



उद्योगः कर्मसु कोशलम्
Dr. Moonje Institute of Management
and Computer Studies

Central Hindu Military Education Society's
Dr. Moonje Institute of Management & Computer Studies
(Affiliated to S.P. Pune University & Approved by AICTE New Delhi)
(Accredited by NAAC with B+ Grade)
Bhonsala Military College Campus Rambhoomi, Nashik – 422 005
Ph No. (0253) 2342840, 9175917050
PUN Code : IMMNO17930, DTE Code : 5119, Exam Code : 0688
Email:office@moonjeinstitute.com Website www.moonjeinstitute.com



Criterion 5

Student Support and Progression

5.2 Student Progression




Director
Dr. Moonje Institute,
Nashik



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5.2.1 OFFER LETTERS

ACADEMIC YEAR

2021-22




Director
Dr. Moonje Institute,
Nashik



26/05/2022

Shaikh Afiya Matin
Iliyas Seth House, Main Street Thanapada
Thana (Peint), Trimbakeshwar
Nashik, Maharashtra, 422204
Mobile Number: +918668463696
Email ID: afiyashaikh1003@gmail.com

Dear **Shaikh Afiya**,

We enjoyed talking to you about the opportunities with ZSCALER SOFTECH INDIA PRIVATE LIMITED (the "Company") and are pleased to offer you the position of **Product Support Engineer II** reporting to **Nitin Thakur, Director, Zscaler Cloud Protection**.

The Company is the leader in cloud security, and you could certainly play an important role in our continued success. Your compensation and benefit package include the following (but is not an exhaustive list of matters to be incorporated into is the Employment Agreement provided with this Offer Letter):

Your monthly base salary (Total Cost-To-Company) will be **INR 91,667.00 (INR 1,100,000.00 annualized)**.

We are pleased to offer you a one time sign-on bonus of **INR 150,000.00** payable at the end of the first month of your employment with Zscaler. You will be required to repay Zscaler Softech India Pvt Ltd this joining bonus in its entirety, should you leave the organization within one year from your date of joining.

You shall be entitled to leave and holidays in accordance with the Company's policy as amended from time to time.

You will be employed at our office in **Pune, India**.

This offer is contingent and conditional upon:

- The successful completion of a background check and employment verification by an external background screening provider (Sterling Talent Solutions), to the Company's satisfaction. We will provide you with a notification from Sterling Talent Solutions that provides details of this. Whether the outcome is satisfactory will be determined by the Company in its sole discretion
- Proof that you are legally entitled to work in India; and your availability to take up and carry out the role offered to you and not being in breach of or breaching any express or implied terms of any contract, court order or of any other legal obligation binding upon you by virtue of accepting this offer of employment

This offer assumes the following:

- This offer is conditional upon you providing documentary evidence of your eligibility to work in India as per the requirements of the Indian law
- That you would work exclusively for Zscaler (unless authorized otherwise); and
- That all work you would perform during the period of your employment would be the exclusive property of Zscaler

Please find the enclosed copy of the Employment Agreement. If you wish to accept the position, you need to sign the employment agreement, which shall be effective from the employment start date.

Regd. Office: Bren Optimus, 3rd floor, 8/2 (BBMP Property I.D. No. 63-159- 8/2), Dr. M.H. Marigowda Road, Dairy Colony, Adugodi, Bengaluru -560029, Karnataka, India | Tel: +91 7204-052718

Corporate Office: Netsmartz Square, 2nd & 3rd Floor, Plot No. IT C-09, Sector 67 (IT Park), Mohali, SAS Nagar - 160062, Punjab, India | Tel.: +91 7087-216963

Worldwide Headquarters: Zscaler, Inc., 120 Holger Way, San Jose, CA 95134, USA | Tel: +1 408 533 0288

www.zscaler.com



Shaikh Afiya, we look forward to the opportunity to work with you and the prospect of building a fun and exciting company together. Please don't hesitate to call if you have any questions.

If you accept this contingent offer, please sign a copy of this letter as your acceptance of this role with the Company subject to the conditions set out in this offer letter and for your permission for us to arrange the background check. By signing this letter, you consent to all such background investigations and/or reference checks that may be carried out in relation to you by the Company through the background screening provider. If we have not received your acceptance from you within 5 working days, the contingent offer of employment will expire and no longer be open for acceptance. Please also contact me to arrange a time to bring in relevant original documents to confirm your identity and right to work in India.

This letter shall be governed by and construed in accordance with the laws of India. The courts at [Bengaluru/Chandigarh] shall have exclusive jurisdiction to decide any dispute arising out of this letter.

Your acceptance of this contingent offer is required no later than 5 Days, planning for a start date of **24/08/2022**. We look forward to hearing from you.

For **ZSCALER SOFTECH INDIA PRIVATE LIMITED**

Jay Chaudhary

Chairman & CEO

Acceptance

I hereby confirm my acceptance to terms and conditions outlined in this letter.

Shaikh Afiya Matin

Date



Offer Letter

Name: Kaveri Kangane
Date: Monday, November 15, 2021

Dear Ms. **Kaveri Kangane**

We are glad to inform you that you have been selected for the position of **Business Development Trainee - Sales** in our organization with the Business Development Team for a **period of 6 weeks**, with an opportunity to be offered a permanent position of Business Development Associate at the end of the training period, based upon the following terms and conditions.

Due to the current COVID scenario, on a temporary basis, you will be working on the Work from Home model (WFH) currently. The first 2 weeks of this training will be classroom training which will be conducted virtually. It will then be followed by 4 weeks of "On-the-Job Training (OJT).

Once the situation improves, you will be intimated to resume work from your On-the-Job Training (OJT) location and you will be given one week's notice to plan your travel as per company guidelines.

Upon successful completion of the training and post your conversion, you will be posted in the Role Location as a Business Development Associate doing in-person physical product demos.

1. Employment Details:

Department: Business Development
Designation: Business Development Trainee - Sales
Reporting Manager: Rahul Raj (TNL201605108)
Joining Location: WFH / Byjus Pune
OJT Training Location: WFH / Byjus - Pune
Role Location: Pune

2. Date of Joining: Your appointment becomes effective from the date of joining the services of the Company, which date shall be no later than **Monday, May 16, 2022**. Your work location after conversion to the role of Business Development Associate would be **Pune** 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.

3. Term: The term of this Agreement would be for a period of 1.5 months (approximately), commencing from your date of joining. This Agreement will automatically expire upon the completion of this term unless terminated earlier as per the provisions of Clause 13 of this Agreement.

4. Extension of Agreement: In case of a business requirement, this agreement may be extended by another 2 weeks (over above the 1.5 months) 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-employment 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 a permanent position to you on expiry of this Agreement. This offer of employment will be subject to the satisfactory performance during training, qualification of all criteria, and also subject to 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. Upon satisfying the above conditions, conversion to the role of BDA will be done with a compensation of **10LPA (7LPA fixed + 3LPA variable)** for the role of BDA - Direct Sales. However, the Company may at its sole discretion and its business requirements may decide not to extend an offer of employment. Moreover, 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 terminate your employment even after the permanent position has been offered.

7. Cost to the Company: Your compensation is INR 25000 per month. You are also eligible for a performance pay up to INR 2,00,000/- based on your individual targets and performance numbers during your training period.

8. Deductions: The Company shall be entitled to deduct from the above remuneration payable to you, the following contractual, statutory and compulsory deductions:

- (a) Provident Fund;
- (b) Income tax deducted at source at the rates applicable;
- (c) Employment / professional taxes;
- (d) Dues to Company including loans and advances; or
- (e) Any other applicable statutory deductions

The income tax liability with regards to your salary 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 salary, 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 to you will be shared with you on joining.

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 'Policies' tab in your 'Employee Service Platform Account' and/or the 'Employee's Handbook' provided to you.

11. Leaves: You will be entitled to get 1 casual leave/sick leave per month. Employees whose date of joining service falls between 1st to the 15th of a month are entitled to get the leave credit for that month. Employees whose date of joining service falls between 16th to the end of the month are not entitled for the leave credit for that month.

12. Absence from duty: When an employee takes 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 under loss of pay. The employee has to report to his / her department head on rejoining duty from absence and provide valid reasons for absence in writing before taking up work again. If an employee is absent from duty for more than 2* days (including paid and unpaid leaves / consecutive or cumulative), training will be discontinued without any notice.

*(*In case, where this agreement is extended, as per Clause 4 of this agreement, need to be read as 3 days, with no change to terms and conditions of Clause 12.)*

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

a) The Company will be entitled to terminate your services by giving you 48 hours' notice in writing, or by payment of 48 hours' salary in lieu of such notice. In the event you desire to leave the services of the Company, you will be required to give the Company 48 hours' notice in writing or 48 hours' salary in lieu of such notice.

b) In the event of termination on disciplinary grounds including but not limited to embezzlement, fraud, gross negligence, willful misconduct, or a material violation of Company policies or you are found to be absconding from the services of the Company or for any other reasons

causing grievous loss / damage / disrepute to the Company / associates, your termination will be immediate and without any notice or compensation.

c) In the event of your resignation from the services of the Company, 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 salary in lieu of the notice period and you will not be eligible to be hired by the Company in future. You shall, on ceasing to be an employee 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 employment with the Company.

14. Confidential Information: As an employee, you may come in to 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 employment 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 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 right in such intellectual property in perpetuity to the Company. You shall not assert any right, title and 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 employment 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 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 employment, 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 breach of the terms of your employment 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 employment forthwith without notice or payment in lieu of notice and deduct from your salary 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 employment, 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 terminate your employment forthwith without notice or payment in lieu of notice and deduct from your salary 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 employment, 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 services of the Company. Your employment 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 employment with the Company. This supersedes any and all other agreements, either written or oral, between you and the Company regarding your employment. Any modification of this letter will be effective only if it is in writing, signed by both parties.

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

l. You will be provided with a document called "BYJU'S Training Program Handout" on Day 1 of your CRT. Please refer to the handout for further details and clauses governing the BYJU'S Training Program.

The terms of your employment 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 us at the earliest. We are certain that 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

Yours sincerely,

Think & Learn Pvt. Ltd.

Accept Job Offer by signing below

Human Resource

Signature:

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



Offer Letter

Name: Madhuri Devang
Date: Monday, November 15, 2021

Dear Ms. **Madhuri Devang**

We are glad to inform you that you have been selected for the position of **Business Development Trainee - Sales** in our organization with the Business Development Team for a **period of 6 weeks**, with an opportunity to be offered a permanent position of Business Development Associate at the end of the training period, based upon the following terms and conditions.

Due to the current COVID scenario, on a temporary basis, you will be working on the Work from Home model (WFH) currently. The first 2 weeks of this training will be classroom training which will be conducted virtually. It will then be followed by 4 weeks of "On-the-Job Training (OJT).

Once the situation improves, you will be intimated to resume work from your On-the-Job Training (OJT) location and you will be given one week's notice to plan your travel as per company guidelines.

Upon successful completion of the training and post your conversion, you will be posted in the Role Location as a Business Development Associate doing in-person physical product demos.

1. Employment Details:

Department: Business Development
Designation: Business Development Trainee - Sales
Reporting Manager: Rahul Raj (TNL201605108)
Joining Location: WFH / Byjus Pune
OJT Training Location: WFH / Byjus - Pune
Role Location: Pune

2. Date of Joining: Your appointment becomes effective from the date of joining the services of the Company, which date shall be no later than **Monday, May 16, 2022**. Your work location after conversion to the role of Business Development Associate would be **Pune** 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.

3. Term: The term of this Agreement would be for a period of 1.5 months (approximately), commencing from your date of joining. This Agreement will automatically expire upon the completion of this term unless terminated earlier as per the provisions of Clause 13 of this Agreement.

4. Extension of Agreement: In case of a business requirement, this agreement may be extended by another 2 weeks (over above the 1.5 months) 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-employment 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 a permanent position to you on expiry of this Agreement. This offer of employment will be subject to the satisfactory performance during training, qualification of all criteria, and also subject to 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. Upon satisfying the above conditions, conversion to the role of BDA will be done with a compensation of **10LPA (7LPA fixed + 3LPA variable)** for the role of BDA - Direct Sales. However, the Company may at its sole discretion and its business requirements may decide not to extend an offer of employment. Moreover, 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 terminate your employment even after the permanent position has been offered.

7. Cost to the Company: Your compensation is INR 25000 per month. You are also eligible for a performance pay up to INR 2,00,000/- based on your individual targets and performance numbers during your training period.

8. Deductions: The Company shall be entitled to deduct from the above remuneration payable to you, the following contractual, statutory and compulsory deductions:

- (a) Provident Fund;
- (b) Income tax deducted at source at the rates applicable;
- (c) Employment / professional taxes;
- (d) Dues to Company including loans and advances; or
- (e) Any other applicable statutory deductions

The income tax liability with regards to your salary 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 salary, 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 to you will be shared with you on joining.

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 'Policies' tab in your 'Employee Service Platform Account' and/or the 'Employee's Handbook' provided to you.

11. Leaves: You will be entitled to get 1 casual leave/sick leave per month. Employees whose date of joining service falls between 1st to the 15th of a month are entitled to get the leave credit for that month. Employees whose date of joining service falls between 16th to the end of the month are not entitled for the leave credit for that month.

12. Absence from duty: When an employee takes 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 under loss of pay. The employee has to report to his / her department head on rejoining duty from absence and provide valid reasons for absence in writing before taking up work again. If an employee is absent from duty for more than 2* days (including paid and unpaid leaves / consecutive or cumulative), training will be discontinued without any notice.

*(*In case, where this agreement is extended, as per Clause 4 of this agreement, need to be read as 3 days, with no change to terms and conditions of Clause 12.)*

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

a) The Company will be entitled to terminate your services by giving you 48 hours' notice in writing, or by payment of 48 hours' salary in lieu of such notice. In the event you desire to leave the services of the Company, you will be required to give the Company 48 hours' notice in writing or 48 hours' salary in lieu of such notice.

b) In the event of termination on disciplinary grounds including but not limited to embezzlement, fraud, gross negligence, willful misconduct, or a material violation of Company policies or you are found to be absconding from the services of the Company or for any other reasons

causing grievous loss / damage / disrepute to the Company / associates, your termination will be immediate and without any notice or compensation.

c) In the event of your resignation from the services of the Company, 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 salary in lieu of the notice period and you will not be eligible to be hired by the Company in future. You shall, on ceasing to be an employee 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 employment with the Company.

14. Confidential Information: As an employee, you may come in to 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 employment 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 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 right in such intellectual property in perpetuity to the Company. You shall not assert any right, title and 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 employment 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 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 employment, 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 breach of the terms of your employment 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 employment forthwith without notice or payment in lieu of notice and deduct from your salary 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 employment, 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 terminate your employment forthwith without notice or payment in lieu of notice and deduct from your salary 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 employment, 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 services of the Company. Your employment 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 employment with the Company. This supersedes any and all other agreements, either written or oral, between you and the Company regarding your employment. Any modification of this letter will be effective only if it is in writing, signed by both parties.

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

l. You will be provided with a document called "BYJU'S Training Program Handout" on Day 1 of your CRT. Please refer to the handout for further details and clauses governing the BYJU'S Training Program.

The terms of your employment 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 us at the earliest. We are certain that 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

Yours sincerely,

Think & Learn Pvt. Ltd.

Accept Job Offer by signing below

Human Resource

Signature:

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



Offer Letter

Name: Sandip Chaudhari
Date: Monday, November 15, 2021

Dear Mr. **Sandip Chaudhari**

We are glad to inform you that you have been selected for the position of **Business Development Trainee - Sales** in our organization with the Business Development Team for a **period of 6 weeks**, with an opportunity to be offered a permanent position of Business Development Associate at the end of the training period, based upon the following terms and conditions.

Due to the current COVID scenario, on a temporary basis, you will be working on the Work from Home model (WFH) currently. The first 2 weeks of this training will be classroom training which will be conducted virtually. It will then be followed by 4 weeks of "On-the-Job Training (OJT).

Once the situation improves, you will be intimated to resume work from your On-the-Job Training (OJT) location and you will be given one week's notice to plan your travel as per company guidelines.

Upon successful completion of the training and post your conversion, you will be posted in the Role Location as a Business Development Associate doing in-person physical product demos.

1. Employment Details:

Department: Business Development
Designation: Business Development Trainee - Sales
Reporting Manager: Rahul Raj (TNL201605108)
Joining Location: WFH / Byjus Pune
OJT Training Location: WFH / Byjus - Pune
Role Location: Pune

2. Date of Joining: Your appointment becomes effective from the date of joining the services of the Company, which date shall be no later than **Monday, May 16, 2022**. Your work location after conversion to the role of Business Development Associate would be **Pune** 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.

3. Term: The term of this Agreement would be for a period of 1.5 months (approximately), commencing from your date of joining. This Agreement will automatically expire upon the completion of this term unless terminated earlier as per the provisions of Clause 13 of this Agreement.

4. Extension of Agreement: In case of a business requirement, this agreement may be extended by another 2 weeks (over above the 1.5 months) 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-employment 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 a permanent position to you on expiry of this Agreement. This offer of employment will be subject to the satisfactory performance during training, qualification of all criteria, and also subject to 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. Upon satisfying the above conditions, conversion to the role of BDA will be done with a compensation of **10LPA (7LPA fixed + 3LPA variable)** for the role of BDA - Direct Sales. However, the Company may at its sole discretion and its business requirements may decide not to extend an offer of employment. Moreover, 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 terminate your employment even after the permanent position has been offered.

7. Cost to the Company: Your compensation is INR 25000 per month. You are also eligible for a performance pay up to INR 2,00,000/- based on your individual targets and performance numbers during your training period.

8. Deductions: The Company shall be entitled to deduct from the above remuneration payable to you, the following contractual, statutory and compulsory deductions:

- (a) Provident Fund;
- (b) Income tax deducted at source at the rates applicable;
- (c) Employment / professional taxes;
- (d) Dues to Company including loans and advances; or
- (e) Any other applicable statutory deductions

The income tax liability with regards to your salary 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 salary, 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 to you will be shared with you on joining.

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 'Policies' tab in your 'Employee Service Platform Account' and/or the 'Employee's Handbook' provided to you.

11. Leaves: You will be entitled to get 1 casual leave/sick leave per month. Employees whose date of joining service falls between 1st to the 15th of a month are entitled to get the leave credit for that month. Employees whose date of joining service falls between 16th to the end of the month are not entitled for the leave credit for that month.

12. Absence from duty: When an employee takes 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 under loss of pay. The employee has to report to his / her department head on rejoining duty from absence and provide valid reasons for absence in writing before taking up work again. If an employee is absent from duty for more than 2* days (including paid and unpaid leaves / consecutive or cumulative), training will be discontinued without any notice.

*(*In case, where this agreement is extended, as per Clause 4 of this agreement, need to be read as 3 days, with no change to terms and conditions of Clause 12.)*

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

a) The Company will be entitled to terminate your services by giving you 48 hours' notice in writing, or by payment of 48 hours' salary in lieu of such notice. In the event you desire to leave the services of the Company, you will be required to give the Company 48 hours' notice in writing or 48 hours' salary in lieu of such notice.

b) In the event of termination on disciplinary grounds including but not limited to embezzlement, fraud, gross negligence, willful misconduct, or a material violation of Company policies or you are found to be absconding from the services of the Company or for any other reasons

causing grievous loss / damage / disrepute to the Company / associates, your termination will be immediate and without any notice or compensation.

c) In the event of your resignation from the services of the Company, 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 salary in lieu of the notice period and you will not be eligible to be hired by the Company in future. You shall, on ceasing to be an employee 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 employment with the Company.

14. Confidential Information: As an employee, you may come in to 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 employment 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 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 right in such intellectual property in perpetuity to the Company. You shall not assert any right, title and 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 employment 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 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 employment, 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 breach of the terms of your employment 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 employment forthwith without notice or payment in lieu of notice and deduct from your salary 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 employment, 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 terminate your employment forthwith without notice or payment in lieu of notice and deduct from your salary 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 employment, 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 services of the Company. Your employment 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 employment with the Company. This supersedes any and all other agreements, either written or oral, between you and the Company regarding your employment. Any modification of this letter will be effective only if it is in writing, signed by both parties.

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

l. You will be provided with a document called "BYJU'S Training Program Handout" on Day 1 of your CRT. Please refer to the handout for further details and clauses governing the BYJU'S Training Program.

The terms of your employment 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 us at the earliest. We are certain that 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

Yours sincerely,

Think & Learn Pvt. Ltd.

Accept Job Offer by signing below

Human Resource

Signature:

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



Offer Letter

Name: Harish Shedge
Date: Monday, November 15, 2021

Dear Mr. **Harish Shedge**

We are glad to inform you that you have been selected for the position of **Business Development Trainee - Sales** in our organization with the Business Development Team for a **period of 6 weeks**, with an opportunity to be offered a permanent position of Business Development Associate at the end of the training period, based upon the following terms and conditions.

Due to the current COVID scenario, on a temporary basis, you will be working on the Work from Home model (WFH) currently. The first 2 weeks of this training will be classroom training which will be conducted virtually. It will then be followed by 4 weeks of "On-the-Job Training (OJT).

Once the situation improves, you will be intimated to resume work from your On-the-Job Training (OJT) location and you will be given one week's notice to plan your travel as per company guidelines.

Upon successful completion of the training and post your conversion, you will be posted in the Role Location as a Business Development Associate doing in-person physical product demos.

1. Employment Details:

Department: Business Development
Designation: Business Development Trainee - Sales
Reporting Manager: Rahul Raj (TNL201605108)
Joining Location: WFH / Byjus Pune
OJT Training Location: WFH / Byjus - Pune
Role Location: Pune

2. Date of Joining: Your appointment becomes effective from the date of joining the services of the Company, which date shall be no later than **Monday, May 16, 2022**. Your work location after conversion to the role of Business Development Associate would be **Pune** 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.

3. Term: The term of this Agreement would be for a period of 1.5 months (approximately), commencing from your date of joining. This Agreement will automatically expire upon the completion of this term unless terminated earlier as per the provisions of Clause 13 of this Agreement.

4. Extension of Agreement: In case of a business requirement, this agreement may be extended by another 2 weeks (over above the 1.5 months) 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-employment 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 a permanent position to you on expiry of this Agreement. This offer of employment will be subject to the satisfactory performance during training, qualification of all criteria, and also subject to 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. Upon satisfying the above conditions, conversion to the role of BDA will be done with a compensation of **10LPA (7LPA fixed + 3LPA variable)** for the role of BDA - Direct Sales. However, the Company may at its sole discretion and its business requirements may decide not to extend an offer of employment. Moreover, 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 terminate your employment even after the permanent position has been offered.

7. Cost to the Company: Your compensation is INR 25000 per month. You are also eligible for a performance pay up to INR 2,00,000/- based on your individual targets and performance numbers during your training period.

8. Deductions: The Company shall be entitled to deduct from the above remuneration payable to you, the following contractual, statutory and compulsory deductions:

- (a) Provident Fund;
- (b) Income tax deducted at source at the rates applicable;
- (c) Employment / professional taxes;
- (d) Dues to Company including loans and advances; or
- (e) Any other applicable statutory deductions

The income tax liability with regards to your salary 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 salary, 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 to you will be shared with you on joining.

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 'Policies' tab in your 'Employee Service Platform Account' and/or the 'Employee's Handbook' provided to you.

11. Leaves: You will be entitled to get 1 casual leave/sick leave per month. Employees whose date of joining service falls between 1st to the 15th of a month are entitled to get the leave credit for that month. Employees whose date of joining service falls between 16th to the end of the month are not entitled for the leave credit for that month.

12. Absence from duty: When an employee takes 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 under loss of pay. The employee has to report to his / her department head on rejoining duty from absence and provide valid reasons for absence in writing before taking up work again. If an employee is absent from duty for more than 2* days (including paid and unpaid leaves / consecutive or cumulative), training will be discontinued without any notice.

*(*In case, where this agreement is extended, as per Clause 4 of this agreement, need to be read as 3 days, with no change to terms and conditions of Clause 12.)*

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

a) The Company will be entitled to terminate your services by giving you 48 hours' notice in writing, or by payment of 48 hours' salary in lieu of such notice. In the event you desire to leave the services of the Company, you will be required to give the Company 48 hours' notice in writing or 48 hours' salary in lieu of such notice.

b) In the event of termination on disciplinary grounds including but not limited to embezzlement, fraud, gross negligence, willful misconduct, or a material violation of Company policies or you are found to be absconding from the services of the Company or for any other reasons

causing grievous loss / damage / disrepute to the Company / associates, your termination will be immediate and without any notice or compensation.

c) In the event of your resignation from the services of the Company, 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 salary in lieu of the notice period and you will not be eligible to be hired by the Company in future. You shall, on ceasing to be an employee 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 employment with the Company.

14. Confidential Information: As an employee, you may come in to 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 employment 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 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 right in such intellectual property in perpetuity to the Company. You shall not assert any right, title and 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 employment 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 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 employment, 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 breach of the terms of your employment 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 employment forthwith without notice or payment in lieu of notice and deduct from your salary 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 employment, 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 terminate your employment forthwith without notice or payment in lieu of notice and deduct from your salary 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 employment, 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 services of the Company. Your employment 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 employment with the Company. This supersedes any and all other agreements, either written or oral, between you and the Company regarding your employment. Any modification of this letter will be effective only if it is in writing, signed by both parties.

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

l. You will be provided with a document called "BYJU'S Training Program Handout" on Day 1 of your CRT. Please refer to the handout for further details and clauses governing the BYJU'S Training Program.

The terms of your employment 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 us at the earliest. We are certain that 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

Yours sincerely,

Think & Learn Pvt. Ltd.

Accept Job Offer by signing below

Human Resource

Signature:

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



Offer Letter

Name: Shivani Karotia

Date: Monday, November 15, 2021

Dear Ms. **Shivani Karotia**

We are glad to inform you that you have been selected for the position of **Business Development Trainee - Sales** in our organization with the Business Development Team for a **period of 6 weeks**, with an opportunity to be offered a permanent position of Business Development Associate at the end of the training period, based upon the following terms and conditions.

Due to the current COVID scenario, on a temporary basis, you will be working on the Work from Home model (WFH) currently. The first 2 weeks of this training will be classroom training which will be conducted virtually. It will then be followed by 4 weeks of "On-the-Job Training (OJT).

Once the situation improves, you will be intimated to resume work from your On-the-Job Training (OJT) location and you will be given one week's notice to plan your travel as per company guidelines.

Upon successful completion of the training and post your conversion, you will be posted in the Role Location as a Business Development Associate doing in-person physical product demos.

1. Employment Details:

Department: Business Development
Designation: Business Development Trainee - Sales
Reporting Manager: Rahul Raj (TNL201605108)
Joining Location: WFH / Byjus Pune
OJT Training Location: WFH / Byjus - Pune
Role Location: Pune

2. Date of Joining: Your appointment becomes effective from the date of joining the services of the Company, which date shall be no later than **Monday, May 16, 2022**. Your work location after conversion to the role of Business Development Associate would be **Pune** 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.

3. Term: The term of this Agreement would be for a period of 1.5 months (approximately), commencing from your date of joining. This Agreement will automatically expire upon the completion of this term unless terminated earlier as per the provisions of Clause 13 of this Agreement.

4. Extension of Agreement: In case of a business requirement, this agreement may be extended by another 2 weeks (over above the 1.5 months) 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-employment 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 a permanent position to you on expiry of this Agreement. This offer of employment will be subject to the satisfactory performance during training, qualification of all criteria, and also subject to 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. Upon satisfying the above conditions, conversion to the role of BDA will be done with a compensation of **10LPA (7LPA fixed + 3LPA variable)** for the role of BDA - Direct Sales. However, the Company may at its sole discretion and its business requirements may decide not to extend an offer of employment. Moreover, 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 terminate your employment even after the permanent position has been offered.

7. Cost to the Company: Your compensation is INR 25000 per month. You are also eligible for a performance pay up to INR 2,00,000/- based on your individual targets and performance numbers during your training period.

8. Deductions: The Company shall be entitled to deduct from the above remuneration payable to you, the following contractual, statutory and compulsory deductions:

- (a) Provident Fund;
- (b) Income tax deducted at source at the rates applicable;
- (c) Employment / professional taxes;
- (d) Dues to Company including loans and advances; or
- (e) Any other applicable statutory deductions

The income tax liability with regards to your salary 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 salary, 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 to you will be shared with you on joining.

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 'Policies' tab in your 'Employee Service Platform Account' and/or the 'Employee's Handbook' provided to you.

11. Leaves: You will be entitled to get 1 casual leave/sick leave per month. Employees whose date of joining service falls between 1st to the 15th of a month are entitled to get the leave credit for that month. Employees whose date of joining service falls between 16th to the end of the month are not entitled for the leave credit for that month.

12. Absence from duty: When an employee takes 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 under loss of pay. The employee has to report to his / her department head on rejoining duty from absence and provide valid reasons for absence in writing before taking up work again. If an employee is absent from duty for more than 2* days (including paid and unpaid leaves / consecutive or cumulative), training will be discontinued without any notice.

*(*In case, where this agreement is extended, as per Clause 4 of this agreement, need to be read as 3 days, with no change to terms and conditions of Clause 12.)*

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

a) The Company will be entitled to terminate your services by giving you 48 hours' notice in writing, or by payment of 48 hours' salary in lieu of such notice. In the event you desire to leave the services of the Company, you will be required to give the Company 48 hours' notice in writing or 48 hours' salary in lieu of such notice.

b) In the event of termination on disciplinary grounds including but not limited to embezzlement, fraud, gross negligence, willful misconduct, or a material violation of Company policies or you are found to be absconding from the services of the Company or for any other reasons

causing grievous loss / damage / disrepute to the Company / associates, your termination will be immediate and without any notice or compensation.

c) In the event of your resignation from the services of the Company, 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 salary in lieu of the notice period and you will not be eligible to be hired by the Company in future. You shall, on ceasing to be an employee 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 employment with the Company.

14. Confidential Information: As an employee, you may come in to 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 employment 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 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 right in such intellectual property in perpetuity to the Company. You shall not assert any right, title and 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 employment 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 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 employment, 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 breach of the terms of your employment 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 employment forthwith without notice or payment in lieu of notice and deduct from your salary 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 employment, 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 terminate your employment forthwith without notice or payment in lieu of notice and deduct from your salary 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 employment, 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 services of the Company. Your employment 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 employment with the Company. This supersedes any and all other agreements, either written or oral, between you and the Company regarding your employment. Any modification of this letter will be effective only if it is in writing, signed by both parties.

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

l. You will be provided with a document called "BYJU'S Training Program Handout" on Day 1 of your CRT. Please refer to the handout for further details and clauses governing the BYJU'S Training Program.

The terms of your employment 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 us at the earliest. We are certain that 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

Yours sincerely,

Think & Learn Pvt. Ltd.

Accept Job Offer by signing below

Human Resource

Signature:

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



Offer Letter

Name: Sohail Shaikh

Date: Monday, November 15, 2021

Dear Mr. **Sohail Shaikh**

We are glad to inform you that you have been selected for the position of **Business Development Trainee - Sales** in our organization with the Business Development Team for a **period of 6 weeks**, with an opportunity to be offered a permanent position of Business Development Associate at the end of the training period, based upon the following terms and conditions.

Due to the current COVID scenario, on a temporary basis, you will be working on the Work from Home model (WFH) currently. The first 2 weeks of this training will be classroom training which will be conducted virtually. It will then be followed by 4 weeks of "On-the-Job Training (OJT).

Once the situation improves, you will be intimated to resume work from your On-the-Job Training (OJT) location and you will be given one week's notice to plan your travel as per company guidelines.

Upon successful completion of the training and post your conversion, you will be posted in the Role Location as a Business Development Associate doing in-person physical product demos.

1. Employment Details:

Department: Business Development
Designation: Business Development Trainee - Sales
Reporting Manager: Rahul Raj (TNL201605108)
Joining Location: WFH / Byjus Pune
OJT Training Location: WFH / Byjus - Pune
Role Location: Pune

2. Date of Joining: Your appointment becomes effective from the date of joining the services of the Company, which date shall be no later than **Monday, May 16, 2022**. Your work location after conversion to the role of Business Development Associate would be **Pune** 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.

3. Term: The term of this Agreement would be for a period of 1.5 months (approximately), commencing from your date of joining. This Agreement will automatically expire upon the completion of this term unless terminated earlier as per the provisions of Clause 13 of this Agreement.

4. Extension of Agreement: In case of a business requirement, this agreement may be extended by another 2 weeks (over above the 1.5 months) 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-employment 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 a permanent position to you on expiry of this Agreement. This offer of employment will be subject to the satisfactory performance during training, qualification of all criteria, and also subject to 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. Upon satisfying the above conditions, conversion to the role of BDA will be done with a compensation of **10LPA (7LPA fixed + 3LPA variable)** for the role of BDA - Direct Sales. However, the Company may at its sole discretion and its business requirements may decide not to extend an offer of employment. Moreover, 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 terminate your employment even after the permanent position has been offered.

7. Cost to the Company: Your compensation is INR 25000 per month. You are also eligible for a performance pay up to INR 2,00,000/- based on your individual targets and performance numbers during your training period.

8. Deductions: The Company shall be entitled to deduct from the above remuneration payable to you, the following contractual, statutory and compulsory deductions:

- (a) Provident Fund;
- (b) Income tax deducted at source at the rates applicable;
- (c) Employment / professional taxes;
- (d) Dues to Company including loans and advances; or
- (e) Any other applicable statutory deductions

The income tax liability with regards to your salary 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 salary, 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 to you will be shared with you on joining.

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 'Policies' tab in your 'Employee Service Platform Account' and/or the 'Employee's Handbook' provided to you.

11. Leaves: You will be entitled to get 1 casual leave/sick leave per month. Employees whose date of joining service falls between 1st to the 15th of a month are entitled to get the leave credit for that month. Employees whose date of joining service falls between 16th to the end of the month are not entitled for the leave credit for that month.

12. Absence from duty: When an employee takes 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 under loss of pay. The employee has to report to his / her department head on rejoining duty from absence and provide valid reasons for absence in writing before taking up work again. If an employee is absent from duty for more than 2* days (including paid and unpaid leaves / consecutive or cumulative), training will be discontinued without any notice.

*(*In case, where this agreement is extended, as per Clause 4 of this agreement, need to be read as 3 days, with no change to terms and conditions of Clause 12.)*

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

a) The Company will be entitled to terminate your services by giving you 48 hours' notice in writing, or by payment of 48 hours' salary in lieu of such notice. In the event you desire to leave the services of the Company, you will be required to give the Company 48 hours' notice in writing or 48 hours' salary in lieu of such notice.

b) In the event of termination on disciplinary grounds including but not limited to embezzlement, fraud, gross negligence, willful misconduct, or a material violation of Company policies or you are found to be absconding from the services of the Company or for any other reasons

causing grievous loss / damage / disrepute to the Company / associates, your termination will be immediate and without any notice or compensation.

c) In the event of your resignation from the services of the Company, 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 salary in lieu of the notice period and you will not be eligible to be hired by the Company in future. You shall, on ceasing to be an employee 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 employment with the Company.

14. Confidential Information: As an employee, you may come in to 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 employment 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 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 right in such intellectual property in perpetuity to the Company. You shall not assert any right, title and 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 employment 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 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 employment, 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 breach of the terms of your employment 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 employment forthwith without notice or payment in lieu of notice and deduct from your salary 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 employment, 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 terminate your employment forthwith without notice or payment in lieu of notice and deduct from your salary 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 employment, 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 services of the Company. Your employment 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 employment with the Company. This supersedes any and all other agreements, either written or oral, between you and the Company regarding your employment. Any modification of this letter will be effective only if it is in writing, signed by both parties.

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

l. You will be provided with a document called "BYJU'S Training Program Handout" on Day 1 of your CRT. Please refer to the handout for further details and clauses governing the BYJU'S Training Program.

The terms of your employment 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 us at the earliest. We are certain that 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

Yours sincerely,

Think & Learn Pvt. Ltd.

Accept Job Offer by signing below

Human Resource

Signature:

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



Bandhan Bank Limited

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PRIVATE AND CONFIDENTIAL

Date- 11-July- 2022

Mr. Vaibhav Nagare
Nashik

Letter of Appointment

Dear Mr. Nagare,

With reference to your application and subsequent discussions with us, we are pleased to offer you employment with Bandhan Bank in the position of **Sales Officer-Two Wheeler** for **2075-Bytco Point, Nashik Branch** at **Nashik Cluster** at **Asst. Manager** grade.

You shall be required to join the Bank on or before **30-Sep-2022**.

The detailed terms and conditions of your employment are outlined in **Annexure I ("Terms of Employment")** and compensation details are mentioned in **Annexure II ("Compensation Details")**. You will also be governed by the policies, rules and regulations of the Company as may be modified from time to time.

Accordingly, please sign and return a copy of this letter of employment and the employee statement attached herewith indicating your formal acceptance of your employment with the Company on the terms contained herein. Please initial each page of this letter. Upon your signature and return to us, this letter of employment will be treated as an employment agreement between the Company and you and the terms and conditions of this letter of employment shall govern your employment with the Company.

Kindly note that in case we do not receive your formal acceptance on or before **20-Aug-2022**, this letter of employment shall automatically be rescinded.

Yours sincerely,

For Bandhan Bank Limited,

Shivesh Kumar Singh
Head-Business HR Partner General Banking



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ANNEXURE I

TERMS AND CONDITIONS OF EMPLOYMENT

1. Appointment

- 1.1 During the course of your employment, you will be governed by the Code of Conduct and Ethics, rules, regulations and other policies (together the "Company Policies") as enforced and as may be amended from time to time. The Bank reserves the right to vary the terms and conditions of service governing your appointment including your duties and responsibilities at any time.
- 1.2 You will be required to report at **2075-Bytco Point, Nashik** under **Nashik**. You will be accountable for duties & responsibilities to the **Sales Manager-Two Wheeler** or to any 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.
- 1.3 Your appointment and continuation in employment at Bandhan Bank is subject to clearance of all hand-over, dues in your previous organisation and submission of unconditional Relieving Letter and Experience Letter along with attested copies of all your degrees and professional qualification certificates at the time of joining.

Further, your appointment is subject to you being found medically fit for service by a registered medical practitioner as mentioned in Point 14 of this letter.

Additionally, Bandhan Bank reserves the right to conduct a background verification / seek references from your current / previous employers. If any information, declaration provided by you, at the time of selection/ joining is later found to be false or untrue, or if any material information is suppressed and / or the background verification / reference checks received are not satisfactory, Bandhan Bank may terminate your services forthwith.



**Bandhan
Bank**

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Annexure II (Compensation Details)

	Per Month	Per Annum
Basic Salary	25833	310000
HRA	6575	78900
Conveyance	800	9600
Others	3459	41500
Gross Salary	36667	440000
Deduction		
P.T.	200	2400
Net Salary	36467	437600
Indicative Incentive	40000	480000
Total CTC (Including Incentive)	76667	920000



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PRIVATE AND CONFIDENTIAL

Date- 11-July- 2022

**Mr. Mahesh Mahajan
Nashik**

Letter of Appointment

Dear Mr. Mahajan,

With reference to your application and subsequent discussions with us, we are pleased to offer you employment with Bandhan Bank in the position of **Sales Officer-Two Wheeler** for **2075-Bytco Point, Nashik Branch** at **Nashik Cluster** at **Asst. Manager** grade.

You shall be required to join the Bank on or before **30-Sep-2022**.

The detailed terms and conditions of your employment are outlined in **Annexure I** ("Terms of Employment") and compensation details are mentioned in **Annexure II** ("Compensation Details"). You will also be governed by the policies, rules and regulations of the Company as may be modified from time to time.

Accordingly, please sign and return a copy of this letter of employment and the employee statement attached herewith indicating your formal acceptance of your employment with the Company on the terms contained herein. Please initial each page of this letter. Upon your signature and return to us, this letter of employment will be treated as an employment agreement between the Company and you and the terms and conditions of this letter of employment shall govern your employment with the Company.

Kindly note that in case we do not receive your formal acceptance on or before **20-Aug-2022**, this letter of employment shall automatically be rescinded.

Yours sincerely,

For Bandhan Bank Limited,

Shivesh Kumar Singh
Head-Business HR Partner General Banking



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- 1.2 You will be required to report at **2075-Bytco Point, Nashik** under **Nashik**. You will be accountable for duties & responsibilities to the **Sales Manager-Two Wheeler** or to any 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.
- 1.3 Your appointment and continuation in employment at Bandhan Bank is subject to clearance of all hand-over, dues in your previous organisation and submission of unconditional Relieving Letter and Experience Letter along with attested copies of all your degrees and professional qualification certificates at the time of joining.

Further, your appointment is subject to you being found medically fit for service by a registered medical practitioner as mentioned in Point 14 of this letter.

Additionally, Bandhan Bank reserves the right to conduct a background verification / seek references from your current / previous employers. If any information, declaration provided by you, at the time of selection/ joining is later found to be false or untrue, or if any material information is suppressed and / or the background verification / reference checks received are not satisfactory, Bandhan Bank may terminate your services forthwith.



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Gross Salary	36667	440000
Deduction		
P.T.	200	2400
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Total CTC (Including Incentive)	76667	920000



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PRIVATE AND CONFIDENTIAL

Date- 11-July- 2022

Mr. Ajay Ghuge
Nashik

Letter of Appointment

Dear Mr. Ghuge,

With reference to your application and subsequent discussions with us, we are pleased to offer you employment with Bandhan Bank in the position of **Sales Officer-Two Wheeler** for **2075-Bytco Point, Nashik Branch** at **Nashik Cluster** at **Asst. Manager** grade.

You shall be required to join the Bank on or before **30-Sep-2022**.

The detailed terms and conditions of your employment are outlined in **Annexure I** ("Terms of Employment") and compensation details are mentioned in **Annexure II** ("Compensation Details"). You will also be governed by the policies, rules and regulations of the Company as may be modified from time to time.

Accordingly, please sign and return a copy of this letter of employment and the employee statement attached herewith indicating your formal acceptance of your employment with the Company on the terms contained herein. Please initial each page of this letter. Upon your signature and return to us, this letter of employment will be treated as an employment agreement between the Company and you and the terms and conditions of this letter of employment shall govern your employment with the Company.

Kindly note that in case we do not receive your formal acceptance on or before **20-Aug-2022**, this letter of employment shall automatically be rescinded.

Yours sincerely,

For Bandhan Bank Limited,

Shivesh Kumar Singh
Head-Business HR Partner General Banking



Bandhan Bank Limited

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ANNEXURE I

TERMS AND CONDITIONS OF EMPLOYMENT

1. Appointment

- 1.1 During the course of your employment, you will be governed by the Code of Conduct and Ethics, rules, regulations and other policies (together the "Company Policies") as enforced and as may be amended from time to time. The Bank reserves the right to vary the terms and conditions of service governing your appointment including your duties and responsibilities at any time.
- 1.2 You will be required to report at **2075-Bytco Point, Nashik** under **Nashik**. You will be accountable for duties & responsibilities to the **Sales Manager-Two Wheeler** or to any 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.
- 1.3 Your appointment and continuation in employment at Bandhan Bank is subject to clearance of all hand-over, dues in your previous organisation and submission of unconditional Relieving Letter and Experience Letter along with attested copies of all your degrees and professional qualification certificates at the time of joining.

Further, your appointment is subject to you being found medically fit for service by a registered medical practitioner as mentioned in Point 14 of this letter.

Additionally, Bandhan Bank reserves the right to conduct a background verification / seek references from your current / previous employers. If any information, declaration provided by you, at the time of selection/ joining is later found to be false or untrue, or if any material information is suppressed and / or the background verification / reference checks received are not satisfactory, Bandhan Bank may terminate your services forthwith.



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Annexure II (Compensation Details)

	Per Month	Per Annum
Basic Salary	25833	310000
HRA	6575	78900
Conveyance	800	9600
Others	3459	41500
Gross Salary	36667	440000
Deduction		
P.T.	200	2400
Net Salary	36467	437600
Indicative Incentive	40000	480000
Total CTC (Including Incentive)	76667	920000



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PRIVATE AND CONFIDENTIAL

Date- 11-July- 2022

**Mr. Sagar Bharat Kapse
Nashik**

Letter of Appointment

Dear Mr. Kapse,

With reference to your application and subsequent discussions with us, we are pleased to offer you employment with Bandhan Bank in the position of **Sales Officer-Two Wheeler** for **2075-Bytco Point, Nashik Branch** at **Nashik Cluster** at **Asst. Manager** grade.

You shall be required to join the Bank on or before **30-Sep-2022**.

The detailed terms and conditions of your employment are outlined in **Annexure I ("Terms of Employment")** and compensation details are mentioned in **Annexure II ("Compensation Details")**. You will also be governed by the policies, rules and regulations of the Company as may be modified from time to time.

Accordingly, please sign and return a copy of this letter of employment and the employee statement attached herewith indicating your formal acceptance of your employment with the Company on the terms contained herein. Please initial each page of this letter. Upon your signature and return to us, this letter of employment will be treated as an employment agreement between the Company and you and the terms and conditions of this letter of employment shall govern your employment with the Company.

Kindly note that in case we do not receive your formal acceptance on or before **20-Aug-2022**, this letter of employment shall automatically be rescinded.

Yours sincerely,

For Bandhan Bank Limited,

Shivesh Kumar Singh
Head-Business HR Partner General Banking



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1. Appointment

- 1.1 During the course of your employment, you will be governed by the Code of Conduct and Ethics, rules, regulations and other policies (together the "Company Policies") as enforced and as may be amended from time to time. The Bank reserves the right to vary the terms and conditions of service governing your appointment including your duties and responsibilities at any time.
- 1.2 You will be required to report at **2075-Bytco Point, Nashik** under **Nashik**. You will be accountable for duties & responsibilities to the **Sales Manager-Two Wheeler** or to any 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.
- 1.3 Your appointment and continuation in employment at Bandhan Bank is subject to clearance of all hand-over, dues in your previous organisation and submission of unconditional Relieving Letter and Experience Letter along with attested copies of all your degrees and professional qualification certificates at the time of joining.

Further, your appointment is subject to you being found medically fit for service by a registered medical practitioner as mentioned in Point 14 of this letter.

Additionally, Bandhan Bank reserves the right to conduct a background verification / seek references from your current / previous employers. If any information, declaration provided by you, at the time of selection/ joining is later found to be false or untrue, or if any material information is suppressed and / or the background verification / reference checks received are not satisfactory, Bandhan Bank may terminate your services forthwith.



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	Per Month	Per Annum
Basic Salary	25833	310000
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Total CTC (Including Incentive)	76667	920000



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PRIVATE AND CONFIDENTIAL

Date- 11-July- 2022

**Mr. Sunil Ahire
Nashik**

Letter of Appointment

Dear Mr. Ahire,

With reference to your application and subsequent discussions with us, we are pleased to offer you employment with Bandhan Bank in the position of **Sales Officer-Two Wheeler** for **2075-Bytco Point, Nashik Branch** at **Nashik Cluster** at **Asst. Manager** grade.

You shall be required to join the Bank on or before **30-Sep-2022**.

The detailed terms and conditions of your employment are outlined in **Annexure I** ("Terms of Employment") and compensation details are mentioned in **Annexure II** ("Compensation Details"). You will also be governed by the policies, rules and regulations of the Company as may be modified from time to time.

Accordingly, please sign and return a copy of this letter of employment and the employee statement attached herewith indicating your formal acceptance of your employment with the Company on the terms contained herein. Please initial each page of this letter. Upon your signature and return to us, this letter of employment will be treated as an employment agreement between the Company and you and the terms and conditions of this letter of employment shall govern your employment with the Company.

Kindly note that in case we do not receive your formal acceptance on or before **20-Aug-2022**, this letter of employment shall automatically be rescinded.

Yours sincerely,

For Bandhan Bank Limited,

Shivesh Kumar Singh
Head-Business HR Partner General Banking



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ANNEXURE I

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1. Appointment

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- 1.2 You will be required to report at **2075-Bytco Point, Nashik** under **Nashik**. You will be accountable for duties & responsibilities to the **Sales Manager-Two Wheeler** or to any 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.
- 1.3 Your appointment and continuation in employment at Bandhan Bank is subject to clearance of all hand-over, dues in your previous organisation and submission of unconditional Relieving Letter and Experience Letter along with attested copies of all your degrees and professional qualification certificates at the time of joining.

Further, your appointment is subject to you being found medically fit for service by a registered medical practitioner as mentioned in Point 14 of this letter.

Additionally, Bandhan Bank reserves the right to conduct a background verification / seek references from your current / previous employers. If any information, declaration provided by you, at the time of selection/ joining is later found to be false or untrue, or if any material information is suppressed and / or the background verification / reference checks received are not satisfactory, Bandhan Bank may terminate your services forthwith.



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Annexure II (Compensation Details)

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Basic Salary	25833	310000
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Deduction		
P.T.	200	2400
Net Salary	36467	437600
Indicative Incentive	40000	480000
Total CTC (Including Incentive)	76667	920000

Date: 15th July 2022

Name of Candidate: **Mr. Saurabh Kare**

Subject: Offer Letter

Dear **Mr. Saurabh Kare**,

We have pleasure in offering you a position of “**Assistant Sales Manager**” at **Andheri** Office of PropertyPistol Realty Pvt. Ltd.

Your compensation in terms of "Cost to the company (CTC)" and detailed breakup will be as per attached annexure.

The management may place you on any assignment in any unit/department / associate concern of the company in any other location as it may consider necessary in its absolute discretion from time to time.

Your probation period is 06 months from the date of joining and on successful completion of the same you would be confirmed by the issue of a Confirmation letter. In case at any point during probation period, you wish to discontinue your services, you shall be required to serve notice period of 7 days.

Your proposed date of Joining is **05th September 2022**.

You are required to adhere to all company policies both during your probation and after confirmation period.

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

Kindly acknowledge the copy as an acceptance of the offer letter.

For, **PropertyPistol RealtyPvt.Ltd.**

Authorized Signatory

I **accept** the above offer of employment

Signature:

Name of candidate: **Mr. Saurabh Kare**

Annexure I

	Per Month	Annually
Basic Salary	15250	183000
HRA	6100	73200
Conveyance	800	9600
Others	2850	34200
Gross Salary	25000	300000
Indicative Incentive	40000	480000
Total CTC (Including Incentive)	65000	780000

- *Apart from the above mentioned salary Mobile and Travelling Allowance will be provided on Actual.*
- **There is no limit of performance based incentive earning. The above mentioned incentive is an indicative incentive.*

Date: 15th July 2022

Name of Candidate: **Ms. Kshirsagar Neha Sudhir**

Subject: Offer Letter

Dear **Ms. Kshirsagar Neha Sudhir,**

We have pleasure in offering you a position of “**Assistant Sales Manager**” at **Andheri** Office of PropertyPistol Realty Pvt. Ltd.

Your compensation in terms of "Cost to the company (CTC)" and detailed breakup will be as per attached annexure.

The management may place you on any assignment in any unit/department / associate concern of the company in any other location as it may consider necessary in its absolute discretion from time to time.

Your probation period is 06 months from the date of joining and on successful completion of the same you would be confirmed by the issue of a Confirmation letter. In case at any point during probation period, you wish to discontinue your services, you shall be required to serve notice period of 7 days.

Your proposed date of Joining is **05th September 2022.**

You are required to adhere to all company policies both during your probation and after confirmation period.

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

Kindly acknowledge the copy as an acceptance of the offer letter.

For, **PropertyPistol RealtyPvt.Ltd.**

Authorized Signatory

I **accept** the above offer of employment

Signature:

Name of candidate: **Ms. Kshirsagar Neha Sudhir**

Annexure I

	Per Month	Annually
Basic Salary	15250	183000
HRA	6100	73200
Conveyance	800	9600
Others	2850	34200
Gross Salary	25000	300000
Indicative Incentive	40000	480000
Total CTC (Including Incentive)	65000	780000

- *Apart from the above mentioned salary Mobile and Travelling Allowance will be provided on Actual.*
- **There is no limit of performance based incentive earning. The above mentioned incentive is an indicative incentive.*

Date: 15th July 2022

Name of Candidate: **Mr. Lale Piyusha Kishor**

Subject: Offer Letter

Dear **Mr. Lale Piyusha Kishor**,

We have pleasure in offering you a position of “**Assistant Sales Manager**” at **Andheri** Office of PropertyPistol Realty Pvt. Ltd.

Your compensation in terms of "Cost to the company (CTC)" and detailed breakup will be as per attached annexure.

The management may place you on any assignment in any unit/department / associate concern of the company in any other location as it may consider necessary in its absolute discretion from time to time.

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Your proposed date of Joining is **05th September 2022**.

You are required to adhere to all company policies both during your probation and after confirmation period.

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

Kindly acknowledge the copy as an acceptance of the offer letter.

For, **PropertyPistol RealtyPvt.Ltd.**

Authorized Signatory

I **accept** the above offer of employment

Signature:

Name of candidate: **Mr. Lale Piyusha Kishor**

Annexure I

	Per Month	Annually
Basic Salary	15250	183000
HRA	6100	73200
Conveyance	800	9600
Others	2850	34200
Gross Salary	25000	300000
Indicative Incentive	40000	480000
Total CTC (Including Incentive)	65000	780000

- *Apart from the above mentioned salary Mobile and Travelling Allowance will be provided on Actual.*
- **There is no limit of performance based incentive earning. The above mentioned incentive is an indicative incentive.*

Date: 15th July 2022

Name of Candidate: **Mr. Landge Adesh Shashikant**

Subject: Offer Letter

Dear **Mr. Landge Adesh Shashikant**,

We have pleasure in offering you a position of “**Assistant Sales Manager**” at **Andheri** Office of PropertyPistol Realty Pvt. Ltd.

Your compensation in terms of "Cost to the company (CTC)" and detailed breakup will be as per attached annexure.

The management may place you on any assignment in any unit/department / associate concern of the company in any other location as it may consider necessary in its absolute discretion from time to time.

Your probation period is 06 months from the date of joining and on successful completion of the same you would be confirmed by the issue of a Confirmation letter. In case at any point during probation period, you wish to discontinue your services, you shall be required to serve notice period of 7 days.

Your proposed date of Joining is **05th September 2022**.

You are required to adhere to all company policies both during your probation and after confirmation period.

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

Kindly acknowledge the copy as an acceptance of the offer letter.

For, **PropertyPistol RealtyPvt.Ltd.**

Authorized Signatory

I **accept** the above offer of employment

Signature:

Name of candidate: **Mr. Landge Adesh Shashikant**

Annexure I

	Per Month	Annually
Basic Salary	15250	183000
HRA	6100	73200
Conveyance	800	9600
Others	2850	34200
Gross Salary	25000	300000
Indicative Incentive	40000	480000
Total CTC (Including Incentive)	65000	780000

- *Apart from the above mentioned salary Mobile and Travelling Allowance will be provided on Actual.*
- **There is no limit of performance based incentive earning. The above mentioned incentive is an indicative incentive.*

Date: 15th July 2022

Name of Candidate: **Ms. Mali Dhanshree Sunil**

Subject: Offer Letter

Dear **Ms. Mali Dhanshree Sunil**,

We have pleasure in offering you a position of “**Assistant Sales Manager**” at **Andheri** Office of PropertyPistol Realty Pvt. Ltd.

Your compensation in terms of "Cost to the company (CTC)" and detailed breakup will be as per attached annexure.

The management may place you on any assignment in any unit/department / associate concern of the company in any other location as it may consider necessary in its absolute discretion from time to time.

Your probation period is 06 months from the date of joining and on successful completion of the same you would be confirmed by the issue of a Confirmation letter. In case at any point during probation period, you wish to discontinue your services, you shall be required to serve notice period of 7 days.

Your proposed date of Joining is **05th September 2022**.

You are required to adhere to all company policies both during your probation and after confirmation period.

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

Kindly acknowledge the copy as an acceptance of the offer letter.

For, **PropertyPistol Realty Pvt.Ltd.**

Authorized Signatory

I **accept** the above offer of employment

Signature:

Name of candidate: **Ms. Mali Dhanshree Sunil**

Annexure I

	Per Month	Annually
Basic Salary	15250	183000
HRA	6100	73200
Conveyance	800	9600
Others	2850	34200
Gross Salary	25000	300000
Indicative Incentive	40000	480000
Total CTC (Including Incentive)	65000	780000

- *Apart from the above mentioned salary Mobile and Travelling Allowance will be provided on Actual.*
- **There is no limit of performance based incentive earning. The above mentioned incentive is an indicative incentive.*

Date: 15th July 2022

Name of Candidate: **Mr. Mogare Siddharth Sanjay**

Subject: Offer Letter

Dear **Mr. Mogare Siddharth Sanjay**,

We have pleasure in offering you a position of “**Assistant Sales Manager**” at **Andheri** Office of PropertyPistol Realty Pvt. Ltd.

Your compensation in terms of "Cost to the company (CTC)" and detailed breakup will be as per attached annexure.

The management may place you on any assignment in any unit/department / associate concern of the company in any other location as it may consider necessary in its absolute discretion from time to time.

Your probation period is 06 months from the date of joining and on successful completion of the same you would be confirmed by the issue of a Confirmation letter. In case at any point during probation period, you wish to discontinue your services, you shall be required to serve notice period of 7 days.

Your proposed date of Joining is **05th September 2022**.

You are required to adhere to all company policies both during your probation and after confirmation period.

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

Kindly acknowledge the copy as an acceptance of the offer letter.

For, **PropertyPistol RealtyPvt.Ltd.**

Authorized Signatory

I **accept** the above offer of employment

Signature:

Name of candidate: **Mr. Mogare Siddharth Sanjay**

Annexure I

	Per Month	Annually
Basic Salary	15250	183000
HRA	6100	73200
Conveyance	800	9600
Others	2850	34200
Gross Salary	25000	300000
Indicative Incentive	40000	480000
Total CTC (Including Incentive)	65000	780000

- *Apart from the above mentioned salary Mobile and Travelling Allowance will be provided on Actual.*
- **There is no limit of performance based incentive earning. The above mentioned incentive is an indicative incentive.*

Date: 15th July 2022

Name of Candidate: **Mr. Mohite Asitkumar Madhukar**

Subject: Offer Letter

Dear **Mr. Mohite Asitkumar Madhukar**,

We have pleasure in offering you a position of “**Assistant Sales Manager**” at **Andheri** Office of PropertyPistol Realty Pvt. Ltd.

Your compensation in terms of "Cost to the company (CTC)" and detailed breakup will be as per attached annexure.

The management may place you on any assignment in any unit/department / associate concern of the company in any other location as it may consider necessary in its absolute discretion from time to time.

Your probation period is 06 months from the date of joining and on successful completion of the same you would be confirmed by the issue of a Confirmation letter. In case at any point during probation period, you wish to discontinue your services, you shall be required to serve notice period of 7 days.

Your proposed date of Joining is **05th September 2022**.

You are required to adhere to all company policies both during your probation and after confirmation period.

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

Kindly acknowledge the copy as an acceptance of the offer letter.

For, **PropertyPistol RealtyPvt.Ltd.**

Authorized Signatory

I **accept** the above offer of employment

Signature:

Name of candidate: **Mr. Mohite Asitkumar Madhukar**

Annexure I

	Per Month	Annually
Basic Salary	15250	183000
HRA	6100	73200
Conveyance	800	9600
Others	2850	34200
Gross Salary	25000	300000
Indicative Incentive	40000	480000
Total CTC (Including Incentive)	65000	780000

- *Apart from the above mentioned salary Mobile and Travelling Allowance will be provided on Actual.*
- **There is no limit of performance based incentive earning. The above mentioned incentive is an indicative incentive.*

Date: 15th July 2022

Name of Candidate: **Ms. Tambade Kanchan Dattu**

Subject: Offer Letter

Dear **Ms. Tambade Kanchan Dattu**,

We have pleasure in offering you a position of “**Assistant Sales Manager**” at **Andheri** Office of PropertyPistol Realty Pvt. Ltd.

Your compensation in terms of "Cost to the company (CTC)" and detailed breakup will be as per attached annexure.

The management may place you on any assignment in any unit/department / associate concern of the company in any other location as it may consider necessary in its absolute discretion from time to time.

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Your proposed date of Joining is **05th September 2022**.

You are required to adhere to all company policies both during your probation and after confirmation period.

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

Kindly acknowledge the copy as an acceptance of the offer letter.

For, **PropertyPistol Realty Pvt.Ltd.**

Authorized Signatory

I **accept** the above offer of employment

Signature:

Name of candidate: **Ms. Tambade Kanchan Dattu**

Annexure I

	Per Month	Annually
Basic Salary	15250	183000
HRA	6100	73200
Conveyance	800	9600
Others	2850	34200
Gross Salary	25000	300000
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- *Apart from the above mentioned salary Mobile and Travelling Allowance will be provided on Actual.*
- **There is no limit of performance based incentive earning. The above mentioned incentive is an indicative incentive.*

Date: 15th July 2022

Name of Candidate: **Ms. Thakur Sayali Dhanraj**

Subject: Offer Letter

Dear **Ms. Thakur Sayali Dhanraj**,

We have pleasure in offering you a position of “**Assistant Sales Manager**” at **Andheri** Office of PropertyPistol Realty Pvt. Ltd.

Your compensation in terms of "Cost to the company (CTC)" and detailed breakup will be as per attached annexure.

The management may place you on any assignment in any unit/department / associate concern of the company in any other location as it may consider necessary in its absolute discretion from time to time.

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Your proposed date of Joining is **05th September 2022**.

You are required to adhere to all company policies both during your probation and after confirmation period.

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

Kindly acknowledge the copy as an acceptance of the offer letter.

For, **PropertyPistol RealtyPvt.Ltd.**

Authorized Signatory

I **accept** the above offer of employment

Signature:

Name of candidate: **Ms. Thakur Sayali Dhanraj**

Annexure I

	Per Month	Annually
Basic Salary	15250	183000
HRA	6100	73200
Conveyance	800	9600
Others	2850	34200
Gross Salary	25000	300000
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- *Apart from the above mentioned salary Mobile and Travelling Allowance will be provided on Actual.*
- **There is no limit of performance based incentive earning. The above mentioned incentive is an indicative incentive.*

Date: 15th July 2022

Name of Candidate: **Mr. Thete Ashish Shekhar**

Subject: Offer Letter

Dear **Mr. Thete Ashish Shekhar,**

We have pleasure in offering you a position of “**Assistant Sales Manager**” at **Andheri** Office of PropertyPistol Realty Pvt. Ltd.

Your compensation in terms of "Cost to the company (CTC)" and detailed breakup will be as per attached annexure.

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Your probation period is 06 months from the date of joining and on successful completion of the same you would be confirmed by the issue of a Confirmation letter. In case at any point during probation period, you wish to discontinue your services, you shall be required to serve notice period of 7 days.

Your proposed date of Joining is **05th September 2022.**

You are required to adhere to all company policies both during your probation and after confirmation period.

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

Kindly acknowledge the copy as an acceptance of the offer letter.

For, **PropertyPistol RealtyPvt.Ltd.**

Authorized Signatory

I **accept** the above offer of employment

Signature:

Name of candidate: **Mr. Thete Ashish Shekhar**

Annexure I

	Per Month	Annually
Basic Salary	15250	183000
HRA	6100	73200
Conveyance	800	9600
Others	2850	34200
Gross Salary	25000	300000
Indicative Incentive	40000	480000
Total CTC (Including Incentive)	65000	780000

- *Apart from the above mentioned salary Mobile and Travelling Allowance will be provided on Actual.*
- **There is no limit of performance based incentive earning. The above mentioned incentive is an indicative incentive.*

05/12/2022,4.20PM

Dr. Moonje Institute of Management & Computer Studies, Nasik Mail - List of selected Candidates_DMIMCS Nashik



placementmba dmimcs <placement.mba@moonjeinstitute.com>

List of selected Candidates_DMIMCS Nashik

hrevershine<hr@evershinef.com>

Tue, May 10, 2022 at 10.19 AM

To: placementmba dmimcs <placement.mba@moonjeinstitute.com>

Cc: kirti bhalerao <kirti.bhalerao@moonjeinstitute.com>, placementmba dmimcs <placement.mba@moonjeinstitute.com>

Dear Madam,

We would like to inform you that we have shortlisted below candidate from the final interview round for the position of Executive Management Trainee. Please consider them as a final selection. We offered the CTC of **8.9LPA** to all the selected candidates.

Sr. No.	Name of student	Position
1	Bhagyashree Nikumbh	Executive Management Trainee
2	Bhosale Rohan Prakash	Executive Management Trainee
3	Chavan Shweta Sanjay	Executive Management Trainee
4	Devang Madhuri Vilas	Executive Management Trainee
5	Dhage Ekata Pramod	Executive Management Trainee
6	Dhavan Aditya Suresh	Executive Management Trainee
7	Dhondge Vivek Ramesh	Executive Management Trainee
8	Hitange Saurabh Dilip	Executive Management Trainee

Feel free to connect for any queries.

Regards,

Evershine Metal Finishers

Date: 27th May 2022

Offer Letter

To,

Rutuja Pardeshi,

Nashik

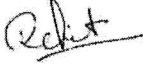
Dear Rutuja,

With reference to your job application and subsequent interview, we are delighted & excited to offer to join Clean Tech Synergy Pvt. Ltd. as **Human Resources Manager**. At Clean Tech Synergy Pvt. Ltd., we believe that our team is our biggest strength and we take pride in hiring ONLY the best and the brightest. We are confident that you would play a significant role in the overall success of the venture and wish you the most enjoyable, learning packed and truly meaningful employment experience with Clean Tech Synergy Pvt Ltd.

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

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

Congratulations again !!!!!



Rohit Deshpande,
Director,
Clean Tech Synergy Pvt Ltd
Nashik.

Annexure A

[Page 1 of 5]



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- a) Consulting with employers to identify needs and preferred qualifications.
- b) Interviewing applicants about their experience, education, and skills.
- c) Contacting references and performing background checks.
- d) Informing applicants about job details such as benefits and conditions.
- e) Hiring or referring qualified candidates and maintaining their documentation.
- f) Conducting new employees' induction.
- g) Terminating contracts when necessary.
- h) Maintaining ethical hiring practices and aligning with the regulatory environment.
- i) Writing employee contracts and negotiating salary and benefits.
- j) Processing paperwork plans and coordinating the workforce to best use employees' talents.
- k) Monitoring and approving leaves; regularly updating company's leave policies.
- l) Resolving issues between management and employees.
- m) Coordinating and supervising the work of specialists and staff.
- n) Directing employees to follow disciplinary procedures, office etiquettes and routine compliances.
- o) Checking employee timesheets and regularly consult with them regarding effective use of working hours and monitor their progress.
- p) Arrange and implement the events, festivals, seminars.
- q) Providing training opportunities (internal training, educational programs, conferences, etc.) to keep employees up to date in their respective fields.
- r) Approving employees' overhead expenses.
- s) Making reservations for the outstation itineraries of the employees.
- t) Inform Monthly payroll provisions to Finance executives.
- u) Preparation, verification, processing & reconciliation of monthly payroll.
- v) Maintaining EPF & ESIC accounts of the candidates.
- w) Negotiating group health insurance rates, retirement plans, and other benefits with third-party providers.

2. Important Etiquettes:

- a) Clean Tech Synergy Pvt Ltd is a growing company and we love people who like to go beyond the normal call of the duty and can think out of the box. Surprise us with your passion, intelligence, creativity and hard work and expect appreciation & rewards to follow.
- b) You are expected to conduct yourself with utmost professionalism in dealing with your mentor, team members, colleagues, clients, customers and treat everyone with due respect.
- c) Have fun at what you do and do the right thing; both the principles are core of what Clean Tech Synergy Pvt Ltd 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.
- d) Expect constant and continuous objective feedback from your mentor and other team

members and we encourage you to ask for and provide feedback at every possible opportunity. It's your right to receive and give feedback; this is the **ONLY** way we all can continuously push ourselves to do better.

- e) There will be catch ups scheduled with your mentor to discuss work progress and overall employment experience at regular intervals. You will be required to **submit your daily time sheets** mentioning the time spent on particular activities.
- f) During your employment period, you are expected to devote your time and efforts solely to Clean Tech Synergy Pvt. Ltd. work. You are also required to let your mentor know about forthcoming events (if any) in advance so that your work can be planned accordingly.
- g) You will have to **dress formally** during the office hours.
- h) You will have to strictly **follow the Office Etiquettes** given to you. They may change from time to time.
- i) We expect you to remain very **prompt and proactive** in your routine activities. We want you to remain **self-motivated**. You should have **solution-oriented mindset** and will follow office and work etiquette.
- j) **Effective Communication and strong interpersonal skills** are at the core of your job profile. You should imbibe these soft skills to the best levels.
- k) You should always pay **obsessive attention to details** while preparing drawings, understanding technical parameters, discussing with team members, vendors and clients.
- l) You may be required to learn new things to enhance your skillsets. You will be guided to learn new things but you will need to put own efforts to acquire the expertise. You should have **ardent willingness to learn new things**.
- m) In a team work, sometimes there is a very thin line about who has to take responsibility of a particular task/work. Also, if the task/work is not delivered on time, it may lead to financial loss/ delay in project delivery. We expect you to **focus on delivering the output** by properly coordinating with team members.
- n) Sometimes, the process of achieving a particular goal may not be explicitly defined. One can easily throw away the responsibility of the work/ avoid the work stating the implicitness of the process/task. Rather than arguing on the difficulties/circumstances, you should **take up the absolute responsibility of the work** & strive hard to overcome the hurdles in the process and totally deliver the assumed responsibility.

3. Date of commencement:

Your tentative date of joining is **3rd June 2022**.

4. Probation Period:

- a) You will be on a **probation period for the first 4 months** wherein you will have to learn new software, technical things along with your routine activities. **Based on your performance**, your services will be confirmed with the company in written **after 4 months**.
- b) You will be provided necessary training /special education / on the job skill enhancement / interactive programs/up skilling programs/ guidance required to discharge your duties effectively at the cost, efforts and time of the Company. In consideration of such training or skill enhancement programs, **we will require you to serve the Company for a minimum period of a year** (including probation period) from the date of your joining.



5. Working Days and Hours:

The working week will normally start from **Monday** and end on **Saturday**. The working hours will be from **9 AM to 6 PM** with 60 minutes for lunch tentatively from **1 PM to 2 PM**.

6. Office Location:

You will be working at **Level 1, Archit Icon, College Road, Nashik-422005, Maharashtra, India** for the duration of your employment. You may have to travel to different places for company/project related works.

7. Data Privacy and Security:

- a) We take data privacy and security very seriously and to maintain confidentiality of any vendors, contractors, banks, recruiters, clients, and companies' data and contact details that you may get access to during your employment will be your responsibility. Clean Tech Synergy Pvt Ltd operates on **zero tolerance** principle with regard to any breach of data security guidelines. Unauthorised sharing of data can lead to legal consequences. Prior to resigning from the company, you are expected to hand over all Clean Tech Synergy Pvt Ltd related work/data stored on the Desktop/Laptop to your mentor/HR Manager. If you are issued laptop or any other material from the company, you will return it before relieving.
- b) All the work that you will produce at or in relation to Clean Tech Synergy Pvt Ltd will be the intellectual property of Clean Tech Synergy Pvt Ltd. You are not allowed to store, copy, sell, share, and distribute it to a third party under any circumstances. Similarly you are expected to refrain from talking about your work in public domains (both online such as blogging, social networking site and offline among your friends, college etc.) without prior discussion and approval with your mentor.

8. Termination/Resignation:

- a) Under normal circumstances either the company or you may terminate this association by providing a **notice of 45 days** without assigning any reason. However, the company may terminate this agreement forthwith under situations of in-disciplinary behaviours including but not limited to willful insubordination or disobedience; theft, fraud, or dishonesty; willful damage to or loss of employer's goods; partaking of bribes or any illegal gratification; absence without leave for more than 5 days; habitual late attendance; disorderly behavior during working hours; or habitual negligence of work.
- b) During the appointment period you shall not engage yourselves directly or indirectly or in any capacity in any other organization. In the event of breach of this condition, this appointment is liable to be terminated forthwith by the company.

9. Leaves:

- a) The Company will provide **18 Privilege Leaves per annum {maximum 2 Privilege Leaves/month (maximum 1 Privilege leave/month during probation period)}**
- b) Frequent Absence is not encouraged other than the granted leaves.
- c) An employee shall not proceed on leave until unless leave has been approved by reporting manager and HR Manager.
- d) In case of prolonged illness or leave of absence from work an employee is supposed to inform the immediate reporting manager at regular interval about their condition and most probable date of return. In absence of any communication from employee serious action can be taken by the company.



10. Salary and Expenses:

- a) You will receive the **CTC of Rs. 45,000/- per month**. PF / ESIC / PT / Tax / Other statutory deductions will be made at the source as per government norms. These deductions will vary as per government laws.
- b) All the office/work related expenses (software, stationary, Internet, outstation itinerary, etc., if any) would be reimbursed on actual basis. You will have to submit your expense details in the prescribed format on daily basis.
- c) You will have to manage your own conveyance for to and fro travel to the office.
- d) Your compensation shall be reviewed on the basis of merit and will be at the sole discretion of the company.

11. Insurance:

- a) You are supposed to take your own Term Insurance and Mediclaim Insurance during the employment period and produce us the policy documents. Clean Tech Synergy Pvt Ltd will not be responsible for any of your health issues or accidents.
- b) In near future, company may provide you medical insurance and term insurance depending upon company policies.

12. Declaration by the employee:

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

The documents that I have submitted to the company are true to the best of my knowledge. I will duly inform the company if I make any changes in my KYC documents.

Name: Ms. Rutuja Pardeshi

Signature:

Date: 27th May 2022

Place: Nashik

Date: 27th May 2022

Offer Letter

To,

Mr. Beldar Shreyash Laxman

Nashik

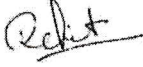
Dear Shreyash,

With reference to your job application and subsequent interview, we are delighted & excited to offer to join Clean Tech Synergy Pvt. Ltd. as **Human Resources Manager**. At Clean Tech Synergy Pvt. Ltd., we believe that our team is our biggest strength and we take pride in hiring ONLY the best and the brightest. We are confident that you would play a significant role in the overall success of the venture and wish you the most enjoyable, learning packed and truly meaningful employment experience with Clean Tech Synergy Pvt Ltd.

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

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

Congratulations again !!!!!



**Rohit Deshpande,
Director,
Clean Tech Synergy Pvt Ltd
Nashik.**

Annexure A

[Page 1 of 5]



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The documents that I have submitted to the company are true to the best of my knowledge. I will duly inform the company if I make any changes in my KYC documents.

Name: Mr. Beldar Shreyash Laxman

Signature:

Date: 27th May 2022

Place: Nashik



Date: 27th May 2022

Offer Letter

To,

Ms.Bhamare Aishwarya Kailas

Nashik

Dear Aishwarya,

With reference to your job application and subsequent interview, we are delighted & excited to offer to join Clean Tech Synergy Pvt. Ltd. as **Human Resources Manager**. At Clean Tech Synergy Pvt. Ltd., we believe that our team is our biggest strength and we take pride in hiring ONLY the best and the brightest. We are confident that you would play a significant role in the overall success of the venture and wish you the most enjoyable, learning packed and truly meaningful employment experience with Clean Tech Synergy Pvt Ltd.

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

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

Congratulations again !!!!!

Rohit Deshpande,
Director,
Clean Tech Synergy Pvt Ltd
Nashik.

Annexure A

[Page 1 of 5]



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3. **Date of commencement:**

Your tentative date of joining is **3rd June 2022**.

4. **Probation Period:**

- a) You will be on a **probation period for the first 4 months** wherein you will have to learn new software, technical things along with your routine activities. **Based on your performance**, your services will be confirmed with the company in written **after 4 months**.
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12. Declaration by the employee:

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

The documents that I have submitted to the company are true to the best of my knowledge. I will duly inform the company if I make any changes in my KYC documents.

Name: Ms. Bhamare Aishwarya Kailas

Signature:

Date: 27th May 2022

Place: Nashik

Date: 27th May 2022

Offer Letter

To,

Mr. Bhamare Bhushan Bhausahab

Nashik

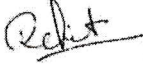
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Congratulations again !!!!!



**Rohit Deshpande,
Director,
Clean Tech Synergy Pvt Ltd
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Annexure A

[Page 1 of 5]



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Name. Mr. Bhamare Bhushan Bhausahab

Signature:

Date: 27th May 2022

Place: Nashik

Date: 27th May 2022

Offer Letter

To,

Mr. Bhamare Bhushan Nandkishor

Nashik

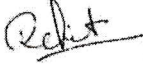
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Annexure A

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Name: Mr. Bhamare Bhushan Nandkishor

Signature:

Date: 27th May 2022

Place: Nashik

Date: 27th May 2022

Offer Letter

To,

Mr. Bhangdiya Nikhil Rajendra

Nashik


Dear Nikhil,

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Annexure A

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- i) We expect you to remain very **prompt and proactive** in your routine activities. We want you to remain **self-motivated**. You should have **solution-oriented mindset** and will follow office and work etiquette.
- j) **Effective Communication and strong interpersonal skills** are at the core of your job profile. You should imbibe these soft skills to the best levels.
- k) You should always pay **obsessive attention to details** while preparing drawings, understanding technical parameters, discussing with team members, vendors and clients.
- l) You may be required to learn new things to enhance your skillsets. You will be guided to learn new things but you will need to put own efforts to acquire the expertise. You should have **ardent willingness to learn new things**.
- m) In a team work, sometimes there is a very thin line about who has to take responsibility of a particular task/work. Also, if the task/work is not delivered on time, it may lead to financial loss/ delay in project delivery. We expect you to **focus on delivering the output** by properly coordinating with team members.
- n) Sometimes, the process of achieving a particular goal may not be explicitly defined. One can easily throw away the responsibility of the work/ avoid the work stating the implicitness of the process/task. Rather than arguing on the difficulties/circumstances, you should **take up the absolute responsibility of the work** & strive hard to overcome the hurdles in the process and totally deliver the assumed responsibility.

3. **Date of commencement:**

Your tentative date of joining is **3rd June 2022**.

4. **Probation Period:**

- a) You will be on a **probation period for the first 4 months** wherein you will have to learn new software, technical things along with your routine activities. **Based on your performance**, your services will be confirmed with the company in written **after 4 months**.
- b) You will be provided necessary training /special education / on the job skill enhancement / interactive programs/up skilling programs/ guidance required to discharge your duties effectively at the cost, efforts and time of the Company. In consideration of such training or skill enhancement programs, **we will require you to serve the Company for a minimum period of a year** (including probation period) from the date of your joining.



5. Working Days and Hours:

The working week will normally start from **Monday** and end on **Saturday**. The working hours will be from **9 AM to 6 PM** with 60 minutes for lunch tentatively from **1 PM to 2 PM**.

6. Office Location:

You will be working at **Level 1, Archit Icon, College Road, Nashik-422005, Maharashtra, India** for the duration of your employment. You may have to travel to different places for company/project related works.

7. Data Privacy and Security:

- a) We take data privacy and security very seriously and to maintain confidentiality of any vendors, contractors, banks, recruiters, clients, and companies' data and contact details that you may get access to during your employment will be your responsibility. Clean Tech Synergy Pvt Ltd operates on **zero tolerance** principle with regard to any breach of data security guidelines. Unauthorised sharing of data can lead to legal consequences. Prior to resigning from the company, you are expected to hand over all Clean Tech Synergy Pvt Ltd related work/data stored on the Desktop/Laptop to your mentor/HR Manager. If you are issued laptop or any other material from the company, you will return it before relieving.
- b) All the work that you will produce at or in relation to Clean Tech Synergy Pvt Ltd will be the intellectual property of Clean Tech Synergy Pvt Ltd. You are not allowed to store, copy, sell, share, and distribute it to a third party under any circumstances. Similarly you are expected to refrain from talking about your work in public domains (both online such as blogging, social networking site and offline among your friends, college etc.) without prior discussion and approval with your mentor.

8. Termination/Resignation:

- a) Under normal circumstances either the company or you may terminate this association by providing a **notice of 45 days** without assigning any reason. However, the company may terminate this agreement forthwith under situations of in-disciplinary behaviours including but not limited to willful insubordination or disobedience; theft, fraud, or dishonesty; willful damage to or loss of employer's goods; partaking of bribes or any illegal gratification; absence without leave for more than 5 days; habitual late attendance; disorderly behavior during working hours; or habitual negligence of work.
- b) During the appointment period you shall not engage yourselves directly or indirectly or in any capacity in any other organization. In the event of breach of this condition, this appointment is liable to be terminated forthwith by the company.

9. Leaves:

- a) The Company will provide **18 Privilege Leaves per annum {maximum 2 Privilege Leaves/month (maximum 1 Privilege leave/month during probation period)}**
- b) Frequent Absence is not encouraged other than the granted leaves.
- c) An employee shall not proceed on leave until unless leave has been approved by reporting manager and HR Manager.
- d) In case of prolonged illness or leave of absence from work an employee is supposed to inform the immediate reporting manager at regular interval about their condition and most probable date of return. In absence of any communication from employee serious action can be taken by the company.

10. Salary and Expenses:

- a) You will receive the **CTC of Rs. 45,000/- per month**. PF / ESIC / PT / Tax / Other statutory deductions will be made at the source as per government norms. These deductions will vary as per government laws.
- b) All the office/work related expenses (software, stationary, Internet, outstation itinerary, etc., if any) would be reimbursed on actual basis. You will have to submit your expense details in the prescribed format on daily basis.
- c) You will have to manage your own conveyance for to and fro travel to the office.
- d) Your compensation shall be reviewed on the basis of merit and will be at the sole discretion of the company.

11. Insurance:

- a) You are supposed to take your own Term Insurance and Mediclaim Insurance during the employment period and produce us the policy documents. Clean Tech Synergy Pvt Ltd will not be responsible for any of your health issues or accidents.
- b) In near future, company may provide you medical insurance and term insurance depending upon company policies.

12. Declaration by the employee:

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

The documents that I have submitted to the company are true to the best of my knowledge. I will duly inform the company if I make any changes in my KYC documents.

Name: Mr. Bhangdiya Nikhil Rajendra

Signature:

Date: 27th May 2022

Place: Nashik



Ushering in a digital revolution

Creating Magical lifestyles

Dear Disha Ingale,

We are delighted to welcome you to the Jio Family.

Jio has undertaken the mission to change the future of Digital India. It gives us immense pleasure to have you join us on this exciting journey towards delivering Jio Digital Life!

As the first step, please go through your offer cum appointment letter and accept it by logging in to Jio Careers using your registered Email ID and password.

After accepting the offer:

1. Complete your medical examination and upload the medical form and reports on Jio Careers
2. Update your profile and upload supporting documents on Jio Careers
3. Go through Discover Jio program available on Jio Careers to familiarize yourself with the organization

Please complete the above in a timely manner to ensure a smooth and seamless joining experience. For any queries, please feel free to reach out to Shubhangi Shirasat at SHUBHANGI.SHIRASAT@RIL.COM.

Jio offers a world of opportunities and unlimited growth options. At Jio, you can reach the peak of your career if you have the enthusiasm to build your own growth path.

We are sure that you will prove to be a great asset for Jio.

Wish you good luck and a successful career at Jio!

With love, from Jio



OFFER CUM APPOINTMENT LETTER

Disha Ingale

Bungalow no 23, Vishawas Bungalow, sobhag nagar,
gangapur road , Nashik,
Nashik, Maharashtra - 422013

6031/70585824/16099087/100922/1418

Date : 10 September 2022



Welcome to Jio
A step towards building the future








Dear Disha Ingale,


Here at Jio, everything we do is defined by our values. As a new addition to our family, we would like you to familiarize yourself with them before you join us.


Our values:

OWNERSHIP MINDSET  We will conduct ourselves to ensure highest standards of corporate citizenship

CUSTOMER VALUE  Everything that we do must delight our customer

ONE TEAM  We collaborate seamlessly, seeking and offering help as "One Team, One Vision"

RESPECT  We will express ourselves honestly but without disrespecting the sentiments of others

INTEGRITY  We follow the highest ethical standards to earn the trust of others

EXCELLENCE  We will not create, express or pass on anything that is mediocre

With love, from Jio

Jio Benefits

Making Life Beautiful



Dear Disha Ingale,

As a member of Jio Family, you enjoy certain benefits that have been designed to make your life at Jio beautiful and comfortable.

The Benefits include:



Company paid connection to support your digital life at Jio



Special Leaves and financial support to make your wedding memorable



Leaves for maternity, paternity and child adoption



Stay healthy and safe with periodic medical checkup and Health insurance



Paid time off for you to recharge yourself

And much more....

These benefits are subject to revision as per company policy. You may visit the Employee Self Service (ESS) portal after joining for further details on individual benefit.

With love, from Jio

Disha Ingale

Date: 10 Sep 2022

6031/70585824/16099087/100922/1418

Dear Disha Ingale,

This is with reference to your application and subsequent test / interview you had with us, we are pleased to offer you employment in the **Manager Family** as **Assistant Manager** in the Job Role **Software Development Engineer** on the following terms and conditions:

01. PLACE OF POSTING

Your initial posting will be at **Mumbai RCP**.

However, during employment with the Company, you may be posted at any other location in India or abroad, without any additional remuneration. Further your services may be transferred to any other Reliance Group Company.

You will join us as soon as possible but not later than **16 September 2022**.

02. COMPENSATION

Cost to Company: ₹ 5,00,000/- (₹ FIVE LAKH only) per annum.

CTC is the indicative cost to the company that includes following three major components:

A. Fixed Pay: ₹ 4,04,525/- (₹ FOUR LAKH FOUR THOUSAND FIVE HUNDRED TWENTY FIVE only) per annum.

This includes Basic Salary and other allowances, benefits, perquisites etc as per the compensation policy of the company.

B. Retirals : ₹ 30,258/- (₹ THIRTY THOUSAND TWO HUNDRED FIFTY EIGHT only) per annum

This includes Provident Fund, Gratuity/Ex-gratia and Bonus as per applicable rules.

C. Performance Linked Incentive (PLI): ₹ 65,217/- (₹ SIXTY FIVE THOUSAND TWO HUNDRED SEVENTEEN only) per annum

(This is the maximum payout at Performance Level Significantly Exceeds Expectations).

PLI is a performance linked incentive and is the variable component of the compensation. This will be determined on the basis of your individual performance, your business unit performance, and overall Reliance performance as determined by the Central Apex Committee. PLI is payable subject to the employee being on the rolls of the company and not serving notice period on the date of disbursement, notwithstanding any delay on the announcement of such disbursement. If any other functionally relevant plan (Such as 'Sale Incentive Plan') is made applicable, the framework of such plan will be applicable instead of PLI.

In the year of joining and leaving the Company, the CTC will be pro-rated based on the number of days you are in the employment of the Company. **The available CTC components along with limits have been detailed in Annexure 1B.** Please note that the components within each category of payments are discretionary and the Company has the right to change these components any time without notice.

Your compensation and all other payments received by you would be subject to the prevailing tax rules and regulations.

Disha Ingale

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03. PROVIDENT FUND SCHEME:

You will become a member of the Provident Fund Scheme, as per the rules in force from time to time. The Company's contribution (including contribution to Central Government Pension Scheme) under this scheme is 12% of your Basic Salary plus personal special allowance (if applicable) with a matching compulsory contribution from you. You will be required to submit necessary enrolment/transfer forms to the HR Department immediately upon joining.

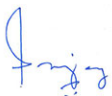
Your compensation and all other payments received by you would be subject to the prevailing tax rules and regulations.

Please review, acknowledge and accept the offer cum appointment letter with annexures including "Terms & Conditions of Employment" at Annexure II. These employment terms will be effective from the date of your joining the company and sets forth the terms and conditions under which Company would employ you and your acceptance of the offer of employment would be on these terms and conditions of employment.

This offer cum appointment letter shall automatically stand withdrawn, in case we do not receive your acknowledgement and acceptance within **ten days** from issue of this letter.

Your joining is subject to your timely accepting the offer cum appointment letter, verification of your pre-boarding documents as per Annexure II and you being declared medically fit by authorized Medical Officer. We look forward to your joining our team for a long, successful and pleasant association.

Sincerely yours,
For Jio Platforms Limited.



AUTHORISED SIGNATORY

ACKNOWLEDGEMENT & ACCEPTANCE

I have read and understood all terms and conditions relating to my appointment/ employment and declare that I hereby unconditionally and irrevocably accept the same.

I shall report for duty on _____

SIGNATURE: _____

DATE: _____

Disha Ingale

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ANNEXURE 1-A- Compensation Break-up			
Name : Disha Ingale			
Components		Amount in ₹	
		Monthly	Annually
A. Fixed Pay			
1.	Basic Salary	15,000	1,80,000
2.	Personal Special Allowance	0	0
3.	Residual Choice Pay	8,281	99,374
4.	Medical Insurance Premium (For self spouse 3 dependent children and dependent parents)	2,794	33,528
5.	Group Personal Accident Insurance Premium	57	679
6.	Group Term Life Insurance Premium	79	944
7.	House Rent Allowance	7,500	90,000
Total - Fixed Pay [A]		33,711	4,04,525
B. Retirals and Bonus			
1.	PF - Employer's Contribution (12% of [Basic Salary + PSA])	1,800	21,600
2.	Gratuity / Ex-gratia (4.81% of Basic Salary)	722	8,658
3.	Bonus (As per Act)	0	0
Total - Retirals and Bonus [B]		2,522	30,258
C. Performance Linked Incentive (PLI)		5,435	65,217
Total CTC [Fixed Pay + Retirals and Bonus + PLI]		41,668	5,00,000

1. The income tax calculation is provisional and is based on the current Income Tax Rules. Any change in the Rules will impact the Income Tax projections.
2. The insurance premium and coverage amount are subject to revision based on the company policy.
3. For computing Provident Fund Contribution, Basic Salary and other statutorily applicable allowances will be considered. Therefore, the actual provident fund contribution may vary from the illustration in Annexure 1-A.
4. Employees covered under ESIC will not be covered under GHI, GPA and GTLI.
5. PLI is computed based on a combination of individual performance, business / functional performance of the area the employee is assigned to and (or) working for, and company performance. If any other functionally relevant plan (Such as 'Sale Incentive Plan') is made applicable, the framework of such plan will be applicable instead of PLI.

Annexure I-B Components of Compensation

The Company follows a Cost to the Company (CTC) structure that reflects the total cost of an employee to the organization and includes all direct & indirect payments including benefits, perquisites and subsidies. It is so designed to provide you flexibility to structure your compensation package. However, the components within each category of payments are discretionary and the company has right to change these components any time without notice.

The main components under Cost to Company Structure are:

A. Fixed Pay

A1. Basic Salary :

This is the base pay component of the fixed pay and is the reference salary for Provident Fund and Gratuity/Ex-gratia contribution. (Please refer **Point B Retirals** below.)

A2. Personal Special Allowance :

Personal special allowance is a fixed pay component and is part of the reference salary for provident fund contribution

A3. Residual Choice Pay (RCP) :

Residual Choice Pay is a fully taxable component. After joining, you may choose to distribute residual choice pay among various choice pay components as per your needs. Amount chosen under choice pay components will be reduced from residual choice pay.

You must choose the amount to be claimed under each choice pay component at the beginning of the financial year or within 7 days of joining the Company. Residual Choice Pay components like Fuel & Maintenance, and LTA are reimbursed based on the actual bills/supporting documents submitted. All bills / supporting documents must be provided by 15 January for the financial year. In case the actual bills fall short of the amount chosen, balance amount will be paid as taxable allowance.

The choice pay components offered by the company are mentioned below. These can change at any time in line with government regulations and company policy. Please visit policy section on Employee Self Services (ESS) portal for more details.

1. Conveyance Allowance
2. Children's Education Allowance
3. Children's Hostel Allowance
4. Leave Travel Assistance
5. Company Leased Vehicle
6. Fuel & Vehicle Maintenance Reimbursements
7. Sodexo / Accor Food Card
8. Gift Coupons

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A4. Group Hospitalization Insurance (GHI)

GHI provides risk coverage to you and your family members (spouse, dependent children and parents) in event of hospitalization. The coverage and mandatory debits in respect of the same are as follows:

#	Parameter	Description
1	Definition of Family	Self, Spouse, First 3 dependent children up to age of 25 years, 2 dependent parents
2	Floater Coverage (In Lacs)	₹ 5 Lacs
Insurance for family		
1	Family Insurance premium per annum	₹ 33,528
2	Self (insurance premium ₹ per annum)	Included in Family
3	Spouse (insurance premium ₹ per annum)	Included in Family
4	Children (First 3 up to the age of 25 years) (Insurance premium ₹ per child per annum)	Included in Family
5	Insurance Top up Type	Optional
6	Top-up coverage for family (In Lacs)	₹ 5 Lacs
7	Top-up Premium for family (₹ per annum)	₹ 13,841
Insurance for Dependent Parents		
1	Floater Coverage (In ₹ Lacs)	Included in Family
2	Insurance Premium for both parents (₹ per annum)	Included in Family
3	Top-up Coverage (In Lacs)	Included in Family
4	Top-up Premium for both parents (₹ per annum)	Included in Family
Eligibility		
1	Hospital Room	Up to Non-deluxe AC Single Room
Additional Benefits		
Not Applicable		

You need to visit Employee Self Service (ESS) portal post joining to declare your dependents for coverage under Group Hospitalization Insurance.

The insurance premium and coverage amount are subject to revision as per Company Policy.

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A5. Group Personal Accident Insurance

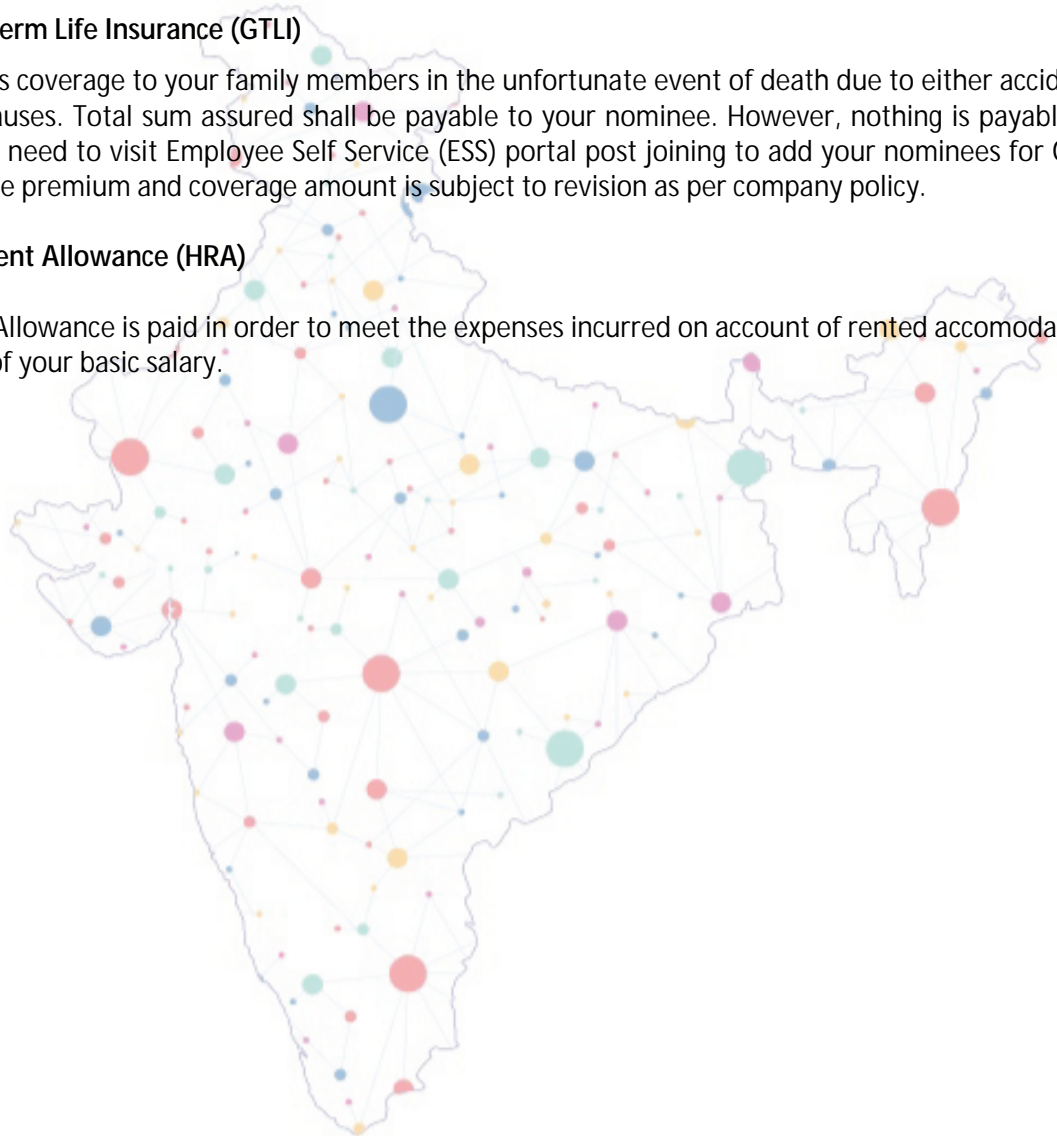
Group Personal Accident Insurance Benefit provides you risk coverage in case of any accidents occurring while working or outside of work resulting in partial or total disablement or casualty. Please visit Employee Self Service (ESS) portal post joining to add your nominees for GPAI. The insurance premium and coverage amount are subject to revision as per Company Policy.

A6. Group Term Life Insurance (GTLI)

GTLI provides coverage to your family members in the unfortunate event of death due to either accidents or natural causes. Total sum assured shall be payable to your nominee. However, nothing is payable on survival. You need to visit Employee Self Service (ESS) portal post joining to add your nominees for GTLI. The Insurance premium and coverage amount is subject to revision as per company policy.

A7. House Rent Allowance (HRA)

House Rent Allowance is paid in order to meet the expenses incurred on account of rented accommodation. HRA is 50% of your basic salary.



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B. Retirals

B1. Provident Fund

Employer contribution to the Provident Fund @ 12% of Basic Salary plus personal special allowance (if applicable).

The Company deducts 12% of your Basic Salary plus personal special allowance (if applicable) and makes an equal contribution, as per PF rules applicable currently. Both are remitted on a monthly basis to the company's PF Trust / RPF. A part of the company's PF contribution is deposited to your PF Pension Fund / RPF, to provide you with pension on retirement or after completing a specified period of service.

B2. Gratuity/Ex-gratia

Employer contribution to the Company's Gratuity Fund @ 4.81% of Basic Salary.

1. All Employees who have completed 5 years of continuous service with the Company are eligible to get gratuity on separation from the company. However, eligibility for contribution to the Gratuity Trust / Fund commences from the first day of employment.
2. In the event of separation before 5 years of continuous service, ex-gratia will be paid to the tune of gratuity accumulated and will be subject to prevailing Income Tax Rules, except in case of separation arising out of disciplinary grounds.
3. In the case of death, the minimum service requirement does not apply.
4. Gratuity is calculated as Last Drawn Basic Salary / 26 days x 15 days x number of completed years of service.
5. For calculating Gratuity, periods of service of 6 months or more will be considered as equivalent to one year and less than 6 months will not be counted.
6. Income Tax on Gratuity will be applicable as per Income Tax Rules.

B3. Bonus

Bonus is payable as per Bonus Act.

C. Performance Linked Incentive (PLI):

PLI is computed based on a combination of individual performance, business / functional performance of the area the employee is assigned to and (or) working for, and company performance. If any other functionally relevant plan (Such as 'Sale Incentive Plan') is made applicable, the framework of such plan will be applicable instead of PLI.

PLI / functional incentive will be payable provided the employee is on the rolls of the Company & not serving notice period, on the date of disbursement, notwithstanding any delay on the announcement of such disbursement. PLI / functional incentive will be subject to tax.

Note: All tax exemptions, where applicable, will be as per the prevailing tax rules and laws

Annexure - II - TERMS AND CONDITIONS OF EMPLOYMENT

1. **MEDICAL FITNESS & VERIFICATION OF PARTICULARS:**

Your appointment is subject to:

- a. **Medical Fitness:** You being declared medically fit by a Medical Officer or by a Doctor specified by the Company and remaining medically fit.
- b. **Verification of Particulars:** In case particulars mentioned in your application and the representations and warranties provided by you are found false or unsatisfactory, your services would be liable for termination at any time without any notice or any compensation in lieu thereof.

2. **TRANSFER:**

Your employment is transferable to any other place/ establishment/ department/ division/ unit/ branch/ subsidiary/ affiliate of our client/ associate. However, such transfer will not entail any increase in your salary and / or adversely affect your emoluments.

3. **REPRESENTATIONS AND WARRANTIES:**

The Company's agreement to continue to employ you and the compensation and benefits to be paid to you are in consideration of the terms, covenants, and conditions stated herein, and you represent and warrant to the company that:

- a. You are under no contractual or other restriction or obligation which is inconsistent with the conditions contained herein, the performance of your duties hereunder, or the other rights of the Company hereunder;
- b. You are under no physical or mental disability that would hinder the performance of your duties contained herein;
- c. You shall not raise any issue of the reasonableness of the terms, covenants, and/or conditions in any proceeding to enforce these terms, covenants and/or conditions;
- d. You have full right and authority to execute this contract and that you are not bound by any contract or arrangement, including any employment contract, bond or covenant not to compete, inconsistent herewith
- e. You hereby agree and undertake to indemnify the Company, its affiliates and the directors, officers and employees of each of the foregoing and to hold them harmless from and against any and all third party claims they face, which give rise to any liabilities, damages, claims, costs and expenses (including legal expenses), due to any act, omission, violation or breach of any of your representations, warranties, and covenants;
- f. The Company shall indemnify and defend you to the fullest extent permitted by the law of the State of Company's incorporation and the By-Laws of the Company with respect to any claims that may be brought against you arising out of any action taken or not taken in your capacity as an officer or director of the Company; provided, that, the Company shall not indemnify and defend you with respect to any claims brought against you relating to intentional or willful acts, or to other acts as to which indemnification is not allowable under applicable law.

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- g. These terms, covenants, and/or conditions shall survive the termination of your employment with the Company; and
- h. The terms, covenants, and conditions set forth herein are essential for the Company's protection; and the Company has relied on these representations, warranties, and agreements by you.

4. DUTIES AND RESPONSIBILITIES:

- a. **Exclusivity:** You agree to perform your duties, responsibilities and obligations efficiently and to the best of your ability. You agree that you will devote all of your working time, care and attention and best efforts to such duties, responsibilities and obligations throughout the term of employment. You also agree that you will not engage in any other employment or business activities. You agree that all of your activities as an employee of the Company shall be in conformity with all the policies, rules and regulations and directions of the Company and its clients.

You are required to engage yourself exclusively in the work assigned by the company and its client and shall not take up any independent or individual assignments (whether the same as part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of your Business Unit Head. You will avoid any such issue which may result in a conflict between your personal interest and the interest of the company in dealing with suppliers, customers and all other organizations or individuals doing or seeking to do business with the company.

You shall obey and comply with all the orders and directions given to you by your superior or any other person duly authorized in that behalf. You shall obey all the rules and regulations, either statutory or otherwise, which are in vogue and may be notified from time to time.

- b. **Non Solicitation:** You will not, during the course of your employment or at any time thereafter, without the prior written consent of the Company, directly or indirectly, solicit for employment, or employ or otherwise contract for the services of, any person who is employed or engaged (either as an employee or consultant) by the client or any of its associated companies or directly or indirectly induce any such employee to leave his or her employment.

This covenant shall survive the termination of your employment with the Company; and prohibits you from directly or indirectly inducing an employee with whom you have worked with or been in association with during your employment with the company.

- c. **Other Interests:** You shall not seek membership of any local or public bodies without first obtaining written permission from the Management.
- d. **Controlling Interest:** You agree that, so long as you are employed by the Company, you will not own, directly or indirectly, any controlling or substantial share or other beneficial interest in any business enterprise which is engaged in, or in competition with, any business engaged in by the Company or its clients. Notwithstanding the foregoing, you may own, directly or indirectly, up to 5% of the outstanding securities of any business whose securities are traded on any national stock exchanges or in the over-the-counter market.

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e. **Work hours:** Your working hours at your place of posting shall be as per the rules and regulations of the client, specified from time to time. However, you may be required to work additional hours, as may be required from time to time, to carry out your duties and responsibilities effectively.

You may be required to work on any day of the year, including festival holidays, in the establishment. You will be allowed a weekly off in accordance with law on any one of the days in the week, as per the schedule notified.

You shall be entitled to leave and other benefits as per the rules and regulations of the organization.

f. **Non-disclosure:** You shall neither divulge nor give out information to any unauthorized person during the period of your service or even afterwards by word of mouth or otherwise, particulars or details of our manufacturing processes, technical know-how, security arrangements, administrative and/or organizational matters of a confidential/secret nature, which you may know by virtue of your being the employee of the Company.

g. **Confidentiality:** You shall keep confidential all the information and material provided to you by the Company or by its clients concerning their affairs, in order to enable the Company to perform the service. This also includes such information as is already known to the public which also you will not release, use or disclose except with the prior written permission of the Company and its clients. Your obligation to keep such information confidential shall remain even on termination of this employment.

You shall not at any time, either during your employment or thereafter, except with prior written consent from the company, use for yourself or divulge or disclose, either directly or indirectly, to any person, firm or body corporate, any know-how, drawings or any trade secrets or your user ID and password for various IT applications provided to you or any confidential information as to method or process in connection with any activity of the company or any financial matter of the company which you may acquire during the course of your employment, concerning the business, activity, affairs or property of the company or its client or subsidiary companies, nor will you keep in your possession or pass on to others without proper written consent of the Management, any documents belonging to the company. You will be solely responsible and accountable for any information loss/sharing or breach of confidentiality in any way which has occurred due to the missing of your credentials.

You are also expected to keep your salary package strictly confidential and not to share any information regarding the salary to anyone except your very close family members.

h. **Proprietary Rights:** You will disclose to us forthwith any discovery, invention, process or improvement made or discovered by you while in our service, and such discovery, invention, process or improvement shall belong absolutely to and be the sole and absolute property of the Company. If and when required to do so by the Company, you shall at the Company's expense, take out or apply for Letter's Patent, Licenses or other rights, privileges or protection as may be directed by the Company in respect of any such discovery, invention, process or improvement so that the benefit thereof shall accrue to us and you will execute and do all instruments, acts, deeds and things, which may be required by us for assigning,

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transferring or otherwise vesting the same and all benefits arising in respect thereof in favor of the Company or in favor of such other person or persons, firms or companies, as the company may direct as the sole beneficiary thereof.

You will assign (and you hereby do assign) in perpetuity to the Company or its nominee all of your rights to all such new ideas (including all inventions), and to applications for patent or copyrights in all countries, if any, and execute such documents and take such lawful action as may be reasonably required to assign such new ideas to the Company or its nominee.

You will execute and deliver promptly to the Company (without charge to you but at the expense of the Company) such written instruments and cooperate and do such other acts as the Company in its sole discretion deems necessary or desirable to assign and transfer title in such new ideas to the Company and / or its nominee and to assist the Company in preserving the property right in such new ideas (including against forfeiture, abandonment, or loss) and to vest the entire right and title and interest therein exclusively in the Company and / or its nominee.

- i. **Safe-keeping of Company's property:** You will be responsible for the safe keeping and return in good condition and order of all the properties of the company, which may be in your use, custody, care or charge. For the loss of any property of the company in your possession, the company will have a right to assess on its own basis and recover the damages of all such materials from you and to take such other action as it deems proper in the event of your failure to account for such material or property to its satisfaction.
- j. **Return of the Company's Property and records:** Upon termination of your employment, you shall forthwith hand over any letter of Authority or Power of Attorney issued to you or any property / material of the company in your possession at the time of cessation of your employment with the company. Also, you shall return to the Company, without condition, all documents, files, records, keys, and other property of the Company in your possession regardless of the media on which such items are stored, and you shall not retain any copies or duplicates thereof.
- k. **Authorizations for activities:** You will not enter into any commitments or dealings on behalf of the Company for which you have no express authority nor alter or be a party to any alteration of any principle or policy of the Company or exceed the authority or discretion vested in you without the previous sanction of the Company or those in authority over you.

You will avoid any issue which may result in a conflict between your personal interests and the interests of the Company in dealing with suppliers, customers and all other organizations or individuals doing or seeking to do business with the Company.

- l. **Non-disparagement:** You agree that you shall act with the highest standards of propriety and professionalism and shall not criticize, ridicule or make any statement which disparages or is derogatory of the Company, any of its Group companies or any other employee or business associate of the Company or the Group Company in any public or non-public communication with any customer, client or member of the investment community or media or in any communication.

Disha Ingale

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Annexure - II

- m. Confidential nature of terms of employment:** You agree that, except as may be required by applicable law you shall not disclose the terms of employment to any person other than your close family members.
- n. Model Release :** You hereby consent and authorize the Company and its successors, assigns, nominees, designees or those for whom they are acting, the right to copyright, and/or use, and/or publish photographic portraits or pictures of the employee, or in which the employee may be included in whole or in part, or composite, in conjunction with my own or any other picture, name or reproductions thereof in color or otherwise make through any media at its offices or elsewhere, for art, advertising, business or trade or any other lawful purpose whatsoever. With respect to the foregoing, no promises have been made to employee to secure his / her consent / authorization to this release. You hereby waive any right that you may have to inspect and approve the finished product or the advertising copy that may be used in connection therewith, or the use to which it may be applied. You hereby release, discharge, the Company and its nominees, designees, successors and assigns, or other form whom it is acting, from liability by virtue of any such portraits or pictures, or in any processing tending towards the completion of the finished product.
- o. Enforceability:** You acknowledge and agree that any violation of any of your duties and responsibilities may result in irreparable damage to the Company, and, accordingly, the Company may obtain injunctive and other equitable relief for any breach or threatened breach of such duties and obligations, in addition to any other remedies available to the Company. You and the Company agree that the restrictions and remedies contained hereinabove are reasonable and that it is your intention and the intention of the Company that such restrictions and remedies shall be enforceable to the fullest extent permissible by law. If it shall be found by a court of competent jurisdiction that any such restriction or remedy is unenforceable but would be enforceable if some part thereof were deleted or the period or area of application reduced, then such restriction or remedy shall apply with such modification as shall be necessary to make it enforceable.

It shall be your responsibility to initiate legal process and / or lodge complaints in respect of offenses committed against the Company or the Company property or the affairs of the Company, as may be necessary, by virtue of the responsibilities attached to the office or role occupied by you in the course of the employment with the company.

5. TERMINATION OF EMPLOYMENT:

- a. Employment AT-WILL:** You and the Company acknowledge that the employment is and shall continue to be AT-WILL. This means, that you have the right to terminate your employment at any time and for any reason. Likewise, the Company may terminate your employment with or without cause at any time and for any reason. Accordingly, this letter is not to be construed or interpreted as containing any guarantee of continued employment. As such, the recitation of certain time periods in this letter is solely for the purpose of defining your compensation. It is also not to be construed or interpreted as containing any guarantee of any particular level or nature of compensation.
- b. Performance:** Your appointment and subsequent continuation of employment with the Company is strictly based on your delivering consistently on the agreed performance parameters and business targets.
- c. Superannuation:** You will automatically retire from the service of the company on attaining the age of 58 years.

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Annexure - II

- d. Absenteeism:** If you absent yourself without leave or remain absent beyond the period of leave originally granted or subsequently extended, you shall be considered as having voluntarily terminated your employment without giving any notice unless you:
- Return to work within 8 days from the commencement of such absence, and
 - Give an explanation to the satisfaction of the Management regarding such absence
- e. Medical Fitness:** The Management has the right to get you medically examined by any certified medical practitioner during the period of your service. In case you are found medically unfit to continue with the job, you may be terminated from employment.
- f. Notice Period:** Notwithstanding anything contained herein, the Company, in its sole discretion, may terminate your employment without cause by giving 60 Days notice in writing or payment of pro rata 60 Days Basic Salary, in lieu thereof. Likewise, you may resign from employment without cause by giving 60 Days notice in writing or by payment of pro rata 60 Days Basic Salary, in lieu thereof. In the event of your resignation, the Company in its sole discretion will have an option to accept the same and relieve you prior to the completion of the stipulated notice period of 60 Days, without any pay in lieu of the notice period.
- g. Termination for Misconduct:** Your services are liable to be terminated without any notice or salary in lieu thereof for misconduct, without being exhaustive and without prejudice to the general meaning of the term "misconduct" in the case of reasonable suspicion of misconduct, disloyalty, and commission of an act involving moral turpitude, any action of indiscipline or inefficiency. You may be placed under suspension pending enquiry into the charges of misconduct or otherwise. The salary for the suspension period will be paid to you only when you are found not guilty of any of the charges for which you were suspended and not otherwise.
- h. Harassment:** The Establishment considers harassment and discrimination of any nature to be an unacceptable form of Behavior, which is not tolerated under any circumstances. All people have the right to work in an environment that is free from harassment and discrimination. Disciplinary action will be taken against anyone found to be guilty of harassing or discriminating against a fellow employee that may result in termination of employment.
- i. Non-compete:** In the event of your separation from the Company for any reason whatsoever, you will not take up any job or assignment either full time or other wise, either directly or indirectly, for a period of three months from the date of separation in any industry or business involved in similar/competing business of our client or any of its Group Companies.
- j. Recovery of Payments:** In the event of separation (excluding death), you shall be required to refund to the Company, a part of Relocation Expenses amount reimbursed; in case you leave the company within 1 year from the date of disbursement of amount, you shall refund the entire relocation expenses reimbursed to you.

6. GENERAL:

- a. Training:** You may be selected and sponsored by the Company for familiarization/ training assignments with our technical collaborators or any other institutions/ organizations in India and/or abroad, based on stipulated terms and conditions. You will diligently and beneficially take part in the training and such assignments in accordance with company policies and directives. The cost of any such training shall be

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Annexure - II

borne by the company and you may be required to sign a Service Bond for a minimum time for which you will serve the company. The company can recover the liquidated damages on the event of your voluntary resignation before the time as mutually agreed upon in the bond.

- b. Rules Regulations and Policy on Ethics:** You will be covered by the service rules and regulations including conduct, discipline and administrative orders and any such other rules or orders of the company that may come in force from time to time. You must observe the policies that the Company and our client publish from time to time. These include a requirement that you 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.
- c. Media Interaction:** You will not interact with the media - electronic, print or otherwise in
- i. India or overseas, during or outside work hours, either in your own personal capacity or on behalf of the company unless you have express and direct approval from the Management to interact with the media as the representative of the Company. Only persons duly authorized by the Management are allowed to interact with media on specified subjects. Disclosure of any information other than statutory disclosures or those specifically authorized by the Management is prohibited.
 - ii. Disclosure of information on proceedings of meetings (board / committee / internal) and disclosure of forward-looking statements is prohibited unless such disclosure is specifically approved by the Management. These will need to be combined with cautionary statements, wherever required.
 - iii. You shall also not disclose non-public information selectively to any particular group as it may lead to unfair advantage / discrimination.
 - iv. For any outside publication of books, articles or manuscripts which relate specifically to the Company or its client's business, policies and processes, you should take the approval of the Management prior to its release.
 - v. Any violation of the company's media policy, tantamount to a breach of the terms and conditions of employment and may result in termination of the contract.
- d. Dispute Jurisdiction:** It is hereby expressly agreed and declared that this letter of employment shall be deemed to have been made at Navi Mumbai and that any dispute or suit or action or proceedings whatsoever arising out of or under this letter of appointment or breach thereof or in respect of any matter or thing herein contained and any claim by either party against the other shall be instituted or adjudicated upon or decided by a court of competent jurisdiction at Navi Mumbai.
- e. Entire Agreement:** This contract and the document referred to herein contain the entire agreement and understanding of the parties with respect to the subject matter hereof and shall supersede any and all prior or contemporaneous communications, representations, or agreements between the parties, whether oral or written, regarding the subject matter of this contract.

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- f. **Age:** Your age mentioned in the Matriculation / Higher Secondary Certificate / Passport will be deemed to be the conclusive proof of your date of birth.
- g. **Change of address:** You will intimate in writing to the Management any change of address within a week from change of the same, failing which any communication sent on your last recorded address shall be deemed to have been served on you.
- h. **Passport:** It is desirable that you have a valid passport at all times and ensure that the same is renewed from time to time.
- i. **Suspension:** You may be placed under suspension, without salary, pending enquiry into the charges of misconduct or otherwise. The salary for the suspension period will be paid to you only when you are found not guilty of any of the charges for which you were suspended and not otherwise.
- j. **Travel:** You shall make your own transport arrangements to and fro from the place of work.
- k. **Documentation:** Please submit the following documents, if not submitted earlier:
- Certificates in support of your educational professional qualifications, experience, date of birth and other testimonials in original together with copies thereof.
 - Three copies of your recent passport size photographs with blue background.
 - Relieving letter & salary certificate from your last employer in case you are/were employed.
 - Copy of Aadhar Card / Passport / Voter ID / License / any other document for photo identity and PAN card.
 - Copy of any Government Bill / Telephone Bill / Electricity Bill / Gas Bill / Bank Account Statement / Ration Card / Aadhar Card / Passport/ any other document as proof of your residence.

In case of one / more clauses of this letter of employment becomes untenable, the same shall not render the letter of employment null and void in its entirety.

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

I confirm that this contract is in accordance with our mutual understanding and unconditionally and irrevocably accept the above terms and conditions.

Employee Name: Disha Ingale

Signature

Date:

Mr Paresh Wakchoure

Offer Confirmation

Dear Paresh,

With reference to your Resume and subsequent interview you had with us, we are pleased to appoint you as a **“Management Trainee”** in our organization on the following terms and conditions:

Date of Joining: You are expected to join duty on **16th August 2022**

Joining Location: Pune

Remuneration: Your Annual Total Employment Cost to the company would be **Rs. 4,50,000 /- Per Annum (Four Lakh and Fifty Thousand Rupees Only)**, the details of which is been given in the **Annexure** attached below.

Please note that the salary will be on the basis of lump sum and taxes applicable will be deducted from your salary every month.

For the initial one year during the Management Traineeship period your payroll company will be **“Venture Newara”** and on successful completion of the training period you will be absorbed under the payroll of **Web Werks India Pvt Ltd.**

You will execute an agreement of confirmed employment with us for a period of 18 months including the period of probation executing a bond to that effect.

We welcome you to The **Web Werks** family and look forward to a fruitful collaboration.

We are confident you will be able to make a significant contribution to the success of our company and look forward to working with you.

Yours Sincerely,
For Web Werks India Pvt
Ltd. Nilesh Mehta
HR Manager

Annexure - A

Salary Details (A)	Entitlement Per Month (INR)	Entitlement Per Annum (INR)
Basic	16,667	2,00,000
House Rent Allowance	8,333	1,00,000
Bonus	1,388	16,656
Conveyance	1,600	19,200
Special allowance	5,345	64,144
Total	33,333	4,00,000
Total Fixed Compensation (A) + (B)	33,333	4,00,000
Performance Bonus*		50,000
Total Cost To Company	37,500	4,50,000
Deductions (C)		
PT	200	2,400
Net Salary (Before Tax) (A)-(C)	33,133	3,97,600

Notes:

1. For claiming tax benefits in case of admissible allowance, you will have to submit supporting documents to the Company's satisfaction and within the timeline stipulated by the Company. In case of any under- withholding you shall be responsible to pay the necessary tax and any interest/penalty thereon.
2. In case where Permanent Account Number (PAN) is not produced, highest tax rates will apply to all amounts on which tax is deductible at source under the applicable tax law.
3. The Company reserves the right to change the compensation structure and/or the compensation components from time to time.
4. Performance Bonus will be disbursed annually

5. EPF will be applicable once you complete your training period.
6. Gratuity will be applicable as per the “Payment of Gratuity Act”.
7. Any expenses for business activities shall be claimed as per the actuals approved by reporting manager and as per the travel policy.

A. As an employee of the Company, you shall be entitled to the following benefits subject to any change made by the Company from time to time:

1. **Group Medical Insurance** – In accordance with the Company policy you shall be covered under the Medical Insurance policy, which will be held by the Company. Your entitlement for the same is mentioned in the Annexure.
2. **Group Personal Accident Insurance** – In accordance with the Company policy you shall be covered under the Personal Accident Insurance policy, which will be held by the Company. Your entitlement for the same is mentioned in the Annexure.
3. **Annual Leave/Public Holidays** – You will be eligible for annual leaves and public holidays as determined by the Company’s Leave Policy which is subject to change from time to time.

You are required to treat this letter and its contents as strictly confidential and should not disclose same to any person or entity without our written consent.

Regards,
Human Resource
For Web Werks India Pvt Ltd

BE YOURSELF,
MAKE A DIFFERENCE.

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accenture

12-Nov-2021

C5362900

PRAJAKTA Shrikant PAWAR

Sanraj co-operative society Survey No. 878/3 Rajiv Nagar Plot no. 20 Cidco, Nashik, 422009,422009 42

Dear PRAJAKTA,

Based on our recent discussions with you, we are pleased to extend you an offer to join Accenture Solutions Private Ltd (hereinafter referred to as 'the Company') in **Mumbai**. This letter will officially confirm your annual total earning potential and terms of your employment.

Job Profile- **Bus Process Delivery Associate**
Management Level- **12**
Sublevel - **2**
Job Family Group-**Business Process Delivery**
Business Deal-**Non Contact Center**

Your annual total cash compensation will be **INR 397880** and will be structured as per the attached Annexure 1 ' Compensation Details. This will continue to be applicable until further communication on the same. Your annual total earning potential includes:

-Annual fixed compensation of **INR 343000/-**; this includes allowances and statutory benefits and will be structured in accordance with the Company's compensation guidelines. The said amount includes employer's contribution to Provident Fund, as applicable.

-Variable Bonus: You will be eligible to participate in the FY22 Individual Performance Bonus (IPB) Programme. Your indicative pay-out can range from **0%** to **16%** of the prorated fixed pay in the Fiscal Year, subject to the overall terms and conditions of the IPB, including but not limited to your individual performance achievements and the Company's performance. The Company may, at any time and in its sole and absolute discretion, amend, suspend, withdraw vary and/or modify any of the terms and conditions of the IPB programme guidelines. The Bonus will be paid out subject to you being on the rolls of the Company on the date of disbursement of these payouts and will be prorated based on your tenure in Accenture India and considering the period of leave without pay during the said fiscal year.

On joining you may undergo a training program to acquire the knowledge to enable you to successfully perform to the expectations of the position for which you are being considered for employment. This offer and your employment with the Company are contingent upon you successfully completing the training program as per the satisfaction of the Company. Failing which, the Company may, in its sole discretion, elect to terminate or suspend your employment immediately.

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/compliance. You may belong to this category and your details will be disclosed to these authorities.

Your employment with the Company will be governed by the attached Annexure 2 ' Terms of Employment. You are required to carefully read and understand these Terms of Employment as a part of accepting this offer. As further detailed in the Terms of Employment, this offer and your employment with the Company is subject to satisfactory completion of verification and/or background or reference checks, which may occur at any time prior to or after your effective start date.

To indicate your acceptance of this offer and employment with Accenture, please submit a copy of this letter and all relevant Annexures with your signature on each page. In addition, please provide all the documentation identified in Annexure 4 ' Documentation.

At Accenture, the health and well-being of our people, our clients and the community is our top priority. We are also committed to complying with all government safety protocols as we bring our people to our offices. To operate offices at full capacity, there is a growing mandate from government authorities to have all employees vaccinated against COVID-19. Considering this, we expect all our employees to be vaccinated. Therefore, you should ensure to take the first dose of the vaccine before onboarding and be prepared to take the second dose within 90 days from the date of onboarding.

Please note that compliance with these provisions is a condition precedent for the offer or your continued employment with the Company.

You will be expected to work from the office in the location tagged to your role. In the current circumstances you may be allowed to work from home temporarily based on your assigned project. This offer is contingent to the above mentioned agreement.

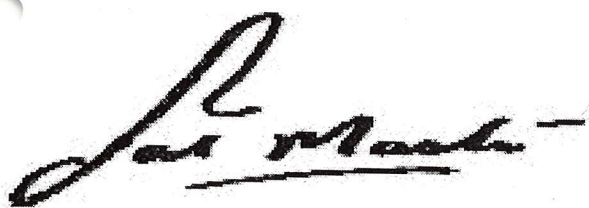
After acceptance of the offer of employment or any time during the course of your employment with the Company you may be required to undergo drug/alcohol/substance test based on the project you are deployed. This offer and your employment with the Company are contingent upon you completing particular tests as per the requirements of the Company and in the instance of failing these tests namely the drug/alcohol/substance test, the Company may, in its sole discretion, elect to terminate or suspend your employment immediately.

This offer is contingent on us working together to determine an appropriate start date for your employment. The terms of this letter and this offer are valid for seven (7) days from the date of this letter. If we do not receive the above requested documents from you before the expiration of this period or after receiving your acceptance of this offer if you do not join the Company on a mutually agreed date of joining, or if, we are unable to set an alternative date, the terms of this letter and this offer will be deemed to have been rejected by you, unless otherwise communicated to you by the company in writing.

You are required to provide copies of all mandatory documents required by the Company before joining and during the course of your employment, as per the timelines specified/communicated by the Company from time to time. These documents include, but are not limited to, your education and past employment/s. The offer of employment and your employment with the Company is dependent on timely submission of such required documents. Non furnishing of mandatory document/s within the specified time shall result in termination of employment.

PRAJAKTA, we look forward to hearing from you regarding your decision to join our team. In the meantime, please do not hesitate to call **heena.relhan** at **9718162659** should you have anything you would like to discuss further.

We believe you have a successful career ahead of you and look forward to your joining us.
Yours sincerely,



Jal
Managing Director - Accenture Operations in India & Sri Lanka

ACKNOWLEDGED AND AGREED:

[Insert full legal name]

Date: _____

Candidate's signature _____

ANNEXURE 1

Your compensation is as mentioned below:

Total Cash Compensation		
	Annual(INR)	
(A) Annual Fixed Compensation*	INR 343000	
(B) Variable Bonus earning potential	Min.	Max.
	0%	16%
Annual Total earning potential (A+B)	Min.	Max.
	INR 343000	INR 397880

* Annual Fixed Compensation includes employer's contribution to Provident Fund, as applicable.

Note: For International Worker Only*

As per Indian Provident Fund (PF) regulations, membership to the Provident Fund is mandatory for all International Workers. Exemptions if any, shall be as per the existing law. Please note that since your cost to the Company (CTC) includes employee's as well as employer's contribution to Provident Fund, appropriate adjustment in your monthly salary will be made for Provident Fund contributions as per applicable laws/regulation in existence (or amendments from time to time). Withdrawal (if any) from Provident Fund is regulated by the government of India and is subject to government approvals and prevailing laws (amended from time to time). Any person desirous of such withdrawal need to comply with applicable law and procedures laid down by the authorities.

*As defined by applicable law from time to time.

If you are currently eligible to receive Statutory Bonus, such amounts will be calculated on an annual figure and paid (as per prevailing law) to you on a monthly basis every year. Please note that your variable pay/variable bonus is inclusive of the Stat Bonus amounts if payable to you. Such stat bonus will be accordingly adjusted against variable pay. Excess variable pay, if any, post adjustment of Stat Bonus will be paid as per Company evaluation process applicable to your management level as per company payroll cycle.

All compensation will be paid to you after deduction of tax at source, in accordance with applicable law. You will be solely liable for your personal tax liabilities, as per applicable law, both in India and abroad.

In addition to your total cash compensation, you will be eligible for following benefits, which will be governed by Company guidelines:

1. Effective your date of transfer Medical Insurance for self, spouse and 2 dependent children up to **INR 300,000 per annum**. Premium for this will be paid by the company.

You have the option of availing Accenture negotiated rates to cover your parents, parents in-law and any additional child under a separate Insurance plan up to **INR 500,000 per annum**. The entire premium for this will have to be borne by you. This plan allows for coverage of pre-existing ailments.

For Permissible claims under the Medical Insurance plans detailed above, you will be required to contribute a defined co pay, as under:

- 10% of such claims for self, spouse and 2 dependent children
- 20% of such claims for parents, parents in-law and additional children under the separate Insurance plan

2. Personal Accident coverage up to three times your annual fixed compensation

3. Life Insurance coverage equivalent to one time of annual fixed compensation with a minimum cover of **INR 5,00,000**

4. Gratuity as per The Payment of Gratuity Act, 1972

One time relocation allowance subject to maximum of **INR 30000** on submission of actual supporting as per policy. Refer to the attached relocation assistance handbook for details. In the unlikely event you choose to leave the Company or if your services are terminated for any reason whatsoever before the completion of 12 months of employment with the Company, the relocation allowance will be construed as debt due and should be repaid fully by you before your last working day.

The Company may, at any time and in its sole and absolute discretion, amend, suspend, vary and modify any of the terms and conditions of the above mentioned benefits.

Following the implementation to the GST regulations with effect from July 1st 2017, please note the treatment to any continuing obligations that you have, pursuant to any signing/joining/relocation/retention bonus as per the terms of your employment, will be as under:

Any signing, joining, relocation or retention bonus received by you will be paid along with salary of the relevant or succeeding pay month. This amount is recoverable as per your employment terms, if your service commitment with Accenture change. Any such recovery or adjustment shall be made from your salary pertaining to the service month before your last working day in the Company. Any shortfalls will be adjusted against any further amounts due and payable to you.

ANNEXURE 3

DECLARATION

I hereby represent and warrant that as of my effective start date of employment with Accenture Solutions Private Ltd (hereinafter referred to as 'the Company'), I will have: (a) terminated my employment with any current/previous employer and any other employment or contractor relationships; and (b) satisfactorily performed and completed all my obligations which apply/applied to me vis-à-vis any current/previous employer and any other employment or contractor relationships.

I hereby represent and warrant that I have not, during the course of any current/previous employer and any other employment or contractor relationships, entered into or agreed to any arrangement which may restrict, prohibit or debar or conflict, or be inconsistent with my acceptance of the offer made by the Company or employment with the Company, including, but not limited to, any time-bound non-compete agreement, restrictive employment agreement or other restrictive terms.

I hereby represent and warrant that I shall not bring into the Company premises (or use in any manner) any third party documents (regardless of media) or materials (including but not limited to trade secrets) with myself to the Company, including any such documents or materials from my previous employer. To the extent I feel that my employment at the Company would require me to bring any third party documents or materials to the Company. I shall not bring any such documents or materials unless I have taken all permissions/approvals from the third parties before accepting the offer from the Company. I further represent and warrant that I have not and will not inappropriately disclose or misuse any confidential information obtained from and/or in connection with any current/previous employer and any other employment or contractor relationships. I agree and acknowledge that a breach of this provision shall entitle the Company to terminate my services with immediate effect.

ACKNOWLEDGED AND AGREED:

[Insert full legal name]

Date:

ANNEXURE 4

REQUIRED DOCUMENTATION

1. Two passport size copies of your recent photograph
2. Copy of highest education certificates
3. Copy of any mark sheets (Last semester mandatory)
4. Relieving Letters from previous employer
5. Documents in support of your age (10th/12th Marksheet/ Passport Copy etc)
6. If you are ESIC Eligible as per your Compensation Plan (copy of ESIC card or Form 1 Declaration).
7. Copy of Aadhaar Card - We request you to provide for meeting the UAN generation requirement and any other compliance required by governing regulating authorities like EPFO, ESIC, labour welfare fund and others. Please note that by voluntarily sharing your Aadhaar details, you are also authorizing us to share it with third parties under contract with the company and which are bound by confidentiality provisions to meet any regulatory requirements and internal procedures of the company including but not limited to making verifications. Do note that the provision of Aadhar details and seeding Aadhar with UAN as well as completing KYC requirements of EPFO is necessary and if you are unable to do so this may delay submission of your PF contributions to the regulators.

Date: 21-Jul-2021

PRIVATE AND CONFIDENTIAL**Subject: Offer Letter**

Dear Shweta Sunil More,

In our continuous pursuit for Talent, we look for Professionals driven by Vision, Passion and Action to achieve our organizational and individual goals. Based on your profile and various rounds of discussion, it has been observed that you display the Qualities required to be an **Affinitian**.

We are pleased to offer you the position of **Junior Associate - Quality Controller** Grade **O1**. This offer is made after considering your education, total & relevant work experience, professional/ technical/process exposure and finally the internal parity. Your compensation details are attached in the next page.

We would be glad if you can join us as soon as possible, you should join us on or before **26-Jul-2021**. You need to confirm your date of joining in writing or over an e-mail. You shall abide by the Policies and Guidelines of the Company presently applicable and as may be modified from time to time while in the employment of our Company. In case you do not communicate your acceptance of the offer within two days of receipt of the offer or do not join duties on the date mentioned above, the offer contained in this letter shall stand automatically cancelled, unless specifically extended by the Company, in writing.

The formal appointment letter will be given to you after you join our services. Please feel free to reach out to **Human Resources** (ae-in.hr-recruitment@affinityexpress.com) for any queries.

Please Note

a) As per our Company policy and part of joining formalities, all selected candidates/employees will undergo a background verification of their Educational & Professional Qualifications, Designation, Compensation, Nature of Employment and Relieving, Character & Conduct. The same will be initiated through an external agency. Reference/Background Check from your current employer will be initiated only after you have joined our services. Also, upon your joining you need to submit all the credentials and the same will be verified. You may need to undergo a medical examination/vision test during the employment as per your job profile requirement. Your appointment will be subject to a satisfactory/positive report on all the above-mentioned items.

b) You need to submit the following mandatory documents in sets, before your date of joining

- I. Latest passport size photographs with white background.
- II. Copy of Educational Documents(Marksheet/Certificate): SSC, HSC, highest Degree & Certification courses, if any
- III. Copy of PAN card, Aadhar Card,
- IV. Age Proof, Photo Identity proof & Residence address proof
- V. Proof of the previous salary drawn (Copy of appointment/Latest Payslip)
- VI. Relieving letter / Experience letter from the previous organization for experienced candidates.
- VII. Latest Internet Bill or Payment Receipt mentioning the requisite Internet Speed of 40 MBPS or more via a Fixed-line Broadband Connection
- VIII. Self-Declaration email/letter for possession of personal Laptop/Computer and viable broadband connection

Welcoming you to the Affinity family and we look forward to a long & fruitful association with you.

Affinity Express India Private Limited

CIN: U18101PN1993PTC071893

Office No 105, Sai Radhe Complex, Sangamwadi, Pune - 411001

AffinityX.com

COMPENSATION ENTITLEMENT SHEET

Expected Date of Joining: **26-Jul-2021**

Name : **Shweta Sunil More**

Position Description: **Junior Associate Quality Controller**

Copy Distribution

Grade Description: **O1**

Original: Employee

Location: **Pune**

Copy 1: Personal File

sSr. No.	Components	INR (Per Month)	INR (Per Annum)
1	Basic	12,724	152,688
2	HRA	3,419	41,033
3	Skill Development Allowance	0	0
4	Leave Travel Allowance	0	0
5	Gross Remuneration	16,143	193,721
6	Meal Allowance	0	0
7	Fuel and Vehicle Maintenance Reimbursement	0	0
8	Gross Remuneration including reimbursement (A)	16,143	193,721
9	Employer cont. to Provident Fund	1,527	18,323
10	Gratuity	612	7,344
11	Statutory Bonus	2,545	30,540
12	MLWF	6	72
13	Statutory Contributions (B)	4,690	56,279
14	Total CTC (A) + (B)	20,833	250,000

Below are the other costs the organization will bear & payouts you will be eligible within the current policy framework of the organization. The figures are calculated on maximum eligibility & are for illustration purposes only.

Sr. No.	Components	INR (Per Month)	INR (Per Annum)
I	*ESIC Cost - Employer's contribution	525	6,300
II	** Night Shift Allowance (Rs 100 per day)	2,200	26,400
III	***Broadband/ Internet Reimbursement (upto)	1,000	12,000
IV	****Pay for Performance (Upto)	7,500	90,000
V	Other Payouts ' (C)	11,230	134,760

15	Total Remuneration (A) + (B)+ (C) (Total CTC with other payouts at maximum)	32,063	384,760
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Other Benefit: Over and above Total Remuneration, employees are covered under a Group Personal Accident (GPA) Policy according to rules of the company

Accidental Death (AD) In case of an accidental death while in employment the employee is covered to a maximum amount of 60 times of monthly gross.

Term Life Insurance: In case of death while in employment the employee is covered to a maximum amount of 36 times of monthly gross.

Affinity Express India Private Limited

CIN: U18101PN1993PTC071893

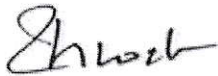
Office No 105, Sai Radhe Complex, Sangamwadi, Pune - 411001

AffinityX.com

Important Notes

1. *ESIC – The coverage is as per the Employee State Insurance Act 1948. Employees having a gross salary up to INR 21000 per month are covered under ESIC. Employer contribution is 3.25% of gross salary & Employee contribution is 0.75% of gross salary
2. **Night Shift Allowance is payable to O1 to T2 Grade employees in operations who have their work hours in the shifts window of 5 PM - 10 AM IST. The calculation shown above is done considering 22 days night shift working.
3. ***As per the Broadband Reimbursement Policy, the employees will be given a predetermined amount to cover the approximate monthly cost of the use of the internet service for the Company's business use during the permitted work from home. The maximum monthly reimbursement will be INR 1000 per employee upon submission of the monthly invoice. The Broadband service must be a minimum of 30Mbps or more of a wired broadband data service
4. ****Employees covered under Pay for Performance (P4P) Category, eligible only post completion of 3 months of service. The incentive will be governed by the Pay for Performance Plan, the maximum Annual incentive is INR 90000.
5. Transport deduction will be done as per the grade, in case you avail the facility. This deduction will be done from the monthly remuneration.
6. Employee's contribution towards statutory obligations and contribution to non-statutory welfare/employee benefit schemes will be made from the monthly gross remuneration of an employee.
7. Bonus will be paid as per the Payment of Bonus Act, 1965.
8. Gratuity will be paid as per the Payment of Gratuity Act, 1972.
9. The organization reserves the rights to amend the policy with proper communication to employees. This might result in a change in the eligibility for allowances/reimbursements.
10. Income Tax liability is an employee's responsibility.

For Affinity Express India Private Limited



Shweta Gajria
AVP – Human Resources



I accept & acknowledge

Shweta Sunil More

Affinity Express India Private Limited

CIN: U18101PN1993PTC071893

Office No 105, Sai Radhe Complex, Sangamwadi, Pune - 411001

AffinityX.com

PW: shwe0603



placementmba dmimcs <placement.mba@moonjeinstitute.com>

selected students at final interview round

marketingsatym<marketing.st@satymtechnocrat.com>

Wed, May 11, 2022 at 04.06PM

To: placementmba dmimcs <placement.mba@moonjeinstitute.com>

Cc: kirti bhalerao <kirti.bhalerao@moonjeinstitute.com>, placementmba dmimcs <placement.mba@moonjeinstitute.com>

Dear Sir/Madam,

Congratulations...We are pleased to confirm the placement offer to the following candidate at Satyam Technocrats.

We will offer a consolidated salary of Rs. **3.8 LPA** cost to the company.

Name	Designation
Kensis Sruthy	Business Development executive-Trainee
Rozawala Ebrahim Abbas	Business Development executive-Trainee
Wankhede Divya Ramnath	Research Analyst
Shaikh Shukriya Suleman	Research Analyst
Shelar Chandrashil Uday	Research Analyst

Feel free to call me in case of any questions.

Regards,
HR Head-TA
Satyam Technocrats,
Nashik

SPY Infra Projects

Office : 102, Space Star, Near MICO Circle, Trimbak Road, Tidke Colony, Nashik -422002.
Telefax: 0253-2312631, **Mob:** 8888881767/9822054033 **Email:** spyinfraprojects@gmail.com
Crusher/Plant: Gat No. 163, Mouje Ramshej, Aashewadi, Tal. Dindori, Nashik - 422202.

Date-12th March, 2022

To,
 Mr. Adwait Bhagwat Patil
 Flat No 1, Sumangal Park-,
 Veer Sawarkar Nagar, Gangapur Road,
 Nashik-422013

Dear Adwait Bhagwat Patil,
OFFER OF EMPLOYMENT

Congratulations! We are pleased to confirm that you have been selected to work at our organization. We are delighted to offer the following on the terms and conditions mutually discussed and agreed upon at the time of interview.

Position Offered: Assistant Manager - HR

Annual CTC: 3,60,000/- (Including all benefits)

You will be on probationary period for 6 Months from the date of commencement of your service. Other terms & conditions will be as per company's policies. Your Headquarter will be **Nashik**.

We would like to start work on 14th March. 2022. (DOJ) (Note: This offer letter is subject to your joining.) Please report to respected Mrs. Yadnya S. Kulkarni on your joining date for further communication & job work profile.

On the day of your joining you are required to submit photo copies of following documents & original for verification:-

- | | |
|--|--|
| 1. Relevant Academic or Educational certificates | 2. Identity proof |
| 3. Copy of experience & relieving letter | 4. Address proof |
| 5. 2 Passport sized coloured photographs | 6. Documentary evidence of last drawn salary |

If at the time of appointment or later it is found that you have furnished wrong information, in such case your services with the company will be liable to termination. In order to accept this offer please sign a copy of this Offer of Employment & return it to the undersigned.

We take this opportunity to welcome you into our family and looking forward to a very fruitful and mutually rewarding association with you.

Sincerely,

For Spy Infra Project

B. Kulkarni
 Authorised Signatory



I hereby accept this offer of employment:

Name :

ADWAIT PATIL

Signature :

Adwait Patil

Date :

12th MARCH-2022

May 31, 2022

HRD/3T/1004384778/22-23

Mr. Chetan Dhongade
No. 06, Ichhamani Apartment,
Chetana Nagar, Rane Nagar
Nashik.-422009
India

Ph: +91-7038507284

Dear Chetan,

Welcome to Infosys!

Today, the corporate landscape is dynamic and the world ahead is full of possibilities! None of the amazing things we do at Infosys would be possible without an equally amazing culture, the environment where ideas can flourish and where you are empowered to move forward as far as your ideas will take you.

At Infosys, we assure that your career will never stand still, we will inspire you to build what's next and we will navigate further, together. Our journey of learnability, values and trusted relationships with our clients continue to be the cornerstones of our organization and these values are upheld only because of our people.

We look forward to working with you and wish you success in your career with us.

Warm regards,

RICHARD LOBO
EVP and Head Human Resources - Infosys Limited

Signature Not Verified

Digitally signed by Richard Lobo
Date: 2022.05.31 16:41:39 IST
Reason: Digitally Signed
Location: Bangalore

INFOSYS LIMITED
CIN: L85110KA1981PLC013115
44, Infosys Avenue
Electronics City, Hosur Road
Bangalore 560 100, India
T 91 80 2852 0261
F 91 80 2852 0362
askus@infosys.com
www.infosys.com

May 31, 2022

HRD/3T/1004384778/22-23

Mr. Chetan Dhongade
No. 06, Ichhamani Apartment,
Chetana Nagar, Rane Nagar
Nashik.-422009
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Ph: +91-7038507284

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We look forward to working with you and wish you success in your career with us.

Warm regards,

RICHARD LOBO
EVP and Head Human Resources - Infosys Limited

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INFOSYS LIMITED
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HRD/1004384778/22-23

Mr. Chetan Dhongade
No. 06, Ichhamani Apartment,
Chetana Nagar, Rane Nagar
Nashik.-422009
India

Ph: +91-7038507284

Dear Chetan,

Congratulations! We are delighted to make you an offer as **Systems Engineer Trainee** and your role is **Systems Engineer**.

Here are the terms and conditions of our offer:

Definition

The following terms shall have the following meanings for the purpose of this Offer of Employment ("Offer Letter" hereinafter).

"Affiliates" means any entity that controls, is controlled by, or is under common control with the Company.

"Company" refers to Infosys Limited.

"Control" means possessing, directly or indirectly, the power to direct or cause the direction of the management, policies or operations of an entity, whether through ownership of voting securities, by contract or otherwise.

"Training" shall mean and include all the training that shall be imparted to you on joining the Company.

Joining

Your scheduled date of joining the employment of the Company will be **13-Jun-2022**.

Location

Your location for employment is **MYSORE, India**.

You may be asked to relocate to any of our units, departments or the offices of our Affiliates and/or the offices of our customers, depending on business requirements. In such an event, your remuneration and other benefits shall be determined in accordance with the relevant Policies of the Company in that work location.

Please be advised that you, by accepting this Offer Letter, hereby give your irrevocable consent to the above.

Training

You recognize and accept that at the time of appointment as Systems Engineer Trainee, except exposure to academic knowledge, you have received no formal, effective, technical or practical training to independently function as a Systems Engineer Trainee who is commercially viable to the Company. You further recognize and accept that prior to and at the time of joining the Company, you have not been exposed to and, therefore, have not acquired any management or communication skills, which are essential for performance of duties by you which meet the current business needs, parameters, standards and efficiency levels required by the Company.

Therefore, you would need to undergo the Training program at the Company. The Training program may consist of classroom/virtual training and/or on-the-job training. The duration of the Training will be based on the business requirements of the Company.

Terms and Conditions during Training

You are aware that the Company would be expending substantial sums of money and incurring costs, expenses, man hours etc. in the process of selecting and appointing you as Systems Engineer Trainee and thereafter imparting Training to you.

You further accept, agree and admit that the nature, quality, intensity and content of Training to be imparted by the Company is not available or imparted by any other company of a similar nature. The Training is designed to satisfy the exclusive requirements of the Company.

You admit and recognize that the technical and management Training involves substantial Training costs, man hours, resource utilization and is the result of the Company's pro-active policies in encouraging leadership qualities.

You recognize and accept that the Company would suffer substantial financial loss, inconvenience, loss of resources, man hours, etc., in the event you fail to complete the Training and/or leave the Company during the Probation period.

You, therefore, agrees that in the event of you leaving the Company before completion of the Probation period with the Company for any reason whatsoever, you shall be liable to pay to the Company compensation /damages amounting to Rs. [1,00,000]/- (Rupees One Lakh).

You accept, agree and admit that the aforementioned amount is a genuine, fair and reasonable estimate of the damages, loss and expenses that the Company would suffer on providing you the Training and/or if you leave the Company during the Probation period.

You acknowledge that the failure to complete the Training successfully or leaving the Company within the Probation Period shall mean and include:

- a) Failure to complete the Training and/or the Probation Period by being absent for any reason(s) whatsoever from the Company;
- b) Leaving the Company for the purpose of higher studies, research, alternate employment, alternate Training or any other purpose during the Probation period.
- c) Dismissal by the Company for any act of misconduct, indiscipline, absence, refusal to obey orders, breach of internal policies of the Company or unsatisfactory response from you during the Probation period.

Please be advised that you, by accepting this Offer Letter, hereby give your irrevocable consent to the above.

Probation and Confirmation

You will be on training / probation for a period of 18 (Eighteen) months from the date of joining the Company. On successful completion of your training / probation, you will be confirmed as a permanent employee. Your confirmation is also subject to your submitting the documents required by the Company, details of which are enclosed in the Information Sheet in Annexure - IV.

Leave

You are entitled to earned Leave, right from your date of joining. You will be eligible for 15 (Fifteen) working days of earned leave annually, for the first two years of your tenure with the Company. On completion of two years of service, subject to your confirmation as a permanent employee you will be eligible for 20 (Twenty) working days of leave annually.

Leave is credited on a quarterly basis. The leave eligibility shall begin in the quarter of your joining the Company, on a pro-rata basis. Leave year is the calendar year and not the fiscal year.

An illustration with other relevant information have been given in the Information Sheet. The Company's policies also provide for Maternity, Paternity and Bereavement Leave. Further details will be provided to you at the time of joining.

Increments and Promotions

Your growth and increase in salary will depend solely on your performance and contribution to the Company. Salary increases are normally given on an annual basis.

Transfer

Your services can be transferred to any of our units / departments situated anywhere in India or abroad. At such time compensation applicable to a specific location will be payable to you.

Compensation and Benefits

Salary

Your total gross salary during the first six months from the date of joining will be **INR 25,000** per month and Total Gross Salary post successful completion of six months will be **INR 30,000** per month. The break-up of your salary has been provided in the Compensation Details sheet in Annexure -I and Annexure - II.

The effective date of the revised salary will be the 1st of the month succeeding the month in you have completed 6 months.

Performance- linked Incentive

You will be eligible for a Performance-linked Incentive (PI) upon successful completion of six months from the Date of Joining, to a maximum of 20% of your Fixed Gross Salary, based on your performance during the six months period.

The details of this scheme will be communicated on your joining. Please refer to the Compensation Details sheet for more details.

Ex - Gratia / Bonus

You will be eligible for an Ex - Gratia/ Bonus payout which is calculated at 20% of the Basic Salary as mentioned in the Compensation Details sheet at Annexure - I and Annexure - II of this letter. The mode of payment for Financial Year 2021 - 22 will be as follows:

95% of the bonus amount mentioned in the Compensation Details sheet will be paid out on a monthly basis. The balance amount will be paid out in the end of the financial year.

Basket of Allowances (BOA)

The Basket of Allowances will be paid to you as part of your salary every month.

You will have the flexibility of choosing the components and amounts under such components as per the options provided to you on the Company Intranet, based on your preferences and income tax plans.

National Pension Scheme

We offer all our India based employees the option to contribute towards the National Pension Scheme. This is an optional retirement benefit introduced by the Government of India for all its citizens. It enables accumulation of retirement corpus during active employment with add-on tax breaks. Please refer to the Information Sheet at Annexure - IV for more details.

Insurance

You will be eligible to participate in a Group Health Insurance Scheme. You may choose to enhance the coverage with other participatory optional health insurance plans (Platinum, Gold and Silver). You will be covered by default under the Standard Plan which provides you and your family (your spouse and two children up to the age of 22 years) with a cover of **INR 500,000** per annum.

You will be covered under the Group Life Insurance Scheme, managed by Infosys Welfare Trust which provides you with a total Life Insurance cover of **INR 62,00,000** of which **INR 32,00,000** is covered towards natural death, and **INR 30,00,000** towards an accidental death. All employees become members of Infosys Welfare Trust, by one-time payment of **INR 250** and fixed monthly contribution of **INR 250**.

The details of the Scheme would be available to you when you join the Company.

Passport & Driving License

It would be to your advantage to have a valid passport and a four-wheeler driving license at the time of joining the Company. Our offer to you is subject to your having a valid passport or producing a proof of having applied for the same.

Notice Period

During the probation period, 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 with one-month notice or salary thereof. On confirmation, you will be required to give three month's 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 three months' notice period. Similarly, the Company can terminate your services by giving three months notice or salary thereof.

In the event you do not successfully complete your training, or you are involved in an act that constitutes misconduct, your training/employment can be terminated by the Company with immediate effect without notice.

Background Checks

The Company may, at its discretion conduct background checks prior to or after your expected joining date to validate your identity, the address provided by you, your education details and details of your prior work experience if any, and to conduct any criminal checks. You expressly consent to the Company conducting such background checks. In this connection, you are required to furnish the documents listed in Offer Annexure for India.

If you fail to submit the necessary documents as required by the Company within the specified time period or if the Company is not satisfied, with the outcome of the background checks, the Company, in its sole discretion, reserves the right to withdraw this offer without notice and compensation or to take any appropriate action against you, including, but not limited to termination of your employment.

When a background check raises any concerns regarding any of the details furnished by you and the Company feels the need to further validate such facts, the Company may at its sole discretion, ask you for further information, to substantiate the details that you have earlier provided to the Company, before initiating appropriate action.

Please note that Infosys requires you to furnish a copy of your passport at the time of joining. If you are unable to do so, the Company will initiate a criminal background check.

Other Terms and Conditions

You agree not to undertake employment, whether full-time or part-time, as the Director / Partner / Member / Employee of any other organization / entity engaged in any form of business activity without the consent of Infosys. The consent may be given subject to any terms and conditions that the Company may think fit and may be withdrawn at any time at the discretion of the Company.

Our offer to you as a **Systems Engineer** is conditional upon your having fully completed your graduation/post-graduation, without any active backlog papers and with a pass percentage not lesser than as specified during the selection process. You should also have completed all studies, course requirements and examinations required for the award of the educational qualification recorded by you in your application for employment with Infosys. You will be required to produce all marks sheets and other relevant documents at the time of joining.

You will produce all marks sheets and other relevant documents. All these proofs will need to be submitted on the day of joining. Further, you should have been declared as passed by the relevant examination authority. The determination of the adequacy or authenticity of all or any of the proofs and any condonation of delay in submission of the same will be at the Company's discretion.

You hereby acknowledge and agree to abide by all internal Policies of the Company, which you will be able to access, upon joining, on the Intranet 'Sparsh'. These Policies cover various human resources and administrative topics and procedures. The Company reserves the right to change these Policies at any time in its absolute discretion.

Based on the nature of your work and business requirements, you may be required to work on rotational shifts. If you are required to work on rotational shifts, you will be duly intimated of the change in your shift timings. During rotational shifts, you will continue to be bound by the provisions of the working hour policy of the Company. If the rotational shifts require you to work night shifts, the policy on night shift allowance of the Company (if in force) will be made applicable to you.

You shall be required to sign certain mandatory agreements, including but not limited to the Confidentiality, Intellectual Property Rights, the Code of Business Conduct and Ethics and your employment shall be governed by all the rules and regulations, as amended from time to time, of the Company as applicable to your employment with us. This offer is also conditional upon your acceptance and execution of the Non-Compete Agreement (Annexure-III).

This offer of employment constitutes the entire agreement between you and the Company regarding the terms of your employment and it is the complete, final, and exclusive embodiment of your agreement with regard to this subject matter and supersedes any other promises, warranties, representations or agreements, whether written or oral. It is entered into without reliance on any promise or representation other than those expressly contained herein, and it cannot be modified or amended except in writing signed by an authorized officer of the Company.

If any of the terms or conditions of this offer are found to be illegal or unenforceable, such terms shall be treated as severable from the rest of the terms and conditions of this offer and the remaining terms and conditions shall continue in force.

This agreement shall be governed by the laws of India and you hereby agree to the exclusive jurisdiction of the courts in Bangalore, India.

As a token of your acceptance of this offer, please bring a duly signed duplicate copies of the letter and all the accompanying annexures, on the date of joining.

We welcome you to the Infosys family and wish you a rewarding career over the years to come.

Yours sincerely,

RICHARD LOBO
EVP and Head Human Resources - Infosys Limited

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

Date: _____, 20____

Sign your name

Print your full Name

Location

Signature Not Verified

Digitally signed by Richard Lobo
Date: 2022.05.31 16:41:39 IST
Reason: Digitally Signed
Location: Bangalore

INFOSYS LIMITED
CIN: L85110KA1981PLC013115
44, Infosys Avenue
Electronics City, Hosur Road
Bangalore 560 100, India
T 91 80 2852 0261
F 91 80 2852 0362
askus@infosys.com
www.infosys.com

ANNEXURE - I

(Compensation during the first six months from the Date of Joining)

COMPENSATION DETAILS
(All figures in INR per month)

NAME	Mr. Chetan Dhongade			
ROLE	Systems Engineer			
ROLE DESIGNATION	Systems Engineer Trainee			
1. MONTHLY COMPONENTS				
BASIC SALARY				15,000
BASKET OF ALLOWANCES				4,478
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)				2,850
MONTHLY GROSS SALARY				22,328
2. ANNUAL COMPONENT				
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)				150
3. RETIRAL BENEFITS				
PROVIDENT FUND - 12% of Basic Salary				1,800
GRATUITY - 4.81% of Basic Salary*				722
FIXED GROSS SALARY (1+2+3)				25,000
TOTAL GROSS SALARY				25,000
OTHER BENEFITS				
Scheme	Eligible Amount In INR	Interest	Monthly Instalments	Margin Money (To be borne by the employee)
● LOAN (subject to submission of Trainee Agreement)	12000 (without security)	Nil	12	Nil
All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance is subject to the fulfilment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan / loan allowance policy at that time				
*The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act				

ANNEXURE - II
(Compensation post successful completion of six months)

COMPENSATION DETAILS
(All figures in INR per month)

NAME	Mr. Chetan Dhongade
ROLE	Systems Engineer
ROLE DESIGNATION	Systems Engineer Trainee

1. MONTHLY COMPONENTS	
BASIC SALARY	15,000
BASKET OF ALLOWANCES	4,478
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)	2,850
MONTHLY GROSS SALARY	22,328

2. ANNUAL COMPONENT	
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)	150

3. RETIRAL BENEFITS	
PROVIDENT FUND - 12% of Basic Salary	1,800
GRATUITY - 4.81% of Basic Salary*	722
FIXED GROSS SALARY (1+2+3)	25,000

4. INCENTIVE COMPONENTS	At an indicative Payout of 5%	At indicative Payout of 10%	At indicative Payout of 20%	
	TRAINING PERFORMANCE LINKED INCENTIVE (TPI)	1,250	2,500	5,000
	TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 5% of FGS)	26,250		
	TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 10% of FGS)	27,500		
TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 20% of FGS)	30,000			

OTHER BENEFITS				
Scheme	Eligible Amount In INR	Interest	Monthly Instalments	Margin Money (To be borne by the employee)
SALARY LOAN (subject to submission of Trainee Agreement)	12000 (without security)	Nil	12	Nil

All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance is subject to the fulfilment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan / loan allowance policy at that time

*The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act

August 30, 2022

Pranay Ramdas Shinde
Nashik Road

Dear Pranay,

Offer Letter

We refer to the application made by you for a position at ICICI Home Finance Company Ltd. (hereinafter referred to as "ICICI HFC" and/ or the "Company") and subsequent discussions you had with us. We, ICICI Home Finance Company Ltd are pleased to make you an offer for the position as **Sales Manager** in the Distribution department at **Nashik Road**. You will be reporting to **Chunilal Kushare**. You will required to join ICICI HFC on or before **October 11, 2022**.

The other terms and conditions of your offer are as follows:

1. Your salary and allowances will be as mentioned in the enclosed **Annexure "A"**.
2. ICICI HFC shall have the right to transfer you to any of its existing offices or branches in India or to any future offices /or branches in India or abroad or to any of ICICI Group companies in India and abroad (now existing or to be established in future).
3. In case you decide to leave the ICICI HFC' services, you will be required to give forty-five (45) days' notice.
4. The Company shall have the right to terminate your offer forthwith for the reason as enumerated below, including but not limited to:-
 - a. For any act of dishonesty or other misconduct or for being held guilty or prosecuted by a competent court or statutory authority for any offense involving moral turpitude or civil or criminal cases instituted against you.
 - b. You being adjudged an insolvent or applying to be adjudged an insolvent or making a composition or arrangement with your creditors or being held guilty by a competent court of any offense involving moral turpitude.
 - c. Any false, misleading and/or incorrect information furnished by you.
5. If the terms and conditions of offer enumerated in this letter are acceptable to you, please confirm your acceptance by returning a copy of this letter, duly signed by you, within three (3) days of receipt.

Yours sincerely,



Ashish Kakkar

Chief Human Resources Officer

Accepted, I will join on or before

Name of Applicant: Pranay Ramdas Shinde

Signature:

Date:

Annexure "A"

Compensation Structure of Pranay Ramdas Shinde	
Role : Sales Manager	
Location: Nashik Road	
Particulars	Annual Amount(₹)
Basic	105000
Allowance*	214652
Employer's Contribution to PF**	21600
Employer's Contribution to ESIC**	0
Gratuity Costing***	8748
Total Fixed Pay	350,000
*Allowance will include all monthly & annual components HRA, Telephone Reimbursement, LTA and any other allowance as may be applicable.	
** Statutory Contribution of PF and ESIC as per Provident Fund & Miscellaneous Provision Act 1952 and employee state insurance act 1948.	
***Please note that the payment of gratuity will be subject to the provisions of Payment of Gratuity Act, 1972 and as per policies of the ICICI HFC.	
You may be covered in the Performance Bonus Plan as per the prevailing rules/policies of the Company. Please note that there is no guaranteed performance bonus, it would however be subject to provisions of the payment of Bonus Act, 1965 wherever applicable.	
Comprehensive Medclaim Coverage for you and your immediate family up to ₹ 400,000/- (Rupees Four Lakh only) per annum. Your immediate family includes yourself, your spouse, your dependent parents and dependent children (2 children maximum). This benefit is subject to change as per ICICI HFC's policies.	
You will also be entitled for coverage under various benefits including insurance as per prevailing rules/policies of the Company.	
The remuneration which includes basic salary, allowances and perquisites if any are subject to limits and rules prescribed by the Income Tax Act, 1961 / Rules and policies of the Company.	

For ICICI Home Finance Company Limited

Ashish Kakkar
Chief Human Resources Officer

Name of Applicant: Pranay Ramdas Shinde

Signature:

Date:

ICICI Home Finance Company Limited
Registered Office:

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

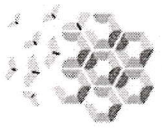
Corporate Office:

ICICI HFC Tower
Andheri Kurla Road, J.B Road
Andheri(E), Mumbai-400 059, India.

Tel.: (091-022)40093231

Website-www.icicifhc.com

CIN: U65922MH1999PLC120106



SHARMA
EVENT & PRODUCTION

Building No- 21 Shramik Soc, Prasad Circle Gangapur Road, Nashik -422005

OFFER LETTER

Divya Gaikwad
Ghat Road , Chalisgaon
Chalisgaon

Dear Divya R, Gaikwad

Congratulations ! We are pleased to confirm that you have been selected to work for **SHARMA EVENT AND PRODUCTION**. We are delighted to make you the following job offer.

The position we are offering you is that of **EVENT PLANNER & MANGER** with an annual cost to firm of 3.5 LPA.

We would like, you to start work on 1 July,2022,. Please report to Mr. Jitendra Sharma documentation & orientation. If this date is not acceptable please contact me immediately. On joining Yu o will be invited to are HR tool in which you may be required to upload your document.

Please sign the enclosed copy of this letter and written it to me by 24 June, 2022 to indicated your acceptance of this offer

We are confident you will be able to make a significant contribution to the success of **SHARMA EVENT AND PRODUCTION** and look forward to working with you

Sincerely,

SHARMA EVENT AND PRODUCTION

Date: ___/___/___



PRIVATE AND CONFIDENTIAL

Reference No. - 1384301132

Applicant ID - 5296617

08-Aug-2022

Sujit Vishwakarma

Dear Sujit,

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

Please find enclosed the job offer letter. Kindly note, that the offer of appointment is subject to you having fulfilled the requirements of successful completion of the degree programme within the timeline-, which is the basic requirement of your eligibility. In an event, where the laid out requirements are not met within the stipulated timeline, this offer shall be withdrawn, cancelled and stand revoked which please take a note of.

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

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

E-Mail Address : icicicareers@icicibank.com

Telephone No. : 022-71872500

Yours sincerely,

ICICI Bank HR Team

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

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

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



PRIVATE AND CONFIDENTIAL

Reference No. - 1384301132

Applicant ID - 5296617

08-Aug-2022

Sujit Vishwakarma

Dear Sujit,

We are pleased to make you an offer of appointment as Assistant Manager-II in ICICI Bank. You will be placed in eRELATIONSHIP MANAGEMENT at THANE-SMC SQUARE KHOPAT.

Kindly note, that the offer of appointment is subject to you having fulfilled the requirements of successful completion of the degree programme within the timeline- which is the basic requirement of your eligibility. In an event, where the laid out requirements are not met within the stipulated timeline, this offer shall be withdrawn, cancelled and stand revoked which please take a note of.

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

The following are the terms and conditions of the appointment.

Commencement/Term:

- You shall be required to join the Bank on or before 22-Aug-2022.
- You will be on probation for a period of one year or such extended period as may be decided by the Bank based on your performance during the probation period.
- On satisfactory completion of your probation period, including that of extended period, if any, you will be confirmed in the services of the Bank in writing.

Other Terms and Conditions of Service:

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

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

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

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

:2:

Reference No. - 1384301132

Sujit Vishwakarma

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

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

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

ICICI Bank Limited
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Website www.icicibank.com
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Old Padra Road,
Vadodara 390 007, India.

Reference No. - 1384301132

Sujit Vishwakarma

- Please note that while joining the services of the Bank and during the course of your services with the Bank, you would be required to notify the Bank immediately with details of civil or criminal case/s instituted against you in any Court of Law or any complaint/show cause notice /prosecution with/by any Police Station or by any statutory authority, as also you will notify any outcome of such complaint like filing of Chargesheet /Arrest/Conviction/Acquittal/Discharge. Any act in breach of this term would entail initiation of appropriate action as deemed fit by the Bank.
- The Bank expects resolution of issue/s relating to your employment, if any, within the framework internally, at all times during your service period and even after cessation of service due to any reason whatsoever. As such please note that any attempt to bring any outside influence - directly or indirectly - upon any authority to further your interest/s in respect of matters pertaining to your services with the Bank would amount to breach of employment contract leading to initiation of appropriate action.
- Please note that during the course of your services with the Bank, you will not take part in any demonstration/agitation against the Bank and its official/s for or on behalf of any external bodies/political outfits- either as a member or as a sympathizer. Any act in contravention of the above would be treated as prejudicial to the interest and reputation of the Bank leading to initiation of appropriate action.
- **Termination of Employment:** Your services with the Bank are liable to be terminated:
 - Without assigning any reason and without giving any notice during probation period and after confirmation by giving thirty days' notice or on payment of thirty days' gross salary in lieu of the notice period and at any time during your services with the Bank in the event of
 - a) Any breach of the conditions mentioned in this letter on your part
 - b) You not successfully completing the degree programme within the stipulated timeline during the current academic year and non-submission of your certificate and mark sheet within 3 months of result announcement
 - c) Any incorrect information furnished by you like:
 - Mismatch in your previous employment data even for a day
 - Mismatch in your previous pay slip
 - Fake qualification certificates etc; and
 - d) Suppression of any material information by you.
 - e) Any breach of the Rules and Regulations of the Bank as applicable/may be made applicable to you from time to time.

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Old Padra Road,
Vadodara 390 007, India.



:4

Reference No. - 1384301132

Sujit Vishwakarma

• **General:**

- Your appointment and continuation in employment are subject to reference checks, successful completion of your course during the current academic year and submission of your certificate and mark sheet within 3 months of joining.
- You will be bound by the Rules and Regulations of the Bank.
- You will keep us informed of any change in your residential address.
- Your acceptance is taken as your understanding that the role in ICICI Bank may involve sales. You may be required to travel extensively as per the requirement of your job/role or as may be needed for the exigencies of the Bank. Also, that you further understand that your services in the Bank are transferrable in any location and profile including sales, across geographies as per organization requirements.

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

Yours sincerely,

RAJNISH SINHA

Digitally signed by RAJNISH SINHA
Date: 2022.08.08 11:31:04 +05:30
Reason: Offer Letter
Location: Mumbai

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

Signature of Applicant

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

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

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

Reference No. - 1384301132

Sujit Vishwakarma

Annexure:

Remuneration:

- Your Base Salary will be Rs. 99,600/- (Rupees Ninety Nine Thousand Six Hundred only) per annum.
- You will eligible for the Performance Linked Retention Pay, as per the policy of the Bank. Please note that there is no guaranteed performance bonus, subject to however provisions of the Payment of Bonus Act 1965, wherever applicable. The performance linked Retention pay would be payable to an employee only if the employee on the day of payout is on the rolls of the bank and he/she has not resigned and / or is serving notice period.

Supplementary Allowances:

- You will be eligible for a Supplementary Allowance of Rs. 1,28,964/- (Rupees One Lakh Twenty Eight Thousand Nine Hundred Sixty Four only) per annum. Supplementary allowance will include –Conveyance / Travel Allowance, LTA, Medical Reimbursement, Canteen and any other allowance. All the components of supplementary allowance are subject to limits and rules prescribed by Income tax act and policies of the bank.
- You will be eligible for HRA of Rs. 49,800/- (Rupees Forty Nine Thousand Eight Hundred only) per annum.
- The composition of supplementary allowance can be decided once in a year. The unexercised amount of the supplementary allowance will be paid to the employee subject to deduction of tax at source.

Superannuation Allowances:

- You will be eligible for a Superannuation Allowance of Rs. 14,940/- (Rupees Fourteen Thousand Nine Hundred Forty only) per annum.



:6:

Reference No. - 1384301132

Sujit Vishwakarma

Benefits:

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

Digitally signed by RAJNISH SINHA
Date: 2022.08.08 11:31:05 +05:30
Reason: Offer Letter
Location: Mumbai

Signature of Applicant

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

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



JOINING FORMALITIES

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

The login credentials are provided below:

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

Username: Registered email id or Applicant id

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

Following documents (Photocopies) are required to be uploaded:

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

Please note that you are required to attend Induction program (I-Banker) on your date of joining. You shall be communicated about the date, time and venue for induction program (I-Banker) by your Recruitment Manager.

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

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

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

Remuneration Details

Name : Sujit Vishwakarma
Position: Assistant Manager-II
Group: RETAIL BANKING GROUP

	Assistant Manager-II	
	Monthly	Annual
Basic	8300	99,600
HRA	4,150	49,800
Supplementary Allowance *	10,747	1,28,964
Superannuation Allowance	1245.00	14,940
Total	24,442	2,93,304
Retirals		
Retirals (PF, Gratuity) ***	2,491	29,892
Total Fixed	26,933	3,23,196
Performance Linked Retention Pay #	5,000	60,000
Total CTC	31,933	3,83,196

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

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

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

Date: 08-Aug-2022

Digitally signed by RAJNISH SINHA

Date: 2022.08.08 11:31:06 +05:30

Reason: Offer Letter

Location: Mumbai



PRIVATE AND CONFIDENTIAL

Reference No. - 1383830111

Applicant ID - 3937268

08-Aug-2022

Sameer Shaikh

Dear Sameer,

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

Please find enclosed the job offer letter.

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

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

E-Mail Address : lalita.ganesan@icicibank.com

Telephone No. :

Yours sincerely,

Lalita Ganesan

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

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

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



PRIVATE AND CONFIDENTIAL

Reference No. - 1383830111

Applicant ID - 3937268

08-Aug-2022

Sameer Shaikh

Dear Sameer,

We are pleased to make you an offer of appointment as Assistant Manager in ICICI Bank. You will be placed in SALARY at MUMBAI - PRABHADEVI_BR.

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

The following are the terms and conditions of the appointment.

Commencement/Term:

- You shall be required to join the Bank on or before 19-Jun-2019.
- You will be on probation for a period of one year or such extended period as may be decided by the Bank based on your performance during the probation period.
- On satisfactory completion of your probation period, including that of extended period, if any, you will be confirmed in the services of the Bank in writing.

Other Terms and Conditions of Service:

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

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

Tel.: (91-22) 2653 1414
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Vadodara 390 007, India.



PRIVATE AND CONFIDENTIAL

Reference No. - 1383830111
Sameer Shaikh

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

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

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

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

ICICI Bank Limited
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Reference No. - 1383830111

Sameer Shaikh

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

ICICI Bank Limited
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Old Padra Road,
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PRIVATE AND CONFIDENTIAL

Reference No. - 1383830111

Sameer Shaikh

• **General:**

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

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

Yours sincerely,

Karan Aggarwal
ASSISTANT SECURITY OFFICER

Digitally signed by KARAN AGGARWAL
Date: 2019.05.24 17:35:30 +05:30
Reason: Offer Letter
Location: Mumbai

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

Signature of Applicant

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

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

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

Reference No. - 1383830111

Sameer Shaikh

Annexure:

Remuneration:

- Your Base Salary will be Rs. 84,000/- (Rupees Eighty Four Thousand only) per annum.
- You will eligible for the Performance Linked Retention Pay, as per the policy of the Bank. Please note that there is no guaranteed performance bonus, subject to however provisions of the Payment of Bonus Act 1965, wherever applicable. Bonus/variable pay (including payment deferred for subsequent payouts) would be payable to an employee only if the employee on the day of payout is on the rolls of the bank and he/she has not resigned and/or is serving notice period.

Supplementary Allowances:

- You will be eligible for a Supplementary Allowance of Rs. 1,98,000/- (Rupees One Lakh Ninety Eight Thousand only) per annum. Supplementary allowance will include – HRA, Additional HRA, Conveyance / Travel Allowance, LTA, Medical Reimbursement, Canteen and any other allowance. All the components of supplementary allowance are subject to limits and rules prescribed by Income tax act and policies of the bank.
- The composition of supplementary allowance can be decided once in a year. The unexercised amount of the supplementary allowance will be paid to the employee subject to deduction of tax at source.

Superannuation Allowances:

- You will be eligible for a Superannuation Allowance of Rs. 12,600/- (Rupees Twelve Thousand Six Hundred only) per annum.



PRIVATE AND CONFIDENTIAL

Reference No. - 1383830111

Sameer Shaikh

Benefits:

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

Digitally signed by KARAN AGGARWAL
Date: 2019.05.24 17:35:30 +05:30
Reason: Offer Letter
Location: Mumbai

Signature of Applicant

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

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

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



PRIVATE AND CONFIDENTIAL

JOINING FORMALITIES

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

The login credentials are provided below:

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

Username: Registered email id or Applicant id

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

Following documents (xerox copies) are required to be uploaded:

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

Please note that you are required to attend Induction program (I-Banker) on your date of joining. You shall be communicated about the date, time and venue for induction program (I-Banker) by your Recruitment Manager.

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PRIVATE AND CONFIDENTIAL

Remuneration Details

Name: Sameer Shaikh

Position: Assistant Manager

Group: RETAIL BANKING GROUP

	Assistant Manager	
	Monthly	Annual
Basic	7000	84,000
Supplementary Allowance *	16,500	1,98,000
Superannuation Allowance **	1050	12,600
Total	24,550	2,94,600
Retirals		
Retirals (PF, Gratuity) ***	1,423	17,076
Total CTC	25,973	3,11,676
Performance Linked Retention Pay #	2,250	27,000
Total (incl PLRP)	28,223	3,38,676

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

*** Company contribution towards PF is 12% and Gratuity is 8.33%

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

Date: 24-May-2019

Digitally signed by KARAN AGGARWAL

Date: 2019.05.24 17:35:31 +05:30

Reason: Offer Letter

Location: Mumbai

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

Tel.: (91-22) 2653 1414
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Old Padra Road,
Vadodara 390 007, India.



PRIVATE AND CONFIDENTIAL

Reference No. - 1383835246

Applicant ID - 3932215

08-Aug-2022

Pallavi Rakhech

Dear Pallavi,

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

Please find enclosed the job offer letter.

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

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

E-Mail Address : lalita.ganesan@icicibank.com

Telephone No. :

Yours sincerely,

Lalita Ganesan

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

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CIN.: L65190GJ1994PLC021012

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



PRIVATE AND CONFIDENTIAL

Reference No. - 1383835246

Applicant ID - 3932215

08-Aug-2022

Pallavi Rakhech

Dear Pallavi,

We are pleased to make you an offer of appointment as Assistant Manager in ICICI Bank. You will be placed in SALARY at MUMBAI - PRABHADEVI_BR.

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

The following are the terms and conditions of the appointment.

Commencement/Term:

- You shall be required to join the Bank on or before 19-Jun-2019.
- You will be on probation for a period of one year or such extended period as may be decided by the Bank based on your performance during the probation period.
- On satisfactory completion of your probation period, including that of extended period, if any, you will be confirmed in the services of the Bank in writing.

Other Terms and Conditions of Service:

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

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ICICI Bank Towers
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Mumbai 400 051, India.

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Old Padra Road,
Vadodara 390 007, India.



PRIVATE AND CONFIDENTIAL

Reference No. - 1383835246

Pallavi Rakhech

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

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

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

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

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PRIVATE AND CONFIDENTIAL

Reference No. - 1383835246

Pallavi Rakhech

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

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PRIVATE AND CONFIDENTIAL

Reference No. - 1383835246

Pallavi Rakhech

• **General:**

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

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

Yours sincerely,

Karan Aggarwal
ASSISTANT SECURITY OFFICER

Digitally signed by KARAN AGGARWAL
Date: 2019.05.24 17:35:30 +05:30
Reason: Offer Letter
Location: Mumbai

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

Signature of Applicant

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

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PRIVATE AND CONFIDENTIAL

Reference No. - 1383835246

Pallavi Rakhech

Annexure:

Remuneration:

- Your Base Salary will be Rs. 84,000/- (Rupees Eighty Four Thousand only) per annum.
- You will eligible for the Performance Linked Retention Pay, as per the policy of the Bank. Please note that there is no guaranteed performance bonus, subject to however provisions of the Payment of Bonus Act 1965, wherever applicable. Bonus/variable pay (including payment deferred for subsequent payouts) would be payable to an employee only if the employee on the day of payout is on the rolls of the bank and he/she has not resigned and/or is serving notice period.

Supplementary Allowances:

- You will be eligible for a Supplementary Allowance of Rs. 1,98,000/- (Rupees One Lakh Ninety Eight Thousand only) per annum. Supplementary allowance will include – HRA, Additional HRA, Conveyance / Travel Allowance, LTA, Medical Reimbursement, Canteen and any other allowance. All the components of supplementary allowance are subject to limits and rules prescribed by Income tax act and policies of the bank.
- The composition of supplementary allowance can be decided once in a year. The unexercised amount of the supplementary allowance will be paid to the employee subject to deduction of tax at source.

Superannuation Allowances:

- You will be eligible for a Superannuation Allowance of Rs. 12,600/- (Rupees Twelve Thousand Six Hundred only) per annum.

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PRIVATE AND CONFIDENTIAL

Reference No. - 1383835246

Pallavi Rakhech

Benefits:

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

Signature of Applicant

Digitally signed by KARAN AGGARWAL
Date: 2019.05.24 17:35:30 +05:30
Reason: Offer Letter
Location: Mumbai

ICICI Bank Limited
ICICI Bank Towers
Bandra-Kurla Complex
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CIN.: L65190GJ1994PLC021012

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PRIVATE AND CONFIDENTIAL

JOINING FORMALITIES

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

The login credentials are provided below:

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

Username: Registered email id or Applicant id

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

Following documents (xerox copies) are required to be uploaded:

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

Please note that you are required to attend Induction program (I-Banker) on your date of joining. You shall be communicated about the date, time and venue for induction program (I-Banker) by your Recruitment Manager.

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PRIVATE AND CONFIDENTIAL

Remuneration Details

Name: Pallavi Rakhech

Position: Assistant Manager

Group: RETAIL BANKING GROUP

	Assistant Manager	
	Monthly	Annual
Basic	7000	84,000
Supplementary Allowance *	16,500	1,98,000
Superannuation Allowance **	1050	12,600
Total	24,550	2,94,600
Retirals		
Retirals (PF, Gratuity) ***	1,423	17,076
Total CTC	25,973	3,11,676
Performance Linked Retention Pay #	2,250	27,000
Total (incl PLRP)	28,223	3,38,676

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

*** Company contribution towards PF is 12% and Gratuity is 8.33%

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

Date: 24-May-2019

Digitally signed by KARAN AGGARWAL

Date: 2019.05.24 17:35:31 +05:30

Reason: Offer Letter

Location: Mumbai

ICICI Bank Limited
ICICI Bank Towers
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Vadodara 390 007, India.



PRIVATE AND CONFIDENTIAL

Reference No. - 1383845264

Applicant ID - 3932218

08-Aug-2022

Raj Kedare

Dear Raj,

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

Please find enclosed the job offer letter.

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

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

E-Mail Address : lalita.ganesan@icicibank.com

Telephone No. :

Yours sincerely,

Lalita Ganesan

ICICI Bank Limited
ICICI Bank Towers
Bandra-Kurla Complex
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PRIVATE AND CONFIDENTIAL

Reference No. - 1383845264

Applicant ID - 3932218

08-Aug-2022

Raj Kedare

Dear Raj,

We are pleased to make you an offer of appointment as Assistant Manager in ICICI Bank. You will be placed in SALARY at MUMBAI - PRABHADEVI_BR.

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

The following are the terms and conditions of the appointment.

Commencement/Term:

- You shall be required to join the Bank on or before 19-Jun-2019.
- You will be on probation for a period of one year or such extended period as may be decided by the Bank based on your performance during the probation period.
- On satisfactory completion of your probation period, including that of extended period, if any, you will be confirmed in the services of the Bank in writing.

Other Terms and Conditions of Service:

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

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Reference No. - 1383845264

Raj Kedare

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

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

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

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

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PRIVATE AND CONFIDENTIAL

Reference No. - 1383845264

Raj Kedare

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

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Vadodara 390 007, India.



PRIVATE AND CONFIDENTIAL

Reference No. - 1383845264

Raj Kedare

• **General:**

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

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

Yours sincerely,

Karan Aggarwal
ASSISTANT SECURITY OFFICER

Digitally signed by KARAN AGGARWAL
Date: 2019.05.24 17:35:30 +05:30
Reason: Offer Letter
Location: Mumbai

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

Signature of Applicant

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

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

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



PRIVATE AND CONFIDENTIAL

Reference No. - 1383845264

Raj Kedare

Annexure:

Remuneration:

- Your Base Salary will be Rs. 84,000/- (Rupees Eighty Four Thousand only) per annum.
- You will eligible for the Performance Linked Retention Pay, as per the policy of the Bank. Please note that there is no guaranteed performance bonus, subject to however provisions of the Payment of Bonus Act 1965, wherever applicable. Bonus/variable pay (including payment deferred for subsequent payouts) would be payable to an employee only if the employee on the day of payout is on the rolls of the bank and he/she has not resigned and/or is serving notice period.

Supplementary Allowances:

- You will be eligible for a Supplementary Allowance of Rs. 1,98,000/- (Rupees One Lakh Ninety Eight Thousand only) per annum. Supplementary allowance will include – HRA, Additional HRA, Conveyance / Travel Allowance, LTA, Medical Reimbursement, Canteen and any other allowance. All the components of supplementary allowance are subject to limits and rules prescribed by Income tax act and policies of the bank.
- The composition of supplementary allowance can be decided once in a year. The unexercised amount of the supplementary allowance will be paid to the employee subject to deduction of tax at source.

Superannuation Allowances:

- You will be eligible for a Superannuation Allowance of Rs. 12,600/- (Rupees Twelve Thousand Six Hundred only) per annum.

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PRIVATE AND CONFIDENTIAL

Reference No. - 1383845264

Raj Kedare

Benefits:

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

Signature of Applicant

Digitally signed by KARAN AGGARWAL
Date: 2019.05.24 17:35:30 +05:30
Reason: Offer Letter
Location: Mumbai

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

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Vadodara 390 007, India.



PRIVATE AND CONFIDENTIAL

JOINING FORMALITIES

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

The login credentials are provided below:

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

Username: Registered email id or Applicant id

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

Following documents (xerox copies) are required to be uploaded:

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

Please note that you are required to attend Induction program (I-Banker) on your date of joining. You shall be communicated about the date, time and venue for induction program (I-Banker) by your Recruitment Manager.

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PRIVATE AND CONFIDENTIAL

Remuneration Details

Name: Raj Kedare

Position: Assistant Manager

Group: RETAIL BANKING GROUP

	Assistant Manager	
	Monthly	Annual
Basic	7000	84,000
Supplementary Allowance *	16,500	1,98,000
Superannuation Allowance **	1050	12,600
Total	24,550	2,94,600
Retirals		
Retirals (PF, Gratuity) ***	1,423	17,076
Total CTC	25,973	3,11,676
Performance Linked Retention Pay #	2,250	27,000
Total (incl PLRP)	28,223	3,38,676

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

*** Company contribution towards PF is 12% and Gratuity is 8.33%

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

Date: 24-May-2019

Digitally signed by KARAN AGGARWAL

Date: 2019.05.24 17:35:31 +05:30

Reason: Offer Letter

Location: Mumbai

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

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PRIVATE AND CONFIDENTIAL

Reference No. - 1383848542
Applicant ID - 3936589

08-Aug-2022

Anjali Yadav

Dear Anjali,

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

Please find enclosed the job offer letter.

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

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

E-Mail Address : lalita.ganesan@icicibank.com

Telephone No. :

Yours sincerely,

Lalita Ganesan

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

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Old Padra Road,
Vadodara 390 007, India.



PRIVATE AND CONFIDENTIAL

Reference No. - 1383848542

Applicant ID - 3936589

08-Aug-2022

Anjali Yadav

Dear Anjali,

We are pleased to make you an offer of appointment as Assistant Manager in ICICI Bank. You will be placed in SALARY at MUMBAI - PRABHADEVI_BR.

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

The following are the terms and conditions of the appointment.

Commencement/Term:

- You shall be required to join the Bank on or before 19-Jun-2019.
- You will be on probation for a period of one year or such extended period as may be decided by the Bank based on your performance during the probation period.
- On satisfactory completion of your probation period, including that of extended period, if any, you will be confirmed in the services of the Bank in writing.

Other Terms and Conditions of Service:

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

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PRIVATE AND CONFIDENTIAL

Reference No. - 1383848542

Anjali Yadav

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

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

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

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

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PRIVATE AND CONFIDENTIAL

Reference No. - 1383848542

Anjali Yadav

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

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PRIVATE AND CONFIDENTIAL

Reference No. - 1383848542

Anjali Yadav

• **General:**

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

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

Yours sincerely,

Karan Aggarwal
ASSISTANT SECURITY OFFICER

Digitally signed by KARAN AGGARWAL
Date: 2019.05.24 17:35:30 +05:30
Reason: Offer Letter
Location: Mumbai

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

Signature of Applicant

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

Tel.: (91-22) 2653 1414
Fax: (91-22) 2653 1122
Website www.icicibank.com
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PRIVATE AND CONFIDENTIAL

Reference No. - 1383848542

Anjali Yadav

Annexure:

Remuneration:

- Your Base Salary will be Rs. 84,000/- (Rupees Eighty Four Thousand only) per annum.
- You will be eligible for the Performance Linked Retention Pay, as per the policy of the Bank. Please note that there is no guaranteed performance bonus, subject to however provisions of the Payment of Bonus Act 1965, wherever applicable. Bonus/variable pay (including payment deferred for subsequent payouts) would be payable to an employee only if the employee on the day of payout is on the rolls of the bank and he/she has not resigned and/or is serving notice period.

Supplementary Allowances:

- You will be eligible for a Supplementary Allowance of Rs. 1,98,000/- (Rupees One Lakh Ninety Eight Thousand only) per annum. Supplementary allowance will include – HRA, Additional HRA, Conveyance / Travel Allowance, LTA, Medical Reimbursement, Canteen and any other allowance. All the components of supplementary allowance are subject to limits and rules prescribed by Income tax act and policies of the bank.
- The composition of supplementary allowance can be decided once in a year. The unexercised amount of the supplementary allowance will be paid to the employee subject to deduction of tax at source.

Superannuation Allowances:

- You will be eligible for a Superannuation Allowance of Rs. 12,600/- (Rupees Twelve Thousand Six Hundred only) per annum.

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PRIVATE AND CONFIDENTIAL

Reference No. - 1383848542

Anjali Yadav

Benefits:

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

Signature of Applicant

Digitally signed by KARAN AGGARWAL
Date: 2019.05.24 17:35:30 +05:30
Reason: Offer Letter
Location: Mumbai

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Vadodara 390 007, India.



PRIVATE AND CONFIDENTIAL

JOINING FORMALITIES

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

The login credentials are provided below:

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

Username: Registered email id or Applicant id

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

Following documents (xerox copies) are required to be uploaded:

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

Please note that you are required to attend Induction program (I-Banker) on your date of joining. You shall be communicated about the date, time and venue for induction program (I-Banker) by your Recruitment Manager.

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Vadodara 390 007, India.



PRIVATE AND CONFIDENTIAL

Remuneration Details

Name: Anjali Yadav

Position: Assistant Manager

Group: RETAIL BANKING GROUP

	Assistant Manager	
	Monthly	Annual
Basic	7000	84,000
Supplementary Allowance *	16,500	1,98,000
Superannuation Allowance **	1050	12,600
Total	24,550	2,94,600
Retirals		
Retirals (PF, Gratuity) ***	1,423	17,076
Total CTC	25,973	3,11,676
Performance Linked Retention Pay #	2,250	27,000
Total (incl PLRP)	28,223	3,38,676

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

*** Company contribution towards PF is 12% and Gratuity is 8.33%

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

Date: 24-May-2019

Digitally signed by KARAN AGGARWAL

Date: 2019.05.24 17:35:31 +05:30

Reason: Offer Letter

Location: Mumbai

ICICI Bank Limited
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LIFE ELECTRICALS PVT LTD

C-15 NICE Area, MIDC Satpur, Nashik

Manufacturers & Suppliers of LT & MV Switchgear Panels and Control Panel Components.

Mob: 8793778588 Email: lifeelectricals1@gmail.com

16 May 2022

To,

Mr. Nilesh Madhukar Wadile

Plot No. 35, Samarth Nagar,

Tapovan Road, kathegalli,

Dwarka, Nashik

Subject: Offer of Employment

Dear Mr. Nilesh,

This has Reference to your application for employment and the subsequent discussion we had with you. We are Pleased to inform you that you have been selected to work with us in our Purchase Department as a "Manager" at C-15 NICE MIDC Satpur, Nashik on terms and condition mutually discussed and agreed by you.

As Agreed you are expected to join the services on or before 16/04/2022, if you fail to join your duties as per the stipulated time, this offer will stand withdrawn without further communication to you.

You shall be paid Total Gross Salary 38000/- per month. This total amount will be broken up into various heads such as Basic salary, HRA, and other allowances. Your contribution towards PF, ESIC as applicable will be deducted from your salary.

Before joining please produce following documents

1. Qualification certificate
2. Experience certificate and last month salary slip
3. Photo ID and address proof
4. Four passport size photo

Letter of appointment will be issued to you on your joining duties. We now look forward for your early joining with us and hope that this will be the beginning of long and mutual beneficial association.

With best wishes,

For Life Electricals.

Ganesh R. Bhosale

(Director)



I understand hereby accept all terms and conditions of this offer letter after having understand the same.

Signature

Name: Mr. Nilesh Madhukar Wadile

Mr/Ms SHUBHAM BAJIRAO JADHAV
FLAT - 204 SHRADDHA PARK
SAUBHAGYA NAGAR, LAM ROAD, NASHIK ROAD.

Nashik
Maharashtra 422101

Subject: Offer for the Position of Executive - Operations, Auto Sector - Stores & Linefeed- M&M A&E Business

Dear SHUBHAM BAJIRAO JADHAV,

This has reference to your application and the subsequent interviews you had with us.

We are pleased to offer you the position of **Executive - Operations-Auto Sector - Stores & Linefeed**, in the **M&M A&E Business** with **Mahindra Logistics Limited** at **Nashik Plant I, Nashik, Maharashtra, India, (West 1)**. You will be given a Letter of Appointment having all the terms and conditions on your joining. Your salary details are as per attached **Annexure A**.

Your appointment is subject to:

1. You are joining the services of the company on or before **19-05-2022**
2. Your written acceptance of the offer letter.
3. The verification of your testimonials.
4. We are receiving satisfactory reports from your references.

You need to submit documents on the day of joining as mentioned in **M.L. Joining Kit Forms** attached along with the offer letter. Please refer to the attachment for further details.

You will be on probation for a period of six months from the date of joining and this can be extended for a further period at the Company's discretion. During the probationary period, your services can be terminated with two week's notice on either side. However, completion of six months of probation does not entitle you or result in automatic confirmation of your employment, unless the Company confirms your employment in writing.

Please confirm your acceptance of the above terms and conditions when you accept the offer. We look forward to you joining our team and hope it is the beginning of a mutually fulfilling association.

For Mahindra Logistics Ltd.



For Edwin Lobo
Vice President - Human Resources, Administration & CSR
17-05-2022

Annexure A

Company: Mahindra Logistics Limited

Grade: L100

Designation: Executive - Operations

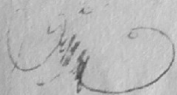
Location: Nashik Plant I, Nashik, Maharashtra, India (West 1)

CTC: 3,06,000

SALARY COMPUTATION		
Components	Per Annum	Per Month
Monthly Earnings		
Basic	1,68,000	14,000
Hra	8,400	700
Balance Flexi Pay	56,664	4,722
Education Allowance	2,400	200
Monthly Earnings Total	2,35,464	19,622
Statutory Components		
Provident Fund	21,600	1,800
Gratuity	9,336	778
Statutory Components Total	30,936	2,578
Annual Allowances		
Bonus	33,600	2,800
Annual Allowance Total	33,600	2,800
Cost to company	3,00,000	25,000
Reimbursements		
Mobile Reimbursement	6,000	500
Reimbursement Total	6,000	500
Cost to company including Reimbursements	3,06,000	25,500

The Bonus/ Ex-gratia shall be paid in 12 monthly installments in advance along with the monthly salary. In case you are covered by the payment of bonus act, 1965 these installments will be treated as advance towards bonus payable under the Act.

For Mahindra Logistics Ltd.



For Edwin Lobo

Vice President - Human Resources, Administration & CSR

17-05-2022

Mahindra Logistics Limited

Date: September 09, 2022

Soniya Borase

CIDCO Nashik

Maharashtra India

Subject: Offer Cum Appointment Letter

Dear Soniya,

With reference to your application and the subsequent interview, we are pleased to offer you a promising career with us. Your appointment with HDFC Life Insurance Company Limited ("Company") will be subject to your agreement / acceptance of the terms and conditions as defined therein, else the letter shall automatically stand invalidated without any further obligation on the part of the Company. The details of the terms and conditions are as mentioned below:

Designation: SDM - Corporate Agency

Department: Bancassurance - Alliances

Organizational Band / Grade: J3

Location: Nasik - City Plaza

Date of Joining: Within 15 days of September 26, 2022

Job Detail

Although your normal work will consist of the duties and business targets as assigned to you from time to time, which shall be achieved by you to the satisfaction of the Company; you may at any time be called upon to discharge any other duties which in the opinion of the Company are within capacity to discharge and you will forthwith undertake to discharge those duties with diligence and care.

Compensation & other Benefits

1. Your annual emoluments will be **3,00,000** per annum on Cost to Company basis. The brief details of which are shown in Annexure-1. The Company will deduct taxes and other statutory dues as may be applicable from time to time from the remuneration payable to you.
2. Your Variable Pay for performance (VPP) is subject to your individual performance as well as Company's performance (as declared by the Company from time to time).
3. Based on your grade entitlement and as per the rules and policies determined by the Company from time to time, you will participate in:

HDFC Life Insurance Company Limited

Corporate & Registered Office:

13th Floor, Lodha Excelus, Apollo Mills Compound,
N. M. Joshi Marg, Mahalaxmi, Mumbai - 400 011.

CIN: L65110MH2000PLC328245

+91 22 6751 6666

1860-267-9999

Available Mon-Sat from 10am to 7 pm (Local Charges apply)
DO NOT prefix any country code e.g. +91 or 00.

www.hdfclife.com



Date: September 09, 2022

Sudarshan Ashok Kasar
N 41 C D 1 14 10,
HEDGEWAR NAGAR
TRIMURTI CHOWK, Cidco
nashik, Nashik - 422009,
Maharashtra, India

Subject: Offer Cum Appointment Letter

Dear Sudarshan,

With reference to your application and the subsequent interview, we are pleased to offer you a promising career with us. Your appointment with HDFC Life Insurance Company Limited ("Company") will be subject to your agreement / acceptance of the terms and conditions as defined therein, else the letter shall automatically stand invalidated without any further obligation on the part of the Company. The details of the terms and conditions are as mentioned below:

Designation: SDM - Corporate Agency

Department: Bancassurance - Alliances

Organizational Band / Grade: J3

Location: Nasik - City Plaza

Date of Joining: Within 15 days of September 26, 2022

Job Detail

Although your normal work will consist of the duties and business targets as assigned to you from time to time, which shall be achieved by you to the satisfaction of the Company; you may at any time be called upon to discharge any other duties which in the opinion of the Company are within capacity to discharge and you will forthwith undertake to discharge those duties with diligence and care.

Compensation & other Benefits

1. Your annual emoluments will be **3,00,000** per annum on Cost to Company basis. The brief details of which are shown in Annexure-1. The Company will deduct taxes and other statutory dues as may be applicable from time to time from the remuneration payable to you.
2. Your Variable Pay for performance (VPP) is subject to your individual performance as well as Company's performance (as declared by the Company from time to time).
3. Based on your grade entitlement and as per the rules and policies determined by the Company from time to time, you will participate in:

HDFC Life Insurance Company Limited

Corporate & Registered Office:

13th Floor, Lodha Excelus, Apollo Mills Compound,
N. M. Joshi Marg, Mahalaxmi, Mumbai - 400 011.

CIN: L65110MH12000PLC328245

+91 22 6751 6666

1860-267-9999

Available Mon-Sat from 10am to 7 pm (Local Charges apply)
DO NOT prefix any country code e.g. +91 or 00.

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- a. The Provident Fund Scheme and other retirement schemes, if any. The statutory Provident Fund (PF) contribution by the Company and your contributions (or deductions from your payroll) would follow the prevailing PF rules at the time.
 - b. Medical Hospitalisation Scheme, as applicable
 - c. Group Term Insurance plan, as applicable
 - d. Gratuity: You will be entitled to gratuity as per 'Payment of Gratuity Act, 1972'.
 - e. Employees State Insurance Corporation: You will be entitled to the benefits under Employees State Insurance Corporation Act, 1948 depending on your eligibility.
4. The Company in line with its business requirement or based on your performance as applicable to you from time to time reserves the right in its sole discretion to effect change in the compensation structure or its components.
 5. All matters pertaining to compensation on your joining or thereafter is to be maintained under strict confidentiality and not shared with any third party.

Probation Period

6. You will be on probation for a period of 6 months from the date of your joining the Company, which may be extended in case it is found necessary by the Company. You will continue to be on probation unless specifically confirmed in writing.

Your confirmation in the Company would be based on your performance, which would be evaluated at the end of 3rd and 6th month from the date of your joining or at the end of extension period. While on probation, your services can be terminated at any time by either party, with notice of 15 Days without assigning any reason whatsoever. However, to mitigate organizational risks, if any, the company's decision will be final and binding in this regards.

Transfer

7. Although you are initially appointed at our Nasik - City Plaza, the Company may at its discretion transfer your services either temporarily or permanently to any other location or department of the Company or to any of its affiliates, subsidiaries, or any of their branches and you shall comply with all directions and instructions in that behalf. While on your transfer, you will be governed by the rules, regulations and conditions of service as applicable.

Leave

8. You will be eligible for leave as per the rules of the Company applicable from time to time.

Retirement

9. You will automatically retire on attaining the age of 58 years and that no further notice whatsoever to you will be necessary in this regard. The last day of the month when you attain the age of 58 years would be considered as your relieving date.

Conflict of interest

HDFC Life Insurance Company Limited

Corporate & Registered Office:

13th Floor, Lodha Excelus, Apollo Mills Compound,
N. M. Joshi Marg, Mahalaxmi, Mumbai - 400 011.

CIN: L65116MH2900PLC128245

+91 22 6751 6666

1860-267-9999

Available Mon-Sat from 10am to 7 pm (Local Charges apply)
DO NOT prefix any country code e.g. +91 or 00.

www.hdfclife.com



29

COURTYARD®

BY MARRIOTT

July 20, 2022

Vishal Jadhav
Nashik

Dear Vishal,

On behalf of *Shweta Infrastructure Pvt. Ltd.* As owners of Courtyard by Marriott Nashik, we are pleased to offer you the position of "Income Auditor Executive" with effect from **August 18, 2022**.

However, this offer is subject to you being declared medically fit by the Company's Doctor and satisfactory references from your Referees.

The break-up of your salary and details of benefits are mentioned in the attached 'Details of Compensation & Benefits'.

Your letter of appointment will be issued to you on joining the property.

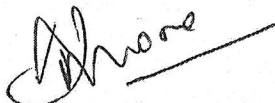
Please report to the Human Resources Department at **09:00 am** with the photocopies of the following documents:

- 8 passport-sized photographs
- Proof of Date of Birth (Birth certificate / Passport)
- Proof of address (Ration Card, Voters ID)
- Govt. certified Photo Identification (Passport/ Driver's License / Aadhar Card Including full Family)
- Photocopies of Educational Qualifications
- Previous work experience (if any)
- Last drawn salary slip (if any)
- Photocopy of Marriage Certificate (if married)
- PAN Card (Compulsory)
- Police Verification

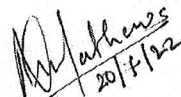
If the above terms are acceptable to you, as a token of acceptance, please sign the enclosed duplicate copy of this letter.

Welcome aboard!

Yours sincerely,



Amol More
Hotel Manager



Nigel Mathews
Human Resources Executive

Candidate's acknowledgement:

Agreed & Accepted by _____ on _____

Courtyard by Marriott® Nashik

Near Mumbai Naka, Mumbai – Agra National Highway Nashik - 422001, Maharashtra, India
Board line +91 02536666555 | Fax +91 02536666555 | www.courtyardnashik.com www.marriott.com

Registered Office: Shweta Infrastructure & Housing (I) Pvt. Ltd., CIN: U45200MH2005PTC155493, Samraat HQ, A-33, NICE Area, Street No 7, Satpur MIDC, Nashik Maharashtra - 422007

DETAILS OF COMPENSATION & BENEFITS
VISHAL JADHAV - INCOME AUDITOR EXECUTIVE

Salary	As per property monthly payslip and subject to statutory deductions & income tax:	
	Basic	11,277
	House Rent Allowance	11,277
	Gross Salary	22,553
Benefits	Employer's PF Contribution	1,353
	Total Remuneration (Cost To Company)	23,906
Probation:	3 Months	
Medical and Insurance:	You will be eligible to participate in the Hotel's health insurance scheme- Mediclaim Insurance for self & family (spouse and two children) Personal Accident Insurance for self.	
Annual Leave, Holidays and Days Off:	<p>In accordance with the Leave policy in practice as on your date of joining and revised from time to time based on business needs. However, if you leave the organization, then any unavailed leave will be encashed on gross salary (on basic if duration of service is less than a year) up to a maximum of 30 days. Paid Leave entitlement will be 1.5 for Managers & Executives per calendar year on pro-rata basis.</p> <p>Apart from the above, you will be also entitled on pro-rata basis for 04 National and 08 Festival Holidays as per the list issued by the Hotel at the beginning of each year.</p> <p>You will be entitled to six (6) days off in a month, as per Marriott India policy.</p>	
Gratuity:	Is applicable in accordance with the Act.	
Provident Fund:	You will be eligible to participate in the local provident fund scheme as per Hotel policy.	
Training	A commitment of a minimum of 50 hours of training per year.	

Courtyard by Marriott® Nashik

Near Mumbai Naka, Mumbai - Agra National Highway Nashik - 422001, Maharashtra, India
Board line +91 02536666555 | Fax +91 02536666555 | www.courtyardnashik.com www.marriott.com

Registered Office: Shweta Infrastructure & Housing (I) Pvt. Ltd., CIN: U45200MH2005PTC155493, Samraat HQ, A-33, NICE Area, Street No 7, Satpur MIDC, Nashik Maharashtra - 422007

COURTYARD®

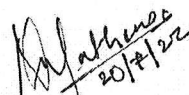
BY MARRIOTT

Confidentiality:	You shall not disclose, divulge or communicate in any manner, any information regarding your compensation to any employee of the Company, or anyone outside the Company, except your Department Head or Human Resource Manager.
Duties & Responsibilities:	You shall devote your working time and effort to the business of the Hotel.

This attachment is and forms part of the offer letter dated July 20, 2022



Amol More
Hotel Manager



Nigel Mathews
Human Resources Executive

Candidate's acknowledgement:

Agreed & Accepted by _____ on _____

Courtyard by Marriott® Nashik

Near Mumbai Naka, Mumbai – Agra National Highway Nashik - 422001, Maharashtra, India
Board line +91 02536666555 | Fax +91 02536666555 | www.courtyardnashik.com www.marriott.com

Registered Office: Shweta Infrastructure & Housing (I) Pvt. Ltd., CIN: U45200MH2005PTC155493, Samraat HQ, A-33, NICE Area,
Street No 7, Satpur MIDC, Nashik Maharashtra - 422007

FIXED TERM CONTRACT OF EMPLOYMENT

Dear **Rakesh Ravindra Nikam**,

We are pleased to offer you employment in our organization as **Sales Officer Trainee**, for a fixed period of employment, on the following terms and conditions:

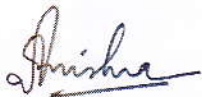
1. Your contract of employment shall be valid from **09 Sep 2021 to 08 Sep 2022** Notwithstanding this, in the event of the project/ work for which you are being employed comes to an end before the aforementioned period, this contract shall be co-terminus with the aforementioned Project/work. At the end of the above referred period, the contract will stand terminated automatically without any notice or communication to you, unless they are explicitly extended by us by a letter in writing.
2. Notwithstanding anything above, depending upon the aforementioned project/work, the Company reserves its right to extend your temporary appointment for such period or periods as may be necessary depending upon the exigencies relatable to the work for which you are hereby engaged. In that event, the Company shall in writing extend your temporary assignment on the terms as may be indicated in such letter and in the event of your acceptance of such extension of the assignment you shall be governed by such terms and conditions as may be indicated therein
3. During the period of the fixed contract, your services could be deputed at the sole discretion of the Management to any of our client's company to do work pertaining to or incidental to the clients business
4. Details of your salary break up with components are as per the enclosure.
5. You will be eligible for leave as per the company policy, during the period of your contract of employment.
6. You will be entitled to all statutory benefits wherever applicable during the fixed period of contract.
7. **The contract shall be terminable by either party giving 30 days notice in writing or salary in lieu of notice, to the other.**

We are consciously endeavoring to build an atmosphere of trust, openness, responsiveness, autonomy, and growth among all members of the CIEL HR family. As a new entrant, we would like you to whole-heartedly contribute to this process.

As a token of your acceptance of the above terms and conditions, you are requested to sign the duplicate copy of this letter and return it to us.

With warm regards,

Yours truly,
For CIEL HR Services Pvt Ltd.



Aditya Narayan Mishra
CEO

I hereby accept the above-mentioned terms and conditions

Signature:

Date:

Dear **Rakesh Ravindra Nikam**,**DEPUTATION**

Further to clause 3 of your letter of employment, we are pleased to advise you that your services are being deputed to SeedWorks International Private Limited with effect from **09 Sep 2021**. The terms and conditions of your deputation will be as follows:

1. You will, with effect from **09 Sep 2021**, be required to work at our client's office/premises at any of their locations.
2. During the tenure of the deputation, you will continue to be an employee of CIEL HR.
3. In the day to day functioning or responsibilities, you will receive instructions from SeedWorks International Private Limited and will undertake to abide by any suggestions, etc. given by any assigned person(s).
4. You shall also abide by any training that may be offered to you by SeedWorks International Private Limited.
5. You shall be bound to follow the working hours of SeedWorks International Private Limited.
6. You shall take care not to disclose confidential information/trade secrets, etc that you may come across in the course of your responsibilities to anyone outside our client and use such information only in connection with the service provided to SeedWorks International Private Limited.
7. You shall at no point of time stake any claim or right to claim employment, damage, loss or compensation of any sort whatsoever against our client. This arrangement is purely a contractual agreement between CIEL HR and SeedWorks International Private Limited for the time specified.
8. You shall not engage in any act subversive of discipline in the course of your duty/ies in the property of SeedWorks International Private Limited or outside, and if you were at any indulging in such act/s, we reserve the right to initiate disciplinary action as is deemed fit, against you.
9. You shall be responsible for protecting the property of SeedWorks International Private Limited entrusted to you in the due discharge of your duties and shall indemnify SeedWorks International Private Limited when there is a loss of any kind to the said property.
10. On termination of services or resignation, you shall return all intellectual property, confidential & proprietary information, including but not limited to any visiting cards, textual, visual and audio visual content, brand logos / identity, trademarks, pictures, website images, pamphlets, brand books and related electronic files, etc. of the company and / or its clients (collectively referred to as "Client Material") in your custody or control. Please be advised that appropriate legal action may be initiated against you, for any failure to return such Client Material or in case of any misuse or misrepresentation of the same and in case of any breach with respect of this clause.
11. The Company incurs considerable recruitment & onboarding costs and in case If you leave the company without serving at least 20% of your project tenure , then you are liable to pay 10% of the project CTC payable to you, to the company, as liquidated damages. The full and final settlement will be done only after the adjustment of this amount.

All the other terms and conditions of your employment remain unchanged.

Please sign the duplicate copy of this letter as a token of having read and acknowledged the contents and return it to us.

With warm regards,
Yours truly,
For CIEL HR Services Pvt Ltd.



Aditya Narayan Mishra
CEO

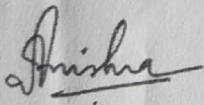
I hereby accept the above-mentioned terms and conditions

Name	Rakesh Ravindra Nikam	Location	Chalisgaon
Designation	Sales Officer Trainee	Employee Code	78266
Father Name	Ravindra Nikam	DOB	14 Mar 1997
Period Of Employment	09 Sep 2021 to 08 Sep 2022		

Salary	Monthly CTC	Annual CTC
Basic	10076	120912
House Rent Allowance	4030	48360
Statutory Monthly Bonus	840	10080
Special Allowance	5206	62472
Gross Earning	20152	241824
Employer PF	1800	21600
Employer ESI	655	7860
PF EDLI	150	1800
CTC	22757	273084
PF	1800	21600
PT	200	2400
ESIC	152	1824
Gross Deduction	2152	25824
Net Pay	18000	216000

With warm regards,

Yours truly,
For CIEL HR Services Pvt Ltd.



Aditya Narayan Mishra
CEO

I hereby accept the above-mentioned terms and conditions

Signature:

Date:

Date : 16 Jun, 2022

To,

TAHIRA MAHAMOOD ANSARI
SANJEEVANI NAGAR, SARADWADI ROAD,
ASHWINATH BABA CHOWK, SINNAR NASHIK,
NASHIK-422103

Subject : Offer Letter for the post of Executive - OPERATIONS.

Dear **TAHIRA MAHAMOOD ANSARI,**

This has reference to your final round of interview undergone with our company on **14 Jun, 2022**. As you have successfully gone through the screening process of the company, let me have the pleasure of extending the below offer of employment to you on behalf of **NJ INDIAINVEST PVT. LTD.**. We are pleased to offer you the position of **Executive - OPERATIONS** at **Nasik Road**.

1. Your terms and conditions of appointment shall be governed by all organizational policies applicable to employees as amended from time to time and your roles and responsibilities shall be as determined and assigned to you by your superior(s), as per the requirements of the Company. You shall also be responsible to look after the work of the other functions assigned to you from your superiors as per the need of the organisation.
2. You shall be required to duly furnish details as required by the Company from time to time.
3. You hereby represent to the Company that your employment with the Company in terms of herein shall not be in conflict with any of your obligations towards any of your previous employers or other engagements.
4. You will be placed at **M8 Grade & OFFICER** Cadre. We are offering you annual Cost to Company ("CTC") worth Rs. **2,65,800/-**, of which the Fixed component shall be Rs. **2,12,640/-** (P.A.) and the variable component shall be upto Rs. **53,160/-** (P.A.) including annual performance incentive (Subject to performance), all the perks and other benefits. All pre-approved business development expenses will be reimbursed to you as per the defined limit on presentation of relevant supporting documents subject to approval by authorities. The detailed break-up of the CTC structure is attached herewith as Annexure – 1.
5. All statutory deductions will be made from your Annual CTC as per the Applicable laws, rules, guidelines issued by any Governmental, regulatory and/or Local authorities from time to time. All eligible employees will be considered annually for increment on Fixed monthly CTC.

Page 1 of 6

STOCK BROKING | DEPOSITORY SERVICES | NPS
FINANCIAL PRODUCT DISTRIBUTION: MUTUAL FUNDS | LOANS | PMS | REAL ESTATE

NJ India Invest Private Limited, Registered & Corporate Office: Block No. 901 & 902,
6th Floor, B Tower, Udhna Udyognagar Sangh Commercial Complex, Central Road No.10, Udhna, Surat - 394 210, Gujarat.
Phone: 0261 4025901 | E-mail: email@njgroup.in | Website: www.njwealth.in | CIN: U67120GJ2000PTC037674



6. Your appointment is subject to probation of minimum period of Six (6) months from the date of joining, as mentioned in Appointment Letter. However, the Company on its discretion can shorten or extend the said period as it deems fit. You shall not be entitled for any benefit such as paid leave, promotion or Increments, performance incentives, etc. during the probation period.
7. You shall keep the confidentiality of any knowledge or information you may acquire in the course of your employment with the Company relating to machinery used, technical know-how, sales, accounts, statistics, control systems, office processes, Agency operations, Taxation and other Statutory Authorities etc. You shall not share any trade secrets, organization methods and systems, internal policies and procedures to anyone. You shall not share or disclose any data and/or information of the company and/or its group entities to any one in any form. This confidential obligation shall be effective throughout your employment and even for period of 3 years after termination from employment.
8. All intellectual property rights, in tangible or electronic form made available to you or developed by you in the course of your employment shall be exclusively owned by the Company, even after termination of your employment.
9. On termination / resignation, you agree to handover all the properties of the Company and its group entities, lying with you without any demur or protest and you shall be bound to provide certificate in this behalf if required by the Company. Further, you shall discontinue using directly or indirectly any name, brand, logo etc. of the Company or its group entities and cease representing yourself having association with the Company.
10. You shall devote your full time and dedication to serving the organization and shall not undertake, employ or engage yourself into any other economic activity without written permission of the Head – Human Resources or any other person as authorised.
11. You shall not be allowed to carry on or get engaged into any business or profession which the company or its group entities are engaged into or that of a similar nature, directly or indirectly through any of your close relatives, without prior written permission of Head – Human Resources or any other person as authorised.
12. In any case, you are found guilty of any act or omission of misconduct, breach of organizational policies, act subversive of discipline, or found unsuitable for the above post, the Company reserves the rights to terminate your employment without giving any notice or money in lieu of notice. Independently company can terminate you by giving one month notice or salary in lieu of notice.
13. In case of resignation from your end, you shall be required to serve a prior written notice as per the below table or pay a CTC in lieu of such notice period. Notwithstanding, you shall not be considered for separation formalities unless you have handed over the properties and belongings to the Company in compliance of the terms tabled below:

Employee Separation Preference Matrix

Latest Cadre of Employee	Notice Period	Hand Over Period	In lieu of Notice Period
Support Staff & Officer	30 days	07 days	1 Month CTC
Junior Management	30 days	15 days	2 Month CTC
Managerial & Above	90 days	30 days	3 Months CTC

14. Before leaving the organization you agree to clear all your dues, liabilities and hand over all the assets of the company that you were using when you were on duty. If you fail to serve the notice period as mentioned herein, the company reserves rights to adjust the same against your full and final settlement.
15. The Company ensures to protect the confidentiality and privacy of all details of employees and will not be shared with anyone except under applicable laws.
16. You shall be subject to retirement from the employment of the Company on your attaining Sixty (60) years of age or any such age as prescribed under the applicable laws as amended from time to time. In support of your age, you will be required to produce a Birth Certificate or any other acceptable proof.
17. You agree and acknowledge that the Company reserves rights to transfer your place of reporting at any time to any branch or office on temporarily or permanent basis including new branch or office open later on.
18. The extant organizational policies, service rules and regulations of the Company in force from time to time shall govern your employment with the Company. You agree to abide at all times, by all instructions, guidelines, orders, rules and regulations issued by the Company. Policies, rules and regulation are available in Employee Manual.
19. Courts at Surat shall have exclusive jurisdiction to try any suit or dispute arising out of this offer or touching any matter regarding your employment hereunder.
20. You agree to furnish below details and certificates before your joining our Company :
 - [a] Service clearance certificate or relieving letter from your previous employer, if any.
 - [b] Last salary slip
 - [c] One recent passport size photo.
 - [d] Any other documents specifically demanded by Human Resource department.

You abide to provide all the documents, details, information to the Company, before the joining and during the course of employment, if any. All the information and documents provided by you are certified true and correct, else strict actions may be taken, including termination of services.

This Offer Letter is issued in digital format. You will have to E-sign this document as a token of your acceptance of all the terms & conditions contained in the Offer Letter. Failing which, it will be presumed without any further reference to you that you have not accepted the Offer and our Offer shall automatically stand withdrawn.

A candidate joining kit will be digitally generated for your candidate joining portal after your accept the offer letter. The details will be auto filled in from the personal information which you have entered in portal. You need to authorize candidate joining kit by doing E-sign on it. Your joining date will be determined only after we receive the requisite documents.

For and on behalf of,

NJ INDIAINVEST PVT. LTD.

*Digitally Signed by:
Name:DHAVAL BHASKARBHAI DESAI
Date: Fri Jun 17 12:39:38 IST 2022*



DHAVAL BHASKARBHAI DESAI

Head - Human Resource

I have taken due care of reading all the above mentioned terms and conditions and I accept all the rules and regulations of the company as mentioned in this Offer Letter. And I agree to abide by them all. I hereby confirm and declare that all the necessary documents submitted by me at the time of joining the organization are true and best to my knowledge and nothing material has been concealed therefrom. In case of any failure to comply with above, I understand that I will held responsible, and will co-operate with the Company to hold any disciplinary action taken in this regard. I also provide you the confirmation of my joining from below mentioned date:

TAHIRA MAHAMOOD ANSARI

This letter is digitally signed and does not require physical signature.

Job Description		
Function	OPERATIONS	
Sub-Function	BRANCH OPERATIONS	
Micro-Function	TRANSACTIONS	
Job Title / Designation	Executive	
Name of Employee	TAHIRA MAHAMOOD ANSARI	
SN.	Nature of work	Primary Role / KRA
1	DOER	MF / EXCHANGE / FD / BONDS TRANSACTION PROCESSING-ACCEPTANCE, AUDIT, ENTRY, SCANNING AND REJECTION MARKING.
2	DOER	TRANSACTION ENTRY IN SYSTEM, DAILY UPLOADING, SCANNING OF APPLICATION, ETC.
3	DOER	ACKNOWLEDGMENT COLLECTION AND SCANNING (MF & FD)
4	DOER	ASSISTING TRANSACTION DEPARTMENT IN UPDATING PENDING TARs.
5	DOER	NJ ACCOUNT REGISTRATION (TADA & PMS). FOLLOW-UP FOR PENDING REGISTRATION.
6	DOER	COURIER MANAGEMENT, MAINTAINING BRANCH EXPENSES, MAINTAINING PETTY CASH & DAILY UPLOADING.
7	DOER	ASSISTING NJCC IN QUERY SOLVING. LOCAL REJECTION MARKING, ASSISTING NJ CC IN QUERY SOLVING.
SN.	Nature of work	Secondary Role / KRA
1	DOER	MAINTAINING NON FINANCIAL TRANSACTION.
2	DOER	OFFICE ADMINISTRATION, ASSISTING PARTNERS, SALES SUPPORT.

Annexure – 1

Fix Cost to Company Structure				
No.	Earnings & Deductions	Monthly	Annual	% Share
1	Basic	13000.00	156000.00	
2	House Rent Allowance (HRA)	6.00	72.00	0.05
3	Leave Travel Allowance (LTA)	0.00	0.00	0.00
4	City Compensatory Allowance (CCA)	0.00	0.00	0.00
5	St. Bonus	2530.00	30360.00	20.00
6	Gross Salary (Sum of 1 to 5)	15536.00	186432.00	
7	Employer's PF Contribution 12% of Basic	1560.00	18720.00	12.00
8	Gratuity provision 4.8% of Basic	624.00	7488.00	4.80
9	Employer's Contribution to ESI 3.25% of Gross	0.00	0.00	0.00
10	Actual Salary for month (Sum of 7 to 9)	17720.00	212640.00	
11	Deductions of items 7+8+9	2184.00	26208.00	
12	Employee's PF Contribution 12% of Basic	1560.00	18720.00	12.00
13	Employee's contribution to ESI 0.75% of Gross	116.52	1398.24	0.75
14	Professional Tax	0.00	0.00	
15	TDS (Aprox)	0.00	0.00	
16	Net Take away Home Figure [Total of 10 - (Sum of 11 to 15)]	13859.48	166313.76	

Variable Cost to Company Structure				
No.	Reimbursements & Incentives	Monthly	Annual	
17	Performance Incentive (Depending on Performance)	-		53160.00
18	Total Variable Cost to Company	-		53160.00

19	Grand Total : Fix + Variable Cost to Company (Sum of 10 & 18)	-		265800.00
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We are offering you annual Cost to Company (“CTC”) worth **Rs. 265800/-** of which the Fixed component shall be **Rs. 212640/-** and the annual variable component shall be up to **Rs. 53160/-** including annual Performance incentive (Subject to Performance), all the perks and other benefits.

- ▶ Employee will be eligible for performance incentive in a particular year subject to he / she gets confirmed on or before 31st March of the respective financial year.
- ▶ You will be eligible for Performance Incentives up to 3 monthly CTC subject to performance. The incentives will be disbursed on the number of months worked in the financial year i.e. on proportionate basis.
- ▶ The TDS figures mentioned in point No. 15 is calculated considering Old Tax Regime. It may change depending upon your income slab and investment declaration made. Professional Tax is not calculated in this structure. It will be deducted as per the State P. Tax slabs.
- ▶ You will be entitled for Mediclaim Policy covering Self, Spouse & kids (max. 2), if not covered in ESIC.
- ▶ You will also be entitled for a Life Insurance cover of Rs. 10,00,000/- & Personal Accident cover of Rs. 5,00,000/-.
- ▶ You shall be entitled for Conveyance Allowance (Local) of Rs. 3.5/- per KM for whatever travelling you do for business development.
- ▶ Company may provide a Sim Card (If Eligible) and no handset for business communications. Company shall bear bill amounting up to Rs.1500/-, if more will be adjusted from your salary. Ownership of the Sim card will be of company.

TAHIRA MAHAMOOD ANSARI

STOCK BROKING | DEPOSITORY SERVICES | NPS
FINANCIAL PRODUCT DISTRIBUTION: MUTUAL FUNDS | LOANS | PMS | REAL ESTATE

NJ India Invest Private Limited, Registered & Corporate Office: Block No. 901 & 902,
 6th Floor, B Tower, Udhna Udyognagar Sangh Commercial Complex, Central Road No.10, Udhna, Surat - 394 210, Gujarat.
 Phone: 0261 4025901 | E-mail: email@njgroup.in | Website: www.njwealth.in | CIN: U67120GJ2000PTC037674





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: **15/May/2019**

Name: **Dhiraj Kailas Vhanmane**
Address: **Home No 4072, Juni Panyachi Taki Budhwarpeth Nashik 422001**
Employee ID: **100465343**

Subject: FIXED TERM CONTRACT

Dear Dhiraj Kailas Vhanmane,

With reference to your appointment with **ManpowerGroup Services India Pvt. Ltd.**, we have pleasure in offering you the position of **SEC** in our organization on a Fixed Term Contract basis. The detail of the offer is as follow:

Start date of Assignment: **15/May/2019**
End date of Assignment: **30/Nov/2019**
Gross Salary per month: **20855**

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
Dhiraj Kailas
Vhanmane

PMEA /HR /FTE /JUN01/2022

Date: June 01st , 2022

Fixed Term Employment

To,

Mr. Pradeep Dinanath Rai,
Plot No. 24 Rai Niwas Ambad Link Rd,
Sanjeev Nagar, Chunchale Nashik - 422010

Dear Mr. Pradeep,

With reference to the interview you had with us; the management is pleased to appoint you in our organization as FTE in HR Department at Sinnar location with effect from 01st June 2022. The terms and conditions of your employment will be as under:-

1. You have been appointed to meet the additional work load requirements of the organization which has arisen out of new project / additional activity.
2. Your appointment would be for a fixed period of **12 Months** effective from **01st June 2022** and shall automatically come to an end on **31st May 2023**. unless renewed by the Company for future period of **Three month** or terminated earlier.
3. The work to be carried out by you is not of regular nature and is likely to last only till the further instruction received from your seniors time to time.
4. You shall work as a "Trainee" in HR Department and carry out the instructions given to you by your superior from time to time.
5. You shall be paid monthly emoluments as per attached Annexure - A

6. You shall not be entitled to any other allowances, or pay, or any other benefits as may be of the organization payable to the regular employee of the organization. You shall not be governed by the provisions of the settlement as applicable to the permanent employee and as in operation.

C/O



H. O. : Unit No. 406, 4th Floor, Bldg No. 6, Western Edge-II, Magathane Borivali (E) Mumbai-400066, Maharashtra, India,
Tel. No. 022-28704417, Visit us at : www.pmealtd.com CIN No.: U29219MH2006PTC161285
Unit - I : W-12, MIDC, Satpur Nashik - 422 007, Tel. No.: 0253 - 6697902 / 03.
Unit - II : B-78 MIDC, Ambad, Nashik - 422 010, Tel. No. : 0253 - 6697929.
Unit - III : E-20/1, MIDC, Malegaon, Sinnar, Nashik - 422 113, Tel. No. 02551 - 230775
UNIT IV : F-15, MIDC, Malegaon, Sinnar Nashik- 422 113, Tel No 02551-230405
UNIT V : Gat No .200/2, Mahalunge, Khed, Pune -410501

7. Be it clearly understood and agreed that your appointment is for a specific period as stated above and no notice or pay in lieu thereof or retrenchment compensation will be payable to you by the management at the end of tenure with the company.
8. Since your appointment is being made for a specific period as above, you will neither have any right nor a lien on the job held by you in the company.
9. As fixed term and contractual employee, you are also not eligible to claim regular employment in the company even if there is such a vacancy for the post held by you or otherwise.
10. You will get paid for work done only and no pay will be given for work not performed by you.
11. During the continuance of your employment with us –
 - a. You will be initially posted at **Sinnar**. However, based on business exigencies you may be relocated by the company anywhere in India or abroad. You may be transferred to a different position or unit/department of the Company either in existence or which may come in existence in future. In addition, your services may be deputed to any of our client companies for work pertaining to or incidental to the client's business. You may be transferred to any of the company's subsidiaries or affiliates or sister concerns at the sole discretion of the Management
 - a) You will abide by the working hours of the department, office or establishment concerned, without any extra remuneration.
 - b) You will be responsible for the safe keeping and return, in good condition and order, of all our property such as tools, equipment's, instruments, etc. which may be in your use, custody, care or change. We shall have the right to deduct the money / value of all such things from your dues and take such other action as we deem proper in the event of your failure to account for such property to our satisfaction.


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- c) You will not without our prior written permission carry on business, or enter, for any part of your times, in any capacity the services of, or be employed by any other firm, company or person. You will devote your whole time and attention to your duties to promote the interests of our organization and will not utilize or divulge to any person or persons of our trades secrets of affairs.
- d) You will abide by the rules & regulations as may in force for the time being or may be framed from time to time.
- e) You shall be placed in different shifts as may be required at sole discretion of the management.
- f) You will keep us informed of any changes in your residential address.
12. During your service period company shall have the right to terminate your service by giving you in writing 15 days notice or paying 15 days gross salary in lieu thereof. It is also understood and agreed that you shall not leave your employment unless you have notified the company 15 days before in writing of your decision of so doing. It is further agreed and understood that failure to give the said notice, the company shall have the right to deduct your salary.
13. The company reserve right not to accept/reject the resignation in case of any proceeding/actions pending against you or that there are commitments for completion or other exigencies of work.
14. Your address given in this letter will be considered as address for all communications. If there is any change of your address it will be your responsibility to intimate the company within 3 days of such change.

C/O



15. Your appointment and continued employment shall be subject to be found physically, medically and mentally fit for carrying out your work as per requirements of the company . You are to present yourself for the medical examination as and when required by the management.
16. You will observe strict secrecy in respect of information, formula and working of Plant in particular and procedure practices adopted by the Company. You will not divulge any information to any third parties about the company, its trade secrets, and other confidential information as received by you or which comes to your knowledge, during your tenure with the company.
17. In case of gross negligence insubordination, fraud, disobedience of order, misbehavior with your seniors or any misconduct alleged against you or breach of any terms and conditions of this agreement, your services will be terminated forthwith and you shall not be entitled to any notice or compensation in lieu thereof.
18. In case of any breach of the terms and conditions stipulated in this appointment letter, the Management reserves its right to terminate your engagement with immediate effect.
19. Absence of continuous period of 8 days without prior approval of your supervisor (including the overstay /training) would be deemed to be abandonment of employment by you whereby you have relinquished your rights and claims on your employment your services would automatically come to an end without any notice or intimation.
20. If at any time the company finds that the information supplied by you at the time of appointment or later on is false, it would entail automatic termination of your service without notice or compensation.
21. At the time of leaving the company, you have to return the all documents/articles, laptops, mobile phone or any other articles/materials belonging to the company that you may have in your possession.
22. You will not do any act publicly, which adversely affects the image of the company and its employees.

c/o



23. You will not take your grievances, disputes or anything else related with company publically or to any unlawful authority and will not do any act which will hamper the work of company in any manner.
24. That in case of any discovery or creation of Intellectual Property by you during the course of employment under this Agreement, it shall be the absolute property of the Company.
25. Smoking and / or chewing of tobacco products is banned in our organization and your services will be liable for termination without notice if you found doing so.
26. You will be reporting to "Manager – HR, IR & Admin".

The terms of your appointment, set out hereinabove, being read out and explained to you in the language you understood, you are required to sign a duplicate copy of this letter, if the said terms and conditions are acceptable to you.

For PM Electro Auto Pvt. Ltd.



S.V. THOMBRE
SR. GENERAL MANAGER
OPERATIONS & BUISNESS DEVELOPMENT

I have read and understood the above terms and conditions of my employment and
I have signed this letter as a token of my acceptance thereof.

June 01st 2022.

Mr. Pradeep Dinanath Rai

e/o 

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UNIT V : Gat No .200/2, Mahalunge, Khed, Pune -410501

PMEA /HR /FTE /JUN01/2022

Date: June 01st, 2022

To,
Mr. Pradeep Dinanath Rai
Plot No. 24, Rai Niwas, Ambad Link Road,
Sanjiv Nagar, Chunchale, Nashik 422010

Annexure 'A'

SALARY STRUCTURE	
PARTICULARS	AMOUNT (RS.)
Basic	6000
HRA	4500
Conv. Allow	3000
Medical Allow	1500
Gross	15000
PF Co.	780
ESIC	488
Total PM CTC	16268
Per Annum CTC	195210

Kindly return duplicate copy of this letter duly signed by you as token of your acceptance.

Wishing you the very best!!

Yours Truly,
For P.M. ELECTRO AUTO PVT. LTD.


T.V. THOMBRE
SR. GENERAL MANAGER
OPERATIONS & BUISNESS DEVELOPMENT

Mr. Pradeep Dinanath Rai

c/o 

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RecruMan Services

Innovative Human Resource Compliance Solutions

Date: 01.JUN.2022

MR. AKASH CHHABU SONAWANE
EMPLOYEE NO: EXC01720
HQ- SAIKHEDA (MH)

Dear Mr. AKASH CHHABU SONAWANE

Appointment Letter

We are pleased to appoint you in our organization as **Product Promoter Officer** subject to the following terms and conditions:

1. Your contract will commence from 01st May2022 and expire on 31stMar2023 during which you will render services to our client at their premises subject to the terms and conditions of the engagement letter executed by you on 02ndMay2022and 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 Clients location until the completion of the term ofthe 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 Recruman Services.
 - iv. Not receive any payments of any nature directly or indirectly from the Client unless agreed to by Recruman Services.
 - 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 Recruman Services.
 - 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 therules and regulations as required by the Client.
 - viii. Comply with the safety, health and other rules and regulations of Recruman Service and the Recruman Services Client thatyou 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 Recruman Services for executing the services provided herein.
3. Should you be selected to perform the Work Assignment, the nature of your relationship with Recruman Services will bethat of a Contract of Service for a fixed period. By executing this letter of engagement neither do we offer youemployment with Recruman Service nor do you become an employee of Recruman Services Upon expiry or termination of theWork Assignment, your employment with Recruman Services 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 daysnotice 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 Recruman Services shall promptly settle all your dues after making the applicable deductions.
6. You agree to defend, indemnify and hold Recruman Services 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 Recruman Services shall be referred to a sole arbitrator appointed by Recruman Services. The arbitration shall be conducted in English language, in accordance with the Arbitration and Conciliation Act 1996, at Chandigarh 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 Recruman Services to make all salary payments required to be made to you by Recruman Services 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 paid "Travel Reimbursement" maximum up to **Rs.6000/-** per month subject to submission of travel expense statement along with proper supporting.
11. **Performance based incentive** - You will be entitled for "Performance Based Incentive", as per the Performance Based Incentive Policy declared by the Company. For current financial year, you will be paid **Rs00/- per month** as performance-based Incentive.

As per abovementioned policy, every year in month of April your performance will be evaluated by your reporting Manager. On the basis of your performance, rating will be decided by reporting Manager. Accordingly, Performance based incentive amount payable to you for the next financial year will be decided.

12. 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, Recruman Services shall not incur any liability with regards to any Claims under the said applicable labour legislations.
13. In addition to the terms contained herein, your relationship with Recruman Services may be subject to such other additional terms and conditions as may be communicated to you from time to time in writing by Recruman Services and you hereby agree to have read and clearly understood the terms of employment provided in the Service Rules, which is attached herein.

We at Recruman Services 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 the signed acknowledgement to our Chandigarh Address 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 Recruman Services with the acceptance of your first salary from Recruman Services will be conclusive proof of your acceptance in accordance of terms and conditions.

Recruman Services 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 Recruman Services kindly brings the same to the immediate notice of your superiors or report the same to Recruman Services 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 RECRUMAN SERVICES

Accepted and Agreed




1/5/22

.....
(Authorized Signatory)

.....
Signature and Date:

NAME- AKASH CHHABU SONAWANE

Salary Annexure

EMPLOYEE NO: EXC01720
NAME-AKASH CHHABU SONAWANE
DESIGNATION: Product Promoter Officer

Particulars	Amounts (P.M)	Amounts (P.A)
Basic	10700	128400
House Rent Allowance	677	8124
Employer PF Contribution	1284	15408
Insurance	78	936
Performance Based Incentive	0	0
Employer ESIC Contribution	370	4437
Statutory Bonus	891	10696
Travelling Reimbursement	6000	72000
Total Amount	20000	240001

Net Pay Annexure

EARNINGS	Amounts(P.M)	Amounts(P.A)
Basic	10700	128400
House Rent Allowance	677	8124
Statutory Bonus	891	10696
Performance Based Incentive	0	0
Gross Earnings	12268	147220

DEDUCTION *	Amounts (P.M)	Amounts (P.A)
Employee PF	1284	15408
Employee ESIC	85	1024
Total Deduction	1369	16432
Net Salary	10899	130788

Note: -All above information is strictly confidential between you and Management.

Company will take strict action in case of any transgression of confidentiality.



For Recrumen Services

AKASH CHHABU SONAWANE



HR-Rec: /21-22/1639510

Date: January 3, 2022

Mr. Darshan Chandrakant Naik

S/O. Chandrakant Naik, Narmad Banglow, Jijamata Nagar, Gym Jailroad, Nashik Road, NASHIK-422101, Maharashtra, INDIA

Sub -: Offer cum Appointment letter for the post of Senior Sales Officer Wheels Used

Dear Darshan,

This is with reference to your application for the above mentioned position. As per our discussions with you; we are pleased to offer you, your appointment as **Senior Sales Officer Wheels Used** at our **Nasik - Krishna complex - Asset Center**. Your **Grade** shall be **A2** and HR designation would be **Senior Executive** in **Sales** Department. This offer of appointment is subject to the terms and conditions not limited to below mentioned terms but also include the Annexure(s) attached hereto and/or any form of communication or office orders, circulars, communicated or to be communicated to you:

- A. Your basic salary plus allowances in accordance with the Bank's rules that are in force for the time being and from time to time shall be as per the enclosed Annexure I. Please note that the Management reserves the right to restructure or change your compensation at any time at its sole discretion.
- B. Annexure II lists out the broad terms and conditions of service governing your employment with the Bank. These are subject to change from time to time. You will be expected to carefully read, and keep yourself abreast of, the policies of the Bank as announced or amended from time to time. These amendments would be binding on you, immediately on its publication.
- C. Upon successful fulfilment and satisfaction of all the terms and conditions mentioned in this offer cum appointment letter within **Three** days from the date of this letter, this conditional appointment shall become absolute. In case of your failure to fulfil any or all of these terms and conditions within the aforesaid period of **Three** days from the date of this letter, this offer cum appointment letter shall be automatically revoked and no claim and/or disputes shall be entertained.
- D. Your employment in the Bank is subject to satisfactory verification of your certificates, testimonials and personal particulars/ credentials. The Bank reserves the right to get a background check (including criminal history record search, education and employment; and personal details verification) conducted on you, which you explicitly agree to, whether done directly by us or through nominated third-party agencies. In the event that such verification or background check reveals any discrepancy in the statement(s) made in your application or in the bio-data with the Bank or in the declarations made by you in this agreement, your services are liable to be terminated forthwith without any notice or compensation.
- E. This offer is valid subject to your **acknowledgement** & acceptance within "72 hours", sharing of resignation-submission copy from current employer within seven days and resignation acceptance copy from current employer within "2 weeks" of receiving this offer. Each one of these terms are interrelated and breach of anyone

SALARY PAYMENT		Monthly	Annually
Basic		9,411.00	112,930.00
House Rent Allowance		4,705.00	56,465.00
Education Allowance		200.00	2,400.00
Leave Travel Allowance		784.00	9,408.00
Special Allowance		2,321.00	27,852.00
Statutory Bonus		1,400.00	16,800.00
TOTAL GROSS PAY		18,822.00	225,860.00
RETIRAL BENEFITS			
Employer PF Contribution	Minimum	1,653.00	19,839.00
Gratuity		453.00	5,436.00
FIXED COST TO COMPANY (CTC) A1		20,928.00	251,135.00
JOB SPECIFIC ALLOWANCES (A2)			
VARIABLE PAY			
TOTAL (A2)		0.00	0.00
TOTAL COST TO COMPANY (TCTC) A1+A2 Minus Other Benefits		20,928.00	251,135.00
OTHER BENEFITS (A3)			
Group Mediciam (GMC)		480.00	5,760.00
Group Personal Accident Insurance (GPA)		25.00	300.00
Group Term Life Insurance (GTLI)		234.00	2,813.00
TOTAL (A3)		739.00	8,873.00
TOTAL COST TO COMPANY(TCTC) A1+A2+A3		21,667.00	260,008.00
BENEFITS DESCRIPTION			
Appraisal	You shall be eligible for performance appraisal and increment cycle as per company policy. The appraisal period will be from date of Joining to end of financial year and increment would be prorated accordingly. Employees joining from Jan to March will not be eligible for appraisal for that financial year.		
Monthly Target	As Decided by the Management.		
Incentive	As Per Company Policy.		
Group personal Accident Policy	Covered under GPA policy of sum assured as per Company Policy, effective from the date of endorsement in policy.		
Group Term Life Policy	Covered under GTLI policy of sum assured amount by the company, shall effective from the date of endorsement.		
Mediciam Policy	You will be eligible for Mediciam as per Company mediciam policy.		
Conveyance	Conveyance expense will be reimbursed for official visits as per company policy.		
Mobile Limit	You shall be eligible for the mobile limit as per our company policy.		
Foreign Eligibility	Tour	As per applicable programmes run by the company time to time.	
NOTE			

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10

Private & Confidential

Date: 28th Jun 2021

Miss. Harshada Vijay Pagare,

OFFER AND APPOINTMENT LETTER

Dear Miss. Harshada Vijay Pagare,

We are pleased to appoint you for the role of **Branch Credit Manager – Member Services - Retail Business loans** in Bharat Financial Inclusion Limited (Formerly “IndusInd Financial Inclusion Limited”) having its registered office at One Indiabulls Centre, Tower 1, 8th Floor, 841 Senapati Bapat Marg, Elphinstone, Mumbai – 400013 and Head Office at 3rd Floor, My Home Tycoon, Block A, 6-3-1192, Kundanbagh, Begumpet, Hyderabad- 500 016, Telangana, India (hereinafter referred to as IFIL or “the Company”), subject to your acceptance of the Terms and Conditions of Employment as follows:

APPOINTMENT

The terms governing this appointment will be effective from the date of joining. The duration for determining the period for confirmation of service/ or any other policy matter shall be reckoned from the date of your joining duty.

REPORTING AND RESPONSIBILITIES

You will be reporting to **Cluster Manager – Member Services - Retail Business loans** or whosoever the Company may subsequently specify. In your assignment you will be required to perform duties as more particularly laid down in the Job Description for your position.

Signature of the employee.....
(Signifying acceptance)

POSTING AND TRANSFER

Your initial posting will be at **Kalyan_Retail Branch Office** However, your services are liable to be transferred, at the sole discretion of Management, in the same position or such other capacity as the Company may determine, to any department / division / location at any place in India, whether existing today or which may come up in future. In such a case, you will be governed by the provisions mentioned explicitly in the transfer policy.

REMUNERATION

The Company shall pay during the continuance of your employment hereunder, an annual CTC of **Rs. 2, 52,000 /- per annum. Your total minimum monthly gross salary will be Rs 19,229 _/- (In words, Ninety Thousand Two Hundred and Twenty-Nine only). The Salary Sheet is annexed herewith as Annexure – 1.**

COMMENCEMENT DATE

Your appointment shall commence on or before **01-July-2021**

PROBATION

You will be placed on probation for a period of 3 (Three) months from your date of joining. On the successful completion of your probation period, you will be confirmed in writing. The probation may be extended for a further period or periods in case the management is not satisfied with your performance and you will continue to be on probation until an order of confirmation in writing is issued, notwithstanding the expiry of the probation period.

LEAVE

You will be entitled to leaves as per Company's prevailing leave policy.

OTHER EMPLOYEE BENEFITS

As an employee of the Company you would be covered under the following employee benefits: Life Insurance cover, Hospitalization Floater Cover (for Employee, Spouse, two kids, Dependent Parents) and Group Personal accident cover. The details are provided in Annexure – 1.

You shall be eligible for retirement benefits as per the applicable laws in this regard such as Provident fund and Gratuity.

Signature of the employee.....
(Signifying acceptance)

WORKING DAYS

A normal work week will be of 6 days a week as scheduled by the Company. The responsibilities of your position may necessitate longer working hours for which there will be no overtime or additional compensation.

WORKING HOURS

Your working hours will be as per Company's HR policy on working hours.

INCOME TAX

All payments will be subject to tax as per the Income Tax Act and rules or any other tax jurisdiction for you earning in the employment of the company and the same shall be borne by you. The Company shall, at any time, be entitled to deduct or set-off against your monthly salary income tax or withhold tax amounts, due from you to the Income Tax Department or any other tax authority.

TERMINATION

After confirmation, the Company can terminate your services by giving 2 (Two) months written notice or payment of salary in lieu thereof. However, the Company may relieve you at any time purely at its discretion during the notice period and without any compensation other than the payment of salary in lieu of the remaining period of notice.

After confirmation, you may resign from services by giving 2 (Two) month's written notice to the Company or payment of salary in lieu thereof. If the exigencies of work so require, the Company may not relieve you earlier than the expiry of the entire period of notice. No leave would be allowed during such notice period. It shall, however, be open to the Company to accept your resignation with effect from any date earlier than the one offered by you in your resignation letter at its sole discretion.

The Company has the right to terminate your service without notice or payment of salary in lieu thereof or take such other actions as the company may deem necessary if:

- at any time the statements or declaration made by you to the company are subsequently found to be incorrect, untrue, incomplete, or misleading;

Signature of the employee.....
(Signifying acceptance)

- you commit any breach of your duties and responsibilities under this contract of service;
- you are found guilty of dishonesty, gross negligence or misconduct which contravenes the express or implied conditions of your service;
- at any time subsequently after your appointment it is found that, there have had been any legal proceedings initiated against you, or you were involved in any misconduct/fraud/ embezzlement of cash in your previous employment or current employment, or you have been convicted by any Court in India for an offence involving moral turpitude.

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.

DISCIPLINE

You shall take up all assignment that may be offered to you by the Company.

If you abstain from duty without prior sanctioned leave in writing for a continuous period of exceeding 8 consecutive days excluding any intervening declared holidays, it shall be construed as unauthorized absence and be presumed as a conclusive proof of your intention for all purposes that you have voluntarily abandoned the employment and have left the services of the company on your own accord with effect from the date of such absence.

You shall be expected to abide by the rules and regulations of the Company, be courteous, honest and professional within the Company or with its clients/customers, and maintain & represent the Company's high standards of professional Services at all times, whether in the Company or at its client's site(s).

You shall be responsible for all Company properties and material that are in your possession, and all infrastructure like telephones, computers, etc that have been provided to you to enable you in your work.

You shall not publicly criticize, defame or misrepresent the Company and shall not, knowingly, commit any such actions which may result in the Company's image / business being adversely affected.

Signature of the employee.....
(Signifying acceptance)

You shall not furnish false information or declaration or willfully suppress any material information.

SECRECY & CONFIDENTIALITY

Any information related to the business of the Company, its operations or finances which would reasonably be considered to be proprietary or which is designated as such in writing by the Company (hereinafter "Confidential Information") shall be deemed confidential. You shall not disclose Confidential Information to any Person, except to its Affiliates and those of its employees or representatives who need to know such Confidential Information in connection with the conduct of the business of the Company or the exercise of its rights hereunder or as may otherwise be required by law, and not to use the Confidential Information for any purpose other than in connection with the conduct of the business of the Company, the exercise of its rights hereunder or its assessment of an investment in the Company.

NON-COMPETITION UNDERTAKING

So long as you remain in employment with the Company, you shall not directly or indirectly engage in, advise, manage, serve as an advisor, officer or employee of or otherwise hold an ownership interest in any Person/Company/Firm which competes in any material respect with the Company;

Nor shall employ or solicit for employment any employee of the Company or encourage any such employee to leave the employment of the Company during your term in the company or for a period of one (1) year subsequent to your termination of employment.

COPYRIGHT

You acknowledge that the copyright and other intellectual property including but not limited to business plans, procedures, strategies, etc. in all materials produced by you during, or in connection with your employment (whether or not produced during normal working hours), including, within limitation, computer software, belong to or shall vest in the Company.

BUSINESS CONDUCT

You shall not, without prior approval of the Company, which shall not be unreasonably withheld from you, undertake any other business or profession or be a director, employee or agent of any other Company, firm or person or assist or have any financial interest in any other business or profession (whether whole or part time), except that nothing in this clause shall prevent you from owning or acquiring shares or securities in any other

Signature of the employee.....
(Signifying acceptance)

Company which is listed on any recognized Stock Exchange or make any investment in any other bona-fide organization.

RETURN OF PROPERTY, EQUIPMENT, MATERIALS, RECORDS AND DOCUMENTS

You shall not wrongfully obtain possession of any property of the company nor will have any such property in your possession, wrongfully withhold it or knowingly apply it for purposes other than those expressed or directed by the Company and shall return to the Company immediately upon request, or upon termination of your employment for any reason whatsoever, all property, equipment,

materials, records and documents which you prepared or which came into your possession as a result of your employment.

GENERAL TERMS AND CONDITIONS OF EMPLOYMENT

In addition to the terms contained in this offer of appointment, you shall immediately, upon entering the service of the Company, be subject to such other existing general terms and conditions of employment as may be laid down by the Company, to govern all members of its staff, and rules or regulations that may be introduced by the Company from time to time.

The Company reserves the right to vary the terms and conditions of service based on business needs from time to time and may change in relation to your proposed appointment in the Company.

You may be required to undertake travel on Company's work as and when required. In case of travel on Company business, you are entitled to such travel expenses/allowance as may be in force as per the travel policy from time to time.

In case of any change in your residential address during the tenure of your employment with the Company, it shall be your duty to intimate the same to the Company in writing within three days from the date of change of address. All communications mailed to you by the Company to the last address given by you shall be deemed to have been received by you.

You will be responsible for ensuring that compliance requirements as stipulated by the company and locally are adhered to and it shall also be reviewed as part of your annual performance reviews.

You shall not assign your rights and/ or obligations herein. The Company may assign its rights and/or obligations herein to any person or entirely acquiring all or a substantial

Signature of the employee.....
(Signifying acceptance)

portion of the Company's business or entity controlling, controlled by, or under common control with the Company.

You are required to submit a certificate about your medical fitness to the satisfaction of the Company.

You shall not, under any circumstances either directly or indirectly, receive or accept for own benefit any commission, rebate, discount, gift or profit of any nature from any person, Company or firm having business transaction with the Company.

INDEMNIFICATION

You shall during the course of employment, duly and faithfully devote to and execute, perform and discharge all the duties of his/her office without causing any injury, loss or damage by reason of any act, default or misconduct negligence, error in judgments, breach of duty, embezzlement and mismanagement to the Company and in the alternative you shall from time to time and at all times indemnify and keep indemnified the Company against all loss, damages, costs, charges and expenses which the Company shall or may sustain by reason of any act or default or misconduct, Negligence, error in judgment, breach of duty, embezzlement and mismanagement by you, along with interest if any.

Signature of the employee.....
(Signifying acceptance)

JURISDICTION

This contract shall be subject to the Indian Law. Any disputes arising from or connected with this contract shall be submitted to the competent Court at Hyderabad to the exclusion of all authorities.

Should the above Terms and Conditions of Employment be acceptable to you, please sign the duplicate copy of this letter on every page and return it to the Company immediately.

We welcome you to Bharat Financial Inclusion Limited (Formerly "IndusInd Financial Inclusion Limited") and look forward to a long and mutually rewarding career with us.

Yours Sincerely,
For Bharat Financial Inclusion Limited
(Formerly "IndusInd Financial Inclusion Limited")

Manager HR

I, **Harshada Vijay Pagare** having read and fully understood the terms and conditions stated in this letter and also the Annexure(s), hereby accept in entirety the appointment on these terms and conditions, and confirm that I shall commence work on **05-July-2021**.

Signature :

Date :

Signature of the employee.....
(Signifying acceptance)

ANNEXURE I

Particular	Monthly	Annual
Basic	8393	100722
HRA	5036	60433
Field Staff Allowance	3357	40289
Monthly CTC PF	1546	18557
Total Cost to Company	18333	2,20,000
<p><u>"You are also eligible for monthly performance-based incentive as per the company incentive plan" after completing the probation period.</u></p>		
<p>ANNUAL INSURANCE BENEFITS (PREMIUM PAID BY THE COMPANY) :</p>		
Life Insurance		10,00,000
Hospitalization Floater cover (For, Employee, Spouse, Two Kids and Parents)		1,75,000
Group Personal Accident cover		13,00,000

Signature of the employee.....
(Signifying acceptance)



Sahyadri Super Speciality Hospital
Nashik

231 18
Sahyadri
Hospitals®

Date: 31-Dec-2021

Mr. Hadif Sayyed
Flat No: 17,
Vaishnav Sankul, Adke Nagar,,
Deolali Camp
Nashik-422401.

Dear Hadif,

Congratulations!

Further to our discussions, we are pleased to offer you the position of Associate(Band: 12), in Customer Care Department, Sahyadri Hospital Pvt. Ltd. Sahyadri Super Speciality Hospital, in Nashik.

Your date of joining will be 10-Jan-2022.

Terms & conditions:-

1. You are entitled for a monthly compensation of Rs.18048/- (Rupees Eighteen Thuosand and Forty Eight Only)
2. You will be on Probation Period for 3months.
3. A detailed break up of your compensation is provided to you in "Annexure A".
4. Additional benefits are applicable to you as per "Annexure B"
5. Statutory changes & DA revisions (if applicable) will stand to be revised as per Government notifications as and when.

This offer is contingent upon the Pre-employment medical checkup, background check and required documentation.

You are required to join the organization on or before 10-Jan-2022 failing which this offer stands cancelled.

Acknowledge and send a duplicate copy of this letter as a token of your acceptance to our offer.

We warmly welcome you to Sahyadri Hospitals Private Limited, and wish you a successful tenure with us.

For & on behalf of

Sahyadri Hospitals Private Limited,

Preethi

Ms. Preethi Panicker
Sr. Manager-Human Resources

Received and Accepted

Signature: *[Handwritten Signature]*

Date: 31-Dec-2021

Sahyadri Super Speciality Hospital Nashik

Mumbai-Agra Road, Near Dwarka Circle, Wadala Road, Nashik 422001 | Tel.: (0253) 2599 300 / 6691 666
Fax : +91 20 6721 5098 | www.sahyadrihospital.com | Feedback: nashik@sahyadrihospitals.com

Sahyadri Hospitals Private Limited (CIN: UB5110PN1996PTC099499)

(Formerly known as Sahyadri Hospitals Limited)

Regd. Off. : Survey No. 89 & 90, Plot No. 54, Lokmanya Colony, Kothrud, Pune - 411 038

Branches: Dahanu, Gunkhana, Kothrud, Hadapsar, Bibwewadi, Kasba Peth, Nagar Road | Karad | Nashik |



Experience Certificate

This is to certify that *Mr. Haadif Vajid Sayyed* has been working with HCG Manavata Cancer Centre, Nashik as an *Floor Coordinator* from 28th January 2020 to 31st August 2021.

During his service tenure, his conduct and performance have been good.

We wish his continued success in all his future endeavors.

For, HCG Manavata Cancer Centre



Nitin Badgujar
Manager – Human Resources



Ajay Kamble <ajaykamble48080@gmail.com>

Letter of Intent & Offer proposed by Infiniti Retail Ltd.

Amit Dubey <amit.dubey@croma.com>

To: "ajaykamble48080@gmail.com" <ajaykamble48080@gmail.com>

11 May 2022 at 16:41

Hi Ajay,

Further to your application and selection please find below the Letter of Intent for Infiniti Retail Ltd.

Employee Name : Ajay Kamble		
Position: Customer Service Specialist		
Components	Per Month	Per Annum
Components		
Basic	5,285	63,420
HRA	2,643	31,710
Personal Allowance	7,413	88,952
A.Total Components	15,340	1,84,082
Retirals		
PF	1,524	18,285
Gratuity	254	3,051
ESIC	499	5,983
B.Total Retirals	2,276	27,318
C.Total Cost to Company (A+B)		2,11,400

Monthly net-13500/-

Note:

- Your Salary details are Personal and Confidential
- Any sharing or discussing of this Information is against the Company Policy.
- Any Statutory payment, which may be included in your above mentioned CTC, shall be made in accordance with timelines prescribed under applicable laws.
- **Compulsory Medical test will be required to be done through our medical partner before joining.**
- **Your employment is subject to successful clearance of back ground verification & compulsory submission of required documents.**
- **Compulsory COVID vaccination dose to be done by you before joining.**

DOJ - 16th May Nashik store , for joining formalities time 11:30 am

Carry mother father aadhar card copy bank statement..

You need to email ssc, hsc result, aadhar card pan card of self & parents, Husband in pdf format.

At the time of joining, you are requested to submit all documents as listed in the annexure.

All original copies of such documents will be returned after cross verification.

1. Original Educational Certificates + photocopy of the same.
2. Original Experience Letter + photocopy of the same.
3. Relieving letter from the previous employer or acceptance of resignation.
4. Last 3 Salary Slip of the previous employer.
5. Identification proof.
6. Age & Address proof certificate or document.
7. 3 passport size photographs.
8. Form 16, if any.
9. Pan Card Copy, If Pan Card has been applied for, a copy of the acknowledgement receipt will be required to be submitted.
10. ESIC, if applicable - Postcard size family photograph of nominees will be required.
11. Birth Certificate

Kindly provide your acceptance for the same before EOD today.

Thanks & Regards,

Amit Dubey | Human Resources

Infiniti Retail Limited | A Tata Enterprise

Mobile: +91 8452033999

Email: amit.dubey@croma.com | Shop at: www.croma.com

A. S. Kamble

Ajay. Santosh. Kamble

FS/OL/FS2022061404

Date: 14/02/2022

To

Mr. Satish Vijay Chaudari
Nashik

Subject: Offer Letter

Dear Mr. Satish Vijay Chaudari,

With reference to your application and subsequent interview you had with us, we are pleased to offer you the position of "Associate" with our client "Writer Information, Nashik" on the following terms and conditions:

1. The Salary and benefits (ANNEXURE – I) offered will be as accepted by you and you will be required to join the services by **14/02/2022**.
2. However, this offer letter shall automatically cease if you do not join on or before the stated period.
3. Your Monthly cost to the company (CTC) will be **Rs. 13,382/-** (Thirteen Thousand Three Hundred Eighty Two only)
4. You will be on probation for a period of six months from the date of joining. Notice period for probation would be 15 days and one month thereafter.
5. Kindly sign the duplicate copy of the letter as a token of your acceptance and return to us.
6. Please bring copies of the following documents on the day you join duty:
 - Educational Certificates
 - Relieving letter of the previous companies
 - Age proof Certificate
 - 3 Passport size photographs
 - Residential Proof
7. Your appointment is subject to finding you medically fit and on receipt of copies of all your certificates, testimonials and salary details from your existing / previous employer and references from the referees. In Case the reference check comes negative your appointment becomes null and void.

We take pleasure in welcoming you to our organization and hope you would have a long and mutually beneficial association with us.

For Fine Solutions Facility Management Pvt. Ltd.



Authorized Signatory

**Annexure - I
Salary Structure**

Position	Associate
Department	Operation
Earnings	
Basic	7,230
HRA	4,820
Conveyance	-
Medical Allowance	-
Other Allowance	-
Gross Salary (A)	12,050
Employee Deductions	
PF Contribution Employee (12% X Basic)	868
ESIC Contribution Employee (0.75% X Gross)	90
Professional Tax	200
Total Deduction (B)	1,158
Take home (A-B)	10,892
Company Contribution	
PF Contribution Employer (13% X Basic)	940
ESIC Contribution Employer (3.25% X Gross)	392
Total company Contribution (C)	1,332
Cost To Company (CTC)	13,382

22-Dec-2021

Yajwal Karkera

Jogeshwari Building No. 1m Room No.5, Igatpuri

Dist Nashik

India

Appointment Letter for Fixed Tenure Post for Company Employee

Dear Yajwal,

As per your application, we have pleasure in appointing you in our company as **Associate - Ops** w.e.f. **22-Dec-2021** on the following terms and conditions:

Nature of Post:

Your post is a tenure post for a fixed period. Initially you are appointed for a period of **24** months i.e. **21-Dec-2023**

On expiry of the above tenure, your services will automatically end without any further notice or communication.

1. **Place of work:** You are initially posted at **Nashik**.
2. **Renewal of Tenure:** Depending upon the requirements of company and subject to your suitability to the job, your above tenure may be renewed in writing with mutual consent of both the parties on such terms as may be acceptable to both the parties.
3. **Nature of Duties:** You will be required to render data processing services and another services incidental thereto or connected therewith.
4. **Supervision & Control:** You will remain under the supervision and control of our company for the purpose of your transfer, promotion, revision in service conditions, overall performance of your work and termination from service etc. and the same will be decided by our company. However, you will also receive instructions for day to day performance of your duties from company's officers and you will abide by such instructions given by them.
5. **Responsibilities:**
 1. While rendering data processing services, you must effectively, diligently and to the best of your ability perform all responsibilities implicit in the data processing job and you will ensure results. You will be expected to work extra hours to achieve the results whenever the job so requires.
 2. You will be required to engage yourself exclusively in the work assigned by the company and you will not take up any independent or individual assignment (whether same is part-time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent from our company.
 3. You will ensure that you will not directly or indirectly engage in any activity or have any interest in or perform any service for any person who is involved in activities which are or shall be in conflict with the interest of our company.
 4. Take the responsibility of achieving the targets and objectives given to you from time to time, in order to earn your salary and other benefits.

For WNS Global Services Pvt. Ltd.

Accepted and Agreed

Adil Nargolwala

Adil S Nargolwala
Corporate SVP - HR
Head Talent Acquisition Group

Candidate's Name & Signature

6. **Salary / Leaves:** Your total fixed pay salary will be **INR 1,95,096 (Indian Rupees One Lakh, Ninety Five Thousand And Ninety Six Only)** per annum. A detailed stack-up of your compensation is attached herewith as Annexure. You will be entitled for leaves as per company policy, subject to prior approval from the concerned supervisor.
7. **Confidentiality:** The nature of your job demands highest level of honesty, integrity, secrecy and confidentiality and you will maintain the same and you will not use or divulge or disclose any such confidential information except as per required under obligation of law. This covenant shall endure during your employment and for a period of one year from the cessation of your employment (irrespective of the circumstances or the reasons for the cessation).
8. **General:**
 1. We trust that you have not provided us with any false declaration or willfully suppressed any material information. If you have, you will be liable for removal from services without notice.
 2. Please note that you are required to inform us if there are any agreements, oral or written which you have entered into and which relate to your commitment under this agreement.
 3. While in employment if you indulge in any act of misconduct, you may be suspended pending enquiry without salary.
 4. If during the tenure of your employment, if no work is available for any reason whatsoever you may be laid off without any salary or compensation.
 5. During the tenure you may be sent on deputation or transfer to any other office, location, factory etc of the company located anywhere in India (whether presently in existence or set up in future).
 6. You will not be entitled to any salary if you refuse to do any work assigned to you or refuse to join duty when sent on deputation or transfer.
9. **Separation:** Notwithstanding what is stated hereinabove, if during the period of your working, your services are not found satisfactory, the same may be terminated with 24 hours' notice and without any extra compensation. Similarly, you will be at liberty to resign from the services by giving **60 days** advance notice. The Management can without notice or compensation terminate your services with immediate effect if you contravene any clauses of this Appointment or commit any acts detrimental to the company such as theft, fraud, dishonest, assault, threatening, etc., or any other acts.
10. **Handing Over of Charge:** On cessation of your employment, you will hand over charge to the company truthfully and sincerely and return all the documents or properties of company in your possession. In discharge of the above obligation, you will obtain a No-objection certificate from the company. On receipt of the above No-objection certificate, your full and final dues will be settled.
11. **Other Conditions:**
 1. Reference Checks / Background and testimonials verification: Your appointment is also subject to a satisfactory reference / background check and testimonial verification. The Company shall, at its discretion conduct background / reference check and testimonial verification either before joining the company or within a reasonable and practicable time after joining. This offer and your continued employment is conditional upon the result of such checks. In case the results of the same checks are negative or unsatisfactory for any reason whatsoever, your offer / employment will be treated as null and void ab initio. In such eventuality, you may be immediately relieved from the employment without giving any notice.

For WNS Global Services Pvt. Ltd.

Accepted and Agreed

Adil Nargolwala

Adil S Nargolwala
Corporate SVP - HR
Head Talent Acquisition Group

Candidate's Name & Signature

2. You will produce character verification certificate from police department within 3 months from joining on your own (not applicable for valid passport holders).
 3. Effect of inability to clear the proficiency / competency training / thresholds: You may be required to undergo pre-process and process training as a prerequisite to your gainful engagement as may be prescribed under relevant competency / proficiency parameters. The company invests significant amount of efforts and costs on such training and you will appreciate that in case one is not able meet the required norms during training, the Company will not be able to engage your services productively. In such eventuality, the Company reserves right to terminate employment.
 4. Effect of Substance Abuse: The Company, at its sole discretion, may conduct from time to time screening for substance abuse during the course of employment. If the results of such screening are found to be positive, employment is liable to be terminated without giving any notice. Please confirm that the above terms are acceptable to you and that you accept the appointment by signing a copy of this letter of appointment.
12. Your Absence for a continuous period of seven days without prior approval of your supervisors, (including overstay of leave / training), would be treated as abandonment of service and can lead to your services being terminated without notice. In such an eventuality the Company reserves the right to recover from you all expenses incurred with regard to any training and development, special education, up skilling or on the job training imparted by the Company and damages suffered by Company due to loss of billing, etc.

Yours sincerely

For WNS Global Services Pvt. Ltd.

Adil Nargolwala

Adil S Nargolwala
Corporate SVP - HR
Head Talent Acquisition Group

Accepted and Agreed

Candidate's Name & Signature



Offer: Computer Consultancy
Ref: TCSL/DT20184945989/Pune
Date: 25/02/2019

Mr. Shraddhesh Prashant Kulkarni
R.No. 188/189 'Shri Sai Prasad' Dgp Nagar 3Ambad Link Road,
Khutwad Nagar,
Nashik-422008,
Maharashtra.
Tel# 91-9765535830

Dear Shraddhesh Prashant Kulkarni,

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 **₹1,93,158/-** 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 48 hours, 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 issued a joining letter indicating the details of your joining date and initial place of posting. 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.

TCS Confidential
TCSL/DT20184945989

TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

Niyati Tiara, Ground Floor, S.No 103/A/1/129, CTS 1995, Nagar Road, Yerwada, Pune 411 006 India

Tel: 91 20 6608 7777 Fax: 91 20 6608 7107 Website: www.tcs.com

Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021

TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com



COMPENSATION AND BENEFITS

BASIC SALARY

You will be eligible for a basic salary of ₹7,100/- per month.

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 ₹2,840/- 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 ₹1,400/- 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.

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

TCS Confidential

TCSL/DT20184945989

3

TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

Niyati Tiara, Ground Floor, S.No 103/A/1/129, CTS 1995, Nagar Road, Yerwada, Pune 411 006 India

Tel: 91 20 6608 7777 Fax: 91 20 6608 7107 Website: www.tcs.com

Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021

TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com



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 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 expense-s 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 in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and Graduation examination 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. It is mandatory to pass in all the subjects mentioned in the mark sheet in class Xth and class XIIth by securing minimum passing marks in the first attempt itself as specified by the respective board of examinations.

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. Disclaimer

Candidates who have applied to TCSL and who have not been successful in clearing the TCSL selection process are not eligible to re-apply to TCSL within six months from the date on which the candidate had attended such selection Test and/or Interview. In case you are found to have re-applied to TCSL within six months of previous unsuccessful attempt, the management reserves the right to revoke/withdraw the offer/appointment, without prejudice to its other rights.

3. Training Period

Continuous Learning is a way of life in TCSL and forms a critical part of your employment with TCSL. On joining TCSL, you will be given the opportunity to undergo our Initial Learning program (ILP). This formal learning will add value to you as a professional and help you to excel in your career.

Formal assessments will be carried out during your learning period. The weighted average of these evaluations will be a major component of your first appraisal.

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.

You may please note that in the event of your performance during the ILP falling short of the required standard, TCSL reserves the right to either extend your ILP or terminate your services. You will be confirmed at the end of twelve months from the date of joining TCSL. This confirmation will be communicated to you in writing.

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 10 days during the training programme, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of ILP trainees without any further intimation/separate communication to you.



4. 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.

5. 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.

6. 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.

7. 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.

8. 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.

9. 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.

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

In an event if the traineeship is discontinued/terminated no notice or payment in lieu thereof shall be payable by TCSL. Upon Confirmation, during your tenure with TCSL, either you or TCSL can terminate the appointment by giving 90 calendar days' written notice or three months' basic salary in lieu of the notice. If your services, behavior and/ or performance are not found satisfactory at any point in time during your employment, TCSL may terminate your services by giving notice as mentioned herein above.

You will be liable to pay TCSL ₹50,000/- in case you fail to serve TCSL for a minimum period of 1 year after joining in accordance with the Service Agreement clause.

If you are covered under International Assignment Agreement, either you or TCSL can terminate the traineeship/appointment by giving 90 calendar days written notice as set out in the Separation Policy of TCSL. TCSL reserves the right if it is in the interest of the business and current assignment, to ask you to complete your notice period.



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

At the time of your joining, photocopy of the following documents should be submitted.

- 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.
- Standard X and XII mark sheets equivalent
- Diploma certificate and mark sheets of all semesters
- Degree certificate and mark sheets for all semesters
- Birth Certificate / Proof of Age
- Work permit and/or any other documentation as prescribed by Government of India
- Passport
- 6 photographs
- Medical Certificate
- An affidavit/notarised undertaking 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 release letter from your previous employer

The original documents will be returned to you after verification.



Please note that failure to produce the prescribed set of documents before completion of your Initial Learning Program would entitle TCSL to withdraw this offer letter.

20. Initial Training Programme

On joining TCSL, you will be given the benefit of formal and on the job training (Initial Learning Programme) 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 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.



Withdrawal of Offer

If you fail to accept the offer from TCSL within 48 hours, 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

K Ganesan
Global Head Talent Acquisition & AIP



Encl: Annexure 1: Benefits and Gross Salary
Annexure 2: List of TCSL Centres
Annexure 3: Confidentiality and IP Terms



GROSS SALARY SHEET

Annexure 1

Name	Shraddhesh Prashant Kulkarni
Designation	Graduate Trainee
Institute Name	K K Wagh College Of Eng, Nashik

Table 1: Compensation Details (All Components in INR)

Component Category	Monthly	Annual
1) Fixed Compensation		
Basic Salary	7,100	85,200
Bouquet Of Benefits #	5,332	63,980
2) Performance Pay		
Monthly Performance Pay	1,500	18,000
3) Annual Components/Retirals		
Health Insurance***	NA	4,000
Provident Fund	852	10,224
Gratuity	341	4,098
ESI Contribution##		7,656
Total of Annual Components & Retirals	1,194	18,322
Retention Incentive	NA	0
TOTAL GROSS	15,126	1,93,158

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.

Table 2: TCSL defined structure for BoB (All Components in INR)

Component Category	Monthly	Annual
House Rent Allowance	2,840	34,080
Leave Travel Assistance	592	7,100
Food Card	500	6,000
Personal Allowance	1,400	16,800
GROSS BOUQUET OF BENEFITS	5,332	63,980



Offer: Computer Consultancy
Ref: TCSL/DT20185008876/Pune
Date: 25/02/2019

Mr. Prathamesh Sanjay Thorat
E/2 Gaurav Smurti , Gaurav Colony Ambad Link Road,
Gaurishankar Mangal Karylaya,
Nashik-422010,
Maharashtra.
Tel# 91-9850964525

Dear Prathamesh Sanjay Thorat,

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 **₹1,93,158/-** 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 48 hours, 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 issued a joining letter indicating the details of your joining date and initial place of posting. 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.

TCS Confidential
TCSL/DT20185008876

TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

Niyati Tiara, Ground Floor, S.No 103/A/1/129, CTS 1995, Nagar Road, Yerwada, Pune 411 006 India

Tel: 91 20 6608 7777 Fax: 91 20 6608 7107 Website: www.tcs.com

Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021

TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com



COMPENSATION AND BENEFITS

BASIC SALARY

You will be eligible for a basic salary of ₹7,100/- per month.

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 ₹2,840/- 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 ₹1,400/- 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.

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

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TCSL/DT20185008876

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TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

Niyati Tiara, Ground Floor, S.No 103/A/1/129, CTS 1995, Nagar Road, Yerwada, Pune 411 006 India

Tel: 91 20 6608 7777 Fax: 91 20 6608 7107 Website: www.tcs.com

Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021

TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com



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 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 expense-s 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 in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and Graduation examination 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. It is mandatory to pass in all the subjects mentioned in the mark sheet in class Xth and class XIIth by securing minimum passing marks in the first attempt itself as specified by the respective board of examinations.

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. Disclaimer

Candidates who have applied to TCSL and who have not been successful in clearing the TCSL selection process are not eligible to re-apply to TCSL within six months from the date on which the candidate had attended such selection Test and/or Interview. In case you are found to have re-applied to TCSL within six months of previous unsuccessful attempt, the management reserves the right to revoke/withdraw the offer/appointment, without prejudice to its other rights.

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Continuous Learning is a way of life in TCSL and forms a critical part of your employment with TCSL. On joining TCSL, you will be given the opportunity to undergo our Initial Learning program (ILP). This formal learning will add value to you as a professional and help you to excel in your career.

Formal assessments will be carried out during your learning period. The weighted average of these evaluations will be a major component of your first appraisal.

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.

You may please note that in the event of your performance during the ILP falling short of the required standard, TCSL reserves the right to either extend your ILP or terminate your services. You will be confirmed at the end of twelve months from the date of joining TCSL. This confirmation will be communicated to you in writing.

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 10 days during the training programme, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of ILP trainees without any further intimation/separate communication to you.



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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.

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You will be liable to pay TCSL ₹50,000/- in case you fail to serve TCSL for a minimum period of 1 year after joining in accordance with the Service Agreement clause.

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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.



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We look forward to having you in our global team

Yours Sincerely,

For TATA Consultancy Services Limited

K Ganesan
Global Head Talent Acquisition & AIP



Encl: Annexure 1: Benefits and Gross Salary
Annexure 2: List of TCSL Centres
Annexure 3: Confidentiality and IP Terms



GROSS SALARY SHEET

Annexure 1

Name	Prathamesh Sanjay Thorat
Designation	Graduate Trainee
Institute Name	K K Wagh College Of Eng, Nashik

Table 1: Compensation Details (All Components in INR)

Component Category	Monthly	Annual
1) Fixed Compensation		
Basic Salary	7,100	85,200
Bouquet Of Benefits #	5,332	63,980
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Monthly Performance Pay	1,500	18,000
3) Annual Components/Retirals		
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Retention Incentive	NA	0
TOTAL GROSS	15,126	1,93,158

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.

Table 2: TCSL defined structure for BoB (All Components in INR)

Component Category	Monthly	Annual
House Rent Allowance	2,840	34,080
Leave Travel Assistance	592	7,100
Food Card	500	6,000
Personal Allowance	1,400	16,800
GROSS BOUQUET OF BENEFITS	5,332	63,980

September 17, 2021

Ref:HDBFS/21-22/HRIC248220/Appt/S85638

Mr.Siddhant Anil Randhe,
House No-1,
Jai Mata Di Raw House ,
Murlidhar Nagar,Pathardi ,
Behind Changla Chungla Hotel,
Nashik-422010

Dear Mr.Siddhant Anil Randhe,

LETTER OF APPOINTMENT

Further to your application and subsequent discussions for employment, HDB Financial Services Limited ("Company") is pleased to appoint you as SALES EXECUTIVE on the terms and conditions as set out below.



Your Total Salary per annum is set out as attached in Annexure A. All remuneration, benefits and perquisites will be taxed in accordance with the provisions of Income Tax Act, 1961 and any other enactments in force from time to time.

Terms and Conditions:

- a) Your duties and responsibilities will be explained to you on your joining the Company.
- b) Your initial place of posting will be at NASIK. The Company reserves the right to change the duties assigned to you, transfer you, temporarily or permanently, to any other office / branch, subsidiary or associate of the Company or to any other place of business of the Company that is in existence or may come into existence at a future date. The Company further reserves the right to transfer you from one shift to another, depending upon the exigencies of work.
- c) You shall devote your whole time and attention to your duties with the Company and will not directly or indirectly, for any part of your time carry on any business or occupation or enter in any capacity, the employment of or association in business for profit or otherwise, with any firm, company or person without the prior written consent of the Company.
- d) You shall abide by all the applicable policies, rules, regulations, procedures and practices of the Company, as may be amended, from time to time and comply with all applicable Laws. Any violation of or failure to comply with or abide by the same shall be deemed to constitute an act of misconduct.

- m) You will retire from the employment of the Company on your completing 60 (Sixty) years of age. It will be necessary for you to produce proper proof of your age within 7 (seven) days on receipt of this letter as may be required by the Company.
- n) This letter of appointment shall be governed by and construed in accordance with the laws of India. The terms and conditions set out in this letter of appointment constitute service conditions applicable to your employment in the organization and any dispute arising out of this letter of appointment or pertaining to your employment shall be subject to the exclusive jurisdiction of the courts of Mumbai.
- o) You shall comply with the data protection policy of the Company when handling personal data in the course of your employment with the Company including personal data relating to any employee, customer, client or agent of the Company or any of its affiliates and you shall promptly report any breaches or anticipated breaches of the same.
- p) You consent to the Company, its affiliates processing data relating to you for legal, personnel, administrative and management purposes and in particular to the processing of any "sensitive personal data or information" (as defined in the policies of the Company). The Company may make such information available to any of its affiliates, those who provide products or services to the Company or any of its affiliates (such as advisers and payroll administrators), regulatory authorities, potential purchasers of the Company or the business in which you work, and as may be required by law. You also consent to the Company carrying out the above activities and other similar classes of activities prior to, during and after the termination of your employment with the Company, provided that such activities are carried out in a lawful manner and for legitimate purposes.
- q) If at any time during your employment you make, develop, discover or participate in the making or discovery of any "Intellectual Property Rights" (as defined in the policies of the Company) relating to or capable of being used in the business being carried on by the Company or any of its affiliates, such Intellectual Property Rights shall be the absolute property of the Company. At the request of the Company you shall execute all such documents and do all acts, matters and things which may be necessary or desirable for obtaining registration or other protection for the Intellectual Property Rights as may be specified by the Company.
- r) You hereby acknowledge and undertake that you do not have and shall not have at any point of time, any ownership, interest, right or title in the Intellectual Property Rights nor will you claim any ownership, interest, right or title in the Intellectual Property Rights or brand forming part of the business of the Company or any of its affiliates.
- s) You shall not, at any time during the course of your employment and any time after the termination of your employment with the Company, make any statement, representation, post commentary, content or image or communicate in writing, orally or otherwise or take any action directly or indirectly in public or private, in any manner or through any medium whatsoever including but not limited to newspaper, social media, e-mail, SMS, internet, blog, social networking websites etc., which may directly or indirectly, defame or disparage the image, credibility, good name, goodwill and reputation of the Company or any of its officers, directors, employees, agents, consultants, representatives etc. or create an hostile work environment.
- t) Your appointment will be subject to the organization receiving satisfactory references and Contact Point verification report.

Annexure A

 HDB FINANCIAL SERVICES		Compensation Breakup	
Name	MR.SIDDHANT ANIL RANDHE		
Role	Sales Executive		
Grade	G7		
Location	Nasik		
Annual Compensation Break up			HDBFS Monthly
Basic	1,01,256		8,438
HRA	40,500		3,375
Conveyance Allowance	20,244		1,687
Provident Fund (Employer's contribution)	14,580		1,215
Gross Salary (A)	1,76,580		14,715
ESIC (Employer's contribution)----(B)	5,265		439
Gratuity----- (C)	4,870		406
Total Fixed Compensation (D=A+B+C)	1,86,715		15,560
Note:			
This Offer is subject to positive Contact Point Verification, Reference checks & CIBIL/SAS check. Your consent for candidature of the company will be considered as consent for accessing your CIBIL report.			
Employee and Employer's contribution towards ESI will be 0.75% & 3.25% respectively			
You will be entitled to Performance Incentive Plan as per Company Policy			
Gratuity is as per "The Payment of Gratuity Act".			
You will be covered under Group Personal Accident Insurance as per policy of the Organization			
		Ref:HDBFS/21-22/HRIC248220/Appt/S85638	

I accept the terms and conditions as mentioned in the Appointment letter.

Mr.Siddhant Anil Randhe

Ketan Sangale,
Nashik,

Letter of Offer of Employment – Junior Scientist – Design

Dear Ketan,

Following our recent discussions, we are delighted to offer you the position of *Junior Scientist* with *Our Organization*.

As a member of *Our Organization* team, we would ask for your commitment to deliver outstanding quality and results that exceed organization expectations. In addition, we expect your personal accountability in all the products, actions, advice and results that you provide as a representative of *Our Organization*. In return, we are committed to providing you with every opportunity to learn, grow and stretch to the highest level of your ability and potential.

We are confident you will find this new opportunity both challenging and rewarding. The following points outline the terms and conditions we are proposing.

Title: *Junior Scientist*

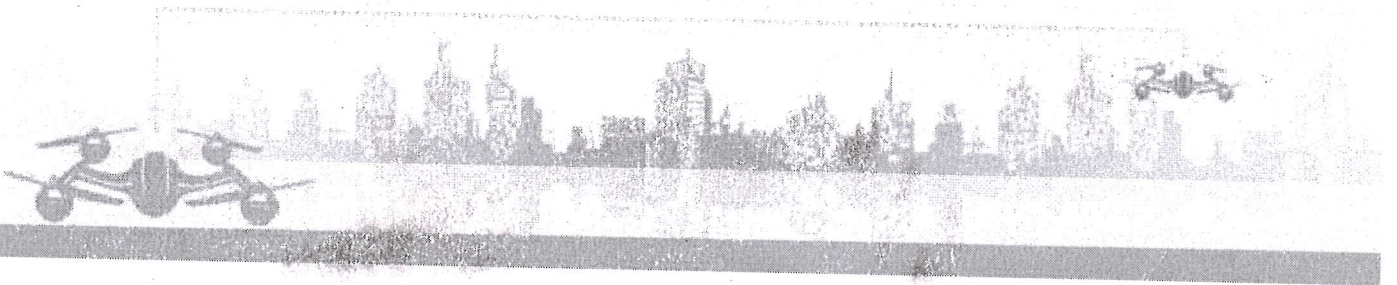
Job description: You will be responsible for doing research and development of components passenger drones.

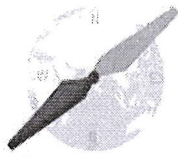
Start date: 10th October 2018

Salary: You are offered following salary.

Sr. Number	Salary Component Name	Monthly Amount	Yearly Amount
1	Basic Pay	9800	117600
2	HRA	1960	23520
3	Conveyance Allowance	1960	23520
4	Special Allowance	1470	17640
Total Gross Salary		15190	182280

Probation: *Your probation period is six months starting from your joining date.*





PASSENGER DRONE RESEARCH PVT. LTD.

www.passengerdrones.in

info@passengerdrones.in

+91 90110 00540

B-Wing, Thakkar Majesty, Kulkarni Bagh,
College Road, Nashik - 422005

Hours of work: Your working hours will be from 8AM morning to 5PM evening from Monday to Saturday. 1st Saturday and 3rd Saturday will be working Saturdays.

Holidays: Apart from weekends, you are eligible for national holidays.

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.

This arrangement may be terminated by either party upon notice in writing to either parties with one-month notice period.

We look forward to the opportunity to work with you in an atmosphere that is successful and mutually challenging and rewarding.

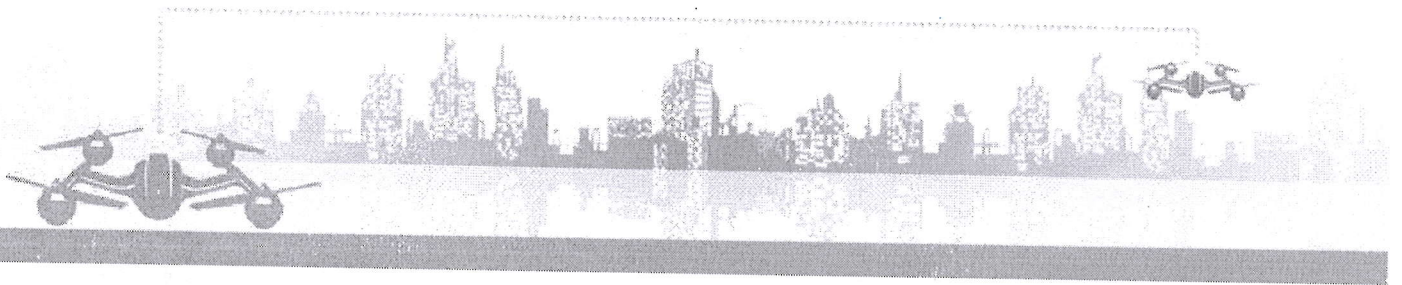
Sincerely,

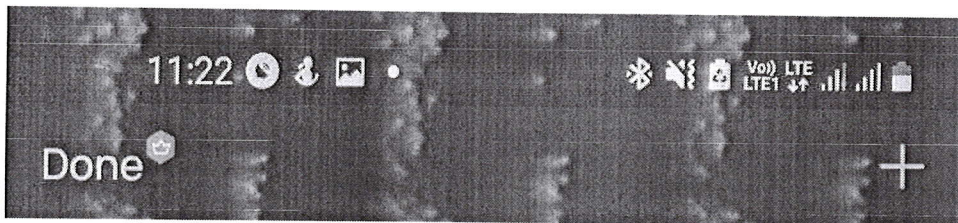
Anil Chandaliya
For Passenger Drone Research Private Limited

With the signature below, I accept this offer for employment.

Ketan. Y. Sangale
Name K/Sangale

Date





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DECIMAL POINT
Innovative Research Solutions

To,
Preeti Sachin Gurule,
Classic 'B' Appt, Indira Nagar, Nashik -09

Dear Preeti Sachin Gurule,

Re: Offer Letter for the post of Research Analyst(Trainee)

Following our discussions, I am pleased to offer you, on behalf of Decimal Point Analytics Private Limited, a position as Research Analyst(Trainee)".

Your fixed cost to the company would be Rs.164800/- per annum. This includes gratuity as per rules.

We look forward to your joining us on or before 22 Feb 2022. By accepting this letter, you agree to bind yourself to the terms of the employment, including the notice period as decided by the company.

I would like to reiterate our high regard for you, and in the interim, if I can be of help, please do not hesitate to call me.

Sincerely,

Shallesh Dhuri
Chief Executive Officer

I agree to accept the letter & abide by the terms of employment

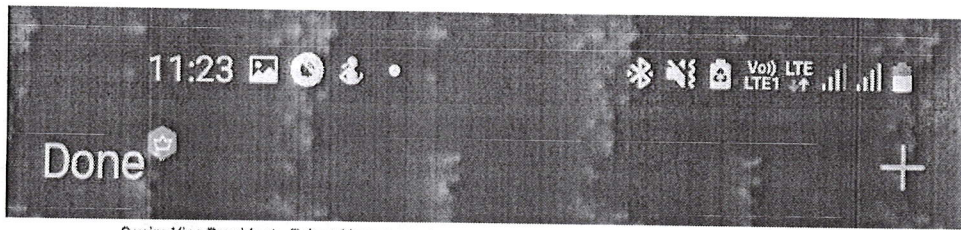
Encl:

- a. Terms & Conditions
- b. Acceptance Copy
- c. Annexure - I

Decimal Point Analytics Private Limited CIN No. U67120MH2005PTC157773	Registered Office 5A, B-Wing, Trade Star Building], B. Nagar, Andheri-Kurla Road, Andheri (East), Mumbai - 400 059, Maharashtra, India T: +91 22 3001 5200 F: +91 22 3001 5250	www.decimalpointanalytics.com 1st Floor, 99 Bishopsgate, London, EC2M 3XD, United Kingdom Tel: +44 20 3286 1998	info@decimalpointanalytics.com 17 State Street, Suite 4000, New York, NY 10004 U.S.A. T: +1 (917) 341 3218
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STATEMENT OF TERMS OF EMPLOYMENT





Senior Vice President - Talent Management
Decimal Point Analytics Private Limited

ANNEXURE - I to Agreement between Decimal Point Analytics Private Limited and [Candidate Name]

JOB TITLE AND REPORTING LINE

Your job title is Research Analyst(Trainee) in Decimal Point Analytics Private Limited and your reporting director would be Shailesh Dhuri – Chief Executive Officer.

Based on your performance and Company requirements, your designation, and reporting line may be reviewed by the Company.

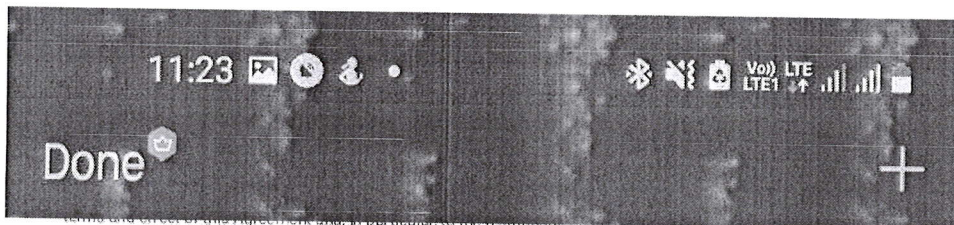
PROBATION AND CONFIRMATION

Confirmation of your employment with the Company would be effective upon your satisfactory completion of the first 6 months of employment (also called as Probation / Training period) with the Company. This stipulated period should be sufficient for you to get trained and start delivering the desired standards of work based upon the goals and objectives agreed to with your manager.

Documents to be submitted on your DOJ:

The employee on joining Decimal Point Analytics should submit the following documents to the Talent Management Department:

1. 3 copies of latest passport size photograph.
2. Scanned copies of all the educational certificates and mark sheets. (Attested).
3. Scanned copies of proof of date of birth i.e. birth certificate or school leaving certificate (Attested).
4. Scanned copies of Relieving letter and service certificate from the last employer (if applicable).
5. Scanned copies of Last salary slips from last employer (if applicable).
6. Scanned copy of PAN Card
7. Scanned copy of Address Proof (Passport, Electricity bill, Ration card) any one
8. Scanned copy of Aadhaar Card



terms and effect of this agreement and, in particular, to the restrictions contained in the Confidentiality and Intellectual Property and Post-termination Obligation clauses above.

20. NOTICES

20.1 Any notice or other communication given or made under this Agreement shall be in writing and shall be delivered to the relevant party or sent by registered post to the address of that party specified in this Agreement or such other address in India may be notified by that party from time to time for this purpose, and shall be effectual notwithstanding any change of address not so notified.

20.2 Unless the contrary shall be proved each such notice or communication shall be deemed to have been given or made, if by registered post, 48 hours after posting and, if by delivery, at the time of delivery.

21. GOVERNING LAW

This Agreement shall be governed by and construed in all respects in accordance with Indian law and the parties agree to submit to the non-exclusive jurisdiction of the Courts of Mumbai as regards any claim or matter arising in respect of this Agreement.

You will also be governed by all other instructions/rules/policies of the company, which are not specifically mentioned in this letter.

I have read, understood and agree to the terms and conditions set out in this Statement of Terms of Employment, with Annexure - I and in the Company's Employee Handbook. I also confirm that they supersede any other terms and conditions that may have been in force at the time of signing this Statement.

Signature: 

Preeti Sachin Gurule

Signed on behalf of the Company by:

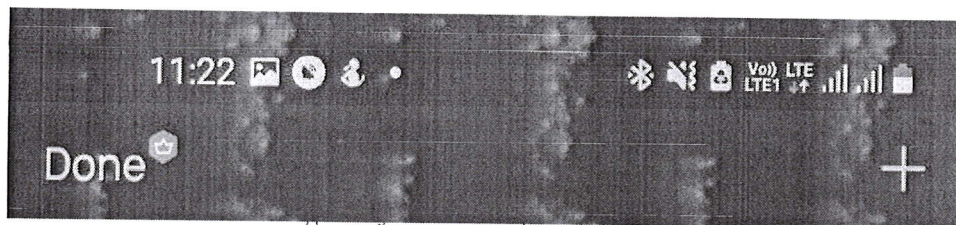
Signature: 

Shailesh Dhuri
Chief Executive Officer
Decimal Point Analytics Private Limited

Signature: 

Vidula Padwal
Senior Vice President - Talent Management
Decimal Point Analytics Private Limited





"Restricted Period" means the period of 36 months and calculated from the date of termination of your employment, subject to a reduction for any period spent on Garden Leave, as mentioned under the Clause "Termination of

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Employment".

17.2 You hereby undertake that you will not for the Restricted Period without the prior written consent of the Company either alone or jointly with or on behalf of any person directly or indirectly whether as manager, agent, consultant, employee or otherwise:

17.2.1 in connection with the carrying on of any business in competition with the Business, canvass, solicit, approach or do business, either directly or indirectly, with any person or organization who or which has at any time during the period of 24 months immediately preceding the date of the termination of your employment done business with the Business as a client and with whom or which you have had dealings during the course of your employment; or

17.2.2 solicit or entice away or endeavor to solicit or entice away from the Business any Key Employee who at the date of the termination of your employment is employed or engaged by the Company (whether or not the Key Employee would commit a breach of contract by accepting such an approach).

18. SHARE DEALINGS

You shall comply with all relevant rules of the Company, regulations and laws in force in relation to share dealings, debentures or other securities.

19. GENERAL

19.1 No failure or delay by the Company in exercising any right, power or privilege under this Agreement shall operate as a waiver thereof nor shall any single or partial exercise by the Company of a right, power or privilege preclude any further exercise thereof of the exercise of any other right, power or privilege.

19.2 This Agreement supersedes all other agreements whether written or oral between the Company or any Associated Company and you relating to your employment and you acknowledge and warrant to the Company that you are not entering into this Agreement in reliance on any representation not expressly set out herein.

19.3 You warrant that by virtue of entering into this Agreement you will not be in breach of any express or implied terms of any contract with, or of any other obligation to, any third party binding upon you.

19.4 If your employment under this Agreement is terminated by reason of the liquidation of the Company for the purpose of reconstruction or amalgamation and you are offered employment with any concern or undertaking resulting from the reconstruction or amalgamation on terms and conditions not less favorable than the terms of this Agreement then you shall have no claim against the Company in respect of the termination of your employment under this Agreement.

19.5 You confirm that you have received or have had the opportunity to receive independent legal advice as to the terms and effect of this Agreement and, in particular, to the restrictions contained in the Confidentiality and Intellectual Property and Post-termination Obligation clauses above.

20. NOTICES

20.1 Any notice or other communication given or made under this Agreement shall be in writing and shall be delivered to the relevant party or sent by registered post to the address of that party specified in this Agreement or such other address in India may be notified by that party from time to time for this purpose, and shall be effectual notwithstanding any change of address not so notified.

20.2 Unless the contrary shall be proved each such notice or communication shall be deemed to have been given or made, if by registered post, 48 hours after posting and, if by delivery, at the time of delivery.

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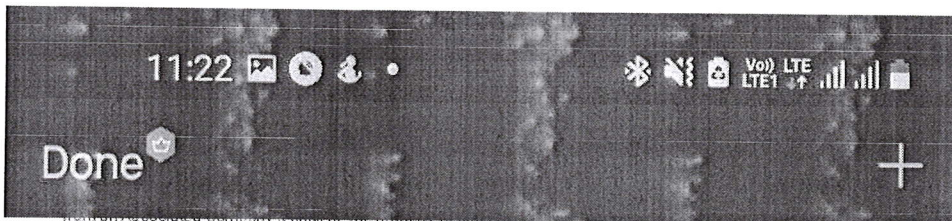
21. GOVERNING LAW

This Agreement shall be governed by and construed in all respects in accordance with Indian law and the parties agree to submit to the non-exclusive jurisdiction of the Courts of Mumbai as regards any claim or matter arising in respect of this Agreement.

You will also be governed by all other instructions/rules/policies of the company, which are not specifically mentioned in this letter.

I have read, understood and agree to the terms and conditions set out in this Statement of Terms of Employment,





Done

...an Associated Company shall be the property of such Associated Company, or if originated from a Client Company, it shall be the property of such Client.

16.1 You hereby acknowledge that because of the nature of your duties and the particular responsibilities arising from the nature of your duties you have and at all times during your employment will have a special obligation to further the interests of the undertakings of the Company and of any Associated Company;

16.2 You hereby undertake to notify and disclose to the Company in writing the full details of all relevant Intellectual

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Property forthwith upon the production of the same, and promptly whenever requested by the Company and in any event upon the determination of your employment with the Company deliver up to the Company all correspondence and other documents, papers and records, and all copies, whether physical or electronic, or on any magnetic or optic or any other media thereof in your possession, custody and power relating to any relevant Intellectual Property;

16.3 You hereby undertake to hold upon trust for the benefit of the Company or any Associated Company any relevant Intellectual Property and the Intellectual Property Rights therein to the extent the same may not be and until the same are vested absolutely in the Company or any Associated Company;

16.4 You hereby assign for the benefits of the Company by way of future assignment all copyright, design rights and other proprietary rights (if any) in all relevant Intellectual Property;

16.5 You hereby, unconditionally and irrevocably waive your rights to be identified as the author of any of the relevant Intellectual Property in which copyright subsists and not to have the work subjected to derogatory treatment; and this waiver is made expressly in favour of the Company and shall extend to licenses and successors in title to the copyright in the work;

16.6 You hereby acknowledge that, save as provided by law, no further remuneration or compensation other than that provided for herein is or may become due to you in respect of the performance of your obligations under this Clause; and

16.7 You hereby undertake at the expense of the Company to execute all such documents, make such applications, give such assistance and do such acts and things as may in the opinion of the Company be necessary or desirable to vest in and register or obtain letters patents in the name of the Company, its clients, its clients' clients, its employees or any Associated Company and otherwise to protect and maintain the relevant Intellectual Property and the Intellectual Property Rights therein.

To the extent that by law any relevant Intellectual Property or the Intellectual Property Rights therein do not, or are not permitted to, vest in or belong to the Company or any Associated Company you agree immediately upon the same coming into existence to offer to the Company or any Associated Company in writing a right of first refusal to acquire the same on arm's length terms to be negotiated and agreed between the parties in good faith.

17. POST TERMINATION OBLIGATIONS

17.1 For the purpose of this Clause, the following expressions shall have the following respective meanings:

"Business" means the carrying on of the business of providing financial and investment services and support services to companies in the financial services sector and any other sectors that the Company or any Group Company provides services to, including the sales and marketing of research data produced by the Company or any Group Company and any other business which may at the termination of this Agreement be carried on by the Company or any Group Company at the date of termination of your employment and in which you have been concerned to a material extent at any time in the 24 months immediately preceding such termination.

"Key Employee" means any person who at the date of termination of your employment is employed or engaged by the Company or any Group Company (i) with whom you have had material contact during the course of your employment and (ii) either (a) is employed or engaged in the carrying on of the business of Company's Business and any other business or (b) is in possession of confidential information or (c) is directly managed by or reports to you or (d) in the event that such Key Employee is found to have been solicited by you prior to the date of termination of your employment, who would have been so employed but for your actions.

"Restricted Area" means any part of the world in which you have undertaken your duties to a material extent at any time in the 24 months immediately preceding the termination of your employment.

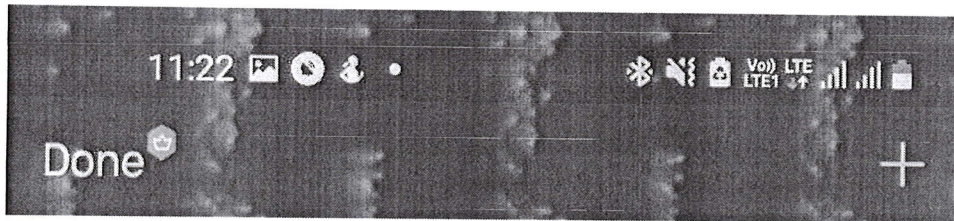
"Restricted Period" means the period of 36 months and calculated from the date of termination of your employment, subject to a reduction for any period spent on Garden Leave, as mentioned under the Clause "Termination of

8

Employment".

17.2 You hereby undertake that you will not for the Restricted Period without the prior written consent of the Company either alone or jointly with or on behalf of any person directly or indirectly whether as manager, agent, consultant, employee or otherwise:





13. DEDUCTIONS FROM SALARY

The Company reserves the right in its absolute discretion to deduct from your pay any sums which you may owe the Company including, without limitation, any over payments or loans made to you by the Company or loss suffered by the Company as a result of your negligence or breach of the Company's rules, any TDS dues, any tax dues, any other statutory dues.

14. OUTSIDE INTERESTS

You will not, during the course of your employment, be employed or engaged in any capacity in any other business without the prior written consent of a Director of the Company.

15. CONFIDENTIALITY

You acknowledge that in the course of your employment with the Company you will have access to, and be entrusted with, information in respect of the business and financing of the Company, its Clients, its Clients' clients, its employees, its dealings, transactions and affairs including any parent or subsidiary company, another subsidiary of parent company, joint venture company and associated companies (together "Group companies"), all of which information is or may be confidential.

You must not, either during your employment or at any other time after completion of employment with the Company, divulge to any person or organisation any confidential information relating to the Company, its Clients, its Clients' clients, its employees and any Group company, except where required to do so as part of your duties while employed by the Company.

"Confidential information" includes all information which has been specifically designated as confidential by the Company, its Clients, its Clients' clients, its employees or any parent company, another subsidiary of parent or subsidiary company, joint venture company (hereinafter collectively referred to as Group Company(ies)), any information imparted in circumstances which imply that it is confidential, and any information relating to the technical, strategic planning, marketing, pricing or financial activities of the Company, its Clients, its Clients' clients, its employees or any Group Company, the unauthorised disclosure of which would embarrass, harm or prejudice the Company or any Group Company. It does not include information which is legitimately in the public domain.

You must not, at any time during your employment with the company and thereafter, share the name of any Client of the Company or Clients client, either directly or indirectly, or in such terms that any third person is able to ascertain the name of the Client or Client's client, in any social networking site such as LinkedIn and Facebook or any job portal or site such as Naukri, Monster and TimesJobs without the express prior written approval of a Director of the Company.

Breach of the Group's confidentiality rules during your employment will normally lead to summary dismissal for gross misconduct or any other legal recourse available to the Company.

16. INTELLECTUAL PROPERTY

All relevant Intellectual Property and all Intellectual Property Rights therein shall to the fullest extent permitted by law belong to, vest in and be the absolute, sole and unencumbered property of the Company or if it originates mainly from an Associated Company it shall be the property of such Associated Company, or if it originates mainly from a Client Company, it shall be the property of such Client.

16.1 You hereby acknowledge that because of the nature of your duties and the particular responsibilities arising from the nature of your duties you have and at all times during your employment will have a special obligation to further the interests of the undertakings of the Company and of any Associated Company;

16.2 You hereby undertake to notify and disclose to the Company in writing the full details of all relevant Intellectual

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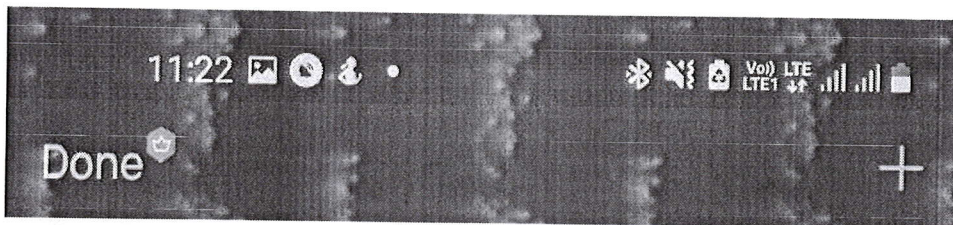
Property forthwith upon the production of the same, and promptly whenever requested by the Company and in any event upon the determination of your employment with the Company deliver up to the Company all correspondence and other documents, papers and records, and all copies, whether physical or electronic, or on any magnetic or optic or any other media thereof in your possession, custody and power relating to any relevant Intellectual Property;

16.3 You hereby undertake to hold upon trust for the benefit of the Company or any Associated Company any relevant Intellectual Property and the Intellectual Property Rights therein to the extent the same may not be and until the same are vested absolutely in the Company or any Associated Company;

16.4 You hereby assign for the benefits of the Company by way of future assignment all copyright, design rights and other proprietary rights (if any) in all relevant Intellectual Property;

16.5 You hereby, unconditionally and irrevocably waive your rights to be identified as the author of any of the relevant Intellectual Property in which copyright subsists and not to have the work subjected to derogatory treatment; and this waiver is made expressly in favour of the Company and shall extend to licenses and successors in title to the copyright in the work;

16.6 You hereby acknowledge that, save as provided below, no further remuneration or compensation other than



such shares within seven days of such request, the Company may effect such transfers on your behalf.

Upon termination of your employment, for any reason other than those mentioned in clause 12.2, all unpaid increments, bonuses, whether retention or performance or any other bonus, revised salary will stand forfeited and no bonus and revisions will be payable to you during the notice period or after termination of employment.

The termination of your employment for whatever reason shall not affect those provisions of this Agreement which are expressed to have effect thereafter.

12. SUMMARY TERMINATION

If you:

12.1.1 shall commit any act of dishonesty whether relating to the Company, any Associated Company, an employee or otherwise; or

12.1.2 are guilty of any Gross Misconduct or commit any serious breach of any of your obligations to the Company or any Associated Company or refuse or neglect to comply with lawful orders given to you by the Board; or reporting officer

12.1.3 are guilty of any conduct which in the reasonable opinion of the Company brings you, the Company or any Associated Company into disrepute; or

12.1.4 shall be prohibited or disqualified by law from holding the office which you hold in the Company or any Associated Company or shall resign from any such office without the prior written consent of the Board; or

12.1.5 are in the reasonable opinion of the Company incompetent in the performance of your duties; or

12.1.6 fail to observe and perform in all material respects the terms and provisions of this Agreement (where such conduct does not fall within Clause 12.1.3) and fail to remedy any such non-observance or non-performance (where capable of remedy) within fourteen (14) days after prior written notice from the Company requiring you so to do; or

12.1.7 are declared bankrupt; or

12.1.8 are convicted of any arrestable criminal offence; or

12.1.9 are prevented from performing your duties due to Incapacity (including any illness caused by your own negligence) for a period of 120 working days in aggregate in any period of 12 months; or

12.1.10 fail to observe and comply with the requirements and obligations of any law which is required to be observed in performance of your duties,

THEN the Company shall be entitled at its absolute discretion to terminate your employment immediately without notice or payment in lieu of notice whereupon you shall have no claim against the Company for damages or otherwise by reason only of such termination. Further, it is hereby agreed that the Company shall be entitled to terminate your employment under Clause 12.1.9 notwithstanding that to do so would disentitle you to any benefits in force at the date of such termination.

12.2 This Agreement shall automatically terminate on your 60th birthday.

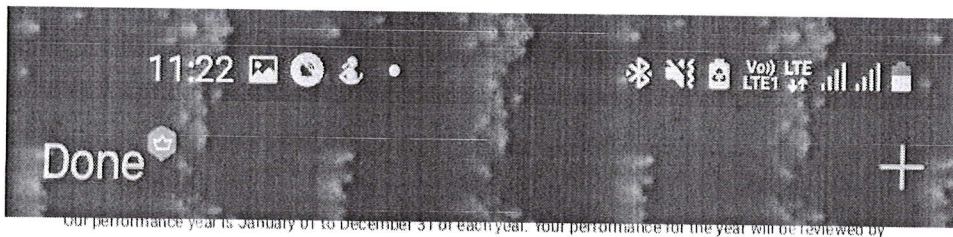
12.3 The Company may suspend you for the purpose of investigating any misconduct alleged against you and during any such period, you shall not, except with the prior consent in writing of the Board, or your reporting officer, attend at any premises of the Company or any Associated Company or contact any employee, customer or supplier of the Company or any Associated Company. The Company shall be under no obligation to provide any work for you during such period and you shall, at the request of the Company, immediately deliver to the Company all or any of its property.

13. DEDUCTIONS FROM SALARY

The Company reserves the right in its absolute discretion to deduct from your pay any sums which you may owe the Company including, without limitation, any over payments or loans made to you by the Company or loss suffered by the Company as a result of your negligence or breach of the Company's rules, any TDS dues, any tax dues, any other statutory dues.

14. OUTSIDE INTERESTS

You will not, during the course of your employment, be employed or engaged in any capacity in any other business without the prior written consent of a Director of the Company.



Our performance year is January 01 to December 31 of each year. Your performance for the year will be reviewed by

January 31 of the following year. Based on the review, your fixed annual salary will be reviewed and adjusted (merit increase) in the month of April of the following year. A revision letter will be given to you on 31st January after the completion of the performance review.

9. MONITORING OF E-MAILS, INTERNET AND TELEPHONE CALLS

There are times when the Company may need to monitor the use of e-mails, the Internet and telephone calls by its employees, for example, to investigate suspected misuse, breaches of the law or Company rules and procedures. By signing this Statement, you consent to the Company so doing, without providing any notice to you.

You should also refer to the Company's policy one-mail, use of Internet and Business communication in the Employee Handbook.

10. ADDITIONAL AGREEMENTS

You may be required by the Company to sign additional agreements that may be specific to clients or projects; you are required to work for.

11. TERMINATION OF EMPLOYMENT

Your appointment can be terminated by the Company if your Medical Screening or Background Verification check reports have major discrepancies. The management's decision in all such cases will be final and binding.

The minimum period of notice that both you and the Company must give to terminate your employment is three months. Notice must be given in writing.

Failure to provide the agreed notice period shall render you liable to pay the Company notice period salary in lieu thereof and shall entitle the Company to deduct / withhold this amount from any and all dues payable by the Company to you. The management may decide to accept salary in lieu of Notice Period or adjust against leave, at its own discretion.

The management may also decide to waive off the Notice Period and relieve you prior to the expiration thereof based on the requirements of the company. The management's decision in all such cases will be final and binding.

It is your responsibility to complete your handover during the notice period before leaving the organization. This is required to ensure smooth transition of processes in the absence of the resigning employee.

Upon leaving the Company, you must return to the Company all of its property that is in your possession including all relevant intellectual property and confidential business information.

Once either you or the Company has given notice to terminate your employment, or if you resign without giving proper notice, the Company may direct you to take "Garden Leave" for the unexpired period of notice. This means that the Company may require you to serve your notice period away from the workplace, to perform only such duties as it may allocate to you or not to perform any duties, and to have no contact with any employees or clients of the Company without the express written permission of an officer of the Company. In cases where the Company directs you to take "Garden Leave" your salary and all contractual benefits will continue to be paid till the end of your notice period.

Upon termination of your employment for whatever reason, you agree that at the request of the Company you will immediately resign (without claim for compensation) from all directorships and other offices which you may hold in the Company or in any Associated Company and, if applicable, transfer any qualifying or nominee shares held by you, issued to you with respective provisions of terms of issue from time to time, to the Company and/or any Associated Company. In the event of your failure to notify the Company that you will resign within seven days of a request by the Company, you hereby irrevocably authorise the Company to appoint a person to execute any documents and to do everything necessary to effect such resignation on your behalf. Further, if you fail to transfer

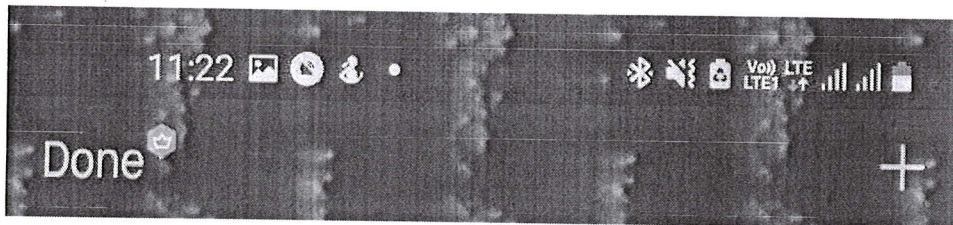
such shares within seven days of such request, the Company may effect such transfers on your behalf.

Upon termination of your employment, for any reason other than those mentioned in clause 12.2, all unpaid increments, bonuses, whether retention or performance or any other bonus, revised salary will stand forfeited and no bonus and revisions will be payable to you during the notice period or after termination of employment.

The termination of your employment for whatever reason shall not affect those provisions of this Agreement which are expressed to have effect thereafter.

12. SUMMARY TERMINATION





3. PLACE OF WORK

Your initial place of work will be Nashik.

The Company reserves the right to require you to change your place of work to any of the Company's office locations, its Client's offices or any other location worldwide, as may be required by the Company. In the event of any proposed relocation, the Company will consult with you and provide you with as much notice as practical.

It is a condition of your employment that you are prepared to relocate anywhere within India and, if necessary, overseas at the request of the Company. Any such relocation shall be as per policy laid down by Company.

4. WORK RELATED TRAVEL

The Company has offices in multiple locations in India and abroad. In addition, the Company has clients all over the world. You may be required to work at any of these locations or elsewhere, for short term or long term durations, from time to time.

It is a condition of your employment that you are prepared to travel within India and, if necessary, overseas at the reasonable request of the Company. You shall travel by such means and in accordance with such travel tariff as the Company may from time to time determine. The Company will meet properly substantiated expenses in accordance with Company policy, the details of which are set out in the Employee Handbook.

5. HOURS OF WORK

Work Timings in Decimal Point Analytics reflect the requirements of business.

The working hours expected of each Decimal Point employee is of 9 (nine) hours a working day and 45 hours per week, including a 30 minute lunch/dinner break and 2 rest breaks of 15 minutes each.

Due to the nature of business at Decimal Point, hours of work may vary and you are expected to work such additional hours as necessary to meet business requirements and fulfill the duties and responsibilities of your role. No overtime payments would be made for such additional hours of work.

6. DUTIES

During the course of your employment you will discharge your duties efficiently, diligently and to the best of your abilities. You shall devote your whole time and attention to the business interests of the Company and generally carry out duties and work as assigned to you, and shall obey and comply with all the lawful orders and directions given to you by your superiors. You shall honestly, diligently and faithfully serve the Company and endeavour to promote the business interests of the Company at all times.

7. LEAVES AND HOLIDAYS

During your entire period of service, you will be entitled to leaves, holidays and all other benefits as per the rules and regulations prevailing in the Company for each such benefit from time to time. A detailed policy on the same is available in the Employee Handbook.

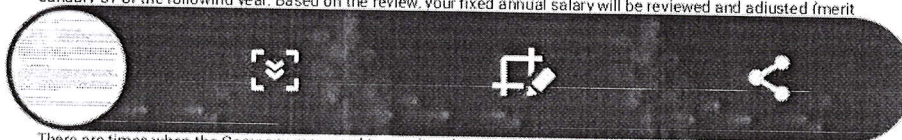
8. SALARY

Your fixed cost to the company would be Rs.164800/- per annum. This includes gratuity as per rules.

Any Bonuses lying unpaid on the date of resignation is subject to forfeiture at the sole discretion of the company.

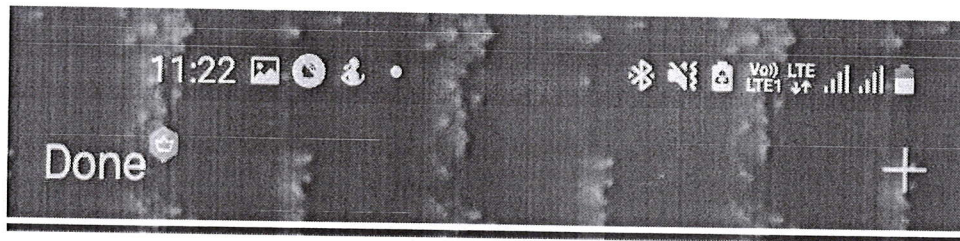
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January 31 of the following year. Based on the review, your fixed annual salary will be reviewed and adjusted (merit



There are times when the Company may need to monitor the use of e-mails, the Internet and telephone calls by its





STATEMENT OF TERMS OF EMPLOYMENT

This Statement includes the particulars of employment and is made between the following parties:

**Decimal Point Analytics Private Limited and
Preeti Sachin Gurule**

The terms and conditions of your employment with Decimal Point Analytics Private Limited are set out below and also in certain sections of the Company's Employee Handbook. In the event of any inconsistency between the terms set out in this Statement and the Employee Handbook, the terms set out in the Statement take precedence.

The Company reserves the right to vary and amend the terms and conditions of employment from time to time and will give reasonable notice of any such change.

In this Agreement, the following words shall have the following meanings:-

"Associated Company" shall mean in relation to the Company, another company which is connected or under common ownership of the Company or the principal shareholders of the Company;

"the Board" shall mean the Executive Board of Directors from time to time of the Company including any committee of the Board duly constituted by it;

"Gross Misconduct" shall include but is not limited to discrimination, harassment, fighting, alcohol or drug abuse, fraud, competing with the Company, theft, destruction of Company property, any breach of the Company's e-mail/Internet policy, serious breaches of health and safety rules and breach of a statute which has a direct effect on your ability to undertake your duties under this Agreement;

"Incapacity" shall mean any illness, accident or other like cause which prevents you from performing your duties hereunder.

1. JOB TITLE AND REPORTING LINE

Your job title, reporting line and grade at Decimal Point Analytics Private Ltd, is as set out in Annexure I of this agreement. Based on your performance and Company requirements, your designation, grade and reporting line may be reviewed by the Company as an amendment to Annexure - I of the agreement.

You have a duty to carry out all reasonable instructions and comply with all policies and procedures that the Company imposes. The Company may also reasonably require you to work at other jobs, or undertake the duties of another position, at a similar level within the business (whether for the Company and/or for an Associated or Subsidiary Company), after proper consultation.

2. DATE OF START OF EMPLOYMENT

Your employment with Decimal Point Analytics Private Limited will begin on or before 22 Feb 2022. No employment with a previous employer will count as part of your period of continuous employment with the Company.

3

3. PLACE OF WORK

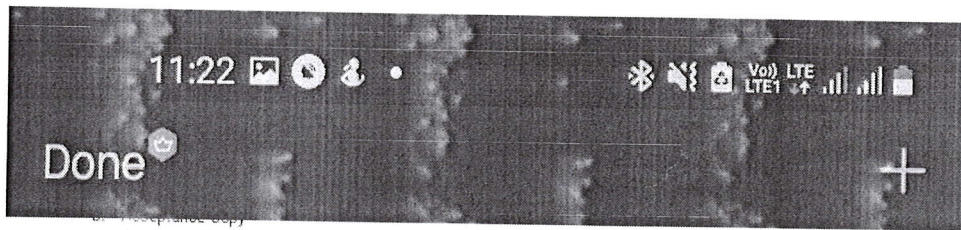
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The Company reserves the right to require you to change your place of work to any of the Company's office locations, its Client's offices or any other location worldwide, as may be required by the Company. In the event of any proposed relocation, the Company will consult with you and provide you with as much notice as practical.

It is a condition of your employment that you are prepared to relocate anywhere within India and, if necessary, overseas at the request of the Company. Any such relocation shall be as per policy laid down by Company.

4. WORK RELATED TRAVEL

The Company has offices in multiple locations in India and abroad. In addition, the Company has clients all over the world. You may be required to work at any of these locations or elsewhere, for short term or long term durations, from time to time.



b. Acceptance copy
c. Annexure - I

Decimal Point Analytics Private Limited CIN No. U67120MH2005PTC157773	Registered Office 5A, B-Wing, Trade Star Building, B. Nagar, Andheri-Kurla Road, Andheri (East), Mumbai - 400 059, Maharashtra, India T: +91 22 3001 5200 F: +91 22 3001 5250	www.decimalpointanalytics.com 1st Floor, 99 Bishopsgate, London, EC2M 3XD, United Kingdom Tel: +44 20 3286 1998	info@decimalpointanalytics.com 17 State Street, Suite 4000, New York, NY 10004 U.S.A. T: +1 (917) 341 3218
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STATEMENT OF TERMS OF EMPLOYMENT

BETWEEN

DECIMAL POINT ANALYTICS PRIVATE LIMITED

AND

PREETI SACHIN GURULE





Date: 18 May 2021

Mr Digambar Sunil Patil
A/P Aadgaon Tal Chalisgaon Dist

Jalgaon 424116

Employee No: 2088186
Dear Mr Digambar Sunil Patil

Appointment Letter

We are pleased to appoint you in our organization as Project Officer subject to the following terms and conditions:

1. Your contract will commence from 18 May 2021 during which you will render services to our Client at their premises subject to the terms and conditions of the engagement letter executed to you on 18 May 2021 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. Your appointment is subject to confirmation from our client on the selection of your candidature by our client, in accordance with their selection criteria. Your term shall further get extended based on positive feedback from the client.
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 30 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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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 5th of the 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 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.

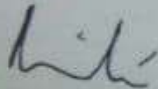
TeamLease neither accepts any consideration in the form of any cash or kind nor supports any policy of accepting such consideration by any third party for providing employment to prospective candidates. In the event you have paid any such amount to any employee, Officer, representative of TeamLease kindly 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: DIGAMBAR SUNIL PATIL

Salary Annexure

Employee No: 2082186

Fixed Salary

Particulars	Amounts
Basic	3202
House Rent Allowance	1281
Conveyance	1600
Employer PF Contribution	736
ESIC - Employer	261
Works Allowance	1334
Statutory Bonus	589
Total Amount	9003
Amount In Words(Rs)	Nine Thousand Three rupees

Net Pay Annexure

EARNINGS	Amounts
Basic	3202
House Rent Allowance	1281
Conveyance	1600
Works Allowance	1334
Statutory Bonus	589
Gross Earnings	8006
DEDUCTION *	Amounts
Employee ESI	61
Employee PF	736
Professional Tax	175
Total Deduction	972
Net Salary	7034
Travel and Other Reimbursement	5966
Total Net Payment	13000

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WAMTECH,
D-32, M.I.D.C Ambad, Nashik 422010
Email: wamtechno@gmail.com
Website: www.wamtech.in
Tel: 9699650785

28th February, 2022

Sayali Kothawade,
Shital Paradise, Govind Nagar,
Nashik.

Dear Sayali,

On behalf of "WAMTECH", I am pleased to offer you a Web Developer position with the company starting from 01-03-2022. You will be working at our ambad, Nashik office and paid a salary of INR 10,000/- per month subjected/ not subjected to taxes.

We look forward welcoming you to the company. We would request for your commitment to deliver outstanding work quality that exceed client expectations. In addition, we expect your personal accountability in all the products, actions, advice, and results that you provide as an employee of our organization.

In case you decide to separate from WAMTECH, you would be required to give One (1) month of notice to the company. The Company may, at its option and discretion, waive all the prescribed notice period or a part thereof in case of a voluntary separation.

Company reserves the right of terminating this agreement with immediate effect if your performance is not found satisfactory.

Information pertaining to WAMTECH operations and intellectual property is confidential and upon reporting, you will be required to sign a non-disclosure agreement. You are also expected to adhere to all applicable rules and regulation and business conduct guidelines of WAMTECH and act in accordance with the values and principles of the Company.

On your reporting date, please bring the following mandatory documents and share the same over

email: wamtechno@gmail.com

- Copy of this letter duly signed and dated by you.
- Your updated resume
- 2 photographs (passport sized, color photos with a white background).
- 10th, 12th & Education degree certificate and all year mark sheets for latest graduation or post- graduation. Photocopies should include both front and back sides of the certificate.

- Offer letter and Experience/Relieving letter of last 2 companies (If applicable)
- 3 months' pay-slip from immediate company (If applicable)
- Proof of identity. Bring photocopy of any one of the following documents: passport, Aadhaar and PAN (all 3 mandatory)
- Proof of identity: Aadhaar and PAN are mandatory. If you do not have either, please apply for one immediately and carry the acknowledgement on the day of joining.

With best regards

For WAMTECH
WAM TECH

Wasif
Proprietor
Wasif Mirza
(Authorized signatory)

(Sayali Kothawade)

** YOUR APPOINTMENT WOULD BE SUBJECT TO SUBMISSION OF THE ABOVE DOCUMENTS

*** PLEASE CARRY THE ORIGINAL COPIES OF YOUR DOCUMENTS ON THE DATE OF JOINING



(An ISO 9001:2015 Company)

Sumago Infotech Pvt. Ltd.

Strive With Technology...!

23th, July, 2022

To,
Vivek Patil,
Nashik.

OFFER LETTER

Dear Vivek,

Sumago Infotech Pvt Ltd is pleased to extend the following offer of employment to you. Congratulations! You have been selected as the best candidate for the Full Stack Developer.

We believe that your knowledge, skills and experience would be an ideal fit for our team. We hope you will enjoy your role and make a significant contribution to the overall success of Sumago Infotech Pvt Ltd.

Please take the time to review our offer. It includes important details about your compensation, benefits and the terms and conditions of your anticipated employment with Sumago Infotech Pvt Ltd.

Position

Sumago Infotech Pvt Ltd is offering a full-time position for you as Full Stack Developer. In this position, you will report to Prasad Pawar (Project Manager)

Working hours

This is a full-time position requiring approximately 54 hours per week.

Your regular weekly schedule will be from Monday to Saturday.

Expected hours of work are from 10 a.m.to 7 p.m.

Compensation and Salary

For Full Stack Developer, you will be under probation period of 6 months. Sumago Infotech Pvt Ltd. Is offering a salary of Rs.7,500 /- to you which will be paid on a monthly basis.



(An ISO 9001:2015 Company)

Sumago Infotech Pvt. Ltd.

Strive With Technology...!

Commencement date

As we discussed, your employment will commence on Monday, 25/07/2022.

Location

You will be based at 3rd Floor, Sadashiv Motkari Sankul, Sadashiv Nagar, Govind Nagar Nasik-422 009.

Carry photocopy of below documents:

1. Resume
2. Academic Certificates
3. Aadhar Card
4. Pan Card
5. Bank Passbook/Cancelled Cheque
6. 2 Passport Size Photos
7. Vaccination Certificate

We look forward to welcoming you to the Sumago Infotech Pvt Ltd team.

If you have any questions or need additional information, please don't hesitate to contact me by email hr@sumagoinfotech.com or phone +91 - 8530648814

Congratulations and welcome to the team.!



Sumago Infotech Pvt. Ltd.



(An ISO 9001:2015 Company)

Sumago Infotech Pvt. Ltd.

Service With Technology...



+91 - 84080 84888



sumagoinfotech@gmail.com



www.sumagoinfotech.com



Third Floor, Sadashiv Motkari Sankul, Sadashiv Nagar,
Govind Nagar, Nashik - 422009



(An ISO 9001:2015 Company)

Sumago Infotech Pvt. Ltd.

Strive With Technology...!



+91 - 84080 84888



sumagoinfotech@gmail.com



www.sumagoinfotech.com



@sumagoinfotech



@sumagoinfotech



Third Floor, Sadashiv Motkari Sankul, Sadashiv Nagar,
Govind Nagar, Nashik - 422009



(An ISO 9001:2015 Company)

Sumago Infotech Pvt. Ltd.

Strive With Technology...!