of joining. Failing to do so, may lead to the extending of date of joining the

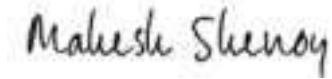
Company. Failure to sign the Service Agreement within 3 days of joining may lead to legal action/termination of employment against you.

14.5 You understand the Company has the right to pursue legal action if there is a breach of Service Agreement signed by you during the course of your employment.

We take this opportunity to congratulate you on your selection and look forward to a long and mutually beneficial association with you. We trust our relationship will be guided by a quest for excellence in all facets of our interactions as well as based on a foundation of mutual respect and sincerity in all dealings. Welcome aboard!

Sincere regards,

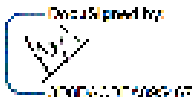
For Aon Consulting Private Limited



Authorized Signatory

I hereby agree and accept to the terms of this employment contract in its entirety and any amendments, additions hereto. I also promise to adhere to and abide by the Company Policy as enforced and amended from time to time.

Name: Keshav Gulati



8/5/2022



Compensation and Benefits Worksheet

Candidate Name: Keshav Gulati
Location: IN-HA-Gurugram-Candor
Role: IND H&B Analyst-Actuarial
Aon Level: 8 Role Level

	Per Annum	Per Month
Fixed Compensation		
Basic Salary	₹ 230,000.00	₹ 19,167.00
Company's contribution to PF*	₹ 27,600.00	₹ 2,300.00
Flexible Salary	₹ 185,600.00	₹ 15,467.00
Fixed Compensation	₹ 443,200.00	₹ 36,933.00
	Per Annum	Per Month
Statutory Bonus#	₹ 16,800.00	₹ 1,400.00
A. Total Salary & Allowances	₹ 460,000.00	₹ 38,333.00

B. Other Benefits

Current benefits available to you are as follows. Please refer to the latest company policies** (will be made available at the time of joining)

	Benefit Value***	Eligibility
Medical Hospitalization Insurance as per Company policy	₹ 500,000.00	Yes
Medical Benefit under the ESI Act (Applicable to employees with monthly gross compensation less Employer's Contribution to Provident Fund)	As per the Act	No
Life Insurance (3 times of Total Salary & Allowances)	₹ 1,380,000.00	
Personal Accident insurance (3 times of Total Salary & Allowances)	₹ 1,380,000.00	
Gratuity	As per the Act	
Annual Earned leaves Entitlement	21 days	
Annual Sick leaves Entitlement	12 days	
Annual Casual leaves Entitlement	Applicable to Noida Only	
Aon Holidays	10 Days	
Transportation	As per the Company Policy	

PF Clause - Two PF Options shall be offered to employee at the time of joining, and employee may choose any one option before their first payroll.

Option 1 - *The Company's & employee's contribution to Provident Fund is @ 12% of Basic salary each. (In case PF Contribution while choosing Option 1 is less than Rs.1800 per month then PF will be deducted at Rs.1800 per month.

Option 2 - Standard deduction of 1800 per month towards PF contribution each from company & employee's side calculated @ 12% of Rs.15,000.

If Option 2 of PF is chosen, remaining amount of Company's contribution is added to Flexible Salary. Further, the amount of 1800 per month will increase in case of change in law of land relating to PF.

In case no option is chosen, the PF deduction shall be considered as 12% of Basic Salary plan or minimum Rs.1800 per month whichever is higher for the ongoing financial year.

Please note that employee will be able to change option only once during the financial year.

Flexible Salary - Flexible Benefit Policy enables Aon colleagues to understand and manage the flexible pay component of their salary by determining which components may be availed to what extent and their related requirements, as per taxation rules.

The flexible benefit components include:

- Meal card Tax-free Component
- Telephone Reimbursement Tax-free Component
- Professional Development Allowance Tax-free Component
- Leave Travel Allowance • National Pension Scheme Tax-free Component
- Fuel Reimbursement
- House Rent Allowance (HRA)

The scope and eligibility of each tax-free component within the flexible allowance will vary per Aon Role Levels. Please refer to policy details when you join Aon

**Subject to change. Please refer to the latest company policies (will be made available at the time of joining)

***Cash in lieu (in case the benefit is not availed) is not payable

Statutory bonus though due within 8 months after the closure of financial books (on 31 March every year), shall be paid in advance every month on the maximum slab applicable (i.e. 20% of Rs.7,000/-) under the Payment of Bonus Act, 1965.

In case of ESI Eligibility as per ESI Act - Employee's contribution @ 0.75% on gross salary less Employer's contribution to PF and Employer's contribution @ 3.25% will be made by the Company directly to the Authorities for eligible employees.

Colleagues with Noida as base locations will be entitled for 7 casual leaves.

Read and Accepted

Name: Keshav Gulati

Digitally signed by
Keshav Gulati
DN: cn=Keshav Gulati, o=Aon, ou=India, email=k.gulati@india.aon.com

8/5/2022



Placements TIAS . <placementstias@tecnia.in>

Intellipaat Hiring Technical Consultant

Mohan Kumar <mohan.kumar@intellipaat.com>
Bcc: placementstias@tecnia.in

Fri, Jan 21, 2022 at 4:25 PM

Hi,

We would like to conduct a campus drive for your college students. Please find more details below.

About Us-

Intellipaat is the leading online education provider and create courses in collaboration with top MNCs and universities such as IIT Madras, IIT Roorkee, IIT Guwahati, IBM, Microsoft, etc., with more than 1 Million learners and 200+ corporates across 55+ countries learning on our platform.

About Technical Consultant Team

Customer Satisfaction is at the heart of any business. Intellipaat Technical Support Team is known for its speed, accuracy and exceptional service. Our Technical Support team provides nonstop technical support to our customer base which is spread across the globe. We are looking for self-motivated individuals to take on new challenges and motivate teams in fostering solutions to the hurdles we face.

About The Role

As a Technical Consultant, you will use your technical knowledge and specialized skills to support, build, implement, and improve our technical content. You should be able to handle our customers with minimal guidance.

The support to the customer should be given over the mail or over the call. You will have to work in shifts, since we serve a global audience.

What do we offer

Intellipaat offers competitive compensation packages including comprehensive healthcare benefits starting on Day 1. On the workfront, you will be working on real world technologies such as Big Data, Cloud, Data Science etc. We will be training you on these technologies in-house and only then you will be allowed to solve customer queries.

Responsibilities include, but are not limited to

- Troubleshoot difficult technical problems within specified deadlines
- Provide online support or over the call for our learners
- Provide teaching assistance to trainers by conducting assignments / revision sessions
- Do a continuous course QA

- Audit the quality of work performed and provide constructive feedback when necessary.
- Be the first point of escalation.
- Experience in Linux, Microsoft OS
- Strong troubleshooting skills of very complex systems
- Ability to explain complex IT concepts in simple terms
- Excellent written and verbal communication skills
- Ability to manage high priority projects

Qualification : BTECH-CS and IT

6 days working, week off on weekdays NOT on Saturday and Sunday

Will be working in Shifts - 6 AM - 3 PM or 2 PM - 10 PM

Location- Bangalore (Work from Office)

Compensation : 25k for 6 months then 35k (Fixed)+3k(variable)+50k annual bonus (506000)

Thanks & Regards,

Mohan Kumar M

Talent Acquisition Associate

Contact No- 8073975545

Email: mohan.kumar@intellipaat.com

Web: www.intellipaat.com



"Consider the environment. Please don't print this e-mail unless you really need to. - Save trees"



Placements TIAS . <placementstias@tecnia.in>

Intellipaat Hiring Technical Consultant

Mohan Kumar <mohan.kumar@intellipaat.com>
To: "Placements TIAS ." <placementstias@tecnia.in>
Cc: Rishabh Pathak <rishabh.pathak@intellipaat.com>

Wed, Feb 2, 2022 at 4:49 PM

Hi,

We are pleased to say that we have selected the below student for the position of Technical Consultant

Shivam Thakran

Please let us know the exact date they will join at the earliest by today
Thanks for your great support and coordination and we hope to have a good relationship with your institution.

Thanks & Regards,
Mohan Kumar M
Talent Acquisition Associate
Contact No- 8073975545
Email: mohan.kumar@intellipaat.com
Web: www.intellipaat.com



"Consider the environment. Please don't print this e-mail unless you really need to. - Save trees"

[Quoted text hidden]



To,

Name : Manisha Chhabra

Re: Important information post your clearance of the interview process during the Campus Visit

Dear Manisha Chhabra,

This confirms you have cleared the initial interview process. Your journey for getting an Offer of Employment from Accenture has just begun. Please go through this communication to acquaint yourself of the various actions that your candidature will go through, before a release of Offer of Employment by Accenture.

At all stages of the hiring process, you are expected to declare all facts honestly and act with utmost integrity while applying for any opportunity. In case of any misrepresentation of information/facts in your candidate registration process or at any stage of the hiring process, this Letter of Intent or any subsequent offer issued to you shall stand revoked.

- **Document verification and checks** - Post accepting this Letter of Intent, you will have to submit certain prerequisites/documents. The offer release will be contingent upon successful verification of your documents that will be submitted by you. Once you receive the offer, we would like you to accept the offer within 7 Days from the day you receive the Offer Letter.
- **Information on Accenture's Pre-joiner-Learning Module** - As part of providing our new joiners a unique learning experience, Accenture proposes an online learning program – Fundamental Skill Primers. We would like to share the details of this program in advance for your ease of information and familiarity with its conditions.
 - The learning module of this program is typically made available to potential new joiners to give them a reasonable time to learn at their pace and comfort.
 - After completing the Fundamentals Skill Primers Learning the potential new joiner will need to go through the Fundamental Skill Primers assessment.
 - After a new joiner has completed the Fundamental Skill Primers Program; they will need to undergo further Accenture stream specific trainings and assessments.

Each of such assessments including Primer assessment will add towards the final score. A min. of 60% will needed to be scored for successful clearance. If they are unable to score 60% in the first attempt, they will have up to two additional attempts and will be required to score minimum 60% marks to clear the stream learning program.

If potential new joiners are unable to complete the Accenture specific stream training program in the given 3 attempts successfully, their services with the Company shall be terminated as per the Terms of Employment.

By completing 100% of Fundamental Skill Primers online modules before the Fundamental Skill Primers assessment and scoring 75% or above in the Fundamental Skill Primers assessment, a potential new joiner will be eligible for a learning Incentive of INR 10,000.

We wish you the best of this journey and congratulate you on clearing the interviews. Your proposed compensation for the ease of information and subject to release of an offer of employment by Accenture is as mentioned in **Annexure A**. Specific details will be mentioned in your formal offer letter.

Annexure A

- Career Level - 12
- Proposed role - Business & Technology Delivery Associate
- Annual fixed compensation for the fiscal will be **INR 4,50,000** it includes allowances and statutory benefits and will be structured in accordance with the Company's policy.
- Local Variable Bonus – At your career level, the maximum annual target variable pay-out is estimated as **INR 38,250**. The pay-out that you receive will depend on but not limited to your performance achievement and performance of Advance Technology Centers, India in the current company fiscal year.
- Joining Bonus - You are also eligible for a joining Bonus of **INR 50,000** payable upon successful completion of initial training as per company process.
- Maximum Annual Total earning potential – **INR 5,38,250**
- Additional Benefits – Gratuity as per law (as applicable) + Insurance premium (Notion Value) – **INR 11,800**
- Maximum Annual Total earning potential + Total Additional Notional Benefits – **INR 5,50,050**

Please note, the above is informative and not exhaustive, specific details will be in the offer letter.

“This is an electronically generated document does not require signatures”



Shortlisted from TIAS || Campus Drive

1 message

HR Department Propliv <hrd@propliv.com>

Fri, May 13, 2022 at 5:52 PM

To: "placementstias ." <placementstias@tecnia.in>

Cc: kushagra.dhingra15@gmail.com, vg369409@gmail.com, yashikabhatia2012@gmail.com, manpreetghai19@gmail.com, shubhamkr.1713@gmail.com, krishkathuria15@gmail.com

Dear Ms. Nivedita**Congratulations !!**

Pls find attached the final list of shortlisted students for final interaction with our MD :

1. Kushagra Dhingra
2. Vaibhav Gupta (Internship)
3. Yashika (Work from home Internship)
4. Manpreet - **Selected** for Internship (No need to visit again)
5. Shubham - **Selected** for Internship (No need to visit again)
6. Krish (Internship)

Pls ensure there are available for an interview on 14th May'22 at 9:00 am sharp at

Prop Liv (Billionaire Homes) at :**15, Q-1, DLF Phase 2, Sector 25, Gurugram, Haryana 122002**<https://g.page/Billionairehomes?share>

--
Authorised Signatory
HR Department
PropLIV, Gurgaon





E2E Networks Limited

CIN- L72900DL2009PLC341980

1st Floor, A-24/9, Mohan Cooperative Industrial Estate

Mathura Road, New Delhi-110044

Phone No. +91-11-4084-4964

Ms. Namrata Kharbanda
House No-1624, GF,
Outram line Kingsway Camp,
G.T.B Nagar, North west Delhi- 110009
Email: namratakharbanda25@gmail.com
Mobile: 8750161962

Date: 16th June 2022

Sub: - Letter of Offer

Dear Namrata,

With reference to your application and the subsequent interview you had with us, we are pleased to offer you a position in our Company on the following terms and conditions:-

Designation: **HR Executive**

Date of Joining: **1 July 2022**

Annual CTC* (Including Benefits): **INR 4,49,423/-**

Place of Initial Posting: **Delhi**

*Break Up Details of Annual CTC is attached herewith as **Annexure - A**

Your appointment would become valid only on signing of detailed terms and conditions embodied in a separate Letter of Appointment and Proprietary Information and Inventions Agreement (hereinafter called as "NDA") which will be provided to you on the date of joining. Further, your employment would be subject to the submission of the required documents by you as mentioned in **Annexure B** and **Annexure C** attached herewith to the HR department of the Company within the time frame as mentioned in the respective Annexures. You will be on probation for a period of 6 months, this can be extended by the company at its discretion after informing you in writing.

Also, the offer will be valid subject to completion of your pre-employment background verification conducted by E2E. The submission of requisite documents as mentioned in Annexure B is necessary to enable the Company to complete the pre-employment check.

The management reserves the right to withdraw this offer if any of the information provided by you in the Application form/Resume and documents is found misleading or misconceived and /or if any of the above conditions are not fulfilled by you or for any other reason in the light of subsequent changes to the circumstances /information which make it necessary to withdraw this offer as per the decision and judgment of management of the Company.

Please sign and return a duplicate copy of this letter as a token of your acceptance of the offer by **17th June 2022** failing which the offer shall be deemed to be automatically withdrawn.



E2E Networks Limited

CIN- L72900DL2009PLC341980

1st Floor, A-24/9, Mohan Cooperative Industrial Estate

Mathura Road, New Delhi-110044

Phone No. +91-11-4084-4964

By accepting this offer you are agreeing to work as an employee with the Company and also agreeing that you are not a party to any agreement that would restrict or affect your employment with the Company.

The pendency of any legal suits, investigation proceedings from any regulatory authorities in which you are involved can affect your ability to perform your duties effectively. Therefore, in case any legal case, investigation from any regulatory authority is pending against you, or you are a party to any pending legal suits/ investigation proceedings, then you are required to disclose the status of the same to the Human Resource department of the Company on receipt of this offer letter and based on receipt of any such information from you or from any other source, the Company reserves the right to cancel/withdraw this offer letter and you shall be communicated accordingly.

E2E believes that its people are its biggest strength and that Company's growth is linked to employees' growth. We are looking forward to the opportunity to work with you. In case of any queries, feel free to contact the Human Resource department of the Company at hr@e2enetworks.com.

Thank you,

For E2E Networks Limited

Sudesh Digitally signed
by Sudesh
Pandey
Pandey Date: 2022.06.16
17:06:39 +05'30'

Authorized Signatory

Enclosures:

- 1) Annexure -A : Break Up of Annual CTC
- 2) Annexure B: Documents to be submitted within 2 days of acceptance of offer
- 3) Annexure -C: Documents to be submitted at the time of joining

Accepted: - (name & sign of candidate)

Date: - _____



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Annexure -A : Break Up of Annual CTC

Annexure A- CTC Break up (Per Annum)		
Particulars	With PF	Without PF
Basic	300,000	300,000
HRA	78,400	100,000
Other allowance	0	0
Employer Contribution towards PF	21,600	0
Total	400,000	400,000
Variable Pay (Refer Note 5)	0	0
Total CTC	400,000	400,000
Other Benefits		
Group Mediclaim and Accident Insurance Policy (Refer Note 1)	5,000	5,000
Term Insurance (Refer Note 2)	5,000	5,000
Leave encashment(Refer Note 3)	25,000	25,000
Gratuity (Refer Note 3)	14,423	14,423
Total Benefits	49,423	49,423
Total Including Benefits	449,423	449,423

Note 1: We have the facility of Group Medical Insurance Coverage for sum assured of Rs. 7 lacs ("GMC") for self, spouse and kids and Group Personal Accidental Insurance Coverage ("GPA") for sum assured of Rs. 10 lacs for employees. In addition to your CTC, the company also bears 50% of the total premium on GMC and GPA or Rs. 5000/- per annum whichever is lower, for every employee.

Note 2: Company will reimburse you premium paid towards self term insurance upto Rs. 5000/- for current financial year. You will have to submit required proofs to claim this reimbursement.

Note 3:

- a) Leave encashment shall be paid as per the company leave policy on separation.
- b) Gratuity shall be paid on separation in accordance with the prevalent law as may be amended from time to time. The Gratuity and Leave encashment amounts are only indicative and cannot be claimed as a matter of contract or a right unless you are eligible to receive it as per Company policy and prevalent law.

Note 4: Salary in hand shall be subject to applicable TDS.

Note 5: Variable Pay is paid on achieving the targets assigned as per the company terms and conditions.

Note 6: Currently we have mentioned CTC breakup both including and excluding PF. Please inform the E2E HR team of your decision whether you want to opt for (or not opt for) Provident Fund (PF) on/before your joining date.

In case you choose not to Opt for PF, then you need to submit to us a signed copy of PF Opting out form (PF Opting out form shared with you with this email)



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Phone No. +91-11-4084-4964

Annexure B: Documents to be submitted within 2 days of acceptance of offer

1. Self Attested Copies of educational and professional qualification certificates
2. Self-Attested Copy of PAN Card
3. Self-Attested Copy of Aadhar Card
4. Signed copy of this offer letter
5. Last three months salary slips, if employed earlier
6. Relieving Letter from last employer, if received
7. Appointment letter of last employer
8. Experience Certificate of all Previous Employers
9. Accepted copy of resignation

Annexure -C: Documents to be submitted at the time of Joining

1. Four Passport Size Color Photographs
 2. Self Attested Copy of Identity and Address Proof
 3. Form 11 - EPFO Declaration Form
 4. Form F - Gratuity Nomination Form
 5. Form 2 - EPF Nomination
 6. Form 12BB and other relevant documents including Proof of Investment, if applicable
- If employed earlier, then
7. Relieving Letter from last employer
 8. TDS Details/Form 16
 9. Any other relevant document as may be required by HR department



Date: June 22, 2023

Subj: Offer Letter

Dear DEEPAJ BISHT,

This has reference to our discussion about a career opportunity with Fincare Small Finance Bank Limited.

We are pleased to offer you the position of **OFFICER - RETAIL BRANCH OPERATIONS** based at **MAYUR VIHAR**. Your Gross Annual compensation will be **₹33000 A (Four Lakh Thirty Five Thousand Only)**. Please refer to Annexure A for details.

We look forward to have you onboard you on or before **July 1st, 2023**.

Please note the list of documents required for onboarding:

1. Updated Profile/Resume
2. Acceptance of Resignation letter from previous employer
3. Relieving letter (submit within 30 days of joining)
4. Latest pay slip of previous employer
5. Education Qualification Certificates (Class 10th onwards)
6. Aadhar Card
7. PAN Card
8. Driving License (Mandatory for field roles)
9. Bank Account Details (Cancelled Cheque/ Passbook front page)
10. Passport size photographs - 4 Nos

Further, please note the following requirements:

1. Communicate in writing your acceptance within 2 days of receipt of the offer.
2. Share a copy of your resignation request sent to your Supervisor/HR within 3 days of receipt of the offer.
3. Share confirmation of acceptance received from Supervisor/HR within 7 days of receipt of the offer e-mail.
4. Communicate the joining date within 7 days of receipt of the offer.

Please note that after acceptance of the offer, you will be required to upload details on HR portal. This is required to be completed before your joining date.

Yours sincerely,

For Fincare Small Finance Bank Limited

PANKAJ GULATI
CHIEF PEOPLE OFFICER

Important: Please note that the offer is subject to satisfactory validation of joining documents submitted as well as reference checks conducted by the company. This offer can be withdrawn at any time prior to the date of joining subject to these validations.

ACKNOWLEDGEMENT

I have received the offer letter in digital form and acceptance given by me digitally shall hold good and binding on me.

Name: _____

Date: _____

Signature: _____

Place: _____



September 12, 2022

Kareena Gaba
C-66 A Shivaji park Punjabi Bagh
Delhi
DL 110026

Dear Kareena,

Further to our discussions, we have the pleasure to offer you an appointment with Aon Consulting Private Limited ("Company/AON") as per the terms of reference given below.

1. Appointment

1.1 During the course of your employment, you will be governed by the rules, regulations and other company policies (together the "Company Policies") as enforced and as may be amended from time to time and accessible to the employees via the Company's intranet.

1.2 Subject to your accepting this appointment letter and reporting to duty on or before September 22, 2022, your appointment is effective from the date of joining.

1.3 You will be required to report to our office at IN-HA-Gurugram-Candor. You will be reporting to such person in Company as may be indicated to you from time to time. However, your services are transferable and you can be seconded or deputed by the Company to any of its operations or operations of its associate companies in India or abroad. The Company further reserves the right to transfer your employment to any other company or legal entity, as part of any transfer of undertaking of the Company or as part of any restructuring or amalgamation or such other plan implemented by the Company or by which the Company is bound, on such terms and conditions as applicable to such plan.

1.4 Your appointment is subject to the verification of your credentials, testimonials and other particulars mentioned by you in your application for employment made to the Company. If the particulars given by you are the opinion of the Company in any way found to be inaccurate or misleading and/or it is found that you have not disclosed relevant information, your employment shall be automatically cancelled and your services will be terminated with immediate effect.

2. Probation & Confirmation

2.1 You shall be on a probationary period of 180 days. During this period, your performance will be reviewed and if found satisfactory your employment will be confirmed on completion of this period, unless otherwise communicated by the Company. In the event the Company, at its sole discretion, extends the term of probation for such a period as it may deem fit, any such extension of probation shall be duly communicated to you in writing. Your performance will be continuously evaluated during such extended probationary period and if found satisfactory, your employment will be confirmed in writing on completion of this period.

3. Working Hours

3.1 Your working hours will be as advised to you by your superiors from time to time and you may be expected to work beyond the standard working hours to achieve the results whenever your job so requires. Ordinarily you will be required to work for a minimum of 40 hours each week. You will be advised by your Supervisor or Manager of the working hours, break periods and weekly rest day(s). It is expressly agreed that if you fail to perform the work according to the scheduled working hours or you resort to stoppage of work, whether alone, or with others, you will be entitled to receive salary only in proportion to the working hours during which you actually performed work, apart from the fact that strict disciplinary action may be taken against you.

4. Leaves

4.1 You will be entitled to leaves in accordance to the Company Leave Policy. All colleagues are encouraged to avail their accumulated leave balance, to ensure sufficient rest period away from work place as it is in the best interests of the associate and the firm to take annual leave. However, you must obtain prior approval of the concerned Manager prior to availing leaves.

5. Termination

5.1 Either party may terminate this appointment by giving 60 days notice in writing to the other party without assigning any reasons thereof. Your resignation shall not automatically be assumed to be accepted from the date of its communication to the Company and will be subject to the fulfilment of notice period, proper handover and any other conditions as may be communicated to you in writing by the Company. The Company reserves the right not to accept the payment in lieu of the notice and at its sole discretion may enforce the complete or part of the notice period to effectuate a proper handover of the charge to the sole satisfaction of the Company.

In the event termination is initiated by you, the Company may at its sole discretion, relieve you from such date as it may deem fit, even before the expiration of the notice period. Under these circumstances, the Company will ordinarily pay you compensation for the unexpired period of the notice period. The Company at its discretion reserves the right to withhold compensation, without incurring any liability should there be a material breach of your duties or obligations, or gross indiscipline or misconduct in this period.

5.2 The Company may terminate your services immediately without any compensation or notice thereof, if you are in material breach of your duties or obligations, or commit breach of trust or gross indiscipline or misconduct or commit breach of any applicable law or; of the Company Policies and Code of Business Conduct or any of the terms and conditions set forth herein, which breach either (i) is incapable of remedy; or (ii) if capable of remedy, has not been remedied by you for at least 5 days after receipt of notice from the Company. Such material breach would include your failure to comply with or committing breach of the provisions contained in this appointment letter, gross misconduct, financial irregularities, breach of confidentiality/non-disclosure, breach of any applicable law or regulation, breach of the Company's Code of Business Conduct, refusal to carry out reasonable instructions and the like. The said right of the Company is without prejudice to its rights in law or equity to initiate other legal action as it deems fit to protect its interests.

5.3 In the event of your continuous absence for a period of 10 working days or more, without formal request or permission from the management for the same, you shall be deemed to have left and relinquished your service. Such automatic relinquishment of the contract of employment shall be deemed as repudiation of the contract of employment by you and not as a termination of the service by the Company.

5.4 Subject to earlier termination of this engagement, you shall retire on your 60th birthday or the day immediately preceding such date, if your birthday does not fall on a working day.

5.5 Upon severance of your employment with the Company, it is agreed that any assets and amounts due to the Company by you shall be held in trust by you for and on behalf of the Company and subject to the provisions of this agreement, the Company commits itself to hold all amounts due to you in trust for you and on your behalf. The Company shall have the right to retain any amounts otherwise payable to you to satisfy any of your obligations as a result of any breach of this agreement.

5.6 The Company may proceed against you to seek injunction in an appropriate court of law against your working in any other company/firm/business before you are relieved from the Company. In addition to any other remedies which the Company may have at law or in equity, you agree that the Company shall have the right to have all provisions of this agreement specifically performed including the post employment restrictions stipulated in clauses 7 and 11.

5.7 The terms of this offer are strictly confidential between you and the Company and any breach of this confidence will be viewed with utmost seriousness. Your obligations set forth in paragraphs 6,7,8 and 11 survive expiration or termination of your employment contract with the Company.

6. Confidentiality & Employment Policy

6.1 In the course of your assignment with the Company, and by virtue of the position held by you, you may acquire information, technical or otherwise, including any computer software, trade secrets, design, technology, ideas, know-how, processes, formulas, compositions, data, techniques, improvements, inventions, work of authorship, business and product development plans, and other information concerning the Company's actual or anticipated business, research, and development or that is received by the Company, which is confidential or proprietary to company or it's subsidiaries or affiliates, it's customers, subcontractors or any other person or company having any kind of association or relationship with the Company, and or it's affiliates or subsidiaries (together "Confidential Information"). You shall keep and maintain strict confidentiality of such Confidential Information and data that may come to your possession or knowledge by virtue of this engagement, use such information only as may be required in the normal course of your work and shall not disclose or divulge any such information or data, without prior written consent of an authorized officer of the Company.

6.2 You shall at all times, whether during or after the termination of your employment, act with utmost fidelity and shall not disclose or divulge any such Confidential Information to third parties or make use of such information for your own benefit or otherwise howsoever.

6.3 You will not reproduce, store in a retrieval system or transmit in any form or by any means - electronic, mechanical, photocopying, recording, scanning or otherwise - any copyrighted material or other Confidential Information, for your own benefit or for the benefit of any third party, either during the term of your employment or thereafter.

6.4 Upon expiry or termination of your employment with Company, you will return and surrender to Company, all such Confidential Information including without limitation, data, information, files, books, magazines, reports, documents, manuals, audio and video tapes, floppies and discs and any other knowledge databases that came to you or were entrusted to you in the course of your employment and shall not retain any copy thereof in any form whatsoever.

7. Disclosure of Information

7.1 You shall not, except in the course of your duties or unless ordered to do so by a court of competent jurisdiction, either during or anytime after your employment with us, use or disclose to any person, firm or corporation any information relating to the organization, its business, clients or trade secrets which have come into your possession in the course of your employment with us including public papers, journals, pamphlets or leaflets, or cause to be disclosed at any time, any information or documents, official or otherwise relating to Company or its subsidiaries or affiliates, customers, sub-contractors or any other person or company having any kind of association or relationship with Company and/or its subsidiaries or affiliates, except with prior written approval of Company.

8. Intellectual Property Rights

8.1 All intellectual property rights in any work or material developed by you during the course of your employment shall belong to and be the property of Company and you confirm that you shall not be entitled to claim any rights over such intellectual property. If required by Company, during or after the term of this engagement, you shall assign and transfer in favor of Company or, at the request of Company, in favor of any of its subsidiary, affiliate, customers or other persons, all intellectual property rights in such works or materials and shall execute such deeds and documents, as Company may require, to effectually vest in Company, any of its subsidiary, affiliate or customers as Company may require, any and all intellectual property rights and benefits in such works or materials. In performance of your duties and responsibilities, you shall not use or infringe any intellectual property properties or rights of any other persons.

9. Compensation

9.1 Your annual gross compensation will be the aggregate of (A) Total Salary & Allowances and (B) Benefits as set forth in the Annexure ("Compensation") and will be subject to deduction of tax at source. Your Compensation will be reviewed periodically as per the Company/Division/Practice compensation review cycle.

The Company assumes no responsibility for your personal tax affairs, and your tax liability in respect of your compensation is entirely your responsibility. Provided however, Company may from time to time, withhold any tax as may be required by applicable law. It is a condition of your employment that you will abide by the Company's Policies of maintaining strict confidentiality of the compensation you receive from the Company.

9.2 It is however clarified that the Benefits as set forth in Part B of the Annexure respectively are provided on a voluntary basis by the Company in accordance with the Company Policy in force at present, and hence are liable to (i) change from time to time; or (ii) be withdrawn any time. During the term of your employment with Company, you will be subject to all such applicable rules and regulations in accordance with the Company Policy as may be in force from time to time.

10. Learning & Development

10.1 During the course of your employment with the Company, you may be required to undergo some training programs or engage in some process implementation or other skill enhancement activities in or abroad. Company will bear the costs and expenses in relation to such programs. However, you will be required to be in the employment of Company for a minimum specified period after such programs, failing which you will be required to reimburse such costs and expenses incurred by the Company in relation to such programs. Regarding the aforesaid, the Company reserves the right to ask you to sign an agreement/bond associated with the training/assignment. In the event of any breach of the conditions associated with the bond the Company will invoke the appropriate penalty clauses and you will be liable to pay the damages as provided in the said agreement/bond. Your refusal to undergo such programs on such terms would be considered as a material breach of the terms of employment and in such case, Company shall have the right to terminate this engagement, by giving you 5 days notice as referred to in clause 5 above, without being under obligation to make any payments to you.

11. Non Competition Agreement

In addition to the aforesaid, in the event of your separation from the Company for whatever reason:

11.1 You agree that you shall perform your duties, as may be assigned to you from time to time, with diligence, devotion and discretion. While in the employment of Company, you shall (a) use your best endeavor to defend and promote the business interests of Company; (b) devote your full time, attention and efforts to serve Company; and (c) whether by yourself, your employees, agents, or otherwise, and whether on your own behalf or for any other person, or entity in India or elsewhere, not directly or indirectly engage or be interested in engagement, practice of any business, profession or vocation, including any activity, which competes with activities of the Company or conflicts with your position in the Company (including without limitation, accepting employment with, be employed or engaged or joining services or otherwise interested in any business of any competitor and/or, client of the Company, or any other third party). You confirm that as on the effective date of your appointment, you do not have any business, professional or other interests that may be conflicting with any of the foregoing statements. Since your appointment with the Company is on a full time basis, you shall not take up any assignment, including those in the nature of any business, profession or vocation, without prior written consent of the Company, which consent may be granted at Company's sole discretion.

12. Should any provision of this Letter be held invalid or unenforceable, such invalidity will not invalidate the whole of this Letter and the remainder of this Agreement will remain in full force.

13. In the event of any dispute or claim arising under this Agreement or in connection with the conditions of employment under this Agreement, such dispute or claim shall be referred to the arbitration in pursuance of the Arbitration and Conciliation Act, 1996. The Company shall in the event of any such dispute or difference, have the right to nominate an Arbitrator as the Sole Arbitrator to adjudicate upon the dispute/difference. The seat of the Arbitration shall be Delhi. Parties also agree to submit themselves to the exclusive territorial jurisdiction of the Courts at Delhi. Parties also agree to submit themselves to the exclusive territorial jurisdiction of the courts at Delhi. The arbitration proceedings shall be conducted in the English Language. The fees of the Arbitrator shall be paid equally, in the first instance, by both parties, subject to the final adjudication of costs by the Arbitrator at the time of passing the award.

14. Service Agreement

14.1 During the course of your employment with the Company, you may require to undergo some training programs or engage in some process implementation or other skill enhancement activities in India or abroad and you shall be intimated of the same and the estimated amount involved during your offer process.

14.2 Regarding clause number 14.1, the Company reserves the right to ask you to sign a Service Agreement associated with such skill enhancement activities.

14.3 As and when you are in receipt of a copy of the Service Agreement you are required to read it in full and fill and submit to the Company.

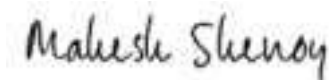
14.4 You understand that the Service Agreement has to be duly filled and signed by you and by your surety. You also understand that a copy of the surety's ID Proof has to be submitted with the Service Agreement to the Company before date of joining. Failing to do so, may lead to the extending of date of joining the Company. Failure to sign the Service Agreement within 3 days of joining may lead to legal action/termination of employment against you.

14.5 You understand the Company has the right to pursue legal action if there is a breach of Service Agreement signed by you during the course of your employment.

We take this opportunity to congratulate you on your selection and look forward to a long and mutually beneficial association with you. We trust our relationship will be guided by a quest for excellence in all facets of our interactions as well as based on a foundation of mutual respect and sincerity in all dealings. Welcome aboard!

Sincere regards,

For Aon Consulting Private Limited



Authorized Signatory

I hereby agree and accept to the terms of this employment contract in its entirety and any amendments, additions hereto. I also promise to adhere to and abide by the Company Policy as enforced and amended from time to time.

Name: Kareena Gaba



Compensation and Benefits Worksheet

Candidate Name: Kareena Gaba

Location: IN-HA-Gurugram-Candor

Role: IND Analyst I Retirement-PA Technology

Aon Level: 8 Role Level

Fixed Compensation	Per Annum	Per Month
Basic Salary	₹ 213,750.00	₹ 17,813.00
Company's contribution to PF*	₹ 25,650.00	₹ 2,138.00
Flexible Salary	₹ 171,300.00	₹ 14,275.00
Fixed Compensation	₹ 410,700.00	₹ 34,225.00
	Per Annum	Per Month
Statutory Bonus#	₹ 16,800.00	₹ 1,400.00
A. Total Salary & Allowances	₹ 427,500.00	₹ 35,625.00

B. Other Benefits

Current benefits available to you are as follows. Please refer to the latest company policies** (will be made available at the time of joining)

	Benefit Value***	Eligibility
Medical Hospitalization Insurance as per Company policy	₹ 500,000.00	Yes
Medical Benefit under the ESI Act (Applicable to employees with monthly gross compensation less Employer's Contribution to Provident Fund)	As per the Act	No
Life Insurance (3 times of Total Salary & Allowances)	₹ 1,282,500.00	
Personal Accident insurance (3 times of Total Salary & Allowances)	₹ 1,282,500.00	
Gratuity	As per the Act	
Annual Earned leaves Entitlement	21 days	
Annual Sick leaves Entitlement	12 days	
Annual Casual leaves Entitlement	Applicable to Noida	
	Only	
Aon Holidays	10 Days	
Transportation	As per the Company Policy	

PF Clause - Two PF Options shall be offered to employee at the time of joining, and employee may choose any one option before their first payroll.

Option 1 - *The Company's & employee's contribution to Provident Fund is @ 12% of Basic salary each. (In case PF Contribution while choosing Option 1 is less than Rs.1800 per month then PF will be deducted at Rs.1800 per month.

Option 2 - Standard deduction of 1800 per month towards PF contribution each from company & employee's side calculated @ 12% of Rs.15,000.

If Option 2 of PF is chosen, remaining amount of Company's contribution is added to Flexible Salary. Further, the amount of 1800 per month will increase in case of change in law of land relating to PF.

In case no option is chosen, the PF deduction shall be considered as 12% of Basic Salary plan or minimum Rs.1800 per month whichever is higher for the ongoing financial year.

Please note that employee will be able to change option only once during the financial year.

Flexible Salary - Flexible Benefit Policy enables Aon colleagues to understand and manage the flexible pay component of their salary by determining which components may be availed to what extent and their related requirements, as per taxation rules.

The flexible benefit components include:

- Meal card Tax-free Component
- Telephone Reimbursement Tax-free Component
- Professional Development Allowance Tax-free Component
- Leave Travel Allowance • National Pension Scheme Tax-free Component
- Fuel Reimbursement
- House Rent Allowance (HRA)

The scope and eligibility of each tax-free component within the flexible allowance will vary per Aon Role Levels. Please refer to policy details when you join Aon

**Subject to change. Please refer to the latest company policies (will be made available at the time of joining)

***Cash in lieu (in case the benefit is not availed) is not payable

Statutory bonus though due within 8 months after the closure of financial books (on 31 March every year), shall be paid in advance every month on the maximum slab applicable (i.e. 20% of Rs.7,000/-) under the Payment of Bonus Act, 1965.

In case of ESI Eligibility as per ESI Act - Employee's contribution @ 0.75% on gross salary less Employer's contribution to PF and Employer's contribution @ 3.25% will be made by the Company directly to the Authorities for eligible employees.

Colleagues with Noida as base locations will be entitled for 7 casual leaves.

Read and Accepted

Name: Kareena Gaba



PRIVATE & CONFIDENTIAL

Viren Sahni

July 02, 2022

Dear Viren,

Subject: Letter of Intent

Congratulations!!

Subsequent to the meetings between GoMechanic & you, we are pleased to issue a Letter of Intent on the terms set here in:

1. You are being offered the role of **Digital Marketing**.
2. Your designation will be **Senior Executive**.
3. You shall join the Company on **04th July 2022** in the event of you not joining on the said date; this offer shall be deemed revoked.
4. The offer is subject to the following conditions:
 - a. Accuracy of the testimonials provided by you and information provided by you & you being free from any contractual restrictions preventing you from accepting this offer or starting work on the above-mentioned date.
 - b. You meeting all evaluation criteria on all the trainings
 - c. Successful criminal background & reference checks

If any of the conditions are not met, this LOI/Employment agreement would be liable to be terminated.

5. On your date of joining, you may be issued a formal appointment letter in exchange of this LOI.
6. You shall be based in **Gurgaon**, but will serve the Company or any of its subsidiaries or associated companies in any location within or outside of India.
7. As an employee of the Company, you will receive an annual CTC of **INR 520000 (INR 468000 Fixed & INR 52000 Variable)**. This will be payable to you in accordance with the prevailing standard compensation plan of the Company.

Kindly sign & return a copy of this letter as a token of your acceptance.

Yours Sincerely
For Targetone Innovations

Megha Mahesh
VP – Human Resources

I accept the terms of the offer



CTC Annexure

Name	Viren Sahni	
Designation	Senior Executive - Marketing	
Date of Joining	04/Jul/22	
Salary Components	Per Month	Per Annum
Basic	15,600.00	187,200.00
HRA	7,800.00	93,600.00
Special Allowance	13,750.00	165,000.00
A. Gross Cost	37,150.00	445,800.00
Employer PF	1,800.00	21,600.00
Employer LWF	50.00	600.00
Employer ESI	-	-
B. Employer Contribution	1,850.00	22,200.00
C. Fixed CTC (A + B)	39,000.00	468,000.00
D. Variable CTC	4,333.33	52,000.00
Total CTC (C+D)	43,333.33	520,000.00
Professional Tax	-	-
Employee PF	1,800.00	21,600.00
Employee LWF	25.00	300.00
Employee ESI	-	-
Group Insurance	150.00	1,800.00
E. Employee Contribution	1,975.00	21,900.00
Net Take Home (Pre Tax)	35,175.00	423,900.00
(A-E)		



EMPLOYMENT AGREEMENT

This Employment Agreement ("Agreement") is made on 6th September 2022

BY AND BETWEEN

Pouring Pounds India Private Limited, a wholly owned subsidiary of Pouring Pounds UK Limited, incorporated under the Companies Act, 2013 and having its registered office at LTH- 207A, Laburnum Tower Heights, Sushant Lok- I, Gurgaon 122002 (hereinafter referred to as "**Company**", "Pouring Pounds", "CashKaro" which expression shall, unless it be repugnant to the context or meaning thereof, be deemed to include its successors and permitted assigns). Pouring Pounds owns and operates cashback & coupons sites in India under various brands including CashKaro.com, among others globally.

AND

Parul Arora, an Indian citizen residing at **Gulshan Kumar Arora, 106 second floor, Block BT DI Near Mittal Mega Mall, Cannaught Estate, 23, Panipat, Haryana- 132103** (Hereinafter referred to as "Employee", which expression shall, unless it be repugnant to the context or meaning thereof, be deemed to include his/her heirs, legal representatives, executors, administrators and permitted assigns).

The "**Company**" and the "**Employee**" are collectively referred to as the "**Parties**" and each individually, a "**Party**" in this Agreement.

WHEREAS

1. The Company is involved in the Business.
2. In consideration of the mutual promises, covenants, undertakings and agreements between the Parties hereto and with a view to record the terms and conditions that will govern the appointment of the Employee as **Analyst- Social Media** from **26th September 2022** ("**Effective Date**") at the Company and for the payment of compensation to the Employee, the Parties hereby enter into this Agreement on the terms and conditions contained herein.

1. DEFINITIONS

"**Business**" means the business of driving sales to e-commerce sites through the websites owned or operated by the Company, including but not limited to CashKaro and EarnKaro websites / mobile apps and other websites/apps that may be operated by the Company or its subsidiaries; of running social Cashback or social commerce business of any type; of having a deal distribution platform on Telegram / Whatsapp or other such channels; of having a business in the assisted e-commerce space which could be by means of operating a network of partner stores or other forms; of being in the business of loyalty and rewards in India or abroad; offering rewards on any product, category or transaction; of running a content platform which can be used for content marketing & various means of monetisation; of managing and implementing Influencer Marketing campaigns for self; or being in fintech and/or driving leads for financial instruments like credit cards; and other business verticals that the Company or its subsidiaries may expand into.



“Employment Period” means the period commencing from the Effective Date till the termination of this Agreement;

“Board” means the board of directors of the Company;

“Intellectual Property” means all inventions, trade secrets, works of authorship, discoveries, concepts, ideas, improvements, processes, know-how, methods, formulas, designs, trademarks, service marks, trade dress, domain names; vendor/partner/alliance/client lists and contacts; plans, projects, strategies, software, creative assets, social media influencer, media and other agencies or any other lists prepared as part of employment, client or any other data or work done by the Employee during the Employment Period with the Company or other ideas, matters or things that are protectable under principles of law applicable to intellectual property;

“Confidential Information” means all information or trade secrets, methods, processes or procedures or any other confidential business or commercial information including, without limitation, technical information, financial projections, security arrangements, client information, administrative and/or organizational matters of a confidential/secret nature, any marketing information or otherwise, any software, which is confidential or proprietary to the Company, its affiliates or group companies, and each of its respective customers, subcontractors or any other individuals or companies with whom they have any kind of association or relationship, which is known to the Employee by virtue of his employment with the Company, and includes all works, programs, papers, records, data, notes, drawings, files, documents, samples, devices, products, equipment, vendor/partner/alliance lists and contacts; plans, projects, strategies, software, creative assets, social media influencer or other lists prepared as part of employment, client or any other data, any work done by the Employee during the Employment Period and other materials, including copies in whatever form and translations into any other language and Intellectual Property, relating to the business of the Company.

2. TERM OF EMPLOYMENT

- 2.1 The employment of the Employee shall commence from the Effective Date and shall continue in accordance with the terms and conditions of this Agreement.
- 2.2 The Employee shall be required to work for such hours and at such times as are necessary to efficiently and effectively carry out his/her responsibilities as defined by the Company. The normal working hours shall be between **9:30 A.M. – 6:30 P.M.** IST during 5 days of the week (at office premises), or as agreed from time to time with the Company.
- 2.3 Notwithstanding anything contained in this Agreement, the Employee shall not be entitled to terminate his/her employment with the Company without a Notice Period (“Notice”, “Notice Period”) of 2 months from the date of his/her written “Resignation” requesting discharge from their duties. During the first 3 months of the Employment Period (“**Probation Phase**”), the Company holds the right to relieve the Employee within 1 week of Notice Period (“Notice”, “Notice Period”).

3. ROLES AND RESPONSIBILITIES

- 3.1 Upon the commencement of the Employment Period, the Employee shall occupy the position and fulfil all such responsibilities of as **Analyst- Social Media**. The Employee shall fulfil all such roles and responsibilities that are consistent with such position and that may be communicated to them by their Reporting Managers verbally or in writing, or as determined by the Board or

management from time to time. The Employee would also be involved in other tasks that may come up and other projects of the Company as needed from time to time.

- 3.2 The Employee shall be stationed at the Company's current office at address UM House, 35-P, Sector 44, Near Huda City Centre, Gurgaon. However, the Employee maybe required to work at alternative office locations based on the business requirements of the Company or from home/ the new office location as needed.
- 3.3 The Employee shall at all times be expected to work in a responsible manner and execute all tasks with great dedication and speed while paying attention to detail.

4. COMPENSATION AND BENEFITS

- 4.1 **Compensation.** Breakdown of Compensation due to the Employee is given in Annexure I and will be governed by terms given below and as included in this Agreement

- 4.1.1 **Salary:** The Employee shall be entitled to a gross monthly salary of **32,500 INR** and a gross annual salary of **3,90,000 INR**. The salary shall be paid on a monthly basis via direct bank transfer into the Employee's account. The Employee shall be eligible to a salary revision in alignment with the Company's merit review cycle and at the discretion of the Company.

- 4.1.2 **Bonus:** The Employee shall be eligible for a variable performance bonus of **30,000 INR** to be paid upon the achievement of individual KRAs & targets and as per the timelines agreed between the Employee and the Company. If the Employee were to send their notice of resignation from the Company before the completion of 12 months from the Effective Date, any unpaid bonus until then would not be due for payment. Any other bonus payable to the Employee shall be based on the discretion of the Company and the performance of the Employee.

- 4.1.3 **Total Compensation:** As per details given above, Employee's total compensation would be **4,20,000 INR**.

- 4.2 **Benefits.**

- 4.2.1 **Medical Insurance:** The Employee shall be eligible for medical insurance worth Rs. 3,00,000 (Three Lakhs) with the Company from the 26th September 2022. The Employee can also choose to add the dependents and/or increase the Sum Insured amount to Rs. 5,00,000 (Five Lakhs) at an additional cost

- 4.2.2 The Employee shall also benefit from the team's entertainment budget and other benefits introduced by the Company from time to time.
All benefits shall be provided at the sole discretion of the Company and subject to modification as required.

- 4.3 **Annual Leave.** The Employee shall be allotted 18 (eighteen) days of paid leave which will add on an accrual basis. Additionally, the Employee shall be eligible to take 11 (eleven) standard public holidays every calendar year. In the event the Employee leaves the Company before 1(one) year, no paid leaves are due to be paid for. Any unused paid leaves will be eligible to be carried over or paid for based on the Company's Leave Policy, subject to change from time to time.

- 4.4 **Expenses.** Subject to the Employee's compliance with the Company's policies and procedures for expenses, all pre-approved business expenses with their corresponding invoices shall be reimbursed by the Company.



5. INTELLECTUAL PROPERTY RIGHTS

- 5.1 The Employee shall recognize that during the Employment Period, the Employee may, solely or jointly with others, create, conceive, develop, implement or reduce to practice certain Intellectual Property. The Employee shall acknowledge that all rights in any Intellectual Property developed by the Employee during the course of his/her employment with the Company shall belong to and be the property of the Company and the Employee will not be entitled to claim any rights over such Intellectual Property.
- 5.2 The Employee shall waive any claim that he/she may now or may in the future have for infringement or other wrongful use of any rights in all such Intellectual Property.
- 5.3 Additionally, the Employee agrees that any Intellectual Property that he/she creates on or after first day of employment is the sole property of the Company and the Employee shall lay no claim to it whatsoever now or in the future.

6. CONFIDENTIALITY

- 6.1 Notwithstanding anything contained in this Agreement, the Employee shall not, at any time during nor at any time after the termination of employment, communicate or divulge to any person, concern, undertaking, firm or body corporate or make use of any Confidential Information for any purpose whatsoever.
- 6.2 The Employee shall use his/her best endeavors to prevent the publication, disclosure or unauthorized use of any Confidential Information.

7. NON-COMPETE AND NON-SOLICITATION

- 7.1 The Employee shall devote all his professional time to the management and operations of the Company during the term of this Agreement. The Employee shall not be allowed to pursue any other part time or full-time role alongside.
- 7.2 During the term of this Agreement and for a period of 12 (twelve) months thereafter, the Employee shall not directly or indirectly, work with, manage, assist, join, consult, advise or otherwise engage in a Business that is a direct or indirect competitor, partner or client of the Company; in a Business similar to that of the Company or in the same industry as the Company. The Employee must seek explicit written approval from the Founders of the Company if he/she needs an exception to this Clause 7.2.
- 7.3 While the Employee is working with the Company and for a period of 12 (twelve) months immediately following the termination of employment with the Company and during the Notice Period being served by the Employee, the Employee agrees that he/she will not attempt to solicit, influence, recruit or entice any Employee of the Company to terminate his or her employment with the Company. They will neither do so directly, nor enable / encourage this via reference or recommendation to other potential hirers.

8. TAXES

Except as expressly set forth herein, any tax liability arising under the applicable laws of India or elsewhere, in respect of payments made pursuant to this Agreement or income earned by the Employee, while this Agreement is in effect, shall be borne solely by the Employee. The Company shall only be responsible for withholding taxes from the payments made to the Employee pursuant to this Agreement and payment thereof to the credit of the Central Government of India in accordance with the provisions of the (Indian) Income Tax Act, 1961 and rules made thereunder.



9. TERMINATION

- 9.1 The employment with the Company is at-will and the Employee may terminate the relationship with a 60 (sixty) day Notice Period at any time. Due to any reason if the Company wants to terminate the Employee's employment, this can be done within 1 week Notice Period during the first 3 months when the Employee is in their Probation Phase with the Company, and 60 (sixty) day Notice Period any time after that. In the event the Employee is suspected of or found guilty of fraud, illegal activities or has taken any actions to the detriment of the Company then the Company has the right to terminate the Employee's employment without any Notice Period whatsoever. In the event that the Employee does not serve the entire Notice Period (unless explicitly agreed with the Company) or fails to discharge his/her duties in the expected manner as per the opinion of the Company, then the Company reserves the right to adjust/withhold his/her Compensation, experience letter or take any other action as it deems suitable in this regard.
- 9.2 Upon ceasing to be employed by the Company, the Employee shall return all materials provided by the Company or materials created by the Employee during the Employment Period. Such materials include all login accesses, passwords, data of all sorts, preliminary and final drawings, reports, notes, records, manuals, documents, designs, computer disks, computerization of technical data, customer lists, specifications, files, memoranda, or other records of any nature, including but not limited to those defined as Intellectual Property for the purposes of this Agreement. The Employee must certify that he/she does not retain any such materials and must not attempt to transfer any information of the Company to his/her personal computer or elsewhere. If the Employee is found to have done so, the Company has the right to withhold any pending Compensation or dues, experience letter or take any other action as it deems suitable.

10. COMPANY RULES AND REGULATIONS

The Employee agrees to comply with the Company policies and all other guidelines, policies and procedures as may be prescribed by the Company from time to time. The Company has the right to amend these policies applicable to the Employee as well as the terms of the Employment. The Employee agrees to comply with all applicable legislation, rules and regulations, policies and standards that apply to the Company in the undertaking of business activities and operations by it and to the Employee himself/herself.

11. DISPUTE RESOLUTION

Any dispute, controversy or claim arising out of, relating to, or in connection with this Agreement, shall, to the fullest extent permitted by applicable law, be finally settled by arbitration by three arbitrators, one each to be selected by the Employee and the Company, and the third arbitrator to be selected by the two previously selected arbitrators. The arbitration shall be held in Delhi, India in accordance with the rules of the Arbitration and Conciliation Act, 1996 in the English language. Unless the arbitrators shall otherwise determine, the expenses, including fees and disbursements of attorneys, accountants, financial experts and witnesses shall be born individually by the Employee and the Company, and any arbitration fees and expenses of the arbitrators shall be paid equally by the Parties. In a dispute situation, the Company reserves the right to withhold any pending Compensation or dues,



Pouring Pounds India Pvt Ltd
207A, Laburnum Tower Heights
Sushant Lok Phase 1
Gurgaon 122002, Haryana

experience letter or take any other action as it deems necessary to protect the interests of the Company or its other Employees.

12. **GOVERNING LAWS AND JURISDICTION**

This Agreement is governed by and construed in accordance with the laws of India, and subject to the arbitration agreement contained herein, it is agreed to be submitted to the exclusive jurisdiction of the courts of India, alone.

Rohan Bhargava
Director,
Pouring Pounds India Pvt. Ltd
6th September 2022

Parul Arora
6th September 2022

Annexure I

CTC		Per month	Per Annum
A. Fixed Compensation		32,500	390000
Statutory			
	Basic	16,250	195,000
	PF Contribution (Employer)	1,800	21,600
Flexible			
	HRA	6,500	78,000
	LTA	1,250	15,000
	Medical Allowance	1,250	15,000
	Conveyance Allowance	1,600	19,200
	Meal Allowance	0	0
	Taxable Allowance	3,850	46,200
B. Benefits			
	Insurance Premium		0
CTC (A+B)		32,500	390,000
C. Performance Bonus			30,000
CTC (A+B+C)			420,000

OFFER LETTER

Date: 10th February, 2022

To:

Ms. Pansy Khajuria

Dear Pansy,

Further to your application and the subsequent interview you had with us, we are pleased to offer you the position of **HR Executive** with the **CTC** mentioned below:

CTC	Yearly (Rs)	Monthly (Rs.)
Basic	1,00,000	8,333
HRA	50,000	4,167
Speacial Allowance	48,000	4,000
Incentives (Performance Based)	1,00,000	8,333
Telephone	12,000	1,000
Bonus*	60,000	5,000
Travel Perks	50,000	4,167
Grand Total	4,20,000	35,000

An appointment letter containing all the details will be issued to you soon as you join us. We would like you to join us on **01st July, 2022**.

We request you to submit the following documents at the time of joining:

1. Educational Certificates/Mark sheets till date.
2. Age proof
3. Residential proof
4. Salary Statement from Previous employer (for experienced only.)
5. Relieving letter/mail from your current company (for experienced only)
6. 2 passport size photographs
7. Photocopy of PAN Card and other KYC details.

Please sign the duplicate copy of this letter as a token of acceptance and return to us.

Wish you All the Best!!

INSPLORE CONSULTANTS



NEHA CHHABRA

HEAD HR



Placements TIAS . <placementstias@tecnia.in>

Fwd: Offer Communication || TCIL || Himanshu Bhanot

1 message

Himanshu Bhanot <hbhanot81@gmail.com>
To: "Placements TIAS ." <placementstias@tecnia.in>

Fri, May 6, 2022 at 11:10 AM

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

From: **Offer** <offer@thomascook.in>

Date: Wed, 6 Apr 2022, 15:19

Subject: Offer Communication || TCIL || Himanshu Bhanot

To: <hbhanot81@gmail.com>

Cc: <Suyesh.lyer@soc.in>, <Abhishek.Sharan@thomascook.in>, <Vikrant.Sachdeva@thomascook.in>

Dear **Himanshu Bhanot**,

With reference to your application and the subsequent interviews you have had with us, we are pleased to offer you the position of **Assistant Manager** in the **Foreign Exchange** Division of Thomas Cook India Limited, based at **New Delhi**. You will be placed in Band **1C** of the Management cadre.

The compensation details for the position offered are attached at Annexure "II".

This offer is valid, subject to:

- a. all information, facts and figures provided by you in your application / curriculum vitae, and to our Company representatives during your discussions with them, being accurate and to the satisfaction of the Company;
- b. our receiving a "clear" Background Verification Report from an independent agency, which will verify, among other data, your education and previous employment details, as submitted by you;
- c. your providing the Company a "self-declaration" of medical fitness in a prescribed format;
- d. our receiving your acceptance of this offer of employment within three days from the date of this e-mail;
- e. our receiving your confirmation that you will join our services no later than **23-05-2022**.
- f. your actually joining services on the date mentioned in "e" above.

By accepting this offer you give your assent to commence the Background Verification process as per the Company requirements. It will be in your own interest to ensure your referees send in their responses to the Verifying agency promptly.

Please note, that if the Verification report is "unsatisfactory":

- a. before joining the Company this Offer stands withdrawn with immediate effect;
- b. post joining the Company, your services will be terminated by the Company with immediate effect without giving you any notice or payment in lieu thereof.

You will be on "probation" for a period of three months in the first instance. On successful completion of the probation period your services will be confirmed, and a letter to this effect will be issued by the Company.

During the probation period or post confirmation in service, your employment is terminable by either side by giving to the other one and a half months' notice in writing, or payment in lieu thereof. However, if your services are terminated for any misconduct which leads to "loss of confidence", your services will be terminated by the Company with immediate effect, without giving you any notice or payment in lieu thereof.

An Appointment Letter will be issued to you on the day you join the Company. This will detail the terms and conditions of your service with the Company.

Your stint in Thomas Cook India will begin on the date you join the Company.

We look forward to welcoming you on board!

Best Regards,
Human Resources Team



This is a system generated email that cannot accept incoming mails. For any response & while replying, please copy all recipients marked in this mail.

2 attachments



Annexure I _2022.pdf
484K



Himanshu Bhanot - Salary Annexure - II.pdf
161K

ANNEXURE II - SALARY & ALLOWANCES				
Candidate Name:		Himanshu Bhanot		
Designation:		Assistant Manager		
Grade:		1C	Location:	New Delhi
Components:		Monthly		Annual
"A" FIXED				
Basic Pay			10,500	1,26,000
House Rent Allowance			5,250	63,000
Supplementary Allowance			10,112	1,21,340
Meal Vouchers			2,200	26,400
Conveyance			1,600	19,200
"A" Sub-total - Fixed			29,662	3,55,940
"B" FLEXIBLE / REIMBURSEMENTS (per annum)				
Medical Allowance			1,250	15,000
Child Education Allowance			200	2,400
Mobile / Telephone Call charges			1,000	12,000
"B" Sub-total - Flexible			2,450	29,400
Total Salary Cost (A + B)			32,112	3,85,340
"C" RETIRALS BENEFITS (per annum)				
Statutory Bonus			583	7,000
PF Employer Contribution			1,800	21,600
Gratuity			505	6,060
"C" Sub-total - Retiral Benefits			2,888	34,660
Total Salary Cost (A + B + C)			35,000	4,20,000
"D" Rounding Off				
Total Cost to Company: (A + B + C + D)			35,000	4,20,000
Insurance			Sum Insured	
Group Medical Insurance			2.5 Lakhs	
Group Personal Accident			10 Lakhs	
Group Term Life Insurance			10 Lakhs	



DESIGN O WEB[®]
TECHNOLOGIES

G-130, Second Floor, Sector 63, Noida - UP
info@designoweb.com
www.designoweb.com
0120-4279861

Letter of Offer for Employment

Date: 17th June, 2022

To

Varun,

Delhi

Dear Varun

Sub: Letter of Offer for Employment

We are pleased to offer you an appointment in our organization **Business Development Executive** in **Designoweb Technologies Pvt. Ltd.** with effect from joining date on or before **22nd June, 2022**.
Your place of work will be: **G 130, 2nd Floor, Sector 63, Noida (U.P.)**.

You will be paid gross emoluments as detailed in Annexure – A.

Warm
Regards,

ANKITA CHAUHAN

HR Head



Your employment with us will be governed by the Terms & Conditions as detailed in Annexure – B. Your offer has been made based on information furnished by you. However if there is a discrepancy in the copies of documents or certificates given by you as a proof of above we retain the right to review our offer of employment. Employment as per this offer is subject to your being medically fit.

On the day of your joining, you are required to submit the following:

1. Self-attested copies of all academic certificates and mark sheets.
2. Self-attested copies of professional credentials from last and all previous employers, including.
 - a. Appointment Letter.
 - b. Relieving letter and experience certificates
 - c. Salary certificate/Pay slip and Form 16.
3. Photographs (4 passport size)
4. Photo copy of passport (first two and last two pages).
5. Copy of Pan Card.

Please sign and return duplicate copy of this letter in token of your acceptance.

We congratulate you on your appointment and wish you a long and successful career with us. We are confident that your contribution will take us further in our journey towards becoming world leaders. We assure you of our support for your professional development and growth.

Your truly

For Designoweb Technologies Pvt. Ltd.

ANKITA CHAUHAN
HR HEAD



Annexure – A

Our offer to you as a **Business Development Executive** subject to the execution of the Service Agreement. Total gross salary will be **INR 4 LPA TO 6 LPA** according to the performance & training period stipend will be INR 15,000 per month for 3 months.

Annexure – B

1. Personal Particulars:

You will keep us informed of any change in your residential address, your family status or any other relevant particulars. You would also let us know the name and address of your legal heir/ nominee.

1. Nature of Work:

Your nature of work mainly includes all the aspects of the (Duties and responsibilities) Software development, deployment, design and client interaction as well as any other adhoc duties assigned to you from time to time. You will work at high standard of initiative, creativeness, efficiency and economy in the organization. The nature of work and responsibilities will be as- signed and explained to you by your senior from time to time.



2. Working Hours:

The regular working hours of the company are from (Office timings) Monday to Friday 9:30 am to 6:30 pm. You will be required to work extra hours as and when required and informed by your senior.

3. Assignment, Transfer and Deputation:

Though you have been engaged to a specific position, the company reserves the right to send you on deputation/transfer/ Assignment to any of the company's branch offices in India or abroad, whether existing at the time of your appointment or to be set up in the future

4. Training:

You will hold yourself in readiness for any training at any place whenever required. Such training would be imparted to you at the company's expense. Kindly note that refusal to participate in training programmes without any extraneous circumstances would lead to automatic termination of your employment.

5. Performance Reviews/Appraisal:

The Company has a policy of annual salary appraisal based on performance. You will be eligible for a salary appraisal under this policy based solely on the performance rating achieved during the appraisal period.

6. Intellectual property rights

If during the period of employment with us you achieve any invention, process improvement, operational improvement, or other process/method likely to result in more efficient operation of any of the activities of the company, the company shall be entitled to use, utilize and exploit such improvement and you shall assign all rights thereof to the company for the purpose of seeking any patent rights or for any other purpose. The company shall have the sole ownership rights of all the intellectual property rights that you may create during the tenure of association with the company including but not limited to the creative concept that you may develop during your association with the company.

7. Secrecy/Confidentiality:

You will not during the course of your employment with the company or at any time thereafter divulge or disclose to any person whomsoever including competitors and former employees, make any use whatsoever for your own purpose or for any other purpose other than that of the company, of any information or knowledge obtained by you during your employment as to the business or affairs of the company including development, process reports and reporting system and you will during the course of your employment hereunder also use your best endeavour to prevent any other person from doing so. Failure to do so on your part may result in legal action against you and the person to whom the information was divulged



8. Restrain

1. Access to Information:

Information is available on need-to-know basis for specific groups and the information is segregated to allow individual sectors information access for projects and units. Access to this is authorized through access privileges approved by unit mentors or project mentors.

Unauthorized access or attempt at unauthorized access is strictly prohibited and any attempts to do so will result in immediate termination of employment and legal action as deemed fit by the company.

2. Restriction on Personal Use:

Use of company resources for personal use is strictly restricted. This includes usage of computer resources, information, internet service, and working time of the company for any personal use. You will under no circumstances carry any work home unless specifically requested by your manager. Any usage of company information for personal use will result in immediate termination of employment without notice and/or legal action for misdemeanor as deemed fit by the company. You may/may not be required to reimburse the company for any losses incurred by the company on account of personal usage of company data. Leave

9. Leave

You will be entitled to leave as per law in force and as laid down in the Standing Orders of the company.

10. Security:

Security is an important aspect of our communication and office infrastructure. Communication security is maintained by controlling physical access to computer system, disabling all working stations, floppy disk drives and companywide awareness about the need for protection of intellectual property and sensitive customer information.



11. Termination of Service:

1. If your performance is found to be unsatisfactory or if it does not meet the prescribed criteria, your training /employment can be terminated by the company without any notice or salary thereof.
2. Unauthorized absence or absence without permission from duty for a continuous period of 5 days would make you lose your lien on employment. In such case your employment shall automatically come to an end without any notice termination or notice pay.
3. You will be governed by the laid down code of conduct of the company and if there is any breach of the same or non-conformance of contractual obligation or with the terms and conditions laid down in this agreement, your service can be terminated without any notice; notwithstanding any other terms and conditions stipulated herein the company reserves the right to invoke other legal remedies as it deems fit to protect its legitimate interest.
4. On confirmation you will be required to give one & half month' notice or salary thereof in case you decide to leave our services, subject to the Company's discretion. Where circumstances make it necessary, the Company will have the discretion to relieve you only at the end of the one & half month' notice period.

12. Standing Orders:

You will abide by the Standing Orders, rules & regulations and service conditions that may be in force or application to the organization or are framed from time to time by the company.

13. Appointment in Good Faith:

It must be specifically understood that this offer is made based on your proficiency on technical/professional skills you have declared to possess as per your application for employment and your ability to handle any assignment/job independently. In case at a later date any of your Statements/particulars furnished are found to be false or misleading or your performance is not up to the mark or falls short of the minimum standard set by the company, the company shall have the right to terminate your services forthwith without giving any notice notwithstanding any other terms and conditions stipulated therein. As joining date is already confirmed, so you need to join on confirmed date, otherwise company has right to penalize you.

To,
Shobhit Agarwal

Date: - 27 February, 2022

Sub: OFFER LETTER

Dear Shobhit,

With reference to your application and subsequent interview, we are pleased to offer you employment with **Geetanjali Homestate Pvt Ltd** as **Business Development Associate**

Joining Date & Job Location

You are required to join **on or before 2nd March 2022** at our **Gurgaon** office:

Office No. 1017, 10th-Floor, Tower B, DLF Corporate Green Golf Course, Extension Road, Southern Peripheral Rd, Sector 74A, Gurugram, Haryana 122002

OR

The Loft, Next to RYU, 32nd Milestone, NH-8, Sector -15 Gurugram, Haryana 122001, failing which the offer shall stand canceled.

Documents required at the time of Joining

You are requested to submit us the following below mentioned documents to enable us to complete the formalities:

- Copy of Xth Marksheet and certificate
- Copy of XIIth Marksheet and certificate
- Copy of Graduation marksheet and certificate
- Copy of Post-Graduation marksheet and certificate
- Offer letter of all previous employers.
- Appointment letter of all previous employers.
- Last Increment letter of last employer.
- Relieving letter of all previous employers.
- Permanent and current address proof.
- Copy of Pan Card
- Copy of Driving License, Passport, Adhar Card and VoterID.
- 4 Passport size photographs.
- 2 Reference checks (from unrelated persons)

Salary Details

Your yearly salary will be **Rs. 4,00,000/- (Rupees Four Lac Only)**. The *Detailed appointment letter* will be issued to you after your joining.

Training & Probation Period, Confirmation

You shall serve a probationary period of six months from the date of joining. Upon your satisfactory completion of the probation, you shall be confirmed in the permanent establishment of the company. The company reserves the right to either extend the probationary period or terminate your employment, in the event that your performance is not up to the expectation.

Acceptance

Please sign the copy of this letter indicating your acceptance to the offer of employment and send it to us at the earliest possible. If we do not hear from you within 1 day from the date of this letter, we shall assume that you do not wish to take up the company's offer of employment and our offer will lapse.

We take this opportunity to extend you a warm welcome to GEETANJALI Family and wish you all the best in your new assignment.

Yours Sincerely,

For and on behalf of Geetanjali Homestate Pvt Ltd



Authorized
Signatory

I hereby agree to and accept the terms of employment offer and shall report for duty on the _____

Signature

Name :

Date:

Annexure 1

Name: - Shobhit Agarwal

Salary Composition, w.e.f. 2nd March, 2022

COMPENSATION ANNEXURE

S.No.	Salary Component	Monthly Entitlement (INR)	Per Annum
1	Basic	10000	120000
2	Dearness Allowance	0	0
3	House Rent Allowance	4000	48000
4	Conveyance Allowance	1500	18000
5	Mobile Allowance	0	0
6	Medical Allowance	0	0
7	Other Allowance	4500	54000
(A)	Gross Salary	20000	240000
STATUTORY DEDUCTIONS FROM MONTHLY GROSS SALARY			
1	EPF deduction of Employee	0	0
2	ESIC Contribution of Employee	0	0
3	Professional Tax (if applicable)	0	0
4	LWF (if applicable)	0	0
(B)	Total Deduction	0	0
	Employer's Contribution of EPF @13% on Basic	0	0
	Employer's Contribution of ESI @4.75% on Gross Salary	0	0
(C)	Total Employer Contribution	0	0
Total CTC (A+C)		20000	240000
Variable			160000
Total			400000

Please note that there may be variation in monthly and annual CTC which will be accounted during payroll processing.

Deductions

There will be deductions in the salary as per the Government regulations.

Signature of Candidate

**UNBXD**

UNBXD Software Private Limited

Date: 17th February 2022

Ms. Sara Negi
D-2/83 Sector 11 Rohini
New Delhi 110085

- BLA - 2022

Dear Sara,

Sub: Conditional Offer of Employment

It has been a pleasure interacting with you and we would like to bring this to a positive conclusion. Based on our discussions, we are pleased to offer you the position of **Associate Data Analyst** based at Bangalore. Please find attached the compensation package as Annexure 1 and list of copies of documents which need to be submitted by you on the date of joining the Company as Annexure 2. Please also carry originals of the documents listed in Annexure-2 for verification purpose.

Unbxid reserves the right to conduct a background check of its employees, and your employment may be conditioned on satisfactory results. Please initiate your Background Check within **2 days** of your offer acceptance. Your background check initiation is complete only when you initiate your BGC online. We shall share with you the Link separately. Please Login and submit all the relevant documents for Background Check. Please note, by logging in and submitting your documents, you consent to use of your personal data including documents so uploaded for the purpose of Background Check. The verification process is normally completed within 2 weeks after Background Check initiation. Verification of your last employment is initiated only post you are released from the employer. Your offer will be subject to a positive clearance of your background check. This offer can be rescinded, and/or your employment terminated, based upon data received in the verification.

Kindly communicate your acceptance of this offer and send us a copy or a scanned copy of your accepted resignation by email. You would be required to join us on or before **1st March 2022** notwithstanding the above, this offer stands valid until **18th February 2022**. Your acceptance of this conditional offer indicates your consent to abide by the Terms and Conditions of this employment.

You will receive your appointment letter on joining the organization post submission of all relevant documents.

Kindly go through this offer and please do not hesitate to reach out to me in case you have any doubts or need any clarification. We look forward to a long and mutually beneficial association.

Regards,

For UNBXD Software Private Limited

Prashant Kumar
CTO & Co-Founder



Annexure – 1

Compensation & Benefits		
Name	Sara Negi	
Department	Engineering	
Designation	Associate Data Analyst	
DOJ	1-March-22	
Earning Heads	Monthly INR	Annual (INR)
Fixed Components (A)		
Basic (50% of Fixed CTC)	15,152	1,81,818
HRA (40% of Basic)	6,061	72,727
Telephone Reimbursement	1,000	12,000
Internet Reimbursement	1,000	12,000
Transport & Medical Allowance	3,333	40,000
Leave Travel Allowance (LTA)*	1,263	15,152
Special Allowance	695	8,339
Flexible Benefit Plan (B)		
Corporate Gift Card	0	0
National Pension Scheme (NPS)	0	0
Car Maintenance	0	0
Driver Allowance	0	0
Provident Fund Contribution (Employer)	1,800	21,600
Meal Voucher	0	0
Fixed CTC (A+B)	30,303	3,63,636
Company Performance Bonus (C)		36,364
Total Cost to Company (A+B+C)		4,00,000
Other Benefits		
Gratuity payable	Per Gratuity Act	
Medical Insurance Cover (Family Floater consists of spouse and 2 children)	5,00,000	
Medical Insurance Cover (For employee's parent's/in-laws)	3,00,000	
Group Personal Accident Insurance	1 * CTC	
Group Term Life Insurance	2 * CTC	

* Please note that matters relating to compensation are strictly confidential in nature and should not be divulged with anyone.

Annual Company Performance Bonus: This will be capped at 10% and will be paid in January (based on the Company Performance and Individual Performance. Bonus percentage is approved by the BoD. At the end of each year, the Company will evaluate the Company's performance against its financial goals and will fund the bonus pool and determine the level at which to fund it. Individual pay outs will then be determined taking into account each employee's performance.



Notes: The following are the guidelines / requirements formulated by the Company in relation to each component, as well some information about tax exemptions in relation to each in accordance with the Income Tax Act, 1961.

House Rent Allowance: The tax exemption for House Rent Allowance would be computed based on the rent paid by you.

Transport and Medical Allowance: The tax exemption for Transport and Medical Allowance would be limited to Rs. 3333 per month.

***LTA:** The tax exemption for 2 domestic journeys in a block of 4 calendar years.

Flexible Benefit Plan: Employees can avail additional tax benefit on the salary by choosing various components from Flexible Benefit Plan. All the tax-free components are subject to production of bills only.

Provident Fund: The contribution to Employees Provident Fund is made at minimum statutory requirements of INR 3600/- per month (INR 1800/- each from employee and employer). The amount given in the salary structure denotes the employer's & Employee contribution to Provident fund. An Employee can increase the contribution to EPF at 24% on basic salary (12% each from employee and the employer) which needs to be declared during on boarding. However, employee can contribute to Voluntary Provident Fund (VPF) by declaring the monthly contribution on payroll portal and avail the tax benefit under section 80C of Income Tax Act.

Gratuity: Gratuity benefits will be as per the provisions of the Payment of Gratuity Act, 1972.

***Medical Insurance Benefits:** As per Company's prevalent policy and norms, you will be covered under Group Medical Insurance for Sum Insured of 5 Lakhs for self, spouse and two children and 3 Lakhs Sum assured for parents / in laws. Group Personal Accident Insurance is also provided for Sum assured of 1 time of the CTC. Please note, this is subject to change as per Company's prevalent policy and norms. Company also provides Term Life insurance up to 2 * CTC subject to a maximum amount of Rs. 1 Crore.

**Annexure 2**

Kindly submit the following documents:

Sl. No.	Documents
1	Duplicate copies of your education certificate: • X standard / SSLC till your highest / latest education. • Please get your originals for verification on the day of joining
2	Proof of date of birth, if you are unable to produce your X standard / SSLC certificate.
3	Three passport size colour photographs with white background of self.
4	Relieving letter from your previous organization and your resignation acceptance letter.
5	A copy of your last drawn pay slip from the previous employer.
6	Photo ID Proof of Passport Copy / PAN Card / Voter ID / Aadhaar Card
7	Address Proof: • Self-attested copies of either Driving License / Passport Copy / House Agreement
8	Proof of notice period payment (if any)

Please Note: It is mandatory to produce the documents mentioned above on the day of your joining at UNBXD. This would facilitate the issue of your appointment letter and the processing of your salary.

For Unbx Software Private Limited

Prashant Kumar
CTO & Co-Founder

12:14



Hi Sanskriti,

Greetings from THE POPCORN MEDIA,

It was a pleasure having a discussion with you over call and personal meeting. As per our discussion we would like to offer you the position of Sr.Executive - Operations in our organisation.

As discussed , we would like to offer you a fixed **CTC of 4,00,000 per annum accounting to 33,333 per month.** Any tax liability or PF dedcution (that may arise in later stage) shall be included in the **same CTC only.**

Joining Date - Please Confirm.

Nature - WFO

Office location - 4th Floor Unit number 465 udhyog vihar phase five near post office headquarter

Detailed offer letter shall be issued at the time of joining.

We believe that the organization will touch newer heights with this association and ensure a growth path for you as well.

We look forward to hearing from you. If there is any doubt or you need any clarification please contact us on undersigned details.

Please find below the list of documents to be submitted on the date of joining.

1. Photographs (2 Passport)
2. Proof of Age (Photocopy)
3. Educational Certificate (Photocopies)
- 4 .Experience / Relieving Certificate/Resignation Acceptance from previous employer(If there is any.)
5. PAN Card
6. Adhaar Card
7. Cancel Cheque copy.

Regards

HR TEAM @THE POPCORN MEDIA



HR team 8 May

to me, Rachit, Megha



[Quoted text hidden]



IoTfy Solutions Private Limited

360, B Block
Sector-19, Dwarka,
New Delhi - 110075
W: www.iotfy.com
E: hello@iotfy.com

Personal and Confidential

Date: 09 June 2022

Samarth Chugh

Employment Offer Letter

Dear Samarth,

Based on the discussion we had with you, IoTfy is pleased to offer you the position of "Business Development Executive". We believe that this position is a great match for your talent and skills and you will enjoy working with us at IoTfy.

The specifications regarding the offer are mentioned below, please read them carefully and send us your acceptance latest by **10-June 2022**.

You will be having a 3-6 months probation period. The specifics of the offer are mentioned below.

- Your posting will be at our office in Dwarka, New Delhi. Office timings will be 9:30 am ~ 6:30 pm.
- Your probation period duration is for 3-6 months starting **04-July 2022**. During this period, you will be given a fixed stipend of 18,000/- per month.
- Notice period: Employee has to serve a notice period of minimum of 15 days during probation period. If notice period is not served, for any reason whatsoever, company is not liable to clear any pending dues and employee is liable to pay for notice period.
- Termination: Sometimes, employee termination can be the result of misconduct or indiscipline. In this situation, the company may wish to forego the notice period. This is at the sole discretion of the company.
- You will be given one (1) paid leave each month during your probation period.
- After successful completion of your probation period, you will be evaluated based on your performance and will be offered full time employment. Employment benefits will



IoTfy Solutions Private Limited

360, B Block

Sector-19, Dwarka,

New Delhi - 110075

W: www.iotfy.com

E: hello@iotfy.com

be shared in detail later. However, your package will be in the range of 3,00,000/- to 4,00,000/- per annum.

- Your employment is subject to you submitting the following documents to HR department on the day of joining:
 - Passport size photograph
 - Educational certificates (10th, 12th)
 - Graduation certificate
 - Valid photo ID (Voter ID/Aadhar/Driving license)

You can submit hard or soft copy and show the originals for verification.

During your stay, you may have access to confidential, proprietary, and/or trade secret information belonging to the Company. You agree that you will keep all of this information strictly confidential and refrain from using it for your own purposes or from disclosing it to anyone outside the Company. You will be required to sign non compete and non disclosure agreements on joining IoTfy.

In addition, you agree that, upon conclusion of the employment, you will immediately return to the Company all of its property, equipment, and documents, including electronically stored information.

IoTfy looks forward to bringing you on board! If you have questions, reach out at any time and we'll be more than happy to help you.

Yours sincerely,

A handwritten signature in blue ink, appearing to read 'Smriti', is written over a circular blue ink stamp. The stamp contains the text 'IoTfy Solutions Pvt. Ltd.' around the perimeter and a small star in the center.

Smriti Talwar
COO



Annual base salary

INR 400,000

Harshit, are you ready to shape a brighter way?

At JLL, shaping a brighter way is about empowering our clients, ourselves, and our fellow employees to thrive. We're extending this exciting job offer to help you strengthen and advance your career.

We know you can help us shape the future of real estate for a better world. To do that, we're offering you the following pay and benefits as well as membership in a diverse, global community that supports each other's wellbeing and champions inclusivity and belonging across teams.

Job title: **Executive - Procurement**

Start date: **August 1, 2023**

Line manager: **Sunidhi Sharma**

Location: **Gurugram**

Hours of work, per week: **48**

Annual leave entitlement, days per year: **15**

Benefits

Health & Wellbeing

- Group Medical Coverage (GMC) Default plan : Option of INR 300,000 that covers self, spouse, children and parents / in-laws
- Employee Assistance Programme (EAP) : Santulan

Lifestyle

- Crèche Benefit : To help the returning mothers (nursing/adopting mothers) achieve their career aspirations, we tied-up with KLAY and Medhaam Prep Schools and Day Care to take care of their kids while they are at work
- Co-Parenting Leave : 10 Days

Stability

- Gratuity : To be paid to the employee upon the termination of their employment after they have rendered at least 5 years continuous service
- Employees' Provident Fund (EPF) : PF deduction for employees with a basic salary less than INR 15,000 per month will be calculated on basic salary + fixed allowances to the extent of INR 15,000. In cases where basic is more than INR 15,000 per month, to calculate PF, basic will be capped at INR 15,000 per month.

Security

- Term Life Insurance : 2 x ABS (Minimum of INR 700,000 and Maximum of INR 10,000,000)
- Personal Accident Insurance : 2 x ABS (Minimum of INR 500,000 and Maximum of INR 3,000,000)

Remuneration

Pay Components	Per Month (INR)	Per Annum (INR)
Basic Pay	15,000	180,000
House Rent Allowance *	9,000	108,000
Leave Travel Concession *	833.33	10,000
Fuel Allowance	5,000	60,000
Internet Allowance	1,000	12,000
Professional Development Allowance	200	2,400
Mobile Expenses	500	6,000
Gross Salary (Cash Components) (A)	31,533.33	378,400
Company contribution to Provident Fund (PF)**	1,800	21,600
Other Benefits (B)	1,800	21,600
Base Salary (A+B)	33,333.33	400,000

* On production of bills and as per the provisions of the Income Tax Act 1961.

**Employer's Contribution to PF

***Employer's Contribution to ESI

Accept our offer:

Please respond no later than July 27, 2023.



July 25, 2023

To,
Harshit Garg

Dear Harshit,

RE: Appointment for the post of Executive - Procurement – Property and Asset Management.

Based on your biodata and credentials claimed therein, we are pleased to offer you an appointment with Jones Lang LaSalle Building Operations Pvt Ltd ("JLL" or "the Firm" or "the Company"), on the terms and conditions as per attached and as follows:

Position

You will be appointed as **Executive - Procurement** in the **Business Support** Band at Level 1 in **Property and Asset Management** Department. You will have a direct reporting to **Assistant Manager - Human Resources**.

Although you have been selected initially for the **Property and Asset Management** department, your services may be utilized by JLL in any other department, according to the needs of the business including but not limited for the holding company or group companies.

JLL, reserves the right, to make reasonable changes to any of your terms of employment, which will be communicated to you in writing.

Date of Commencement

Your date of commencement is **August 1, 2023** as agreed. You will initially base yourself out of **Gurugram**. You will be required to travel/relocate from time to time within India and/or Asia Pacific countries, as business requires.

Remuneration

You shall be entitled to an annual base salary of **INR 400,000/-**. In addition, you shall be eligible for an annual discretionary bonus as per below mentioned terms and conditions

- Our annual performance review are conducted for calendar years and are discretionary. Your calendar year performance shall be measured annually to culminate into a decision so as to measure the quantum of the salary increase and discretionary bonus and change of role and responsibilities. The final decision to execute these recommendations rests solely with the management.
- You shall be entitled to the annual discretionary bonus only if your date of joining our Company is any day between 1st January to 1st October and if you are on the rolls of the company on 30th September in the subsequent years
- You are on JLL payroll as on the bonus disbursement date which is typically last working day of the month.
- Our Company shall have the right, at any time during your employment or upon termination, to deduct from your salary any monies due to the Company including but not limited to loans or advances, and any amount towards loss of pay on account out of excess or unauthorized leaves availed by you.
- You shall be paid monthly on the last working day of each month or subsequently as determined by the Company from time to time as per statutory requirements for the period covering the first day to the last day of each month.
- You shall be responsible and liable for payment of your personal income tax as per applicable Indian laws.

Medical Benefits

You will be covered as under:

- "Group Accident" and "Group Term Life"
- Either under Medical Insurance as per Company's policy or Employee State Insurance as may be applicable

Place of work

- The Company has entered into an agreement with **Brookfield** (herein referred to as "**Client**") to provide Facilities Management Services. The Company requires your services in respect of this agreement. You will be deputed to **Brookfield - G1**, which will be your normal place of work unless you are notified otherwise. The normal place of work may be changed from time to time. You will report for duty at such place of work as may be communicated to you.
- Please note that you are not an employee of **Client** have no relationships with **Client**. Your relationship is and shall remain with JLL under all circumstances. You shall not under any circumstances claim employment or other rights from the establishment you are deputed to.
- You will conform to the rules and regulations pertaining to the client site you are working at, under all circumstances. Such rules shall include rules pertaining to hours of work, holidays or otherwise.

Probation

Level 12 Tower B

DLF Cyber Park Udyog Vihar Phase II

Gurgaon 122008

Registered Office:

Jones Lang LaSalle Building Operations Pvt Ltd (formerly known as Jones Lang LaSalle Meghraj Building Operations Pvt Ltd)

No 1110 11th Floor Ashoka Estate 24 Barakhamba Road

New Delhi 110001

Company CIN No. U74140DL2002PTC117573

You will be on probation for a period of **Six (6)** months and subject to your performance during this period, the firm, at its sole discretion, will either confirm you, or take a decision to release you from the services. The decision at the end of probation period will be communicated to you in writing. In case nothing is communicated in writing by JLL at the end of probation period, your probation period shall be deemed to be confirmed. This appointment is subject to one months' notice in writing by either party during the period of probation. The firm reserves the right to terminate your services during the probation period by giving you a notice of one month or salary in lieu of one month.

Hours of Work

Your employment with the Company entitles the Company to prescribe working hours, shifts etc. consistent to requirements of your job, any business exigencies and in adherence to applicable statutory enactments.

Annual Leave and Holidays

You will be entitled for accrual of one casual/sick leave every month you work. Additionally, you will be entitled for fifteen privilege leaves for the calendar year to be accrued on pro-rata basis as well as other holidays in accordance with the applicable laws. You are encouraged to refer to Leave Policy for more details.

Termination of Employment

This appointment is subject to **1 (One) Month** notice in writing by either party subject to the following additional obligations where termination takes place in the following:

- *Termination of employment without cause*

Either Party may terminate the employment by giving the other party **1 (One) Month** in writing. Payment in lieu of the notice period, full or partial waiver of this clause would be at the sole discretion of JLL.

- *Termination of your employment by JLL*

JLL retains its right to summarily dismiss an employee without notice pay in the appropriate circumstances such as when you have been considered guilty of misconduct or fraudulence.

For a period, equivalent to notice period, JLL may, in circumstances in which it reasonably believes that you are guilty of misconduct or in breach of your employment terms in order that the circumstances giving rise to that belief may be investigated, temporarily suspend you from the performance of your duties or exclude you from any premises of JLL and need not give any reason for so doing. Remuneration will not cease to be payable by reason only of such suspension or exclusion.

Restrictions after termination

You covenant with us that you will not at any time, during the course of your employment with JLL or for a period of **12 (twelve) months** after termination, in any Capacity in any Restraint Area during the Restraint Period:

- Induce or attempt to induce any of the employees of JLL to terminate their agreements or contracts with JLL
- Solicit or attempt to solicit the business or customer of any client of JLL (excluding persons who become clients of JLL Ltd after the date of termination of the your employment), or any person who during the twelve months preceding termination of the your employment with JLL was a client of JLL
- Solicit or attempt to solicit the business or customer of any person whose business or customer JLL was, to your knowledge, cultivating at the time of termination of your employment with JLL

You separately enter into each of the covenants resulting from the combination of each separate Capacity in clause 'a' and with each separate Restraint Period with JLL.

Each of these covenants shall survive termination of your employment with JLL for any reason. If any one or more of those separate covenants is or becomes invalid or unenforceable for any reason, that invalidity or unenforceability will not affect the validity or enforceability of any of the other separate covenants which remain binding on you.

You acknowledge that these obligations are:

- Fair and reasonable in regard to the subject matter, area and duration
- Reasonably required by JLL to protect its business and goodwill and financial interests
- Given voluntarily and without any coercion or pressure

If any provision is void, voidable by each party, unenforceable or illegal it must be read down so as to be valid and enforceable or, if it cannot be read down, the provision (or where possible, the offending words) must be severed from this obligation without affecting the validity or enforceability of the remaining provisions (or parts of those provisions) of this obligations which must continue in full force and effect.

The obligations set out above are made in favor of JLL and may be enforced by it by injunction proceedings without prejudice to any other rights or remedies which it may have.

Definitions

"Capacity" means any capacity whatever including (without limitation) as a shareholder, director, sole trader, partner, joint venture, consultant, agent, employee or adviser;

"Jones Lang LaSalle Building Operations Pvt Ltd " means any one or more of:

- Jones Lang LaSalle Property Consultants (India) Private Limited; or
- Jones Lang LaSalle Residential Private Limited; or
- Jones Lang LaSalle Building Operations Private Limited; or
- Jones Lang LaSalle Building Operations (NCR) Private Limited; or
- The Jones Lang LaSalle Group of companies; or
- Homebay Residential Pvt Ltd; or
- Any other group company that may be formed in future.

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New Delhi 110001

Company CIN No. U74140DL2002PTC117573

"Restraint Area" means any territorial jurisdiction of India.

"Restraint Period" means 12 months commencing from the date of termination of your employment or any lesser period considered appropriate by an appropriate court.

Undertaking / Code of Conduct / Code of Business Ethics

All aspects of the Firm's business as well as clients are to be treated as strictly private and confidential.

Accordingly, all staff is required to sign and return the attached "Undertaking to Employer". Likewise the Firm has an internal Code of Conduct and Code of Business Ethics, a copy of which can be found on Delphi and again you are requested to sign.

JLL Property

In order to perform your duties on behalf of JLL, you may be supplied with property and information, which belongs to the Firm.

On termination of your employment, you will immediately return all property and information properly belonging to the Firm, which was supplied to you.

Confidentiality Undertaking

You shall at all times treat as and keep confidential all information that is the property of JLL that has not lawfully entered the public domain, which includes but is not limited to the names and other information contained within the JLL Database (as defined below), which you may become aware of during the course of your employment;

You shall not use or divulge any of the information referred to above either during the period of employment or after employment ceases, other than:

- in the ordinary course of your employment;
- with the JLL prior written consent;
- for the purpose of obtaining legal or financial advice; or
- where ordered to disclose by a Court, Commission, or Tribunal or mediation conference in any jurisdiction.

In this clause "Database" includes but is not limited to:

- names, addresses and phone numbers of sellers, buyers and prospective sellers and buyers or the names addresses and phone numbers of any property owner on whose behalf a property is managed by JLL
- financial information
- budgets
- JLL contract information

Your appointment is subject to the enclosed undertaking regarding confidential information and occupations in conflict with the Firm's interest and you are required to sign the attached Confidentiality Undertaking prior to Commencement.

JLL Policies

It is an essential condition of your employment that you must comply with all existing, reviewed and new Firm policies and procedures. Any breach of Firm policies or procedures may lead to disciplinary action.

IT Policy

The Firm has an IT Policy, which covers the acceptable use of these systems, which you may be required to access at some stage in the course of your employment with JLL. You are required to sign the Acceptance page at the end of the Internet / E-mail Acceptable Use Policy as part of your conditions of employment.

Sexual Harassment

It is JLL policy to prohibit in our workplace any conduct, which constitutes sexual harassment. The Firm has a policy on sexual harassment. It guarantees to deal with allegations of harassment seriously, promptly and in confidence and undertakes to protect from victimization of those employees who complain about sexual harassment.

Severance

If any provision of this contract of employment is declared or determined to be illegal or invalid by final determination of any court or tribunal of competent jurisdiction, the validity of the remaining parts, terms or provisions of this contract shall not be affected, and the illegal or invalid part, term or provision shall be deemed not to be part of this contract.

General

- You will be required to apply yourself wholly to the Firm's business and no work is to be undertaken in a private capacity which conflicts with that of the Firm's
- In the event of any disagreement over the interpretation of the above, the decision of the directors will be final

Background Verification

Validity of this job offer and/or continuation of your employment with our Company are subject to positive clearance of your Background Verification Process carried out by our Company and/or the Client and/or their authorized agents. As per prerequisite, you need to submit the list of documents to initiate the background verification checks within **five working days** post offer acceptance. Whenever additional documents are required, you shall be required to provide the same within **three working days**. If you fail to submit the documents within these stipulated timelines, the offer shall be withdrawn, and/or employment shall be terminated without any notice pay/period. Further, if any of the details and/or documents provided by you during your background checks are found to be

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Company CIN No. U74140DL2002PTC117573

incorrect or incomplete or forged at any point of time during the background checks or later during the course of your employment with our Company, this job offer letter shall stand fully withdrawn, and consequently your employment with our Company shall be terminated with immediate effect, without any notice pay/period.

If the terms and conditions in this contract are acceptable to you, please sign and return this contract to us.

On behalf of Jones Lang LaSalle Building Operations Pvt Ltd, congratulations on your new role.

Yours sincerely,

For Jones Lang LaSalle Building Operations Pvt Ltd.



Meenakshi Cornelius
Head of HR India, Bangladesh, Mauritius and Sri Lanka
JLL Property Consultants (India) Pvt Ltd

I Harshit Garg, accept the above terms and conditions of employment with Jones Lang LaSalle Building Operations Pvt Ltd.

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Placements TIAS . <placementstias@tecnia.in>

Trans Neuron Technologies Pvt Ltd: Final Placement Batch 2022

Priyanka Shrikhande <priyanka.s@transneuron.com>

Wed, Oct 27, 2021 at 6:32 PM

To: "Placements TIAS ." <placementstias@tecnia.in>

Cc: Madhavendra Jha <madhavendrajha@yahoo.com>, Directortias <directortias@tecnia.in>, Amit Rawat <amit.r@transneuron.com>

Dear Heena,

Thank you for reaching out.

Please find below the details about our organization~

TRANS NEURON, [HTTP://TRANSNEURON.COM/](http://transneuron.com/) A FUN PLACE TO WORK...!Trans Neuron is a Learn to Launch (L2L) Company, which aims to transform students & jobseekers into industry-ready professionals by providing them with adequate backing to take that journey. We are an innovative, out of the box company with immense faith in the power of the youth.

We help the youth to obtain industry-relevant certifications, by giving them an opportunity to try a hand at industry projects and internships. We help in the development and in the enhancement of employability skills to ensure that the next generation is better equipped for the corporate world through our award winning “**Industry Academia Collaborative Platform – iTrack**” and “**Skills Ecosystem Platform – eKaushal**”.

ABOUT iTRACK - PRODUCT -1.

WE HAVE DEVELOPED A CLOUD PLATFORM WHICH HELPS ENGINEERING STUDENTS TO LEARN EMERGING TECHNOLOGIES, PRACTICE LABS AND DO PROJECTS. THE PLATFORM ALSO CONNECTS THE STUDENTS WITH THE MENTORS/ INDUSTRY EXPERTS FOR ONLINE CLASSES.

THE PLATFORM IS NOW CONNECTING IT COMPANIES (LARGE, SMALL AND STARTUP) & VC AND ANGEL INVESTORS TO THE STUDENTS THUS HELPING STUDENTS TO GET PLACED AND LAUNCH THEIR STARTUPS.

OUR PLATFORM IS BEING USED BY MANY UNIVERSITIES IN INDIA AND OUTSIDE AND SOME OF THE LARGE TECHNOLOGY COMPANIES LIKE - IBM.

ABOUT eKAUSHAL - PRODUCT - 2

eKAUSHAL ([WWW.EKAUSHAL.COM](http://www.ekaushal.com)) IS A SKILL ECOSYSTEM PLATFORM WHICH HELPS TO RUN, MANAGE, MONITOR, ANALYZE AND PREDICT.

AS YOU KNOW THE WHOLE COUNTRY IS TALKING ABOUT KAUSHAL VIKAS OR SKILL UPGRADE AND GOI HAS SET AN AMBITIOUS TARGET TO TRAIN APPROX. 400 MILLION (40 CR) YOUTH BY 2022, BUT UNFORTUNATELY THERE IS NO CENTRAL PLATFORM

(NATIONAL SKILLS BACKBONE/ MARKETPLACE) TO CONNECT ALL THE ENTITIES OF THE SKILLS ECOSYSTEM, AND THAT IS ONE OF THE MAJOR REASON THAT THE RESULTS ARE NOT AS PER EXPECTATION.

We are looking for **Inside Sales representatives** who can provide us with support as mentioned below:

Role and Responsibilities

- Interact with New clients professionally over the phone and close the sale.
- Keep records of client interactions and follow up until the sale is completed.
- Provide after-sales support and develop the client relationship.
- Inform clients about new launches to generate repeat business.
- Generate requirements from New Clients and Existing Clients through Cold Calling.
- Sourcing New Trainers via social media & cold calls.
- Maintaining Database of Trainers across the country / skillsets

Job requirements

- Excellent oral and written English communication skills
- Outstanding client interaction skills
- Ability to develop and grow client & vendor (Trainers) relationships
- A high energy level and ambition

Desired Qualification

Freshers from MBA, BBA, BA & BCA Programmes.

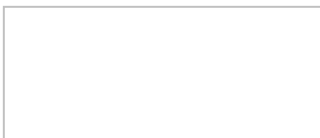
Package: - 3 to 4 LPA

Internship stipend : 15K

Could we schedule some time to discuss this in more detail? I'd welcome the opportunity to learn more about the students and see how their skills would benefit TNT.

I'm available to talk by phone. I look forward to speaking with you.

Warm regards,



Priyanka Shrikhande

HR Manager

Trans Neuron Technologies Pvt Ltd

India | Malaysia

www.transneuron.com

Priyanka.s@transneuron.com

+ 91-7869784231



www.ekaushal.com

Skill Ecosystem Management Platform™



www.itrackglobal.com

Industry Academia Collaborative eLearning
Platform™

Among “Top 50 Startup to Work For” in India – by Silicon India

Winner “Most Innovative Startup” – Ministry of IT & BT (Government of Karnataka)

LinkedIn - <https://www.linkedin.com/in/transneurontechnologies/>

Facebook - <https://www.facebook.com/itrackglobal/>

Twitter - https://twitter.com/trans_neuron

Instagram - https://instagram.com/trans_neuron?igshid=1wdq96eorgqxv

| <https://www.youtube.com/user/transneuron> | <https://plus.google.com/110296610396701057479/>

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3 attachments



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4K



image002.png
6K



image001.jpg
6K



Placements TIAS . <placementstias@tecnia.in>

Trans Neuron Technologies Pvt Ltd: Final Placement Batch 2022

Priyanka Shrikhande <priyanka.s@transneuron.com>

Mon, Nov 22, 2021 at 10:22 AM

To: "Placements TIAS ." <placementstias@tecnia.in>

Cc: Ruchi Sharma <ruchi.s@transneuron.com>, Directortias <directortias@tecnia.in>, Madhavendra Jha <madhavendrajha@yahoo.com>, Amit Rawat <amit.r@transneuron.com>

Hello Nivedita,

As discussed with Heena, the shortlisted candidates are;

- 1.Kareena Gaba
- 2.Keshav Gulati
- 14.BHUMIKA GOGNA

Kindly let us know how soon we can have them onboarded.

Warm regards,



Priyanka Shrikhande
HR Manager
Trans Neuron Technologies Pvt Ltd
India | Malaysia
www.transneuron.com
Priyanka.s@transneuron.com
+ 91-7869784231


www.ekaushal.com

Skill Ecosystem Management Platform™


www.itrackglobal.comIndustry Academia Collaborative eLearning
Platform™**Among “Top 50 Startup to Work For” in India – by Silicon India****Winner “Most Innovative Startup” – Ministry of IT & BT (Government of Karnataka)**LinkedIn - <https://www.linkedin.com/in/transneurontechnologies/>Facebook - <https://www.facebook.com/itrackglobal/>Twitter - https://twitter.com/trans_neuronInstagram - https://instagram.com/trans_neuron?igshid=1wdq96eorgqxv| <https://www.youtube.com/user/transneuron> | <https://plus.google.com/110296610396701057479/>

On Mon, Nov 22, 2021 at 9:30 AM Placements TIAS . <placementstias@tecnia.in> wrote:

Hi Ruchi,

As discussed with you over call last week, please share the list of final selects. Also will update you regarding the date of joining by today.

06-June-2022

Vanshika Saxena

Career Offer

Dear Vanshika,

We are pleased to offer you an appointment as per details given below:

- a) You will be designated as **TRAINEE - JOURNALIST**.
- b) You will be posted at **Noida**.
- c) You will be entitled to a compensation (cost to company) of **Rs. 380000/- (Three Lakh Eighty Thousand Rupees) per annum** including Variable Pay of **Rs. 38000/- (Thirty Eight Thousand Rupees)***.

This offer remains valid on compliance of the following conditions which are in accordance with organizational processes:

- Medical fitness being critical to an individual's contribution to business, the onus of submitting a medical fitness report from a recognized medical practitioner rests with you at the time of joining.
- In line with corporate governance & ethics of business, you shall agree to have necessary credential & reference verification administered on your educational/professional background.
- You will declare that you do not have any relative(s) working in any Essel Group Company. Relatives are defined as any blood relation, cousins, in-laws, spouse etc.
- You declare within seven days of receipt of this Offer Letter that you do not have any legal case pending against you in India or abroad, however in case there is any legal case is going on against you, the Company reserves the right to withdraw this offer at its discretion.
- You declare that you are not a director / partner in any firm. In case you are a director or partner in any company/firm, the Company reserves the right to withdraw this offer at its discretion.
- Submission of certificates/ proof of qualification and date of birth.
- Submission of passport size photographs (5).
- Submission of relieving letter/ certificate from the previous employer.
- Submission of proof of last salary drawn.
- Submission of dependent photographs (1/member).
- Photo ID of self - Aadhaar and Passport/Driving License/Voter ID.
- We would like to reiterate that this communication is private and confidential and not intended for perusal or information of any third party.
- Notwithstanding anything contained hereinabove, it is to be noted that this Offer is being made to you subject to and contingent upon successful completion of all background and reference checks along with the required supporting documentation. In case the background and reference checks are not found satisfactory by the Company, the Company shall be authorized to withdraw this Offer at its sole discretion with due intimation to you.

INDIADOTCOM DIGITAL PRIVATE LIMITED

(Formerly Rapidcube Technologies Private Limited, Wholly owned subsidiary of Zee Media Corporation Limited)

Registered Office - FC 19, Sector 16A, Film City, NOIDA, Gautam Buddha Nagar, Uttar Pradesh-201301, India

Office Locations - Noida • Bengaluru • Mumbai

info@india.com • Ph : 0120 - 2514700 • www.india.com • CIN-U93000UP2020PTC137165

We expect you to join as early as possible, but not later than **10-June-2022** failing which our offer will stand automatically cancelled. A detailed letter of appointment together with the break-up of CTC will be given to you after you join the organization. Please return the duplicate of this letter duly signed by you in confirmation of receipt and your acceptance.

Yours sincerely

for **Indiadotcom Digital Private Limited**



Ruchira Srivastava

Authorized Signatory

IMPORTANT NOTE -

The employee needs to be on the rolls of the company on the day of disbursement of Variable Pay. In case of separation during the year, no pro rata payment will be done.

The Company reserves the right to restructure your salary and components thereof at any point of time during your employment with the company.

All tax implications arising out of your salary structure shall be borne by you.

Please note that all above details are individual specific and hence strict confidentiality needs to be maintained.

INDIADOTCOM DIGITAL PRIVATE LIMITED

(Formerly Rapidcube Technologies Private Limited, Wholly owned subsidiary of Zee Media Corporation Limited)

Registered Office - FC 19, Sector 16A, Film City, NOIDA, Gautam Buddha Nagar, Uttar Pradesh-201301, India

Office Locations - Noida • Bengaluru • Mumbai

info@india.com • Ph : 0120 - 2514700 • www.india.com • CIN-U93000UP2020PTC137165



EY Global Delivery Services India LLP
3rd Floor, Tower 'C',
RMZ Infinity, Old Madras Road,
Benniganahalli, K.R. Puram,
Bangalore - 560016
Karnataka , India

Tel: +91 080 6681 3000
Fax: +91 080 6681 3334
ey.com

01 November, 2022

**Ms Kriti Nagi
14, State Bank Nagar,
Paschim Vihar, New Delhi,
Delhi,
Delhi - 110063**

**Contact No: 9999259516
Email: nagikriti0317@gmail.com**

Dear Kriti,

**Subject: Appointment in the position of
Associate**

With reference to your application and the subsequent interview you had with us, we are pleased to confirm your appointment for the above said position in **"EY Global Delivery Services India LLP"** (the "Firm") subject to the following terms and conditions:

1. POSITION:

You will be appointed in the position of **Associate** in Assurance in the Firm. Your Rank will be **66**. While serving the Firm in this position, you will report to, and receive direction from the reporting manager or as may be communicated to you from time to time. As agreed, you shall join the services of the Firm at **Noida** office.

2. DUTIES AND CODE OF CONDUCT:

- a. You shall at all times carry out such duties and responsibilities as may be assigned to you by the Firm and shall faithfully and diligently perform these in compliance with established policies and procedures, endeavouring to the best of your ability to protect and promote the interests of the Firm.
- b. You will be bound by the Firm's Code of Conduct and all other rules, regulations, policies and orders issued by the Firm from time to time in relation to your conduct, discipline and service conditions such as leave, medical, retirement, IT policies, etc. as if these conduct rules, regulations, policies et al, were part of this contract of employment.
- c. Without prejudice to the generality of the foregoing, you shall at all times comply with the Firm's policies and procedures (as may be intimated from time to time on the Firm's internal home page or through Firm newsletters and webcasts or other written means), including but not limited to matters relating to independence, anti-bribery, prevention of insider trading and prevention of sexual harassment.

3. WORKING HOURS:

Your standard working hours will be 45 hours a week. Your work week comprises of weekly off, which will be communicated to you by your reporting manager. In view of your position in the Firm, you shall effectively perform to ensure results and you will be expected to work beyond the standard working hours to achieve the results, whenever your job so requires. Additionally, as mentioned in your interview process, the Firm may



implement staggered work shifts, from time to time. In such an event, you shall abide by the change in the standard working hours as may be notified by the Firm to accommodate such staggered shifts.

4. DATE OF JOINING:

As per our discussion your date of joining will be **16 November, 2022**

Your initial work location will be EY Global Delivery Services India LLP, 12th, 14th, 15th and 16th Floor, Tower C, Advant Navis Business Park, Plot no-7, Sector 142 Noida, District Gautam Budh Nagar, U.P 201301.

Given the current situation, you will be onboarded virtually and can work remotely till you are specifically advised to report to a GDS facility by your counsellor or your Service Line Operations team.

5. PROBATION:

You shall be on probation for a period of six months from the date of joining the Firm. Your employment will be deemed confirmed, unless otherwise communicated to you in writing for reasons not limited to performance.

During the six months probationary period for matters related to discipline or performance, the Firm reserves the right to take action in accordance to the policy of the Firm.

Please note that a confirmation letter/notification will not be issued to you upon completion of the six month probationary period.

6. ANNUAL FIXED COMPENSATION:

You shall be paid an annual fixed compensation of **INR 3,65,000/-** per annum. The annual fixed compensation will be subject to applicable taxes as per the provisions of the Income Tax Act, 1961, and will be paid to you after deduction of income tax and other applicable taxes at source. The annual fixed compensation will be paid to you monthly in arrears. It is a condition of your service that you shall abide by the Firm's policy maintaining the strictest confidentiality of your compensation information and not disclose such information to any other person within the Firm.

7. TRANSFERABILITY:

Your initial place of posting will be Noida. The Firm reserves the right to transfer you to any other location in India and/or to any other entity affiliated or associated with the Firm.

8. CONFIDENTIALITY:

- a. Compensation: You shall at all times keep the details of your compensation and employment benefits at the Firm strictly confidential, and shall not disclose such details to any other person within the Firm.
- b. Use of Firm's name: You shall use the Firm name, logos, trademarks or other identifiers strictly in the manner permitted by the Firm's policies, or for the purposes of provision of Services delegated to you to the extent required. Upon termination of your employment with the Firm, you shall not use the Firm's name, logo, trademark or other identifier in any manner other than what is already a matter of public knowledge, provided however you will not be in breach of this clause if you make reference to the Firm's name solely to describe your former association with the Firm subject to the confidentiality obligations which the Firm might have undertaken in relation to any of its clients/customers/users, vendors or other Firm's



- c. **Information:** You shall always maintain the highest degree of confidentiality and keep as confidential the records, documents and other Confidential Information relating to the business of the Firm which may be known to you or confided in you by the Firm its representatives, authorized personnel, vendors, sub-contractors, clients/customers/users etc. and by any means and you will use such records, documents and information only in a duly authorized manner in the interest of the Firm . For the purposes of this clause 'Confidential Information' means information about the Firm's business and that of its clients/customers/users, subcontractors, business partners or agents which is not available to the general public and which may be learnt by you in the course of your employment. This includes, but is not limited to, information relating to the Firm, its client/customer/user lists, employment policies, personnel, and information about the Firm's products, services, processes including ideas, concepts, projections, technology, manuals, drawing, designs, specifications, sales pitches, fees quotes, tender information, key personnel, customer contacts, thought leadership papers, and all papers, resumes, records and other documents containing such Confidential Information, whether such information was disclosed to or accessed by you prior to or after the date hereof. You shall at all times, whether during or after the termination of your employment, act with utmost fidelity and shall not disclose or divulge any such information to third parties or make use of such information for your own benefit or otherwise howsoever.
- d. At no time will you remove any Confidential Information from the Firm's offices without the permission of your reporting manager and/or an authorized officer of the Firm save and except for the purposes of performing the duties assigned to you in your capacity as an employee of the Firm and for no other purpose or use. You will not reproduce, store in a retrieval system or transmit in any form or by any means - electronic, mechanical, photocopying, recording, scanning or otherwise - any copyrighted material or other confidential or proprietary material, which is the property of the Firm or of its clients/customers/users, for your own benefit or for the benefit of any third party, either during the term of your employment or thereafter.
- e. You acknowledge and agree that disclosure of any portion of the Confidential Information prohibited herein or any breach of the provisions herein may result in irreparable injury and damage to the Firm which will not be adequately compensable in monetary damages, that the Firm will have no adequate remedy at law therefor, and that the Firm may, in addition to all other remedies available to it at law or in equity, obtain such preliminary, temporary or permanent mandatory or restraining injunctions, orders or decrees as may be necessary to protect the Firm against, or on account of, any breach by you of the provisions contained herein, and you agree to reimburse the reasonable legal fees and other costs incurred by the Firm in enforcing the provisions of this contract of employment. In addition the Firm will be within its rights to (i) advertise for public knowledge / notice (ii) notify to your prospective employer or iii) regulatory body, any impropriety or breach of confidentiality obligations hereunder as a result of your actions, at its absolute discretion.
- f. Upon termination of your employment or otherwise upon the Firm's request, you will immediately return and surrender to the Firm , all data, information, files, books, magazines, reports, documents, manuals, audio and video tapes, floppies, discs, any knowledge databases entrusted to you, and any other data, information or material containing or reflecting Confidential Information in the course of your employment and shall not retain any copy thereof in any form whatsoever. If the Firm requests, you shall also confirm in writing to the Firm that you have complied with this clause. The Firm reserves the right to alter the confidentiality agreement from time to time, as and when required.
- g. Your duty to safeguard and not disclose, share or publish Confidential Information will survive the expiration or termination of this contract of employment and/or your employment with the Firm.

9. INTELLECTUAL PROPERTY:

In consideration of this Contract of employment and of the salary agreed to be paid in consideration hereof, you agree:



- a. The Firm shall own (as its exclusive property, free from any obligations towards you) all intellectual property developed or conceived by you solely or jointly with others during the period of your employment, (1) that are along the lines of the businesses, work or investigations of the Firm to which your employment relates or as to which you may receive information due to your employment, or (2) that result from or are suggested by any work which you may do for the Firm or (3) that are otherwise made through the use of Firm's time, facilities or materials;
- b. Not to disclose or utilize in your work with the Firm , any confidential information of others (including any prior employers) or any inventions or innovations of otherwise without express permission; and
- c. To execute all necessary papers and otherwise provide proper assistance (at the Firm's expense), during and subsequent to your employment, to enable the Firm to obtain for itself or its nominees all patents, copyrights, or other legal protection for such intellectual property in any and all countries.

10. LEAVE:

You will be entitled to a total leave of 30 days for each completed year of service, in accordance with the leave rules of the Firm. The Firm reserves the right to alter the policy from time to time and the policy in effect for the time being shall be applicable to you.

11. PROVIDENT FUND AND GRATUITY PLANS:

You will participate in the Firm's Provident Fund, and Gratuity Plans as may be applicable in the Firm as per the Payment of Gratuity Act, 1972.

12. RETIREMENT:

As per the Firm' extant policy, retirement age of the employee is 60 years. The Firm reserves the right to alter the policy from time to time and the policy in effect for the time being shall be applicable to you.

13. NOTICE PERIOD; TERMINATION:

- a. During the probation or extended probation period, either the Firm or you may terminate your contract of employment by giving one month's written notice or one month's salary which is based on annual fixed compensation, in lieu of notice, to the other party, subject to the release date being approved by the Firm. The Firm reserves the right to terminate your employment by giving you compensation equivalent to one month's salary which is based on annual fixed compensation, in lieu of the notice period.
- b. After confirmation of your service at the Firm, the contract of employment is terminable by either the Firm or by you, by giving two months' notice in writing to the other, without assigning any reasons thereof. The Firm reserves the right to pay or recover from you, two month's salary which is based on annual fixed compensation, in lieu of the notice period, subject to the release date being approved by the Firm.
- c. If termination is initiated by you, the Firm may, at its discretion, relieve you from a date it may deem fit, at any time before expiration of the notice period. The Firm will agree to the release date and salary payment in lieu of notice period. During the notice period, however, you shall cooperate with the Firm in ensuring smooth and proper hand-over of your responsibilities, failing which the Firm shall be authorized to withhold/forfeit your dues.
- d. The Firm may also terminate/suspend your services at its discretion at any time without giving any notice or amount in lieu of notice immediately if it has been alleged and prima facie established through preliminary internal enquiry that you have committed (i) any heinous criminal act or any offense involving moral turpitude (the term "moral turpitude" includes crimes having an inherent quality of baseness, vileness, or depravity with respect to a person's duty to the society in general



such as rape, forgery, theft, solicitation, etc.), (ii) sexual harassment (adjudicated guilty as per the Firm's policy and local laws) or (iii) other act that threatens or likely to damage Firm's reputation or (iv) any misconduct or breach of terms and conditions outlined in this contract of employment including the Firm's policies.

- e. The Firm also expects that you voluntarily disclose details of any of the above acts to the Firm at the time of joining or during your employment with the Firm, as applicable, based on which the Firm may terminate/suspend your services at its discretion at any time immediately upon written notice to you.

14. PAST RECORD:

If any information or declaration given by you to the Firm proves to be false or if you are found to have willfully suppressed any material information, including but not limited to any information about your educational qualification, professional certification, you will be liable to be discharged from the services of the Firm, without any notice or salary.

15. RULES AND REGULATIONS:

You shall abide by the Rules and Regulations of the Firm in effect from time to time or as the Firm may communicate from time to time.

16. DUAL EMPLOYMENT:

You will be in the exclusive employment of the Firm. During your employment with the Firm, you will devote your whole time, attention and skill to your ability for its business and you shall not, except with the written permission of the Firm, engage directly or indirectly in any other business, profession, occupation or other commercial activity, whether as a principal, agent, contractor, consultant or otherwise, whether full-time or part-time.

17. PERSONAL DATA:

During the course of your employment with the Firm, you may provide the Firm with confidential data or information that can be linked to you personally, or otherwise personally identifies you, including without limitation your financial information, emails, addresses, telephone numbers, shareholdings, physical, physiological and mental health information, and medical records and history (your "Personal Data"). You acknowledge that the Firm may collect, use, transfer, store or otherwise process ("Process") such Personal Data as required per the Firm's policies, to facilitate the conduct of the Firm's business, to conduct background checks, check conflicts or maintain independence, finance and accounting purposes or for quality and risk management purposes. The Firm will Process your Personal Data in accordance with applicable law and professional obligations and shall ensure that any service provider who Processes Personal Data on our behalf adheres to such requirements.

You hereby consent to the processing of your Personal Data in the manner described above, whether by the Firm or any service provider on the Firm's behalf.

18. EMPLOYMENT VERIFICATION :

Your qualifications and employment will be subject to a background check, which will be conducted by such agency/firm/establishment, whose services are contracted by the Firm, from time to time. The verification will include authentication of any factual or historical information provided by you, related to past and present data such as reference details, previous employment details, educational credentials and criminal records, etc. You are required to give your consent, by signing the background verification declaration in such a manner as may



be required by the Firm. In the event that you fail to submit the documents sought by the Firm within the stipulated timeline or if any information provided by you to the Firm proves to be false or if you are found to have willfully withheld any information, the Firm reserves the right to revoke and/ or terminate this contract of employment, without any notice or compensation.

19. SUBMISSION OF DOCUMENTS:

You will be expected to mandatorily submit relevant documents as stated in Annexure A at the time or prior to joining the Firm. The list of relevant documents will be intimated to you. In the event that you do not submit the relevant documents within the stipulated time period, the Firm reserves the right to revoke and/ or terminate this contract of employment without any notice or compensation.

20. MISCELLANEOUS:

- a. The following annexures form an integral part of this agreement.
 - a) Annexure A - List of documents to be submitted
 - b) Annexure B - Illustrative compensation break-up
- b. Previous employment: You represent and warrant to the Firm that you are under no contractual, fiduciary, professional or other obligation or commitment that prevents you from entering into this contract of employment, or is otherwise inconsistent with your obligations under this contract of employment. If you were previously employed with another organisation, you represent and warrant to us that you have returned all property and confidential information belonging to any prior employer/organization and do not have any outstanding issues/unfulfilled employment obligation pending with your previous employer/organization having legal ramifications/consequences for you or for the Firm.
- c. Additional Documents: In addition you may also be required to execute additional documents, declarations and/or deeds as (i) per the Firm's policy as may apply to your/your nature of services as well as (ii) per any requirement of law of the jurisdiction where you might be required to work as a part of your employment with us, depending upon your job requirements and/or (iii) per the requirement of any professional, industry or other regulatory body and/or (iv) to meet any specific client/customer/user request and/or (v) per the Firm's exclusive discretion.
- d. Supersedes previous contract of employment: This contract of employment supersedes and replaces any existing agreement between the Firm and you relating generally to the same subject matter. It may not be modified or terminated, in whole or part, except in writing signed by an authorized representative of the Firm. This contract of employment shall include all written deeds, documents, declarations, bonds and undertakings signed by you pursuant to and arising out of this document. Discharge of your undertakings in this contract of employment shall be an obligation of your executors, administrators, or other legal representatives or assigns.
- e. Severability: If any provision contained in this contract of employment is held to be invalid or unenforceable under applicable law, the remaining provisions of this contract of employment shall be construed as if such provision did not exist, and the unenforceability or invalidity of such provision shall not be held to render any other provision of this contract of employment unenforceable or invalid.
- f. Privity of Contract: The terms of this contract of employment may only be enforced by a party to this contract of employment.
- g. Governing law and dispute resolution: This contract of employment, including all matters relating to its validity, construction, performance and enforcement, shall be governed by and construed in accordance with Indian law. In case of any dispute in relation to this contract of employment the decision of the management of the Firm shall be final and binding.

Please acknowledge your acceptance of these terms and conditions of employment by signing the duplicate copy of this contract of employment and submitting the same to us for the Firm's records.



Thanking you.

Yours faithfully,
for **EY Global Delivery Services India LLP**

Signed By: Rahul Dasgupta
Reason: Offer letter
Location: Bangalore
Date: 11/01/2022 12:03:10

Authorized Signatory

I hereby accept the aforesaid position and terms and conditions of employment set forth above.

Signed: Kriti Nagi Date: 11/4/2022

Name: Kriti Nagi



Annexure A

Dear Kriti,

Please refer to the discussion that you had with us. Please note that you have to submit the following documents on the date of joining (it is mandatory to carry all documents & information listed below).

SN	Documents to be submitted on the Date of Joining	Tick Y/N
1	4 passport size photographs in formals with a white background	
2	Three printed copies of the following documents: - Your Pan Card - Mandatory - Aadhaar Card - Mandatory - Your passport, voters ID, ration card, driving license or ESIC card	
3	Single printed copies of all semester and year mark sheets, degree and provisional certificates for: ► Graduation/Post-graduation Note: If you are awaiting results, please submit all previous semester mark sheets, along with a copy of your last semester results	
4	Professional qualification certificates* *For CA qualified - Please carry your articleship completion certificate and membership certificate, along with mark sheets	
5	For Enrolled Agent/CPA qualified/ ATT Certification - Please carry your completion certificate along with the license/certification number details	
6	Experience certificate or relieving letter from last 2 employers as applicable. Your resignation acceptance letter will also be accepted by us. However, the relieving letter should be submitted to us within 30 days of joining.	
7	PF declaration form	
8	Bank details - Account number along with the IFSC code	
9	Last drawn payslip from your previous employer	
10	Your blood group	
11	Name, address (preferably residence address) and telephone number of two references, excluding relatives. If you have prior work experience, one reference has to be from the last organization or employer.	



Annexure B

Name	Kriti Nagi	DOJ	16 November, 2022
Designation	Associate	Service Line	Assurance
Rank	66		

COMPONENTS	Per Month (INR)	Annual (INR)
Basic Salary	12,167	1,46,000
House Rent Allowance (HRA)	6,083	73,000
Other allowance including flexible components 1	6,547	78,560
Advanced Statutory Bonus	2,220	26,640
Transport Assistance	1,600	19,200
Employer's Provident Fund (PF) contribution	1,800	21,600
Fixed compensation	30,417	3,65,000

Benefits (Estimated value)		
Insurance premium 3 (Group Medical + Group Personal Accident + Group Term Life)		23,983
Gratuity 4		7,023
Total of Benefits		31,006

Notes:

You will be eligible to participate in the GDS Variable Pay Bonus (VPB) Program, with a VPB percentage target of 5% at your rank. This target is indicative and the actual pay-out, each year, will vary based on the GDS, Service Line/Service Function and individual performance. Payment under any VPB program is subject to you being employed with the Firm as on the date of pay-out. Employees who join the Firm during the year, will be eligible for a pro-rated VPB amount, subject to meeting the guidelines of the Program. The amount is subject to income tax deduction, as per rules prescribed under the tax laws.

All the above components and benefits are as per the Firm's policies and are subject to change from time to time. Please refer to the payroll database (<http://gssconnect.ey.net/payroll/index.htm>) for a detailed breakup of your salary structure.

¹ You will also be allowed to determine your flexible components that form a part of your fixed compensation. These will be defined as per policy of the Firm which may be modified from time to time. Please refer to the payroll database (<http://gssconnect.ey.net/payroll/index.htm>) for applicable flexible components.



Insurance benefits

Benefit Type	Benefit Value	Features
Group Medical Insurance	INR 4,00,000	Floater cover for self and five dependents which includes spouse/same sex partner, children and parents/parent-in-law. The premium stated above is the maximum amount paid/incurred by the Firm, and is subject to change every year post renewal. There will be an employee contribution towards the premium. In addition to the existing INR 4,00,000 cover, employees can opt for an additional sum insured (custom-made 'top-up' health insurance benefit) at a reasonable cost to cover themselves and their dependents.
Group Personal Accident Insurance	INR 10,00,000	For self, as per policy, is being paid/incurred by the Firm on your behalf. The premium stated above is the maximum amount paid/incurred by the Firm, and is subject to change every year post renewal of insurance policy.
Group Term Life insurance	INR 10,95,000	For self, as per policy, is being paid/incurred by the Firm on your behalf. The premium stated above is the maximum amount paid/incurred by the Firm, and is subject to change every year post renewal of insurance policy.

⁴ Gratuity will be paid as per provisions under the prevailing regulations.



Placements TIAS . <placementstias@tecnia.in>

Fwd: Congratulations offer from Genesis BCW - Confidential

1 message

Vanshika Thakur <vanshikathakur901@gmail.com>
To: placementstias@tecnia.in

Tue, Apr 11, 2023 at 1:47 PM

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

From: **Karen D'Mello** <karen.dmello@genesis-bcw.com>

Date: Thu, 6 Apr 2023 at 4:38 PM

Subject: Congratulations offer from Genesis BCW - Confidential

To: Vanshika Thakur <vanshikathakur901@gmail.com>

Dear Vanshika,

Greetings from the talent team at Genesis BCW. Thank you for your patience and investing time in our interview process.

On behalf of Genesis BCW, it is my pleasure to offer you the position of **Assistant Account Executive Genesis BCW, based in Gurugram**. This offer is subject to reference checks which are currently in progress.

Your compensation includes benefits and allowances in addition to the salary details mentioned in the file, each of these are explained below:

Annual Benefits

Medical Insurance: The firm extends a cashless medical cover to you for an amount of Rs. Five lakhs. Your spouse and children (maximum two) could be covered at no additional cost.

Accident Insurance: the firm extends an accident insurance cover to you for an amount of Rs. Ten lakhs under its Group Accident Insurance Policy.

Group Life Insurance: The firm extends a life insurance cover up to your Annual Fixed CTC (not including perquisite and bonus) and if the annual CTC is less than Rs. 10 lacs, then the minimum coverage will be Rs.10 lacs

Perquisites

Laptop: The firm provides you with a laptop to assist you in maintaining your work life balance.

Health Check-up: As a part of our health and wellness initiative, you are eligible for a health check. For employees who are 30 years of age and above, this will be once a year and for employees below 30 years of age, once in every two years. For details, please refer to the Annual Health Check policy.

Reimbursements not included in the compensation.

Conveyance Reimbursement: You will be entitled to claim reimbursements for all **business-related** local conveyance expenses as per the firm's guidelines.

Also, review the offer and let me know if we can connect today to walk you through the offer so that you understand the structure and your take home salary post which you can share your acceptance with your **earliest date of joining**.

Please treat all offers shared as private & confidential and cannot be discussed with anyone.

Regards,

karen dmello | senior manager - talent

m: +91 7400155794 | karen.dmello@genesis-bcw.com



4th Floor, Bay 99, Adjacent to JW Marriott Sahar,
IA Project Road, Chhatrapati Shivaji International Airport,
Andheri, Mumbai, Maharashtra 400099

bcw-global.com/locations/india

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Vanshika Thakur Assistant Account Executive Offer .pdf
109K

Annexure-1		
NAME	DESIGNATION	LOCATION
Vanshika Thakur	Assistant Account Executive	Mumbai
Particulars	Monthly	Annual
SALARY (I)	28,560	3,42,720
Basic	12,000	1,44,000
HRA	6,000	72,000
Conveyance Allowance	3,000	36,000
Special Allowance	7,560	90,720
RETIREMENT BENEFITS (II)	1,440	17,280
Firm's Contribution to Provident Fund	1,440	17,280
TOTAL FIXED COMPENSATION (A+B)	30,000	3,60,000
<i>*Special Allowance- This amount includes the option to avail the Leave Travel Allowance as per income tax regulations.</i> In addition, you will also be entitled to the following: 1. A maximum of Rs. 1,000/- p.m. towards reimbursement of official mobile phone expenses as per Company's policy. 2. Group Life Insurance- 10 Lacs** 3. Medical Insurance- 5 Lacs for self, spouse & children(maximum of two)** 4. Accident Insurance- 10 Lacs** 5. Gratuity applicable as per law. Please refer to the Gratuity Policy at GBCW for more details. **For details please refer to your benefits letter		



EMPLOYMENT OFFER LETTER

15th July, 2022

Shubham Kushwaha
B-69/2 A, 40 feet Road, Jagat Puri,
Delhi - 110051

Re: Offer of Appointment as “ Operations Executive”

Dear Shubham Kushwaha,

We are pleased to inform you that you are appointed as a **“Operations Executive”** at INNOVALANCE LEARNING SYSTEMS PVT. LTD. on the following terms and conditions.

1. Position:

Your position will be that of a **“Operations Executive”** and you shall report on all activities of the company to the Board of Directors. Your place of posting will be at Rohini, Delhi. Your services are liable to be transferred within the company, or to any of its associates anywhere in India or Abroad.

2. Appointment:

Your appointment shall begin from **15th July, 2022**. Either party may terminate the appointment by giving two month notice in writing to the other party.

3. Salary:

You will be paid a total compensation of **INR 3,60,000/- Per annum on a Cost To Company (CTC) Basis**. Monthly consolidated salary will be **Rs. 30,000 per month subject to statutory deductions and completion of your monthly base target**. The salary will be subject to Income Tax Laws and an annual review by the Board of Directors having regard to your achievements and performance.

The compensation information is personal and confidential. As a company policy, you are not supposed to share this information with other employees or any unauthorized personnel. Any violation will be dealt with appropriately.

21 July 2022

Saksham Tyagi
Noida

Subject: Employment Offer for the Position of Associate-Business Development

Dear Saksham Tyagi,

We are delighted to offer you a position with **Leverage Ed-Tech Private Limited** (the “Company”) at our Noida Office as an Associate-Business Development. This letter describes the basic terms of the offer subject to a mutual agreement on the terms stated below.

This offer stands contingent on a background check and validation of the information provided by you during the interview or any other process related to your employment with the Company.

Employment Start Date

You are required to commence employment with the Company on **July 25, 2022** (the “Joining Date”). You will be on probation for a period of three months from the date of your joining. Wherein the probation period may be either extended at the discretion of the management or maybe reduced either earlier or on completion or thereafter till confirmation.

Your services are liable to be terminated without notice during the initial or extended period of probation. In case you decide to leave the company during this period, you will have to give notice of **15 (Fifteen) days** to the company.

Employment Benefits and Compensation

Your **Annual CTC will be Rs.3,60,000/- (Rupees Three Lakhs Sixty Thousand Only)** Per Annum including fixed and variable incentive pay. The Salary Break- up is outlined in **Annexure- I** for your reference.

Variable Performance Pay: Incentive of up to Rs.3,00,000/- (Rupees Three Lakhs Only) Per Annum (based on Actual Performance).

Leave/Holidays (Annual)

You are entitled to a **Casual Leave** of **7 (Seven)** days. You are entitled to **7 (Seven)** working days of **Paid Wellness Leave**. You are entitled to **15 (Fifteen)** days of **Paid Earned Leave** as per the leave policy of the company. The Company shall notify a list of declared holidays at the beginning of each year.

Employment Agreement, Confidentiality of Proprietary Information, and Non-Disclosure Agreement

The employee’s duties may be reasonably modified at the Company’s discretion from time to time. The employee will be required to work full time with the Company and, during this employment, will not engage in any other business activity, regardless of whether that activity is pursued for profit, gain, or any other monetary advantage. The employee is also prohibited from investing in any other competing business. The employee will be required, during, and after the term of this employment, not to reveal any confidential information or trade secrets to any person, firm, corporation, or entity. In case of breach of this condition, the Company can take action against the employee, which may be disciplinary or legal in nature.

For a period of **6 (Six)** months after the Termination of Employment with the Company, you shall not, directly or indirectly, engage or get employed in a business similar to that of the Company. If in case, you discontinue your association with the Company, you shall not directly or indirectly solicit or attempt in any manner to solicit, any business from any existing customer/ client of the Company or employ, solicit, incite, canvass, or assist any person to employ, any person who is in the employment of the Company.

If the terms stated above are acceptable to you, please return a signed copy of this document.

Conditions for Termination

Your appointment can be terminated by the Company, without any reason, by giving you not less than 15 days prior notice in writing or salary in lieu thereof. You may terminate your employment with the Company, without any cause, by giving no less than 30 days prior notice or salary for an unsaved period, left after adjustment of pending leaves, as on date.

The Company shall be entitled to make policy declarations from time to time pertaining to matters like leave entitlement, maternity leave, employees' benefits, working hours, transfer policies, etc., and may alter the same from time to time at its sole discretion. All such policy decisions of the Company shall be binding on you and shall override this Agreement to that extent.

Documents required

On the day of your joining, please bring the following documents to help us get you onboard quickly.

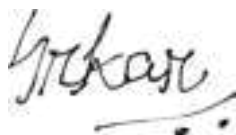
1. Relieving certificate from the previous employer, if any
2. The Last three-month payslips received from the previous employer if any
3. 10th mark sheet, 12th mark sheet, Graduation mark sheet, Post-Graduation mark sheet, Additional Qualification documents
4. Three passport size photo
5. Identity Proof (PAN Card, DL, Passport, Aadhar Card, etc.)

If you have any queries or need assistance regarding your joining, please contact HR at hr@leverageedu.com.

We are excited about the possibility of you joining us and look forward to a mutually beneficial working relationship.

Yours Sincerely,

For Leverage ED-Tech Private Limited



Saugata Sarkar
(Director- Talent Excellence)

Employee Acceptance:

I accept employment with the Leverage ED-Tech Private Limited under the terms described in this letter:

Signature: Sapsham Date: 22 July, 2022 Place: Hisar

Annexure- I

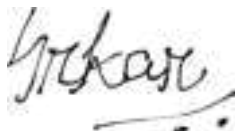
Cost to Company (Fixed- INR)*		3,60,000
Base Work Location	Noida	
Component	Annual	Monthly
Basic	1,80,000	15,000
HRA	90,000	7,500
Special Allowance	68,400	5,700
Employee PF Contribution	21,600	1,800
Gross Salary (Pre- Tax)	3,38,400	28,200
Employer PF Contribution	21,600	1,800
Cost to Company (Fixed Gross)	3,60,000	30,000
Annual Variable Performance Pay (Performance Based)**	3,00,000	25,000

**Payments are subject to applicable taxes and statutory deductions.*

***Annual Variable Performance Pay is an annual/quarterly/monthly component as per company policy and pay-out is subject to actual performance as measured against organisational parameters in the Appraisal Cycle or as authorised by the Company. All related payments are subject to Income Tax and Statutory deductions.*

Yours Sincerely,

For Leverage ED-Tech Private Limited



Saugata Sarkar
(Director- Talent Excellence)

Employee Acceptance:

I accept employment with the Leverage ED-Tech Private Limited under the terms described in this letter:

Signature: Sapdham Date: 22 July, 2022 Place: Hisar



Date: 14th April 2022

PERSONAL & CONFIDENTIAL

Dear Ritika Mishra,

We are pleased to extend you an offer to join Josh Talks as a Content Executive - Josh Talks Podcast. This letter will memorialize the terms of your Professional Service Contract with Josh Talks. Your Professional Service Contract is contingent on your ability to furnish Professional Service Contract eligibility documentation as required by law.

We look forward to your joining and helping us achieve the Organisation's mission.

The terms of your Professional Service Contract are as follows:

Nature of Role: Professional Service Contract

Start Date: 18th April 2022

End Date: 30th September 2022

Remuneration: INR 30,000 (10% Tax deduction as applicable) per month

Confidentiality: The existence, nature, terms and conditions of this Agreement are strictly confidential and shall not be disclosed by either of the parties in any manner or form, directly or indirectly, to any person or entity under any circumstances. Further, the remuneration shall strictly not be discussed with co-team team members.

Non-Compete: You agree that during the term of your Professional Service Contract and for a further period of 6 calendar months after separation from the Organisation, for whatever reasons, you shall not carry on or engage in directly or indirectly in any business which competes directly or indirectly with any or all the business pursued by the Organisation in any territory, whether in India or overseas, at the relevant point of time or proposed to be pursued by the Organisation in the immediate future, in respect of which proposal you were aware of or likely to be aware of considering the nature of your duties ("Restricted Business), other than through the Organisation.

Intellectual Property Rights: The intellectual property created by you in the course of your Professional Service Contract will be solely owned by Josh Talks. Josh Talks will have the right to produce, reproduce and monetise the content created during your term with the organisation.

Term: The duration of this Professional Service Contract will be of around 5 and a half months & may be terminated earlier by either party for any cause. The first 1 month of the term shall be a probationary period. In case of termination by Josh Talks, the notice period shall be 1 week and in case of termination by team member, the notice period shall be of 1 week. In case of termination by cause, no salary shall be remunerated thereafter.



Team member Agreement: To protect the interests of the Organisation, you will need to sign the Organisation's standard Terms & Conditions of Professional Service Contract (attached as Exhibit A), invention assignment agreement, Josh Talks Private Limited Confidentiality Agreement and conflict of interest agreement (collectively, the "Team member Agreements") as a condition of your Professional Service Contract.

Workplace Conduct: The organization has a very strict policy against sexual harassment. Sexual harassment will not be tolerated either in the office premises or whilst on assignment or in any place visited by the team member arising out of or during the course of Professional Service Contract and includes transportation service provided by the organization and all your engagements as a representative of this organization. Sexual harassment shall be treated on par with other forms of misconduct under the Professional Service Contract and will attract disciplinary proceedings. Any person found involved in sexual harassment shall face severe consequences as mentioned under the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013, which can include deduction from salary or wages payable, initiation of criminal proceedings or termination of the Professional Service Contract. For the purpose of this clause, the expression 'sexual harassment' shall have the same meaning as under Section 2(n) and 3(2) of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013. For the purpose of clarification, this clause will be equally applicable to all team members, irrespective of their gender and will cover same-sex sexual harassment. You represent that your signing of this offer letter, and the Team member Agreements and your commencement of Professional Service Contract with the Organisation will not breach any agreement currently in place between yourself and current or past employers.

P.S. Kindly carry your laptop once you join in as we have a 'bring your own laptop' policy

Sincerely,

Supriya Paul

I agree to the above-stated terms of the offer and accept the same.

Ritika Mishra



EXHIBIT: A - Terms & Conditions of Professional Service Contract

1. During the term of your Professional Service Contract with Josh Talks, you may not engage in any other Professional Service Contract or act in any way, which either conflicts with your duties and obligations to Josh Talks or is contrary to the policies or the interests of Josh Talks.
2. During the term of your Professional Service Contract with Josh Talks, you are required to disclose all material and relevant information, which may either affect your Professional Service Contract with Josh Talks currently or in the future or maybe in conflict with the terms of your Professional Service Contract with Josh Talks, either directly or indirectly. If at any time during your Professional Service Contract, if Josh Talks becomes aware that you have suppressed any material or relevant information required to be disclosed by you, Josh Talks reserves the right to forthwith terminate your Professional Service Contract without any notice and without any obligation or liability to pay any remuneration or other dues to you irrespective of the period that you may have been in Professional Service contract with Josh Talks.
3. You agree to conform to and comply with Josh Talks' Policy and Josh Talks may from time to time give such directions and orders.
4. Notwithstanding anything mentioned in this Agreement, Josh Talks may terminate your Professional Service Contract, with immediate effect by notice in writing (without salary in lieu of notice), in the event of your misconduct, including but not limited to, fraudulent, dishonest or undisciplined conduct of, or breach of integrity, or embezzlement, or misappropriation or misuse by you of Josh Talks's property, or insubordination or failure to comply with the directions given to you by persons so authorized, or your insolvency or conviction for any offence involving moral turpitude, or breach by you of any terms of this Agreement or Josh Talks Policy or other documents or directions of Josh Talks , or irregularity in attendance, or your unauthorized absence of from the place of work for more than five (5) working days, or closure of the business of Josh Talks , or redundancy of your post on Josh Talks, or upon you conducting yourself in a manner which is regarded by Josh Talks as prejudicial to its own interests or to the interests of its clients.
5. Notwithstanding anything aforesaid, termination by you shall be subject to the satisfactory completion of all your existing duties, obligations and projects.
6. At the time of termination of your Professional Service Contract, if there are any dues from you, the same may be adjusted against any money due to you from Josh Talks on account of salary, bonus or any other such payments.
7. You agree that the laws of India shall govern the interpretation and enforcement of this Agreement and the provisions of the Indian Arbitration and Conciliation Act, 1996, shall govern all disputes under this Agreement. The venue for arbitration will be New Delhi.

P2 E-PRO PRIVATE LIMITED

APPOINTMENT LETTER

17th May 2022

To,
Paawan Dhingra
B-6/14, Mianwali Nagar,
New Delhi-110087

Dear Mr. Paawan,

Congratulations and welcome to the **P2 E-Pro Private Limited Team!**

We are pleased to offer you the position of **Community Manager at P2 E-Pro Private Limited** ("Company") with a start date of **6th June 2022**, contingent upon execution of the detailed employment agreement ("**Employment Agreement**") and the performance of any conditions laid out therein. You will be reporting directly to **Mr. Agam Chaudhary** at the Company's office in Noida. We believe your skills and experience are an excellent match for our Company.

Your annual starting salary for this position shall be **INR 3,60,000/- (Rupees Three Lakhs Sixty Thousand Only)** ("**Total Remuneration**"). The Total Remuneration shall be subject to deduction by the Company of applicable taxes under law.

Your terms of employment, job duties, responsibilities, remuneration break-up, eligibility regarding allowances, reimbursement of expenses etc. will be set out in the detailed Employment Agreement to be executed between you and the Company at a later date.

Please confirm your acceptance of this offer by signing and returning a copy of this letter.

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

Sincerely,
For and on behalf of **P2 E-Pro Private Limited**

Agreed and Accepted,

Mr. Gagan Singh
Director

Date: 17th May 2022

Mr. Paawan Dhingra
Date:

BAP/HRD/2022

July 14, 2022

Sub : JOB OFFER LETTER

Dear Ms. Himanshi,

Further to your application and subsequent discussion you had with us, we are pleased to offer you an appointment as a Social Media Planner. Your Monthly CTC Salary is Rs. 30,000/- , as per the terms mutually agreed by us.

As discussed you shall join duty latest by 14th July 2022, failing which this offer stands cancelled automatically.

You will be required to submit the following documents at the time of your joining:

- a) Two passport sized colour photograph.
- b) Proof of age: Birth Certificate or education certificate giving date of birth.
- c) Highest Educational Certificate.
- d) Photocopies of certificates of professional courses
- e) Relieving letter issued by the last employer.
- f) Experience letter issued by the last employer.
- g) Salary Slip / Certificate regarding last salary drawn.
- h) Permanent Address Proof.
- i) PAN Card – Aadhaar Card / Address Proof.

Please acknowledge receipt of this letter.

We look forward to joining our team for a long and successful association.

For BAP Creations Pvt. Ltd.

Nadeem Ahmad

Authorised Signatory

Manager(HR-Admin)

BAP Creations Pvt. Ltd.

A-81, Sector-5, Noida

Mob. : 9654700786, 9205786007

EMPLOYMENT OFFER LETTER

Date : 16th Jul 2022

Ms : Ashi Sachdeva

Greetings from Cogent!

Subsequent to our discussions, we are delighted to offer you the position of **Business Support - Business Analyst** with **Cogent E Services Limited**. We are excited about the talent you will bring to Cogent and look forward to having you as a part of the team.

We would like you to join your duties with reference to the below details.

	Interview ID	INT072022344829
	Candidate Name	Ashi Sachdeva
	Date of Interview	16/07/2022
	Interviewed By	Amit Kumar
	Offered Salary (Monthly)	30000
	Date of Joining	20/07/2022

As mutually agreed, your **Annual Cost to Company (CTC) will be Rs: 360000** . This Cost to Company (CTC) will include a 10% Performance Linked Incentive which shall be paid half yearly as per the defined levels, basis successful achievement of the set performance standards.

As a part of Cogent's e-joining process, you will be required to share scanned copy of a list of documents on Company's online joining portal. The link for uploading the documents shall be received on your registered e-mail id / contact number.

You are expected to complete your e-documentation formalities before you join **20/07/2022**. Please carry all your original documents (identity proof documents, educational and experience documents) at the time of joining for verification.

Cogent E-Services does not charge any recruitment fees from applicants for offering the job. No 3rd party is authorized on behalf of the company to make employment offers. Please contact on 9891886100 if anyone asks for favor against the job placement.

Cogent E Services Limited,
Website : www.cogenteservices.com



Cogent also conducts a background verification for all employees. In case of any falsification or misrepresentation at the time of interview/ data submission, Company reserves all rights to terminate the employment without any notice.

You are requested to kindly go through the offer letter carefully and join us within 3 working days of the offered **20/07/2022**. By any means if you fail to join on in the given time, this letter will be automatically considered as null and void.

If you have any query, please contact us on **9891886100**.

We congratulate you and wish you a long and successful career with Cogent. We are confident that your contribution will take us further in our journey towards becoming industry leaders.

We assure you of our support for your professional development and growth.

Yours truly,

For Cogent E Services Limited.

(S.K Garg)

Authorized Signatory

Cogent E-Services does not charge any recruitment fees from applicants for offering the job. No 3rd party is authorized on behalf of the company to make employment offers. Please contact on 9891886100 if anyone asks for favor against the job placement.

Cogent E Services Limited,
Website : www.cogenteservices.com

Offer Letter

11th April 2022

Kartik Bisht

Sector-13, Vasundhra, Ghaziabad, Uttar Pradesh - 201012

Dear **Kartik**,

It is our pleasure to offer an employment to you with Simplify Growth Research & Consulting Private Limited., a subsidiary of Phronesis Partners Pte Ltd. Your employment with us will commence from the **date of your joining i.e. 9th May 2022 at 12 Noon.**

You are appointed to the position of **Research Associate- Primary Research** and your starting annual remuneration will be Rs.3,57,500/- (Three Lakh Fifty seven thousand and five hundred only), the detailed break up is mention in Annexure-A, this includes one-time bonus of Rs.35,000/- (Thirty five thousand only) payable on completion of one year. In addition to above, you may also be eligible for Project incentive as decided by Project Manager.

You will be on a probation for a period of three (03) months after commencement of your employment. Your employment with the company will be confirmed at the end of your probation period subject to your performance being satisfactory.

Your employment with the Company will be governed by the terms and conditions of the "Employment Contract" provided to you at the time of joining. You are required to submit all the documents as mentioned in Annexure-B to complete the Joining process.

This offer is subject to your successful completion of Graduation/Post Graduation program you are pursuing and your relocation to Noida, Mayur Vihar phase 1 and 3 and Indirapuram or locations stated in the transport policy.

This offer is valid subject to successful background verification, which would require your specific consent. By accepting this offer, you agree for the same.

On behalf of team, I welcome you to Phronesis Partners group.

With Best Regards,

Jyoti Paliwal

Director – Human Resources

- **Electronically sent document, Signature not required.**

Annexure –A

Salary Details

Name	Kartik Bisht
Designation	Research Associate- Primary Research
Location	Noida

Salary Components	Monthly (INR)	Yearly (INR)
A) Monthly Components		
Basic Salary	16,000	1,92,000
HRA	6,800	81,600
Additional Allowances	1,575	18,900
B) Other Components		
Performance Incentive (For 4 Quarters)*		30,000
One-time Bonus**		35,000
Total	24,375	3,57,500

*Performance incentive is payable on quarterly basis and is subject to your performance ratings.

**One-time bonus is payable post completion of one year, employee should not have resigned / serving notice period.

For Simplify Growth Research & Consulting Private Limited

Jyoti Paliwal
Director – Human Resources

- Electronically sent document, Signature not required.

Note: The information contained is strictly confidential & is NOT to be shared without prior written permission from the company.

Annexure –B

NEW JOINER DOCUMENTATION CHECKLIST

LIST OF DOCUMENTS	
DOCUMENT	STATUS
Last Employer's Details	
Appointment Letter of current company	
Last 3 months' salary slips*	
Resignation Acceptance*	
Relieving Letter(Current/Last Company)*	
Educational Qualifications	
10th Pass Certificate ☐ Mark-sheet ☐ *	
12th Pass Certificate ☐ Mark-sheet ☐ *	
Graduation Degree ☐ Mark-sheet ☐ *	
Post-Graduation Degree ☐ Mark-sheet ☐ (if applicable)	
Personal Identification & Residence Proofs	
ID Proof - Voter's Id/Driver's License/Aadhar Card* (any one)*	2 copies
PAN Card*	2 copies
Residential Proof – Phone Bill/Bank Statement/Rent Agreement (any one)*	
Passport	
3 Passport Size Photos*	

Simplify Growth

Corporate Off: Plot No. B-9/A Green Boulevard, Tower B, 6th Floor, Sector 62, Noida



RBS Services India Private Limited,

Regd. Office: 6th Floor,
Building-2, Tower A, GIL IT/ITES
SEZ, Candor Techspace,
Sector-21, Dundaheera,
Gurugram, Haryana, India,
122016.

Website:

www.NatWestGroup.com, Email:
india.services@rbs.com,

Telephone: +91 124 676 4000

Facsimile: +91 124 676 4790.

Corporate Identity Number –
U72900HR2001PTC055458

Human Resources

STRICTLY PRIVATE & CONFIDENTIAL

TERMS AND CONDITIONS OF EMPLOYMENT CONTRACT

This contract of employment (hereinafter referred to as "this Contract") executed on 13/07/2022 between:

EMPLOYER: RBS Services India Private Limited ("the Company", "we" or "our"), having its Registered Office at 6th Floor, Building-2, Tower A, GIL IT/ITES SEZ, Candor Techspace, Sector-21, Dundaheera, Gurugram, Haryana, India, 122016 a subsidiary undertaking / member of NatWest Group of companies.

EMPLOYEE: OJUS SACHDEVA ("you"), residing at 1795/13 Para Mohalla, Rohtak, 124001

Throughout this Contract NatWest Group is referred to as the "Group", a company in the Group is referred to as "Group Company" and includes NatWest Group Plc and any subsidiaries and associated companies, including but not limited to the Company.

Issue Date: 13/07/2022

SDS01 - Start Date: Your employment will begin no later than 22/08/2022 ("Start Date").

SDS01.1 - Please note that your employment with the Company is subject to and conditional on your successfully clearing of your educational qualification specified in the Letter of Intent ("LOI") issued by the Company, and presenting the mark sheet and certificate / provisional certificate to that effect within 90 days of your Start Date .

SDS01.2 - In the event of your failure to complete the said qualification or failure to submit the mark sheet and passing certificate by the above specified timeline ; the employment with the Company shall stand withdrawn or terminated without any notice or payment in lieu of notice (as applicable) with effect from the date when your failure to complete the course is confirmed or the date when you were due to



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submit your mark sheet and failed to do so, which ever is earlier. The Company / Group shall not be responsible for any.

JTS01 - Job Title

Within Retail Banking , your Job Title is Customer Service & Operations Analyst (Volume) A3.

And Corporate Title is Analyst.

The Company reserves the right to unilaterally amend/ revise these titles for any business purposes, at its sole discretion.

JTS01.1 - You may be required to undertake other reasonable duties from time to time, for the Company and any Group Company. The Group reserves the right to second you or transfer you to any Group Company and any suitable alternative position reasonably within your capabilities, according to business requirements of the Group on a temporary or permanent basis. You will not refuse to carry out any assignment solely on the grounds that it has not been part of your usual duties during your employment. You will also not be entitled to any additional compensation for carrying out any job which, in the opinion of the management, is equivalent to the job you have been assigned earlier.

JTS01.2 - Whilst you are employed by the Company, you must not undertake any other employment, whether paid or unpaid, or engage or be involved or interested, whether directly or indirectly, in any other business or organisation (either during or outside your working hours), unless you have obtained our prior written consent.

LNS01 - Location

LNS01.1 - Your Work Location will be Gurugram. We may, at our discretion, require you to (temporarily or permanently) work at or transfer to different work premises or require / allow you to work remotely.

LNS01.2 - Whilst you may be allowed / required to work remotely (whether temporarily or otherwise), you are expected to work within the framework of the guideline(s) issued to you from time to time and keep yourself, complied with your obligations and requirements stated in the related policy(ies) / guideline(s) of the Company. You will maintain utmost degree of care/ dignity; decorum and always remain compliant with applicable laws while performing work either remotely or otherwise. You agree and



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understand that Company may at its sole discretion, decide anytime to discontinue with your flexible working arrangement and can ask you to resume work from your Work Location or may make necessary changes anytime in your working arrangement, as per its requirement.

LNS01.3 - Notwithstanding the above, you agree that a) you will be eligible for the statutory benefit(s), applicable to you as per your Work Location; b) that the 'laws of India' and 'your Work Location' shall exclusively remain the 'governing laws' and the 'place of jurisdiction' respectively, for the purpose of any dispute(s) arising out of or in relation to your Employment Contract.

LNS01.4 - You acknowledge and agree that your employment with the Company may be seconded or transferred to another company within the Group (as may be determined by the Company) in accordance with applicable policies. You shall execute all documents necessary or desirable to effect such transfer.

PPS01 - Probationary Period

PPS01.1 - The first six months of your employment shall be a probationary period. Details of the arrangements which apply during probation are on the Group's intranet.

PPS01.2 - If your standard of performance, attendance or conduct is unsatisfactory at any time during this period, you may be dismissed in line with Company policies and procedures. We may, at our discretion, extend your probationary period.

IPS01 - Integrity and Professionalism

IPS01.1 - This offer of employment is contingent upon the successful completion of the Pre Employment Screening (PES) process which is part of the background screening conducted by the Group. PES includes but is not limited to verification of your employment history and qualifications.

IPS01.2 - The Group may withdraw this offer of employment (if applicable) or terminate your employment if the result of any background screening check (which may be conducted at any time prior to or during your employment) or act on your part demonstrates (at the discretion of the Group) that you will not be able to carry out the inherent requirements of your employment to the Group's standards of



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integrity and professionalism.

HWS01 - Hours of Work

1.1 - Your normal hours will be 45 hours each week. Our working week runs Monday to Sunday. Your manager will allocate your working days and times.

1.2 - We have the right to vary the number of hours, days and times which you work to meet the needs of the business. If this happens you will be given reasonable notice.

1.3 - You will be required to work the hours necessary to fulfil the responsibilities of your role.

RMS01 - Remuneration:

1.1 - The entitlements of your total reward are subject to any Company policy, procedure or guideline that may be issued from time to time. All perquisites and benefits including reimbursements are subject to income tax provisions which may be applicable including taxation on perquisite value.

1.2 - Your remuneration package includes the Total Fixed Pay of INR 325,000. Please refer to the enclosed Annexure 1 to see the Total Fixed Pay breakup. Please note that the salary structure provided in Annexure 1 is provisional and may undergo change based on the prevalent Statutes, Tax laws and Company policy on the date of your joining. Accordingly, you may be issued an updated salary structure at the time of your joining. To clarify, your Total Fixed Pay will remain unaffected due to such change in your salary structure.

1.3 - Your pay Total Fixed Pay will have three core components:

1.3.1 - Salary – This includes Basic and Supplementary allowance.

1.3.2 - Benefit Funding – This is the value provided towards benefits like HRA, LTA, Telephone reimbursement, Meal card etc.

1.3.3 - Retirement Funding – This is the value provided towards Retirement benefits like Provident Fund, National Pension System (NPS) etc.

1.4 - Other Benefits (in addition to the Total Fixed Pay) provided by the Company are Hospitalization Insurance Cover, Life Insurance Cover, Statutory Bonus, ESIC Contribution, Gratuity, Maternity Benefits and such other benefits as per applicable law. These benefits are as per applicable law & the Company / Group policy. You will find more information on the Group's intranet.



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RTS01 - Retirement

RTS01.1 - Subject to any applicable law, the normal retirement age is 60.

LVS01 - Annual Leave and Public Holidays

LVS01.1 - Your annual leave entitlement will be in accordance with the Company's Leave policy and guidelines. You may be required to take part of your annual leave as compliance leave, in accordance with applicable policy.

LVS01.2 - Additional days are given each year for public holidays and we will let you know when they are. We reserve the right to ask you to work on a public holiday.

LVS01.3 - Full details of the policy regarding annual leave and holidays are available on the Group's intranet or can be obtained from your line manager.

CNS01 -Confidentiality

CNS01.1 - "Confidential Information" is knowledge about the commercial affairs and business transactions of the Company and the Group, including, but not limited to, information about the customers, clients, employees, suppliers (whether former, actual or potential), Group contracts, pricing structures, financial and marketing details, terms of business, proposed transactions, premises, assets, internal communications, Intellectual Property, technical systems, data, designs, formulae, product lines, projects, operational procedures, research activities, negotiating position, forward planning, technical and product developments, accounts, finances, computer software and general know-how of the Company or any company of the Group.

CNS01.2 - Confidential Information also includes, without limitation:

CNS01.2.1 - information relating directly or indirectly to particular securities or issuers thereof (both Group companies and third parties) and which would, if generally available, be likely to have an effect on the price of such securities or related investments ("Price-Sensitive Information");

CNS01.2.2 - any information contained in documents marked "confidential" or documents of a higher security classification and other information which, because of its nature or the circumstances in which you receive it, you should reasonably consider to be confidential; and

CNS01.2.3 - confidential information (howsoever obtained) about or provided by any third party received during the course of or as a result of your employment by the Group.



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122016.

Website:

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india.services@rbs.com,

Telephone: +91 124 676 4000

Facsimile: +91 124 676 4790.

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CNS01.3 - You agree you shall at all times observe secrecy in respect of all the affairs of the Group of which you become aware as a result of your employment and in particular you will keep confidential:

CNS01.3.1 - all information relating to the Group's customers including their identity, their accounts and the details of all Group products or policies held by them.

CNS01.3.2 - all the actual or proposed transactions of the Group with its customers, suppliers, advisers, regulators and other business connections; and

CNS01.3.3 - all data belonging to, or held by, the Group whether stored electronically or otherwise and all Confidential Information of the Group.

CNS01.4 - Subject to the need to use or disclose Confidential Information in the proper performance of your duties to the Group, you agree that you will not at any time, whether on your own behalf or in any capacity on behalf of any other person, firm, company or organisation, disclose, reveal, cause the publication of or otherwise make use of any such Confidential Information whether for your personal gain or otherwise and you will not make any direct or indirect detrimental or derogatory references to the Group, its directors or employees in any form, including on the internet (for example making any such references in any on-line diary, typically known as "blogging").

CNS01.5 - You acknowledge and understand that:

CNS01.5.1 - maintaining absolute confidentiality is crucial to the Group whose business depends upon the discretion of employees and contracted personnel;

CNS01.5.2 - a breach of this undertaking of confidentiality will be regarded as a serious disciplinary matter and may, if committed while you are employed by the Company result in disciplinary action being taken against you up to and including dismissal without notice and/or criminal proceedings;

CNS01.5.3 - this obligation of secrecy will apply to all the Group's business and will remain in full force and effect even after you have left the service of, or ceased working within, the Group;

CNS01.5.4 - the obligation of secrecy will apply unless you have express written consent from the Group to disclose the Confidential Information or you are required to do so by law or the information is already in the public domain, other than by way of unauthorised use or disclosure.

CNS01.6 - The restrictions outlined in this clause do not apply to any disclosure which you are required to make by law, or to the use or disclosure of information which is already within the public domain through no fault of your own or action on your part, or to a disclosure which constitutes a protected disclosure within the meaning of applicable public interest disclosure legislation.

CNS01.7 - Without prejudice to the foregoing, any disclosure by you of information relating to your pay and remuneration and any and all increments, bonuses and other fringe benefits incidental thereto



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provided to you by the Company, to any person, including another employee of the Company, will be viewed as a serious breach of your terms of employment and will be dealt with accordingly. Disclosure of such confidential information to your immediate family, tax and legal advisors on a need to know basis will not be a violation of this clause.

CNS01.8 - The obligations under this clause shall survive after the expiry or termination of this Contract for any reason.

DPS01 - Data Protection & Privacy

DPS01.1 - You shall at all times during your employment with the Company act in accordance with the Company's Privacy & Client Confidentiality Policy and any data protection, privacy and client confidentiality policies, procedures and accountabilities as amended from time to time and any applicable local privacy law. Breach of this undertaking could lead to disciplinary action.

DPS01.2 - By signing this Contract, you acknowledge and agree that we are permitted to collect and hold personal information or data (PI) about you as part of our personnel and other business records and that the Group may use such PI for the purpose of conducting background checks, administering your employment and other purposes directly related to your employment.

DPS01.3 - You consent that we may disclose such PI to third parties in the event that such disclosure is in our view required for any business or legal requirement or the proper administration of employment and other matters directly related to your employment. This clause applies to PI collected, held, used or disclosed in any medium.

DPS01.4 - The Employee Privacy Notice contains detailed information about how we process your personal information, including how we process your sensitive personal information, disclosures of your personal information to third parties (such as suppliers or credit reference agencies), intra group sharing of personal information and international transfers of your personal information.

DPS01.5 - For further information, please refer to the relevant policies, which is available on the Group's intranet or from your line manager.

PNS01 - Period of Notice and Termination

PNS01.1 - You or the Company may terminate your employment by giving the other party written notice as follows:



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PNS01.1.1 - At any time during your probationary period: 30 calendar days;

PNS01.1.2 - After completion of your probationary period: 90 calendar days.

PNS01.2 - The Company reserves the right to make a payment in lieu of notice (prorated monthly equivalent of Total Fixed Pay)

PNS01.3 - The Company may terminate your employment summarily without notice (or payment in lieu of notice) in the event of gross misconduct or a serious breach of your employment obligations.

PNS01.4 - The Company, at any time during your notice period (whether notice is given by you or by us), and in its absolute discretion, (i) alter your duties or (ii) instruct you to remain away from work on garden leave ("Garden Leave").

PNS01.5 - While you are on Garden Leave:

PNS01.5.1 - you must be available for work, although we are not obliged to provide you with any work;

PNS01.5.2 - you will continue to receive your reference salary and any benefits (where payable) under this Contract, but no discretionary and performance related awards or incentive payments will accrue during this period as you will not be carrying out your normal duties;

PNS01.5.3 - you must not, without the Company's prior consent:

(a) attend the office premises of the Company or any Group Company;

(b) remove any documents or property from the Company or any Group Company;

(c) work for any other person or entity other than the Company or undertake any other business;

PNS01.5.4 - you may not contact or attempt to contact without our prior written consent, any client, customer, agent, professional adviser, broker or other employee of the Company or the Group (except your line manager); and

PNS01.5.5 - you remain an employee and continue to be bound by all duties as an employee of the Company (including but not limited to your duty of fidelity and good faith to the Company, which will apply in full and to the same extent as existed prior to the Garden Leave), as well as all employment terms and conditions, subject to the above.

RPS01 - Return of Property

RPS01.1 - When your employment ends (or earlier on demand by the Company) you are required to return all Confidential Information, and all Group property and equipment in an acceptable condition.

RCS01 - Restrictive Covenants



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RCS01.1 - For the purposes of this clause:

RCS01.1.1 - 'Termination Date' means the date of termination of your employment with the Company for whatever reason;

RCS01.1.2 - 'Confidential Information' has the meaning given to it in the Confidentiality clause in this Contract;

RCS01.1.3 - 'Business' means those parts of the business carried on at the Termination Date by the Company or any other Group Company with which you were involved to a material extent at any time during the Relevant Period;

RCS01.1.4 - "Restricted Period" means the period of six months commencing on the Termination Date, less any period immediately prior to the Termination Date, which you have been required by the Company to spend on Garden Leave;

RCS01.1.5 - 'Relevant Period' means:

(a) if you are placed on Garden Leave, the period of 12 months prior to the commencement of Garden Leave; or

(b) if you are not placed on Garden Leave, the period of 12 months prior to the Termination Date (or, if not employed for 12 months, the duration of the Employment);

RCS01.1.6 - "Customer" means any person, firm, company or organisation or other entity who or which, at any time during the Relevant Period, (i) was a customer or client of the Company or (ii) has had negotiations or discussions about the supply or about products or services supplied or provided by the Company or any other Group Company and:

(a) with whom or which, during the Relevant Period, you had business dealings, negotiations or discussions, in the course of your employment; or

(b) in relation to whom or which you are, by reason of your employment, in possession of any trade secrets or Confidential Information;

RCS01.1.7 - 'Relevant Third Party' means any person, firm, company, organisation or other entity who or which, at any time during the Relevant Period, was an investor with or an exclusive supplier to the Company or any Group Company (other than a supplier of utilities and goods or services for administrative purposes) and:

(a) with whom or which, during the Relevant Period, you had business dealings in the course of your employment; or

(b) in relation to whom or which you are, by reason of your employment, in possession of any trade secrets or Confidential Information.



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RCS01.1.8 - "Relevant Person" means any person with whom you had been in contact with during the Relevant Period and who was at the Termination Date (i) a director of the Company or any other Group Company or (ii) an employee of the Company or any other Group Company at grade level B, C, D, E or F or (iii) a consultant of the Company or any other Group Company.

RCS01.2 - You agree, as separate and independent obligations, that during the Restricted Period you will not without the written consent of the Company which shall not be unreasonably withheld or delayed, directly or indirectly, either on your own behalf or for, with, through or on behalf of any other person, firm, organisation, company or other entity:

RCS01.2.1 - in competition with the Business, (i) solicit, or entice away or endeavour to solicit, or entice away the custom or business of any Customer from the Company or any other Group Company or (ii) interfere adversely with or endeavour to interfere adversely with the Company's or any other Group Company's relationship with any Customer;

RCS01.2.2 - in competition with the Business, do any business with, accept orders from, or have any business dealings with any Customer;

RCS01.2.3 - cause or endeavour to cause any Relevant Third Party to either cease investing in or doing business with the Company or any other Group Company or to materially alter the terms of its investment in or on which it transacts business with the Company or any Group Company in a manner detrimental to the Company or any other Group Company;

RCS01.2.4 - solicit, induce or endeavour to solicit or induce any Relevant Person to cease working for or providing services to the Company or any other Group Company, whether or not any such Relevant Person would thereby commit a breach of contract; or

RCS01.2.5 - employ or otherwise engage or attempt to employ or otherwise engage in any business in competition with the Business, any Relevant Person, whether or not any such Relevant Person would thereby commit a breach of contract.

RCS01.3 - You further agree that you shall not, following the termination of your employment with the Company represent yourself or hold yourself out as being in any way connected with the business of the Company or any other Group Company.

RCS01.4 - You acknowledge and agree that :

RCS01.4.1 - the Restrictions are considered by the parties to be reasonable in all the circumstances;

RCS01.4.2 - the duration and extent of each of the Restrictions are no greater than necessary for the protection of the Company's legitimate commercial interests and/or those of any other Group Company;

RCS01.4.3 - if any of the Restrictions by itself, or taken together with any of the others, is found to be



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void or unenforceable, but would be valid if some part of it were deleted or modified, such Restriction shall apply with such modification as may be necessary to make it valid and effective; and

RCS01.4.4 - the Restrictions are separate and severable and enforceable as such, so that if any Restriction is determined as being unenforceable in whole or in part for any reason, that shall not affect the enforceability of any of the remaining Restrictions or, in the case of part of a Restriction being unenforceable, of the remainder of that Restriction.

RCS01.5 - Any benefit given or deemed to be given by you to any other Group Company under the terms of this clause is received and held on trust by the Company for the relevant Group Company. You hereby agree to enter into appropriate restrictive covenants of a similar scope and duration to the Restrictions directly with any other Group Company if requested to do so by the Company.

RBS01 - Receipt of Payments and Benefits from Third Parties

RBS01.1 - Subject to any written regulations issued by the Group which may be applicable, neither you nor any member of your family, nor any company or business entity in which you or they have an interest, are entitled to receive or obtain directly or indirectly any payment, discount, rebate, commission or other benefit from third parties in respect of any business transacted (whether or not) by you or on behalf of the Group or any associated company and if you, any member of your family or any company or business entity in which you or they have an interest, directly or indirectly obtain any such payment, discount, rebate, commission or other benefit you will forthwith account to the Group or the relevant associated company for the amount received or the value of the benefit so obtained.

POS01 - Policies and Procedures

POS01.1 - The Group has adopted a number of employment and business policies and procedures. You must comply with the Group's policies and procedures (as amended, removed or replaced from time to time), including the Code of Conduct.

POS01.2 - You will have access to all of the Group policies and procedures including the Code of Conduct, on the Group's intranet site or from your line manager. You must familiarise yourself with them and you agree to be bound by them.

POS01.3 - We reserve the right to change existing policies and procedures or introduce new ones from time to time. Information about new policies and procedures or changes to existing ones including the Code of Conduct will be communicated through the Group's intranet and/or employee communications.



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POS01.4 -Disciplinary procedures or any other applicable procedures in the circumstances may be implemented for failure to comply with the Group's policies and procedures up to and including dismissal.

RNS01 - Regulatory Requirements

RNS01.1 - It is a condition of your appointment and your continued employment that you satisfy (and continue to satisfy) all relevant requirements, qualifications, recommendations, rules and regulations, as amended from time to time (including any such requirements, recommendations, rules and regulations regarding handover arrangements), of (i) any regulatory body whose consent or approval is required for you to undertake (or continue to undertake) your duties; (ii) the UK Listing Authority; (iii) all other regulatory authorities relevant to the Company and / or the Group; and (iv) any internal policies and procedures of the Company and / or the Group (including the Code of Conduct) to the extent these are issued or implemented pursuant to regulatory requirements.

SNS01 - Standards, Qualifications and Assessments

SNS01.1 - You are required to attain any standards and qualifications and / or pass any assessments and / or training (whether internal or external) considered necessary by the Company and / or the Group to meet any requirements imposed on it / them including those imposed by a regulatory authority from time to time. You will be provided with details of such standards and requirements separately. Failure to meet these standards may result in disciplinary action being taken against you, up to and including dismissal.

SRS01 - Staff Dealing Rules

SRS01.1 - You must comply with the Staff Dealing Rules and should familiarise yourself with them by reading the Personal Account Dealing Policy. Full details can also be obtained from your country Compliance Department.

INS01 - Intellectual Property

INS01.1 - For the purposes of this clause and the Confidentiality clause, "Intellectual Property" means patents, rights to inventions, trademarks, service mark, registered designs (including applications for and



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rights to apply for any of them), unregistered design right, trade or business names, domain names, rights in get-up, rights in goodwill or to sue for passing off, unfair competition rights, copyright and related rights, rights in computer software, database rights, topography rights, rights in Confidential Information (including know-how and trade secrets) and any similar rights which may now or in the future exist in any country in the world.

INS01.2 - Subject to the provisions of applicable local legislation, all Intellectual Property generated by you during your employment will on its creation be automatically owned by the Company. You will co-operate fully, and do all acts required (at the Company's expense), to assign Intellectual Property with full title guarantee to the Company or any other member of the Group as directed. You hereby irrevocably appoint the Company to act as your attorney for the purposes of securing grant and ownership of the Intellectual Property. You also agree to do nothing, during or after your employment, to affect the validity of any Intellectual Property. You agree to waive all moral rights in any Intellectual Property, whether conferred by statute or otherwise.

INS01.3 - The Company may delegate its rights and/or obligations under this clause to a Group Company or other nominee. Rights and obligations in this clause shall survive termination of your employment for any reason.

IAS01 - Information, Assets and Systems

IAS01.1 - When you join us you may have access to phones, e-mail, the Group's intranet, internet and other equipment and systems. These form part of our IT and communication systems and you will be required to use them in accordance with the policies relating to them. We may implement our disciplinary procedure if you fail to comply with them and in certain circumstances, this could amount to gross misconduct leading to dismissal. You should refer to the Code of Conduct and the Group Policy Standards for further information on these policies.

DRS01 - Deductions from Remuneration

DRS01.1 - The Group may deduct from your remuneration any overpayment made to you, any benefits including leave overtaken by you or amounts owed by you to the Group, to the extent permitted by law.

DRS01.2 - You also hereby agree, by signing this Contract, that the Group may debit your bank account, if necessary, after the effective date of the termination of your employment, for any overpayment in the final Annual Gross Remuneration Package payment that may occur, to which you are not entitled. You



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will be advised of the amount debited.

TXS01 - Taxes

TXS01.1 - You will be solely responsible for declaring and paying all taxes to the income tax authorities due on payments made and benefits provided to you by the Group. The Company shall deduct any statutory dues/taxes from amounts paid to you, as per applicable laws.

TES01 - Changes to your Terms of Employment

TES01.1 - We reserve the right to make reasonable changes to any of your terms and conditions of employment. We will inform you of changes by way of a general notice to all employees through the Group's intranet or by other means of employee communication.

TES01.2 - In relation to the benefits (not being a statutory benefit) referred to in this Contract, we reserve the right to withdraw or alter their terms without notice at any time. We will exercise reasonable discretion if we change the benefits or exclude you from them.

WRS01 - Warranty

WRS01.1 - You represent and warrant that you are not subject to any agreement, arrangement, contract, understanding, court order or otherwise, which in any way directly or indirectly restricts or prohibits you from fully performing the duties of your employment, or any of them, in accordance with the terms and conditions of this Contract.

GLS01 - Governing Law

GLS01.1 - The interpretation and enforcement of this Contract shall be governed by and construed in all respects in accordance with the laws of India and the parties submit themselves to the exclusive jurisdiction of the courts located in the state in which you render your services to the Company.

WAS01- Whole Agreement

WAS01.1 - These terms and conditions supersede any previous agreement, whether oral or in writing, between you and the Company or any other Group Company in relation to the matters dealt herein and



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represent the entire agreement between you and the Company.

JIS01 - Joining Instruction

JIS01.1 - You need to submit all the desired documents as enumerated by the recruiter, at the time of joining. However, if for some reason you are unable to submit it on the Start Date, i.e. day of joining, a self-declaration shall be required in this regard. You will indicate the timeframe by when these documents can be submitted.

This Contract is valid subject to you reporting to work on your Start Date failing which your appointment stands withdrawn.

Please indicate your acceptance of these terms and conditions by signing the duplicate copy of this Contract and returning it to the Company on your Start Date.

{{sig_es_:signer1:signature}}

Signature

Signed for and on behalf of RBS Services India Private Limited
on 13/07/2022

India Authoriser Name

I, the undersigned, have read and agree to be bound by the terms and conditions of employment specified or referred to in this contract. I understand that the Company may vary the terms and conditions of employment from time to time.



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{{sig_es_:signer2:signature}}

Candidate Name

OJUS SACHDEVA

13/07/2022



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Private and Confidential

13/07/2022

OJUS SACHDEVA

Annexure 1: Total Fixed Pay Break-up

This is with reference to the Remuneration clause of the Terms & Condition of Employment letter dated 13/07/2022 issued to you. Please see below the detailed breakup of your Total Fixed Pay:

Components of Total Fixed Pay (TFP)

Salary (Basic & Supplementary Allowances) - 263,500 Amount (INR per annum)

Basic: 255,000(INR per annum)

Supplementary Allowance: 8,500 (INR per annum)

Basic: 21,250 (INR per month)

Supplementary Allowance: 708 (INR per month)

Benefits Funding (Benefits selected through Payroll Portal) - 12,750 Amount (INR per annum)

HRA: 12,750 (INR per annum)

Other RBSelect Benefits as per policy: 0 (INR per annum)

HRA: 1,063 (INR per month)

Other RBSelect Benefits as per policy: 0 (INR per month)

Retirement Funding (Retirement plan options selected through Payroll Portal) - 48,750 Amount (INR per annum)



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Provident Fund: 30,600 (INR per annum)

Other Retiral Benefits as per Policy: 18,150 (INR per annum)

Provident Fund: 2,550 (INR per month)

Other Retiral Benefits as per Policy: 1,513 (INR per month)

Total Fixed Pay: 325,000 Amount (INR per annum)

Note:

- 1) Benefit Funding – This is the value provided towards benefit like HRA, LTA, Telephone Reimbursement, Meal card, etc.
- 2) Retirement Funding – This is the value provided towards Retirement benefits like Provident Fund, National Pension System (NPS) etc.
- 3) Unutilized value from Benefit Funding and Retirement Funding will be paid through payroll.
- 4) All benefits enumerated are subjected to specific rules governing its operations.
- 5) The corresponding Income Tax liability has been excluded from these calculations.

{{sig_es_:signer1:signature}}

Signature
Signed for and on behalf of RBS Services India Private Limited
on 13/07/2022
India Authoriser Name



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{{sig_es_:signer2:signature}}

Candidate Name
OJUS SACHDEVA
13/07/2022



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MICROBUSTER

Offer letter

Date-22-Aug-2022

To,

Bhavya Aggarwal,

Dear Bhavya,

We are pleased to offer you the Full Time position of **Front-End Developer** of Microbusters Pvt Ltd. with a start date of 22nd-Aug-2022 .You will be reporting directly to the assigned Senior. We believe your skills and experience are an excellent match for our company.

In this role, you will be required to do relevant job duties and responsibilities and you'll be on 3 month of probation from the date of joining which will be paid and after **3 month** as per your performance you will be our permanent full time employee .

The annual salary for this position is **3,50,000** LPA to be paid on a monthly basis by direct deposit to your bank account.

Your employment with Microbusters Pvt Ltd., will start from the date of joining, which means the company is free to terminate the employment relationship at any time if we find anything false or in case of indiscipline activity towards the company.

As an employee of Microbusters Pvt Ltd., you are also eligible for our Leave benefits program and other benefits which will be described in more detail in the employee Appointment with company policy. We would like to mention that, your appointment is subject to verification of aforesaid documents and also subject to verification of the information furnished by your application or at the time of your interview with us. You are requested to confirm your acceptance of this letter by signing the copy of the same and handing it to the undersigned. We look forward to your contribution to the organisation and hope this is the beginning of the long and fruitful association with us. Details of employment and terms will be shared at the induction.

Sincerely,

For Microbusters Pvt Ltd.

Ms.Aishwarya Rao

Manager HR

Signature :: _____

Name :: _____

UNIFIT ADMISSIONS PRIVATE LIMITED
[TAN: AMRU10624F]
2 ND FLOOR, NAGPAL TOWERS I, B BLOCK RANJIT AVENUE,
AMRITSAR, PUNJAB, 143001

Payslip for the month of March 2023

Employee Name : **SHIYA RANA**
 Department:
 DOJ : **09/Jan/2023**
 Gender: **Female**
 Bank Name: **ICICI BANK LTD**
 Bank A/c No: **135701532412**

Emp Code: **UNIFIT58**
 Designation: **Client Relationship Manager**
 Branch : **DELHI**
 PF A/c No:
 ESIC A/c N:

[illegible]

P-Present, WO-Week Off
CW- Comp off, CH- Adj of Comp off

Rupees Twenty Nine Thousand Only

Leave Type	Leave Balance
PL	0.00
CW	0.00

"This is Computer generated Pay slip, Signature not required."

UNIFIT ADMISSIONS PRIVATE LIMITED
[TAN: AMRU10624F]
2 ND FLOOR, NAGPAL TOWERS I, B BLOCK RANJIT AVENUE,
AMRITSAR, PUNJAB, 143001

TDS Details				PAN: PANNOTAVBL					
Description	Gross	Exempt	Taxable	Income Tax Deduction					
Basic Salary	43871		43871	Gross Salary				79516	
HRA	21935		21935	Profession Tax					
Conveyance	4387		4387	Standard Deduction u/s 16(ia)				50000	
Medical Allowance	5484		5484	Other Deduction					
Other Allowance	3839		3839	House Property					
				Income from Other Source					
				Total VI-A deduction					
				Taxable Income				29520	
				Total Tax					
				Education Cess					
				Relief u/s 89(1)					
				Tax Deducted Till date					
				Tax to be Deducted					
				Monthly Projected Tax					
Deduction Under Chapter VI-A									
				Tax Paid Details					
				APR	MAY	JUN	JUL	AUG	SEP
				OCT	NOV	DEC	JAN	FEB	MAR

"This is Computer generated Pay slip, Signature not required."

06 September 2021

Riya Bhasin

E-Code : 20113023

HOUSE NO 371 BLOCK C VIKASPURI OPP ST PETERS CONVENT SCHOOL NEW DELHI 110018

Dear Riya,

1. **Appointment:** We are pleased to appoint you as **Process Associate** for **IGT Solutions Private Limited**, with effect from **06 September 2021**. You will report to Practice Head or such other person as may be notified, from time to time, in writing to you by the Company. Your appointment is subject to your being found medically fit and a satisfactory verification of your qualification, references and background checks.

2. **Compensation:** Your role is currently positioned in Band **1C** and your monthly compensation & other benefits will be as specified in Annexure 'A'. You shall adhere to all policies framed by the Company and as amended from time to time. Further, you shall be liable for any income tax and all other applicable taxes arising out of payments received by you by way of remuneration as stated in this clause.

By accepting this offer, you consent to providing your Aadhar Card for the purposes of a) authentication; b) providing you with statutory dues like provident fund etc; b) proof of address, if applicable and c) background checks through Company personnel or third party vendor. In case you are unable to provide Aadhar card, you will immediately inform us the reason for the same.

3. **Probation & Confirmation:** From the date of appointment, you shall undergo 90 days of probation in the Company, which may be extended if so deemed necessary by the Company for such further period as it deems fit. If you successfully complete the probation period, either initial or extended as the case may be, the Company may in its sole discretion confirm your employment. On expiry of the aforesaid probation period, your employment with the Company would be deemed to be confirmed. During the probation period either party can terminate the contract of employment within 10 days' notice prior written notice without assigning any reasons thereof.

4. **Notice Period:** Your appointment with the Company will be subject to termination with **30 Days** notice or payment in lieu thereof. Should you desire to resign from the Company you shall provide the Company with a prior written notice of similar period of such resignation or payment in lieu thereof at the discretion of the Company. However, in case any disciplinary proceedings are either contemplated or pending against you, the Company shall have the right not to accept your resignation. If you desire to resign from your services hereunder, you shall, notwithstanding the provision with respect to payment in lieu of the notice as provided hereunder, make yourself available during all office hours, for such period from the date of tendering your resignation, as maybe required by the Company at its discretion in order to ensure smooth transition.

5. **Retirement:** You shall retire upon attaining such retirement age as may be determined by the Company as per its policies from time to time. In and upon such retirement, you shall cease to be an employee of the Company. The Company may, however, at its sole discretion, elect to extend the term of your employment for such further period as it deems fit.

6. **Location/Domicile:** You will initially be posted in **Gurgaon**. However, the Company may, at any time, at its sole discretion, transfer/second and/or depute you from one place to another anywhere in India or abroad and/or from one department to another and/or from one division to another and / or to any of its affiliates, associates, subsidiaries, group companies or Clients or other concern in which the Company may be having any interest whether existing or which may be set up in future.

7. **Company Policies:** During the course of your employment with the Company, you shall be required, to keep yourself informed, updated and comply with, all the policies and procedures of the Company in force and as may be amended from time to time and as applicable to you, which shall be considered to be a part of your Appointment Letter and terms of employment. The company shall not be responsible for any damage/loss of any nature whatsoever accruing to you, owing to you not being aware of and/or updated with any such Company policies and amendments thereto.

Registered Office

Unit No. 1, Ground Floor
A Wing, Business @ Mantri
Survey no 197/2+4 to 7B,
Lohegaon Nagar Road
Pune, Maharashtra – 411014

IGT Solutions Pvt. Ltd.

(Formerly known as InterGlobe Technologies Pvt. Ltd.)
2nd Floor, InfoTech Centre, Milestones 14/2,
Old Delhi Gurugram Road, Dhundahera,
Gurugram – 122016, Harayana

T +91 124 458 7000

www.igtsolutions.com
mktg@igtsolutions.com

CIN U72300MH1998PTC187929

8. **Role & Responsibility:** Your responsibilities and duties will be shared with you on your joining the company and you would be expected to discharge your duties accordingly. However, in addition to our usual duties, you may be required to discharge and perform any responsibility or work that may be entrusted and assigned to you by the Company. During the course of your employment with the Company, the Company shall be entitled to change your designation and / or reporting structure. You will also be responsible for the effective functioning of the staff or employees, if any, under your supervision

9. **Confidentiality:** You will maintain strict confidentiality as regards all matters concerning the Company and will not divulge any information regarding the Company to any third party, without the prior written consent of the Company. In addition to the provisions of this clause, your confidentiality obligations towards the Company shall be governed by the terms and conditions of the Confidentiality and Non-Disclosure Agreement, attached hereto as **Annexure 'B'**, which shall be considered as an integral part of this Appointment Letter. In the event of any conflict, in respect of any confidentiality related provisions, between the contents of this Appointment Letter and the Confidentiality and Non-Disclosure Agreement, the provisions of the Confidentiality and Non-Disclosure Agreement shall take precedence.

10. **Veracity of Particulars Submitted:** It is understood that this employment is being offered to you on the basis of the particulars submitted by you in your application for employment. However, if at any time it should emerge that the particulars furnished by you as a part of the joining formalities, are false, incorrect or inaccurate, if any material or relevant information has been suppressed or concealed, if you are engaged in any fraudulent activity, misconduct, or if your performance is not up to the expected standard this appointment will be considered ineffective and irregular and would be liable to be terminated by the Company forthwith without notice. This will be without prejudice to the right of the Company to take disciplinary action against you for the same.

11. **Exclusivity:** During the period of your employment with the Company you shall work exclusively for the Company and not secure any other job either for remuneration or on honorary basis, without the prior written consent of the Company.

12. **Non Solicitation:** You shall not at any time during the term of your employment with the Company or thereafter, under any circumstances, directly or indirectly solicit the Company's and/ or any of its subsidiaries' and / or affiliates' personnel to leave the employment of the Company and/ or any of its subsidiaries and / or affiliates or apply for employment with any third party or encourage such personnel of the Company to take any action or inaction that may adversely impact the performance by the Company of its obligations under this Letter and / or any other contract or adversely impact the ability of the Company to carry out its normal business activities. You further agree that you shall not engage in soliciting business or allied business that is in any way similar, identical or competitive with the business, activities, services of the Company, or with those customers of the Company with whom you had any contact, during your employment with the Company and for a period of one year after your employment ceases with the Company.

13. **Personal Particulars:** You shall keep the Company informed of your latest postal address and other contact details at all times and intimate in writing in case of change of such address or contact details. Any communication sent to you by the Company on your last known address shall be deemed to have been duly served notwithstanding the fact that you have changed your address.

14. **Training:** During the course of your employment with the Company you may be required to undergo specialized training(s) / skill and / or knowledge enhancement / developmental program to enable you to effectively discharge your current or new responsibility assigned to you. In such cases the Company may propose that an agreement, in the form and manner acceptable to the Company be entered into between you and the Company. Such agreement shall primarily intend to offset the expenses incurred by the company towards your specialized training / skill and / or knowledge enhancement subject to the terms and conditions of the aforesaid agreement. In the event that such an agreement is executed between you and the Company

you shall be governed by the terms and conditions of such agreement as well, which shall be considered as an integral parcel of this Appointment Letter. In the event of any conflict in respect of any provisions between the contents of this Appointment Letter and such agreement, the provisions of such agreement shall take precedence

15. **Jurisdiction:** Any dispute of whatsoever nature between you and the Company shall be subject to the exclusive jurisdiction of courts of Haryana only, whether they be civil courts, labour courts, industrial tribunals or any other courts or authority of whatsoever nature.

16. **Medical Fitness:** That your appointment and its continuation is subject to your being medically fit and the Company reserves its right to ask you to undergo appropriate medical examination, as and when deemed necessary, by a medical professional designated by the Company.

17. **Amendment:** Any amendment or modification to this Appointment Letter shall be made in writing and signed by both parties.

18. **Severability:** It may be noted that in the event any one or more provisions of this Appointment Letter shall for any reason be held to be invalid, void or unenforceable by any court or governmental agency, the remaining provisions of this Appointment Letter shall remain in full force and effect and the invalid, unenforceable provision shall survive to the extent not so held.

Kindly sign and return a copy of this Appointment Letter to the under-signed as a token of your acceptance of the above terms.

Wishing you every success in this assignment!

Yours faithfully,
For and behalf of,
IGT Solutions Pvt. Ltd.



Vineet Gupta
Vice President- HR

Agreed and Accepted

I have carefully reviewed and considered the aforesaid contents including the terms and conditions contained herein and have fully understood, acknowledge and agree with the same. I hereby accept the terms and conditions stated hereinabove.



ANNEXURE 'B'

06 September 2021

Riya Bhasin

E-Code :20113023

HOUSE NO 371 BLOCK C VIKASPURI OPP ST PETERS CONVENT SCHOOL NEW

DELHI 110018

Dear Riya,

Subject: Confidentiality and Non-Disclosure Agreement

1. We refer to your Appointment Letter dated **06 September 2021**. Please treat the contents of this Agreement as part of the said Appointment Letter, whereby the contents of this Agreement are incorporated into the said Appointment Letter. In the event of any conflict between the contents and effect of this Agreement and the Appointment Letter, the contents of this Agreement shall take precedence.

2 During your employment and association with **IGT Solutions Private Limited**, you may be provided with or come in contact with or create certain Proprietary, Personal Information, Personal Identifiable Information, Sensitive Personal Data (collectively referred to as "Personal Data") and Confidential Information . As used in this Agreement, the term Confidential Information shall mean written, oral, documentary, visual or other information, including but not limited to drawings, formulas, processes, specifications, photographs, documents, breadboards, samples, models, machines, tools, software/hardware, machine-readable media of any kind and other information submitted hereunder, business information, customer lists and details, customer information, business strategy, know-how, trade secrets, business strategy , personal identifiable information, confidential, or the equivalent etc. of Company and/ or any of its holding company(ies), subsidiaries, affiliates, customers, officers, employees, directors, consultants and / or advisors, or which the Company indicates in writing or verbally at the time of transmittal to, or any information that anyone receiving such information including you, may reasonably consider as proprietary, personal identifiable, confidential or the equivalent. For the purpose of this Agreement, Personal Information, Personal Identifiable Information, Sensitive Personal Data shall have the same meaning as in Regulation (EU) 2016/679 - General Data Protection Regulation ('GDPR') and any other applicable laws.

3. You shall use the Confidential Information and Personal Data received, at any time, solely in respect of your duties as part of your employment and association with Company and in compliance with all applicable laws, including without limitation the GDPR provisions. You shall comply with the Company policies pertaining to the GDPR provisions including without limitation the Binding Corporate Rules published on the Company's intranet. You shall not make any copies, in whole or in part, machine readable or otherwise, of the Confidential Information and Personal Data except for copies that need to be made strictly in respect of your duties as part of your employment and association with Company. You shall, at the request of Company at any time, promptly return to Company, all tangible forms of Confidential Information and Personal Data including any and all copies and partial copies thereof, whether machine readable or otherwise. You shall process Confidential Information and Personal Data only as instructed by the Company.

4 Except as may be expressly provided herein, you shall, at no time, whether during your employment or association with Company or after its termination or expiry, as the case may be, disclose any Confidential Information and Personal Data in whole or in part to any third party.

Registered Office

Unit No. 1, Ground Floor
A Wing, Business @ Mantri
Survey no 197/2+4 to 7B,
Lohegaon Nagar Road
Pune, Maharashtra – 411014

IGT Solutions Pvt. Ltd.

(Formerly known as InterGlobe Technologies Pvt. Ltd.)
2nd Floor, InfoTech Centre, Milestones 14/2,
Old Delhi Gurugram Road, Dhundahera,
Gurugram – 122016, Harayana

T +91 124 458 7000

www.igtsolutions.com
mktg@igtsolutions.com

CIN U72300MH1998PTC187929

5. Any and all Confidential Information and Personal Data shall, at all times, remain the property of the Company. Upon termination or expiry of your employment or association with Company, whichever occurs first, you shall promptly destroy or return to Company, all Confidential Information and Personal Data, including any and all copies and partial copies, whether machine readable or otherwise, or at the option of Company, and provide Company with a written certification as to such destruction, in the form and manner acceptable to Company.

6. Nothing contained in this Agreement or the Appointment Letter shall be construed as: (i) requiring the Company to disclose to you any particular information; (ii) granting to you or to any party a license, either express or implied, under any patent, copyright, trade secret or other intellectual property right or any other Confidential Information and Personal Data, now or hereafter owned, obtained or licensed by the Company; (iii) creating warranties of any kind in connection with any particular information; (iv) constituting or implying any representation or commitment as to the development or availability of commercial products, features or services; or (v) soliciting any business or organization changes or incurring any obligations of any kind not specified herein

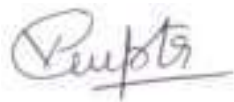
7. You will not utilize any such Confidential Information and Personal Data to render services, develop products or produce articles for your own or another's use, or to render services, develop products or Produce articles sold or offered for sale or otherwise transferred or offered for transfer to anyone, without the prior written consent or instruction of the Company.

8. This Agreement shall be interpreted and the rights of both you and Company shall be determined in accordance with the laws of India.

9. You acknowledge and agree that damages suffered by Company or any of its holding company(ies), subsidiaries, affiliates and / or customers, shall be difficult to ascertain and inadequate to completely compensate or remedy the damages suffered, in the event of breach of any of the contents of this Agreement or the Appointment Letter by you, and you agree that Company or any of its holding company(ies), subsidiaries, affiliates and / or customers shall be free to seek any remedy under law including without limitation any temporary or permanent injunction and / or specific performance of this Agreement and/or the Appointment Letter in order to protect its rights hereunder, without limiting any other rights and remedies that Company or any of its holding company(ies), subsidiaries, affiliates and / or customers, may have.

10. The contents of this Agreement supersede any prior oral or written understandings with respect to the subject matter hereof between you and Company and constitutes the entire agreement between you and Company with respect to the subject matter hereof and no modification, amendment or waiver thereof shall be effective unless in writing and signed by both Parties.

Yours Sincerely,
For and on behalf of
IGT Solutions Pvt. Ltd.



Vineet Gupta
Vice President- HR

Agreed and Accepted

I have gone through the aforesaid contents including the terms and conditions contained herein and have fully understood, acknowledge and agree with the same. I hereby accept the terms and conditions stated hereinabove and agree to the same being incorporated as part of my Appointment Letter.

Riya Bhasin
C-371 Vikas Puri New Delhi-110018



LETTER OF INTENT

Dear Riya Bhasin

Please refer to your application for a suitable position in our organization and subsequent discussions you had with us. We are pleased to offer you the position Process Associate in our organization on the terms and conditions agreed. You are requested to bring the following documents at the time of joining:

- a) Letter of relieving from previous organization & experience letter from the previous employer
 - b) Last salary slip & a copy of salary certificate / Form16 / Form 12B
 - c) Photocopy of your educational and professional certificates
 - d) Photocopy of your 12th Standard certificate
 - e) Copy of age proof certificate (10th Standard Certificate – Date of Birth)
 - f) Eight latest passport size coloured photographs
 - g) A copy of your valid passport & PAN card
 - h) Copy of address proof i.e. driving license, ration card, telephone / electricity bill, voters ID, bank account statements
- The detailed appointment letter will be issued to you at the time of joining.

a) The detailed appointment letter will be issued to you at the time of joining.

You are requested to join duty by 06-September-21 at the below mentioned address and report to HR department at 9:00a.m.

Please sign the duplicate copy of the same as a token of your acceptance.

We welcome you to the IGT Family & wish you all success.

A handwritten signature in black ink, appearing to read 'Rahul Sinha', written over a horizontal line.

Rahul Sinha
Chief People Officer

CTC DETAILS

Name	Riya Bhasin	Designation	Process Associate
Date Of Joining	6-September-21	Cost Centre Name	Expedia UA
Core Skills	Universal Agent	Cost Centre Code	BPO-11040-02-56
Reporting Manager	Manish Khanna	Notice Period	30 Days

SALARY STRUCTURE

Your Annual CTC is Rs.348000 for which the monthly calculation is given below:

COMPONENT	MONTHLY (IN RS.)	ANNUAL (IN RS.)	REMARKS
PAYROLL			
Basic	14500	174000	
HRA	10150	121800	
Special Allowance	848	10179	
Ex Gratia (Statutory Bonus)	1400	16800	
TOTAL PAYROLL SALARY (A)	26898	322779	
Employees Contribution			
Provident Fund	1800	21600	
ESIC	0	0	
EDF	25	300	
Total Deduction	1825	21900	
Take Home Salary	25073	300879	
Employer's Contribution			
Provident Fund	592	7106	
Pension Fund	1208	14494	
ESIC	0	0	
Mediclaime	302	3621	Self, Spouse & 2 Children
Total Salary	29000	348000	



23 June 2022

Subject: Offer of Contractual Employment

Dear Simran Gandhi,

Congratulations!

Mynd is pleased to inform you that you have been selected for the position of “**Finance Coordinator**” for our client – **Agilent Technologies**. You will be based in Gurgaon, India, or any other place/city within India as notified to you by the Company from time to time.

Your employment shall commence with effect from 04 July 2022. In the event you fail to accept this offer on or before 25 June 2022, this offer shall stand terminated unless extended at the sole discretion of the Company. You must treat the details of this offer with utmost confidentiality.

The contract terms is of 6 months from DOJ (04 July 2022 till 04 January 2023) and can be extended after 6 months as per the performance evaluation and client requirements for 3 occasions till the maximum tenure of 1.5 Years. You will have a notice period of thirty (30) days during your probation period and 45 days after confirmation.

You shall, in addition to the terms and conditions of employment specifically stated herein and the Employment Agreement and Code of Conduct, also be governed by the rules, regulations, and such other practices, systems, procedures, and policies framed, amended, modified or omitted by the Company from time to time. Statutory laws enacted by the Central will also govern you or State Government or local authorities as may be applicable to you from time to time.

The compensation, benefits, and other entitlements are as detailed in Annexure – I, and the Proposed Salary Structure is detailed in Annexure - II appended to this letter.

Looking forward to a long and mutually beneficial career with us.

For Mynd Integrated Solutions Pvt. Ltd.

**anupam
naraian
saxena**

Digitally signed by
anupam naraian
saxena
Date: 2022.06.27
20:16:47 +05'30'

(Authorized Signatory-HR)

“ANNEXURE A”				
CTC Breakup				
Employee Name	Simran Gandhi	Band	EX	
DOJ	04-Jul-22	Level	III	
Designation	Finance Coordinator	Department		
Location	Manesar	Work Location		Gurgaon
Fixed Cost Only	Performance Linked Incentive	Retention Bonus	Target Incentive	
3,43,630		-	-	
Cost To Company (CTC)		3,43,630		
Particulars	Remarks	INR (PA)	INR (PM)	
Basic Pay	40% of Fixed	1,48,618	12,385	
HRA	50% of Basic Pay / As Applicable	74,309	6,192	
LTA	8.33% Of Basic Pay	12,380	1,032	
Special Allowance	Balancing Component	79,643	6,637	
Gross Salary (A)		3,14,950	26,246	
Insurance	Group Mediclaim Policy for self	4,680	390	
Employer's PF Contribution	12% of Gross or Rs 1800 whichever is less	21,600	1,800	
Retiral Benefits (B)		26,280	2,190	
Tentative Cost to Company(A+B)		3,41,230	28,436	
PF Admin Charges		1,800	150	
Employer LWF	Haryana	600	50	
Admin Charges		2,400	200	
Final Cost to Company(A+B+C)		3,43,630	28,636	

For,
Mynd Integrated Solutions Pvt Ltd

Simran Gandhi

anupam
naraian
saxena

Digitally signed by
anupam naraian
saxena
Date: 2022.06.27
20:17:00 +05'30'

(Authorized
Signatory)

Employee Signature
Date:

“ANNEXURE B”

Terms & Conditions:

Offer Letter acceptance is important to initiate the pre Joining On boarding activity.

CTC may change time to time with respect to all applicable Statutory Deductions as per the Govt. regulations

TDS is applicable as per Income Tax Act

Notice Period: 30 days during probation and 45 days after confirmation

Group Accidental Insurance is 2,00,000

Standard Group Medical Insurance is 1,00,000 - however as per your need, you can choose to extend the Medical Insurance Cover up to 5,00,000 by opting Flex Program with nominal single Instalment

“ANNEXURE C”

List of Joining Documents

(Original Copies of all certificates are required for verification)

Educational Certificates

- * Senior Secondary & Higher Secondary Certificates
- * Graduation Level, Post-Graduation and Professional Degree Certifications

Work Experience Related Details

- * Last 2 Previous Employer Appointment Letter (if any)
- * Last 2 Relieving letter/ Experience Letter (if any)
- * Last 2 Accepted Resignation letter from previous employer (if any)
- * Last 3 months Salary Slips from previous organization

Photographs Required

- * 6 Passport Size Photograph
 - * 2 Postcard Size Photograph (if ESI is Applicable)
- Permanent Address Proof (Any one of the following can be taken as an address proof)**

- * Adhaar card (mandatory Document)
- * Passport

Current Address Proof (Any one of the following can be taken as an address proof)

- * Rent Agreement
- * Driving License
- * Ration Card/Voter ID Card
- * Telephone Bill

Other Mandatory Documents:

- * PAN Card (mandatory Document),
- * Bank Statement, Cancelled Cheque (if you want to continue your previous salary account, Please bring your cancelled cheque on the joining date)

Date : 08/08/2022

Dear Mr. Sarthak Verma,

Congratulations! We are pleased to inform you that you have been selected to work with our organization – Accord Fintech Pvt. Ltd.

Consider this mail as our confirmation for the offer. The details of your job offer would be as follows:

Salary	3.25 Lacs - CTC
Designation	Associate - Business Development
Date of Joining	09/08/2022
Probation / Observation Period	Six months.
Working Location	Delhi
Offer letter acceptance last date	08/08/2022

If you are happy with proposed offer and wish to accept this employment, kindly send us the confirmation by replying this email. If this date is not acceptable, please contact me immediately.

During joining day kindly submit your following documents photocopy :

- ✓ 10th standard Mark sheet
- ✓ 12th standard Mark sheet
- ✓ Graduation / Diploma Mark sheet
- ✓ Post-Graduation Mark sheet
- ✓ All extra courses certificate
- ✓ Appointment letters of previous companies
- ✓ Experience certificates of previous companies
- ✓ Relieving letter of previous companies
- ✓ Latest pay slips
- ✓ Permanent Residence Proof
- ✓ Current Residence Proof
- ✓ Colored passport size photographs x 3
- ✓ Pan card copy
- ✓ Aadhar card copy
- ✓ Driving License copy (if any)
- ✓ Election ID copy (if any)

Registered Address : Accord Fintech Pvt. Ltd., Navbharat Press Bldg, 2nd floor, Plot No.13,
Sector 8, Nr. Millennium Tower, Sanpada (E), Navi Mumbai – 400 705, India.
Branches : Ahmedabad, Bangalore, Chennai, Delhi, Kerala, Kolkata, Hyderabad, Pune, Thrissur.

We are confident you will be able to make a significant contribution to the success of Accord Fintech Pvt. Ltd. and look forward to working with you.

Regards,

SAVIO FERNANDES

HEAD – HUMAN RESOURCES

Accord Fintech Pvt. Ltd. | 2nd Floor, Navbharat Press Building, Sector - 8, Near Millennium Tower, Sanpada (E), Navi Mumbai - 400705.

[T] 91-22-67834000 | M – 9320099950 www.accordfintech.com

Branches @ Ahmedabad, Bangalore, Chennai, Delhi, Kerala, Kolkata, Hyderabad, Pune.

Registered Address : Accord Fintech Pvt. Ltd., Navbharat Press Bldg, 2nd floor, Plot No.13,
Sector 8, Nr. Millennium Tower, Sanpada (E), Navi Mumbai – 400 705, India.
Branches : Ahmedabad, Bangalore, Chennai, Delhi, Kerala, Kolkata, Hyderabad, Pune, Thrissur.



PRIVATE AND CONFIDENTIAL

18/07/2022

Candidate ID: 1651
Mr. Chirag Suri
29 Ganesh Nagar Second Floor
Nearest metro station janakpuri east
New Delhi, Delhi - 110018

SUBJECT: Offer of Employment and Appointment Letter

Dear Chirag,

With reference to the recent meetings and discussions you have had with us, we are now pleased to make you an Offer of Employment with IGT Solutions Private Limited ("Company").

This Offer is made subject to and is conditional upon you meeting the following criteria:

A pre-employment screening check, including receipt of references to the satisfaction of the Company, as applicable.

Verification to the satisfaction of the Company of the information that has been provided to the Company during the course of your application process.

You are requested, to provide documentary proof to the Company that you are (and continue to be throughout your employment) in possession of the necessary permission to live and work in India. This includes satisfying the requirements of the government medical check, as applicable.

Every effort will be made to complete the Company's recruitment procedures before the date of your joining the Company. The checks/verifications listed above may be repeated at any time during your employment. If the checks listed above are not completed prior to the commencement of your employment and if you fail in any of the checks/verification performed, the Company may withdraw its Offer of Employment and Appointment Letter immediately and you will not be entitled to any pay in lieu of notice or any other compensation or damages.

If the checks are carried out while you are employed but do not return satisfactory results on account of misconduct, the Company may terminate your employment without notice or pay in lieu of notice, if you have been employed for less than one month, and/or by giving one week's notice if you have been employed for one month or more (subject to any greater notice period as may be required by law).

Registered Office
Unit No. 1, Ground Floor, A Wing
Business @ Mantri, Survey No.
197/2+4 to 7B
Lohegaon Nagar Road Pune,
Maharashtra, 411014

IGT Solutions Pvt. Ltd.
(Formerly known as InterGlobe Technologies Pvt. Ltd)
2nd Floor, Infotech Center, Milestone 14/2,
Old Delhi Gurgaon Road, Dhundahera,
Gurugram - 122016, Haryana

T +91 124 458 7000
www.igtsolutions.com
mktg@igtsolutions.com

CIN U72300PN1998PTC187929



By accepting this offer, you consent to providing your Aadhar Card for the purposes of a) authentication; b) providing you with statutory dues like provident fund etc; b) proof of address, if applicable and c) background checks through Company personnel or third party vendor. In case you are unable to provide Aadhar card, you will immediately inform us the reason for the same.

Your appointment will be based on the following terms and conditions:

1. Appointment: You will be designated as **Process Associate** with effect from **07/19/2022**. You will report to Practice Head or such other person as may be notified, from time to time, in writing to you by the Company. Your appointment is subject to your being found medically fit and a satisfactory verification of your qualification, references and background checks.

2. Compensation: Your role is currently positioned in Band **1C** and your monthly compensation and other benefits will be as specified in **Annexure 'A'**. You shall adhere to all policies framed by the Company and as amended from time to time. Further, you shall be liable for any income tax and all other applicable taxes arising out of payments received by you by way of remuneration as stated in this clause.

3. Probation and Confirmation: From the date of appointment, you shall undergo 90 days of probation in the Company, which may be extended if so deemed necessary by the Company for such further period as it deems fit. If you successfully complete the probation period, either initial or extended as the case may be, the Company may in its sole discretion confirm your employment. On expiry of the aforesaid probation period, your employment with the Company would be deemed to be confirmed. During the probation period either party can terminate the contract of employment within 10 days' notice prior written notice without assigning any reasons thereof.

4. Notice Period and Termination: Your appointment with the Company will be subject to termination with **30 days** notice or payment in lieu thereof. Should you desire to resign from the Company you shall provide the Company with a prior written notice of similar period of such resignation or payment in lieu thereof at the discretion of the Company. However, in case any disciplinary proceedings are either contemplated or pending against you, the Company shall have the right not to accept your resignation. If you desire to resign from your services hereunder, you shall, notwithstanding the provision with respect to payment in lieu of the notice as provided hereunder, make yourself available during all office hours, for such period from the date of tendering your resignation, as maybe required by the Company at its discretion in order to ensure smooth transition.

5. Retirement: You shall retire upon attaining such retirement age as may be determined by the Company as per its policies from time to time. Upon such retirement, you shall cease to be an employee of the Company. The Company may, however, at its sole discretion, choose to extend the term of your employment for such further period as it may deem fit.

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6. Location/Domicile: You will initially be posted in **2nd Floor, InfoTech Centre, 14/2 Old Delhi Gurgaon Road, Dundaheera, Gurugram - 122016, Haryana, India**. However, the Company may, at any time, at its sole discretion, transfer/second and/or depute you from one place to another anywhere in India or abroad and/or from one department to another and/or from one division to another and / or to any of its affiliates, associates, subsidiaries, group companies or customers or other concern in which the Company may be having any interest whether existing or which may be set up in future.

7. Company Policies: During the course of your employment with the Company, you shall be required, to keep yourself informed, updated and comply with, all the policies and procedures of the Company in force and as may be amended from time to time and as applicable to you, which shall be considered to be a part of your Appointment Letter and terms of employment. The company shall not be responsible for any damage/loss of any nature whatsoever accruing to you, owing to you not being aware of and/or updated with any such Company policies and amendments thereto.

8. Role & Responsibility: Your responsibilities and duties will be shared with you on your joining the company and you would be expected to discharge your duties accordingly. However, in addition to our usual duties, you may be required to discharge and perform any responsibility or work that may be entrusted and assigned to you by the Company. During the course of your employment with the Company, the Company shall be entitled to change your designation and / or reporting structure. You will also be responsible for the effective functioning of the staff or employees, if any, under your supervision.

9. Confidentiality: You will maintain strict confidentiality as regards all matters concerning the Company and will not divulge any information regarding the Company to any third party, without the prior written consent of the Company. In addition to the provisions of this clause, your confidentiality obligations towards the Company shall be governed by the terms and conditions of the Confidentiality and No-Disclosure Agreement, attached hereto as **Annexure 'B'**, which shall be considered as an integral part of this Appointment Letter. In the event of any conflict, in respect of any confidentiality related provisions, between the contents of this Appointment Letter and the Confidentiality and Non-Disclosure Agreement, the provisions of the Confidentiality and Non-Disclosure Agreement shall take precedence.

10. Veracity of Particulars Submitted: It is understood that this employment is being offered to you on the basis of the particulars submitted by you in your application for employment under the Company. However, if at any time it should emerge that the particulars furnished by you as part of the joining formalities, are false, incorrect or inaccurate; or if any material or relevant information has been suppressed or concealed; if you are engaged in any fraudulent activity or misconduct; or if your performance is not up to the expected standard; your appointment will be considered ineffective and irregular and would be liable to be terminated by the Company forthwith without notice or salary in lieu thereof. This will be without prejudice to the other rights of the Company including taking disciplinary action against you for the same.

11. Exclusivity: During the period of your employment with the Company, you shall work exclusively for the Company and not secure any other job either for remuneration or on honorary basis, without the prior written consent of the Company.

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12. Non Solicitation: You shall not at any time during the term of your employment with the Company or thereafter, under any circumstances, directly or indirectly entice or solicit the Company's and/ or any of its subsidiaries' and / or affiliates' personnel to leave the employment of the Company and/ or any of its subsidiaries and / or affiliates or apply for employment with any third party or encourage such personnel of the Company to take any action or inaction that may adversely impact the performance by the Company of its obligations under this Letter and / or any other contract or adversely impact the ability of the Company to carry out its normal business activities. You further agree that you shall not engage in soliciting business or allied business that is in any way similar, identical or competitive with the business, activities, services of the Company, or with those customers of the Company with whom you had any contact, during your employment with the Company and for a period of one year after your employment ceases with the Company.

13. Personal Particulars: You shall be obligated to keep the Company informed of your latest postal address and other contact details at all times and you shall notify the Company in writing in case of change of such address or contact details. Any communication sent to you by the Company on your last known address (per the Company's records) shall be deemed to have been duly served notwithstanding the fact that you have changed your address.

14. Training: During the course of your employment with the Company you may be required to undergo specialized training(s) / skill and / or knowledge enhancement / developmental program to enable you to effectively discharge your current or new responsibility assigned to you. In such cases the Company may propose that an agreement, in the form and manner acceptable to the Company be entered into between you and the Company. Such agreement shall primarily intend to offset the expenses incurred by the company towards your specialized training / skill and / or knowledge enhancement subject to the terms and conditions of the aforesaid agreement. In the event that such an agreement is executed between you and the Company.

You shall be governed by the terms and conditions of such agreement as well, which shall be considered as an integral parcel of this Appointment Letter. In the event of any conflict in respect of any provisions between the contents of this Appointment Letter and such agreement, the provisions of such agreement shall take precedence.

15. Jurisdiction: Any dispute of whatsoever nature between you and the Company shall be subject to the exclusive jurisdiction of courts of Gurugram, Haryana only, whether they be civil courts, labour courts, industrial tribunals or any other courts or authority of whatsoever nature.

16. Medical Fitness: Your appointment and its continuation is subject to your being medically fit and the Company reserves its right to ask you to undergo appropriate medical examination, as and when deemed necessary, by a medical professional designated by the Company.

17. Amendment: Any amendment or modification to this Offer of Employment and Appointment Letter shall be made in writing and signed by both parties.

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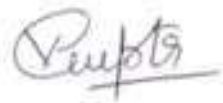
18. Severability: It may be noted that in the event any one or more provisions of this Appointment Letter shall for any reason be held to be invalid, void or unenforceable by any court or governmental agency, the remaining provisions of this Appointment Letter shall remain in full force and effect and the invalid, unenforceable provision shall survive to the extent not so held.

Kindly sign and return a copy of this Appointment Letter to the under-signed as a token of your acceptance of the above terms

Wishing you every success in this assignment!

Yours Sincerely,

For and behalf of,
IGT Solutions Pvt. Ltd.



Vineet Gupta
Vice President – HR

cc: Personal file

Agreed and Accepted

I have carefully reviewed and considered the aforesaid contents including the terms and conditions contained herein and have fully understood, acknowledge and agree with the same. I hereby accept the terms and conditions stated hereinabove.

Name: Chirag Suri
Dated:

Annexure 'A'
(Monthly compensation and other benefits)

Your Annual CTC is Rs. 324,000.00 for which the monthly calculation is given below:

COMPONENT	MONTHLY (IN RS.)	ANNUAL (IN RS.)	REMARKS
PAYROLL			
Basic	13,500.00	162,000.00	
HRA	9,450.00	113,400.00	
Special Allowance	652.00	7,824.00	
Ex Gratia (Statutory Bonus)	1,400.00	16,800.00	
TOTAL PAYROLL SALARY (A)	25,002.00	300,024.00	
Employee's Contribution			
Provident Fund	1,698.00	20,376.00	
ESIC	0.00	0.00	
EDF	25.00	300.00	
Total Deduction	1,723.00	20,676.00	
Take Home Salary	23,279.00	279,348.00	
Employer's Contribution			
Provident Fund	573.00	6,864.00	
Pension Fund	1,125.00	6,876.00	
ESIC	0.00	0.00	
Mediclinic	301.00	3,612.00	Self, Spouse & 2 Children
Total Salary	27,000.00	324,000.00	

Annexure 'B'
Proprietary Information and Non-Disclosure Agreement

18/07/2022

To

Chirag Suri
Candidate ID: 1651

29 Ganesh Nagar Second Floor
Nearest metro station janakpuri east
New Delhi, Delhi - 110018

E-mail ID: chigssuri222@gmail.com

Dear Chirag,

Subject: Confidentiality and Non-Disclosure Agreement

1. We refer to your offer of employment and appointment letter dated **07/19/2022 ("Appointment Letter")**. Please treat the contents of this Agreement as part and parcel of the said Appointment Letter, whereby the contents of this Agreement are incorporated into the Appointment Letter. In the event of any conflict between the contents and effect of this Agreement and the Appointment Letter, the contents of this Agreement shall take precedence.

2. During your employment and association with **IGT Solutions Private Limited**, you may be provided with or come in contact with or create certain Proprietary, Personal Information, Personal Identifiable Information, Sensitive Personal Data (collectively referred to as "Personal Data") and Confidential Information. As used in this Agreement, the term Confidential Information shall mean written, oral, documentary, visual or other information, including but not limited to drawings, formulas, processes, specifications, photographs, documents, breadboards, samples, models, machines, tools, software/hardware, machine-readable media of any kind and other information submitted hereunder, business information, customer lists and details, customer information, business strategy, know-how, trade secrets, business strategy, personal identifiable information, confidential, or the equivalent etc. of Company and/ or any of its holding company(ies), subsidiaries, affiliates, customers, officers, employees, directors, consultants and / or advisors, or which the Company indicates in writing or verbally at the time of transmittal to, or any information that anyone receiving such information including you, may reasonably consider as proprietary, personal identifiable, confidential or the equivalent. For the purpose of this Agreement, Personal Information, Personal Identifiable Information, Sensitive Personal Data shall have the same meaning as in Regulation (EU) 2016/679 - General Data Protection Regulation ('GDPR') and any other applicable laws.

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3. You shall use the Confidential Information and Personal Data received, at any time, solely in respect of your duties as part of your employment and association with Company and in compliance with all applicable laws, including without limitation the GDPR provisions. You shall comply with the Company policies pertaining to the GDPR provisions including without limitation the Binding Corporate Rules published on the Company's intranet. You shall not make any copies, in whole or in part, machine readable or otherwise, of the Confidential Information and Personal Data except for copies that need to be made strictly in respect of your duties as part of your employment and association with Company. You shall, at the request of Company at any time, promptly return to Company, all tangible forms of Confidential Information and Personal Data including any and all copies and partial copies thereof, whether machine readable or otherwise. You shall process Confidential Information and Personal Data only as instructed by the Company.

4. Except as may be expressly provided herein, you shall, at no time, whether during your employment or association with Company or after its termination or expiry, as the case may be, disclose any Confidential Information and Personal Data in whole or in part to any third party.

5. Any and all Confidential Information and Personal Data shall, at all times, remain the property of the Company. Upon termination or expiry of your employment or association with Company, whichever occurs first, you shall promptly destroy or return to Company, all Confidential Information and Personal Data, including any and all copies and partial copies, whether machine readable or otherwise, or at the option of Company, and provide Company with a written certification as to such destruction, in the form and manner acceptable to Company.

6. Nothing contained in this Agreement or the Appointment Letter shall be construed as: (i) requiring the Company to disclose to you any particular information; (ii) granting to you or to any party a license, either express or implied, under any patent, copyright, trade secret or other intellectual property right or any other Confidential Information and Personal Data, now or hereafter owned, obtained or licensed by the Company; (iii) creating warranties of any kind in connection with any particular information; (iv) constituting or implying any representation or commitment as to the development or availability of commercial products, features or services; or (v) soliciting any business or organization changes or incurring any obligations of any kind not specified herein

7. You will not utilize any such Confidential Information and Personal Data to render services, develop products or produce articles for your own or another's use, or to render services, develop products or Produce articles sold or offered for sale or otherwise transferred or offered for transfer to anyone, without the prior written consent or instruction of the Company.

8. This Agreement shall be interpreted and the rights of both you and Company shall be determined in accordance with the laws of India.

9. You acknowledge and agree that damages suffered by Company or any of its holding company(ies), subsidiaries, affiliates and / or customers, shall be difficult to ascertain and inadequate to completely compensate or remedy the damages suffered, in the event of breach of any of the contents of this Agreement or the Appointment Letter by you,

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and you agree that Company or any of its holding company(ies), subsidiaries, affiliates and / or customers shall be free to seek any remedy under law including without limitation any temporary or permanent injunction and / or specific performance of this Agreement and/or the Appointment Letter in order to protect its rights hereunder, without limiting any other rights and remedies that Company or any of its holding company(ies), subsidiaries, affiliates and / or customers, may have.

10. The contents of this Agreement supersede any prior oral or written understandings with respect to the subject matter hereof between you and Company and constitutes the entire agreement between you and Company with respect to the subject matter hereof and no modification, amendment or waiver thereof shall be effective unless in writing and signed by both Parties.

Yours Sincerely,

For and on behalf of

IGT Solutions Pvt. Ltd.

A handwritten signature in black ink, appearing to read 'Vineet Gupta', is written over a faint, light blue circular stamp.

Vineet Gupta
Vice President – HR

Agreed and Accepted

I have gone through the aforesaid contents including the terms and conditions contained herein and have fully understood, acknowledge and agree with the same. I hereby accept the terms and conditions stated hereinabove and agree to the same being incorporated as a part of my Appointment Letter.

Name: Chirag Suri
Date:

To,

Date: 22.10.21

THE Director Sir,
Tecnia Institute of Advance
Studies,
Atempura
Delhi

SUB: Permission Grant for Training Job.

Respected Sir,

With due respect, I would like to state that my name is HARSH MEHTA and I am the Student of your College "Tecnia Institute of Advance Studies" having Enrolment no:- 06921301719.

I would like to bring your kind concern, that as per the Part of BBA Course, I have to go through Training Course/Session.

I have been selected at Spice Jet Airlines, I am seeking your permission to join the above said Programme. I kindly request you to issue a grant letter in my name so that I could be a part of it at the earliest.

I make sure that my Academic's will not be affected and I will submit all my Projects on time.

I shall be highly obliged for your kind support and wishes.

Thanking you

HARSH MEHTA

BBA - Section "B" Evening
Shift

Enrollment no:- 06921301719

(HARSH MEHTA)



SpiceJet Limited
319 Udyog Vihar, Phase-II
Gurgaon 122016, Haryana, India
Tel: + 91 124 3913939
Fax: + 91 124 3913844

Wednesday, 06-Oct-21,

LETTER OF OFFER

Name: Mr. Harsh Mehta

369 GH-14 Near - Guru Harkishan nagar , paschim vihar
West Delhi
Delhi - 110087
Phone No: 9811682290

Dear Mr. Harsh Mehta,

We are pleased to offer you the position of **Executive in Reservations** Department at SpiceJet Ltd.

The following are the terms & conditions of your employment with SpiceJet Ltd.

1. The Details of your total compensation is given in **Annexure - 1**.
2. Your initial place of work will be at **Gurgaon**. Your services are transferable as per Company's discretion and operational requirements.
3. Your appointment is subject to you being medically fit and the receipt of satisfactory medical check-up report, references and background checks. The Company will conduct a formal background verification as per Company policy.
4. Your probation will be for a period of **6 Months** from the date of joining. Confirmation of your appointment will be subject to assessment of your performance during the probationary period.
5. During probation either party may terminate the employment by giving Seven (07) Days' notice in writing or Seven (07) Days' basic salary in lieu thereof. On confirmation of services, either party may terminate the employment by giving Two (02) months' notice in writing or Two (02) Months' Basic Salary in lieu thereof as per Company policy. However the Company reserves the right not to accept payment in lieu of notice and at its sole discretion enforce the notice period due to operational reasons.
6. Due to unsatisfactory performance, absence for a continuous period of eight days without prior approval of your supervisors, (including overstay of leave / training), and/or integrity issues, your employment may be ceased without any notice at any time during your employment with the Company.
7. You will not interact with the media to give any information with regard to Company, its employees and operation etc.
8. All terms and conditions will be governed by the Company policies as stated from time to time.
9. While accepting this offer you will confirm that you have settled all liabilities and service obligations with all your previous employers. In case any disputes arise with any of your previous employers with regard to your taking up employment with us, you undertake to indemnify SpiceJet Ltd for any loss / damage / legal action(s).

Documents required for joining
Niti Ventures



Fwd: Salary Break-up Sheet FTE

1 message

Anuj Uppal <anujuppal08@gmail.com>

Tue, Aug 9, 2022 at 1:22 PM

To: "placementstias@tecnia.in" <placementstias@tecnia.in>

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

From: **CS India On-Boarding Team** <csind-onboarding@amazon.com>

Date: Wed, 25 May 2022 at 7:21 PM

Subject: Salary Break-up Sheet FTE

To:

Dear Candidate,

Congratulations on your offer with Amazon for **Customer Service Associate – Noida; please find below your proposed salary break-up. Your date of joining is 30th May, 2022.**

PS: PAN card and e-Aadhar card (Your mobile number should be linked with Aadhar card, downloaded from UIDAI website) are mandatory documents required to get onboarded. If your mobile number is not linked with Aadhar card, please visit HEAD POST OFFICE and not regional post office to get it linked in 24 hours.

Name	
Date of Joining (Amazon)	
Designation on Joining	Customer Service Associate
State	Rest of India
Citizenship	INDIAN
Current Compensation & Benefit Summary	
	Annual (in INR)
Annual Base Pay	320,000

Gross Salary Break-Up			
Pay Component	Select	Annual (INR)	Monthly (INR)
Basic	56%	180,000	15,000
House Rent Allowance	50%	90,000	7,500
Employer contribution to PF	12%	21,600	1,800

2: Flexible Components

Self-education		-	-
Children education allowance	N	-	-
Children hostel allowance	N	-	-
National Pension System (NPS) Contribution	0%	-	-
Self-Owned Vehicle Expenses	N	-	-

3: Fixed Allowance Allocation:

Leave Travel Assistance		28,400	2,367
Medical Allowance		-	-
Conveyance Allowance	Self-owned Vehicle Expenses option should be set to N	-	-
Meal Allowance		-	-
Flexi Allowance		-	-
Base Pay		320,000	26,667

Note:

Detailed Overview will be given during Day 1 Orientation
Basic or any other Pay components are subject to change basis change in applicable laws or relevant / applicable company policies

Other Benefits

1. Internet Reimbursement – Rs.1,250/- per month
2. Meal Vouchers – Rs.1,100/- per month
3. Night Shift Allowance (NSA) of INR 150/- per shift

Please note there will be a deduction of ESIC, PF and Professional Tax from the Base pay as per the State Government norms.

Disclaimer: The content of this email is confidential and intended for the recipient specified in message only. It is forbidden to copy, forward, or in any way reveal the contents of this message to anyone. Offer once accepted will not be renegotiated post joining.

Note: If you do not hold the required documents or do not meet any of the mandatory requirements or your current work location falls under any of the Containment/Red zones declared by the State Govt, your joining might be delayed or confirmed to a later date, considering the transport constraints for system delivery. Also please make sure that you are available at the registered address with us for system delivery.

Please do not reply on this email. If you have completed the LOI acceptance please ignore it.

**Thanks & Regards,
Amazon Recruitment Team**

Letter of Employment

Date: 01/10/2022

Dear Ms. Ishika Vaswani

With reference to your subsequent interview and selection process, we are pleased to inform you that you are selected as a **Business Development Executive** for permanent full time position from **3rd October 2022**. The position includes tie-up with colleges and helping our company to grow business.

YOUR JOB PROFILE WILL INCLUDE:

You will provide professional advice and guidance to students interested in studying in India or abroad. You will work to specific targets set by the Head-HR and your performance will be judged on the same.

PROBATION PERIOD

You will be paid gross salary of Rs. 26,500 per month and your salary will be revised after 1 year.

LINE MANAGEMENT

You will report to the Head-HR/Office Manager /Director.

MAIN DUTIES

- Mailing the universities for Tie-Up.
- Advising students.
- Assisting with activities to promote India & foreign education institutions represented by the Company.
- Maintaining the documentation required for Tie-Ups.
- Liaising with Sub- Agents.
- Undertaking project work as decided by the Office Manager or the Director.
- Assisting with the general running of the office to ensure smooth operations.

NOTE: In case, if you plan to leave the job you have to give notice period of two months or forego your one month of salary in the form of buying out your notice period.

Regards,
Himani Rawal
Head- Human Resources
Career Brick Consultant
Contact- 9354436609
Email ID- hr@careerbrick.com

Letter of Appointment

Date: Aug 17, 2021

To,
Yashvi Garg,
21/13, Second floor, Old Rajinder Nagar, New Delhi

The broad terms and conditions of your appointment are as mentioned below:

1. Appointment

Capline Services Private Limited (hereinafter referred to as 'Company') will engage the **Yashvi Garg**, (hereinafter referred to as "Employee") and the Employee hereby agrees to serve the Company as "**Associate**" on a FULL TIME assignment with effect From **Aug 17, 2021** upon the terms and subject to the conditions laid down in this letter of appointment.

2. Cost to Company

Your commencing compensation on a cost to company basis will be **Rs. 3,10,000/-per annum**, as agreed by you at the time of your offer of employment. The details of which are given in Annexure.

3. Probation

You shall be under probation for a period of six months from the date of your joining. The Management may, at its sole discretion, extend your probationary period for such terms as considered appropriate. You will continue to be on probation until a communication of confirmation is issued to you in writing. During the period of probation, the appointment is terminable either by company or by you by giving seven days (7 days) notice or basic pay in lieu thereof.

4. Notice Period

Your services are liable for the termination without assigning any reason on fifteen days (15 days) notice in writing from either side or basic pay in lieu thereof. The company reserves the right to pay or recover complete salary in lieu of notice period. On receiving notice, if in the opinion of the company it is prejudicial to its interest to continue employment during the notice period, the company may at its discretion relieve you before expiry of the notice period and is not bound to give any reason thereof.

5. Working Hours

Your working hours will be advised to you by the Human Resource Group or your Reporting Manager from time to time. Actual work timings may vary from time to time based upon business and customer service requirements. You will be advised by the Human Resource Group or your Reporting Manager of the working hours, break periods and weekly rest day(s). You should be flexible for 24*7 shift timing.

6. Place of Work

A. Your initial place of work will be at the Company office in NOIDA; however, the company reserves the right to transfer you temporarily or permanently to work in any unit of the company in India or abroad where the company conducts its business or your services may be seconded to other group companies, Associates, affiliates or joint ventures.



- B. As per exigencies of work and keeping in mind your suitability, you shall be liable to be transferred at the discretion of the Management, from one work, unit, section or job to any other, in which case your designation could else be suitably changed. In such a situation, your salary and other terms of appointment shall, however, remain unchanged.
- C. Capline may require you to work from home temporarily or permanently as per the discretion of management. You will be required to meet the minimum requirements of internet quality, noise free environment and equipment as per Capline's work from home policy in vogue to support effective performance while working from home. Inability to meet such requirements may lead to termination of employment.

7. Verification

You have been engaged on the presumption that the documents/particulars furnished by you in your application are true. In case, the said particulars are found to be falsified/forged or it is found that you have concealed or withheld some other relevant fact(s), your appointment with the company shall stand terminated/cancelled without any notice.

8. Taxation

The Employee shall be responsible for taxation payable by him/her in connection with salary, payments and benefits received by him/her from the Company. The Company is entitled to withhold from the salary and payments payable to the Employee, such amounts as are necessary to comply with the relevant tax laws of India.

9. Deduction

The Company shall be entitled, subject to any laws or agreements to the contrary, at any time to deduct from any payments to be made to the Employee, any monies due from him to the Company or any of its Affiliate Companies including, but not limited to, any outstanding loans taken from the Company, advances made by the Company, the cost of repairing any damage to or loss of the Company's property caused by him (and of recovering the same) and any other monies owed by him to the Capline Services Private Limited or any of its Affiliate Companies.

10. Separation

On acceptance of resignation or termination of appointment, you will be obliged to:

- A. Handover charge of your responsibilities in the manner required to such a person as nominated by the Company.
- B. Upon separation from the Company on account of either resignation or termination, you need to immediately return to the Company all the assets and property (including any leased properties) of the Company including computer and computer peripherals, cell phones, sim cards, data cards, and documents [electronic and printed], files, books, papers and memos in your possession or custody.
- C. The Company reserves the right to terminate your employment on any grounds whatsoever, including on grounds of misconduct or unsatisfactory job performance or violation of the Company's Policies.
- D. If you remain absent from work without authorization or reasonable explanation for more than five consecutive days, you shall be deemed to have left and relinquished your service. Such automatic relinquishment of the contract of employment shall be deemed as



a repudiation of the contract of employment by you and not as a termination of the service by the company. In the event, termination is initiated by you, the Company may, at its discretion, relieve you from such date as it may deem fit even before the expiration of the notice period, without incurring any liability to pay you compensation for the unexpired period of the notice period.

- E. If your personal/professional conduct inside or outside the place of work is found to be objectionable/detrimental to the interest of the company, your services shall be terminated with immediate effect, without notice without incurring any liability to pay you compensation for the unexpired period of the notice period. In addition, any contravention of the clauses of this agreement shall render you liable for immediate severance of your employment.
- F. Your employment with Capline Services will be terminated if you are not able to work from home due to insufficient IT Infrastructure as per company's IT specification.

11. Duties & Responsibilities

- A. The Company will expect you to work with a high standard of initiative, efficiency and productivity.
- B. You are required not to engage yourself in any other gainful or commercial employment, business part-time or full time, freelancing, subcontracting, honorary or remuneratory, directly or indirectly simultaneously as long as you are employed with the Company or engage yourself indirectly in any other profitable business. Promoting any business or yourself as a freelancer on any social networking site or freelancer website or personal website is not permitted. Such existing online profiles should be removed prior to joining. Any action to the contrary would render your services liable for termination notwithstanding any other conditions in the appointment letter.
- C. You are required not to divulge, communicate or pass on any information identifying or relating to any part of the company's business to anyone not employed by the company. Indulgence in such activity shall render you liable for termination with immediate effect notwithstanding any other terms mentioned in the appointment letter.
- D. You are required to strictly maintain the secrecy of and not to divulge, communicate in any manner, any information regarding your remuneration/terms of employment to any other employee of the company except your reporting manager. Any such disclosure would be considered a serious case of indiscipline and would render you liable for termination with immediate effect, notwithstanding other terms and conditions mentioned in the appointment letter.
- E. You are required to deal with the company's money, material and documents with utmost honesty and professional ethics. If you are found guilty, at any point of time of moral turpitude or of dishonesty in dealing with the company's money or material or documents or of theft or misappropriation regardless of the value involved, your services would be terminated with immediate effect notwithstanding other terms and conditions mentioned in the appointment letter.



- F. You shall at all times maintain high standards of professional etiquettes within the workplace. In addition, the company shall not tolerate physical violence within the workplace and in case you are found to be indulging in violence, the company shall be within its rights to hand you over to the authorities for further legal action.
- G. It is expected of you to maintain decorum within the workplace and address your colleagues with professional regard.
- H. The company shall not tolerate any kind of sexual harassment of its employees and any employee found guilty of engaging in any such activities shall face immediate termination of services.

12. Confidentiality & Other Regulations

- A. You will be required to effectively carry out all duties and responsibilities assigned to you by your reporting manager and others authorized by the Company to assign such duties and responsibilities.
- B. Except on the proper course of your employment, or, thereafter, you shall not divulge to any third party any information regarding the affairs of the Company or information regarding its customers and their projects without prior written approval. All information that comes in your knowledge by reasons of your employment with the Company is deemed to be confidential.
- C. You agree to not circumvent the Company and work with business Sr. Sr. Associates, clients, and other third party vendors introduced by the Company. This non-circumvention provision shall expire at the end of two (2) years from the termination of this Agreement.
- D. For a period of two (2) years after the termination of this Agreement, you agree that you will not solicit for work, or provide services or advice or assist others with the opportunity to do the same, with any Client of the Company.
- E. During your employment with the company and for two year following the termination of your employment with the Company, you will not (a) request, induce or attempt to influence any supplier of goods or services to the Company to curtail or cancel any business they may transact with the Company; (b) request, induce or attempt to influence any customers of the Company that have done business with or potential customers which have been in contact with the Company to curtail or cancel any business they may transact with the Company; or (c) request, induce or attempt to influence any employee of the Company to terminate his or her employment with the Company.
- F. You confirm that you have disclosed fully all of your business interests to the Company whether or not they are similar to or in conflict with similar businesses or activities of the Company and any circumstances in respect of which there is, or there might be perceived a conflict of interest between the Company and you or any immediate relatives. Also you agree to disclose fully and immediately to the Company any such interests or circumstances which may arise during your employment.
- G. You will be required to apply and maintain the highest standards of personal conduct and integrity and comply with all company policies and procedures.



- H. You will be eligible for leaves and holidays as per company's policy in this regard. Except on official holidays, as from time to time notified by the company, you are required to attend to work punctually and regularly and devote your undivided attention and time to the duties assigned.
- I. You are required to keep the Human Resource Group informed of any change in your residential/correspondence address along with contact phone numbers as well as contact persons and their telephone numbers to contact you in case of emergency. Any correspondence sent at your last communicated address would be deemed to have been received by you.
- J. You will not accept any present, commission or any sort of gratification in cash or kind from any person, party or firm or Company having dealing with the company and if you are offered any, you should immediately report the same to the Management.
- K. The company will deduct a security deposit equivalent of replacement cost against assets which will be handed over to you in the immediate payroll cycle. This amount will be returned to you on return of the assets.

13. Applicability of Company Policy

The Company shall be entitled to make policy declarations from time to time pertaining to matters like leave entitlement, maternity leave, employees' benefits, working hours, transfer policies, etc., and may alter the same from time to time at its sole discretion. All such policy decisions of the Company shall be binding on you and shall override this Agreement to that extent.

14. Age of Superannuation/Retirement

Your age of Superannuation will be sixty years and on attaining the same, you will stand retired from the services of the Company.

You are advised to go through the contents of this appointment letter before signing the duplicate copy.

Please sign the duplicate copy of this letter and return the same as the token of your acceptance of the terms and conditions stipulated therein.

Sincerely,

Harpriya Sivakumar

Human Resources

For Capline Services Private Limited, Noida

Yashvi Garg, agree to accept employment on the terms and conditions mentioned above and acknowledge the appointment letter.

Yashvi Garg

ANNEXURE

Name	Yashvi Garg
Designation	Associate
Date of Joining	17 Aug, 2021

Salary Components (A)	Monthly	Yearly
Basic Salary	12917	155004
House Rent Allowances	6459	77502
Conveyance & Communication Allowance	3000	36000
Special Allowance	270	3234
Gross (Total A)	22645	271740
Benefits (B)		
Provident Fund (Employer)	1550	18600
Gratuity	621	7452
GPA	17	204
Total B	2188	26256
*One Year Completion Bonus (C)	1000	12000
Cost to Company (A+B+C)	25833	310000

*One year completion bonus will be paid on completing 1 year with the Capline Services.

Note:

1. Group Medclaim Coverage (GMC) of upto Rs. 5 Lac for self+spouse+4kids as per company policy. Monthly deduction will be applicable from Gross Salary. Details given in Employee Manual. (Not applicable to the employees covered under ESIC).
2. Group Personal Accidental (GPA) coverage upto Rs. 5 Lac. Details given in Employee Manual.
3. Provident Fund applicable as per the Act.
4. Gratuity applicable as per the Act.
5. ESIC applicable as per the Act
6. It is expected that individual compensation packages would not be shared with other employees.
7. Components of CTC may change subject to government regulations and company policy within the overall total CTC. The net take-home salary shall be impacted due to such changes from time to time.

Sincerely,

Harpriya Sivakumar

Human Resources

For Capline Services Private Limited, Noida

I, Yashvi Garg, agree to accept employment on the terms and conditions mentioned above and acknowledge the appointment letter.

Signature:



HIPAA ACKNOWLEDGMENT AND EMPLOYEE CONFIDENTIALITY

I, **Yashvi Garg**, an employee of Capline Services Private Limited, acknowledge the confidentiality of patient healthcare information ("Confidential Patient Information") that I may receive or have access to in the course of providing patient care services at participating healthcare facilities that I am assigned. Patient and personal information from any source and in any form, including oral communication, audio recording, or electronic display, is strictly confidential. Access to confidential, patient and personal information is permitted only on a need-to-know basis. It is the policy of Capline and participating healthcare facilities, that all users respect and preserve this right to privacy and confidentiality. Violations of this policy include, but are not limited to:

- Accessing information that is not within the scope of your job.
- Disclosing, misusing, and altering patient or personal information without proper authorization.
- Disclosing your sign-in code and password or using another person's sign-in code and password for accessing electronic or computerized records.
- Leaving a secured application unattended while logged on.
- Attempting to access a secured application without proper authorization.

Violations of this policy may constitute grounds for disciplinary action up to and including termination of employment or loss of hospital privileges in accordance with hospital procedures and federal or state law. I acknowledge to have read HIPAA's privacy rules and related policies, and also agree to comply with them. I understand that it is my responsibility to properly handle any confidential patient information, and in doing so, shall adhere to all applicable state and federal laws and regulations of the United States, including, without limitation, the privacy provisions under Health Insurance Portability and Accountability Act of 1996 ("HIPAA"), and the policies and procedures of each participating healthcare facility that I am assigned. My agreement to maintain the confidentiality of patient information shall survive the termination of my employment with Capline, and the conclusion of any assignment at the participating healthcare facility.

Applicant Name: **Yashvi Garg**

Date: Aug 17, 2021

Applicant Signature: 

Gratuity FORM 'F'

See sub-rule (1) of Rule 6

Nomination

To,

Capline Services Private Limited, D-107, Sector-2, Noida 201301

(Give here name or description of the establishment with full address)

I, Yashvi Garg

(Name in full here)

whose particulars are given in the statement below, hereby nominate the person(s) mentioned below to receive the gratuity payable after my death as also the gratuity standing to my credit in the event of my death before that amount has become payable, or having become payable has not been paid and direct that the said amount of gratuity shall be paid in proportion indicated against the name(s) of the nominee(s).

2. I hereby certify that the person(s) mentioned is/are a member(s) of my family within the meaning of clause (h) of Section 2 of the Payment of Gratuity Act, 1972.
3. I hereby declare that I have no family within the meaning of clause (h) of Section 2 of the said Act.
- 4 (a) My father/mother/parents is/are not dependent on me.
(b) My husband's father/mother/parents is/are not dependent on my husband.
5. I have excluded my husband from my family by a notice dated the _____ to the controlling authority in terms of the provision to clause (h) of Section 2 of the said Act.
6. Nomination made herein invalidates my previous nomination.

Nominee(s)

Name in full with full address of nominee(s)		Relationship with the employee	Age of nominee	Proportion by which the gratuity will be shared
(1)		(2)	(3)	(4)
1.	Ruchi Garg, 21/13 second floor, old rajinder nagar, New Delhi-110060	Mother	49	100%
2.	NA	NA	NA	NA
3.	NA	NA	NA	NA
So on.	NA	NA	NA	NA

Statement

1. Name of employee in full Yashvi Garg
2. Sex Female
3. Religion Hindu
4. Whether unmarried/married/widow/widower Unmarried
5. Department/Branch/Section where employed Operations

6. Post held with Ticket No. or Serial No., if any C979

7. Date of appointment Aug 17, 2021

8. Permanent address:

Village 21/13 second floor Thana Old Sub-division Rajinder nagar
Post Office Rajinder Nagar District Delhi State Delhi

Place: New Delhi


Signature/Thumb-impression
of the Employee

Date: Aug 17, 2021

Declaration by Witnesses

Nomination signed/thumb-impressed before me

Name in full and full address of witnesses.

Signature of Witnesses.

1. Ruchi Garg
21/13 second floor old rajinder nagar , New Delhi-110060
2. Capline Services Private Limited
D-107, Sector - 2, Noida 201301

1. Ruchi Garg
2. 

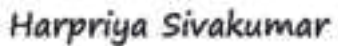
Place: New Delhi

Date: Aug 17, 2021

Certificate by the Employer

Certified that the particulars of the above nomination have been verified and recorded in this establishment.

Employer's Reference No., if any _____



Signature of the employer/Officer
authorised Designation

Date: Aug 17, 2021

Name and address of the establishment
or rubber stamp thereof.

Capline Services Private Limited

D-107, Sector - 2, Noida 201301

Acknowledgement by the Employee

Received the duplicate copy of nomination in Form 'F' filed by me and duly certified by the employer.

Date: Aug 17, 2021


Signature of the Employee

Note.—Strikeout the words/paragraphs not applicable.

Non-Disclosure and Non-Solicitation

Undertaking

I, Yashvi Garg , Emp. Code - C979, Designation - Associate D/o Aug 17, 2021, Aadhar Card No 431966381583, Address: House no:- 21/13,Second floor, Old Rajinder Nagar, New Delhi , undertake my responsibility for non-disclosure and non-solicitation of the Capline Services Private Limited confidential information to third party, as per the below terms and conditions;

1. Confidential Information means any data or information that is competitively sensitive material and not generally known to the public, whether in tangible and intangible form, whenever and however is disclosed, including but not limited to, information relating to any of the following:
 - Any form of marketing plans, strategies, financial & commercial information and projections, business plans.
 - Technical and business information relating to Discloser's proprietary ideas, patentable ideas, copy rights and/or trade secrets;
 - Any Scientific, technical or data information, invention, design, process, procedure, formula, improvement, technology and method.
 - Any information related to any project of the company.
 - Any information about employees' salary and incentives.
 - Software, schematics, research and development;
 - Production, costs, profit and margin information, finances and financial projections;
 - Customers, clients, employee's information;
 - Marketing information, and;
 - Current or future business plans and models
2. I will use the Confidential Information only for the purpose of evaluating potential business relationships with Disclosure and will not use the confidential information to approach the Capline clients/customers during my entire service period and after leaving the services from Capline Services Private Limited.
3. I will limit disclosure of Confidential Information within the organization to its directors, officers, partners, members and/or employees having a need to know and will not disclose Confidential Information to any third party (whether an individual, corporation, or other entity) without the prior written consent of Disclosure. I shall have satisfied its obligations under this paragraph if it takes affirmative measures to ensure compliance with these confidentiality obligations by its employees, agents, consultants and others who are permitted access to or use of the Confidential Information.
4. If there is a breach or threatened breach of any provision of this undertaking by me, I agreed and understood that Disclosure shall have no adequate remedy in money or other damages and accordingly shall be entitled to injunctive relief.
5. I agree to not circumvent the Company and work with business Associates, clients, and other third party vendors introduced by the Company after my separation from the company till 2 years thereafter.
6. For a period of two (2) years after the termination of this Agreement, I agree that I will not solicit for work, or provide services or advice or assist others with the opportunity to do the same with any client of the company.



7. While I am employed by the company and for two year following the termination of my employment with the Company, I will not (a) request, induce or attempt to influence any supplier of goods or services to the Company to curtail or cancel any business they may transact with the Company; (b) request, induce or attempt to influence any customers of the Company that have done business with or potential customers which have been in contact with the Company to curtail or cancel any business they may transact with the Company; or (c) request, induce or attempt to influence any employee of the Company to terminate his or her employment with the Company.
8. I agree to indemnify Capline Services Private Limited for all losses that occur due breach of this undertaking by me during my entire service period and after leaving the services from Capline Services Private Limited.



Signature of an EMPLOYEE

Name: Yashvi Garg

Designation: Associate

Consent from Women Worker as per Terms and Conditions of Notification No. 173/XXXVI-3-2006 Dated 20/01/2006, published in the U.P. Gazette, Extra. Part 4, Section (kha), dated 20/01/2006 modification to Section 22 of U.P. DOOKAN AUR VANIJYA ADHISHTHAN ADHINIYAM, 1962 & U.P. DOOKAN AUR VANIJYA ADHISHTHAN NIYAMAVALI, 1963

To,

The Manager

Capline Services Private Limited

Noida-201301

This is to confirm that I am ready to opt for a night shift between 7pm and 10am on all working days, at a defined workplace in company premises.

This is also to confirm that I am opting for Night Shift in my free will and under no pressure from Principal Employer/Company Management.

Name of the employee: **Yashvi Garg**

Signature of Employee: 

Aadhar Card Number: **431966381583**

Yashvi Garg Appointment Letter

Final Audit Report

2022-02-18

Created:	2022-02-11
By:	Osma Bhatt (osmabhatt@caplineservices.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAA3sbfycy462JyO8NtYkGPKGPZu2ZI26NY

"Yashvi Garg Appointment Letter" History

-  Document created by Osma Bhatt (osmabhatt@caplineservices.com)
2022-02-11 - 11:56:41 AM GMT
-  Document emailed to Yashvi Garg (gargyashvi3@gmail.com) for signature
2022-02-11 - 12:14:44 PM GMT
-  Email viewed by Yashvi Garg (gargyashvi3@gmail.com)
2022-02-11 - 12:23:05 PM GMT
-  Email viewed by Yashvi Garg (gargyashvi3@gmail.com)
2022-02-17 - 2:56:11 PM GMT
-  Document e-signed by Yashvi Garg (gargyashvi3@gmail.com)
Signature Date: 2022-02-18 - 9:11:51 AM GMT - Time Source: server
-  Document emailed to Osma Bhatt (osmabhatt@caplineservices.com) for signature
2022-02-18 - 9:11:53 AM GMT
-  Document e-signed by Osma Bhatt (osmabhatt@caplineservices.com)
Signature Date: 2022-02-18 - 11:30:29 AM GMT - Time Source: server
-  Document emailed to Harpriya Sivakumar (harpriyasivakumar@caplineservices.com) for signature
2022-02-18 - 11:30:30 AM GMT
-  Email viewed by Harpriya Sivakumar (harpriyasivakumar@caplineservices.com)
2022-02-18 - 12:44:53 PM GMT
-  Document e-signed by Harpriya Sivakumar (harpriyasivakumar@caplineservices.com)
Signature Date: 2022-02-18 - 12:45:03 PM GMT - Time Source: server
-  Agreement completed.
2022-02-18 - 12:45:03 PM GMT

Feb 02, 2022

REF/URB/02022022!0

Vaibhav Satija
House No-4, Block-4,
Geeta Colony,
Delhi-110031

Subject: Letter of Offer/Appointment

Dear Vaibhav Satija,

This has reference to your application and subsequent interviews you had with us.

We are pleased to appoint you as **Assistant Executive Customer Service - Operations** w.e.f. **Feb 02, 2022** on the following terms and conditions:

1. You will be based at A-37, Sector-60, Noida, However, the company has absolute right to transfer without any additional benefits, your services to any other place, in India or abroad, where company has its interest. You will be required to work in any slot across 24 hrs. The company would determine these slots from time to time. If any slot is not acceptable to you, this offer/appointment will stand cancelled and withdrawn automatically without any further reference to you.
2. Your employment will be subject to mandatory six-month probation, on completion of which your services shall be deemed confirmed unless otherwise conveyed by the company. No written communication stating confirmation of your services shall be furnished. The notice period will be of one month or salary in lieu thereof, on either side. However, the company reserves the right, not to accept payment in lieu of notice and at its sole discretion enforce the notice period. However, the acceptance of the notice period of less than one month is at the sole discretion of the management.
3. Absence for a continuous period of seven days without prior approval of your supervisor (including overstay of leave / training) would be treated an abandonment of service and can lead to your service being terminated. Resigning from the services with or without notice period; prior to completing eighteen months of tenure/employment with the organization, in such an eventuality the company reserves right to recover from you all the expenses incurred in regard to any training and development, special education, up skilling or the job training provided to you in the course of your employment with the company upto Rs 25000, (Rupees Twenty Five Thousand only) in addition to notice pay.
4. Details of your compensation are enclosed in the Annexure. Please note that the salary structure of the company may be altered/ modified from time to time. Further, salary, allowances and all other payments/ benefits will be governed by the company rules as well as statutory provisions in force from time to time and subject to deductions of appropriate taxes at source. Management has a right to change these rules by putting notice on intranet. Ignorance of such notices will not be considered as an excuse for not following them or their applicability on you.
5. You are hereby appointed under the Skilled category and the remuneration would be in accordance with the specified rules under the minimum wages act 1948.
6. Retirement from the services of the company will be on your attaining the age of 58 years.
7. Your services shall be subject to comply with the policies of the company and rules of employment from time to time as promulgated by the company, and shall comply with the lawful directions of the management from time to time in that regard.
8. You will qualify/ be eligible for appraisal on completion of twelve months from the date of joining. The first appraisal shall fall due in appraisal cycle (April or October), post completion of twelve months from the date of joining and thereafter it will continue every year in the same month.
9. You shall not, either during the continuance of your employment with the company or at any point of time thereafter discuss, divulge or communicate by word of mouth or otherwise to any person or persons, firm or corporation without written authorization of the company management, any confidential information of the company. 'Confidential Information' means proprietary information of the company, including (without limiting the generality of the foregoing), technical data, trade secrets or know-how, including but not limited to, research, product plans, products, services, customer lists and customers (including but not limited to users or potential users of the company's products on whom you may call or with whom you may become acquainted during the terms of your employment), market, software developments, inventions, processes, formulae, technology, designs, drawings, engineering, hardware configuration information, marketing, finance or any other information disclosed to you by the company, either directly or indirectly in writing, orally or by drawings or inspections of parts or equipment. You will also be responsible for the protection and furtherance of the company's best interest at all times, including after you cease to be on the company's role.
10. If the company is not able to open office due to government restrictions or you are not able to come for work due to any such government restrictions in your area, the company will not be liable to pay you salary for that period.
11. You shall not, during the continuance of your employment with us, be engaged, concerned or interested directly or indirectly, in any other occupation, business or employment whatever, whether honorary or with remuneration.

Accepted and Agreed(Signature)

Vaibhav Satija
T200756

12. This offer of employment is based on the information furnished in your application for employment. If, at any time in future, it comes to light that any of this information is incorrect or any relevant information has been withheld then your employment is liable to be terminated without any notice.
13. If you shall at any time be guilty of misconduct, commit any breach of this contract of employment or refuse or willfully neglect to perform to the satisfaction of the company, all or any of the duties devolving upon you under this contract of employment, the company may at once, without any previous notice, terminate the contract of your employment. If you are terminated or asked to resign from the services of the company (on grounds of misconduct/non-performance), the company under such circumstances will not be liable to pay any compensation/salary. On the contrary the company reserves the right to initiate recovery proceedings against you for irrespective of the damages caused or the loss occurred to the company.
14. Additionally, you shall be eligible for Medical and Accidental insurance benefit programme along with other employees benefit programme run by the company on time to time basis at the expenses of the Company, which shall be applicable post 30 days of your joining. Any eventuality before the applicability of the insurance benefit programme, the company shall have no responsibility whatsoever.
15. Notice to terminate this agreement shall be accepted by the company only when it is issued in a form wherein your identity is ascertainable (such as hard copy letter with your signatures). Notice of termination in electronic form where such identity cannot be ascertained such as SMS or personal e- mail shall not be accepted as adequate notice of termination for the purpose of this agreement.
16. Matters not covered herein shall be in accordance with the company's rules and regulations and company's decision shall be final and binding.
17. If and when you will be sent abroad for training or other purposes, you will be required to enter into a Service Agreement with the company and the terms and conditions mentioned therein will be binding on you.
18. This appointment letter is binding with subject to subsequent reference check of your credentials mentioned in your bio-data and application form and verification of various medical tests.
Also you are advised to submit following documents:
 - a. Proof of Age & Proof of Address
 - b. Certificates pertaining to your professional/ educational qualifications.
 - c. Copies of previous appointment letters and relieving letters/ experience certificates.
19. You will not during your employment with the company (in terms of this letter except so far as may be proper in the ordinary course of business and for the interest of the company) or at any time thereafter, divulge or make known any information in any way whatsoever relating to the company or its business/or of its customer and/or any other information, secret processes or data and material which may come to your knowledge during the course of your employment. You will always maintain secrecy regarding any technical information / technical data or any other information / data related to sales and marketing gained or acquired or imported to you in the course of your employment through SAP R/3 system, official source of the Company. Company reserves the right to track back activities on IT infra allocated to you, during course of your employment or thereafter and take appropriate legal recourse against you in case of breach of above agreement. Immediately on joining the organization, you will be required to sign "Employee Non-Disclosure Agreement" and would also be bound with the conditions mentioned therein.
20. Notwithstanding anything contained hereinbefore, it is made clear that after the cessation of the present contract, whether by virtue of resignation, termination or otherwise of the employer-employee relationship, you shall not approach, discuss, divulge, contact, contract in any form, whether express or implied, any of the Clients of the Company, their employees, managers, executors, agents, contactors, etc. of the said Client of the Company for any reason whatsoever including any of your grievances. If found otherwise, it shall be treated as not limited to the commission of criminal breach of trust and you shall render yourself liable for civil and/or criminal action and the Company shall be free without further intimation to you, to launch against you, criminal prosecution, as well as claim of damages, as may be deemed fit by the company and the same shall be done at your sole peril.
21. If the terms and conditions offered herein are acceptable to you, please return the acceptance copy duly signed.

We welcome you to iEnergizer.

With regards,

For iEnergizer IT Services Pvt. Limited



Authorized Signatory

I have read, understood & hereby accept the appointment on the terms and conditions of employment set out in this letter and by my signature hereto, I bind myself to abide by them.

Candidate's Name _____

Signature _____

Date: ____/____/____

Compensation Statement

Name : Vaibhav Satija

REF/URB/02022022!0

Designation : Assistant Executive Customer Service - Operations

Department : Operations

Employee ID : T200756

Effective Date : Feb 02, 2022

As iEnergizer employee, you are currently eligible for the following, towards compensation, perquisites and benefits. The summary below helps you to understand the key elements there of :

Monthly Salary Breakup (CTC):		Monthly Contribution / Deductions:	
(A) Fixed Components	Amount	(D) Employee's Deduction towards :	Amount
Basic	21100	PF Contribution 12% (if applicable)	0
HRA	0	ESI Contribution 0.75% (if applicable)	0
Special Allowance	0	Labour Welfare Fund Employee Share	0
Interim Allowance	0	Professional Tax (PT)	0
Total (A)	21100	Total (D)	0
(B) Opportunity to Earn Components*			
Performance Linked Incentive (PLI)*	0	(E) Employer's Contribution towards	Amount
Attendance Incentive**	2000	PF Contribution 12% (if applicable)	0
Retention Bonus#	0	ESI Contribution 3.25% (if applicable)	0
Total (B)	2000	Labour Welfare Fund Employer Share	0
(C) Others Benefits		Total (E)	0
PF 12% (Employer's Contribution), if applicable	0		
ESI 3.25% (Employer's Contribution), if applicable	0		
Labour Welfare Fund Employer Share	0		
Medical Insurance***	250		
Accidental Insurance****	50		
Professional Tax (PT)	0		
Total (C)	300		
(CTC : A+B +C)	23400		

The PLI & Attn. Incentive component are paid separately as per the process guidelines

Note:

- TDS:** The salary will be paid subject to tax, which may be deducted as per the provisions of the Income Tax Act, 1961.
- GST:** The amount of any deduction from the salary other than the statutory deductions will be inclusive of Goods & Service Tax (GST) amount wherever it is applicable as per the prevailing rates.
- Bonus:** The payment is made to cover any payment due under the provisions of Payment of Bonus Act 1965.
- **Attendance Incentive:** Attendance Incentive shall be only payable if there in No LWP / No NCNS in the month. Attendance Incentive will be applicable post certification from the 1st of approaching month.
- *PLI:** PLI is Performance Linked Incentive; this is an average incentive amount payable in process. Incentives are payable only on meeting pre-defined criteria of the process and these are subject to change on monthly basis at the discretion of management, further detailing shall be done in process / operations after joining.
- Headset:** The deduction to be made of Rs.2000/- against head set in two equal installments from first two consecutive month's salary. It shall be refundable at time of leaving.
- ***Medical Insurance:** There shall be Medical Insurance of Rs.250000/- per annum only for self (if applicable).
- ****Accidental Insurance:** There shall be an Accidental Insurance of Rs.1000000/- only for self.
- Term Insurance:** There shall be an Term Insurance of - Rs.1000000/- only for self.
- No salary shall be payable during training period and cannot be claimed at any point of time during or after tenure.
- Salary shall be payable from the day post successful training certification & assessment by client & trainers.
- Salary shall not be paid in case of Non Certification.
- #Retention Bonus:** Retention Bonus shall be payable after completion of one year from the date of joining.
- Gratuity** shall be paid on the exit after rendering continuous service for not less than five years.

For iEnergizer IT Services Pvt. Limited

Authorized Signatory

Candidate's Name _____

Signature _____

Date: ____/____/____

Fwd: To confirmation of Job

1 message

Syed Ayaan <syedmehmood53@gmail.com>
To: "placementscias@tecnia.in" <placementscias@tecnia.in>

Wed, Sep 7, 2022 at 2:28 PM

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

From: **Synergy Films** <synergyfilmindia@gmail.com>
Date: Wed, Sep 7, 2022, 2:26 PM
Subject: To confirmation of Job
To: <syed.mehmood53@gmail.com>

Dear , Sayed Ayaan

Good day!

We at Synergy film Production are delighted to inform you that you have been selected by our company as a Creative Content Producer.

Your joining date is August 10, 2021 and you have to report to the office at 11:00 AM. Your salary will be

25000 INR per month. Attached hereto is your offer letter with detailed information. If you accept our offer, please make yourself available on the date mentioned in the document for your official first date of reporting. You are required to bring the signed copy of the offer letter as well as the necessary documents whose list is also attached below

Welcome to Synergy film production. We are looking forward to working with you

Regards,
(Sahil Bakshi)
Head of operations

SYNERGY FILM PRODUCTIONS 325/303CHATARPUR ENCLAVE, JALAN FARM,NEW DELHI synergyfilmproductions.com +918384061845/9891911952

Letter of Intent

8th September, 2022

Dear Somya Talwar,

Greetings from PersolKelly India!!

We are pleased to inform you that you have been selected and offered the position of Executive-HR in PersolKelly India Pvt.Ltd. and will be deputed at our client place Vasant Vihar, Delhi on fixed term contract.

Your tentative DOJ will be : 09-Sep-22

Your Net Take Home salary would be INR 25000

Contract Period : 3 Months

Your detailed salary structure Annexure will reflect in your appointment letter which will be issued to you on your date of Joining.

Post your confirmation on the date of joining, which is 09-Sep-22 , you will be informed about your induction. Detail of documents required for Joining Formality is given below

Kindly note the below documents must be submitted on your date of Joining as a part of joining process and incase of any document not submitted with 15 days of your joining may lead to appropriate action by the organization.

- 1 - Personal Form Duly Signed by the Employees Own Handwriting.
- 2 - Resume
- 3 - Copy of ID Proof (Ration Card, Voter ID Card/ Passport Copy & Pan Card)
- 4 - Copy of Address Proof (Ration Card, Voter ID Card/ Passport Copy)
- 5 - Education Proof (10th to Highest)
- 6 - Aadhar Card
- 7 - Passport Size Photograph
- 8 - Post Card Size Family Photograph (2 Copies) for ESIC
- 9 - Previous Company Experience Letter & Resignation Letter/Resignation Acceptance.
- 10 - Cancelled Cheque / Bank Passbook.
- 11 - Salary Slip Last three Month of Previous Company

PERSOLKELLY India Pvt. Ltd. (Formerly known as Kelly Services India Pvt, Ltd.)

Unitech Cyber Park, Unit No 601, 602, 603,
Tower-C, 6th Floor, Sector-39,
Gurugram- 122002 India
T +91 124 472 8866
F +91 124 472 8899

Registered Office:
Sriram Samanthu Chambers, #3287,
12thMain, HAL 2nd Stage,
Indiranagar, Bengaluru - 560038
T +91 80 6708 1800

persolkelly.co.in



In case you fail to reply, this offer shall stand withdrawn after 48 hours.

Note: Your employment confirmation with us is a subject to BGV clearance and if your Background check is negative, this offer will stand nullified with immediate effect and the offer /employment shall stand automatically terminated with/ without any reference/ notice to the Employee with retrospective effect from the date of offer and the Employee shall be liable to make good all losses, expenses, damages caused to PersolKelly on account of such acts or omissions as mentioned herein

We wish you success and growth in your new environment. Please do not hesitate to call us, if you need any assistance.

Congratulations on your new appointment!

With all good wishes

A handwritten signature in blue ink, appearing to read 'B. Srinivas', is placed over a yellow rectangular stamp.

Auth. Signatory

This is system generated Letter of Intent; hence signature is not required. (i) In case of any discrepancy to the above-mentioned Salary information or Terms of appointment, please do revert within 7 working days. In case we do not receive any Communication, we will consider your acceptance on the same (ii) PersolKelly India Private Limited and its hiring agencies do not charge any fees nor does it accept money from candidates for the purpose of recruitment. If you have received any such solicitation, please do not respond to it. Any candidate paying money to such illegal parties will be doing it at his / her own risk.

PERSOLKELLY India Pvt. Ltd. (Formerly known as Kelly Services India Pvt. Ltd.)

Unitech Cyber Park, Unit No 601, 602, 603,
Tower-C, 8th Floor, Sector-39,
Gurugram- 122002 India
T +91 124 472 6886
F +91 124 472 6899

CIN: U74910KA2001PTCO29517

Registered Office:
Sriram Samanthu Chambers, #3287,
12th Main, HAL 2nd Stage,
Indiranagar, Bengaluru - 560038
T +91 80 6706 1800

persolkelly.co.in

July, 01, 2022

Shubham Agrawal

F-34/G 3rd Floor Dilshad Colony Delhi-110095

Email Id :- Shubham.Agrawalma@gmail.com

Mobile No:- 8826909113

Emp.Code:- 101193

Subject: Appointment Letter for post of Executive- Vietnam Trade Lane at New Delhi Branch.

Dear Shubham ,

we are pleased to appoint you at the Executive- Vietnam Trade Lane our Company at New Delhi.

1. Your monthly remuneration shall be Rs 25,000.00 (Rupees Twenty-Five Thousand Only) per month. The breakup of the same is as under: -

	INR
Basic Salary	15,000.00
Dearness Allowance	1500.00
HRA	7500.00
Other Allowance	1000.00
Total	Rs. 25,000.00

2. You shall be entitled to leave according to Company's rules and policies.
3. Your services have commenced with effect from July, 01, 2022 at New Delhi.
4. You shall abide following during the term of appointment:
 - i. Diligently and faithfully carry out instructions given to you by your superiors/ authorized person(s) from time to time.
 - ii. Devote your whole time and attention exclusive to the business affairs of the Company, and not engage directly or indirectly, in any other business or activity, in any capacity, either full time or part time or honorary basis or otherwise, without the written consent of the Company.
 - iii. Maintain complete secrecy and confidentiality about the affairs/business of the Company, and also of the Company's clients and other pricing policies etc. You shall continue to maintain this confidentiality, even after leaving employment of this Company.



+91 (011) 4515 0500

www.skyways-group.com
info@skyways-group.comA-126 & 129, Phase-2, Mehrauli Extn.
New Delhi-110037

CRN: U74899DL1984PTC019444



eTeam InfoServices Private Limited

Subject - Letter of Intent

Shivam Pandey
Noida, India

Date: June 23, 2022

Dear Shivam,

With reference to the discussions we had, we are pleased to offer you the position of “**Technical Recruiter- US Staffing**” With eTeam Info services Pvt. Ltd.

You are expected to join on “**June 27, 2022**”, failing which, eTeam reserves the right to rescind this letter. A formal Appointment letter will be issued to you on your joining.

Your Annual Cost to Company (CTC) will be **Rs. 3,50,000 (Rupees Three Lakh Fifty Thousand Only)** as detailed in Annexure “A” and you will be required to work **remotely** from home.

You must have a personal computer or laptop with internet access (Broadband connection) at home. You will be required to establish an appropriate work environment within your home for work purpose. eTeam will not be responsible for costs associated with initial setup or working of the employee’s home office including and not limited to cost of computer, phone and internet connection, printers, scanners cost of repair of any home office equipment or shipping costs.

You are required to submit the following documents on your date of joining:

- Copies in support of your educational qualification(s)
- Copies in support of your work experience.
- Copy of your resignation letter from current employer.
- Copy of your relieving letter from current employer.
- Four passport size photographs
- Last three-month salary slips.
- Copy of your Pan Card.
- Form 16/salary certificate.
- Address proof (copy of Driving License, Aadhar card, voter ID, etc.)

Kindly sign and return a copy of this letter as a token of your acceptance.

We welcome you to the eTeam family and look forward to a long and fruitful association.

Thanking You!!

For eTeam Infoservices Pvt. Ltd

Agreed & Accepted By

Authorized Signatory

Mohd Asif Saeed
India HR Head

Annexure "A"

Entitlements: All entitlements listed below are Subject to Company Policies, Procedures and Guidelines that may be in force or as issued/Changed from time to time. All perquisites and benefits, including reimbursements, are Subject to Income Tax as per the provision of the Income Tax Act, 1961, which may be applicable, including tax on perquisite value. The Details of your remuneration are as under

Salary Breakup

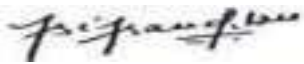
Name of Candidate	Shivam Pandey	
Location	Noida, India	
Designation	Technical Recruiter	
Medical Reimbursement Category	III	
Particulars	Per Month	Per Annum
Basic Salary	15100	181200
HRA	7550	90600
Statutory Bonus	1258	15094
Personal Allowance	4974	59686
Sub Total (A)	28882	346580
Retrials - Employer Contribution (B)		
Medicclaim	285	3420
Sub Total (B)	285	3420
Total CTC (A+B)	29167	350000
Net Payable In hand	28882	346580
Additional Benefits		

* Incentive/Referral/Performance/Bonus or any other variable amount is payable subject to the employee's performance as per Company policies and at the sole discretion of the Company's management. Employee has to be on active roles at the time of actual payment and not serving any notice period in order to be eligible for the payment.

*Net Payable in hand salary may vary basis tax and PT deductions as per applicable state government norms.

For eTeam Infoservices Pvt. Ltd

Agreed & Accepted By



Authorized Signatory

Mohd Asif Saeed
India HR Head



Placements TIAS . <placementstias@tecnia.in>

CSB Bank / Business Development Executive - CASA / Any Graduate & Post Graduate / Immediate Joining.

Shweta Mishra <shwetamishra.acura@gmail.com>

Sun, Mar 20, 2022 at 8:49 PM

Cc: pragati jagtap <pragati.acura@gmail.com>

Bcc: placementstias@tecnia.in

Dear Placement Team,

Greetings from SkillsConnect...!!

SkillsConnect.in is a digital campus hiring platform and now we are hiring Students for **Business Development Executive - CASA** for our client **CSB Bank**.

Please find the below job details and also find the attached JD for your reference:

Profile Snapshot	
Company Name:	CSB Bank
Company Website:	https://www.csb.co.in/
Profile:	Business Development Executive – CASA
CTC for Graduate:	INR 2.5 lakh per annum for Graduate
CTC for Post Graduate:	INR 3 lakh per annum for Post Graduate
Qualification:	Any Graduate and Any Post Graduate
Passout Year:	Pursuing and Any Passout
Location:	Mumbai, Pune, Delhi, Coimbatore, Chennai, Bangalore

Students can directly apply via this link for **Business Development Executive - CASA**.

https://skillsconnect.in/job_profile/business-development-executive-casa-csb-bank

For any query you can contact me on the number mentioned below.

Note: There are limited openings for this profile. Once the opening closes, students won't be allowed to apply for the same profile.

If the students from your college have already started applying then kindly ignore this mail.

--

Regards,
Shweta R Mishra
7738551454 | E. shwetamishra.acura@gmail.com

www.acurasolution.com | www.skillsconnect.in



JD BDE CASA.DOCX
17K



Placements TIAS . <placementscias@tecnia.in>

CSB Bank / Business Development Executive - CASA / Selected Candidates**Shweta Mishra** <shwetamishra.acura@gmail.com>

Mon, Mar 21, 2022 at 10:49 AM

To: placementscias@tecnia.in

Cc: pragati jagtap <pragati.acura@gmail.com>, Salonithakur82@yahoo.com

Dear Ms Nivedita,

Greetings from SkillsConnect...!!**We would like to congratulate you and the students mentioned below.**These students have got Selected for **Business Development Executive - CASA** profile at our client **CSB Bank**.Request you to kindly ask the students to fill in the below details by **12 noon today i.e. 21st March,22**.

Full Name	Email	Phone	Address Line 1	Address Line 2	Town	City	State	Pincode
Saloni Thakur	Salonithakur82@yahoo.com	9318462590						

--

Regards,
Shweta R Mishra
7738551454| E. shwetamishra.acura@gmail.com

www.acurasolution.com | www.skillsconnect.in

IB MONOTARO PRIVATE LIMITED

IB Monotaro Private Limited
7104/2022-23

29th April 2022

PRIVATE & CONFIDENTIAL

Ms. Priyanshi Verma,
C-7/2, Gali no. 8, Gobindpura,
Krishna Nagar, East Delhi- 110051.

Subject: Offer of appointment – **Marketing Executive**

Dear **Priyanshi**,

This is with reference to your application and the subsequent interview you had with us, we are pleased to offer you the position of “**Marketing Executive**”.

We are sure you have had the opportunities to understand in detail your role and the organization. Should you need, we would be glad to provide any further clarification.

The terms and condition of the offer are as under:

- I. The date of commencement of your employment will be **2nd May 2022**. This offer stands null and void thereafter.
- II. You will be entitled to an annual cost to company of **INR 3 lacs fixed**. Detailed breakup of the remuneration is mentioned in Annexure ‘A’. You will be working from our company premises in **Delhi**.
- III. Your employment will be subject to the terms and conditions mentioned in your employment letter which will be issued to you on your date of joining (“Appointment Letter”).

You are requested to bring along the following documents on your date of joining and hand over to the HR department.

1. Self-attested documents of all educational and degree certificate (X, XII, Degree, PG certificate)
2. Pan Card, Address proof, Aadhaar Card (mandatory)
3. Passport size photographs-2
4. Last three months’ salary proof. (if applicable)
5. Current and previous employer’s relieving and experience letter
6. Cancelled cheque

We shall appreciate your confirmation of your acceptance of the above offer latest by **1st May 2022**. You can do so by sharing your resignation mail/letter copy along with its acceptance thereof. Non-acceptance before the stipulated date shall make this offer redundant automatically. In case of non-joining, the candidate is rendered ineligible to re-apply for the same role for a period of 6 months.

Approved by

.....

Swati Gupta (Chief Executive Officer)

For and on behalf of IB Monotaro Private Limited

Annexure A
CTC Structure

Fixed Gross Components	Monthly	Annual
Basic	15,393	1,84,716
House Rent Allowance	7,697	92,364
Fixed Gross Salary - A	23,090	2,77,080
Retirals - Employer Contributions		
Employer Provident Fund (@12%)	1,800	21,600
Medical Insurance	110	1,320
Total Retirals - B	1,910	22,920
Fixed Cost	25,000	3,00,000
Annual CTC - A+B	25,000	3,00,000
Final Total CTC (A+B+C)	25,000	3,00,000
Deduction - Employees Contribution		
Employees PF Contribution	1,800	21,600
Net Salary	21,290	2,55,480
* TDS Deduction as per statutory rules are applicable.		

beam&WORDS

COMMUNICATION | CONSULTING | DESIGN

13th February 2023

Dear Priyanshi,

With reference to your application, subsequent interview and appointment we are pleased to offer you the position of **Jr. Brand Consultant** in our Delhi office for Beam & Words and ogatu from the **20th February 2023**.

You will be paid a fixed monthly Salary of Rs. 25,000 p.m. (There will be Tax Deductible at Source (TDS) as per government regulations) for your probation period of 2 months. Post probation and confirmation the same will be appraised to INR 27,000 p.m. Needless to say, your monthly salary is directly associated to your performance and discipline at the firm, which will be routinely reviewed as per company guidelines.

Matter of your compensation is confidential information of the company. Any discussion or disclosure of your compensation with anybody other than your reporting manager will be considered as breach of agreement by you. The employee handbook shared with you separately highlights terms of your employment.

We look forward to having you work with us! We hope you will find it a rewarding and growing experience and we look forward to working with you.

Sincerely,



Arjun Guleria
Partner & Co-Founder
Beam & Words LLP

Ground Floor(Right Side), Baba Home Khasra no. 284/2, Lane no. 3, Westend Marg Saidulajaib, New
Delhi - 110030

www.beamandwords.com

V5 GLOBAL SERVICES PRIVATE LIMITED.

B1, H5 Second Floor, Deutsche BMW showroom, Mohan cooperative industrial area, Near Haldiram Pin Code – 110044
website: www.v5global.com. CIN-U72300DL2005PTC140952

Employee ID: V5248360

Employment Agreement

The Employment Agreement (**Agreement**) is made on this day of **12 Jul 2022**

BETWEEN

1. **V5 Global Services Private Limited**, a company incorporated under the Companies Act, 1956 with its registered office at B1, H5 Second Floor, Deutsche BMW showroom, Mohan cooperative industrial area, Near Haldiram Pin Code – 110044 website: www.v5global.com. CIN-U72300DL2005PTC140952 (hereinafter referred to as the "**Company**" which expression shall, be deemed to mean and include its successors, affiliates and permitted assigns); and
2. **Mr Pratyaksh Mal**, an Indian national, son/daughter of **SANJEEV MAL**, currently residing at **C-2/ 20A, LAWRENCE ROAD, KESHAV PURAM, , -, -, Delhi 110035**, contact number **9911762213** (hereinafter referred to as the "Employee").

(The Employee and the Company are hereinafter individually referred to as a **Party** and collectively as the **Parties**.)

WHEREAS

- A. The Company is engaged in the business of various Marketing and Manpower outsourcing services.
- B. The Company requires the services of an efficient, qualified, capable and experienced person to act as **Human Resources Practitioner** for a project titled **Regular** which the Company is undertaking for **Accenture (Project Company)**.
- C. The Employee has represented to the Company that He/She has the necessary qualifications, experience, and capability for the Position (as hereinafter defined) and has expressed his/her willingness to accept the appointment and act as Human Resources Practitioner of the Project.
- D. The Company has agreed to appoint the Employee as **Human Resources Practitioner** for the Project and the Employee has agreed to accept the appointment as **Human Resources Practitioner** for the Project, on the terms and conditions hereinafter contained and in the Company Policy (as hereinafter defined), (**Employment**).
- E. The Parties are desirous of recording in writing the terms and conditions of the Employment.

NOW THEREFORE in consideration of the premises and mutual agreements and covenants contained in this Agreement and other good and valuable consideration (the receipt and adequacy of which are hereby mutually acknowledged), each of the Parties with the intent to be legally bound hereby covenant and agree as follows.

1. DEFINITIONS AND INTERPRETATION

In this Agreement, capitalised terms shall have the respective meaning given to them in the Preamble and Clause 1.1

1.1 Definitions

The following definitions constitute part and parcel of this Agreement:

(a) Affiliate; (b) Confidential Information; and (c) Intellectual Property. These definitions are available at the official website of the Company bearing the following link: isp.v5global.co.in. All employees are advised to read these definitions since they constitute an integral part of this Agreement.

2. APPOINTMENT, REMUNERATION AND RESPONSIBILITIES

- 2.1 The Company hereby appoints the Employee as **Human Resources Practitioner** for the Project **Regular** and in consideration for rendering the services and performing the obligation as described herein, the Employee shall be entitled to the remuneration package as specified in Annexure 1.

B1, H5 Second Floor, Deutsche BMW showroom, Mohan cooperative industrial area, Near Haldiram Pin Code – 110044
website: www.v5global.com. CIN-U72300DL2005PTC140952

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B1, H5 Second Floor, Deutsche BMW showroom, Mohan cooperative industrial area, Near Haldiram Pin Code – 110044
website: www.v5global.com. CIN-U72300DL2005PTC140952

Except for benefits and entitlements which the Company is required to provide to the Employee pursuant to Applicable Law, the benefits and entitlements that are being provided to the Employee by the Company on a voluntary basis are in accordance with the Company Policy and hence are liable to be withdrawn or changed from time to time at the convenience and discretion of the Company.

- 2.2 The Company may at its discretion, subject to Applicable Law, modify the remuneration package, rights, benefits and entitlements granted to the Employee pursuant to this Agreement, as it may from time to time determine.
- 2.3 The Employee shall perform such duties and carry out such functions as directed by the Company. Without prejudice to the above, the Employee shall perform such other functions as may be assigned/entrusted to him/her by the Company or any other person/entity authorized by the Company.
- 2.4 This Employment is being offered to the Employee upon the understanding and is conditional upon (i) the credentials, testimonials and particulars submitted by the Employee with or in the application for employment being true, correct and accurate; and (ii) satisfactory verification of the background of the Employee by the Company in a manner as it deem fits. If at any time it should emerge that the particulars furnished by the Employee are false/incorrect or if any material or relevant information has been suppressed or concealed or the result of the background investigation and verification of documents/information is not satisfactory in the sole opinion of the Company, then notwithstanding the acceptance of the Employment by the Employee, the Employment will be considered ineffective and irregular and would be liable to be terminated by the Company forthwith without notice and without payment of any compensation, whatsoever. This termination will not affect the rights and remedies that the Company may have under any laws, rules and regulations for the time being in force.

3. EFFECTIVE DATE

This Agreement shall come into force and effect on the date of execution hereof **14 Jul 2022** and shall remain in force unless terminated in accordance with terms contained herein. The Employee shall commence his Employment from **14 Jul 2022**.

4. CONDITIONS OF EMPLOYMENT

- 4.1 The Employee during his/her Employment shall, perform and discharge faithfully and to the best of his/her ability the duties and function assigned to him/her pursuant to the Agreement. Subject to Applicable Law, the Employee shall devote his/her full time, attention and energies towards the functioning of the Company and in discharge of his/her duties and responsibilities mentioned herein. The Employee shall work such number of hours as may be necessary for the Employee to perform his/her duties and functions effectively and otherwise in accordance with the Company Policy in that behalf and the Employee shall not be entitled to receive any additional remuneration for work done outside his/her normal hours of work.
- 4.2 Weekly working hours are 48 Hours.
- 4.3 The Employee shall be entitled to Leaves in accordance with Company Policy.
- 4.4 The Employee further agrees that during the course of his/her Employment with the Company and at all times thereafter, he/she will not engage in any conduct that is intended to or has the result of inflicting harm upon the reputation of the Company or any of its Affiliates, Clients, Project Company or any of its officers, directors, shareholders or employees.
- 4.5 The Employee's location/place of work shall be **Noida**, India, but he/she may be required to travel to or work at any place within or outside India as directed by the Company, from time to time. The Company reserves the right to transfer the services of the Employee to any other location of the Company or assign his/her employment to one of its Affiliates on the same terms and conditions as this Agreement.
- 4.6 The Employee, during the course of his employment with the Company, may be provided with certain equipment/gadgets (such as laptops, mobile phones etc.) to be utilized solely for the purpose of his/her employment (**Company Belongings**). The Employee acknowledges that the Company Belongings are the absolute property of the Company and further undertakes to keep the Company Belongings in mint condition as long as they remain in his/her possession.

B1, H5 Second Floor, Deutsche BMW showroom, Mohan cooperative industrial area, Near Haldiram Pin Code – 110044
website: www.v5global.com. CIN-U72300DL2005PTC140952

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B1, H5 Second Floor, Deutsche BMW showroom, Mohan cooperative industrial area, Near Haldiram Pin Code – 110044
website: www.v5global.com. CIN-U72300DL2005PTC140952

- 4.7 The Employee may be required to execute a separate agreement with respect to the Company Belongings provided to him/her, the terms and conditions of which shall constitute a part of the Employee's employment conditions and be considered a part of the current Agreement.
- 4.8 The Employee shall hand over the Company Belongings back to the Company, upon happening of the following events, whichever is earlier: (i) whenever demanded by the Company; or (ii) at the time of cessation of his/her employment (for any reason whatsoever) with the Company.
- 4.9 In addition to the above, in case, employee terminates this agreement without required notice/information within 30 days from the date of joining, the Company shall be entitled to forfeit entire earned wages of employee, on account of the cost incurred on the employee's training/induction, documentation, antecedent verification, uniform etc.

5. CONFIDENTIALITY AND INTELLECTUAL PROPERTY RIGHTS

- 5.1 The Employee recognizes that he/she will be given and have access to Confidential Information of the Company, its Clients, its Affiliates and the Project Company. In consideration of the benefits accruing to the Employee under this Agreement, the Employee hereby agrees that he/she shall:
- (a) not, without the prior written permission of the Company, directly or indirectly disclose or cause to be disclosed any Confidential Information to any third party;
 - (b) take all steps as may be reasonably necessary to protect the integrity of the Confidential Information and to ensure against any unauthorized disclosure thereof;
 - (c) promptly inform the Company of any potential or accidental disclosure of Confidential Information and shall take all steps, together with the Company, to retrieve and protect the said Confidential Information; and
 - (d) use the Confidential Information only in connection with the Employment for the Business.

The Employee shall continue to be bound by this clause 5.1 even after the expiry/termination of this Agreement.

6. EXPENSES

The Employee's business expenses including any business related travel, boarding and lodging related expenses, which are incurred in the course of his Employment with the Company shall be reimbursed by the Company pursuant to, and to the extent permitted by the Company Policy as in effect from time to time.

7. NON COMPETE AND NON SOLICITATION

During the Term of the Agreement, the Employee shall render his/her services to the Company wholly and on an exclusive basis and the Employee shall not be entitled to in any manner, directly or indirectly, to work for or provide services to any other person.

8. REPRESENTATIONS AND WARRANTIES AND COVENANTS

8.1 The Employee hereby represents and warrants as follows:

- (a) The Employee is not, directly or indirectly, employed by, work for or is engaged in providing services to any person, firm, partnership, association, corporation, or entity other than the Company, and neither is the Employee a party to any agreement (written or oral) with any other person or business entity, that in any way affects the Employee's employment by the Company, or conflicts with the Employee's obligations under this Agreement, or restricts the Employee from rendering any services hereunder;
- (b) The Employee has executed and delivered this Agreement as his/her free and voluntary act, after having determined that the provisions contained herein are of benefit to him/her, and that the duties and obligations imposed on him/her hereunder are fair and reasonable and will not prevent him/her from earning a comparable livelihood following the termination of his/her employment with the Company;

V5 GLOBAL SERVICES PRIVATE LIMITED.

B1, H5 Second Floor, Deutsche BMW showroom, Mohan cooperative industrial area, Near Haldiram Pin Code – 110044
website: www.v5global.com. CIN-U72300DL2005PTC140952

- (c) The Employee has read and fully understands the terms and conditions set forth herein, has had time to reflect on and consider the benefits and consequences of entering into this Agreement, and has obtained independent legal advice in connection with the execution of this Agreement;
- (d) The Employee has not been arrested, or convicted of, or cautioned for, or charged but not yet tried with any offence or crime, even though subject of a pardon, amnesty, or other similar legal action and there is no lawsuit, arbitration, administrative or other proceeding or governmental investigation pending or threatened against him/her;
- (e) The Employee has been relieved by his previous employer and is not involved in any dispute with them concerning his/her past employment; and
- (f) The material, information and documents provided by him/her to the Company in connection with his/her Employment is true and correct in all respects and that no information, fact, or documents that would be relevant for the Company to evaluate his/her suitability for the Employment has been concealed from the Company.

8.2 The Employee shall do such acts and things, execute such documents and provide such reasonable assistance as may be required to consummate the transactions contemplated by this Agreement, and the Employee shall provide such further documents or instruments required by the Company or any other party as may be reasonably necessary or desirable to effect the purpose of this Agreement and to carry out its provisions.

9. TERMINATION

9.1 The employee shall be on probation for a period of 3 (three) month from his date of joining, during the probation period, the Company shall have right to terminate this agreement by providing to employee with 7 (seven) days prior written notice. Post successful completion of probation, the Company shall have right to terminate this agreement by providing to the employee with 30 (thirty) days prior written notice.

9.1 (b) Employee may terminate his/her employment with the company at any time by giving requisite notice as per the terms of his/her employment agreement in writing, or equivalent wages in lieu thereof . In case Employee fails to deposit required notice pay in lieu of requisite notice to the company before settling employee's full and final payment, the same shall be adjusted by the management from employee's full and final dues payable to employee, and the balance amount will be paid to employee.

9.2 Notwithstanding the provisions of Clause 9.1 above, the Company shall be entitled to forthwith terminate this Agreement (without any compensation) by notice in writing to the Employee or his/her representative upon the occurrence of any of the events mentioned below:

- (a) in case the Employee is charged of any crime or offence involving moral turpitude under Applicable Law in India;
- (b) in case of negligence or incompetence by the Employee in the performance of his/her duties, in the Company's opinion;
- (c) in case of any breach by the Employee of Clause 5;
- (d) in case of any breach by the Employee of Clause 7;
- (e) an act of proven dishonesty, misappropriation, breach of trust or fraud by the Employee;
- (f) the Employee engaging in conduct which causes financial harm to or erodes the goodwill and reputation of the Company and/or its Affiliates and/or any of their respective officers or employees;
- (g) the Employee's breach of the provisions of this Agreement or the failure to render services to the Company in accordance with the terms of this Agreement;
- (h) the Employee being in a state of health which, in the opinion of the Company, adversely affects due discharge of his/her duties under this Agreement;

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- (i) in case of any breach by the Employee of any agreement, representation, warranty, or covenant set forth in this Agreement or in the Company Policy;
- (j) in case of any adverse report coming to light from any enquiries, from references indicated by the Employee or from the Employee's previous employer(s), if any;
- (k) The activities/behavior/conduct of the Employee is considered immoral/unethical or detrimental to the interests of the Company;
- (l) if, at any time, it is found that the Employee has concealed/suppressed particulars of any declaration, statement or information or has furnished inaccurate particulars of information (of any nature whatsoever) to the Company;
- (m) in case of any other ground on which the Company is so entitled to dismiss the Employee under the Company Policy or under Applicable Law;
- (n) the commission of any act or omission by the Employee which is in violation of any Applicable Laws in India; or
- (o) in case the Project, in connection with which, the Employee had been employed by the Company, is terminated by the Project Company or the Company.
- (p) In case employee is absent for three consecutive days without any written approval from, the line manager/HR Department, he/she shall be treated absconding and the Company may cease his/her employment without further reference.

It is clarified that the Company, at the time of terminating the employment of the Employee on account of any of the provisions specified in Clause 9.2 above, shall not be obligated to provide any reasons thereof to the Employee.

10. CONSEQUENCES UPON TERMINATION

10.1 Upon termination of this Agreement for any reason whatsoever, the Employee shall, not later than the date of termination:

- (a) handover the charge of his/her duties to such person as may be nominated/authorized by the Company;
- (b) pay in full to the Company all amounts due by the Employee to the Company; and
- (c) surrender to any person nominated/authorized by the Company, the Confidential Information and other documents of the Company, originals and/or copies (whether in printed or electronic form), Company Belongings, and all other properties, assets (whether movable or immovable), monies and belongings of the Company, its Client, Affiliates or branch offices in the Employee's possession or control.
 - (i) It is clarified that in case of failure of the Employee to return the Company Belongings or failure to return the Company Belongings in good condition, the Company shall be entitled to recover the value of such Company Belongings or the cost for the damages caused to the Company Belongings, as the case may be, by settling off the same against any payments due to the Employee or by any other means mentioned in the separate agreement executed by the Employee with respect to the Company Belongings.
 - (ii) The Company shall be at liberty to take appropriate legal action in case of failure of the Employee to hand over the Confidential Information and other sensitive information of the Company, its clients, affiliates or branch offices, in his/her possession at the time of cessation of his/her employment with the Company.

10.2 The Employee agrees that he/she shall not claim any amounts whatsoever from the Company by way of severance pay, bonus or compensation under this Agreement in the event of termination of this Agreement, except as provided under applicable law.

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10.3 On termination of this Agreement, the Company may deduct from any sums owed by it to the Employee (by way of salary or otherwise) any sums otherwise provided by the Company to the Employee which are due to the Company from the Employee. Further, the full and final settlement of the Employee, after making relevant deductions, if any (as explained above in this clause) will be payable to the Employee within a period of 60 (sixty) days from the date of submission of Full & Final form.

10.4 Notwithstanding anything to the contrary in this Agreement, in the event of termination of the employment of the Employee for any reason whatsoever, the Employee shall be bound by the surviving provisions of this Agreement.

11. COMPANY RULES, PROCEDURES AND POLICIES

The Employee shall be under an obligation to comply with the all Company policies, which are made from time to time (**Company Policy**). The Company shall endeavor to provide the Employee with information on the Company Policies. However, the Employee shall be obligated to inquire about the Company Policies and its status on a regular basis.

12. GOVERNING LAW AND DISPUTE RESOLUTION

12.1 This Agreement shall be governed by and construed in accordance with the laws of India and subject to the provisions of Clause 12.2, the courts at New Delhi shall have exclusive jurisdiction in respect of any matter under this Agreement.

12.2 Any dispute or difference arising under or in relation to this Agreement shall be referred to arbitration in accordance with the Arbitration and Conciliation Act, 1996, as in existence from time to time (**Arbitration Act**). The arbitration shall be conducted by a single arbitrator to be appointed solely by the Company within a period of thirty (30) days from the date of service of notice of a dispute by a Party upon the other Party. The arbitrator's decision shall be final and binding on the Parties. The place of arbitration shall be Delhi and the language of arbitration shall be English. Pending final resolution of any dispute, the Parties shall continue to perform their respective obligations under this Agreement. The arbitrator shall provide a reasoned award.

13. NOTICES

13.1 All notices under this Agreement shall be in writing and shall be served by sending the same by registered post or courier (i) in the case of the Company, to the office of the Company specified in this behalf; and (ii) in case of the Employee to his/her address in the Company's records.

Notwithstanding the abovementioned, all notices under this Agreement can also be sent to the Company any of the following email addresses: hr@v5global.com/ hrhelpline@v5global.com

13.2 The Employee will keep the Company informed of his/her latest postal address and contact number at all times and intimate in writing in case of change of address or contact number. Any communication sent to the Employee by the Company on the last known address will be deemed to have been duly served notwithstanding the fact that the Employee has changed his/her address.

14. INDEMNIFICATION

The Employee, at all times during the Term (and even after the termination of this Agreement) agrees to indemnify and hold harmless the Company, its directors, employees, Affiliates, against all losses, damages, claims, interests, costs, expenses, liabilities, proceedings and demands which the Company may suffer or incur or which may be made against the Company as a result of any breach of any provision of this Agreement by the Employee, including unauthorised disclosure or use of the Confidential Information by the Employee or any person related to the Employee that may have access to such Confidential Information through the Employee.

15. MISCELLANEOUS PROVISIONS

15.1 Assignment

The Company shall be free to assign all or part of its rights hereunder to any party without the consent of the Employee. However, the Employee shall not be entitled to assign or transfer any of his/her rights, benefits or obligations hereunder in any manner howsoever.

15.2 Statutory deductions

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Any and all taxes including those taxes which arise from any payments, benefits, etc. received by the Employee from the Company during the Term shall be borne by the Employee and the Company assumes no responsibility for the Employee's personal tax affairs or the liability of such payments and benefits. The Company may deduct or withhold any amounts prior to effecting any payments or benefits to the Employee in terms of this Agreement, in accordance with any provisions of Applicable Law, including The Employees Provident Fund and Miscellaneous Provisions Act, 1952, and Employees State Insurance Act, 1948. Additionally, the Company may make statutory payments which the Employee may be entitled to under Applicable Law, including The Payment of Bonus Act, 1965 and the Payment of Gratuity Act, 1972.

- 15.3 The Employee shall be provided appointment letter, monthly salary slips and all other official letters/communiqué to his/her email address registered with the Company.

IN WITNESS WHEREOF, THE PARTIES HERETO HAVE EXECUTED THESE PRESENTS THE DAY AND YEAR FIRST INDICATED ABOVE.

For V5 Global Services Private Limited



Authorised Signatory

Signature of the Employee

Mr Pratyaksh Mal

V5 GLOBAL SERVICES PRIVATE LIMITED.

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Annexure 1 Remuneration Package

Your Fixed cost to Company is **Rs. 25000/-** per month (**Twenty-Five Thousand** Only including, PF, ESI Contributions - Employer /Employee, Bonus, Gratuity and Insurance, if applicable)

GROSS SALARY		STATUTORY BENEFITS	
Basic + DA	Rs. 12500/-	PF Employer	Rs. 1800/-
HRA	Rs. 6250/-	PF Admin	Rs. 75/-
Bonus	Rs. 943/-	EDLI Employer	Rs. 75/-
Other Allowances	Rs. 2957/-	Medical InsuranceV5	Rs. 300/-
		PersonalAccidentInsurance	Rs. 100/-
GROSS SALARY TOTAL	Rs. 22650/ -	STATUTORY	Rs. 2350/ -Rs. 0/ -
PF Employee	Rs. 1800/-	Monthly Variable - CTC	Rs. 0/ -
NET SALARY	Rs. 20850/ -	COST TO COMPANY (Gross + Statutory Benefits)	Rs. 25000/ -

Professional Tax, Labour welfare fund & other statutory contribution as envisage under the prevailing Acts & Rules of respective state govt. shall be applicable.

You will be entitled to Bonus as per the payment of Bonus Act, in case applicable in your case and mentioned as a part of your CTC.

*** Performance based Incentive will be paid as per the scheme announced by company from time to time subject to fulfillment of certain prescribed conditions.*

*** Incentive will be payable only if you are on the rolls of the organization (V5 Global Services Private Limited) at the time of disbursement of incentive.*

*** Mobile and conveyance bills to be submitted.*

*** Medclaim reimbursement bills to be submitted.*

N.B.: The Employee is required to submit the following documents before commencing employment with the Company.

- 1) Acceptance of the offer letter.
- 2) All Mark sheets & Certificates
- 3) Two professional References with designation address and Telephone number.
- 4) 3 Passport size photographs.
- 5) Permanent Address proof like copy of electricity bill / voter id.
- 6) Acceptance of Resignation Letter
- 7) Health/ Fitness Certificate
- 8) Last salary slip
- 9) Copy of Pan Card

Ref: 924352/2126492/FTC

Date: 31st July, 2022

Muskan Sharma
BC 68 C, Shalimar Bagh, East Delhi
Near Kali Badi Mandir, Delhi - 110088
Phone No: 8800850613

Subject – Fixed Term Contract

Dear **Muskan Sharma**,

It is our pleasure to welcome you to Tech Mahindra Limited.

1. With reference to our discussions, we are pleased to offer you appointment a Fixed Term Contract with our Organization at **Noida** for a period of **06 Months** with effect from **01st August, 2022** to **31st January, 2023** on the terms and conditions as specified in this Letter.
2. Your “Annual Total Cash Compensation” will be **Rs. 300000 (Rupees Three Lakhs Only)**. Please refer **Annexure-A** for details on the compensation and statutory deductions.
3. Your remuneration package is strictly confidential between you and here after, referred as The Company and should not be discussed with anyone nor divulged to anyone in any manner whatsoever.
4. Your employment with us will be governed by terms and conditions as specified in **Annexure-B**.
5. The term of your employment shall commence with effect from your date of joining which shall be on **01st August, 2022**, and is effective till **31st January, 2023**. The Offer stands withdrawn thereafter, unless the date is extended and communicated to you in writing.
6. On the date of joining, you are requested to report to **Sweta Nautiyal** at **09:30 AM** to complete the joining formalities at **Tech Mahindra Limited, Plot No. 06, Tower C, Tech Boulevard, Sector-127, Noida - 201301**. At the time of joining, you are expected to carry originals of the documents as per **Annexure – D** and submit the copies of the same to the HR Team.
7. Please note that this Offer is subject to your being given a clear background check either at the time of reporting/joining or thereafter depending upon our receipt of the background check report from the agency.
8. Kindly acknowledge acceptance of this Offer of Appointment by signing and returning the ‘acceptance copy’ to **Sweta Nautiyal** latest by **01st August, 2022**.

9. For any clarification / further Information on-

- Employment terms and conditions, please get in touch with Offers **Team** (E-Mail: PS00551100@Techmahindra.com)

For Tech Mahindra Limited



Mukul Sah
Group Function Head (Support) – Human Resource

Encl: **Annexure-A** (Salary Structure), **Annexure-B** (Important / Indicative Terms & Conditions of Employment), **Annexure-C** (Medical Self declaration), **Annexure-D** (Check List of Documents), **Annexure-E** (Confidentiality Agreement), **Annexure F** – Intellectual property Assignment, **Annexure-G** – General Covenant, **Annexure H** -(Code of Conduct and Ethics).

Accepted

Date:

Signature of Candidate:

Annexure A

Name : Muskan Sharma
Title : Business Coordinator
Band : U1

Components of Total Cost to Company	Rs. (Per Annum)
Basic (@35% of Total Fixed Pay)	101429
HRA (@70% of Basic Pay)	71000
Bonus/Statutory Bonus	24000
Employer's contribution to Provident Fund (@12% of Basic Pay)	12171
Employer's contribution to ESIC (@3.25% of Fixed Pay)	0
Flexible Components of TFP ^	81196
Total Fixed Pay (Per Annum)	289796
Total Variable Pay (TVP) (Per Annum)**	0
Cost to Company (CTC)(A)	289796
Additional Benefits(B)	
Gratuity	0
Insurance Premiums (towards GTLI, GMIP and GPAI)	10204
Total Cost to Company (TCC) (Per Annum) -----(A) + (B)	300000

^ Under the 'Flexible Benefits Plan', you are eligible to choose a combination of the Components as mentioned below, subject to the individual maximum limits as mentioned against each of them, balance if any shall be paid as taxable amount under Additional Personal Pay

LTA	25,000
Meal Voucher	26,400

Bonus / Statutory Bonus, if applicable, shall be paid in 12 equal monthly installments in advance along with your regular salary.

Additional Benefits: In addition to the above, you will also be eligible for the below-mentioned benefits -

i) Insurance

a) Group Term Life Insurance (GTLI) Coverage: You would be eligible to be covered under the Group Term Life Insurance Cover, providing Life Insurance Coverage to the associates by paying a lump sum benefit of **Rs. 20 lakhs** to the beneficiary on the unfortunate death of the associate

b) Group Medical Coverage Plan (GMIP): You would also be enrolled under the existing Medical Insurance scheme of the company with a cover of **Rs. 3 lakhs** (floating cover) applicable to Self, Spouse, 2 children & 2 parents. Cost of coverage of parents (if opted for) will be borne by you. If enrollment of parents is not opted for, the applicable cover (for self only OR self +spouse+up to 2 children) will be **Rs. 2 lakhs**.

c) Group Personal Accident Insurance (GPAI) coverage: You would be enrolled under the Company's GPAI scheme with a cover of upto **Rs. 5 lakhs** payable in case of permanent disablement arising out of any unfortunate event of an accident.

ii) Company Transport:

- In the event of your availing Company provided transport to commute to and from office, deduction will happen from your salary as per applicable policy

With Best Wishes,
For Tech Mahindra Ltd.

Accepted



Mukul Sah
Group Function Head (Support) - Human Resources

Name:
Signature:
Date:

Annexure – B

1) Employment Agreement

a) Code of Conduct

During the period of your employment, you will work honestly, faithfully, diligently and efficiently for the growth of The Company.

b) Secrecy

You are expected to maintain utmost secrecy with regard to the affairs of The Company and shall keep confidential any information, whether written or oral, which relates to internal controls, computer or data processing programs, algorithms, electronic data processing applications, routines, subroutines, techniques or systems, or information concerning the business or financial affairs and methods of operation or proposed methods of operation, accounts, transactions, proposed transactions, security procedures, trade secrets, know-how, or inventions of Tech Mahindra Limited. or its Affiliate, or any client, agent, contractor or vendor. You shall not disclose the identities and other related information of any of its clients.

Breach of this provision shall be treated as a gross violation of the terms herein and your services are liable to be terminated.

c) Employee data – By accepting this Offer and furnishing your personal data to the Company, You are according your irrevocable consent to Company to possess, deal with or handle Your sensitive personal data either by itself or through any third party agency during the term of your employment with the Company subject however to the terms of the Privacy Policy of the Company. You are aware that your personal data is confidential in nature and Company shall process the same in the course of its business, in terms of its privacy policy with due and reasonable care.

d) Conflict of Interest

Your position with The Company calls for whole time employment and you will devote yourself exclusively to the business of The Company. You will not take up any other work for remuneration (part time or otherwise) or work on advisory capacity or be interested directly or indirectly (except as shareholder or debenture holder) in any other trade or business, during your employment with The Company, without written permission from The Company. Contravention of this will lead to termination of your services from The Company without any notice, with or without any liability on the part of The Company for payment of any compensation in lieu of such notice as per the procedure mentioned in Section 3.

e) Non-Solicitation / Non-Compete

You acknowledge that you have signed Covenant against Disclosure and Covenant Not to Compete/Non-Solicitation ("Covenant"), which is incorporated into this Agreement by reference and is made a part of this

Agreement and that it constitutes an integral part of the terms of your employment. In the Covenant, you have agreed that for a period of twelve months following termination of your employment for any reason whatsoever you also confirm and agree that these restrictions are reasonable and are legitimately required to protect the business interest of the Tech Mahindra Ltd.

- (i) You will not solicit business and/or sell services/products or build business relationship with customers, you were directly or indirectly involved with, during your tenure in Tech Mahindra Ltd
- (ii) You will not interfere with its business relations, including but not limited to soliciting or providing services to any of Tech Mahindra's clients (except as directed by Tech Mahindra Ltd), directly or indirectly.
- (iii) You will not be employed by a client of Tech Mahindra Ltd for which you performed services while employed by Tech Mahindra.
- (iv) You will not solicit or induce Tech Mahindra Ltd associates to join a client or to compete with Tech Mahindra Ltd.
- (v) You undertake not to solicit or induce or endeavor to solicit or induce any consultant, supplier or service provider to cease to deal with the Company and shall not interfere in any way with any relationship between a consultant, a supplier or a service provider and the Company.

f) Exclusivity of Services, Publications, Gifts/Anti-bribery

You shall devote all work efforts exclusively to The Company and the furtherance of its interests. Any engagement in additional activities for remuneration or any direct or indirect participation in other enterprises of any kind requires the prior written consent of The Company. The Company's consent shall not be required for ordinary acquisitions of shares or other participation for investment purposes. Membership in the board of directors or supervisory board of other enterprises shall be subject to The Company's prior written consent. Any publications and lectures by you on topics relating to The Company's business or interests shall be subject to The Company's prior written consent.

You agree, to not accept or demand loans, rewards or other benefits, or promises thereof, from The Company's clients or other persons with whom the Associate has official or business contacts in the context of the Associate's activities for The Company, without The Company's prior written consent.

You hereby covenant and undertake that you will:

- Not engage in any actions that are, or could be seen to be, bribery of foreign public officials as described in the OECD Convention on Combating Bribery of Foreign Public Officials in International Business Transactions, the Foreign Corrupt Practices Act of the United States of America (the "FCPA"), the Anti-Terrorism, Crime and Security Act 2001 and Bribery Act, 2010 of the United Kingdom of Great Britain and Northern Ireland; and

- Comply with all United Kingdom, United States, German and other Applicable Law prohibiting bribery and in doing so will provide nothing of value to any government official.
- Not directly or indirectly offer or have offered or give or given or agree or agreed to give or given to any person any gift, success fee, rebate or consideration of any kind whatsoever including speed or facilitation money or indulge in any activity as an inducement or reward for influencing or carrying out any act and specifically in relation to any business opportunity or a customer including for the purposes of collection or for showing any favour or disfavour to any person or persons in relation to such performance.
- You hereby agree not to involve in receiving any gift/bribery during your tenure with the Company. You shall abide and follow the Company's anti-bribery policy which is hereby incorporated for reference. This Company policy shall be amended from time to time.

g) Confidentiality / Non-Disclosure

- a) You must return to The Company, upon request, and in any event, upon termination of your employment, all documents and tangible items which belong to The Company or which refer to any confidential information and which are in your possession or under your control.
- b) You must, if requested by The Company, delete all confidential information from any reusable material and destroy all other documents and tangible items which contain or refer to any confidential information and which are in your possession or under your control.
- c) All software, systems, ideas, concepts, designs, documentation or any other material produced by you, during the period of your assignment to the Tech Mahindra will either be Intellectual Property of the Tech Mahindra or that of its customers. You will not have any rights to such material as described above.

You shall execute / sign the Confidentiality Agreement as and when required by Tech Mahindra Limited or the Client.

h) Non-Disparagement Obligations

You covenant and agree that, during the term of your employment and anytime thereafter, neither you nor any of your legal heirs or any person acting on your/their behalf, will in any way publicly disparage, bring into disrepute, defame, libel, slander or otherwise criticize the Company, its subsidiaries, affiliates, successors, assigns, officers, directors (including any former directors/ officers of the Company or its subsidiaries), employees, shareholders, agents, attorneys or representatives, or any of their clients, customers, partners,

other service providers, or any of their products or services, in any manner that would damage the business or reputation of the Company or any of its clients, customers, partners, other service providers. Any violation of this section shall necessitate an investigation and appropriate disciplinary action including termination from the services and/ or appropriate legal action.

2. Assignments/Transfer/Deputation

Though you have been engaged for a specific position, The Company reserves the right to send you on training/deputation/secondment/transfer/assignments to sister companies, associate companies, clients' locations or third parties whether in India or abroad. In such case, the terms and conditions of service applicable to the new assignment will govern you.

You shall, only at the request of The Company, enter into a direct agreement or undertaking with any customer to whom you may be assigned/seconded/deputed accepting restrictions as such customer may reasonably require for the protection of its legitimate interests.

3. Termination of Employment

- (a) Either party can terminate this employment by serving a notice of 30 days on the other. The Company may at its absolute discretion make a payment representing salary (basic) in lieu of notice of termination. However, for cause like misconduct, gross negligence, willful insubordination or disobedience, misbehavior or non-performance, Tech Mahindra Limited. may terminate your services with immediate notice. The Company shall have the right to place you under suspension on subsistence allowance and benefits as applicable pending any investigation into potential dishonesty, gross misconduct, misappropriation, gross negligence, fraud or other circumstances, which expressly provides for termination of your employment which if proved, would entitle The Company to dismiss your services summarily.
- (b) In the event of your serving on The Company a notice of termination of employment by submitting a resignation letter, your release will be governed by the relevant policies in force at that point in time, subject to satisfactory handing over of your duties, responsibilities, Company documents, Company assets, etc. to the relevant parties.
- (c) In case of Associates who are governed by any other service agreement(s) for serving a minimum stipulated period, the associate will need to mandatorily fulfill requirements of **Clause 3(a)** along with applicable exit policy clauses under stipulated service period agreed to and provided therein.
- (d) Unauthorized absence or absence without permission from duty for a continuous period of 7 working days would make you lose your lien on employment. In such case your employment shall automatically come to an end without any notice of termination.
- (e) You will be governed by The Company's laid down Code of Conduct and if there is any breach of the same or non-performance of contractual obligation or the terms and conditions laid down in this agreement, your service could be terminated as per the procedure mentioned in **Clause 3(a)** herein above. The Company further reserves the right to invoke other legal remedies as it deems fit to protect its legitimate interests.
- (f) Reference check will be made from your previous employers and other references as may be deemed appropriate. In case there is any adverse report against you which may be detrimental to the interests of

The Company or if the information furnished by you is not true, The Company reserves the right to terminate your services as per the procedure mentioned in **Clause 3(a)** herein above on the grounds of misrepresentation of facts.

- (g) In addition to The Company's right to carry the above verifications, you shall fill in and sign the Criminal Disclosure Declaration Form. In the event you have been accused, charged and/or convicted for any criminal offence, at any time whether prior or subsequent to your joining The Company, you shall make full disclosure of the same and furnish all necessary documents in support thereof. In the event you have been accused, charged and/or convicted for any criminal offence, your joining shall be subject to specific written confirmation from The Company. The Company at its sole discretion reserves the right to terminate your employment as mentioned in **Clause 3(a)** or take appropriate disciplinary action against you or revoke this Offer Letter. In the event of suppression of any facts, The Company shall be entitled to take such other action at any time as it may deem fit.
- (h) The Company reserves the right to carry out banned/ illegal drugs/narcotic substance screening tests on you at any point of time during your tenure. You understand and acknowledge that this is a requirement and you have no objections whatsoever if such checks, banned/ illegal drugs/narcotic substance screening tests and verifications are carried out by The Company or a third party agency engaged by The Company. Arising out of such verification or check or otherwise, if it is detected that the information furnished by you in your application is mis-stated or is unstated or document submitted by you are not correct or banned/ illegal drugs/narcotic substance screening tests, results are positive, The Company shall, at its sole discretion be entitled to fore with terminate your employment as per the procedure mentioned in **Clause 3(a)** herein above and/or revoke your appointment with The Company, without further reference in the matter.

4. Statement of Facts

- (a) It must be specifically understood that this offer is made based on your proficiency on Technical/Professional skills you have declared to possess as per the application, and on the ability to handle any assignment/job independently anywhere in India or overseas. In case, at a later date, any of your statements/particulars furnished are found to be false or misleading, or your performance is not up to the mark or falls short of the minimum standards set by The Company, The Company shall have the right to terminate your services forthwith without giving any notice, notwithstanding any other terms and conditions stipulated herein.
- (b) You confirm and represent that there exists no personal circumstances which are likely to affect your liability to discharge your obligations in the course of your employment. You further undertake to notify, your line manager and HR Manager immediately of any material change in personal circumstances that may have impact on the status of your employment including, but not limited to, criminal convictions and/or cases pending, health issues, right to work in the country where work is to be performed etc.

5. Company Policies

You are required to comply with all the policies of the Company including but not limited to the Code of Ethical Business Conduct, the Policy on Prevention of Sexual Harassment and such other policies, as communicated to the associates of Tech Mahindra from time to time. In case of any violation or failure to comply with such Company Policy/policies, the Employee shall be subjected to the disciplinary action as per company policy. These policies are available on Tech Mahindra's intranet. You are requested to visit the site at frequent intervals to get all updates / changes. By signing a copy of this letter, you are consenting that you will visit the intranet site and get familiar with Tech Mahindra's policies. Tech Mahindra reserves the right to interpret, change, suspend or terminate any of its benefits, policy plans or programs in accordance with its needs from time to time.

6. Personal Indebtedness

Tech Mahindra Limited shall not be responsible for personal indebtedness or other liabilities incurred by you, during/prior to your employment with Tech Mahindra Limited. You understand and accept that you shall have no authority to pledge the credit of Tech Mahindra Limited to any person or entity without Tech Mahindra Limited's prior written authorization.

7. Restraints

Access to Information

Information is available on need to know basis for specified groups. The network file server is segregated to allow individual sectors for projects and units. Access to these are authorized through access privileges approved by unit Mentors or Project Mentors.

Authorization

Only those authorized by a specific power of attorney may sign legal documents, representing The Company.

Smoking

We owe and assure a smoke free environment for our Associates. Barring some areas, the entire office premises including conference rooms, lobbies, is declared as "No-Smoking Zone".

Passwords

Access to our network, development environment and MS-Exchange is through individual's password. For security reasons it is essential to maintain confidentiality of the same.

Unauthorized Software

You shall not install, download, copy and duplicate any unauthorized or unlicensed software, programs, games, attachments on to your computer systems.

Security

Security is an important aspect of our communication and office infrastructure. We have security personnel deployed on all the floors who take care of the security. Those of you who wish to work late or early hours are requested to produce their identity cards to the Security personnel on demand. If there is a need to take some of the equipment's/infrastructure out of the office premises for any reason the associate shall obtain the gate pass from the security staff after the authorization from your mentor.

The communication security is maintained by controlling physical access to computer systems, disabling all workstation floppy disk drives, and a Company-wide awareness about the need for protection of intellectual property and sensitive customer information. For some projects, The Company uses sophisticated data encryption devices. Your work table and storage space is lockable. Please ensure they are locked when unattended. Duplicate keys are maintained with Security. One can take a duplicate key after signing for it for one's own or team member's table or storage.

(a) Destroying Papers & Material

Any official communication, which is confidential in nature, shall be destroyed through paper shredder after the purpose is served.

(b) Use of Company Resources

(i) You shall use The Company's resources only for official purposes as per the applicable Company policy.

(ii) The Company shall have the right to access the files, folders and data stored in the official laptop provided to you by the Company and to keep track on individual users activity and logs stored in the official laptop. Further the Company may also monitor the emails and email traffic in your official mail id provided by the Company as measure to ensure compliance with Company's policies and network security. You also authorize the Company representative to access all the data and information stored under your mail id during and after employment with the Company and this access is provided under the applicable data privacy laws. You also expressly waive any other rights as may be available under the applicable Data Privacy laws against the Company for providing such access.

(iii) You shall access only those web sites, which are relevant to your work at hand.

(iv) You shall not use any company resource for hacking or other unethical / illegal activities.

(vi) You shall not circulate or distribute offensive/pornographic material through e-mail or in any other manner.

8. Overseas Service Agreement

As The Company will be spending substantial amount of time and money for your deputation /secondment abroad, you may be required to sign a deputation agreement with The Company and may also be required to execute a Surety Bond on such terms, as The Company may deem appropriate. (This agreement will consist, inter alia, of issues like (i) your commitment to complete the project (ii) your returning to India after completion of the project and serving The Company for a stipulated period).

9. Intellectual Property Rights

You agree to disclose any invention, development, process, plan, design, formula, specification, program or other matter of work whatsoever (collectively "the Inventions") created, developed or discovered by you, either alone or in concert, in the course of your employment and the same shall be the absolute property of The Company. Any Intellectual Property Rights and rights to inventions arising out of your activities hereunder, or if ownership rights cannot be transferred under applicable law, any exploitation rights relating thereto, shall be transferred to The Company in accordance with applicable law. You shall, as and when requested by The Company (at Company's cost and expense), assist The Company in perfecting the Intellectual Property Rights in any manner The Company deems fit. You shall execute/sign the Intellectual Property Rights Assignment document as and when required by Tech Mahindra Limited or the Client.

10. Jurisdiction

Even though The Company may depute you overseas for on-site work or to any other location in India, the jurisdiction concerning any dispute arising out of your employment will be in the courts in **Mumbai** only.

11. Retirement

Your services with the Company will come to an end immediately upon your attaining the age of retirement as per the then prevailing policy of the Company. For the purpose of determining this, the age recorded with The Company shall be considered as final and conclusive.

Termination of employment may also be initiated earlier by either party by serving prior written notice on the other, as per the notice period stipulated in this letter.

12. General

The above terms and conditions including those in Annexure - A (Salary break up) are based on Company policies, procedures and other rules currently applicable in India as well as Overseas and are subject to amendments and adjustments from time to time. In all services matters, including those not specifically covered here such as Traveling, Leave, Working Hours, Retirement, Code of Conduct, etc. you will be governed by the rules of The Company as shall be in force from time to time. However, entitlements will be extended/prorated for the duration of the contract.

13. You shall be present in the office during normal working hours as specified in the policies or during hours expressly designated for you in writing. Depending on organizational requirement or project contingencies your working hours / work days may be modified/ altered from time to time. The Company does not encourage overtime work and accordingly does not have a policy for payment of overtime.
 14. You shall provide details regarding the utilization of your time by entering the same into Tech Mahindra Limited's electronic timesheet system on a daily basis. In case you are attached to any project where the client may have requirement of recording specific time-efforts, you shall comply with such requirement also, in addition to Tech Mahindra Limited's timesheet system.
 15. This offer is purely based on the information / documents provided by you and by accepting the offer, you specifically authorize The Company or any external agency through Tech Mahindra Limited to verify your educational, employment antecedents, your conduct and any other background checks prior to your joining The Company or thereafter. You shall extend your co-operation (if asked for) during such verification without any protest or demur.
-

This is to certify that I have gone through and understood all the terms and conditions mentioned in Annexure – B and I hereby accept and agree to abide by them. I am also required to fill the EMPLOYMENT VERIFICATION FORM, complete in all respects and bring it along with all the other documents / testimonials as required (Annexure D) at the time of joining.

Name in full :

Signature :

Address :

Date :

Place :

Annexure- C - Medical Declaration

MEDICAL DECLARATION FORM			
Applicant ID <i>(To be filled by HR)</i>		Associate ID <i>(To be filled by HR)</i>	
First Name:		Last Name:	
Gender: Male / Female		Date of birth (DD/MM/YYYY)	
		Blood Group	

Candidate's Medical History:

Candidate's Medical Details	Yes	No	Please provide the details
Do you have any defect or problem of vision?			
Can you readily distinguish between the pigmentary colors?			
Do you suffer from a degree of deafness which would prevent your hearing of normal conversation?			
Do you have any physical deformity / handicap?			
Do you have any congenital disorder / abnormality?			
Have you ever been diagnosed to have any Psychiatric ailment including Depression, Anxiety Neurosis, Phobic Disorders, Schizophrenia, Manic Depressive Psychosis or any other Psychiatric illness?			
Have you ever been diagnosed with an alcohol or drug abuse problem? If yes, are you on treatment for the same?			
Have you ever been disqualified on medical grounds from any previous employment opportunity?			

Have you ever been suffering from any Medical condition that may require you to take Medical Leave over the next 12 months?			
Have you had any form of critical illness or operation in the last two years?			
Have you ever been diagnosed to have Cancer, Tumor, Cyst or any similar type of growth?			

Have you ever suffered/are you suffering from any of the following? (Please tick whichever applicable)

	Heart Attack		Diabetes
	High Blood Pressure		Stroke
	Night Blindness		Valve Disorders
	Asthma		Slipped disc
Any other major disease/illness that you may be willing to disclose			

Candidate's Declaration:

I declare that, to the best of my knowledge, the answers to the questions in this form are correct and that I am not suffering from any disease/illness that I have not revealed.

Signature:

Name:

Date:

(DD/MM/YY)

Annexure – D – Checklist of the Documents

At the time of joining, you are requested to bring the following documents in **original (For Verification only)**, along with 1 photo copy of each.

- (a) Certificates' supporting your educational qualifications along with marks sheets
- Xth & XIIth Certificate & mark sheets
 - Degree Certificate & Semester/year-wise mark sheets
 - Master's Certificate & Semester/year-wise mark sheets
 - Diploma/PG Diploma Certificate & Transcripts
 - Any other Certificate with supporting documents – if any
- (b) Your relieving letter from your present organization
- (c) Service Certificate from the last employer as well as all previous employers.
- (d) Acceptance copy of Tech Mahindra Limited's offer of appointment duly signed.
- (e) Two passport-sized color photographs with white background.
- (f) Valid Passport
Please submit copy of the valid Passport (inclusive of all blank pages). In case you have applied for it, please submit the proof of Passport Office submission ticket. Upon receipt of Passport from Passport Office, please submit the documents to HR.
- (g) PAN Card and Proof of PAN Number
You MUST carry and provide your PAN Card copy. Please note that it is mandatory to provide the PAN number for processing of your payroll and no payments on account of salaries can be made without a PAN Number. If applied for please submit a copy of the acknowledgement as issued by the Income Tax authorities.
- (h) Aadhaar Card
You MUST carry and provide your Aadhaar Card copy. Please note that it is mandatory to provide your Aadhaar card number for processing KYC in EPFO portal. If applied for, please submit a copy of the acknowledgement as issued by the authorities.

Your offer has been made based on the information furnished by you. However, if there is a discrepancy in the copies of the documents/certificates given by you as a proof in support of the above, The Company reserves the right to revoke the offer.

Annexure E - Confidentiality Agreement

I understand that during my employment with Tech Mahindra Limited., I will have access to information for its customers, suppliers, vendors and licensors, any or all of which are referred to in this agreement "Tech Mahindra Limited. I also understand that this information, whether technical or non-technical is commercially valuable. It is referred to in this agreement as "confidential information".

A few examples of confidential information are given below. However these examples do not list all of the types of confidential information which I may develop or to which I may have access:

- 1) Information of a business nature such as marketing, underwriting, associate customer and claimant data, sales, and list of customers, including future developments and planning concerning them.
- 2) Computers /software programs and associated documentation and material which are propriety to Tech Mahindra Limited or which Tech Mahindra Limited. is under an obligation to prevent this disclosure.
- 3) Information from Tech Mahindra Limited's vendor and supplier which is confidential, propriety or copyrighted.
- 4) I hereby agree that :
 - The confidential information shall remain the sole and exclusive propriety of Tech Mahindra Limited and I shall regard it as confidential and secret information.
 - The confidential information is the property considered to be the trade secrets of Tech Mahindra Limited because it involves processes and compilation of information which are secret, confidential, and not generally known to the public and which are the products of expenditure of time, effort, money, and /or creative skills of Tech Mahindra Limited.
 - The use of confidential information is furnished to me during my employment on a confidential and secret basis for a sole and exclusive use and pursuing my employment duties at Tech Mahindra Limited.
 - I will not, during and after my employment at Tech Mahindra Limited., publish, disclosed, or otherwise divulge the confidential information to any person not specifically authorized by Tech Mahindra Limited. to receive such information.
 - I will not copy and confidential information for any purpose except with the express consent of the Tech Mahindra Limited. Officials or the expressed written authorization of the third party owner.
 - Upon termination of my employment with Tech Mahindra Limited., or at any other time at Tech Mahindra Limited. request, I agree to return promptly to Tech Mahindra Limited., all confidential information, including but not limited to all manuals, letters, notes, notebooks, reports, formulae, computer programs and associated documentation and material, memoranda, customer list and all other materials and all copies of them relating in any way to Tech Mahindra Limited which in any way were obtained by me during my employment at Tech Mahindra Limited .which are in my possession or under my control. I further agree that I will not make or retain any copies of the above mentioned information and will so represent to Tech Mahindra Limited. upon termination of my employment.

- This confidentiality agreement will continue to be in effect after the termination of my employment with Tech Mahindra Limited.
- IF any provision of this agreement is declared invalid or unenforceable with respect to a particular occurrence or circumstance or otherwise, that will not affect the validity, enforceability, or applicability of any other provision of this agreement.

Name:

Signature:

Date :

Annexure - F - Intellectual Property Assignment

Associate Name:

Associate ID:

Date:

In consideration of my employment with Tech Mahindra Limited and in view of the confidential nature of employment by reason of which I will obtain and have obtained special knowledge of Tech Mahindra Limited and business, its necessities and plans and the information of its customer, I hereby agree as follows:

(a) Intellectual Property Assignment

I hereby assign, to Tech Mahindra Limited or its successor, designees or assigns, any and all rights in any design, invention, discovery, or other intellectual property (including without limitation, right to apply for and obtain a patent) which I may create, develop or assist in creating of developing during my employment which design, inventions, discovery and other intellectual property relate to services provided/ to be provided or products or systems manufactured or developed or licensed or sold by Tech Mahindra Limited whenever made by me and for any work made and/or created or cause to made and/or created in the course of my employment whether on the customer project or otherwise.

Tech Mahindra Limited shall be the first owner of the copyrights therein and for work made and/or created or cause to made and/or created in the course of my employment. If by virtue of any law or any judgment, Tech Mahindra Limited is not the first owner, then I hereby assign, exclusively and irrevocably, the same, wholly and generally, forever throughout the world, without any obligation of payment of royalty or any other sum of money or benefit(s), the whole of the copyright(s) in all such work(s) and further waive all my moral rights wholly in favour of Tech Mahindra Limited I also agree to sign on demand, whether during the employment or any time thereafter, any papers and do any acts which may be deemed necessary or desirable by Tech Mahindra Limited to secure to Tech Mahindra Limited., its successors, designees, or assign, any right relating to such design, invention, discovery, copyright or intellectual property and improvement including patents in India or any other foreign country.

(b) Restrictions after Termination

I further agree upon termination of my employment to surrender to Tech Mahindra Limited all software programs, data (whether in hard copy form or in electronic form), notebooks, designs, drawings, blueprints, writings, manuals, price books, any business or market information, business and technical brochures, service models and techniques and other documents and materials (including all copies) then in my possession or control, which relate in any way to the business, research, development, sales, sales promotions, marketing or customer's information or other activities of Tech Mahindra Limited The obligations stated under this Agreement shall survive the termination or discontinuation of my employment with Tech Mahindra Limited.

WITNESSED

ACCEPTED

Annexure – G

Agreement – General Covenant Against Disclosure and Covenant Not to Compete / Non- Solicitation

In consideration of my employment “Tech Mahindra Limited”, and in consideration of the wages or salary to be paid to me, and regardless of the duration of my employment, I enter into the following agreements:

1. I agree to perform competently, diligently, reliably, and to the best of my ability all duties required of me from time to time by Tech Mahindra Limited I shall not directly or indirectly, either as an associate, employer, consultant, agent, principal, partner, stockholder, corporate officer, director or in any other individual or representative capacity, engage or participate in any business that is in competition in any manner whatsoever with the business of Tech Mahindra Limited during the term of my employment with Tech Mahindra Limited either within or outside of business hours.

2. I acknowledge and agree that I am bound by all of the terms and conditions of my Service Agreement in addition to the terms and conditions of this agreement.

3. **Actions Required on Termination:** Upon termination of my employment at Tech Mahindra Limited whether voluntary or involuntary (or at any other time upon the request of Tech Mahindra Limited.), I shall return to Tech Mahindra Limited all of its property of which I have had custody, including all handbooks, manuals, notebooks, supplies, credit cards, keys, disks, tapes, records, statistics, data and Confidential Information (defined herein) for which I have acquired by virtue of my employment, regardless of form or media.

4. **Covenant Against Disclosure:** I understand that it may be desirable and necessary for Tech Mahindra Limited or any of its suppliers, licensors, licensees or customers to disclose to me information which may include, by way of illustration and not by way of limitation, technical information, designs, drawings, processes, systems, procedures, formulae, test data, improvements, price lists, financial data, code books, invoices, financial statements and other financial information, computer programs, disks, printouts, sketches, customer and prospect contacts, customer and prospect lists, names, addresses or any other compilation of information written or unwritten (both individually and collectively referred to herein as "Confidential Information") during the course of my employment.

Because I will have access to and become familiar with such Confidential Information, I hereby agree to accept and retain such Confidential Information in confidence and agree, at all times during or after the termination of my employment, not to, directly or indirectly, disclose, reveal, use, copyright or patent such Confidential Information, without the prior written consent of an authorized officer Tech Mahindra Limited I also agree to keep the contractual relationships of Tech Mahindra Limited with its

suppliers, licensors, licensees, customers, contractors, and subcontractors confidential, including the names, addresses, or special requirements of Tech Mahindra Limited's customers. This Section 4 is intended to apply to all materials, which I may compile, as well as to all materials furnished to me by anyone else in connection with my employment.

a. Because it may not be clear to Associate which information is Confidential Information, in order to minimize the possibility of inadvertent disclosure, Associate agrees to consult with Tech Mahindra Limited before making any disclosure of information covered by this Agreement.

b. Associate may disclose information if such disclosure is directly pursuant to a valid and existing order of a court, or a governmental body or agency, within India; provided, however, that prior to such disclosure, the Associate (i) notifies Tech Mahindra Limited in writing of the prospective order, or proceeding giving rise to such order, and (ii) Tech Mahindra Limited has had the opportunity to prevent or limit such disclosure.

c. In the event of a breach or threatened breach of this Section 4 by Associate, Tech Mahindra Limited shall be entitled, in addition to all other remedies otherwise available to Tech Mahindra Limited to and Associate hereby consents to the issuance thereof forthwith in any court of competent jurisdiction without proof of specific damages. Associate waives any requirement for a bond in connection with any temporary or pendente lite injunctive relief.

d. In the event that Tech Mahindra Limited shall enforce any part of this Agreement through legal proceedings and obtains any judgment or order in such proceedings, Associate agrees to pay to Tech Mahindra Limited any costs and attorneys' fees reasonably incurred by Tech Mahindra Limited in connection with obtaining such judgment or order.

If any court should hold any part of the covenants set forth herein to be unreasonable, or otherwise unenforceable, the parties expressly agree that the covenants set forth herein shall be enforced to the extent that would otherwise be deemed reasonable or enforceable. In the event of any breach by Associate, the Non-Compete Period shall be extended on a per diem basis for the period that Associate is in breach.

5. Ownership of Work Product: Tech Mahindra Limited shall be the sole owner of all of my work product. For this purpose, "work product" means all inventions, improvements, discoveries, documentation, programming and technology (including all associated intellectual property rights) that I may create (alone or with others, at work or elsewhere, during or after the normal workday) relating to the work I do, the business of Tech Mahindra Limited or any research or development conducted by Tech Mahindra Limited I agree to assign, disclose and deliver to Tech Mahindra Limited as Tech Mahindra Limited's property, all right and evidence I may have or acquire with respect to any and all work product, and I agree to take such further actions and sign such further instruments as Tech Mahindra Limited may request from time to time to protect and defend its ownership of any and all work product. I understand that disclosure of my suggestions and ideas is encouraged.

6. Partial Restriction on Post-Termination Competition: Background. Tech Mahindra Limited expects to invest considerable time, effort and capital in enhancing the value and desirability of my skills. Both this investment and my compensation reflect Tech Mahindra Limited's expectation of receiving a considerable return from the exclusive use of my services and know-how in the future, free from any danger that Tech Mahindra Limited's customers or competitors may attempt to cause me to leave Tech Mahindra Limited and wrongfully gain the benefit of Tech Mahindra Limited's investment. The partial restraint set forth in this Section 6 does not, and cannot, provide complete protection for Tech Mahindra Limited's investment, development efforts, product, strategy, proprietary and Confidential Information, but Tech Mahindra Limited believes that in combination with the other provisions of this Agreement, it is the most fair and reasonable measure to protect Tech Mahindra Limited's interest, giving due regard to both my interests and the interests of Tech Mahindra Limited.

7. Covenant Not To Compete. I hereby covenant and agree as a part of and ancillary to this Agreement that for the 12 months period following the termination of my employment with Tech Mahindra Limited (irrespective of the reason for or such termination),

(a) I will not solicit, or attempt to solicit, or cause any third party to solicit, directly or indirectly, any customer of Tech Mahindra Limited for the purpose of selling or licensing products or services that are then competitive with the products and services that are then available to that customer from Tech Mahindra Limited provided, however, that this restriction shall apply only to customers of Tech Mahindra Limited with whom I actually have material contact (meaning direct interaction, such as through sales calls, presentations or other business dealings) in the course of performing my employment duties for Tech Mahindra Limited within the two year period preceding the date my employment with Tech Mahindra Limited ends. It is understood that this restriction is necessary to avoid possible compromise of Confidential Information and business interest.

(b) I will not (1) seek or obtain employment of any kind by any means, directly or indirectly, as either associate, agent or consultant, with any customer of Tech Mahindra Limited's for which I am providing services on behalf of Tech Mahindra Limited that are competitive with the products and services available to the client from Tech Mahindra Limited provided however, that this restriction shall apply only to employment to perform the same or substantially similar services that I am performing for the client as a Tech Mahindra Limited associate; or (2) induce or solicit any associate of Tech Mahindra Limited to seek or obtain such employment with a customer of Tech Mahindra Limited This restriction applies to my acceptance of any employment by a customer through general advertising or third party recruitment;

I accept and agree that the above covenants (a) and (b) are reasonable restrictions imposed with an objective to protect Tech Mahindra Limited's legitimate business interests and proprietary and confidential

information. Given the compensation and benefits provided to me, I agree that the restriction as to time and scope contained herein are reasonable and necessary to protect Tech Mahindra Limited's business interests and proprietary information. I have sufficient skills to find alternative, commensurate employment that would not violate the terms of this undertaking. I acknowledge that adherence to this undertaking shall not deprive me of the ability to earn a living or support my dependents.

8. Compliance Not Contingent Upon Additional Consideration: I understand and acknowledge that the wages, compensation,, benefits training and experience that Tech Mahindra Limited. provides to me shall be full and sufficient consideration for the promises contained in this Agreement. I have not been promised, and shall not claim, any additional or special payment or compliance with the covenants and agreements herein.

9. Damages and Remedies: I acknowledge and agree that if violate this Agreement, Tech Mahindra Limited may take legal action against me as follows: (1) Tech Mahindra Limited. may take legal action in the court specified below in Paragraph 14 for the liquidated damages specified in Paragraph 6 above and (2) a violation of this Agreement is likely to cause severe and irreparable Cause injury to the business, good will, client relations and proprietary information of Tech Mahindra Limited., an injury that is not adequately compensable by money damages alone. Accordingly, in the event of a breach (or threatened or attempted breach) of this Agreement, Tech Mahindra Limited. shall, in addition to any other rights and remedies, be entitled to immediate, appropriate injunctive relief, or a decree of specific performance of this Agreement, without the necessity of showing any irreparable injury or special damages, in any court of competent jurisdiction.

10. Severability: Each paragraph and provision of this Agreement is severable from the contract and if one provision is declared invalid, the remaining provisions shall nevertheless remain in full force and effect. Further, the invalid provision or part shall remain enforceable to the extent permitted by law.

11. Entire Agreement: This Agreement reflects the full and complete agreement between myself and Tech Mahindra Limited. on the subjects covered herein and supersedes and replaces all prior negotiations or agreements, whether written or oral. This Agreement shall only be modified, altered or replaced by a subsequent writing, signed by myself and an authorized officer of Tech Mahindra Limited.

12. Binding Effect: This Agreement shall inure to the benefit of, and be binding upon, my heirs, executors, administrators and personal representatives as well as the subsidiaries and affiliates of Tech Mahindra Limited. (Together with their successors and assigns).

13. Choice of Law: This Agreement will be governed and controlled in all respects by the laws of India.

14. Choice of Forum: The parties submit to the jurisdiction and venue of India with respect to any action arising, directly or indirectly, out of this Agreement or the performance or breach of this Agreement.

The parties stipulate that the venues referenced in this Agreement are convenient.

In the event of any violation of the terms of this clause, I agree that I shall be liable to Tech Mahindra Limited. For liquidated damages in the amount of the gross salary earned by me during the preceding one year from the date of such breach. I acknowledge and agree that said amount constitutes liquidated damages and not a penalty, and that the amount is a reasonable and fair estimate of the actual damages that Tech Mahindra Limited. Would incur upon such breach.

Following the expiration of the one year period described herein, I shall continue to be obligated under the Covenant Against Disclosure in Section 4 so long as such Confidential Information remains proprietary or protectable as confidential or trade secret information.

Executed this _____ day of _____, 20____

Signature

Name of Candidate

For and on Behalf Of
Tech Mahindra Limited



Mukul Sah
Group Function Head (Support)– Human Resource

SSSSS

Annexure – H

PROOF OF ACCEPTANCE OF
Code of Ethical Business Conduct (CEBC)
And
Statement of Policies and Procedures for Preventing Insider Trading

To
Tech Mahindra Ltd.

Date of Joining: _____

Dear Sir/Madam,

I _____ Associate Id No _____

(Associate) of Tech Mahindra Ltd, do hereby state to have read and accepted that Tech Mahindra Code of Ethical Business Conduct (CEBC) and Statement of policies and Procedures for Preventing Insider Trading. In Company website (www.techmahindra.com >> Investors >> Overview),

I have read and fully understood the above stated code of conduct and Ethics for directors and Associates and Statement of Policies and Procedures for preventing Insider Trading and shall abide by the policies, procedures and Principles contained therein.

I understand that any misinterpretation and /or false understanding given herein may attract penalties as laid down under the policy.

Authorized Signatory (HR) Signature of the Associate

Name:



OFFER LETTER

Date: - 24/06/2022

Dear Mayank Sharma,

We are all very excited to get to know you and would like to formally offer you position of Digital Marketing executive. **Duration is 9 working hours for 5 days a week (Monday - Friday).**

Please note that either you or **Build with Innovation** are free to end the work relation with a **1 month notice period**. We are offering you **3L CTC** package. Your starting date is June 27, **2022**.

You are required to follow these terms & conditions :

1. All the work that you will produce at or in relation to **Build With Innovation** will be the intellectual property of **Build With Innovation**. You are not allowed to store, copy, sell, share, and distribute it to a third party under any circumstances.
2. We take data privacy and security very seriously and to maintain confidentiality of any customers, clients, and companies' data and contact details that you may get access to during your job will be your responsibility.
3. Have fun at what you do and do the right thing – both the principles are core of what **Build With Innovation** 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.

We look forward to you joining us. Please do not hesitate to call us for any information you may need. Please sign this letter and send scanned copy to us.

With regards,

HITESH VANJANI

Director

Build with Innovation Private Limited

651, 6th Floor, Aggarwal Metro Heights, Netaji Subash Place, Pitampura, New Delhi, India - 110034

PAN: AAHCB2853L, CIN: U74999DL2017PTC318960

Email: connect@buildwithinnovation.com

Phone: +917678330040, 011-40363431

Website: www.buildwithinnovation.com

I have understood all the terms and conditions of this offer letter and affix my signature in complete acceptance of the terms of the letter.

Date:

Signature:

Place:

Name: Mayank Sharma

Date: 10 August 2022

Ms. Khyati Khanna

A-35 First Floor, 32 M, Pocket-00, Sector 2,
Avantika

Letter of Offer

Dear Khyati,

Congratulations!

Subsequent to your interview and discussions with us, we are pleased to offer you the position of "**Junior Associate**" with Aston Carter India, a division of Allegis Services (India) Pvt. Ltd ("Aston Carter India").

We take this opportunity to appreciate your decision to join Aston Carter India. As discussed, your joining date with us would be on or before **11-August-2022** or any other date as mutually agreed in writing.

This Letter of Offer and its terms will become effective only from the date of your joining.

Our emphasis is on "creating opportunity for people "and in this process we hope to serve you relentlessly as Career Advisors and Trusted Partners.

At the client place, you are the brand ambassador of Aston Carter India. The client experiences who we are and what we stand for through you and your commitment to make the client successful. We are confident that you will make us and the client proud.

Your employment with us will be governed by the terms and condition as detailed in **Annexure A**. Your compensation would be as outlined in **Annexure B**. Your benefits will be as per **Annexure D**.

Employment as per this Letter of Offer is subject to your confirmation and acknowledgement in writing and on successful clearance of all requisite background verifications conducted as per policies

It is a pre-condition to your joining that on or before the date of joining, you would be required to furnish a completed 'Employment Application Form' along with photocopies of all documents as listed in **Annexure C**.

We are very happy to welcome you as an employee of Aston Carter India, and we wish you a long, productive and satisfying career with us.

Yours Sincerely,
For and behalf of Allegis Services India Private Limited

TERMS AND CONDITIONS OF EMPLOYMENT

Annexure A

1. **Place of posting:** Your initial place of posting is at **SE2 Digital Service, Gurgaon**. You will be governed by the rules and regulations of the Client which the Aston Carter India has agreed to abide by.

You might be sent on deputation or on permanent transfer, to any of the offices/subsidiaries/associate offices of the company or its clients, to any town or city in India or abroad, at the sole discretion of the Management, in the business interests of Aston Carter India and its client.

2. **Working Hours:** Office timing will be as per policy of the client.
3. **Salary and Benefits:** The salary and benefits offered to you and paid by Aston Carter India are in return of the services which you are required to perform for and on behalf of Aston Carter India. You shall, therefore, at all time during the course of your employment, devote full attention, dedication and commitment to your job and responsibilities assigned to you and ensure that they are completed with utmost sincerity and deliver high standard outputs all the time. Failure to meet commitments and delivery on time shall be considered as an act of indiscipline or incapability to deliver or both.

Your salary shall be payable as per the Salary Annexure B attached herewith. Aston Carter India shall not be responsible for any delays in payment of salary caused by the late submission of education/prior employment documents required for any verification which Aston Carter India may deem fit to verify the records submitted by you.

4. **Statutory Payments and Deductions:** Statutory payments such as contributions to your Provident Fund, both Employer and Employee share, will be made as per the provisions of the Provident Funds Act, 1952. Statutory deductions such as Income Tax, Professional Tax, contributions to Central/ State Welfare Funds etc. shall be made from your salary, as applicable.
5. **Medical Insurance:** Being an employee of Aston Carter India you will be entitled to participate in the Medical Insurance benefits subject to the rules of such benefits as laid out in Aston Carter India's policy. The company reserves the right to change or modify the benefits at its sole discretion.

During the course of your employment with Aston Carter India you will be entitled to participate in Aston Carter India's personal accident insurance subject to the rules of such scheme. The company reserves the right to change or modify the insurance benefits at its sole discretion.

6. **Termination:** Either party can end this employment engagement by serving a notice of **1 month** to the other party. If the Company concludes the employment and decides to relieve you before the completion of the notice period, the Gross Salary component of the salary would be paid to you. If at your request, Company agrees to relieve you before serving the full notice period, you will be liable to pay the Company the Gross Salary component of the salary for the balance notice period. However, please note that accepting any such relieving request would be entirely at the discretion of the Company based on the business needs.

This contract of employment may be terminated by Aston Carter India without notice under any of the following clauses:

- a. If you either commit any serious breach or (after warning) repeat or continue any material breach of your obligations under this Agreement or persistently fail or neglect to carry out your duties under this contract of employment or fail to maintain a satisfactory standard of conduct or performance within a reasonable time after receiving written warning from Aston Carter India/Client relating to your conduct and/or performance.
- b. If you are guilty of fraud, dishonesty or conduct (whether or not in the course of your deputation) tending to bring yourself, Aston Carter India/Client or any Group company of Aston Carter India into disrepute or otherwise to affect prejudicially the interests of Aston Carter India or any group company.
- c. If you commit an offence relating to insider dealing or are in breach of the rules of any authority or regulatory organization, which apply to you.
- d. If you are guilty of offensive or unprofessional behavior;
- e. If your performance is not found up to standards or you are prevented from properly performing your duties for any reason.

The termination will not invalidate or affect any claim, which Aston Carter India may have against you, nor will it invalidate or affect any terms or conditions of this agreement, which are expressed to have continuing effect after the termination of your agreement, even if Aston Carter India has breached any other terms of the agreement.

On separation from company employment for any reason, you shall comply with the Company's separation procedure, sign all documents and return all Company property on or before your last working day. The Company will not be bound to pay your dues, if any, till you have completed all the separation procedures and surrendered company property, assets, documents, etc.

7. **Values, Integrity, Honesty and Ethics:** During the course of your employment with Aston Carter India, you shall adhere to the values, integrity and ethics of the organization in particular and that of the society in general. You shall uphold the principles of honesty, integrity, values and business ethics in all the dealings and transactions which you do directly or you are part of, for an on behalf of Aston Carter India. If at any time during or after your employment with Aston Carter India, if it is found, reported or established that in any of the transactions or engagements you have willfully violated, supported others in violating or have hidden / not reported any such acts or actions, which were in your knowledge but not reported; will be treated as violation of this clause. Any violation to this shall be viewed very seriously and attract stringent action, which the management deems appropriate in accordance with the nature of violation.

8. Confidentiality of Information and Privileges:

- a. During the course of your employment, you may be given various rights and privileges as per the requirement of your role (including any specific privilege, right or access granted by the client) to enable you to perform your tasks. These rights and privileges are meant to be used only for the purpose for which they are granted and intended to be used. You shall, under no circumstances, use such rights and privileges for your personal benefit/gain or with the intent of providing undue gain / benefit to others.

Your salary package is based on, besides your overall experience level, your educational qualifications and the experience and knowledge level assessed at the time of selection, particularly in the relevant skills. Therefore, the salary package offered to you is unique and personal to you. Any comparison of the same with the salary packages of other employees, may be unrealistic and misleading.

- b. You are required to strictly maintain confidentiality and ensure that you do not divulge or communicate in any manner, any information regarding your remuneration/terms of employment, to any other employee of the Company except to your immediate reporting manager/ Your company HR SPOC/ Head of the HR, at any time during the period of your employment. Any disclosures of your salary or enquiry of anyone else's salary will be considered as breach of ethical behavior and if found to be true, strict deterrent action would be taken.
 - c. In the similar way, when deputed to work/interact at the client site, you are expected to maintain full confidentiality regarding your salary packages, allowances or any other payments and are expected not to discuss or disclose the same to any member of the client staff, in the interest of maintaining and promoting good and ethical functional business relations with our clients.
9. **Information Security:** In performing your duties, you may receive or be exposed to confidential and trade secret information and documents of Aston Carter India and its employees, customers/partners/ business associates. You are required not to divulge any such information, either directly or indirectly at any time, in any form to any party not authorized by the Management of Aston Carter India or not privy to such information or documents.

All employees on joining are required to sign a confidentially cum non-disclosure agreement. In addition, whenever you are deputed to overseas offices, you would be required to sign the following agreements:

- Overseas Employment Agreement (if applicable)
10. **Discovery/inventions:** If you conceive including but not limited to any new or advanced methods of improving process / formulae / systems, software, source codes in relation to the operations with us, in which you may have been associated, the same shall be the sole propriety of Aston Carter India and/or the Client and either shall be free to apply for any patents, copyrights in respect of the same. Aston Carter India and/or Client shall also be free to sell, lease, mortgage or use such patents or copyrights in any manner.
11. **Assignment of work related rights:** During the course of your employment with us, you will be assigned with various types of work / tasks as per the business requirements of the organization, including that of the customers and/or stakeholders of Aston Carter India. The nature of work can be related including but not limited to a project, process, service, function, practice, as per the business demand of the specific period. However, you shall not have any type of right, whatsoever, including that related to the process, project, service, functional area, practice, business knowledge, which you have obtained during the course of your employment and/or assignment with Aston Carter India and you agree and accept to assign all such rights to Aston Carter India and/or its customers, as the case may be, and you shall have no claim on any such rights.

12. Non-Solicitation:

12.1 While employed with Aston Carter India and for a period of eighteen (18) months from the termination of employment with Aston Carter India, for any or no reason, directly or indirectly, whether as an employee, officer, director, consultant, independent contractor, partner or otherwise; hire or assist others in hiring any employees, independent contractors, vendors or suppliers of Aston Carter India, without the prior written permission from Aston Carter India, and you will not solicit or encourage any employee or independent contractor to end his/her employment or relationship with Aston Carter India.

12.2 While employed with Aston Carter India and for a period of eighteen (18) months from the termination of employment with Aston Carter India, for any or no reason, directly or indirectly, whether as an employee, officer, director, consultant, independent contractor, partner or otherwise solicit business from or be in contact with any customer(s) of Aston Carter India directly or indirectly and/or a client to whom you were introduced directly or indirectly by Aston Carter India OR solicit or seek employment with any customers of Aston Carter India or become employed by customers of Aston Carter India OR contract with, work for, provide any services or goods whatsoever to, or be retained in any way by any customer of Aston Carter India, without prior written permission from the management of Aston Carter India.

12.2 In case, you are being deputed for an assignment at the client site whether overseas or within India, you will fulfill the full term of deputation and duration of the assignment at the client site on behalf of Aston Carter India and/or its client. You will also not solicit any employment from the client, whether directly or indirectly, as an employee or an independent consultant, contractor, director or in any other capacity during the course of your deputation or within eighteen (18) months upon completion of the assignment, without prior written permission from the head of HR of Aston Carter India.

The term customer, as used in above clauses, refers to any person, company, partnership or entity for whom you have performed services at any time during your employment, or with whom you have had direct contact during the one-year period immediately prior to your termination.

You further agree that you shall abide by all the provisions of this Offer of employment and any other provisions executed by you in any document as and where applicable. You understand that if you violate the above undertaking, you shall be liable for suitable damages, which will be decided at the discretion of the Aston Carter India after taking into consideration the nature and extent of the violation. You acknowledge that Trade Secrets and Confidential Information, Intellectual Property Rights constitute one of Aston Carter India's main strengths, and that Aston Carter India has legitimate interest in including a non-competitive clause in the Offer of employment. You also agree that if any of the provisions of this Offer of employment or any other document is violated or likely to be violated, then Aston Carter India shall also be entitled to move for injunction against you before a competent court.

13. **Other Employment/Profession:** During the time you are employed with us you will work exclusively for us and shall not engage, whether directly or indirectly, with any other person, firm, company or organization, whether with or without remuneration, without the written permission of the Head of HR Function of the Company. Any action to the contrary would render your services liable for termination notwithstanding any other conditions mentioned in this appointment letter.

You must not at any time during (except so far as is required for the proper performance of your duties) nor at any time after the termination of your employment with Aston Carter India communicate or divulge to any person ("person" shall include a firm or Aston Carter India or any other undertaking) or make use of or permit any other person to make use of for your own or any other person's benefit any Confidential Information.

14. **Exams and Courses:** In case you intend to take up any full-time/part-time course while working with Aston Carter India, which requires your absence from or which may hamper your regular work, you are required to obtain written permission from our HR and from the client manager, before doing so.

15. **Specialized Training / Learning Opportunities:** If you are provided any specialized training in Aston Carter India, including on-the-job specialized training on technology, domain or process related areas, you will be required to sign a bond with the Company that guarantees a certain length of your employment with Aston Carter India, so that both you and the organization benefits out of the investments.
16. **Company provided assets:** You may be provided with various type of company / client provided assets, access, documents, etc. to enable you to fulfill the requirements of your project / assignment / role. Such assets are strictly intended for the official purposes and shall be used only by you and never handed over to anyone under any circumstances, without the prior written approval of Aston Carter India management or approved by the reporting manager at the Client
17. **General Conduct, Rules & Regulations:** You will be governed by the various rules, regulations and service conditions that are in force or may be framed or amended by the Company from time to time. During the employment with the Company you will also be governed by the Company's policies and rules regarding attendance, leave, disciplinary actions policy, provident fund, gratuity and Group Medical Insurance Scheme and all other policies and procedures, which are in place or which may be in place from time to time.

If at any time in the opinion of the Management, you were found guilty of dishonesty, negligence or indiscipline, or of violation of any of the terms of this appointment letter or any of the policies of the Company, your services would stand terminated without any notice period or compensation.
18. **Misrepresentation:** Your employment is subject to the correctness of all the information furnished by you at the time of selection and joining. The Company conducts background verification of any or all of the information/documents furnished by you and this can be done any time from the date of offer for employment or during the course of your employment. During the course of your employment, if it is found that any material information furnished by you verbally or in writing, in application form of interview or otherwise is suppressed, omitted, misquoted or wrongly given, the Company shall have the right to terminate your appointment without any notice or compensation.
19. **Undertaking on non-criminality:** This offer for employment is extended to you in good faith on your assurance during the course of our discussions that you are not facing any criminal charges in India or outside and/or you are not convicted for any criminal offences by a Court of Law anywhere in the world. You also undertake and assure that you are not a member of any banned organization(s) and/or not associated with in any manner with any organization(s) or association which is engaged in activities detrimental to any government, nation, society or community.
20. **Retrial:** Apart from your compensation and benefits you will also eligible for Gratuity on completion of five years of continuous services with the Company, as per the Payment of Gratuity Act, 1972.
21. **Address for Communication:** All communication from your date of joining will be sent to your permanent address/correspondence address and/or e-mail ID mentioned by you in your CV/employment application form or updated by you in the internal application of Aston Carter India by you from time to time. You are required to intimate the management of any change in your residential address/correspondence address/personal e-mail ID, along with the contact phone numbers, failing which any communication sent on your last recorded address shall be deemed to have been served on you.

22. **Law and Jurisdiction:** This appointment is subject to Indian Laws. Any dispute or difference or claim arising in connection with this contract shall be resolved by reference to arbitration by a sole arbitrator appointed by Aston Carter India at its sole discretion. The arbitration proceedings shall be governed by the Arbitration & Conciliation Act, 1996. The language of arbitration shall be English. Each of COMPANY or the employee shall be respectively entitled to approach the Court of competent jurisdiction for such interim reliefs as Aston Carter India or the Employee may in its discretion deem fit. The venue of arbitration shall be at Bangalore and the Courts at Bangalore shall have exclusive jurisdiction. The award of the arbitrator shall be final and binding on the parties.
23. **Full and Final Settlement:** The Company will process Full and Final settlement within 45 calendar days from your last working day upon termination / resignation / completion of notice period / or any such event of separation. Any shortfall in notice period would be deemed to be breach and appropriate deduction would be made from the Full and Final Settlement. However this will be subject to eligibility for the settlement, completion of all exit formalities and such applicable conditions.

Please read this letter carefully and should the terms and conditions be acceptable to you, sign the duplicate copy as a token of your having understood and accepted these.

We welcome you to our pursuit of excellence and wish you a very rewarding and satisfying career with us.

Sincerely,
For Allegis Services India Private Limited

Declaration:

I _____ have read and understood the terms and conditions of my Letter of Offer for Appointment and do hereby voluntarily agree and accept the same.

Signature of Candidate:

Name of Candidate:

Salary Annexure – B

Position Title: Junior Associate		
Work Location: SE2 Digital Service, Gurgaon		
Salary Break-up	Rs (per annum)	Rs (per month)
1. Base Salary	180000	15000
2. HRA	51348	4279
3. Statutory Bonus	31200	2600
Gross Salary (A)*	262548	21879

*Amount subject to deductions (PF, PT & IT) as per applicable laws

Employee Benefits	Rs (per annum)	Rs (per month)
Provident Fund - Employer Contribution	21600	1800
Total Value of Benefits (B)	21600	1800
Total Annual Compensation (A+B)	284148	23679
Other Benefits	Rs (per annum)	Coverage
Medical Insurance Self	6697	300000
Personal Accident Insurance(Only for Self)	500	300000
Gratuity(as per applicable laws)	8652	
Total Value of Benefits (C)	15852	
** All non-monetary benefits are subject to Satisfy the payment of bonus act and Company norms in terms of insurance		
Total Annual cost to company (A+B+C)	300000	

Salary shall commence post your date of joining and paid in arrears from the month of joining

We extend a very warm welcome to Allegis family, and look forward to a long and mutually rewarding association.

Wishing you all the best,



Manager HR Operations

Accepted

Employee Signature

ANNEXURE

AUTHORIZATION TO COLLECT PERSONAL INFORMATION AS REQUIRED UNDER THE INFORMATION TECHNOLOGY ACT 2000 ("ACT")

I _____, confirm that I am voluntarily sharing my Personal Information (including Sensitive Personal Data) as defined below with Allegis Services (India) Private Limited ("Allegis") for the following purposes:

- (a) Validating my curriculum vitae and job application for prospective employment at Allegis and/or (if applicable) deployment with a customer of Allegis;
- (b) Processing my job application, including background verification checks and medical checks; and
- (c) Employment-related actions including record retention as prescribed under applicable law, processing compensation and benefits and any action required in the context of my employment with Allegis.

I understand that 'Personal Information' means any information, related to me that is available with Allegis and is capable of identifying me. I understand that 'Sensitive Personal Data' carries the same meaning as under Rule 4 of the Information Technology (Reasonable security practices and procedures and sensitive personal data or information) Rules, 2011 ("Rules").

I further agree to the retention of Personal Information for eight years including Sensitive Personal Data by Allegis for any future reference/verification and authorize Allegis to transfer the same to a third party on a need to know basis.

I have read and understood this declaration and Allegis's Privacy Policy at <https://www.allegisgroup.com/en-au/privacy-notice/india>, and I consent to Allegis collecting my Personal Information (including Sensitive Personal Data) in accordance with the provisions of the Act and Rules, terms and conditions of this declaration, and the Allegis's Privacy Policy.

Name: _____

Signature: _____

Date: __ / __ / __

DOCUMENTS REQUIRED AT THE TIME OF JOINING

ANNEXURE-C

1. Educational and Technical Certifications

- Copy of Standard X Certificate and Mark sheets.
- Copy of Standard XII Certificate and Mark sheets.
- Copy of Degree Certificate(s) – Graduate and Post Graduate.
- Copy of Mark Sheets of all years – all Graduate/Post Graduate Programs.
- Copy of any other Certifications/Course(s) attended.

2. Employment History

- Copies of Appointment Letters (ALL previous employers).
- Copies of Release AND Experience Letters (ALL previous employers).
- Copy of last appraisal & salary increment letter (ALL previous employers).

3. Copy of Passport for Identity proof

4. Copy of Aadhaar

5. Four passport size colour photographs taken against white background.

6. Copy of permanent and present address proof

7. Copy of PAN Card

8. Last 3 months Salary Receipts

9. Form 16 issued by all your previous employers or Form 26AS of tax remitted by all your previous employer.

All the documents must be self-attested

LIST OF BENEFITS

India: Allegis Services (India) Pvt. Ltd:

Commerce @ Mantri, Level 3, No.12/1 &12/2, NS Palya Bannerghatta Road, Bangalore 560076

Tel: +91-80-4610 8000 **Fax:** +91-80-2841 3299

ANNEXURE D

1. Leaves

- a. Eligible for Privilege leave of 1.25 per every completed month from joining date subject to a max of 15 days in a Calendar year
- b. Sick Leave
 - i. 6 days of sick leave for a calendar year
 - ii. With 1.5 days allocated in advance at the beginning of each quarter (prorated as per Date of Joining - DOJ)
 - iii. Sick leave is for self only
- c. Emergency Leave
 - i. 6 days of emergency leave for a calendar year
 - ii. You may avail emergency leave partially or fully at any time during the year
 - iii. Emergency leave is for self only
 - iv. You are required to provide medical records if you avail emergency leave
- d. Eligible holidays
 - i. Holidays as announced by the state government and as listed in the holiday policy of the client will be applicable for employees.
- e. Loss of pay
 - i. If you have used sick leave or emergency leave during the calendar year, you could use your available earned leaves.
 - ii. If you have not earned leave balance and you wish to take leave, the same will be loss of pay
- f. Compensatory leave
 - i. Aston Carter India does not provide for compensatory leave
 - ii. If any leaves are provided, the same will be based on the policy of the client
- g. Uninformed absence or absconding
 - i. If you are away from Client site without prior intimation for more than 2 days, you will need to report to your reporting manager and provide an explanation for your absence. If reporting manager continues to provide your engagement, then Company would be able to consider your absence as leave. If not, the contract will conclude from the date you were in absence or absconding
- h. Work from Home is governed by the client policy.

2. Salary Pay Date

- a. Salary will be paid on **1st** of every month.
- b. Employees have to ensure their approved timesheets are made available and approved by client on or before **20th** of each month.
- c. If there is delay in approved timesheet beyond 10 days after end of the month, the subsequent month salary will be put on hold or paid by 7th of the month after.

3. Medical Insurance

- a. Employee is eligible for Insurance cover up to INR 300,000 annually for self.
- b. Employees opting to add other family members can add max 5 more members. Spouse, 2 Children & 2 Parents. Employee opting to add family members contribute toward the premium. For premium amount and eligibility please check Salary Annexure – B or check with benefits administrator.
- c. Employees wanting to increase Insurance premium limit beyond INR 300,000 can do so at incremental cost.
- d. Mediclaim insurance is valid only until employment is in force with Aston Carter

ASTON CARTER

An Allegis Group Company

About us

Visit our site @ <https://www.astoncarter.com/en/about-us> to know more

About Aston Carter

Driven by our unrivalled commitment to delivery, Aston Carter has grown to become a distinguished global provider of finance and accounting talent. We help organizations thrive by providing highly specialized professionals in finance, accounting, transformation, risk and compliance, and related disciplines.



Stay connected with us

Visit your login page @ <https://allegis.ramcocloud.com/RVW/extui/vwrt/LaunchPanel.htm> to know more



Have a query! Want to give a feedback! Refer your friend!

Submit a Ticket @ <https://Astoncarterindia.freshdesk.com> or email @ support@Astoncarterindia.freshdesk.com and track quick resolution



India: Allegis Services (India) Pvt. Ltd:

Commerce @ Mantri, Level 3, No.12/1 &12/2, NS Palya Bannerghatta Road, Bangalore 560076

Tel: +91-80-4610 8000 **Fax:** +91-80-2841 3299



CronJ IT Technologies Pvt. Ltd.

#1084, 17th cross, 14th main road, Sector-3,
HSR Layout, Bangalore - 560102

contact@cronj.com

Appointment Letter

Ms. Khushi Sondhi
EmailID:khushisondhi7@gmail.com
Contact no:7838533956

Dear Khushi,

With reference to your application for employment and subsequent interview, we are pleased to offer you the position of **Content Writer** with **CronJ IT Technologies Pvt Ltd** ("Company") in accordance with the terms and conditions of the enclosed employment contract (titled "Letter of Appointment"), based at HSR, Bangalore location, with effect from **20th December, 2021** on the following terms and conditions. This job will be permanent work from Home

- 1 During the Internship period of 6 Months from the date of joining, You are entitled to a Monthly Remuneration of **Rs.5,000/-** and post which during Probation period of 3 Months, you are entitled to a Monthly Remuneration of **Rs.10,000/-**. On successful completion of Internship and probation period, clearing the required target assessments and subject to part of delivery project, your Annual Total Remuneration(ATR) would stand revised to **Rs.3,00,000/-**-Detailed Compensation is attached herewith as in Annexure-A.
- 2 Your employment with the company shall be governed by such rules and regulations from time to time in force. Such rules will be considered to be part of your employment contract. The copy of current terms and conditions of employment is enclosed in Annexure -B.
- 3 Your continuation in service will also be subject to a satisfactory verification of your credentials, testimonials, etc., and the details given by you as requested in the offer letter from **CronJ IT Technologies Pvt Ltd**. Your services shall be terminated without notice if at any time you have been found to have concealed any material information or have given false details.

**Branch
Offices :**

Hooghiemstraplein 105, 3514AX
Utrecht, The Netherlands

+971-554745884

Villa no 21, Sector 20, MBZ City, Mussafah,
Abu Dhabi, United Arab Emirates

+971-554745884

419 7th St NW, Washington, DC
20004, USA

+1 240-672-7732



CronJ IT Technologies Pvt. Ltd.

#1084, 17th cross, 14th main road, Sector-3,
HSR Layout, Bangalore - 560102

contact@cronj.com

You are advised to read the enclosed documents carefully. If the terms and conditions are acceptable to you, please digitally sign the Letter of Appointment and mail the same to the HR Department as a token of your acceptance.

We welcome you to **CronJ IT Technologies Pvt Ltd.** and look forward to a mutually beneficial successful association with us.

Encl – Annexure - A and Annexure – B

Annexure A

Compensation during FTE (Fulltime Employment)

Earnings	Monthly	Yearly
Gross	25,000	3,00,000
Basic + DA	11,250	1,35,000
HRA	4,500	54,000
Conveyance	1,600	19,200
Medi	1,250	15,000
Special Allowance	6,400	76,800
Gross	25,000	3,00,000
Professional Tax	200	2,400
PF(Employee Contribution)	1,200	14,400
PF(Employer Contribution)	1,200	14,400
Gratuity	232	2,784
Medical Insurance Coverage		4,120
Total Deduction		38,104
Net Salary	21,825	2,61,896

Remark: Health Insurance coverage amount of 2 lakhs will be provided to you.

For **CronJ IT Technologies Pvt Ltd**

HR Manager

**Branch
Offices :**

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Utrecht, The Netherlands

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Annexure B

Code of Conduct

During the period of your employment, you will work honestly, faithfully, diligently and efficiently for mutual growth of yourself and the growth of the company.

Background verification check

This appointment is contingent on Employee's willingness to accept and clear Employer's background verification check, with regards to which Employee is hereby advised to complete and submit the enclosed employee joining form, along with Employee's relevant educational / previous employment documents.

Working Hours and Place of Work(After Internship period)

The working hours shall generally be 40 hours per week, exclusive of a daily lunch break of 30 minutes, within the general business hours of the Company from 9:30a.m. to 6:30p.m. However, the actual working hours and their placement may vary substantially from the general rule, e.g. in connection with project work, and may materially exceed the generally applicable working hours.

The work shall be carried out at varying locations. The locations can be either the client's (designated) premises, the Company's facilities or at the Employee's home. The Employee may be required to do extensive travelling and prolonged periods of project work abroad with the Company's clients in the course of the employment. Should the travelling and project work abroad take on an extent so that the Employee cannot be deemed to carry out the work in any one country, the parties acknowledge and agree that the Employee was engaged through the Company at its place of business in India.

The Company shall be notified promptly of any change of address and absence, and in case of absence due to sickness, the Company shall be entitled to demand a medical certificate in accordance with applicable laws and regulations.

Emoluments and Leave

The Employee will be paid salary and bonus (if applicable) as listed in the Annexure. The salary shall be payable in arrears at the end of each month.

The Employee is eligible to participate in a Bonus Program. The bonus plan will be agreed yearly and will be added in the Annexure A. Reference is made to the terms and conditions for the Bonus Program.

Employees are entitled for 8 sick leaves, 6 casual leaves and 6 privilege leaves.

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Sick leave for more than 1 day will be approved on the basis of the medical certificate.

For privilege leave, prior approval from the management is required.

The salary shall be reviewed once a year on the basis of negotiations between the parties.

The negotiations shall take place in February. Any salary adjustment shall become effective from 1st of April subsequent to the completion of the negotiations.

The Employee shall be solely and exclusively liable for the taxation deriving from the benefits mentioned above.

Leave Policy

You will be entitled for your 20 paid leaves and statutory Holidays as per the HR Policy of the company.

Security and confidentiality

All employees are supposed to carry their identity cards at the work space. A separate Non-Disclosure Agreement needs to be signed as part of the data security and confidentiality system of the Company.

You shall not install, download, copy and duplicate any unauthorized or unlicensed software, programs, games and attachments on to your computer systems. Access to our network is provided through separate individual credentials. It is essential to maintain the confidentiality of the same.

All the supplier's data, customer data, business data, financial data, and client data are strictly confidential and are not supposed to be carried outside the office premises. No electronic gadgets are allowed inside the work floor. The provisions of this clause are applicable to bind you without limit in point of time until such a data or information enters public domain.

You shall not make any copies, photocopies, backups of any information related to the company and its clients.

You will not directly or indirectly disclose your salary or benefits to any other employee with the exception of your Manager, HR and Director of the company. Also you agree not to enter into any discussions on comparative salaries and benefits with other employees of the company.

"Confidential Information" in relation to the Company as well as its client(s) shall mean all proprietary material exchanged with you including but not limited to written and electronic media, all verbal disclosures of information made and/or accessible to you, strategic and development plans, financial condition, business plans, co-developer identities, data, software specifications, software source code, inventions, designs, patents, copyrights, business records, customer lists, project records, market reports, employee lists and business manuals, policies and procedures, information relating to processes, technologies or theory and all other information which may be disclosed or to which you may be provided access during the course of your employment, or which is generated as a

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result of or in connection with your employment. Confidential Information includes, but is not limited to:

Information of value or significance to the Company or its competitors (present or potential) such as:

- i customer data and any Company data, in particular, names, addresses, sales figures and sales conditions of the Company;
- ii business data, particularly data relating to new products, promotion campaigns, distribution strategies, license agreements, pricing and other commercial terms, terms and conditions of contracts and transactions between the customers/merchants and the Company, and/ or any information directly or incidentally connected to any Intellectual Property;
- iii any data, documents, plans, drawings, photographs, reports, statements correspondence, etc. and technical information, know-how, and instructions as well as business details or commercial policies including papers and documents, computer floppies, compact discs or other media containing the same;
- iv any information which may be reasonably understood by its nature, or by the context of its disclosure to the Company, to be confidential;
- v financial data, in particular, concerning budgets, fees and revenue calculations, sales figures, financial statements, and profit expectations of the Company;
- vi original information supplied by the Company or information or intellectual property of third parties which the Company is obligated to keep confidential; and
- vii information not intended by the Company for general dissemination.

You agree not to disclose or use any Confidential Information of the Company for any purpose whatsoever during or after your employment with the Company, except where required under any existing law, in which case you shall provide the Company with prompt written notice of such requirement so that the Company may seek a protective order or other appropriate relief. Subject to the foregoing, you may furnish that portion (and only that portion) of the Confidential Information that you are legally compelled or are otherwise legally required to disclose; provided, however, that you shall provide such assistance as the Company may reasonably request in obtaining such order or other relief.

You shall not reverse engineer, disassemble or decompile any prototypes, software or other tangible and intangible objects that embody the Company's Confidential Information and that are provided to you during your employment.

You further recognize that since damages and compensation alone are not sufficient remedy for the breach of this Section, the Company shall be entitled to seek specific performance or injunctive relief (as appropriate) as a remedy for any breach or threatened breach, in addition to any other remedies at law or in equity.

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Intellectual Property

You acknowledge that all right, title and interest (including without limitation any and all patent, copyright, trademarks, moral rights, design rights, database rights, trade names, service marks and other proprietary rights), that is now or may be available, in any ideas, inventions, discoveries, concepts, designs, know-how developments, improvements, original works of authorship, material, trade secrets, processes, formulae, business and product names, logos, slogans, industrial models, processes, designs, databases, methodologies, software, computer programs, technical information, manufacturing, engineering and technical drawings, knowhow created or conceived by you (either solely or jointly) in course of your employment with the Company together with all associated service names, brand names, internet domain names and subdomains, (collectively "Intellectual Property") shall vest with Company upon creation. To the extent that any such rights do not vest with the Company automatically as per the terms above or through operation of law, you irrevocably and in perpetuity assign to the Company all of right, title and interest (including without limitation any and all patent, copyright, trademarks, moral rights, design rights, database rights, trade names, service marks and other proprietary rights), that is now or may be available, in any and all Intellectual Property, that you solely or jointly may conceive, write, encode, develop, or reduce to practice during your employment with the Company. Further, all records, documents, papers (including copies and summaries of them), "professional packages" and other copyright protected works made or acquired by you in the course of your employment shall, together with all the worldwide copyright and design rights in all such works, be and at all times remain the absolute property of the Company.

You agree and understand that any and all copyrightable works that are prepared by you, within your scope of service, is "work for hire" under law and the Company will be considered the first owner of such copyrightable works. To the extent that the Company is not considered the first owner of the intellectual property rights created by you, you shall irrevocably assign the copyright and all related rights, title and interest in all such Intellectual Property to the Company in consideration of your employment with the Company which constitutes valid and adequate consideration. You waive any right to and agree that you shall not raise any objection or claims to the Indian Copyright Board with respect to the ownership of the Intellectual Property Rights, under the provisions of Section 19A of India's Copyright Act, 1957. It is further agreed between the Parties that notwithstanding the provisions of Section 19(4) of the Copyright Act, 1957, the assignment under this provision shall not lapse nor the rights transferred under this Agreement, revert to you, period of 1 (one) year from the date the assignment becomes effective. All such assignments shall be valid anywhere in the world, and shall include all registrations and applications related to assignment and analogous rights anywhere in the world. You undertake and agree to execute confirmation of such assignments and any other documents that may be requested by the Company in connection with the Intellectual Property. You agree that you will not be entitled to claim any right, title or interest in the Intellectual Property, and expressly waive any moral rights you may have. You further acknowledge and agree that the Company may, in its sole discretion, assign to third parties all such intellectual property rights.

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You undertake that you shall at all times during your employment with the Company, and at any time after, fully cooperate with Company to register, perfect and/or enforce intellectual property rights that may derive as a result of the work performed by you as an employee of the Company. This shall include executing, acknowledging, and delivering to the Company all documents or papers that may be requested by the Company to enable the Company to create, establish, publish or protect said intellectual property rights.

You represent and warrant that you shall not use or integrate any third party materials or data that are not validly licensed to the Company into Intellectual Property unless previously authorized by the Company. You represent and warrant that you have not violated and will not violate the intellectual property rights of any third party, and covenant that you shall not violate the intellectual property rights of any third party in the course of your employment with the Company.

Representations and Warranties of the Employee

You represent and warrant as follows:

- a That you are competent to contract and perform your obligations under this Agreement as per applicable laws;
- b You have reviewed the Agreement and have understood its terms, purposes, and effect;
- c You have executed the Agreement out of him own free will and without relying upon any statements made by the Company or any of its representatives, agents, or employees;
- d This Agreement is in all respects reasonable and necessary to protect the legitimate business interests of the Company;
- e That you have the requisite experience, expertise and the technical know-how for the performance of your obligations under the Agreement;
- f You have all the requisite power and authority, and do not require the consent of any third party to enter into, and grant the rights provided in this Agreement;
- g No previous employer, if any, has terminated your employment owing to reasons of fraud, misrepresentation, cheating, theft, misappropriation of funds, mismanagement of affairs, breach of confidentiality provisions etc.;
- h You are neither a party to nor bound by any restrictive covenants, including but not limited to non-competition, non-disclosure, and non-solicitation covenants binding you under any previous employment agreements and/ or contracts. You further warrant that all information provided by you to the Company, including information set forth in your résumé, information provided during the interview process, and information in any employment application, is true and accurate.

Disciplinary Rules

Following may be considered acts of misconduct under disciplinary rules by the Company.

Any theft of property belonging to the company, its employees or clients. Fraud against the company or its clients. Receipt or use of funds or assets in exchange of confidential information. Misuse of company computer systems and benefits provided by the company. Verbal or physical abuse of employees of the Company or its clients. Harassment on the grounds of sex, race, caste, religion, or disability of any employee of the company.

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Conviction by court of law for a criminal offence, which brings the company into disrepute or any action which could adversely affect the image or reputation of the company.

Transfer

In the event of transfer at any point of time from one location to another, one department to another or from one establishment to another, owned and operated by the Company or any of its associated companies in India or abroad, you are liable to be transferred without any extra remuneration. However on such transfer you will be governed by the terms and conditions of service applicable to your category of employees in the Establishment or location you are transferred.

Retirement

Unless terminated earlier for any reason, you will retire from the services of the Company on attaining 60 years of age and your Date of Birth available with the company will be treated as conclusive proof .

Termination and Consequences

Termination for Cause

Where in the opinion of the Company an event or circumstance that constitutes a Cause has occurred, the employment of the Employee with the Company may be terminated, at the sole discretion of the Company, by the Company with no notice whatsoever.

Employee shall have right to terminate the employment with company after Lock-in period, without cause by giving 2 Months of prior notice.

Effect of Termination

Notwithstanding anything contained in this Section, upon termination of this Agreement by the Employee or the Company for any reason whatsoever, the Employee shall remain in full compliance with the confidentiality, non-disclosure, non-competition and non-solicitation provisions in this Agreement. The Employee shall hand over all documents and materials constituting the property of the Company, including any proprietary rights, Intellectual Property rights and Confidential Information, which may be in the possession of the Employee at the time of termination of this Agreement.

For the purpose of this Section, "Cause" means any of the following events with respect to the Employee: (a) there has been a gross negligence or wilful misconduct on the part of the Employee in the course of his/her employment with the Company; (b) Employee has engaged in embezzlement, theft, commission of a felony or dishonesty, or any crime involving moral turpitude, fraud or misrepresentation; (c) Employee has engaged in such behaviour materially detrimental to the interests of the Company; or (d) a material breach by the Employee of any of the terms and conditions of this Agreement event;

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Duties

You will be assigned duties by your supervisor or reporting Manager as assigned by the Company. The Management has rights to assign you to jobs within your department or other department based on the business requirement.

a You will serve as **Content Writer** or in such other capacity as the Company may decide. b You hereby undertake that you will:

- i devote the necessary working time, attention and skill to your employment;
- ii devote such time as is necessary for the proper performance of your duties;
- iii properly perform your duties;
- iv comply with all rules and regulations issued by the Company;
- v not at any time make improper use of any information which you may have acquired by virtue of your position within the Company to gain any advantage for yourself or for any other person to the detriment of the Company, whether directly or indirectly; and
- vi use your best endeavors to promote the interests and reputation of the Company.

Return of Materials

Upon termination of your employment with the company for any reason, including without limitation, termination by the company, you shall promptly deliver to the company all correspondence, notes, reports, data related to company and its clients, materials containing or constituting confidential information, company's property like Laptops, gadgets and ID Card.

All documents and other tangible objects containing or representing Confidential Information that have been disclosed by the Company to you and all copies or extracts that are in your possession, shall be and remain the property of the Company and shall be promptly returned to the Company forthwith upon the Company's written request or at the time of the termination of your employment, whichever is earlier. Further, you will not remove or transmit by any means from the Company or store or take with you any of the Company's property, including the Confidential Information or intellectual property rights that are embodied in any tangible medium of expression. You further agree that any property situated on the Company's premises and owned by the Company, including computers, computer files, e-mail, voicemail, disks and other electronic storage media, filing cabinets or other work areas,

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filing cabinets or other work areas, is subject to inspection by Company personnel at any time with prior notice.

Non-Compete and Non-Solicitation

You agree and undertake as follows:

You shall devote your entire time and energy for the Company and shall use your best endeavors to develop and extend the business of the Company and shall not engage or be interested or concerned either directly or indirectly in any other business or trade which is directly engaged in the same business as the Company and/or is competitive or potentially competitive in nature.

During your employment, you shall not be employed or engaged in any other business or profession in any capacity, whether for remuneration or not.

You further agree that during the term of this Agreement and until 12 (twelve) months from the last working day of your employment or other association with the Company, you shall not, directly or indirectly, in any capacity, whether through partnership or as a shareholder, joint venture partner, principal, director, collaborator, consultant or agent or in any other manner whatsoever, whether for profit or otherwise:

- a carry on or participate (whether as a partner, shareholder, principal, agent, director, employee or consultant) in any business and/or activity which is the same as or substantially similar to the business of the Company ("Competitor") other than through the Company;
- b render any services to a Competitor or enter into employment with any Competitor;
- c solicit or attempt to solicit any of the clients, customers, or other person to direct their purchase of the products and/or services of the of the Company either for yourself, or for any Competitor; and/or
- d solicit or attempt to influence any person employed or engaged by the Company (whether as an employee, consultant, advisor or distributor or in any other manner) to terminate or otherwise cease such employment or engagement with the Company or become the employee of or directly or indirectly offer services in any form or manner to you or any Competitor.

You acknowledge and agree that the limitations as to time and character or nature placed in this Section are reasonable and fair and will not preclude you from earning a livelihood, nor will they unreasonably impose limitations on your ability to earn a living. In addition, you agree and acknowledge that the potential harm to the Company due to the nonenforcement of this Section outweighs any potential harm to you by this Agreement. You acknowledge that the scope and duration of the non-competition and non-solicitation provisions are reasonable and the Company may, in addition to any remedy available to it at law, obtain equitable relief in the form of specific performance, temporary or permanent injunction, or any other equitable remedy which may be available against you for the non-performance of any term or provision in this Agreement.

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You further represent and warrant to the Company that you are not a party to any agreement containing a non-competition clause or other restrictions with respect to:

- a The services which you are required to perform under this Agreement; or
- b The use or the disclosure of any information directly or indirectly related to the business of the Company, or to the services you are required to render as per your employment.

Indemnification

The Employee shall defend, indemnify and hold the Company harmless from and against any and all losses, claims, liabilities, judgments and other matters, including but not limited to, reasonable attorney's fees arising out of or incurred in connection with, a breach of any representation, warranty or covenant of the Employee under this Agreement.

Miscellaneous

The Employee shall not assign any of his/her obligation under this Agreement to any third party.

Governing Law and Dispute Resolution

a This Agreement shall be governed by, and interpreted in accordance with, the laws of India. Subject to the provision related to Dispute Resolution below, each Party consents to the exclusive jurisdiction and venue of the courts of Bangalore, India in all matters arising out of or relating to the Agreement and any order, decree, direction, or award shall be final and binding.

b Dispute Resolution

i Any dispute or difference between the parties arising under or in connection with this Agreement, including any question regarding its existence, validity, or termination, shall be referred to and finally resolved by arbitration in accordance with the Arbitration and Conciliation Act, 1996.

ii The arbitral tribunal shall consist of 1 (one) arbitrator to be appointed by the Company. The seat of the arbitration shall be Bangalore, and the arbitral proceedings shall be conducted in English. The respective costs shall be borne by the Parties to the dispute, unless otherwise decided by the arbitral tribunal.

iii Any award made by the arbitration tribunal shall be final and binding on each of the Parties that were Parties to the dispute.

At all times of your employment, you shall be governed by such conditions mentioned above by Company and you agree to abide by any rules, instructions by the Management and office orders issued by the Company from time to time and the same will be deemed to be part of this employment offer.

If the above terms and conditions are acceptable to you, kindly confirm acceptance by signing and returning the duplicate of this letter.

Yours Sincerely

HR Manager

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Dear Drishti,

Post your Interview with us, we are pleased to offer you your employment contract with our company. The terms of employment are as follows:-

Designation : **Content Editor**

Salary : 22k

Commencement Date & Location:

Your starting date of employment with the company shall be from **4-05-2020** . your timings will be **09:30am to 05:30pm** . You can be transferred to any other branches or subsidiaries across India.

Compensation:

The Monthly compensation shall be 22k net and inclusive off all applicable taxes, TDS,PF&ESI.

The compensation package shall be governed by the policies and guidelines of the company presently applicable and may be modified from time to time. You shall be liable to pay taxes on your compensation as per prevalent Indian tax laws and regulations during the period of employment with the company in India. There will be the complimentary health insurance from the company.

Probation:

You will be inducted for OJT (On Job Training) for the first one month. If we will find your performance is not up to the mark, Company has right to terminate your services with the FNF (Full and Final Settlement). You shall be on probationary terms for 6 months from the date of your joining; however, after completion of your probation period your performance will be evaluated and the period of probation may extend beyond the stipulated time, if necessary. Your employment confirmation would depend on your satisfactory performance and it shall be confirmed in writing.

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Tracking Attendance:

It is mandatory for all employees to mark attendance as soon as they enter the office premises and again before going home or on field, else their attendance for the day will not be recorded and hence the individual will be marked absent for the day.

The representative of each department will assist HR with all Leave and Attendance clarifications for their respective teams.

All employees traveling on work who are unable to report to office to mark their attendance are expected to send a mail/or call to HR after obtaining appropriate approvals from their supervisors. This may be done post reporting in to work, in the absence of which they will be marked absent for the day.

All leaves must be applied for in advance and an approval must be obtained from the supervisor through the HR, however it is recognized that certain exigencies may not allow this, in all such cases it is expected that the employee would within 24 hours of returning to work complete the required formalities.

Disciplinary actions may be initiated against the employees who have been reporting in late to work on frequent basis. If an employee report late more than 3 times during a month, he/she would be considered absent for a day and one day salary will be deducted.

Any employee joining the organization on or after 20th of any month will be paid the salaries in the next month's salary cycle.

Termination Of Employment:

Where it becomes necessary to terminate the service of an employee(permanent) reasons should be recorded in writing, such reasons, being reasons other than misconduct, retrenchment or closure or such, as his being declared by the Govt. as trainer or a person likely to risk the safety of the company than one month's notice in writing shall not be required by Management and he shall be discharged from services forthwith.

No Notice shall be necessary for the termination of the service of any other class of employee namely probationers, temporary/fixed – term employee, trainee or casual employee. This provision shall not however absolve the management of its obligation to abide by the provisions of Industrial Disputes Act or any other way of retrenchment.

The employment of any employee who has completed one year of service as defined under I.D Act may be terminated for any reason, including loss of confidence or other than on the ground of misconduct mentioned earlier by giving one month notice.

No notice shall be required if termination of service is under an agreement which specifies a date for such termination, including of those who are on contract period with specific terms of employment.

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Not with standing what has been stated above, if an employee is absent intermittently for fifteen days during any period of six months on medical grounds or otherwise, the Management shall have the right to discharge him on such grounds. If an employee is continuously sick or medically unfit to carry on his duties or develops serious defects in eye sight or hearing or mental or physical deficiency subject to certification by Company's Medical Officer, one month notice in writing thereof to the employee concerned, while discharging him, shall be given by the Management.

Performance Management:

An employee performance shall be assessed on pre-determined intervals and shall be eligible from salary revision based on your individual performance as well as company growth. Managers/Supervisors shall be responsible for conducting substantive discussions and taking conclusive performance-related actions. And based upon your performance, you will get the increment in every financial year or if the performance will be great then the increment can be done on initial basis.

Learning And Development:

Our company outlook towards developing its employees thereby resulting in the competence of all the employees. A sustained continues effort towards individual employee development takes a Company the Extra mile. Not only does it result in better productivity & in turn achievement of larger goals, it creates a Culture which fosters Learning & Development, an engaged workforce& employee loyalty. Managers/Supervisors shall be responsible for suggesting the training and development measures time to time.

Overtime:

An employee shall be flexible to work beyond their login hours if there are business exigencies. However ,Employees do not receive any extra compensation or time off for extra hours worked in core office working days.

Privacy:

Employees have an obligation to ensure that professional information is secured against loss, misuse or unauthorized access ,modification or disclosure.

Employees have a duty to maintain the confidentiality, integrity and security of official information for which they are responsible. Employees can't disclose their salaries to anyone.

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Leave Policy:

All leaves shall be granted at the convenience of the management. Nothing can limit the free discretion of the management to refuse, revoke or curtail leave, subject to the demand of work.

It shall be expected that all kinds of leaves must have a prior approval in writing from the reporting managers. It shall be the responsibility of the employee to get his/her leave sanctioned from the authorized person and submits the same to HRD in time frame to facilitate timely computation of salary details.

If leave is not sanctioned and an Employee remains absent on those days, then the absence will be treated as unauthorized "Leave without Pay", irrespective of working days or holidays i.e., any holiday sandwiched between 2 days of Leave Without Pay will be included in the Leave availed. Employees in the Probation period shall not be entitled to take leaves. In order to avail Paid Leave(P.L.), an employee needs to complete minimum 1 month in the system.

Casual Paid Leave shall be accumulated or en-cashed to the next calendar year.

Intimation regarding leave through mobile message shall strictly not be entertained.

Casual Leave:

every month you will get 1 casual paid leave so there will be 12 casual paid leaves in a year, but for that you have to inform the concerned person on prior basis of 48 hrs. otherwise, your leave will be considered as unauthorized leave.

Sick leave:

you will get 8 sick leaves annually, But for that you have to submit all the relevant documents related to your treatment.

Grievance/Conflict Resolution

It is expected that as a first step, employees will attempt to resolve the issues between themselves. Where this is not appropriate or does not result in a satisfactory resolution a more formal procedure as outlined in the Grievance – Resolving Issues and Concerns Policy can be applied.

The dispute resolution process will operate within the following principles: Confidentiality, Impartiality, Promptness, Sensitivity, Courtesy and Respect.

Disputes may be resolved in a formal or informal manner.

Where possible, as a first step and with the agreement of both parties, the dispute may be resolved informally. If the dispute is not resolved at the informal level then the formal process provides graduated steps for further discussion and resolution at high levels of authority. A formal resolution requires a thorough investigation to be undertaken, and the process documented.

Appropriate managers will investigate a complaint or allegation of behavior that is contrary to these standards. Investigations will be carried out with sensitivity and fairness and maintain confidentiality.

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Unpaid Leave:

An Employee shall not receive any salary during the period of maternity, paternal, adoption leave, bereavement leave, compassionate leave, short term disability, long term disability, family leave or any vacation.

Formal Complaint Process:

You can put your complaint in complaint box anonymously, related to your coworkers, managers or anyone from the office. Or Any employee having a cause for complaint about his work or working conditions shall have a right to present a case for investigation and consideration within two days of the arising of the cause.

The procedure for its redress shall be as follows.

Stage -1:- An employee desiring to raise any question in which he/she is directly concerned, shall in first instance, discuss it with his/her immediate supervisor.

Stage -2:- Failing a satisfactory solution of his/her problem he/she may within six days of the cause of complaint i.e. three days of stage1 approach his/ her Department head through immediate supervisor.

Stage- 3:- Failing a satisfactory solution in the second stage he/she shall within three days thereof request for an interview with Manager through his/her Department Head.

Stage- 4:- If he/she is not satisfied with the solution, offered by the Manager then he/she may request in writing for consideration of his/her complaint to the grievance committee as constituted in accordance with stage 5

Stage -5:-Failing a satisfactory solution, within six days of the decision (after stage 4) the employee may request for consideration of his/her appeal, to the grievance committee, which shall be constituted as under

-A nominee of the employees

-A member nominated by the Management

The Manager or any other officer of the establishment notified in this behalf shall be the chairman of the committee but he/she cannot vote in case of division.

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Discrimination And Equal Employment Opportunity(Eeo):

Anti-discrimination laws provide guidelines on respecting personal difference. Treating people differently on the basis of personal characteristics is unlawful. The following are examples of attributes: age, industrial activity, parental status, political belief, personal association, race, ethnic background, career status, marital status, pregnancy/potential, lawful sexual activity, unrelated criminal record, impairment, religious belief/activity, physical features, gender identity, disability and sex.

Discrimination is unacceptable conduct within the Company and all reported incidents will be investigated.

Harassment:

Harassment is any type of behavior that:-

- The other person does not want and does not return
- Offends, embarrasses, or scares them, and may be either sexual or non sexual in nature
- Targets them because of their race, sex, pregnancy, or other protected attribute under the law
- Constitutes a form of bullying
- Harassment does not have to be a series of incidents or an ongoing pattern of behavior. Neither does harassment need to be intentional to attract disciplinary action.

Harassment can occur in any work related context including:-

- Social functions
- Conferences
- Office social gatherings
- Business trips

Harassment and discrimination form part of a continuum of unacceptable behavior that can include sexual assault, stalking and harassing phone calls, some of which are also against criminal law, which means the police may prosecute anyone who commits such acts.

Fair discipline, performance counselling or workplace control practices based only on performance issues do not, in themselves, constitute harassment.

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Disciplinary Proceedings:

An employee against whom any misconduct is alleged shall be given a charge sheet in writing by the Management. The charge sheet will set out in detail the misconduct alleged and the time by which written explanation is to be submitted.

The charge sheet shall be served on him/her by hand. If he/she (employee) refuses or avoids to take it by hand then the same shall be sent by Registered A/D. Post/Under certificate of posting at his last known address on record. A copy of the chargesheet shall also be mailed to his/her official and personal email id. If an employee fails to submit his/her written explanation to the chargesheet within the time given or subsequently extended at the written request of the concerned employee or otherwise, then management shall thereafter proceed to take disciplinary action against that employee.

Occupational Safety And Health:

The Company is committed to providing a safe and healthy workplace for all employees and visitors however, employees have a responsibility to make the workplace a safe and healthy place for all concerned, as far is reasonably practical.

It is therefore important that employees are familiar with the standards or procedures in their particular area of work.

If employees have not been advised of these standards or procedures during the induction process, they must as a matter of urgency ask their immediate manager to obtain the necessary information.

All employees are responsible for following:-

- Knowing and complying with the OSH rules and guidelines
- Working so as not to endanger themselves or any other person by any act or omission
- Use and follow OSH instructions, training or other information
- Report all incidents, accidents, injuries and hazards to management for action.

Accidental Reporting:

These reports may describe those things that your supervisor or the client wants a description of, or they may describe the occurrence of a nontypical event, that is, some unusual incident that has drawn attention to itself during the execution of the daily duties. Examples of things that may generate reports may include criminal offences such as damage to property, robbery, theft, or assault, a fire, or some other activity, or the daily activities of strikers on a picket line. The report must contain a clear and accurate description of what transpired. The purpose of an operational report is threefold:

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IThum, Noida Sector 62, UP-201308



- to become an official record of what happened;
- to record the occurrence for the writer's future reference; and
- to pass the facts of an occurrence on to others for a variety of uses.

Workplace

Violence cause immediate, and often long-term disruption to interpersonal relationships, the organization of work and the overall working environment. Employers bear the direct cost of lost work and more expensive security measures. They are also likely to bear the indirect cost of reduced efficiency and productivity, the deterioration of product quality, loss in company image and a reduction in the number of clients. An employee shall be responsible to control the stress and violence at work.

Alcohol And Substance Abuse Or Misuse:

Employees must ensure that the safety and health of other employees, volunteers and clients are not endangered by any misuse. The Company expects employees to perform their jobs with skill, care and diligence. Employees should not perform any act or omission that is likely to have a detrimental effect on their work performance and that of other employees and clients. Accordingly, employees should not be under the influence of alcohol or other substances while they are at work or at work functions.

Possession, use or trafficking in illegal drugs on the premises is not permitted. The Company premises include but are not limited to all buildings, vehicles, car parks, meeting rooms, and open spaces. Any such activity will be immediately referred to the police and the Company may take disciplinary action, which may include termination of employment.

Employees must notify the manager if the taking of, or failure to take, prescribed medication is likely to affect their performance and/or affect the safety of any person at the workplace. This is to ensure workplace safety is not jeopardised and that any performance impact is properly managed. It is the responsibility of employees to follow the directions/precautions for any drugs prescribed by a health professional for individual use and/or commercially available preparations that may impact their capacity.

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Smoking:

Passive smoking can impact on other employees, the community and create a poor image of the Company, which does not promote or encourage smoking. Smoking is not permitted in Company owned or leased vehicles or buildings. Employees may only smoke in their own time during authorized breaks as set out in the award, agreement or employment contract and/or as authorized individually by their manager.

Use Of Office Facilities & Equipment's:

Employees should take all possible care when using company property, goods, intellectual property and services and ensure they are used efficiently, carefully and honestly. company resources are not to be used for private purposes.

Information Technology:

Employees must not access information which they are not authorized to access or use, and must not allow any other person access for any reason.

Employees must take all reasonable precautions, including password maintenance and file protection measures to prevent unauthorized access and have an obligation to maintain the security and confidentiality of the information systems over which they have responsibility or control and that are owned or used by agreement.

Non-Compete:

Company shall have the right to verify the information stated and documents submitted by you along with your resume during the recruitment process, either itself or through a third party. You agree to cooperate with any such verification activities to the fullest extent possible. If any of the facts stated therein are found to be false, your services will be terminated immediately without any notice or any compensation in lieu of the notice period

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Background Verification:

Company shall have the right to verify the information stated and documents submitted by you along with your resume during the recruitment process, either itself or through a third party. You agree to cooperate with any such verification activities to the fullest extent possible. If any of the facts stated therein are found to be false, your services will be terminated immediately without any notice or any compensation in lieu of the notice period.

General Policies:

Employees are responsible to carry out and comply with the Company policies and procedures and legislation. It is acknowledged that employee views, on particular matters, may differ from the Company, however such views must not either interfere with the performance of an employee's duty or prevent the employee from supporting the Company objectives.

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Annexure:1- Statement

By signing this statement, I declare that I acknowledge and agree to abide by this company's Employment Contract.

For: Zapminati Marketing Pvt ltd

Employee Name : Drishti

A handwritten signature in blue ink is written over a rectangular stamp. The stamp contains the text "For Zapminati Marketing Private Limited" and the word "Director" in a smaller font.

Date of Acceptance: :

Authorized Signatory

(Employee Signature) :



Placements TIAS . <placementstias@tecnia.in>

Invitation for 6 Months Internship - Jan 22 Onward

Mahipal Singh <mahipalsingh@securenow.in>
To: placementstias@tecnia.in

Mon, Dec 6, 2021 at 2:59 PM

Hello Dr. Nivedita,

Greetings from SecureNow!

SecureNow (<https://securenow.in>) is a tech-enabled insurance broker for commercial insurances. We help our clients buy insurances from all private and public sector insurers.

Products include Group Employee Benefits, Property, Engineering, Marine, and Liability insurances. Our client services team is supported by a specialised team of 50+ underwriters and claim experts. Together, they deliver multiple options for comparison, well negotiated premium and effective claim support.

Gurugram & would like to invite BBA/BA/BSC/BC.com etc students who can be available for 6 Months Internship programme with us for the positions mentioned below, on Stipend basis (@Rs.10K PM) starting Jan-22 onwards with PPO of Rs. 3.00 LPA.

S.No.	Position Name	Location
1.	Sr. Executive- Sales	Delhi/NCR
2.	Sr. Executive- Underwriting	Delhi/NCR

Attached here are JDs for above positions & our company profile for your reference.

Kindly let me know for any query or details required.

Looking forward to hearing from you soon.

With Best Regards



Mahipal Singh

Manager - Human Resource

M: +91 8650705190

E: mahipalsingh@securenow.in

W: www.securenow.in

Ground Floor, Plot No 68, Sector 18, Gurgaon- 122001

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4 attachments

 **PPT - Why SecureNow.pdf**
2177K

 **SecureNow-JD-Underwriting_AM Underwriting.pdf**
85K



SecureNow-JD-AM-Corporate Sales.pdf

78K



SecureNow-JD-AM-ME Sales.pdf

80K



SecureNow: BBA2022_MBA2022

Placements TIAS . <placementstias@tecnia.in>

To: Directortias <directortias@tecnia.in>, shilpa bhandari <shilpabhandari.92@gmail.com>, rahul tripathi <tripathirahul96@gmail.com>, hodmba <hodmba@tecnia.in>, hodmba <hodmba@tecnia.in>
 Bcc: bhisharma7533@gmail.com, ankysingh9359@gmail.com, Ayush Kumar <Ayush7474kumar@gmail.com>, bharatmathur98@gmail.com, divyachauhan905@gmail.com, Jatinbhardwaj107@gmail.com, mahipalmanvi09@gmail.com, Muskan Sharma <Muskanms046@gmail.com>, Manisha Chhabra <chhabramanisha11@gmail.com>, namratakharbanda25@gmail.com, rishi98patyal@gmail.com, S <Sourabhjha97@gmail.com>, simrangandhi001@gmail.com, vibhuyadav1501@gmail.com, vishali.deserves@gmail.com, vaishnavi.sethi1999@gmail.com, uddeshya jain09 <uddeshyajain09@gmail.com>, shubham.agrawalma@gmail.com>, Prachi Kapoor <prachikapoor10a@gmail.com>, Bhumi Gogna <bhumi25092001@gmail.com>, pgarg3000@gmail.com, Himanshi Gogia <himanshigogia204umang.gupt@gmail.com>, Shambhu Kumar <namekumarshambhu@gmail.com>, vaibhav11goel@gmail.com, hardikmysterio619@gmail.com, hbmanshubsnsal301@gmail.com, tushar jain <tusharprathamsumani00@gmail.com>, malhotramahak568@gmail.com, twinkledhingra2407@gmail.com, Prakhari Tripathi <prakhatripathi57@gmail.com>, tisha.aggarwal05@gmail.com, harshitasiyapubg amansurisuri1999@gmail.com, hardik.suneja15@gmail.com, akshatgarg995@gmail.com, riya.chadha57@gmail.com, chainikagambhir09@gmail.com, smithchhikara8@gmail.com, shivam2001kar sharmajugnu01@gmail.com, vanshsharma425@gmail.com, sarthak verma <sarthakverma9996@gmail.com>, rahul.srk.2001@gmail.com, adityabh2001@gmail.com, hemrajsinghpal007@gmail.com, lakshit01arora@gmail.com, jatinjat28@gmail.com, maheshjoshi17sep2002@gmail.com, manishsingh3900@gmail.com, anujprasadsingh21@gmail.com, jagritkharana94@gmail.com, pawnsaini88 somyaagarwal35@gmail.com, toanubhav2002@gmail.com, harshchoudhary99@yahoo.com, Utkarsh Gaur <utkarshgaur353@gmail.com>, goel618419@gmail.com, kartikbisht19@gmail.com, bis ayush.gupta23@yahoo.com, chaudharyrohan2002@gmail.com, nityam2001talwar@gmail.com, imakansha2k1@gmail.com, aashirwad9@gmail.com, frankpop153@gmail.com, chauhanguatam.2: chhavigupta960@gmail.com, Pritichaudhary92770@gmail.com, ankit14sep2000@gmail.com, lakshaysinghal888@gmail.com, allawadit123@gmail.com, virensahni9@gmail.com, anant7042@gmail Sehgal <bhavay0011@gmail.com>, piyushmanchanda2016@gmail.com, raghavgaur24.3@gmail.com, shubhamkushwaha50@gmail.com, shobhitachangulani8431@gmail.com, mayankmalhotra9 ankitgati09@gmail.com, amangoyal3213@gmail.com, hksharma9810@gmail.com, rishabhbeh3@gmail.com, edsonbiju210801@gmail.com, sahiliddiqui666@gmail.com, nagikriti0317@gmail.com, amank4336@gmail.com, bhavneet313@gmail.com, samarthchugh130@gmail.com, Ahmed Raza Amaan <aramaan78@gmail.com>, Ashi Sachdeva <ashisachdeva148@gmail.com>, tusharbatia: kalashjain142@gmail.com, rohanm170@gmail.com, mayank965489@gmail.com, vishalchhalani1@gmail.com, yuvraj07singh007@gmail.com, asthaguptasoul@gmail.com, paavnimudit1910@gmail.com, preyaishi.bhatt3973@gmail.com, yashitakansal09@gmail.com, riyazmonga683@gmail.com, bansaladisha237@gmail.com, kish.rohatgi@gmail.com, nakulbadal999@gmail.com, tushar.sharma1807 kohlisahibraj@gmail.com, rahulkhanna9466@gmail.com, parmarrahul071@gmail.com, farooqanand26@gmail.com, bansalrithik431@gmail.com, priyamathur2208@gmail.com, sehwaagdeepanshu mehachandna7@gmail.com, samridhjulkat1@gmail.com, aditi03292000@gmail.com, tanishagoel64@gmail.com, khannakhayati27@gmail.com, ishansinghal70@gmail.com, anujpall08@gmail.com, chhariadhruv@gmail.com, deepmittal2000@gmail.com, kannu.sidhar@gmail.com, devamanandtoo@gmail.com, yashrai871@gmail.com, varaangkansal@gmail.com, priyanshugarg8122@gmail.com, vanshgrover155@gmail.com, tarinaggarwal589@gmail.com, bhalla.mehul2001@gmail.com, jayantgoel100@gmail.com, Vanishika Tandon <vanishikatandon0104@gmail.com>, kushagra.dhingra1 harshmalhotra3008@gmail.com, dinkygogia21@gmail.com, yoyodhrugarg@gmail.com, ojussachdeva007@gmail.com, deepanshu.singla2001@gmail.com, sakshipanwar73@gmail.com, guptane memukulgarg@gmail.com, Aakarshan Dhingra <aakarshandhingra162@gmail.com>, gauravprakash124@gmail.com, khushik20023@gmail.com, hirensharma666@gmail.com, dm812661@gmail.com, muniappanajagrit7@gmail.com, chigssuri222@gmail.com, mihirmutreja08@gmail.com, suchetsamayal20@gmail.com, vidhithukral2001@gmail.com, Piyush Thakur <thakurpiyush513@gmail.com>, kavayaaaaa223@gmail.com, vsatija8860@gmail.com, samdarshgaur1133@gmail.com, purviwalla22@gmail.com, vinaykumar96303@gmail.com, abhyachauhan552.ac@gmail.com, deepalibisht1: lavishgoyal71@gmail.com, palnikhil262000@gmail.com, chawlavikas318@gmail.com, saloni.smss.ahuja@gmail.com, aayushmittal343@gmail.com, prachi2603sharma@gmail.com, rockkartik88@ jainpulkit.200998@gmail.com, sarthakbisht364@gmail.com, raghavtyagi0183@gmail.com, ishitajain182001@gmail.com, tuliharshit099@gmail.com, piyuanand1999@gmail.com, preetamg422@gmail.com, sp84106@gmail.com, anukritjain704@gmail.com, soumikpal2026@gmail.com, euro.rahul2001@gmail.com, bhatiaritik65@gmail.com, nancysalhotra12@gmail.com, lokeshsehrawat17@gmail.com, cash.manish@gmail.com, sakshamaggarwal2345@gmail.com, adishgupta7@gmail.com, khushiarora348@gmail.com, hardiksinghal811@gmail.com, harshmeta525@gmail.com, kumkumvats13@ sahilvikram2000@gmail.com, 8368146101rr@gmail.com, dhrugoyal009@gmail.com, aasthapuri23@gmail.com, anubhavchaurasia10@gmail.com, mohitkumar801056@gmail.com, ankitkumarsir lovish704@gmail.com, malhotra.manav0508@gmail.com, gurnoorsinghbhachu123@gmail.com, rishich9920@gmail.com, gaurhanu35@gmail.com, ajay.bmps.14514@gmail.com, kartikdureja27@ yashikadrall.123@gmail.com, hrithikjain913@gmail.com, Parichay Sharma <parichaytree26@gmail.com>, sidharthmaheshwari2@gmail.com, Srishti Gupta <srishtigupta300901@gmail.com>, prin <gargharshit196839@gmail.com>, ratandeep160@gmail.com, shreyaggarwal1000@gmail.com, raghav99goyal@gmail.com, ritikrajput2909@gmail.com, goelcharu468@gmail.com, anshjain1409@ amanananand2k@gmail.com, neertajaggi1@yahoo.com, prachi10a@gmail.com, vivekkumar9213198039@gmail.com, sahilkhan15052016@gmail.com, ritiksharma0505@gmail.com, shivamgupta02 raghavbajaj22@yahoo.com, iambhavanjain11@gmail.com, syalhratik43@gmail.com, menarkmehra@gmail.com, namanjindal22022001@gmail.com, bhatiraman55@gmail.com, rakshit25rana@gmail.com, archit56bansal@gmail.com, mayankmay258@gmail.com, hardikvij5544@gmail.com, himanshi.gupta814@gmail.com, siyangagansingh@gmail.com, swayamkashyap.25@gmail.com, ssoumil783 visheshdahiya09@gmail.com, Manan Bhutani <mananbhutani01@gmail.com>, harshitchauhan552@gmail.com, shubhashishlall@gmail.com, Ritika Madhukar <beenaritika2001@gmail.com>, rasi shrivastavsejal25@gmail.com

CONGRATULATIONS!!

Secure Now has selected Bhavay Sehgal for Sr. Executive- U/W position.

Good Luck!

Thanks & Regards,
 Heena Lal
 TPO

Dr. Nivedita
 Head - Training and Placement Cell



Institutional Area, Madhuban Chowk, Rohini, Sector - 14, Extn. , New Delhi - 110085

Ph: 27555121-22-23-24 Fax: 27555120; Email: placementstias@tecnia.in

Website: <http://tiaspg.tecnia.in>



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On Tue, Dec 21, 2021 at 12:02 PM Placements TIAS . <placementstias@tecnia.in> wrote:

Dear Students,

They have selected 3 students below for the final round tomorrow at 12:30PM.



Date: November 5, 2021

PRIVATE & CONFIDENTIAL

To

Mansi Bhardwaj

Dear Mansi Bhardwaj

Sub: Offer cum Appointment letter - CSP

With reference to your application and the subsequent interview you had with us, we are pleased to offer you the position of “Customer Service professional” on following conditions:

Upon your joining on or before 8th Nov'21, you will be appointed as “Customer Service professional” in the regular employment of SITEL. Your annual Base compensation will be **INR 299,088 per annum**. Details of your overall compensation and other benefits are placed at Annexure-1. You will be assessed on attendance, performance against targets set and or any other parameters that may be communicated or may be applicable to your role.

- In the initial period of appointment, you will be put into Training wherein you will be provided necessary upskilling to perform the job to the satisfaction and you will be assessed about your capability on time to time during and after the training. Your successfully completing various phases of training is a pre-condition to your continued employment with Sitel. If it is found during the said training your performance is not satisfactory or not up to the mark then you will stand automatically disqualified for appointment in the organization and your services shall stand automatically terminated.
- You will be on probation for a period of six months from the date of your joining, and you will be deemed confirmed after successful completion of the probation period unless communicated in writing otherwise.
- Your initial appointment will be at Gurgaon but your services are liable to be transferred to any establishments which the Company opens from time to time; your services are also liable to be transferred from one department to another department; from one project to another and to the sister concerns/associated companies and subsidiary companies. Upon transfer, you will be governed by the terms and conditions of service applicable to the said establishment.
- You will be subject to the Code of Conduct and other general rules of employment pertaining to holidays, leave rules and hours of work etc. prevailing in the Company or may be stipulated from time to time.
- The code of conduct and other general rules of employment shall be communicated to you in the induction and would be deemed understood and accepted upon your signing the undertaking.

DocuSigned by
Mansi Bhardwaj
November 5, 2021



- You will -
 - a. Diligently, faithfully and to the best of your skill and ability serve the Company and perform all the duties entrusted to you from time to time.
 - b. Obey and comply with all orders and directions given to you by the Company or any Officer duly authorized in that behalf and faithfully observe all the rules, regulation and arrangements of the Company for the time being in force for the management of the Company's property or for the control and good conduct of the Company's employees.
 - c. Throughout the continuance of your employment give and devote the whole of your duties with the Company and while serving the Company will not, without the prior consent in writing of the Company, engage yourself directly or indirectly with or without remuneration in any trade, business occupation, employment, service or calling nor shall be during the term of this employment directly or indirectly take up any employment of service or carry on any business either in partnership with others or on your own account similar to or in any way competitive with the business of the Company.
 - d. Not at any time either during the continuance of this employment or any time thereafter except by the prior direction in writing of the Company use for yourself or divulge or disclose either directly or indirectly to any persons, firm or body, corporate any know-how, knowledge or information or any trade secret of financial matter which you may acquire during the course of or as incidental to your employment concerning the business of any of its affiliated or transaction in which the Company may have been concerned or interested whether directly or indirectly.
- In case, during the continuance of your employment, you are incapacitated by reasons of illness or accident or any other cause beyond your control from attending to your duties for a period of 3 consecutive months or for periods amounting in the aggregate to 3 months in any one year, the Company may in its discretion terminate your employment without any notice or payment in lieu of notice.
- Background Verification
- Your appointment and further continued employment is subject to your clearing to the satisfaction of Sitel management of background verification which may cover but not limited to employment, education, address proof, criminal and antecedent etc. In addition the Company may send you for medical examination (including Drug test) from time to time to gauge your fitness to continue to work for the Company. The opinion of the Company's approved Medical Practitioner or any Medical Practitioner/Hospital of the choice of the Company shall be final and binding. By signing this contract you also undertake to acknowledge this and provide your unconditional consent to the company to conduct above verification.
- You are also required declare before joining Sitel, all information related to any past or existing pending criminal / legal proceeding against you in any judicial or other investigating authority in India or abroad. Non declaration of this information will be assumed as no information to provide. In the event during the course of background verification, if this information is found to be incorrect or noted that you did not disclose or suppressed any information, such act will be liable for disciplinary action up to and including termination of your services

DocuSigned by
 Anand Chaudhary
 November 15, 2021



Confidentiality and Non-Disclosure of Trade Secrets

Any information relating to your personal circumstances shall remain confidential. However, it is understood that you hereby grant to the Company the authority to disclose such personal information to appropriate officers or authorities when so required by law and/or judicial authority; or to the Company's clients when required by the latter under circumstances and conditions made known to you in advance; or to information verifiers in relation to employee background check purposes under circumstances and conditions made known to you in advance.

You understand and agree that your consent shall be requested by Company prior to the disclosure to third parties of any of your sensitive personal information which includes information: (1) about your race, ethnic origin, marital status, age, color, and religious, philosophical or political affiliations; (2) about your health, education, genetic or sexual life, or your criminal history; and (3) issued by government agencies such as your social security number, health records, licenses, and tax returns. Your consent will not be required for the disclosure of your sensitive personal information if it is necessary for the protection of life and health, for medical treatment, for court proceedings, or when provided to the government.

You shall not disclose your compensation package and other contents of this employment contract to other employees in the Company.

You shall not disclose or utilize directly or indirectly, other than on behalf of the Company, its subsidiaries and associated companies, and shall keep confidential, during and after your employment, all confidential or proprietary information which may come to your knowledge concerning the business or affairs of the Company, its subsidiaries and any associated company, and their respective customer, clients, principals, and agents.

During or after your employment with the Company, you shall not, remove from the premises any client list, client information, database of any description, whether on hard copy, digital copy, computer disk or computer tape, other than that which may be required during your employment, for the conduct of the business of the Company.

You shall not remove or make copies of any Sitel records, reports, documents and/or database of any description without prior management approval.

Upon your separation from the Company, you shall forthwith deliver to the Company all books, documents, papers, materials, equipment and any other property of the Company, which may have, come to, and/or are under your possession or control, without need of any demand.

- Misconducts: in addition to misconducts described in the Standing Order and other rules and regulations applicable to you the following acts on your part will be treated as misconduct liable for disciplinary action:
 - i. Unauthorized absence from work
 - ii. Absconding from work
 - iii. Insubordination
 - iv. Demonstrative / hostile behavior within office premises.
 - v. Late reporting to work
 - vi. Deliberate misinterpretation of rules
 - vii. Non adherence to work schedule.
 - viii. Non adherence to work rules.
 - ix. Sexual harassment
 - x. Drug abuse / Alcohol

DocuSigned by:

 A blue rectangular box containing a stylized signature in black ink. The signature appears to read 'Mansi Bhandari'. Below the box, the date 'November 5, 2021' is printed in a small, black, sans-serif font.

November 5, 2021



- xi. Viewing and downloading prohibited sites
- xii. Theft
- xiii. Manipulation of data/ systems/ data integrity
- xiv. Charging expenses from the company which is not allowable.
- xv. Violence at work place
- xvi. Unfair means used during tests.
- xvii. Misuse of IPLC / STD lines.
- xviii. Not reporting known or suspected violations of integrity
- xix. Breach of confidentiality.

- If you are found involved or committed any theft, misappropriation of funds, fraud in connection with employment of Company in or outside the premises of the Company or involved in moral turpitude, the Company reserves its right to terminate the services forthwith without assigning any reasons without issuing charge sheet or holding any enquiry.
- If you remain absent, you are required to intimate to the Company about the same within 24 hours. If you continue your absence without intimation for consecutive three days, the Company will call upon to resume the duties and fulfill the contract of employment, and if you fail to resume the duties, it will be deemed that you are not interested in the employment and Company will reserve its right to terminate your contract of employment without any notice.
- If you commit any misconduct in connection with employment/organization of the Company whether it is inside or outside the premises will be treated as misconduct for the purpose of disciplinary action.
- 10. Termination of Employment
- The above employment contract is terminable mutually by either parties giving full notice (or compensation in lieu of) of 30 days (Thirty days). The Company shall be entitled to terminate your employment at any time without assigning any reason on giving a **thirty days'** notice. Similarly If you wish to resign or leave the Company, you should give **thirty days'** clear notice to the Company or pay **applicable** salary in lieu of notice period, purely on operational considerations and management discretion. However you're relieving earlier than the stipulated period of sixty days is at sole discretion of management.
- The Company shall be entitled notwithstanding anything to the contrary contained herein, to terminate employment at any time without any notice or payment in lieu of notice and without assigning any reason in case of any act of disobedience, insubordination, breach of trust or loss of confidence, dishonesty or other serious misconducts or negligence, incompetence or inefficiency in discharge of your duties or breach of any of the terms and stipulations contained in this letter to be observed or performed on your part. In addition, the company will have liberty to take any remedy that's available in the law to safeguard its interest up to and including approaching law enforcement agencies, courts of law etc.
- Upon the termination of your services, you will hand over your charge to such person nominated for this purpose by the Company and shall deliver all such articles, effects papers and property of the Company as may be in your possession including without prejudice to the generality for the foregoing statement of accounts, books of accounts, diaries, notes, note-books and all other correspondence either addressed to you or by the Company or received by you for and on behalf of the Company.

DocuSigned by
 Anand Chaudhary
 November 15, 2021



- Without prejudice to any other rights or remedies that the Company may have against you, the Company shall be entitled to deduct from any sums payable to you, the amount of any loss or damage the Company may have sustained in consequence of your actions.
 - The Date of Birth furnished by you at the time of appointment will be treated as final and no representation will be entertained to correct the date of birth subsequently.
 - You will keep the Company informed about any change in the residential address given by you and all the correspondence will be entered into on the last known address as per the record of the Company.
 - If any of the information furnished by you at the time of appointment, on the basis of which the contract of employment is entered with you, is found subsequently incorrect or false, or if you are found willingly and/or deliberately suppressed any material or information, you will be liable to be removed from the service of the Company without any notice or compensation.
 - Stipulation against Conflict of Interest, Disparagement and Non-Solicitation Clause
- I. You shall not take improper advantage of your position in the Company and you will at all times be faithful to the Company's interest. During or after your employment with the Company, you shall not, directly or indirectly, whether on a personal level, or as an officer, employee or consultant of another enterprise, or any other capacity whatsoever:
- II. a).Enter into any consultancy, employment or business arrangement which conflicts or tends to conflict with the Company's business or interests or your obligations under this Contract; or
- III. b).Otherwise act contrary to the interests of the Company. Furthermore, during your employment with the Company and for one year after your separation from the Company for whatever reason or cause, you shall not solicit, encourage, or influence (a) any employee, contractor, or other service provider of the Company to leave employment or cease providing services to the Company or(b) any individual or business that is a Customer of the Company or its current or future affiliates to decrease or discontinue its business with the Company. You also agree that for a period of one year following your separation from the Company for whatever reason or cause, you will not, without the advance written consent of the Company, directly or indirectly, for yourself or as an agent, employee, consultant, member, owner, partner, stockholder, or otherwise of others contact any Customer for the purpose of marketing, selling, or providing to any Customer any product or service similar to that offered by the Company or accept as a customer any Customer for such purpose. "Customer" means any person or entity (i) who was or is a client or prospective client of the Company and (ii) about whom you learned Confidential Information or with whom you had dealings or contact in the course of your employment with the Company.
- IV. During your employment with the Company and for one year after your separation from the Company for whatever reason or cause, you will not involve in any act that may directly or indirectly affects the brand and other interest of the Company, its employees, shareholders, Clients and client's customers in any form, event and media (including social media).
- You will retire from the services of the Company upon completion of 58 years of your age.
 - The breakup of the compensation is enclosed as per the Annexure I attached herewith.

DocuSigned by
Anand Chaudhary
November 15, 2021



- You are requested to furnish the following documents / Information at the time of joining :
 - a. Original/Copy of the relieving cum experience letter from the previous employer.
 - b. Original/Copy of the latest salary certificate.
 - c. Original/Copy of the last education Marksheet.
 - d. Original/Copy of the date of birth certificate.
 - e. 4 passport size photographs. **(with white background)**
 - f. Passport Copy/ Ration Card copy for proof of address/Rent Agreement copy/Utility Bills
 - g. Blood Group Type.
- **Pan Card and Aadhar Card** or any other govt mandatory identification or certification that may be necessary for the company to be compliant on its use and implementation, to be produced at the time of Joining and submit copies thereof.

In case you don't have these documents, but have filed for the same, submit an acknowledgement receipt as a proof of your application. You are expected to submit the copies of these documents immediately on receipt to the company.

Please confirm your acceptance of the terms and conditions mentioned in the above letter by signing the duplicate copy of this letter and return it to us immediately.

We welcome you to SITEL India and wish you a rewarding career with us.

Thanking You,

A handwritten signature in black ink, appearing to read 'Nidhi Gulati', written over a horizontal line.

Nidhi Gulati
Talent Acquisition - Human Resources
Sitel India Pvt. Limited

Date: November 5, 2021

I accept the above terms and conditions

A handwritten signature in black ink, appearing to read 'Nidhi Gulati', written over a horizontal line. Below the signature, the words 'Signature & Date' are printed in a small, blue, sans-serif font.



Annexure

Components	Amount	Amount
	(INR PM)	(INR PA)
Basic	9131	109,572
HRA	4566	54792
Conveyance	1600	19200
Customer Handling Allowance	2964	35568
Total Guaranteed Pay (A)	18261	219132

Performance linked discretionary Variable incentive

- You will be enrolled into the applicable Performance Based discretionary variable pay programme at a target of YY% of your annual Base pay. The administration and payout of the programme is as per applicable policy and at sole discretion of the Sitel Management

Benefits:

- Medical Insurance (or the ESIC coverage) as the case may be, for employee and dependents as per existing applicable policy or statutory provisions
- Personal Accident Insurance for employee as per the current insurance policies.
- Gratuity payable as per Payment of Gratuity Act 1972.
- Enrollment to PF as per existing statutory provision / Sitel policy.
- Advanced statutory Bonus – Applicable basis role and statutory base pay threshold guidelines. Payment would be however aligned to govt declared min wages and allied provisions from time to time.

Guidelines:

- Tax exemption on eligible allowance in accordance with prevailing Income Tax rules, subject to submission required documents etc.

The employment terms contained in this document are subject to company policy as applicable from time to time.

Nidhi Gulati

(Manager – Human Resource)

Received and accepted.

Signature and Date
November 5, 2021



Equifax

Components	Monthly (INR)	Annual (INR)
Basic	9,131	109,572
HRA	4,566	54,792
Conveyance	1,600	19,200
Customer Handling Allowance	2,964	35,568
Total Guaranteed Pay (A)	18,261	219,132
Performance Incentive	1,826	21,912
Provident Fund - Employer Contribution	1,643	19,716
ESIC - Employer Contribution	593	7,116
Advance statutory bonus	2,162	25,944
Gratuity	439	5,268
Total Retirals and Benefits (B)	6,663	79,956
Total Compensation (A+B)	24,924	299,088

Monthly Components	Amount	Deductions	Amount
Basic	9,131	PF (Employee's Contribution)	1,643
HRA	4,566	ESIC - Employee Contribution	137
Conveyance	1,600		
Customer Handling Allowance	2,964		
Advance statutory bonus	2,162		
Total Earnings	20,423	Total Deductions	1,780
PF (Employer's Contribution)	1,643		
ESIC - Employer Contribution	593		
Gratuity	439		
Net Pay			18,643

DocuSigned by:
Anand Chaudhary
November 5, 2021

21-04-2022

Mr Nityam Talwar
Mobile- (817) 849-2274
Email- nityam2001talwar@gmail.com

Sub.: Employment Offer Letter

Dear Mr. Nityam Talwar,

In pursuance of your application followed by your interview, we are pleased to offer you the position of **FUNDRAISER** and deployed at **UNITED NATIONS CHILDREN'S FUND (UNICEF)** at New Delhi on the mutually agreed terms and conditions. You are requested to join the services of **UNITED NATIONS CHILDREN'S FUND (UNICEF)** on 27-Apr-22 at **New Delhi**.

The annual CTC shall be **2,96,892**. The Salary structure is attached herewith as **Annexure-A**.

Please bring the following documents on the day of joining:

- Educational Certificates – Original and Photocopies
- Experience Certificate, if applicable
- Salary slips of last three months, if applicable
- Signed copy of updated Resume
- Resignation acceptance letter from previous employer, if applicable
- Cancelled cheque of savings bank account (in case employee wants to retain the existing A/c)
- 4 Passport size photographs
- Proof of Address (Voter ID, Passport, Aadhar Card, Driving License etc.)
- Copy of PAN Card and original for verification - **Mandatory**
- Copy of Aadhar Card and original for verification - **Mandatory**

This letter of offer is issued to you on the presumption that the particulars furnished by you in your application are correct.

Please reply with your acceptance of the offer within 48 hours of the receipt of offer. In case you fail to reply, this offer shall stand withdrawn after 48 hours.

In case of any queries, feel free to contact the undersigned.

Best Wishes,
For PERSOLKELLY India Pvt. Ltd (Formerly known as Kelly Services India Pvt. Ltd)



Priyanka Bhandari
Operations Head- Staffing Solutions (North)
Authorized Signatory

PERSOLKELLY India Pvt. Ltd. (Formerly known as Kelly Services India Pvt. Ltd.)

Unitech Cyber Park, Unit No 601, 602,
603, Tower-C, 6th Floor, Sector-39,
Gurugram- 122002 India
T +91 124 472 6666
F +91 124 472 6699

CIN : U74910KA2001PTCO29517

Registered Office:
Sriram Samanthu Chambers,
#3287, 12th Main, HAL 2nd Stage,
Indiranagar, Bengaluru - 560038
T +91 80 6708 1800

persolkelly.co.in

ANNEXURE-A

Your DOJ will be 27-Apr-22 for a contract period of 1 Month and will expire on 27-May-22.

<u>PARTICULARS</u>	<u>Monthly</u>	<u>Annual</u>
Basic	20000	240000
HRA	334	4008
Bonus	1666	19992
Fixed Monthly Gross	22000	264000
Gross for PF Calculation	20000	240000
Insurance	166	1992
Employer's Contb. To PF	2575	30900
Monthly CTC	24741	296892
Employee's Contb. To PF	2400	28800
Carry home amount	19600	235200

*PT and LWF deduction would be applicable as per Statutory Norms of the State.

* Income tax deductions, if applicable, will be as per the Income Tax Act, 1961.

We wish you success and growth in your new environment. Please do not hesitate to call us, if you need any assistance

Congratulations on your new appointment!

With all good wishes

May 24, 2022

EMPLOYMENT OFFER

Dear Subhashish,

We are pleased to offer you a position with Samast Technologies Private Limited at Gurgaon office as **Associate-Tele Acquisition Team**. This letter describes the basic terms of the offer subjected to mutual agreement on the terms stated below.

This offer stands contingent to a positive reference & background check and validation of the information provided by you during the interview or any other process related to your employment with the Company.

Employment Start Date, Benefits and Compensation

You are required to commence employment with the Company on or before **9th June, 2022**.

You will be on probation for a period of three months from the date of your joining. Where after the probation period may be either extended at the discretion of the management or may be reduced with either earlier or on completion or thereafter till confirmation. Your services are liable to be terminated with a notice of 15 days during the initial or extended period of probation. In case you decide to leave the company during this period, you will have to give a notice of 15 days to the company.

Your annual Fixed CTC will be **INR 2,95,200 /- (Rupees Two Lacks Ninety-Five Thousand and Two Hundred Only) per annum**.

Your acceptance of this offer will be considered as the confirmation of your employment with the company.

Employment Agreement, Confidentiality of Proprietary Information and Non-Disclosure Agreement

The employee's duties might be reasonably modified at the Company's discretion from time to time. The employee will be required to work full time with the Company and during this employment, will not engage in any other business activity, regardless of whether that activity is pursued for profit, gain or any other monetary advantage. The employee is also prohibited from investment in any other competing business.

The employee will be required, during and after the term of this employment, not to reveal any confidential information or trade secret to any person, firm, corporation or entity. In case of breach of this condition the Company can take action against the employee, which may be disciplinary or legal in nature.

For a period of 6 (six) months after the Termination of Employment with the Company, you shall not, directly or indirectly, engage or get employed in a business similar to that of the Company. Furthermore, it is hereby agreed that while working with the Company and for a period of one year from the end of the employment with the Company, you will not solicit or recruit or hire any employees of magicpin.

Termination conditions

If either (A) the Company terminates your employment, or (B) you terminate your employment with the Company, either Party, must provide one (1) month of working employment tenure to the other Party or salary in lieu of such period. This is based on company discretion.

Documents required:

On the day of your joining please bring the following documents to help us get you onboard quickly.

1. Relieving certificate from the previous employer, if any
2. Last pay slip received from the previous employer, if any
3. Form 16 (TDS Certificate), if any
4. Aadhaar Card & PAN Card

If you have any queries or need any assistance regarding your joining, please contact the HR at hr@magicpin.in
We are excited about the possibility of you joining us and look forward towards a mutually beneficial working relationship.

If the terms stated above are accepted to you, please return a copy of this document signed on each page.

Sincerely,
For **Samast Technologies Private Limited**,



Brij Bhushan
(Director)

Annexure**Salary Structure**

Particulars	P.M	P.A

Basic	12,300	1,47,600
HRA	6,150	73,800
Special Allowance	4,350	52,200
Gross total	22,800	2,73,600
PF (Employee Cont.)	1,800	21,600
P.F. (Employer Cont.)	1,800	21,600
CTC	24,600	2,95,200

* Note: This compensation is subject to applicable statutory deductions and taxes such as TDS, PF, PT and LWF. Please ensure that you submit your Income Tax declarations on time upon joining the organization.

Employee Acceptance

I accept employment with the Company under the terms described in this letter:

Name: Shubhashish Lall

Signature:



Place: New Delhi
Date: 26-05-2022

June 3, 2022

EMPLOYMENT OFFER

Dear Shivam,

We are pleased to offer you a position with Samast Technologies Private Limited at Gurgaon office as **Associate-Tele Acquisition Team**. This letter describes the basic terms of the offer subjected to mutual agreement on the terms stated below.

This offer stands contingent to a positive reference & background check and validation of the information provided by you during the interview or any other process related to your employment with the Company.

Employment Start Date, Benefits and Compensation

You are required to commence employment with the Company on or before **13th June, 2022**.

You will be on probation for a period of three months from the date of your joining. Where after the probation period may be either extended at the discretion of the management or may be reduced with either earlier or on completion or thereafter till confirmation. Your services are liable to be terminated with a notice of 15 days during the initial or extended period of probation. In case you decide to leave the company during this period, you will have to give a notice of 15 days to the company.

Your annual Fixed CTC will be **INR 2,95,200 /- (Rupees Two Lakh Ninety Five Thousand and Two Hundred Only) per annum**.

Your acceptance of this offer will be considered as the confirmation of your employment with the company.

Employment Agreement, Confidentiality of Proprietary Information and Non-Disclosure Agreement

The employee's duties might be reasonably modified at the Company's discretion from time to time. The employee will be required to work full time with the Company and during this employment, will not engage in any other business activity, regardless of whether that activity is pursued for profit, gain or any other monetary advantage. The employee is also prohibited from investment in any other competing business.

The employee will be required, during and after the term of this employment, not to reveal any confidential information or trade secret to any person, firm, corporation or entity. In case of breach of this condition the Company can take action against the employee, which may be disciplinary or legal in nature.

For a period of 6 (six) months after the Termination of Employment with the Company, you shall not, directly or indirectly, engage or get employed in a business similar to that of the Company. Furthermore, it is hereby agreed that while working with the Company and for a period of one year from the end of the employment with the Company, you will not solicit or recruit or hire any employees of magicpin.

Termination conditions

If either (A) the Company terminates your employment, or (B) you terminate your employment with the Company, either Party, must provide one (1) month of working employment tenure to the other Party or salary in lieu of such period. This is based on company discretion.

Documents required:

On the day of your joining please bring the following documents to help us get you onboard quickly.

1. Relieving certificate from the previous employer, if any
2. Last pay slip received from the previous employer, if any
3. Form 16 (TDS Certificate), if any
4. Aadhaar Card & PAN Card

If you have any queries or need any assistance regarding your joining, please contact the HR at hr@magicpin.in
We are excited about the possibility of you joining us and look forward towards a mutually beneficial working relationship.

If the terms stated above are accepted to you, please return a copy of this document signed on each page.

Sincerely,
For **Samast Technologies Private Limited**,



Brij Bhushan
(Director)

Annexure
Salary Structure

Particulars	P.M	P.A
Basic	12,300	1,47,600
HRA	6,150	73,800
Special Allowance	4,350	52,200
Gross total	22,800	2,73,600
PF (Employee Cont.)	1,800	21,600
P.F. (Employer Cont.)	1,800	21,600
CTC	24,600	2,95,200

* Note: This compensation is subject to applicable statutory deductions and taxes such as TDS, PF, PT and LWF. Please ensure that you submit your Income Tax declarations on time upon joining the organization.

Employee Acceptance

I accept employment with the Company under the terms described in this letter:

Name: _____

Signature: _____

Place: _____

Date: _____

Private & Confidential

Date : 25/11/2020

MAYANK MALHOTRA

76 ENGINEERS ENCLAVE

DELHI (UT) -110088

APPOINTMENT LETTER

Dear MAYANK MALHOTRA,

Subsequent to the meetings between **Concentrix Daksh Services India Private Limited** (hereinafter, 'Concentrix'/Company') and you, we are pleased to make an offer of employment on the following terms and conditions. Your compensation and benefits are detailed in the attached Annexure.

1. Appointment

1.1 You shall be appointed to the position of Representative, Operations in Comp Grade 12. This would be your Social Job Title and your Job profile, would be Advisor I, Chat Support. Any change in your Social Job Title / Job profile will be at the discretion of the Company, depending upon the work assigned to you. Job profile must be used for all internal communication and in your e-mail signature. Social job title can be used for business cards and LinkedIn. You may use your Job profile for social purposes as well.

1.2 Your initial place of work shall be Gurgaon.

However, your services are transferable to any other role, competency, place or office of the Company or to any subsidiary or associate company, whether now existing or still to be formed. Such transfer/deputation will be in accordance with the Company's rules being in force at the time. On transfer or assignment, you will be governed by the Rules, Regulations and Conditions of Service applicable to that location or role. Refusal to accept such transfer or assignment may lead to disciplinary action including but not limited to termination of your employment.

1.3 Your appointment will be effective from 30/11/2020 or at an earlier date as mutually agreed, subject to your completing the on boarding formalities. You are required to submit all the documents (as per the Mandatory Document Checklist) on 27/11/2020 failing which the Company reserves the right to withdraw this offer letter and/or cancel your appointment. If this date is not suitable, please contact us immediately at pavneet.bakshi@concentrix.com to seek an alternative date on which to submit all required documents.

Please note that the offer will be withdrawn at the Onboarding date if you do not notify us of your acceptance or we are unable to agree to an alternate joining date.

1.4 On on-boarding / joining you shall report to **HR Representative** or any other person nominated by him/her.

Signature of Candidate

CNX/REC/ART/AGHR/AFTE/6.1

Concentrix Daksh Services India Private Limited

Registered Address: Hindustan Times House, Level 10, K G Marg, Connaught Place

New Delhi- 110001, India

91 11 68157745

CIN: U72200DL1999PTC102972

info@concentrix.com • www.concentrix.com

1.5 As per Company regulations you are required to furnish before joining, documentary proof of your last drawn salary, educational qualifications and work testimonials and also that you are free from any contractual restrictions preventing you from accepting this offer or starting work on the above-mentioned date. (Document Checklist)

2. Terms and Conditions:

2.1 Valid Passport:

(A) Comp Grade 12 & 11: Clause 2.1.1

If you are an Indian citizen, it is a condition of your employment that you hold a valid passport on the day of joining. If you do not hold a valid passport on the date of joining, you must apply for a passport and submit copy of your passport within 180 days from your date of joining. Failure to do so may lead to termination of your employment.

In the event that you fail to submit a copy of your passport within 180 days from date of joining, the Company may instead (and at its sole discretion) require you to undergo a background check from a service provider identified and approved by the Company. Such background check will verify details such as your residential details, criminal records, and other details as determined by the Company. You will be required to bear the cost for such background check (such cost can be upto INR 1500). You expressly agree by signing this agreement that this amount will be deducted/ recovered from your salary. The Company may deduct this cost from your salary in a series of monthly installments or as a single deduction, at its sole discretion.

(B) Comp Grade 10: Clause 2.1.2

If you are an Indian citizen, it is a condition of your employment that you hold a valid passport on the day of joining. In the absence of a valid passport, proof of having applied for passport should be submitted on the day of joining and a copy of your valid passport should be submitted within 90 days from date of joining. Failure to do so may lead to termination of your employment.

However, In the event that you fail to submit the copy of passport within 90 days from date of joining, the Company may instead (and at its sole discretion) require you to undergo a background check from a service provider identified and approved by the Company. Such background check will verify details such as your residential details, criminal records, and other details as determined by the Company. You will be required to bear the cost for such background check (such cost can be upto INR 1500). You expressly agree by signing this agreement that this amount will be deducted/ recovered from your salary. The Company may deduct this cost from your salary in a series of monthly installments or as a single deduction, at its sole discretion.

2.1.3 If you are not an Indian citizen, you will be required to submit evidence of your authorization to work in India, along with any other proof of identity that the Company may require. It is a condition of your employment that you maintain such authorization to work in India for the duration of your employment (unless you are permanently transferred to an office outside India).

2.2 While in the employment of the Company, you may be required to undergo mandatory on-the job training/s as per applicable policies and procedures of the Company, at the end of which an assessment may be conducted. If you do not clear the assessment then the Company reserves a right to either:

- a) Require you to undergo another training program; or
- b) Offer you a transfer to an alternate process (which may have a reduced pay structure) if declared "Not Suitable" for the process you were originally hired for. Please note that in the event of you not consenting to the transfer to the alternate process or to the reduced pay structure your services may be terminated; or
- c) Terminate your services.

2.3 The compensation offered to you is based on your employment history credentials including your prior work experience, the type of industry and compensation offered to you by the previous employer. If you are unable to produce documentary evidence (Please see the Document Checklist in the Annexure) to substantiate the same, your compensation shall be modified and the compensation offered in this Appointment letter shall no longer be valid.

Signature of Candidate

CNX/REC/ART/AGHR/AFTE/6.1

2.4 Your employment with the company shall at all times be subject to the receipt of satisfactory reference / verification checks, which may include criminal, financial and any other background checks as required by the Company based on its business requirements. The Company will terminate your employment in the event of an unsatisfactory background check. In the event of negative background verification, the company at its sole option, may allow you to provide justification / explanation for re-verification with supporting documents, in response to its show cause notice, so issued. In such event, you will be put on 'Leave without pay' from the date of issue of show cause notice until the revised findings are received for final closure of the case.

2.5 The Company may, at its sole discretion, also require you to undergo a drug test at any time. If such drug test indicates use of an illegal drug or a non-medically prescribed controlled substance and/or alcohol dependence, the Company reserves the right to take suitable action against you, including but not limited to termination of your services.

2.6 The Company may pay you such fixed amount/ stipend as it may so decide, during the period of your undergoing structured process/ product and other essential training sessions. Performance incentive will be applicable to you only after you commence regular working in operations.

2.7 The initial period of probation is 365 days from your date of joining. You will be deemed to be confirmed at the end of the probation period unless communicated otherwise, through normal and accepted modes of employee communication within the company.

2.8 During the period of probation, your services may be terminated by either party giving the other **15 Days** notice or **gross** salary in lieu thereof. The Company reserves the right to waive the notice period. The Company also reserves the right to relieve you immediately and pay you **gross** salary for the notice period. However, no such notice or notice pay shall be payable in case your services are terminated on account of failing the background check, for misconduct or if you are unable to provide sufficient documentary evidence to establish your employment history credentials.

2.9 After confirmation and thereafter, your services may be terminated at any time by either party giving the other a **30 Days** notice or **gross** salary in lieu thereof. The Company reserves the right to waive the notice period. The Company also reserves the right to relieve you immediately and pay you **gross** salary for the notice period. However, due to exigencies of business, the Company at its sole discretion may not agree to take the **gross** salary in lieu of notice and ask you to serve the entire or part of the notice period. No such notice or notice pay shall be payable by the organization in case your services are terminated on account of any misconduct by you.

2.10 In the event that you are transferred by the Company to another position (which may include transfer to a new role, competency, or office) or location of the Company, the terms and conditions applicable to the new position or location (including, but not limited to the compensation and benefits, allowances, entitlements, rules, regulations and conditions of service of such new position or location) shall apply to you.

2.11 You will automatically retire on attaining the age of 58 years. The age as declared in your application shall be binding on you. An extension, however, may be given at the discretion of the Company. You may be retired earlier if found medically unfit.

2.12 While in the employment of the Company, you are in no way allowed to be employed by any other Company on a temporary or part-time basis or offer your services with or without pay to any person, legal entity or public authority or to be occupied in your own business without the prior written consent of the Company.

2.13 You confirm that you have disclosed fully to the Company all your business interests whether or not they are similar to or in conflict with the business or activities of the Company. You agree to disclose fully to the Company any such interest or circumstances which may arise during your employment.

2.14 You will be required to effectively carry out all duties and responsibilities assigned to you by your supervisor and authorized by the Company to assign such duties and responsibilities.

2.15 You are expected to maintain an acceptable level of performance during your tenure with the organization. Failure to meet expected standards may lead to initiation of Performance Improvement Plan and/ or termination in case of no improvement in performance.

2.16 The company will work 7 days a week, 24 hours a day. You will be required to work up to 48 hours a week and such other hours as may be reasonably required to complete your business duties. Your weekly off may not necessarily be for 2 days and not necessarily be on Sunday.

Signature of Candidate

CNX/REC/ART/AGHR/AFTE/6.1

3. Confidentiality

3.1 The position held by you is of a strictly confidential nature. You shall not disclose to any unauthorized person, either during or after your employment with the Company, any information about the interest or business of the Company or any affiliated Companies or any information pertaining to their clients and/or with the end consumers of our clients – the information you may have acquired while in the employment of the Company.

3.2 You shall not communicate to public papers, journals, pamphlets or leaflets, any information or documents, official or otherwise relating to the Company except with the prior approval of the Company.

3.3 Upon separation from the Company, you shall return to the Company all the assets and property of the Company (including any leased properties), documents, files, books, papers, memos or any other property of the Company in your possession or under your control.

3.4 You will abide by the information security policy of the company and all the rules and regulations contained therein.

3.5 Your individual remuneration is purely a matter between yourself and the company and has been arrived on the basis of your job, skills specific background and professional merit. We expect you to maintain this information and any changes made therein from time to time as personal and confidential.

3.6 Information pertaining to the Company's operations shall remain confidential and safeguarded by you. On joining the Company, a formal agreement to effect non-disclosure of confidential information and intellectual property etc, shall be executed by you.

3.7 During the course of your employment you may come across a lot of information related to the clients that the Company deals with and/or with the end consumers of our clients; any such information is strictly confidential and you shall not disclose it to any unauthorized person.

4. The Company expects you to respect all matters, which are Intellectual Property Rights of your current employer, and strongly discourages you to bring in to the organization, manuals, documents, papers, memos, and files etc., which are classified.

5. All communication between the employee and the Company shall deemed to have been effectively served if delivered to you personally or sent to the current residential address already mentioned here in the letter. You shall inform the Company about any change in the residential address in writing within 3 working days and get the acknowledgement. In the event of failure on the employee's part to discharge this obligation, the service of any communication shall be deemed to be complete and effective on the address mentioned herein.

6. This appointment is based on the information supplied by you in your application for employment and will otherwise be treated as null and void if a material error, in the Company's opinion is discovered and/or due to non-disclosure of relevant information about you to the company.

7. The Benefits provided by the Company as outlined herein and in the Company policies are subject to change at the discretion of the Company.

8. Your continuance in employment is subject to your maintaining clean criminal and financial records.

9. Breach of any of the above terms and conditions will render you liable to termination of your employment without notice or compensation thereof.

10. You may be required to travel on Company work and you will be reimbursed expenses as per Company policy.

11. *Female employee will be eligible for all the benefits, as applicable under the provisions of the Maternity Benefit Act, 1961, and the Rules made there-under, as amended from time to time.

12. Any and all of the terms and conditions of service may be modified or changed at the Company's discretion.

Signature of Candidate

CNX/REC/ART/AGHR/AFTE/6.1

It is highly recommended that before you begin your journey with Concentrix, please visit the website www.concentrix.com. The impact of today's technology and pace of change is tremendous. We hope you're as excited as we are to play a part in that revolution. At Concentrix, we're changing the world every day and we will be delighted to have you as part of our team.

Please sign the copy of this offer letter and return it to us as an indication of your interest in joining us on the given date. Please note that your employment stands confirmed only after you complete your joining formalities on the reporting date. This offer is liable to be withdrawn based on business requirements at any time prior thereto.

The terms of this offer are strictly confidential between you and the Company.

Yours sincerely,

Signature Not Verified

Digitally signed by DS CONCENTRIX DAKSH SERVICES INDIA PRIVATE LIMITED
3
Date: 2020.11.25 09:27:01 +05:30
Reason: Concentrix Hiring
Location: Gurgaon



Authorized Signatory (Please Sign above)

I agree to accept employment on the above-mentioned terms and conditions. I will report for duty on 30/11/2020.

Candidate Name : MAYANK MALHOTRA

Candidate's Signature : _____

Date : _____

Open with Google Docs

Emp Name: Mayank Malhotra

Emp. Code: 101690633

Dear Mayank,

Subject: COMPENSATION SUMMARY STATEMENT

At Concentrix, we continuously strive to offer a holistic and attractive work environment supported by our Total Rewards program which is relevant and valued by our staff. It includes ongoing opportunities for career growth, learning and development, staff benefits, staff well-being, corporate discounts, partnerships, salary investments and a robust recognition program.

To celebrate the frontline, be competitive & add value to our reward program, we periodically review and ensure to offer the best employee value proposition to you.

We are pleased to inform you that your compensation has been revised w.e.f. July 01, 2022. Your new CTC is ₹2,95,753. The revised salary annexure is enclosed for your reference.

All other terms and conditions of your service and appointment remain unchanged.

We value your continued efforts in making Concentrix the greatest customer engagement company in the world.

Compensation & Benefits Leader
Concentrix Daksh Services India Private Limited

Concentrix Daksh Services India Private Limited

DLF SEZ, Building No. 14,

91 124 463 5100 91 124 42

Page 1 / 2

— 🔍 +

Phase-3, Gurgaon - 122 002, India

Registered Address: Hindustan Times House, Plot 15, 16, 17,



Date: May 09, 2022

Emp Temp Code: 1112110092612

Ishita Sharma

42 Gagan Vihar Extension East Delhi Delhi - 110051,
Delhi, India

Contact No: +918447652351

Letter of Appointment

Dear Ishita,

With reference to the interviews you have had with us in the recent past, we are pleased to make you an Offer of Employment in our Company. Your Grade will be **Grade I** and you will be designated as **Customer Care Executive**. You are required to report for duties on **May 09, 2022 ("Joining Date")** at **9:30 AM** or as per the agreed time during work hours.

Your employment will be as per the following terms and conditions:

1. Your remuneration is detailed in the enclosed **Annexure I**. All tax liabilities arising out of your entire compensation package, present or future, shall be borne by you.
2. Your duties and responsibilities will be as assigned by your immediate manager or other superior officer of the Company and the same will also include the jobs assigned by the Management from time to time.
3. The Company's business operates on a **24x7** basis and you may therefore be required to work in shifts including periodic night shifts. The work exigencies and the role may require you to extend your work-timings in accordance with the *Working Hour & Attendance Policy*. By accepting and signing this letter you affirm your willingness to abide by this requirement.
4. While your initial place of posting will be at an agreed place/Company's Office/Site at **Gurgaon**, you are liable to be transferred to any department/office anywhere in India/Overseas, or a company/entity formed by the promoters or transferred/assigned responsibility in any associate company or be recalled to your original location. Accordingly, your working hours/shift timings could be changed periodically depending on the work/process requirements. All such transfers shall be governed by the *Transfer Policy* of the company. In the event of you being deputed overseas for training and operations you will be required to and shall sign all required documentation as per the rules, regulation and policies of the Company.
5. Your appointment will be on probation for a period of **six months** from the date of your joining the Company or for an extended period of time ("**Probation Period**") if found necessary. Your employment with the Company will be confirmed on the expiry of your Probation Period unless you are specifically advised otherwise in writing.
6. Your appointment shall continue, during your Probation Period or thereafter upon confirmation, unless your employment is discontinued by the Company, by providing not less than **30 Days** ("**Notice Period**") prior written notice. In the event you decide to leave the employment of the Company, you will be required to provide **30 Days** prior written notice to the Company, and the Company may at its sole discretion relieve you of your duties anytime during the notice period. You will be paid salary up to the last working day.

The Company at its discretion, during probation or on confirmation of your services thereof, without assigning any reason, can discontinue your employment on payment in lieu of Notice Period. Such payment will be calculated pro rate on the basis of your current Gross Fixed salary (subject to tax).

Incase of violation of any policies, procedures or rules of the Company or any other act of misconduct including but not limited to improper behaviour, theft or fraud, your services are liable to be discontinued without Notice Period or without payment in lieu of Notice Period.

7. You agree that this employment is conditional upon you successfully clearing the training as required. In the event of your in-ability to clear the training, the Company may relieve you of your duties with immediate effect without Notice Period or without payment in lieu of Notice Period.
8. You are employed as a permanent employee of the Company and are therefore not permitted to undertake any other employment or engage in any commercial activities, outside the Company, either honorary or otherwise, without prior written approval of the Company.
9. You are required to maintain the highest order of discipline and secrecy about the work of the Company and/or its subsidiaries or associate companies and in case of any breach of trust/discipline, your services may be discontinued by the Company with immediate effect without notice period or without payment in lieu of notice period.

You are required to always maintain the highest standard of confidentiality towards Company information which includes but not limited to documents, files, records, customer details, project plans, strategies, developments, execution process, contracts, billing information, quality metrics, financial information about the Company etc. relating to business of the Company, which is proprietary to the Company and / or its clients and other information relating to the business of the Company which may be known, provided or confided to you ("**Confidential Information**"). You will not divulge or use such Confidential Information other than to fulfil your duties as an employee of the Company and while ensuring the best interests of the Company. Under no circumstances will you disseminate information regarding the affairs or business matters of the company or information regarding its customers without proper authorization and / or prior written approval. All information that comes to your knowledge by reasons of your employment with the Company is deemed to be Confidential Information. Upon ceasing to be an employee of the Company, you shall immediately return any records, documents and other information of the Company which are in your possession and shall not retain or transmit any copies (electronic or otherwise) of the same. You will be required to sign a separate confidentiality agreement along with this letter and may be required to sign further confidentiality agreements as may be required by the Company. The Company acknowledges that individual marketing packages, Web sites, and other communications that have been developed for a client and have been placed in the "public domain", once distributed to the public may be no longer subject to client confidentiality provisions.

10. You will be required to apply and maintain the highest standards of personal conduct and integrity and comply with all the Company's current rules, regulations, policies and procedures, including **Global Essential Compliance & Security Policies and Social Media Policy** as may be in force from time to time and as may be notified and displayed. You will be bound by the existing and new security rules, regulations and policies of the Company, including physical frisking (pat down) process wherein, a search would be conducted of outer clothing to detect any concealed prohibited articles. All policies mentioned in this letter, as well as others, are available on the Company intranet and may be changed/modified, at the Company's discretion. You are required to keep yourself updated with the Company's policies.
11. The Company shall have the right to vary, delete, and modify these terms and conditions of employment.
12. You will automatically **retire** from the services of the Company on the last day of the calendar month in which you attain the age of **Fifty-Eight years**. Your date of birth as per official records is **December 21, 1999**.
13. You are required to make a full and complete disclosure of any issues in past employment records, any relationships or dealings you have or propose to have/ enter into directly or through any of your relatives or family members, with any of the Company's agent, dealers, vendors, suppliers, subcontractors or the like

14. This appointment is subject to satisfactory verification of your credentials, character, antecedents and testimonials as provided in your application to the Company and your curriculum vitae. All cost incurred for such verification will be borne by the Company. If it is found at any time that you have made any false statements or suppressed any material information, it shall lead to immediate discontinuation of your employment with the Company without any notice or compensation.
15. You agree to undergo a drug test or any other medical/fitness test including breath analyzer, as asked for and at such a place and location as advised by the Company during the course of your employment. In the event you become unfit for performance of your assigned duties; you shall be liable to be discharged from the services without any notice.
16. You hereby consent to share your payroll, personal and employment related data for processing and review outside of the country, subject to adherence to applicable law.
17. Your address as provided by you in the employment forms shall be deemed to be correct for sending any communication to you and every communication addressed to you at the given address shall be deemed to have been sufficiently served upon you.
18. You are required to return the duplicate copy of this letter and report to work on or before the date of joining specified above. In the event you do not do so, it shall be deemed that you are not interested in this offer/appointment and this letter shall stand automatically withdrawn with effect from the Joining Date.

If the above terms and conditions are acceptable to you, please sign on each page and return the duplicate copy of this letter as a token of your acceptance of this Letter of Employment.

Welcome to **Teleperformance** and here's wishing you a rewarding career.

Yours Truly,
For CRM Services India Private Limited,

Preeti Amit Shirke
Senior Vice President - Talent Acquisition

I, **Ishita Sharma**, residing at **42 Gagan Vihar Extension East Delhi Delhi - 110051, Delhi, India** do hereby accept the terms and conditions in this letter.

Employee Signature	
Employee Name	Ishita Sharma

Enclosures:

1. Compensation/ Salary details (**Annexure I**)
2. Non-Disclosure- Declaration and Undertaking (**Annexure II**)
3. Personal Data- Declaration (**Annexure III**)
4. Work from Home- Declaration, **applicable under WAHA-[Work at Home]** (**Annexure IV**)

NOTE: For purposes of brevity and ease of reading, the term "**the Company**" or the term "**Teleperformance**" (wherever it appears in this letter) means **Teleperformance**.

Emp Temp Code : 1112110092612

Annexure I
Compensation Details

Employee Name:	Ishita Sharma
Designation:	Customer Care Executive
Grade:	Grade I
Date Of Joining:	May 09, 2022
City:	Gurgaon
Pay Components	Amount in Indian (INR)
Basic Pay	12,696.00
Housing Rent Allowance (HRA)	₹ 7,617.00
Transport Allowance	0.00
Flexible Benefit Plan	0.00
Statutory Bonus#	2,059.00
Gross Fixed Salary (1)	22,372.00
Provident Fund (Employee) (2)	1,524.00
ESIC (Employee) (3)	0.00
Net Take Home [1-(2+3)]	20,848.00
Provident Fund (Employer) (4)	1,524.00
ESIC (Employer) (5)	0.00
Gratuity* (6)	611.00
Total Fixed Cost (1+4+5+6)	24,507.00
Annual Fixed CTC	294,084.00
Annual Performance Pay**	0 % of Annual Fixed CTC
Annual Performance Linked Incentive (PLI)	24,000.00
For CRM Services India Private Limited, Preeti Amit Shirke Senior Vice President - Talent Acquisition	
*Gratuity shall be payable as per "The Payment of Gratuity Act". **Performance Pay will be payable subject to assessed performance achievement level, the pay-out criteria and the frequency, as per the "Performance Pay policy/ note." #Statutory Bonus is paid monthly as per "The Payment of Bonus Act".	

- All Reimbursements will be paid as per prevailing Income Tax rules and company policies in effect
- The above compensation will be subject to Income Tax regulations in force from time to time.
- The above compensation is subject to deduction towards Medi-claim Insurance, transport, if/as applicable and any other statutory deduction/contribution including Professional Tax, labour
- Any Incentive payable, as part of the compensation structure or otherwise, shall have a "Minimum Attendance Threshold/Performance" as qualifying criteria for such payout.

Employee Signature	
Employee Name	Ishita Sharma

ANNEXURE II
DECLARATION AND UNDERTAKING REGARDING NON-DISCLOSURE

I, **Ishita Sharma** residing at **42 Gagan Vihar Extension East Delhi Delhi - 110051, Delhi, India**, and working as **Customer Care Executive**, do hereby solemnly state, undertake and declare that:

1. I will faithfully, truly and to the best of my skills and ability, execute and perform the duties required of me as an employee of **CRM Services India Private Limited**, a Company having its registered office at Teleperformance Towers, Plot CST No. 1406-A/28 Mindspace, Malad (West), Mumbai- 400090, Maharashtra, India.
2. I shall comply with all Teleperformance policies.
3. I will maintain the highest standard of confidentiality towards **Confidential Information**, by not, directly or indirectly, making known, or permitting such Confidential Information to be disclosed or made known to any person or entity, either inside or outside the Company. I acknowledge that such information is valuable, sensitive and a unique asset of the Company and/or of the Company's clients. I shall faithfully and diligently hold such Confidential Information from being disclosed to unauthorized persons, which may include, but are not limited to, employees of the Company that do not need to know the Confidential Information, persons not employed by the Company, persons that are not bound by a written confidentiality agreement with the Company, with regard to the specific Confidential Information, persons not directly aware of the proprietary and trade secret nature of the Confidential Information.
4. All documents, files, records, project plans, software tools as well as methods and techniques of doing business, including patents, trade secrets and other proprietary rights associated therewith, Strategies, Customer details and items of information or equipment relating to Company's business are and shall remain the property of the Company, including notes, documents, and files created in the performance of my duties of employment. I shall not under any circumstances remove such property from the Company premises without prior written consent. I further agree that all information relating to existing customers and potential customers of the Products, whether recorded in Company's database or otherwise is confidential to the company and that any ownership in respect thereof resides in the company and that it cannot be used by employee for any purpose not specifically referred to in this employment.
5. I understand and acknowledge that as set forth under the **Login Provisioning and De-provisioning Policy (GECSP 11)**, my employee ID and password used to access Company or its Clients' systems are personal and confidential, are **Proprietary Information**, and shall not be disclosed to anyone. Non-compliance with this Policy may lead to disciplinary sanctions upto and including discontinuation of services, consistent with applicable law.
6. Notwithstanding the separation of my employment with the company for any reason whatsoever I will not communicate or allow to be communicated to any person not legally entitled thereto any information relating to the Confidential Information and affairs of Teleperformance.
7. I will immediately report to the Company, any violation or breach of the commitments made in this declaration, whether the breach or violation is intentional or inadvertent and I agree that:
 - (i) In the event of a breach or threatened breach of the provisions of this declaration, the Company shall be entitled to an injunction restraining from using or disclosing, in whole or in part, such Confidential Information, or from rendering any services, to any person, firm, corporation, association or other entity to whom any such information has been disclosed or is threatened to be disclosed, which injunction shall be available without the posting of any bond or other security and the issuance of which is hereby consented to by Employee,
 - (ii) Any such breach would cause injury to the Company, and
 - (iii) The remedies provided for in this Section shall be cumulative to and not exclusive of any and all other

8. The rights to any invention, discovery or creation of any system or method related to the Company's operations and arising out of any work done in the course of my employment will automatically vest with the Company. In this connection, the Company may obtain patent rights in its name (or jointly with others) based on the fact of my invention, discovery, improvement or other creative effort. I acknowledge that I will not be liable for any compensation for such invention, discovery, improvement or other creative effort made by me, and that any reward that the Company may, in its sole discretion, bestow on me will not be deemed to confer any rights towards that invention, discovery or improvement in system or method. I further acknowledge that I may be required to execute further documentation in connection with such inventions, discoveries, improvements or other creative efforts and will execute the same without delay.
9. In the event of my leaving services of the Company, for any reason, during the **12-months** period from the separation date, I shall **NOT** directly or indirectly either on my own account or otherwise:
- engage or attempt to engage in providing services to any customer or prospective customer where such services or products are competitive with the services offered by the Company or any affiliate to the Customer
 - canvass solicit or endeavour to entice away from the Company any client or customer(s) of the Company, or any person(s), who at any time during my employment, were or are clients or customers of the Company, or were in the habit of dealing with the Company;
 - solicit, interfere with, or endeavour to entice away any employee of the Company; or
 - counsel, or otherwise assist any person to do any of the acts referred to in para (i), (ii) & (iii) of this clause.
10. I shall **NOT** offer, promise, give, accept, condone, approve or knowingly benefit from an improper business gratuity, a bribe, 'kickback' or other improper advantage, benefit or reward, or otherwise apply inappropriate influence.
11. I shall **NOT** make a '**facilitation payment**'. Facilitation payment refers to the practice of paying a small sum of money to (usually) an official as a way of ensuring that they perform their duty.
12. None of my relatives are employed or associated with the Company or any of its affiliate companies or its customers/clients/suppliers in any form; and I undertake that I **shall** immediately notify the Company in case-
- any person who is so employed / associated becomes a relative, and/or
 - a relative, in future, is so employed / associated with the Company.

I understand and acknowledge that:

- the restraints contained herein are reasonable in all the circumstances of employment and agree that they are necessary for the protection and maintenance of the Company and its business.
- my services can be suspended pending disciplinary action/enquiry/investigation as per Company policy and I shall abide by decision of investigation/enquiry Committee constituted for such purposes.
- the Company shall be entitled to seek an order for specific performance or injunctive relief or other equitable relief in case I fail to observe or breach any of the restraints herein.

I **shall** indemnify and keep indemnified the company for any loss, damages or injury suffered by the company for any breach of above conditions or any other clause or term of employment.

I understand and acknowledge that my failure to comply with this declaration and undertaking may lead to disciplinary sanctions which may include discontinuation of services, as well as civil liability and/or criminal prosecution under applicable laws.

Executed this _____ day of _____ 20____

Employee Signature	
Employee Name	Ishita Sharma

Annexure III

Personal Data - Declaration

Article I.

I **Ishita Sharma** hereby certify that all statements made on the **Employment Application Form**, my **Curriculum Vitae** or **during my interviews** with the Company are **true and complete**. I understand that any omission or misrepresentation of any fact may result in refusal of employment or immediate dismissal.

I further understand that I shall be bound by the existing and new rules, regulations and policies of the Company including those related to Frisking (Pat Down) process wherein, a search would be conducted of outer clothing to detect any unauthorized / prohibited articles.

I confirm that I have voluntarily furnished my personal information to the Company and the Company shall be free to use such information and all other information that I may provide at any time hereinafter. The Company may share such information in connection with my employment and other related matters, as deemed fit and necessary by the Company.

I recognize that in connection with employment with Teleperformance, I may be the subject of a background enquiry and drug test by the company or its representative, and I hereby authorize the same. I also authorize the Company to take action including penal action against me in case any fact is found contrary to what has been stated by me in the application form mentioned herein above.

I do hereby declare that I will immediately report to my Line Manager or HR team in case of “**Change to Circumstances**”, within **48 hours** of me becoming aware of such “**Change to Circumstances**” which may arise due to the following:

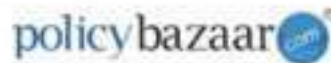
- a) I am found guilty of a criminal offence / is under police caution or investigation;
- b) There is a change in my legal right to work / work status; and
- c) There are any adverse credit judgments against me.
- d) Change in personal status like name change / marital status / permanent or current address change etc.

Executed this _____ day of _____ 20____

Temp Emp Code	1112110092612
Employee Signature	
Employee Name	Ishita Sharma



PW37154.pdf



PRIVATE & STRICTLY CONFIDENTIAL

27-Jun-2022

PW37154

To,

Anubhav Sharma

Ctr No 943 J Block Dtz Area Kili Badi Marg Sec 2 Delhi

APPOINTMENT LETTER

Dear Anubhav,

With reference to your application and subsequent interview with us, we are pleased to appoint you **Associate Sales consultant (Band-H)** in the Company **Policybazaar Insurance Brokers Private Limited**, on the following terms and conditions:

1. **Date of joining:**
Your employment with The Company shall be effective from **27-Jun-2022**. This offer shall automatically stand revoked in the event of your not joining the Company on or before the date mentioned under this letter.
2. **Employment:**
 - 2.1. Your position is a whole-time employment with The Company and you shall devote yourself exclusively to the business and interests of The Company. You will not take up any other work for remuneration (part time or otherwise) or work in an advisory capacity, or be interested directly or indirectly, in any other trade or business during your employment with The Company, without permission in writing of The Company.
 - 2.2. Your employment with The Company is subject to you being medically fit. You may be required to undergo a medical examination certificate, if desired by Our Company.
 - 2.3. You shall be entitled to such Leaves in accordance with the Leave policy of the Company.
 - 2.4. This letter of appointment/employment is based on the information furnished in your application for employment and during the interviews you had with us. If, at any time in future, it comes to light that any of this information is incorrect or any relevant information has been withheld, then your employment is liable to be terminated without notice.
3. **Place of Posting and Transfer:**
Your initial posting will be at "**Gurgaon**". However, your employment may be transferred, at the sole discretion of The Company, in such other capacity as The Company may determine, to any location including working from home, or to any department / section, associate, sister concern or subsidiary, at any place in India or abroad, whether existing today or which may come up in future. Your remuneration will depend on the place of posting and may vary based on decision of the Management.

Confidential

V3.2

Policybazaar Insurance Brokers Private Limited

Registered & Corporate Office Address: Plot No. 116, Sector-44 Gurgaon-122001 (Haryana)
Telephone No. : 0124-4218802, E-mail : enquiry@policybazaar.com, Website : www.policybazaar.com
Regulated No: 742, Registered Code : IFDA/DB 767119 valid from 13/06/2021 to 06/06/2024
CIN: U74899HR2014PTC033454



4. **Probation:**
You will be on probation for period of 180 (One Hundred And Eighty) days from the date of your joining. Subject to your efficiency, punctuality, conduct, maintenance of discipline and in accordance with the "performance criteria" as decided by the management/ The Company, being found satisfactory, your confirmation will be communicated to you in writing or can be extended beyond 180 (One Hundred And Eighty) days on the discretion of the management/The Company.
5. **Compensation:**
 - 5.1. Your annual CTC will be as detailed in Annexure – A as annexed to this letter **2,90,000 (Rupees Two Lakh Ninety Thousand Only)**. The Salary shall be payable on a monthly basis in arrears on or about the last working day of each calendar month, but in no case later than the 7th day of the succeeding month.
 - 5.2. In addition to the Salary, per The Company's discretion and incentive policy announced from time to time, you may also be entitled to a monthly performance based performance incentive. This incentive payout, if payable, shall be based on actual performance over and above the threshold as per The Company's incentive policy announced from time to time.
 - 5.3. All payments as mentioned under this Section 5 shall be made in accordance with the relevant policies of The Company in effect from time to time, including payroll practices, and shall be subject to income tax deductions at source, as applicable. All requirements under Indian tax laws, including tax compliance and filing of tax returns, assessment etc. of your personal income, shall be fulfilled by you.
6. **Performance of duties:**
 - 6.1. You shall be assigned with all the duties and responsibilities by your reporting manager from time to time.
 - 6.2. You shall, at all times, be required to carry out the duties and responsibilities assigned to you by the Company, faithfully and diligently and in compliance with the published policies and procedures, and conforming to the best of your ability to protect and promote the interests of The Company.



Placement Process || TPO Tecnia University || ICICI Prudential Life

Jahnavi Dey /HR NO/ICICIPRU/Chand <jahnavi.dey@iciciprulife.com>

Tue, Nov 1, 2022 at 6:03 PM

To: "placementstias@tecnia.in" <placementstias@tecnia.in>

Cc: Vaibhav Jain /HR NO/ICICIPRU/Delhi <jain.vaibhav@iciciprulife.com>, Sakshi Tiwari /HR NO/ICICIPRU/Delhi <sakshi.tiwari@iciciprulife.com>, "Bhawana . /HR NO/ICICIPRU/Delhi" <bhawana.1@iciciprulife.com>

Dear Team,

Greetings from ICICI Prudential!

We, at ICICI Prudential, are in the midst of expanding our workforce and are hiring candidates to be a part of our sales team.

Request you to confirm the drive date and share the number of interested students with us. Also, please find below the JD for your reference.

About the Organization

ICICI Prudential Life began its operations in fiscal year 2001 and has consistently been the market leader* amongst private players in the Indian life insurance sector. Our Assets Under Management (AUM) as on 31st March 2017 were 1,229.19 billion. At ICICI Prudential Life, we operate on the core philosophy of customer centricity. We offer long term savings and protection products to meet different life stage requirements of our customers. We have developed and implemented various initiatives to provide cost-effective products, superior quality services, consistent fund performance and a hassle-free claim settlement experience to our customers. ICICI Prudential Life is the first private life insurer to attain assets under management of 1 trillion and In-force sum assured of over 3 trillion. ICICI Prudential Life is also the first insurance company in India to be listed on NSE and BSE.

*On a retail weighted received premium basis (RWRP)

The organization offers a promising career with great opportunities to learn, develop one's skills and realize one's potential.

Job Description:

Role - To sell insurance as per given targets through:

- Extensive field work – Local Travel
- Generating leads through partners and own network
- Meeting customers as per their convenience (including weekends/holidays)
- Understanding customer needs and offering suitable products
- Regular customer service
- Maintaining and submitting daily sales report

Salary.

2,70,000 (Fixed) Lakhs per annum + **18,000** (Tentative) p.a. conveyance = **2,88,000** Total Fixed Pay + **Variable/Incentives** (performance based)

Eligibility

Graduate or pursuing Graduation/ Post-graduate final year. Graduation can be in any stream – BA, B.com, BBE, etc. Post-graduation students are also eligible (M.Com and MBA).

Process of Campus:

Would expect a minimum nomination of 25 students for the panel from the organization to conduct the pre placement talk. Post which interested students will face the Personal Interview.

Hoping for your reply at the earliest, so that the recruitment drive can be conducted timely, for your final year students.

Regards,

Jahnavi (7347550048)

Bhawana (9599016306)

Sakshi (8800909891)

Vaibhav (9953906776)

Human Resources

ICICI Prudential Life Insurance Co. Ltd.



"Print this mail only if absolutely necessary. Save Paper. Save Trees."

"The information contained in this e-mail and any attachments to this message are intended for the exclusive use of the intended recipient and may contain proprietary, confidential or legally privileged information. If you are not the intended recipient, please note that you are not authorized to disseminate, distribute or copy this e-mail or any parts of it or act upon/rely on the contents of this e-mail in any manner. Please notify the sender immediately by e-mail and destroy all copies of this e-mail and any attachments. Please also note that ICICI Bank or its subsidiaries and associated companies, (collectively "ICICI Group"), are unable to exercise control or ensure or guarantee the integrity of/over the contents of the information contained in e-mail transmissions and that any views expressed in this e-mail are not endorsed by/binding on the ICICI Group unless the sender does so expressly with due authority of ICICI Group. Before opening any attachments please check them for viruses and defects and please note that ICICI Group accepts no liability or responsibility for any damage caused by any virus that may be transmitted by this email. Thank you for your cooperation."

Request you to please share interested students list.



image001.png
37K



Placements TIAS . <placementstias@tecnia.in>

Placement Process || Tecnia Institute Of Advanced Studies || ICICI Prudential Life

Jahnvi Dey /HR NO/ICICIPRU/Chand <jahnvi.dey@iciciprulife.com>

Wed, Dec 14, 2022 at 11:15 AM

To: "placementstias@tecnia.in" <placementstias@tecnia.in>

Cc: Sakshi Tiwari /HR NO/ICICIPRU/Delhi <sakshi.tiwari@iciciprulife.com>, "Bhawana . /HR NO/ICICIPRU/Delhi" <bhawana.1@iciciprulife.com>

Dear Nivedita,

Greetings of the day!

We are pleased to inform you that below students have been selected from the placement drive:

Tecnia Institute			
S.No	Name	Phone Number	Remarks
1	Ritik Sharma	9582022748	Selected
2	Yash Kapoor	8368199425	Selected

Please find below the link on which the students can apply for documentation and please make a WhatsApp group where all the selected students, placement coordinator and ICICI Pru Life coordinator should be added:

Link: <https://smarthire.iciciprulife.com/Campus/>

Regards

Jahnvi Dey

Human Resources

[Quoted text hidden]

[Quoted text hidden]

Name: Tannu Sharma**Date:** 23-07-2022**Address:** D-51, Jai Vihar, Phase-1,
Dichaon Kalan, South West Delhi,
Delhi, India, 110043
PAN: PSDPS7635MDear **Tannu Sharma:**

It is our pleasure to extend the following offer of employment to you on behalf of
ART – E MEDIATECH PRIVATE LIMITED.

Title: Junior Copywriter**Reporting Relationship:** The position will report to: **Creative Director****Job Description** is as per your skills and requirement of the company.

Base Salary: Will be paid monthly in INR 24000.00 which is equivalent to INR 288000.00 on an annual basis, and subject to deductions for taxes and other withholdings as required by law or the policies of the company. Monthly Salary will be credited to your salary account by maximum 10th of the subsequent month. Also, this being a creative profile and is related to social media, so it will be a six-day week job as per the industry requirement and norms. Salary composition is detailed here under:

Particulars	Monthly	Annual
Basic Pay	20200.00	242400.00
Dearness Allowance	0.00	0.00
House Rent Allowance	0.00	0.00
Employer Contribution towards PF	1800.00	21600.00
Conveyance Allowance	2000.00	24000.00
Gross CTC	24000.00	288000.00
TDS* (Subject to submission of proof of Investments and HRA Claim)	0.00	0.00

***TDS MAY BE CHARGED OR MAY VARY SUBJECT TO CHANGES IN SALARY, INVESTMENTS AND RENT PAID.**

Appointment Terms: Your Appointment will be regular but probationary in nature i.e. will be as Junior Copywriter and will be subject to a probation period of 3 months from the date of joining and under this period you will be given a salary of Rs. 24000/- subject to TDS, PF and after a period of three months, your position will be confirmed by the management as per your performance during the probation period.

Also, the emoluments mentioned here is completely confidential between you and the company and by signing this document, you hereby acknowledge that you would not disclose your salary/emoluments to anyone including the colleagues as well as your immediate seniors. If it is found that such a disclosure is made by you than such an instance may lead to immediate termination of your position from the company.

Bonus (or Commission) Potential: The bonus plan for this year and beyond, should such a plan exist, will be based on the formula determined by the company for that year.

Non-Compete & Non-Disclosure Agreement: Our standard non-compete & non-disclosure agreement must be signed prior to your start date.

Benefits:

HRA, Conveyance and other Allowances form part of the monthly base salary and are not calculated or payable separately. Employee contribution to payment for benefit plans is determined annually. You shall be provided health insurance cover and the premium shall be borne by company and the same will be part of total CTC i.e. premium will be over and above monthly CTC.

Vacation and Personal Emergency Time Off: Vacation is accrued on month to month basis per calendar month, which is equivalent to 27 days on an annual basis i.e. 12 days as Sick Leaves and 15 days as Casual Leaves.

Personal emergency days are generally accrued as per company policy. Intimation is a must for any vacation planned or unplanned.

Joining / Start Date: 25-Jul-2022

Car/Phone/Travel Expenses: Normal and reasonable expenses will be reimbursed on a monthly basis as per company policy as and when incurred towards providing of responsibilities and duties of the company.

Your employment with **ART – E MEDIATECH PRIVATE LIMITED** is at-will and the company can terminate the relationship at any time with or without cause and with a notice of one month. Your resignation will be accepted only with a notice period served for a period of two months from the date of such resignation so submitted.

You acknowledge that this offer letter, represents the entire agreement between you and **ART – E MEDIATECH PRIVATE LIMITED** and that no verbal or written

agreements, promises or representations that are not specifically stated in this offer, are or will be binding upon **ART – E MEDIATECH PRIVATE LIMITED**.

If you are in agreement with the above outline, please sign below. This offer is in effect for two calendar days.

Signatures:



Authorized Signatory

Date_23-07-2022

(Candidate's Name: **Tannu Sharma**)

Date_____



PROVENT ENVISION
CEO

Date : 11/01/2022

Anjali Jha

Presenter

Provent Envision
Mohan Nagar, Sonipat
7015349875
Envisionprovent2@gmail.com

Dear Anjali:

I am pleased to appoint you as Presenter at Provent Envision for working at Deepali Designs and Exhibits Pvt Ltd , Rajouri garden, Delhi for the Project "75th Azadi ka Amrit Mahotsav" beginning 11/01/2022. Timings will be 9 to 7pm. Offered salary will be 24000 per month including Sunday off.

The document attached outlines the company's proposed terms and conditions regarding your appointment. If there is anything listed in this offer that you are not clear about, disagree with, do reach directly via phone or email me at envisionprovent2@gmail.com so that we can discuss the matter properly.

Should the proposed terms and conditions be acceptable to you, and are therefore willing to take this appointment, please sign the copies of this letter, as well as the appointment agreement.

Welcome to the team, the company is looking forward to working with you.

Sincerely

Sahil Goyal

CEO

I, Anjali , have read and reviewed the terms and conditions of my appointment as set forth by my employer through this letter. I have herein attached the signed agreement. By doing so, I agree to accept this offer, and I fully understand the circumstances stated in this agreement as well as the terms and conditions set forth by the employer.

Signed by: (Name and Signature)

Date:

Private & Confidential

Date : 03/08/2022MANSI SINGHA-1/63HIMALAYA APARTMENT, SECTOR-2, ROHINI, DELHI (UT) -110085**APPOINTMENT LETTER**Dear MANSI SINGH,

Subsequent to the meetings between **Convergys India Services Private Limited** (hereinafter, 'Convergys'/'Company') and you, we are pleased to make an offer of employment on the following terms and conditions. Your compensation and benefits are detailed in the attached Annexure.

1. Appointment

1.1 You shall be appointed to the position of **Representative, Operations** in Comp Grade 12. This would be your Social Job Title and your Job profile, would be **Advisor I, Chat Support**. Any change in your Social Job Title / Job profile will be at the discretion of the Company, depending upon the work assigned to you. Job profile must be used for all internal communication and in your e-mail signature. Social job title can be used for business cards and LinkedIn. You may use your Job profile for social purposes as well.

1.2 Your initial place of work shall be Gurgaon.

However, your services are transferable to any other role, competency, place or office of the Company or to any subsidiary or associate company, whether now existing or still to be formed. Such transfer/deputation will be in accordance with the Company's rules being in force at the time. On transfer or assignment, you will be governed by the Rules, Regulations and Conditions of Service applicable to that location or role. Refusal to accept such transfer or assignment may lead to disciplinary action including but not limited to termination of your employment.

1.3 Your appointment will be effective from 08/08/2022 or at an earlier date as mutually agreed, subject to your completing the on boarding formalities. You are required to submit all the documents (as per the Mandatory Document Checklist) on 05/08/2022 failing which the Company reserves the right to withdraw this offer letter and/or cancel your appointment. If this date is not suitable, please contact us immediately at romeesharma@concentrix.com to seek an alternative date on which to submit all required documents.

Please note that the offer will be withdrawn at the Onboarding date if you do not notify us of your acceptance or we are unable to agree to an alternate joining date.

1.4 On on-boarding / joining you shall report to **HR Representative** or any other person nominated by him/her.

Signature of Candidate
NCNX/REC/ART/AGHR/AFTE/1.3

Convergys India Services Private Limited

Registered Address: Hindustan Times House, Level 10, K G Marg, Connaught Place
New Delhi- 110001, India
91 11 68187751

CIN: U74899DL2001PTC109274

info@concentrix.com • www.concentrix.com



December 12, 2022

Mansi Kapri

C-779 Pocket-C DDA LIG Flats East of Loni Road, Shahdara, Mandoli

North East Delhi

DL 110093

Dear Mansi,

Further to our discussions, we have the pleasure to offer you an appointment with Aon Consulting Private Limited ("Company/AON") as per the terms of reference given below.

1. Appointment

1.1 During the course of your employment, you will be governed by the rules, regulations and other company policies (together the "Company Policies") as enforced and as may be amended from time to time and accessible to the employees via the Company's intranet.

1.2 Subject to your accepting this appointment letter and reporting to duty on or before December 19, 2022, your appointment is effective from the date of joining.

1.3 You have been aligned to the Hybrid model of work where in there will be a requirement for you to work from pre-defined office location or virtually; this will usually be less than but not always limited to 50%. Your current alignment for record keeping will remain IN-UP-Noida-Pushkar Powercon. You will be reporting to such person in Company as may be indicated to you from time to time. your services are transferable, and you can be transferred, seconded or deputed by the Company, whether in India or abroad, to any of its associate companies or to any other company or legal entity resulting out of any transfer of undertaking of the Company or as part of any restructuring or amalgamation or other similar scheme on such terms and conditions as applicable thereat.

1.4 As per the aligned work model, you should work with your manager to meet the expectations around virtual and physical presence at work. This is subject to change due to any change in Govt or Company Policies or any other business need that may arise in future. In case of a change in business requirement a due notice for the same shall be given to you to help work through the same. Your manager will notify the same depending upon operational needs, meetings, training or any office or client events.

1.5 Hybrid work modules are designed considering existing Government regulations, Company Policies and job requirement. In case there are changes on any of these, you will need to work from the Office location mentioned in your offer letter.

1.6 At any given point in time, your work location can be limited to the given list of cities in India only; A colleague may not choose to work while travelling outside India, unless the visit itself is for official business reasons.

1.7 All terms & conditions of Data confidentiality, Company IT assets protection and employment applies to this work module. You are solely responsible for any damage to IT assets that is allocated to you as per policy. In the event of any change in Company Policy relating to BYOD, the IT assets brought by you for performing office work will have necessary restrictions in place as per Company's Policy.

1.8 Responsibility of setting up seamless internet connectivity and designated workspace during virtual work period-entirely lies with you . If there are productivity time losses due to connectivity issues, you are expected to cover the losses through additional work contribution -thus avoiding any lapses on client/operational deliverables

1.9 In the event of repeated work disruptions for more than 2 days due to connectivity issues- you will be required to arrange for alternative arrangement that ensure seamless connectivity to Aon network within a week to ensure business continuity. In case you are unable to make a successful alternative arrangement, any non-productive days beyond 2 days will be considered as leave and adjusted against your Earned leaves. Your immediate manager's decision in such cases will be termed as final.

1.10 In case of events, training, team building activities, you may be required to visit a prescribed work location cost of which will be borne by business if it is different from the aligned work location; these will be events that will mandate your attendance and will be informed to you in advance.

2. Probation & Confirmation

2.1 You shall be on a probationary period of 180 days. During this period, your performance will be reviewed and if found satisfactory your employment will be confirmed on completion of this period, unless otherwise communicated by the Company. In the event the Company, at its sole discretion, extends the term of probation for such a period as it may deem fit, any such extension of probation shall be duly communicated to you in writing. Your performance will be continuously evaluated during such extended probationary period and if found satisfactory, your employment will be confirmed in writing on completion of this period.

3. Working Hours

3.1 Your working hours will be as advised to you by your superiors from time to time and you may be expected to work beyond the standard working hours to achieve the results whenever your job so requires. Ordinarily you will be required to work for a minimum of 40 hours each week. You will be advised by your Supervisor or Manager of the working hours, break periods and weekly rest day(s). It is expressly agreed that if you fail to perform the work according to the scheduled working hours or you resort to stoppage of work, whether alone, or with others, you will be entitled to receive salary only in proportion to the working hours during which you actually performed work, apart from the fact that strict disciplinary action may be taken against you.

4. Leaves

4.1 You will be entitled to leaves in accordance to the Company Leave Policy. All colleagues are encouraged to avail their accumulated leave balance, to ensure sufficient rest period away from work place as it is in the best interests of the associate and the firm to take annual leave. However, you must obtain prior approval of the concerned Manager prior to availing leaves.

5. Termination

5.1 Either party may terminate this appointment by giving 60 days notice in writing to the other party without assigning any reasons thereof. Your resignation shall not automatically be assumed to be accepted from the date of its communication to the Company and will be subject to the fulfilment of notice period, proper handover and any other conditions as may be communicated to you in writing by the Company. The Company reserves the right not to accept the payment in lieu of the notice and at its sole discretion may enforce the complete or part of the notice period to effectuate a proper handover of the charge to the sole satisfaction of the Company.

In the event termination is initiated by you, the Company may at its sole discretion, relieve you from such date as it may deem fit, even before the expiration of the notice period. Under these circumstances, the Company will ordinarily pay you compensation for the unexpired period of the notice period. The Company at its discretion reserves the right to withhold compensation, without incurring any liability should there be a material breach of your duties or obligations, or gross indiscipline or misconduct in this period.

5.2 The Company may terminate your services immediately without any compensation or notice thereof, if you are in material breach of your duties or obligations, or commit breach of trust or gross indiscipline or misconduct or commit breach of any applicable law or; of the Company Policies and Code of Business Conduct or any of the terms and conditions set forth herein, which breach either (i) is incapable of remedy; or (ii) if capable of remedy, has not been remedied by you for at least 5 days after receipt of notice from the Company. Such material breach would include your failure to comply with or committing breach of the provisions contained in this appointment letter, gross misconduct, financial irregularities, breach of confidentiality/non-disclosure, breach of any applicable law or regulation, breach of the Company's Code of Business Conduct, refusal to carry out reasonable instructions and the like. The said right of the Company is without prejudice to its rights in law or equity to initiate other legal action as it deems fit to protect its interests.

5.3 In the event of your continuous absence for a period of 10 working days or more, without formal request or permission from the management for the same, you shall be deemed to have left and relinquished your service. Such automatic relinquishment of the contract of employment shall be deemed as repudiation of the contract of employment by you and not as a termination of the service by the Company.

5.4 Subject to earlier termination of this engagement, you shall retire on your 60th birthday or the day immediately preceding such date, if your birthday does not fall on a working day.

5.5 Upon severance of your employment with the Company, it is agreed that any assets and amounts due to the Company by you shall be held in trust by you for and on behalf of the Company and subject to the provisions of this agreement, the Company commits itself to hold all amounts due to you in trust for you and on your behalf. The Company shall have the right to retain any amounts otherwise payable to you to satisfy any of your obligations as a result of any breach of this agreement.

5.6 The Company may proceed against you to seek injunction in an appropriate court of law against your working in any other company/firm/business before you are relieved from the Company. In addition to any other remedies which the Company may have at law or in equity, you agree that the Company shall have the right to have all provisions of this agreement specifically performed including the post employment restrictions stipulated in clauses 7 and 11.

5.7 The terms of this offer are strictly confidential between you and the Company and any breach of this confidence will be viewed with utmost seriousness. Your obligations set forth in paragraphs 6,7,8 and 11 survive expiration or termination of your employment contract with the Company.

6. Confidentiality & Employment Policy

6.1 In the course of your assignment with the Company, and by virtue of the position held by you, you may acquire information, technical or otherwise, including any computer software, trade secrets, design, technology, ideas, know-how, processes, formulas, compositions, data, techniques, improvements, inventions, work of authorship, business and product development plans, and other information concerning the Company's actual or anticipated business, research, and development or that is received by the Company, which is confidential or proprietary to company or it's subsidiaries or affiliates, it's customers, subcontractors or any other person or company having any kind of association or relationship with the Company, and or it's affiliates or subsidiaries (together "Confidential Information"). You shall keep and maintain strict confidentiality of such Confidential Information and data that may come to your possession or knowledge by virtue of this engagement, use such information only as may be required in the normal course of your work and shall not disclose or divulge any such information or data, without prior written consent of an authorized officer of the Company.

6.2 You shall at all times, whether during or after the termination of your employment, act with utmost fidelity and shall not disclose or divulge any such Confidential Information to third parties or make use of such information for your own benefit or otherwise howsoever.

6.3 You will not reproduce, store in a retrieval system or transmit in any form or by any means - electronic, mechanical, photocopying, recording, scanning or otherwise - any copyrighted material or other Confidential Information, for your own benefit or for the benefit of any third party, either during the term of your employment or thereafter.

6.4 Upon expiry or termination of your employment with Company, you will return and surrender to Company, all such Confidential Information including without limitation, data, information, files, books, magazines, reports, documents, manuals, audio and video tapes, floppies and discs and any other knowledge databases that came to you or were entrusted to you in the course of your employment and shall not retain any copy thereof in any form whatsoever.

7. Disclosure of Information

7.1 You shall not, except in the course of your duties or unless ordered to do so by a court of competent jurisdiction, either during or anytime after your employment with us, use or disclose to any person, firm or corporation any information relating to the organization, its business, clients or trade secrets which have come into your possession in the course of your employment with us including public papers, journals, pamphlets or leaflets, or cause to be disclosed at any time, any information or documents, official or otherwise relating to Company or it's subsidiaries or affiliates, customers, sub-contractors or any other person or company having any kind of association or relationship with Company and/or its subsidiaries or affiliates, except with prior written approval of Company.

8. Intellectual Property Rights

8.1 All intellectual property rights in any work or material developed by you during the course of your employment shall belong to and be the property of Company and you confirm that you shall not be entitled to claim any rights over such intellectual property. If required by Company, during or after the term of this engagement, you shall assign and transfer in favor of Company or, at the request of Company, in favor of any of its subsidiary, affiliate, customers or other persons, all intellectual property rights in such works or materials and shall execute such deeds and documents, as Company may require, to effectually vest in Company, any of its subsidiary, affiliate or customers as Company may require, any and all intellectual property rights and benefits in such works or materials. In performance of your duties and responsibilities, you shall not use or infringe any intellectual property properties or rights of any other persons.

9. Compensation

9.1 Your annual gross compensation will be the aggregate of (A) Total Salary & Allowances and (B) Benefits as set forth in the Annexure ("Compensation") and will be subject to deduction of tax at source. Your Compensation will be reviewed periodically as per the Company/Division/Practice compensation review cycle.

The Company assumes no responsibility for your personal tax affairs, and your tax liability in respect of your compensation is entirely your responsibility. Provided however, Company may from time to time, withhold any tax as may be required by applicable law. It is a condition of your employment that you will abide by the Company's Policies of maintaining strict confidentiality of the compensation you receive from the Company.

9.2 It is however clarified that the Benefits as set forth in Part B of the Annexure respectively are provided on a voluntary basis by the Company in accordance with the Company Policy in force at present, and hence are liable to (i) change from time to time; or (ii) be withdrawn any time. During the term of your employment with Company, you will be subject to all such applicable rules and regulations in accordance with the Company Policy as may be in force from time to time.

10. Learning & Development

10.1 During the course of your employment with the Company, you may be required to undergo some training programs or engage in some process implementation or other skill enhancement activities in or abroad. Company will bear the costs and expenses in relation to such programs. However, you will be required to be in the employment of Company for a minimum specified period after such programs, failing which you will be required to reimburse such costs and expenses incurred by the Company in relation to such programs. Regarding the aforesaid, the Company reserves the right to ask you to sign an agreement/bond associated with the training/assignment. In the event of any breach of the conditions associated with the bond the Company will invoke the appropriate penalty clauses and you will be liable to pay the damages as provided in the said agreement/bond. Your refusal to undergo such programs on such terms would be considered as a material breach of the terms of employment and in such case, Company shall have the right to terminate this engagement, by giving you 5 days notice as referred to in clause 5 above, without being under obligation to make any payments to you.

11. Non Competition Agreement

In addition to the aforesaid, in the event of your separation from the Company for whatever reason:

11.1 You agree that you shall perform your duties, as may be assigned to you from time to time, with diligence, devotion and discretion. While in the employment of Company, you shall (a) use your best endeavor to defend and promote the business interests of Company; (b) devote your full time, attention and efforts to serve Company; and (c) whether by yourself, your employees, agents, or otherwise, and whether on your own behalf or for any other person, or entity in India or elsewhere, not directly or indirectly engage or be interested in engagement, practice of any business, profession or vocation, including any activity, which competes with activities of the Company or conflicts with your position in the Company (including without limitation, accepting employment with, be employed or engaged or joining services or otherwise interested in any business of any competitor and/or, client of the Company, or any other third party). You confirm that as on the effective date of your appointment, you do not have any business, professional or other interests that may be conflicting with any of the foregoing statements. Since your appointment with the Company is on a full time basis, you shall not take up any assignment, including those in the nature of any business, profession or vocation, without prior written consent of the Company, which consent may be granted at Company's sole discretion.

12. Should any provision of this Letter be held invalid or unenforceable, such invalidity will not invalidate the whole of this Letter and the remainder of this Agreement will remain in full force.

13. In the event of any dispute or claim arising under this Agreement or in connection with the conditions of employment under this Agreement, such dispute or claim shall be referred to the arbitration in pursuance of the Arbitration and Conciliation Act, 1996. The Company shall in the event of any such dispute or difference, have the right to nominate an Arbitrator as the Sole Arbitrator to adjudicate upon the dispute/difference. The seat of the Arbitration shall be Delhi. Parties also agree to submit themselves to the exclusive territorial jurisdiction of the Courts at Delhi. Parties also agree to submit themselves to the exclusive territorial jurisdiction of the courts at Delhi. The arbitration proceedings shall be conducted in the English Language. The fees of the Arbitrator shall be paid equally, in the first instance, by both parties, subject to the final adjudication of costs by the Arbitrator at the time of passing the award.

14. Service Agreement

14.1 During the course of your employment with the Company, you may require to undergo some training programs or engage in some process implementation or other skill enhancement activities in India or abroad and you shall be intimated of the same and the estimated amount involved during your offer process.

14.2 Regarding clause number 14.1, the Company reserves the right to ask you to sign a Service Agreement associated with such skill enhancement activities.

14.3 As and when you are in receipt of a copy of the Service Agreement you are required to read it in full and fill and submit to the Company.

14.4 You understand that the Service Agreement has to be duly filled and signed by you and by your surety. You also understand that a copy of the surety's ID Proof has to be submitted with the Service Agreement to the Company before date of joining. Failing to do so, may lead to the extending of date of joining the

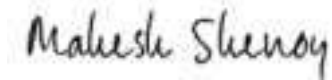
Company. Failure to sign the Service Agreement within 3 days of joining may lead to legal action/termination of employment against you.

14.5 You understand the Company has the right to pursue legal action if there is a breach of Service Agreement signed by you during the course of your employment.

We take this opportunity to congratulate you on your selection and look forward to a long and mutually beneficial association with you. We trust our relationship will be guided by a quest for excellence in all facets of our interactions as well as based on a foundation of mutual respect and sincerity in all dealings. Welcome aboard!

Sincere regards,

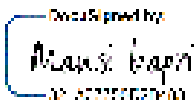
For Aon Consulting Private Limited



Authorized Signatory

I hereby agree and accept to the terms of this employment contract in its entirety and any amendments, additions hereto. I also promise to adhere to and abide by the Company Policy as enforced and amended from time to time.

Name: Mansi Kapri



12/12/2022



Compensation and Benefits Worksheet

Candidate Name: Mansi Kapri

Location: IN-UP-Noida-Pushkar Powercon

Role: IND Benefits Processor I

Aon Level: 8 Role Level

Fixed Compensation	Per Annum	Per Month
Basic Salary	₹ 142,450.00	₹ 11,871.00
Company's contribution to PF*	₹ 21,600.00	₹ 1,800.00
Flexible Salary	₹ 104,050.00	₹ 8,671.00
Fixed Compensation	₹ 268,100.00	₹ 22,342.00

	Per Annum	Per Month
Statutory Bonus#	₹ 16,800.00	₹ 1,400.00
A. Total Salary & Allowances	₹ 284,900.00	₹ 23,742.00
B. Other Benefits		

Current benefits available to you are as follows. Please refer to the latest company policies** (will be made available at the time of joining)

	Benefit Value***	Eligibility
Medical Hospitalization Insurance as per Company policy	₹ 500,000.00	Yes
Medical Benefit under the ESI Act (Applicable to employees with monthly gross compensation less Employer's Contribution to Provident Fund)	As per the Act	No
Life Insurance (3 times of Total Salary & Allowances)	₹ 854,700.00	
Personal Accident insurance (3 times of Total Salary & Allowances)	₹ 854,700.00	
Gratuity	As per the Act	
Annual Earned leaves Entitlement	21 days	
Annual Sick leaves Entitlement	12 days	
Annual Casual leaves Entitlement	Applicable to Noida	
Aon Holidays	Only	
	10 Days	
Transportation	As per the	
	Company Policy	

PF Clause - Two PF Options shall be offered to employee at the time of joining, and employee may choose any one option before their first payroll.

Option 1 - *The Company's & employee's contribution to Provident Fund is @ 12% of Basic salary each. (In case PF Contribution while choosing Option 1 is less than Rs.1800 per month then PF will be deducted at Rs.1800 per month.

Option 2 - Standard deduction of 1800 per month towards PF contribution each from company & employee's side calculated @ 12% of Rs.15,000.

If Option 2 of PF is chosen, remaining amount of Company's contribution is added to Flexible Salary.

Further, the amount of 1800 per month will increase in case of change in law of land relating to PF.

In case no option is chosen, the PF deduction shall be considered as 12% of Basic Salary plan or minimum Rs.1800 per month whichever is higher for the ongoing financial year.

Please note that employee will be able to change option only once during the financial year.

Flexible Salary - Flexible Benefit Policy enables Aon colleagues to understand and manage the flexible pay component of their salary by determining which components may be availed to what extent and their related requirements, as per taxation rules.

The flexible benefit components include:

- Meal card Tax-free Component
- Telephone Reimbursement Tax-free Component
- Professional Development Allowance Tax-free Component
- Leave Travel Allowance • National Pension Scheme Tax-free Component
- Fuel Reimbursement
- House Rent Allowance (HRA)

The scope and eligibility of each tax-free component within the flexible allowance will vary per Aon Role Levels. Please refer to policy details when you join Aon

**Subject to change. Please refer to the latest company policies (will be made available at the time of joining)

***Cash in lieu (in case the benefit is not availed) is not payable

Statutory bonus though due within 8 months after the closure of financial books (on 31 March every year), shall be paid in advance every month on the maximum slab applicable (i.e. 20% of Rs.7,000/-) under the Payment of Bonus Act, 1965.

In case of ESI Eligibility as per ESI Act - Employee's contribution @ 0.75% on gross salary less Employer's contribution to PF and Employer's contribution @ 3.25% will be made by the Company directly to the Authorities for eligible employees.

Colleagues with Noida as base locations will be entitled for 7 casual leaves.

Read and Accepted

Name: Mansi Kapri

DocuSigned by
Mansi Kapri
12/12/2022

12/12/2022

Feb 03, 2022

REF/GO-/03022022!0

Kajal Sharma
Plot No-9, Khasra No-355, Street No-2,
Conductor Colony, Burari,
Delhi-110084-110084

Subject: Letter of Offer/Appointment

Dear Kajal Sharma,

This has reference to your application and subsequent interviews you had with us.

We are pleased to appoint you as **Assistant Executive Customer Service - Operations** w.e.f. **Feb 03, 2022** on the following terms and conditions:

1. You will be based at A-37, Sector-60, Noida, However, the company has absolute right to transfer without any additional benefits, your services to any other place, in India or abroad, where company has its interest. You will be required to work in any slot across 24 hrs. The company would determine these slots from time to time. If any slot is not acceptable to you, this offer/appointment will stand cancelled and withdrawn automatically without any further reference to you.
2. Your employment will be subject to mandatory six-month probation, on completion of which your services shall be deemed confirmed unless otherwise conveyed by the company. No written communication stating confirmation of your services shall be furnished. The notice period will be of one month or salary in lieu thereof, on either side. However, the company reserves the right, not to accept payment in lieu of notice and at its sole discretion enforce the notice period. However, the acceptance of the notice period of less than one month is at the sole discretion of the management.
3. Absence for a continuous period of seven days without prior approval of your supervisor (including overstay of leave / training) would be treated an abandonment of service and can lead to your service being terminated. Resigning from the services with or without notice period; prior to completing eighteen months of tenure/employment with the organization, in such an eventuality the company reserves right to recover from you all the expenses incurred in regard to any training and development, special education, up skilling or the job training provided to you in the course of your employment with the company upto Rs 25000, (Rupees Twenty Five Thousand only) in addition to notice pay.
4. Details of your compensation are enclosed in the Annexure. Please note that the salary structure of the company may be altered/ modified from time to time. Further, salary, allowances and all other payments/ benefits will be governed by the company rules as well as statutory provisions in force from time to time and subject to deductions of appropriate taxes at source. Management has a right to change these rules by putting notice on intranet. Ignorance of such notices will not be considered as an excuse for not following them or their applicability on you.
5. You are hereby appointed under the Skilled category and the remuneration would be in accordance with the specified rules under the minimum wages act 1948.
6. Retirement from the services of the company will be on your attaining the age of 58 years.
7. Your services shall be subject to comply with the policies of the company and rules of employment from time to time as promulgated by the company, and shall comply with the lawful directions of the management from time to time in that regard.
8. You will qualify/ be eligible for appraisal on completion of twelve months from the date of joining. The first appraisal shall fall due in appraisal cycle (April or October), post completion of twelve months from the date of joining and thereafter it will continue every year in the same month.
9. You shall not, either during the continuance of your employment with the company or at any point of time thereafter discuss, divulge or communicate by word of mouth or otherwise to any person or persons, firm or corporation without written authorization of the company management, any confidential information of the company. 'Confidential Information' means proprietary information of the company, including (without limiting the generality of the foregoing), technical data, trade secrets or know-how, including but not limited to, research, product plans, products, services, customer lists and customers (including but not limited to users or potential users of the company's products on whom you may call or with whom you may become acquainted during the terms of your employment), market, software developments, inventions, processes, formulae, technology, designs, drawings, engineering, hardware configuration information, marketing, finance or any other information disclosed to you by the company, either directly or indirectly in writing, orally or by drawings or inspections of parts or equipment. You will also be responsible for the protection and furtherance of the company's best interest at all times, including after you cease to be on the company's role.
10. If the company is not able to open office due to government restrictions or you are not able to come for work due to any such government restrictions in your area, the company will not be liable to pay you salary for that period.
11. You shall not, during the continuance of your employment with us, be engaged, concerned or interested directly or indirectly, in any other occupation, business or employment whatever, whether honorary or with remuneration.

Accepted and Agreed(Signature)

Kajal Sharma
T200784

12. This offer of employment is based on the information furnished in your application for employment. If, at any time in future, it comes to light that any of this information is incorrect or any relevant information has been withheld then your employment is liable to be terminated without any notice.
13. If you shall at any time be guilty of misconduct, commit any breach of this contract of employment or refuse or willfully neglect to perform to the satisfaction of the company, all or any of the duties devolving upon you under this contract of employment, the company may at once, without any previous notice, terminate the contract of your employment. If you are terminated or asked to resign from the services of the company (on grounds of misconduct/non-performance), the company under such circumstances will not be liable to pay any compensation/salary. On the contrary the company reserves the right to initiate recovery proceedings against you for irrespective of the damages caused or the loss occurred to the company.
14. Additionally, you shall be eligible for Medical and Accidental insurance benefit programme along with other employees benefit programme run by the company on time to time basis at the expenses of the Company, which shall be applicable post 30 days of your joining. Any eventuality before the applicability of the insurance benefit programme, the company shall have no responsibility whatsoever.
15. Notice to terminate this agreement shall be accepted by the company only when it is issued in a form wherein your identity is ascertainable (such as hard copy letter with your signatures). Notice of termination in electronic form where such identity cannot be ascertained such as SMS or personal e- mail shall not be accepted as adequate notice of termination for the purpose of this agreement.
16. Matters not covered herein shall be in accordance with the company's rules and regulations and company's decision shall be final and binding.
17. If and when you will be sent abroad for training or other purposes, you will be required to enter into a Service Agreement with the company and the terms and conditions mentioned therein will be binding on you.
18. This appointment letter is binding with subject to subsequent reference check of your credentials mentioned in your bio-data and application form and verification of various medical tests.
 Also you are advised to submit following documents:
 - a. Proof of Age & Proof of Address
 - b. Certificates pertaining to your professional/ educational qualifications.
 - c. Copies of previous appointment letters and relieving letters/ experience certificates.
19. You will not during your employment with the company (in terms of this letter except so far as may be proper in the ordinary course of business and for the interest of the company) or at any time thereafter, divulge or make known any information in any way whatsoever relating to the company or its business/or of its customer and/or any other information, secret processes or data and material which may come to your knowledge during the course of your employment. You will always maintain secrecy regarding any technical information / technical data or any other information / data related to sales and marketing gained or acquired or imported to you in the course of your employment through SAP R/3 system, official source of the Company. Company reserves the right to track back activities on IT infra allocated to you, during course of your employment or thereafter and take appropriate legal recourse against you in case of breach of above agreement. Immediately on joining the organization, you will be required to sign "Employee Non-Disclosure Agreement" and would also be bound with the conditions mentioned therein.
20. Notwithstanding anything contained hereinbefore, it is made clear that after the cessation of the present contract, whether by virtue of resignation, termination or otherwise of the employer-employee relationship, you shall not approach, discuss, divulge, contact, contract in any form, whether express or implied, any of the Clients of the Company, their employees, managers, executors, agents, contactors, etc. of the said Client of the Company for any reason whatsoever including any of your grievances. If found otherwise, it shall be treated as not limited to the commission of criminal breach of trust and you shall render yourself liable for civil and/or criminal action and the Company shall be free without further intimation to you, to launch against you, criminal prosecution, as well as claim of damages, as may be deemed fit by the company and the same shall be done at your sole peril.
21. If the terms and conditions offered herein are acceptable to you, please return the acceptance copy duly signed.

We welcome you to iEnergizer.

With regards,

For iEnergizer IT Services Pvt. Limited



Authorized Signatory

I have read, understood & hereby accept the appointment on the terms and conditions of employment set out in this letter and by my signature hereto, I bind myself to abide by them.

Candidate's Name _____

Signature _____

Date: ____/____/____

Compensation Statement

Name : Kajal Sharma

REF/GO-/03022022!0

Designation : Assistant Executive Customer Service - Operations

Department : Operations

Employee ID : T200784

Effective Date : Feb 03, 2022

As iEnergizer employee, you are currently eligible for the following, towards compensation, perquisites and benefits. The summary below helps you to understand the key elements there of :

Monthly Salary Breakup (CTC):		Monthly Contribution / Deductions:	
(A) Fixed Components	Amount	(D) Employee's Deduction towards :	Amount
Basic	21200	PF Contribution 12% (if applicable)	0
HRA	0	ESI Contribution 0.75% (if applicable)	0
Special Allowance	0	Labour Welfare Fund Employee Share	0
Interim Allowance	0	Professional Tax (PT)	0
Total (A)	21200	Total (D)	0
(B) Opportunity to Earn Components*			
Performance Linked Incentive (PLI)*	0	(E) Employer's Contribution towards	Amount
Attendance Incentive**	2000	PF Contribution 12% (if applicable)	0
Retention Bonus#	0	ESI Contribution 3.25% (if applicable)	0
Total (B)	2000	Labour Welfare Fund Employer Share	0
(C) Others Benefits		Total (E)	0
PF 12% (Employer's Contribution), if applicable	0		
ESI 3.25% (Employer's Contribution), if applicable	0		
Labour Welfare Fund Employer Share	0		
Medical Insurance***	250		
Accidental Insurance****	50		
Professional Tax (PT)	0		
Total (C)	300		
(CTC : A+B +C)	23500		

The PLI & Attn. Incentive component are paid separately as per the process guidelines

Note:

- TDS:** The salary will be paid subject to tax, which may be deducted as per the provisions of the Income Tax Act, 1961.
- GST:** The amount of any deduction from the salary other than the statutory deductions will be inclusive of Goods & Service Tax (GST) amount wherever it is applicable as per the prevailing rates.
- Bonus:** The payment is made to cover any payment due under the provisions of Payment of Bonus Act 1965.
- **Attendance Incentive:** Attendance Incentive shall be only payable if there is No LWP / No NCNS in the month. Attendance Incentive will be applicable post certification from the 1st of approaching month.
- *PLI:** PLI is Performance Linked Incentive; this is an average incentive amount payable in process. Incentives are payable only on meeting pre-defined criteria of the process and these are subject to change on monthly basis at the discretion of management, further detailing shall be done in process / operations after joining.
- Headset:** The deduction to be made of Rs.2000/- against head set in two equal installments from first two consecutive month's salary. It shall be refundable at time of leaving.
- ***Medical Insurance:** There shall be Medical Insurance of Rs.250000/- per annum only for self (if applicable).
- ****Accidental Insurance:** There shall be an Accidental Insurance of Rs.1000000/- only for self.
- Term Insurance:** There shall be an Term Insurance of - Rs.1000000/- only for self.
- No salary shall be payable during training period and cannot be claimed at any point of time during or after tenure.
- Salary shall be payable from the day post successful training certification & assessment by client & trainers.
- Salary shall not be paid in case of Non Certification.
- #Retention Bonus:** Retention Bonus shall be payable after completion of one year from the date of joining.
- Gratuity** shall be paid on the exit after rendering continuous service for not less than five years.
- LWF (Labour welfare fund)** LWF deduction will be made as per the state government Act.

For iEnergizer IT Services Pvt. Limited



Authorized Signatory

Candidate's Name _____

Signature _____

Date: ____/____/____



PRIVATE AND CONFIDENTIAL

17/01/2023

Candidate ID: 15326
Mr. Ujval Roy
Ujala house
Court road
Alwar, Rajasthan - 301001

SUBJECT: Offer of Employment and Appointment Letter

Dear Ujval,

With reference to the recent meetings and discussions you have had with us, we are now pleased to make you an Offer of Employment with IGT Solutions Private Limited ("Company").

This Offer is made subject to and is conditional upon you meeting the following criteria:

A pre-employment screening check, including receipt of references to the satisfaction of the Company, as applicable.

Verification to the satisfaction of the Company of the information that has been provided to the Company during the course of your application process.

You are requested, to provide documentary proof to the Company that you are (and continue to be throughout your employment) in possession of the necessary permission to live and work in India. This includes satisfying the requirements of the government medical check, as applicable.

Every effort will be made to complete the Company's recruitment procedures before the date of your joining the Company. The checks/verifications listed above may be repeated at any time during your employment. If the checks listed above are not completed prior to the commencement of your employment and if you fail in any of the checks/verification performed, the Company may withdraw its Offer of Employment and Appointment Letter immediately and you will not be entitled to any pay in lieu of notice or any other compensation or damages.

If the checks are carried out while you are employed but do not return satisfactory results on account of misconduct, the Company may terminate your employment without notice or pay in lieu of notice, if you have been employed for less than one month, and/or by giving one week's notice if you have been employed for one month or more (subject to any greater notice period as may be required by law).

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(Formerly known as InterGlobe Technologies Pvt. Ltd)
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Old Delhi Gurgaon Road, Dhundahera,
Gurugram - 122016, Haryana

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www.igtsolutions.com
mktg@igtsolutions.com

CIN U72300PN1998PTC187929



By accepting this offer, you consent to providing your Aadhar Card for the purposes of a) authentication; b) providing you with statutory dues like provident fund etc; b) proof of address, if applicable and c) background checks through Company personnel or third party vendor. In case you are unable to provide Aadhar card, you will immediately inform us the reason for the same.

Your appointment will be based on the following terms and conditions:

1. Appointment: You will be designated as **Process Associate** with effect from **17/01/2023**. You will report to Practice Head or such other person as may be notified, from time to time, in writing to you by the Company. Your appointment is subject to your being found medically fit and a satisfactory verification of your qualification, references and background checks.

2. Compensation: Your role is currently positioned in Band **1C** and your monthly compensation and other benefits will be as specified in **Annexure 'A'**. You shall adhere to all policies framed by the Company and as amended from time to time. Further, you shall be liable for any income tax and all other applicable taxes arising out of payments received by you by way of remuneration as stated in this clause.

3. Probation and Confirmation: From the date of appointment, you shall undergo 90 days of probation in the Company, which may be extended if so deemed necessary by the Company for such further period as it deems fit. If you successfully complete the probation period, either initial or extended as the case may be, the Company may in its sole discretion confirm your employment. On expiry of the aforesaid probation period, your employment with the Company would be deemed to be confirmed. During the probation period either party can terminate the contract of employment within 10 days' notice prior written notice without assigning any reasons thereof.

4. Notice Period and Termination: Your appointment with the Company will be subject to termination with **30 days** notice or payment in lieu thereof. Should you desire to resign from the Company you shall provide the Company with a prior written notice of similar period of such resignation or payment in lieu thereof at the discretion of the Company. However, in case any disciplinary proceedings are either contemplated or pending against you, the Company shall have the right not to accept your resignation. If you desire to resign from your services hereunder, you shall, notwithstanding the provision with respect to payment in lieu of the notice as provided hereunder, make yourself available during all office hours, for such period from the date of tendering your resignation, as maybe required by the Company at its discretion in order to ensure smooth transition.

5. Retirement: You shall retire upon attaining such retirement age as may be determined by the Company as per its policies from time to time. Upon such retirement, you shall cease to be an employee of the Company. The Company may, however, at its sole discretion, choose to extend the term of your employment for such further period as it may deem fit.

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6. Location/Domicile: You will initially be posted in **2nd Floor, InfoTech Centre, 14/2 Old Delhi Gurgaon Road, Dundahera, Gurugram - 122016, Haryana, India**. However, the Company may, at any time, at its sole discretion, transfer/second and/or depute you from one place to another anywhere in India or abroad and/or from one department to another and/or from one division to another and / or to any of its affiliates, associates, subsidiaries, group companies or customers or other concern in which the Company may be having any interest whether existing or which may be set up in future.

7. Company Policies: During the course of your employment with the Company, you shall be required, to keep yourself informed, updated and comply with, all the policies and procedures of the Company in force and as may be amended from time to time and as applicable to you, which shall be considered to be a part of your Appointment Letter and terms of employment. The company shall not be responsible for any damage/loss of any nature whatsoever accruing to you, owing to you not being aware of and/or updated with any such Company policies and amendments thereto.

8. Role & Responsibility: Your responsibilities and duties will be shared with you on your joining the company and you would be expected to discharge your duties accordingly. However, in addition to our usual duties, you may be required to discharge and perform any responsibility or work that may be entrusted and assigned to you by the Company. During the course of your employment with the Company, the Company shall be entitled to change your designation and / or reporting structure. You will also be responsible for the effective functioning of the staff or employees, if any, under your supervision.

9. Confidentiality: You will maintain strict confidentiality as regards all matters concerning the Company and will not divulge any information regarding the Company to any third party, without the prior written consent of the Company. In addition to the provisions of this clause, your confidentiality obligations towards the Company shall be governed by the terms and conditions of the Confidentiality and No-Disclosure Agreement, attached hereto as **Annexure 'B'**, which shall be considered as an integral part of this Appointment Letter. In the event of any conflict, in respect of any confidentiality related provisions, between the contents of this Appointment Letter and the Confidentiality and Non-Disclosure Agreement, the provisions of the Confidentiality and Non-Disclosure Agreement shall take precedence.

10. Veracity of Particulars Submitted: It is understood that this employment is being offered to you on the basis of the particulars submitted by you in your application for employment under the Company. However, if at any time it should emerge that the particulars furnished by you as part of the joining formalities, are false, incorrect or inaccurate; or if any material or relevant information has been suppressed or concealed; if you are engaged in any fraudulent activity or misconduct; or if your performance is not up to the expected standard; your appointment will be considered ineffective and irregular and would be liable to be terminated by the Company forthwith without notice or salary in lieu thereof. This will be without prejudice to the other rights of the Company including taking disciplinary action against you for the same.

11. Exclusivity: During the period of your employment with the Company, you shall work exclusively for the Company and not secure any other job either for remuneration or on honorary basis, without the prior written consent of the Company.

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12. Non Solicitation: You shall not at any time during the term of your employment with the Company or thereafter, under any circumstances, directly or indirectly entice or solicit the Company's and/ or any of its subsidiaries' and / or affiliates' personnel to leave the employment of the Company and/ or any of its subsidiaries and / or affiliates or apply for employment with any third party or encourage such personnel of the Company to take any action or inaction that may adversely impact the performance by the Company of its obligations under this Letter and / or any other contract or adversely impact the ability of the Company to carry out its normal business activities. You further agree that you shall not engage in soliciting business or allied business that is in any way similar, identical or competitive with the business, activities, services of the Company, or with those customers of the Company with whom you had any contact, during your employment with the Company and for a period of one year after your employment ceases with the Company.

13. Personal Particulars: You shall be obligated to keep the Company informed of your latest postal address and other contact details at all times and you shall notify the Company in writing in case of change of such address or contact details. Any communication sent to you by the Company on your last known address (per the Company's records) shall be deemed to have been duly served notwithstanding the fact that you have changed your address.

14. Training: During the course of your employment with the Company you may be required to undergo specialized training(s) / skill and / or knowledge enhancement / developmental program to enable you to effectively discharge your current or new responsibility assigned to you. In such cases the Company may propose that an agreement, in the form and manner acceptable to the Company be entered into between you and the Company. Such agreement shall primarily intend to offset the expenses incurred by the company towards your specialized training / skill and / or knowledge enhancement subject to the terms and conditions of the aforesaid agreement. In the event that such an agreement is executed between you and the Company.

You shall be governed by the terms and conditions of such agreement as well, which shall be considered as an integral parcel of this Appointment Letter. In the event of any conflict in respect of any provisions between the contents of this Appointment Letter and such agreement, the provisions of such agreement shall take precedence.

15. Jurisdiction: Any dispute of whatsoever nature between you and the Company shall be subject to the exclusive jurisdiction of courts of Gurugram, Haryana only, whether they be civil courts, labour courts, industrial tribunals or any other courts or authority of whatsoever nature.

16. Medical Fitness: Your appointment and its continuation is subject to your being medically fit and the Company reserves its right to ask you to undergo appropriate medical examination, as and when deemed necessary, by a medical professional designated by the Company.

17. Amendment: Any amendment or modification to this Offer of Employment and Appointment Letter shall be made in writing and signed by both parties.

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18. Severability: It may be noted that in the event any one or more provisions of this Appointment Letter shall for any reason be held to be invalid, void or unenforceable by any court or governmental agency, the remaining provisions of this Appointment Letter shall remain in full force and effect and the invalid, unenforceable provision shall survive to the extent not so held.

Kindly sign and return a copy of this Appointment Letter to the under-signed as a token of your acceptance of the above terms

Wishing you every success in this assignment!

Yours Sincerely,

For and behalf of,
IGT Solutions Pvt. Ltd.

Vineet Gupta
Vice President – HR

cc: Personal file

Agreed and Accepted

I have carefully reviewed and considered the aforesaid contents including the terms and conditions contained herein and have fully understood, acknowledge and agree with the same. I hereby accept the terms and conditions stated hereinabove.

Name: Ujval Roy
Dated:

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Annexure 'A'
(Monthly compensation and other benefits)

Your Annual CTC is Rs. 300,000.00 for which the monthly calculation is given below:

COMPONENT	MONTHLY (IN RS.)	ANNUAL (IN RS.)	REMARKS
<i>PAYROLL</i>			
Basic	12,500.00	150,000.00	
HRA	8,750.00	105,000.00	
Special Allowance	760.00	9,120.00	
Ex Gratia (Statutory Bonus)	1,400.00	16,800.00	
<i>TOTAL PAYROLL SALARY (A)</i>	23,410.00	280,920.00	
Employee's Contribution			
Provident Fund	1,591.00	19,092.00	
ESIC	0.00	0.00	
EDF	25.00	300.00	
<i>Total Deduction</i>	1,616.00	19,392.00	
<i>Take Home Salary</i>	21,794.00	261,528.00	
Employer's Contribution			
Provident Fund	550.00	6,600.00	
Pension Fund	1,041.00	12,492.00	
ESIC	0.00	0.00	
Mediclaime	0.00	0.00	Self, Spouse & 2 Children
Total Salary	1,591.00	19,092.00	

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Annexure 'B'
Proprietary Information and Non-Disclosure Agreement

17/01/2023

To

Ujval Roy
Candidate ID: 15326

Ujala house
Court road
Alwar, Rajasthan - 301001

E-mail ID: Ujvaldroy@gmail.com

Dear Ujval,

Subject: Confidentiality and Non-Disclosure Agreement

1. We refer to your offer of employment and appointment letter dated **17/01/2023 ("Appointment Letter")**. Please treat the contents of this Agreement as part and parcel of the said Appointment Letter, whereby the contents of this Agreement are incorporated into the Appointment Letter. In the event of any conflict between the contents and effect of this Agreement and the Appointment Letter, the contents of this Agreement shall take precedence.

2. During your employment and association with **IGT Solutions Private Limited**, you may be provided with or come in contact with or create certain Proprietary, Personal Information, Personal Identifiable Information, Sensitive Personal Data (collectively referred to as "Personal Data") and Confidential Information. As used in this Agreement, the term Confidential Information shall mean written, oral, documentary, visual or other information, including but not limited to drawings, formulas, processes, specifications, photographs, documents, breadboards, samples, models, machines, tools, software/hardware, machine-readable media of any kind and other information submitted hereunder, business information, customer lists and details, customer information, business strategy, know-how, trade secrets, business strategy, personal identifiable information, confidential, or the equivalent etc. of Company and/ or any of its holding company(ies), subsidiaries, affiliates, customers, officers, employees, directors, consultants and / or advisors, or which the Company indicates in writing or verbally at the time of transmittal to, or any information that anyone receiving such information including you, may reasonably consider as proprietary, personal identifiable, confidential or the equivalent. For the purpose of this Agreement, Personal Information, Personal Identifiable Information, Sensitive Personal Data shall have the same meaning as in Regulation (EU) 2016/679 - General Data Protection Regulation ('GDPR') and any other applicable laws.

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3. You shall use the Confidential Information and Personal Data received, at any time, solely in respect of your duties as part of your employment and association with Company and in compliance with all applicable laws, including without limitation the GDPR provisions. You shall comply with the Company policies pertaining to the GDPR provisions including without limitation the Binding Corporate Rules published on the Company's intranet. You shall not make any copies, in whole or in part, machine readable or otherwise, of the Confidential Information and Personal Data except for copies that need to be made strictly in respect of your duties as part of your employment and association with Company. You shall, at the request of Company at any time, promptly return to Company, all tangible forms of Confidential Information and Personal Data including any and all copies and partial copies thereof, whether machine readable or otherwise. You shall process Confidential Information and Personal Data only as instructed by the Company.

4. Except as may be expressly provided herein, you shall, at no time, whether during your employment or association with Company or after its termination or expiry, as the case may be, disclose any Confidential Information and Personal Data in whole or in part to any third party.

5. Any and all Confidential Information and Personal Data shall, at all times, remain the property of the Company. Upon termination or expiry of your employment or association with Company, whichever occurs first, you shall promptly destroy or return to Company, all Confidential Information and Personal Data, including any and all copies and partial copies, whether machine readable or otherwise, or at the option of Company, and provide Company with a written certification as to such destruction, in the form and manner acceptable to Company.

6. Nothing contained in this Agreement or the Appointment Letter shall be construed as: (i) requiring the Company to disclose to you any particular information; (ii) granting to you or to any party a license, either express or implied, under any patent, copyright, trade secret or other intellectual property right or any other Confidential Information and Personal Data, now or hereafter owned, obtained or licensed by the Company; (iii) creating warranties of any kind in connection with any particular information; (iv) constituting or implying any representation or commitment as to the development or availability of commercial products, features or services; or (v) soliciting any business or organization changes or incurring any obligations of any kind not specified herein

7. You will not utilize any such Confidential Information and Personal Data to render services, develop products or produce articles for your own or another's use, or to render services, develop products or Produce articles sold or offered for sale or otherwise transferred or offered for transfer to anyone, without the prior written consent or instruction of the Company.

8. This Agreement shall be interpreted and the rights of both you and Company shall be determined in accordance with the laws of India.

9. You acknowledge and agree that damages suffered by Company or any of its holding company(ies), subsidiaries, affiliates and / or customers, shall be difficult to ascertain and inadequate to completely compensate or remedy the damages suffered, in the event of breach of any of the contents of this Agreement or the Appointment Letter by you,

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and you agree that Company or any of its holding company(ies), subsidiaries, affiliates and / or customers shall be free to seek any remedy under law including without limitation any temporary or permanent injunction and / or specific performance of this Agreement and/or the Appointment Letter in order to protect its rights hereunder, without limiting any other rights and remedies that Company or any of its holding company(ies), subsidiaries, affiliates and / or customers, may have.

10. The contents of this Agreement supersede any prior oral or written understandings with respect to the subject matter hereof between you and Company and constitutes the entire agreement between you and Company with respect to the subject matter hereof and no modification, amendment or waiver thereof shall be effective unless in writing and signed by both Parties.

Yours Sincerely,

For and on behalf of

IGT Solutions Pvt. Ltd.

Vineet Gupta
Vice President – HR

Agreed and Accepted

I have gone through the aforesaid contents including the terms and conditions contained herein and have fully understood, acknowledge and agree with the same. I hereby accept the terms and conditions stated hereinabove and agree to the same being incorporated as a part of my Appointment Letter.

Name: Ujval Roy

Date:

Registered Office
Unit No. 1, Ground Floor, A Wing
Business @ Mantri, Survey No.
197/2+4 to 7B
Lohegaon Nagar Road Pune,
Maharashtra, 411014

IGT Solutions Pvt. Ltd.
(Formerly known as InterGlobe Technologies Pvt. Ltd)
2nd Floor, Infotech Center, Milestone 14/2,
Old Delhi Gurgaon Road, Dhundahera,
Gurugram - 122016, Haryana

T +91 124 458 7000
www.igtslolutions.com
mktg@igtsolutions.com

CIN U72300PN1998PTC187929



EMPLOYMENT LETTER

Dear Ms Vibhu Yadav
D O – Gajraj Singh Yadav
Address: 557, Saraswati Vihar
Pitampura, New Delhi

Dated-28-02-2022

Greetings from Prodigy!

Congratulations!

Upon confirmation and acceptance of the offer letter, We are please to appoint you for the position of **HR Executive (Recruitment)**- with **Prodigy Human Resource Consultant Pvt. Ltd.** You will be joining **Prodigy Human Resource Consultant Pvt. Ltd.** and you will become integral part of a fast-paced and dedicated team that works together to provide our clients with the highest possible level of services.

As a member of team, we would ask for your commitment to deliver outstanding quality and results that exceed client & company expectations. In addition, we expect your personal accountability in all the services, actions, advice and results that you provide as a representative of **Prodigy Human Resource Consultant Pvt. Ltd.** In return, we are committed to provide you with every opportunity to learn, grow and elongate to the highest level of your ability and potential.

We assure you will find this opportunity both challenging and rewarding. The following points outline the terms and conditions we are intended below.

Position Title: **HR Executive (Recruitment)**

Reporting: **Head Recruitment**

Date of Joining: **2nd March, 2022**

Annual Salary :**Rs 2,76,000/-** (Includes Basic + HRA + Other allowances + Tax- if applicable) + Incentive (As per employee & company performance) and company policy.

(Incentives will be reviewed on quarterly basis)

Mobile Allowance 250 Rs / Month

Prodigy Human Resource Consultant Pvt. Ltd.

Authorized Signatory

Vibhu Yadav

Upon Successful completion of your probation you 10 % increment will be given in reference to your performance dedication and discipline.

Probation: 3 months' Probation during that both employer and employee having right to terminate the employment with 15 days written notice. And after successful completion of probation both employee and employer is required to serve the notice of 1 month for termination of employment.

Any deviation on the above will forfeit employee final settlement.

Hours of work: 10:00 a.m. to 6:00 p.m. (Sunday, Second & fourth Saturday off, work hours can be prolonged depending upon business requirements)

Following the initial probationary period, a progression and performance review will be conducted on a quarterly basis to assess performance to-date, and to clarify or modify this arrangement, as the need may arise.

During the probation period the employee will be eligible for 1 day paid casual leave/medical leave, after successful completion of probation employee will be considered as permanent employee and will be eligible for all other benefits of company as per the policy.

Confidentiality: During and after the period of employment with Prodigy Human Resource Consultant Pvt. Ltd. Employee will not reveal or disclose any information with respect to the terms, conditions, confidentiality agreement employee contract, pre contract communication and any such related information between Company, its client and business information to any individual, firm, firm entity, party, organization group or incorporations thereon, outside Prodigy Consulting (except to the Company authorized individuals or firms).

Kindly sign a copy of this letter in acceptance of the above mentioned terms and conditions and records for the same.

Prodigy Human Resource Consultant Pvt. Ltd.

For Authorised Signatory

Prodigy Human Resource Consultant Pvt Ltd

I acknowledge that I have read and do hereby accept the terms and conditions.

Name- Vibhu Yadav
Signature- Vibhu Yadav
Date- 25-03-2022.

Private & Confidential

Date : 21/08/2022

RIA SHARMA

BFH-88 SHALIMAR BAGH

DELHI (UT) -110088

APPOINTMENT LETTER

Dear RIA SHARMA,

Subsequent to the meetings between **Concentrix Daksh Services India Private Limited** (hereinafter, 'Concentrix'/Company') and you, we are pleased to make an offer of employment on the following terms and conditions. Your compensation and benefits are detailed in the attached Annexure.

1. Appointment

1.1 You shall be appointed to the position of Representative, Operations in Comp Grade 12. This would be your Social Job Title and your Job profile, would be Advisor I, Customer Service. Any change in your Social Job Title / Job profile will be at the discretion of the Company, depending upon the work assigned to you. Job profile must be used for all internal communication and in your e-mail signature. Social job title can be used for business cards and LinkedIn. You may use your Job profile for social purposes as well.

1.2 Your initial place of work shall be Gurgaon.

However, your services are transferable to any other role, competency, place or office of the Company or to any subsidiary or associate company, whether now existing or still to be formed. Such transfer/deputation will be in accordance with the Company's rules being in force at the time. On transfer or assignment, you will be governed by the Rules, Regulations and Conditions of Service applicable to that location or role. Refusal to accept such transfer or assignment may lead to disciplinary action including but not limited to termination of your employment.

1.3 Your appointment will be effective from 23/08/2022 or at an earlier date as mutually agreed, subject to your completing the on boarding formalities. You are required to submit all the documents (as per the Mandatory Document Checklist) before 22/08/2022 failing which the Company reserves the right to withdraw this offer letter and/or cancel your appointment. If this date is not suitable, please contact us immediately at Malovika.Majumdar@concentrix.com to seek an alternative date on which to submit all required documents.

Please note that the offer will be withdrawn at the Onboarding date if you do not notify us of your acceptance or we are unable to agree to an alternate joining date.

1.4 On on-boarding / joining you shall report to **HR Representative** or any other person nominated by him/her.

Signature of Candidate

CNX/REC/ART/AGHR/AFTE/6.4

Concentrix Daksh Services India Private Limited

Registered Address: Hindustan Times House, Level 10, K G Marg, Connaught Place

New Delhi- 110001, India

91 11 68157745

CIN: U72900DL1999PTC109972

info@concentrix.com • www.concentrix.com

1.5 As per Company regulations you are required to furnish before joining, documentary proof of your last drawn salary, educational qualifications and work testimonials and also that you are free from any contractual restrictions preventing you from accepting this offer or starting work on the above-mentioned date. (Document Checklist)

2. Terms and Conditions:

2.1 Valid Passport:

(A) Comp Grade 12 & 11: Clause 2.1.1

If you are an Indian citizen, it is a condition of your employment that you hold a valid passport on the day of joining. If you do not hold a valid passport on the date of joining, you must apply for a passport and submit copy of your passport within 180 days from your date of joining. Failure to do so may lead to termination of your employment.

(B) Comp Grade 10: Clause 2.1.2

If you are an Indian citizen, it is a condition of your employment that you hold a valid passport on the day of joining. In the absence of a valid passport, proof of having applied for passport should be submitted on the day of joining and a copy of your valid passport should be submitted within 90 days from date of joining. Failure to do so may lead to termination of your employment.

2.1.3 If you are not an Indian citizen, you will be required to submit evidence of your authorization to work in India, along with any other proof of identity that the Company may require. It is a condition of your employment that you maintain such authorization to work in India for the duration of your employment (unless you are permanently transferred to an office outside India).

2.2 While in the employment of the Company, you may be required to undergo mandatory on-the job training/s as per applicable policies and procedures of the Company, at the end of which an assessment may be conducted. If you do not clear the assessment then the Company reserves a right to either:

- a) Require you to undergo another training program; or
- b) Offer you a transfer to an alternate process (which may have a reduced pay structure) if declared "Not Suitable" for the process you were originally hired for. Please note that in the event of you not consenting to the transfer to the alternate process or to the reduced pay structure your services may be terminated; or
- c) Terminate your services.

2.3 The compensation offered to you is based on your employment history credentials including your prior work experience, the type of industry and compensation offered to you by the previous employer. If you are unable to produce documentary evidence (Please see the Document Checklist in the Annexure) to substantiate the same, your compensation shall be modified and the compensation offered in this Appointment letter shall no longer be valid.

2.4 Your employment with the company shall at all times be subject to the receipt of satisfactory reference / verification checks, which may include criminal, financial and any other background checks as required by the Company based on its business requirements. The Company will terminate your employment in the event of an unsatisfactory background check. In the event of negative background verification, the company at its sole option,

Signature of Candidate:

CNX/REC/ART/AGHR/AFTE/6.4

may allow you to provide justification / explanation for re-verification with supporting documents, in response to its show cause notice, so issued. In such event, you will be put on 'Leave without pay' from the date of issue of show cause notice until the revised findings are received for final closure of the case.

2.5 The Company may, at its sole discretion, also require you to undergo a drug test at any time. If such drug test indicates use of an illegal drug or a non-medically prescribed controlled substance and/or alcohol dependence, the Company reserves the right to take suitable action against you, including but not limited to termination of your services.

2.6 The Company may pay you such fixed amount/ stipend as it may so decide, during the period of your undergoing structured process/ product and other essential training sessions. Performance incentive will be applicable to you only after you commence regular working in operations.

2.7 The initial period of probation is 365 days from your date of joining. You will be deemed to be confirmed at the end of the probation period unless communicated otherwise, through normal and accepted modes of employee communication within the company.

2.8 During the period of probation, your services may be terminated by either party giving the other **15 Days** notice or **gross** salary in lieu thereof. The Company reserves the right to waive the notice period. The Company also reserves the right to relieve you immediately and pay you **gross** salary for the notice period. However, no such notice or notice pay shall be payable in case your services are terminated on account of failing the background check, for misconduct or if you are unable to provide sufficient documentary evidence to establish your employment history credentials.

2.9 After confirmation and thereafter, your services may be terminated at any time by either party giving the other a **30 Days** notice or **gross** salary in lieu thereof. The Company reserves the right to waive the notice period. The Company also reserves the right to relieve you immediately and pay you **gross** salary for the notice period. However, due to exigencies of business, the Company at its sole discretion may not agree to take the **gross** salary in lieu of notice and ask you to serve the entire or part of the notice period. No such notice or notice pay shall be payable by the organization in case your services are terminated on account of any misconduct by you.

2.10 In the event that you are transferred by the Company to another position (which may include transfer to a new role, competency, or office) or location of the Company, the terms and conditions applicable to the new position or location (including, but not limited to the compensation and benefits, allowances, entitlements, rules, regulations and conditions of service of such new position or location) shall apply to you.

2.11 You will automatically retire on attaining the age of 58 years. The age as declared in your application shall be binding on you. An extension, however, may be given at the discretion of the Company. You may be retired earlier if found medically unfit.

2.12 While in the employment of the Company, you are in no way allowed to be employed by any other Company on a temporary or part-time basis or offer your services with or without pay to any person, legal entity or public authority or to be occupied in your own business without the prior written consent of the Company.

2.13 You confirm that you have disclosed fully to the Company all your business interests whether or not they are similar to or in conflict with the business or activities of the Company. You agree to disclose fully to the Company any such interest or circumstances which may arise during your employment.

2.14 You will be required to effectively carry out all duties and responsibilities assigned to you by your supervisor and authorized by the Company to assign such duties and responsibilities.

2.15 All Company Assets such as including but not limited to Laptop, ID Badge, Corporate Credit Card, Headsets and Adaptor etc. needs to be returned on or before Last Day of Employment (LDE). The employee must return the above mentioned and applicable Company assets upon demand. The employee must abide by the clauses of Undertaking Cum Declaration signed by him at the time of issuance of the Company assets. In case, employee does not return any Company asset before LDE, the Company shall be entitled to injunctive relief and to specific enforcement of the terms and provisions hereof, in addition to any other remedy to which the Company may be entitled at law or in equity.

Signature of Candidate
CNX/REC/ART/AGHR/AFTE/6.4

2.16 You are expected to maintain an acceptable level of performance during your tenure with the organization. Failure to meet expected standards may lead to initiation of Performance Improvement Plan and/ or termination in case of no improvement in performance.

2.17 The company will work 7 days a week, 24 hours a day. You will be required to work up to 48 hours a week and such other hours as may be reasonably required to complete your business duties. Your weekly off may not necessarily be for 2 days and not necessarily be on Sunday.

3. Confidentiality

3.1 The position held by you is of a strictly confidential nature. You shall not disclose to any unauthorized person, either during or after your employment with the Company, any information about the interest or business of the Company or any affiliated Companies or any information pertaining to their clients and/or with the end consumers of our clients – the information you may have acquired while in the employment of the Company.

3.2 You shall not communicate to public papers, journals, pamphlets or leaflets, any information or documents, official or otherwise relating to the Company except with the prior approval of the Company.

3.3 Upon separation from the Company, you shall return to the Company all the assets and property of the Company (including any leased properties), documents, files, books, papers, memos or any other property of the Company in your possession or under your control.

3.4 You will abide by the information security policy of the company and all the rules and regulations contained therein.

3.5 Your individual remuneration is purely a matter between yourself and the company and has been arrived on the basis of your job, skills specific background and professional merit. We expect you to maintain this information and any changes made therein from time to time as personal and confidential.

3.6 Information pertaining to the Company's operations shall remain confidential and safeguarded by you. On joining the Company, a formal agreement to effect non-disclosure of confidential information and intellectual property etc, shall be executed by you.

3.7 During the course of your employment you may come across a lot of information related to the clients that the Company deals with and/or with the end consumers of our clients; any such information is strictly confidential and you shall not disclose it to any unauthorized person.

4. The Company expects you to respect all matters, which are Intellectual Property Rights of your current employer, and strongly discourages you to bring in to the organization, manuals, documents, papers, memos, and files etc., which are classified.

5. All communication between the employee and the Company shall deemed to have been effectively served if delivered to you personally or sent to the current residential address already mentioned here in the letter. You shall inform the Company about any change in the residential address in writing within 3 working days and get the acknowledgement. In the event of failure on the employee's part to discharge this obligation, the service of any communication shall be deemed to be complete and effective on the address mentioned herein.

6. This appointment is based on the information supplied by you in your application for employment and will otherwise be treated as null and void if a material error, in the Company's opinion is discovered and/or due to non-disclosure of relevant information about you to the company.

Signature of Candidate

CNX/REC/ART/AGHR/AFTE/6.4

7. The Benefits provided by the Company as outlined herein and in the Company policies are subject to change at the discretion of the Company.
8. Your continuance in employment is subject to your maintaining clean criminal and financial records.
9. Breach of any of the above terms and conditions will render you liable to termination of your employment without notice or compensation thereof.
10. You may be required to travel on Company work and you will be reimbursed expenses as per Company policy.
11. Female employee will be eligible for all the benefits, as applicable under the provisions of the Maternity Benefit Act, 1961, and the Rules made there-under, as amended from time to time.
12. Any and all of the terms and conditions of service may be modified or changed at the Company's discretion.

It is highly recommended that before you begin your journey with Concentrix, please visit the website www.concentrix.com. The impact of today's technology and pace of change is tremendous. We hope you're as excited as we are to play a part in that revolution. At Concentrix, we're changing the world every day and we will be delighted to have you as part of our team.

Please sign the copy of this offer letter and return it to us as an indication of your interest in joining us on the given date. Please note that your employment stands confirmed only after you complete your joining formalities on the reporting date. This offer is liable to be withdrawn based on business requirements at any time prior thereto.

The terms of this offer are strictly confidential between you and the Company.

Yours sincerely,

Signature Not Verified

Digitally signed by DS CONCENTRIX DAKSH SERVICES INDIA PRIVATE LIMITED
4
Date: 2022.08.21 01:28:26 +05:30
Reason: Concentrix Hiring
Location: Gurgaon



Authorized Signatory (Please Sign above)

I agree to accept employment on the above-mentioned terms and conditions. I will report for duty on 23/08/2022.

Candidate Name : RIA SHARMA _____

Candidate's Signature : _____

Date : _____

Salary illustration sheet of monthwise earnings

Name	RIA SHARMA		Comp Grade	12	
Start Date	23/08/2022		Title	Representative, Operations	
Location	Gurgaon		Monthly Earning Potential	22,917	
Month	Assured Salary	Deductions (PF/ESI)	*Projected Take Home (Pre Tax, Monthly Incentive)	Monthly Incentive at midpoint**	*Take-home opportunity with Incentives (Pre Tax)
1	19,854	3,522	16,332	-	16,332
2	19,854	3,522	16,332	1,250	17,582
3	19,854	3,522	16,332	1,250	17,582
4	19,854	3,522	16,332	1,250	17,582
5	19,854	3,522	16,332	1,250	17,582
6	19,854	3,522	16,332	1,250	17,582
7	19,854	3,522	16,332	1,250	17,582
8	19,854	3,522	16,332	1,250	17,582
9	19,854	3,522	16,332	1,250	17,582
10	19,854	3,522	16,332	1,250	17,582
11	19,854	3,522	16,332	1,250	17,582
12	19,854	3,522	16,332	1,250	17,582

-* Projected take home is pre tax amount. Income Tax deductions would be deducted as per applicable laws.

- ** Monthly Incentive is a variable amount and may vary depending upon the actual monthly performance data.

- Monthly Incentive is payable only after joining production.Training period may vary from process to process.

- *** StepUp increases will be governed by the Upskill policy

Important: The above is just an illustration sheet of the earnings and deductions view of first 12 months of employment and does not entitle an employee to any claims on variable pay from the employer. Management reserves the right to withdraw or amend its policies without any prior notification. Employment terms and conditions as per appointment letter shall be applicable.

I understand the salary /earning illustration and the same has been clearly explained to me.

Candidate Name :	RIA SHARMA
Signature :	
Date(dd/mm/yyyy) :	

To,
Mr. Uddeshya Jain
2181, F/f, Hanuman Prashad Gali,
Masjid Khajoor, Dharamampura,
Chandni Chowk, North Delhi,
Delhi – 110006

Date: 01/02/2022

EMPLOYMENT OFFER LETTER

Dear Uddeshya

Greetings from Aleph INDIA Group...!

After a thorough and comprehensive review of your application and subsequent discussions, we are pleased to announce that our company **M/s Aleph Accreditation & Testing Centre Pvt Ltd [Aleph INDIA]** would like to offer you the position of “**Operation Executive – Trainee**” at **New Delhi** as per details given below.

1. Date of Appointment

Your date of appointment will be effective from the date you join the services of the Company, which shall **24/01/2022** (or such other date as may be communicated to you by the Company), You will report every day to Aleph INDIA, A-166, 1st Floor, KR Bose Marg, Pratap Nagar, Mayur Vihar Phase I, New Delhi-110091 between the hours of 09:30 and 18:30.

2. Period of Probation

The initial three-month period is "probationary period" in the following respects:

- Company shall have an opportunity to assess the performance, attitude, skills and other employment-related attributes and characteristics of the Employee; and you will be expected to provide your output with full dedication to this organization.
- The Employee shall have an opportunity to learn about both the Employer and the position of employment.

3. Compensation

In consideration of the full and faithful performance of assigned duties to you by the Company, all-inclusive annual target compensation (on a cost to company basis) for this position will be **INR 2,70,000 per annum (CTC)** which would comprise your salary, applicable statutory benefits, bonus, if any, and/or any **incentives** as applicable to you. Your compensation shall be paid on a monthly basis, in arrears. Any statutory or regulatory deduction related to government / company policies / applicable taxes, ESIC & PF etc. will be deducted as per the applicable laws. The amount shall be paid by cheque or direct deposit on monthly basis.

The following elements are included in the compensation package stated above:

Provident Fund- You will be covered under the Aleph INDIA Provident Fund (PF) scheme wherein, the Company will contribute towards PF at the statutory rate as may be defined by the government from time to time. Your contribution and the Company's contribution have been included as a part of the above-mentioned compensation.

Gratuity- Upon cessation of employment after completion of continuous service of at least five (5) years with the Company, you will be eligible for gratuity as per the Payment of Gratuity Act. The amount towards gratuity accrual forms a part of the above-mentioned compensation.

ESIC- In the event you are eligible, you will be covered under the Employees' State Insurance Act wherein, the Company will contribute towards ESIC at the statutory rate. Your contribution and the Company's contribution form a part of the above- mentioned compensation.

Performance Bonus (Variable Pay) - You will be eligible to participate in the Company's Performance Bonus as per the Company policy. You will be eligible to participate in the variable compensation scheme subject to your joining the Company or work performance.

NOTE:

a.) All statutory payments are demonstrated based on current applicable practice and law and may be subject to changes based on changes in law from time to time. Further, any changes/modification to statutory payments, due to change and/or amendment in law, shall not be treated as change in service condition(s) and therefore no notice of such change will be provided to you. However, Company shall endeavor to inform you, via separate communication, about any changes/modification to statutory payment by government law.

b.) The Performance Bonus referred above may include any statutory bonus mandated by applicable law.

4. Review of Compensation

The company will review your compensation at periodic intervals as deemed appropriate. Changes to your compensation will be discretionary and will depend on relevant factors including the quality and extent of the services provided by you. Increments will be rewarded as per your actual effort and output for your work.

5. Extent of Service

You are expected to devote your entire working time (full time) and attention exclusively to your duties in connection with Aleph INDIA and shall not take up employment, full time or part time, in any other organization while in employment with Aleph INDIA.

6. Address

The address indicated in your application will be treated as the correct address for sending any communication to you and unless changed by written intimation by you, any communication addressed to you at that address would be deemed to have been correctly served.

7. Documentation

Please carry a complete set of original and photocopied documents (2 sets) as specified below.

1	Hard copy / email copy of Aleph INDIA offer letter shared with you
2	Relieving letter / Resignation Acceptance Letter/ Experience letter from the immediate last employer OR Resignation mail (mentioning of last working day from the HR is mandatory)
3	Immediate last employer Salary details (Appointment letter / Latest Increment Letter)
4	Highest Degree Mark sheet and Convocation Certificate (All semester mark sheet)
5	Passport Copies (First and Last page only)
6	Pan Card Copy- Mandatory
7	Driving License Copy
8	Passport size photographs (4 nos)
9	Aadhaar Card Copy - Mandatory
10	Cancelled Cheque of Saving Bank Account having IFSC Code details - Mandatory
11	Details of your Provident Fund, Employees' Pension Scheme and Universal Account Number, if earlier member PF/EPS scheme Mandatory.

Please note that Aleph INDIA may ask you to submit additional documents as and when required, especially with respect to the Background verification process.

In the absence of the above listed documents your on boarding may be delayed or deferred.

8. Employment Contract/Agreement

You shall be required to execute an employment contract with the company which shall set out the terms and conditions of your employment in detail. The Employment Contract between you and Aleph INDIA will be classified as at-will, should there be any inconsistency between the terms of this letter and employment contract; the terms of the employment contract shall prevail. All employees of Aleph INDIA are expected to abide by the policies outlined in our Employee handbook policies, which covers safety rules, code of conduct, confidentiality and privacy policies, duty and responsibilities, financial aspects, scope of work and our business casuals.

9. Onboarding

To ensure that you experience a smooth **on-boarding**, we would like to help you with a brief agenda for your day one at Aleph INDIA.

1	Welcome Address
2	Verification of master data sheet, which contains your detailed information.
3	Verification of joining documents
4	Receipt of employee handbook
5	Submission of signed documents
6	Receipt of hard copy of offer letter
7	ID cum access card formalities
8	Bank account opening formalities/ verification
9	Meeting the buddy

Please report by 9:30 AM at Delhi, IN office, for joining formalities as per the address mentioned below:

Aleph Accreditation & Testing Centre [P] Ltd
A-166, 1st Floor K R Bose Mark, Pratap Nagar,
MayurVihar Phase 1, New Delhi 110091 (INDIA).
Tel: +91 (11) 41007747,42230047. +91 99901 36656

Again, we are thrilled to have you in our company. A company-wide announcement of your appointment will be made following your formal acceptance of this position in writing by means of duly signed copy of this letter and/or via confirmation email.

Let's conquer the future and welcome you to Aleph INDIA.

**For & On Behalf Of,
M/s Aleph Accreditation & Testing Centre Pvt Ltd**

**Shilpa Jaryal
HR Department.**

ACCEPTANCE

(By Hardcopy or/ Email)

I _____ have read & understood the contents of this Employment Offer Letter and Exhibits hereto (hereinafter 'Letter ') and accept all the terms & conditions of this Letter in its totality. I confirm that there are no other oral/written understandings other than as detailed herein between me and Aleph Accreditation & Testing Centre [P] Ltd.

This Letter supersedes all previous agreements (written or oral) between the parties in relation to the subject-matter. I confirm that I am not breaching any terms or provisions of any prior agreement or arrangement by accepting this offer.

Date:

15-Jun-2022

Dear KANCHAN,

We are pleased to offer you the position of FINANCIAL SERVICES CONSULTANT at **Level - 1** of our Company.

Components	Components Rs. Per annum
Basic	81,000
Supplementary Allowance	99,000
Employer's Contribution to PF	21,600
Statutory Bonus	7,000
Gratuity	3,894
Flexible Compensation Pay	57,506
Total Fixed Pay	270000.00

The Company reserves the right to conduct background checks including your antecedent, Education and employment. Your continuation in employment will be subject to satisfactory reports being received from all the above mentioned sources.

Please note that this offer is made and is valid subject to your acceptance of the term/conditions of employment with us and may be withdrawn/modified if any information or representation furnished by you is found to be incorrect or if any material information is detected by us to have been suppressed/misrepresented by you or any action on your part is found to be in contravention to the terms and conditions of employment or the Company's Code of Conduct or any Applicable Anti-Bribery Law and the Anti-Corruption and Bribery Policy of the Company. This offer letter may be withdrawn by the Company without assigning any reason whatsoever for such withdrawal. This letter is not to be construed as your letter of appointment, which will be issued separately subject to the conditions mentioned above.

The Company shall have the right to transfer you to any of its departments / offices or depute you to group companies, anywhere in India. In case of deputation to a group Company, the terms and conditions of your employment including gross salary and benefits, etc. as stated in this letter will continue to be applicable.



You are required to submit the requisite documents & proofs of successful completion of your graduation course within 6 months of joining the organization.

We look forward to your joining the company and wish you a long and successful career with the organization.

Best Regards,

A handwritten signature in black ink, appearing to read "Subhashish Banerji". The signature is written in a cursive, flowing style.

Subhashish Banerji
Senior Vice President
Human Resources
ICICI Prudential Life Insurance Co. Ltd.



Placements TIAS . <placementstias@tecnia.in>

Fwd: Proposal for Campus Recruitment

Placements Tecnia <placements@tecnia.in>
To: "Placements TIAS ." <placementstias@tecnia.in>

Mon, Mar 21, 2022 at 11:52 AM

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

From: <aditya.chhibber@akalinfosys.com>
Date: Sun, Mar 20, 2022 at 10:47 PM
Subject: RE: Proposal for Campus Recruitment
To: Placements Tecnia <placements@tecnia.in>
Cc: Harleen Kaur <harleen.kaur@akalinfosys.com>

Hello Heena,

Shivangni Saxena has been selected and offer letter has been sent to her. Date of Joining – 28th Mar'22.She has shared her acceptance of the offer letter to us on Saturday i.e. 19th Mar'22.(Email enclosed)

Thanks & Regards,

Aditya Chhibber

Business Manager

AKAL Information Systems Ltd

2nd Floor, 13 Jet Air House,

Community Centre, Yusuf Sarai,

New Delhi -110049

Cell: 9818274909

From: Placements Tecnia <placements@tecnia.in>
Sent: 21 March 2022 23:44
To: Aditya Chhibber <aditya.chhibber@akalinfosys.com>
Cc: Harleen Kaur <harleen.kaur@akalinfosys.com>
Subject: Re: Proposal for Campus Recruitment

Hi Aditya,

Request you to kindly share the confirmation mail regarding Shivangi's selection as discussed with you over the phone.

On Wed, Mar 16, 2022 at 1:40 AM Aditya Chhibber <aditya.chhibber@akalinfosys.com> wrote:

Hello Heena,

Shivangni Saxena has been selected for the final round of interview.

Kindly let me know her availability either for tomorrow 1st half or on Monday i.e. 21st March.

Thanks & Regards,

Aditya Chhibber

Business Manager

AKAL Information Systems Ltd

2nd Floor, 13 Jet Air House,

Community Centre, Yusuf Sarai,

New Delhi -110049

Cell: 9818274909

Direct: +91 11 46503511

Board: +91 11 46503545

On Tue, Mar 8, 2022 at 12:28 PM <aditya.chhibber@akalinfosys.com> wrote:

Hello Heena,

As discussed, I have shared meeting invite to you in a separate email.

Please ask the following students to join the link at below mentioned time.

AKAL_Tecnia_Campus Drive 2022

Wednesday, March 9 · 3:00 – 4:00pm

Google Meet joining info

Video call link: <https://meet.google.com/sbc-vawn-dos>

1. Rishi Patyal: 3.00-3.20 PM

2. Shivangi Saxena: 3.20-3.40 PM

Thanks & Regards,

Aditya Chhibber

Business Manager

AKAL Information Systems Ltd

2nd Floor, 13 Jet Air House,

Community Centre, Yusuf Sarai,

New Delhi -110049

Cell: 9818274909

From: Placements Tecnia <placements@tecnia.in>

Sent: 03 March 2022 01:42

To: Aditya Chhibber <aditya.chhibber@akalinfosys.com>

Subject: Re: Proposal for Campus Recruitment

No Problem sir.

On Tue, Mar 1, 2022 at 10:17 PM <aditya.chhibber@akalinfosys.com> wrote:

Hello Heena,

Apologies for addressing your name wrongly in my previous email.

Thanks & Regards,

Aditya Chhibber

Business Manager

AKAL Information Systems Ltd

2nd Floor, 13 Jet Air House,

Community Centre, Yusuf Sarai,

New Delhi -110049

Cell: 9818274909

From: Placements Tecnia <placements@tecnia.in>
Sent: 03 March 2022 01:11
To: Aditya Chhibber <aditya.chhibber@akalinfosys.com>
Subject: Re: Proposal for Campus Recruitment

Acknowledged.

On Tue, Mar 1, 2022 at 9:56 PM Aditya Chhibber <aditya.chhibber@akalinfosys.com> wrote:

Hello Avleen,

Test link has been shared with all the candidates. It will be live from 1PM today till 1 PM tomorrow.

Kindly ask the candidates to attend the same.

Thanks & Regards,

Aditya Chhibber

Business Manager

AKAL Information Systems Ltd

2nd Floor, 13 Jet Air House,

Community Centre, Yusuf Sarai,

New Delhi -110049

Cell: 9818274909

Board: +91 11 46503545

On Wed, Mar 2, 2022 at 9:43 AM Placements Tecnia <placements@tecnia.in> wrote:

Hi Aditya,

Please find below the link for the list of interested candidates in the required profile and kindly confirm the further process.

https://docs.google.com/spreadsheets/d/100S8e4Z4tMbzsScpNx82pL35ZvL7FaBB8lt-x_CwB5A/edit?usp=sharing

On Fri, Feb 25, 2022 at 1:00 PM Placements Tecnia <placements@tecnia.in> wrote:

Noted.

On Thu, Feb 24, 2022 at 11:25 PM Aditya Chhibber <aditya.chhibber@akalinfosys.com> wrote:

Hello Heena,

CTC might range from 2.50-3.00 LPA depending upon the candidate's performance during screening.

Thanks & Regards,

Aditya Chhibber

Business Manager

AKAL Information Systems Ltd

2nd Floor, 13 Jet Air House,

Community Centre, Yusuf Sarai,

New Delhi -110049

Cell: 9818274909

Direct: +91 11 46503511

Board: +91 11 46503545

On Fri, Feb 25, 2022 at 12:45 PM Placements Tecnia <placements@tecnia.in> wrote:

Hi Aditya,

Thank you for your email. Request you to kindly confirm the CTC.

On Thu, Feb 24, 2022 at 11:11 PM Aditya Chhibber <aditya.chhibber@akalinfosys.com> wrote:

Dear Heena,

Greetings of the Day!!

I would like to introduce myself as a Business Manager with Akal Information Systems Ltd. Akal Information Systems Ltd is one of the leading and fast-growing Global Staffing & IT Services companies in India. You can know more about us at: <https://www.akalinfosys.com>

As a part of our regular recruiting programme, we as an organization are putting up a proposal for campus recruitment to hire graduates from your reputed educational institution. I have enclosed the JD for your kind reference.

Looking forward to hearing from you

Thanks & Regards,
Aditya Chhibber
Business Manager
AKAL Information Systems Ltd
2nd Floor, 13 Jet Air House,
Community Centre, Yusuf Sarai,
New Delhi -110049

Cell: 9818274909
Board: +91 11 46503545

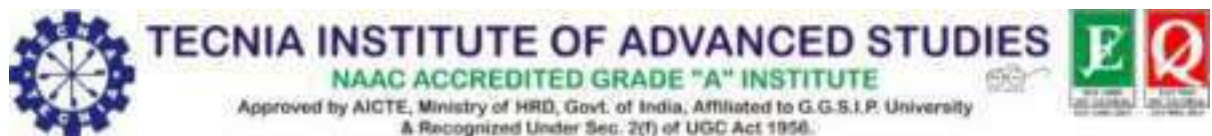
--

Thanks & Regards,

Heena Lal

Training & Placement Officer

9899849019



Institutional Area, Madhuban Chowk, Rohini, Sector - 14, Extn. , New Delhi - 110085

Ph: 27555121-22-23-24 Fax: 27555120; Email: placementstias@tecnia.in

Website: <http://tiaspg.tecnia.in>

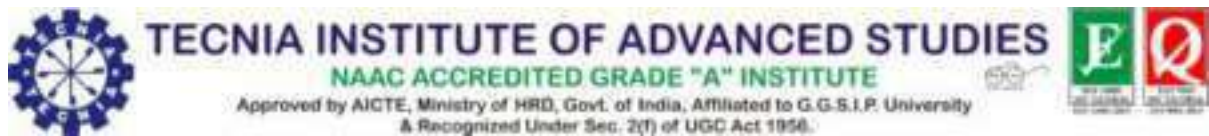


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--

Thanks & Regards,

Heena Lal**Training & Placement Officer****9899849019**

Institutional Area, Madhuban Chowk, Rohini, Sector - 14, Extn. , New Delhi - 110085

Ph: 27555121-22-23-24 Fax: 27555120; Email: placementstias@tecnia.inWebsite: <http://tiaspg.tecnia.in>

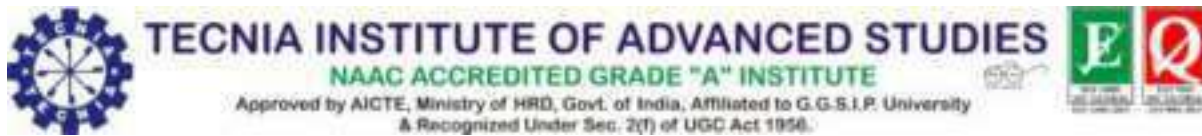
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Thanks & Regards,

Heena Lal

Training & Placement Officer

9899849019



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The authenticity of this message cannot be vouched for. It may be spoofed. Please treat hyperlinks and attachments in this email with caution.

--

Thanks & Regards,

Heena Lal

Training & Placement Officer

9899849019



Institutional Area, Madhuban Chowk, Rohini, Sector - 14, Extn. , New Delhi - 110085

Ph: 27555121-22-23-24 Fax: 27555120; Email: placements@tecnia.in

Website: <http://tiaspg.tecnia.in>



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The authenticity of this message cannot be vouched for. It may be spoofed. Please treat hyperlinks and attachments in this email with caution.

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

From: shivangi saxena <shivangisaxenaa1@gmail.com>

To: Harleen Kaur <harleen.kaur@akalinfosys.com>

Cc: Aditya Chhibber <aditya.chhibber@akalinfosys.com>

Bcc:

Date: Sat, 19 Mar 2022 11:24:32 +0530

Subject: Re: Required Documents to process Offer Letter

I accept the offer.

And will share the documents by Monday (21march 2022) Evening .

Thanks and Regards

Shivangi Saxena

On Fri, Mar 18, 2022, 12:01 PM Harleen Kaur <harleen.kaur@akalinfosys.com> wrote:

Hi Shivangi,

Congratulations!

You have been shortlisted for the position of "HR Recruiter" with AKAL Information Systems Ltd.

Your date of joining will be considered as 28th March 2022.

Please share the below documents to process your Offer Letter

1. Pan Card and Adhar Card
2. Highest Qualification Document

Regards,

[Harleen Kaur](#)

HR Executive

[AKAL Information System Ltd.](#)

Mob: 9310533017

<https://www.akalinfosys.com>



Re: Required Documents to process Offer Letter.eml

6K



Private & Confidential
Date: 04th April, 2022
Emp. Code: 14000152
Mr. Manav gupta
A-181,
Street No-1 Shakarpur,
Delhi-110092

Dear Manav,

Sub: Appointment Letter

We are pleased to offer you an appointment as "Executive Cyber Security" in Department "Operations" in Band 1 w.e.f. "04th April, 2022" with Rapid Staffing and Training Solutions under the following terms and conditions.

Your annual total employment cost to the company would be Rs 2.64 lakh per annum (Two Lakh Sixty-Four Thousand rupees only). Your reporting manager is Ms. Sonal.

1. Your initial place of work will be New Delhi. However, your services are transferable, and you may be assigned, after reasonable notice, to any location in India or abroad, conducts business. While on transfer you will be governed by the rules, regulations and conditions of service of that location.
2. In case you do not abide with the transfer of your services either in terms of a change of roles or in terms of a change of place of work the company reserves the right to terminate your assignment without any further notice.
3. Employee would be on probation period for 6 months. The company reserves the right to extend his/her probation period. On completion of successful probation period, formal employment letter will be issued to you by HR Department. Until the formal letter will be issued you will remain on probation only.

HR DEPARTMENT

EMPLOYEE

Reporting Manager

1 | Page



CANVAS IT SOLUTIONS PVT LTD
Unit 810-811, Tower 1, Assotech Business Cresterra Noida Expressway
Sector 135, Noida, Uttar Pradesh 201305
PH: +91 8588040289

Offer of Appointment

Tuesday, June 28th, 2022

To,
Jayant Goel
BFH-30, Shalimar Bagh, Delhi-110088

With reference to your application and personal interview with the undersigned, we are pleased to offer you the position of Recruiter at our Noida office with effect from Friday, July 1st, 2022, on the following terms and conditions:

1. Compensation –

- a) Your compensation details are on page 7 – “Annexure A”.
- b) Your total annual compensation inclusive of all benefits (statutory or otherwise) will be up to a maximum of INR 2,64,000 per annum which includes:
 1. Monthly salary of INR 22,000 (INR Twenty-Two Thousand only).
- c) Your compensation will be subject to deduction of tax at source (TDS) in accordance with the prevailing laws of India.
- d) Your annual remuneration shall be due for revision as per the company policy.
- e) Your remuneration and benefits may be amended at the sole discretion of the company.
- f) You will also help us in the company - Solutions Sync (SS) and admin related tasks. These two companies (Canvas & SS) are under one umbrella.
- g) Your salary is personal and confidential. You may discuss it only with your reporting manager or with your HR team lead.

2. Working Hours –

- a) Work hours are from **9 PM to 6 AM IST**.
- b) We presently have a five-day work week.

3. Probation period –

- a) You will be on probation for the first three months of your joining and accrue leave for those three months, i.e., one day of leave for each month will be credited to you in the fourth month from your joining.
- b) We can terminate you anytime or you can leave us without serving any notice period during the probation period.

Employee Initial:

c) If you take any leave during the probation period, then that leave will be unpaid.

4. Benefits of the Company: -

- a) The company will provide paid leave of 12 working days per year of service (12 accrued holidays every year).
- b) National Festival holidays every calendar year.
 - 1. New Year Day – 1st of January.
 - 2. Memorial Day – last Monday in the month of May
 - 3. Independence Day – 4th of July.
 - 4. Labor Day – first Monday in the month of September.
 - 5. Thanksgiving Day – fourth Thursday in the month of November.
 - 6. Christmas Day – 25th of December.
 - 7. New Year's Eve – 31st of December.
 - 8. Holi
 - 9. Diwali
 - 10. Eid al-Fitr
 - 11. Eid al-Adha
- c) Meals are provided at no cost to the employee.
- d) Cab facility is provided for the employees according to the geographical area. If you come under the non-cab facility providing zone, the company will reimburse you according to the kilometers slab.

Range/Distance	Amount
0-15 kilometer	₹1500
15.1-30 kilometer	₹2500
30.1-45 kilometer	₹3500
45.1-60 kilometer	₹4500
60.1-75 kilometer	₹5500
75.1-90 kilometer	₹6500
90.1-105 kilometer	₹7500

5. Please note that this Offer of Appointment is subject to fulfillment of the following conditions by you -

- a. You are required to devote your full time and attention to carrying out your work activities honestly, faithfully, and diligently keeping in mind at all times the company's progress. You will not engage in, do any other business, or render any professional service on a full-time or part-time basis.
- b. You shall keep your work strictly confidential and not divulge or disclose to any outsider or ex-employee, either during your employment or after any information or confidential matters related to the company, its employees, or associates, which you became aware of during your employment with us. You must not act in any manner which may be prejudicial or detrimental to the reputation and standing of the company.
- c. As part of your duties, you may be required to travel outside of the company's premises. Pursuant to any business requirement, company may also transfer or depute you to any other office or location of the company or any of its subsidiaries or affiliates or group companies or the worksite or office of the company's customer within or outside of India or as part of a business arrangement or, sale of assets, merger, takeover, acquisition, or hive-off you onto the rolls of another entity and you shall accept such transfer or deputation without demur.

Employee Initial:

- d. Upon joining the services of the company, you are required to sign an Employment Agreement. That, along with this Offer of Appointment will govern the terms of your employment with the company.

6. Background Check –

- a) All the documents submitted by you to the company are subject to verification by the company or an agency appointed by the company at any time during your employment with the company.
- b) You authorize the company, or any external agency appointed by the company to verify your educational and employment antecedents, your conduct, and any other background checks prior to your joining with the company or thereafter.
- c) You are expected to extend your full cooperation during such verification.
- d) This Offer of Appointment is subject to you clearing the background check as conducted by the company or any third-party agency on behalf of the company.
- e) In the event of your failure in cooperation or clearance of the background check, your employment may be terminated by the company forthwith and without any liability to the company.

7. Termination and Quitting –

- a) In case you decide to move on to other opportunities, then you are requested to give the company a one-month notice period in writing.
- b) If you quit before giving the one-month notice, we will withhold the last one month of pay to train the next Recruiter.
- c) Canvas IT Solutions is an at-will employer. This essentially means that the company can terminate the employment without any notice period. **Employee Initial:**
- d) In case any information given by you is found to be false or incorrect at any stage, your appointment will be deemed to be void and you shall be liable for termination.

8. Discharge of Duties and obligation upon Termination/Resignation –

- a) You shall hand over all of the company's assets in good shape and condition to the authorized person and obtain a clearance certificate for the same.
- b) All the company's furniture, fixture, and assets that were provided to you for official use should be returned/handed over within a period of two days of your termination/resignation. Failure to return the company property as per this clause will be considered an attempt to usurp the company property.
- c) You shall not directly or indirectly induce/influence any other employee of the company to indulge in such activities that are prejudicial to the interest of the company or to leave the services of the company.
- d) You will get your full and final payment upon submitting all the company issued assets.

9. Offer Validity –

- a) This offer is valid until **June 30th, 2022**
- b) Kindly confirm the offer acceptance along with the date of joining in writing by the above-mentioned date to Team HR at Indiahrteam@canvasitsolutions.com.
- c) The offer stands automatically withdrawn thereafter unless the offer validity date is extended and communicated to you in writing or via email.

Employee Initial:

- d) In the event you confirm your acceptance as aforementioned, you understand and agree that you have read and understood the terms of this Offer of Appointment and made the confirmation with your full conscience, free will, and consent.
- e) This Offer of Appointment supersedes all prior communications -written and oral with you if any regarding this.
- f) You agree to abide by all the company rules, regulations, instructions, policies, practices, and procedures that the company may amend from time to time and to indemnify the company for any loss suffered as a consequence of a breach by you of the company's rules, regulations, instructions, policies, practices, and procedures.

10. Responsibility –

- a) You will be responsible for the safekeeping of all the properties and equipment of the company, which may be in your use, custody, or charge, in good shape and order at all times when in employment with us.

11. Salary Day –

- a) You will be paid by the 10th of every month for the previous month.

12. Salary deduction for leaves as per working days –

- a) Salary will be calculated according to the working days an employee worked in a month. It means we will not count weekends as a working day.
- b) The below formula and example will make it clear. Total salary includes 'Monthly Phone and Internet Allowance + Monthly Traveling Allowance' only.
- c) **Formula: Net Salary = (Total Salary/Working Days in that month) * Number of working days employee worked**
- d) **For Example:**
 - 1. If a month consists of twenty-two working days and an employee took two days of leave in that respective month with a salary of INR 30,000 per month, then his/her total net salary for that month will be:
 - a) Per day salary = $\text{INR } 30,000 / 22 = \text{INR } 1364$
 - b) Total leave deduction = $\text{INR } 1364 * 2$ (Number of leaves taken by the employee) = $\text{INR } 2728$
 - c) Net salary of that employee: $\text{INR } 30,000 - \text{INR } 2728 = \text{INR } 27,272$.

13. Commission - Below are the terms and conditions for earning commission if you are eligible:

- a) Your commission will be stopped the day you stop working. So, if you leave the company or are let go in the middle of the month then you will not be entitled to the commission for that month.
- b) If your placement meets with any one of the conditions below, then your placement will not count towards your individual or team SLA and you will not be entitled to the commission for that placement.
 - 1. The gross profit margin is zero.
 - 2. If the company didn't get paid by the client.
 - 3. If the candidate left the job and worked less than 168 hours.

- c) The employee will get their commission when the candidate completes their first 168 hours for Corp to Corp, W2, Referral, 1099 and pass through and for full-time placement when the company gets paid.
- d) You should be in our employment when the candidate completes the first 168 hours to get the commission. If you are quitting or are et go from the company and your candidate didn't complete the first 168 hours working at the end client site, you will not get a commission for that candidate.
- e) Similarly, for full-time placement on the day you are leaving, if the company has not been paid fully then you will not get the commission for that placement.

14. Please sign the duplicate copy of this Offer of Appointment letter, in the space indicated therein and return the same to us after confirming in writing that you have accepted the offer and the terms and conditions of your employment.

15. We welcome you as a member of the Canvas IT Solutions family and wish you a successful career and look forward to a long and mutually satisfying association. We hope your association with us will be challenging and rewarding to your career.

Yours truly,

Aditi Purwar
Canvas IT Solutions PVT LTD
HR Manager

IT Placements - Staffing - Solutions - Education

Employee Initial:

ACCEPTANCE

I have read and fully understand the above terms and conditions, the company's rules and regulations and agree to abide by the same including any charges that may be made therein by the management from time to time. If there is any violation on my part of the said rules or the terms & conditions of my appointment letter, then I shall be liable for any disciplinary action as envisaged in the above-said appointment letter.

Name of the Appointee: Jayant Goel

Signature of the Appointee:

Date:

Please Find your Salary Structure on the next page and confirm your acceptance.

SALARY STRUCTURE

Canvas IT Solutions PVT. LTD.		
ANNEXURE - 'A'		
Particulars	Yearly Income	Monthly Income
CTC	₹264,000	₹22,000
Basic	₹105,600	₹8,800
DA	₹15,720	₹1,310
HRA	₹84,480	₹7,040
Conveyance	₹19,200	₹1,600
Medical Allowance	₹15,000	₹1,250
Travel Allowance	₹24,000	₹2,000
Special Allowance	₹0	₹0
Total Fixed Pay (A)	₹264,000	₹22,000
Performance Incentives (B)	₹0	₹0
Gross Salary (A) + (B)	₹264,000	₹22,000
TDS (As per Statutory Requirements)		₹0
Net Salary	₹264,000	₹22,000

Employee Initial:

Name of the Appointee: Jayant Goel

Signature of the Appointee:

Date:





Dear Ms Jahnvi Nayyar,

This is reference to your interview with us, that we are pleased to offer you a full -time position as **Trainee-GTE Compliance** at Rank Global Services Private Limited. We trust that your skills and dedication will be an asset and contribute to our company's growth.

Should you accept this offer, you will be eligible to the following:

- A consolidated annual package of 2,40,000/- Rupees (Two Lakh Forty Thousand), Rs 20,000/- P.M.
- Any additional work- related travel (domestic / international) expenses will be borne by the company at actuals and as per rules of the company in force from time to time.
- Monthly mobile bill (Official calls) will be reimbursed by the company
- You will be provided a laptop from the company for official work.
- Our work timings are 9.30 am to 5.30 pm, Monday to Saturday, however these may vary subject to work commitments (as explained and agreed by you during the interview)
- Your leave entitlement as given below:
 - 4 paid leaves during trainee period (1 year)
 - 12 paid leaves (not more than 1 in a month or forwarded together in the next month), post one year of service.
- An experience letter will be issued only on completion of minimum 1 year (As shared and agreed during the interview)
- Both parties can disengage at either a notice of one (1) month or one month salary
- Company reserves the right to terminate your services with immediate effect in course of indiscipline that includes the below:
 - Absence without applying for leave (The same needs to be duly sanctioned / approved)
 - Grossly inappropriate work performance. This includes inappropriate use of company resources, violating rules regarding email and telephone use and chronic attendance issues.

Your date of joining will be 26th May 2022.

Best Wishes,

Anamika Kalia / Rajiv Mathur

(Directors- Rank Global Services Pvt Ltd)



I, ...hereby accept the above offer

MY DETAILS:

FULL NAME.....

ADDRESS FOR
CORRESPONDENCE.....

.....

CONTACT NO:.....

EMERGENCY CONTACT NO:.....

BLOOD GROUP.....

Email.....

IDENTITY PROOF SUBMITTED- PAN CARD / AADHAR CARD /PASSPORT COPY

Signature

Date

**Provent Envision**

Date : 17/01/2022

Avni

Presenter

Provent Envision

Mohan Nagar, Sonipat

7015349875

Envisionprovent2@gmail.com

Dear Avni:

I am pleased to appoint you as Presenter at Provent Envision for working at Deepali Designs and Exhibits Pvt Ltd , Rajouri garden, Delhi for the Project "75th Azadi ka Amrit Mahotsav" beginning 17/01/2022. Timings will be 9 to 7pm. Offered salary will be 22000 per month including Sunday off till the event ends.

The document attached outlines the company's proposed terms and conditions regarding your appointment. If there is anything listed in this offer that you are not clear about, disagree with, do reach directly via phone or email me at envisionprovent2@gmail.com so that we can discuss the matter properly.

Should the proposed terms and conditions be acceptable to you, and are therefore willing to take this appointment, please sign the copies of this letter, as well as the appointment agreement.

Welcome to the team, the company is looking forward to working with you.

Sincerely

Sahil Goyal

CEO

Provent Envision

Plot no. 24/12, Safabad road, Narela, Delhi-40
7015349875

✉ Envisionprovent2@gmail.com

I, Avni, have read and reviewed the terms and conditions of my appointment as set forth by my employer through this letter. I have herein attached the signed agreement. By doing so, I agree to accept this offer, and I fully understand the circumstances stated in this agreement as well as the terms and conditions set forth by the employer.

Signed by: (Name and Signature)

Date:

Dear Ashima,

Good Evening. We hope this reaches you in good health!

Congratulations!! We are pleased to offer you the position of **"Jr Web Developer"** at Technocratiq Digital. We are excited to work with you!

Please find attached the letter which will give you an overview of your job title, compensation and other company policies.

If you choose to accept this offer, kindly revert back to us with a signed copy or reply to this email with the acceptance.

Meanwhile please feel free to connect in case of any queries or concerns.

We are excited to have you on board and initiate a long lasting professional relationship with you.

Warm Regards,

Amit Sharma
Managing Director
Technocratiq Digital





Provent Envision

Date : 23/01/2022

Arnab banerjee

Presenter

Provent Envision

Mohan Nagar, Sonipat

7015349875

Envisionprovent2@gmail.com

Dear Arnab:

I am pleased to appoint you as Presenter at Provent Envision for working at Deepali Designs and Exhibits Pvt Ltd , Rajouri garden, Delhi for the Project "75th Azadi ka Amrit Mahotsav" beginning 23/01/2022. Timings will be 9 to 7pm. Offered salary will be 22000 per month including Sunday off till the event ends.

The document attached outlines the company's proposed terms and conditions regarding your appointment. If there is anything listed in this offer that you are not clear about, disagree with, do reach directly via phone or email me at envisionprovent2@gmail.com so that we can discuss the matter properly.

Should the proposed terms and conditions be acceptable to you, and are therefore willing to take this appointment, please sign the copies of this letter, as well as the appointment agreement.

Welcome to the team, the company is looking forward to working with you.

Sincerely

Sahil Goyal

CEO

Provent Envision

I, Arnab , have read and reviewed the terms and conditions of my appointment as set forth by my employer through this letter. I have herein attached the signed agreement. By doing so, I agree to accept this offer, and I fully understand the circumstances stated in this agreement as well as the terms and conditions set forth by the employer.

Signed by: (Name and Signature)

Date:

ROSE PETAL DECOR

Ms. Anisha Sigtia,
408/409, B – 5, Sector - 3
New Delhi - 110085

Date:16-01-2023

Letter of Intent

Dear Ms. Anisha,

With reference to your interview and subsequent discussions you had with us, we are hereby -pleased to offer you the position of **Executive in Event Department of Rose Petal Decor.**

The terms & conditions of your appointment will be in line with those discussed and a detailed letter of appointment will be given to you on the day of joining.

We would appreciate if you join us on or before **01/02/2023** at 10:30 Hrs. in formal attire, after which our offer stands withdrawn, unless otherwise extended by the Management.

Appointment Letter shall be issued subject to Reference check, Police Verification, submission and verification of the following certificates or testimonials:

- 1) Passport size Photographs.
- 2) Age Proof & Residence Proof.
- 3) All the educational testimonials.
- 4) Experience / Relieving Letter & Salary details of your last employer.
- 5) Original Copy of PAN Card & Aadhar Card
- 6) Form 16 from the last employer.
- 7) Covid-19 vaccination is compulsory before joining.
- 8) Previous UAN No, PF Account No & ESI No (If Applicable).
- 9) PNB Bank Account Number.

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

All the Documents need to submit on the date of joining else we would forfeit the joining.

We welcome you to the Rose Petal Décor Family.

Yours Truly,
For Rose Petal Décor (P) Ltd.


Authorized Signatory
HR. Department



ADZEALOUS MEDIA

Dear Vanshika,

It gives us immense pleasure to welcome you to the team at Adzealous Media Pvt. Ltd. Pursuant to your application for a position and subsequent interview and discussions we are pleased to offer you the position of **Business Development Associate** with Adzealous media Pvt. Ltd. We feel confident that you will contribute your skills and experience towards the growth of our organization.

Welcome to Adzealous Media Pvt. Ltd!!

Below are the specific terms and conditions of our offer. Please read and understand these important details carefully and submit your acceptance by returning a signed copy of this letter or confirmation over email (please use same email as used while applying for this position) within 3 days of date of release of this offer letter. Failure to do so may result in this offer being automatically withdrawn.

Terms and Conditions of the offer:

1) Communication

All communication related to your offer letter must be directed only to e-mail id of the hiring team/ I A team hr@adzealous.com

2) Joining Date & Reporting

Your joining date at Adzealous Media Pvt. Ltd will be 11-July- 2022.

On your joining date, you will report at the following address by 09:30AM. Please contact the HR representative Ms. Radhika Chawla on your arrival.

Adzealous Media Pvt. Ltd
AWFIS, L 29-34, 1st Floor
Connaught Place, Delhi-110001
Phone No: 999499655/8700406843

Vanshika
11 July 22



ADZEALOUS MEDIA

3) Change in Date of Joining

In case you are willing to join prior to this date, please indicate your preferred joining date along with your confirmation of acceptance. However, any subsequent change in joining date must be communicated in writing to us at least 7 days in advance.

This offer letter is valid provided you are able to join us on or before 11-July-2022. However, in the rare case where you need joining date to be extended beyond 11-July-2022, please provide full details and justification in writing for this extension at least 15 days in advance. The company at its sole discretion may extend or reject this request and convey the decision within 3 working days of receiving such request. The decision of company will be final. In case extension request is not granted, and you fail to join by the above stated date, this offer will be automatically withdrawn, and your candidature status will move to On Hold.

4) Appointment Date and Probation

Your appointment is effective from the date of joining the service at Adzealous Media Pvt.Ltd. You will be on probation for 6 (six) months from the date of appointment. On expiry of the probationary period, it is open for the management either to confirm your services or extend your probationary period. Such an extension can be granted for a maximum of 6 (six) months more, in two consecutive periods of 3 (three) months each. During the probation period Resignation/Termination will be considered on either party by giving 15 days' notice. However, company may immediately terminate your services without any compensation or notice thereof, if you are in moral breach of your responsibilities or commit any breach the terms of your appointment.

5) Notice Period

After confirmation, either party may terminate this appointment by serving 30 days' notice in writing. However, company may immediately terminate your services without any compensation or notice thereof, if you are in moral breach of your responsibilities or commit any breach the terms of your appointment.

Sanika
11 July 22



ADZEALOUS MEDIA

6) **Place of Posting-** Connaught Place, New Delhi

7) **Working Hours & Timing**

The normal hours of work for employees are between 9:30 am - 6:00 pm on Mondays to Fridays inclusive of a lunch break of 30 minutes. Notwithstanding, your duties may require you to engage in travel on behalf of the Company, and to work any additional hours required by the nature of the business of the Company. You expressly agree to accept such reasonable travel and additional hours of work.

You are expected to attend to your duties and responsibilities punctually and regularly, except on weekly offs and holidays as notified from time to time by the Company. You are expected to devote your full time and attention towards attending your duties and are expected not to be engaged directly or indirectly in any other trade, occupation, or business whatsoever, without previous written consent of competent authority of the Company.

8) **Designation**

Your designation may be changed at the discretion of the Company depending on the work assigned to you or change in companies HR policies. This however will not affect your entitlement or compensation in general.

9) **Reference & Background Check**

Your appointment is contingent upon satisfactory reference & background checks including verification of your application materials, education and employment history. Failure to this will lead to termination of employment with immediate effect. Your employment is also contingent upon your ability to work for the Company without restriction (i.e. you do not have any non-compete obligations or other restrictive clauses with any previous employer)

Agasthika
11 July 22



ADZEALOUS MEDIA

10) Conflict of Interest and Association

You confirm that you have disclosed fully to Adzealous Media Pvt.Ltd all your activities or interests whether they are similar to or in conflict with the business (es) or activities of the Company. It is your responsibility to notify the Company of any changes in your personal information within 3 working days when the changes takes place. You are required not to engage yourself in any other employment or business activity, consultancy, or any other gainful commercial activity, part-time or full-time, directly, indirectly, or simultaneously

11) Confidentiality and Non-Disclosure

You are required not to divulge, communicate, or pass on any information in any form related to any aspect of the company to any one not employed by the company. This includes details of your compensation and benefits described elsewhere in this offer letter. Indulgence in such activity shall render you liable for termination with immediate effect not withstanding any other terms mentioned in the offer letter. You are required to deal with the company's money, material and documents with utmost honesty and professional ethics. If you are found guilty, at any point of time of dishonesty or moral turpitude in dealing with company's money or material or documents or of theft or of misappropriation regardless of the value involved, your services would be terminated with immediate effect. You will be required to sign a Non-Disclosure Agreement (NDA) and the obligation of non-disclosure of Company's confidential information may continue even after your employment is ceased at Adzealous Media Pvt. Ltd.

12) Remuneration and Benefits

Annexure A has the details of your remuneration and benefits in the form of Cost of Company (CTC). Your individual remuneration is strictly between yourself and the Company. It has been determined based on numerous factors such as your job, skills-specific background, and professional merit. This information and any changes made therein should be treated as personal and confidential. You are required to keep your compensation details discreet, and it should not be disclosed or shared with anyone in the Company.

13) Return of Proprietary Information

Upon request of the Company, you shall: (i) cease using the Confidential Information; (ii) immediately return to the Company all notes, copies and extracts thereof of the Confidential Information, in any form or media whatsoever without retaining copies thereof; and (iii) certify in writing that you have complied with the obligations set forth in this paragraph.

Parvika
11 July 22



ADZEALOUS MEDIA

We welcome you to our organization and wish you the very best for your assignment with us.
We are confident that you will make a valuable contribution to the Company.

Sincere Regards

Adzealous Media Pvt. Ltd

A handwritten signature in blue ink, appearing to read 'Mayank Gupta'.

Mayank Gupta
(Director)

Sanjiv
11 July 2022



ADZEALOUS MEDIA

SALARY ANNEXURE

S.No	Employee Name	CTC P.A	Fixed P.A	Variable	Basic & DA	HRA	Other Allowance	PF	In Hand (inclusive/exclusive tax)
1)	Vanshika Tandon	3,00,000 (fixed) 40,000 (variable)	2,78,400	40,000	1,67,040	83,520	6,240	21,600	2,56,800

***Keep it confidential and don't share it with anyone. TDS deduction as per government actual, PF deduction and Gratuity Contribution as per government actual and will be part of your salary only.**

**** Variable component - Will be paid on quarterly basis**

Please acknowledge as token of acceptance:

I have read and understood the salary break up component and variable part and I am fully convinced with the same. I also agree to Join Adzealous Media Pvt. Ltd against the offered position. Hence, I confirm the same.

Date: 11 July 2022

Name: VANSHIKA TANDON

Signature: 



ADZEALOUS MEDIA

Acceptance of Offer

I hereby accept my offer and agree to abide by the Service Terms and Conditions and Code of Conduct (Integrity Attitudes), Terms of Non-Disclosure and other rules or policies of the Company that already exist and may be introduced or amended from time to time within the organization framework of the Company.

(Please sign below to confirm that you agree with the terms and conditions stated in this offer.)

Name: 11 July 2022 Vanshika Tandon

Signature: Vanshika

Date: 11 July 22

September 20, 2022

Ms. Vaani Payal

AG-1, 26 D, Viakspuri
New Delhi-110018

Dear Vaani,

Congratulations!

With reference to your continuation of your internship services, we are pleased to offer you the position of **PR Executive in our organization Teamwork Communication Pvt. Ltd.** You will be based at our Delhi office.

We are happy to offer a gross package of Rs. **2,52,000/-** (Rupees Two Lakhs Fifty-Two Thousand only) with effective from **01 October 2022.**

Your appointment letter with a copy of the company policies shall be issued within 7 days of joining.

You are requested to send us an acceptance through email within the next 24 hours to HR department. Once you find the above terms acceptable.

Look forward for successful relationship.

With Best Wishes

Yours Sincerely,

Teamwork Communications Solutions



Mohita Verma
Manager HR

Annexure I

Vaani Payal		
Particulars	P.M.	P.A.
Basic Pay	10,500	1,26,000
House Rent Allowance (HRA)	5,250	63,000
Conveyance	1,600	19,200
City Compensatory Allowance	3,150	37,800
Mobile	500	6,000
Other Allowance	-	-
Gross Salary	21,000	2,52,000
Net Salary	21,000	2,52,000
CTC	21,000	2,52,000

- As a part of the on boarding process, you are required to bring along with you the documents as per the list below-

1	Educational Certificate
2	Permanent Account Number (PAN)
3	Aadhar Card
4	Bank Pass Book /Canceled cheque for your salary purpose.
5	Passport, Driving License, Voter I-Card for residence Proof. (at least one is Mandatory)
6	Unique Account Number (UAN) If Issued by EPF Department.
7	Employee State Insurance Corp (ESIC No.) if Issued by the ESIC Department.
8	Two Passport size latest photographs.
9	Salary Certificate of previous organization
10	Resignation Acceptance Letter from Previous Company

11	Relieving Letter from previous company.
12	Experience Letter from Previous Company.
13	Medical Certificate (which must contain your fitness & Blood Group)
14	Dependents Aadhar Card (If a candidate has to be enrolled in ESI)

You would be required to maintain a high level of professionalism and confidentiality of the company's business- related information and not take-up any other assignment with conflicting interest to our business.



Business Address

OnGrid (Handy Online Solutions Private Limited)
Floor 1, 18B, Sector-32, Gurgaon, 122003, INDIA

Tushar Arora
tusharora2820@gmail.com
7065587227

August 01, 2022

**APPOINTMENT LETTER AND EMPLOYMENT CONTRACT
(PRIVATE AND CONFIDENTIAL)**

Dear Tushar Arora,

With reference to your application for employment and the subsequent interview and discussions, we are pleased to offer you the position of **Executive - Account Management (Band 4)** at **OnGrid** (a brand of Handy Online Solutions Private Limited or the "Company").

Your appointment is subject to the following terms and conditions.

1. Your compensation will be the same as that mentioned in your offer letter (or increment mail) issued to you. The Company will deduct taxes as appropriate and consistent with the Indian Tax Regulations from time to time. You will be responsible for your tax liability under applicable tax laws and regulations. The compensation also includes other deductibles such as PF contribution by employer and employee (if applicable), as well as ESIC contribution by employer and employee (if applicable). The Company shall have the right to vary, amend and modify any item of the salary package without adversely affecting the total compensation package.
2. The employment with Handy Online Solutions Private Limited will commence on August 01, 2022.
3. Your initial place of work will be the **OnGrid** (Handy Online Solutions Private Limited) office located at **First floor, 18B, Sector 32, Gurgaon, Haryana -122003**. However, your services are transferable and you may be assigned to work from any location in India or abroad, where the Company or its affiliates, associates, subsidiaries or customers conducts business. While on transfer, you will be governed by the rules, regulations and the conditions of service of that location.
4. The official working hours at OnGrid are 0900 hours to 1800 hours from Monday to Friday. This policy is subject to change, and any change will be communicated during the term of your employment. On occasions, you may be required to work outside the official working hours and/or on weekends, depending on business needs.
5. You are entitled to leaves on 10 public holidays (including national holidays), as per company's annual calendar. In addition to public holidays, you will be eligible for 20 days of accrued paid leave (sick leaves or casual leaves) in a year, and you may avail them as per company leave policy and guidelines. Employees are also eligible for maternity and paternity leaves, as per company's leave policy and guidelines. Your work schedule will be governed by the appropriate laws of the land and will be discussed with you by your reporting manager upon your joining.
6. You will be on probation for three calendar months, which may be extended by the Company at its discretion. Unless notified otherwise by the company within fifteen days of the expiry of the probation period, your services shall be deemed to have been confirmed at the expiry of the probation period.

Please note, no separate confirmation letter will be issued to you upon the expiry of the probation period. During the probation period, either party may terminate this contract by giving a 7 days' notice in writing or payment of 7 days' salary in lieu thereof.

7. We would be conducting a background / reference check, with your previous employer(s), colleague(s), peer(s) or any other person found suitable by us. This background check may include other checks such as ID, address, criminal record, etc. Failure to clear this check would lead to cancellation of the offer made to you.

8. Post confirmation, your services may be terminated by either party by giving an advance written notice of one calendar month(s). At its sole discretion and without being bound to do so, the company may waive off the notice period or any part thereof on such terms and conditions as it deems fit. These terms and conditions shall be communicated to you in writing by the Company. The aim of this clause is to minimize the unnecessary disruption of business. Notwithstanding the above, the Company reserves the right to terminate your employment forthwith and without notice or compensation, if you are found guilty of dishonesty, disobedience, insubordination, unauthorized absence, a criminal offence under the law or on account of misconduct or unsatisfactory job performance.

9. Absence for a continuous 3 working days without prior approval of your immediate reporting manager (including overstay of leave or training) would be treated as abandonment of service.

10. You will automatically retire upon attaining the age of 58 years. You may also be retired earlier if found medically unfit to carry out the responsibilities allocated to you.

11. While employed by the Company:

A. You will not be permitted to undertake any other employment or engage in any external activities of a commercial nature without prior written approval of your reporting manager.

B. You will be required to effectively carry out all duties and responsibilities assigned to you by your reporting manager and by others authorized by the Company to assign such duties and responsibilities. Your performance will be subject to periodic reviews and appraisal by your reporting manager.

C. During the course of service or thereafter, you shall not divulge to any third party, any information regarding the affairs or business matters of the Company or information regarding its customers without prior written approval from one of the partners of the company. All information that comes to your knowledge by reasons of your service with the Company is deemed to be confidential.

12. You confirm that you have disclosed fully, all of your business interests, whether or not they are similar or in conflict with the business or activities of the company, and all circumstances in respect of which there is, or there might be perceived a conflict of interest between the company and you or any immediate relatives. Also, you agree to disclose fully and immediately to the Company any such interests or circumstances that may arise during the course of your service with the Company.

13. You will be required to apply and maintain the highest standards of personal conduct and integrity and comply with all company policies and procedures. All acts subversive of good conduct and discipline like insubordination, gross negligence, corruption, fraud, forgery, misappropriation etc. would warrant stringent disciplinary action from the Company.

14. Upon separation from the company, you will be required to immediately return to the Company, all assets and property (including leased property) of the Company including ID, computers, laptops, phones, documents, files, books, papers, memos in your possession or custody.

15. Any violation of the above mentioned or any other Company procedures and policies would attract action as per the Company disciplinary policy in force.

16. CONFLICT OF DUTY

A. You shall not, without the written prior consent of the Company during the continuance of your employment be engaged and interested directly or indirectly in any capacity in any trade, business, occupation or activity which in the opinion of the company may hinder or otherwise interfere with the performance of your duties or which may conflict with the interests or business of the Company. Neither shall you hold any Directorship in any other company without the prior written consent of the company.

B. You shall during your service with us, devote your whole time and attention to the Company's business entrusted to you and shall not engage yourself directly or indirectly in any business or service other than the Company's business or service.

17. CONFIDENTIALITY

A. You shall not at any time during or after termination of your employment with the Company, use to the detriment or prejudice of the company, any confidential, proprietary or secret information or data concerning the clients, business or affairs of the Company, its related corporations or any clients of the Company or its related corporations, which you obtained or had access to pursuant to your employment hereunder. You shall observe utmost confidentiality and secrecy of information received by you or entrusted to you in the course of your employment and you shall act with utmost fidelity. Except as authorized or required by your duties, you shall not reveal to any person or company, any confidential information, trade secrets or information concerning the organization business, finances, transactions or operations of the Company, or that of its related corporations. Nor shall you use the same for your own benefit or for the benefit of third parties. The above restrictions shall continue to apply up to 12 months after the termination of your employment. This shall cease to apply to information that has been made public by the Company.

B. Your individual remuneration is purely a matter between yourself and the Company and has been arrived on the basis of your specific background and professional merit. We expect you to maintain this information and any changes made therein from time to time as Personal and Confidential.

18. COMPANY POLICIES

A. You are obliged to observe and comply with the Company's policies and practices, service rules and regulations as applicable. The Company shall have the right to vary or modify any or all the terms and conditions of the service which shall be binding on you.

B. You will abide by the Company's services rules and regulations, leave etc. as applicable from time to time and the Company shall have the right to vary or modify any or all of the above terms and conditions of employment which shall be binding on you.

19. This document constitutes the entire agreement between you and Handy Online Solutions Private Limited and supersedes all previous oral/ written communications, representations, understandings and agreements between the parties if any. The terms contained herein can be amended or modified at any time by the Company and you will be duly informed in writing. At the time of joining the service, you may be required to accept and sign certain documents related to the confidential information and work product ownership. Such documents shall also form a part and parcel of this service agreement.

We look forward to your commencing your employment with the company.

With Warm Regards,

For **Handy Online Solutions Private Limited**



Piyush Peshwani
Director

DECLARATION: I accept the employment on the terms and conditions contained in this letter and other conditions and employment/ service rules as applicable to the employees of the Company from time to time.



Accepted and Signed by

Tushar Arora
Place: **Gurgaon**
Date: August 01, 2022



ManpowerGroup Services India Private Ltd.

Suite No. A,1A, 1st Floor, Gobind Mansion,
H - Block, Connaught Circus,
New Delhi - 110001

T: 1800 - 419 - 4001

www.manpoweronline.in

Date: **01/Jul/2022**

Name: **Rishi Patyal**
Address: **Village- Banker, Post- Office Batran, Tehsil- Nadaun, Batran Khurd
(18/10), Hamirpur, Himachal Pradesh- 177042**
Employee ID: **100573039**

Subject: FIXED TERM CONTRACT

Dear Rishi Patyal,

With reference to your appointment with **ManpowerGroup Services India Pvt. Ltd.**, we have pleasure in offering you the position of **F&A Support** in our organization on a Fixed Term Contract basis. The detail of the offer is as follow:

Start date of Assignment: **01/Jul/2022**

End date of Assignment: **31/May/2023**

Gross Salary per month: **22810**

Any statutory dues like PF, ESI, Bonus etc, if applicable, will be Paid / Deducted as per law.

All taxes will be deducted as applicable by law.

The terms and conditions of the contract and details of your salary break up are specified in Service Contract attached here to.

Kindly send the accepted copy of the same and your PAN number to ManpowerGroup. In case the signed acceptance is not received by ManpowerGroup within 7 days of the offer date, ManpowerGroup reserves the right to withdraw the offer.

For **ManpowerGroup Services India Private Limited**

Dipankar Das
Head Staffing Operations

Signature

Accepted By

Rishi Patyal

FIXED TERM CONTRACT OF SERVICE

Temporary Staff

- 1.** This made between **ManpowerGroup Services India Pvt. Ltd., ("ManpowerGroup")** and **Rishi Patyal** ("Temporary Staff") engagement:
- 2. Engagement**

The Temporary Staff is engaged by ManpowerGroup to perform specific fixed term work assignments ("Assignment") for ManpowerGroup customers ("Customer") under the terms and conditions of this Agreement and the Schedule A attached hereto for each new Assignment.
- 3. The Contract**
 - (a)** This agreement including Schedule A constitutes a fixed term contract of service between ManpowerGroup and the Temporary Staff and they govern each Assignment undertaken by the Temporary Staff. Upon acceptance of each Assignment by the Temporary Staff, ManpowerGroup and the Temporary Staff shall complete and sign Schedule A.
 - (b)** The Temporary Staff is expected to complete the Assignment once accepted.
 - (c)** No variation or alteration of these Terms shall be valid unless approved by ManpowerGroup in writing.
 - (d)** Fixed Term Contract of Service means and includes only Temporary Service.
- 4.** The Temporary Staff acknowledges that it is the nature of contract work that there may be periods when no suitable work is available and agrees that:
 - (a)** Suitability shall be determined solely by ManpowerGroup.
 - (b)** ManpowerGroup shall incur no liability towards the Temporary Staff should it fail to offer any Assignment at any point in time and failure to provide the Assignment will lead to automatic termination of the Temporary Staff.
- 5. (a)** ManpowerGroup shall pay the Temporary Staff remuneration calculated at an agreed rate for each period worked during an Assignment, to be paid or monthly in arrears subject to deductions for the purpose of Provident Fund and any other Statutory deductions which ManpowerGroup may be bound by any laws or regulations to make. In addition, ManpowerGroup shall be entitled at any time to make deductions from the Temporary Staff's remuneration in respect of sums due from the Temporary Staff to ManpowerGroup in relation to any overpayment of any kind or any other debt.
 - (b)** For all allowances paid requiring receipts for evidentiary purposes, the candidate is required to issue true and original documents to this office with the timesheet at the end of each month. Failure to do so will result in adjustments in your tax.
- 6.** It is clarified that the Temporary Employee would not be entitled for any Wages or Leave during the period he/she has not taken any Assignment.
- 7.** The Temporary Staff is not obliged to accept any Assignment offered by ManpowerGroup, but if he does so, during every Assignment and afterwards, as appropriate and as directed , he will:
 - (a)** Co-operate with Customer's staff and accept the direct supervision and instruction of any responsible person in the Customer's organization as to the services to be performed during an Assignment.
 - (b)** Observe any rules and regulations of the Customer's establishment to which attention has been drawn or which the Temporary Staff might reasonably be expected to ascertain.
 - (c)** Unless arrangements are made to the contrary, conform to the normal hours of work currently in force at Customer's establishment or such other hours as the Customer may require.

- (d) Not engage in any conduct detrimental to the interests of Customer or ManpowerGroup. Take all reasonable steps to safeguard his own safety and safety of any other person who may be present or affected by his actions on the Assignment and comply with the health and safety policies of Customer.
 - (e) Not to claim any compensation or to receive any payments of any nature whatsoever from the customer due to the Assignment, unless expressly consented to by ManpowerGroup.
 - (f) In the event of the place of Assignment or the client getting changed, or for any reason whatsoever ManpowerGroup reserves the right to relocate the Temporary Staff at any other suitable location for undertaking the assignment and in such case, no additional remuneration or extra payment other than the remuneration payable as per the Contract of Temporary Service shall become payable subject to the condition that the Temporary Staff joins at the new location / Assignment and completes the assignment.
8. At the end of each work record period, (or at the end of an Assignment where an Assignment is for a period of less than the work record period or is completed before the work record period) the Temporary Staff shall deliver to ManpowerGroup his time sheet, duly completed to indicate the number of hours worked during the preceding period and signed by an authorized representative of Customer. ManpowerGroup shall not be obliged to make any payment to the Temporary Staff unless a properly authenticated time sheet has been submitted.
 9. Due to the nature of the temporary work, ManpowerGroup may without notice and without liability or for any reason whatsoever terminate the assignment/ fixed term contract at any time and Temporary Staff shall have no claims whatsoever against ManpowerGroup or the customer. apart from receiving the remuneration for services rendered till the date of termination either in writing or verbal communication and he/ she shall not be entitled to or make any claim for any other compensation against ManpowerGroup or Customer
 - (a) If for any reason, the client to whom the Temporary Staff is deputed stops paying for any reason irrespective of the period of assignment as a special case the temporary staff will be given one days notice with relevant pay till the date on which Temporary Staff attended duty at Clients place.
 - (b) At any rate the liability of ManpowerGroup in the event of further threat or claim and / or / by Court action by dissatisfied Temporary staff making any claim otherwise shall on no account exceed one months / net remuneration last paid to Temporary Staff which will be solely payable at the discretion of ManpowerGroup.
 10. If the Temporary Staff is unable for any reason to work on an Assignment, he should inform ManpowerGroup as soon as possible, but no later than 9.30am on the first day of absence, to enable alternative arrangements to be made.
 11. The Temporary Staff shall keep confidential and will not at any time divulge to any person, nor use for his own or a third party's benefit, any information of whatever nature including but not limited to employment, business affairs, transactions or finances in relation to ManpowerGroup or the Customer.
 12. **On termination of an Assignment:**
 - (a) The Temporary Staff shall immediately deliver to ManpowerGroup all correspondence, documents, specifications, papers and property belonging to ManpowerGroup or Customer, which may be in his possession or under his control.
 - (b) Temporary Staff agrees to provide ManpowerGroup with notice for termination or pay salary in lieu of notice should the Temporary Staff decide to end an Assignment earlier than the agreed duration.

The notice period for termination shall be in accordance with the following schedule:

Duration of Assignment	Notice Period
2 weeks or less	3 days
> 2 weeks to 1 month	1 week
1 month to 6 months	2 weeks
> 6 months	1 month

- 13.** For any service of notice or communication of whatsoever kind, you will be informed by courier or ordinary post at the address given by you at the time of your employment. In case of any change in your address, surname after marriage in case of female or any other change, you will inform the management in writing to this effect within one week of such change and get new address recorded in your personal record.
- 14.** The offer for Employment by ManpowerGroup is founded on the Declaration provided by Temporary Staff in respect of the following:
 - (a)** Information / detail/s provided by Temporary Staff to ManpowerGroup and in his/her resume which is taken as correct especially the information pertaining to age, educational qualifications, experience marital status and previous employment.
 - (b)** If relieving letter of previous employer is not provided / submitted , the offer and acceptance is subject to production of relieving letter within the time granted by ManpowerGroup.
- 15.** In the event of any discovery / information made known to or available with ManpowerGroup with reference to any fraud , mis-statement ,incorrect particulars or misinformation or suppression of any detail / material fact on any account leading to the mistaken offer of fixed term contract of service having been made / acted upon by ManpowerGroup the Contract of Temporary Service shall stand automatically terminated with / without any reference / notice to Temporary Staff with retrospective effect from the date of offer and making Temporary Staff liable to make good all losses ,expenses, damages caused to ManpowerGroup apart from Temporary compensating the actual loss suffered by them on account of such act/s.
- 16.** In the event of Temporary Staff not producing the relieving letter from his / her previous employer[if applicable] within the stipulated time or due to any indulgence granted by ManpowerGroup the Contract of Temporary Service shall stand automatically terminated with / without any reference / notice to Temporary Staff with retrospective effect from the date of offer and making Temporary Staff liable to make good all losses, expenses, damages caused to ManpowerGroup apart from Temporary Staff compensating the actual loss suffered by them on account of such act/s.
- 17.** This Agreement shall be governed by and construed in accordance with the laws of India and the relevant State Govt and all disputes shall be subject to New Delhi Courts Jurisdiction.

I CONFIRM THAT I HAVE CAREFULLY READ THROUGH AND UNDERSTOOD ALL THE ABOVE TERMS AND CONDITIONS OF ENGAGEMENT HEREIN AND I UNDERTAKE TO ABIDE BY THE SAID TERMS AND CONDITIONS.

For **ManpowerGroup Services India Private Limited**



Dipankar Das
Head Staffing Operations

Signature

Accepted By
Rishi Patyal

**Schedule A****Assignment Details:**

Customer : **IRIS Transportation services Pvt. Ltd.**
Place of Assignment : **Gurgaon**
Start date of Assignment : **01/Jul/2022**
End date of Assignment : **31/May/2023**

Salary Break-up

Salary Header	Amount
Basic	15000
HRA	6787
Bonus Monthly	1023
Insurance Pay	190
PF	1800
PF Admin	75
EDLI Charges CM	75
Total CTC	24950
Gross Salary	22810
ESICEE	0
EPFEE	1800
Net Salary	₹21010

* Labor Welfare Fund (Rs. 25) will be deducted from employee's salary as per state Government norms and applicability period.

* Labor Welfare Fund (Rs. 50) towards employer's contribution as per state Government norms and applicability period.

* Income tax and Professional tax as applicable will be deducted. All taxes will be deducted as applicable by law. Your salary is strictly confidential.

For **ManpowerGroup Services India Private Limited**

Dipankar Das
Head Staffing Operations

Signature

Accepted By
Rishi Patyal



Declaration

- 1.** I declare and clearly understand that the offer for Temporary Employment by ManpowerGroup is founded on the Declaration provided by me in respect of the following :
 - (a).** Information/detail/s provided by me to ManpowerGroup and in my resume which is taken as correct by ManpowerGroup especially the information pertaining to age, educational qualifications, experience marital status and previous employment and my being a Major.
 - (b).** If relieving letter of previous employer is not provided / submitted, the offer and acceptance is subject to production of relieving letter within the time granted by ManpowerGroup.
- 2.** I further declare that in the event of any discovery / information made known to or available with ManpowerGroup with reference to any fraud, mis-statement, incorrect particulars or misinformation or suppression of any detail / material fact on any account leading to the mistaken offer of fixed term contract of service having been made / acted upon by ManpowerGroup the Contract of Temporary Service shall stand automatically terminated with/without any reference/notice to me with retrospective effect from the date of offer and making me liable to make good all losses, expenses, damages caused to ManpowerGroup apart from my compensating the actual loss suffered by them on account of such act/s.
- 3.** I further declare that in the event of my not producing the relieving letter from my previous Employer [if applicable] within the stipulated time or due to any indulgence granted by ManpowerGroup, the Contract of Temporary Service shall stand automatically terminated with/without any reference / notice to me with retrospective effect from the date of offer and making Temporary Staff liable to make good all losses, expenses, damages caused to ManpowerGroup apart from my compensating the actual loss suffered by them on account of such act/s.
- 4.** I have clearly understood that due to the nature of the temporary work, ManpowerGroup may without notice and without liability or for any reason whatsoever terminate the assignment / fixed term contract at any time and I shall have no claim whatsoever against ManpowerGroup or the Customer. Apart from receiving the remuneration for services rendered till the date of termination either in writing or verbal communication and I shall not be entitled to or make any claim for any other compensation against ManpowerGroup or Customer.

Signature

Accepted By
Rishi Patyal



Appointment Letter

Dated: 2022 Sep, 22th

Ms. Akanksha Goyal ,

Delhi -110086

Dear **Akanksha**,

Further to our intent accepted by you we are pleased to inform you that you are hereby appointed as **IT Recruiter** in our Organization Absolute Talent Pvt Ltd to be based as per terms and Conditions discussed and agreed upon as under :-

1. This appointment is effective from **(3rd Oct 2022)** i.e. the date of your joining our organization .
2. Your annual compensation would be Rs **(2.52 Lacs /per annum)**.
3. You will be placed on probation for a period of Three months and the said period can be extended by another three months and on the expiry of the period of probation or extended period of probation if you are not confirmed I writing your services shall be deemed to be permanent.
4. The notice period would be 30 days of written notice or payment of basic salary in lieu thereof from either side during the period of probation and 30days of written notice of basic salary in lieu thereof post confirmation.
5. After successful completion of your probation , you will be Confirmed in writing as a permanent employee of the company .you will be entitled to statutory and service benefits and be governed by discipline and other rules existing existing or may come into existence from time to time as and when applicable as per rules of the company and such other benefits as applicable to employee in force from time to time to the location / place wherever you are working .The company depending upon need shall take suitable cover of GPA to take care of liability under Workmen compensation Act provided you are not covered under ESI scheme .
6. Your future increments or promotions or any other salary increase shall be based on merit considering your periodic and consistent overall performance, business conditions and other parameters fixed from time to time at the discretion of the management and shall not be considered merely as a matter of right.

Address : KHS No . 227 , Village Mamura ,Noida gautam Buddha Nagar 201301

Email : hr@absolutetalent.in

Website : www.absolutetalent.in



-
7. During the period of service with the company, you shall not indulge and/ or association or become a member being part of management staff which are found to be detrimental in the interest of the company in any way. Such an action shall be deemed as infringement to service conditions of the company and amount to causing damage to its interest and shall call for disciplinary action being taken against you, as it may deem fit and appropriate.
 8. During the tenure of your services, you will wholly devote yourself to the work assigned to you and will not undertake any other employment either on full or part time basis without prior permission of the Company in writing. Any contravention of this condition will entail termination of your services from the Company.
 9. (i) Your services are liable to be transferred or loaned or assigned with / without transfer, wholly or partially , from one department to another or to office/branch and vice-versa or office/branch to anywhere office/branch of an associate company, existing or to come into existence in future or any of the Company's branch office or locations anywhere in India or abroad or any other concern where this Company has any interest. In such case, you will be abide by responsibilities expressly vested or implied or communicated and shall follow rules and regulations of the department/ office, establishment, jointly or separately, without any compensation or extra remuneration or provision or accommodation. You thereupon, may be governed by service conditions and other terms of the said concern as may be applicable.

(ii) The aforesaid Clause (i) will not be given you any right to claim employment in any associate or/ sister concern or ask for a common seniority with the employee of sister/associate concern.
 10. In the event you are absent from duty without information or permission of leave or you overstay your sanctioned leave, the Management will treat you as having voluntarily abandoned the services of the Company.
 11. Your services are liable to be terminated at any time:
 - (i) during probation or after confirmation, in case you are found to be medically unfit by the Company's Authorized Medical practitioner, on examination;
 - (ii) as and when the Company comes to know of any conviction by the Court of Law during the tenure of your service with us or conviction and/ or any bad record in the past under the previous employer, or because of your giving false information at the time of your appointment or concealed any material information or given any false details in the application form or otherwise as regard age, education qualification, experience, salary etc.
 - (iii) if you are found to be not possessing desired qualification which do not confirm to custom authority and/ govt. regulation as may be required from time to time and necessary for continuation of business or its exigencies or on account of redundancy.



12. You will keep the Company informed of any change in your residential address that may happen during the course of employment of your service with the company.
13. All documents, plans, drawings, prints, trade secrets, technical information, reports, statements, correspondence etc., written or unwritten and also information and instructions that pass through you or come to your knowledge shall be treated as confidential. You shall not utilize them for your own use or disclose to other persons during or after your employment.

During the course of employment with the Company, you will acquire, gain, generate, gather and develop knowledge of and be given access to business information about product activities, know- how, methods or refinements and business plans and business secrets and other information concerning the products/ business of the Company, hereinafter called the "SECRETS". You will be liable for prosecution for damages for divulgence, sharing or parting any of such information during course of employment and on cessation for at least 2 years period.

14. You shall carry out the job of **IT Recruiter** and such other jobs connected with or incidental to which is necessary for business of the Company. You shall do any other work assigned to you, which you are capable of doing or work at any other post which has been temporarily assigned to you
15. You shall faithfully and to the best of your ability perform your duties that may be entrusted to you from time to time by the management. You will be bound by rules, regulations and orders promulgated by the management in relation to conduct, discipline and policy matters.

You will not seek membership of any local or public bodies without first obtaining specific permission of the management. In the event of your becoming member without following due process mentioned, it shall amount to contravention of provision of employment condition and the management reserves the right to take appropriate action including dispensing with your services, as it may deem fit.

You will not give out to any one, by word of mouth or otherwise, particulars of our business or administrative or organizational matters of a confidential nature which may be your privilege to know by virtue of your being our employee.

16. While you are in employment of the company, you may be given or handed over company's property and/ or equipment for official use and you shall take care of them including their upkeep. On cessation of employment with the Company, you shall return all documents, books, papers relating to the affairs for the Company, purchased with the Company's money, which may have come to you, and also any property of the Company in your possession.



17. Any balance of advance or loan taken by you from the Company, shall be fully recovered from your salary and any other legal dues including Gratuity, at the time of your leaving the services of the Company.
18. While working as an employee if you enter into any business transaction with any party on behalf of the Company within your permissible limits, it shall be your responsibility to ensure recovery of outstanding. If any outstanding remains at the time of leaving the services of the Company, it shall be your responsibility to recover for remittance to the Company before you proceed to settle your legal dues in full and final settlement of your account.
19. The Company is obliged to deduct Income Tax at source as per provision of Income Tax Act/ Rules. Accordingly, you are required to submit all required proof of permitted savings/investments and other details from time to time to enable the Company to comply with the provisions of law. In the event of non compliance by you as aforesaid if the Company is required to pay any interest or payment under Income Tax Act, it shall deduct the amount as may be paid or payable from your salary or other payments and you shall allow the Company to comply with these requirements without objection.
20. All disputes arising out of this letter will be subject to the jurisdiction of the Delhi Court. And that the Courts, tribunals, and/or authorities at Delhi only shall have jurisdiction to entertain, try and decide such disputes or differences arising out of or pertaining to this contract of employment, irrespective of your working HQ being elsewhere at that time.

You are requested to return the enclosed copy duly signed as a token of your acceptance of the terms and conditions of your employment.

Hope that this will be the beginning of a long and successful career with us.

Yours Sincerely

Monika Chauhan
Director

I **Akanksha** accept and agree to the proposed terms of employment and request that the Company Prepare a format Employment Letter with the detailed terms & conditions of employment for execution

Signature:



Annexure A

Compensation Structure

Name Akanksha Goyal

Designation IT Recruiter

Joining Date/WEF 3/10/2022

A	<u>Fixed Component of compensation</u>	Per Month (RS.)	Per Annum(RS.)
a	Basic Salary	9504	114048
b	House Rent Allowance	4752	57024
c	Statutory Bonus	0	0
d	Special Allowance	1744	20928
B	<u>Reimbursement Component</u>		
a	Telephone Reimbursement	0	0
b	LTA Reimbursement	0	0
C	<u>Annual Fixed Compensation (A + B + C)</u>	16000	192000
D	<u>Variable Bonus</u>	5000	60000
E	<u>Total Cost to Company (C + D)</u>	21000	252000

Please note that your compensation is confidential information and is specific to individual employee. These are required to be kept strictly confidential and should not be disclosed to anyone.

Kindly sign and return to us the duplicate copy of this letter and Annexure as your Acceptance:

Name : Akanksha

Signature: 

Date: 06.10.2022

Address : KHS No . 227 , Village Mamura , Noida gautam Buddha Nagar 201301

Private & Confidential

Date : 19/10/2022VINAY

HOUSE NO-292, NEAR MAHALAXMI MANDIR, DR. MUKHERJEE NAGAR,
DHAKKA VILLAGE, DELHI (UT) -110009

APPOINTMENT LETTER

Dear VINAY,

Subsequent to the meetings between **Concentrix Daksh Services India Private Limited** (hereinafter, 'Concentrix'/'Company') and you, we are pleased to make an offer of employment on the following terms and conditions. Your compensation and benefits are detailed in the attached Annexure.

1. Appointment

1.1 You shall be appointed to the position of **Representative, Operations** in Comp Grade 12. This would be your Social Job Title and your Job profile, would be **Advisor I, Transaction Processing**. Any change in your Social Job Title / Job profile will be at the discretion of the Company, depending upon the work assigned to you. Job profile must be used for all internal communication and in your e-mail signature. Social job title can be used for business cards and LinkedIn. You may use your Job profile for social purposes as well.

1.2 Your initial place of work shall be Gurgaon.

However, your services are transferable to any other role, competency, place or office of the Company or to any subsidiary or associate company, whether now existing or still to be formed. Such transfer/deputation will be in accordance with the Company's rules being in force at the time. On transfer or assignment, you will be governed by the Rules, Regulations and Conditions of Service applicable to that location or role. Refusal to accept such transfer or assignment may lead to disciplinary action including but not limited to termination of your employment.

1.3 Your appointment will be effective from 22/10/2022 or at an earlier date as mutually agreed, subject to your completing the on boarding formalities. You are required to submit all the documents (as per the Mandatory Document Checklist) before 21/10/2022 failing which the Company reserves the right to withdraw this offer letter and/or cancel your appointment. If this date is not suitable, please contact us immediately at jatin.verma1@concentrix.com to seek an alternative date on which to submit all required documents.

Please note that the offer will be withdrawn at the Onboarding date if you do not notify us of your acceptance or we are unable to agree to an alternate joining date.

1.4 On on-boarding / joining you shall report to **HR Representative** or any other person nominated by him/her.

Signature of Candidate

CNX/REC/ART/AGHR/AFTE/6.4

Concentrix Daksh Services India Private Limited

Registered Address: Hindustan Times House, Level 10, K G Marg, Connaught Place
New Delhi- 110001, India
91 11 68187745

CIN: U72200DL1099PTC102972

info@concentrix.com | www.concentrix.com

Name :	MANAV KHANNA
Designation :	Representative, Operations
Comp Grade :	12

Annexure - A

01	Assured Gross Salary	Monthly	Annual
	Basic Salary	Rs. 11,696	Rs. 140,352
	House Rent Allowance	Rs. 1,898	Rs. 22,771
	Employer's contribution to ESI ***	Rs. 518	Rs. 6,214
	Employer's contribution to PF ***	Rs. 1,404	Rs. 16,842
	Statutory Bonus/Bonus****	Rs. 2,339	Rs. 28,070
	Total Assured Gross	Rs. 17,854	Rs. 214,249
02	Variable Earnings*****	Monthly	Annual
	Monthly Incentive Maximum	Rs. 2,000	Rs. 24,000
	Variable Earnings [Minimum]	Rs. 0	Rs. 0
	Variable Earnings [Maximum]	Rs. 2,000	Rs. 24,000
03	Gratuity***	Rs. 563	Rs. 6,751
04	Earning Potential [1 + 2 + 3]	Monthly	Annual
	CTC with variable earnings at minimum	Rs. 18,417	Rs. 221,000
	CTC with variable earnings at maximum	Rs. 20,417	Rs. 245,000

*****Statutory Contributions :**

All Statutory Contributions / Deductions [Only to the extent applicable] will be made and deposited with relevant authorities as per the statutory requirements. All applicable tax liability will be borne by the employee as per relevant statutory tax rules.

Gratuity will be governed by the Payment of Gratuity Act, 1972 (as and when ammended)

******Statutory Bonus/ Bonus :**

This is in adherence to the statutory amendments as applicable & is payable monthly through the payroll.

*******Variable Earnings :**

This forms a part of the variable pay programs and is as per the defined Company Policies. The management reserves the right to modify/ amend/ withdraw/ continue with the plans at its discretion. Performance Bonus is subject to individual performance and shall be paid - monthly/quarterly/annually as defined in the program subject to your meeting the criteria set for specific process where you have been deployed for that period. Performance Bonus and/or any other performance related incentive(s) paid will be adjusted against Statutory Bonus payable as per the Payment of Bonus Act as applicable at the time of payment.

Additional Benefits :

Hospitalization, Life Insurance and Accident Coverage as per applicable Company Policies.

This is an information statement only that does not create a contract or any legal rights. Your compensation and the various constituents are governed by the terms of Concentrix Daksh Services India Private Limited compensation plans and programs, which may be changed or withdrawn at the sole discretion of Concentrix Daksh ServicesIndia Private Limited, based on company policy and applicable law. If you believe the data shown is inaccurate, please notify your manager. This statement contains personal information, please handle appropriately.

Yours Sincerely,

Signature Not Verified

Digitally signed by DS CONCENTRIX DAKSH SERVICES INDIA PRIVATE LIMITED 4
Date: 2022.08.16 22:31:32 +05:30
Reason: Concentrix Hiring
Location: Gurgaon



Authorized Signatory

Concentrix Daksh Services India Private Limited

I agree to accept employment on the mentioned terms and conditions.

Name: MANAV KHANNA

Date [DD/MM/YY] :

Signature of Candidate :

CNX1/REC/ART/NSLAX/FT121110/32.0

Working at wipro

1 message

yash parashar <yashparashar0899@gmail.com>
To: Placements@tecnia.in, Placementstias@tecnia.in

Mon, Aug 29, 2022 at 2:11 PM

Name : Yash Parashar
En. No : 00417002019
I am persuading job in wipro .

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

From: **Wipro offer letter** <wipro+email+3rp0c-1093450110@talent.icims.com>
Date: Thu, 31 Mar 2022 at 5:45 PM
Subject: Wipro Enrollment Letter
To: <yashparashar0899@gmail.com>

March 31, 2022Dear **Yash Parashar**,

Congratulations! We are pleased to offer you the position of **Scholar Trainee - Work Integrated Learning Program** at Wipro.

Please click on the below link to review and accept your offer letter at the earliest using a **desktop/laptop**.

Note : You will not be able to save offer letter copy if you open the below link through a Mobile Phone.

We request you to accept the iCIMS Offer Letter within 15 days from the receipt of the offer Letter, failing which we will be forced to infer that you are no longer interested to be a part of Wipro fresher hiring process.

Steps to follow to accept and save the Offer Letter

To save your copy of Offer Letter, please open this email on desktop/ laptop, login to below mentioned acceptance link, **click on Accept -> click on signature check box -> Click on "Submit and Print" -> Click on "web browser" -> ctrl+P -> save as pdf -> save -> select destination on your system to download.**

Please note - You will not be able to access the Offer Letter again if you close the window without saving your Offer Letter as the link will expire and will not be able to access the link to open offer page to download the offer letter.

Please click on the link below to review and accept your enrollment letter at the earliest using a desktop/laptop.

[Click to Complete](#)

Your Login Information:

Login Name: yashparashar0899@gmail.com*(If you do not know your password, you can reset it by clicking here.)*

If you have any questions about the details of your offer or about employment at Wipro, please reach out to manager.campus@wipro.com

Thanks and Regards,
Campus Offer Generation Team
[Global Campus Hiring Team] Wipro Limited|

This message was sent to yashparashar0899@gmail.com. If you don't want to receive these emails from this company in the future, please go to:

<https://wipro.icims.com/icims2/?r=808324188318&contactId=20776580>

Payslip (Confidential)



WIPRO ACADEMY OF SOFTWARE EXCELLENCE

MONTH/YEAR : DECEMBER 2022

ATTD : 31/31

NAME : YASH PARASHAR

WASECODE : 40139957

GENDER : MALE

LOCATION : NOIDA

MODE : B

A/c No.: UTI - xxxxxxxxxxxx8651

NET AMOUNT : 21733

EARNINGS	REGULAR	ARREARS	DEDUCTIONS	
Oncall Allw	0.00	2450.00	ESI	167.00
SCHOLARSHIP	15000.00	0.00	MEDPREM	350.00
SHFTALLW	0.00	4800.00		

TOTAL:	15000.00	7250.00	TOTAL	517.00

ARREAR DETAILS

PERIOD	AMOUNT	REASON FOR ARREAR

December 2022	7250.00	ARREAR



July 26th, 2022

Appointment for Internship

Dear Vaishnavi Sethi,

On behalf of everyone at Cvent we would like to congratulate you on your offer as **HR Intern, Recruitment** within the HR department at Cvent. Your demonstrated abilities and intellect have distinguished you from the many students we reviewed, and we believe you will be an asset to our growing company. Your internship with company will be from August 1st, 2022 to December 31st, 2022. This opportunity may be extended role based on your performance.

Your base salary August 1st, 2022 to December 31st, 2022 will be stipend of INR 20000/- per month.

You will also be asked to execute a Non-compete, Non-solicitation and Confidentiality Agreement before you start with the organization.

Vacation and Other Benefits

You will be entitled to the Company's fixed festival holidays.

Miscellaneous

During the tenure of your appointment with the Company, you will comply with the employee's service rules and policy issued/may be issued by the Company from time to time.

Once again, we are convinced you have the intelligence, energy and commitment necessary to succeed at Cvent. We look forward to working with you as a part of the Cvent family to build a great institution.

Sincerely,
for **Cvent India Pvt. Ltd.**



Authorized Signatory
Ashish Mishra
Associate Vice President
Cvent India



ACCEPTED AND AGREED to this

July 27, 2022

____ Day of _____, _____

vaishnavi Sethi
By: _____





GSTIN- 06KQSPS0090A1ZM
MSME (UAM No.) HR0500029637

Registered Office: B-24, III floor, Palam Vyapar Kendra,
Palam Vihar, Gurugram, Haryana- 122017, India.

Dear, Tejaswita Upadhyay

Gontha, Mau,
Uttar Pradesh-275303

Date- 05-08-2021

Congratulations! We are pleased to inform that, you have been offered to work for RAJMITH as- **Content Writer**. Your salary will be Rs. 204000/- (Rupees Two Lac Four Thousand only) per annum inclusive of other benefits.

This position reports to Sr. Manager- Digital. This position is for full-time working and continuation is totally based on performance of the employee.

We would like you to sign and email the copy with your acceptance of this offer and confirm your date of joining. If this date is not acceptable, please contact us immediately.

On the joining you will be given your joining letter containing all details of benefit, clauses and T&C.

We are confident you will be able to make a significant contribution to the success of company and your career.

Yours Sincerely,
Abhishek Sharma
(Account Manager)

RAJMITH
Gurugram, Haryana



Date of Joining- **09-08-2021**

(Signature of Candidate below)



THE DAILY EPISODE
NEWS NETWORK
**EMPLOYMENT
CONTRACT**



State of FLORIDA

This Employment Agreement (the "Agreement") is made as of this 5th day of JULY, 2021 (the "Effective Date") by and between EVERETT LAMAR ("Employee") and THE DAILY EPISODE ("Employer"), (each, a "Party" and collectively, the "Parties"). The Parties agree and covenant to be bound by the terms set forth in this Agreement as follows:

1. Employment. Employer shall employ Employee as a TEAM LEADER under this Agreement. In this capacity, Employee shall have the following duties and undertake the following responsibilities:

Employee shall perform such other duties as are customarily performed by other persons in similar positions, including other duties as may arise from time to time and as may be assigned.

2. Performance of Duties. Employee shall perform assigned duties and responsibilities in a professional manner, in good faith, and to the best of Employee's skills, abilities, talents and experience.

3. Term. (Check one)

☐ Fixed Term. Employee's employment under this Agreement shall begin on _____, 20__ and

will terminate on _____, 20__.

☒ At Will. Employee's employment under this Agreement shall begin on JULY 5th, 2021 and be for an unspecified term on an "at will" basis.

Authentic

Probation Period (Check one)

- ☒ Employee's probation period shall be 3 ☐ month(s) ☐ week(s), starting from the first day of Employee's employment. In the event that Employee fails to pass the probation period, Employer may terminate this Agreement immediately by giving notice to Employee with a probation stipend of 20,000/-.
- ☐ There is NOT a probation period for Employee.

4. Compensation.

A. Base Salary. As compensation for the services provided by Employee under this Agreement, Employer will pay Employee 20,000 ☐ per hour ☐ per week ☒ per month ☐ per year (post probation). The amount will be paid to Employee: (Check one)

- ☐ Once a week on the _____ day of each week.
- ☒ Once a month on the 15th of each month.
- ☐ Twice a month on the _____ of each month.
- ☐ Other: _____.

Employer shall deduct or withhold any and all income and state or local taxes as required by law.

B. Additional Compensation.

Any additional compensation or bonuses paid to Employee shall be paid at the sole discretion of Employer.

5. Work Location. Employee will primarily perform their employment duties at ULKESHAN & Co, KANTHAWALA BAWANA ROAD, NEW DELHI - 110011

(Bound to change in the instance of shift in office location)

6. Disability. If Employee cannot perform assigned duties because of illness or incapacity for more than 15 days, compensation due during such illness or incapacity will be reduced by 100%. Full compensation will be reinstated upon Employee's return to work.

7. Non-Compete.

Employee agrees and covenants ☒ during the term of this Agreement ☒ for a period of 24 months following the voluntary or involuntary termination of Employee's employment, not to:

- ☒ Provide goods or services which directly or indirectly compete with Company
- ☒ Invest either directly or indirectly in a business that directly or indirectly competes with Company
- ☒ Solicit Company employees to leave their employment
- ☒ Engage in any other activities that result in injury to Company
- ☒ Other: _____

8. Confidentiality.

- ☐ Employee will NOT be exposed to confidential information.
- ☒ Employee will be exposed to confidential information.

A. Confidential and Proprietary Information. In the course of employment, Employee will be exposed to confidential and proprietary information of Employer. Confidential and proprietary information shall mean any data or information that is competitively sensitive material and not generally known to the public, including, but not limited to, information relating to development and plans, marketing strategies, finance, operations, systems, proprietary concepts, documentation, reports, data, specifications, computer software, source code, object code, flow charts, data, databases, inventions, know-how, trade secrets, customer lists, customer relationships, customer profiles, supplier lists, supplier relationships, supplier profiles, pricing, sales estimates, business plans and internal performance results relating to the past, present or future business activities, technical information, design, process, procedure, formula, or improvement, which Employer considers confidential and proprietary. Employee acknowledges and agrees that the confidential and proprietary information is valuable property of Employer, developed over a long period of time at substantial expense and that it is worthy of protection.

Fuller

B. Confidentiality Obligations. Except as otherwise expressly permitted in this Agreement, Employee shall not disclose or use in any manner, directly or indirectly, any confidential and proprietary information either during the term of this Agreement or at any time thereafter, except as required to perform their duties and responsibilities or with Employer's prior written consent.

C. Rights in Confidential and Proprietary Information. All ideas, concepts, work product, information, written material or other confidential and proprietary information disclosed to Employee by Employer (i) are and shall remain the sole and exclusive property of Employer, and (ii) are disclosed or permitted to be acquired by Employee solely in reliance on Employee's agreement to maintain them in confidence and not to use or disclose them to any other person except in furtherance of Employer's business. Except as expressly provided herein, this Agreement does not confer any right, license, ownership or other interest or title in, to or under the confidential and proprietary information to Employee.

D. Irreparable Harm. Employee acknowledges that use or disclosure of any confidential and proprietary information in a manner inconsistent with this Agreement will give rise to irreparable injury for which damages would not be an adequate remedy. Accordingly, in addition to any other legal remedies which may be available at law or in equity, Employer shall be entitled to equitable or injunctive relief against the unauthorized use or disclosure of confidential and proprietary information. Employer shall be entitled to pursue any other legally permissible remedy available as a result of such breach, including but not limited to damages, both direct and consequential. In any action brought by Employer under this Section, Employer shall be entitled to recover its attorney's fees and costs from Employee.

9. Ownership of Work Product. The Parties agree that all work product, information or other materials created and developed by Employee in connection with the performance of duties and responsibilities under this Agreement and any resulting intellectual property rights are the sole and exclusive property of Employer.

10. Termination. This Agreement may be terminated immediately by Employer for cause or in the event Employee violates any provision of this Agreement.

Employer's Termination. In addition, Employer may terminate this Agreement and Employee's employment at any time and for any reason in accordance with applicable laws

Employee's Termination. Employee may terminate this Agreement and the employment at any time by giving 90 days' notice in writing to Employer. During the notice period, Employee and Employer agree to continue diligently fulfilling their duties and obligations in good faith with best efforts.

At the time of termination, Employee agrees to return all Employer property, including but not limited to computers, cell-phones, and any other electronic devices. Employee shall reimburse Employer for any Employer property lost or damaged in an amount equal to the market price of such property.

The rights and obligations of the Parties set forth in (☒ Non-Compete, ☒ Confidentiality), Ownership of Work Product, Termination and Miscellaneous are intended to survive termination, and will survive termination of this Agreement.

11. Miscellaneous.

A. Authority to Contract. Employee acknowledges and agrees that Employee does not have authority to enter into any binding contracts or commitments for or on behalf of Employer without first obtaining the prior written consent of Employer.

B. Governing Law. The terms of this Agreement shall be governed exclusively by the laws of the Country of INDIA (not including its conflicts of law provisions). Any dispute arising from this Agreement shall be resolved through: (~~Check one~~)

☒ Court litigation. The dispute shall be resolved in the courts of the State of DELHI.

Attorneys' Fees

☒ If the Employee brings legal action to enforce its rights under this Agreement, and the Employer is the prevailing party, the Employer will be entitled to recover from the Employee its expenses (including attorneys' fees and costs) incurred in connection with the action and any appeal.

☐ Arbitration. The dispute shall be resolved through binding arbitration headed by the business head of Balkishan & Co, and his/her decision being final.

☒ Mediation. The dispute shall be resolved through mediation by the business head of Balkishan & Co, and his/her decision being final.

The parties should give mediation and arbitration a chance before approaching the court.

C. Entire Agreement and Amendment. This Agreement constitutes the entire agreement between the Parties and supersedes all prior understandings of the Parties. No supplement, modification or amendment of this Agreement will be binding unless executed in writing by both of the Parties.

D. Notices. Any notice or other communication given or made to either Party under this Agreement shall be in writing and delivered by hand, sent by overnight courier service or sent by certified or registered mail, return receipt requested, to the address stated above or to another address as that Party may subsequently designate by notice and shall be deemed given on the date of delivery.

Balkishan

E. Waiver. Neither Party shall be deemed to have waived any provision of this Agreement or the exercise of any rights held under this Agreement unless such waiver is made expressly and in writing. Waiver by either Party of a breach or violation of any provision of this Agreement shall not constitute a waiver of any subsequent or other breach or violation.

F. Further Assurances. At the request of one Party, the other Party shall execute and deliver such other documents and take such other actions as may be reasonably necessary to give effect the terms of this Agreement.

G. Severability. If any provision of this Agreement is held to be invalid, illegal or unenforceable in whole or in part, the remaining provisions shall not be affected and shall continue to be valid, legal and enforceable as though the invalid, illegal or unenforceable parts had not been included in this Agreement.

H. No Assignment. The interests of Employee are personal to Employee and cannot be assigned.

IN WITNESS WHEREOF, this Agreement has been executed and delivered as of the date first written above.



Employee's Signature

RUCHIKA KADAN

Employee's Full Name

Employer's Signature

PARTH KAKKAR
EDITOR - ZM - CHIEF
THE DAILY EXPRESS
DELHI

Employer's Full Name/Representative & Title

Human Resource Department17

August 2022

Rohit Mangwana

H.No M 199, Guru Harkrishan Nagar, Sundar Vihar,

West Delhi, Delhi - 110087

Dear Mr. Rohit Mangwana,

We are pleased to extend you an offer of employment with **Zigram Data Technologies Private Limited** for the position of **Analyst** with an expected starting date of **22 August 2022**. This offer of employment, is not legally binding and is conditioned upon your acceptance of a formal Employment Agreement to be signed and entered into between yourself and the company.

A detailed Appointment letter will be issued to you upon joining the company which will state the terms & conditions of your employment with us. Some of the important terms of your employment are as follows:

- **Employment location:** Your current location of employment will be Gurgaon. The Company reserves the right to reassign your employment location at its reasonable discretion and/or as per the relevant policy covering remote work.
- **Working Hours** – The office functions five days a week from Monday to Friday, the timings between 9.30 AM to 6.30 PM. However, the actual working hours, which you may be required to work, will be agreed between your manager and you. You may be required to work additional hours as necessary for the effective performance of your role.
- **Remuneration** – The Total Annual Compensation for the financial year 22-23 has been calculated at **INR 240,000** (Rupees Two Lakhs Forty Thousand Only), subject to pro rata, applicable terms, and conditions of the company. The above calculation includes the Total Fixed Cost to the Company, which will be **INR 215,000** (Rupees Two Lakhs Fifteen Thousand Only) prorated to the date of joining. Please find attached the detailed salary structure in Annexure A
- **Retention Bonus** – A retention bonus of **INR 25,000** (Rupees Twenty Five Thousand Only) will be paid to you on completion of 12 months of continuous employment with the organization, and is considered a component of the Total Annual Compensation.
- **Annual Bonus** In addition to your annual compensation as stated above, you may also be eligible to participate in the Company's bonus distributions as per the company policy. You may

be entitled for a bonus in the year ending March 31, 2023 and the same shall be computed from the date of your joining the company within the relevant financial year.

- **Probation Period** – You will be on probation for an initial period of 6 months from the date of your joining the company.

This offer of employment, is contingent on successful completion of the reference & document verification. The company reserves the right to revoke the offer and your appointment thereafter at any time, if there is any discrepancy found during the antecedent and/or background check conducted by the company or its affiliates.

You are requested to acknowledge receipt of this offer letter and confirm your joining date with a copy of your resignation letter within 3 business days. If you have any query, please free to contact us at deeparchi.sharma@zigram.tech.

We are excited about you joining us and becoming part of the ZIGRAM team. For

Zigram Data Technologies Private Limited

Authorized Signatory



Abhishek Bali

CEO

17 August 2022

I agree and accept employment with the Company on the basis of the terms and conditions mentioned in this Offer of Employment, which have been read and understood by me.

Name: Rohit Mangwana

Rohit Mangwana

Signature

Annexure A:

Particulars	Monthly (INR)	Annual (INR)
Basic	15,250	1,83,000
HRA	-	-
Special Allowance	39	471
Statutory bonus	827	9,929
Gross Salary		1,93,400
P.F (Employer's Contribution)	1,800	21,600
Total Fixed Cost to Company		2,15,000
Retention Bonus		25,000
Fixed Compensation		2,40,000

Note:

- TDS Deduction will be as per Income Tax Act.
- Total Fixed Cost to the Company will be prorated in proportion to the date of joining
- Retention bonus will be paid to you on completion of 12 months of continuous employment with the organization.
- EPF will be deducted as per the applicability of Employees' Provident Funds & Miscellaneous Provisions Act, 1952.

FUNCTIONAL MEDICINE ASSOCIATION

40, SHOP NO 3, GROUND FLOOR 1ST MAIN. 2ND CROSS, DOCTORS LAYOUT
KASTURI NAGAR, BANGALORE-560043 KARNATAKA INDIA (M) 9727533299
CIN: U85190KA2021NPL151724

IAFM/HRD/2022/APPT/0002

26 July, 2022

Name: RAHUL

17/68 Than Singh Nagar, New Rohtak Road · 9891094777,
euro.rahul2001@gmail.com

Letter of Appointment

Dear RAHUL,

We welcome you to our innovative and dynamic team.

We are pleased to inform you that you have been selected to be a part of the company with the following profile:

Designation : Marketing executive
Reporting to : Dr. Anish Musa
Date of joining duty : 1st August 2022

The terms and conditions of the association are as follows:

1. Terms of employment

You are contracted as a Marketing executive on the probation period of 2 (Two) months from the date of this letter. The probation period can be extended as per the needs of the business. The right of confirmation after completion of the probation period will exclusively belong to the Company. Upon confirmation, this appointment will be valid for a contractual period of 12 months from the date of this letter. You are required to follow the Rules & Regulations of the Company.

2. Job profile

Your work Profile: You, as a Marketing executive and are required to take care of your responsibility areas (as per Annexure A - Job profile)

You shall take your own initiatives to contribute to the growth of the business of IAFM, including all products and services under the Company's remit.

3. Working hours: Full Time.

4. Remuneration:

- I. You will be eligible for an annual CTC of Rs. 2,40,000/- .

The salary will be paid every month after the completion of the calendar month.

The monthly breakup is as per below: (INRs)

a.	Basic salary + DA	Rs. 12000/-
b.	House Rent Allowance	Rs. 4000/-
c.	Transportation Allowance	Rs. 2000/-
d.	Other flexible allowances	Rs.2,000/-

Total Salary Rs. 20000/-

- II. Remuneration, Compensation, Salaries, perquisites, commissions & other sums (if any) payable under this appointment are subject to income tax- TDS, professional tax, and/or any other applicable tax/statutory deduction and you shall be liable for the same.

FUNCTIONAL MEDICINE ASSOCIATION

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- III. Subsequent salary increments will be affected after evaluating the employee's performance based on the company's performance management system.
- IV. For the initial 15 days if the employer is not satisfied with the employee and asks him/her to quit and if the employee himself/herself quits at his/her own wish then no payment will become due to the employee and no payment will be made for the same period.

5. Non Disclosure – Non Competition agreement

This being an important position in the Company, you need to sign a Non-disclosure agreement with the Company.

6. Other terms

- I. Explicitly, the Company expects you to work with high standard of efficiency and integrity. It will be the discretion of the management to assign you any work and regulate the working hours. You will be required to do work that is allotted to you and which management thinks you are capable of doing. You will perform the duties as per the guideline and instructions are given by the management from time to time.
- II. Expressly, there is no authority vested upon you to make any financial or other commitment/s or enter into understanding/ agreements/ contracts of any nature with any party considering your association with the Company without seeking written permission or approval of the management. Note that in such cases the management will not be liable for your any commitment or binding of whatsoever nature.
- III. You will be entitled to holidays and leaves per the Company's rules.
- IV. This position is for full-time employment with the Company and you shall devote yourself to the business of the Company. You are not allowed to work directly or indirectly with any other organization unless you are permitted by the Company in writing. In the future also, within a period of 3 years from the discontinuance of your association with IAFM, You cannot join directly or indirectly M/s Jeevam Health Pvt Ltd. or any business associate Company or any other vendor of the Company unless with the written prior permission of IAFM. You need the prior written permission of the Company for any other trade or business or direct or indirect career engagement, during your term of employment with the Company.
- V. At any time during your tenure with the organization, resignation from the company services should be given with at least 30 days' notice to the company, failing which the company reserves the right to avail an amount equivalent to your remuneration for the same period.
- VI. You shall adhere to all rules and regulations framed from time to time pertaining to association with the Company.
- VII. Your performance will be continuously monitored and you could be promoted with subsequent remuneration revision anytime depending on your performance.
- VIII. In case of committing any misconduct by you or violation of and rules or regulation or terms of employment or in case of any information in personal data furnished by you being found wrong, false or incorrect, or when your any act, negligence or omission to do your job leads the management to lose trust on you or your workings, then you will be liable to be instant dismissal without any notice pay or compensation.
Your association with the organization may be terminated without notice in case of any disciplinary reasons. The management's decision will be final and binding in case of any disciplinary issue.
- IX. You will be based in Delhi but serve the company or its associates or subsidiaries in any location within or outside India.
- X. On any disputes related to rules and regulations regarding internal controls and job operations between employees or between the employee and management, the management's decision will be final and binding.

FUNCTIONAL MEDICINE ASSOCIATION

40, SHOP NO 3, GROUND FLOOR 1ST MAIN. 2ND CROSS, DOCTORS LAYOUT
KASTURI NAGAR, BANGALORE-560043 KARNATAKA INDIA (M) 9727533299
CIN: U85190KA2021NPL151724

We are giving this letter in duplicate with a request to return us the same duly signed by you as a token of acceptance.

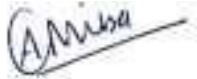
We wish you success in every comforting endeavor for building a business with us.

For & on behalf of,

FUNCTIONAL MEDICINE ASSOCIATION

Dr. ANISH MUSA
(Director)

I agree to the above terms and accept the appointment.



Rahul

Date : 1th March, 2022

FUNCTIONAL MEDICINE ASSOCIATION

40, SHOP NO 3, GROUND FLOOR 1ST MAIN. 2ND CROSS, DOCTORS LAYOUT
KASTURI NAGAR, BANGALORE-560043 KARNATAKA INDIA (M) 9727533299
CIN: U85190KA2021NPL151724

ANNEXURE A

Job Profile for the position:

- o Digital and online marketing.
- o Expand practitioner network and gather content from our members
- o Social media marketing.
- o Weekly meetings with the team
- o Helping organized webinars and Zoom meeting
- o Creative digital creative
- o Helping existing members with any queries
- o Posting the content on IAFM social media handles
- o Edit video and post on YouTube
- o Help in writing small content as per guidance given
- o Responsible for overall IAFM work coordination
- o

A schedule of your broad duties and responsibilities will be given to you in due course, which may be subject to revision from time to time. The Company shall assign to you such other duties and responsibilities as may be considered advisable in the Company's interests and at the sole discretion of the Company.

FUNCTIONAL MEDICINE ASSOCIATION

40, SHOP NO 3, GROUND FLOOR 1ST MAIN. 2ND CROSS, DOCTORS LAYOUT
KASTURI NAGAR, BANGALORE-560043 KARNATAKA INDIA (M) 9727533299
CIN: U85190KA2021NPL151724

LIST OF DOCUMENTS REQUIRED UPON JOINING

1. Duly filled Candidate registration form with photograph
2. Copy of Candidate Resume
3. Address Proof
4. ID Proof
5. All claimed educational qualification proofs
6. Appointment letter issued by current (or last) organization
7. Latest salary certificate or one-month Payslip from previous employer
8. Form 16 for salary payment details for current financial year for taxation purpose
9. Experience certificates from previous employments (if available)
10. Self declaration regarding NO PRIOR CRIMINAL CONVICTION, NO PENDING LITIGATION IN ANY COURT WHEREVER REGARDING CIVIL OR CRIMINAL PROCEEDINGS

Inncrew Technologies Pvt. Ltd.

28th February 2022

Ms. Muskan Kumar

Bangalore, Karnataka.

Sub: Letter of Intent.

Dear Muskan,

Concerning your application and subsequent discussion you had with us, we are pleased to appoint you as a **HR Intern** on a contract basis in our organization on the following terms and conditions:

1. Your Intern period will begin from 1st March 2022, which can be extended further based on your performance, work, and your interest.
2. You will be paid Rs.20,000/-per month.
3. There will be no probationary period and your internship can be cancelled on any day if the performance is not good

Please submit the following documents on the day of joining:

1. Aadhaar and PAN card soft copies.
2. Soft copy of passport size photo

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

Yours sincerely,

Team HR

Inncrew Technologies Pvt. Ltd. | Bangalore.

Human Resource Department

17 August 2022

Krish Sharma

H.No 4386/ 7- No Gali, Jai Mata Market,

Tri Nagar, Delhi - 110035

Dear Mr. Krish Sharma,

We are pleased to extend you an offer of employment with **Zigram Data Technologies Private Limited** for the position of **Analyst** with an expected starting date of **22 August 2022**. This offer of employment, is not legally binding and is conditioned upon your acceptance of a formal Employment Agreement to be signed and entered into between yourself and the company.

A detailed Appointment letter will be issued to you upon joining the company which will state the terms & conditions of your employment with us. Some of the important terms of your employment are as follows:

- **Employment location:** Your current location of employment will be Gurgaon. The Company reserves the right to reassign your employment location at its reasonable discretion and/or as per the relevant policy covering remote work.
- **Working Hours** – The office functions five days a week from Monday to Friday, the timings between 9.30 AM to 6.30 PM. However, the actual working hours, which you may be required to work, will be agreed between your manager and you. You may be required to work additional hours as necessary for the effective performance of your role.
- **Remuneration** – The Total Annual Compensation for the financial year 22-23 has been calculated at **INR 240,000** (Rupees Two Lakhs Forty Thousand Only), subject to pro rata, applicable terms, and conditions of the company. The above calculation includes the Total Fixed Cost to the Company, which will be **INR 215,000** (Rupees Two Lakhs Fifteen Thousand Only) prorated to the date of joining. Please find attached the detailed salary structure in Annexure A
- **Retention Bonus** – A retention bonus of **INR 25,000** (Rupees Twenty Five Thousand Only) will be paid to you on completion of 12 months of continuous employment with the organization, and is considered a component of the Total Annual Compensation.
- **Annual Bonus** In addition to your annual compensation as stated above, you may also be eligible to participate in the Company's bonus distributions as per the company policy. You may

be entitled for a bonus in the year ending March 31, 2023 and the same shall be computed from the date of your joining the company within the relevant financial year.

- **Probation Period** – You will be on probation for an initial period of 6 months from the date of your joining the company.

This offer of employment, is contingent on successful completion of the reference & document verification. The company reserves the right to revoke the offer and your appointment thereafter at any time, if there is any discrepancy found during the antecedent and/or background check conducted by the company or its affiliates.

You are requested to acknowledge receipt of this offer letter and confirm your joining date with a copy of your resignation letter within 3 business days. If you have any query, please free to contact us at deeparchi.sharma@zigram.tech.

We are excited about you joining us and becoming part of the ZIGRAM team.

For **Zigram Data Technologies Private Limited**

Authorized Signatory



Abhishek Bali

CEO

17 August 2022

I agree and accept employment with the Company on the basis of the terms and conditions mentioned in this Offer of Employment, which have been read and understood by me.

Name: Krish Sharma

Signature

Annexure A:

Particulars	Monthly (INR)	Annual (INR)
Basic	15,250	1,83,000
HRA	-	-
Special Allowance	39	471
Statutory bonus	827	9,929
Gross Salary		1,93,400
P.F (Employer's Contribution)	1,800	21,600
Total Fixed Cost to Company		2,15,000
Retention Bonus		25,000
Fixed Compensation		2,40,000

Note:

- TDS Deduction will be as per Income Tax Act.
- Total Fixed Cost to the Company will be prorated in proportion to the date of joining
- Retention bonus will be paid to you on completion of 12 months of continuous employment with the organization.
- EPF will be deducted as per the applicability of Employees' Provident Funds & Miscellaneous Provisions Act, 1952.



freeskout
Lash Technologies Pvt Ltd

OFFER LETTER

14-07-2022

Dear Harshit Sharma,

We are excited to offer you the position of Account Management and Client Servicing Associate in the Account Management and Client Servicing Department at our Delhi office. Your employment will be a full-time role. Your date of joining will be 20-07-2022.

Your annual compensation will be INR 240000/- per annum.

{{employee_sign}}



J-208, Rajouri Garden,
New Delhi - 110027



+91 99907 99946
+91 99907 99945



info@freeskout.com
www.freeskout.com



Your compensation on Cost to Company (CTC) Basis, as mutually agreed, is mentioned on page 1.

The number of working days will be 6.

You'll have to report to the office from Monday to Saturday.

Your standard work week will be 6 (six) days from 11:00 AM onwards. However, it is clarified that if need arises, working hours or days could be altered on an urgent basis.

You will be carrying your own laptop to work. Also, while you are in the employment of the company, you may be given or handed over the company's property /equipment for official use and you shall take care of them including their upkeep. On cessation of employment with the Company, you shall return all documents, books, papers relating to the affairs of the Company, purchased with the Company's money, which may have come to you, and also any property of the Company in your possession. You are required to submit the following documents (scanned and in PDF format) within 2 days along with an acceptance the job offer, to avoid any delay in joining or cancellation of the job offer. Name the files i.e Your Name Aadhar Card

- Copy of Date of the Birth proof certificate (Copy of passport/birth certificate)
- Copies of Academic Certificates (all from 10th to Highest)
- Copy of address proof, Aadhar card, and PAN card
- Cancelled cheque for your bank details (Name, account no. and IFSC code)

-Resignation acceptance/Relieving letter from your previous employer.

-Last 2 months' salary slip from your previous employer.

This offer is provisional subject to the verification of details/ documents furnished by you during the discussions and interviews held so far.

If any of these details are found to be incorrect or falsified at any point of time during your association, this offer letter, and/or subsequent employment status stand cancelled with immediate effect and forfeiture of your balance salary and other dues any what-so-ever.

If you agree with the above details of the offer, please sign below and return this offer letter to the company. Your probation period will be of 15 days (or can be extended as per your performance) starting from your joining date. Post the acceptance of this offer letter, verification of your documents and completion of your probation period, you will receive the confirmed employment letter and we shall commence your onboarding. Your confirmation due date will be 15 days (can be more than 15 days as per your performance) after your joining date.

Acceptance: I have read the principle terms of my employment with Freeskout and confirm my acceptance of the aforementioned terms. I hereby also declare to comply with the terms of this Offer letter.

Name:

{{employee_sign}}

Date:

For LASH TECHNOLOGIES PVT. LTD.
Director



Date: 20-May-2022

Mr. Bharat Mathur

Add: Gh-1/371, Archana
Appartment, paschim vihar, New
Delhi -110063
Contact No.: 8527088708

Subject- Offer Letter- Human Resources Intern

Dear Bharat ,

Following our recent discussion and your performance in the interview, we are delighted to offer you the position of **Human Resources Intern** with Mantra Care at location A-1/10, Paschim Vihar, New Delhi-110063.

Mantra Care is a global health care enterprise, which owns and runs Mantra Care Wellness, Eye Mantra Group of Hospitals, Diabetes Mantra & Eye Mantra Foundation (NGO). If you join Mantra Care, you will get to experience a fast-paced learning curve and a dedicated team of coaches and mentors.

As a member of Mantra Care, we would ask for your commitment to deliver outstanding quality and results that exceed client's expectations.

We are confident that you will find this new opportunity both challenging and rewarding. The following points outline the terms and conditions we are proposing:-

- 1.Designation: Human Resources Intern
- 2.Working Hours: Our office is 6 days working from 9:00 AM to 6:00 PM.
- 3.Date of joining: 24-May-2022
- 4 Salary: Your monthly salary will be Rs. 8,000
- 5.You will be eligible to get 1 leave/month

You will be on a probationary period of 60 days to test the right fit. This employment may be terminated by us anytime during the probationary period for reasons such as misconduct, gross negligence at work, or continuous leaves without approval.

In case, where you voluntarily end the employment before the employment period or on early termination, we will not be obliged to provide a completion certificate or salary.

By signing this, you agree that you will not disclose/misuse any confidential information



such as patient data & business secrets. You also agree that you will abide by our employment terms (attached) or accessible at mantracare.org/terms. All works including research, marketing material & content creation done by you for MantraCare, will be the property of MantraCare, with no claims entertained in the future.

If you accept this offer, then kindly return a signed copy of the same. We look forward to the opportunity to work with you in an atmosphere that is successful and mutually challenging and rewarding.

For Mantra Care ((MantraCare Health Pvt. Ltd)

For Mantra Care Group of Hospitals

Authorized Signatory

Authorized Signatory

Declaration

With the signature below I accept the offer of employment.

Name: Bharat Mathur

Date: 21-May-2022



Business Address

OnGrid (Handy Online Solutions Private Limited)
18B, Sector 32, Gurgaon, 122003, INDIA

OFFER LETTER

1st August 2022

Dear **Arun**,

First of all, Congratulations! We look forward to you joining our journey at OnGrid, and hope to achieve success together!

We are pleased and excited to offer you the position of **Executive- Account Management (Band 4)** at OnGrid (a brand of Handy Online Solutions Private Limited), commencing on **1st August 2022**. Your joining location will be **Thinkplus, Ground Floor, Sector 32, Gurgaon**. You will be on a probation period for 3 months, and your employment will be confirmed based on performance until the completion of the probation period.

The appointment letter shall be issued once documents have been submitted from your end. For our records, we will need your ID proof, address proof, education documents, experience/service certificate from your last employer(s), and the last 3 salary slips.

Kindly respond to this communication as a token of your acceptance of the offer. Looking forward to having you work with us.

A handwritten signature in black ink, appearing to read 'Piyush'.

Piyush Peshwani
Co-Founder and Authorized signatory
Handy Online Solutions Private Limited

Annexure 1 - Compensation break-up

Description	Amount (INR per month)	Amount (INR per annum)
Total Benefits Packet (A+B)		3,00,008
Basic Pay	10,000	1,20,000
House Rent Allowance (HRA)	5,000	60,000
Mobile Allowance	1,000	12,000
Fuel Allowance	1,000	12,000
Special Allowance	5,134	61,608
Employer PF contribution	1,200	14,400
Fixed Pay (A)	23,334	2,80,008
Target Performance Incentive (B)*		20,000
*Can be paid in tranches; as a monthly incentive, or in the form of a quarterly or annual bonus. The actual amount paid against performance incentive (B) would depend on individual performance and company performance. It will broadly vary between 50% to 150% of the target amount, but it may not necessarily be in this range, i.e. it can be higher or lower as well. For different teams, the incentive calculation approach formula can be different, and in some cases, the formula has been communicated to respective teams.		

Note: Over and above CTC mentioned in the table above, employees are eligible for Health Insurance benefits for themselves and their immediate family members (as per company policy). The company would pay the health insurance premium.

Annexure 2 - Terms of offer

- Business expenses, including travel expenses, to be reimbursed on actuals as per company policy
- In-hand pay would be calculated after deduction of applicable components such as PF (employee contribution), income tax, as applicable, from the Gross Pay.
- 5 working days per week
- 10 holidays in one year, including public and national holidays
- 20 paid leaves in one year from accrued leaves, accrued based on 1.67 leaves accrued every month
- Notice period by employees in case of resignation: 1 month (7 days during probation period)
- Notice period by the employer in case of termination of services: 1 month (7 days during probation period)



LETTER OF INTENT

15th Feb 2022

Anukriti Jain

Dear Anukriti,

"With reference to your interview with us in the month of **Feb 2022**, we are pleased to offer you the position as **Recruitment Specialist** as per the terms and conditions we discussed with you. If you agree to these terms, we would like you to join our company on or before **21st Feb 2022** or else above offer will be null and void".

Your gross emoluments will be **Rs. 20,000/pm**. You will be issued a detailed appointment letter post you join us. You are requested to report for duty on or before **21st Feb 2022** at People Staffing Solutions. Please note that the company reserves the right to change the joining date without prior notice as per Business requirements.

If on verification, at the time of appointment or at a later date it is found that you have furnished wrong information, in such cases your services with the company will be liable to termination.

FOR PEOPLE STAFFING SOLUTIONS

AUTHORISED SIGNATORY



Please sign duplicate of this offer letter as token of your acceptance of the above terms.



ANSHUL PANTHRI
RELATIONSHIP MANAGER

D : 0034
DOB : 08/02/2001
MOB. : 89795 92040
E-MAIL : info@atulyaminfra.com



Date: 29-01-2021

To

Anshika Rana

G-19-B, Lajpat nagar, Sahibabad (GZB)

Subject: Offer Letter

Dear Ms. Anshika

Further to our discussions, we have pleasure in giving you an offer in our organization as an **Digital marketing Executive**. This offer takes effect from your date of joining **25-01-2022**.

We would request you report at the following address,

D-54, first floor, Red FM Road, Sector-2, Noida-201301(UP)

Your compensation package would be as in Annexure A. However, the structure of your compensation plan may be altered / changed from time to time in line with the Compensation policy and practices of the Organization.

As per organization policy, the probation period applicable to you shall be six (6) months. However as and when required, your service will be transferable to any of the offices in India or abroad.

During probation, the period of notice required for resignation is one month on either side.

You will abide by the rules and regulations of the Company as may be in force from time to time and if any violation made would be subjected to the Disciplinary action.

Your appointment is subject to satisfactory reference checks and clearance from any secrecy / service agreements that you may have executed, which could have a bearing on your working with us.

This letter of offer is based on the information furnished in your application for employment and during the interviews you had with us. If, at any time in future, it comes to light that any of this information is incorrect or any relevant information has been withheld, then your employment is liable to be terminated without notice.



This offer is valid till 27-01-2022, if you do not confirm the acceptance, Value For Sellers Private Ltd., has the right to withdraw the offer.

We welcome you to our organization and look forward to your contribution to the growth of the organization and yourself.

On the date of joining, please bring the following documents for verification / submission.

1. Original and copies of educational certificates and mark sheets.
2. Relieving letter & experience certificate from previous employer[s].
3. Salary certificate from previous employer.
4. Original & copy of your passport
5. Three passport size and one stamp size colored photograph

Kindly sign and return to us the duplicate copy of this letter and Annexure as your Acceptance.

Annexure-1

Strictly Personal & Confidential

Compensation Elements	Per Month(INR)	Per Annum(INR)
Basic Salary	8000	96000
HRA	6000	72000
Fixed Allowance	3000	36000
Transport Allowance	3000	36000
Gross Salary	20000	240000

Wish you all the best

Yours Sincerely,

For Value For Sellers Pvt. Ltd.

HR Manager

Authorized Signatory Acceptance Signature



EMPLOYEE NAME	: AASTHA JAIN	EMPLOYEE ID	: 33406		
LOCATION	: NOIDA	STATE	: UTTAR PRADESH		
DESIGNATION	: CCE	PROCESS	: PAYU		
CLIENT ID	:	JOINING DATE	: 01/02/2022		
BANK A/C NO.	: 21380100023234	IFSC CODE	: BARB0TRDJHE		
ESIC NO.	: 6720775075	UAN NO.	: 101780246106		
WORKING DAYS	: 27.50				
WEEKLY OFF	: 2.00				
HOLIDAYS	: 0.00	ABSENT DAYS	: 0.12		
SL AVAILED	: 0.00	SL BALANCE	: 0.00		
EL AVAILED	: 1.38	EL BALANCE	: 0.00		
PAYABLE DAYS	: 30.88				
Earning For The Month		Structure	Earned		
Deduction For The Month		Amount			
BASIC PAY	9112.00	9077.00	PF	1089.00	
HRA	3645.00	3631.00	ESI	152.00	
CONVEYANCE ALLOWANCE	1600.00	1594.00			
MEDICAL ALLOWANCE	1250.00	1245.00			
ADVANCE STATUTORY BONUS	841.00	838.00			
OT	0.00	2100.00			
SHIFT ALLOWANCE - FIXED	1775.00	1768.00			
TOTAL EARNING		18223.00	20253.00	TOTAL DEDUCTION	1241.00
Nineteen Thousand Twelve Rupees		NET PAY		19012.00	
This is a computer generated document and does not require signature. Please do not print this unless absolutely necessary					



MEDIA MADHAWKS PVT. LTD

Registered Office: GF-19, N-1, South Extension-1,
New Delhi - 110049 CIN: U74999DL2019PTC350093

Offer Letter: Contractual Agreement for Employment

Congratulations!

Dated: 17-06-2022

Dear Mr. Shambhu,

This is in reference to your application and subsequent interview you have had with us. We are glad to offer you the position of “**Executive- SEO**” with **Media MadHawks Pvt. Ltd.** We welcome you to an exciting journey to serve customer across the globe.

As discussed earlier, you will be on a probation period for **6 months**, post which you will be converted into full time employee, basis on your evaluation. You will be offered **an Annual Salary of Rs. 2,34,000., (including deduction, if any).**

Your Date of Joining is **21st June, 2022.**

You will be functionally reporting to “**Ms. Sargun Goolry**”, “**Business Head- India**” at Media MadHawks Pvt. Ltd.

We look forward to joining our team and hope this is the beginning of a mutually fulfilling association.

This offer letter is valid for a period of **24 hours**, during which you are requested to acknowledge the same as a sign of your acceptance of offer and employment terms shared with you.

Best Regards,

For Media MadHawks Pvt. Ltd.

Ravi Digitally
signed by
Kumar Ravi Kumar

Founder & CEO

(Ravi Kumar)



Annexure A		
Salary Structure		
Salary Components	Monthly (In INR)	Annual (In INR)
Basic Salary	9,750	1,17,000
House Rent Allowance	4,875	58,500
Conveyance	3,000	36,000
Special Allowance	1,875	22,500
Gross Salary	19,500	2,34,000
Cost To Company(CTC)	19,500	2,34,000
Net Salary	19,500	2,34,000

Important Terms and Points to be noted:

1. Confidentiality

- Matter of your compensation is confidential information of the Company. Any discussion or disclosure of your compensation with anybody other than your department head or HR will be considered as breach of agreement by you.
- Your Compensation package is unique to you and not for comparison with other employees of the Company.

2. Salary (CTC/in hand)

- The gross salary will be in hand salary for the first six months during probation.

3. Term of Employment

MadHawks expects you to commit to a long and mutually beneficial association and for no less than a minimum period of **one year** from the commencement of employment.

Within the specified period, if you decide to leave employment you should give two month(during probation)/ three months(after completion of the probation period) prior notice and shall deposit gross salary of the remaining months, before leaving the organization.

The Employee undertakes not to dispute the amount, and shall pay the amount, before requesting for formal relieving letter from the organization & at the same time organization has full right to initiate appropriate legal proceedings against the Employee in case of breach of this employment agreement.

However, MadHawks can terminate this arrangement immediately without notice thereof, gross indiscipline, lack of performance or willful misconduct or for material breach of your duties or obligations as stated herein, breach of trust, breach of any applicable law or breach of Companies Policies and Code of Business Conduct.

Salary illustration sheet of monthwise earnings

Name	ABHAY CHAUHAN		Comp Grade	12	
Joining Date	11/07/2022		Title	Representative Operations	
Location	Gurgaon		Monthly Earning Potential	19,583	
Month	Assured Salary	Deductions (PF/ESI)	*Projected Take Home (Pre Tax Monthly Incentive)	Monthly Incentive at midpoint**	**Take opportunity Incentives
1	17,021	3,412	13,609	-	13,609
2	17,021	3,412	13,609	1,000	14,609
3	17,021	3,412	13,609	1,000	15,609
4	17,021	3,412	13,609	1,000	16,609
5	17,021	3,412	13,609	1,000	17,609
6	17,021	3,412	13,609	1,000	18,609
7	17,021	3,412	13,609	1,000	19,609
**8	18,521	3,412	15,109	1,000	
**9	18,521	3,412	15,109	1,000	
**10	18,521	3,412	15,109	1,000	
1	18,521	3,412	15,109	1,000	
2	18,521	3,412	15,109	1,000	

Up 1 Eligibility Cycle

Projected take home is pre tax amount. Income Tax deductions would be deducted as per applicable laws. Monthly incentive is a variable amount and may vary depending upon the actual monthly performance data. Incentive is payable only after joining production. Training period may vary from process to process. Up increases will be governed by the Upskill policy.

The above is just an illustration sheet of the earnings and deductions view of first 12 months of employee to any claims on variable pay from the employer. Management reserves the right to withdraw without any prior notification. Employment terms and conditions as per appointment letter shall be applied.

I have read and understood the salary/earning illustration and the same has been clearly explained to me.

Name :	ABHAY CHAUHAN
Signature :	

Private & Confidential

Date:- 30th March 2022

Name:- Surbhit Sharma

Address:- 4649/37-A, Gali No-1, New Modern Shahdara, Shahdara, East Delhi, Delhi-110032

Dear Surbhit,

Sub: Appointment Letter

We are pleased to offer you an appointment with Corpseed ITES Private Limited as **Content Writer** under the following terms and conditions:

TERMS AND CONDITIONS

1. Your annual CTC will be **INR 222,444**. The components of your salary are provided in Annexure II and would be governed by Company policies as amended from time to time.

In addition to the salary components indicated in Annexure-II, you shall also be entitled to the following benefits as per applicable Company Policies & rules during your tenure with Corpseed India:

- Performance variable based on your performance & the Company's performance, the payout for which will be dependent on parameters that Corpseed will determine from time to time.
 - Medical insurance covering hospitalization expenses of up to **INR 200,000 and 500,000** given to you.
 - Personal Accident Insurance of up to **INR 500,000/-**.
 - Health Insurance cover of **INR 200,000/-**
2. You will also be reimbursed business related expenses incurred in accordance with relevant Company policies as applicable from time to time. The specific amounts for these expenses will depend on the nature and scope of your duties, and will be conveyed to you at the time of accepting this assignment.
 3. Your initial place of work will be **Noida**. However, your services are transferable, and you may be assigned, after reasonable notice, to any location in India or abroad where Corpseed conducts business. While on transfer you will be governed by the rules, regulations and conditions of service of that location.
 4. The Company will be working 6 days a week, nine hours a day. You will be expected to attend office - except while traveling on business – as assigned to you by your supervisors and as per applicable laws in force. Weekly offs will be governed as per applicable regulations & Company policies.

5. You shall be required to provide the Company all documents and information as set forth under Annexure I of this appointment letter.
6. You will be entitled to eighteen (12 CL+6 SL) working days leave per annum subject to prior approval by the Company. Accumulation / carry-forward of leave will be governed as per the existing Company policy on the subject.
7. You will be entitled with one leave in a month till completion of your probation period.
8. You shall serve a period of 6 months on probation. Therefore, you shall be due for confirmation on this position on **04th October 2022**. If your performance is not to the expectation of Management, your probationary period can be extended if deemed necessary.
9. Your appointment has been done after an extensive process for an important position which requires your skills and experience. This appointment may come to an end at the instance of either party by giving the other a notice in writing for One months. Your relieving from the services of the Company would be contingent upon successful serving of the full and complete notice period. Failing to do so would entitle the Company to recover damages for all losses caused due to any shortfall in serving of the full and complete notice period. The Company in addition to its rights to recover damages will not furnish a relieving letter in case of shortfall in the notice period unless such shortfall has been signed off by the appropriate person in the Company. In exceptional situations the Company reserves the right to waive off notice period at its sole discretion.
10. Corpseed reserves the right to terminate your employment without notice on grounds of breach of policy, misconduct or where your performance has been found to be unsatisfactory.
11. Absence for a continuous period of seven working days without prior approval of your supervisors (including overstay of leave/ training) can lead to your services being terminated without notice.
12. You will automatically retire on attaining the age of 60 years.
13. Whilst employed by the Company:
 - You will not be permitted to undertake any other full time or part-time employment or engage in any external activities of a commercial nature without prior written approval.
 - You will be required to effectively carry out all duties and responsibilities assigned to you by your supervisors and others authorized by the Company to assign such duties and responsibilities. Your performance evaluation will be done periodically by your supervisors and HR as per the Company appraisal system.

- Except in the ordinary course of your employment you shall not divulge to any third party any information regarding the affairs or business matters of the Company or information regarding its customers without prior written approval. All information that comes to your knowledge by reasons of your employment with the Company is deemed to be confidential and any breach thereof, shall be deemed to be a violation of Company policies and treated in accordance with clause 8.
 - You confirm that there is no litigation /conviction against you before any Court of law which involves any criminal offence or offences involving moral turpitude.
 - You confirm that you have disclosed fully all of your business interests to Corpseed whether or not they are similar to or in conflict with the business (es) or activities of the Company, and all circumstances in respect of which there is, or there might be perceived, a conflict of interest between Corpseed and you or any immediate relatives. Also, you agree to disclose fully and immediately to the Company any such interests or circumstances which may arise during your employment.
 - You will be required to apply and maintain the highest standards of personal conduct and integrity and keep yourself informed and comply with all Company policies and procedures.
 - In the event you resign from the services of the company or your employment with the company is terminated for any reason whatsoever within 12 months of your date of joining the company, you will be required to refund all relocation and related expenses, notice period reimbursement, if any that may have been paid or reimbursed to you by the Company.
14. Any violation of the above mentioned or any other Company procedures and policies would attract action as per Company's disciplinary policy in force, including and up to termination. In the event of termination by Company on account of breach of disciplinary policy, the Company will not be liable to pay any amount in lieu of notice.
15. Upon separation from the Company on account of either resignation or termination, you shall immediately return to the Company all the assets and property (including any leased properties) of the Company including documents, files, books, papers and memos whether in hard or soft copy which is in your possession or custody.
16. You are not permitted to contact any of our clients following your departure from the company, whether by resignation or termination. In case of violation of above-mentioned policy company is free to pursue legal actions.
17. 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/Clients 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.

18. The Company shall, at its discretion, conduct background, reference and medical checks including screens for substance use as per company policy and this offer is conditional upon the result of such checks. In the event the results of such background / reference checks or screens for substance use are unsatisfactory on any account, the Company may, in its sole discretion, revoke this offer at any time.
19. You are required to submit your relieving letter in original from your previous employer (if applicable) within 30 days of your joining the Company failing which your employment with the Company shall be liable for termination without prior notice.
20. Any and all disputes arising in connection with the appointment letter and services shall be referred to arbitration which shall be conducted in accordance with the Arbitration and Conciliation Act, 1996 by a Sole Arbitrator in accordance with the Arbitration and Company the venue of the Arbitration shall be **Noida** and the language shall be English. You agree to submit yourself to the exclusive territorial jurisdiction of court at **Noida**.
21. All terms and conditions will be governed by the Company's policies as stated from time to time and the Company may in its sole discretion as it deems fit revoke or change such Policies.

The terms of this offer shall be kept strictly confidential. You shall execute all other documents as may be required to give effect to this offer.

Your assignment is effective from **04th April 2022**.

Kindly sign and return a copy of this letter. Please initial each page in acceptance of the terms and conditions set out herein latest by 15 days of the issuance of the letter else this offer stands automatically withdrawn.

We welcome you and wish you every success in your career with Corpseed.

Warm regards,

For Corpseed India

VIPAN
SINGH

Chief People Manger

Accepted and Agreed

Surbhit Sharma

ANNEXURE I

1. Listed below are the documents that you need to furnish (in Photocopy) at the time of joining, Joining will not happen without these documents.
 - a. **Appointment Letter** accepted and signed by you. (Original CORPSEED offer letter)
 - b. **Date Of Birth Proof** (ONE of the following: Birth Certificate, Class 10 Board Certificate, Passport, Pan Card, Driving license)
 - c. **Photo ID** (ONE of the following: Voters ID, Driving license, Photo Credit Card, Passport, Ration Card, PAN card or XII Board hall ticket (Class XII hall tickets will be accepted only for those candidates joining straight after school and don't have any other document))
 - d. **Address proof** (ONE of the following: Passport, Voters ID, Electricity bill (latest) of Self or Parents, Water Bill (latest) of Self or Parents, Bank Statement (Latest), Ration Card, Telephone landline bill (Latest) of self or Parents or Current lease deed- with you or Parents as lessee or co lessee)

The same document may be used as proof for more than one of the above requirements.

2. In addition to the documents mentioned above, you are requested to provide the following documents & information. Please ensure that these documents and information are available with you on your date of joining.

Documents

1. Updated Resume
2. Academics: Most recent and Highest Qualification certificates
3. Professional Relieving Letter from previous employer (last employment)
4. Last 3 month Pay slip drawn
5. Nationality Proof (Voters id, Passport, Driving license or any government approved proof indicating nationality)
6. 2 recent Passport size Photographs.
7. If already a member of a provident fund (PF) scheme with previous employer, then;
 - I. Employer's name
 - II. Date of joining and leaving service with them
 - III. Previous PF account no.

ANNEXURE – II **COMPENSATION DETAILS**

Below variable figures are average amounts for your department, actual amount can be lower or higher based on your performance and the company's performance? As per the company policy and the Performance Management System ~90% employees are eligible for variable, least effective performers (~10% employees) may not get any variable. Variable is paid for calendar year and will be prorated based on department. The below-mentioned components/benefits are as per the prevalent Company policy and/or applicable law and are subject to change.

Annexure		
Fixed cost to the Company		
Name	Surbhit Sharma	
Designation	Content Writer	
Location	Noida	
Compensation Components	Monthly	Annual
Basic Pay	10,120.00	121,440.00
House Rent Allowance	2,626.00	31,512.00
Leave Travel Allowance	578.00	6,936.00
Telephone Reimbursements	528.00	6,336.00
Conveyance	600.00	7,200.00
Special Allowance	548.00	6,576.00
Balancing Allowance	-	-
Total	15,000.00	180,000.00
Gross fixed salary	15,000.00	180,000.00
Deferrals		
Employee PF	1,214.00	14,568.00
Esic	-	-
Medical insurance	1,250.00	15,000.00
Gratuity	487.00	5,844.00
Total	2,951.00	35,412.00
Total Fixed pay	17,951.00	215,412.00
	Exceed	Meet
Variable Cost to Company	Expectations	Expectations
Variable Salary Based upon Performance	18,000.00	9,000.00
Authorized by		Signed by
Finance Team		HR Team

Date: 16-06-2022

Applicant ID :Ajita_3_84225
Name :Ajita Agnihotri
Location :NOIDA

OFFER LETTERDear **Ajita Agnihotri**

Thank you for your interest in Adecco.

Based on your resume and the interview you had with us, we are pleased to make you an offer of employment as **Editorial Service Associate** on deputation to our client **ThoughtPartners Global Services Pvt Ltd** on fixed term contract, for the remuneration as offered and agreed by us (details given below). The Management reserves the right to bifurcate or merge the allowances in basic salary.

The **Net Salary (In Hand)** offered to you is **Rs 18358.00 only per month**; detailed breakup is enclosed.

The management reserves the right to utilize your services on deputation to our clients on fixed term contract, anywhere in India, through our branch offices, either in existence or which may come into existence. Your initial place of posting will be at **NOIDA**. However, you may be required to report to our Branch Office (address mentioned at the top right corner of this letter), to complete your joining formalities, in the event you have not been able to follow our digital process

This employment offer is subject to:

- a) The information provided by you in your resume and interviews are correct and valid.
- b) This offer letter is valid till the date of your joining which should not be later than **15 days** of issuance of this letter; your expected DOJ is **28-04-2022**. If you do not join us by the stipulated date, this offer is deemed invalid. Your formal appointment letter will be issued at the time of your joining, subject to receipt of various mandatory documents, as per list given below.
 - Aadhar card for proof of identity, proof date of birth and proof of address.
 - Educational certificates
 - ESI declaration in Form 1, PF nomination in Form 2 and Gratuity Nomination in "Form F"
 - PAN Card, Bank A/C details with proof
 - Six passport size photographs
 - Experience certificates and relieving letter from your previous employer (if applicable).
 - Proof of your last drawn salary (if applicable)

Please note that any claims based on alleged verbal promises by any authority in the organization are not a part of this letter and will not be entertained in future.

We look forward for you to join our organization at the earliest.

With warm regards,

Adecco India Pvt. Ltd.

Visakh R G
Sr. Manager - SSC



Simi Chacko
Asst. Manager - SSC

Authorized Signatory

Enclosures: - (i) Compensation Sheet; (ii) Consent letter

I hereby accept the above-mentioned terms and conditions.

Name: _____ Signature: _____ Date: _____

COMPENSATION SHEET

Applicant ID	: Ajita_3_84225
Name	: Ajita Agnihotri
Designation	: Editorial Service Associate

Compensation	Rs. Per Month
BASIC SALARY	11000.00
HOUSE RENT ALLOWANCE	5500.00
OTHER ALLOWANCE	3327.00
GROSS (SUB TOTAL A)	19827.00
PROVIDENT FUND EMPLOYER	1320.00
ESI DEDUCTION- EMPLOYER	644.00
EMPLOYER PF ADMIN CHARGES	55.00
EMPLOYERS EDLI CHARGES	55.00
EMPR INSURANCE GMC	78.00
EMPR INSURANCE GPA	21.00
EMPLOYER DEDUCTION (SUB TOTAL B)	2173.00
CTC (SUB TOTAL A+B)	22000.00
PROVIDENT FUND EMPLOYEE	1320.00
ESI DEDUCTION- EMPLOYEE	149.00
EMPLOYEE DEDUCTIONS (SUB TOTAL C)	1469.00
TAKE HOME (SUB TOTAL A-C)	18358.00

Annual CTC : **Rs. 264000.00**

Note : "Take home is subjected to all statutory deductions and applicable tax deductions"

Visakh R G

Visakh R G
Sr. Manager – SSC

Authorized Signatory
Adecco India Pvt. Ltd.,

Simi

Simi Chacko
Asst. Manager – SSC

I hereby accept the above-mentioned terms and conditions.

Name: _____ Signature: _____ Date: _____

CONSENT LETTER

- Adecco India ("Adecco") may collect, use or disclose the Personal Data which you provide to Adecco India for the Purpose described in the Adecco's Data Privacy Policy (<https://www.adecco.co.in/privacy-policy/>) ("Adecco Policy") including the provision of Services, storage, analytical or dispute resolution purposes, as well as, to comply with applicable laws, regulations and Adecco's internal policies. Capitalized terms used in this form and not expressly defined shall have the same meaning as set out in the Adecco Policy.
- Adecco may also share your Personal Data with Adecco's employees, officers, directors, clients (and its agents), Suppliers or third party vendors (IT, financial and legal advisors), or any statutory authorities and/or to any other Adecco affiliates, based locally or abroad, in order to reasonably achieve the Purpose. In any case, transfers to third parties will strictly be on a need to know basis, in order to comply with contractual or legal obligations.
- Adecco will handle, maintain and store your Personal Data - for a limited period of time, in compliance with Adecco Policy and the applicable laws and regulations.
- Adecco relies on your Personal Data to achieve the Purpose; hence, you warrant that the Personal Data you provide is accurate, correct and complete. If you wish to correct, update or delete your Personal Data, you may contact Adecco's Data Protection Officer at legal.India@adecco.com.
- You are entitled to withdraw this consent at any time by giving notice to the Adecco's Data Protection Officer. You acknowledge that such withdrawal shall apply prospectively and only affect Adecco's future use or disclosure of your Personal Data.
- If you have any queries regarding Adecco's treatment of your Personal Data, this consent form or any related matter, you may refer to [Adecco's Data Protection Officer](#) at: legal.India@adecco.com
- For any government welfare scheme Aadhar is mandatory. Accordingly by signing this explicit consent letter you hereby allow Adecco to collect your Aadhar card/details. This will enable Adecco to link your Aadhar details to welfare schemes like ESI, EPFO etc. If you have any issue in sharing the details please specify the reasons in writing.
- You acknowledge that you have read and understood this consent and the Adecco Policy and provide your express consent to the collection, use and disclosure of your Personal Data as therein described.

Name: _____

Signature & Date: _____



Date: 16 Jun 2022

Ms Anmol gupta
E-16/64 65 2nd floor sector 8

rohini 110085

Employee No: 2471238
Dear Ms Anmol gupta

Appointment Letter

We are pleased to appoint you in our organization as Associate subject to the following terms and conditions:

1. Your contract will commence from 16 Jun 2022 and expire on 15 Jun 2023 during which you will render services to Times Internet Limited at their premises subject to the terms and conditions of the engagement letter executed by you on 16 Jun 2022 and in accordance to the instructions received by you from us or any other authorized person and will be bound by our rules and regulations.
2. You hereby agree to be liable for the following terms and conditions:
 - i. Fully perform the services, in a professional manner, at the Client's location until the completion of the term of the work assignment.
 - ii. During the term of the work assignment, render services exclusively to the Client and such performance shall not be inconsistent with any obligation you may have to other third parties.
 - iii. Not engage in any conduct which is detrimental to the interest of the Client or TeamLease.
 - iv. Not receive any payments of any nature directly or indirectly from the Client unless agreed to by TeamLease.
 - v. Neither directly nor indirectly offers you for employment with the Client or its affiliates during the period of the work assignment without prior permission of TeamLease.
 - vi. Extend all cooperation to the Client's employees, consultants, representatives, etc, and do all such things as may be necessary and comply with all terms of the Appointment letter so as to effectively undertake the work.
 - vii. Report and be present at the designated location during the working hours mentioned herein and abide by the rules and regulations as required by the Client.
 - viii. Comply with the safety, health and other rules and regulations of TeamLease and the TeamLease Client that you have been made aware of.
 - ix. During the course of your contract, you can be transferred to a location within the territory of India as and when required by TeamLease for executing the services provided herein.
3. Should you be selected to perform the Work Assignment, the nature of your relationship with TeamLease will be that of a Contract of Service for a fixed period. By executing this letter of engagement neither do we offer you employment with TeamLease nor do you become an employee of TeamLease. Upon expiry or termination of the Work Assignment, your employment with TeamLease shall stand terminated forthwith.
4. Except for expiry of a Work Assignment due to completion/expiry of the same or in respect of a Work Assignment of one week or a lesser period of time, either party may terminate this Work Assignment Letter by issuing 15 days notice in writing or payment thereof.
5. Termination of this letter of engagement shall not affect the obligations of the parties that have been incurred prior to such termination and TeamLease shall promptly settle all your dues after making the applicable deductions.
6. You agree to defend, indemnify and hold TeamLease or the Client harmless from any and all claims, damages, liability, attorneys fees and expenses on account of your failure to satisfy any of your obligations under this work assignment letter or for misconduct or for violation of any law or creation of any legal liability by you.
7. Any dispute between you and TeamLease shall be referred to a sole arbitrator appointed by TeamLease. The arbitration shall be conducted in English language, in accordance with the Arbitration and Conciliation Act 1996, at Bangalore, Karnataka, India. This Engagement Letter shall be governed by the laws of India.
8. Details of your salary breakup will be as per the Annexure attached herein. You hereby authorize TeamLease to

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TeamLease Services Limited., CIN No. L74140KA2000PLC118395

Registered Address: BMTC Commercial Complex, 6th Floor, 80 Feet Road, Koramangala, Bangalore - 560095.

Ph : (91-80) 33002345, Fax : (91-80) 33243001 www.teamlease.com



make all salary payments required to be made to you by TeamLease including all reimbursements either by way of Cheque or by directly crediting the amounts to your bank account.

9. The salary payout will be made latest by 9th of the following month.
10. You will be entitled to an employer's contribution of Provident fund to the extent of 12% of your basic salary and applicable ESI contribution. You will also be covered under Medical and Accident Insurance and will be entitled to all other statutory benefits whichever is applicable during the contract period. It is hereby clarified that if you fail to submit the ESIC, PF, Gratuity nomination forms together with any other document as required under the applicable labour legislations, TeamLease shall not incur any liability with regards to any Claims under the said applicable labour legislations.
11. In addition to the terms contained herein, your relationship with TeamLease may be subject to such other additional terms and conditions as may be communicated to you from time to time in writing by TeamLease and you hereby agree to have read and clearly understood the terms of employment provided in the Service Rules, which is attached herein.
12. During your employment with TeamLease, if we find any irregularity or insufficiency in the documents submitted by you, this Appointment Letter would stand cancelled/revoked. We at TeamLease would like to create an environment and culture committed to co-operation, quality and responsiveness that permeates every activity. As a new entrant we would like you to add value to this process. Please return the copy of the Offer Letter enclosed after affixing your signature at the appropriate place on the Office Copy in token of your having read, agreed, fully understood and accepted the terms and conditions of appointment. Please send across the signed acknowledged copy to ROPS Team, Bangalore TeamLease Address which is mentioned below. In case we do not receive your acknowledgement copy within a period of 15 days from the date of joining, your assignment at TeamLease with the acceptance of your first salary from TeamLease will be conclusive proof of your acceptance in accordance of terms and conditions.
13. The nature of your relationship with TeamLease will be that of contract of service from 16 Jun 2022 to 15 Jun 2023. Upon expiry or termination of the work Assignment, your employment with TeamLease shall stand terminated forthwith.

TeamLease neither accepts any consideration in the form of any cash or kind nor supports any policy of accepting such consideration by any third party for providing employment to prospective candidates. In the event you have paid any such amount to any employee, Officer, representative of TeamLease kindly bring the same to the immediate notice of your superiors or report the same to TeamLease through email or through the toll free number which is provide to you.

ENDORSEMENT

I hereby confirm acceptance of the above assignment, on the terms and conditions stipulated therein.

For TEAMLEASE SERVICES LIMITED

Accepted and Agreed

(Authorized Signatory)

Signature and date:
Name: ANMOL GUPTA

Salary Annexure

Employee No: 2471238

Particulars	Amount
Basic	10483
House Rent Allowance	5242
Employer PF Contribution	1666
ESIC - Employer	650
Insurance	454
Mobile Allowance	3000
Works Allowance	401
Statutory Bonus	874
TotalAmount	22770
Amount In Words(Rs)	Twenty Two Thousand Seven Hundred Seventy Rupees

Net Pay Annexure

EARNINGS	Amount
Basic	10483
House Rent Allowance	5242
Mobile Allowance	3000
Works Allowance	401
Statutory Bonus	874
Gross Earnings	20000
DEDUCTIONS *	Amount
Employee ESI	150
Employee PF	1666
Total Deduction	1816
Net Salary	18184

* Income-tax deductions, if applicable, will be as per the Income-Tax Act, 1961

** Annual components (like LTA, Medical Reimbursement) would be payable on claims and will be considered for exemption under Income Tax subject to receipt of valid bills for the Financial Year if applicable

Note : This statement is only for the purpose of information and is illustrative in nature

Mandatory Training Programme - Prevention of Sexual Harassment at Work Place - The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act 2013 (Act)

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In accordance with the provisions of the above Act and the Policy of the Company to create awareness on prevention of sexual harassment at workplace, we urge you to undergo an online training programme, on the subject matter.

Please note that undergoing online training is mandatory for this engagement.

The **link** to undergo the programme and complete the evaluation is given below.

Link : <https://tconnect.teamlease.com/Learning> The training programme shall be conducted on a regular basis every year. Please complete the training programme within 15 days of receipt of this letter, after which it shall be treated as a deemed confirmation that you have understood your responsibilities in ensuring a safe workplace



Prodigy Human Resource Consultant Pvt. Ltd.

Registration No. U74340DL2011PTC135666

EMPLOYMENT LETTER

Dear Mr. Uttam Singh Gaur
S/O - Mr. Ashutosh Gaur
Address: 153, Sanskriti Apartments
Sector-28, Rohini, Delhi

Dated: 28-02-2022

Greetings from Prodigy!

Congratulations!

Upon confirmation and acceptance of the offer letter. We are pleased to appoint you for the position of **HR Executive (Recruitment)** with Prodigy Human Resource Consultant Pvt. Ltd. You will be joining Prodigy Human Resource Consultant Pvt. Ltd, and you will become integral part of a fast-paced and dedicated team that works together to provide our clients with the highest possible level of services.

As a member of team, we would ask for your commitment to deliver outstanding quality and results that exceed client & company expectations. In addition, we expect your personal accountability in all the services, actions, advice and results that you provide as a representative of Prodigy Human Resource Consultant Pvt. Ltd. In return, we are committed to provide you with every opportunity to learn, grow and elongate to the highest level of your ability and potential.

We assure you will find this opportunity both challenging and rewarding. The following points outline the terms and conditions we are intended below.

Position Title: **HR Officer (Recruitment)**

Reporting: **Head Recruitment**

Date of Joining: **2nd March, 2022**

Annual Salary: **Rs 2,16,000/-** (Includes Basic + HRA + Other allowances + Tax- if applicable) + Incentive (As per employee & company performance) and company policy.

(Incentives will be reviewed on quarterly basis)

Mobile Allowance 250 Rs / Month

Upon Successful completion of your probation you 10 % increment will be given in reference to your performance dedication and discipline.

Probation: 3 months' Probation during that both employer and employee having right to terminate the employment with 15 days written notice after successful completion of

H3/181, Vikaspuri,
New Delhi-110018
Ph. : (011) 45624553
E-mail : info@prodigyhrc.com
Website : www.prodigyhrc.com



Uttam Singh Gaur



Prodigy Human Resource Consultant Pvt. Ltd.

Upon Successful completion of your probation your 10% increment will be given in 2022.

Probation: 3 months' Probation during that both employer and employee having right to terminate the employment with 15 days written notice. And after successful completion of probation both employee and employer is required to serve the notice of 1 month for termination of employment.

Any deviation on the above will forfeit employee final settlement.

Hours of work: 10:00 a.m. to 6:00 p.m. (Sunday, Second & fourth Saturday off, work hours can be prolonged depending upon business requirements)

Following the initial probationary period, a progression and performance review will be conducted on a quarterly basis to assess performance to-date, and to clarify or modify this arrangement, as the need may arise.

During the probation period the employee will be eligible for 1 day paid casual leave/medical leave, after successful completion of probation employee will be considered as permanent employee and will be eligible for all other benefits of company as per the policy.

Confidentiality: During and after the period of employment with Prodigy Human Resource Consultant Pvt. Ltd. Employee will not reveal or disclose any information with respect to the terms, conditions, confidentiality agreement employee contract, pre contract communication and any such related information between Company, its client and business information to any individual, firm, firm-entity, party, organization group or incorporations thereon, outside Prodigy Consulting (except to the Company authorized individuals or firms).

Kindly sign a copy of this letter in acceptance of the above mentioned terms and conditions and records for the same.

Prodigy Human Resource Consultant Pvt. Ltd.

For Authorised Signatory



Prodigy Human Resource Consultant Pvt Ltd

I acknowledge that I have read and do hereby accept the terms and conditions.

Name- UTKARSH GAUR

Signature- Utkarsh Gaur

Date-

H3/181, Vikaspuri,
New Delhi-110018
Ph: (011) 45624553
E-mail: info@prodigyhrc.com
Website: www.prodigyhrc.com

To
Tavish Narang,

Provisional offer of Employment

We welcome you to join our organization as “**SEO Executive**” on deputation to “**SRIAAS**” on the following terms & conditions:

1. Your employment is expected to start from **DOJ 18-Dec-2021**
2. Your annually TCTC will be **INR 2,16,000/- / (Two lakh Sixteen Thousand Only)**.
3. During the working period, your service may be deputed to any of our clients to do work pertaining to/incidental to the client’s business, at any of their location within India and also going to move in our parents’ company.
4. Please note that this is the provisional offer letter of employment for minimum 03 months subject to extend a performance basis and is not to be constructed as an appointment letter. During probation period or such extended period of probation your services are liable to be terminated, at any time, without notice and without assigning any reason whatsoever, without any payment of compensation in lieu therefore.
5. After expiry of probation period, your confirmation shall notify to you in writing. Till such time, your services will remain on probation.

A detailed appointment letter would be sent to you that would be detail terms of employment.

6. Kindly sign the duplicate copy of this letter as a token of your acceptance of the provisional offer.



Wishing you the very best!!!

(Authorized Signatory)
(Roopa Priyadarshani)

Name	Tavish Narang
Designation	SEO Executive
Department	Marketing
Location	Gurgaon

BREAK UP OF THE SALARY	Monthly (INR)	Annual (INR)
Basic	4,500.00	54,000.00
HRA	2,250.00	27,000.00
Conveyance Allowance	1,600.00	19,200.00
Other Allowance	9,650.00	1,15,800.00
Gross Salary	18,000.00	2,16,000.00
Income Tax (TDS)	-As per Income Tax-	-As per Income Tax-
Employee PF	Nil	Nil
Employee ESI	Nil	Nil
Total Deduction	Nil	Nil
Net Salary	18,000.00	2,16,000.00
Income Tax (TDS)	-As per Income Tax-	-As per Income Tax-
Employer PF	Nil	Nil
Employer ESI	Nil	Nil
Total Deduction	Nil	Nil
TCTC	18,000.00	2,16,000.00

Note:

1. The Salary pay for the particular month will be paid on the 05th of the following months if the 05th happens to be a Sunday or a public holiday; the salary will be paid on the previous working day.
2. You will be eligible for your merit salary review on yearly basis and from there on every year based on individual performance with the organization.

3. **Statutory Compliance will be followed as per the government guidelines.**
4. **Income Tax (TDS) will be deducted when your annual salary reaches the taxable amount.**
5. **Documents related to Investment/Savings/House Rent receipts have to be submitted by 05th April of every year.**
6. **In case company property loss or damaged and any kind of penalty subject to loss will be deducted from salary.**

A handwritten signature in blue ink, appearing to read 'Roopa', is written over two horizontal lines.

Yours Truly,
HRD

(Roopa Priyadarshani)

Fwd: Event Management Internship

1 message

SHOAIB RAHMAN <shoaibrahman234@gmail.com>
To: "placementstias@tecnia.in" <placementstias@tecnia.in>

Mon, Aug 29, 2022 at 3:08 PM

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

From: **Arvind Kejriwal MLA - New Delhi** <newdelhi.mla@gmail.com>

Date: Mon, Aug 8, 2022, 12:58 PM

Subject: Event Management Internship

To:

Dear Candidate,

We are pleased to inform you that you have been selected for a 2-month event management internship at our office beginning from July 2022. This is a full-time internship. An experience certificate will be provided upon the successful completion of the internship as per the terms and conditions.

Best Regards,

Office of Hon'ble MLA

Parliament Street,

New Delhi-110001

Ph. 01123369011

Dated: June 6th 2022

Private & Strictly Confidential

To
Ms. Sakshi Sharma
1/10207 West Gorakh Park
Gali No. 1, Shahdara,
Delhi 52

Letter of Appointment

With reference to the discussion we had with you, we are pleased to appoint you as a **Recruitment Executive** under the following terms and conditions:

1. Commencement Date

Your date of appointment will be effective from **06th June 2022**.

2. Salary / CTC

Your Fixed Gross CTC would be **Rs. 2,16,000/- per annum (Rs.18,000 per month / Eighteen Thousand Only)** subject to deduction of tax at source, if applicable.

3. Job Assignment/Reporting

In your assignment, you will be responsible for the duties of **Specialist Recruiter - Veteran Hiring**, as more particularly laid out in the job description for this position.

4. All other terms and conditions will be governed by the Company's policies as per the HR Manual attached.

5. Acceptance

Please sign and return the duplicate copy of this letter and HR Manual as a token of your acceptance of the terms and conditions mentioned herein.

We are excited and looking forward to have you in our team.

Regards

Rahul Sharma
(Head Business)



Encl.: HR Manual

M2C HR CONSULTANCY LLP

Corporate Office: 1002, 10th Floor, Gopal Heights, Netaji Subhash Place, Pitampura, New Delhi - 110034

Ph.: 011-45491199 | info@militarytocorp.com | www.militarytocorp.com

Weblens India LLP

DSM-545, 5th Floor, DLF Commercial Tower, Shivaji

Marg, Moti Nagar, New Delhi-110015

Website: www.lenscaravan.com

GST: 07AADFW6348N1ZJ

To,
Rohan Basoya,

10-May-2022

Sub: Offer of Employment: Weblens India LLP

Dear Rohan Basoya,

On behalf of **Weblens India LLP**. (The "Company"), we are very pleased to issue this offer letter for the position of **Event Organizer** in **Corporate Vertical Business** at **New Delhi**. This offer letter outlines only the basic terms which are not exhaustive and does not include the detailed terms and conditions of your employment. This offer is subject to your acceptance of terms of the employment agreements referenced below. This offer is contingent on a candidature reference and successful completion of the background check done by the Company.

Joining Date and Salary

Unless we mutually agree otherwise in writing, you will commence employment on **13-May-2022** (the "Start Date"). Your starting salary will be **216,000 (Two Lakh Sixteen Thousand Only)** per annum CTC, payable in accordance with the Company's standard payroll practice and subject to applicable withholding taxes. The detailed compensation breakup is given in the enclosed Annexure. Your base salary is inclusive of both the employer's and the employee's provident fund contributions. Your salary will compensate you for all hours worked, excluding payments for any overtime.

On acceptance of this offer letter, your employment will be conditional on, and subject to, the terms of a written employment agreement between you and the Company (the "Employment Agreement").

Irrespective of the background check conducted by the Company, in case you are not an Indian national and required to obtain applicable visa/ work permit/ authorization or permission from appropriate government authorities to work in the country, you are required to ensure all such permissions are obtained before commencement of employment and submit a copy to the Company. The validity of the offer letter shall cease to effect, if it is found that you do not have required work permit/ authorization/ visa, as the case may be, to work in India.

If you wish to accept employment with the Company, please indicate so by either by accepting the offer (Details mentioned in the email) or by sending an email confirmation to Capital Department. In case you do not confirm your acceptance on the terms of employment as given in this letter of employment within 48 Hours from the date of issuance, then the offer of employment shall stand rescinded.

We are very pleased about the possibility of you joining us. We hope that you will accept this offer and look forward to a productive and mutually beneficial working relationship.

You shall be required to either upload following documents or bring the same on your date of joining.

1. Copy of Aadhaar Card
2. Copy of PAN Card
3. Your Professional and academic qualification certificate(s) - 10th Standard onwards
4. Copy of UAN card with KYC status updated as Yes.
5. Provident Fund and Pension Scheme Account Number
6. ESIC number if a member of ESIC.
7. Details of your last revised compensation e.g. your last Pay-slip
8. Form 16 from your previous employer/ salary certificates
9. One canceled cheque (Name Imprinted) or Cancelled cheque with Passbook
10. 4 Passport Size Photographs (To Carry on your date of joining)

Wishing you success in

your career with us.

Thanks & Regards
Recruitment Desk

For Weblens India LLP



Authorized Signatory

To,

Mr. Mohammed Laref,

174 Kacheri Chauraha Jhansi 284001 Uttar Pradesh,

03 Aug 2022

Welcome aboard! We are pleased to have you join us as **Customer Care Executive**.

At Teleperformance, we are committed and passionate to deliver outstanding customer experience with every single opportunity. We are thrilled to have you with us and look forward to your contribution.

Yours Sincerely,

Preeti Shirke

Head Recruitment | Teleperformance

Emp Temp Code : 7321426280

Annexure I
Compensation Details

Employee Name:	Mohammed Laref
Designation:	Customer Care Executive
Grade:	Customer Care Executive (Grade I)
Date Of Joining:	August 04, 2022
City:	Indore
Pay Components	Amount in Indian (INR)
Basic Pay	9,101.00
Housing Rent Allowance (HRA)	5,481.00
Transport Allowance	0.00
Flexible Benefit Plan	0.00
Statutory Bonus#	1,820.00
Gross Fixed Salary (1)	16,382.00
Provident Fund (Employee) (2)	1,092.00
ESIC (Employee) (3)	123.00
Net Take Home [1-(2+3)]	15,167.00
Provident Fund (Employer) (4)	1,092.00
ESIC (Employer) (5)	532.00
Gratuity* (6)	0.00
Total Fixed Cost (1+4+5+6)	18,006.00
Annual Fixed CTC	216,072.00
Annual Performance Pay**	0 % of Annual Fixed CTC
Annual Performance Linked Incentive (PLI)	0.00
For CRM Services India Private Limited,  Preeti Amit Shirke Senior Vice President - Talent Acquisition	
*Gratuity shall be payable as per "The Payment of Gratuity Act". **Performance Pay will be payable subject to assessed performance achievement level, the pay-out criteria and the frequency, as per the "Performance Pay policy/ note". #Statutory Bonus is paid monthly as per "The Payment of Bonus Act".	

- All Reimbursements will be paid as per prevailing Income Tax rules and company policies in effect
- The above compensation will be subject to Income Tax regulations in force from time to time.
- The above compensation is subject to deduction towards Medi-claim Insurance, transport, if/as applicable and any other statutory deduction/contribution including Professional Tax, labour
- Any Incentive payable, as part of the compensation structure or otherwise, shall have a "Minimum Attendance Threshold/Performance" as qualifying criteria for such payout.

Date: September 22, 2022

Dear Kavya,

OFFER LETTER

We are pleased to offer you the position of **HR Admin & Front Desk Executive** at **WE Excel Software Pvt. Ltd.**. We feel confident that you will contribute your skills and experience towards the growth of our organization.

As per the discussion, your starting date will be **Sept 26, 2022**.

Your cost to the company will be **2.16 Lakhs per annum**.

You will under probation for a period of three months starting from your date of joining. However, this period can be cut short or extended based on your performance and at the discretion of the management.

Please furnish the following documents with a signed copy of this letter as a token of your acceptance of the above offer.

- Academic Qualification Certificates
- Any other certificates (professional & additional qualification)
- Work experience Certificate from last company
- Two photographs
- ID Proofs

We look forward to welcoming you onboard.

Sincerely,

HR Department

For WE Excel Software Pvt. Ltd.

25th July 2022

To,

Ms. Juhi Sharma

House No: 18 Bhagwan Park,
Jharoda Mazra Burari
Delhi - 110084

Dear Ms. Juhi,

This is in reference to your desire to be a team member at **Teamglobal Logistics Pvt. Ltd.**, and our subsequent personal discussion, we are pleased to confirm as follows:-

1. You will hold the position of **Jr. Executive - Export CS in Grade E3** in Teamglobal based in **Haryana**.
2. Your Gross Monthly remuneration will be as per the attached annexure 1.
3. You are required to submit following documents prior to date of joining:-
 - a. Recent Passport Size Photograph. (2 no's).
 - b. Experience Certificate of your previous job (if any).
 - c. Address Proof.
 - d. Education Certificate.
 - e. PAN Card.
 - f. Cancelled Cheque
4. You will be on Probation for 6 months

Please forward us a confirmation of acceptance of our offer at the earliest & your date of joining will be **25th July 2022**

A detailed letter containing Job Profile, Salary Break Up, & Terms of Employment will be given to you on your date of joining.

The office timings are (Monday-Friday) - 9:00 am - 6:30 pm in which Employees are allowed to come in the slot of 09:00 am to 10:00 am and have to complete 08:30 hours compulsorily. (Saturdays as applied – 01st & 03rd) - 9:00 am - 2:00 pm in which Employees are allowed to come in the slot of 09:00 am to 10:00 am and have to complete 04:00 hours compulsorily.

Note: *This offer stands valid subject to your positive reference check carried by the company.*
Please return signed copy to confirm your acceptance.

Yours Sincerely,

For **TEAMGLOBAL LOGISTICS PVT. LTD.**



Dr. Samta Jain

Vice President – HR / IR and Admin

Accepted (Signature)

Annexure 1

	Name of the Employee	Mr. Juhi Sharma			
	Grade	Jr. Executive - E3			
Sr. No.		Particulars of Heads		Salary Fitment	
				Monthly	Annual
A	Monthly Gross	Rs.	Rs.		
1	Basic	12500	150000		
2	HRA	6250	75000		
3	Children Education Allowance	0	0		
4	Consolidated Allowance	1021	12252		
Total (A) Monthly Gross		19771	237252		
B	Benefits & Employer Contributions				
1	Bonus - 8.33% / Ex-gratia	1041	12495		
2	ESIC	643	7711		
3	P.F	1623	19470		
4	GRATUITY*	601	7212		
Annual Total (B)		3907	46887		
C	TOTAL CTC (A+B)	23678	284139		
Deductions					
1	PF	1623	19470		
2	ESIC	148	1779		
3	P.T	0	0		
Total (D)		1771	21250		
Net Take Home		18000	216002		
*Gratuity : The same is the retiral benefit and will disbursed after completion of continuous Five years of service.					
For Teamglobal Logistics Pvt Ltd.					
					
Dr. Samta Jain Vice President - HR / IR & Admin			Accepted (Signature)		



EMPLOYMENT LETTER

Dear Ms Himanshi Gogia
D/O - Mr. Sunil Kumar Gogia
Address- RZ 25 B/4 Street no 32, Indira Park,
Palam Colony, New Delhi

Dated-28-02-2022

Greetings from Prodigy!

Congratulations!

Upon confirmation and acceptance of the offer letter. We are please to appoint you for the position of **HR Executive (Recruitment)** with **Prodigy Human Resource Consultant Pvt. Ltd.** You will be joining **Prodigy Human Resource Consultant Pvt. Ltd.** and you will become integral part of a fast-paced and dedicated team that works together to provide our clients with the highest possible level of services.

As a member of team, we would ask for your commitment to deliver outstanding quality and results that exceed client & company expectations. In addition, we expect your personal accountability in all the services, actions, advice and results that you provide as a representative of **Prodigy Human Resource Consultant Pvt. Ltd.** In return, we are committed to provide you with every opportunity to learn, grow and elongate to the highest level of your ability and potential.

We assure you will find this opportunity both challenging and rewarding. The following points outline the terms and conditions we are intended below.

Position Title: **HR Officer (Recruitment)**

Reporting: **Head Recruitment**

Date of Joining: **2nd March, 2022**

Annual Salary-**Rs 2,16,000/-** (Includes Basic + HRA + Other allowances - Tax- if applicable) - Incentive (As per employee & company performance) and company policy.

(Incentives will be reviewed on quarterly basis)

Mobile Allowance **250 Rs / Month**

Upon Successful completion of your probation you **10 %** increment will be given in reference to your performance dedication and discipline.





Prodigy Human Resource Consultant Pvt. Ltd.

Registration No. U74140DL2011PT02158

Upon Successful completion of your probation you 10 % increment will be given in reference to your performance dedication and discipline.

Probation: 3 months' Probation during that both employer and employee having right to terminate the employment with 15 days written notice. And after successful completion of probation both employee and employer is required to serve the notice of 1 month for termination of employment.

Any deviation on the above will forfeit employee final settlement.

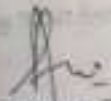
Hours of work: 10:00 a.m. to 6:00 p.m. (Sunday, Second & fourth Saturday off, work hours can be prolonged depending upon business requirements)

Following the initial probationary period, a progression and performance review will be conducted on a quarterly basis to assess performance to-date, and to clarify or modify this arrangement, as the need may arise.

During the probation period the employee will be eligible for 1 day paid casual leave/medical leave, after successful completion of probation employee will be considered as permanent employee and will be eligible for all other benefits of company as per the policy.

Confidentiality: During and after the period of employment with Prodigy Human Resource Consultant Pvt. Ltd. Employee will not reveal or disclose any information with respect to the terms, conditions, confidentiality agreement employee contract, pre contract communication and any such related information between Company, its client and business information to any individual, firm, firm entity, party, organization group or incorporations thereon, outside Prodigy Consulting (except to the Company authorized individuals or firms).

Kindly sign a copy of this letter in acceptance of the above mentioned terms and conditions and records for the same.


For Authorised Signatory



Prodigy Human Resource Consultant Pvt Ltd

I acknowledge that I have read and do hereby accept the terms and conditions.

Name- Himanshi
Signature- [Signature]
Date- [Date]



OFFER LETTER



Dear Falguni Bhurani

I am pleased to inform you of your acceptance as a Content manager.

As an employee, you will not receive health and compensation benefits as it's a growing company. During your job, you will have access to the company's clients and confidential information. you agree that you will keep all this information and client information strictly confidential and will not share it with anyone outside the company. you will not use it for your own benefits and after completion of the job; you will return documents, equipment, and all company property.

Joining date - 6th June'2022

Working Hours - 10am-6pm

Salary- 18k

Note:- Don't forget to carry your laptop, Educational documents, ID Proof, Address proof and two passport size photographs along with you on the joining date mentioned above.

We look forward to seeing you continue your journey with Behind the Screens and look forward to a successful career.

Congratulations on the job.

Best Regards,

Abhishek Nayyar

Managing Director

www.behindthescreensco.com

contact@behindthescreensco.com



Ms. Dhrrithi Khanna,
A-19/20 double storey Malika Gari,
Opp. Lakshmi Narayan Mandir, Delhi-7.

Date: 29/03/2022

Letter of Intent

Dear Ms. Khanna,

With reference to your interview and subsequent discussions you had with us, we are hereby pleased to offer you the position of **Graphic Designer in Events Department of Seven Seas Banquet**.

The terms & conditions of your appointment will be in line with those discussed and a detailed letter of appointment will be given to you on the day of joining.

We would appreciate if you join us on or before **04/04/2022** at **11:00 Hrs.** in formal attire, after which our offer stands withdrawn, unless otherwise extended by the Management.

Appointment Letter shall be issued subject to Reference check, Police Verification, submission and verification of the following certificates or testimonials:

- 1) Passport size Photographs.
- 2) Age Proof & Residence Proof.
- 3) All the educational testimonials.
- 4) Experience / Relieving Letter & Salary details of your last employer.
- 5) Original Copy of PAN Card & Aadhar Card
- 6) Form 16 from the last employer.
- 7) Covid-19 vaccination is compulsory before joining.
- 8) Previous UAN No. PF Account No & ESI No (If Applicable)
- 9) PNB Bank Account Number

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

All the Documents need to submit on the date of joining else we would forfeit the joining.

We welcome you to the Hotel Seven Seas Family.

Yours Truly,
For Seven Seas Hospitality (P) Ltd.


HR Manager

Seven Seas Hospitality Pvt. Ltd.
B-16, Capital Park Road Industrial Area
Phase-III, Gurgaon, Haryana-122002
Ph: +91 122 4191001 / 4191002 / 4191003
Mobile: +91 98100 11111 / 98100 11112

E: hr@sevenseashospitality.com
or sevenseashospitality@gmail.com



Letter of Intent- KRM AYURVEDA PVT LTD

Inbox

**Bhavika Nayyar** Jan 20

to me, Gunjan ▾



Dear Arpit,

I hope my mail finds you well!

We are pleased to offer you employment on behalf of **KRM Ayurveda**, further to the interview and discussions you have had with us.

Your training is on 21st January 2022 "**Health counselor**".

The salary for this position will be **18,000/-** Per Month and you will not be eligible for any overtime compensation.

Please also bring along the following documents:

- 1) Aadhar Card & Pan Card
- 2) 10th, 12th, Graduate, or Postgraduate mark sheets.
- 3) Last company offer, Salary Slips & relieving Letter (Resignation Acceptance).
- 4) 2 passport size photographs
- 5) Cancel Cheque or passbook photocopy for bank account details
- 6) Rent agreement, electricity bill - If required.

Venue Address: Building No: 77, Tarun Enclave,
Pitampura, New Delhi-110034

Reporting Time: 09:00 AM

Kindly Acknowledge this mail.

**Pune Office:**

Vaco Binary Semantics LLP
Office 205 and 206, 2nd Floor,
Supreme Ikon, Baner Road,
Skalnagar, Baner, Pune,
Maharashtra, 411007

Registered Office:

Vaco Binary Semantics LLP
LLP No. AAI-1086
Plot No. 38, Sector 18, Electronic
City Gurugram, Haryana- 122015
(India) Phone No. 0124 - 4242120

VBS/HR/FM-12

Mr. Adish Gupta,
1001 Rani bagh main market,
Pitampura 110034

Personal Email ID - adishgupta7@gmail.com

Subject: Appointment Letter

Dear Adish,

We are pleased to appoint you as **Associate Analyst** with Vaco Binary Semantics LLP (hereafter, referred to as the Company) w.e.f **20th June 2022** This joining date is subject to change due to any unforeseen circumstances.

Your employment shall be governed by the following Terms and Conditions including the Non – Disclosure Agreement (NDA) and Code of Conduct that you are required to simultaneously execute with our Company. Further, you will be bound by other Rules & Regulations/ Conditions of Service as may be communicated to you while in our employment.

1. Remuneration:

Your CTC (Cost to the company) will be **INR 2,11,700 LPA (INR Two Lakhs Eleven Thousand and Seven Hundred only)** as per the details enclosed in Annexure I, subject to income tax applicable as per Income Tax Laws.

2. Probation:

You will be on probation for a period of 3 months from the date of joining. During the probation period, either party may terminate the contract by giving the other party 30 days notice in writing or payment in lieu thereof. Probation period will automatically be deemed completed unless extended in writing due to unsatisfactory performance.

3. Information:

Your appointment is based on the information furnished by you at the time of interview and by way of submission of your documents. However, if at any point of time it comes to the Company's notice that the information provided by you is incorrect or misleading the Company reserves the right to terminate your services without any notice and recover/forfeit dues. Further, you shall promptly inform the company of any change in your personal data within 3 days of such change. Any information required to be shared with you shall be deemed to have been duly given to you personally, electronically or by post to you at your communication address/ email ID as recorded with the company at the time of your joining.

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VBS/HR/FM-12**4. Personal Data:**

You give your consent to the Company to collect, store, process, transfer and share my personal information and sensitive personal data or information and information of my dependents wherever applicable, (including sensitive personal information like bank accounts, PAN, blood group, biometric information, medical record, email addresses etc.) for purposes deemed appropriate by the Company from time to time, including but not limited to: a) background verification agencies b) payroll processing agencies for processing my payroll (including reimbursement claims), c) law enforcement agencies, d) auditors, f) insurance companies for the purpose of group insurance, personal accident insurance etc. g) foreign consulates, embassies etc. and service providers (including travel agents) for the purpose of processing of visa, work permits etc.

5. Background Check:

Your employment is subject to clearing the background checks (including residential address(es), academics & professional Degree/Diploma & Certifications, previous employment(s), criminal background etc. as applicable) conducted by the Company).

6. Workplace:

Considering the current pandemic situation, you shall be onboarded virtually and be working remotely until there is any decision to return to office, which shall be communicated to you in writing, with prior notice of 30 days.

In addition, you may be required to travel within and outside the country for business related assignments. However, your services shall be transferable, based entirely on the exigencies of the work in our Company. You may be assigned to any location in India or abroad either existing or to be set up in future, where the Company shall conduct its business. Consequent to such transfer/deputation/assignment/relocation, you will be governed by the terms and conditions of service as applicable to your category of employees in the new location. In case of deputation to On-Site Assignments, you are advised to comply with the Company's policies and schemes applicable at that time and local laws.

7. Travel:

In case of work-related travel, the company will either sponsor the travel and / or stay or reimburse for the expenses on actuals, subject to submission and validation of the supporting bills/receipts. The travel should be approved in writing by the Program Manager or respective Business Unit Head.

8. Shift:

You shall be required to work in a 9 hours shift including an interval of rest/break. Your shift shall be assigned to you by your immediate lead / manager. Based on the nature of your work and business requirements, you may be required to work in rotational shifts and for extended hours. Overtime, if applicable, shall be paid as per policy. The Company reserves the right to assign any shift, additional/ change duty, or transfer you to any other department as per business requirement.

9. Duties:

During your tenure with us, you shall, in good faith, exclusively and diligently carry out the set of instructions given to you from time to time. You shall not engage yourself either directly or indirectly in

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VBS/HR/FM-12

any business or employment or any related activity in any capacity, either full time or part time, competitive or otherwise, either for payment, honorarium or otherwise. Thus, you will provide your exclusive services to our Company.

10. General Conduct:

You are required to adhere to the assigned shift hours/days and break timings. Uninformed/ unexplained /excess breaks from work or not complying with the assigned shift timings / days shall be considered operating against the effective Code of Conduct and lead to action as per company policy, that may even culminate in the termination of your services, if found to be grave and serious.

11. Leaves:

You will be eligible for casual, earned, sick leaves and public holidays as determined by the Company's Leave Policy, which is subject to change from time to time. Women employees are eligible to avail maternity leaves as per the provisions of the Maternity Benefit (Amendment) Act, 2017. All your leaves should be applied in writing and duly approved by your immediate lead/manager. Any uninformed, unapproved leave or excess leaves from your available leave balance shall result in Leave(s) Without Pay/Loss of Pay which shall also have an impact on all components of your CTC and other benefits (if any).

12. Official property:

You will be provided office equipment (like laptops, headsets and cell phones, as applicable), essential to perform your job duties. Equipment supplied by the Company is to be used for business purposes only. You are required to take utmost care of all tangible and intangible office property including intellectual property / digital assets in your possession during your employment. At the end of the employment services, all office equipment / assets should be promptly returned as per Employee Separation policy. The Company reserves the right to take due action, recover/forfeit dues, and/or withhold relieving cum experience certificates in case of damage or loss of such things.

13. Applicable Rules & Regulations:

You shall, at all times, be governed by Company's policies and other rules and regulations in respect to leave, conduct, discipline or any other matter related to your services not covered above. The policies are subject to change to keep abreast with changing work environment, industry standards and other business exigencies.

14. Statutory Compliances:

In the event, a government body/authority exercising its jurisdiction and statutory power/Authority seeks information pertaining to any aspect of your employment, the Company shall provide such information to the government body/authority without any notification to you. The foregoing shall be applicable to information pertaining to your employment being shared in pursuance of statutory requirements or compliances. You may belong to this category and your details will be disclosed to these authorities. Further, you will also be provided benefits under the Sexual Harassment of Women At Workplace (Prevention, Prohibition and Redressal) Act; the Employees Compensation Act and the Maternity Benefit Act, if applicable.

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VBS/HR/FM-12**15. Separation:**

Either party to this Agreement may end the services, even without cause, by serving a notice in writing to the other and providing **30 days'** notice or at the company's discretion, making payment in lieu thereof for the notice period days not served. In case of misconduct/breach of company policies committed by you, the Management reserves its right to terminate your services without notice or payment in lieu thereof.

16. Termination:

Notwithstanding the above, the Company also reserves the right to terminate the services without notice on the following grounds and the Company reserves the right to take action, recover/forfeit dues, and/or withhold relieving cum experience certificates in such cases.

- a. Failure in certification / training / written test or any other evaluation during the first 3 months of employment.
- b. Continuous non-performance / failure to clear through performance improvement plans.
- c. Continuous uniformed / unresponded absence from work for more than 3 working days.
- d. Violation of company policies, code of conduct, NDA terms or any other agreement terms signed during employment.
- e. Severe breach of data / information and physical security policies
- e. Sexual harassment of an employee at the workplace as provided under the Company's Policy Prevention of Sexual Harassment.
- f. Moral turpitude

17. Dispute Resolution:

Any dispute arising out of the terms of this Agreement and/or your conditions of service will in the first instance be referred to your Project Manager. In the event, no resolution is reached, then the matter would be finally escalated to Head HR or any person nominated for the said purpose. The Courts at Gurugram will have exclusive jurisdiction as per this Agreement.

To indicate your acceptance of this appointment with the Company, please submit a copy of this letter along with all relevant annexures/documents with your signature on each page.

Wishing you a successful journey ahead!

Yours Sincerely



Prema Swamy

Human Resources

I acknowledge and accept the appointment on all the above terms and conditions:

Signature:

Complete Name:

Date:

Salary Annexure

Mr. Adish Gupta	Monthly INR		Yearly INR	
Associate Analyst	w.e.f. 20th June 2022			
Basic	15,010		180,120	
Monthly Emoluments		15,010		180,120
Less ESIC	113		1,351	
Monthly Take home		14,897		178,769
Other Benefits				
ESI Employer's Contribution			5,854	
Mediclaime*			5,000	
Total Other Benefits				10,854
Statutory Bonus				12,066
Earned Leave Encashment**				8,660
Total Cost to the Company in line with General Industry practice.		17,641		211,700
~The above structure is on the basis of an individual's voluntary decision and acceptance. The structure is subject to any statutory change in the future.				
** EL encashment is applicable for unavailed ELs upto the maximum of 15 days annually				
*Mediclaime will be applicable from the date of entry in the policy.				

The above structure has been explained to me and I accept the same.



Authorized Signatory,

Prema Swamy - HR

Candidate Name & Sign: _____

Date: _____

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VBS/HR/FM-12

Annexure 2

Onboarding and background checks documentation

1. Duly filled in Background Verification Form as per instructions given below.
2. 10th Mark-sheet and Passing Certificate and 12th Mark-sheet and Passing Certificate.
3. Scanned copies of Address & Identity Proofs – Aadhaar Card (Both sides) & PAN Card. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary.
4. Proof of Overseas Citizenship of India (applicable if you are not an Indian Nationality).
5. Graduation and Post-Graduation - Semester-wise mark-sheets, Final Year Mark-sheet, Provisional Certificate, and Degree Certificate.
6. Scanned Passport size colored photograph (jpeg format only).
7. Relieving letter from your previous employer(s) and / or Copy of the resignation acceptance letter, wherever applicable.

Note: All documents and filled in forms to be submitted in PDF format only.

Instructions for filling the Background Verification Form (sample form attached in email):

1. Please mention your name, father's name, and DOB as per the Aadhaar card (First, middle and last name separately). For example, Candidate Name - Priya Kumari, then mention First name: Priya and Last name: Kumari, leave middle name - blank.
2. Mention complete address including house number/block/sector/building number along with pin code and landmark.
3. Follow dd/mm/yy format to mention the dates for the period of stay.
4. Please fill in details for the last 10 years (e.g. 2011 till today) in the address history column. Please do not leave it blank. If address details are the same as the permanent address, please mention it again in address history.
5. While filling in educational details, please start with the highest qualification (post-graduation/graduation), followed by details of the 12th and 10th standard. It is mandatory to mention the year of passing, registration number and the period of study.
6. Fill in details of your current/previous employers in the employment section (as mentioned in the employment letters). HR and Supervisor's name, contact number, email id, date of exit, and employee id, the reason for leaving is mandatory.
7. Sign the document on the last page of the form.



Ref: - TN/Offer Letter/22-23/01

To
Miss. Sakshi Singhal (Aadhar: - 3364 2038 4768) D/o
Mr. Mahesh Singhal
8331, Rani Jhansi Road, New Anaj Mandi,
G.O.P, North Delhi, Delhi 110006.

Date: 15-05-2022

OFFER LETTER

Subject: - Offer Letter for the post of **Sale's & operations Manager**.

Dear Miss. Sakshi Singhal

With Reference to your interview cum discussion for the post of Sales operative, we are pleased to appoint you as a Sales Manager as per the following terms and conditions.

Designation and Duties

As you know that the position of a sales manager is a very crucial position, where an individual is responsible for created and delivering vital sales strategies; we at TRIPSHRIP, after various evaluation believe that you have such a potential. As TRIPSHRIP, you will be needed to develop strategies and profit targets. You should be able to identify business opportunities in target markets. The potential to represent our business is also very important. Your main role in this job will be in expanding our customer base as well as building and maintaining existing customer relationship.

Date of Joining: - 17/05/2022

1. We will offer you monthly net salary of **Rs. 17,000 + 5% incentive** after 3 lakh rupee sales subject to deductions of Taxes if applicable as per government norms.
2. Probation Period: - 1 Months from the date of joining at our office.
3. Notice Period: Will be one month from both sides. However, in case of any non-performance and termination due to the same and or due to any disciplinary action by TRIPSHRIP against you, against any corruption, bad habits like drinking during working hours, drugs, rioting, fighting and or non-cooperation with TRIPSHRIP office/site staff and or clients, TRIPSHRIP Shall not be obliged to pay you for the notice period. It may be at sole discretion of TRIPSHRIP, that TRIPSHRIP may or may not consider payment of only 10 days salary as compensation towards termination of the contract appointment.
5. Salary review- After 6 months from the date of joining depending upon the performance.
6. You shall not disclose any information to our competitors.
7. All other terms will be as per company policy.
8. Subject to New Delhi Jurisdiction.
9. This Offer letter automatically stands cancelled and withdrawn if you do not join the company by mentioned date and in case your documents are mismatching with the details provided to us.

Obligation of Secrecy:- During the terms of the employment agreement as well as after the termination, you shall maintain secrecy with respect to all matters that comes to your knowledge in pursuance of work for the company WELCON, and shall not divulge information to third party. Any breach of the secrecy obligation entitles the company to terminate the employment agreement without notice and shall give reasons for the payment of contractual penalty as per the company policy i.e., a minimum of two months gross salary.

Delhi : GF R22 Chandan Colony Saket, Near Saket Metro Station 110057
Noida : GF D-9 Sector - 3 Noida, Near Sector - 16 Metro Station 201301
Mob : +917042640918, Email: info.tripshrip@gmail.com



Employment confirmation & Salary Increment



Hanish

Prachi Kapoor, Shilpa Khurana, + 1

30 Apr



Dear Prachi,

Congratulations!!

We are pleased to offer you employment confirmation after your successful completion of internship tenure.

Your salary has been revised to INR 20,000 (Twenty Thousand) per month.

CTC: 2.4 Lac PA

The new CTC will be effective from the month of May 2022 i.e. W.E.F 01.05.2022 (Revised salary will come in May month onwards salary). We would like to take this opportunity to express our appreciation of your contribution to the organization and hope that you will continue to strive for better results. We hope you will shoulder your new responsibility with full dedication and sincerity. Looking forward to a mutually



Reply to all



Project Based contract

Inbox



Deepak Singh Ch... 13 Sep 2022



to me, Shashi, Amir ▾

Dear Kshitiz Rohatgi,

Congratulations and Welcome to NIIT!

With reference to your application and the interview you had with us, we are pleased to inform you that you have been selected to work as vendor for a project as a **Associate Training Coordinator** with us.

As mentioned during the interview, the contract is for a period of **1 year**, which will be signed with you upon joining. The contract may extend based on your performance and project requirement.

You will be compensated with amount of **INR 16667/- per month** based on the tasks assigned to you for each month (TDS will be applicable as per Income Tax law).

Please note that your date of joining would be **14/09/2022**.

I am sharing with you a registration link <https://www.tecknowhive.com> which is our online portal to deal with the vendors. This portal helps you keep track of all your transactions with **NIIT** which includes the services provided by you and the payment received against the same.



C. After you register, we would be able create the contract on TecKnowHive and send it to you for acceptance. Soon after the agreement is created, you would receive an auto-mail asking you to log on to TecKnowHive and accept the agreement. The payment, schedule, nature of the project, and other clauses would be captured in a project specific online document called "Statement of Work" (SOW). The schedules would be conveyed by the Project Manager.

D. While you work with the project team, I would, of course, be available for any help that you may require. I would be happy to call you and provide a walkthrough of the entire contracting process. Please let me know if we could do it sometime this week. If yes, please let me have the timeslot and the number to contact you on.

E. I look forward to hearing from you on this and a great time ahead! I do hope you would be able to register ASAP and confirm to me.

F. Should you require any assistance please feel free to connect.

G. *Kindly share the application code which gets generated after the registration

H. Best viewed with Internet Explorer Ver 9.0 and above or Netscape Ver 7.0 and above or Firefox Ver 1.5 and above with a screen of 1024 * 768

Please ensure you upload all the below documents during your registration on the system. (in pdf format).

- Your Resume
- PAN card



All contracting and payments will happen online through the aforesaid portal only. To help you register on the portal and then navigate through the various stages, I would handhold you through the entire registration, contracting, documentation. I would also redress any issues you might have as you engage with NIIT.

For any service including changes therein it would be mandatory for you to first have your Statement of Work (SOW) in place before proceeding to provide any service. This would take care of smooth and timely flow of deliverables and payment for both the parties.

Going forward, to help me initiate the contracting process for you, I would request you to log on to "Tecknowhive" (<https://www.tecknowhive.com>) and register yourself. The Guidelines to access and accomplish various transactions on Tecknowhive are as under:

A. Please note that the entries with * are required entries and cannot be skipped. Once you click on the Submit button, you would be sent an application code via e-mail. Please send us the code so that we can create the relationship contract. It would be nice if you can register yourself by today and let us know whether you have been able to do so. Besides if you face any difficulties in registering do get back to me.

B. Once you are registered, you can visit the website using your login and password and verify the information and edit it if required.

C. After you register, we would be able create the contract on TecKnowHive and send it to you for acceptance. Soon after the agreement is created, you would receive an auto-mail asking you to log on to TecKnowHive and accept the agreement. The payment, schedule, nature of the project, and other



F. Should you require any assistance please feel free to connect.

G. *Kindly share the application code which gets generated after the registration

H. Best viewed with Internet Explorer Ver 9.0 and above or Netscape Ver 7.0 and above or Firefox Ver 1.5 and above with a screen of 1024 * 768

Please ensure you upload all the below documents during your registration on the system. (in pdf format).

- Your Resume
- PAN card
- Bank details
- One cancel cheque/passbook
- Take a print out of E-payment letter from TecKnowHive portal and fill all the detail and upload it in the portal
- GST vendor declaration (download GST declaration form and upload same on TecKnowHive).

Regards

Deepak S Chahar

Global Sourcing

NIIT Limited | CORPORATE LEARNING GROUP |
www.niit.com

[Facebook](#) | [Linked In](#) | [Twitter](#)



APPOINTMENT LETTER

Date : 24th Aug 2022

Mr : Gaurav Sethi

We are pleased to appoint you in **Cogent E Services Limited** (*hereafter referred to as “Company”*) as 'Executive' at our organization as per the employment terms and conditions stated below. Please note that the employment terms contained in this letter are subject to Company policy.

Your effective date of appointment is 22nd Aug 2022. The term of your employment with the Company shall commence on the effective date and shall continue unless this Appointment Letter is terminated by either party in accordance with the terms of separation mentioned in this letter.

Your employment with us will be governed by certain terms & conditions of employment which are mentioned below-

1. Compensation-

1.1 Your cost to the company (CTC) will be Rs. (204,000) annually.

1.2 Your salary will be reviewed and changes in your compensation will be subjected to effective performance during the defined appraisal period.

2. Performance Linked Incentives (PLI)- Your Cost to Company (CTC) will include a 10% Performance Linked Incentive which shall be paid out basis successful achievement of the set performance standards. The PLI shall be paid Half yearly.

Please note that the PLI will be payable only if you are still on the company rolls on the date of disbursement. PLI will not be payable, if you are not on Company rolls, have resigned, serving notice period on the date of disbursement.

3. Service Conditions- You shall be governed by the rules and regulations and such other practices, systems, procedures, and policies in existence or established by the Company from time to time.

4. E-Induction- You will be a part of the e-induction procedure to make you familiarize with the Company policies and day-to-day working.

5. Assignment / Transfer- Your usual place of work will be Noida. However, during your service with the Company you shall be liable to be posted/ transferred to specific projects, assignments, jobs, etc. in which case you will be required to perform your services at such location, division, department, or branch of the Company as the Company may deem fit.

6. Duties & Obligation-

6.1 You must effectively, diligently and to the best of your ability perform all responsibilities and obligations.

6.2 You will be in whole time service /employment of the Company and shall not engage directly or indirectly in any other work either part-time or fully.

6.3 You shall act loyally and faithfully to the Company and obey the orders or instructions of the management of the Company.

6.4 You shall always maintain high standards of secrecy of confidential records, documents and information relating to the business which may be known to you and shall use them always in the best interest of the company. You shall upon end of your services to the company for any reason, return all such records in your possession and shall not attempt to retain copies of any data records or information of the Company.

6.5 You shall always maintain the Company property in good condition, which may be given to you for official use during your employment and shall return the same to the Company immediately at the end of your services for any reason, failing which the Company reserves the right to recover the cost of the same from you.

7. Code of Conduct- You shall always abide by the rules and regulations as per the code of conduct of the Company presently applicable and amended from time to time.

8. Dress Code- Company has adopted “Smart Casual” as its Dress Code. Employees irrespective of gender should ensure that they are dressed in a decent wear to appear professional.

9. Working hours- Your normal office hours shall be intimated at the time of joining. The Company reserves the right to require you to work outside your normal working hours, if necessary, in furtherance of your duties. Suitable remedies / remuneration will be provided by the company to you in such case.

10. Leave- You will be eligible for the benefits of the leave as per the Company policy available on the EMS.

11. Termination on account fraud, misconduct or ZTP:

11.1 Under exceptional circumstances if comes to the notice of the Company that an employee is not abiding by the prescribed Code of Conduct or is not executing his/her duties and if such action is likely to cause harm to the business or adversely affect the Company’s reputation, then the Company on its own discretion can terminate the services of the employee without notice.

11.2 The decision of the Company with regards to your termination will be final and legal binding on you. In all such cases, Company shall not be liable to pay any dues and termination letter will be issued.

11.3 If at any time in the opinion of the Company an employee is found guilty on any of the grounds mentioned below, the company may terminate the services immediately and has rights to

claim the damages caused, if any -

- a. Dishonesty in carrying out duties or deliberate commission of a crime against the Company.
- b. Intentionally or due to negligence, causing the Company to suffer serious damage.
- c. Fraud, theft, or gross malfeasance on the part of the Employee; conduct of any activity which is criminal in nature; conduct or involve in misappropriation of Company assets.
- d. The habitual use of drugs and intoxicants.
- e. Violation of any terms of this letter of Appointment.
- f. Repeated violation by the Employee of any of the written work rules or written policies of the Company.

12. Unauthorized Absence- If an employee absents himself /herself without information for more than 3 days or remains absent beyond the period of the originally granted leave or subsequently extended, he/she shall be considered as absconding and company shall not be liable to pay any dues or documents.

13. Resignation / Separation- When an employee shows the willingness to pursue work outside the Company, he/she shall submit a written resignation and provide services of minimum 30 days as per the defined notice period. Post the manager's and HR department's approval the employee's exit from the Company will be conducted. In all such cases, Company shall, be liable to pay all dues and relieving & experience letter will be issued.

14. Notice Period- As per the Company policy, any employee in the event of resignation due to any reason will be required to serve 30 days' notice period. The Company may, in its sole discretion, terminate the employment on business contingencies, by giving 30 days' notice or salary in lieu thereof.

15. Restrictions for representing Company after end of employment - You shall not anywhere at any time after the end of employment with company either personally or through your agents/friends / relatives directly or indirectly represent yourself as being connected in any way with the business of the Company.

16. Handing over the Company's Property at the time of separation- In the event of separation for any reason whatsoever, you must return all the Company's property & stationery including identity card, visiting cards, all details, and records of customers as maintained by you, laptop /desktop (if issued), reports, letters, notebooks, programs, proposal and any documents / copies or any confidential information concerning the Company's business. This data may be physical or digital in nature.

17. Indemnity- You shall indemnify the Company for all the losses caused to the Company due to negligence, which shall be recovered from you.

18. Jurisdiction- This is agreed by both parties (Employees and Company) that only the New Delhi courts shall have the exclusive jurisdiction in respect of any matter, claim, dispute arising out of or in any way, relating to this letter.



19. Exclusive Service- While with the Company you will not work for any other Company or person, nor carry any material / service for promotion of any other except the Company.

20. Bank Account & Salary Credit Process- The salary will be credited every month in the employee bank account only. No other means of payment will be used for crediting the salary to an employee. In case an employee fails to open his/her bank account within 30 days of joining, the company reserves the right to hold or not to process employee salary for the given month, till such time that the bank account is opened by the employee.

21. Your appointment is based on the information furnished by you. However, if there is a discrepancy in the copies of documents or certificates or information given by you, the Company retains the right to review or withdraw the appointment.

We **Congratulate** you on your appointment and wish you a long and successful career with Cogent and assure you of our support for your professional development and growth.

Yours truly,

For Cogent E Services Ltd

Authorized Signatory



**ADITYA BIRLA
CAPITAL**

PROTECTING INVESTING FINANCING ADVISING

07/02/2022

Gaurav Kalra

F-21/14, SECOND FLOOR SECTOR-15
, ROHINI, North West Delhi, Delhi-110089

Dear Gaurav Kalra,,

Subject: Offer cum Appointment Letter

Thank you for giving us the opportunity to meet with you and discuss possible employment with Aditya Birla Financial Shared Services Limited. On basis of our discussion and understanding we are pleased to appoint you with the Company as **"Relationship Executive"**.

The terms and conditions of your appointment are as follows:

1. Your Fixed Pay will be Rs. 2,00,000/- (Two Lakhs only) per annum. Further, you will be entitled to Benefits as applicable in your grade. The components of your Fixed Pay and details of Benefits are provided in Annexure 'A' and will be governed by Company policies as amended from time to time.
2. In addition to your Fixed Pay above, you will be covered under the Loan Disbursement Processing Incentive Scheme. The payout will be based on your performance and dependent on the parameters that are defined under the Incentive Plan from time to time.
3. You will be governed as per Company's Career Progression Plan, as applicable in your grade and will be communicated to you on your joining. A copy of the same is also available on Company's intranet for perusal and understanding.
4. You will be required to provide the Company all documents and information as set forth under Annexure 'B'.
5. Your date of joining with the Company will be on or before **14-February-2022**.
6. Your initial place of work will be **Delhi**. The Company is a part of the Aditya Birla Group and the companies in the Aditya Birla Group are affiliates of the Company. The Company will have the right to transfer/second you, as the case may be, to any function or business group, any other location within India or overseas, or to its affiliate and subsidiary organizations, at any time in the future. While on transfer, you will be governed by the rules, regulations and service conditions of that business and location.
7. On joining, your services will deem to be under probationary review. Your services will be confirmed on successful completion of New Hire Goal sheet, as applicable in your grade and will be communicated to you on your joining. Unless your services are confirmed in writing by the Company, you will continue to be on probation.



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8. Your services may be terminated by either party, giving notice in writing for Fifteen (15) days (during probation period) and Thirty (30) days (post confirmation) or payment of notice pay for the balance period in lieu thereof. The Company reserves the right not to accept notice pay in lieu of notice and enforce completion of full or partial notice period. For the purpose of calculation, notice pay would refer to "Basic Salary" only.
9. The Company reserves the right to terminate your employment immediately without notice, at any time, in case:
 - You are found guilty of misconduct, dishonesty or you fail to observe the Company's Code of Conduct, business, disciplinary and ethical code guidelines and policies.
 - You are absent from the services for a period of Three (3) days (including overstay of sanctioned leave/training) without prior intimation and approval. You will then be deemed to have abandoned employment voluntarily and the provisions of clause 8 above will apply in respect of the notice payable by you.
10. You will retire from the services of the Company on attaining the superannuation age of Sixty (60) years. Your date of birth as recorded at the time of your appointment with the Company will be considered as the authenticated date for all relevant purposes throughout your employment.
11. You will be entitled to leave and other paid holidays as per Company policy subject to prior approval by your supervisor(s). Accumulation / carry-forward of leave will be governed as per the existing Company policy on the subject.
12. Whilst employed by the Company:
 - You will work exclusively for, and in the interest of the Company. You will not engage yourself in any other business/profession (part-time or otherwise) without written permission from the Company.
 - You will be required to effectively carry out all duties and responsibilities assigned to you by your supervisors and others authorized by the Company to assign such duties and responsibilities.
 - You will maintain the highest standards of conduct and act with the highest ethical principles. You must not do anything that may be a conflict of interest with your responsibilities as an employee. You will be governed under the Company's Code of Conduct. It is your responsibility to read and understand it. If you have any questions, please contact your supervisor or Human Resources representative.
 - You may have access to or acquire client information and other business information from the Company or from its employees, clients or customers that is unique and which cannot be lawfully duplicated or easily acquired. You understand and agree that you have a continuing obligation not to use, publish or otherwise disclose either during or after your employment with the Company, any trade secrets, confidential or proprietary information belonging to, or concerning or referring to the Company, or any client or customer of the Company. You acknowledge that should you breach this provision, the Company will suffer immediate and irreparable harm and that money damages will be inadequate relief. Therefore, you agree that should you breach this provision, the Company will be entitled to injunctive relief to enforce this paragraph.



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- You confirm that there is no litigation /conviction against you before any Court of law which involves criminal offence or offences involving moral turpitude.
 - You confirm that you have fully disclosed all your business interests, whether or not they are similar to or in conflict with the business(es) or activities of the Company, and all circumstances in respect of which there is, or there might be perceived, a conflict of interest between the Company and you or any immediate relatives. Also, you agree to disclose fully and immediately to the Company any such interests or circumstances which may arise during your employment.
13. During the period of your employment with the Company and Six (6) months thereafter, you agree:
- Not to directly or indirectly induce or solicit any person employed or engaged by the Company or its affiliate companies (whether as an employee, consultant, advisor or in any other manner) to terminate their contractual relationship with the Company; and become an employee of, or directly or indirectly offer services in any form or manner to any other company, person or entity.
 - To keep the Company indemnified in respect of any loss that may be caused to it as a result of breach of this covenant by you.
 - To refrain from directly or indirectly soliciting any customer to remove its business from or reduce its business with the Company or its affiliates.
14. In the event of separation from the services of the Company, you will immediately return all the Company property in your possession to the Company. You will be relieved from services only after a satisfactory handover of responsibilities, settlement of outstanding dues, service of notice period, and clearance from your immediate supervisor.
15. All terms and conditions will be governed by the Company's policies as stated from time to time and the Company may, in its sole discretion as it deems fit, revoke or change such policies.
16. The terms of this appointment will be governed by and construed in accordance with the laws of India, and the courts in Mumbai will have jurisdiction in relation to any dispute or difference that may arise under the terms of this employment.
17. The terms of this offer must be kept strictly confidential. You agree not to disclose it to any person and entity except as required by law or legal process and except for disclosure to your attorneys, accountants, and immediate family.
18. This appointment is contingent upon all information, facts and figures provided by you to the Company's representatives at any point in time, being accurate and true. The Company will, at its discretion, conduct background and reference checks as per Company policy. In the event the results of such background and/or reference checks are unsatisfactory on any account, the Company may, in its sole discretion, revoke this offer at any time.



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Kindly sign and return a copy of this letter. Please initial each page in acceptance of the terms and conditions set out herein latest by 10 days of the issuance of the letter else this appointment letter stands automatically withdrawn.

We wish you an enjoyable and rewarding association with Aditya Birla Financial Shared Services Ltd.

Sincerely,

(Authorised Signatory)

Anunay Shrivastava

Senior Vice President – Human Resource

Agreed and Accepted

Gaurav Kalra

Annexure 'A'

Aditya Birla Financial Shared Services Ltd.

G- Corp Tech Park, 5th Floor, Kesarwadiwadi, Ghodbander Road,
Thane (W) - 400 601 | +91 22 3996 3800
www.adityabirlacapital.com

Registered Office:

One Indiabulls Centre, Tower 1, 18th Floor,
Jupiter Mill Compound, 841, Senapati Bapat Marg,
Elphinstone Road, Mumbai - 400 013
+91 22 4356 7000
CIN: U65399MH2008PLC183695

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Fixed Remuneration	Per Annum	Per Month
Basic Salary	80,000	6,667
House Rent Allowance	40,000	3,333
Education Allowance	2,400	200
Advance Against Statutory Bonus	16,800	1,400
Provident Fund (Employer's Contribution)	14931	1244
Gratuity	3,848	321
LTA	0	0
Special Allowance	42021	3502
Progression Allowance	0	0
Total	2,00,000	16,667

The payment of Salary and Benefits will be subject to deduction of Income Tax as per the prevailing Income Tax rates and other statutory deductions, as may be required in accordance with applicable legislation in force from time to time.

- All figures mentioned are annualized value and prorated according based on your date of joining.
- Advance against Statutory Bonus is paid monthly in lieu of Statutory Bonus as per the provisions
- Gratuity is payable as per the provision of applicable Gratuity Act.
- Company reserves the right to amend the Compensation structure as it may deem fit
- Medical Reimbursement will be paid as a reimbursement on submission of original medical bills through the HRMS Portal



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Annexure 'B'

Please submit photocopies of the following documents, as applicable, at the time of joining. Please also bring the original copies of your certificates and testimonials for verification.

- Copy of Latest Resume
- Copy of Permanent Account No. (PAN)/Copy of PAN application (in case PAN is not available)
- SSC / HSC certificates with Mark-Sheets
- Graduation / post-graduation Degree / Diploma with Mark-Sheets
- Professional Degree / Diploma with mark-sheets
- Proof of Age (Ration Card/ Driving License/ Passport/ Voter's Id/ College ID card/ Bank Pass Book)
- Resignation acceptance letter need to be submitted, if you require time to produce the relieving letter
Note: Relieving Letter is a must and needs to be submitted within 30 days from your date of joining failing which your appointment will stand cancelled.
- Affidavit for Gap in employment (in case the gap is greater than or equal to 6 months)
- Proof of your last drawn Salary with details (Last 3 months salary slip/ Salary Annexure from previous employer/ Bank Statement as a proof of salary credit/ Affidavit for Salary Declaration)
- Four passport Size Coloured photographs
- Three professional references (with complete address and telephone number)

On joining you will also be required to furnish the following:

- PF Nomination Form
- Family dependent details
- Any other relevant information that may be required

Please Note that Submission of all the above-mentioned documents and completion of all the forms given in your joining kit are mandatory. Any non-compliance may result in your joining kit being declared as incomplete, for which you would be solely responsible, and thus consequently delay/impact:

- the generation of Employee Code and Salary pay-out
- Your coverage under Mediclaim, Group Protection Cover, etc.
- Settlement of claims etc., were they to come up

Your present and permanent addresses, as mentioned in your application form, are recorded in Company's record. You are required to inform the Company about any change in your address and telephone numbers.



Offer: Computer Consultancy
Ref: TCSL/DT20218725498/Delhi
Date: 17/02/2022

Ms. Chahat Malhotra
11/12 Ground Floor, Back Side, Ashok Nagar, New Delhi - 110018,
Opposite Tilak Nagar Thana,
New Delhi-110018,
Delhi.
Tel# -

Dear Chahat Malhotra,

Sub: Letter of Offer

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer of employment.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Graduate Trainee** in Grade **YG**. Your gross salary including all benefits will be **₹1,90,926/-** per annum, as per the terms and conditions set out herein.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, this offer is liable to lapse at the discretion of TCS this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course and you meeting the TCS eligibility criteria.

You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

COMPENSATION AND BENEFITS

BASIC SALARY

You will be eligible for a basic salary of **₹7,950/-** per month.

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Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021

TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com



BOUQUET OF BENEFITS (BoB)

Bouquet of Benefits offers you the flexibility to design this part of your compensation within the defined framework, twice in a financial year. All the components will be disbursed on a monthly basis.

The components under Bouquet of Benefits are listed below. The amounts given here for each of the components below are as per pre-defined structure. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL. To design your Bouquet of Benefits, you may access the link to BoB in the "Employee Self Service" link on "Ultimatix", the internal portal of TCSL. Taxation will be governed by the Income Tax rules. TCSL will be deducting tax at source as per income tax guidelines.

1. House Rent Allowance (HRA)

Your HRA will be ₹3,180/- per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

2. Leave Travel Allowance

You will be eligible for annual Leave Travel Allowance which is equivalent to one month's basic salary or a pro-rata amount in case you join during the financial year. This will be disbursed on a monthly basis along with the monthly salary. To avail income tax benefits, you need to apply for a minimum of three days of leave and submit supporting travel documents.

3. Personal Allowance

You will be eligible for a monthly personal allowance of ₹0/- per month. This component is subject to review and may change as per TCSL's compensation policy.

4. Food Card

You will be eligible for a Food Card. It can be used to purchase food items at all domestic VISA enabled restaurants and fast food restaurants including TCS cafeterias. As per the Pre-Defined structure you will be eligible for a Food Card with an amount of ₹500/- being credited to this card per month. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL.

PERFORMANCE PAY

Monthly Performance Pay

You will receive a monthly performance pay of ₹1,500/-. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.

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This Pay shall be treated as productivity bonus in lieu of statutory profit bonus.

OTHER BENEFITS

Health Insurance Scheme

TCSL brings the benefit of health insurance cover to you and your dependants under the company's Health Insurance Scheme(HIS).

HIS offers the following benefits:

1. Basic Cover

- i. Entitlement - Includes domiciliary expenses up to ₹6,000/- per insured person per annum and basic hospitalization expenses up to ₹2,00,000/- per insured person per annum.
- ii. Premium - Basic premium for self, spouse and 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.

2. Higher Hospitalisation

Coverage under Higher Hospitalisation is mandatory. Under this scheme, you and your enrolled dependents will be automatically covered under Higher Hospitalisation benefits.

- i. Entitlement - You and your enrolled dependants will be entitled for ₹12, 00,000/- as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.
- ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

Maternity Leave

Women employees are eligible to avail maternity leave of twenty six weeks. Adopting or commissioning mother, may avail maternity leave for twelve weeks. For more details on the benefits and eligibility, once you join, please refer TCS India Policy - Maternity Leave.

Loans

You will be eligible for loans, as per TCSL's loan policy.

Tata Sons and Consultancy Services Employees' Welfare Trust (TWT)

You will become a member of the TWT, on completion of continuous association of one year

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from the date of joining TCSL. A nominal annual membership fee of ₹250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

Professional Memberships

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

RETIRALS

Provident Fund

You will be a member of the Provident Fund as per the provisions of "The Employees Provident Fund and Miscellaneous Provisions Act, 1952", and TCSL will contribute 12% of your basic salary every month as per the provisions of the said Act.

Gratuity

You will be entitled to gratuity as per the provisions of the Gratuity Act, 1972.

TERMS AND CONDITIONS

1. Aggregate Percentage Requirements

Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 50% or above (or equivalent CGPA as per the conversion formula prescribed by the Board / University) in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and highest qualification (Graduation/ Post Graduation as applicable) which includes successful completion of your final semester/year without any pending arrears/backlogs. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility.

As communicated to you through various forums during the recruitment process, your appointment is subject to completion of your course within the stipulated time as specified by your University/Institute and as per TCSL selection guidelines.

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

2. Training Period

You will be required to undergo class room and on the job training in the first twelve

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months (including the TCS Xperience Program as set out herein below), during which period you will be appraised for satisfactory performance during/after which TCSL would normally confirm you.

This confirmation will be communicated to you in writing. If your performance is found unsatisfactory during the training period, the company may afford you opportunities to assist you and enable you to improve your performance. If your performance is still found unsatisfactory, TCSL may terminate your traineeship forthwith.

However, TCSL may even otherwise at its sole discretion terminate the traineeship any time if your performance is not found satisfactory. The terms and conditions of the training will be governed by TCSL's training policy. TCSL reserves the right to modify or amend the training policy.

If you remain unauthorizedly absent for a consecutive period of 3 days during the training program, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of TCS Xperience trainees without any further intimation/separate communication to you.

3. Working Hours

Your working hours are governed by applicable law. You may be required to work in shifts and/or over time depending upon the business exigencies as permitted by law.

4. Mobility

TCSL reserves the right to transfer you at any of its offices, work sites, or associated or affiliated companies in India or outside India, on the terms and conditions as applicable to you at the time of transfer.

5. Compensation Structure / Salary components

The compensation structure/salary components are subject to change as per TCSL's compensation policy from time to time at its sole discretion.

6. Increments and Promotions

Your performance and contribution to TCSL will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on TCSL's Compensation and Promotion policy.

7. Alternative Occupation / Employment

Either during the period of your traineeship or during the period of your employment as a confirmed employee of TCSL, you are not permitted to undertake any other employment, business, assume any public or private office, honorary or remunerative, without the prior written permission of TCSL.



8. Confidentiality Agreement

As part of your acceptance of this appointment as an employee with TCS you are required to maintain strict confidentiality of the intellectual property rights protected information and other business information of TCS and its clients which may be revealed to you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This Confidentiality Clause shall survive the termination or earlier determination of this Appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

9. 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.

10. Service Agreement

As TCSL will be incurring considerable expenditure on your training, you will be required to execute an agreement, to serve TCSL for a minimum period of 1 year after joining, failing which, you (and your surety) will be liable to pay TCSL ₹50,000/-towards the training expenditure. Service agreement duration of one year refers to continuous service of 12 months from date of joining TCSL and excludes the duration of Leave without pay (LWP) and/or unauthorized absence, if any.

11. Overseas International Assignment Agreement

If you are on international assignment, you will be covered by the TCS India Policy-International Assignments (from India to other Countries) from the date of placement for an international assignment. Accordingly, you will be required to sign the Overseas International Assignment Agreement/s and any other applicable related documents pertaining to the international assignment for which you are being placed In case of every international assignment that exceeds 30 days, you will be required to serve TCSL as per the Notice Period mentioned below.



This is to ensure that the knowledge and information gained by you during your assignment is shared and available to TCSL and its associates. This transfer of knowledge and information is essential for TCSL to continue to serve its clients and customers better. If you are deputed internationally for training, you will be required to sign an agreement to serve TCSL for a minimum period of 6 months on completion of training.

12. Terms and Conditions

The above terms and conditions of employment are specific to your employment in India and there can be changes to the said terms and conditions in case of deputation on international assignments during the course of your employment.

13. 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 an associate of TCSL.

14. Notice Period

Upon your confirmation, this contract of employment is terminable by you by giving 90 days notice in writing to TCSL. It is clearly understood, agreed and made abundantly clear that you shall have to necessarily work during the period of notice of 90 days given by you under this clause. However, upon your serving the notice under this clause, TCSL may relieve you any time during the period of notice at its sole discretion.

Upon your confirmation, this contract of employment may be terminated by TCSL by giving you 90 days notice or payment in lieu thereof.

It is understood, agreed and made abundantly clear herein that you shall have to necessarily work during the notice period given by TCSL under this clause, unless you are otherwise relieved by TCSL by giving you payment in lieu of notice.

Your failure to comply with this clause will entail monetary payment of damages to TCS as may be determined by it at its own discretion having regard to the responsibilities shouldered by you while being in the employment of TCS.

15. Retirement

You will retire from the services of TCSL on reaching your 60th birthday as per the proof of age submitted by you at the time of joining.

16. Pre-employment Medical Certificate

You are required to submit a Medical Certificate of Fitness (in the format prescribed by TCSL) which needs to be verified by a registered medical practitioner having a minimum



qualification of MBBS to the Induction Coordinator.

17. Employment of Non Indian Citizens

In case, you are not a citizen of India, this offer is subject to your obtaining a work permit and / or any other permissions and / or documentation as prescribed by the Government of India.

18. Background Check

Your association with TCSL will be subject to a background check in line with TCSL'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 check reveals unfavourable results, you will be liable to disciplinary action including termination of traineeship/service without notice.

19. Submission of Documents

Please note that you should initiate and complete the upload of mandatory documents on the nextstep portal as soon as the offer letter is accepted (subject to availability of the documents)

Please carry the below listed **Original** Documents for verification on your joining day.

- Permanent Account Number (PAN) Card - You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Sri Lankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits, address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)



- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :
 - *There is no criminal offence registered/pending against you
 - *There is no disciplinary case pending against you in the university
- If you were employed, a formal Relieving letter & Experience letter from your previous employer

The original documents will be returned to you after verification.

In addition to the above original documents, Please carry Xerox copies of the below documents

- *PAN Card (Permanent Account Number)
- *Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship)
- *Passport
- *NSR E-Card

20. TCS Xperience Program

On joining TCSL, you will be given the benefit of formal training (TCS Xperience Program) at our offices, as identified, for such period as TCSL may decide.

The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part of the 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. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

21. Letter of Appointment

You will be issued a letter of appointment at the time of your joining and after completing joining formalities as per TCSL policy.

22. Rules and Regulations of the Company

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from

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time to time. The changes in the Policies will automatically be binding on you and no separate individual communication or notice will be served to this effect. However, the same shall be communicated on internal portal/Ultimatix.

23. Compliance to all clauses

You should fulfill all the terms and conditions mentioned in this letter of offer. Failure to fulfill one or more of the terms and conditions and/or failure to clear one or more tests successfully would entitle TCSL to withdraw this offer letter anytime at its sole discretion.

24. Data Privacy Clause:

(a) 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.

(b) 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.

(c) 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.

(d) 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.

(e) 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.

(f) 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.

**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 this employment 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 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: Benefits and Gross Salary
Annexure 2: List of TCS Xperience Centres
Annexure 3: Confidentiality and IP Terms



GROSS SALARY SHEET

Annexure 1

Name	Chahat Malhotra
Designation	Graduate Trainee
Institute Name	Tecnia Institute Of Advanced Studies, New Delhi

Table 1: Compensation Details (All Components in INR)

Component Category	Monthly	Annual
1) Fixed Compensation		
Basic Salary	7,950	95,400
Bouquet Of Benefits #	4,343	52,110
2) Performance Pay		
Monthly Performance Pay	1,500	18,000
3) Annual Components/Retirals		
Health Insurance***	NA	4,000
Provident Fund	954	11,448
Gratuity	382	4,589
ESI Contribution##		5,379
Total of Annual Components & Retirals	1,336	20,037
TOTAL GROSS	15,129	1,90,926

Refer to Table 2 for TCSL defined Structure. In case, you wish not to restructure your BoB, TCSL defined Structure as given in Table 2 will be applicable.

##Contribution towards Employees' State Insurance borne by TCS.

*** For HIS - Note that Rs. 7900 if the employee is Single. If the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

Component Category	Monthly	Annual
House Rent Allowance	3,180	38,160
Leave Travel Assistance	663	7,950
Food Card	500	6,000
Personal Allowance	0	0
GROSS BOUQUET OF BENEFITS	4,343	52,110



Annexure 2

Ahmedabad TCS XP HR Lead Tata Consultancy Services, Garima Park, IT/ITES SEZ, Plot # 41, Gandhinagar - 382007	Bangalore TCS XP HR Lead Tata Consultancy Services, Gate 1, No 42, Think campus, Electronic City phase II, Bangalore - 560100, Karnataka
BUBANESHWAR TCS XP HR Lead Tata Consultancy Services, Training Lab Venue:-Barabati, IRC Block, Ground Floor, Tata Consultancy Services Limited, (UNIT-II) - BARBATI SEZ, IT/ITES. SPECIAL ECONOMIC ZONE (SEZ), PLOT NO. 35, CHANDAKA INDUSTRIAL ESTATE, PATIA, Bhubaneswar - 751024	Chennai TCS XP HR Lead Tata Consultancy Services, 415/21-24, Kumaran Nagar, Old Mahabalipuram Rd, TNHB, Sholinganallur, Chennai, Tamil Nadu 600119
DELHI – Gurgaon TCS XP HR Lead Tata Consultancy Services, Block C, Kings Canyon, ASF Insignia, Gurgaon - Faridabad Road, Gawal Pahari, Gurgaon - 122003, Haryana	DELHI – Noida TCS XP HR Lead Tata Consultancy Services, Plot No. A-44 & A-45, Ground, 1st to 5th Floor & 10th floor, Galaxy Business Park, Block - C & D, Sector - 62, Noida - 201 309, UP
Guwahati TCS XP HR Lead Tata Consultancy Services, 5th Floor, NEDFi House, G.S. Road, Dispur, Guwahati - 781006, Assam	Hyderabad TCS XP HR Lead Tata Consultancy Services, Q City, Nanakramguda, Hyderabad
INDORE TCS XP HR Lead Tata Consultancy Services, IT/ITES SEZ, Scheme No. 151 & 169-B, Super Corridor, Village Tigariya Badshah & Bada Bangarda, Tehsil Hatod, Indore - 452018, Madhya Pradesh	KOLKATA TCS XP HR Lead Tata Consultancy Services Limited, Ecospace 1B building, 2nd Floor, Plot - IIF/12, New Town, Rajarhat, Kolkata - 700160, West Bengal OR Auditorium, 2nd Floor, Wanderers Building, Delta Park - Lords
KOCHI TCS XP HR Lead Tata Consultancy Services, TCS centre, Infopark Road Infopark Campus, Infopark, Kakkanad, Kerala 682042	MUMBAI TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West, Thane, Maharashtra 400606
NAGPUR TCS XP HR Lead Tata Consultancy Services Limited, Mihan-Sez, Nagpur, Telhara, Maharashtra 441108,	PUNE TCS XP HR Lead Tata Consultancy Services, Plot No. 2 & 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune - 411057, Maharashtra
Trivandrum TCS XP HR Lead Tata Consultancy Services, Peepul Park, Technopark Campus, Kariyavattom P.O. Trivandrum - 695581, India	



Annexure 3

Confidentiality and IP Terms and Conditions

1. Confidential Information

"Confidential Information" shall mean all Inventions and Know-how, information and material of 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 the 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 or need under TCS, any Confidential Information. 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 it 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, 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.

6. Security policies and Guidelines.

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

7. Working in SBWS Framework:

Associate may be required to work in TCS offices or its Client 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 this Agreement 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 may claim or liability of any party including that of surety, 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, 1999 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 clause 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 or omission of either Party in exercising or enforcing any of their rights or remedies hereunder shall constitute a waiver thereof.



(e) This Confidentiality clause may not be amended except in writing signed by authorized representatives of both parties.

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



APPOINTMENT LETTER

1st February 2022

Ms. Srishti Jain
674, Block – BH East
Shalimar Bagh
Delhi - 110088

Dear Srishti Jain

We have pleasure in appointing you as **Associate-Talent Acquisition** in our organization, on or before **9th February 2022** on the following terms and conditions:

1. Placement & Compensation

You will be placed in the appropriate band / responsibility level of the Company, and will be entitled to compensation (salary and other applicable benefits) as detailed in *Annexure "A"*. Compensation will be governed by the rules of the Company on the subject, as applicable and/or amended hereafter.

2. Posting & Transfer

Your initial posting will be at **"Delhi – Head Office"**. However, your services are liable to be transferred, at the sole discretion of Management, in such other capacity as the company may determine, to any department / section, location, associate, sister concern or subsidiary, at any place in India or abroad, whether existing today or which may come up in future. In such a case, you will be governed by the terms and conditions of the service applicable at the new placement location.

3. Nature of work:

You will be a permanent employee from date of your joining.

4. Full time employment:

Your position is a whole time employment with the Company and you shall devote yourself exclusively to the business and interests of the company. You will not take up any other work for remuneration (part time or otherwise) or work in an advisory capacity, or be interested directly or indirectly (except as shareholder / debenture holder), in any other trade or business during your employment with the company, without permission in writing of the Board of Directors of the Company. You will

JOBLINE



ANNEXURE A



Name	Srishti Jain		
Band	J-67		
Officer Title	Recruiter		
Location	Delhi		
Pay Element		Annual	Monthly
Base Salary		108000	9000
Flexi Benefit Allowances		0	0
	Special Allowance	18000	1500
	House Rent Allowance (Max. 50 % of 1 month Base)	54000	4500
Mobile and Broadband reimbursement		2400	200
Total Annual CTC		182400	15200
NET IN HAND		180000	15000

Also please note :

- 1) Apart from above you will also be eligible for bonuses and incentives as per the company policy.
- 2) Net in hand salary is prior to the income tax rules.



You agree that for a period of one year after the termination of your employment, you will not, on behalf of yourself, or on behalf of any other person, firm, or corporation, call on any of the customer of the firm, its affiliates or subsidiaries for the purpose of soliciting and/or providing to any of the said customer any services of the firm, nor will you, in any way, directly or indirectly, for yourself, or on behalf of any other person, firm, or corporation, solicit, divert or take away any customer of the firm, or any of its affiliates or subsidiaries.

You shall not, during a one year period, immediately following the termination of your employment, and within the Jurisdiction of Delhi, directly or indirectly, engage in a business or become interested in a business, either individually or, without restricting the generality of such engagement or interest, as a partner, shareholder, creditor, agent, owner, consultant, adviser, supplier or financial backer of any person, persons, firm, association, venture, entity, or corporation the same as or similar to the business carried on by the firm or that interferes with or competes with the business carried by the firm.

This contract of employment can be terminated by two month's written notice from the date of acceptance of resignation. Any shortfall in notice period will have to be compensated by payment of salary in lieu thereof. The company has the right to terminate you without giving you the written notice from their side, in case of special circumstances.

Upon termination of employment from either side & while serving the notice period, you would neither be entitled for a paid leave for that month nor can you take accumulated paid leave while serving the notice period. Any leave taken during serving the notice period would mean extension of notice period by those many days.

You agree that, regardless of the circumstances of the termination of your employment, you will not communicate to any person, firm or corporation any confidential knowledge or secrets which you might from time to time acquire.

Scope of Placement Activity

You will be responsible for search assignments and placements primarily within the scope & nature of Jobline's work. The scope and nature of assignment may change from time to time according to our mutual agreement.



Evers Truly,

Rajender K. Dhaka

Jobline Consultants India Pvt. Ltd.

ACKNOWLEDGED AND AGREED TO

Ms. Srishti Jain

Dated:-

Dear Ms. Srishti Jais

Dated: - 1st February 2022

Terms of Employment and Non-Compete Agreement

Duration of Employment

Subject to the terms and conditions of the agreement, your employment shall be for an indefinite period and shall continue until terminated by either yourself or the firm, which may be done with two month written notice subject to acceptance of resignation.

- You need to serve 60 days notice before resigning from the said duties and association with Jobline. On failing to do that your salary will be adjusted accordingly.
- The contract of the service can be terminated anytime by Jobline.
- You will not be eligible for any relieving or experience letter in case your appointment is terminated by you or by Jobline within 6 months period.
- Above conditions are true if in case you are found hiding some facts to seek employment.

Incentives

You will be eligible for incentives as per the policy in place at the time of disbursement.

Jobline Consultants India Pvt. Ltd. reserves the right to change the incentive structure to reflect change in business climate and the commission payout from the client.

Duties and Responsibilities

During your employment, you shall devote the whole of your time, attention and abilities to the duties hereby granted and accepted and shall give the firm the full benefit of your knowledge, expertise, skill and ingenuity.

During your employment, organization can transfer you from one office to another.

During your employment if you are found to have provided us with any wrong information, your employment shall be terminated with immediate effect.

You shall not, during your employment with the firm, engage in any business, enterprise or activity, which is contrary to or detracts from the due performance of the business of the firm.

11. Termination of employment

Your services may be terminated by you upon giving two month's notice or salary in lieu thereof. However Jobline can on its own discretion can terminate your services without giving any notice or salary in lieu thereof.

Upon termination of employment, you will immediately hand over to the Company all correspondence, specifications, formulae, books, documents, market data, cost data, drawings, affects or records belonging to the Company or relating to its business and shall not retain or make copies of these items.

Upon termination of employment, you will also return all company property, which may be in your possession.

12. Medical Fitness

This appointment is subject to your being, and remaining, medically fit.

Please confirm your acceptance of the appointment on the above terms and conditions by signing and returning this letter for our records.

Yours faithfully,

For Jobline Consultants India Pvt. Ltd.


Jitender Dhaka
(Director)



I have read the terms and conditions of this letter of appointment and confirm my acceptance of the same.

(Srishti Jain)

Dated: - 1st February 2022

also not seek membership of any local or public bodies without first obtaining specific permission from the Management.

5. Working hours and Leaves

Jobline working hours are 9:30am till 6:30pm. We also get rest/off two Saturdays every month. After completing Six Months with the organization you will be entitled for 12 paid leaves every year. The leaves can be clubbed but are not cashable and should be consumed within the financial year.

6. Confidentiality

You will not, at any time, during the employment or after, without the consent of the Board of Directors disclose or divulge or make public, except on legal obligations, any information regarding the Company's affairs or administration or research carried out, whether the same is confided to you or becomes known to you in the course of your service or otherwise.

7. Intellectual Property

If you conceive any new or advanced method of improving designs/ processes/ formulae/ systems, etc. in relation to the business/ operations of the Company, such developments will be fully communicated to the company and will be, and remain, the sole right/ property of the Company.

8. Responsibilities & Duties

Your work in the organization will be subject to the rules and regulations of the organization as laid down in relation to conduct, discipline and other matters. You will always be alive to responsibilities and duties attached to your office and conduct yourself accordingly. You must effectively perform to ensure results.

9. Past Records

If any declaration given, or information furnished by you, to the company proves to be false, or if you are found to have willfully suppressed any material information, in such cases, you will be liable to removal from services without any notice.

10. Retirement

The retirement age is 58 years. You will retire from the employment of the Company at the end of the month in which you attain 58 years of age.

Fwd: Offer of Employment

1 message

Shruti Kandwal <shrutikandwal18@gmail.com>
To: placementsτίας@tecnia.in

Mon, Aug 29, 2022 at 3:34 PM

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

From: **Nitin Kumar** <nitin@krishijagran.com>

Date: Thu, 14 Apr 2022, 16:28

Subject: Offer of Employment

To: shrutikandwal18@gmail.com <shrutikandwal18@gmail.com>

Cc: Shiny Mezhukanal <shiny@krishijagran.com>

Dear Ms. Shruti,

With reference to your job application, followed by an interview, we are pleased to offer the job profile as "**Content writer**". We trust that your knowledge, skills, and experience will be an asset to the organization. You may join at your earliest convenience or latest by Tuesday, 19th April 2022.

- a. The job will initiate with a probation period of six months.
- b. After acceptance of the job offer, your deputation will be at Krishi Jagran Office Delhi.
- c. Your monthly CTC will be Rs. **15000/-** inclusive of all benefits.
- d. Detailed Job Descriptions will be provided upon appointment.
- e. TDS and other taxes etc will be applicable on CTC. The net amount may change after the deductions.

After joining, the company will issue an appointment letter, by signing that, you will be an abiding member of Krishi Jagran and all terms and conditions mentioned in the appointment letter will be applicable.

Considering you are a potential employee, we welcome you to the employment of **Krishi Jagran**.

To accept this job offer:

1. Please acknowledge this job offer by Acceptance mail.
2. Submit a copy of your all educational certificates, three passport size recent photographs, at least two social references, a copy of your credentials (Aadhaar Card, canceled cheque), and a current resume. (Kindly make a note that your provided references will be contacted for verification purposes, either by letters, telephonic calls, or in person.)
3. After receiving the acceptance mail, the employment initiation will be considered from the date of joining.

--

Regards,

Nitin Kumar

HR

Mobile: 9818224919: E-mail: jobs@krishijagran.com



DSR AGRI MEDIA PVT LTD

60/4, Yusuf Sarai, Green Park Metro, ND-16

Contact No: 9313301029, 011-4550 3170, Mail: info@krishijagran.com

Web: English / Hindi / Punjabi / Marathi / Gujarati / Kannada / Malayalam / Bangla / Telugu / Tamil / Assamese / Odia



SPEARHEAD DIGITAL SOLUTIONS

C-2/170 WEST ENCLAVE, PITAMPUTRA,
2ND FLOOR +91 7303782182 | 9953912182
SPEARHEADDIGITALSOLUTIONS@GMAIL.COM

Sub: An Appointment Letter for The Role of Social Media Executive.

Dear **Ms Perna Mehra**

We are glad to extend to you an offer of employment with SpearHead Digital Solutions as Social Media Executive. The tenure of your employment starts from **26th July 2022**. Your payment package will be **Rs 15,000/- per month** as discussed earlier.

Your job role Social Media Analyst will primarily be:

- Building and nurturing social media network-specific communities and audiences;
- Managing and helping to create marketing content for socializing and use for social media purposes;
- Monitoring and evaluating social media results by client goals and the benchmarks;
- Communicating to management and team on project timelines, development, and results;
- Working closely with all the other team members to meet client goals;
- Keeping pace with internet marketing industry trends, social media, and developments.
- Managing Client shoots and visits.

With utmost expectation and pleasure, SpearHead Digital Solutions, we welcome you to the organization and hope to have a successful relationship.

Nupoor Aggarwal
Director
01.07.2022



Ref: _____ Date: 03-06-2021

Date: _____

Ref: OL/HR/2021/205

OFFER LETTER

Dear Ms. Prachi Wason,

Congratulations!!

We are pleased to offer you an Employment with Arramton Infotech Private Limited, based on the interview discussion you had with us and your application submitted to us.

We are very happy to appoint you as an HR Executive, we will be offering you an annual gross salary i.e., Cost to Company Rs.1,80,000 (Rs.15000 in Hand). You will be fully responsible for your position and your work performance.

Details of the terms and conditions of offer are as under:

1. You will be designated as "HR Executive" based out of Delhi/NCR.
2. Your date of commencement of Employment will not be later than 28-06-21.
3. Probation period can be extending for the first six months from the date of joining, depending on your performance.
4. You will be required to report for duties at the earliest, but not later than your Date of Joining as mentioned in clause 2 of this letter, failing which this letter shall stand withdrawn automatically, without any further intimation to you. On the day of joining please report to Mr. Sanjay Sharma through email Sanjay.sharma@arramton.com, latest by 10:00 AM.
5. If the terms and conditions offered herein are acceptable to you, please return the acceptance to Mr. Sanjay Sharma duly affixing your full signature on this letter via scan copy.

Looking forward to a long and mutually beneficial career with us.

For Arramton Infotech Private Limited.

Sanjay Sharma ARRAMTON INFOTECH PVT. LTD.

Sanjay Sharma
IT Head, Admin & HR

Candidate Signature



July 6, 2022

Mr. Pawan Saini

E-248, Om Vihar, Phae V,

Uttam Nagar, New Delhi

Sub: Appointment as Digital Marketing Executive

A Very Warm Welcome!

Take pride in your decision to join Excel Design Technologies Pvt. Ltd. as **Digital Marketing Executive**.

With reference to your initial discussions and subsequent interviews and based upon your performance during your internship you had with us, we have pleasure in offering you this appointment for the above position subject to following terms and conditions:

1. **Job Title: Digital Marketing Executive.**
2. We are offering you CTC of 1.80 lakhs per annum.
3. Probation period: 3 months from date of joining. Your probation period can be extended if considered necessary by the company. During the probation period your service can be terminated without any notice, without assigning any reason what so ever and without any liability for any compensation in lieu of notice.
4. Your salary will be reviewed each year and salary revisions are discretionary and will be subject to and on the basis of effective performance and results.
5. Your place of posting will be Delhi. However your services are transferable to any other office or group organizations anywhere in India.
6. After confirmation, on successful completion of the period of probation your services can be terminated by one month notice in writing by either party without assigning any reason, the company always retaining the right of giving you one month salary in lieu of the notice.
7. Upon termination of the appointment, you will be return all correspondence, specifications, books, documents, market data, cost data, laptop/PC, or any other property belonging to the company or relating to its business and shall not retain or make copies of these items.

Excel Design Technologies Pvt. Ltd.



8. Your employment with the company is full time and under no circumstances, you should engage yourself in any other employment or business dealings, part time or full time what so ever.
9. You will be governed by the rules and regulations of the company which are in force or as may be amended from time to time.
10. The retirement age is 58 years.
11. You shall not, either during your engagement with the company or there-after, disclose, divulge, or make public in any manner the methods, secrets, know how, confidential information business practices etc.
12. Any invention, improvement of designs conceived by you while in our employment, which is within the existing or contemplated scope of business of company, shall become company's exclusive property for all countries.
13. You shall not become privately interested directly or indirectly in any contract or arrangement that the company may enter into with any organization or any other person for any purpose.
14. Not with standing anything to the contrary contained, misconduct on your part (such misconduct to be determined by the company) will entitle the company to terminate your services without any notice or payment in lieu of notice.
15. Please furnish the following at the time of joining
 - a. Date of Birth proof
 - b. Education qualifications proof
 - c. Salary particular of previous employment if applicable
 - d. Relieving letter from previous employer
 - e. Two recent photos
 - f. Address proof

Important: The information mentioned above /certificates should be submitted at the time of joining. Without which we will not be able to process your salary. We do not accept affidavits in lieu of the certificates.

Excel Design Technologies Pvt. Ltd.

Regd. Office : Office No. 223, IInd Floor, Vardhman Premium Mall, LSC, Outer Ring Road, Deepali, Pitampura, New Delhi 110034, INDIA
www.exceldesigntechnologies.com



16. This offer of appointment letter is issued on the particulars furnished by you. In case the said particulars are found to be incorrect or that have concealed or withheld some other relevant facts, your appointment is liable for termination without any notice or compensation.
17. Date of Joining – July 8, 2022.
18. You will be handed over detailed guide to HR policies of the company at the time of joining.

On behalf of **Excel Design Technologies Pvt. Ltd.**, we welcome you on board and wish you a very long innings with us. Kindly sign the duplicate copy of the appointment letter and return to us as token of your acceptance of this appointment.

Thanking you,

For EXCEL DESIGN TECHNOLOGIES PVT. LTD.

Director

Manoj Mehta

Managing Director

Excel Design Technologies Pvt. Ltd.

Regd. Office : Office No. 223, IInd Floor, Vardhman Premium Mall, LSC, Outer Ring Road, Deepali, Pitampura, New Delhi 110034, INDIA
www.exceldesigntechnologies.com



July 6, 2022

Mr. Pawan Saini

E-248, Om Vihar, Phae V,

Uttam Nagar, New Delhi

Sub: Appointment as Digital Marketing Executive

A Very Warm Welcome!

Take pride in your decision to join Excel Design Technologies Pvt. Ltd. as **Digital Marketing Executive**.

With reference to your initial discussions and subsequent interviews and based upon your performance during your internship you had with us, we have pleasure in offering you this appointment for the above position subject to following terms and conditions:

1. **Job Title: Digital Marketing Executive.**
2. We are offering you CTC of 1.80 lakhs per annum.
3. Probation period: 3 months from date of joining. Your probation period can be extended if considered necessary by the company. During the probation period your service can be terminated without any notice, without assigning any reason what so ever and without any liability for any compensation in lieu of notice.
4. Your salary will be reviewed each year and salary revisions are discretionary and will be subject to and on the basis of effective performance and results.
5. Your place of posting will be Delhi. However your services are transferable to any other office or group organizations anywhere in India.
6. After confirmation, on successful completion of the period of probation your services can be terminated by one month notice in writing by either party without assigning any reason, the company always retaining the right of giving you one month salary in lieu of the notice.
7. Upon termination of the appointment, you will be return all correspondence, specifications, books, documents, market data, cost data, laptop/PC, or any other property belonging to the company or relating to its business and shall not retain or make copies of these items.

Excel Design Technologies Pvt. Ltd.



8. Your employment with the company is full time and under no circumstances, you should engage yourself in any other employment or business dealings, part time or full time what so ever.
9. You will be governed by the rules and regulations of the company which are in force or as may be amended from time to time.
10. The retirement age is 58 years.
11. You shall not, either during your engagement with the company or there-after, disclose, divulge, or make public in any manner the methods, secrets, know how, confidential information business practices etc.
12. Any invention, improvement of designs conceived by you while in our employment, which is within the existing or contemplated scope of business of company, shall become company's exclusive property for all countries.
13. You shall not become privately interested directly or indirectly in any contract or arrangement that the company may enter into with any organization or any other person for any purpose.
14. Not with standing anything to the contrary contained, misconduct on your part (such misconduct to be determined by the company) will entitle the company to terminate your services without any notice or payment in lieu of notice.
15. Please furnish the following at the time of joining
 - a. Date of Birth proof
 - b. Education qualifications proof
 - c. Salary particular of previous employment if applicable
 - d. Relieving letter from previous employer
 - e. Two recent photos
 - f. Address proof

Important: The information mentioned above /certificates should be submitted at the time of joining. Without which we will not be able to process your salary. We do not accept affidavits in lieu of the certificates.

Excel Design Technologies Pvt. Ltd.

Regd. Office : Office No. 223, IInd Floor, Vardhman Premium Mall, LSC, Outer Ring Road, Deepali, Pitampura, New Delhi 110034, INDIA
www.exceldesigntechnologies.com



16. This offer of appointment letter is issued on the particulars furnished by you. In case the said particulars are found to be incorrect or that have concealed or withheld some other relevant facts, your appointment is liable for termination without any notice or compensation.
17. Date of Joining – July 8, 2022.
18. You will be handed over detailed guide to HR policies of the company at the time of joining.

On behalf of **Excel Design Technologies Pvt. Ltd.**, we welcome you on board and wish you a very long innings with us. Kindly sign the duplicate copy of the appointment letter and return to us as token of your acceptance of this appointment.

Thanking you,

For EXCEL DESIGN TECHNOLOGIES PVT. LTD.

A handwritten signature in blue ink, appearing to read 'Manoj Mehta', is written over a horizontal line.

Director

Manoj Mehta

Managing Director

Excel Design Technologies Pvt. Ltd.

Regd. Office : Office No. 223, IInd Floor, Vardhman Premium Mall, LSC, Outer Ring Road, Deepali, Pitampura, New Delhi 110034, INDIA
www.exceldesigntechnologies.com



To,

Muskan Gupta,

Dated:- 26th-Aug-2022,

Subject:- Offer Letter To Muskan Gupta

Dear Muskan Gupta,

The purpose of this letter is to inform you that you have been selected for the position of **Content Writer** at the basic of **₹15,000/- per month** in our Company, **Ajath Infotech Pvt. Ltd.** for **Noida** location. We are excited to have you as a part of our team. As you know the interview conducted many candidates and there were many rounds conducted. The selection procedure took some time because it was hard for us to choose the best amongst so many deserving candidates.

We take the privilege to inform you that your employment will start from **29th-August-2022**. However, the expected date of joining is decided by the companies liable to change upon the request of the employee. Please revert with a return reply via email confirming your acceptance of this offer.

Note:

- 1. Your target will be writing 3 blogs per day/15 blogs per week/60 blogs per month.**
- 2. You have to submit your daily worklog over the basecamp.**
- 3. You will need to carry your own laptop at the time of your joining.**

Office Timings:- 09:30am - 6:30pm

Work Days:- Monday - Friday

Looking forward to have you on board as part of a team

Thanks

HR Manager and Team

Date 24th March 2022

Laksh Juneja
H No-40, Kirti Nagar,
Opp. IDBI Bank, Ramesh Nagar,
New Delhi-110015

Dear Laksh,

Kyt Event Services Private Limited is pleased to offer you the position of “Sr Executive”. Your base location will be “Delhi”. Your employment will be governed by the terms and conditions of the employment agreement, as contained in the formal letter of Appointment which will be issued to you once you have formally joined us on 04th April 2022.

Your Annual Compensation will be INR 1,80,000/- (Rupees One Lakh Eighty Thousand Only) beginning your hire date.

The details of your Annual Total Remuneration are as per Annexure I.

Your reporting time on joining day is 10.00 am.

This employment offer letter is valid up to the date of joining, as mentioned above. Your employment is subject to the submission of the required documents as per Annexure-II on your date of joining.

This offer letter is valid and subject to satisfactory reference checks. The company may at its sole discretion resume its right to withdraw this offer of employment if the company believes you are unfit to hold this position for any reason whatsoever.

Please confirm your acceptance of this offer letter by signing this letter and by sending a confirmation email from your personal email id. This offer is valid for a period of 48 hours from the date of issue. Your acceptance of this offer will also be considered as a confirmation from your end that you're joining Kyt Event Services Pvt Ltd is not in any contravention of your present employment agreement. We look forward to your accepting this offer and welcoming you onboard. We trust that your knowledge, skills and experience will be among our most valuable assets.

For KYT EVENT SERVICES PVT. LTD.
For Kyt Event Services Private Limited

Director

Vipul Dua
Director

Accepted by

Laksh Juneja

DATE :- 20th Aug 2022
CANDIDATE :- CHIRAG SALUJA
COMPANY :- VED MEDICAL & GENERAL STORE
(FIRM)
ADDRESS :- RAILWAY ROAD, BAHADUR GARH
DISTRICT :- JHAJJAR

DEAR CHIRAG SALUJA,

We are pleased to offer you the
Position of Sales Representative. We feel
Confident that you will contribute your skills.
Towards the growth of our organization.

As per the discussion your Startup Date will be
on 1-9-2022. Salary will be 15000/- Per Month

Please confirm the acceptance of this offer By
Signing and returnip the copy of this letter.

Sincerely
Hernaut Kumar
Partner Ved Med & Gen
Store
For Ved Medical & General Store
Partner

Letter of Joining

17/02/2022

To,
Mr. Bhavay Gulati

Dear Bhavay,

We are pleased to onboard you for full-time position of **Event Executive** with start date of 17/02/2022.
You will be reporting directly to Mr. Sachin Kumar (Deputy General Manager) at Global Nexus.

We believe your skills and experience are an excellent match for our company. In this role, you will be required to execute Event & Tenders, vendor management, negotiations, documentation and other duties allotted from time to time.

The starting salary for this position is **Rs 5,000/-** to be paid on a monthly basis, with the following terms and conditions: Your probation period will be for three months starting from the date of your joining.

We are excited to have you join our team.

Sincerely,



Wg. Cdr. Bhupendra Renjen
Founder & CEO
Global Nexus



OFFER LETTER



Dear Avneet

I am pleased to inform you of your acceptance as a Content manager.

As an employee, you will not receive health and compensation benefits as it's a growing company. During your job, you will have access to the company's clients and confidential information. you agree that you will keep all this information and client information strictly confidential and will not share it with anyone outside the company. you will not use it for your own benefits and after completion of the job; you will return documents, equipment, and all company property.

Joining date - 13th June'2022

Working Hours - 10am-6pm

Salary- 15k

Note:- Don't forget to carry your laptop, Educational documents, ID Proof, Address proof and two passport size photographs along with you on the joining date mentioned above.

We look forward to seeing you continue your journey with Behind the Screens and look forward to a successful career.

Congratulations on the job.

Best Regards,

Abhishek Nayyar

Managing Director

www.behindthescreensco.com

contact@behindthescreensco.com



Jambudweep Shodh Kendra

Date: 3rd Jan 2022

Name: Anirudh Khandelwal

Subject: Appointment Letter

Dear Mr Anirudh Khandelwal,

With reference to your request for appointment with Jambudweep Shodh Kendra, we have pleasure in appointing you at the position of **Videographer** in our organization. The detail of the appointment is as follows:

Start date of Appointment: 3rd 4th Jan 2022

Monthly CTC: INR 15,000/-

Any statutory dues like PF, ESI, Bonus etc, if applicable, will be paid/ deducted as per law.
All taxes will be deducted as applicable by law.

For Jambudweep Shodh Kendra Pvt Ltd

Authorized Signatory

Signature

Accepted By: Anirudh Khandelwal

Date: Jul 13, 2022
Offer No : QS2671065

AMAN PRASAD SHANKAR PRASAD
S/O SHANKAR PRASAD NIRALA, A-3 / 201, FIRST FLOOR SECTOR -16 , ROHINI
NORTH WEST DELHI, 110089
PUNE 110089
MAHARASHTRA

FIXED TERM EMPLOYMENT CONTRACT

Dear **AMAN PRASAD SHANKAR PRASAD**

We are pleased to offer you employment at QUESS Corp Limited for a fixed period of employment as per the following terms:

DEPUTATION:

You are deputed to Client site under this Contract. The terms of employment is exclusively with QUESS, the employee shall never be deemed to be the employee of the client, where you have been deputed under this Contract.

You will with effect from JUL 14, 2022 be deputed by QUESS, to work at client's office / premises at any of their locations.

During the course of your contract, you can be transferred to a location within the territory of India as and required by Quess for rendering the services under this contract

TENURE:

The term of your Contract shall be valid from JUL 14, 2022 to JAN 13, 2023.

COTERMINOUS:

Notwithstanding the Tenure of this Contract, in the event of the project / work / deputation for



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QUESS Corp Ltd
3/3/2, Bellandur Gate, Sarjapur Road, Bangalore - 560103, Karnataka, India
<http://www.quesscorp.com> | Toll Free No: 1800-572-3333



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which you are being employed terminates before your Contract end period, this Contract shall be coterminous with the project / work.

LOCATION:

You are required to work at client's location at PUNE.

POSITION:

You are appointed as CONTRACT EMPLOYEE.

REMUNERATION:

The details of your salary break up with components are as per the enclosure attached herewith.

EXTENSION:

Unless otherwise notified to you in writing this contract of employment would be valid JAN 13, 2023 from the date of you joining QUESS. This contract may be considered for an extension depending on the client and QUESS's requirements. The extension of contract period would be considered on fresh terms as agreed between you and QUESS through a separate mutually executed contract of employment. QUESS shall inform you in writing of the extension requirements.

WORKING HOURS:

You will follow the working hours of the client where you will be deputed. You may have to work on shifts, based on the client's requirement. Your attendance will be maintained by the Reporting Officer of the client, which needs to be mandatorily sent to the contact person at QUESS within the cut-off date as mutually agreed for pay-roll processing.

TERMINATION & SUSPENSION:



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At the time of termination of the employment either due to termination by either you or the Company or upon the lapse of the term of employment, if there are any dues owing from you to the Company, the same may be adjusted against any monies due to you by the Company on account of salary including bonus or any other payment owned to you under the terms of your employment.

During the tenure of your Contract, any deviation or misconduct in any form that were noticed by the company or if there are any breach of internal policies or any regulation that was mutually agreed to be complied with, QUESS or principal employer has the rights and authority to suspend your services until you are notified to resume work in writing. QUESS reserves all such right to withheld full or a portion of your salary during such suspension period.

NOTICE PERIOD:

In the eventuality if you wish to separate from the organization you will need to give 15 day's notice in writing. The Contract can be terminated at the discretion of QUESS subject to 15 day's notice.

However due to breach of code of conduct, misbehavior or indiscipline etc, then in such cases, QUESS will have / reserve rights to terminate immediately without giving notice period.

INDEMNITY:

You shall be responsible for protecting any property of the Client entrusted to you in the due discharge of your duties and you shall indemnify the client if there is a loss of any kind to the said property.

CODE OF CONDUCT:

You shall not engage in any act subversive of discipline in the course of your duty/ies for the Client either within the Client's organization or outside it, and if you were at any time found indulging in such act/s, the Company shall reserve the right to initiate disciplinary action as is deemed fit against you.

A handwritten signature in black ink, appearing to be "R. Manoj", is written over a faint, circular, textured background.

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HOLIDAYS:

You will be entitled to paid holidays in a year as notified by the company from time to time.

ADDRESS FOR COMMUNICATION:

The address of communication for the purpose of service of notice and other official communication to the company shall be the registered address of the company. The address of communication and service of notice and other official communication is the address set out as above and your present residential address namely. In the event there is a change in your address, you shall inform the same in writing to the Management and that shall be the address last furnished by you, shall be deemed to be sufficient for communication and shall be deemed to be effective on you.

BACKGROUND VERIFICATION:

The company reserves the right to have your back ground verified directly or through an outside agency. If on such verification it is found that you have furnished wrong information or concealed any material information your services are liable to be terminated.

ABSENTEEISM:

You should be regular and punctual in your attendance. If you remain absent for 5 consecutive working days or more without sanction of leave or prior permission or if you over stay sanctioned leave beyond 5 consecutive working days or more it shall be deemed that you have voluntarily abandonment your employment with the company and your services are liable to be terminated accordingly.

RULES AND REGULATIONS:

You shall be bound by the Rules & Regulations framed by the company from time to time in relation to conduct, discipline and other service conditions which will be deemed as Rules, Regulation and order and shall form part and parcel of this letter of appointment.



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OTHER TERMS OF CONTRACT:

In addition to the terms of appointment mentioned above, you are also governed by the standard employment rules of QUESS (as per Associate Manual). The combined rules and procedures as contained in this letter will constitute the standard employment rules and you are required to read both of them in conjunction.

JURISDICTION:

Notwithstanding the place of working or placement or the normal or usual residence of the employee concerned or the place where this instrument is signed or executed this Contract shall only subject to the jurisdiction of the High Court of Judicature of Karnataka at Bangalore and its subordinate Courts.

DEEMED CANCELLATION OF CONTRACT:

The Contract stands cancelled and revoked if you do not report to duty within 3 days from the date of joining & your act will be construed as deemed and implied rejection of the offer of employment from your side; hence no obligation would arise on the part of the company in lieu of such Employment Contract issued.

You shall report to work on Jul 14 2022 at the clients place.

You are requested to bring the following documents at the time of joining:

1. Educational Certificates
2. Experience Letter / Relieving letter
3. Latest month pay slip
4. Photo ID proof
5. Address Proof
6. 5 passport size photographs
7. PAN card
8. UAN Card



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9. Aadhaar Card

Here's wishing you the very best in your assignment with us and as a token of your understanding and accepting of the standard terms of employment, you are requested to sign the duplicate copy of this letter and return to us within a day.

With warm regards,

For **QUESS Corp Limited**.



Tej Hans Raj Singh
COO Staffing

I have read and understood the above mentioned terms and conditions of the Contract. I voluntarily accept the same. I shall abide to the terms and conditions mentioned therein and any amendments from time to time.

All the above mentioned terms and conditions will come in force from your date of joining, in case of no acceptance received before the first salary it would be deemed as acknowledged and accepted by you on receipt of your first salary.

Name:.....

Signature:.....

Place:.....

Date:.....



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Compensation Sheet

Offer No: **QS2671065** Associate Name: **AMAN PRASAD SHANKAR PRASAD**
 Designation: **Contract Employee** Location: **PUNE**

Pay Heads	Rs. Monthly Pay	Rs. Annual Pay
Basic	12650	151800
House Rent Allowance	3141	37692
Statutory_bonus	1054	12648
Gross Salary	16845	202140

Employer's Contribution		
Employer_esi	548	6576
Employer Provident Fund	1645	19740
Insurance	160	1920
Total Contribution	2353	28236
Cost to Company: (CTC)	19198	230376

Deduction: (Subjected to change)		
Employee Esi	127	1524
Provident Fund	1518	18216
Professional Tax	200	2400
Total Deduction	1845	22140
Net Take Home	15000	180000

Dear Associate,

Please download the WorQ App on your mobile for a host of benefits

- Access all your HR Documents (PaySlip, Offer Letter, PF/ESIC/Insurance Nos, Form 16)
- Get Digital ID Card
- Get Easy Access to Quess helpline



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 Open the camera on your smart phone and scan.

- Get access to Quess Market to get lucrative offers specifically for Quess Associates
- Get host of learning opportunities

You will receive your User Id / Password & Company ID by sms to your registered mobile No.

For any issues in login to WorQ app, please email to help@quesscorp.com.

Please mention your

- Offer No :QS2671065
- Name :AMAN PRASAD SHANKAR PRASAD
- Mobile No

Link to download WorQ

Play Store (Android) - <https://goo.gl/rqsMnr>

App Store (iOS) - <https://goo.gl/DmHpEj>



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DISCLAIMER

To whomsoever it may Concern

I, AMAN PRASAD SHANKAR PRASAD , Offer ID QS2671065, hereby given my consent to use my signature in all statutory forms and any other compliance documents/COC used by employer related to my employment. I also confirm that the signatures provided by me are best matched to my original signatures. Also, in consent to my details being shared with any Govt. Agency/Bank/Client/Background verification Partners.

Associate Name:

Associate Signature:



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Fwd: Invitation for India's Biggest Recruitment Fair | Register your college now

Directortias <directortias@tecna.in>

Mon, Oct 18, 2021 at 12:09 PM

To: "Placements TIAS ." <placementstias@tecna.in>

Cc: IQAC <IQAC@tecna.in>, HOD MBA <hodmba@tecna.in>, hodbba@tecna.in, hod bca <hodbca@tecna.in>, HOD BAJMC <hodbajmc@tecna.in>

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

From: **Internshala** <university.relations@internshala.com>

Date: Mon, Oct 18, 2021 at 12:02 PM

Subject: Invitation for India's Biggest Recruitment Fair | Register your college now

To: <directortias@tecna.in>

Dear Prof. Ajay Kumar,

Hope you are doing well.

We are constantly working towards making your students' placement journey easier, faster and hassle-free. With an aim to provide massive recruitment opportunities to your students and improve your college placement records, we have launched the third edition of **India's Biggest Recruitment Fair**.

A few key highlights of the fair are -

- 350+ premium fresher jobs offering CTC up to 20 lac per annum
- 7000+ internships with pre-placement offers in all major categories including engineering, management, law, media, design, and more
- Up to Rs. 1.2 lac stipend offered for internships with PPO

How to register your college for the fair?

1. The college authority is required to register here - <https://internshala.com/i/ibrf21-DB-13388>. The last date to register is **27th October'21**
2. The job/internships application link will be shared with you on 27th October, once the employers start accepting applications
3. You may share the application link with your students so that they can start applying to the relevant opportunities

Eligibility - Final year students and recent graduates from any branch/stream. There are no registration charges involved.

Many renowned companies have recruited students in the previous editions of this fair, like Caterpillar, Uber India, Bajaj Appliances, Decathlon, BoAt, etc, and this year too, we have a line-up of many reputed employers. For more details about the campaign and past records, you may refer to this [brochure](#).

Please do not share this email with your students. Only college authorities can register on the link above.

Please feel free to reply to this email in case you have any queries or concerns.

Many thanks,
Muskan Wadhwa
Manager - University Relations
Internshala

--
[Click Here](#) to unsubscribe from this newsletter.



Ph: 27555121-22-23-24 Fax: 27555120; Email: directortias@tecna.in; director.tecnaindia@gmail.com; Website: <http://tiaspg.tecna.in>



in error, please notify the sender immediately by e-mail and delete all copies of the message.

The authenticity of this message cannot be vouched for. It may be spoofed. Please treat hyperlinks and attachments in this email with caution.

Fwd: Decathlon Recruitment India : Application Status (SPORT LEADER CRICKET)

Ahmed Raza Amaan <aramaan78@gmail.com>
To: Placements Tias <placementstias@tecnia.in>

Sat, Apr 23, 2022 at 10:45 AM

Begin forwarded message:

From: india.recruitment@decathlon.com
Date: 14 April 2022 at 15:03:11 IST
To: aramaan78@gmail.com
Subject: Decathlon Recruitment India : Application Status (SPORT LEADER CRICKET)

Decathlon Recruitment Portal



Dear Ahmed Raza Amaan,

Greetings from Decathlon Sports India!.

It was an amazing experience to have you for two days with our sporty team at Saket Store.

Further to your recent application for the position of Applied SPORT LEADER CRICKET , we are happy to inform you that you have been selected to join the team as a SPORT LEADER CRICKET , at Saket Store .

We look forward to you to join the team.

We will get in touch with you with the further details. In case of delay more than a week you can contact us @ **Store details** (Saket Store , Select Citywalk Mall Saket District Centre, District Centre, Sector 6, Pushp Vihar, New Delhi, Delhi 110017 , and 9019705047)

Thank you

Warm Regards,
Decathlon Team

Thanks For Connecting With Us

The largest sporting goods retailer in the world.
For support write to us at support@decathlon.in

Confidential



LETTER OF INTENT

DL 32/04/2022

Mrs. Anshu Singh
North West Delhi, Delhi - 110036
Email: anshusingh99@gmail.com
Ph: +91 981153129

Subject – Letter of Intent – E-Commerce Executive

Dear Ms. Singh:

It is my pleasure to welcome you to The Brand Bee family. Based on our discussion, we are pleased to share with you this "Letter of Intent", at terms previously discussed by the management.

Joining Designation – E-Commerce Executive | Joining Tier – 2

Date of Joining – Wednesday, 27th Apr., 2022

Reporting Time – 10.00 AM

Job location: DLF Phase 3, The Brand Bee Gurgaon Office

Benefits: Your initial probation period with us will be for a period of 6 months starting 25th Apr., 2022, wherein we will evaluate you closely on your KRAs and SMART Goals, which you and we set for the first 2 quarters. During this period, your monthly payout would be in the order of Rs.15,000 (Rupees Fifteen Thousand Only) per month. However, based on how you delight us with your work at the end of 6 months, we might decide to give you an additional bonus on completion of your internship.

Moreover, we might also offer you a full-time position (pre-placement offer) with us, which will be contingent on your achieving rating of 8 or more on a scale of 10 of your KRA Achievement Sheet & Quarterly Performance Review, which will be shared with you at the time of joining or during the first quarter of your employment. Your full-time salary would be decided based on your score and would be in the range of Rs.20,000 – Rs.25,000 per month.

Feel free to call us back to discuss / confirm this employment opportunity. We wish you a long and successful career at The Brand Bee.

Best Wishes,
Deepshikha J. Bansal

Date: _____
I accept the terms of Employment & Company Policies



Director
CC: Corporate HR/T&A/Personal File

Anshu Singh

*If you decide to leave within the probation period, 3 months notice should be required, failure to serve the said notice (sued) in your Full & Final. However, from company side, if company decides to terminate your employment for underperformance, non-productivity or non-compliance, a mutually agreed notice would be required. Full & Final if and when required will be done on completion of service as per company policies.

Registered Office – Brand Bee Management Pvt. Ltd. B-36, Basement, Parkside Enclave, New Delhi – 110017, India
Corporate Office – V-32/26, 2nd Floor, DLF Phase 3, Gurgaon – 122002, Haryana
Contact – (D) +91 124 4053499 | (M) +91 9823105564 | (E) info@the-brandbee.com | (W) thebrandbee.com



May 20, 2022

Dear Aakash Gulati,

It's my pleasure to make you an offer for the position of **Content & Social Media Executive** at Social Sauce Communications Pvt. Ltd. I am sure that you will be a valuable asset to our operations in **Delhi** and will enjoy working with our young and energetic team here.

As a Content & Social Media Executive at Social Sauce Communications Pvt. Ltd., your salary compensation will be as followed:

Rs. 15000 INR / In Hand + Conveyance (as discussed)

Date of Joining : 10th June 2022

Appointment Letter / Employment Agreement will be issued within 7 working days on successful signed receipt of this offer letter.

Welcome aboard and we all look forward to working with you. Please feel free to call me, if you have any questions on Social Sauce Communications Pvt. Ltd. or need any clarifications on your appointment.

Director - Harshita Singh

Company Signatory

SOCIAL SAUCE COMMUNICATIONS PVT.LTD

REGD.ADD F.NO. B 53, PARVANA CGHS, MAYUR VIHAR, PH-1, NEW DELHI – 110091

CIN: U74300DL2020PTC365359 | GSTIN: 07ABDCS8542E1ZA

E: business@socialsauce.in | M: +91 8130609498 | T: +91-1179608140

I accept the offer from Social Sauce Communications Pvt.Ltd.

Name_____

Date _____

Signature_____

Note: *Any and all offers of employment are contingent on a successful background check. Continued employment with Social Sauce Communications Pvt. Ltd., shall be contingent upon passing background checks, which shall be performed from time to time over the course of your employment.*

SOCIAL SAUCE COMMUNICATIONS PVT.LTD

REGD.ADD F.NO. B 53, PARVANA CGHS, MAYUR VIHAR, PH-1, NEW DELHI – 110091

CIN: U74300DL2020PTC365359 | GSTIN: 07ABDCS8542E1ZA

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DIAMOND COUNTRY CARGO (P) LTD.

INTERNATIONAL FREIGHT FORWARDERS



OFFER LETTER

Date: 20 Sep, 2021

Dear Yashita Kansal

We refer to recent interview for the below mentioned position and are pleased to offer you the position of **Document Executive** with **DIAMOND COUNTRY CARGO Pvt. Ltd.** All of us at Diamond Country Cargo are excited that you would be joining our team!

Please find the following confirmation of the specifics of your internship:

Position Title: Document Executive

Date of Joining: 29 Sep, 2021

Work location: Office

For any queries please feel free to write us at: www.dccpl.com

Best Wishes!!



(Authorized Signatory)

DIRECTOR

Diamond Country Cargo Pvt Ltd.

Dated: 30.07.2022

TO WHOM SOEVER IT MAY CONCERN

This is to certify that Miss. Sweta Vishwkarma, D/o- Mr. Ram Lakhan Vishwkarma, was working with us as a "CG & Asst Producer" from 01st July, 2021 to 30th July, 2022. on the basic pay of 14000/- per month.

During her period we found her sincere and hardworking. As a young enthusiastic, disciplined and talented person she proved herself to be hard working, honest and dedicated to her work and successfully achieved the task given.

We wish her all the success in her future career.

For Sudarshan Tv Channel Ltd


HR/Admin Dept.

SUDARSHAN TV CHANNEL LTD.

A-84, Sector-57, Noida (U.P.) 201307, Hindustan (INDIA)
mail@sudarshantv.com, www.sudarshannews.in
Ph. : 0120-4999900, 4999994, Mobile : 991-1234-799
CIN : U9Z11ZPN2003PTC018392

Date: -17-August-2022

To

Mr. Abhishek Sharma

Offer of Employment

Dear Mr. Abhishek,

This has reference to your interest in taking up a full time employment with Sridhar Insurance Broker Pvt Ltd (SIB) and subsequent interviews. We are pleased to offer you the position of "Executive-HR" for SIB on the following terms and conditions:

1. Your date of joining will be **18-August-2022**.
2. Work hours at office are from 9.30 am to 6:00 pm Monday to Saturday.
3. Your monthly CTC would be **Rs14,000/- (In Words Fourteen Thousand only)**
4. You will be on probation for a period of six months. You will be confirmed employee on satisfy completion of probation period. However, it may be extended in case of unsatisfied performance.
5. You will be governed by the organization's HR (Personnel) Policies, Code of Conduct, Non-Disclosure Agreement and/or all other policies as applicable to you from time to time.
6. You are required to submit the following documents at the time of joining: -

- a) Educational qualifications (from class 10th Onwards)
- b) Professional qualifications.
- c) Appointment, Experience & Relieving Letter of all the organizations you have worked till date.
- d) Passport size photographs - 2
- e) Photo Identity Proof (Pan Card).
- f) Proof of residence.
- g) Copy of Cancel Cheque or full bank details
- h) Last 3-month Salary Slips & Bank Statements
- i) Broker qualified certificate
- j) UID card

This offer of employment is subject to the verification of your original documents, reference check with your last organization & fulfillment of all above stated conditions failing which our offer of employment shall be withdrawn.

The offer letter is valid for 2(Two) days. Kindly send the signed copy of acceptance of the offer to confirm your employment with the organization.

We look forward to welcome you to the SIB, family, and wish you a successful and mutually career rewarding.
For Sridhar Insurance Broker P Ltd

Authorized Signatory

Accepted by: Name _____

Signature _____

TOLL FREE NO : 1800-102-6099
IRDAI REGISTRATION NO : 212
REGISTRATION VALID UPTO : 18-09-2024
REGISTRATION CATEGORY : COMPOSITE BROKER
CIN NO : U67120CH2002PTC025491

SRIDHAR INSURANCE BROKER PRIVATE LIMITED

✉ INFO@SIBINDIAONLINE.COM
🌐 WWW.SRIDHARINSURANCEBROKER.COM
☎ 011 46718888



LETTER OF FELICITATION

REF:SIPLFL 13356

Date: 11-11-2022

Dear Mr./Ms. Shubham Chaudhary

Please accept our felicitation on successfully clearing of your personal interview with us.

This letter of felicitation is valid until you receive your Offer Letter upon completion of training and post completion of background verification check. In the event of your background verification check being negative, the felicitation letter shall be revoked and considered to be invalid.

In case of any misconduct, unsatisfactory performance or poor attendance, the management may relieve you from your duties without payment of dues or compensation during the training period.

The classroom training period would not be paid. Pay cycle shall start on successful completion of the first training as per the process requirement.

If you decide to resign from the services, at any given point of the time during the tenure with SILARIS, you may do so by following the policy.

Notice Period	Designation
30 Days	Below AM Level
90 Days	Above AM Level

In case of number days as per notice period in not given, the salary equivalent to the number of days shall be deducted for the same.

Position Offered : TME

All-inclusive CTC : 12500

Date of Joining : November 14, 2022

Candidate Details :

Name: Shubham Chaudhary
 Process: SBI Encash
 Phone: 9599034660
 Aadhar: 12345678910
 Address: Tri Nagar
 Delhi
 New Delhi

Signature:

Date: 11/11/2022

Name: _____

Final Comments

HR Interviewer		Functional Interviewer	
Can be recruited :	Yes [] No []	Can be recruited :	Yes [] No []
Name :		Name :	
Signature :		Signature :	
Designation :		Designation :	
Date :		Date :	



THE THINK FITNESS

To Whomsoever It May Concern

Date of Issuance: 01-06-2022

This is to certify that Mr. Umesh Jain worked as Social Media Executive at TheThinkFitness Pvt. Ltd for last 6 Months since 01/12/2022. The company is paid him a monthly salary of 12,000 Rupees only and his annual salary will be 1,44,000 Rupees only. During his entire tenure he found to be sincere and hard working.

This letter is issued upon the request of the employee.

.....
Harish Chaudhary

Chief Executive Officer

The Think Fitness, New Delhi



OFFER LETTER

Candidate's Name: Shubhi Sundriyal

DOB: 26th July 2002

Contact: 8929838306

Address: Block C, Pocket -2

House No. 261 Sector - 17 Rohini

We are pleased to inform you that you have been selected for the job in the Client servicing Department as Customer Service Representative. The terms of your offer are as follows: The salary offered is of Rs.12,000 /- with an annual cost to the company of Rs.144,000 /- will be paid to you.

Please share the signed copy of the offer letter as a token of your acceptance of the offer made by April 5th 2022.

Therefore, you're confirmed as a regular employee of the team VBK. We are confident you will be able to make a significant contribution to the success of VivahbyKanika and look forward to working with you.

Accepted by
Shubhi Sundriyal
D/O Mr. Vipin Kumar


VIVAHBYKANIKA
WEDDING PLANNER
11/04/2022

VivahbyKanika

1st Floor Workingdom E-Block Mid Circle, Connaught Place, New Delhi -110001

Contact : 8130928757, 7838012356

Weddings are what we eat, sleep and breathe

OFFICE RULES:

A. Office Timings:

- The Company's working hours are Monday to Saturday, from 10 am to 7 pm. You are entitled to 45 minutes of lunch break every day.
- Lunch timing is 1:00 p.m. to 1:30 p.m. And a 10 Minutes tea Break in the evening.

B. SALARY (Reference No. 2 of offer letter) :

- Any increment or declarations of increment shall be made at the sole and absolute discretion of the Company. In determining the amount of bonus, the Company shall consider your work performance, amongst other factors.
- Salary time is during 1st to 5th of every month i.e. Salary for the period of 1st to 30th of every month will be given during 1st to 5th of next month. Wherein, 10 days of salary will be kept on hold & will be released after the completion of notice period.

C. OTHER DISCIPLINE:

- Usage of Mobile Phone :
- All employees have to keep their mobile on silent or switch off mode during office hours and they can use mobiles for calling or texting and other use only during lunchtime and tea break.

D. TERMINATION AND NOTICE:

- During the probationary period, either employee may terminate the contract by giving two (2) week's notice or the equivalent of two (2) week's stipend/salary in lieu of notice.

Subhi

- Upon confirmation of your employment, either employee may terminate the contract by giving one (1) month's notice or one (1) month's salary in lieu of notice.
- The Company reserves the right not to give any reasons for termination.
- Additional Terms:
 1. In case of, data loss or any tampering with data, hard-drives or system.
 2. Poaching clients
 3. Any discriminating activity like humiliating team mates or false accusations.
 4. Freelancing in any way
 5. Personal communication or any kind of relationship with the client (either way personally or on social platforms like Instagram, Facebook etc)

E) GUIDELINES FOR LEAVE :

- Any Leave (Except on sickness grounds) should be sanctioned by HR or Respective supervisor in advance.
- Wherever possible applications for leave will be approved, however the company needs to take into account work requirements and the performance of the employee's duties when considering whether to grant leave. For example, if another employee has already booked leave at that time, in a small team it may not be possible to allow two people to have leave at the same time.
- If anybody needs to take a leave on an urgent basis on the same day, he/ she should intimate about the same only to their respective supervisor by email or should use company phone to inform them about leave before 10:00 am. Every uninformed leave will be counted as double unpaid leave.

Shubli

- Submitting the leave application is mandatory. Every uninformed leave will be counted as double unpaid leave. And every rejected/unapproved leave counts as unpaid leaves.
- The Supervisor/ HR has right of refusal to leave application submitted to him by an employee, depending upon work exigencies
- If an employee wants to take leave before as well as after holiday or Sunday, in that case holiday will be considered as paid leave and deduct from balance leaves.
- Employees allowed for Late coming up to 11 a.m. or early going on or after 5:00 p.m. Only once a month. 2nd time onwards in a month if any employee does the same this will be considered as Half Day or full day leave as per the supervisors call.
- Total paid leaves: 24 and 3 Government Holidays will be granted. Monthly holidays will be sensioned after the probation period or 3 months of the joining.

Internship period: 1st January 2022 – 31st March 2022
 Joining date: 1st April 2022

Shubhi
 3/4/2022
 ACCEPTED BY

H. K. Gupta
 28/4/2022
 VIVAN K. K. GUPTA
 WEDDING PLANNER

OFFER LETTER

Candidate's Name: Prachi Jain

Father's Name: Rakesh Jain

DOB: 27th January 2001

Contact: 8368840029

Address: C-4/15 Rana, Pratap Bagh

We are pleased to inform you that you have been selected for the job in the Client Servicing Department as Client Servicing Manager. The terms of your offer are as follows: The salary offered is of Rs. 12,000 /- with an annual cost to the company of Rs. 1,44,000 /- will be paid to you.

Please share the signed copy of the offer letter as a token of your acceptance of the offer made by 1st September 2021.

Therefore, you're confirmed as a regular employee of the team VBK. We are confident you will be able to make a significant contribution to the success of VivahbyKanika and look forward to working with you.


VIVAH BY KANIKA
WEDDING PLANNER

27th August

OFFICE RULES:

A. Office Timings:

- The Company's working hours are Monday to Saturday, from 10 am to 7 pm. You are entitled to 45 minutes of lunch break every day.
- Lunch timing is 1:00 p.m. to 1:30 p.m. And a 10 Minutes tea Break in the evening.

B. SALARY (Reference No. 2 of offer letter) :

- Any increment or declarations of increment shall be made at the sole and absolute discretion of the Company. In determining the amount of bonus, the Company shall consider your work performance, amongst other factors.
- Salary time is during 1st to 5th of every month i.e. Salary for the period of 1st to 30th of every month will be given during 1st to 5th of next month. Wherein, 10 days of salary will be kept on hold & will be released after the completion of notice period.

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the equivalent of two (2) week's stipend/salary in lieu of notice.

- Upon confirmation of your employment, either employee may terminate the contract by giving one (1) month's notice or one (1) month's salary in lieu of notice.
- The Company reserves the right not to give any reasons for termination.
- Additional Terms:
 1. In case of, data loss or any tampering with data, hard-drives or system.
 2. Poaching clients
 3. Any discriminating activity like humiliating team mates or false accusations.
 4. Freelancing in any way
 5. Personal communication or any kind of relationship with the client (either way personally or on social platforms like Instagram, Facebook etc)

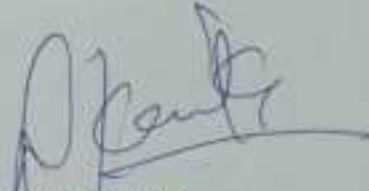
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- If anybody needs to take a leave on an urgent basis on the same day, he/ she should intimate about the same only to their respective supervisor by email or should use company phone to inform them about leave before 10:00 am. Every uninformed leave will be counted as double unpaid leave.

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- Employees allowed for Late coming up to 11 a.m. or early going on or after 5:00 p.m. Only once a month. 2nd time onwards in a month if any employee does the same this will be considered as Half Day or full day leave as per the supervisors call.
- Total paid leaves: 24 and 3 Government Holidays will be granted. Monthly holidays will be sessioned after the probation period or 3 months of the joining.

Joining date: 1st September 2022

ACCEPTED BY


VIVAH BY KANIKA
WEDDING PLANNER

17th January, 2022

Name – Daksh Sharma

Subject: Offer for internship

Dear Daksh,

We are pleased to offer you the position of an intern with Eduvanz Financing Pvt Ltd. Please find below the details for your internship:

- Position Title - Intern
- Team - Customer Service Team
- Duration - 20th January, 2022 – 20th July, 2022
- Stipend - Rs. 11,000/-
- Mentor - Meherzad Bativala
- Reporting Time - 10:00 am

During the Internship, you would be assigned tasks and projects that improve your understanding of the concepts you have learned in your curriculum at the college and you would be expected to give your best efforts in executing the assignment.

During your internship, you may have access to confidential, proprietary, and / or trade secret information belonging to Eduvanz Financing Pvt Ltd. You agree that you will keep all of this information strictly confidential and refrain from using it for your own purposes

Confidentiality

a) During your internship, you may have access to confidential, proprietary, and / or tradesecret belonging to Eduvanz Financing Pvt Ltd. You agree that you will keep all of this information strictly confidential and refrain from using it for your own purposes. The Intern undertakes to treat the Confidential Information as being strictly private during the Term and thereafter shall not use or attempt to use, divulge, communicate or exploit any part of Confidential Information to any third party other than for the limited purpose of performing his/her obligations under this Agreement.

Further, Intern

shall not copy or reproduce the Confidential Information or any part thereof without the prior written consent of the Company.

b) Intern acknowledges that in the course of his/her internship with the Company, there may be some variations or improvements upon the Confidential Information and agrees and confirms that all such variations and improvements upon the Confidential Information shall form part of the Confidential Information and shall be the property of the Company.



c) Intern shall keep the Confidential Information in secure condition and render all assistance required by the Company to prevent and safeguard against improper use of the Confidential Information. Further, Intern shall, on being directed by the Company, immediately return the Confidential Information furnished by the Company or its Affiliates without retaining any copies thereof. All analyses, compilations, data, studies or other documents prepared by the Company, or its Affiliates shall be destroyed on the Company's written direction to that effect.

d) All Confidential Information shall remain the property of the Company, at all times. The disclosure of the Confidential Information to the Intern shall not be deemed to confer any rights on the Intern in respect of such Confidential Information or otherwise other than as provided herein. Intern agrees and confirms that all the Confidential Information is confidential, proprietary and valuable to the Company.

e) "Confidential Information" means any and all information (whether commercial, financial, technical or otherwise) relating to the Company and obtained or provided to the Intern by the Company whether orally or in writing or whether eye readable, machine readable or in any other form, including, without limitation the form, materials and design of any equipment or any part thereof, the methods of operation and the various applications thereof, processes, formulae, plans, business plans, strategies, data, know-how, ideas, designs, photographs, drawings, specifications, technical literature, information relating to the employees, suppliers or content providers and any other material made available by the Company or gained during the internship period at the establishment of Company or at any of its branches whether before or after this Agreement is entered into, for the purpose of considering, advising in relation to or furthering any project (and any information derived from such information), trade secrets, data processes, specifications, techniques, practices, technical data, data relating to the price structure, sales and costing data proprietary information and documents relating to third parties (whether or not that information is marked or designated as confidential or proprietary);

Intern Details:

Name	– Daksh Sharma
Date of Joining	– 20 th January, 2022
Team	– Customer Service Team
Place	– Mumbai
Signature	–

For Eduvanz Financing Pvt. Ltd



Head Human Resources



LETTER OF APPOINTMENT

Date: 24, March 2022
Mr Yash Sharma
New Delhi

Dear Mr Yash Sharma

Regional Public Relations Pvt Ltd. glad to offer you an appointment in our organization as PR Executive w.e.f. 24th March 2022. To begin with you we are offering you a consolidated salary of Rs 10,000/-per month.

Reporting Time To Office: - 9.30 am To 6.30 pm. (last Saturday of every month is working)

Your offer has been made based on information furnished by you. However if there is a discrepancy in the copies of documents or certificates given by you as a proof of above we retain the right to review our offer of employment.

We congratulate you on your appointment and wish you a long and successful career with us. We are confident that your contribution will take us further in our journey towards becoming world leaders. We assure you of our support for your professional development and growth.

With Warm Regards



RAJEEV KUMAR
Manager – Accounts

THE RULES AND REGULATIONS

Annexure – 1

Personal Particulars:

You will keep us informed of any change in your residential address, your family status or any other relevant particulars. You would also let us know the name and address of your legal heir/nominee.

Nature of Work:

You will work at high standard of initiative, creativeness, efficiency and economy in the organization. The nature of work and responsibilities will be assigned and explained to you by your senior from time to time.

Working Hours:

The regular working hours of the company are from 9.30 to 6.30 including 30 minutes for lunch break and 15 minutes for tea breaks twice.

Secrecy/Confidentiality:

You will not during the course of your employment with the company or at any time there after divulge or disclose to any person whomsoever, make any use whatsoever for your own purpose or for any other purpose other than that of the company, of any information or knowledge obtained by you during your employment as to the business or affairs of the company including development, process reports and reporting system and you will during the course of your employment hereunder also use your best endeavor to prevent any other person from doing so.

Restrain:

Access to Information:

Information is available on need to know basis for specific groups and the network file server of the company is segregated to allow individual sectors information access for projects and units. Access to this is authorized through access privileges approved by unit mentors or project mentors.

Restriction on Personal Use:

Use of company resources for personal use is strictly restricted. This includes usage of computer resources, information, internet service, and working time of the company for any personal use.

Leave:

You will be entitled to leave as per law in force and as laid down in the Standing Orders of the company. Monthly two leaves are granted but three days advance intimation is required to be given for availing leave. In the event of a sick leave you will be required to furnish a doctor's certificate for the period of leave. Annually there are 24 leaves and 6 WFH you can avail on prior approval. Any leave other than prior approval or intimation will be considered as unauthorized absence and the salary will be deducted for the same.

Security:

Security is an important aspect of our communication and office infrastructure. Communication security is maintained by controlling physical access to computer system, disabling all working stations, disk drives and companywide awareness about the need for protection of intellectual property and sensitive customer information.

Termination of Service:

- Either party can terminate this employment by serving a notice of one month on the other, save and accept that the company may at its option pay compensation in lieu of the notice period to terminate employment with immediate effect.
- Unauthorized absence or absence without permission from duty for a continuous period of 5 days would make you lose your lien on employment. In such case your employment shall automatically come to an end without any notice of termination or notice pay.
- You will be governed by the laid down code of conduct of the company and if there is any breach of the same or nonconformance of contractual obligation or with the terms and conditions laid down in this agreement or nonperformance, your service can be terminated without any notice; notwithstanding any other terms and conditions stipulated herein the company reserves the right to invoke other legal remedies as it deems fit to protect its legitimate interest.
- In case where employee is leaving the organization without serving a full month notice in writing for what so ever reasons, the company is not bound to pay any compensation or salary of the immediately last working month. Also, if any employee leave the company before serving less than a year , the 30 paid leave option will be revoked and the same could be treated as absence and the same will be adjusted in full and final amount.
- The full and final settlement dues will be paid within 90 days of the last working days. However in no condition, the leaving employee will join any direct competition or the client or any other agency serving to the clients for 90 days after the last working day.

Standing Orders:

You will abide by the Standing Orders, rules & regulations and service conditions that may be in force or application to the organization or are framed from time to time by the company.

Apprenticeship Letter

08-April-2022

Code -ITVA-0604

Shrey Kumar Arya

EWS-61, Surya Vihar Colony,
Thana Tiwaripur, Gorakhpur,
Uttar Pradesh-273015

Dear Shrey,

We are pleased to offer you on the Job Training (under Apprentice Act 1961) for appointment to the position as **Apprentice** with **Sports Department in Information TV Pvt. Ltd. "ITV-National"**. This training position is for a **Six (6) months** term beginning from **08-April-2022** and ending **07-October-2022**. If you successfully complete the training program, you may be offered a suitable position as per Company Policy in **Information TV Pvt. Ltd. "ITV-National"** subject to sole discretion of the Company.

You will be paid a fixed Stipend of **Rs.10000/- (Rupees Ten Thousand Only)** per month which includes your conveyance and mobile expenses. Please note that your place of posting will be at **Delhi**. You may however be transferred to any place outside **Delhi**, at the discretion of the Company.

You are requested to submit the following documentation on your date of joining, failing which the offer shall stand void:

1. Latest Passport Size Colour Photographs (Four).
2. Proof of Date of Birth, in the form of certificate issued by the Central Board of Secondary Education or any equivalent board or by the Registrar of Births and Deaths of the concerned State/ Municipality.
3. Copies of Certificates and Mark sheets of your educational and professional qualification duly attested by gazetted officer.
4. Medical certificate of your fitness, also stating your blood group issued by a registered MBBS doctor (Original).
5. Copy of ID proof in form of PAN card or Passport or Driving License.
6. Copy of Address proof (Current Residence) in form of lease agreement or electricity bill or landline telephone bill.

Shrey
8/4/2022

Information TV Pvt. Ltd.

Corp. Off : 276, Captain Gaur Marg, Srinivaspuri, New Delhi-110065

Tel : 011-61362000, 61362100 | F + 91-011-61362201 | W : www.inkhabar.com

Regd. Office : B-116, Ground Floor, Okhla Industrial Area, Phase-1, New Delhi-110020



Date: 1-02-2022

To

Priyam

A-45 Gali no. 3, Anarkali Garden Jagat puri,

krishna Nagar East Delhi

DELHI - 110051 42-D, Pocket-1, Phase-1,

Subject: Internship Offer Letter

Dear Mr. Priyam

Further to our discussions, we have pleasure in giving you an offer in our organization as **Trainee-Content Writer**. This offer takes effect from your date of joining 31-1-2022.

We would request you report at the following address,

D-54, First floor, sector-2 Red F.M Road Noida.

As per organization policy, the Training period applicable to you shall be six (3) months. We will be providing you a compensation of **10000** per month during Training period. However as and when required, your service will be permanent on the basis of performance.

During Training, the period of notice required for resignation is one month on either side.

You will abide by the rules and regulations of the Company as may be in force from time to time and if any violation made would be subjected to the Disciplinary action.

Your appointment is subject to satisfactory reference checks and clearance from any secrecy / service agreements that you may have executed, which could have a bearing on your working with us.

This letter of offer is based on the information furnished in your application for employment and during the interviews you had with us. If, at any time in future, it comes to light that any of this information is incorrect or any relevant information has been withheld, then your employment is liable to be terminated without notice.



This offer is valid till 1-02-2022, if you do not confirm the acceptance, Value For Sellers Private Ltd., has the right to withdraw the offer.

We welcome you to our organization and look forward to your contribution to the growth of the organization and yourself.

On the date of joining, please bring the following documents for verification / submission.

1. Original and copies of educational certificates and mark sheets.
2. Relieving letter & experience certificate from previous employer[s].
3. Salary certificate from previous employer.
4. Original & copy of your passport
5. Three passport size and one stamp size colored photograph

Kindly sign and return to us the duplicate copy of this letter and Annexure as your Acceptance.

Wish you all the best

Yours Sincerely,

For Value for Sellers Pvt. Ltd.

HR Manager



ZEWEB MEDIA

C-21/22, Sukhbir Nagar, Rohini Sector 38,

New Delhi-110081

Contact: +91-9711272020

APPOINTMENT LETTER

To

Prayank Dhawan

We are pleased to inform you that you have been appointed for the position of **Business Development Executive** at **ZEWEB MEDIA**. The terms of employment have been clarified below.

- You will join after you collect the laptop and get the high-speed internet broadband installed at your place.
- You will be entitled to salary amounting to **10,000 INR per month**.
- You are required to work for **9 hours daily** from Monday to Saturday.
- You will be entitled to **1 leave per month**. Apart from these, you will get **1 short leaves** of 2 hours that means you can report to work late or leave early 2 hours for 1 day during a month.
- **Two breaks** are allowed in the entire 9-hours shift each day. The break timings will be shared on joining as per your shift timings.
- The company can **terminate your employment any time** if lack of professionalism, reporting issues, poor code of conduct, or any action against the organization is found.
- If you wish to resign from your position for any reason, you are bound to serve **3-months notice period**.

We're all looking forward to seeing you achieve great things in your new role at our organization.

Congratulations!

Sincerely,

Ashok Gupta

Co-Founder, ZEWEB MEDIA

Date: 6th March 2021



GURUKUL EXPOSURE PVT LTD

A-3/8, Second Floor, Paschim Vihar, New Delhi 110063

M: +91-9811348512/ +91-9811077088/ +91-9811348420

www.gurukulexposure.com, Email: Info@gurukulexposure.com

Offer Letter

Ms Nitika Bhola

5th July 2020

M-28 Street No. 2

Hari Nagar, South West Delhi

New Delhi 110064

Dear Nitika Bhola

I am pleased to confirm our offer and your acceptance to join Gurukul Exposure Pvt Ltd in the position of Administration coordinator 5th July 2020.

You will be compensated as follows:

Annual base salary in the amount of Rs 1.20 lakh (Rs one lakh twenty thousand only). The salary will stand revised from 5th Oct 2020 to Rs 2.04 laks (Rs 2 lakh four thousand only).

(Complete breakup of the same is mentioned as annexure)

To indicate your acceptance of this offer, please sign below and return. This letter, along with the Gurukul exposure Pvt Ltd handbook, which you will receive at the start of employment, set forth the terms of your employment with Gurukul exposure Pvt Ltd.

We know you will find working here to be a rewarding and career enhancing experience.

We are excited about the opportunity to work with you as we create an even stronger company.

Sincerely,



Mayank Arora

Director- Gurukul Exposure Pvt Ltd.

Private & Confidential

Nitika Bhola
Administration coordinator
New Delhi

We are pleased to advise your compensation package

Earnings Head	INR/Month
Basic Salary	6,000
House Rent Allowance	1,500
Special Pay Allowance	1,000
Transport Allowance	1,000
Gross Salary p.m (Rs)	10,000
Communication Reimbursement	500
Cost to Company p.a (Rs)	1,20,000

Wishing you all the best

For Gurukul Exposure Pvt Ltd



Mayank Arora
Director

Franchisee: SAMRIDDHI MACHINE TOOLS

1st March 2021

To

Maitraya Durgapal

Madhvi Sadan, Shyampur, Rishikesh

249201

Subject : Offer letter for internship as Executive in Marketing

Dear Maitraya,

With reference to our telephonic conversation, "Samriddhi Machine Tools" is pleased to offer you the role of Marketing Executive. Your role will be to maximise profits through developing sales strategies that match customer requirements and by promoting products, services or ideas. As a marketing executive you will develop and oversee marketing campaigns to promote products and services.

On acceptance of this offer, you will be entitled cost to the company of rupees ₹10000 + (incentives if any) per month effective from the date of joining our company.

On the date of joining, you are requested to submit the following :

1. Passport size photograph (1 No.)
2. Original relieving certificate of your immediate previous employment (if any)
3. Education certificates
4. Copy of Pan Card
5. Copy of a valid photo identity card

You are requested to accept this offer letter & submit a copy of your acceptance on or before 3rd March 2021 and submit the duplicate of same before said date. On failing of which the offer will be revoked.



For Samriddhi Machine Tools

OFFER LETTER

CONFIDENTIAL

Date: 01-August-2022

To,

Kunika

Re: Offer Letter for the position of “ **Recruitment Specialist** ” with BulWark Global Services.

Dear Kunika ,

BulWark Global Services (“Company”) is glad to offer you an appointment with the Company as **Recruitment Specialist**. This offer letter, if accepted, sets forth the terms of your employment with the Company.

Your employment with the Company is conditional upon your continued acceptance with the terms of this offer letter (“Terms and Conditions”) and the execution of this offer letter.

1. Date and Scope of Appointment

- (a) Your appointment is effective from **08-August-2022**. The commencement of your employment with the Company is subject to the Terms and Conditions set out in this offer letter and on completion of all joining formalities. Further, please treat the contents of this offer letter as confidential.
- (b) You will be employed in the position of **Recruitment Specialist** with the Company. The position is a full-time position.

2. Salary

During the period of service, you will be entitled to the compensation and perquisites as detailed in **Annexure II** (“Compensation”). The Company will communicate any change in Compensation to you in writing. Your Compensation is strictly confidential between you and the Company and should not be discussed with any one nor divulged to anyone in any manner whatsoever. Your Compensation will be payable according to local payroll practices, subject to any deduction, including without limitation the usual deductions for tax and provident fund contributions provided in accordance with law. The Company reserves the right to change your Compensation and/or the components thereof and withhold any bonus or award payment or withdraw any such payment at any time.

3. Leave

You will be entitled to leave and other benefits in accordance with the policies of the Company and in accordance with applicable law.

4. Hours of Work

A working day shall comprise of Nine (9) hours, irrespective of shifts, which includes 8 working hours and 1 hour of break, subject to applicable law. You may be required to work on a shift basis. Shifts may be scheduled across Twenty-Four (24) hours a day, Seven (7) days a week and Three Hundred and Sixty-Five (365) days a year, subject to applicable laws. The shift timings may change from time to time which you shall be notified of in advance. At times you may be required to work beyond 9 working hours for business purposes.

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+91-9560747969 | info@questhiring.in | www.questhiring.com

5. Place of Employment

- (a) You will be posted in Gurugram, India. Please note that, during the course of your employment, you may be required to report or relocate to another location, within India or outside India, at the discretion of the Company. Further, please note that you may be required to travel on behalf of the Company, which will be notified to you in advance.
- (b) The Company reserves the right to transfer your services under substantially the same Terms and Conditions contained herein, to any successor-in-interest by virtue of any corporate restructuring, amalgamation, takeover or merger by or of the Company.

6. Code of Conduct

The Company prides itself as a Company with the highest order of ethical conduct in dealing with customers, clients, dealers, vendors, suppliers, subcontractors, staff or the like by whatever name called. As part of your association with the Company, it is important that you fully understand this philosophy and the policies governing them. You shall maintain utmost discipline and good conduct in dealing with your colleagues, customers and any other person with whom you come into contact with as a result of your employment with the Company. The Company values every employee as an individual and an asset of the Company and will not tolerate any objectionable behavior including, however not limiting to, verbal abuse, sexual harassment, gender discrimination, misuse of Company's property, theft, cheating or any such act of any individual or body of individuals. You shall, at all times while on duty, whether at Company's premises or representing the Company outside its premises:

- (a) act diligently, ethically and honestly;
- (b) not consume or be under the influence of any drug;
- (c) comply with all the policies, procedures, rules, regulations, standards of conduct and lawful directions of the Company in respect of use of its premises, equipment, business ethics or methodology or contact with the staff or customers;
- (d) not commit any criminal offence and not otherwise breach any law or regulation, which could adversely affect the interests of the Company or the provisions of the services given by the Company;
- (e) not sexually harass any person in whatsoever manner whether by making comments, lewd remarks, or through usage of inappropriate language;
- (f) carry and display at all times appropriate company identification and not otherwise act in any manner which could disrupt or adversely affect the Company's business reputation, interests or goodwill;
- (g) maintain the highest standards of personal conduct and integrity;
- (h) not undertake any other employment or engage in any external activities of a commercial nature without prior written approval of the Company;
- (i) diligently carry out all duties and responsibilities assigned to you by your manager and any others authorized by the Company to assign such duties and responsibilities. Your performance will be

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subject to annual appraisal subject to the successful completion of your probation period and annual appraisal by your manager;

- (j) be bound by the non-disclosure agreement signed with the Company;
- (k) confirm that you have disclosed fully all of your business interests, whether or not they are similar to or in conflict with the business(es) or activities of the Company, and all circumstances in respect of which there is, or there might be perceived, a conflict of interest between the Company and you or any immediate relatives. Also, you agree to disclose fully and immediately to the Company any such interests or circumstances which may arise during your employment;
- (l) not contact the Company's clients for reasons outside the scope of your duties;
- (m) not obtain any personal or any other information from the Company's clients for reasons other than those required pursuant to your employment with the Company;
- (n) not disclose any information received from the Company's clients to any third party.
- (o) not commit any acts subversive of good conduct and discipline including insubordination, gross negligence, corruption, fraud, forgery, data manipulation, data leakage, misappropriation, sexual harassment, misbehavior with clients or staff/other employees, in violation of the policies and procedures of Company which would warrant strong disciplinary action from the Company, which may result in termination of your employment with or without notice or Compensation.

7. Confidentiality

You acknowledge that in the ordinary course of employment, under this offer letter, you will be exposed to the Company's records, documents, agreements and information as well as that of third parties who require the Company to keep confidential such information ("Confidential Information").

You acknowledge and agree to maintain the highest degree of secrecy in relation to the Confidential Information and shall not, at any time, during your period of employment or after its termination, use, communicate or reveal to any person such Confidential Information, unless pursuant to the express consent of the Company or as required in accordance with law. You shall also use your best endeavors to prevent the publication and/or disclosure of the Company's Confidential Information.

8. Conflict of Interest and Non-Solicitation

- (a) You agree that, during the term of your employment with the Company, you will not engage in any other employment, occupation, consulting or other business or commercial activity and will devote all of your time and efforts in full time employment of the Company.
- (b) You agree that during your employment with the Company and for Three (3) years thereafter you will not solicit, induce or attempt to induce any of the Company's employees to terminate his or her employment with the Company or cause any other person and/or corporation that is a customer, vendor, consultant or is otherwise associated with the Company to do the same.

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9. Termination

- (a) During the period of probation (3 Months from Date of Joining), your employment may be terminated by you or the Company without any cause, by giving Two (2) weeks' notice or payment in lieu of such notice.
- (b) Upon confirmation of your employment pursuant to probation, your employment may be terminated by you or the Company, without any cause, by giving notice of One (1) month or payment in lieu of notice, to the other party. The Company shall retain the right to terminate employment prior to the end of the notice period and pay you in lieu of notice at its sole discretion.
- (c) The Company shall retain the right to prevent you from entering the Company's premises and/or undertaking your professional duties and responsibilities during the notice period.
- (d) Your employment may be terminated by the Company for cause without notice or payment in lieu thereof if you commit any serious or persistent breach or non-observance of the terms, conditions or stipulations contained in this offer letter, the Company's policies, or any other agreements or undertakings you sign or provide or are guilty of any serious negligence or gross misconduct in connection with or affecting the business or affairs of the Company.
- (e) You will be liable to termination from service by the Company without notice if:
 - (i) any declaration given by you or testimonials furnished by you to the Company proves to be false. In the event the reference check is negative, as determined by the Company, in its sole discretion, the Company shall be entitled to terminate your services from the Company with immediate effect;
 - (ii) you are found to have been convicted for criminal, subversive or immoral activities;
 - (iii) you are found to have indulged in financial irregularities;
 - (iv) you are absent from service without prior notice in writing or without sufficient cause for Five (5) days or more;
 - (v) your participation in or abetment of a strike in contravention of law;
 - (vi) you have damaged property belonging to the Company;
 - (vii) you have breached any of the Terms and Conditions of your employment as specified in this offer letter; or
 - (viii) you are guilty of any misconduct or commit any act which in the opinion of the Company is likely to bring the Company any disrepute whether or not such act is directly related to the affairs of the Company.
- (f) Upon termination of your employment under this offer letter, you shall return to the Company all property belonging to the Company and Confidential Information belonging to the Company or any associated company, which may be in your possession or under your control.

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- (g) Following your termination, you will not in any way represent that you are associated with or are an employee or agent of the Company.

10. Protection of Interest

Any information, know-how, data, results, inventions, and any associated intellectual property that is made, discovered, created, invented or generated by you pursuant to your employment with the Company shall be owned by the Company.

11. Representation and Warranties

You warrant that:

- (a) you have executed and delivered this offer letter as a free and voluntary act;
- (b) the information provided by you in connection with your qualifications, work experience, personal information, among other matters, is up to date, true and accurate;
- (c) you have read, fully understand and agree to the Terms and Conditions set out in this offer letter;
- (d) you are not prohibited by any agreement or order of court from entering into and carrying out the terms of this offer letter; and
- (e) there are no existing agreements entered into between you and any third party that are in conflict with the terms of this offer letter.

12. Retirement

You will retire in the month of your attaining the age of 58 years of service. In case the last day of your employment falls on a non-working day, your last day of employment will be the immediately preceding working day.

13. Miscellaneous

- (a) You will, in addition to the Terms and Conditions of this offer letter, also be governed by the rules, regulations, and such other practices, systems, procedures and policies framed, amended, modified or omitted by the Company from time to time. By signing and accepting the terms of this offer letter, you agree to comply with and be governed by the Company's policies, as they may be introduced, amended or replaced from time to time.
- (b) You may need to undergo training, workshops and skill up-gradation programs from time to time. Successful completion of evaluations associated with such training program(s) is mandatory. If you fail to clear the evaluation, the Company will have the right to take appropriate action including termination of your services with or without notice.
- (c) You agree to use all tools provided by the Company for professional purposes only. Internet and email access are provided to you as a medium for business communication for appropriate internal and external business uses. Generation, transmission or storage of potentially offensive information is not allowed.

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- (d) You agree that, during the period of employment under this offer letter, you will diligently and faithfully act in the best interests of the Company.
- (e) You will promptly, or as soon as be reasonably practicable, expressly inform the Company of any change in your personal particulars and of any events or circumstances that may adversely affect your ability to undertake your obligations under this offer letter.
- (f) You will be required to submit to the Company's Human Resources Department, the documents set out in **Annexure I** on the date of commencement of your employment with the Company. Please note that the Company reserves the right not to accept you into the rolls or after such acceptance, to discharge you from the rolls in case you do not fulfill the requirements in proof of your qualification, experience and other matters communicated to the Company.
- (g) The Company shall not be liable to pay you any allowances in relation to accommodation or travel that you have incurred to be able to commence employment with the Company.
- (h) You are expected to join the Company after your present employer formally relieves you. However, in case you are unable to present the relieving letter at the time of joining, Company will not be liable for any consequences arising out of your previous employment. You shall indemnify and hold the Company harmless against any costs, losses and expenses that the Company may be required to pay as a result of not producing a valid letter unconditionally relieving you from the previous job.
- (i) You consent to the Company, its personnel, independent contractors and its affiliates using, processing and sharing your personal information in connection with matters relating to your employment, including but not limited to background checks, security verification, third-party benefit providers, registration for third-party services, for the Company's administration and budgeting requirements and as required by the Company's customers.
- (j) This offer letter shall be construed and governed by the laws of the Republic of India and the parties agree to submit to the sole jurisdiction of the courts of Haryana, India.
- (k) The Company and you mutually agree that the provisions of this offer letter are severable, and if any one provision is found to be unenforceable in whole or in part, the remainder of the offer letter will remain valid and enforceable.
- (l) This offer letter, the Company's policies and the referenced documents and agreements constitute the entire agreement between you and the Company relating to your employment with the Company and supersede any prior oral and written agreements between the parties relating to the same.

Annexure I

At the time of joining the Company, the following documents and information must be made available to us.

S. No.	Documents
1.	Academic Certificates
2.	Latest Salary Slip/Certificate, Appointment Letter, Resignation Acceptance and/or Relieving Letter (if previously employed)

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3.	Form 16 or taxable income statement duly certified by previous employer till the last date of your employment with them along with PAN number (MUST).
4.	4 passport size photographs
5.	1 copy of passport/Aadhar Card

The offer has been made based on the information furnished by you. However, if there is a discrepancy in the copies of the documents/certificates submitted by you as a proof in support of the above, the Company reserves the right to revoke the offer.

It is essential for you to submit these documents at the commencement of your employment with the Company. We will not be able to process your records unless you submit all the documents mentioned above.

We welcome you and wish you every success in your career with the Company.

Annexure II

Name:	Kunika Maindola
Designation:	Recruitment Specialist
Monthly Compensation (Rs.):	10,000

Individual Closer's Incentives:

- 5% of billing amount as incentive for Billing = < 2.5 Lakh in a month
- 8% of billing amount as Incentive for Billing >2.50 and <= 8 Lakh in a month
- 10% of billing amount as Incentive for Billing >8 Lakh above in a month
- You will get extra INR 15,000, if the billing amount of particular month is > 10 Lakh.

*TDS will be deducted as per income earned and as per savings plan declared by you for the financial year.

Kindly sign and return a copy of this letter. Please initial each page in acceptance of the Terms and Conditions set out herein.

Sincerely,

BulWark Global Services
Authorized Signatory



Name: Shailly Singh
Designation: CBO and Co-Founder

Name of Employee: Kunika Maindola

I have read and understood the abovementioned terms and will abide by them as an employee of the Company.

Name: Kunika Maindola
Signature:
Date of Joining (Planned Date): 08- August-2022

Date: 01-August-2022
Place: Gurgaon

BulWark Global Services

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Internship/Placement opportunity for students in the company “News10 India”

Centralized Career Guidance and Placement Cell, GGS Indraprastha University, Delhi <cpc@ipu.ac.in>
Bcc: placementstias@tecna.in

Fri, Apr 15, 2022 at 3:00 PM

Dear Placement Officer,

Greetings from CCGPC, GGSIPU!!!

Please find below details of internship/placement opportunity for students in the company “News10 India” for your reference and circulation to students apply on given link by **18th April 2022**:

Registration Link – <https://forms.gle/doDnT7ntQYvgXrHs7>

Name of the company – News10 India

About us - We are a group of companies. We have different vertices like News10 India, Time Cyber Media and Others

<http://www.timecybermedia.com>

<http://news10india.com/>

Roles and compensation –

Hiring on Followings profiles :- JD attached

S.No	Position	Stipend
1	Public Relation	10,000 to 15,000
2	Anchor / Reporter	10,000 to 15,000
3	Business Development	10,000 to 15,000
4	Graphic Designer	10,000 to 15,000
5	Video Editor	10,000 to 15,000
6	Social Media Marketing	10,000 to 15,000
7	Content Writer	5,000 to 12,000

We have job options also with us after internship period and PPO. In a job the salary would vary between 2 lacs to 3 Lacs, Rest depends on the candidate.

Job/ Internship Location – Gurgaon

Note:

- In the profiles of Graphic, Content, Video we required some work samples.
- The interview will conduct over "Zoom App" if candidates are outside Gurgaon, Delhi

Eligibility – Graduate/ Post Graduate students in 1st year or 2nd year of their degree course having the required skills set mentioned in JD are eligible to apply.

Joining – Looking for Immediate or Within April joiners (Preference)

LAST DATE OF REGISTRATION IS **18th April 2022**.

Warm Regards,
Nisha Singh
Placement Officer
Centralized Career Guidance & Placement Cell
Guru Gobind Singh Indraprastha University
Room No. E-409, E-Block,
Sector 16 C, Dwarka,
New Delhi
Email - cpc@ipu.ac.in

2 attachments

Internship and Placement opportunity for students in the company “News10 India”.pdf

660K



Job Descriptions @News10 India (2).pdf

178K

Feedback of interviews

Juber <cybertimemedia.hr@gmail.com>
To: "Placements TIAS ." <placementstias@tecnia.in>

Fri, Apr 22, 2022 at 6:39 PM

Dear Nivedita,

Thank you so much for your kind support and coordination
I am glad to work with you all.

I am attaching the feedback of all the interviews below :-

S.N	Date	Name	Position Applying for	Status	Remark	Joining Date
1	21/04/2022	Khushi Aggarwal	Content Writer/Social Media Marketing Intern	Selected	1st Month Unpaid	02/5/2022
2	21/04/2022	Prakhar Maheshwari	Graphic Design/ Video Editor	Hold	Will see	
3	21/04/2022	Umesh jain	Social Media Marketing Intern	Selected	10,000	02/5/2022
4	21/04/2022	Isha prasad	Content Writer, Social Media Marketing	Rejected		
5	21/04/2022	Mohammed Laref	Anchor	Rejected		
6	21/04/2022	Kajal Goyal	Content Writer Intern	Selected	1 Week Wfh Content, 1 month Unpaid	25/4/2022

I already had words with all the candidates and also coordinated for the further process like documentations.
Please release the NOC to all the selected candidates as soon as possible.

Thanks and Regards

Juber
HR Manager
News10 India Pvt. Ltd

LETTER OF INTENT TO HIRE



JAHANVI SHARMA

17 June 2022

Hno-236 pkt D-14 sector 3 Rohini Delhi

Dear Jahanvi,

We are pleased to let you know that we intent to hire you for the position of INTERN- PUBLIC RELATIONS

This Position is scheduled to begin from 18 June 2022

June 2022, Wednesday . And will be six months Internship. Your stipend while you work from home will be 10,000/ month. After which stipend will be depending on your performance once you join in house . Please be sure to provide necessary documents . 1. Educational Qualification. 2. Identification Proof

3. Address Proof

4. Experience Letters(if Any)

5. 2 Passport Size Photos

Please note: AS COMPANY'S POLICY, COMPANY MONITORS EMPLOYEE'S DAY TO DAY WORK THROUGH TERAMIND

SOFTWARE THAT YOU ARE REQUESTED TO INSTALL IN YOUR SYSTEM FOR BETTER WORK FLOW

During your Internship with Fashion TV you may have access to secrets and confidential or proprietary business

Information belonging to Fashion TV By accepting this offer, you acknowledge that this information must remain

Confidential and agree to refrain from using it for your own purposes or disclosing it to anyone outside the company. Also, you agree that upon completion of your internship, you will promptly return any company-issued property and

Equipment along with information and documents belonging to the company. We welcome you to the Fashion TV family. We look forward for your long-time association

Thank You

From FashionTv

Pooja Jhinkwan

National Head

Date: 1-July-2022

To,

Subject : Offer Letter

Dear Ayush Anand,

Pursuant to our meeting, we are appointing you as Lead Executive at our office at WZ - 113-A, Meenakshi Garden, Subhash Nagar, New Delhi. You will be entitled to a package of INR 1.2 Lac Per Annum Cost to the company.

You are required to report at our office on 9 AM and kindly bring the following documents in original and also a copy of each document. The original documents will be returned to you after verification.

- Educational certificates.
- Two recent passport size photographs.
- Police Clearance Certificate (PCC).
- ID & Address Proof.

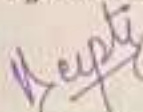
As per company policy first 3 days will be training period and training will be unpaid. If you leave the company without servicing notice period of 1 month then there will be no salary for that month. If we found you are unprofessional and not maintaining the decorum and not following the company policies, we have all the rights to terminate you without any salary.

Please confirm your acceptance to the offer by signing the duplicate copy of this letter.
We are delighted to welcome you and wish you a successful career in our organization.

I have clearly understood & accept
the said offer.

Sincerely,
For Telemasterindia

Name: Deepti
Designation: HR Manager



Authorized signatory

Signature: _____

OFFER LETTER

14th July, 2022

Subject: Offer Letter

Dear Nehal,

We are glad to offer you the position of **Production Intern** at “**Group Futurista**”. You will be required to start working from home from **01th July 2022**.

During the said training period, you will undertake the roles and responsibilities delegated to you.

Moreover, your Salary as a intern shall be **9000 INR** per month. Please note you have to serve **15 days’ notice** in case you wish to exit from company or else you won’t be eligible for any Salary.

For any queries feel free to get in touch with me.

Note :-

1. Salary or stipend would be release between 8th -10th of every month.
2. Salary is calculated from 1st -30th of the month.
3. No Notice Period, no stipend or salary would be paid.
4. In case of termination salary or stipend would be for only days worked.

Best regards,

For Group Futurista