



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

2022-23



Director
Dr. Moonje Institute,
Nashik

India Employment Offer V201581

13.04.2022

**Mr. Chandratre Mayuresh Kiran
Nashik**

Dear **Mayuresh**,

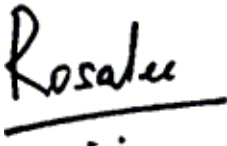
I would like to personally welcome you to Mindtree Limited and am confident that you will build a long and mutually rewarding career with Mindtree. I strongly believe that it is individuals like you along with existing Mindtree Minds that can build a globally respected, successful and expertise-led company. The guiding principle behind our endeavour to succeed emanates from three key words - "Bright, Confident & Active". In addition our Mission, Vision & Core values guide all our business transactions.

I sincerely hope that, you will grow with us and together we will build a memorable institution.

Enclosed please find your employment contract and other relevant details for your review and acceptance.

Looking forward to seeing you soon in Mindtree.

Thanks and regards



Vice President-People Function

13.04.2022

To

**Mr. Chandratre Mayuresh Kiran
Nashik**

Sub - Employment Offer Letter

Dear Mayuresh,

We are pleased to make an offer to you to join Mindtree Limited. ("Company/ Mindtree/ Employer/ We/ our/ us"), at our Pune office as Senior Software Engineer in Salary Grade C2.

Your total cost to Company will be **Rs. 1,400,000 per annum** (this includes 12.00% Bonus) at the commencement of your service. You can get more details regarding bonus plan on joining. Details of the salary structure are given in Exhibit 2.

1. TERMS & CONDITIONS

This employment offer along with its Exhibits contains broad terms and conditions of service governing your employment. You are also bound by the terms in the attached Exhibits, the additional documents you execute upon joining Mindtree and other terms and conditions communicated to you from time to time including but not limited to Mindtree's Policies, rules, regulations and Code Of Conduct ("Policies"). You are requested to contact the People Function Representative for any clarifications on Policies, which are applicable to you and also refer the Mindtree intranet portal for Policies and updates.

Your employment is offered with a clear understanding that your employment is on a whole-time basis and that you will not undertake any other part time/full-time work, without the prior written consent of the Company. Other than the compensation mentioned herein, no additional payments will be due to you. We expect you to keep the compensation details confidential at all times.

2. TRANSFER

You could be transferred at Company's discretion to any of other offices/branches/subsidiaries/affiliates/holding company/department in India or outside India, should the need arise including client location on whose projects you have been deployed. You will abide by the Company's Policies as may be in effect from time to time with respect to your role, function, grade or location where you work in. In case you are deputed to a client location, you shall abide by the client policies applicable to you so that you do not commit any breach which adversely impacts Mindtree.

8. BACKGROUND CHECK & REFERENCES

We would be conducting a background and reference check on your employment details upon consent.

Your employment with us and your continuation in service is contingent upon (i) our obtaining a satisfactory report on the background check conducted by our approved agency relating to employment, experience, details provided in Your application etc. and (ii) your eligibility to work for the Company such as no non-compete restrictions.

If any of the information provided by you is found to be inaccurate now or later, or if you suppress any material information, Mindtree at its sole discretion can take necessary action including but not limited to termination of employment with or without notice or compensation. In certain client projects, our clients may request additional checks which you shall comply with.

In securing this offer, you have represented that you have certain educational qualifications and professional experience. Hence We understand that you shall provide proofs of such qualifications and experience which We find satisfactory when asked by us or our background check agencies.

In the event of non-cooperation with the background check process, including but not limited to non-submission of requested documents and lack of response to calls and/or mails, Mindtree may, at its sole discretion, choose to terminate the employment contract between Mindtree and you with or without notice or compensation.

9. TRAINING, RELEVANT SKILL SET, PERFORMANCE MANAGEMENT & SALARY REVISION

We provide various training resources and You will be required to undergo relevant trainings from time to time to ensure that your skills are relevant to our business needs. You understand and acknowledge that you need to be productive at all times.

You will be eligible for performance review according to the Policies of the Company. Your career and compensation progression will be based your performance and Company's Policies prevailing at that point of time.

10. PERSONAL DATA

For the purposes of your employment with us, We need to collect, hold, process and transfer your Personal Data about you (such as your name, date of birth, education, contact information, PAN, Aadhar number etc.) as it is necessary for the administration, management and performance of your employment contract. We shall provide you a Privacy Notice upon acceptance of this offer to make you aware of what personal data We collect, how We use it and how We protect it during the course of your employment with us.

11. VALIDITY, ACCEPTANCE AND DATE OF JOINING

You have agreed to join Mindtree Limited latest by April 19 , 2022 ("Expected Joining Date"). Your appointment will be effective on your joining Mindtree Limited on the Expected Joining Date. In the event, you are unable to join us by the Expected Joining Date, you will have the option to choose to join us on any business day between April 19 , 2022 through May 03 , 2022 ("Tentative Joining Tenure"). Any of the dates you choose from the Tentative Joining Tenure and as captured on Mindtree's internal employee database, will be considered as your effective joining date ("Effective Joining Date"). This offer of employment will be withdrawn if you are unable to confirm your acceptance within five (5) days of

this employment offer or are unable to join us by the end of your Tentative Joining Tenure.

To accept this employment offer, You are requested to sign this employment offer. On the date of joining you are required to get a copy of your acceptance.

In the event that you accept this employment offer by signing this letter, the terms and conditions herein are deemed to be the employment contract along with the Exhibits attached hereto and the other documents which you sign on the date of joining("Employment Contract"). Hence the validity of the terms and conditions herein gets extended and apply to your entire tenure with the Company and survive as mentioned in certain provisions herein. We may terminate the Employment Contract if you do not join the services on the joining date.

We understand that you have not paid any money, gifts or other benefits of any kind to anyone to have an opportunity to interview with Mindtree or to secure this employment offer. Any use of such means to secure employment may call for termination of this employment offer or the employment at any point of time later.

We are confident that you will advance professionally and financially with us through your diligence and professionalism. We appreciate your acknowledging the receipt of this letter and acceptance of this employment offer within five days from the date mentioned in this letter, failing which the employment offer stands withdrawn.

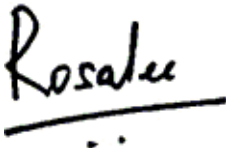
12. NON-DISCLOSURE OF CONFIDENTIAL INFORMATION AND TRADE SECRET

Confidential Information : Confidential Information includes but is not limited to our or our affiliates, holding company, partners, vendors, client' trade secrets, research and development work, source code, object code, runtime libraries, system documentation, software-related documentation, system configurations, hardware design, firmware design, icons, business and product plans marketing techniques, rate cards, commercial documents and contracts, client information, financial information, sales information, compliance information, business pipelines, SOWs, Proposals, Request For Proposal, Request For Information, client and supplier lists, construction layout, and operation of Mindtree ' s facilities and equipment, information pertaining to internal, external, business operations, information revealed to Mindtree by its clients and other third parties which we are obligated to keep confidential and any other information that maybe be considered by us as Mindtree ' s Confidential Information under applicable laws. Confidential Information shall not include Information which is in the public domain or which becomes part of the public domain by publication or otherwise through no action or fault of yours or Information which You can prove was in your possession at the time of disclosure and was not acquired directly or indirectly from Mindtree or Information, which was received by You from a third party having the legal right to transmit that information.

You shall abide by the confidentiality obligations and You shall not, except as authorized in writing, reveal/disclose/disseminate to any person or entity including competitors or persons involved directly or indirectly in allied trade, any of the trade secrets or any Confidential Information. Additional terms and conditions related to confidentiality are contained in the Exhibit 1 which you should carefully read and abide by.

Yours sincerely,

For Mindtree Limited.



Vice President-People Function

Acceptance

I, Chandratre Mayuresh Kiran, have read and understood the above employment offer terms and agree to accept the employment on the terms and conditions mentioned in this employment offer and the Exhibits attached hereto. My acceptance of this employment offer terms constitutes a valid Employment Contract between Mindtree and me.

Name : Chandratre Mayuresh Kiran

Signature :

Place :Nashik

Exhibit 1 - INTELLECTUAL PROPERTY PROTECTION AND NON-COMPETE AGREEMENT

THIS AGREEMENT FOR INTELLECTUAL PROPERTY PROTECTION AND NON-COMPETE is executed between Mindtree Limited, incorporated under the Indian Companies Act 1956 with its registered office at Mindtree Ltd., West Campus, Global Village, RVCE Post, Mysore Road, Bangalore-560059, hereafter referred to as "Mindtree" and **Chandratre Mayuresh Kiran** hereinafter "You" upon acceptance of the employment offer and joining Mindtree in an employee status under the Employment Contract.

Your employment commences on the date of joining Mindtree as mentioned in the Joining Report you sign. This Agreement is deemed effective from such joining date.

You understand that Mindtree has developed and uses commercially valuable information including but not limited to technical, non-technical and other information in the various existing and projected areas of our business. To protect our legitimate interests, it is necessary to protect certain information (1) as confidential and trade secret and/or (2) by intellectual property rights such as patent, copyright, and/or other means of protection available under the laws (Information).

You may become acquainted and deal with such Information and may contribute to such information during employment. Hence to protect such valuable information, in consideration of the compensation Mindtree provides to You, You hereby accept the terms and conditions below:

1. DEFINITIONS

As used in this Agreement, the terms have the below definitions and as defined in the Employment Offer above:

- a) "Cause for termination." "**Cause**" shall be defined to mean any reason or rationale for which Mindtree in its sole discretion and reasonably discretion deems it necessary to terminate, dismiss or suspend your services. Causes for dismissal include but not be limited to: Misconduct or negligence in the performance of, or persistent failure to perform your duties of employment; Commission of an act of dishonesty, disloyalty of fraud in connection with your employment; Drug or alcohol use, or being under the influence of same, during working hours or on duty of Mindtree, conviction of, or plea of nolo contendere in, a crime, whether or not related to your employment; Breach of the provisions of this Agreement, conditions of the Employment Offer, Code of Conduct procedures or breach of Mindtree or applicable client policies, commission or omission of any act which is detrimental to reputation of the Company.
- b) "**Client**" shall mean such entities which are engaged or in the process of or have the prospect of entering into a business relationship with Mindtree or its affiliates or subsidiaries.
- c) "**Compensation**" means all payments and benefits provided to You by Mindtree during your employment, including, but not limited to, those set forth in the Employment Offer which shall be sufficient for and be deemed to be part of consideration for this Agreement as well.

- d) **"Output"** means those work products including but not limited to codes, derivatives customizations, enhancements, applications, documents, reports, proposals, statements, work flows and all other material. You make resulting partly or wholly from your employment with Mindtree.
- e) **"Employer or Company"** means Mindtree Limited and any business entity, which may be a subsidiary or affiliate of Mindtree Limited.
- f) **"Intellectual Property"** means all innovations, inventions, technology, engineering, trade secrets, trademarks, patents, copyrights to any copyrightable material, software systems, designs, programs, improvements, modifications, marks, mask works, new ideas, concepts, work products and developments, publications, manuals, business procedures, business, operational and marketing plans, programs, and processes, policies, techniques, know-how and methods of operations of Mindtree, including any such items developed, conceived or originated, either individually or jointly with others, by You during the course of your employment with Mindtree. The definition of "Intellectual Property" is intended to have the broadest meaning as permitted under applicable laws.
- g) **"Prospect"** means and includes the entities with which Mindtree aspires to have a business agreement or understandings.
- h) **"Restricted Period"** shall mean the period of employment and a further period ending 12 months following the termination/resignation or superannuation or otherwise ending of employment with Mindtree.

2. REPRESENTATIONS AND WARRANTIES.

You represent and warrant that:

- a) Your employment with Mindtree does not cause directly or indirectly the breach of any agreements between You and third parties and you have no conflict of interest in your employment with Mindtree.
- b) You warrant that Mindtree is the sole and exclusive owner of all rights and remedies in Confidential Information you receive from Mindtree and Intellectual Properties you create for Mindtree.
- c) You shall not engage in any action, or refrain from engaging in any action, where such action or inaction or act or omission may cause directly or indirectly the breach of any agreements between You and third parties including but not limited to confidentiality or non-disclosure agreements or breach of Intellectual Property Rights. In particular, You shall not bring into Mindtree any of pre-existing intellectual property of your past employers or other third parties and use them in creation of any of your work product for us.
- d) You shall devote full time and attention to your Mindtree employment and perform your obligations in full compliance of Policies/practices of Mindtree as updated from time to time.
- e) The Compensation included in the Employment Offer is the full and total compensation for the services and for the commitments made under this Agreement. You are not entitled any other compensation which is not included in the Employment Offer including, but not limited to, royalties, bonuses, and additional benefits.

- f) You agree to hold in confidence all Confidential Information disclosed to you or developed by you in connection with the employment and agree that Mindtree is the sole and exclusive owner of all rights and remedies therein. You shall not, without our written permission use the Confidential Information for any reason other than to enable You to properly and completely perform the employment obligations. You shall not reproduce or make copies of the Confidential Information or of your Output, except as required in the performance of the employment.
- g) Upon termination of employment for any reason whatsoever, You shall promptly return all Confidential Information and all correspondence, drawings, blue prints, manuals, letters, notes, notebooks, reports, flowcharts, programs, proposals, documents concerning our Clients and all other documents, writings, and materials, laptops, software, tools or other assets utilized by You together with any copies or other reproductions thereof made by You or in your possession or control.
- h) You have a 'Duty to Speak' and You shall immediately notify us of any information or event which comes to your attention which indicates there has been or might be a loss of confidentiality of such Confidential Information or an actual or potential compromise of Mindtree or its Clients' Intellectual Property Rights.
- i) You agree to abide by the requirements defined under any security, privacy or other regulations or certifications which Mindtree is obligated to comply or is certified to is certified in future.
- j) You shall comply with all reasonable requirements/obligations which Mindtree or its Clients require You to undertake including additional background checks or verifications from time to time, access restrictions, trading compliance requirements etc.

3. INTELLECTUAL PROPERTY OBLIGATIONS

- a) All works resulting from your employment are "works made for hire" as defined by international copyright laws. You shall promptly disclose to us and or to our Clients as necessary, in writing if requested, any and all inventions conceived or made by You during the period of your employment.
- b) You hereby assign all of your interests in your Output to Mindtree. Without any additional Compensation or payments of any kind, you shall execute any and all applications, assignments or other instruments which are deemed necessary to apply for Intellectual Property Rights registrations anywhere in the world.
- c) You shall comply with all Mindtree and its Clients' policies that may be in effect from time to time relating to record keeping related to Intellectual Properties.
- d) You shall place all appropriate notices of patent rights, trademark rights, and copyrights and all other Intellectual property Rights on all works resulting from your employment.
- e) You understand that subsequent to the employment termination or retirement as the case may be, your assistance may be needed in regard to securing, defending or enforcing any Intellectual property Rights

in which you may have been an inventor or co-inventor. If your assistance requires substantial utilization of your time, We shall pay reasonable compensation at a rate to be agreed but not higher than the last salary paid to you by Mindtree. Such assistance may include but may not be limited to executing any and all documents, patent, copyright or other applications and assignments to us or our designee (s), making and keeping proper records, and giving evidence and testimony.

f) In case of a dispute between You and Mindtree where you have or are alleged to have copied or published or distributed or have done any act in respect of our Confidential Information or our Clients' Intellectual Property which has breached or is likely to breach our rights and remedies herein, the presumption of a breach by you shall be at the highest level allowed by law and the burden of proving otherwise shall rest with you.

g) The terms of this section shall survive termination of your employment or retirement.

4. INDEMNIFICATION

You shall indemnify Mindtree, its directors, employees from and against any loss, damage, or injury Mindtree suffers or is likely to suffer as a result of any of your breach of this Agreement, breach of any third party intellectual property by You, breach of the terms of your Employment Contract or that of Mindtree's Policies/practices and for all acts or omissions. Such indemnity shall include but not be limited to losses, damages, injuries, or liabilities, losses, expenses, attorney fees, liabilities, costs of suits, costs or arbitration, or costs or appeal, etc. The indemnity obligation herein shall survive of your employment or retirement.

5. REASONABLE RESTRICTIONS

You agree that Mindtree's services are highly specialized. You further agree that the identity and particular needs of the Mindtree's Clients are not generally known in the industry. Documents and other information regarding Mindtree's services, pricing and cost as well as information pertaining to Mindtree's Clients including but not limited to identity, location, service requirements and charges to the Clients are highly confidential.

i) You warrant that during the Restricted Period:

(a) You shall not engage directly or indirectly in any professional services or employment nor advice, manage, render or perform services to or for any person or entity during the term of your employment with Mindtree.

(b) No Solicitation of Employees. You will not, directly or indirectly, on your own or on behalf of any other person or entity (other Mindtree), regardless of who first initiates the communication, hire or solicit to hire for employment or consulting or other provision of services, any Restricted Employee. This includes, but is not limited to, inducing or attempting to induce, or influencing or attempting to influence, any Restricted Employee to terminate his or her relationship with Mindtree; helping to identify or evaluate any Restricted Employee for recruitment away from Mindtree; and helping any person or entity hire a Restricted Employee away from Mindtree.

(c) No Solicitation of Customers. You will not directly or indirectly, on your own or on behalf of any other person or entity, solicit the business of or provide services or goods similar to the services or goods

provided by Mindtree to any Restricted Customer. You further agree not to directly or indirectly contact any Restricted Customers for the purpose of soliciting such Restricted Customer to purchase or license a product or service that is the same as or similar to those products and/or services offered, made, or rendered by Mindtree. You will not engage in any activity that would encourage any Restricted Customer to cease doing business with or terminate or limit an existing relationship with Mindtree.

Definitions. For purposes of this Section :

(i) The phrase "directly or indirectly" shall include you either on your own account, or as a partner, owner, promoter, joint venturer, employee, agent, consultant, advisor, manager, executive, independent contractor, officer, director, stockholder, or otherwise, of an entity.

(ii) "Restricted Customer" means any prospective or actual customer whom you had contacted, negotiated with, received Confidential Information about, and/or sold or provided services to, in the course of your work for Mindtree, or with whom you have otherwise had material contact during the last twelve (12) months of your employment with Mindtree.

(iii) "Restricted Employee" means any person who is actively employed or engaged (or in the preceding six (6) months was actively employed or engaged) by Mindtree and with whom you had material contact in the course of your employment with Mindtree or about whom you learned Confidential Information in the course of your employment with Mindtree.

(iv) "Restricted Period" means during your employment with Mindtree and for a period of one (1) year following the termination of your employment with Mindtree for any reason.

Additionally, you shall not own an interest in any business which directly competes with Mindtree, except, however, nothing herein shall preclude you from owning, as a passive investor, up to one percent (1 %) of the outstanding shares in a publicly traded company for the shares of which an active public trading market exists.

You confirm that you have assessed the terms of this section carefully and accept these upon having conducted appropriate verifications of your own.

6. GENERAL

a) In the event of any material breach of any obligation of this Agreement, Mindtree reserves the right to take any appropriate legal action before the competent local court. Additionally, in view of the nature of IT Services business where a breach can cause irreparable loss or damage, Mindtree may at its sole discretion seek immediate injunctive relief or specific performance of your obligations in addition to any other remedy or damages in law or equity.

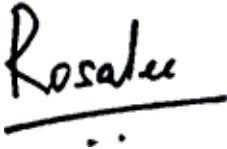
b) This Agreement along with conditions of the Employment Offer, the Code of Conduct Procedures, the Joining Report and Mindtree Policies form the framework of your Employment Contract and governing conditions.

c) If any provision of this Agreement shall be held by a court of competent jurisdiction to be contrary to law, the remaining provisions of this Agreement shall remain in full force and effect to the extent possible under applicable laws.

- d) Each and all of the provisions of this Agreement shall be binding upon and shall inure to the benefit of the successors and assigns of Mindtree.
- e) This Agreement shall be construed according to the laws of the Republic of India and subject to the exclusive jurisdiction of Bangalore courts.
- f) The terms of this Agreement shall remain in full force and effect both during the continuation of your employment, and after termination of the Employment for any reason whatsoever as per survival provisions mentioned herein.
- g) Any failure by Mindtree to enforce at any time any of the provisions of this Agreement shall not operate as or be deemed a waiver of such right, privilege or remedy or as a waiver of any preceding or succeeding breach by You.

For Mindtree Limited

Read and Accepted



Full Name : Chandratre Mayuresh Kiran
Place : Nashik
Expected Joining Date : 20.07.2023

Vice President-People Function

Exhibit 2 - Compensation Stack

Name : Mr. Chandratre Mayuresh Kiran
Designation : Management Trainee
Salary Grade : C2

The detailed break up of your Cost To Company components is given below (all figures in INR per annum)

Basic	560,000
HRA	280,000
FEP	305,672
Provident Fund	56,160
Gratuity	22,464
Insurance Benefits*	7,704
Annual Gross	1,232,000
Bonus / Variable Compensation**	168,000
Annual Cost to Company	1,400,000

"In the event that the compensation requires restructuring in order to comply with the proposed Code on Social Security, 2020, the restructuring shall be done such that it is cost neutral for the Company, while maintaining the total fixed and variable pay inclusive of social security benefits for you."

The eligibility and the basis of the gratuity amount will be calculated as per Payment of Gratuity Act & as per the Gratuity policy applicable in Mindtree at any given time.

*** Insurance Benefits:**

- Premium towards Group Medical Coverage (GMC) upto Rs.600,000/- per annum for self and family. Family includes spouse and 2 dependent children. Parents policy & top up options are available and can be availed by paying the premium amount.
- Premium for Group Term Life (GTL) cover for self-up to Rs.2,500,000/-.
- Premium for Group Personal Accident cover for self-up to Rs.1,500,000/-.

**** Bonus :**

The bonus component per annum is 12.00% of CTC. This amount is guaranteed and will be payable to you in equal monthly installments. The amount thus payable is inclusive of bonus, if any, as per the Bonus Act, 1965 and amendments thereto.



13.04.2022

To

**Mr. Chandratre Mayuresh Kiran
Nashik**

**Salary Grade : C2
Designation : Management Trainee**

Dear Mayuresh,

Subsequent to our agreement for Joining Bonus to be paid to you, please find mentioned below the terms and conditions governing the same.

1. You will be entitled for the one time Joining bonus of Rs.50,000/-
2. This amount towards joining bonus will be transacted to your account along with your second month's salary.
3. The entire amount paid to you under joining bonus scheme falls under the Income Tax law and will be subjected to appropriate tax to be paid by you.
4. Should you leave Mindtree Ltd on voluntary basis within 12 months of joining, the entire amount towards joining bonus will be recovered.
5. Mindtree reserves the right for any changes, exceptions and deviations from the above mentioned policies.

Thanking you.
Yours truly,

Accepted by

A handwritten signature in black ink that reads "Rosalee". The signature is written in a cursive style and is underlined with a single horizontal line.

Vice President-People Function



GUIDELINES FOR ONBOARDING PROCESS

1. List of Documents to be submitted on the Day of Joining 2

2. Allowance in Lieu of Reimbursement 3

3. Relocation Policy 4

4. Maternity Benefits 6

5. Benefits for Person with Disability 7



1. List of Documents to be submitted on the Day of Joining

Note: The following documents need to be submitted for your Onboarding. Without any of these documents, your Onboarding formalities will not be initiated.

Document Type	Originals for Verification	Digital Copy for Submission
Employment Documents		
Previous Company Documents Relieving/ Experience/ Service certificates from all your previous companies	Yes	Yes
Immediate Previous Company Documents (<i>prior to Mindtree</i>) – Resignation Acceptance is acceptable, if Experience/Relieving is not available.	Yes	Yes
UAN Card (Universal Account Number)		Yes
Identification Documents		
Identity Documents: (All 3 are Mandatory) 1. PAN Card 2. Passport (First & Lastpages)	Yes	Yes
Colored Passport Size Photographs	3 Copies	
Certificate for Physically Challenged (If applicable)	Yes	Yes
Educational Documents		
Diploma/Graduation & Above Qualifications 1. Degree/ Convocation Certificate 2. All Semesters Mark Sheets/ Consolidated Mark Sheet	Yes	Yes

2. Allowance in Lieu of Reimbursement

This allowance is applicable for Mindtree Minds in India in C to C2 Salary Grade. This allowance is the balancing component of Annual Gross over the summation of other components. The amount will vary depending on one's Total Compensation.

The Mindtree Mind can opt to choose to claim this component as reimbursements towards one or more of the options mentioned below. The limits, terms and conditions and process is detailed below. The maximum that one can claim as reimbursements (from one or more options mentioned below) is limited to the amount mentioned in the compensation stack against this component, subject to the terms and conditions mentioned below. The options will need to be declared in the online declaration module. If chosen not to claim as reimbursement, this will be paid as taxable special pay on a monthly basis.

a) Meal Card:

One can opt of meal reimbursement up to a maximum of Rs.2, 200 p.m. (Rs. 26,400 p.a.) The declared amount will be loaded to the meal card.

b) Leave Travel Allowance:

Mindtree Minds can avail LTA component. Exemption for LTA claims is limited to twice in a block of 4 years. LTA not claimed in the specified block cannot be carried forward to subsequent year in the next block. In order to claim LTA, Mindtree Minds should have taken minimum of 1 day annual leave. LTA can be claimed only for domestic travel (within India) and not for international travel. Reimbursement of travel expenses of self and family members (Dependent - Declared and updated in the system) can be claimed. Travel through own car cannot be claimed under LTA.

The following can be submitted as proof of travel

- Air (Only - Economy Class) - Original air ticket / E ticket+ Boarding pass
- Train - Original train ticket or E-ticket
- Bus - Original bus ticket
- Hired Taxi - Invoice from the travel agency with a trip sheet giving the details of the travel.

Other modes of commutation such as taxi bills for local conveyance etc. and hotel bills for staying will not be accepted as proof of claiming the LTA. LTA will not be applicable for the period when Mindtree Mind is deputed onsite on long term assignment or during service break. If the LTA amount declared is not claimed during the year, it will be paid as taxable portion of salary at the end of the year as "Yearend Pay". For Mindtree Minds serving notice period, the balance LTA (if any) will be paid as part of their full and final settlement as a taxable.

c) Special Pay:

The balance Allowance in Lieu of Reimbursement amount, after opting for the options mentioned above, will be added to special pay. This amount, if any, will be paid monthly taxable amount.

d) Yearend Pay

Any unutilized or unclaimed "Allowance in Lieu of Reimbursement" amount will be paid as year-end pay subject to tax along with the payroll for the month of March.

3. Relocation Policy

Objective:

To provide guidelines to new Mindtree Minds for eligible relocation expenses consistent with good business practices and budgetary caps

Applicability:

All candidates who are offered full time employment by Mindtree across Salary Grades joining any of the Mindtree offices from a different city

Policy Details:

Travel

Mindtree Minds can claim reimbursement towards travel cost of self and dependents (Which can include Spouse, Children and parent/parent-in-laws). The reimbursements subject to submission of necessary tickets/vouchers, as per limits mentioned in the table below.

Salary Grade	Upto 500 Kms	Above 500 Kms
C-C3	2nd AC/ CC/ AC Bus	2nd AC/ CC/ AC Bus
C4-C7	2nd AC/ CC/ AC Bus	2nd AC/ CC/ AC Bus/Economy Air
C8 & Above	2nd AC/ CC/ AC Bus/Economy Air	2nd AC/ CC/ AC Bus/Economy Air

In case of Mindtree Minds relocating from overseas, travel cost equivalent to economy class air fare for self and Family. Definition of Family will include on self, spouse and children and not include parents and in-laws for this purpose.

Accommodation

Initial accommodation expenses, for not more than 7 days, can be claimed as per below criteria: mentioned below, subject to necessary bills/vouchers.

Salary Grade	Eligible Amount
C1 to C5	INR.10,000
C6 and Above	INR.15,000

In case of international relocation - Initial accommodation of 7 days in Mindtree approved guest house or hotels.

Movement of personal belongings

Expenses towards moving of your personal belongings (household) to the joining location should be as per the entitlement below:

Distance	Eligible Amount
Upto 500 KM	INR.15,000
500-800 KM	INR.25,000
Above 800 KM	INR.35,000

Process

- Relocation reimbursement **should be claimed within one-month** from the date of joining.
- All reimbursements have to be made through Mower expense claim module.
- All expense reimbursements will be against original / valid receipts only.
- Claims will be reimbursed based on the eligibility criteria defined in the policy.
- In case any Mind quits Mindtree voluntarily within six months from date of joining, Mind is liable to refund all relocation expenses reimbursed by the company.
- Relocation and related expenses thereof are taxable as per the law and such tax will be payable by the Mind.

This relocation policy is subject to change and your relocation reimbursements will be based on the policy in vogue at the time of joining.

4. Maternity Benefits (Applicable only for Lady Minds)

Maternity leave policy is to support women during pregnancy, child birth or related medical conditions and as per statutory regulations

- This leave is applicable to Lady Mindtree Minds who are eligible for maternity benefits. Eligibility is defined as per the Maternity Benefit Act – to be eligible for the benefits as per this Act, the lady Mindtree Mind must have worked for at least 80 calendar days in the last 12 months preceding the expected date of delivery.
- Maternity leave will be given for 26 weeks (182 calendar days) of which not more than 8 weeks (56 calendar days) shall precede the date of delivery. This includes weekly offs (Saturdays and Sundays) and all public holidays during that period. This benefit will also be applicable for adoptive mothers and commissioning mothers (Refer Definition). In the case of adoption, the age of the child should be less than 5 years
- A surrogate mother can avail maternity leave for a maximum of 12 weeks of which not more than 6 weeks shall precede the date of delivery. This includes weekly offs (Saturdays and Sundays) and all public holidays during that period. (Refer Definition).
- In case of miscarriage or premature termination of pregnancy, Mindtree Mind is entitled to 45 days fully paid maternity leave (including weekly offs and all public holidays).
- In case of Tubectomy, Mindtree Mind is entitled to 15 days leave (including weekly offs and all public holidays) once in Mindtree tenure.
- All rules and regulations as per the Maternity Benefit Act, 1961 would apply.
- In addition to the above benefits the lady minds (& spouse of Mindtree minds) are eligible to claim Insurance benefits towards Maternity and related medical conditions.
- Mindtree provides onsite and offsite crèche facilities to Lady Minds. Crèche facility is provided to kids in the age group of 6 months to 6 years. Lady Mind is allowed to make 4 visits to the creche which shall also include the interval for rest allowed to her. Please read the policy in People hub.
- Work from home option can be availed by Lady Minds. Please read the policy in People hub.

5. Benefits for Person with Disability

Mindtree offers the below benefits for People with disability on submission of the disability certificate issued by the Ministry of Social Justice and Empowerment of the government of India. This certificate can be handed over along with the qualification & experience letters to the People Shared Services team on Day-1.

On submission of this certificate, a Mindtree Mind can avail the below:

- Tax exemption of INR 1600 per month on Conveyance.
- Deductions of INR 50,000 per annum from taxable income as mentioned in Chapter VIA under section 80U of the Income Tax Act; INR 1,00,000 per annum if the disability is severe (Disability greater than 80%).
- Exemption from deduction of professional tax.

Apart from the above benefits offered by the government of India, A Mindtree Mind with disability can also avail of the following:

- Emergency Medical assistance loan of INR 5,00,000 which is provided to Mindtree Minds and their immediate family members based in India during medical exigencies alone.
- Designated cabs to pick up and drop the Mindtree Mind to office and back on regular working days at 8:30am and 6:00pm respectively at normal transportation charges as borne by any other Mindtree Mind availing regular shuttle service. This is applicable only in locations where shuttle services / company provided transportation is available. Also this benefit is applicable only to those Mindtree Minds who are physically immobile.
- Purchase of Assistive technology products that will aid the Mindtree Mind in the smooth execution of his/her role. This can be used within the office premises alone and cannot be carried home.

If you are a person with disability and require an Assistive technology product (*list of Assistive technology products are mentioned below*), request you to furnish the below details and submit the same to the TA team on the day of joining.

Name: _____

Emp Id: _____

Have you submitted your disability certificate: Yes/No

If yes, please choose your choice of Assistive technology product:

Automatic Wheel chair (*for people who are physically immobile*)

Jaws Screen reading software (*for people with visual impairment*)

Signature: _____

Date: _____



Code of Conduct

Summary:

Mindtree Minds are expected to follow a professional code of conduct and work ethics. The intent of this document is to lay the ground rules for professional and disciplined behavior in the office premises and/or at client locations. Mindtree cannot anticipate all situations that may arise during your employment. When in doubt about an appropriate course of conduct, please contact your supervisor or a People Function representative.

Your employment with Mindtree is subject to your acceptance of this Code of Conduct Procedure. All Mindtree Minds are required to read, understand and sign the Code of Conduct procedures when they are hired.

Objective:

To define guidelines on the professional code of conduct and work ethics in the office premises and/or at client locations.

Eligibility/Applicability:

All Mindtree Minds, Mindtree's clients, vendors, partners etc.

Code of Conduct :

The policy details various scenarios under which Code of Conduct is monitored.

1) Personal Interest v/s Mindtree's interest

In day-to-day work scenarios, you could face situations where a possible course of action would advance your personal interests at the expense of the company. In such situations, you are expected to put the best interests of the company first. When in doubt, please check with People Function and/or your Manager.

2) Use of proprietary or confidential information of third party

You should not disclose to Mindtree, bring onto Mindtree's premises or induce Mindtree to use any confidential information that belongs to anyone other than Mindtree or yourself. You are instructed neither to make use of any confidential or proprietary information of a third party in the course of performing your job duties or services, nor include or incorporate any such information with or into any product or work that you create, design, or develop for or on behalf of Mindtree in the course of performing your duties or services unless you have the prior written consent of Mindtree. Reference to 'Mindtree' above includes Mindtree's clients, vendors and partners as well.



3) Office for Profit

Without the consent of Mindtree, you are prohibited from initiating or accepting any work as an Employee, consultant, adviser or as a member of board of directors of any other company. If you wish to seek approval for such outside work, please contact your People Function representative.

4) Vendor relationship

In your capacity as a Mindtree Mind or Consultant, neither you in the capacity of employee nor any of your immediate family members can be a vendor of Mindtree. You shall not accept advice, service, or gifts or presents in kind or cash from a vendor of Mindtree with a value greater than \$25. If you receive any gifts from a vendor with a value greater than \$25, or if a vendor engages in a pattern of offering you small gifts, please inform your reporting manager or ask People Function for guidance.

5) Using Mindtree's time and assets

You should not use Mindtree's or its customers' time or any of its assets for performing outside or personal work. In addition, you should not abet, entice, motivate, help, or coerce fellow employees to use such time and assets for outside or personal work that could reasonably be construed to have a detrimental effect on Mindtree.

6) Personal Relationship

Your spouse or any other member in your immediate family may be working with a competitor or vendor of Mindtree. This calls for extra-sensitivity to confidentiality of Mindtree's information as there is a possibility that the closeness in relationship could lead to inadvertently compromising Mindtree's interest. You are requested to be aware of the potential conflicts that might arise and inform the People Function accordingly.

If you are a member of an Enabling function such as People Function, Finance, IS etc you cannot have an immediate family member employed in another function/role in Mindtree, unless it has been explicitly approved by the head of People Function.

7) Equal Opportunity

Mindtree is an equal opportunity employer and makes employment decisions on the basis of merit. The Company seeks to have the best available individual(s) in every position. Mindtree prohibits unlawful discrimination based on race, color, citizenship, religion, sex, national origin, age, disability, or family, marital or veteran status, or any other characteristic protected by federal, state or local laws.

Mindtree is committed to complying with all applicable laws providing equal opportunities to individuals regardless of race, color, citizenship, religion, sex, national origin, age, disability, or family, marital or veteran status, or any other characteristic protected by law. This responsibility applies to all persons involved in the operations of Mindtree and prohibits unlawful discrimination by any Mindtree Mind, including supervisors and coworkers.

Mindtree prohibits taking negative action against any Mindtree Mind for reporting a possible deviation from this policy or for cooperating in an investigation. Any Mindtree Mind who retaliates against another Mindtree Mind for reporting a possible deviation from this policy or for cooperating in an investigation will be subject to disciplinary action, up to and including termination of employment.

8) Dating/Romantic/Sexual Relationships

Mindtree recognizes that sometimes employees enter into personal relationships in the workplace, and this provision is not intended to prohibit such relationships. However, certain romantic or sexual relationships can interfere with the smooth operation of its business. Some of these relationships can also result in actual or potential disclosure of confidential or sensitive information and can have other detrimental effects. Mindtree reserves the right to determine when a relationship presents a problem in the workplace. Without limiting its discretion to address problematic relationships or situations, Mindtree offers the following guidelines:

During working time and in working areas, employees must keep personal exchanges limited so that others are not distracted or offended, and so that productivity is maintained. During nonworking time, such as lunches, breaks and before and after work periods, employees may have appropriate personal conversations in non-work areas as long as their conversations and behaviors could not be perceived as offensive or uncomfortable to a reasonable person. Employees are strictly prohibited from engaging in conduct that would be deemed inappropriate by a reasonable person while on company premises, regardless of whether they are working at the time.

Mindtree generally considers employee off-duty conduct as private, as long as the conduct does not create problems within the workplace. Exceptions to this principle, however, involve 1) romantic or sexual relationships between supervisors and subordinates (regardless of the reporting structure) or 2) romantic or sexual relationships between any employee in the People Function or Finance departments and any other employee. Both employees involved in a relationship in either of these categories must immediately disclose to Mindtree the existence of a romantic or sexual relationship. Such required disclosure must be made in writing to People Function. People Function will provide an appropriate form upon request. Failure to make this disclosure may result in disciplinary action up to and including termination of employment. This disclosure will enable Mindtree to determine whether, given the relative positions of the individuals involved, action should be taken.

If Mindtree determines that action must be taken, it may ask one or both of the employees to transfer to another position, location, or project. If a transfer proposed by Mindtree is refused, or if Mindtree determines that the situation cannot be adequately addressed by transfer (or if Mindtree determines that transfer otherwise would not be in the best interests of Mindtree), Mindtree may terminate the employment of one or both employees. Mindtree has the sole discretion to determine whether a problem exists and how to address it. Accordingly, Mindtree is not limited to transfer and discipline/termination as its only options.

9) Personal Behavior

Mindtree expects all Mindtree Minds to be honest and fair in dealing with people, customers, vendors, competitors or others because you are the brand ambassador of Mindtree and your actions help to form others' impressions about Mindtree.

10) Breach of Discipline

As discussed above, Mindtree expects all Mindtree Minds to behave in a professional manner. Listed below are categories of inappropriate conduct that may lead to disciplinary action, up to and including termination of employment from Mindtree (This list is just illustrative and not exhaustive).

"Theft, fraud, forgery, embezzlement, misappropriation; dishonesty, harassment, indecent behavior, sexual advances, suggestive remarks, racial slurs, derogatory remarks/discrimination on - disability, veteran status, national origin, sexual orientation, race, color, religion, political affiliation, sex, or age. The list also includes forwarding/ viewing pornographic material at work or on work computers or other devices, willful insubordination, disobedience, absence without leave, habitually irregular attendance, neglect of work, willful damage of company property, disclosing/divulging trade secrets/confidential information/special processes/methodologies, unfair dealing with parties, false representation/misrepresentation, false recording/reporting of information, drunkenness, riotous behavior, commission of certain criminal offense(s), aiding or abetting any act listed herein, willful breach of law/rule / policy / guideline/procedure, working under the influence of alcohol or illegal drugs, creating/encouraging an offensive work environment, etc."

In the event Mindtree receives information suggesting that you may have engaged in any of the conduct described above, People Function personnel may require you to undergo necessary tests/assessments/inquiry as appropriate. You will be expected to cooperate in any investigation People Function or Mindtree management conducts or directs. Mindtree reserves the right to test Mindtree Minds for drug and alcohol use for cause or when a client requires testing.

11) Usage of Assets

As a Mindtree Mind, you will come in contact with the below mentioned assets as part of your job. You shall not disclose or divulge any of these assets without permission. You also shall not give false information, misinterpret or misquote any of these assets.

Information which can safely be construed as intellectual property or as copyrightable material includes the following -

- Product of ideas and hard work
- Confidential data
- Any business/functional plan
- Personal information
- Design
- Processes and know-how
- Any internal databases
- Patents /application
- Copyrighted material
- Methodologies, Services etc.



You will also ensure that company confidential information is not used for -

- Benefiting a third party,
- Having reciprocal dealings for personal benefits,
- Acquiring pirated, illegal unlicensed software,
- Receiving or giving extensive gifts/presents,
- Following any practices that lead to monopolies or restrict trade,
- Causing any violation of legal or statutory requirements, etc.

Please understand that unintentional disclosure of proprietary information can be just as harmful as intentional disclosure. Hence you are directed not to disclose Mindtree's confidential information to anyone (including fellow employees, if you are unsure of whether to divulge or not) unless otherwise required or permitted by law or directed by Mindtree management.

12) Workplace Etiquettes

Workplace etiquette and housekeeping of personal space is a discipline. You must keep your desk space area clean at all times and should put away any papers, books, files, stationery, etc. when you close work for the day. You must ensure that you maintain minimum noise levels at all times so as not to disturb others. Please be conscious of Mindtree's Green council policy while using company / customer provided resources like printers, stationery, etc.

All Mindtree facilities/ campuses are designated as non-smoking zones. If you wish to smoke at work, please make use of designated smoking areas only.

It is imperative to safeguard the assets (computers, telephones, LCD, etc.) of the company from dishonest, illegal or willfully negligent acts. It is a serious violation to remove any assets from the company or use for personal benefit.

13) Information Disclosure

As a Mindtree Mind, you are expected to maintain the confidentiality of Mindtree's trade secrets and private or confidential information. Trade secrets may include information regarding the development of systems, processes, products, know-how and technology. If in doubt about whether a document or other information should be considered confidential, please contact your supervisor or People Function representative.

Mindtree Minds should not speak to the media on Mindtree's behalf without contacting company spokesperson/public relations personnel. All media inquiries should be directed to them.

You must be aware that Mindtree subscribes to the provisions and guidelines of security controls as defined under ISO 27001 in the current form and with any subsequent changes. In Mindtree, you are expected to adhere to the defined compliance under the security policy. Any breach of information security controls may result in disciplinary action up to and including termination of employment.



Mindtree

A Larsen & Toubro Group Company

14) Information privacy

For privacy related rights please refer to the Data Privacy Policy available in People hub and <https://www.mindtree.com>.

Agreed and Accepted

Signature :

Name: Chandratre Mayuresh Kiran

India Employment Offer V501712

17.03.2023

Mr. Darade Vipul Jagannath
Nashik

Dear **Vipul**,

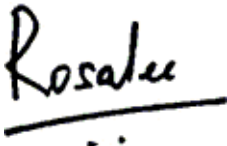
I would like to personally welcome you to Mindtree Limited and am confident that you will build a long and mutually rewarding career with Mindtree. I strongly believe that it is individuals like you along with existing Mindtree Minds that can build a globally respected, successful and expertise-led company. The guiding principle behind our endeavour to succeed emanates from three key words - "Bright, Confident & Active". In addition our Mission, Vision & Core values guide all our business transactions.

I sincerely hope that, you will grow with us and together we will build a memorable institution.

Enclosed please find your employment contract and other relevant details for your review and acceptance.

Looking forward to seeing you soon in Mindtree.

Thanks and regards



Vice President-People Function

17.03.2023

To

Mr. Darade Vipul Jagannath
Nashik

Sub - Employment Offer Letter

Dear Vipul,

We are pleased to make an offer to you to join Mindtree Limited. ("Company/ Mindtree/ Employer/ We/ our/ us"), at our Pune office as Senior Software Engineer in Salary Grade C2.

Your total cost to Company will be **Rs. 1,400,000 per annum** (this includes 12.00% Bonus) at the commencement of your service. You can get more details regarding bonus plan on joining. Details of the salary structure are given in Exhibit 2.

1. TERMS & CONDITIONS

This employment offer along with its Exhibits contains broad terms and conditions of service governing your employment. You are also bound by the terms in the attached Exhibits, the additional documents you execute upon joining Mindtree and other terms and conditions communicated to you from time to time including but not limited to Mindtree's Policies, rules, regulations and Code Of Conduct ("Policies"). You are requested to contact the People Function Representative for any clarifications on Policies, which are applicable to you and also refer the Mindtree intranet portal for Policies and updates.

Your employment is offered with a clear understanding that your employment is on a whole-time basis and that you will not undertake any other part time/full-time work, without the prior written consent of the Company. Other than the compensation mentioned herein, no additional payments will be due to you. We expect you to keep the compensation details confidential at all times.

2. TRANSFER

You could be transferred at Company's discretion to any of other offices/branches/subsidiaries/affiliates/holding company/department in India or outside India, should the need arise including client location on whose projects you have been deployed. You will abide by the Company's Policies as may be in effect from time to time with respect to your role, function, grade or location where you work in. In case you are deputed to a client location, you shall abide by the client policies applicable to you so that you do not commit any breach which adversely impacts Mindtree.

8. BACKGROUND CHECK & REFERENCES

We would be conducting a background and reference check on your employment details upon consent.

Your employment with us and your continuation in service is contingent upon (i) our obtaining a satisfactory report on the background check conducted by our approved agency relating to employment, experience, details provided in Your application etc. and (ii) your eligibility to work for the Company such as no non-compete restrictions.

If any of the information provided by you is found to be inaccurate now or later, or if you suppress any material information, Mindtree at its sole discretion can take necessary action including but not limited to termination of employment with or without notice or compensation. In certain client projects, our clients may request additional checks which you shall comply with.

In securing this offer, you have represented that you have certain educational qualifications and professional experience. Hence We understand that you shall provide proofs of such qualifications and experience which We find satisfactory when asked by us or our background check agencies.

In the event of non-cooperation with the background check process, including but not limited to non-submission of requested documents and lack of response to calls and/or mails, Mindtree may, at its sole discretion, choose to terminate the employment contract between Mindtree and you with or without notice or compensation.

9. TRAINING, RELEVANT SKILL SET, PERFORMANCE MANAGEMENT & SALARY REVISION

We provide various training resources and You will be required to undergo relevant trainings from time to time to ensure that your skills are relevant to our business needs. You understand and acknowledge that you need to be productive at all times.

You will be eligible for performance review according to the Policies of the Company. Your career and compensation progression will be based your performance and Company's Policies prevailing at that point of time.

10. PERSONAL DATA

For the purposes of your employment with us, We need to collect, hold, process and transfer your Personal Data about you (such as your name, date of birth, education, contact information, PAN, Aadhar number etc.) as it is necessary for the administration, management and performance of your employment contract. We shall provide you a Privacy Notice upon acceptance of this offer to make you aware of what personal data We collect, how We use it and how We protect it during the course of your employment with us.

11. VALIDITY, ACCEPTANCE AND DATE OF JOINING

You have agreed to join Mindtree Limited latest by April 19 , 2022 ("Expected Joining Date"). Your appointment will be effective on your joining Mindtree Limited on the Expected Joining Date. In the event, you are unable to join us by the Expected Joining Date, you will have the option to choose to join us on any business day between April 19 , 2022 through May 03 , 2022 ("Tentative Joining Tenure"). Any of the dates you choose from the Tentative Joining Tenure and as captured on Mindtree's internal employee database, will be considered as your effective joining date ("Effective Joining Date"). This offer of employment will be withdrawn if you are unable to confirm your acceptance within five (5) days of

this employment offer or are unable to join us by the end of your Tentative Joining Tenure.

To accept this employment offer, You are requested to sign this employment offer. On the date of joining you are required to get a copy of your acceptance.

In the event that you accept this employment offer by signing this letter, the terms and conditions herein are deemed to be the employment contract along with the Exhibits attached hereto and the other documents which you sign on the date of joining("Employment Contract"). Hence the validity of the terms and conditions herein gets extended and apply to your entire tenure with the Company and survive as mentioned in certain provisions herein. We may terminate the Employment Contract if you do not join the services on the joining date.

We understand that you have not paid any money, gifts or other benefits of any kind to anyone to have an opportunity to interview with Mindtree or to secure this employment offer. Any use of such means to secure employment may call for termination of this employment offer or the employment at any point of time later.

We are confident that you will advance professionally and financially with us through your diligence and professionalism. We appreciate your acknowledging the receipt of this letter and acceptance of this employment offer within five days from the date mentioned in this letter, failing which the employment offer stands withdrawn.

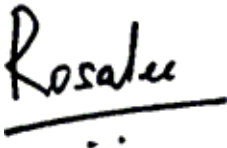
12. NON-DISCLOSURE OF CONFIDENTIAL INFORMATION AND TRADE SECRET

Confidential Information : Confidential Information includes but is not limited to our or our affiliates, holding company, partners, vendors, client' trade secrets, research and development work, source code, object code, runtime libraries, system documentation, software-related documentation, system configurations, hardware design, firmware design, icons, business and product plans marketing techniques, rate cards, commercial documents and contracts, client information, financial information, sales information, compliance information, business pipelines, SOWs, Proposals, Request For Proposal, Request For Information, client and supplier lists, construction layout, and operation of Mindtree ' s facilities and equipment, information pertaining to internal, external, business operations, information revealed to Mindtree by its clients and other third parties which we are obligated to keep confidential and any other information that maybe be considered by us as Mindtree ' s Confidential Information under applicable laws. Confidential Information shall not include Information which is in the public domain or which becomes part of the public domain by publication or otherwise through no action or fault of yours or Information which You can prove was in your possession at the time of disclosure and was not acquired directly or indirectly from Mindtree or Information, which was received by You from a third party having the legal right to transmit that information.

You shall abide by the confidentiality obligations and You shall not, except as authorized in writing, reveal/disclose/disseminate to any person or entity including competitors or persons involved directly or indirectly in allied trade, any of the trade secrets or any Confidential Information. Additional terms and conditions related to confidentiality are contained in the Exhibit 1 which you should carefully read and abide by.

Yours sincerely,

For Mindtree Limited.



Vice President-People Function

Acceptance

I, Darade Vipul Jagannath, have read and understood the above employment offer terms and agree to accept the employment on the terms and conditions mentioned in this employment offer and the Exhibits attached hereto. My acceptance of this employment offer terms constitutes a valid Employment Contract between Mindtree and me.

Name : Darade Vipul Jagannath

Signature :

Place :Nashik

- d) **"Output"** means those work products including but not limited to codes, derivatives customizations, enhancements, applications, documents, reports, proposals, statements, work flows and all other material. You make resulting partly or wholly from your employment with Mindtree.
- e) **"Employer or Company"** means Mindtree Limited and any business entity, which may be a subsidiary or affiliate of Mindtree Limited.
- f) **"Intellectual Property"** means all innovations, inventions, technology, engineering, trade secrets, trademarks, patents, copyrights to any copyrightable material, software systems, designs, programs, improvements, modifications, marks, mask works, new ideas, concepts, work products and developments, publications, manuals, business procedures, business, operational and marketing plans, programs, and processes, policies, techniques, know-how and methods of operations of Mindtree, including any such items developed, conceived or originated, either individually or jointly with others, by You during the course of your employment with Mindtree. The definition of "Intellectual Property" is intended to have the broadest meaning as permitted under applicable laws.
- g) **"Prospect"** means and includes the entities with which Mindtree aspires to have a business agreement or understandings.
- h) **"Restricted Period"** shall mean the period of employment and a further period ending 12 months following the termination/resignation or superannuation or otherwise ending of employment with Mindtree.

2. REPRESENTATIONS AND WARRANTIES.

You represent and warrant that:

- a) Your employment with Mindtree does not cause directly or indirectly the breach of any agreements between You and third parties and you have no conflict of interest in your employment with Mindtree.
- b) You warrant that Mindtree is the sole and exclusive owner of all rights and remedies in Confidential Information you receive from Mindtree and Intellectual Properties you create for Mindtree.
- c) You shall not engage in any action, or refrain from engaging in any action, where such action or inaction or act or omission may cause directly or indirectly the breach of any agreements between You and third parties including but not limited to confidentiality or non-disclosure agreements or breach of Intellectual Property Rights. In particular, You shall not bring into Mindtree any of pre-existing intellectual property of your past employers or other third parties and use them in creation of any of your work product for us.
- d) You shall devote full time and attention to your Mindtree employment and perform your obligations in full compliance of Policies/practices of Mindtree as updated from time to time.
- e) The Compensation included in the Employment Offer is the full and total compensation for the services and for the commitments made under this Agreement. You are not entitled any other compensation which is not included in the Employment Offer including, but not limited to, royalties, bonuses, and additional benefits.

- f) You agree to hold in confidence all Confidential Information disclosed to you or developed by you in connection with the employment and agree that Mindtree is the sole and exclusive owner of all rights and remedies therein. You shall not, without our written permission use the Confidential Information for any reason other than to enable You to properly and completely perform the employment obligations. You shall not reproduce or make copies of the Confidential Information or of your Output, except as required in the performance of the employment.
- g) Upon termination of employment for any reason whatsoever, You shall promptly return all Confidential Information and all correspondence, drawings, blue prints, manuals, letters, notes, notebooks, reports, flowcharts, programs, proposals, documents concerning our Clients and all other documents, writings, and materials, laptops, software, tools or other assets utilized by You together with any copies or other reproductions thereof made by You or in your possession or control.
- h) You have a 'Duty to Speak' and You shall immediately notify us of any information or event which comes to your attention which indicates there has been or might be a loss of confidentiality of such Confidential Information or an actual or potential compromise of Mindtree or its Clients' Intellectual Property Rights.
- i) You agree to abide by the requirements defined under any security, privacy or other regulations or certifications which Mindtree is obligated to comply or is certified to be certified in future.
- j) You shall comply with all reasonable requirements/obligations which Mindtree or its Clients require You to undertake including additional background checks or verifications from time to time, access restrictions, trading compliance requirements etc.

3. INTELLECTUAL PROPERTY OBLIGATIONS

- a) All works resulting from your employment are "works made for hire" as defined by international copyright laws. You shall promptly disclose to us and or to our Clients as necessary, in writing if requested, any and all inventions conceived or made by You during the period of your employment.
- b) You hereby assign all of your interests in your Output to Mindtree. Without any additional Compensation or payments of any kind, you shall execute any and all applications, assignments or other instruments which are deemed necessary to apply for Intellectual Property Rights registrations anywhere in the world.
- c) You shall comply with all Mindtree and its Clients' policies that may be in effect from time to time relating to record keeping related to Intellectual Properties.
- d) You shall place all appropriate notices of patent rights, trademark rights, and copyrights and all other Intellectual property Rights on all works resulting from your employment.
- e) You understand that subsequent to the employment termination or retirement as the case may be, your assistance may be needed in regard to securing, defending or enforcing any Intellectual property Rights

in which you may have been an inventor or co-inventor. If your assistance requires substantial utilization of your time, We shall pay reasonable compensation at a rate to be agreed but not higher than the last salary paid to you by Mindtree. Such assistance may include but may not be limited to executing any and all documents, patent, copyright or other applications and assignments to us or our designee (s), making and keeping proper records, and giving evidence and testimony.

f) In case of a dispute between You and Mindtree where you have or are alleged to have copied or published or distributed or have done any act in respect of our Confidential Information or our Clients' Intellectual Property which has breached or is likely to breach our rights and remedies herein, the presumption of a breach by you shall be at the highest level allowed by law and the burden of proving otherwise shall rest with you.

g) The terms of this section shall survive termination of your employment or retirement.

4. INDEMNIFICATION

You shall indemnify Mindtree, its directors, employees from and against any loss, damage, or injury Mindtree suffers or is likely to suffer as a result of any of your breach of this Agreement, breach of any third party intellectual property by You, breach of the terms of your Employment Contract or that of Mindtree's Policies/practices and for all acts or omissions. Such indemnity shall include but not be limited to losses, damages, injuries, or liabilities, losses, expenses, attorney fees, liabilities, costs of suits, costs or arbitration, or costs or appeal, etc. The indemnity obligation herein shall survive of your employment or retirement.

5. REASONABLE RESTRICTIONS

You agree that Mindtree's services are highly specialized. You further agree that the identity and particular needs of the Mindtree's Clients are not generally known in the industry. Documents and other information regarding Mindtree's services, pricing and cost as well as information pertaining to Mindtree's Clients including but not limited to identity, location, service requirements and charges to the Clients are highly confidential.

i) You warrant that during the Restricted Period:

(a) You shall not engage directly or indirectly in any professional services or employment nor advice, manage, render or perform services to or for any person or entity during the term of your employment with Mindtree.

(b) No Solicitation of Employees. You will not, directly or indirectly, on your own or on behalf of any other person or entity (other Mindtree), regardless of who first initiates the communication, hire or solicit to hire for employment or consulting or other provision of services, any Restricted Employee. This includes, but is not limited to, inducing or attempting to induce, or influencing or attempting to influence, any Restricted Employee to terminate his or her relationship with Mindtree; helping to identify or evaluate any Restricted Employee for recruitment away from Mindtree; and helping any person or entity hire a Restricted Employee away from Mindtree.

(c) No Solicitation of Customers. You will not directly or indirectly, on your own or on behalf of any other person or entity, solicit the business of or provide services or goods similar to the services or goods

provided by Mindtree to any Restricted Customer. You further agree not to directly or indirectly contact any Restricted Customers for the purpose of soliciting such Restricted Customer to purchase or license a product or service that is the same as or similar to those products and/or services offered, made, or rendered by Mindtree. You will not engage in any activity that would encourage any Restricted Customer to cease doing business with or terminate or limit an existing relationship with Mindtree.

Definitions. For purposes of this Section :

(i) The phrase "directly or indirectly" shall include you either on your own account, or as a partner, owner, promoter, joint venturer, employee, agent, consultant, advisor, manager, executive, independent contractor, officer, director, stockholder, or otherwise, of an entity.

(ii) "Restricted Customer" means any prospective or actual customer whom you had contacted, negotiated with, received Confidential Information about, and/or sold or provided services to, in the course of your work for Mindtree, or with whom you have otherwise had material contact during the last twelve (12) months of your employment with Mindtree.

(iii) "Restricted Employee" means any person who is actively employed or engaged (or in the preceding six (6) months was actively employed or engaged) by Mindtree and with whom you had material contact in the course of your employment with Mindtree or about whom you learned Confidential Information in the course of your employment with Mindtree.

(iv) "Restricted Period" means during your employment with Mindtree and for a period of one (1) year following the termination of your employment with Mindtree for any reason.

Additionally, you shall not own an interest in any business which directly competes with Mindtree, except, however, nothing herein shall preclude you from owning, as a passive investor, up to one percent (1 %) of the outstanding shares in a publicly traded company for the shares of which an active public trading market exists.

You confirm that you have assessed the terms of this section carefully and accept these upon having conducted appropriate verifications of your own.

6. GENERAL

a) In the event of any material breach of any obligation of this Agreement, Mindtree reserves the right to take any appropriate legal action before the competent local court. Additionally, in view of the nature of IT Services business where a breach can cause irreparable loss or damage, Mindtree may at its sole discretion seek immediate injunctive relief or specific performance of your obligations in addition to any other remedy or damages in law or equity.

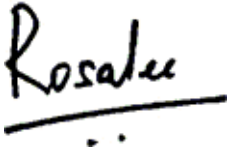
b) This Agreement along with conditions of the Employment Offer, the Code of Conduct Procedures, the Joining Report and Mindtree Policies form the framework of your Employment Contract and governing conditions.

c) If any provision of this Agreement shall be held by a court of competent jurisdiction to be contrary to law, the remaining provisions of this Agreement shall remain in full force and effect to the extent possible under applicable laws.

- d) Each and all of the provisions of this Agreement shall be binding upon and shall inure to the benefit of the successors and assigns of Mindtree.
- e) This Agreement shall be construed according to the laws of the Republic of India and subject to the exclusive jurisdiction of Bangalore courts.
- f) The terms of this Agreement shall remain in full force and effect both during the continuation of your employment, and after termination of the Employment for any reason whatsoever as per survival provisions mentioned herein.
- g) Any failure by Mindtree to enforce at any time any of the provisions of this Agreement shall not operate as or be deemed a waiver of such right, privilege or remedy or as a waiver of any preceding or succeeding breach by You.

For Mindtree Limited

Read and Accepted



Full Name : Darade Vipul Jagannath
Place : Nashik
Expected Joining Date : 20.07.2023

Vice President-People Function

Exhibit 2 - Compensation Stack

Name : Mr. Darade Vipul Jagannath
Designation : Management Trainee
Salary Grade : C2

The detailed break up of your Cost To Company components is given below (all figures in INR per annum)

Basic	560,000
HRA	280,000
FEP	305,672
Provident Fund	56,160
Gratuity	22,464
Insurance Benefits*	7,704
Annual Gross	1,232,000
Bonus / Variable Compensation**	168,000
Annual Cost to Company	1,400,000

"In the event that the compensation requires restructuring in order to comply with the proposed Code on Social Security, 2020, the restructuring shall be done such that it is cost neutral for the Company, while maintaining the total fixed and variable pay inclusive of social security benefits for you."

The eligibility and the basis of the gratuity amount will be calculated as per Payment of Gratuity Act & as per the Gratuity policy applicable in Mindtree at any given time.

*** Insurance Benefits:**

- Premium towards Group Medical Coverage (GMC) upto Rs.600,000/- per annum for self and family. Family includes spouse and 2 dependent children. Parents policy & top up options are available and can be availed by paying the premium amount.
- Premium for Group Term Life (GTL) cover for self-up to Rs.2,500,000/-.
- Premium for Group Personal Accident cover for self-up to Rs.1,500,000/-.

**** Bonus :**

The bonus component per annum is 12.00% of CTC. This amount is guaranteed and will be payable to you in equal monthly installments. The amount thus payable is inclusive of bonus, if any, as per the Bonus Act, 1965 and amendments thereto.



17.03.2023

To

Mr. Darade Vipul Jagannath
Nashik

Salary Grade : C2
Designation : Management Trainee

Dear Vipul,

Subsequent to our agreement for Joining Bonus to be paid to you, please find mentioned below the terms and conditions governing the same.

1. You will be entitled for the one time Joining bonus of Rs.50,000/-
2. This amount towards joining bonus will be transacted to your account along with your second month's salary.
3. The entire amount paid to you under joining bonus scheme falls under the Income Tax law and will be subjected to appropriate tax to be paid by you.
4. Should you leave Mindtree Ltd on voluntary basis within 12 months of joining, the entire amount towards joining bonus will be recovered.
5. Mindtree reserves the right for any changes, exceptions and deviations from the above mentioned policies.

Thanking you.
Yours truly,

Accepted by

A handwritten signature in black ink that reads "Rosalee". The signature is written in a cursive style and is underlined with a horizontal line.

Vice President-People Function



GUIDELINES FOR ONBOARDING PROCESS

1. List of Documents to be submitted on the Day of Joining 2

2. Allowance in Lieu of Reimbursement 3

3. Relocation Policy 4

4. Maternity Benefits 6

5. Benefits for Person with Disability 7



1. List of Documents to be submitted on the Day of Joining

Note: The following documents need to be submitted for your Onboarding. Without any of these documents, your Onboarding formalities will not be initiated.

Document Type	Originals for Verification	Digital Copy for Submission
Employment Documents		
Previous Company Documents Relieving/ Experience/ Service certificates from all your previous companies	Yes	Yes
Immediate Previous Company Documents (<i>prior to Mindtree</i>) – Resignation Acceptance is acceptable, if Experience/Relieving is not available.	Yes	Yes
UAN Card (Universal Account Number)		Yes
Identification Documents		
Identity Documents: (All 3 are Mandatory) 1. PAN Card 2. Passport (First & Lastpages)	Yes	Yes
Colored Passport Size Photographs	3 Copies	
Certificate for Physically Challenged (If applicable)	Yes	Yes
Educational Documents		
Diploma/Graduation & Above Qualifications 1. Degree/ Convocation Certificate 2. All Semesters Mark Sheets/ Consolidated Mark Sheet	Yes	Yes

2. Allowance in Lieu of Reimbursement

This allowance is applicable for Mindtree Minds in India in C to C2 Salary Grade. This allowance is the balancing component of Annual Gross over the summation of other components. The amount will vary depending on one's Total Compensation.

The Mindtree Mind can opt to choose to claim this component as reimbursements towards one or more of the options mentioned below. The limits, terms and conditions and process is detailed below. The maximum that one can claim as reimbursements (from one or more options mentioned below) is limited to the amount mentioned in the compensation stack against this component, subject to the terms and conditions mentioned below. The options will need to be declared in the online declaration module. If chosen not to claim as reimbursement, this will be paid as taxable special pay on a monthly basis.

a) Meal Card:

One can opt of meal reimbursement up to a maximum of Rs.2, 200 p.m. (Rs. 26,400 p.a.) The declared amount will be loaded to the meal card.

b) Leave Travel Allowance:

Mindtree Minds can avail LTA component. Exemption for LTA claims is limited to twice in a block of 4 years. LTA not claimed in the specified block cannot be carried forward to subsequent year in the next block. In order to claim LTA, Mindtree Minds should have taken minimum of 1 day annual leave. LTA can be claimed only for domestic travel (within India) and not for international travel. Reimbursement of travel expenses of self and family members (Dependent - Declared and updated in the system) can be claimed. Travel through own car cannot be claimed under LTA.

The following can be submitted as proof of travel

- Air (Only - Economy Class) - Original air ticket / E ticket+ Boarding pass
- Train - Original train ticket or E-ticket
- Bus - Original bus ticket
- Hired Taxi - Invoice from the travel agency with a trip sheet giving the details of the travel.

Other modes of commutation such as taxi bills for local conveyance etc. and hotel bills for staying will not be accepted as proof of claiming the LTA. LTA will not be applicable for the period when Mindtree Mind is deputed onsite on long term assignment or during service break. If the LTA amount declared is not claimed during the year, it will be paid as taxable portion of salary at the end of the year as "Yearend Pay". For Mindtree Minds serving notice period, the balance LTA (if any) will be paid as part of their full and final settlement as a taxable.

c) Special Pay:

The balance Allowance in Lieu of Reimbursement amount, after opting for the options mentioned above, will be added to special pay. This amount, if any, will be paid monthly taxable amount.

d) Yearend Pay

Any unutilized or unclaimed "Allowance in Lieu of Reimbursement" amount will be paid as year-end pay subject to tax along with the payroll for the month of March.

3. Relocation Policy

Objective:

To provide guidelines to new Mindtree Minds for eligible relocation expenses consistent with good business practices and budgetary caps

Applicability:

All candidates who are offered full time employment by Mindtree across Salary Grades joining any of the Mindtree offices from a different city

Policy Details:

Travel

Mindtree Minds can claim reimbursement towards travel cost of self and dependents (Which can include Spouse, Children and parent/parent-in-laws). The reimbursements subject to submission of necessary tickets/vouchers, as per limits mentioned in the table below.

Salary Grade	Upto 500 Kms	Above 500 Kms
C-C3	2ndAC/ CC/ AC Bus	2ndAC/ CC/ AC Bus
C4-C7	2ndAC/ CC/ AC Bus	2ndAC/ CC/ AC Bus/Economy Air
C8 & Above	2ndAC/ CC/ AC Bus/Economy Air	2ndAC/ CC/ AC Bus/Economy Air

In case of Mindtree Minds relocating from overseas, travel cost equivalent to economy class air fare for self and Family. Definition of Family will include on self, spouse and children and not include parents and in-laws for this purpose.

Accommodation

Initial accommodation expenses, for not more than 7 days, can be claimed as per below criteria: mentioned below, subject to necessary bills/vouchers.

Salary Grade	Eligible Amount
C1 to C5	INR.10,000
C6 and Above	INR.15,000

In case of international relocation - Initial accommodation of 7 days in Mindtree approved guest house or hotels.

Movement of personal belongings

Expenses towards moving of your personal belongings (household) to the joining location should be as per the entitlement below:

Distance	Eligible Amount
Upto 500 KM	INR.15,000
500-800 KM	INR.25,000
Above 800 KM	INR.35,000

Process

- Relocation reimbursement **should be claimed within one-month** from the date of joining.
- All reimbursements have to be made through Mower expense claim module.
- All expense reimbursements will be against original / valid receipts only.
- Claims will be reimbursed based on the eligibility criteria defined in the policy.
- In case any Mind quits Mindtree voluntarily within six months from date of joining, Mind is liable to refund all relocation expenses reimbursed by the company.
- Relocation and related expenses thereof are taxable as per the law and such tax will be payable by the Mind.

This relocation policy is subject to change and your relocation reimbursements will be based on the policy in vogue at the time of joining.

4. Maternity Benefits (Applicable only for Lady Minds)

Maternity leave policy is to support women during pregnancy, child birth or related medical conditions and as per statutory regulations

- This leave is applicable to Lady Mindtree Minds who are eligible for maternity benefits. Eligibility is defined as per the Maternity Benefit Act – to be eligible for the benefits as per this Act, the lady Mindtree Mind must have worked for at least 80 calendar days in the last 12 months preceding the expected date of delivery.
- Maternity leave will be given for 26 weeks (182 calendar days) of which not more than 8 weeks (56 calendar days) shall precede the date of delivery. This includes weekly offs (Saturdays and Sundays) and all public holidays during that period. This benefit will also be applicable for adoptive mothers and commissioning mothers (Refer Definition). In the case of adoption, the age of the child should be less than 5 years
- A surrogate mother can avail maternity leave for a maximum of 12 weeks of which not more than 6 weeks shall precede the date of delivery. This includes weekly offs (Saturdays and Sundays) and all public holidays during that period. (Refer Definition).
- In case of miscarriage or premature termination of pregnancy, Mindtree Mind is entitled to 45 days fully paid maternity leave (including weekly offs and all public holidays).
- In case of Tubectomy, Mindtree Mind is entitled to 15 days leave (including weekly offs and all public holidays) once in Mindtree tenure.
- All rules and regulations as per the Maternity Benefit Act, 1961 would apply.
- In addition to the above benefits the lady minds (& spouse of Mindtree minds) are eligible to claim Insurance benefits towards Maternity and related medical conditions.
- Mindtree provides onsite and offsite crèche facilities to Lady Minds. Crèche facility is provided to kids in the age group of 6 months to 6 years. Lady Mind is allowed to make 4 visits to the creche which shall also include the interval for rest allowed to her. Please read the policy in People hub.
- Work from home option can be availed by Lady Minds. Please read the policy in People hub.

5. Benefits for Person with Disability

Mindtree offers the below benefits for People with disability on submission of the disability certificate issued by the Ministry of Social Justice and Empowerment of the government of India. This certificate can be handed over along with the qualification & experience letters to the People Shared Services team on Day-1.

On submission of this certificate, a Mindtree Mind can avail the below:

- Tax exemption of INR 1600 per month on Conveyance.
- Deductions of INR 50,000 per annum from taxable income as mentioned in Chapter VIA under section 80U of the Income Tax Act; INR 1,00,000 per annum if the disability is severe (Disability greater than 80%).
- Exemption from deduction of professional tax.

Apart from the above benefits offered by the government of India, A Mindtree Mind with disability can also avail of the following:

- Emergency Medical assistance loan of INR 5,00,000 which is provided to Mindtree Minds and their immediate family members based in India during medical exigencies alone.
- Designated cabs to pick up and drop the Mindtree Mind to office and back on regular working days at 8:30am and 6:00pm respectively at normal transportation charges as borne by any other Mindtree Mind availing regular shuttle service. This is applicable only in locations where shuttle services / company provided transportation is available. Also this benefit is applicable only to those Mindtree Minds who are physically immobile.
- Purchase of Assistive technology products that will aid the Mindtree Mind in the smooth execution of his/her role. This can be used within the office premises alone and cannot be carried home.

If you are a person with disability and require an Assistive technology product (*list of Assistive technology products are mentioned below*), request you to furnish the below details and submit the same to the TA team on the day of joining.

Name: _____

Emp Id: _____

Have you submitted your disability certificate: Yes/No

If yes, please choose your choice of Assistive technology product:

Automatic Wheel chair (*for people who are physically immobile*)

Jaws Screen reading software (*for people with visual impairment*)

Signature: _____

Date: _____



Code of Conduct

Summary:

Mindtree Minds are expected to follow a professional code of conduct and work ethics. The intent of this document is to lay the ground rules for professional and disciplined behavior in the office premises and/or at client locations. Mindtree cannot anticipate all situations that may arise during your employment. When in doubt about an appropriate course of conduct, please contact your supervisor or a People Function representative.

Your employment with Mindtree is subject to your acceptance of this Code of Conduct Procedure. All Mindtree Minds are required to read, understand and sign the Code of Conduct procedures when they are hired.

Objective:

To define guidelines on the professional code of conduct and work ethics in the office premises and/or at client locations.

Eligibility/Applicability:

All Mindtree Minds, Mindtree's clients, vendors, partners etc.

Code of Conduct :

The policy details various scenarios under which Code of Conduct is monitored.

1) Personal Interest v/s Mindtree's interest

In day-to-day work scenarios, you could face situations where a possible course of action would advance your personal interests at the expense of the company. In such situations, you are expected to put the best interests of the company first. When in doubt, please check with People Function and/or your Manager.

2) Use of proprietary or confidential information of third party

You should not disclose to Mindtree, bring onto Mindtree's premises or induce Mindtree to use any confidential information that belongs to anyone other than Mindtree or yourself. You are instructed neither to make use of any confidential or proprietary information of a third party in the course of performing your job duties or services, nor include or incorporate any such information with or into any product or work that you create, design, or develop for or on behalf of Mindtree in the course of performing your duties or services unless you have the prior written consent of Mindtree. Reference to 'Mindtree' above includes Mindtree's clients, vendors and partners as well.



3) Office for Profit

Without the consent of Mindtree, you are prohibited from initiating or accepting any work as an Employee, consultant, adviser or as a member of board of directors of any other company. If you wish to seek approval for such outside work, please contact your People Function representative.

4) Vendor relationship

In your capacity as a Mindtree Mind or Consultant, neither you in the capacity of employee nor any of your immediate family members can be a vendor of Mindtree. You shall not accept advice, service, or gifts or presents in kind or cash from a vendor of Mindtree with a value greater than \$25. If you receive any gifts from a vendor with a value greater than \$25, or if a vendor engages in a pattern of offering you small gifts, please inform your reporting manager or ask People Function for guidance.

5) Using Mindtree's time and assets

You should not use Mindtree's or its customers' time or any of its assets for performing outside or personal work. In addition, you should not abet, entice, motivate, help, or coerce fellow employees to use such time and assets for outside or personal work that could reasonably be construed to have a detrimental effect on Mindtree.

6) Personal Relationship

Your spouse or any other member in your immediate family may be working with a competitor or vendor of Mindtree. This calls for extra-sensitivity to confidentiality of Mindtree's information as there is a possibility that the closeness in relationship could lead to inadvertently compromising Mindtree's interest. You are requested to be aware of the potential conflicts that might arise and inform the People Function accordingly.

If you are a member of an Enabling function such as People Function, Finance, IS etc you cannot have an immediate family member employed in another function/role in Mindtree, unless it has been explicitly approved by the head of People Function.

7) Equal Opportunity

Mindtree is an equal opportunity employer and makes employment decisions on the basis of merit. The Company seeks to have the best available individual(s) in every position. Mindtree prohibits unlawful discrimination based on race, color, citizenship, religion, sex, national origin, age, disability, or family, marital or veteran status, or any other characteristic protected by federal, state or local laws.

Mindtree is committed to complying with all applicable laws providing equal opportunities to individuals regardless of race, color, citizenship, religion, sex, national origin, age, disability, or family, marital or veteran status, or any other characteristic protected by law. This responsibility applies to all persons involved in the operations of Mindtree and prohibits unlawful discrimination by any Mindtree Mind, including supervisors and coworkers.

Mindtree prohibits taking negative action against any Mindtree Mind for reporting a possible deviation from this policy or for cooperating in an investigation. Any Mindtree Mind who retaliates against another Mindtree Mind for reporting a possible deviation from this policy or for cooperating in an investigation will be subject to disciplinary action, up to and including termination of employment.

8) Dating/Romantic/Sexual Relationships

Mindtree recognizes that sometimes employees enter into personal relationships in the workplace, and this provision is not intended to prohibit such relationships. However, certain romantic or sexual relationships can interfere with the smooth operation of its business. Some of these relationships can also result in actual or potential disclosure of confidential or sensitive information and can have other detrimental effects. Mindtree reserves the right to determine when a relationship presents a problem in the workplace. Without limiting its discretion to address problematic relationships or situations, Mindtree offers the following guidelines:

During working time and in working areas, employees must keep personal exchanges limited so that others are not distracted or offended, and so that productivity is maintained. During nonworking time, such as lunches, breaks and before and after work periods, employees may have appropriate personal conversations in non-work areas as long as their conversations and behaviors could not be perceived as offensive or uncomfortable to a reasonable person. Employees are strictly prohibited from engaging in conduct that would be deemed inappropriate by a reasonable person while on company premises, regardless of whether they are working at the time.

Mindtree generally considers employee off-duty conduct as private, as long as the conduct does not create problems within the workplace. Exceptions to this principle, however, involve 1) romantic or sexual relationships between supervisors and subordinates (regardless of the reporting structure) or 2) romantic or sexual relationships between any employee in the People Function or Finance departments and any other employee. Both employees involved in a relationship in either of these categories must immediately disclose to Mindtree the existence of a romantic or sexual relationship. Such required disclosure must be made in writing to People Function. People Function will provide an appropriate form upon request. Failure to make this disclosure may result in disciplinary action up to and including termination of employment. This disclosure will enable Mindtree to determine whether, given the relative positions of the individuals involved, action should be taken.

If Mindtree determines that action must be taken, it may ask one or both of the employees to transfer to another position, location, or project. If a transfer proposed by Mindtree is refused, or if Mindtree determines that the situation cannot be adequately addressed by transfer (or if Mindtree determines that transfer otherwise would not be in the best interests of Mindtree), Mindtree may terminate the employment of one or both employees. Mindtree has the sole discretion to determine whether a problem exists and how to address it. Accordingly, Mindtree is not limited to transfer and discipline/termination as its only options.

9) Personal Behavior

Mindtree expects all Mindtree Minds to be honest and fair in dealing with people, customers, vendors, competitors or others because you are the brand ambassador of Mindtree and your actions help to form others' impressions about Mindtree.

10) Breach of Discipline

As discussed above, Mindtree expects all Mindtree Minds to behave in a professional manner. Listed below are categories of inappropriate conduct that may lead to disciplinary action, up to and including termination of employment from Mindtree (This list is just illustrative and not exhaustive).

"Theft, fraud, forgery, embezzlement, misappropriation; dishonesty, harassment, indecent behavior, sexual advances, suggestive remarks, racial slurs, derogatory remarks/discrimination on - disability, veteran status, national origin, sexual orientation, race, color, religion, political affiliation, sex, or age. The list also includes forwarding/ viewing pornographic material at work or on work computers or other devices, willful insubordination, disobedience, absence without leave, habitually irregular attendance, neglect of work, willful damage of company property, disclosing/divulging trade secrets/confidential information/special processes/methodologies, unfair dealing with parties, false representation/misrepresentation, false recording/reporting of information, drunkenness, riotous behavior, commission of certain criminal offense(s), aiding or abetting any act listed herein, willful breach of law/rule / policy / guideline/procedure, working under the influence of alcohol or illegal drugs, creating/encouraging an offensive work environment, etc."

In the event Mindtree receives information suggesting that you may have engaged in any of the conduct described above, People Function personnel may require you to undergo necessary tests/assessments/inquiry as appropriate. You will be expected to cooperate in any investigation People Function or Mindtree management conducts or directs. Mindtree reserves the right to test Mindtree Minds for drug and alcohol use for cause or when a client requires testing.

11) Usage of Assets

As a Mindtree Mind, you will come in contact with the below mentioned assets as part of your job. You shall not disclose or divulge any of these assets without permission. You also shall not give false information, misinterpret or misquote any of these assets.

Information which can safely be construed as intellectual property or as copyrightable material includes the following -

- Product of ideas and hard work
- Confidential data
- Any business/functional plan
- Personal information
- Design
- Processes and know-how
- Any internal databases
- Patents /application
- Copyrighted material
- Methodologies, Services etc.



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You will also ensure that company confidential information is not used for -

- Benefiting a third party,
- Having reciprocal dealings for personal benefits,
- Acquiring pirated, illegal unlicensed software,
- Receiving or giving extensive gifts/presents,
- Following any practices that lead to monopolies or restrict trade,
- Causing any violation of legal or statutory requirements, etc.

Please understand that unintentional disclosure of proprietary information can be just as harmful as intentional disclosure. Hence you are directed not to disclose Mindtree's confidential information to anyone (including fellow employees, if you are unsure of whether to divulge or not) unless otherwise required or permitted by law or directed by Mindtree management.

12) Workplace Etiquettes

Workplace etiquette and housekeeping of personal space is a discipline. You must keep your desk space area clean at all times and should put away any papers, books, files, stationery, etc. when you close work for the day. You must ensure that you maintain minimum noise levels at all times so as not to disturb others. Please be conscious of Mindtree's Green council policy while using company / customer provided resources like printers, stationery, etc.

All Mindtree facilities/ campuses are designated as non-smoking zones. If you wish to smoke at work, please make use of designated smoking areas only.

It is imperative to safeguard the assets (computers, telephones, LCD, etc.) of the company from dishonest, illegal or willfully negligent acts. It is a serious violation to remove any assets from the company or use for personal benefit.

13) Information Disclosure

As a Mindtree Mind, you are expected to maintain the confidentiality of Mindtree's trade secrets and private or confidential information. Trade secrets may include information regarding the development of systems, processes, products, know-how and technology. If in doubt about whether a document or other information should be considered confidential, please contact your supervisor or People Function representative.

Mindtree Minds should not speak to the media on Mindtree's behalf without contacting company spokesperson/public relations personnel. All media inquiries should be directed to them.

You must be aware that Mindtree subscribes to the provisions and guidelines of security controls as defined under ISO 27001 in the current form and with any subsequent changes. In Mindtree, you are expected to adhere to the defined compliance under the security policy. Any breach of information security controls may result in disciplinary action up to and including termination of employment.



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14) Information privacy

For privacy related rights please refer to the Data Privacy Policy available in People hub and <https://www.mindtree.com>.

Agreed and Accepted

Signature :

Name: Darade Vipul Jagannath



15/02/2023

Dixit Pranav Annasaheb
Nashik, Maharashtra,
Mobile Number: +917219074024
Email ID: Pranav.dixit.mba2022@moonjeinstitute.com

Dear **Dixit Pranav Annasaheb**,

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 Management** reporting to **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.



Dixit Pranav Annasaheb, 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 **20/07/2023**. We look forward to hearing from you.

For **ZSCALER SOFTECH INDIA PRIVATE LIMITED**

Chairman & CEO

Acceptance

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

Dixit Pranav Annasaheb

Date



15/02/2023

Maniyar Zuberahmed Mehmoodahmed

Nashik, Maharashtra,

Mobile Number: +918208881842

Email ID: zuber.maniyar.mba2022@moonjeinstitute.com

Dear **Maniyar Zuberahmed Mehmoodahmed,**

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 Management** reporting to **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.



Maniyar Zuberahmed Mehmoodahmed, 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 **20/07/2023**. We look forward to hearing from you.

For **ZSCALER SOFTECH INDIA PRIVATE LIMITED**

Chairman & CEO

Acceptance

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

Maniyar Zuberahmed Mehmoodahmed

Date



Offer Letter

Name: Pethkar Ankita Anil
Date: Tuesday, January 10, 2023

Dear Ms. **Pethkar Ankita Anil**

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, June 12, 2023**. 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: Pimple Krutika Dilip
Date: Tuesday, January 10, 2023

Dear Ms. **Pimple Krutika Dilip**

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, June 12, 2023**. 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: Bhamare Abhishek Hansraj

Date: Tuesday, January 10, 2023

Dear Ms. **Bhamare Abhishek Hansraj**

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, June 12, 2023**. 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: Chaudhari Utkarsh Sanjay
Date: Tuesday, January 10, 2023

Dear Mr. **Chaudhari Utkarsh Sanjay**

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, June 12, 2023**. 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: Gangurde Kautuk Shridhar

Date: Tuesday, January 10, 2023

Dear Mr. **Gangurde Kautuk Shridhar**

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, June 12, 2023**. 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.

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*(*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.)*

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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.



INTERNSHIP OFFER LETTER FROM READERCLUB

Date: - 20-12-2022

College: - Dr. Moonje Institute of Management & Computer Studies.

Subject: - Offer letter for the corporate training Program.

Dear Shintre Nikita Yogesh,

We are pleased to offer you in corporate training position as a **Growth Executive in various departments of ReaderClub**, as mentioned in your email. The company's main priority will be your specific domain, and upon the end of the corporate training, you will receive a certificate in the specialization you have been chosen.

Your first day of joining will be on **17/07/2023**, subject to your acceptance of the terms and conditions contained herein, your project and responsibilities during the Term will be determined by the supervisor assigned to you for the duration of the corporate training. For daily roles and responsibilities, please follow the **domain description documents**.

Bear in mind that the corporate training program that we offer is one of the finest and highly recommended programs in the INDUSTRY.

Our company aims to provide its candidates with the best corporate training experience and to have a holistic education. As a trainee, you are not the company's employee; and therefore, will not receive health and compensation benefits. You understand that participating in the corporate training program is not an offer of employment.

You will be paid 10K, an amount direct link 5% of trainee performance reward through his/her employee dashboard panel at the end of this corporate training program. During the corporate training, you will have access to the company's clients and confidential information. You will not share this information with anyone outside the company and not use it for your benefit. On the completion of the corporate training program, you will return the equipment, property, and all the documents of the company.

For the best performer company can offer **PPO (pre-placement offer)**, a CTC would be up to **"Rs. 9 LPA-fixed"** during the first 6 months of the probation period, and a Pay per Performance up to "Rs.3-6 LPA" variable pay applicable after 6 months of probation period. Further career growth will depend on candidates' performance and will be rewarded accordingly then. When students join the company, from that day to the corporate training end date, the company will share every assignment and attendance report with the college. If any students just join the company and do not complete any assignments, not attend company meetings, and do not work on the case study provided by the company, in that case, the company is not liable to pay any specific perks. The Company encourages a friendly environment and teamwork with professional conduct as mentioned in the reporting procedures. All questions and concerns should be directed through your immediate supervisor as well as the office administrator/HR.

If you have any questions, please feel free to reach out to us.

Congratulations on the corporate training!

Best Wishes,

Thanks & Regards,
Manager, HR

Note: - This is a computer-generated document. No signature is required.





INTERNSHIP OFFER LETTER FROM READERCLUB

Date: - 20-12-2022

College: - Dr. Moonje Institute of Management & Computer Studies.

Subject: - Offer letter for the corporate training Program.

Dear Walekar Rutuja Ganpat,

We are pleased to offer you in corporate training position as a **Growth Executive in various departments of ReaderClub**, as mentioned in your email. The company's main priority will be your specific domain, and upon the end of the corporate training, you will receive a certificate in the specialization you have been chosen.

Your first day of joining will be on **17/07/2023**, subject to your acceptance of the terms and conditions contained herein, your project and responsibilities during the Term will be determined by the supervisor assigned to you for the duration of the corporate training. For daily roles and responsibilities, please follow the **domain description documents**.

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You will be paid 10K, an amount direct link 5% of trainee performance reward through his/her employee dashboard panel at the end of this corporate training program. During the corporate training, you will have access to the company's clients and confidential information. You will not share this information with anyone outside the company and not use it for your benefit. On the completion of the corporate training program, you will return the equipment, property, and all the documents of the company.

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If you have any questions, please feel free to reach out to us.

Congratulations on the corporate training!

Best Wishes,

Thanks & Regards,
Manager, HR

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INTERNSHIP OFFER LETTER FROM READERCLUB

Date: - 20-12-2022

College: - Dr. Moonje Institute of Management & Computer Studies.

Subject: - Offer letter for the corporate training Program.

Dear Chavan Kalyani Mohan,

We are pleased to offer you in corporate training position as a **Growth Executive in various departments of ReaderClub**, as mentioned in your email. The company's main priority will be your specific domain, and upon the end of the corporate training, you will receive a certificate in the specialization you have been chosen.

Your first day of joining will be on **17/07/2023**, subject to your acceptance of the terms and conditions contained herein, your project and responsibilities during the Term will be determined by the supervisor assigned to you for the duration of the corporate training. For daily roles and responsibilities, please follow the **domain description documents**.

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If you have any questions, please feel free to reach out to us.

Congratulations on the corporate training!

Best Wishes,

Thanks & Regards,
Manager, HR

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INTERNSHIP OFFER LETTER FROM READERCLUB

Date: - 20-12-2022

College: - Dr. Moonje Institute of Management & Computer Studies.

Subject: - Offer letter for the corporate training Program.

Dear Karwal Yash Subhash,

We are pleased to offer you in corporate training position as a **Growth Executive in various departments of ReaderClub**, as mentioned in your email. The company's main priority will be your specific domain, and upon the end of the corporate training, you will receive a certificate in the specialization you have been chosen.

Your first day of joining will be on **17/07/2023**, subject to your acceptance of the terms and conditions contained herein, your project and responsibilities during the Term will be determined by the supervisor assigned to you for the duration of the corporate training. For daily roles and responsibilities, please follow the **domain description documents**.

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If you have any questions, please feel free to reach out to us.

Congratulations on the corporate training!

Best Wishes,

Thanks & Regards,
Manager, HR

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INTERNSHIP OFFER LETTER FROM READERCLUB

Date: - 20-12-2022

College: - Dr. Moonje Institute of Management & Computer Studies.

Subject: - Offer letter for the corporate training Program.

Dear Kasarle Komal Sunil,

We are pleased to offer you in corporate training position as a **Growth Executive in various departments of ReaderClub**, as mentioned in your email. The company's main priority will be your specific domain, and upon the end of the corporate training, you will receive a certificate in the specialization you have been chosen.

Your first day of joining will be on **17/07/2023**, subject to your acceptance of the terms and conditions contained herein, your project and responsibilities during the Term will be determined by the supervisor assigned to you for the duration of the corporate training. For daily roles and responsibilities, please follow the **domain description documents**.

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If you have any questions, please feel free to reach out to us.

Congratulations on the corporate training!

Best Wishes,

Thanks & Regards,
Manager, HR

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HDFC Bank Ltd.

27 Dec 2022
Applicant No. 53365874

Name : Sangle Pallavi Pandurang		
Grade: Assistant Manager		
Vertical: CREDIT CARDS		
Location : Nashik		
	Per Month (Rs)	Per Annum (Rs.)
Base	27500	330000
HRA	4800	57600
Conveyance	5890	70680
Medical	5500	66000
Lunch Allowance	3700	44400
Personal Pay	8500	102000
Other Allowance	11000	132000
LTA		10920
Total fixed cost (A)	67800	813600
Provident Fund	3200	38400
Retirals (B)	3200	38400
Total Fixed Pay (A+B)	71000	852000

Welcome to the HDFC Bank family.

27 Dec 2022

Sangle Pallavi Pandurang
Nashik

Dear Pallavi,

Further to the interview and discussion you had with us, we are pleased to offer you the position of **SALES MGR-DSA-PYMT BUSINESS** in HDFC Bank subject to the following terms and condition:

Band	: E1
Base Salary	: Rs. 330000/- p.a.
(This salary will be taken into the consideration while computing retrial benefits)	
HRA	: Rs. 57600/- p.a.
Conveyance	: Rs. 70680/- p.a.
Medical	: Rs. 66000/- p.a.
Lunch Allowance	: Rs. 44400/- p.a.
Personal Pay	: Rs. 102000/- p.a.
Other Allowance	: Rs. 132000/- p.a.

(The above compensation will be payable to you every month in the salary. You may claim income tax exemption as applicable within the parameters of the applicable tax structure)

Leave Travel Allowance:

You would be entitled to LTA @ one month's base salary, after completion of one year of service in the Bank. The tax exemption on LTA will be in accordance with Income Tax provisions.

Provident Fund:

You will be covered under the Bank's Provident Fund Trust. The Bank shall contribute 12% of your base salary towards provident and pension funds in accordance with applicable laws.

Applicant No. 53365874

2

Personal Pay:

The component of Personal Pay is specific to each individual and varies with regards to a person's level, performance rating, contribution, skills and competencies.

Hospitalisation Benefit:

You will be entitled to hospitalisation benefits under the prevailing Hospitalisation Scheme of the Bank.

Probationary Period:

You will be on probation for a period of six months from the date of your employment. Subject to satisfactory performance during the probationary period you will be confirmed in the services of the Bank.

During probationary period either party may terminate the services by giving one month's notice or salary in lieu thereof at the bank's discretion. However, after confirmation either party will be required to give three months' notice or Salary in lieu of notice at the bank's discretion.

Job description:

Your duties and responsibilities will be explained to you on your joining the bank. However, you shall execute and perform all such duties that may be assigned to you by the Bank from time to time and the Bank reserves its right to vary these at its discretion.

Location:

Your initial place of posting will be NASHIK. Your final place of posting will be intimated to you subsequently. However, the Bank reserves the right to transfer you to any other Office/Branch, Subsidiary or Associate Company of the Bank, in India, that is in existence or may come into existence at a future date.

Secrecy:

It is a condition of your employment that you will not, for whatever reason, divulge without express written authority from the Management, any information relating to the Bank or any of its constituents or employees, as received by you in the course of your employment and after the cessation of your employment with the Bank.

Alternative Employment:

During the course of your employment with the Bank, you will not engage yourself directly or indirectly in any trade, business, occupation, employment, service or calling whether for remuneration or otherwise, without the prior written consent of the Bank.

Maternity Benefits:

a) All women employees of the Bank, irrespective of their tenure shall be eligible for Maternity Leave. The Bank shall allow 26 weeks of paid Maternity leave to its women employees, of which, not more than 8 weeks to precede the date of her expected delivery. The maximum period entitled for maternity benefit by a woman having two or more than two surviving children shall be 12 weeks of which not more than 6 weeks shall precede the date of her expected delivery.

b) The employee shall be also eligible for leave with pay for a period of 6 weeks in the event of a miscarriage or medical termination of pregnancy.

c) In case of tubectomy operation, a woman employee is entitled for leave for a period of 2 weeks immediately following the day of her tubectomy operation.

d) The Bank shall additionally provide leave with pay for a maximum period of one month for illness arising out of Pregnancy, delivery, premature birth of the child, miscarriage, medical termination of pregnancy or tubectomy. This benefit is allowed subject to production of Medical Certificate.

e) A woman employee who legally adopts a child below the age of three months or a commissioning mother, shall be entitled to maternity leave with pay for a period of 12 weeks from the date the child is handed over to the adopting mother or the commissioning mother, as the case may be. The maximum period of maternity leave entitled to a woman employee legally adopting a child of over three months old and below the age of 6 years shall be eight weeks.

f) In cases where a woman employee is not able to resume her duties at the end of Maternity Leave on account of medical / health reasons, she may be allowed to work from home for a period not exceeding 30 days subject to approval of concerned Group Head and CPO provided the nature of work is such that she may work from home.

Crèche facility:

a) The Bank will provide crèche facility in line with regulatory guidelines. The offices / locations where such facilities would be made available and the applicable terms and conditions would be notified in the Employee Portal of the Bank.

Conditions Precedent:

The offer is made to you subject to the following pre-conditions:

a) The Bank receiving satisfactory character references from referees as provided by you (both the referees have to be your Supervisor / Supervisor's Supervisor / HR Official / Ex-Supervisor from your current organization only i.e. prior to joining of HDFC Bank)

Additionally, the Bank reserves the right to seek references from your current/previous employer(s), at any stage, subsequent to your acceptance of this offer letter.

b) The Bank receiving attested copies of all your degrees and professional qualifications certificates and documentary evidence of scholarships or prizes won, if any.

c) The Bank receiving a copy of the relieving letter from your previous employer.

d) The Self Declaration given by you in respect of your medical fitness is in order.

The terms and conditions set out in this letter of appointment constitute service conditions applicable to your employment in the Bank and with regard to any dispute arising thereof, the Mumbai Courts will have exclusive jurisdiction.

This letter is issued on your representation that you were not subjected to disciplinary action by your present or previous employers and/or held guilty in any legal proceedings. In the event any such incident is brought to the notice of the Bank, the Bank reserves its right to withdraw this letter/terminate your services without any prior notice and without assigning any reason.

Notwithstanding anything contained in the above paragraphs, your services may be terminated by the Bank if you are found to be indulging in acts of Commission/Omission which may be prejudicial to the interests of the Bank or any act of dishonesty, disobedience, insubordination or any other misconduct or neglect of duty or incompetence in the discharge of duty on your part.

Kindly note that you are required to join the Bank as per the joining date agreed basis our discussion not exceeding 90 days from the receipt of the letter. You are required to give acceptance of the offer & above terms and conditions of employment immediately on receipt of this offer letter. This offer letter will be valid for a maximum of 90 days from the date of this letter.



HDFC Bank Limited
HDFC Bank House,
Senapati Bapat Marg,
Lower Parel (West),
Mumbai - 400 013.

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

Yours truly,
For HDFC BANK LIMITED,

(Digitally Signed by R Gandhi.)

This communication is computer generated and may not contain signature. Where sent by email, this is signed with the digital signature of the HDFC Bank Ltd - which is obtained from a certifying authority under the Information Technology Act, 2000.

HDFC Bank Ltd.

27 Dec 2022
Applicant No. 53399084

Name : Shelke Ashwini Vitthal		
Grade: Assistant Manager		
Vertical: CREDIT CARDS		
Location : Nashik		
	Per Month (Rs)	Per Annum (Rs.)
Base	27500	330000
HRA	4800	57600
Conveyance	5890	70680
Medical	5500	66000
Lunch Allowance	3700	44400
Personal Pay	8500	102000
Other Allowance	11000	132000
LTA		10920
Total fixed cost (A)	67800	813600
Provident Fund	3200	38400
Retirals (B)	3200	38400
Total Fixed Pay (A+B)	71000	852000

Welcome to the HDFC Bank family.

27 Dec 2022

Shelke Ashwini Vitthal
Nashik

Dear Ashwini,

Further to the interview and discussion you had with us, we are pleased to offer you the position of **SALES MGR-DSA-PYMT BUSINESS** in HDFC Bank subject to the following terms and condition:

Band	: E1
Base Salary	: Rs. 330000/- p.a.
(This salary will be taken into the consideration while computing retrial benefits)	
HRA	: Rs. 57600/- p.a.
Conveyance	: Rs. 70680/- p.a.
Medical	: Rs. 66000/- p.a.
Lunch Allowance	: Rs. 44400/- p.a.
Personal Pay	: Rs. 102000/- p.a.
Other Allowance	: Rs. 132000/- p.a.

(The above compensation will be payable to you every month in the salary. You may claim income tax exemption as applicable within the parameters of the applicable tax structure)

Leave Travel Allowance:

You would be entitled to LTA @ one month's base salary, after completion of one year of service in the Bank. The tax exemption on LTA will be in accordance with Income Tax provisions.

Provident Fund:

You will be covered under the Bank's Provident Fund Trust. The Bank shall contribute 12% of your base salary towards provident and pension funds in accordance with applicable laws.

Applicant No. 53399084

2

Personal Pay:

The component of Personal Pay is specific to each individual and varies with regards to a person's level, performance rating, contribution, skills and competencies.

Hospitalisation Benefit:

You will be entitled to hospitalisation benefits under the prevailing Hospitalisation Scheme of the Bank.

Probationary Period:

You will be on probation for a period of six months from the date of your employment. Subject to satisfactory performance during the probationary period you will be confirmed in the services of the Bank.

During probationary period either party may terminate the services by giving one month's notice or salary in lieu thereof at the bank's discretion. However, after confirmation either party will be required to give three months' notice or Salary in lieu of notice at the bank's discretion.

Job description:

Your duties and responsibilities will be explained to you on your joining the bank. However, you shall execute and perform all such duties that may be assigned to you by the Bank from time to time and the Bank reserves its right to vary these at its discretion.

Location:

Your initial place of posting will be NASHIK. Your final place of posting will be intimated to you subsequently. However, the Bank reserves the right to transfer you to any other Office/Branch, Subsidiary or Associate Company of the Bank, in India, that is in existence or may come into existence at a future date.

Secrecy:

It is a condition of your employment that you will not, for whatever reason, divulge without express written authority from the Management, any information relating to the Bank or any of its constituents or employees, as received by you in the course of your employment and after the cessation of your employment with the Bank.

Alternative Employment:

During the course of your employment with the Bank, you will not engage yourself directly or indirectly in any trade, business, occupation, employment, service or calling whether for remuneration or otherwise, without the prior written consent of the Bank.

Maternity Benefits:

a) All women employees of the Bank, irrespective of their tenure shall be eligible for Maternity Leave. The Bank shall allow 26 weeks of paid Maternity leave to its women employees, of which, not more than 8 weeks to precede the date of her expected delivery. The maximum period entitled for maternity benefit by a woman having two or more than two surviving children shall be 12 weeks of which not more than 6 weeks shall precede the date of her expected delivery.

b) The employee shall be also eligible for leave with pay for a period of 6 weeks in the event of a miscarriage or medical termination of pregnancy.

c) In case of tubectomy operation, a woman employee is entitled for leave for a period of 2 weeks immediately following the day of her tubectomy operation.

d) The Bank shall additionally provide leave with pay for a maximum period of one month for illness arising out of Pregnancy, delivery, premature birth of the child, miscarriage, medical termination of pregnancy or tubectomy. This benefit is allowed subject to production of Medical Certificate.

e) A woman employee who legally adopts a child below the age of three months or a commissioning mother, shall be entitled to maternity leave with pay for a period of 12 weeks from the date the child is handed over to the adopting mother or the commissioning mother, as the case may be. The maximum period of maternity leave entitled to a woman employee legally adopting a child of over three months old and below the age of 6 years shall be eight weeks.

f) In cases where a woman employee is not able to resume her duties at the end of Maternity Leave on account of medical / health reasons, she may be allowed to work from home for a period not exceeding 30 days subject to approval of concerned Group Head and CPO provided the nature of work is such that she may work from home.

Crèche facility:

a) The Bank will provide crèche facility in line with regulatory guidelines. The offices / locations where such facilities would be made available and the applicable terms and conditions would be notified in the Employee Portal of the Bank.

Conditions Precedent:

The offer is made to you subject to the following pre-conditions:

a) The Bank receiving satisfactory character references from referees as provided by you (both the referees have to be your Supervisor / Supervisor's Supervisor / HR Official / Ex-Supervisor from your current organization only i.e. prior to joining of HDFC Bank)

Additionally, the Bank reserves the right to seek references from your current/previous employer(s), at any stage, subsequent to your acceptance of this offer letter.

b) The Bank receiving attested copies of all your degrees and professional qualifications certificates and documentary evidence of scholarships or prizes won, if any.

c) The Bank receiving a copy of the relieving letter from your previous employer.

d) The Self Declaration given by you in respect of your medical fitness is in order.

The terms and conditions set out in this letter of appointment constitute service conditions applicable to your employment in the Bank and with regard to any dispute arising thereof, the Mumbai Courts will have exclusive jurisdiction.

This letter is issued on your representation that you were not subjected to disciplinary action by your present or previous employers and/or held guilty in any legal proceedings. In the event any such incident is brought to the notice of the Bank, the Bank reserves its right to withdraw this letter/terminate your services without any prior notice and without assigning any reason.

Notwithstanding anything contained in the above paragraphs, your services may be terminated by the Bank if you are found to be indulging in acts of Commission/Omission which may be prejudicial to the interests of the Bank or any act of dishonesty, disobedience, insubordination or any other misconduct or neglect of duty or incompetence in the discharge of duty on your part.

Kindly note that you are required to join the Bank as per the joining date agreed basis our discussion not exceeding 90 days from the receipt of the letter. You are required to give acceptance of the offer & above terms and conditions of employment immediately on receipt of this offer letter. This offer letter will be valid for a maximum of 90 days from the date of this letter.



HDFC Bank Limited
HDFC Bank House,
Senapati Bapat Marg,
Lower Parel (West),
Mumbai - 400 013.

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

Yours truly,
For HDFC BANK LIMITED,

(Digitally Signed by R Gandhi.)

This communication is computer generated and may not contain signature. Where sent by email, this is signed with the digital signature of the HDFC Bank Ltd - which is obtained from a certifying authority under the Information Technology Act, 2000.

HDFC Bank Ltd.

27 Dec 2022
Applicant No. 55934401

Name : Shaikh Zaid Javed Grade: Assistant Manager Vertical: CREDIT CARDS Location : Nashik		
	Per Month (Rs)	Per Annum (Rs.)
Base	27500	330000
HRA	4800	57600
Conveyance	5890	70680
Medical	5500	66000
Lunch Allowance	3700	44400
Personal Pay	8500	102000
Other Allowance	11000	132000
LTA		10920
Total fixed cost (A)	67800	813600
Provident Fund	3200	38400
Retirals (B)	3200	38400
Total Fixed Pay (A+B)	71000	852000

Welcome to the HDFC Bank family.

27 Dec 2022

Shaikh Zaid Javed
Nashik

Dear Zaid,

Further to the interview and discussion you had with us, we are pleased to offer you the position of **SALES MGR-DSA-PYMT BUSINESS** in HDFC Bank subject to the following terms and condition:

Band	: E1
Base Salary	: Rs. 330000/- p.a.
(This salary will be taken into the consideration while computing retrial benefits)	
HRA	: Rs. 57600/- p.a.
Conveyance	: Rs. 70680/- p.a.
Medical	: Rs. 66000/- p.a.
Lunch Allowance	: Rs. 44400/- p.a.
Personal Pay	: Rs. 102000/- p.a.
Other Allowance	: Rs. 132000/- p.a.

(The above compensation will be payable to you every month in the salary. You may claim income tax exemption as applicable within the parameters of the applicable tax structure)

Leave Travel Allowance:

You would be entitled to LTA @ one month's base salary, after completion of one year of service in the Bank. The tax exemption on LTA will be in accordance with Income Tax provisions.

Provident Fund:

You will be covered under the Bank's Provident Fund Trust. The Bank shall contribute 12% of your base salary towards provident and pension funds in accordance with applicable laws.

Applicant No. 55934401

2

Personal Pay:

The component of Personal Pay is specific to each individual and varies with regards to a person's level, performance rating, contribution, skills and competencies.

Hospitalisation Benefit:

You will be entitled to hospitalisation benefits under the prevailing Hospitalisation Scheme of the Bank.

Probationary Period:

You will be on probation for a period of six months from the date of your employment. Subject to satisfactory performance during the probationary period you will be confirmed in the services of the Bank.

During probationary period either party may terminate the services by giving one month's notice or salary in lieu thereof at the bank's discretion. However, after confirmation either party will be required to give three months' notice or Salary in lieu of notice at the bank's discretion.

Job description:

Your duties and responsibilities will be explained to you on your joining the bank. However, you shall execute and perform all such duties that may be assigned to you by the Bank from time to time and the Bank reserves its right to vary these at its discretion.

Location:

Your initial place of posting will be NASHIK. Your final place of posting will be intimated to you subsequently. However, the Bank reserves the right to transfer you to any other Office/Branch, Subsidiary or Associate Company of the Bank, in India, that is in existence or may come into existence at a future date.

Secrecy:

It is a condition of your employment that you will not, for whatever reason, divulge without express written authority from the Management, any information relating to the Bank or any of its constituents or employees, as received by you in the course of your employment and after the cessation of your employment with the Bank.

Alternative Employment:

During the course of your employment with the Bank, you will not engage yourself directly or indirectly in any trade, business, occupation, employment, service or calling whether for remuneration or otherwise, without the prior written consent of the Bank.

Maternity Benefits:

a) All women employees of the Bank, irrespective of their tenure shall be eligible for Maternity Leave. The Bank shall allow 26 weeks of paid Maternity leave to its women employees, of which, not more than 8 weeks to precede the date of her expected delivery. The maximum period entitled for maternity benefit by a woman having two or more than two surviving children shall be 12 weeks of which not more than 6 weeks shall precede the date of her expected delivery.

b) The employee shall be also eligible for leave with pay for a period of 6 weeks in the event of a miscarriage or medical termination of pregnancy.

c) In case of tubectomy operation, a woman employee is entitled for leave for a period of 2 weeks immediately following the day of her tubectomy operation.

d) The Bank shall additionally provide leave with pay for a maximum period of one month for illness arising out of Pregnancy, delivery, premature birth of the child, miscarriage, medical termination of pregnancy or tubectomy. This benefit is allowed subject to production of Medical Certificate.

e) A woman employee who legally adopts a child below the age of three months or a commissioning mother, shall be entitled to maternity leave with pay for a period of 12 weeks from the date the child is handed over to the adopting mother or the commissioning mother, as the case may be. The maximum period of maternity leave entitled to a woman employee legally adopting a child of over three months old and below the age of 6 years shall be eight weeks.

f) In cases where a woman employee is not able to resume her duties at the end of Maternity Leave on account of medical / health reasons, she may be allowed to work from home for a period not exceeding 30 days subject to approval of concerned Group Head and CPO provided the nature of work is such that she may work from home.

Crèche facility:

a) The Bank will provide crèche facility in line with regulatory guidelines. The offices / locations where such facilities would be made available and the applicable terms and conditions would be notified in the Employee Portal of the Bank.

Conditions Precedent:

The offer is made to you subject to the following pre-conditions:

Applicant No. 55934401

4

a) The Bank receiving satisfactory character references from referees as provided by you (both the referees have to be your Supervisor / Supervisor's Supervisor / HR Official / Ex-Supervisor from your current organization only i.e. prior to joining of HDFC Bank)

Additionally, the Bank reserves the right to seek references from your current/previous employer(s), at any stage, subsequent to your acceptance of this offer letter.

b) The Bank receiving attested copies of all your degrees and professional qualifications certificates and documentary evidence of scholarships or prizes won, if any.

c) The Bank receiving a copy of the relieving letter from your previous employer.

d) The Self Declaration given by you in respect of your medical fitness is in order.

The terms and conditions set out in this letter of appointment constitute service conditions applicable to your employment in the Bank and with regard to any dispute arising thereof, the Mumbai Courts will have exclusive jurisdiction.

This letter is issued on your representation that you were not subjected to disciplinary action by your present or previous employers and/or held guilty in any legal proceedings. In the event any such incident is brought to the notice of the Bank, the Bank reserves its right to withdraw this letter/terminate your services without any prior notice and without assigning any reason.

Notwithstanding anything contained in the above paragraphs, your services may be terminated by the Bank if you are found to be indulging in acts of Commission/Omission which may be prejudicial to the interests of the Bank or any act of dishonesty, disobedience, insubordination or any other misconduct or neglect of duty or incompetence in the discharge of duty on your part.

Kindly note that you are required to join the Bank as per the joining date agreed basis our discussion not exceeding 90 days from the receipt of the letter. You are required to give acceptance of the offer & above terms and conditions of employment immediately on receipt of this offer letter. This offer letter will be valid for a maximum of 90 days from the date of this letter.



HDFC Bank Limited
HDFC Bank House,
Senapati Bapat Marg,
Lower Parel (West),
Mumbai - 400 013.

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

Yours truly,
For HDFC BANK LIMITED,

(Digitally Signed by R Gandhi.)

This communication is computer generated and may not contain signature. Where sent by email, this is signed with the digital signature of the HDFC Bank Ltd - which is obtained from a certifying authority under the Information Technology Act, 2000.

Date: 07th February 2023

Name of Candidate: **Mr. Prasad Chandrakant Ahirrao**

Subject: Offer Letter

Dear **Prasad**,

We have pleasure in offering you a position of “**Assistant Sales Manager**” at **Pune** 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.

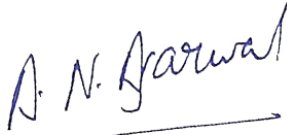
Your proposed date of Joining is **02nd August 2023**.

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: **Mr. Prasad Chandrakant Ahirrao**

Annexure I

Earnings	Per Month	Annually
Basic Salary	18300	219600
HRA	7320	87840
Conveyance	800	9600
Others	3580	42960
Gross Salary	30000	360000
Deduction		
P.T.	200	2500
Net Salary	29800	357500
Indicative Incentive *	40000	480000
Total CTC (Including Incentive)	70000	840000

Note: -

- 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.
- PF if applicable, shall be part of CTC.

Date: 27th December 2022

Name of Candidate: **Ms. Sarika Godbarlawar**

Subject: Offer Letter

Dear **Sarika**,

We have pleasure in offering you a position of “**Assistant Sales Manager**” at **Pune** 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.

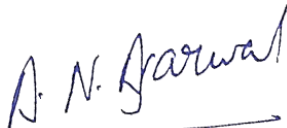
Your proposed date of Joining is **03rd May 2023**.

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. Sarika Godbarlawar**

Annexure I

Earnings	Per Month	Annually
Basic Salary	18300	219600
HRA	7320	87840
Conveyance	800	9600
Others	3580	42960
Gross Salary	30000	360000
Deduction		
P.T.	200	2500
Net Salary	29800	357500
Indicative Incentive *	40000	480000
Total CTC (Including Incentive)	70000	840000

Note: -

- 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.
- PF if applicable, shall be part of CTC.

Date: 27th December 2022

Name of Candidate: **Ms. Rinaaj Jamir Maniyar**

Subject: Offer Letter

Dear **Rinaaj**,

We have pleasure in offering you a position of "**Assistant Sales Manager**" at CBD 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.

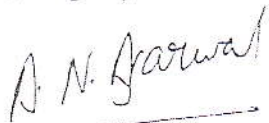
Your proposed date of Joining is **07th June 2023**.

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: Rinaaj

Name of candidate: **Ms. Rinaaj Jamir Maniyar**

Annexure I

Earnings	Per Month	Annually
Basic Salary	18300	219600
HRA	7320	87840
Conveyance	800	9600
Others	3580	42960
Gross Salary	30000	360000
Deduction		
P.T.	200	2500
Net Salary	29800	357500
Indicative Incentive *	40000	480000
Total CTC (Including Incentive)	70000	840000

Note: -

- 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.
- PF if applicable, shall be part of CTC.

Date: 27th December 2022

Name of Candidate: **Mr. Shimpi Parth Santosh**

Subject: Offer Letter

Dear **Mr. Shimpi Parth Santosh**,

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 **03rd May 2023**.

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: **Mr. Shimpi Parth Santosh**

Annexure I

Earnings	Per Month	Annually
Basic Salary	18300	219600
HRA	7320	87840
Conveyance	800	9600
Others	3580	42960
Gross Salary	30000	360000
Deduction		
P.T.	200	2500
Net Salary	29800	357500
Indicative Incentive *	40000	480000
Total CTC (Including Incentive)	70000	840000

Note: -

- 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.
- PF if applicable, shall be part of CTC.

Date: 27th December 2022

Name of Candidate: **Ms. Tapse Mansi Ujwal**

Subject: Offer Letter

Dear **Ms. Tapse Mansi Ujwal**,

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 **03rd May 2023**.

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. Tapse Mansi Ujwal**

Annexure I

Earnings	Per Month	Annually
Basic Salary	18300	219600
HRA	7320	87840
Conveyance	800	9600
Others	3580	42960
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P.T.	200	2500
Net Salary	29800	357500
Indicative Incentive *	40000	480000
Total CTC (Including Incentive)	70000	840000

Note: -

- 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.
- PF if applicable, shall be part of CTC.

Date: 07th February 2023

Name of Candidate: **Ms. Shinde Hina Bharat**

Subject: Offer Letter

Dear **Hina**,

We have pleasure in offering you a position of “**Assistant Sales Manager**” at **Pune** 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.

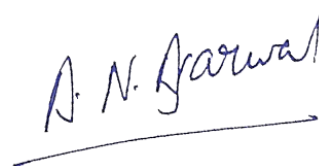
Your proposed date of Joining is **07th June 2023**.

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. Shinde Hina Bharat**

Annexure I

Earnings	Per Month	Annually
Basic Salary	18300	219600
HRA	7320	87840
Conveyance	800	9600
Others	3580	42960
Gross Salary	30000	360000
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Total CTC (Including Incentive)	70000	840000

Note: -

- 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.
- PF if applicable, shall be part of CTC.

04/19/2023, 4.05PM

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



placementmba dmimcs <placement.mba@moonjeinstitute.com>

List of selected Candidates_DMIMCS Nashik

hrsmyak<hr@samyakfinserv.co.in>

Mon, April 17, 2023 at 14.29 PM

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

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

Dear Sir/ Madam,

Kindly find the list of below candidates who are selected at Samyak Finserve from MBA final year.

We offer the position of Management Trainee to the selected candidates of **CTC 7.5 LPA**

We will be sharing the offer letters shortly.

Ozarkar Bhargavi Santosh
Chavan Hrishikesh Sandip
Agarwal Sakshi Ravindra
Baladkar Utkarsha Rajratna
Pawar Mrunal Sanjay

Thanks & Regards,
Head HR
Samyak Finserve

11th May 2023

To

Omkar Sanjay Kshirsagar

Sub: Letter of Appointment

Dear Omkar,

Congratulations and welcome onboard, we are delighted to have you in our exciting team! We have pleasure in appointing you as "**Senior Property Advisor**", with effect from **1st August 2023**

The terms of our offer and the benefits currently provided by the Company are as follows:

1. The details of your annual earnings are attached herewith as **Annexure A**. Once the PPO is confirmed **6.60 LPA** is applicable and attached herewith **Annexure B**.
2. As an employee of the Company, you will have access to certain confidential information of the Company and you may, during the course of your employment, develop certain information or inventions, which will be the property of the Company. To protect the interests of the Company and Company's clients, you will need to sign the Company's standard "Employee Non-Disclosure and Confidentiality Agreement" as a condition of your employment, attached herewith as **Annexure C**. We wish to impress upon you that we do not want you to bring with you any confidential or proprietary material of any former employer or to violate any other obligations you may have to any former employer.
3. While we look forward to a long and profitable relationship, the employment relationship can be terminated by either of us for reasonable cause, at any time with 15 days notice period or 15 day's salary in lieu thereof. The Company will, however, decide on the treatment and can waive the notice period or accept/pay payment in lieu of notice period or mandate 15 days notice at its sole discretion based on project deliverables, forecasting and appropriate knowledge transfer. Under any circumstance if you are unable to serve the notice period, Company can decide to agree or refuse to provide the releasing letter of employment. Any statements or representations to the contrary (and, indeed, any statements contradicting any provision in this letter) should be regarded by you as ineffective.
4. You will be in probation for a period of six months and may be confirmed as a permanent employee upon successful completion of your probation. During the probation period, your services can be terminated without any notice or salary thereof on either side.
5. Your initial posting as Pin Click employee will be at our Bangalore office. Pin Click, however, reserves the choice to post/transfer you at any of their offices in India and outside. In which case, all transfer facilities applicable by company policies will be made available to you.
6. The Company reserves the right to conduct background investigations and/or reference checks on all of its potential employees. Your job offer, therefore, is contingent upon a clearance of such a background investigation and/or reference check, if any.
7. You will be governed at all times by the policies, procedures and rules of Pin Click related to the salary, allowances, benefits and perquisites which are specified in this Agreement and its Annexure. Pin Click may modify or change such allowances, benefits and perquisites from time to time in accordance with its policies.
8. During your employment with Pin Click, you will, under no circumstances work for any other firm or person, directly or indirectly, in a paid or honorary position, without an explicit permission from Pin Click.

9. The employee covenants and agrees that for the Employment Period and three (3) years after the termination of the employment, she/he shall not, directly or indirectly employ or attempt to employ any person who is in the employment or working as a consultant of the Company at the time of the alleged prohibited conduct.
10. You will not undertake any business or solicit employment of any person, firm, partner and client who is associated with Pin Click in any manner for the contract period and three (3) years after the termination of the employment.
11. You will not engage in any unethical practice, which might affect Pin Click and its employees, client and partners.

ADDITIONAL BENEFITS:**Bank/Salary**

Your salary will be paid by cheque/wire transfer

Please provide us the COPY of the following testimonials:**Educational Qualification**

A. Mark sheets and certificates of 10th standard, 12th (PUC) standard, graduation & post-graduation.

Work Experience

A. Experience & relieving certificates of your current & all your previous employers.

B. Latest pay slip & Form " 16.

ID and Address Proof

A. Passport

B. Driving license/PAN card

C. Address proof: Present & permanent

D. One reference of your manager, one from the team member of your previous job & one from your friend and one from your relative.

E. 5 copies of your passport size photographs (The photographs must be taken recently)

Note:

At the time of your joining, you would be required to bring the originals, but you will be submitting a **COPY** of the above mentioned testimonials. (In the event of termination of employment by either of us, the company will not return the submitted copies of testimonials).

You are requested to submit the passport copy within 60 days of joining in case you do not have at the time of joining.



GENERAL TERMS:

Pin Click human resources electronic data are held and secured in India. Personal data may be accessed from Pin Click locations worldwide, as required for business purposes, by personnel with appropriate access privileges. Personal data may be shared with external organization as required to permit their provision of services to the Pin Click workforce. Your provision of the personal data confirms your consent to this process.

If any provision of this Agreement is determined to be invalid or unenforceable, the validity or enforceability of the other provisions shall not be affected.

This agreement sets forth the entire agreement between you and Pin Click with respect to the subject matter it addresses and supersedes all prior representations and understandings, whether oral or written." This Agreement may be changed only by an agreement in writing signed by you and Pin Click.

By signing below you are agreeing that you have read and understood every provision of this Agreement and that, in consideration for your employment at Pin Click, you agree to be bound by all the terms, conditions, and obligations set forth above.

To accept this offer, sign both copies of this agreement and return the duplicate copy to Pin Click address given below. Kindly ensure that the copy of acceptance reaches us as prescribed.

We look forward to the opportunity of working with you at Pin Click.

For **Pin Click**

Manik Kinra

Founder

I have read and understood this offer letter and hereby acknowledge, accept and agree to the terms set forth above.

ACKNOWLEDGED AND ACCEPTED:

Signature: Manik Kinra

Date: 13/5/23

The details of your annual earnings are attached herewith as **Annexure A**.

Pinclick.com has crucial deliverables to our customers all the time. Your individual goals and objectives have been aligned with the Company's business objectives. All entitlements given above are applicable after joining. The entitlements are subject to any Company policy, procedure or guideline that may be issued from time to time. All perquisites and benefits including reimbursements are subject to Income Tax provisions, which may be applicable, including taxation on perquisite value.

ANNEXURE - A

COMPENSATION & BENEFITS STATEMENT - PIN CLICK			
Employee Details	Name	Omkar Sanjay Kshirsagar	
	Designation	Senior Property Advisor	
	Department	Sales	
	Date of Joining	1 st August 2023	
	C & B CATEGORY	INR - Monthly	INR - Annual
A	Fixed Compensation		
	Basic Salary	9,000	1,08,000
	House Rent Allowance	7,500	90,000
	Conveyance Allowance	800	9,600
	Medical Reimbursement	1,250	15,000
	Children Edu Allowance	2,000	24,000
	Special Allowance	7,938	95,256
	Sub-Total I / Gross Pay	28,488	3,41,856
B	Professional Tax	200	2,400
	PF Employer	1,080	12,960
C = A - B	Net Salary	27,208	3,26,496
	Benefits		
D	PF Employee	1,080	12,960
	Gratuity	432	5,184
	Sub-Total II	1,512	18,144
Total A + D	Cost To The Company	30,000	3,60,000
E	Performance Enhanced Incentives	15,000	1,80,000
Note: 1. Performance Enhanced Incentives is Target Based.			
2. Android mobile and Two-wheeler is mandatory with a valid driving license.			
3. Above annexure includes ₹ 3,000 petrol allowances and ₹ 500 mobile bill deduction			
1) Gross Pay is prior to tax being deducted at Source from the salary and Employee contribution towards PF, ESIC as applicable.			
2) Professional Tax to be deducted from the monthly Gross salary as applicable			

The details of your annual earnings after the PPO is confirmed are attached herewith as **Annexure B**.

ANNEXURE - B

COMPENSATION & BENEFITS STATEMENT - PIN CLICK			
Employee Details	Name	Omkar Sanjay Kshirsagar	
	Designation	Senior Property Advisor	
	Department	Sales	
	Date of Joining	1 st August 2023	
	C & B CATEGORY	INR - Monthly	INR - Annual
A	Fixed Compensation		
	Basic Salary	12,000	1,44,000
	House Rent Allowance	10,000	1,20,000
	Conveyance Allowance	800	9,600
	Medical Reimbursement	1,250	15,000
	Children Edu Allowance	2,000	24,000
	Special Allowance	11,934	1,43,208
	Sub-Total I / Gross Pay	37,984	4,55,808
B	Professional Tax	200	2,400
	PF Employer	1,440	17,280
C = A - B	Net Salary	36,344	4,36,128
	Benefits		
D	PF Employee	1,440	17,280
	Gratuity	576	6,912
	Sub-Total II	2,016	24,192
Total A + D	Cost To The Company	40,000	4,80,000
E	Performance Enhanced Incentives	15,000	1,80,000
<p>Note: 1. Performance Enhanced Incentives is Target Based.</p> <p>2. Android mobile and Two-wheeler is mandatory with a valid driving license.</p> <p>3. Above annexure includes ₹ 3,000 petrol allowances and ₹ 500 mobile bill deduction</p>			
<p>1) Gross Pay is prior to tax being deducted at Source from the salary and Employee contribution towards PF, ESIC as applicable.</p> <p>2) Professional Tax to be deducted from the monthly Gross salary as applicable</p>			

ANNEXURE C

EMPLOYEE NON-DISCLOSURE AND CONFIDENTIALITY AGREEMENT

This is an agreement between Pin Click Property Management Services Pvt. Ltd., hereafter mentioned as **Pin Click**, ("Company") and **Omkar Sanjay Kshirsagar** ("Employee") that is effective from **1st August 2023**.

During employment, Employee will be in a capacity wherein he/she will/may receive confidential information that is of value to Company or Company's Clients. Employment creates a relationship of confidence and trust between Company and Employee with respect to certain confidential, proprietary or trade secret information. You therefore agree to abide by the following terms and conditions:

For the purposes of this Agreement, all confidential, invention, proprietary or trade secret information will be referred to as "Confidential Information".

1. Confidential Information includes without limitation:

- (a) All software developed or licensed by/for Company or licensed to Company by a third party, and any documentation or listing pertaining to such software; the term "software" as used in this paragraph refers to software in various stages of development or any product thereof and includes without limitation the literal elements of a program (source code, object code or otherwise), its audio-visual components (menus, screens, structure or organization), any human or machine readable form of the program, and any writing or medium in which the program or the information therein is stored, written or described, including without limitation, diagrams, flowcharts, designs, drawings, specification, models, data, bug reports and customer information.
- (b) Any business related plans, reports, forecasts, contracts, agreements and customer and employee lists of Company.
- (c) Any information or material not described above which relates to Company's inventions, technological developments, "know-how", purchasing, accounting, merchandising, or licensing.
- (d) Any information of the type described above which Company has a legal obligation to treat as confidential, or which Company treats as proprietary or designates as confidential, whether or not owned or developed by Company.

Confidential Information shall not include information known publicly or generally employed in the trade, nor shall it include generic knowledge that Employee would have learned in the course of similar employment elsewhere.

At all times, both during and after employment with Company, employee will hold information in confidence, and will not use, transfer, publish, disclose, or report Confidential Information directly or indirectly, except such disclosure to other Company's employees or authorized third parties as may be necessary in the ordinary course of performing your duties for Company or otherwise as directed by Company.

2. Action on Breach

- (a) The Employee will notify the Company immediately upon realization of any breach of this Agreement, and will cooperate in every reasonable way to help the Company regain possession of the Confidential Information and prevent further breach.
- (b) The Company will be entitled, without waiving any other rights or remedies, to seek such injunctive or equitable relief as may be deemed proper by a court of competent jurisdiction from the employee.

3. Applicability of Provisions

- (a) The provisions of this Agreement are severally applicable and will not be considered waived by any act or acquiescence, except by a specific prior written confirmation." Accordingly, both Company and Employee will expressly agree in writing to any changes in the Agreement.
- (b) If any provision of this Agreement is held illegal, invalid or unenforceable by law, the remaining provisions will remain in effect." Moreover, should any of the obligations of this Agreement be found illegal or unenforceable for any reasons, such obligations will be deemed to be reduced to the maximum duration, scope or subject matter allowed by law.

(c) If any action at law or in equity is necessary to enforce or interpret the rights arising out of or relating to this Agreement, the prevailing party shall be entitled to recover reasonable attorney's fees, costs and necessary disbursements in addition to any other relief to which it may be entitled.

4. Jurisdiction

This Agreement will be governed by the laws of India on all substantive aspects, and both parties consent to the jurisdiction of the courts in Bangalore, India.

5. Tenure and Survival

All obligations created by this Agreement shall survive change or termination of the relationship for a period of five years from the date of the disclosure of the Confidential Information or the change in/termination of the employment relationship of the parties whichever is later.

I, Amkar Sanjay Kshirsagar have read and understood this non-disclosure and confidentiality agreement.

ACKNOWLEDGED AND ACCEPTED:

Signature: Amkar

Date: 13/5/23

LETTER OF INTENT

- (a) The employee shall manage the day-to-day affairs of the company and shall supervise the office staff and any other employees of the Company. The supervisory function shall be discharged by the employee with due regard to his KRA"s.
- (b) The employee shall at all times abide by the policies and practices of the Company and comply with applicable laws

I have read the terms and conditions set out above and completely understand the same. In accepting employment with Pin Click I undertake to confirm to the terms and conditions set out above as well as other policies, procedures, instructions, etc, as may be communicated to me from time to time.

Name: Ankar S. Kshirsagar Signature: Ankar

Date: 13/5/23

Anticipated Start Date: 1st August

14th June 2023

To

Sameer Vasant Netawane

Sub: Letter of Appointment

Dear Sameer,

Congratulations and welcome onboard, we are delighted to have you in our exciting team! We have pleasure in appointing you as "**Senior Property Advisor**", *with effect from 1st August 2023*

The terms of our offer and the benefits currently provided by the Company are as follows:

1. The details of your annual earnings are attached herewith as **Annexure A**. Once the PPO is confirmed **6.60 LPA** is applicable and attached herewith **Annexure B**.
2. As an employee of the Company, you will have access to certain confidential information of the Company and you may, during the course of your employment, develop certain information or inventions, which will be the property of the Company. To protect the interests of the Company and Company's clients, you will need to sign the Company's standard "Employee Non-Disclosure and Confidentiality Agreement" as a condition of your employment, attached herewith as **Annexure C**. We wish to impress upon you that we do not want you to bring with you any confidential or proprietary material of any former employer or to violate any other obligations you may have to any former employer.
3. While we look forward to a long and profitable relationship, the employment relationship can be terminated by either of us for reasonable cause, at any time with 15 days notice period or 15 day's salary in lieu thereof. The Company will, however, decide on the treatment and can waive the notice period or accept/pay payment in lieu of notice period or mandate 15 days notice at its sole discretion based on project deliverables, forecasting and appropriate knowledge transfer. Under any circumstance if you are unable to serve the notice period, Company can decide to agree or refuse to provide the releasing letter of employment. Any statements or representations to the contrary (and, indeed, any statements contradicting any provision in this letter) should be regarded by you as ineffective.
4. You will be in probation for a period of six months and may be confirmed as a permanent employee upon successful completion of your probation. During the probation period, your services can be terminated without any notice or salary thereof on either side.
5. Your initial posting as Pin Click employee will be at our Bangalore office. Pin Click, however, reserves the choice to post/transfer you at any of their offices in India and outside. In which case, all transfer facilities applicable by company policies will be made available to you.
6. The Company reserves the right to conduct background investigations and/or reference checks on all of its potential employees. Your job offer, therefore, is contingent upon a clearance of such a background investigation and/or reference check, if any.
7. You will be governed at all times by the policies, procedures and rules of Pin Click related to the salary, allowances, benefits and perquisites which are specified in this Agreement and its Annexure. Pin Click may modify or change such allowances, benefits and perquisites from time to time in accordance with its policies.
8. During your employment with Pin Click, you will, under no circumstances work for any other firm or person, directly or indirectly, in a paid or honorary position, without an explicit permission from Pin Click.

9. The employee covenants and agrees that for the Employment Period and three (3) years after the termination of the employment, she/he shall not, directly or indirectly employ or attempt to employ any person who is in the employment or working as a consultant of the Company at the time of the alleged prohibited conduct.
10. You will not undertake any business or solicit employment of any person, firm, partner and client who is associated with Pin Click in any manner for the contract period and three (3) years after the termination of the employment.
11. You will not engage in any unethical practice, which might affect Pin Click and its employees, client and partners.

ADDITIONAL BENEFITS:

Bank/Salary

Your salary will be paid by cheque/wire transfer

Please provide us the COPY of the following testimonials:

<p>Educational Qualification</p> <p>A. Mark sheets and certificates of 10th standard, 12th (PUC) standard, graduation & post-graduation.</p>
<p>Work Experience</p> <p>A. Experience & relieving certificates of your current & all your previous employers. B. Latest pay slip & Form " 16.</p>
<p>ID and Address Proof</p> <p>A. Passport B. Driving license/PAN card C. Address proof: Present & permanent D. One reference of your manager, one from the team member of your previous job & one from your friend and one from your relative. E. 5 copies of your passport size photographs (The photographs must be taken recently)</p>

Note:

At the time of your joining, you would be required to bring the originals, but you will be submitting a **COPY** of the above mentioned testimonials. (In the event of termination of employment by either of us, the company will not return the submitted copies of testimonials).

You are requested to submit the passport copy within 60 days of joining in case you do not have at the time of joining.

GENERAL TERMS:

Pin Click human resources electronic data are held and secured in India. Personal data may be accessed from Pin Click locations worldwide, as required for business purposes, by personnel with appropriate access privileges. Personal data may be shared with external organization as required to permit their provision of services to the Pin Click workforce. Your provision of the personal data confirms your consent to this process.

If any provision of this Agreement is determined to be invalid or unenforceable, the validity or enforceability of the other provisions shall not be affected.

This agreement sets forth the entire agreement between you and Pin Click with respect to the subject matter it addresses and supersedes all prior representations and understandings, whether oral or written." This Agreement may be changed only by an agreement in writing signed by you and Pin Click.

By signing below you are agreeing that you have read and understood every provision of this Agreement and that, in consideration for your employment at Pin Click, you agree to be bound by all the terms, conditions, and obligations set forth above.

To accept this offer, sign both copies of this agreement and return the duplicate copy to Pin Click address given below. Kindly ensure that the copy of acceptance reaches us as prescribed.

We look forward to the opportunity of working with you at Pin Click.

For **Pin Click**

Manik Kinra

Founder

I have read and understood this offer letter and hereby acknowledge, accept and agree to the terms set forth above.

ACKNOWLEDGED AND ACCEPTED:

Signature: _____

Date: _____

The details of your annual earnings are attached herewith as **Annexure A**.

Pinclick.com has crucial deliverables to our customers all the time. Your individual goals and objectives have been aligned with the Company's business objectives. All entitlements given above are applicable after joining. The entitlements are subject to any Company policy, procedure or guideline that may be issued from time to time. All perquisites and benefits including reimbursements are subject to Income Tax provisions, which may be applicable, including taxation on perquisite value.

ANNEXURE - A

COMPENSATION & BENEFITS STATEMENT - PIN CLICK			
Employee Details	Name	Sameer Vasant Netawane	
	Designation	Senior Property Advisor	
	Department	Sales	
	Date of Joining	1 st August 2023	
	C & B CATEGORY	INR - Monthly	INR - Annual
A	Fixed Compensation		
	Basic Salary	9,000	1,08,000
	House Rent Allowance	7,500	90,000
	Conveyance Allowance	800	9,600
	Medical Reimbursement	1,250	15,000
	Children Edu Allowance	2,000	24,000
	Special Allowance	7,938	95,256
	Sub-Total I / Gross Pay	28,488	3,41,856
B	Professional Tax	200	2,400
	PF Employer	1,080	12,960
C = A - B	Net Salary	27,208	3,26,496
	Benefits		
D	PF Employee	1,080	12,960
	Gratuity	432	5,184
	Sub-Total II	1,512	18,144
Total A + D	Cost To The Company	30,000	3,60,000
E	Performance Enhanced Incentives	15,000	1,80,000
<p>Note: 1. Performance Enhanced Incentives is Target Based.</p> <p>2. Android mobile and Two-wheeler is mandatory with a valid driving license.</p> <p>3. Above annexure includes ₹ 3,000 petrol allowances and ₹ 500 mobile bill deduction</p>			
<p>1) Gross Pay is prior to tax being deducted at Source from the salary and Employee contribution towards PF, ESIC as applicable.</p> <p>2) Professional Tax to be deducted from the monthly Gross salary as applicable</p>			

The details of your annual earnings after the PPO is confirmed are attached herewith as **Annexure B**.

ANNEXURE - B

COMPENSATION & BENEFITS STATEMENT - PIN CLICK			
Employee Details	Name	Sameer Vasant Netawane	
	Designation	Senior Property Advisor	
	Department	Sales	
	Date of Joining	1 st August 2023	
	C & B CATEGORY	INR - Monthly	INR - Annual
A	Fixed Compensation		
	Basic Salary	12,000	1,44,000
	House Rent Allowance	10,000	1,20,000
	Conveyance Allowance	800	9,600
	Medical Reimbursement	1,250	15,000
	Children Edu Allowance	2,000	24,000
	Special Allowance	11,934	1,43,208
	Sub-Total I / Gross Pay	37,984	4,55,808
B	Professional Tax	200	2,400
	PF Employer	1,440	17,280
C = A - B	Net Salary	36,344	4,36,128
Benefits			
D	PF Employee	1,440	17,280
	Gratuity	576	6,912
	Sub-Total II	2,016	24,192
Total A + D	Cost To The Company	40,000	4,80,000
E	Performance Enhanced Incentives	15,000	1,80,000
<p>Note: 1. Performance Enhanced Incentives is Target Based.</p> <p>2. Android mobile and Two-wheeler is mandatory with a valid driving license.</p> <p>3. Above annexure includes ₹ 3,000 petrol allowances and ₹ 500 mobile bill deduction</p> <p>1) Gross Pay is prior to tax being deducted at Source from the salary and Employee contribution towards PF, ESIC as applicable.</p> <p>2) Professional Tax to be deducted from the monthly Gross salary as applicable</p>			

ANNEXURE C

EMPLOYEE NON-DISCLOSURE AND CONFIDENTIALITY AGREEMENT

This is an agreement between Pin Click Property Management Services Pvt. Ltd., hereafter mentioned as **Pin Click**, ("Company") and **Sameer Vasant Netawane**("Employee") that is effective from **1st August 2023**.

During employment, Employee will be in a capacity wherein he/she will/may receive confidential information that is of value to Company or Company's Clients. Employment creates a relationship of confidence and trust between Company and Employee with respect to certain confidential, proprietary or trade secret information. You therefore agree to abide by the following terms and conditions:

For the purposes of this Agreement, all confidential, invention, proprietary or trade secret information will be referred to as "Confidential Information".

1. Confidential Information includes without limitation:

- (a) All software developed or licensed by/for Company or licensed to Company by a third party, and any documentation or listing pertaining to such software; the term "software" as used in this paragraph refers to software in various stages of development or any product thereof and includes without limitation the literal elements of a program (source code, object code or otherwise), its audio-visual components (menus, screens, structure or organization), any human or machine readable form of the program, and any writing or medium in which the program or the information therein is stored, written or described, including without limitation, diagrams, flowcharts, designs, drawings, specification, models, data, bug reports and customer information.
- (b) Any business related plans, reports, forecasts, contracts, agreements and customer and employee lists of Company.
- (c) Any information or material not described above which relates to Company's inventions, technological developments, "know-how", purchasing, accounting, merchandising, or licensing.
- (d) Any information of the type described above which Company has a legal obligation to treat as confidential, or which Company treats as proprietary or designates as confidential, whether or not owned or developed by Company.

Confidential Information shall not include information known publicly or generally employed in the trade, nor shall it include generic knowledge that Employee would have learned in the course of similar employment elsewhere.

At all times, both during and after employment with Company, employee will hold information in confidence, and will not use, transfer, publish, disclose, or report Confidential Information directly or indirectly, except such disclosure to other Company's employees or authorized third parties as may be necessary in the ordinary course of performing your duties for Company or otherwise as directed by Company.

2. Action on Breach

- (a) The Employee will notify the Company immediately upon realization of any breach of this Agreement, and will cooperate in every reasonable way to help the Company regain possession of the Confidential Information and prevent further breach.
- (b) The Company will be entitled, without waiving any other rights or remedies, to seek such injunctive or equitable relief as may be deemed proper by a court of competent jurisdiction from the employee.

3. Applicability of Provisions

- (a) The provisions of this Agreement are severally applicable and will not be considered waived by any act or acquiescence, except by a specific prior written confirmation." Accordingly, both Company and Employee will expressly agree in writing to any changes in the Agreement.
- (b) If any provision of this Agreement is held illegal, invalid or unenforceable by law, the remaining provisions will remain in effect." Moreover, should any of the obligations of this Agreement be found illegal or unenforceable for any reasons, such obligations will be deemed to be reduced to the maximum duration, scope or subject matter allowed by law.

(c) If any action at law or in equity is necessary to enforce or interpret the rights arising out of or relating to this Agreement, the prevailing party shall be entitled to recover reasonable attorney's fees, costs and necessary disbursements in addition to any other relief to which it may be entitled.

4. Jurisdiction

This Agreement will be governed by the laws of India on all substantive aspects, and both parties consent to the jurisdiction of the courts in Bangalore, India.

5. Tenure and Survival

All obligations created by this Agreement shall survive change or termination of the relationship for a period of five years from the date of the disclosure of the Confidential Information or the change in/termination of the employment relationship of the parties whichever is later.

I, _____ have read and understood this non-disclosure and confidentiality agreement.

ACKNOWLEDGED AND ACCEPTED:

Signature: _____

Date: _____

LETTER OF INTENT

- (a) The employee shall manage the day-to-day affairs of the company and shall supervise the office staff and any other employees of the Company. The supervisory function shall be discharged by the employee with due regard to his KRA"s.
- (b) The employee shall at all times abide by the policies and practices of the Company and comply with applicable laws

I have read the terms and conditions set out above and completely understand the same. In accepting employment with Pin Click I undertake to confirm to the terms and conditions set out above as well as other policies, procedures, instructions, etc, as may be communicated to me from time to time.

Name: _____

Signature: _____

Date: _____

Anticipated Start Date: _____



Corporate Office

502, Radiance, Kotwal Park, Near Body Line Fitness gym,
Opp. Ved Mandir, Trimbak Road, Tilak wadi, Nashik - 422002
+91.253.2316773 | +91.9623613713 | pnsrera@gmail.com

www.pnsrera.com

Appointment Letter

To,

Mr. Rutik Gawande

Address: 25 Kulswamini Bunglow,
Near Vidya Vikas Hospital Gangapur, Nashik-422013

Date: 6th June 2023

Dear Mr. Rutik,

With reference to your application and subsequent interview with us, we are pleased to appoint you as “**Assistant Business Development Manager**” in our organization. You joining date shall be **6th June 2023** and the details of roles and responsibilities shall be provided upon joining. However, company reserves right to change the roles from time to time depending on the priorities of the company.

1. Your total emoluments/CTC will be **INR.5,40,000/- (Five Lakh Forty Thousand Only)** per annum. Detailed annexure is provided below for your reference.
2. You will be under probation for a period of **3 (Three) months from the date of joining**, based on your performance your services will be confirmed with the company in written after three months.
3. Any of our technical or other important information which might come into your possession during the continuance of your service with us shall not be disclosed, divulged or made public by you even thereafter.
4. You will be required to maintain utmost secrecy in respect of Project documents, commercial offer, design documents, Project cost & Estimation, Technology, Software packages license, Company's policies, Company's patterns & Trade Mark and Company's Human assets profile.
5. You will be required to comply with all such rules and regulations as the Company may frame from time to time.
6. If at any time in our opinion, which is final in this matter you are found non-performer or guilty of fraud, dishonest, disobedience, disorderly behavior, negligence, indiscipline, absence from duty without permission or any other conduct considered by us deterrent to our interest or of violation of one or more terms of this letter, your services may be terminated without notice and on account of reason of any of the acts or omission the company shall be entitled to recover the damages from you.
7. You will not (except in the normal course of the Company's business) publish any article or statement, deliver any lecture or broadcast or make any communication to the press, including



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magazine publication relating to the Company's products or to any matter with which the Company may be concerned, unless you have previously applied to and obtained the written permission from the Company

8.You will not accept any present, commission or any sort of gratification in cash or kind from any person, party or firm or Company having dealing with the company and if you are offered any, you should immediately report the same to the Management.

9.You will not engage yourself in any work or profession paid or unpaid or study course either full time or part time without prior written permission of the management.

10.The notice period for leaving/ terminating services shall be one months on either side. Incase if you happen to be on leave during the notice period, it will be extended by the number of days of your absence

11.Presently the place of work will be **Goa**, you will be handling Goa location but during the course of the service, you shall be liable to be posted / transferred anywhere (any branches of the company or its group) to serve any of the Company's Projects or any other establishment in India or outside, at the sole discretion of the Management

12.You will not utilize or disclose to any person or persons or competitors any data in any form, pass words, trade practices or know how of the company. If you found to be engaged in any activities which in the opinion of the management will be is detrimental to the interests / policies of the company the management will be at liberty to terminate your services without further notice

13.This appointment letter is being issued to you on the basis of the information and particulars furnished by you in your application (including bio-data), at the time of your interview and subsequent discussions. If it transpires that you have made a false statement (or have not disclosed a material fact) resulting in your being offered this appointment, the Management may take such action as it deems fit in its sole discretion, including termination of your employment.

14.Absence for a continuous period of ten days without prior approval of your superior, (including overstay on leave / training) would result in your losing your lien on the service and the same shall automatically come to an end without any notice or intimation.

15.You will be eligible to the benefits of the Company's Leave Rules on your confirmation in the Company's Service.

16.Policy Clauses (Non Negotiable):-Your attendance calculation is purely based on the Check in and Checkout timings in the Unolo/any other CRM software.

- Your Working Hours would be 9:00 AM to 6:00 PM (Including half an hour lunch break)

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www.pnsrera.com

- It should be noted that your daily work timings should be a minimum of 8 and a half hours as per Unolo/any other CRM software.
- Morning and Evening call reporting is mandatory. In case of non-reporting, 1/4th day salary will be deducted in proportion to one day salary for each reporting.
- Review meeting on Saturday is compulsory. Fail to do so, will be liable to deduction of 12.5% of salary.
- Birthday will be a Paid Leave, if you do not wish to take that leave one day salary will be added in that particular month salary.
- After Completion of 1 year, you will be entitled to have 1 paid leave per month.
- TA (Travelling Allowance) should be claimed at Fortnightly basis.
- Business Travel Plan for outstation visit should be submitted to the HR and Admin Team minimum 3 days prior to the Client meeting.
- Travel Requisition form Format is maintained with the Admin and HR Personnel, you have to provide it minimum 3 days prior to your Business visit.
- The Allowances and reimbursement issued for the Business Meeting will be as follows

Grade	TA Inter – Local Travel	Food Allowance – Per Day	Hotel Accommodation Expenses	Conveyance
Executive Officer Senior Executive	3 AC / AC Sleeper Bus	Rs.500/-	800-1200	In the event that employee does not use his/her vehicle, he/she is expected to utilize the most economical mode of transport available which will be inculcated on the basis of actual.

- **Outstation – Location Travel and Hotel Stay (Per Day rents):** The Rates indicated above are guideline. Employee is expected to utilize the best economical mode of travel and stay, payable on actual, If the claim falls below the amounts mentioned in the table. Supporting Documents / Bills is mandatory for Hotel stay.
Local Conveyance – In the event that the employee uses his/her own vehicle, then the Local Conveyance shall be payable on a per km basis for the following vehicles.
2-Wheeler – Rs.3.5/km based on the daily logs as per Unolo/any other CRM software.



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Opp. Ved Mandir, Trimbak Road, Tilak wadi, Nashik - 422002
+91.253.2316773 | +91.9623613713 | pnsrera@gmail.com

- **Quarterly Review Meeting** – Every Sales Office have to visit to the Head Office or to any other places as intimated by the company on the quarterly basis for the basis of internal review.

*****Exceptions:-**

- If any corporate guests need to be entertained, the cost of such entertainment is charged to the company in actual, subject to approval from appropriate authorities within reasonable limits.
 - In any unusual Circumstances, If the expenses incurred and claimed is above the grade wise limits prescribed in the policy, the same shall become payable against vouchers, only subject to the approval of the management.
- **Disclaimer** –
The Management reserves the right to modify the policy as and when required and make exceptions. In circumstances mentioned above.
 - **Ownership** –
The Ownership of the Policy is with the HR and Administration Dept.

17. Your Roles and responsibility are as follows-

Sr No	Work of Nature
1	Meeting with Clients. Appropriate presentation. Lead/s generation. Collection of Documents / Files as per the given List. Loss of any documents/file will be actionable as per Management Team.
2	Follow up with Clients; get finished at least in one visit.
3	Timely phone calling, co-ordination with Client as well as reporting Manager
4	Daily updating in Unolo/any other CRM Software. Non updating will be marked as Absent Check in and Checkout timings and track will cross verified with your allocated reporting timings.
5	Awareness of finishing of work before timeline will be appreciated
6	Reporting and mailing of work status have to update on same day by EOD. Non-updating will be marked as Absent.
7	Extra work will be allotted in case of rush period or any emergency work apart from above mentioned.
8	Following with RERA authorities for getting RERA number at the earliest.
9	Any other work relating to documentation and follow up at RERA office.
10	Report Time: 9:00AM - to report at PNS Goa Branch Office
11	Office Timing: 09:00AM to 6:00 PM (with half hour lunch break)
12	Daily Entry & Exit Review with Sales Head. Non- reporting on calls will be marked 0.25 day absent for every unattended call.
13	Weekly Review on Saturday with Sales head and team of the Company

Corporate Office

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www.pnsrera.com

• **18. Salary Structure will be as follows:**

Particulars	Monthly	No. of Months	Annually
Basic	34000	12	408000
HRA	4600	12	55200
Medical Allowance	2000	12	24000
Conveyance Allowance	1817	12	21804
Gross Salary	16417	12	197004
Employer Contribution			
PF	0	0	0
Bonus	2583	12	30996
CTC	45000	12	540000
Deductions			
PF	0	0	0
PT	200	12	2400
Adv/others	0	0	0
TDS	0	0	0
Total Deduction	200	12	2400
Net Take Home (Gross – Net Deduction)	44800	12	537600

Note: TDS & Adv/others amount of deductions are subject to change as per applicability and Govt. norms.

19. Inventions, Designs, Copyright and other Intellectual Property:

If at any time during the course of your employment you make, discover or participate in the invention or discovery of any intellectual property directly or indirectly relating to or capable of being used by the company, full details of the intellectual property shall immediately be disclosed in writing by you to the company and the intellectual property shall be the absolute property of the company. At the request and expense of the company, you shall give and supply all such information, data, drawings and assistance as may be necessary or in the opinion of the company desirable to enable the company to exploit the intellectual property to the best advantage (as decided by the company). You shall execute all documents and do all things which may, in the opinion of the company, be necessary or desirable for obtaining patent or other protection for the intellectual property and for vesting the same in the company.



PNS Corporate Services Pvt. Ltd.

(CIN - U72900MHI989PTC052461)



Corporate Office

502, Radiance, Kotwal Park, Near Body Line Fitness gym,
Opp. Ved Mandir, Trimbak Road, Tilak wadi, Nashik - 422002
+91.253.2316773 | +91.9623613713 | pnsrera@gmail.com

For
PNS Corporate Services Pvt.Ltd.,

Paresh Prakash Sabadra
(Authorized signatory)

ACCEPTANCE:

I accept the company terms and conditions and confirm my acceptance.

Appointed as Assistant Business Development Manager

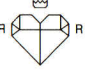
Mr.Rutik Gawande.

(Signature of Employee)

Date: -6th June 2023

Place: - Goa.





RARE RABBIT

RAREISM

18 July 2023

To

**MR. PUSHKAR VIVEK PATIL
S/O VIVEK PANDIT PATIL
SHAHU NAGAR CAMP,
B.ED.COLLEGE,MAGE,
MALEGAON,
NASHIK,MAHARASHTRA - 423105.**

Mobile No: 9075384790

Sub: Letter of Appointment

Dear MR. PUSHKAR VIVEK PATIL

With reference to your application & the subsequent interview you had with us, we are pleased to offer you the employment in our organization on the following terms & conditions.

- 1. Designation** - **TEAM LEADER**
- 2. Joining Date** - **18 July 2023**
- 3. Location** - **MAHARASHTRA**
- 4. Salary break-up** - **(As per ANNEXURE – I enclosed)**
- 5.** You will be covered under the provident fund & 12% of your basic salary will be deducted towards P F every month and the company will also contribute to PF an amount equal to your contribution.
- 6. Gratuity** - As per Gratuity Act
- 7. Leave** - As per Factory Act
- 8. Probationary Period** - You will be on probation for a period of 8 (Eight) months from the date of your joining. Based on your satisfactory performance, your services will be confirmed. During the probation either side can terminate the employment by giving 24 hours notice.

Reg Office

Page 1 of 4

RADHAMANI TEXTILES PVT.LTD

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T +91 80 25735981

CIN :U17120KA2008PTC115503

9. Termination of Service

In the event of the company deciding to terminate your services any time after the first 8 (Eight) months (after confirmation), the company shall give 1 (one) month notice of termination or 1 (one) month Salary in lieu of 1 (one) month notice. So also if you desire to leave the services of the company, after confirmation, you shall give 1 (one) month notice of your intention to leave the services of the company. You shall train a person to replace you before leaving or 1 (one) month salary in lieu of notice period. However, it shall be open to the company to waive the notice period unilaterally & accept your notice of resignation as resignation itself.

10. Leave Rules in General

- a) Any employee who desires to obtain leave shall apply to the HR Department only in writing. All Heads of department need to take their approval from Management and forward the same to HR. All junior staff need to intimate the leave requirement to their Department Head for approval and forward the same to HR. Mail confirmation copy towards leave approval / Leave application should reach HR prior in advance before taking the leave.
- b) In the event of the employee applying for an extension of the period of his leave he shall make an application in writing 72 hours before the period of his originally sanctioned leave expires and the employer shall on receipt of such application inform the employee in writing at the address recorded by him whether extension of leave applied for has been sanctioned and if so how much period.
- c) An employee who absent himself for 15 consecutive days or overstays leave (including Sundays & holidays) beyond the period of leave originally granted or subsequently extended by 8 consecutive days will be terminated from his employment and amount of notice period will be deducted at the time of settlement.
- d) Mere submission of application of leave or applying for its extension will not be deemed that leave has been sanctioned.

11. Sexual Harassment Policy: This policy has been implemented already in the Company and the same is in force. You can get the necessary briefings from the HR Department for related contacts. Any incident occurred for any gender need to be informed to the concern person from Sexual Harassment panel to take necessary action immediately.

12. Transfer:

Your services can be transferred from one location to another of our branches any where in India from the existing place with the current pay structure / without any extra allowance. In case transfer is not acceptable from your end you will be terminated from the service from the company with immediate effect.

13. Other Terms & conditions

- (a) You shall follow the schedule of hours from 10.00 a.m. to 6.00 p.m. of work prevailing at the office for other employees.



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- (b) You shall devote entire time for the work of the company & shall work whole-heartedly & loyally during your service. You shall not disclose to any other person or company or any competitor of the company any information that comes to your knowledge during your services.
- (c) For any service or notice or communication of whatever kind, you will be informed by ordinary post or courier at the address given by you at the time of employment or such other address, which may hereafter intimate to the management. The management may also paste a copy of the letter on the notice board, which shall be considered to be sufficient on you. It will be your duty to intimate in writing to the management whenever there is any change of address. Also, you will not refuse to accept any communication as offered to you for personal delivery.
- (d) You will be bound by rules & regulations enforced by the management from time to time in relation to conduct, discipline, holidays or any matter relating to service conditions which will be deemed as rules, regulations, orders in the part of these terms of employment. The Management reserves the right to modify, alter or delete the existing rules or to introduce fresh service rules which will be binding upon you.
- (e) All company owned assets like mobile phone, Laptop etc., given to you need to be surrendered to the HR Department before leaving the organization. In case of not surrendering the total cost of the assets will be deducted from your settlement.
- (f) The continuation of the service is subject to your being found and remaining medically, physically & mentally fit.

14. Retirement - You will be retired from the services of the company on your reaching 58 years of age.

We enclose herewith your salary break-up (Annexure-I) for your reference.

This offer of employment is made on the basis of information given by you in your application. If at any time found that any information given by you is false or incorrect, the company shall have the right to terminate your services on that ground. You are advised to submit a copy of your relieving letter from your past employer. If this offer of appointment is acceptable to you, please sign the duplicate copy of this letter in token of your having understood & having accepted the same.

Thanking You,
Yours Faithfully,

Declaration
I have read / understood the above
terms & conditions and agree to abide by them

For RADHAMANI TEXTILES PVT LTD,

Authorised Signatory

(PUSHKAR VIVEK PATIL)

Reg Office

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RARE RABBIT

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NAME: MR. PUSHKAR VIVEK PATIL

ANNEXURE - I (SALARY BREAK - UP)

PARTICULARS	GROSS CALCULATIONS MONTHLY	INHAND MONTHLY	ACCURALS /EARN/DEDUCTIONS (Monthly Savings)	REMARKS
BASIC + DA	25200	23400	1800	PF deduction
HRA	10080	10080	-	
CONVEYANCE	4200	4200	-	
MEDICAL ALLOWANCE	2520	2520	-	
GROSS (A)	42000	40200	-	
P.TAX MONTHLY DEDUCTION		200	-	
NET IN HAND MONTHLY		40000	-	
EMPLOYER PF			1800	
LEAVE SALARY EARNED MONTHLY			2019	
ACCURALS TOTALS EARNED EVENTUALLY (B)			5619	
TOTAL OF A+B MONTHLY CTC		45819		
TOTAL YEARLY CTC		549828		

For RADHAMANI TEXTILES PVT.LTD.,


AUTHORISED SIGNATORY(SIGNATURE OF EMPLOYEE)
PUSHKAR VIVEK PATIL

Reg Office

Page 4 of 4

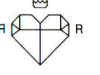
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RARE RABBIT

RAREISM

15 June 2023

To

Mr. Pagare Shubham Rajendra,
Nashik

Mobile No: 9561117775

Sub: Letter of Appointment

Dear MR. PAGARE SHUBHAM RAJENDRA,

With reference to your application & the subsequent interview you had with us, we are pleased to offer you the employment in our organization on the following terms & conditions.

1. Designation - **TEAM LEADER**
2. Joining Date - **18 July 2023**
3. Location - **MAHARASHTRA**
4. Salary break-up - **(As per ANNEXURE – I enclosed)**
5. You will be covered under the provident fund & 12% of your basic salary will be deducted towards P F every month and the company will also contribute to PF an amount equal to your contribution.
6. Gratuity - As per Gratuity Act
7. Leave - As per Factory Act
8. Probationary Period - You will be on probation for a period of 8 (Eight) months from the date of your joining. Based on your satisfactory performance, your services will be confirmed. During the probation either side can terminate the employment by giving 24 hours notice.

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9. Termination of Service

In the event of the company deciding to terminate your services any time after the first 8 (Eight) months (after confirmation), the company shall give 1 (one) month notice of termination or 1 (one) month Salary in lieu of 1 (one) month notice. So also if you desire to leave the services of the company, after confirmation, you shall give 1 (one) month notice of your intention to leave the services of the company. You shall train a person to replace you before leaving or 1 (one) month salary in lieu of notice period. However, it shall be open to the company to waive the notice period unilaterally & accept your notice of resignation as resignation itself.

10. Leave Rules in General

- a) Any employee who desires to obtain leave shall apply to the HR Department only in writing. All Heads of department need to take their approval from Management and forward the same to HR. All junior staff need to intimate the leave requirement to their Department Head for approval and forward the same to HR. Mail confirmation copy towards leave approval / Leave application should reach HR prior in advance before taking the leave.
- b) In the event of the employee applying for an extension of the period of his leave he shall make an application in writing 72 hours before the period of his originally sanctioned leave expires and the employer shall on receipt of such application inform the employee in writing at the address recorded by him whether extension of leave applied for has been sanctioned and if so how much period.
- c) An employee who absent himself for 15 consecutive days or overstays leave (including Sundays & holidays) beyond the period of leave originally granted or subsequently extended by 8 consecutive days will be terminated from his employment and amount of notice period will be deducted at the time of settlement.
- d) Mere submission of application of leave or applying for its extension will not be deemed that leave has been sanctioned.

11. Sexual Harassment Policy: This policy has been implemented already in the Company and the same is in force. You can get the necessary briefings from the HR Department for related contacts. Any incident occurred for any gender need to be informed to the concern person from Sexual Harassment panel to take necessary action immediately.

12. Transfer:

Your services can be transferred from one location to another of our branches any where in India from the existing place with the current pay structure / without any extra allowance. In case transfer is not acceptable from your end you will be terminated from the service from the company with immediate effect.

13. Other Terms & conditions

- (a) You shall follow the schedule of hours from 10.00 a.m. to 6.00 p.m. of work prevailing at the office for other employees.



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- (b) You shall devote entire time for the work of the company & shall work whole-heartedly & loyally during your service. You shall not disclose to any other person or company or any competitor of the company any information that comes to your knowledge during your services.
- (c) For any service or notice or communication of whatever kind, you will be informed by ordinary post or courier at the address given by you at the time of employment or such other address, which may hereafter intimate to the management. The management may also paste a copy of the letter on the notice board, which shall be considered to be sufficient on you. It will be your duty to intimate in writing to the management whenever there is any change of address. Also, you will not refuse to accept any communication as offered to you for personal delivery.
- (d) You will be bound by rules & regulations enforced by the management from time to time in relation to conduct, discipline, holidays or any matter relating to service conditions which will be deemed as rules, regulations, orders in the part of these terms of employment. The Management reserves the right to modify, alter or delete the existing rules or to introduce fresh service rules which will be binding upon you.
- (e) All company owned assets like mobile phone, Laptop etc., given to you need to be surrendered to the HR Department before leaving the organization. In case of not surrendering the total cost of the assets will be deducted from your settlement.
- (f) The continuation of the service is subject to your being found and remaining medically, physically & mentally fit.

14. Retirement - You will be retired from the services of the company on your reaching 58 years of age.

We enclose herewith your salary break-up (Annexure-I) for your reference.

This offer of employment is made on the basis of information given by you in your application. If at any time found that any information given by you is false or incorrect, the company shall have the right to terminate your services on that ground. You are advised to submit a copy of your relieving letter from your past employer. If this offer of appointment is acceptable to you, please sign the duplicate copy of this letter in token of your having understood & having accepted the same.

Thanking You,
Yours Faithfully,

Declaration
I have read / understood the above
terms & conditions and agree to abide by them

For RADHAMANI TEXTILES PVT LTD,


Authorised Signatory

(PAGARE SHUBHAM RAJENDRA)

Reg Office

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RARE RABBIT

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NAME : MR. PAGARE SHUBHAM RAJENDRA

ANNEXURE - I (SALARY BREAK - UP)

PARTICULARS	GROSS CALCULATIONS MONTHLY	INHAND MONTHLY	ACCURALS /EARN/DEDUCTIONS (Monthly Savings)	REMARKS
BASIC + DA	25200	23400	1800	PF deduction
HRA	10080	10080	-	
CONVEYANCE	4200	4200	-	
MEDICAL ALLOWANCE	2520	2520	-	
GROSS (A)	42000	40200	-	
P.TAX MONTHLY DEDUCTION		200	-	
NET IN HAND MONTHLY		40000	-	
EMPLOYER PF			1800	
LEAVE SALARY EARNED MONTHLY			2019	
ACCURALS TOTALS EARNED EVENTUALLY (B)			5619	
TOTAL OF A+B MONTHLY CTC		45819		
TOTAL YEARLY CTC		549828		

For RADHAMANI TEXTILES PVT.LTD.,


AUTHORISED SIGNATORY(SIGNATURE OF EMPLOYEE)
PAGARE SHUBHAM RAJENDRA

Reg Office

Page 4 of 4

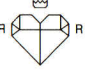
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RARE RABBIT

RAREISM

15 June 2023

To

**Mr. Pal Sahil Keshav,
Nashik**

Mobile No: 9112086869

Sub: Letter of Appointment

Dear MR. PAL SAHIL KESHAV,

With reference to your application & the subsequent interview you had with us, we are pleased to offer you the employment in our organization on the following terms & conditions.

- 1. Designation** - **TEAM LEADER**
- 2. Joining Date** - **18 July 2023**
- 3. Location** - **MAHARASHTRA**
- 4. Salary break-up** - **(As per ANNEXURE – I enclosed)**
- 5.** You will be covered under the provident fund & 12% of your basic salary will be deducted towards P F every month and the company will also contribute to PF an amount equal to your contribution.
- 6. Gratuity** - As per Gratuity Act
- 7. Leave** - As per Factory Act
- 8. Probationary Period** - You will be on probation for a period of 8 (Eight) months from the date of your joining. Based on your satisfactory performance, your services will be confirmed. During the probation either side can terminate the employment by giving 24 hours notice.

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9. Termination of Service

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Thanking You,
Yours Faithfully,

Declaration
I have read / understood the above
terms & conditions and agree to abide by them

For RADHAMANI TEXTILES PVT LTD,


Authorised Signatory

(MR. PAL SAHIL KESHAV)

Reg Office

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RARE RABBIT

RAREISM

NAME : MR. PAL SAHIL KESHAV

ANNEXURE - I (SALARY BREAK - UP)

PARTICULARS	GROSS CALCULATIONS MONTHLY	INHAND MONTHLY	ACCURALS /EARN/DEDUCTIONS (Monthly Savings)	REMARKS
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CONVEYANCE	4200	4200	-	
MEDICAL ALLOWANCE	2520	2520	-	
GROSS (A)	42000	40200	-	
P.TAX MONTHLY DEDUCTION		200	-	
NET IN HAND MONTHLY		40000	-	
EMPLOYER PF			1800	
LEAVE SALARY EARNED MONTHLY			2019	
ACCURALS TOTALS EARNED EVENTUALLY (B)			5619	
TOTAL OF A+B MONTHLY CTC		45819		
TOTAL YEARLY CTC		549828		

For RADHAMANI TEXTILES PVT.LTD.,


AUTHORISED SIGNATORY(SIGNATURE OF EMPLOYEE)
PAL SAHIL KESHAV

Reg Office

Page 4 of 4

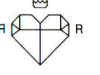
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RARE RABBIT

RAREISM

15 June 2023

To

**Ms. Pawar Manisha Yashwant ,
Nashik**

Mobile No: 9356154434

Sub: Letter of Appointment

Dear MS. PAWAR MANISHA YASHWANT,

With reference to your application & the subsequent interview you had with us, we are pleased to offer you the employment in our organization on the following terms & conditions.

- 1. Designation** - **TEAM LEADER**
- 2. Joining Date** - **18 July 2023**
- 3. Location** - **MAHARASHTRA**
- 4. Salary break-up** - **(As per ANNEXURE – I enclosed)**
- 5.** You will be covered under the provident fund & 12% of your basic salary will be deducted towards P F every month and the company will also contribute to PF an amount equal to your contribution.
- 6. Gratuity** - As per Gratuity Act
- 7. Leave** - As per Factory Act
- 8. Probationary Period** - **You will be on probation for a period of 8 (Eight) months from the date of your joining. Based on your satisfactory performance, your services will be confirmed. During the probation either side can terminate the employment by giving 24 hours notice.**

Reg Office

Page 1 of 4

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CIN :U17120KA2008PTC115503

9. Termination of Service

In the event of the company deciding to terminate your services any time after the first 8 (Eight) months (after confirmation), the company shall give 1 (one) month notice of termination or 1 (one) month Salary in lieu of 1 (one) month notice. So also if you desire to leave the services of the company, after confirmation, you shall give 1 (one) month notice of your intention to leave the services of the company. You shall train a person to replace you before leaving or 1 (one) month salary in lieu of notice period. However, it shall be open to the company to waive the notice period unilaterally & accept your notice of resignation as resignation itself.

10. Leave Rules in General

- a) Any employee who desires to obtain leave shall apply to the HR Department only in writing. All Heads of department need to take their approval from Management and forward the same to HR. All junior staff need to intimate the leave requirement to their Department Head for approval and forward the same to HR. Mail confirmation copy towards leave approval / Leave application should reach HR prior in advance before taking the leave.
- b) In the event of the employee applying for an extension of the period of his leave he shall make an application in writing 72 hours before the period of his originally sanctioned leave expires and the employer shall on receipt of such application inform the employee in writing at the address recorded by him whether extension of leave applied for has been sanctioned and if so how much period.
- c) An employee who absent himself for 15 consecutive days or overstays leave (including Sundays & holidays) beyond the period of leave originally granted or subsequently extended by 8 consecutive days will be terminated from his employment and amount of notice period will be deducted at the time of settlement.
- d) Mere submission of application of leave or applying for its extension will not be deemed that leave has been sanctioned.

11. Sexual Harassment Policy: This policy has been implemented already in the Company and the same is in force. You can get the necessary briefings from the HR Department for related contacts. Any incident occurred for any gender need to be informed to the concern person from Sexual Harassment panel to take necessary action immediately.

12. Transfer:

Your services can be transferred from one location to another of our branches any where in India from the existing place with the current pay structure / without any extra allowance. In case transfer is not acceptable from your end you will be terminated from the service from the company with immediate effect.

13. Other Terms & conditions

- (a) You shall follow the schedule of hours from 10.00 a.m. to 6.00 p.m. of work prevailing at the office for other employees.



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R

THE
HOUSE
OF
RARE



RARE RABBIT



RAREISM

- (b) You shall devote entire time for the work of the company & shall work whole-heartedly & loyally during your service. You shall not disclose to any other person or company or any competitor of the company any information that comes to your knowledge during your services.
- (c) For any service or notice or communication of whatever kind, you will be informed by ordinary post or courier at the address given by you at the time of employment or such other address, which may hereafter intimate to the management. The management may also paste a copy of the letter on the notice board, which shall be considered to be sufficient on you. It will be your duty to intimate in writing to the management whenever there is any change of address. Also, you will not refuse to accept any communication as offered to you for personal delivery.
- (d) You will be bound by rules & regulations enforced by the management from time to time in relation to conduct, discipline, holidays or any matter relating to service conditions which will be deemed as rules, regulations, orders in the part of these terms of employment. The Management reserves the right to modify, alter or delete the existing rules or to introduce fresh service rules which will be binding upon you.
- (e) All company owned assets like mobile phone, Laptop etc., given to you need to be surrendered to the HR Department before leaving the organization. In case of not surrendering the total cost of the assets will be deducted from your settlement.
- (f) The continuation of the service is subject to your being found and remaining medically, physically & mentally fit.

14. Retirement - You will be retired from the services of the company on your reaching 58 years of age.

We enclose herewith your salary break-up (Annexure-I) for your reference.

This offer of employment is made on the basis of information given by you in your application. If at any time found that any information given by you is false or incorrect, the company shall have the right to terminate your services on that ground. You are advised to submit a copy of your relieving letter from your past employer. If this offer of appointment is acceptable to you, please sign the duplicate copy of this letter in token of your having understood & having accepted the same.

Thanking You,
Yours Faithfully,

For RADHAMANI TEXTILES PVT LTD,


Authorised Signatory

Declaration
I have read / understood the above
terms & conditions and agree to abide by them

(MS. PAWAR MANISHA YASHWANT)

Reg Office

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NAME : MS. PAWAR MANISHA YASHWANT

ANNEXURE - I (SALARY BREAK - UP)

PARTICULARS	GROSS CALCULATIONS MONTHLY	INHAND MONTHLY	ACCURALS /EARN/DEDUCTIONS (Monthly Savings)	REMARKS
BASIC + DA	25200	23400	1800	PF deduction
HRA	10080	10080	-	
CONVEYANCE	4200	4200	-	
MEDICAL ALLOWANCE	2520	2520	-	
GROSS (A)	42000	40200	-	
P.TAX MONTHLY DEDUCTION		200	-	
NET IN HAND MONTHLY		40000	-	
EMPLOYER PF			1800	
LEAVE SALARY EARNED MONTHLY			2019	
ACCURALS TOTALS EARNED EVENTUALLY (B)			5619	
TOTAL OF A+B MONTHLY CTC		45819		
TOTAL YEARLY CTC		549828		

For RADHAMANI TEXTILES PVT.LTD.,


AUTHORISED SIGNATORY(SIGNATURE OF EMPLOYEE)
PAWAR MANISHA YASHWANT

Reg Office

Page 4 of 4

RADHAMANI TEXTILES PVT.LTD

27, VTMS ARCADE, MANGAMANAPALAYA

HOSUR MAIN ROAD, BANGALORE - 68

T +91 80 25735981

CIN :U17120KA2008PTC115503

11th May 2023

To

Fardeen parvej kotwal

Sub: Letter of Appointment

Dear Fardeen,

Congratulations and welcome onboard, we are delighted to have you in our exciting team! We have pleasure in appointing you as "**Property Advisor**", *with effect from 1st August 2023*

The terms of our offer and the benefits currently provided by the Company are as follows:

1. The details of your annual earnings are attached herewith as **Annexure A**. Once the PPO is confirmed **5.16 LPA** is applicable and attached herewith **Annexure B**.
2. As an employee of the Company, you will have access to certain confidential information of the Company and you may, during the course of your employment, develop certain information or inventions, which will be the property of the Company. To protect the interests of the Company and Company's clients, you will need to sign the Company's standard "Employee Non-Disclosure and Confidentiality Agreement" as a condition of your employment, attached herewith as **Annexure C**. We wish to impress upon you that we do not want you to bring with you any confidential or proprietary material of any former employer or to violate any other obligations you may have to any former employer.
3. While we look forward to a long and profitable relationship, the employment relationship can be terminated by either of us for reasonable cause, at any time with 15 days notice period or 15 day's salary in lieu thereof. The Company will, however, decide on the treatment and can waive the notice period or accept/pay payment in lieu of notice period or mandate 15 days notice at its sole discretion based on project deliverables, forecasting and appropriate knowledge transfer. Under any circumstance if you are unable to serve the notice period, Company can decide to agree or refuse to provide the releasing letter of employment. Any statements or representations to the contrary (and, indeed, any statements contradicting any provision in this letter) should be regarded by you as ineffective.
4. You will be in probation for a period of six months and may be confirmed as a permanent employee upon successful completion of your probation. During the probation period, your services can be terminated without any notice or salary thereof on either side.
5. Your initial posting as Pin Click employee will be at our Bangalore office. Pin Click, however, reserves the choice to post/transfer you at any of their offices in India and outside. In which case, all transfer facilities applicable by company policies will be made available to you.
6. The Company reserves the right to conduct background investigations and/or reference checks on all of its potential employees. Your job offer, therefore, is contingent upon a clearance of such a background investigation and/or reference check, if any.
7. You will be governed at all times by the policies, procedures and rules of Pin Click related to the salary, allowances, benefits and perquisites which are specified in this Agreement and its Annexure. Pin Click may modify or change such allowances, benefits and perquisites from time to time in accordance with its policies.
8. During your employment with Pin Click, you will, under no circumstances work for any other firm or person, directly or indirectly, in a paid or honorary position, without an explicit permission from Pin Click.

9. The employee covenants and agrees that for the Employment Period and three (3) years after the termination of the employment, she/he shall not, directly or indirectly employ or attempt to employ any person who is in the employment or working as a consultant of the Company at the time of the alleged prohibited conduct.
10. You will not undertake any business or solicit employment of any person, firm, partner and client who is associated with Pin Click in any manner for the contract period and three (3) years after the termination of the employment.
11. You will not engage in any unethical practice, which might affect Pin Click and its employees, client and partners.

ADDITIONAL BENEFITS:

Bank/Salary

Your salary will be paid by cheque/wire transfer

Please provide us the COPY of the following testimonials:

<p>Educational Qualification</p> <p>A. Mark sheets and certificates of 10th standard, 12th (PUC) standard, graduation & post-graduation.</p>
<p>Work Experience</p> <p>A. Experience & relieving certificates of your current & all your previous employers. B. Latest pay slip & Form " 16.</p>
<p>ID and Address Proof</p> <p>A. Passport B. Driving license/PAN card C. Address proof: Present & permanent D. One reference of your manager, one from the team member of your previous job & one from your friend and one from your relative. E. 5 copies of your passport size photographs (The photographs must be taken recently)</p>

Note:

At the time of your joining, you would be required to bring the originals, but you will be submitting a **COPY** of the above mentioned testimonials. (In the event of termination of employment by either of us, the company will not return the submitted copies of testimonials).

You are requested to submit the passport copy within 60 days of joining in case you do not have at the time of joining.

GENERAL TERMS:

Pin Click human resources electronic data are held and secured in India. Personal data may be accessed from Pin Click locations worldwide, as required for business purposes, by personnel with appropriate access privileges. Personal data may be shared with external organization as required to permit their provision of services to the Pin Click workforce. Your provision of the personal data confirms your consent to this process.

If any provision of this Agreement is determined to be invalid or unenforceable, the validity or enforceability of the other provisions shall not be affected.

This agreement sets forth the entire agreement between you and Pin Click with respect to the subject matter it addresses and supersedes all prior representations and understandings, whether oral or written." This Agreement may be changed only by an agreement in writing signed by you and Pin Click.

By signing below you are agreeing that you have read and understood every provision of this Agreement and that, in consideration for your employment at Pin Click, you agree to be bound by all the terms, conditions, and obligations set forth above.

To accept this offer, sign both copies of this agreement and return the duplicate copy to Pin Click address given below. Kindly ensure that the copy of acceptance reaches us as prescribed.

We look forward to the opportunity of working with you at Pin Click.

For **Pin Click**

Manik Kinra

Founder

I have read and understood this offer letter and hereby acknowledge, accept and agree to the terms set forth above.

ACKNOWLEDGED AND ACCEPTED:

Signature: _____

Date: _____

The details of your annual earnings are attached herewith as **Annexure A**.

Pinclick.com has crucial deliverables to our customers all the time. Your individual goals and objectives have been aligned with the Company's business objectives. All entitlements given above are applicable after joining. The entitlements are subject to any Company policy, procedure or guideline that may be issued from time to time. All perquisites and benefits including reimbursements are subject to Income Tax provisions, which may be applicable, including taxation on perquisite value.

ANNEXURE - A

COMPENSATION & BENEFITS STATEMENT - PIN CLICK			
Employee Details	Name	Fardeen parvej kotwal	
	Designation	Property Advisor	
	Department	Sales	
	Date of Joining	1 st August 2023	
	C & B CATEGORY	INR - Monthly	INR - Annual
A	Fixed Compensation		
	Basic Salary	7,500	90,000
	House Rent Allowance	6,250	75,000
	Conveyance Allowance	800	9,600
	Medical Reimbursement	1,250	15,000
	Children Edu Allowance	2,000	24,000
	Special Allowance	5,940	71,280
	Sub-Total I / Gross Pay	23,740	2,84,880
B	Professional Tax	200	2,400
	PF Employer	900	10,800
C = A - B	Net Salary	22,640	2,71,680
	Benefits		
D	PF Employee	900	10,800
	Gratuity	360	4,320
	Sub-Total II	1,260	15,120
Total A + D	Cost To The Company	25,000	3,00,000
E	Performance Enhanced Incentives	15,000	1,80,000
<p>Note: 1. Performance Enhanced Incentives is Target Based.</p> <p>2. The Offer/ Salary Is Subjective To Completion Of Training</p> <p>3. Android mobile and Two-wheeler is mandatory with a valid driving license.</p> <p>4. There will be 7 days of training period and an assessment post which your payroll will start</p> <p>5. Above annexure includes ₹ 3,000 petrol allowances and ₹ 500 mobile bill deduction</p>			
<p>1) Gross Pay is prior to tax being deducted at Source from the salary and Employee contribution towards PF, ESIC as applicable.</p> <p>2) Professional Tax to be deducted from the monthly Gross salary as applicable</p>			

The details of your annual earnings after the PPO is confirmed are attached herewith as **Annexure B**.

ANNEXURE - B

COMPENSATION & BENEFITS STATEMENT - PIN CLICK			
Employee Details	Name	Fardeen parvej kotwal	
	Designation	Property Advisor	
	Department	Sales	
	Date of Joining	1 st August 2023	
	C & B CATEGORY	INR - Monthly	INR - Annual
A	Fixed Compensation		
	Basic Salary	8,400	1,00,800
	House Rent Allowance	7,000	84,000
	Conveyance Allowance	800	9,600
	Medical Reimbursement	1,250	15,000
	Children Edu Allowance	2,000	24,000
	Special Allowance	7,139	85,668
	Sub-Total I / Gross Pay	26,589	3,19,068
B	Professional Tax	200	2,400
	PF Employer	1,008	12,096
C = A - B	Net Salary	25,381	3,04,572
Benefits			
D	PF Employee	1,008	12,096
	Gratuity	403	4,836
	Sub-Total II	1,411	16,932
Total A + D	Cost To The Company	28,000	3,36,000
E	Performance Enhanced Incentives	15,000	1,80,000
<p>Note: 1. Performance Enhanced Incentives is Target Based.</p> <p>2. The Offer/ Salary Is Subjective To Completion Of Training</p> <p>3. Android mobile and Two-wheeler is mandatory with a valid driving license.</p> <p>4. There will be 7 days of training period and an assessment post which your payroll will start</p> <p>5. Above annexure includes ₹ 3,000 petrol allowances and ₹ 500 mobile bill deduction</p>			
<p>1) Gross Pay is prior to tax being deducted at Source from the salary and Employee contribution towards PF, ESIC as applicable.</p> <p>2) Professional Tax to be deducted from the monthly Gross salary as applicable</p>			

ANNEXURE C

EMPLOYEE NON-DISCLOSURE AND CONFIDENTIALITY AGREEMENT

This is an agreement between Pin Click Property Management Services Pvt. Ltd., hereafter mentioned as **Pin Click**, ("Company") and **Fardeen parvej kotwal**("Employee") that is effective from **1st August 2023**.

During employment, Employee will be in a capacity wherein he/she will/may receive confidential information that is of value to Company or Company's Clients. Employment creates a relationship of confidence and trust between Company and Employee with respect to certain confidential, proprietary or trade secret information. You therefore agree to abide by the following terms and conditions:

For the purposes of this Agreement, all confidential, invention, proprietary or trade secret information will be referred to as "Confidential Information".

1. Confidential Information includes without limitation:

- (a) All software developed or licensed by/for Company or licensed to Company by a third party, and any documentation or listing pertaining to such software; the term "software" as used in this paragraph refers to software in various stages of development or any product thereof and includes without limitation the literal elements of a program (source code, object code or otherwise), its audio-visual components (menus, screens, structure or organization), any human or machine readable form of the program, and any writing or medium in which the program or the information therein is stored, written or described, including without limitation, diagrams, flowcharts, designs, drawings, specification, models, data, bug reports and customer information.
- (b) Any business related plans, reports, forecasts, contracts, agreements and customer and employee lists of Company.
- (c) Any information or material not described above which relates to Company's inventions, technological developments, "know-how", purchasing, accounting, merchandising, or licensing.
- (d) Any information of the type described above which Company has a legal obligation to treat as confidential, or which Company treats as proprietary or designates as confidential, whether or not owned or developed by Company.

Confidential Information shall not include information known publicly or generally employed in the trade, nor shall it include generic knowledge that Employee would have learned in the course of similar employment elsewhere.

At all times, both during and after employment with Company, employee will hold information in confidence, and will not use, transfer, publish, disclose, or report Confidential Information directly or indirectly, except such disclosure to other Company's employees or authorized third parties as may be necessary in the ordinary course of performing your duties for Company or otherwise as directed by Company.

2. Action on Breach

- (a) The Employee will notify the Company immediately upon realization of any breach of this Agreement, and will cooperate in every reasonable way to help the Company regain possession of the Confidential Information and prevent further breach.
- (b) The Company will be entitled, without waiving any other rights or remedies, to seek such injunctive or equitable relief as may be deemed proper by a court of competent jurisdiction from the employee.

3. Applicability of Provisions

- (a) The provisions of this Agreement are severally applicable and will not be considered waived by any act or acquiescence, except by a specific prior written confirmation." Accordingly, both Company and Employee will expressly agree in writing to any changes in the Agreement.
- (b) If any provision of this Agreement is held illegal, invalid or unenforceable by law, the remaining provisions will remain in effect." Moreover, should any of the obligations of this Agreement be found illegal or unenforceable for any reasons, such obligations will be deemed to be reduced to the maximum duration, scope or subject matter allowed by law.

(c) If any action at law or in equity is necessary to enforce or interpret the rights arising out of or relating to this Agreement, the prevailing party shall be entitled to recover reasonable attorney's fees, costs and necessary disbursements in addition to any other relief to which it may be entitled.

4. Jurisdiction

This Agreement will be governed by the laws of India on all substantive aspects, and both parties consent to the jurisdiction of the courts in Bangalore, India.

5. Tenure and Survival

All obligations created by this Agreement shall survive change or termination of the relationship for a period of five years from the date of the disclosure of the Confidential Information or the change in/termination of the employment relationship of the parties whichever is later.

I, _____ have read and understood this non-disclosure and confidentiality agreement.

ACKNOWLEDGED AND ACCEPTED:

Signature: _____

Date: _____

LETTER OF INTENT

- (a) The employee shall manage the day-to-day affairs of the company and shall supervise the office staff and any other employees of the Company. The supervisory function shall be discharged by the employee with due regard to his KRA"s.
- (b) The employee shall at all times abide by the policies and practices of the Company and comply with applicable laws

I have read the terms and conditions set out above and completely understand the same. In accepting employment with Pin Click I undertake to confirm to the terms and conditions set out above as well as other policies, procedures, instructions, etc, as may be communicated to me from time to time.

Name: _____

Signature: _____

Date: _____

Anticipated Start Date: _____

Wealth Tech Solutions

📍 B-804, Lodha Park Side, near Kamala Mills,
Lower Parel, Mumbai. 400013

☎ 9804697046
🌐 www.wealthtechsolutions.net



Date: 01-09-2023

Miss Ketaki Kulkarni

Subject: Appointment Letter

Dear Ketaki,

We are pleased to inform you that you have been **Selected** for the post of **'Research Analyst and Accounts Manager'** grade for Research and Managerial Department.

The location of your job posting is **Nashik**. In future, the company may transfer you to any of the locations where they have branches based on business requirements.

If on verification, at the time of appointment or at a later date is found that you have furnished wrong information, in such cases your services with the company will be liable to termination. If you agree to these terms, we would like you to continue with our company and accept the job responsibilities as discussed would be Account reports, Back-end operations and Research reports.

Best Wishes,

For Wealth Tech Solutions

A square image containing a handwritten signature in black ink, which appears to be 'Ketaki Kulkarni'.

Agreed & Accepted

Ketaki Kulkarni

Wealth Tech Solutions

📍 B-804, Lodha Park Side, near Kamala Mills,
Lower Parel, Mumbai. 400013

☎ 9804697046
🌐 www.wealthtechsolutions.net



The Salary Structure mentioned is for Manager's who clears all the papers and submits the Course Completion Certificate. Any backlogs will lead to change in grade and salary structure.

ANNEXURE – A

Your salary breakup is as under:

Salary Annexure:

EARNINGS		DEDUCTIONS	
SALARY HEAD	AMOUNT	SALARY HEAD	AMOUNT
Basic	42000	Professional Tax	-
HRA	-	10% TDS	-
Conveyance Allowance	-	EPF	-
Medical Allowance	-		
Total	42,000	Total	42,000

Net Amount: 42,000

Amount In Words: Forty-Two Thousand only

For Wealth Tech Solutions

Agreed & Accepted

Ketaki Kulkarni



Salary Structure

Name
Designation
Department
Location
State

Harshal Kiran Nemade
Executive Trainee - Credit & Risk
Credit & Risk
Aundh
Maharashtra

2023/09/04 16:17

Details	Yearly	Monthly
Basic	178,560	14,880
HRA	156,715	13,060
Stat. Bonus	16,800	1,400
Personal Allowance	39,713	3,309
Fixed Gross (A)	391,788	32,649

Employer's contribution to Provident Fund	28,212	2,351
Employer's contribution to ESI (3.25% of Total Fixed Salary)*	0	0

Total Retirals (B)	28,212	2,351
Gross Fixed Cost to Company (A + B)	420,000	35,000

Less : Deduction

Employee contribution to PF	28,212	2,351
Employee contribution to ESI (0.75% of Total Fixed Salary)*	0	0

Net fixed monthly take home (Including Professional Tax Deduction)	363,576	30,298
---	----------------	---------------

Performance Bonus / Monthly Incentives	0.0	
--	-----	--

Net take home with 100% incentives (Excluding Income Tax Deduction)	363,576	30,298
--	----------------	---------------

* As per eligibility

1. Group Mediciam. As per the Policy
2. Personal Accident Insurance. As per the Policy
3. Incentives subject to prevailing policies.
4. ESIC deduction subject to implementation of ESIC in branch location.
5. Employee Professional Tax deduction applicable (As per State

For Vistaar Financial Services Pvt Limited

Shekhar Gupta
Executive Vice President
Chief Human Resources Officer

Candidate's Signature

September 04, 2023

Harshal Kiran Nemade

N-53, V-G-26-8, Patil Nagar,
Swami Samartha Kendra,

Dear Harshal Kiran Nemade

LETTER OF OFFER CUM APPOINTMENT

This refers to our discussion and your application for employment in the Company. We are pleased to inform you that you have been selected for the position as Executive Trainee. Your initial place of posting will be at Pimpri-Chinch details are as under:

Designation: Executive Trainee (E)

Roles: Trainee-CM

Location: Pimpri-Chinchwad

However this job is transferable at the discretion of the management to any place in the country.

By accepting this offer you represent to the Company that you are under no obligation or agreement that would prevent you from becoming an employee of the Company or adversely impact your ability to perform the expected services.

You will be paid an Annual remuneration of Rs. 420,000 & it includes allowances & other statutory benefits & will be structured in accordance with the Company's compensation structure in adherence to the statutory requirements. The annual CTC includes employer's contribution to Provident Fund, as applicable. Your salary details are as per Annexure II. All matters pertaining to your compensation are strictly confidential and must be treated as such.

Your date of birth has been recorded as June 08, 1997 and shall not be changed at any time in the future.

After you accept this letter of appointment, we will, at our discretion, make confidential reference checks with your previous employers and other references nominated by you or at our discretion with any other person. Upon joining, you will be required to provide us the following documents:

- Copies of your birth, school / college certificates,
- First two pages of your passport or a valid proof of identity and address,
- Resignation acceptance and relieving letter or no dues certificate from your previous employer.

Please also provide the originals of the above for verification and return. You will also be required to declare any indebtedness, personal investments, and such other declarations and undertakings that are required as per Company policies.

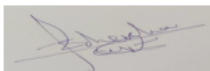
You are required to join Vistaar on or before September 04, 2023. This offer is valid for a period of fifteen days from date hereof and, if not accepted by that date, will automatically stand null and void and should be returned to us in original with all / any other documents that may have been provided to you. If you accept this offer of appointment, please sign and return a duplicate copy of this letter signifying your acceptance of the terms and conditions mentioned.

I would like to take this opportunity to welcome you to our Company and be a part of our journey in building a world class Financial Services Company.

***This offer is subject to your positive reference checks**

Yours sincerely,

FOR VISTAAR FINANCIAL SERVICES PRIVATE LIMITED



Shekhar Gupta
Executive Vice-president

I, _____, having read and understood the terms and conditions in the Offer Letter and the attached Annexure, hereby accept the Offer on these terms and conditions, and confirm that I shall commence work on _____.

Signature

Date

1. Remuneration

The following constitutes your remuneration;

1.1 Gross Salary.

Gross Salary consists of your fixed salary and retrials.

1.2 The monthly equivalent of your above remuneration will be paid to you through monthly payroll on the last working day of the calendar month.

1.3 Any future increments in salary and alterations thereto will be made at the discretion of the Company, based on individual merits and the Company performance.

2. Probation & Performance Review

2.1. Probationary Review: You will be on probationary review during your first six (6) months of service with us from your Date of joining.

2.2. Permanent placement with us is contingent upon your satisfactorily completing the probationary period, successful confirmation / verification of any / all other reference checks to our satisfaction including but not limited to receipt of three satisfactory references (not to include relatives) and verification of your education and employment history.

2.3. You will be eligible for leaves, as per the Company policy.

2.4. In addition you will need to successfully complete all training programs organized for you and demonstrate the required skill level.

2.5. On satisfactory completion of these requirements, you will be confirmed in writing at our discretion. You will be deemed to be on probation till such time that you are confirmed in writing.

2.6. Your performance will be subject to periodic review / assessments by the company in which you are expected to attain minimum assessment standards. You will maintain the quality of work to the highest professional standards. It is expressly agreed that the decision of the company with respect to the quality of service/ assessment standards will be final.

2.7. For Vice President & above designated employees, Probationary period is not applicable, as they are confirmed from their date of joining

3. Benefits

3.1. Provident Fund: The Company will contribute 12 % of your Base salary per month as it's' contribution and an equal amount will be deducted from your payroll as your contribution towards this Fund as per the prevailing Provident Fund Act & Rules.

3.2. Gratuity: You will be entitled to Gratuity as per the Company's Scheme.

3.3. Employees' State Insurance: You shall, if covered by the Employees' State Insurance Act 1948 and rules framed there under, be governed by the provisions of the said Act. The Company shall accordingly make deductions from your salary and make contributions required under the said Act & Rules.

3.4. Group Medical Insurance: You shall, if not covered by the Employees' State Insurance Act 1948 & rules framed there under, then be covered under Group Medical Insurance for Self, Spouse, 2 dependent children & your Parents, as per the Company Policy. The entire premium of this is bourne by the Company.

3.5. Group Personal Accident: you are covered under Group Personal Accident policy. The policy coverage amount is as per the Company Policy. The premium of this is bourne by the Company.

3.6. The above mentioned benefits will all form a part of your retirement plan.

3.7. The Company may, at any time & in its sole & absolute discretion, amend, suspend, vary & modify any of the terms & conditions of the Medical Insurance, Personal Accident policy guidelines.

4. Working Hours & Leave

- 4.1. Your working hours and days of work as per company policy.
- 4.2. You will be entitled to leaves as per Company rules. Please note that if you absent yourself from the service of the Company without prior written permission or overstay sanctioned leave for eight consecutive days, you will be deemed to have abandoned service voluntarily without giving due notice and you shall lose lien on appointment.
- 4.3. Please contact the Human Resources Department for details of working hours and Leave Policy.

5. Termination of Service

- 5.1. During Probation, termination can only be effected in writing by either party, without giving any reasons, by giving 90 days' notice. The company alone, at its discretion, may opt to release you from the services without any payment in lieu of notice period. After Confirmation, termination can only be effected in writing by either party, without giving any reasons, by giving 90 days' notice. The company alone, at its discretion, may opt to make /accept payment in lieu of the relevant notice period. The payment in lieu of notice is based on Gross salary defined as base salary plus all applicable allowances.
- 5.2. The company reserves the right at all times to terminate your services forthwith:
 - a. If you should be guilty of misdemeanor, misconduct, negligence or breach of any of the terms of this offer or any other existing terms and conditions of service, rule or regulation laid down by the Company from time to time for all members of its staff.
 - b. If you are incapacitated by ill-health (physical or mental) or by accident from fully performing your duties in the Company for an aggregate period of sixty days in any one calendar year and such incapacity being duly certified as such by the Company's doctor.
 - c. If you there are any criminal charges/investigations against you in Police Stations/Any civil court or If you are arrested & kept in Police Custody on any Criminal charges.
 - d. In an event we discover during background verification that any information has been falsified, misrepresented, omitted or there are negative feedbacks, the same will lead to adverse action and may lead to termination of services.
- 5.3. You will be eligible to be relieved from services only after satisfactory hand - over of responsibilities, settlement of dues and service of notice period. All staff benefits shall cease after the last day of service. Any money due and owing under any staff loan scheme, scholarship, bond or otherwise payable by you to the Company must be settled before the last day of service. The Company reserves the right to offset any outstanding sum from the balance of money payable by the Company to you.
- 5.4. Upon termination of your employment, you will return to us all Company property which is in your possession or under your control and without you or anyone on your behalf keeping copies or downloading data or otherwise replicating the returned property in any medium.
- 5.5. Notwithstanding conditions above, the Company reserves the right at all times to terminate your services forthwith if you should be guilty of misdemeanor, misconduct (Misconduct shall also include any sexual harassment caused to any person at workplace as per the Company's POSH policy), negligence or breach of any of the terms of this offer or any other existing terms and conditions of service, rule or regulation laid down by the company.
- 5.6. The employment offer is made to you based on your confirmation that all the information you have given us is factually correct and complete. In case at a later date we find that you have given us false or misleading information, the Company reserves the right to take appropriate action against you, including if required, termination of your employment.

6. Secrecy & Confidentiality

6.1. Due to the nature of your work you will handle confidential information of the Company, its affiliates and clients. It is a condition of employment that you will observe and maintain secrecy and confidentiality of information relating to company processes, operations, procedures and transactions. You will not either during your employment with the Company, except as required in the ordinary course of your duties with the Company, and at all times after the termination of your employment for any cause whatsoever, directly or indirectly disclose, utilize, divulge, authorize or permit to be disclosed for your own benefit or for any other person or organization such information which you may have acquired as a result of your employment with the Company, to anyone not properly entitled thereto any trade secrets, know-how and any confidential information relating to the business or financial conditions of the Company, or its affiliates or its clients.

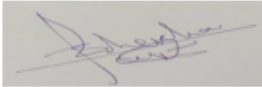
7. Retirement

7.1. This is applicable as per the Company Policy.

8. Other Terms & Conditions

- 8.1. You shall not at any time during your service with the Company either directly or indirectly (without prior written consent from the Company) engage or interest yourself, whether for reward or gratuitously, in any work or business other than relating to your duties in the Company. You shall not directly or indirectly take any steps to set up a business, organization or undertaking which will be the same as or similar to and/ or will compete with the business of the Company or any Associated affiliates of the Company.
- 8.2. Please note that any changes in your employment status, remuneration and / or terms and conditions of employment may be advised to you electronically through email, and / or softy copies on the Company's HR system. Your Electronic access and / or acceptance of the same shall be deemed as physical acceptance unless advised by you to the contrary within seven days of the issue of the concerned communication.
- 8.3. You are employed with us on a Full time basis, and you shall devote the whole of your time, knowledge, skill and attention in the performance of your duties in the Company, and attend at the premises where you shall from time to time be posted by the Company on such days as the exigencies of the work so require,
- 8.4. You will abide by the terms and conditions of service, the rules, regulations and procedures as may be laid down by the Company from time to time.
- 8.5. Your services are transferable at any time to any location in India. You may also be assigned / transferred / deputed/seconded to any other position (shift or department) within the Company or to any location both within and outside the Company premises whenever the Company may deem fit.
- 8.6. Your initial designation is merely indicative of the responsibilities, which you are required to carry out. The Company may alter your designation as appropriate. The company will be entitled to require you, at anytime to perform any other administrative, managerial, supervisory or other functions/ roles and you will be bound to carry out such functions as directed by the Company.
- 8.7. You may be required to work on staggered timings /shifts, the timings for which may be altered from time to time. Your refusal to follow the instructions of the Company in this regard would constitute breach of this contract of employment.
- 8.8. The Company reserves the right to vary the terms and conditions of service based on business needs from time to time
- 8.9. You shall leave the premises immediately if not working.

- 8.10. You specifically authorize the Company to conduct reference checks and make enquiries in respect of the application submitted by you as it may consider necessary in its sole discretion, and also authorize the Company without any notice to you to share and disclose the information relating to your current / previous employment and academic credentials with vendors or any other authority or any third party engaged by the Company to obtain such information for the purpose of proper verification. You similarly authorize the Company to share information or provide a reference check covering your service with Vistaar Financial Services Pvt Ltd., to any third party / agency conducting a reference check on behalf of an employer / a reputed agency. This authorization survives your cessation of service / training with the Company.
- 8.11. For all other areas not expressly mentioned above, you shall be governed by the terms and conditions as applicable to employees in your cadre.
- 8.12. All payments will be subject to tax as per the Income Tax Act and Rules.
- 8.13. This contract of employment shall be governed by and construed in accordance with the laws of the Republic of India and the parties hereto submit to the non-exclusive jurisdiction of the courts of the Republic of India in the city of Bangalore.



Shekhar Gupta
Executive Vice-president
Authorized Signatory
For Vistaar Financial Services Pvt Limited

Signature: _____

Received & Accepted

Name: _____ Date: _____

Annexure 3:

Required Documents:

1. 2 copies of your recent passport size photograph.
2. Pan card copy.
3. Copy of Degree/PG/Diploma (whichever applicable) certificates.
4. Copy of mark sheets.
5. Experience letter/certificate from 2 previous employers (if applicable).
6. Relieving letters from previous employer. (Not applicable for fresher's)
7. Valid passport copy.
8. Cancelled cheque.
9. IF ESIC applicable & was availing benefits in previous company, then provide the ESIC number for continuation of benefits availing.
10. Valid driving license copy.
11. Reference from 2 socially responsible persons, with whom we can verify the authenticity of your relevant experiences.
12. Copy of Aadhaar. We require you to provide your concurrence for meeting the UAN generation requirement & any other compliance required by the governing regulating authorities like EPFO, ESIC, Labour welfare fund & others.

Please note: by voluntarily sharing your Aadhaar details, you also authorize us to share it with the third parties under contract with the Company & which are bound by confidentiality provisions to meet any regulatory requirements & internal procedures of the Company, including but not limited to making verifications. Do note that the provision of Aadhaar details & seeding Aadhaar with UAN as well as completing JYC requirements of EPFO is necessary & if you are unable to do so this may delay submission of your PF contributions to the regulator.



Salary Structure

Name
Designation
Department
Location
State

Prafulla Vinod Patil
Executive Trainee - Credit & Risk
Credit & Risk
Sangamner
Maharashtra

2023/09/11 19:35

Details	Yearly	Monthly
Basic	178,560	14,880
HRA	156,715	13,060
Stat. Bonus	16,800	1,400
Personal Allowance	39,713	3,309
Fixed Gross (A)	391,788	32,649

Employer's contribution to Provident Fund	28,212	2,351
Employer's contribution to ESI (3.25% of Total Fixed Salary)*	0	0

Total Retirals (B)	28,212	2,351
Gross Fixed Cost to Company (A + B)	420,000	35,000

Less : Deduction

Employee contribution to PF	28,212	2,351
Employee contribution to ESI (0.75% of Total Fixed Salary)*	0	0

Net fixed monthly take home (Including Professional Tax Deduction)	363,576	30,298
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Performance Bonus / Monthly Incentives	0.0	
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Net take home with 100% incentives (Excluding Income Tax Deduction)	363,576	30,298
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* As per eligibility

1. Group Mediciam. As per the Policy
2. Personal Accident Insurance. As per the Policy
3. Incentives subject to prevailing policies.
4. ESIC deduction subject to implementation of ESIC in branch location.
5. Employee Professional Tax deduction applicable (As per State

For Vistaar Financial Services Pvt Limited

Shekhar Gupta
Executive Vice President
Chief Human Resources Officer

Candidate's Signature

September 11, 2023

Prafulla Vinod Patil

Mu. Dapori, Po. Ravanje,
Dapori, Jalgaon, Ravanje

Dear Prafulla Vinod Patil

LETTER OF OFFER CUM APPOINTMENT

This refers to our discussion and your application for employment in the Company. We are pleased to inform you that you have been selected for the position as Executive Trainee. Your initial place of posting will be at Sangamner details are as under:

Designation: Executive Trainee (E)

Roles: Trainee-CM

Location: Sangamner

However this job is transferable at the discretion of the management to any place in the country.

By accepting this offer you represent to the Company that you are under no obligation or agreement that would prevent you from becoming an employee of the Company or adversely impact your ability to perform the expected services.

You will be paid an Annual remuneration of Rs. 420,000 & it includes allowances & other statutory benefits & will be structured in accordance with the Company's compensation structure in adherence to the statutory requirements. The annual CTC includes employer's contribution to Provident Fund, as applicable. Your salary details are as per Annexure II. All matters pertaining to your compensation are strictly confidential and must be treated as such.

Your date of birth has been recorded as July 07, 2000 and shall not be changed at any time in the future.

After you accept this letter of appointment, we will, at our discretion, make confidential reference checks with your previous employers and other references nominated by you or at our discretion with any other person. Upon joining, you will be required to provide us the following documents:

- Copies of your birth, school / college certificates,
- First two pages of your passport or a valid proof of identity and address,
- Resignation acceptance and relieving letter or no dues certificate from your previous employer.

Please also provide the originals of the above for verification and return. You will also be required to declare any indebtedness, personal investments, and such other declarations and undertakings that are required as per Company policies.

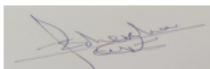
You are required to join Vistaar on or before September 11, 2023. This offer is valid for a period of fifteen days from date hereof and, if not accepted by that date, will automatically stand null and void and should be returned to us in original with all / any other documents that may have been provided to you. If you accept this offer of appointment, please sign and return a duplicate copy of this letter signifying your acceptance of the terms and conditions mentioned.

I would like to take this opportunity to welcome you to our Company and be a part of our journey in building a world class Financial Services Company.

***This offer is subject to your positive reference checks**

Yours sincerely,

FOR VISTAAR FINANCIAL SERVICES PRIVATE LIMITED



Shekhar Gupta
Executive Vice-president

I, _____, having read and understood the terms and conditions in the Offer Letter and the attached Annexure, hereby accept the Offer on these terms and conditions, and confirm that I shall commence work on _____.

Signature

Date

1. Remuneration

The following constitutes your remuneration;

1.1 Gross Salary.

Gross Salary consists of your fixed salary and retrials.

1.2 The monthly equivalent of your above remuneration will be paid to you through monthly payroll on the last working day of the calendar month.

1.3 Any future increments in salary and alterations thereto will be made at the discretion of the Company, based on individual merits and the Company performance.

2. Probation & Performance Review

2.1. Probationary Review: You will be on probationary review during your first six (6) months of service with us from your Date of joining.

2.2. Permanent placement with us is contingent upon your satisfactorily completing the probationary period, successful confirmation / verification of any / all other reference checks to our satisfaction including but not limited to receipt of three satisfactory references (not to include relatives) and verification of your education and employment history.

2.3. You will be eligible for leaves, as per the Company policy.

2.4. In addition you will need to successfully complete all training programs organized for you and demonstrate the required skill level.

2.5. On satisfactory completion of these requirements, you will be confirmed in writing at our discretion. You will be deemed to be on probation till such time that you are confirmed in writing.

2.6. Your performance will be subject to periodic review / assessments by the company in which you are expected to attain minimum assessment standards. You will maintain the quality of work to the highest professional standards. It is expressly agreed that the decision of the company with respect to the quality of service/ assessment standards will be final.

2.7. For Vice President & above designated employees, Probationary period is not applicable, as they are confirmed from their date of joining

3. Benefits

3.1. Provident Fund: The Company will contribute 12 % of your Base salary per month as it's' contribution and an equal amount will be deducted from your payroll as your contribution towards this Fund as per the prevailing Provident Fund Act & Rules.

3.2. Gratuity: You will be entitled to Gratuity as per the Company's Scheme.

3.3. Employees' State Insurance: You shall, if covered by the Employees' State Insurance Act 1948 and rules framed there under, be governed by the provisions of the said Act. The Company shall accordingly make deductions from your salary and make contributions required under the said Act & Rules.

3.4. Group Medical Insurance: You shall, if not covered by the Employees' State Insurance Act 1948 & rules framed there under, then be covered under Group Medical Insurance for Self, Spouse, 2 dependent children & your Parents, as per the Company Policy. The entire premium of this is bourne by the Company.

3.5. Group Personal Accident: you are covered under Group Personal Accident policy. The policy coverage amount is as per the Company Policy. The premium of this is bourne by the Company.

3.6. The above mentioned benefits will all form a part of your retirement plan.

3.7. The Company may, at any time & in its sole & absolute discretion, amend, suspend, vary & modify any of the terms & conditions of the Medical Insurance, Personal Accident policy guidelines.

4. Working Hours & Leave

- 4.1. Your working hours and days of work as per company policy.
- 4.2. You will be entitled to leaves as per Company rules. Please note that if you absent yourself from the service of the Company without prior written permission or overstay sanctioned leave for eight consecutive days, you will be deemed to have abandoned service voluntarily without giving due notice and you shall lose lien on appointment.
- 4.3. Please contact the Human Resources Department for details of working hours and Leave Policy.

5. Termination of Service

- 5.1. During Probation, termination can only be effected in writing by either party, without giving any reasons, by giving 90 days' notice. The company alone, at its discretion, may opt to release you from the services without any payment in lieu of notice period. After Confirmation, termination can only be effected in writing by either party, without giving any reasons, by giving 90 days' notice. The company alone, at its discretion, may opt to make /accept payment in lieu of the relevant notice period. The payment in lieu of notice is based on Gross salary defined as base salary plus all applicable allowances.
- 5.2. The company reserves the right at all times to terminate your services forthwith:
 - a. If you should be guilty of misdemeanor, misconduct, negligence or breach of any of the terms of this offer or any other existing terms and conditions of service, rule or regulation laid down by the Company from time to time for all members of its staff.
 - b. If you are incapacitated by ill-health (physical or mental) or by accident from fully performing your duties in the Company for an aggregate period of sixty days in any one calendar year and such incapacity being duly certified as such by the Company's doctor.
 - c. If you there are any criminal charges/investigations against you in Police Stations/Any civil court or If you are arrested & kept in Police Custody on any Criminal charges.
 - d. In an event we discover during background verification that any information has been falsified, misrepresented, omitted or there are negative feedbacks, the same will lead to adverse action and may lead to termination of services.
- 5.3. You will be eligible to be relieved from services only after satisfactory hand - over of responsibilities, settlement of dues and service of notice period. All staff benefits shall cease after the last day of service. Any money due and owing under any staff loan scheme, scholarship, bond or otherwise payable by you to the Company must be settled before the last day of service. The Company reserves the right to offset any outstanding sum from the balance of money payable by the Company to you.
- 5.4. Upon termination of your employment, you will return to us all Company property which is in your possession or under your control and without you or anyone on your behalf keeping copies or downloading data or otherwise replicating the returned property in any medium.
- 5.5. Notwithstanding conditions above, the Company reserves the right at all times to terminate your services forthwith if you should be guilty of misdemeanor, misconduct (Misconduct shall also include any sexual harassment caused to any person at workplace as per the Company's POSH policy), negligence or breach of any of the terms of this offer or any other existing terms and conditions of service, rule or regulation laid down by the company.
- 5.6. The employment offer is made to you based on your confirmation that all the information you have given us is factually correct and complete. In case at a later date we find that you have given us false or misleading information, the Company reserves the right to take appropriate action against you, including if required, termination of your employment.

6. Secrecy & Confidentiality

6.1. Due to the nature of your work you will handle confidential information of the Company, its affiliates and clients. It is a condition of employment that you will observe and maintain secrecy and confidentiality of information relating to company processes, operations, procedures and transactions. You will not either during your employment with the Company, except as required in the ordinary course of your duties with the Company, and at all times after the termination of your employment for any cause whatsoever, directly or indirectly disclose, utilize, divulge, authorize or permit to be disclosed for your own benefit or for any other person or organization such information which you may have acquired as a result of your employment with the Company, to anyone not properly entitled thereto any trade secrets, know-how and any confidential information relating to the business or financial conditions of the Company, or its affiliates or its clients.

7. Retirement

7.1. This is applicable as per the Company Policy.

8. Other Terms & Conditions

- 8.1. You shall not at any time during your service with the Company either directly or indirectly (without prior written consent from the Company) engage or interest yourself, whether for reward or gratuitously, in any work or business other than relating to your duties in the Company. You shall not directly or indirectly take any steps to set up a business, organization or undertaking which will be the same as or similar to and/ or will compete with the business of the Company or any Associated affiliates of the Company.
- 8.2. Please note that any changes in your employment status, remuneration and / or terms and conditions of employment may be advised to you electronically through email, and / or softy copies on the Company's HR system. Your Electronic access and / or acceptance of the same shall be deemed as physical acceptance unless advised by you to the contrary within seven days of the issue of the concerned communication.
- 8.3. You are employed with us on a Full time basis, and you shall devote the whole of your time, knowledge, skill and attention in the performance of your duties in the Company, and attend at the premises where you shall from time to time be posted by the Company on such days as the exigencies of the work so require,
- 8.4. You will abide by the terms and conditions of service, the rules, regulations and procedures as may be laid down by the Company from time to time.
- 8.5. Your services are transferable at any time to any location in India. You may also be assigned / transferred / deputed/seconded to any other position (shift or department) within the Company or to any location both within and outside the Company premises whenever the Company may deem fit.
- 8.6. Your initial designation is merely indicative of the responsibilities, which you are required to carry out. The Company may alter your designation as appropriate. The company will be entitled to require you, at anytime to perform any other administrative, managerial, supervisory or other functions/ roles and you will be bound to carry out such functions as directed by the Company.
- 8.7. You may be required to work on staggered timings /shifts, the timings for which may be altered from time to time. Your refusal to follow the instructions of the Company in this regard would constitute breach of this contract of employment.
- 8.8. The Company reserves the right to vary the terms and conditions of service based on business needs from time to time
- 8.9. You shall leave the premises immediately if not working.

- 8.10. You specifically authorize the Company to conduct reference checks and make enquiries in respect of the application submitted by you as it may consider necessary in its sole discretion, and also authorize the Company without any notice to you to share and disclose the information relating to your current / previous employment and academic credentials with vendors or any other authority or any third party engaged by the Company to obtain such information for the purpose of proper verification. You similarly authorize the Company to share information or provide a reference check covering your service with Vistaar Financial Services Pvt Ltd., to any third party / agency conducting a reference check on behalf of an employer / a reputed agency. This authorization survives your cessation of service / training with the Company.
- 8.11. For all other areas not expressly mentioned above, you shall be governed by the terms and conditions as applicable to employees in your cadre.
- 8.12. All payments will be subject to tax as per the Income Tax Act and Rules.
- 8.13. This contract of employment shall be governed by and construed in accordance with the laws of the Republic of India and the parties hereto submit to the non-exclusive jurisdiction of the courts of the Republic of India in the city of Bangalore.



Shekhar Gupta
Executive Vice-president
Authorized Signatory
For Vistaar Financial Services Pvt Limited

Signature: _____

Received & Accepted

Name: _____ Date: _____

Annexure 3:

Required Documents:

1. 2 copies of your recent passport size photograph.
2. Pan card copy.
3. Copy of Degree/PG/Diploma (whichever applicable) certificates.
4. Copy of mark sheets.
5. Experience letter/certificate from 2 previous employers (if applicable).
6. Relieving letters from previous employer. (Not applicable for fresher's)
7. Valid passport copy.
8. Cancelled cheque.
9. IF ESIC applicable & was availing benefits in previous company, then provide the ESIC number for continuation of benefits availing.
10. Valid driving license copy.
11. Reference from 2 socially responsible persons, with whom we can verify the authenticity of your relevant experiences.
12. Copy of Aadhaar. We require you to provide your concurrence for meeting the UAN generation requirement & any other compliance required by the governing regulating authorities like EPFO, ESIC, Labour welfare fund & others.

Please note: by voluntarily sharing your Aadhaar details, you also authorize us to share it with the third parties under contract with the Company & which are bound by confidentiality provisions to meet any regulatory requirements & internal procedures of the Company, including but not limited to making verifications. Do note that the provision of Aadhaar details & seeding Aadhaar with UAN as well as completing JYC requirements of EPFO is necessary & if you are unable to do so this may delay submission of your PF contributions to the regulator.

care

HEALTH INSURANCE

12-Jul-23

Ashish Anil Sainani

Chopda Road, Sindhi Colony, Amalner, Jalgaon, Maharashtra - 425401

Dear Ashish,

Letter of Appointment

With reference to our recent discussions regarding your possible employment with **Care Health Insurance Limited**, hereafter referred to as the Company, we are pleased to offer you the position of **Associate Cluster Manager - Bancassurance** on the following terms and conditions defined herein:

- 1. Date of Joining:** Your appointment will be effective from **12-Jul-23** or any other date mutually agreed upon in writing.
- 2. Place of work:** Your place of work is **Belapur**. Your place of work may be changed to any other location within India / any group Company, as directed by the Company from time to time. In addition, in performance of your duties for the company, you may be required to travel within and/or outside.
- 3. Reporting:** You will report to **Area Head - Bancassurance** or any other designate person as specified by the Company from time to time.
- 4. Remuneration:** Your annual compensation package on a Total Fixed Cost (TFC) basis is **Rs. 400000 (Rupees Four Lakh(s) Only)**. This amount will include basic salary, taxable and non-taxable allowances & benefits, and other payments, payable as per the designate acts. Annexure 1 provides your compensation break-up, as per the applicable Compensation Structure.
- 5. Medical:** You may be required to undergo medical examination by a Company appointed medical practitioner as and when directed by the Company and to comply with rules and instructions in the matter. Your services may be terminated without notice if the Company considers you unsuitable for retention in service on medical grounds.

Care Health Insurance Limited
(Formerly Religare Health Insurance Company Limited)
Regd. Office: 8th Floor, 19 Charli's House, Nehru Place, New Delhi-110019
Corp. Office: Vipul Tech Square, Tower C, 3rd Floor, Gurgaon Road,
Sector-15, Gurugram -122009 (Haryana)
IRDAI Regn. No. 148 | CIN: U65000DL2007PLC161603



Care Health
Customer App



WhatsApp
8860402482

REACH US

Self Help Portal
www.careinsurance.com/self-help-portal.html
Submit Your Queries/Requests
www.careinsurance.com/contact-us.html

6. Group Insurance: You will be covered under the Group Personal Accident Insurance, Group Life Insurance and Hospitalization Insurance/ Employee's State Insurance Corporation (as applicable) in accordance with company's policy.

7. Hours of Work: Your hours of work will be in line with the needs of your role/function, in accordance with the company policy and provisions of applicable laws

8. Probation: You will work on probation for a period of six months from the date of joining. This may be extended at the discretion of the Company and you will continue to be on probation till a confirmation letter has been issued to you in writing. During your probation or thereafter, you shall undertake such studies /vocational courses as may be required by Company / your superiors. You may also be required to take such examinations / obtain such certifications as the Company / your superiors may require from time to time, and your confirmation / promotions/ salary enhancements etc. may be linked to your having successfully cleared the required examinations / certifications &/or successfully undergone required studies.

9. Age of Retirement: Your age of retirement will be 58 years and you shall stand relieved on retirement at the end of the month in which you attain the age of 58 years. However, at the sole discretion of the company retirement date can be extended on case to case to basis.

10. Whole Time and Attention: During your employment with the Company you shall devote your best efforts for promoting the Company's (and of any other relevant Group Company, affiliate and/ or business associate of the Company) business and may not without prior written consent of the Company (and subject to any terms and conditions the Company may impose) engage or be interested (directly or indirectly) in any other business or employment.

11. Leave: In addition to public holidays observed by the Company, you shall be entitled to a paid annual leave for each calendar year in accordance with the existing leave policy, prorated from your date of joining. The Company is covered by the Maternity Benefit Act, 1961 and the eligible employees will be entitled to the benefits like maternity leave as per the amended provisions of the Maternity Benefit Act save and except those who are covered by ESI Act since they will be entitled to the benefits as per the applicable said Act.

12. Confidentiality: You shall not during the course or even after cessation of your employment with the Company or any time thereafter, use or disclose to any other Company, firm or person, any of the business or affairs of the Company, nor shall you without the consent of the Company, publish any book, booklet, brochure or any other publication, whether for remuneration or otherwise, relating to the affairs of the Company or to your work in the Company. You shall also not disclose to any public papers, journals, pamphlets or leaflets, or cause to be disclosed at any time, information or documents, official or otherwise relating to the Company or its subsidiaries, except with prior approval. Any breach of this clause would be viewed with severity by the Management and a strict action shall be taken by the Company.. You may also be also required to execute and sign a separate Maintenance or Non-Disclosure Agreement.

13. Disclosure: You (including on behalf of your family) shall disclose to the Company all your business interests and any material transaction(s) with the Company (and with any other relevant Group Company, affiliate and/ or any subsidiary of the Company), whether or not they are similar to or in conflict with the business(es) or activities of the Company (and with any other relevant Group

Company, affiliate and/ or any subsidiary of the Company), and all circumstances in respect thereof and whether there is, or might be, a conflict of interest between the Company (and with any other relevant Group Company, affiliate and/ or any subsidiary of the Company) and you (and/ or your family) during the period of your employment with the Company and for a period of 12 months after cessation of your employment.

14. Company Policies: You will be governed by the Company's policies, as applicable at your grade. The Company reserves the right to amend the policies from time to time. You are advised to keep yourself updated on these policies which are available online.

15. Return of Company Property: You shall promptly upon request by the Company and in any event upon the termination of your employment deliver to the Company all monies, securities, other properties belonging to the company, all lists of clients or customers, correspondence and all other documents, papers and records in whatever form including but not limited to electronically held data containing or referring to any trade secrets or confidential information concerning the business of the Company and any Group Company which may have been prepared by you or come into your possession, custody or control in the course of your employment including any prior employment with any Group Company. You shall not keep any copies of these items.

16. Monitoring Policy: As per Company Policy, telephone conversations of employees may be recorded and monitored for the purpose of creating record of transactions, and for compliance purposes. Any recordings will be stored securely, and will not be disclosed outside the group companies, except as required by law.

Further please note that the emails sent to you and by you may be monitored, from time to time, for the purposes of identifying any non-compliance with company policies, or applicable laws.

Any data of customers, partners, employee or company contact data is strictly prohibited for circulation to anyone outside the Company and also you should restrain the circulation of data even for internal purpose except to the concerned employees of the Company.

If such monitoring discloses any breaches of any law or company policies disciplinary action may follow, including termination from the employment.

During Employment or cessation of your employment you cannot share any such data of the company pertaining to its customers, partners, employees, sensitive information

17. Intellectual Property: Subject to any relevant legislation, if at any time in the course of your employment you make or discover or participate in the making or discovery of any letters patent, trade marks, service marks, designs, copyrights, inventions, drawings, computer programs, know-how and rights of like nature however arising and whether registered or unregistered ("intellectual property") relating to or capable of being used in the Company (and of any other relevant Group Company, affiliate and/ or business associate of the Company) you shall immediately disclose full details thereof to the Company and, at the request and expense of the Company, you shall do all things which may be necessary or desirable for obtaining appropriate forms of protection for such intellectual property in such parts of the world as may be specified by the Company and for vesting all rights in the same in the Company or its nominee.

All rights and obligations under this paragraph in respect of intellectual property made or discovered

by you during your employment shall continue in full force and effect after the termination of your employment and shall be binding upon your personal representatives

The employee shall not disclose to anyone, directly or indirectly, except when the duties may require, during or subsequent to the term of employment, any trade secret or confidential information regarding Company's business. Trade Secrets and Confidential information for this purpose shall include, but not limited to, product information, process information, customer lists, employee details, company policies and procedures and financial information (including results, budgets and other financial plans and systems).

18. Notice Period: In case either the employer or the employee wishes to terminate the employment contract, a notice of 90 days should be served in writing by the party who wishes to terminate the contract to the other party. The Company depending on the business context and its sole discretion may allow you to pay the equivalent of the Total Fixed Cost (TFC) (*excluding gratuity and GMC if applicable*) amount in lieu of any period and / or adjust notice period against your leave balance subject to satisfactory handing over of the charges to your superior.

Notice period during probation would be 30 days or equivalent of the TFC (*excluding gratuity*) in lieu of notice.

19. Termination: 1. If any time during the course of your employment it is found that you have made a false or an incomplete declaration as regards to your qualifications/ experience and other details, your appointment will be treated void *ab initio* and you shall cease to be on the rolls of the company with immediate effect. In that case you shall not be entitled to any notice period or payment in lieu thereof.

2. If any time during the course of your employment it is found that you have:

- a. committed any act of gross misconduct; or
- b. committed any serious breach or repeated or continued a material breach of the terms of your employment; or
- c. been guilty of conduct tending to bring yourself or the company into disrepute; or
- d. been convicted of a criminal offence, other than a road traffic offence for which you are not sentenced to a term of imprisonment whether immediate or suspended; or
- e. become bankrupt or made any arrangement or composition with or for the benefit of your creditors; or
- f. cease to hold the qualifications necessary for you to carry out your work with the company; or
- g. been found in an act of moral turpitude or having indulged in violations laws as applicable in general to the Company; or
- h. been absent for a continuous period of 14 days (including absence when leave though applied for, is not granted or when you overstay period of sanctioned leave by 14 days); or
- i. provided false, inaccurate or incomplete information to the company regarding your background and/or previous employment.
- j. been found inefficient or lower performer as compared to other employees of your category.

In all such aforementioned cases you shall not be entitled to any notice period or payment in lieu thereof.

20. Performance Monitoring : You are required to deliver performance up to the expected levels as per the targets entrusted to you by reporting officer from time to time. In case your performance is not found to be satisfactory, you will be put under an appropriate Performance Improvement Plan. In case your performance does not improve even after you are put on such plan, the Company will review the matter of continuance of your employment and take appropriate action, including but not limited to termination.

21. Non Solicitation: You shall not at any time during the term of your employment with the Company or thereafter for a period of six months after cessation of your employment, directly or indirectly solicit the Company's (and any other relevant Group Company's, affiliate's and/ or any subsidiary of the Company) personnel to leave the employment of the Company (and any other relevant Group Company's, affiliate's and/ or any subsidiary of the Company) or apply for employment with any third party or encourage such personnel of the Company (and any other relevant Group Company's, affiliate's and/ or any subsidiary of the Company) to take any action or inaction that may adversely impact the performance or reputation of the Company (and any other relevant Group Company's, affiliate's and/ or any subsidiary of the Company) of its obligations under this Letter of Appointment and / or any other contract or adversely impact the ability of the Company (and any other relevant Group Company's, affiliate's and/ or any subsidiary of the Company) to carry out its normal business activities.

22. Others: 1. It will be obligatory on your part to ensure compliance to the applicable statutes, regulations and requirements laid down by the Company, JV partners various regulatory and statutory bodies .

2. In the event of you being found acting in breach of your terms of appointment or indulged in an act of misconduct or an act that has brought disrepute to the organization, you shall render yourself liable for a disciplinary action as per the rules as applicable .

3. Clause headings do not form part or affect the interpretation of this letter of appointment.

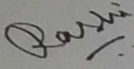
23. Joining Formalities: As part of the joining formalities, you are requested to bring the following documents with you on the day of joining:

1. 3 Passport size photographs on red background (for branch offices red is not mandatory).
2. Copies of all years mark sheets of the highest qualification/Degree certificate
3. Copy of previous employer Salary Slip
4. Copy of Relieving Letter / Endorsed Resignation letter.
5. Copy of Address proof (any one) :-Ration Card/ Utility Bills/ Driving License/ Passport/ Affidavit
6. Copy of PAN Card
7. Copy of AADHAR Card

We take this opportunity to congratulate you on your selection and look forward to a long and

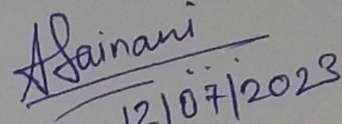
mutually beneficial professional association.

For Care Health Insurance Limited
(formerly known as Religare Health Insurance Company Limited)



Rashi Ramani

Head - Talent Acquisition & Talent
Management


12/07/2023

Accepted and agreed by Ashish Anil
Sainani

Annexure: 1

	Per Annum	Per Month
BASIC	180000	15000
ALLOWANCES		
House Rent Allowance	90000	7500
Education Allowance	74256	6188
MONTHLY GROSS *		29861
BENEFITS:CONTRIBUTION BY ORGANISATION		
Statutory Bonus	14076	1173
Provident Fund	21600	1800
Gratuity	8664	722
GMC	11400	950
TOTAL FIXED COST(TFC)	399996	

0

* The following amount will be deducted from your monthly gross as your contribution towards statutory benefits
PF - 1800

** Leave Travel Allowance or Medical Allowance (if applicable) will be paid as monthly components

*** Gratuity(if applicable) - As per Gratuity Act, payable only after completion of 5 continuous years of service in organization.

- **Participation in Incentive/Bonus Schemes** You are eligible to participate in the Company's Annual Incentive/Bonus Plan subject to the terms and conditions of such Plan and any amendments as may be made from time to time.
- **Deductions** The Company may during your employment, or on termination for whatever reason, deduct from your remuneration any monies due from you to the Company including but not limited to:
 - Any overpayment of salary or expenses or payment made to you by mistake or misrepresentation; and/or
 - Any outstanding loans or advances made to you by the Company; and/or
 - Amounts equal in sum to the amount of any secret/illegitimate profits that you make from the Company's business/interests; and/or
 - Any debt owed by you to the Company; and/or
 - Any other deductions permitted under applicable law including Tax.

PRIVATE AND CONFIDENTIAL

Reference No. - 1384515656

Applicant ID - 6261378

21-Jun-2023

Mayuri Chaure

Dear Mayuri,

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

Reference No. - 1384515656

Applicant ID - 6261378

21-Jun-2023

Mayuri Chaure

Dear Mayuri,

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 Q2 GHANSOLI?.

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 02-Aug-2023.
- 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
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. - 1384515656

Mayuri Chaure

- **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.

Reference No. - 1384515656

Mayuri Chaurse

- 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.

Reference No. - 1384515656

Mayuri Chaure

• 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: 2023.06.21 12:50:13 +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. - 1384515656

Mayuri Chaure

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.

Reference No. - 1384515656

Mayuri Chaure

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: 2023.06.21 12:50:14 +05:30
Reason: Offer Letter
Location: Mumbai

Signature of Applicant

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.

Remuneration Details
Name : Mayuri Chaure

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: 21-Jun-2023

Digitally signed by RAJNISH SINHA

Date: 2023.06.21 12:50:15 +05:30

Reason: Offer Letter

Location: Mumbai

PRIVATE AND CONFIDENTIAL

Reference No. - 1384515658

Applicant ID - 6258857

20-Jun-2023

Yatish Dixit

Dear Yatish,

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

Reference No. - 1384515658

Applicant ID - 6258857

20-Jun-2023

Yatish Dixit

Dear Yatish,

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 Q2 GHANSOLI?.

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 12-Jul-2023.
- 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
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. - 1384515658

Yatish Dixit

- **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.

Reference No. - 1384515658

Yatish Dixit

- 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.

Reference No. - 1384515658

Yatish Dixit

• 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: 2023.06.20 13:15:14 +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. - 1384515658

Yatish Dixit

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.

Reference No. - 1384515658

Yatish Dixit

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: 2023.06.20 13:15:15 +05:30
Reason: Offer Letter
Location: Mumbai

Signature of Applicant

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.

Remuneration Details
Name : Yatish Dixit

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: 20-Jun-2023

Digitally signed by RAJNISH SINHA

Date: 2023.06.20 13:15:15 +05:30

Reason: Offer Letter

Location: Mumbai

ICICI Bank Limited

ICICI Bank Towers

Bandra-Kurla Complex

Mumbai 400 051, India.

Tel.: (91-22) 2653 1414

Fax: (91-22) 2653 1122

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. - 1384515657

Applicant ID - 5694141

22-Jun-2023

Shweta Gaikwad

Dear Shweta,

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

Reference No. - 1384515657

Applicant ID - 5694141

22-Jun-2023

Shweta Gaikwad

Dear Shweta,

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 Q2 GHANSOLI?.

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 26-Jul-2023.
- 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
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. - 1384515657

Shweta Gaikwad

- **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.

Reference No. - 1384515657

Shweta Gaikwad

- 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.

Reference No. - 1384515657

Shweta Gaikwad

• 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: 2023.06.22 09:35:16 +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. - 1384515657

Shweta Gaikwad

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.

Reference No. - 1384515657

Shweta Gaikwad

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: 2023.06.22 09:35:16 +05:30
Reason: Offer Letter
Location: Mumbai

Signature of Applicant

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.

Remuneration Details
Name : Shweta Gaikwad

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: 22-Jun-2023

Digitally signed by RAJNISH SINHA

Date: 2023.06.22 09:35:17 +05:30

Reason: Offer Letter

Location: Mumbai



Privileged & Confidential

Date: 05/09/2023
DIPALI KANDALKAR

OFFER LETTER

Dear **DIPALI**,

We are pleased to offer you the position of **Deputy Manager** subject to the following terms and conditions:

1. This offer remains subject to the terms of the appointment letter to be executed by you on the day of joining and to the procedures, policies, benefits and other terms of Max Life, which will be provided to you at the time of your joining or communicated to you from time to time. All such procedures, policies and benefits will be subject to our periodic review and can be changed with or without notice.
2. You will be based at **Nashik - GO3** and will be reporting to **Branch Relationship Manager** .
3. A detailed break-up of your compensation is in the attached **Annexure I**. The compensation including incentives or rewards shall be subject to tax deducted at source as per the applicable tax laws.
4. This offer is subject to verification of your credentials and background, completion of all necessary documentation, reference check to our satisfaction.
5. Please note that your employment with Max Life will be "at will" and is not for a specified period. Hence, either you or Max Life may terminate the employment relationship at any time, with or without cause.
6. You acknowledge that no prior verbal or prior written agreements, prior promises or representations that are not specifically stated in this offer will be binding on us.
7. This document is privileged and confidential. You will maintain confidentiality and secrecy and will not disclose any of the contents of this offer to any third party.
8. If you are in agreement with the above terms, you are requested to revert to the undersigned not later than **5 days** by signing this offer letter and sending your acceptance by way of an email to the undersigned, failing which, this offer will expire.
9. Within **2 days** of acceptance of this offer, you are requested to submit the documents listed in **Annexure II**. We look forward to long lasting and mutual beneficial relationship and are confident that your abilities will play a key role in our company.

MAX LIFE INSURANCE CO. LTD.

3rd, 11th and 12th Floor, DLF Square, Jacaranda Marg, DLF City Phase II, Gurgaon, Haryana-122 002, India.

T +91-124-4121500 **F** +91-124-6659811 **E** Service.helpdesk@maxlifeinsurance.com **W** www.maxlifeinsurance.com Corporate Identity Number - U74899DL2000PLC106723, IRDA Reg No – 104

Registered Office: 419, Bhai Mohan Singh Nagar, Railmajra, Tehsil Balachaur, District Nawanshahr, Punjab – 144533, India





Designation	Deputy Manager You will report to Branch Relationship Manager, Max Life Insurance.
Total Fixed Pay (TFP)	INR 375,000.00 ; per annum, including all retiral.
Date of Joining	05/15/2023
Place of work	Nashik - GO3

Yours sincerely,
For Max Life Insurance Company Ltd.

Shailesh Kumar Singh
Senior Director & Chief People Officer

EMPLOYEE ACCEPTANCE :

I accept this offer of employment with the Company under the terms set forth in this offer letter: DIPALI KANDALKAR

MAX LIFE INSURANCE CO. LTD.

3rd, 11th and 12th Floor, DLF Square, Jacaranda Marg, DLF City Phase II, Gurgaon, Haryana-122 002, India.

T +91-124-4121500 **F** +91-124-6659811 **E** Service.helpdesk@maxlifeinsurance.com **W** www.maxlifeinsurance.com Corporate Identity Number - U74899DL2000PLC106723, IRDA Reg No – 104

Registered Office: 419, Bhai Mohan Singh Nagar, Railmajra, Tehsil Balachaur, District Nawanshahr, Punjab – 144533, India



ANNEXURE I

Name	DIPALI KANDALKAR	Band	5B
Function	Direct Sales Force	Designation	Deputy Manager
Department	Loyalty - Central Zone	Location	Nashik - GO3
Variable Pay	Sales Incentive	HO/Non HO	NON HO

Pay Component	Annual Amount
Basic	112,500.00
House Rent Allowance	56,250.00
Provident Fund	21,600.00
Gratuity	5,411.00
Special Allowance	179,239.00
TFP(A)	375,000.00

Yours sincerely,
For Max Life Insurance Company Ltd.



Shailesh Kumar Singh
Senior Director & Chief People Officer

EMPLOYEE ACCEPTANCE :

I accept this offer of employment with the Company under the terms set forth in this offer letter: DIPALI KANDALKAR

MAX LIFE INSURANCE CO. LTD.

3rd, 11th and 12th Floor, DLF Square, Jacaranda Marg, DLF City Phase II, Gurgaon, Haryana-122 002, India.
T +91-124-4121500 F +91-124-6659811 E Service.helpdesk@maxlifeinsurance.com W www.maxlifeinsurance.com Corporate Identity Number - U74899DL2000PLC106723, IRDA Reg No – 104
Registered Office: 419, Bhai Mohan Singh Nagar, Railmajra, Tehsil Balachaur, District Nawanshahr, Punjab – 144533, India

ANNEXURE II

Please carry the following documents to complete your joining formalities:

No.	Particulars	No. of Copies
1	Relieving letter, accepted resignation letter or Experience letter from last 2 companies	One Each
2	Education Certificates – Final Year Mark Sheets	One
3	Last 2 months' salary slips from your previous employer	One Each
4	Pan Card along with Recent Passport size Photographs	Two
5	E- Aadhar copy (Address and identity proof)	One
6	Cancelled cheque leaf of your saving bank account indicating the following on the reverse: ·Your Name ·Office Location ·Bank Account Number ·IFS Code (please Take this from bank)	One

First month's salary will not be released if the documents are not submitted.

I, ----- authorize Max Life Insurance to conduct a background verification check basis the details shared above.

Yours sincerely,
For Max Life Insurance Company Ltd.



Shailesh Kumar Singh
Senior Director & Chief People Officer

EMPLOYEE ACCEPTANCE :

I accept this offer of employment with the Company under the terms set forth in this offer letter: DIPALI KANDALKAR

Note: Post joining, a standard appointment letter will be issued to you to replace this Letter of Offer

MAX LIFE INSURANCE CO. LTD.

3rd, 11th and 12th Floor, DLF Square, Jacaranda Marg, DLF City Phase II, Gurgaon, Haryana-122 002, India.
T +91-124-4121500 F +91-124-6659811 E Service.helpdesk@maxlifeinsurance.com W www.maxlifeinsurance.com Corporate Identity Number - U74899DL2000PLC106723, IRDA Reg No – 104
Registered Office: 419, Bhai Mohan Singh Nagar, Railmajra, Tehsil Balachaur, District Nawanshahr, Punjab – 144533, India

COMPENSATION STRUCTURE		
Component	Maximum Limit	Description
Total Fixed Pay (TFP)		
Base Pay	30% of Total Fixed Pay (TFP)	Paid along with monthly payroll. Fully taxable.
Allowance (HRA)	50% of Base Pay	Paid along with the monthly payroll. Partly or fully taxable subject to IT regulations
Provident Fund(Employer Contribution)	12% of Base Pay	Administered by Max India Provident Fund Trust.
Gratuity	4.8% of Base Pay	Payable on separation after completion of 5 years of continuous service. Payout based on the Employee's last drawn Base Pay.
Flex Benefit (for joiners with >= 6 lac)	Balancing Figure	FBP offered to an employee to plan income tax applicable as per rules. Employee can choose to take entire. FBP in salary or can claim the same by submitting bills (nontaxable as per FBP guidelines) or doing a proportion of both.
Variable Pay	As per the applicable Sales Incentive Plan	Sales Incentives based on specific business parameters. Please connect with Hiring Manager to understand the plan specifics.

Yours sincerely,

For Max Life Insurance Company Ltd.



Shailesh Kumar Singh
Senior Director & Chief People Officer

EMPLOYEE ACCEPTANCE : I accept this offer of employment with the Company under the terms set forth in this offer letter:

DIPALI KANDALKAR

MAX LIFE INSURANCE CO. LTD.

3rd, 11th and 12th Floor, DLF Square, Jacaranda Marg, DLF City Phase II, Gurgaon, Haryana-122 002, India.

T +91-124-4121500 F +91-124-6659811 E Service.helpdesk@maxlifeinsurance.com W www.maxlifeinsurance.com Corporate Identity Number - U74899DL2000PLC106723, IRDA Reg No – 104

Registered Office: 419, Bhai Mohan Singh Nagar, Railmajra, Tehsil Balachaur, District Nawanshahr, Punjab – 144533, India

Benefits	Limit	Description
Health Insurance	INR 2,00,000/- per family member	Medical Insurance Coverage is provided to the employee and the nominated family members (spouse and two children). Each family member is covered for Rs.2,00,000. The benefits of the scheme are Cashless Hospitalization/Discharge, Maternity Benefits, Pre-existing diseases and a 'family floater' depending on the family size,i.e. family of 2 is covered for Rs.4.0 lacs, family of 3 for Rs.6.0 lacs and family of 4 for a maximum of Rs. 8,00,000. Incase an employee wishes to Medical Insurance Coverage for Parents the premium is charged to the employee. Premium rates for Parents are subject to change at the time of subsequent renewals. Parents coverage is of Rs. 2,00,000 each and floater is for a maximum of Rs. 4,00,000.
Group Life Insurance	2.5 times the Total Fixed Pay subject to a minimum of INR 20,00,000/-	In case of death, the nominee is entitled to the Sum Assured as per the Group Life Insurance Policy.
Permanent Disability / Accidental Death Cover	INR 10,00,000/-	In case of death by way of an accident, the nominee is entitled to the Sum Assured as per the Group Accidental Death Insurance Policy.
Spouse Insurance	INR 5,00,000/-	As part of the Accidental Death Insurance Policy , in case of death of the employee's spouse by way of an accident, the employee is entitled to the Sum Assured.
Dependent Parents Benefit	INR 25,000/-	As part of the Accidental Death Insurance Policy, in case of death by way of an accident, employee's parents are entitled to the Sum Assured.
Child Education Benefit	INR 50,000/-	As part of the Accidental Death Insurance Policy , in case of death by way of an accident, employee's child is entitled to the Sum Assured.
Child Education Benefit (Spouse Death)	INR 10,000/-	As part of the Accidental Death Insurance Policy, in case of death by way of an accident of your spouse, the child is entitled to the Sum Assured.

Yours sincerely,
For Max Life Insurance Company Ltd.



Shailesh Kumar Singh
Senior Director & Chief People Officer

EMPLOYEE ACCEPTANCE : I accept this offer of employment with the Company under the terms set forth in this offer letter:

DIPALI KANDALKAR

MAX LIFE INSURANCE CO. LTD.

3rd, 11th and 12th Floor, DLF Square, Jacaranda Marg, DLF City Phase II, Gurgaon, Haryana-122 002, India.
T +91-124-4121500 F +91-124-6659811 E Service.helpdesk@maxlifeinsurance.com W www.maxlifeinsurance.com Corporate Identity Number - U74899DL2000PLC106723, IRDA Reg No – 104
Registered Office: 419, Bhai Mohan Singh Nagar, Railmajra, Tehsil Balachaur, District Nawanshahr, Punjab – 144533, India

Flexible Benefits Plan (FBP) - Applicable only if TFP is more than Rs.6,00,000	Limit (per annum)	Description
The unclaimed reimbursement amount in FBP is paid to the employee at the end of the financial year, post appropriate tax deductions, alongwith the March salary.		
Communication Expenses	INR 36,000	Employee is reimbursed actual expenses (supported by original bills) towards call charges for One Mobile and One Landline connection.
Leave Travel Allowance (LTA)	INR 50,000/-	Employee is reimbursed actual travel expenses within India (shortest possible distance between two destinations) for the employee and his/ her family members (spouse, children and dependent parents). Employee can claim LTA twice in a block of four years.
Professional Development Fees	INR 30,000	Employee is reimbursed actual expenses (supported by original bills) towards any course that an employee is doing for his/her personal development. This could be a MBA or a Post Graduate Diploma. The reimbursement would be only for the course from a recognized institute.
Car Leasing	Upto 60% of FBP	Employee has the option to purchase a new car as per the Car Leasing Scheme. The EMI is paid through the FBP allowance and hence no tax is payable on the same.
Fuel Expenses	INR 75,000	Employee is reimbursed actual expenses (supported by original fuel bills) towards fuel expenses incurred for the leased car. The entitlement for claiming car maintenance is available provided the car is purchased through the company car leasing scheme.
Car Maintenance	INR 70,000	Employee is reimbursed actual expenses (fully supported by original bills) towards expenses incurred on servicing, renewal of insurance, changing of tyres, foot mats etc for the leased car. The entitlement for claiming car maintenance is available provided the car is purchased through the company car leasing scheme.
Entertainment Expenses(Applicable only for Sales employees in Agency)	INR 40,000/-	Employee is reimbursed actual expenses (fully supported by original bills) towards expenses incurred on Food during sales call. The eligibility for the same is for the employees who have Agents directly reporting into them.

Yours sincerely,
For Max Life Insurance Company Ltd.



Shailesh Kumar Singh
Senior Director & Chief People Officer

EMPLOYEE ACCEPTANCE : I accept this offer of employment with the Company under the terms set forth in this offer letter:

DIPALI KANDALKAR

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3rd, 11th and 12th Floor, DLF Square, Jacaranda Marg, DLF City Phase II, Gurgaon, Haryana-122 002, India.

T +91-124-4121500 F +91-124-6659811 E Service.helpdesk@maxlifeinsurance.com W www.maxlifeinsurance.com Corporate Identity Number -

U74899DL2000PLC106723, IRDA Reg No – 104

Registered Office: 419, Bhai Mohan Singh Nagar, Railmajra, Tehsil Balachaur, District Nawanshahr, Punjab – 144533, India



placementmba dmimcs <placement.mba@moonjeinstitute.com>

List of selected students at final interview round

marketingsatym<marketing.st@satymtechnocrat.com>

Wed, April19,2023 at 13.12PM

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. 3.6LPA cost to the company.

Student Name	Offered position
Gangurde Shilpa Balasaheb	Business Development executive-Trainee
Patil Damini Sunil	Business Development executive-Trainee
Gulve Malini Devidas	Business Development executive-Trainee
Naidu Priya Anjabali	Business Development executive-Trainee
Pawar Prerana Bhaskar	Business Development executive-Trainee
Thete Nirali Shekhar	Business Development executive-Trainee
Sanap Kanchan Sanjay	Business Development executive-Trainee
Satpute Rupali Savliram	Accountant (Finance Department)
Gaware Sakshi Pravin	Accountant (Finance Department)

Feel free to call me in case of any questions.

Regards,
HR Head-TA
Satyam Technocrats,
Nashik



PAARSH INFOTECH PVT.LTD.

Dream for it, work for it...

TO WHOM IT MAY CONCERN OFFER LETTER

DATE: 25th July 2023.

DEAR...Dev Ahire

Congratulations!

This is concerning your application and the subsequent interviews you have had with us; we are delighted to extend this offer of service for the position of “Marketing Manager” With PAARSH INFOTECH PVT.LTD. Is based at the Nashik location.

As previously discussed and agreed upon, your monthly variable payout is **26,670/- (DOP) as previously stated, to earn your payout, you must meet your monthly project work commitment target.** By your work in the company, you will receive a detailed letter outlining the terms and conditions of your service soon.

We request you to please furnish a hard copy of the following documents on the first day of joining.

1. Educational Mark Sheets & Certificates: - S.S.C., H.S.C., Graduation/Post- Graduation- (1 copy)
2. Experience letter of previous Employers mentioned in your Resume.
3. Relieving Letter / Resignation Acceptance Letter Of last/ Current Company
4. Last 3 Months Salary Slips3
5. Pan Card- (1copy)
6. Passport Size Photograph- (2copies)
7. Address Proof- (Electricity Bill /Ration Card /Passport.)- (1copy)
8. Photo ID- (Voter ID /License /Aadhar card /Passport)- (1Copy)

You need to join Day Worth on **21st August 2023.** If you fail to join our organization on the stipulated date, your offer will stand automatically withdrawn.

Please send us your offer acceptance within 24 hours indicating your acceptance to join us and Agreeing to our terms and conditions discussed.

We trust that your knowledge, skills, and experience will be among our most valuable assets. We welcome you to **PAARSH INFOTECH PVT LTD.** and wish you all the luck for a bright career with us below are the terms on which your employment is being considered final;

OFFICE: 01 Bhakti Apartment, Near Hotel Rasoi, Suchita Nagar, Mumbai Naka Nashik- 422009

Email: paarshinfotech@gmail.com Contact - 9860988343



PAARSH INFOTECH PVT.LTD.

Dream for it, work for it...

1. Your services shall be liable to be terminated: - If you are found to be medical, or unfit.
 - Whenever you have to resign give an advance notice period of 30 days earlier.
 - If you remain, absent due to continued ill health without approval from the company.
 - By the company at any time, if you are indulged in an act of Insubordination, Interference, corrupt Practices, any misconduct, breach of trust, Non-compliance with the Administrative orders or Provision of rules
 - By the company, in case you breach the terms & and conditions mentioned in the Agreement and other company policies.
 - By the company at any time, if it has been found that the declaration or information including that given in seeking employment furnished by you found false and/or misleading and/or it has been found that you had willfully suppressed any information to the company.
 - By the company, at any time if you are declared insolvent or convicted of any offense involving any Moral turpitude or found. Suspected of fraud or misappropriation of money or other assets of the company as well as anywhere else convicted as guilty of any fraud declared insolvent, and Convicted of any offense involving moral turpitude and financial frauds or misappropriation under any law of the state.
2. In case of breach of conditions mentioned in Point 1, you shall be liable, in addition to discontinuing your services to pay damage to the extent of loss suffered by the company, to the extent of Goodwill valuation as well. In case of default, the company shall be entitled to withhold and appropriate your payout and other monetary benefits due to you until such times as the said The amount is fully recovered. Despite such appropriation, if any amount remains to be recovered, the same shall be payable by you to the company
3. During the initial 6-month period from the day of joining, your services are liable to be terminated at any time on the grounds of indiscipline and non-performance, with or without giving you any Notice or compensation in lieu thereof with no dues on the company's part.
4. The final decision on any matter will be at the discretion of the companies only.
If you agree with the above outlined, please sign below and submit the same or acknowledge the receipt of the mail with acceptance.
5. **During the probation period, we cannot grant you any official leave or any paid National leave, you will get all the benefits of the company when the probation period ends After 3 months**

Thank you, yours
sincerely,



Received & Accepted by

Authorized
Director
Mr. Tushar Pagare

Offer-cum-Appointment Letter

06-12-2023

Pan Number: EYCPD7520N

Mr/Ms Mansi Rajendra Deore

382, Indira Gandhi Path,
Opp Pangat Bhojnalay,
Trimbakeshwar, Trimbakeshwar,
Maharashtra-422212

Dear Mr/Ms Mansi Rajendra Deore

Welcome to Kotak Mahindra Group.

We hereby offer you an appointment as **Assistant Manager** in the **L1** grade with Kotak Mahindra Life Insurance Company Limited ("Company") with effect from **08-12-2023**, subject to your completing joining formalities, as prescribed by the Company, on or before the said date. If you join prior to the said date, your appointment shall take effect from the date of your joining.

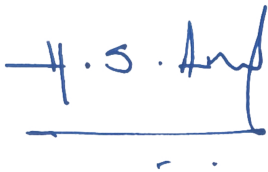
With your selection, the Company has taken a step forward to fulfil a part of the Group Vision, i.e., being the preferred employer for the best talent. And now it is upon both of us to strive towards creating Value for our customers and stakeholders by offering individualized real-time, pragmatic solutions to service every financial requirement of our customers. We, together, shall live up to the entrepreneurial and innovative spirit of the Group and work with complete transparency & compliance to become a global Indian financial services brand. It is expected that you will uphold all that we stand for and strive towards fulfilment of the Company's goals.

Your appointment shall be subject to the Terms and Conditions enclosed with this letter as Annexure-A. The same shall form part of this letter of appointment. Your joining shall be deemed to be an acceptance of these Terms and Conditions by you.

This offer shall stand withdrawn if you do not join on or before the date specified in this letter.

We look forward to your having a long and happy career with us.

Yours Sincerely,
For Kotak Mahindra Life Insurance Company Limited



Harpreet Singh Anand
Authorized Signatory

Offer Letter of Mansi Rajendra Deore (Ref No. CAND366441)

Annexure-A

Terms and Conditions of Appointment

1. You are offered an appointment as Assistant Manager in the **L1** grade with effect from **08-12-2023**, subject to your joining. If you join prior to the said date, your appointment shall take effect from the date of your completing joining formalities prescribed by the Company. Your joining shall be deemed to be an acceptance of these Terms and Conditions.
2. Upon your joining, you will be initially inducted into our **Admin-Branch Function** Department. .
3. You will initially be posted at our office at **KLI - Nasik 1 - Riddhi Park, Nasik, Maharashtra, India, (West)** but you will be liable to be posted at any other office / branch / department / division of the Company, or any of the Company's parent, affiliate, subsidiary etc., within India or abroad.
4. You will perform such duties as are assigned to you by the Company from time to time relating to the position to which you are now appointed and to which you may be transferred / deputed / seconded / promoted in future. You shall comply with all official orders of your superiors and attend to your duties punctually at such place/places, as may be required at the relevant time.
5. You shall use your best endeavours to promote the interests of the Company and your conduct at all times shall be such as not to damage the interests of the Company. You shall not engage yourself directly or indirectly or in advisory capacity, in any trade, business, vocation or occupation.
6. In consideration of your effective services, you will be eligible for remuneration as per details provided in the 'Compensation Package Sheet' attached to this letter as Annexure B. All payments will be as per the Company's procedures / schedules in force from time to time and will be subject to deduction of appropriate taxes at source and any statutory liabilities arising on your account, such as contribution to Provident Fund. All Current and future liabilities relating to your remuneration (whether statutory or otherwise) shall be adjusted against the overall amount of 'Gross Compensation'. Details of the compensation package are strictly confidential between you and the Company. The details are not liable for disclosure by you to any third party, without the Company's formal prior written consent.
7. You will faithfully observe and be governed by the Company's rules and regulations on matters such as working hours, festival, public holidays, weekly offs and any other facilities, amenities, mode of recording your attendance, safety and security requirements, medical fitness, personal identification, etc. and operate with due regard to the highest professional standards / ethics in all your transactions. You may be required to work on staggered timings / shifts, the timings for which may be altered from time-to-time. The Company may refix / modify your designation, grade and distribution of your remuneration into different components as per designation / grade / compensation structures implemented by the Company from time-to-time at their sole discretion.

Offer Letter of Mansi Rajendra Deore (Ref No. CAND366441)

Page 2 of 12

8. If you absent yourself from the services of the Company without prior written permission or overstay sanctioned leave for eight consecutive days, you will be deemed to have abandoned your service voluntarily. In such a case, the Company may remove you from service without giving any prior notice.
9. You will be required to submit various documents in respect of your qualifications, work experience, etc. and to fulfil different joining formalities at the time of reporting for duty. The Company may, at its discretion, not include you into the payroll till all joining formalities have been completed. You are requested to inform the Company regarding any changes to your permanent and contact addresses (including phone numbers and such other appropriate details) and any changes to the data provided by you at the time of your selection by the Company.
10. Your acceptance and retention in the Company's rolls will be on the assumption of your medical fitness. If you are at any time prevented by accident, ill health, or any other urgent necessity from attending office or from performing your duties, you shall bring this to the notice of the Management as soon as you possibly can and furnish the Management with all the information relating thereto as it may reasonably require. You will be required to produce appropriate records of your medical contingency and also a certificate of medical fitness before you resume work. In addition, if called upon, you shall submit yourself to a medical examination from time to time by a qualified registered medical practitioner appointed or agreed to by the Management. Absence from work or disability in performing your duties beyond the period of leave to which you are entitled under the rules shall, at the discretion of the Management, be without any compensation.
During the Employment Term, your employment shall be entitled to participate in all employee benefit plans, practices and programs maintained by the Company, as in effect from time to time (collectively, 'Employee Benefit Plans'), on a basis which is no less favourable than is provided to other similarly situated executives of the Company, to the extent consistent with applicable law and the terms of the applicable Employee Benefit Plans. In this benefit scheme company provides you your Medclaim and Term Life Insurance coverage basis your eligibility in the organization. The Company reserves the right to amend or cancel any Employee Benefit Plans at any time in its sole discretion, subject to the terms of such Employee Benefit Plan and applicable law.
11. Since the nature of your work requires you to handle confidential information, you shall not at any time during your employment or after its termination, without the consent of the Company in writing, divulge, directly or indirectly, any knowledge, information or documents whether relating to Company's processes, operations, procedures, transactions or not, acquired by you in the course of your employment concerning the business or affairs of the Company or its associates or clients and which are in the nature of a trade secret or secret in other respects the disclosure of which will cause harm to the Company, its associates or clients. Breach of this condition on your part shall render your services liable for immediate termination and you shall be liable for any other / additional legal action as the Company may deem fit.
12. In line with the Insider Trading Regulations made under The Securities and Exchange Board of India Act, 1992, as modified from time to time, you shall not deal in securities of a firm listed in the stock exchanges, when in possession of any unpublished price sensitive information or communicate such information to any person except as required in the normal course of work, or under any law; or counsel any person to deal in securities on the basis of such information.

13. You are not authorized to and must not at any time:
- Trade on your own account by pledging the credit of the Company; Even on the Company's account, enter into any transaction of a speculative or gambling nature or otherwise subject the Company to risks, which are beyond its financial capacity to bear;
 - Enter into any commitment, dealing or obligation on behalf of the Company, except to the extent you are for the time being empowered by a resolution of the Board of Directors of the Company, or otherwise specifically authorized by a competent senior officer of the Company;
 - Accept directly or indirectly any commission, share in profit, presents, gifts or gratuities from any third party dealing with the Company in any mode or form whatsoever;
 - Represent yourself as an authorized representative of the Company, except to the extent of being specifically and formally authorized to do so;
 - Communicate with or speak / write or in any other manner interact with media (print / electronic or otherwise) or with any other external agencies on behalf of the Company, on matters concerning the Company, their associates, etc. save to the extent of performance of any of your statutory obligations for which you are specifically authorized by the Company.
14. You will not, without prior consent of the Company in writing, which will not be unreasonably withheld, publish any book or brochure or article concerning any matter, which relates to any area of activity of the Company. Company's decision regarding the consent shall be final and binding on you. You will not accept directly or indirectly any commission, share in profit, presents or gratuities from any party dealing with, or seeking to deal with the Company or its affiliates. You will inform the Company without delay of any act of dishonesty, fraud or cheating or any damage to the company's property that you may come to know of whether the same is under contemplation or is taking place or has already taken place.
15. Your appointment and your continuation on the Company's rolls are in good faith and shall be based on the data, information or any other understanding provided by you during the course of your selection process, including the verbal information provided by you during the interviews / personal discussions. Any data that is not in consonance with the information provided by you shall result in immediate termination of your employment with the Company and you shall indemnify the Company in full, for any losses suffered by the Company. Company reserves the right to make suitable formal and informal checks with your educational institutions, former employers and any other third parties, as the Company may deem appropriate.
16. You authorize the Company to share information / provide a reference check covering your service with the Company to any third party / organization / agency conducting a reference check on behalf of an employer / agency. This authorization shall remain valid and be subsisting even after the cessation of your service with the Company.
17. During the tenure of this Appointment Agreement and for a period of one year subsequent to the termination of this Agreement, you shall not, without the prior written consent of the Company, directly, indirectly or through any other means or through a third party, solicit or offer employment to persons who are or have been in the previous six months, the employees of the Company.

18. During the tenure of your service with the Company, and for a period of two years subsequent to the cessation of your service, you shall not, without the prior written consent of the Company, directly, indirectly or through any other means or through a third party, solicit business from or perform services for any direct or indirect customer of the Company or any prospective customer whom you had any contact with or exposure to any time during the tenure of your service with the Company.
19. This arrangement can be terminated by the Company, without any notice or payment of any kind in lieu of notice, in the following cases:
 - a. Any incorrect information furnished by you or on suppression of any material information;
 - b. Non-adherence or breach of Code of Conduct prescribed by the Company from time-to-time for its employees.
 - c. Any act, which in the opinion of the management is an act of dishonesty, disobedience, insubordination, incivility, intemperance, irregularity in attendance or other misconduct or neglect of duty or incompetence in the discharge of duty on your part or the breach on your part of any of the terms, conditions or stipulations contained in this agreement or a violation on your part of any of the company's rules;
 - d. Your 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 offence involving moral turpitude;
 - e. Unauthorized absence from work, or failure to resume your duties on expiry of the leave duly authorized by the company.
20. Your appointment is subject to a probation period of 6 Months or such period as the Company may prescribe from time-to-time. You will be considered for confirmation at the end of the probation period subject to successful completion of the pre-confirmation performance review. The probation period shall be deemed to have been extended unless formally and specifically advised otherwise by the Company.
21. Subject to the Company's right to terminate this employment in accordance with the provisions specified in this letter, the employment may be terminated by either party, by providing to the other party a formal notice of minimum period as prescribed by the Company from time-to-time through common announcements made to its employees by way of e-mails or by posting the same on the internal website/ intranet of the Company ("Notice Period"). The Notice Period shall always be treated as mandatory. Any attempt by you to exit or abandon your service before expiry of Notice Period shall be treated as a breach of the terms of your employment and shall render you liable for termination and payment of compensation to the Company.
22. In exceptional circumstances, the Company alone, in its discretion, shall have the right to waive the Notice Period, or any part thereof. Any such waiver shall be subject to payment of basic salary for the period of Notice Period so waived by the Company. The payment shall be made by the party seeking such waiver. It is further clarified that the Company alone, at its discretion, may opt to make/accept payment in lieu of notice period, which will be calculated on the basis of monthly Basic salary.
23. Your performance and progress will be assessed and appraised from time to time as per the performance appraisal / evaluation process or any other appropriate mechanism, as per schedules implemented by the Company from time to time. Please note that any payment from the Company, in the form of compensation, incentive or any other payment, will be made applicable only if you are on the rolls of the Company, on a not-resigned status, at the time of disbursement of such amounts.
24. After joining the company if you are selected for an assignment abroad for short or long term duration, you will be required to submit your original certificates with company for a mutually acceptable duration. Generally the duration will be the duration for which you are being sponsored abroad. The papers for sponsorship abroad will be processed only after meeting this condition.

25. You should declare your interest, financial or otherwise in any company or firm or any other individuals who have dealing with us in any capacity. In the event of yourself acquiring or becoming interested in the future in such a company or partnership or firm or individual, you should immediately disclose the nature and extent of your interest. Breach of this clause may lead to your immediate termination without any compensation in lieu thereof.
26. Your address as indicated in your application for appointment shall be deemed to be correct for sending any communication to you and every communication addressed to you at the given address shall be deemed to have been served upon you.
27. At present, the age of superannuation i.e. the age of retirement in our Company is 60 years. Your date of birth has been recorded as 8th September 2000 in the records of the Company. The age of superannuation/retirement may be varied by the Company from time-to-time
28. At the time of your separation from the Company's employment in any manner whatsoever (including retirement), you will comply with all procedures and requirements connected with the separation including the formalities concerning handing over of all papers, documents, data, CDs and any other valuables, property and assets, etc. which belong to the Company. Final settlement of your dues and issuance of a certificate of employment shall be processed by the Company after you have completed all the separation requirements in full.
29. This letter constitutes the entire understanding between you and the Company relating to your employment by the Company and supersedes and cancels all prior written and verbal agreements and understandings with respect to the subject matter of this appointment. This offer-cum-appointment letter may be amended by a subsequent written communication issued by the Company. Any disputes relating to your terms of employment with the Company shall be settled through arbitration under the guidance of an arbitrator appointed by the Managing Director of the Company or the Head of HR Department of the Company. The Arbitration shall be governed by laws of India and shall be held at Mumbai.
30. You shall maintain the confidentiality of your passwords and not allow others to perform any activity using your user ID. You shall not share your password(s) with anybody. You shall be accountable for all actions carried out using your user-id / password. You shall always follow Company's policies and procedures sincerely and fortify the security of the Company.
31. While dealing with the potential customer, or customer, over phone, you shall ensure that you comply with all the procedures as laid down under the TRAI Act/Regulations/Rules/Notifications/Circulars and shall not violate the National Do not Call Registry (NDNC Registry) and the Company's Do not Call Registry established for curbing Unsolicited Commercial Communication (UCC). You shall make calls to the potential customer/s or customer/s only from our branch numbers registered with NDNC Registry. However, in the event of any breach or violation thereof, you shall be liable for the consequences thereof, and that you shall also fully indemnify the Company in the event of any liability falling on the Company on account of your breach.
32. In accordance with the Maternity Benefit Act, 1961, and related regulations in India, KLI gives maternity benefits to our female employees, timely intimation is an essence. As an expectant mother, female employee shall entitle to avail maternity leave and benefits as stipulated by the applicable laws. The details of maternity leave entitlement, including the duration and compensation, are outlined in our Leave & Attendance Policy"

Annexure 'B' - Compensation Package

SALARY COMPUTATION		
Components	Per Annum	Per Month
Basic	82,500	6,875
HRA	41,300	3,442
Leave Travel Concession	30,000	2,500
Bonus	16,800	1,400
Special Pay	72,852	6,070
Monthly Gross	2,43,452	20,288
Company Contribution into Provident Fund	18,642	
Gratuity	3,968	
ESIC	8,938	
CTC	2,75,000	
Variable Pay	27,500	
Final CTC	3,02,500	

Notes:

1. Indicative Variable pay : Variable pay shall not be construed as a committed contractual payout. This payout is purely a discretionary payout which by design will vary for each performance cycle and will be determined by the management based on the existing variable pay policy, company performance / BU – function performance and individual performance rating as applicable for the respective performance cycle. The minimum performance to qualify for variable pay is currently ME performance rating and above. Employee has to be on active employment & not serving notice period as on the date of disbursement of the variable payout. Variable pay shall be pro-rated as per the date of joining for the cycles eligible and will be paid out as per the bonus cycles as per policy. The variable pay can be either entirely or partly withheld or recovered /clawed back in the event of any misconduct / non - compliance to company polices / integrity issues or any behavioral issues.
2. Your designation and the distribution of the overall CTC amount into different components will be governed by the designation / compensation structures in force at the relevant time. Accordingly, all individual payments including the Basic Salary are liable for modification from time to time. Shortfall, if any, in respect of all statutory payments will be liable for adjustment against the Gross Compensation and Company will not have any additional liability on this count. Depending on the compensation structure and your location of posting at the relevant time, you may not be eligible for this payment altogether. As per rules currently in force, you will also contribute an amount equal to the Company's contribution into Provident Fund.

3. All payments listed above as reimbursements (if any) need supporting documentation. If the reimbursement forms are received before 15th of the month, it will be included in the same month's payroll, otherwise in the subsequent payroll month.
4. Any kind of tax incidence on any of the items listed above, including Fringe Benefits Tax, will have to be borne by the employee. The Income Stabilizer Allowance (wherever applicable) has therefore been introduced to even out the recovery for this deduction, so that a major tax deduction does not happen in January / February thereby upsetting your monthly income.
5. A 'notional' provision has been indicated above forming part of the CTC amount, providing for payment of gratuity to you in future. The quantum of this 'notional provision' is subject to suitable adjustments as per the provisions of the gratuity scheme when a scheme is formally introduced in the Company. Any payment to you on this count will be applicable when you fulfil all the relevant eligibility criteria.
6. You will be governed by the specific provisions and the administrative practices under different schemes / payments. Schemes of loans / deposits are liable for modification. Repayment of the loans / deposits along with the interest rates at the applicable rates shall be as per policies in force.
7. All other terms and conditions of your employment would be as per the existing policies of the Company in force time to time.
8. Details of the compensation package are strictly confidential between you and the Company; and are not liable for disclosure to any third party without the Company's formal consent.
9. Any additional bonuses like a Notice Period buyout, One Time bonus, Confirmation Bonus and Joining Bonus etc. are subject to be recovered if employee exit from the company within 24 Months from date of payment.

Offer Letter of Mansi Rajendra Deore (Ref No. CAND366441)
Page 7 of 12

Kotak Life - Code of Conduct

1. Purpose

All the employees and business associates must be, and should be seen as, committed to integrity in all aspects of their activities and comply with all applicable laws, regulations and internal policies. The purpose of laying down the Code of Ethics & Business Conduct (hereinafter referred to as “the Code of Conduct” or “the Code”) is to improve overall compliance as well as to enhance further scope of good corporate governance with an ethical and transparent process in managing the affairs of the Company.

2. APPLICABILITY

This Code applies to all the employees of the Company. For the purpose of this Code, 'Employee' shall mean all individuals on full-time or part-time employment with the Company, with permanent, probationary, trainee, retainer, temporary or contractual appointment.

3. PROFESSIONALISM & ETHICAL BEHAVIOUR

The personal and professional behavior of Employees shall conform to the standards expected of persons in their positions, which includes:

- a. Commitment and adherence to professional standards in their work and in their interactions with other Employees of the Company;
- b. Commitment to maintain the highest standards of integrity and honesty in their work;
- c. Adherence to ethical and legal standards to be maintained in business;
- d. Responsibility to support the Company in its efforts to create an open and mutually supportive environment;
- e. Responsibility to share information and give willing assistance in furthering the goals and objectives of the Company; and
- f. Responsibility to ensure that there is no misrepresentation of facts. Wherever a misunderstanding is thought to have taken place through unclear communications, this should be corrected promptly.

4. CONFLICT OF INTEREST

- a. Each Employee is expected to avoid situations in which his or her financial or other personal interests or dealings are, or may be, in conflict with the interests of the Company. Accordingly, the Company expects its Employees to act in the Company's interest at all times.
- b. Employees are advised not to engage in any other business, commercial or investment activity that may conflict with their ability to perform their duties towards the Company. Employees must also not engage in any other activity (cultural, political, recreational, social) which could reasonably conflict with the Company's interests and interfere with the performance of their duties
- c. Employees must not use any Company's property, information or position, or opportunities arising from his employment for personal gains or to compete with or to tarnish the image of the Company.
- d. Employees should not engage in any business activity which could be detrimental to, or in competition with, the Company's business activities.
- e. All Employees must avoid situations in which their personal interest could conflict with the interest of the Company.
- f. The Employee must not empanel/engage any vendor who is a relative of the Employee.
- g. If, under any circumstance, Employees' personal interests conflict with those of the Company's', in all such cases, the Employee must seek advice from his or her reporting/ reviewing manager or from senior management.
- h. For avoidance of doubt, mere financial portfolio investments shall not be considered as activities that conflict with the business of the Company.

5. CONFIDENTIALITY OF INFORMATION

- a. As a result of employment with the Company, Employees may be entrusted with confidential information with regard to the Company and/or its affiliates, customers or vendors/suppliers.
- b. The Employees shall always keep the confidential information pertaining to the Company absolutely confidential and shall not disclose the same to any third party, unless required to be disclosed under law.
- c. The Employee shall not use the confidential information of the Company including its business structure, trademarks, logos etc. for creation of any application (app), software, or any other tool etc. without the prior written consent of the Company.
- d. When in doubt, the Employee should ask the Secretarial and/or Legal/Compliance Department whether information is to be treated as confidential.

6. INTEGRITY OF FINANCIAL INFORMATION

- a. As an employee, you may be required to participate in accounting processes that directly impact the integrity of external financial statements and internal management reports. In such a case, the Employee shall have a responsibility to ensure that all transactions are recorded in Company's accounts accurately and promptly and any known inaccuracies are immediately reported to the management.
- b. In case the Employee is entrusted with handling of cash / securities, any shortfall will be recoverable from the Employee personally. This does not preclude the Company from recovering the same from any dues to the Employee, or taking suitable legal action against the Employee.
- c. Misrepresentations by Employees that may conceal or obscure the true nature of a business transaction shall be treated as contraventions of this Code.

7. PROTECTION AND USE OF COMPANY PROPERTY

- a. All Employees of the Company are responsible for protecting and taking reasonable steps to prevent the theft or misuse of, or damage to, Company's assets, including all kinds of physical assets, movable, immovable and tangible property, corporate information and intellectual property such as inventions, copyrights, patents, trademarks and technology and intellectual property used in carrying out their responsibilities. All Employees must use all official equipments, tools, materials, supplies, and Employee time only for Company's legitimate business interests.
- b. Company's property must not be lent or disposed of except in accordance with Company's policies. All Employees must use and maintain Company's property and resources efficiently and with due care and diligence.

8. HOURS OF WORK AND PUNCTUALITY

- a. a. All Employees are expected to report for work on time and be regular in their attendance. They should perform their job responsibilities during working hours. Tardiness, absenteeism and loafing during work hours must be avoided by the Employees. Dishonesty in connection with marking of attendance or attempting to mark attendance for other employees will be treated as a misconduct making the concerned Employees liable for appropriate actions.

9. ACCEPTANCE OF GIFTS AND OTHER BENEFITS

Employees should not accept gifts or other benefits other than of nominal value from any individual or concern having official dealings with the Company or from any junior officer so as to avoid any possibility of such gifts or benefits even appearing to compromise business or official relationships. In case of any ambiguity, Employee must check with their managers/Departmental Heads to be sure that the gifts are indeed of nominal value.

10. WHOLE TIME AND ATTENTION

All Employees shall devote their time and their best efforts to promote the Company's business and may not, without the prior written consent of the Company (and subject to any terms and conditions as may be imposed by the Company), engage or be interested in (whether directly or indirectly) in any other business, employment or vocation for pecuniary gain.

11. HARASSMENT

- a. The Company is committed to provide a work environment that is free from inappropriate behavior of all kinds and harassment on account of age, physical disability, marital status, race, religion, caste, sex, sexual orientation or gender identity.
- b. Employees undertake not to cause any such harassment during their employment and also commit themselves to support the Company in its endeavour to protect others from any form of such harassments.
- c. In the course of business conduct of any Employee, wherever harassment occurs to any such Employee as a result of an act or omission by any third party or outsider, the Company shall take all steps necessary and reasonable to assist such affected Employee in terms of support and preventive action. This is separately detailed in the 'Policy Against Sexual Harassment of Women at Workplace'.

12. ALCOHOL & SUBSTANCE ABUSE

- a. The use or possession of alcohol, illegal drugs, and other controlled substances in the workplace and being under the influence of these substances on the job and/or during working hours is strictly prohibited. However, possession of prescription medication for medical treatment is permitted.
- b. There may be company-sponsored events where management approves serving of alcoholic beverages. In these cases, all appropriate liquor laws must be followed, including laws regarding the prohibition of serving of alcohol to those under the legally permissible age.
- c. Under all such cases, excessive drinking, intoxication and misbehavior is prohibited and will be dealt with severely.

13. FRAUD

- a. Fraud — or the act or intent to cheat, trick, steal, deceive, or lie — is both dishonest and, in most cases, criminal. Acts of fraud are subject to strict disciplinary action, including dismissal and possible civil and/or criminal action against the concerned Employee.
- b. Few examples of Fraud include:
 - Fraudulent sourcing of Insurance business;
 - Submitting false expense reports;
 - Forging or altering cheques;
 - Misappropriating assets or misusing Company's property;
 - Unauthorized handling or reporting of transactions;
 - Inflating sales numbers;
 - Making any entry on Company records or financial statements that is not accurate and in accordance with proper accounting standards;
 - concealment of facts of any frauds/ unethical act;

14. COMPLIANCE WITH LAWS AND AGREEMENTS

- a. All Employees shall conduct business in compliance with all applicable laws and regulations.
- b. All Employees shall adhere to all applicable anti-corruption and anti-bribery laws.
- c. All the Employees shall honour and aid in honouring the contractual obligations of the Company, as may be contained in valid and binding agreements executed by the Company with third parties.

15. HEALTH, SAFETY AND ENVIRONMENT

- a. All Employees shall comply with the Company's health and safety norms as communicated to them from time to time.
- b. Employees shall bring to the management's attention any workplace safety or health hazard.

16. PRESS INQUIRIES/PUBLISHING OF INFORMATION

- a. Only nominated Employees are authorized to respond to press/media queries on behalf of the Company. All Employees should refer all calls relating to such press/media queries to the Corporate Communication Department of the Company.
- b. The Employees shall not, without the prior written consent of the Company, publish in any media including print media, Social media, blogs etc., any content/comment(s) write-ups /views etc. concerning the activities of the Company.
- c. In case any of the views so published by the Employee are found to be anti-social or detrimental to the brand image of the Company, the concerned Employee shall be held accountable for the same.

17. CONSENT UNDER NATIONAL DO NOT CALL REGISTRY GUIDELINES

The Employee gives consent to the Company to Call or send SMS to him/her in the course of routine engagements / assignments /queries/policy investigations/promotional communication etc, even if his/her number is registered in the NDNC Registry or any other similar database.

18. ADHERENCE TO TRAI REGULATIONS

- a. While dealing with a prospective or existing customer over phone, the Employee shall ensure that he/she complies with all the procedures as laid down under the TRAI Act/Regulations/Rules/Notifications/Circulars and shall not violate the National Do Not Call Registry (NDNC) or National Customer Preference Registry (NCPR) or any other similar registry.
- b. He/She shall make calls to the potential customer/s or customer/s only from Company's numbers registered with TRAI. However, in the event of any breach or violation thereof, the concerned Employee shall be liable for the consequences thereof, and that he/she shall also fully indemnify the Company in the event of any liability falling on the Company on account of such breach.

19. INFORMATION SECURITY - ACCEPTABLE USAGE POLICY

All Employees shall read, understand and agree to abide by the provisions of the Information and Cyber Security Policies of KLI The policy documents are available at <http://workit.mykotaklife.com/sd/Pages/InfoSecPolicy.aspx>

All Employees:

- o Shall follow security practices in accordance with the established policies and procedures of KLI
- o Shall classify and protect each Information Security Asset as per KLI's Asset Classification Policy and maintain updated Information Asset Inventory / Register
- o Shall follow Security Control Matrix defined in Asset Classification Policy while handling /managing KLI's Information Assets
- o Shall maintain the confidentiality of passwords and not allow others to perform any activity using his/her user ID and shall not write down passwords
- o Shall always lock the system using CTRL+ALT+DEL+ENTER or Windows + L, before leaving it unattended.
- o Shall not connect personal devices to KLI's assets or network
- o Shall always report the loss of his/her IT hardware / Desktop /Laptop immediately to the reporting head and IT Service Desk and shall lodge an FIR at the police station
- o Shall always report the loss of his/her IT hardware / Desktop /Laptop immediately to the reporting head and IT Service Desk and shall lodge an FIR at the police station
- o Shall not install or distribute any unlicensed software
- o Shall not send or forward unsolicited emails to a large number of users which can be considered as mail spamming Shall not send emails containing any document, software or other information protected by copyright, privacy or disclosure regulation
- o Shall not, either during or after their employment with KLI, divulge or utilize any confidential information belonging to KLI. This includes confidential information on processes and KLI's businesses and Customer Information, which may come to his/her knowledge during employment
- o Shall surrender all of KLI's assets in their possession back to KLI, upon exit/termination of employment. Shall promptly report all violations of the information security policies and security incidents of KLI to kli.infosec@kotak.com

20. MISCONDUCT AND NON-OBSERVANCE OF THE CODE

- a. Misbehavior, fights with colleagues, in office or Premises in close proximity to the office premises, and at official events outside the office premises that may be construed to affect the brand image of the Company shall be strictly dealt with and may lead to termination of employment
- b. Non-observance of this Code shall be construed as misconduct that could warrant disciplinary action which may lead to dismissal from service. The decision in this regard will lie with the management of the Company and such a decision shall be binding on the Employees.
- c. Personal assets which will have significance in any investigation against the Employee or against anybody else connected with the Employee's affairs may be requisitioned by the Company and the Employee undertakes to submit the same to the Company for the purpose of such investigation.

21. EXCEPTIONS

Any exceptions to the norms laid down in this Code may be approved at the discretion of the Managing Director or any appropriate authority to whom such power is delegated by the Managing Director.

22. ACCOUNTABILITY

- a. The Employees shall, at all times, abide by the standards, requirements and procedures laid down under this Code.
- b. The Employees must-
 - commit to their individual conduct in accordance with this Policy.
 - observe both, the spirit and the letter of the law, in their dealings on Company's behalf. recognize Company's responsibility to its shareholders, customers, employees, those with whom Company does business, and to society. Assess priorities in the context of discharging these responsibilities appropriately on Company's behalf.
 - conduct themselves as responsible members of society, giving due regard to health, safety, and environmental concerns, and human rights, in the operation of Company's business.
 - report any suspected breach of the law or this Policy to the HR Department/Managers via email. The identity of the employees reporting such instances in good faith shall be kept confidential.

23. AMENDMENTS

- a. The Company reserves the rights to change/ amend / modify this Policy in whole or in part, at any time without assigning any reason whatsoever.
- b. The Employees acknowledge that they will not be personally advised of any such change/ amendment / addition /deletion/ modification and the same may be posted on such page of the Intranet of the Company which is accessible to all Employees. The Employees are advised to check for any such change/ amendment / addition /deletion/ modification regularly. The Employees hereby unconditionally agree to all such changes /amendments / additions / deletions / modifications.



Date: Aug 17th, 2023

Name:- Rupesh Jadhav
City:-Mumbai

Offer Letter

Dear Rupesh,

We are pleased to offer you the position of **Field Sales Executive** with 4iBizTechno-Solutions Pvt. Ltd, on the following terms and conditions:

COMMENCEMENT OF EMPLOYMENT

Your employment with the Company shall commence from **1st September, 2023**.

PLACE OF POSTING

Your place of posting shall be in Pune – India. You will currently be based at our office- 2nd Floor 116, Runwal Platinum, NDA Pashan Rd, Ram Nagar, Bavdhan, Pune, Maharashtra 411021

JOB RESPONSIBILITIES

Your duties and responsibilities sheet will be handed over separately to you.

COMPENSATION PACKAGE

Details of your CTC, emoluments and other perquisites are set out in Annexure “A” to this letter

GOVERNING LAW

This letter and the terms of your employment and assignment shall be governed by and construed in accordance with the laws of India.

4iBiz Techno-Solutions Pvt Ltd

U11, Runwal Platinum, NDA Pashan Road, Ram Nagar, Bavdhan, Pune 411 021
support@fytrack.com | www.fytrack.com | +91 9209 158 168

CIN: U74999MH2016PTC285317



Annexure "A" - Salary, emoluments and perquisites

	Monthly	Annually
Basic salary	7,500	90,000
HRA	3,000	36,000
Consolidated allowance	1,000	12,000
Medical Expenses	3,500	42,000
Variable	7,500	90,000
Total CTC	22,500	270,000

***Dependent on monthly performance**

Travel Expenses can be claimed at the end of each month per fresh visits:

	<100	2000
100	100+	2500
125	125+	3500
150	150+	4500

Yours sincerely,
Sandeep Khewle

Director

4iBiz Techno-Solutions Pvt Ltd

U11, Runwal Platinum, NDA Pashan Road, Ram Nagar, Bavdhan, Pune 411 021
support@fytrack.com | www.fytrack.com | +91 9209 158 168

CIN: U74999MH2016PTC285317

DECIMAL POINT
Innovative Research Solutions

To,
Ravindra Adhav
Banganga Nagar,
Dixi Road,
Ozar Mig,
Nashik, 422010

Dear Ravindra,

Re: Offer Letter for the post of Research Analyst

Following our discussions, I am pleased to offer you, on behalf of Decimal Point Analytics Private Limited, a position as "Research Analyst".

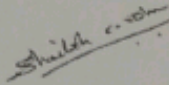
Your fixed cost to company would be **Rs.2,65,000/- per annum**, and after confirmation fixed cost to the company would be **Rs.3,00,000/- per annum**. This includes a retention bonus of **Rs.25,000/-** which shall be payable at the completion of one successful year of your full-time service from your date of joining and gratuity as per rules.

Night Shift Allowance will be as per policy.

We look forward to your joining us on or before **08-May-2023**. By accepting this letter, you agree to bind yourself to the terms of the employment, including notice period as decided by the company.

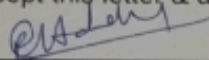
I would like to reiterate our high regard for you, and in the interim, if I can be of help, please do not hesitate to call me.

Sincerely,



Shailesh Dhuri
Chief Executive Officer

I accept this letter & agree to abide by the terms of employment of the company.



Encl:

- Terms & Conditions
- Acceptance Copy

Decimal Point Analytics Private Limited
CIN No. U67120MH2005PTC157773

Registered Office

5A, B-Wing, Trade Star Building, J. 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

STATEMENT OF TERMS OF EMPLOYMENT

BETWEEN

DECIMAL POINT ANALYTICS PRIVATE LIMITED

AND

RAVINDRA ADHAV

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

Ravindra Adhav,

The terms and conditions of your employment with Decimal Point Analytics Private Limited are set out below.

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 is **Research Analyst** of 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.

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.

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.

2. DATE OF START OF EMPLOYMENT

Your employment with Decimal Point Analytics Private Limited will begin on or before **08-May-2023**. No employment with a previous employer will count as part of your period of continuous employment with the Company.

3. PLACE OF WORK

Your initial place of work will be 7th Floor Roongta Supremus Near Chandak Circle Tidke Colony Nashik 422002, 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.

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 endeavor 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.

8. SALARY

Your fixed cost to company would be **Rs.2,65,000/- per annum**, and after confirmation fixed cost to the company would be **Rs.3,00,000/- per annum**. This includes a retention bonus of **Rs.25,000/-** which shall be payable at the completion of one successful year of your full-time service from your date of joining and gratuity as per rules.

Any Bonuses lying unpaid on the date of resignation is subject to forfeiture at the sole discretion 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 July 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.

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 affect such resignation on your behalf. Further, if you fail to transfer such shares within

seven days of such request, the Company may affect 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 overpayments 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 Client's 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 Times Jobs 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 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 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 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.

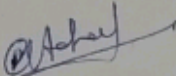
21. GOVERNING LAW

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. I also confirm that they supersede any other terms and conditions that may have been in force at the time of signing this Statement.

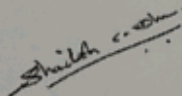
Signature:



Ravindra Adhav

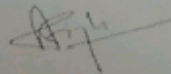
Signed on behalf of the Company by:

Signature:



Shailesh Dhuri
Chief Executive Officer
Decimal Point Analytics Private Limited

Signature:



Arun Pratap Singh
Chief People Officer
Decimal Point Analytics Private Limited

DECIMAL POINT

Innovative Research Solutions

To,
Lalit Pagar
Mu Kakane,
Mu Kakane,
Kakane,
Nashik, 423501

Dear Lalit,

Re: Offer Letter for the post of Research Analyst

Following our discussions, I am pleased to offer you, on behalf of Decimal Point Analytics Private Limited, a position as "Research Analyst".

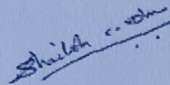
Your fixed cost to company would be Rs.2,65,000/- per annum, and after confirmation fixed cost to the company would be Rs.3,00,000/- per annum. This includes a retention bonus of Rs.25,000/- which shall be payable at the completion of one successful year of your full-time service from your date of joining and gratuity as per rules.

Night Shift Allowance will be as per policy.

We look forward to your joining us on or before **08-May-2023**. By accepting this letter, you agree to bind yourself to the terms of the employment, including notice period as decided by the company.

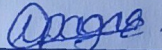
I would like to reiterate our high regard for you, and in the interim, if I can be of help, please do not hesitate to call me.

Sincerely,



Shailesh Dhuri
Chief Executive Officer

I accept this letter & agree to abide by the terms of employment of the company.



Encl:

- a. Terms & Conditions
- b. Acceptance Copy

Decimal Point Analytics Private Limited
CIN No. U67120MH2005PTC157773

Registered Office
5A, B-Wing, Trade Star Building, J. 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

STATEMENT OF TERMS OF EMPLOYMENT

BETWEEN

DECIMAL POINT ANALYTICS PRIVATE LIMITED

AND

LALIT PAGAR

TERMINATION AND COMPENSATION

1. The terms of your employment with the Company shall be subject to the Company's standard terms and conditions of employment, which are available on the Company's website. The Company reserves the right to terminate your employment at any time without notice or compensation, and you shall be deemed to have accepted such termination.

2. DATE OF START OF EMPLOYMENT

3. The Company reserves the right to terminate your employment at any time without notice or compensation, and you shall be deemed to have accepted such termination.

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

Lalit Pagar,

The terms and conditions of your employment with Decimal Point Analytics Private Limited are set out below.

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 is **Research Analyst** of 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.

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.

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.

2. DATE OF START OF EMPLOYMENT

Your employment with Decimal Point Analytics Private Limited will begin on or before **08-May-2023**. No employment with a previous employer will count as part of your period of continuous employment with the Company.

3. PLACE OF WORK

Your initial place of work will be 7th Floor Roongta Supremus Near Chandak Circle Tidke Colony Nashik 422002, 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.

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 endeavor 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.

8. SALARY

Your fixed cost to company would be **Rs.2,65,000/- per annum**, and after confirmation fixed cost to the company would be **Rs.3,00,000/- per annum**. This includes a retention bonus of **Rs.25,000/-** which shall be payable at the completion of one successful year of your full-time service from your date of joining and gratuity as per rules.

Any Bonuses lying unpaid on the date of resignation is subject to forfeiture at the sole discretion 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 July 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.

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 affect such resignation on your behalf. Further, if you fail to transfer such shares within

seven days of such request, the Company may affect 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 overpayments 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 Times Jobs 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 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 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 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.

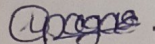
20.2 Unless the contrary shall be proved each such notice or communication shall be deemed to have been given or made, if by registered post, 48 hours after posting and, if by delivery, at the time of delivery.

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.

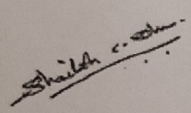
You will also be governed by all other instructions/rules/policies of the company, which are not specifically mentioned in this letter.

I have read, understood and agree to the terms and conditions set out in this Statement of Terms of Employment. I also confirm that they supersede any other terms and conditions that may have been in force at the time of signing this Statement.

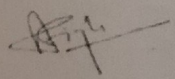
Signature: 

Lalit Pagar

Signed on behalf of the Company by:

Signature: 

Shailesh Dhuri
Chief Executive Officer
Decimal Point Analytics Private Limited

Signature: 

Arun Pratap Singh
Chief People Officer
Decimal Point Analytics Private Limited

DECIMAL POINT

Innovative Research Solutions

To,
Lalit Pagar
Mu Kakane,
Mu Kakane,
Kakane,
Nashik, 423501

Dear Lalit,

Re: Offer Letter for the post of Research Analyst

Following our discussions, I am pleased to offer you, on behalf of Decimal Point Analytics Private Limited, a position as "Research Analyst".

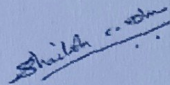
Your fixed cost to company would be Rs.2,65,000/- per annum, and after confirmation fixed cost to the company would be Rs.3,00,000/- per annum. This includes a retention bonus of Rs.25,000/- which shall be payable at the completion of one successful year of your full-time service from your date of joining and gratuity as per rules.

Night Shift Allowance will be as per policy.

We look forward to your joining us on or before **08-May-2023**. By accepting this letter, you agree to bind yourself to the terms of the employment, including notice period as decided by the company.

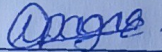
I would like to reiterate our high regard for you, and in the interim, if I can be of help, please do not hesitate to call me.

Sincerely,



Shailesh Dhuri
Chief Executive Officer

I accept this letter & agree to abide by the terms of employment of the company.



Encl:

- a. Terms & Conditions
- b. Acceptance Copy

Decimal Point Analytics Private Limited
CIN No. U67120MH2005PTC157773

Registered Office
5A, B-Wing, Trade Star Building, J. 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

28-08-2023

PIYUSH RAJESH JOSHI

Pune

Subject: LETTER OF OFFER

Dear PIYUSH,

We thank you for your interest in discussing an opportunity to be part of Just Dial Ltd.

Based on the discussions with you, we are pleased to offer you to the position of **BUSINESS DEVELOPMENT EXECUTIVE**. You will be on probation for a period of six months from your date of joining which will be on or before **29-08-2023**.

The annual compensation calculated on Cost to Company will be **INR 264000/-** which is detailed in the Annexure. The payments of monthly remuneration, incentive are subject to you achieving Performance Levels in accordance with performance policy and company policy which will be intimated to you from time to time.

Details of your compensation are as follows:

1. CTC per month - First 3 months - Rs. 17600/-
2. CTC per month - 4th month onwards - Rs. 22000/-
3. Retention Bonus* - Payable at the end of 4 months - Rs.13200/-
4. Total CTC per annum - Rs. 264000/-

***You will be eligible for Salary revision & Retention bonus** on successful completion of 4 months and being active in the system (Resigned / Notice serving not eligible) till the salary pay date(4th month)

Your place of posting will be **Nashik**.

It may be noted that the Company reserves the right to withdraw / postpone / cancel the Offer / joining at its sole discretion for any reason, which is beyond its reasonable control.

As a part of your joining formalities, a complete verification of your identity documents and your background would be done. On successful submission and verification of your documents and background checks, you shall be issued a Letter of Appointment from the company.

In case any of the verifications turns out to be negative at any point of time, your appointment with the organization shall be terminated with immediate effect.

For the Offer to be valid you are requested to confirm your acceptance of the Offer by clicking on the Offer link which has been emailed to you & also sent on your registered mobile number. After the electronic acceptance of the Offer letter, Company may ask you to submit the duly signed hard copy of the letter to Just Dial's office.

We look forward to your joining the **JUST DIAL** Team and wish you a long and fulfilling career with the organization.

For Just Dial Limited

Madhulika

Madhulika Singh
Regional Head - Human Resources

Accepted.
P. F. Joshi.
28/08/2023.
Piyush Rajesh Joshi.

Annexure:-

Annexure - Just Dial Ltd Compensation Structure		
Employee Name	PIYUSH RAJESH JOSHI	
Department	SALES	
Designation	BUSINESS DEVELOPMENT EXECUTIVE	
Effective Date	29-08-2023	
CTC (in INR)	264000/- per annum	
Pay structure	Monthly	Monthly
	(First 3 months)	(4th Month onwards)
Fixed Components		
Basic	15010	15010
House Rent Allowance (HRA)	825	5087
Attire Allowance	0	0
Field Allowance	0	0
Salary (C1)	15835	20097
Statutory Components		
Employer PF Contribution	0	0
Employer ESIC Contribution	515	653
Benefit's (C2)	515	653
Reimbursements		
Sodexo	0	0
Conveyance Reimbursement	0	0
Fuel Reimbursement	0	0
Reimbursements (C3)	0	0
Statutory Bonus	1250	1250
CTC (Total C1+C2+C3 + Statutory Bonus)(a)	17600	22000
Deductions		
Employee PF Contribution	0	0
Employee ESIC Contribution	119	151
Total Deductions (b)	119	151
*Net Take Home {a - b - C2}	16966	21196
Overall CTC	17600	22000

* Net Take Home is subject to applicable taxes, deductions, performance policy and company policy intimated to you from time to time.

Yours sincerely,
For Just Dial Limited

Madhulika

Madhulika Singh

Regional Head - Human Resources

Accepted

P.R. Joshi
28/08/2023

Piyush Rajesh Joshi

28-08-2023

Abhishek Sanjay Kothule
Pune

Subject: LETTER OF OFFER

Dear Abhishek,

We thank you for your interest in discussing an opportunity to be part of Just Dial Ltd.

Based on the discussions with you, we are pleased to offer you to the position of **BUSINESS DEVELOPMENT EXECUTIVE**. You will be on probation for a period of six months from your date of joining which will be on or before **29-08-2023**.

The annual compensation calculated on Cost to Company will be **INR 264000/-** which is detailed in the Annexure. The payments of monthly remuneration, incentive are subject to you achieving Performance Levels in accordance with performance policy and company policy which will be intimated to you from time to time.

Details of your compensation are as follows:

1. CTC per month - First 3 months - Rs. 17600/-
2. CTC per month - 4th month onwards - Rs. 22000/-
3. Retention Bonus* - Payable at the end of 4 months - Rs.13200/-
4. Total CTC per annum - Rs. 264000/-

***You will be eligible for Salary revision & Retention bonus** on successful completion of 4 months and being active in the system (Resigned / Notice serving not eligible) till the salary pay date(4th month)

Your place of posting will be **Nashik**.

It may be noted that the Company reserves the right to withdraw / postpone / cancel the Offer / joining at its sole discretion for any reason, which is beyond its reasonable control.

As a part of your joining formalities, a complete verification of your identity documents and your background would be done. On successful submission and verification of your documents and background checks, you shall be issued a Letter of Appointment from the company.

In case any of the verifications turns out to be negative at any point of time, your appointment with the organization shall be terminated with immediate effect.

For the Offer to be valid you are requested to confirm your acceptance of the Offer by clicking on the Offer link which has been emailed to you & also sent on your registered mobile number. After the electronic acceptance of the Offer letter, Company may ask you to submit the duly signed hard copy of the letter to Just Dial's office.

We look forward to your joining the **JUST DIAL** Team and wish you a long and fulfilling career with the organization.

For Just Dial Limited

Madhulika

Madhulika Singh
Regional Head - Human Resources

Accepted
Abhishek

28/08/2023

Abhishek Sanjay Kothule.

Annexure:-

Annexure - Just Dial Ltd Compensation Structure		
Employee Name	Abhishek Sanjay Kothule	
Department	SALES	
Designation	BUSINESS DEVELOPMENT EXECUTIVE	
Effective Date	29-08-2023	
CTC (in INR)	264000/- per annum	
Pay structure	Monthly	Monthly
	(First 3 months)	(4th Month onwards)
Fixed Components		
Basic	15010	15010
House Rent Allowance (HRA)	825	5087
Attire Allowance	0	0
Field Allowance	0	0
Salary (C1)	15835	20097
Statutory Components		
Employer PF Contribution	0	0
Employer ESIC Contribution	515	653
Benefit's (C2)	515	653
Reimbursements		
Sodexo	0	0
Conveyance Reimbursement	0	0
Fuel Reimbursement	0	0
Reimbursements (C3)	0	0
Statutory Bonus	1250	1250
CTC (Total C1+C2+C3 + Statutory Bonus)(a)	17600	22000
Deductions		
Employee PF Contribution	0	0
Employee ESIC Contribution	119	151
Total Deductions (b)	119	151
*Net Take Home {a - b - C2}	16966	21196
Overall CTC	17600	22000

* Net Take Home is subject to applicable taxes, deductions, performance policy and company policy intimated to you from time to time.

Yours sincerely,
For Just Dial Limited

Madhulika

Madhulika Singh

Regional Head - Human Resources

Accepted

Abhishek

28/08/2023

Abhishek Sanjay Kothule.



PAARSH INFOTECH PVT.LTD.

Dream for it, work for it...

TO WHOM IT MAY CONCERN OFFER LETTER

DATE: 25th July 2023.

DEAR...Sonal Balasaheb Bhadange

Congratulations!

This is concerning your application and the subsequent interviews you have Had with us; we are delighted to extend this offer of service for the position of “**Human Resources Manager**”

With **PAARSH INFOTECH PVT.LTD.** is based at the **Nashik** location.

As previously discussed and agreed upon, your monthly variable payout is **20,835/- (DOP) as previously stated, to earn your payout, you must meet your monthly project work commitment target.** By your work in the company, you will receive a detailed letter outlining the terms and conditions of your service soon.

We request you to please furnish a hard copy of the following documents on the first day of joining.

1. Educational Mark Sheets & Certificates: - S.S.C., H.S.C., Graduation/Post- Graduation- (1 copy)
2. Experience letter of previous Employers mentioned in your Resume.
3. Relieving Letter / Resignation Acceptance Letter Of last/ Current Company
4. Last 3 Months Salary Slips3
5. Pan Card- (1copy)
6. Passport Size Photograph- (2copies)
7. Address Proof- (Electricity Bill /Ration Card /Passport.)- (1copy)
8. Photo ID- (Voter ID /License /Aadhar card /Passport)- (1Copy)

You need to join Day Worth on **21st August 2023.** If you fail to join our organization on the stipulated date, your offer will stand automatically withdrawn.

Please send us your offer acceptance within 24 hours indicating your acceptance to join us and Agreeing to our terms and conditions discussed.

We trust that your knowledge, skills, and experience will be among our most valuable assets. We welcome you to **PAARSH INFOTECH PVT LTD.** and wish you all the luck for a bright career with us below are the terms on which your employment is being considered final;

OFFICE: 01 Bhakti Apartment, Near Hotel Rasoi, Suchita Nagar, Mumbai Naka Nashik- 422009

Email: paarshinfotech@gmail.com Contact - 9860988343



PAARSH INFOTECH PVT.LTD.

Dream for it, work for it...

1. Your services shall be liable to be terminated: - If you are found to be medical, or unfit.
 - Whenever you have to resign give an advance notice period of 30 days earlier.
 - If you remain, absent due to continued ill health without approval from the company.
 - By the company at any time, if you are indulged in an act of Insubordination, Interference, corrupt Practices, any misconduct, breach of trust, Non-compliance with the Administrative orders or Provision of rules
 - By the company, in case you breach the terms & and conditions mentioned in the Agreement and other company policies.
 - By the company at any time, if it has been found that the declaration or information including that given in seeking employment furnished by you found false and/or misleading and/or it has been found that you had willfully suppressed any information to the company.
 - By the company, at any time if you are declared insolvent or convicted of any offense involving any Moral turpitude or found. Suspected of fraud or misappropriation of money or other assets of the company as well as anywhere else convicted as guilty of any fraud declared insolvent, and Convicted of any offense involving moral turpitude and financial frauds or misappropriation under any law of the state.
2. In case of breach of conditions mentioned in Point 1, you shall be liable, in addition to discontinuing your services to pay damage to the extent of loss suffered by the company, to the extent of Goodwill valuation as well. In case of default, the company shall be entitled to withhold and appropriate your payout and other monetary benefits due to you until such times as the said The amount is fully recovered. Despite such appropriation, if any amount remains to be recovered, the same shall be payable by you to the company
3. During the initial 6-month period from the day of joining, your services are liable to be terminated at any time on the grounds of indiscipline and non-performance, with or without giving you any Notice or compensation in lieu thereof with no dues on the company's part.
4. The final decision on any matter will be at the discretion of the companies only.
If you agree with the above outlined, please sign below and submit the same or acknowledge the receipt of the mail with acceptance.
5. **During the probation period, we cannot grant you any official leave or any paid National leave, you will get all the benefits of the company when the probation period ends After 3 months**

Thank you, yours
sincerely,



Received & Accepted by

Authorized
Director
Mr. Tushar Pagare



PAARSH INFOTECH PVT.LTD.

Dream for it, work for it...

TO WHOM IT MAY CONCERN OFFER LETTER

DATE: 25th July 2023.

DEAR...Muskan Chauhan

Congratulations!

This is concerning your application and the subsequent interviews you have Had with us; we are delighted to extend this offer of service for the position of “**Human Resources Manager**”

With **PAARSH INFOTECH PVT.LTD.** is based at the **Nashik** location.

As previously discussed and agreed upon, your monthly variable payout is **20,835/- (DOP) as previously stated, to earn your payout, you must meet your monthly project work commitment target.** By your work in the company, you will receive a detailed letter outlining the terms and conditions of your service soon.

We request you to please furnish a hard copy of the following documents on the first day of joining.

1. Educational Mark Sheets & Certificates: - S.S.C., H.S.C., Graduation/Post- Graduation- (1 copy)
2. Experience letter of previous Employers mentioned in your Resume.
3. Relieving Letter / Resignation Acceptance Letter Of last/ Current Company
4. Last 3 Months Salary Slips3
5. Pan Card- (1copy)
6. Passport Size Photograph- (2copies)
7. Address Proof- (Electricity Bill /Ration Card /Passport.)- (1copy)
8. Photo ID- (Voter ID /License /Aadhar card /Passport)- (1Copy)

You need to join Day Worth on **21st August 2023.** If you fail to join our organization on the stipulated date, your offer will stand automatically withdrawn.

Please send us your offer acceptance within 24 hours indicating your acceptance to join us and Agreeing to our terms and conditions discussed.

We trust that your knowledge, skills, and experience will be among our most valuable assets. We welcome you to **PAARSH INFOTECH PVT LTD.** and wish you all the luck for a bright career with us below are the terms on which your employment is being considered final;

OFFICE: 01 Bhakti Apartment, Near Hotel Rasoi, Suchita Nagar, Mumbai Naka Nashik- 422009

Email: paarshinfotech@gmail.com Contact - 9860988343



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 - Whenever you have to resign give an advance notice period of 30 days earlier.
 - If you remain, absent due to continued ill health without approval from the company.
 - By the company at any time, if you are indulged in an act of Insubordination, Interference, corrupt Practices, any misconduct, breach of trust, Non-compliance with the Administrative orders or Provision of rules
 - By the company, in case you breach the terms & and conditions mentioned in the Agreement and other company policies.
 - By the company at any time, if it has been found that the declaration or information including that given in seeking employment furnished by you found false and/or misleading and/or it has been found that you had willfully suppressed any information to the company.
 - By the company, at any time if you are declared insolvent or convicted of any offense involving any Moral turpitude or found. Suspected of fraud or misappropriation of money or other assets of the company as well as anywhere else convicted as guilty of any fraud declared insolvent, and Convicted of any offense involving moral turpitude and financial frauds or misappropriation under any law of the state.
2. In case of breach of conditions mentioned in Point 1, you shall be liable, in addition to discontinuing your services to pay damage to the extent of loss suffered by the company, to the extent of Goodwill valuation as well. In case of default, the company shall be entitled to withhold and appropriate your payout and other monetary benefits due to you until such times as the said The amount is fully recovered. Despite such appropriation, if any amount remains to be recovered, the same shall be payable by you to the company
3. During the initial 6-month period from the day of joining, your services are liable to be terminated at any time on the grounds of indiscipline and non-performance, with or without giving you any Notice or compensation in lieu thereof with no dues on the company's part.
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Thank you, yours
sincerely,



Received & Accepted by

Authorized
Director
Mr. Tushar Pagare



PAARSH INFOTECH PVT.LTD.

Dream for it, work for it...

TO WHOM IT MAY CONCERN OFFER LETTER

DATE: 25th July 2023.

DEAR...Santosh Korade

Congratulations!

This is concerning your application and the subsequent interviews you have Had with us; we are delighted to extend this offer of service for the position of “**Human Resources Manager**”

With **PAARSH INFOTECH PVT.LTD.** is based at the **Nashik** location.

As previously discussed and agreed upon, your monthly variable payout is **20,835/- (DOP) as previously stated, to earn your payout, you must meet your monthly project work commitment target.** By your work in the company, you will receive a detailed letter outlining the terms and conditions of your service soon.

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3. Relieving Letter / Resignation Acceptance Letter Of last/ Current Company
4. Last 3 Months Salary Slips3
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7. Address Proof- (Electricity Bill /Ration Card /Passport.)- (1copy)
8. Photo ID- (Voter ID /License /Aadhar card /Passport)- (1Copy)

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We trust that your knowledge, skills, and experience will be among our most valuable assets. We welcome you to **PAARSH INFOTECH PVT LTD.** and wish you all the luck for a bright career with us below are the terms on which your employment is being considered final;

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Email: paarshinfotech@gmail.com Contact - 9860988343



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 - Whenever you have to resign give an advance notice period of 30 days earlier.
 - If you remain, absent due to continued ill health without approval from the company.
 - By the company at any time, if you are indulged in an act of Insubordination, Interference, corrupt Practices, any misconduct, breach of trust, Non-compliance with the Administrative orders or Provision of rules
 - By the company, in case you breach the terms & and conditions mentioned in the Agreement and other company policies.
 - By the company at any time, if it has been found that the declaration or information including that given in seeking employment furnished by you found false and/or misleading and/or it has been found that you had willfully suppressed any information to the company.
 - By the company, at any time if you are declared insolvent or convicted of any offense involving any Moral turpitude or found. Suspected of fraud or misappropriation of money or other assets of the company as well as anywhere else convicted as guilty of any fraud declared insolvent, and Convicted of any offense involving moral turpitude and financial frauds or misappropriation under any law of the state.
2. In case of breach of conditions mentioned in Point 1, you shall be liable, in addition to discontinuing your services to pay damage to the extent of loss suffered by the company, to the extent of Goodwill valuation as well. In case of default, the company shall be entitled to withhold and appropriate your payout and other monetary benefits due to you until such times as the said The amount is fully recovered. Despite such appropriation, if any amount remains to be recovered, the same shall be payable by you to the company
3. During the initial 6-month period from the day of joining, your services are liable to be terminated at any time on the grounds of indiscipline and non-performance, with or without giving you any Notice or compensation in lieu thereof with no dues on the company's part.
4. The final decision on any matter will be at the discretion of the companies only.
If you agree with the above outlined, please sign below and submit the same or acknowledge the receipt of the mail with acceptance.
5. **During the probation period, we cannot grant you any official leave or any paid National leave, you will get all the benefits of the company when the probation period ends After 3 months**

Thank you, yours
sincerely,



Received & Accepted by

Authorized
Director
Mr. Tushar Pagare

SUPPORT & SERVICE ASSOCIATE LETTER

Dear Nikita Patil,

29-Sep-23

In accordance with our mutual discussions and as agreed upon by you, we have pleasure in engaging you as a Support & Service Associate ("Associate") of 5paisa Capital Limited ("the Company") on such terms and conditions as appearing herein below, with effect from **05-Oct-23 to 30-Jun-24**.

TERMS AND CONDITIONS:

1. **Job Description:** You will be engaged with us as an **Customer Care Executive - 5paisa Capital Limited**. Your reporting line would be to **Suriarajvijay Arumugasamy , Senior Team Manager** or such other official or such other person as may be communicated to you from time to time. Your services as a consultant shall not only extend to the company but also to its subsidiaries and other group companies.
2. In consideration of the services rendered, you shall be entitled for such fees as may be mutually agreed and settled on monthly basis. The reimbursement of expenses, if any while providing the said services shall be subject to a maximum limit as laid down by the Company from time to time and communicated to you. Your account will be settled on monthly basis based on overall achievements. All payments are subject to deductions of such taxes, charges, levies etc. as may be applicable from time to time.
3. **Location:** You will be positioned at **Thane-IIFL House** or any other suitable place that may be mutually agreed upon and confirmed in writing by the company. you may at sole discretion of the company, be transferred to any other location or place as me be decided and required by the company from time to time.
4. **Tenure:** Your tenure of appointment, as has been mutually agreed between you and the company will be perpetual or for such other period, if agreed upon thereto, unless the same is terminated earlier pursuant to Clause 16 of this letter by either party. Your engagement shall automatically expire at the end of the above mentioned period and no further notice of the expiry shall be given to you. However, the term may be extended for such further period, as may be mutually agreed between the parties.
5. **Relationship:** Your engagement for the above mentioned period is in connection with a temporary requirement of expertise / advice to the company. This engagement does not in any way constitute a relationship of employer - employee or partnership or joint venture or

5paisa Capital Limited (Formerly "IIFL Capital Limited")

Corporate Identify Number: L67190MH2007PLC289249

Classification: Class B

Corporate Office/ Regd. Office: 5paisa Capital Limited, Suninfotech Park, Road No. 16V, Plot No. B-23, Wagle Estate, Thane 400604. Tel :+91 22 41035000
E-mail: support@5paisa.com | Website: www.5paisa.com

sharing of profits or any other relation except as a consultant.

6. **Rules and regulation:** You shall do all such work which will be assigned to you by the company from time to time and shall work subject to the superintendence, guidance and control of the company. you shall adhere to all the rules and regulations of the company with regards to Code of Conduct and any other modification thereof. You are not entitled to collect cash for and on behalf of the Company from any of the customers / client of the company.
7. This agreement is based on the representations made by you with regard to your credentials, testimonials and other particulars submitted by you. In the event the information provided by you is later found to be incorrect, wrong or false, this engagement shall stand cancelled solely at the option and the discretion of the Company.
8. **Payment for Services:** You will be given a consolidated amount of **Rs. 250000/- p.a (Rupees Two Lacs Fifty Thousand Only)** as and by way of consultation fee for the services rendered during the month, subject to applicable taxes, levies, cess and other charges including service charges.
9. **Service Timing:** You shall be available at all the time and render your services, during the normal working hours of the company. The company reserves its rights to either modify/alter the timing, as may be decided from time to time by the company. However, at times due to certain business exigencies you may be required to render services beyond the normal timings as detailed above.
10. You agree, confirm and undertake to abide by the rules, regulations, policies of the Company, in relation to the terms and conditions agreed and in respect of this engagement, including but not limited to confidentiality norms and code of conduct, etc.
11. The terms and conditions stated hereinabove are subject to changes based on Management decisions, Company policies, Government policies, rules, regulations, etc. The revised provisions, if any with respect to this engagement shall be mutually agreed and shall be binding and applicable to you from time to time.
12. (i) You agree and undertake to-
 - a. Promote the products and or accomplish the projects assigned by the Company from time to time.
 - b. Accomplish time bound branding activities for the products and services of the Company or any of its affiliate, subsidiaries, client companies, etc including conducting road shows, seminars, get-togethers, educational program, trainings, administrative and logistic services, etc. as per the guidelines laid in this regard.

c. Work towards achieving the objective of the Company as may be assigned from time to time.

(ii) In terms of this engagement, you further agree and undertake to:

- a. Follow the processes and guidelines of the Company, in relation to the terms and conditions agreed with respect to this engagement.
- b. Communicate and submit necessary data, documents, drawings, records, and correspondences, reports etc. to the Company as and when required, in terms of this engagement.
- c. Capture MIS of the services rendered.
- d. Keep all relevant records.
- e. Provide Customer support to the Company's existing / potential customers and the clients.
- f. Provide all other incidental support for the purpose of achieving the objective of the Company.

You shall also comply with all the relevant laws and obtain all statutory approvals/ licenses required for carrying out the work as described herein.

13. You agree and confirm to furnish to the Company, your personal information and details along with the supporting documents wherever applicable.

14. **Confidential Information:** During the performance of your obligation towards the company, you may from time to time receive or obtain information from the Company or a related or associated or subsidiary or affiliated company, or otherwise have access to information relating to client or business information, business plans, systems, personnel, or other information of a confidential nature ("the Information"). You shall maintain strict secrecy & confidentiality regarding the above as well as Company's activities, customers, database and all other matters that may be revealed to you during the course of your appointment.

You shall not at any time during the continuance or after termination of your engagement hereunder, divulge either directly to any person, firm, company or organization or use for yourself, any knowledge, information, formulae, processes, methods, compositions, idea or document, concerning the business and /or affairs of the company or any of its dealing, transactions or affairs which you may acquire or have come to your knowledge during the course of or incidental to your engagement. All customer relations, goodwill, franchise, improvement or design conceived by you while in the engagement of the company shall become the exclusive property of the company.

Any breach in the confidentiality would be viewed very seriously and may result in appropriate disciplinary action including legal recourse.

15. Intellectual Property Rights:

a. You acknowledge that the Company is the owner of all intellectual property and intellectual property rights, including without limitation all patents, trademarks, service marks, copyrights, design rights used in connection with its products and services and the goodwill attaching thereto, and that you shall have no rights in respect thereof other than to use the same for the purposes of and on the terms of this FTC.

b. All written work or invention made or produced by you in connection with your activities during the period of this FTC, including customer relations, goodwill, franchise and process improvements shall inure exclusively to the Company and any

c. Misuse thereof shall be subject to stringent action from the company.

16. Termination:

Your engagement with the Company hereunder may be terminated forthwith by the Company without notice, and without assigning any reasons. The Company reserves its right to initiate such proceedings as may be advised, If at any time during your engagement with the Company:

a. You are found guilty of any misconduct, including but not limited to any serious or repeated breach of the terms of your engagement or dishonesty or act in a way which in the reasonable opinion of the Company may damage or intend to damage the reputation of the Company;

b. You may at any time terminate your engagement with the company by giving one month written notice.

During the period of notice, all activities undertaken shall be subject to prior approval of the concerned Reporting Authority of the company.

17. Non – Solicitation:

You will not, whether by yourself, your employees, agents or representatives or otherwise howsoever and whether on your own behalf or for any other person, firm, sole proprietor concern, company or organization or body corporate directly or indirectly in competition with the Company solicit any business from or canvass or otherwise have dealings with any person, firm, company or body corporate with whom or with which the you have had personal dealings in the course of your FTC with the Company and who or which at any time during the period of 1 year immediately preceding the date of the termination of this FTC was an officer, employee, agent, representative, manager, client, customer or supplier or who was to be a prospective client, customer or supplier.

18. Representations and Warranties: You will make no representations, warranties, or commitments binding the Company without the Company's prior written consent.

19. Arbitration: Any disputes or differences arising out of or in connection with your services or any other disputes shall be submitted to arbitration at the request of either party upon written notice to that effect to the other party and such arbitration shall be subject to the provision of

the Arbitration and Conciliation Act, and the amendments thereof.

Any claim or controversy that arises out of or relates to this contract, or the breach of it, shall be settled by arbitration in accordance with the rules of the Arbitration and Conciliation Act. The arbitration proceeding shall be presided by a sole arbitrator appointed by the company.

Any such arbitration shall be:

- a. Proceeded in English and the arbitration shall be in Mumbai; and
- b. Concluded within 3 (three) months of the appointment of the arbitrator
- c. Any arbitral judgment made in accordance with this provision shall be conclusive and binding on the parties and that none of the parties shall be entitled to commence or maintain any action in a court of law in relation to dispute, except for the enforcement of an arbitral award granted or to the extent permitted under law. The parties agree that the courts in Mumbai shall have the competent jurisdiction to entertain any proceeding for interim relief to this agreement whether during its term or after expiration or termination.

20. **Jurisdiction:** The terms and conditions of this FTC, including the ones that are not specifically Set forth in this letter shall be governed by and construed in accordance with the law of India and the Company's policies and code of conduct, which may be inform from time to time. It is hereby made clear that all legal disputes of whatsoever nature shall be solely subject to Mumbai jurisdiction within the state of Maharashtra.

You agree and undertake that this agreement is purely contractual support & services relationship. In case you exceed the authority given by the Company, you shall be held solely and personally liable to make good the losses, costs, claims, etc. You agree and undertake to indemnify the Company for all losses, claim, costs, expenses including reasonable legal costs and expenses arising there from.

Please sign and return this letter indicating your acceptance of the terms and conditions contained herein.



Below is the compensation details:

Compensation Breakup	Amount
CTC Per Month	20833
(-) 2% TDS	417
Net in hand per month	20416

For 5 Paisa Capital Limited

Birajdar

Vikrant Birajdar
Head - Human Resources

Accepted

Accepted & Signed : *Patil*

Name of the Associate : Nikita Patil

Address & Mobile No. : 9689634556
om shri Laxmi Row house No-9,
Jadhav Sankul, Sidhatek Nagar,
Kamatwada, Nashik.

Date: 06/11/2021

To,
Keyur Devidas Andrutkar (4284)
Nashik.
Mobile: 9579381031
Email id: keyurda@gmail.com

Dear Keyur Devidas Andrutkar,

We are pleased to inform you that you have been appointed as **Junior Sales Officer**. You will be posted in Nashik joining on 22.11.2021. The terms and conditions of your appointment are as under.

1. The total compensation on Cost to Company (CTC) will be **Rs.242,000/-** per annum. The breakup of the CTC is given below.

Head	Per Month	Per Annum
Basic Salary	13,108	157,300
HRA	4,773	57,277
Provident Fund-Employer Contribution	1,704	20,449
ESIC- Employer Contribution	581	6,974
Monthly CTC	20,167	
Annual CTC		242,000

2. You shall be on probation for a period of one year from the date of your appointment. Confirmation as a permanent employee will be done subject to a satisfactory evaluation by your supervisor at the end of the probation period. Based on your supervisor's evaluation, the Company shall have the right to either terminate this agreement or extend your probation in accordance with the terms/conditions set out herein, if your performance is not to the reasonable satisfaction of the Company. You shall continue to be on probation until your services are confirmed in writing
3. Your compensation will be reviewed periodically as per the Company's policy. Increments will not be automatic, but will be done at the discretion of the Management, and will depend on the periodic performance assessments.
4. Gratuity will be paid as per the company's rules.
5. The applicable Provident Fund contribution will be deducted from your salary.
6. A notice period of at least 15 Days is required from either side to relieve you from your responsibilities.
7. You will be entitled to leave as per the leave policy of the Company.
8. The age of retirement will be 58 years

Sresta Natural Bioproducts Pvt.Ltd.

9. Other Work: This is a full time position and it is explicitly expected that you do not take up any other work for remuneration / profit (part time or otherwise) or work in an advisory capacity or be interested directly or indirectly in any other trade or business during the employment with the company without the written permission of the Managing Director of Sresta.
10. On separation: On termination of this contract, you will immediately give up to the company all documents, materials, drawings, data etc. belonging to the company and shall not make or retain any copies of these items. Furthermore, you will not to join (as part time / fulltime employee or as an advisor) with any competing company for a period of two years from the date of being relieved.
11. Misconduct: In case of misconduct, your services will be dispensed with, without giving any notice or payment of salary in lieu thereof.
12. Consequences of Breach of Terms: Should you contravene or breach any of the foregoing terms and conditions of service, the Company will be entitled to terminate your services forthwith, without compensation, notice period or salary in lieu thereof and without prejudice to other legal rights/remedies available to the company
13. While accepting this offer letter the employee accepts that they cannot claim wages for the period that he / she has remained absent for their field duties, without prior approval of their leave of absence. If it is found that any employee is absent without any proper cause and has failed to report to the field duties, then he / she will be liable to reduced pay. The employees will be required to report their daily attendance of field duties using the company specified tools and methods for marking their attendance, work, and field visits.

Please sign a copy of the letter and send it as a token of your acceptance.

Yours truly,



(Rajashekar Reddy Seelam)
Managing Director

I agree to accept employment on the terms and conditions mentioned above in the letter. I shall join the company on _____.

Name: _____

Date: _____

SRESTA NATURAL BIOPRODUCTS PVT LTD

Contract of Employment

Date: 12/06/2023

To,
Sneha Prashant Jadhav
Address: : Behind guruji Hospital,
Vivekanand Nagar, Shreeram Apt.,
Flat no. 3, Gangapur Road, Nashik

Sub: Contract for employment as “**Business Development Executive - Trainee**”.

With reference to your application dated 05/06/2023 and subsequent interview you had with us, we have pleasure in offering a contract of employment as “**Business Development Executive - Trainee**” at our office located at Saubhagya nagar, Nashik, Maharashtra. This appointment would be subject to your acknowledgement and acceptance of the terms and conditions of this contract for employment embedded in further paragraphs effective from the date you join the organization agreed **12th June 2023**.

We take this opportunity to welcome you to our organization and look forward to a mutually rewarding association, elongated career and growth.

1. You will be on training/probation for a period of **six months** and on satisfactory completion of which contract of employment will be continued. During the training/probation your services can be terminated without any notice with immediate effect. However, the aforesaid period of training/probation shall be reduced or extended at the discretion and observation of your performance of duties from time to time.
2. You will produce all the documents required for criminal record verification from relevant police stations as the case may be applicable to you basis your place of residence in the recent past. In case if there is any adverse remark in your Police Verification Certificate, your services will be terminated with immediate effect.
3. You will retire from the services at the age of 58 as per the rules of the company or as may be changed and decided from time to time and this contract will come to an end automatically on retirement.
4. This contract is subject to termination at any time during the services with a written notice of **fifteen days** from either side or in the case when you happen to become permanently unfit to perform your duties any time. Under the circumstances, you will ensure handing over charge of the company’s property in your possession, custody or control to such other person as may be nominated by the company.
5. Notice of Resignation. Employees are encouraged to provide three months’ notice to facilitate a smooth transition out of the organization. If an employee provides less notice than requested, then the employee has to return the salary of 2 months to the employer.

6. You will not, after the termination of contract for whatever cause, represent as being in any way connected with or interested in the business of the company.
7. Any damages financial or otherwise caused by you and attracted due to your actions as may be taken by you during the contract shall be recovered from your full and final settlement or other dues payable to you if any, at any given point of time.
8. Your services are transferable and can be transferred to any of the existing or future company offices, locations, branches without any conditions or revising any payments and allowances thereto. The company reserves the right to assign any duties other than those originally foreseen without written amendment. Your services shall be loaned to any other company. The business interest of the company and the functions entrusted to you may warrant travel in India or elsewhere as may be required from time to time.
9. You will produce the medical fitness certificate duly signed by registered medical professional who should be minimum MBBS from a recognized university, declaring you fit to work and the same should be acknowledged with your signature. If required, you will offer yourself for medical examination as required by the company anytime thereafter. You will from time to time if you are caught with any contagious disease, you will inform the company immediately.
10. All the working conditions like working hours, place of work, leave benefits etc. shall be governed by the company's rules and regulations for the time being in force and as may be changed from time to time going forward.
11. You will be paid **Rs. 240000/- (Two Lakhs Fourty Thousand Only/-)** consolidated salary Cost To Company base per year divided in to different payments as indicated in the attached salary statement. You will not disclose your salary to anyone and will maintain complete confidentiality about the same.

Other Terms and Conditions –

- The company expects you to perform the duties allotted responsibly, diligently and faithfully to safeguard the interest of an organization all the time.
- Comply with the general and specified rules along with any special instructions issued by the management of the company from time to time without any restrictions or pre-conditions.
- Conscientiously preserve the company's business and manufacturing secrets both during the currency of the contract relationship and after its termination.
- During the period of this employment, the employee shall not without the prior written consent from the company engage in any trade, business, consultancy, occupation or activity of what so ever nature whether aligned to the business of the organization or otherwise during the office hours or out of office hours explicitly and shall exclusively devote full time and attention to the business of the company.

Inventions, Information and Discoveries –

- Any discovery, invention, process improvement, procedures, documents accessed by employee either during the employment in fulfilment of contractual services and duties shall be the property of the company irrespective of their suitability to individual or otherwise. Employee shall not without the explicit written permission of the company disclose, divulge, share the aforesaid information to any third party, employees not accessed to this information or any third party nor permit anyone of those to inspect or have access to any document, work flow, chemical formula, product formula, model, drawings or any such material relating to duties, products and operations of the organization, of which you shall have access, by way of your contract employment.
- Without any explicit written permission of the company management, any time during the continuance of employment, you will not publish or cause to be published any publication or contribute any article or review to any newspaper, magazine or other publication of whatsoever nature whether with or without any remuneration on any way related to or concerning the company's business during services with the company or after termination of services.
- You will endorse the separate agreement of service and confidentiality with your signature to reconfirm the solidarity to the company's work and showcase your integrity to organization.
- Not any time either during the continuance or after the termination of your contract of employment hereunder, except as may be required in connection with duties of employment hereunder or as may be consented to by the company in writing, divulge either directly or indirectly to any person, firm or company or use for self-use or another any knowledge, information or documents, any trade secrets, manufacturing process, knowhow or other information concerning the business, property, contracts, contractions, expansions, customers, methods or transactions or affairs of the company or any company, which is or at the material time may be an associate or a branch or subsidiary of the company.
- You will not, without the express consent of the company in writing, pledge the credit of the company or enter in to any commitments, dealings or obligations on behalf of the company for which you had no express authority from the company.
- You will not, directly or indirectly, accept any commission, profits, presents or gratification of any kind from any person, firm, co-employees having dealings with the company, and if any commission, profits, presents or gratification of any kind as aforesaid, immediately report the same to the company management in writing and if called upon to do so by the company, shall forthwith handover the same to the company. However, any business diaries, pen or other stationery offered costing not more than Rs. 500 can be accepted and the same need to be informed to company.

- You will not, without the previous consent of the company in writing, at any time during the continuance of this agreement, publish or cause to publish any book, booklet, leaflet, brochure or pamphlet or contribute any article or review to any newspapers, magazine or the publication, whether for remuneration or otherwise, where such publication concerns your area of work or activity with the company.

Wishing you all the very best in your career with **Lumiverse Solutions**,

For Lumiverse Solutions



Amar Thakare
(CMD & CEO)

I **Sneha Prashant Jadhav** hereby declare that, I have read this letter of contract and understood the content of the same. As such I agree and accept the same on my own.

Place - Nashik
Date -

Signature -
Name - **Sneha Prashant Jadhav**

SALARY STATEMENT

Sr. No.	Description	Monthly	Annual
1	Basic Salary	10000	120000
2	HRA	5000	60000
3	Allowance	5000	60000
	Total	20000	240000
4	Conveyance Reimbursement	0	0
5	Performance Bonus/Incentive Quarterly / Annually Paid		
	Total	0	0
	Monthly Total	0	0
6	Employer PF Contribution	0	0
7	Employer ESI Contribution	0	0
	Total	0	0
	Grand Total	20000	240000

Salary Sheet			
Name	Tanuj Dnyaneshwar Lonare		
Designation	Graduate Sales Trainee		
Department	Marketing		
Location	Nashik		
Salary Component	Amt per month (Rs)	Amt per annum (Rs)	Remarks
Basic Salary	7,833	94,000	40% of Fixed Compensation
House Rent Allowance	3,917	47,000	50% of Basic Salary
Special Allowance	5,818	69,822	
Total Monthly Salary (A)	17,568	2,10,822	
PF	1,638	19,659	Company's contribution to PF @ 12% of (Basic Salary+Special Allowance)
Gratuity	377	4,519	You will be entitled to gratuity as per the Payment of Gratuity Act, 1972 after completion of five years of service with the Company.
Total Retiral (B)	2,015	24,178	
Fixed Compensation (A+B)	19,583	2,35,000	
Potential Annual Remuneration on Cost to Company Basis (CTC)		2,35,000	
In addition, you are entitled for the following:			
Mediclaim Coverage for spouse ,up to two children upto Rs 5 lakh. Parents/ In –Laws can be covered by paying nominal annual charges. (Maternity Coverage up to Rs 70,000/- within overall limit.) Group Life Insurance coverage of Rs 50 lakh.			
*Frontline Sales Staff in Retail Agency Channel in UM to Sr. DSM grade will be entitled for performance based Sales incentive as per the Company Policy. ** All others in grade M9 and above, who are not covered under Sales incentive policy will be entitled for performance based Variable Pay Plan as per the Company Policy.			
Kindly note that Remuneration is a contract between you and the company and should be treated as strictly confidential.			
I, Tanuj Dnyaneshwar Lonare have read the above terms and conditions and hereby accept the offer. Expected Date of Joining:			
			Signature:

Mr. Tanuj Dnyaneshwar Lonare
Flat no - 7,
Gokulgram A,
Banarsi Nagar,
Panchavti Nashik - 422003.
Contact - 7218209334

31-08-2023

SBIL-Mark-13703

Dear Sir,

Offer Letter: Graduate Sales Trainee

With reference to your recent interview with us, we are pleased to offer you the position of Graduate Sales Trainee in Grade M9 Level L2. You will be on probation for a period of one year. Your confirmation in the service of the Company will be subject to your successfully completing your probation.

2. Your compensation on Cost to Company basis will be as per details enclosed.

3. Your initial posting will be in Zone 1, Region (Maharashtra) - Nashik. However, the company reserves the right to utilise your services at any other place within or outside the country.

4. This is a provisional offer. Your formal appointment and the issuance of the final Letter of Appointment is subject to the following conditions:

- i. Actual production of Relieving letter or acceptance of resignation letter from your current employer
- ii. Actual production of original documents and certificates regarding educational qualifications, work experience, remuneration, identity and references, detailed in application form. Please refer to the annexure for the complete list of testimonials.

4 (a) Joining in the company is subject to generation of employee code. Mere submitting the Joining Kit does not entitle the status of employee of the company. On receiving the joining kit the documents are validated post which the decision of hiring with the company is taken. The candidate will be deemed to have not joined the company unless his/her employee code is generated and communicated by the company.

4(b) Candidates who have earlier worked with SBI Life will be considered as an instance of rehiring. Please note that rehiring in the company is subject to fulfilling certain specific criteria and approval of the Competent Authority to this effect. It is advised to bring it to the notice of the company in writing with regards to rehiring in the company if you have worked with SBI Life earlier before acceptance of this offer. Any instance of non compliance will be considered as a case of non disclosure of facts having a significant impact on decision with respect to hiring of a candidate. All such cases will be considered as a violation of code of conduct of the company and his/her continuation in the company will be solely at the discretion of the company.

5. Your offer and appointment is made basis the information furnished and representation made by you from time to time. The company and such persons/institution appointed by the company shall be entitled to conduct background verification and reference checks from all requisite sources to ascertain and establish the facts furnished by you. During the course of verification, there may be certain documents/facts/ proofs required to be produced from your side. Incase, you are not able to produce the same within stipulated time frame, the company reserves the right to put your salary on hold for such time till you submit the said documents. Incase of negative background verification, the company reserves the right to terminate your services and take such further action as deemed necessary in the interest of the company.

6. In such cases where you posses insurance agency code of another insurance company(ies), you are required to ensure that your code is deactivated and you submit the NOC from the concerned insurance company(ies) within 60 days of your joining SBI Life failing which SBI Life reserves the right to keep your salary on hold and take such action as deemed necessary which may also include termination of your services from SBI Life.

7. The company forbids hiring or holding employment of insurance agents whose agency code has been blacklisted. You are hereby advised to make sure the same before acceptance of this offer or else it will be considered as a violation of code of conduct and your continuation in the company will be solely at its discretion.

8. In case of your resignation or termination from the services of SBI Life Insurance Co. Ltd for any reasons whatsoever, the admissibility or otherwise of payment of incentive and the quantum of such incentive to be paid shall be at the sole discretion of the Management and no correspondence shall be entertained in this regard.

9. The normal age of superannuation shall be 60 years.

10. For clarifications, please feel free to contact Hemlata Ghadigaonkar at 022-66283163 or e-mail at hr_mum@sbilife.co.in

11. Please acknowledge receipt of this offer by returning this duplicate copy to the official referred in the annexure, within 7 days from the date of this letter, duly signed and stating your date of joining which should not be later than 11/09/2023.

Yours faithfully,

Raghwendra Singh
Vice President - HR

I, Tanuj Dnyaneshwar Lonare, have read the above terms and conditions and hereby accept the offer.
Expected Date of Joining: Signature:

MEDICAL FITNESS DECLARATION

In pursuance of the offer of employment made to me by SBI Life Insurance, I, Tanuj Dnyaneshwar Lonare declare that;

- 1) To the best of my knowledge, I am medically fit to accept the offer of employment extended to me and fully understand that in the event of my being found medically unfit to discharge the responsibilities assigned to me, the company shall have the right to terminate my services forthwith.

- 2) I suffer / have suffered from (tick whichever is applicable):

Hypertension	<input type="checkbox"/>
Pulmonary Disease	<input type="checkbox"/>
Tuberculosis	<input type="checkbox"/>
Cancer	<input type="checkbox"/>
Rheumatic Joint Diseases or symptoms	<input type="checkbox"/>
Asthma	<input type="checkbox"/>
Mental Stress	<input type="checkbox"/>
Others (Please specify)	<input type="text"/>

and agree to undergo the medical examination as decided by the company to satisfy itself of my medical fitness. The company's decision in this regard shall be final and binding. This is, however, without prejudice to the right of the company to terminate my services in future should I be found medically unfit to discharge the responsibilities assigned to me.

(Signature of the candidate)

Date:

Place:

Annexure

The details of the official in-charge of you're joining formalities with necessary documents and testimonials required when you report to join *SBI Life* are given below. Please contact the concerned official with prior appointment for necessary advices and scrutiny of your documents:

Name: Jaykumar (Senior Divisional Sales Manager)

Address: Nashik

Contact No: .

List of documents: Please bear the following documents (**original & 2 set of photocopies each**) when you join *SBI Life Insurance*:

A. Education Qualifications:

1. SSC Mark sheet
2. HSC Mark sheet
3. Graduation Mark sheet & Certificate (**Mandatory**)
4. Post Graduation Mark sheet & Certificate (**If Any**) (**Mandatory**)
5. Any Other Additional Qualifications Certificate & Mark-sheet detailed during application

B. Work Experience Letters **From Previous Two Employers (Mandatory) as follows -**

1. Copy of Relieving letter or Resignation acceptance letter
2. Appointment letter / Offer letter, Experience letter, Employee no., Reporting Persons Name & Contact nos.
3. **NOC from prior Organisation in case of Insurance Advisors.**

C. Proof of Birth Identity & Address

PAN Card (**Mandatory**)

Passport / Driving License / or any other appropriate document issued by competent authority

D. Three Passport size colour photographs (**Mandatory**)

** Your Employee no. will be created by Human Resources on the day you report to work.*

** Once you join us, immediately open an Account with State Bank of India and advise your A/c No. to HR at the earliest.*



WRITER
INFORMATION

Date: 04-December-2023

To

Mr. Swapnil Shinde

F-3, Sainath Apartment, Shreedhar Colony, Meherdham, Peth Road, Nashik.

Dear Swapnil,

Thank you for your interest in working for Writer.

Further to our discussion, we are pleased to offer you employment with "Writer Business Services Pvt. Ltd" as "Associate" in Grade "M-7" posted at "Nashik BPS", effective "04-Dec-2023" on the following employment terms & Conditions:

1. You will be entitled to receive an annual CTC package as per enclosed Annexure 'A', subject to Professional/Income Tax and statutory deductions as applicable.
2. The offer is subject to salary verification of your present/Last employment, receipt of satisfactory references and you being declared **medically fit** in terms of our Company's prescribed medical examination.
3. **Probationary Period:** You will serve a probationary period of six (06) months. You will be confirmed in your appointment in writing on successful completion of the said probationary period. If your performance is not satisfactory during this period, your probation will continue for a further period of three (03) months. On completion of the probation period, till such time that you are intimated in writing about your confirmation, you will be on probation. During the probationary period, either party may terminate this appointment by giving thirty (30) days' notice or payment of gross salary in lieu thereof.
4. **Notice Period / Separation of Employment:** On confirmation of your appointment, either party may terminate the contract of employment by serving 30 Days' notice in writing on the other or payment of gross salary in lieu thereof. Additionally, the Company reserves the right to extend / reduce the notice period to the extent it deems fit, as per business exigencies / organizational requirements, at any time during the tenure of employment. The Company reserves the right to recover the cost incurred related to overseas training or overseas trade related meetings paid out during the last twelve (12) months prior to the notice of resignation / termination.
5. The Company reserves the right to change your job function, duties or place of work as per the requirements of the business or customer requirements at any time during your employment and / or require you to carry out services for any subsidiary or related Company without adversely affecting the emoluments being paid to you.
6. This letter is intent to offer and is made to you, on the presumption that you will be providing your personal information and supporting documents post acceptance and during personal meeting to initiate the on-boarding process. If any personal details given or any negative response information furnished by you to the company proves to be false or if you are found to have wilfully suppressed any material information, your offer will stand cancelled and you will be liable to be terminated from services without any notice or compensation whatsoever.

7. Your appointment would be subject to receipt and verification of the following documents, which need to be submitted at the time of joining.
- Relieving letter from current and last employers
 - Salary Slip/ Certification of the last employer, as applicable.
 - Testimonials and experience certificates from previous employers.
 - Two passport size photographs. (Standard – 3.5 x 4.5 cm, color photograph)
 - Qualification Certificates (Graduation / Post Graduation / Certifications; mark sheet and passing certificates)
 - Proof of permanent address (Copy of Passport / Driving License / Ration Card / Electricity Bill / Bank passbook / Aadhar card / Voters ID / Panchayat certificate / Gun License / leave and license agreement)
 - Proof of date of birth (copy of passport / Birth certificate or Passing certificate of Class Xth / SSC / School Leaving Certificate / Aadhar card / Panchayat certificate / Army service book)
 - PAN Card photocopy
 - Valid Visa / Work permit (if applicable)
8. This intent of Offer will be considered Null and Void in the event; you are unable to personally meet & furnish the documents mentioned above, or if the details provided by you are not in line with the documents submitted, or if the Back Ground Verification is negative as per company's requirement.
9. There is a one-year 'cooling off' period following your last day of employment with Writer, during this period you will not engage in direct or indirect business with Writers Client Company.

In case you are unable to provide any one or more of the documents listed above, please contact our HR representative about the same.

Please sign the duplicate copy of this letter as an acceptance of the above terms and conditions along with a copy of your resignation letter duly accepted by your current employer and return the same to us failing which this offer stands withdrawn.

We welcome you to the **Writer** family and wish you a long and mutually beneficial association with us.

Yours Sincerely,
for "**Writer Business Services Pvt. Ltd**"



AUTHORIZED SIGNATORY

Acceptance of Offer

I, _____, agree to accept the terms and conditions mentioned in this letter of intent to offer job. I will report for my duties on _____ or earlier. I understand that my employment, of whatever nature, is subject to the terms, conditions, policies and procedures of the company, as applicable and explicitly mentioned in the letter as above.

Signature:

Date:

ANNEXURE - A
CTC

Name	Swapnil Shinde		
Location	Nashik BPS		
Grade	M-7		
Designation	Associate		
Sr. No.	Particulars	Amount Per Month (INR)	Amount Per Annum (INR)
	FIXED CTC		
1	Basic	7500	90000
2	House Rent Allowance	6650	79800
3	GROSS SALARY (A)	14150	169800
	COMPANY CONTRIBUTION		
4	Co. PF Contribution	900	10800
5	Gratuity (@ 4.81% on Basic)*	361	4332
6	ESIC (@3.25% on Gross Salary)	460	5520
7	Bonus**	1400	16800
8	Group Mediciclaim Policy***	750	9000
9	TOTAL COMPANY CONTRIBUTION (B)	3871	46452
10	FIXED CTC (A+B) = (C)	18021	216252



*- Payment as per Payment of Gratuity Act 1972

** - Payment as per Payment of Bonus Act, 1965

*** - Group Medical Policy - for an assured sum of Rs. 3,00,000/- for Self, Spouse & 2 Dependent Children (upto the age of 23 only) as per the terms & conditions of the Insurance Company. The premium paid annually reflects in row 8 above.

Date: 16-October-2023

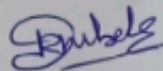
To
Mr. Rahul Dunbale

Dear Rahul,

Thank you for your interest in working for Writer.

Further to our discussion, we are pleased to offer you employment with "Writer Business Services Pvt. Ltd" as "Associate" in Grade "M-7" posted at "Nashik BPS", effective "16-Oct-2023" on the following employment terms & Conditions:

1. You will be entitled to receive an annual CTC package as per enclosed Annexure 'A', subject to Professional/Income Tax and statutory deductions as applicable.
2. The offer is subject to salary verification of your present/Last employment, receipt of satisfactory references and you being declared **medically fit** in terms of our Company's prescribed medical examination.
3. **Probationary Period:** You will serve a probationary period of six (06) months. You will be confirmed in your appointment in writing on successful completion of the said probationary period. If your performance is not satisfactory during this period, your probation will continue for a further period of three (03) months. On completion of the probation period, till such time that you are intimated in writing about your confirmation, you will be on probation. During the probationary period, either party may terminate this appointment by giving thirty (30) days' notice or payment of gross salary in lieu thereof.
4. **Notice Period / Separation of Employment:** On confirmation of your appointment, either party may terminate the contract of employment by serving 30 Days' notice in writing on the other or payment of gross salary in lieu thereof. Additionally, the Company reserves the right to extend / reduce the notice period to the extent it deems fit, as per business exigencies / organizational requirements, at any time during the tenure of employment. The Company reserves the right to recover the cost incurred related to overseas training or overseas trade related meetings paid out during the last twelve (12) months prior to the notice of resignation / termination.
5. The Company reserves the right to change your job function, duties or place of work as per the requirements of the business or customer requirements at any time during your employment and / or require you to carry out services for any subsidiary or related Company without adversely affecting the emoluments being paid to you.
6. This letter is intent to offer and is made to you, on the presumption that you will be providing your personal information and supporting documents post acceptance and during personal meeting to initiate the on-boarding process. If any personal details given or any negative response information furnished by you to the company proves to be false or if you are found to have wilfully suppressed any material information, your offer will stand cancelled and you will be liable to be terminated from services without any notice or compensation whatsoever.



7. Your appointment would be subject to receipt and verification of the following documents, which need to be submitted at the time of joining.
 - a. Relieving letter from current and last employers
 - b. Salary Slip/ Certification of the last employer, as applicable.
 - c. Testimonials and experience certificates from previous employers.
 - d. Two passport size photographs. (Standard – 3.5 x 4.5 cm, color photograph)
 - e. Qualification Certificates (Graduation / Post Graduation / Certifications; mark sheet and passing certificates)
 - f. Proof of permanent address (Copy of Passport / Driving License / Ration Card / Electricity Bill / Bank passbook / Aadhar card / Voters ID / Panchayat certificate / Gun License / leave and license agreement)
 - g. Proof of date of birth (copy of passport / Birth certificate or Passing certificate of Class Xth / SSC / School Leaving Certificate / Aadhar card / Panchayat certificate / Army service book)
 - h. PAN Card photocopy
 - i. Valid Visa / Work permit (if applicable)
8. This intent of Offer will be considered Null and Void in the event; you are unable to personally meet & furnish the documents mentioned above, or if the details provided by you are not in line with the documents submitted, or if the Back Ground Verification is negative as per company's requirement.
9. There is a one-year 'cooling off' period following your last day of employment with Writer, during this period you will not engage in direct or indirect business with Writers Client Company.

In case you are unable to provide any one or more of the documents listed above, please contact our HR representative about the same.

Please sign the duplicate copy of this letter as an acceptance of the above terms and conditions along with a copy of your resignation letter duly accepted by your current employer and return the same to us failing which this offer stands withdrawn.

We welcome you to the *Writer* family and wish you a long and mutually beneficial association with us.

Yours Sincerely,
for "Writer Business Services Pvt. Ltd"



AUTHORIZED SIGNATORY

Acceptance of Offer

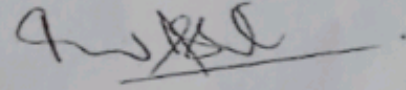
I, Rahul Dunbale, agree to accept the terms and conditions mentioned in this letter of intent to offer job. I will report for my duties on 16 Oct. 2023 or earlier. I understand that my employment, of whatever nature, is subject to the terms, conditions, policies and procedures of the company, as applicable and explicitly mentioned in the letter as above.

Signature: Rahul Dunbale

Date: 16 Oct. 2023

ANNEXURE - A
 CTC

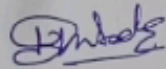
Name	Rahul Dunbale		
Location	Nashik BPS		
Grade	M-7		
Designation	Associate		
Sr. No.	Particulars	Amount Per Month (INR)	Amount Per Annum (INR)
	FIXED CTC		
1	Basic	7500	90000
2	House Rent Allowance	6650	79800
3	GROSS SALARY (A)	14150	169800
	COMPANY CONTRIBUTION		
4	Co. PF Contribution	900	10800
5	Gratuity (@ 4.81% on Basic)*	361	4332
6	ESIC (@3.25% on Gross Salary)	460	5520
7	Bonus**	1400	16800
8	Bonus**	690	8280
8	Group Mediciclaim Policy***	3811	45732
9	TOTAL COMPANY CONTRIBUTION (B)	17961	215532
10	FIXED CTC (A+B) = (C)		



*- Payment as per Payment of Gratuity Act 1972

** - Payment as per Payment of Bonus Act, 1965

*** - Group Medical Policy - for an assured sum of Rs. 3,00,000/- for Self, Spouse & 2 Dependent Children (upto the age of 23 only) as per the terms & conditions of the Insurance Company. The premium paid annually reflects in row 8 above.





7. Your appointment would be subject to receipt and verification of the following documents, which need to be submitted at the time of joining:
- Relieving letter from current and last employers
 - Salary Slip Certification of the last employer, as applicable
 - Testimonials and experience certificates from previous employers
 - Two passport size photographs (Standard - 3.5 x 4.5 cm, color photograph)
 - Qualification Certificates (Graduation / Post Graduation / Certifications, mark sheet and passing certificates)
 - Proof of permanent address (Copy of Passport / Driving License / Ration Card / Electricity Bill / Bank passbook / Aadhar card / Voters ID / Panchayat certificate / Gun License / lease and license agreement)
 - Proof of date of birth (copy of passport / Birth certificate or Passing certificate of Class Xth / SSC / School Leaving Certificate / Aadhar card / Panchayat certificate / Army service book)
 - PAN Card photocopy
 - Valid Visa / Work permit (if applicable)
8. This intent of Offer will be considered Null and Void in the event; you are unable to personally meet & furnish the documents mentioned above, or if the details provided by you are not in line with the documents submitted, or if the Back Ground Verification is negative as per company's requirement.
9. There is a one-year 'cooling off' period following your last day of employment with Writer, during this period you will not engage in direct or indirect business with Writers Client Company.

In case you are unable to provide any one or more of the documents listed above, please contact our HR representative about the same.

Please sign the duplicate copy of this letter as an acceptance of the above terms and conditions along with a copy of your resignation letter duly accepted by your current employer and return the same to us failing which this offer stands withdrawn.

We welcome you to the *Writer* family and wish you a long and mutually beneficial association with us.

Yours Sincerely,
for "Writer Business Services Pvt. Ltd"



AUTHORIZED SIGNATORY

Acceptance of Offer

I, Sulveem Shinde, agree to accept the terms and conditions mentioned in this letter of intent to offer job. I will report for my duties on 16 OCT 2023 or earlier. I understand that my employment, of whatever nature, is subject to the terms, conditions, policies and procedures of the company, as applicable and explicitly mentioned in the letter as above.

Signature:

16 OCT 2023



Date:

ANNEXURE - A
CTC

Name	Satyam Shinde		
Location	Nashik BPS		
Grade	M-7		
Designation	Associate		
Sr. No.	Particulars	Amount Per Month (INR)	Amount Per Annum (INR)
	FIXED CTC		
1	Basic	7500	90000
2	House Rent Allowance	6050	72600
3	GROSS SALARY (A)	14150	169800
	COMPANY CONTRIBUTION		
4	Co. PF Contribution	900	10800
5	Gratuity (28.4 R15% on Basic)*	361	4332
6	PfC (10.33 25% on Gross Salary)	460	5520
7	Bonus**	1400	16800
8	Group Medical Policy***	690	8280
9	TOTAL COMPANY CONTRIBUTION (B)	3011	45732
10	FIXED CTC (A+B) - (C)	17961	215532

[Handwritten Signature]

* - Payment as per Payment of Gratuity Act 1972

** - Payment as per Payment of Bonus Act, 1965

*** - Group Medical Policy - for an insured sum of Rs. 3,00,000/- for Self, Spouse & 2 Dependent Children (upto the age of 23 only) as per the terms & conditions of the Insurance Company. The premium paid annually reflects in row 8 above

Date: 06 May 2023

Mr MONISH KAMLESH PATIL
AT POST JAIKHEDA TAL: BAGLAN DIST:NASHIK
MAKALXMI
NAGAR 423303

Employee No: 2948287

Dear Mr MONISH KAMLESH PATIL

Appointment Letter

We are pleased to appoint you in our organization as Assistant Operations subject to the following terms and conditions:

1. Your contract will commence from 06 May 2023 and expire on 06 May 2024 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 06 May 2023 and in accordance to the instructions received by you from us or any other authorized person and will be bound by our rules and regulations.
2. You hereby agree to be liable for the following terms and conditions:
 - i. Fully perform the services, in a professional manner, at the Client's location until the completion of the term of the work assignment.
 - ii. During the term of the work assignment, render services exclusively to the Client and such performance shall not be inconsistent with any obligation you may have to other third parties.
 - iii. Not engage in any conduct which is detrimental to the interest of the Client or TeamLease.
 - iv. Not receive any payments of any nature directly or indirectly from the Client unless agreed to by TeamLease.
 - v. Neither directly nor indirectly offers you for employment with the Client or its affiliates during the period of the work assignment without prior permission of TeamLease.
 - vi. Extend all cooperation to the Client's employees, consultants, representatives, etc, and do all such things as may be necessary and comply with all terms of the Appointment letter so as to effectively undertake the work.
 - vii. Report and be present at the designated location during the working hours mentioned herein and abide by the rules and regulations as required by the Client.
 - viii. Comply with the safety, health and other rules and regulations of TeamLease and the TeamLease Client that you have been made aware of.
 - ix. During the course of your contract, you can be transferred to a location within the territory of India as and when required by TeamLease for executing the services provided herein.
3. Should you be selected to perform the Work Assignment, the nature of your relationship with TeamLease will be that of a Contract of Service for a fixed period. By executing this letter of engagement neither do we offer you employment with TeamLease nor do you become an employee of TeamLease. Upon expiry or termination of the Work Assignment, your employment with TeamLease shall stand terminated forthwith.
4. Except for expiry of a Work Assignment due to completion/expiry of the same or in respect of a Work Assignment of one week or a lesser period of time, either party may terminate this Work Assignment Letter by issuing 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 9th of the following month.
10. You will be entitled to an employer's contribution of Provident fund to the extent of 12% of your basic salary and applicable ESI contribution. You will also be covered under Medical and Accident Insurance and will be entitled to all other statutory benefits whichever is applicable during the contract period. It is hereby clarified that if you fail to submit the ESIC, PF, Gratuity nomination forms together with any other document as required under the applicable labour legislations, TeamLease shall not incur any liability with regards to any Claims under the said applicable labour legislations.
11. In addition to the terms contained herein, your relationship with TeamLease may be subject to such other additional terms and conditions as may be communicated to you from time to time in writing by TeamLease and you hereby agree to have read and clearly understood the terms of employment provided in the Service Rules, which is attached herein.
12. During your employment with TeamLease, if we find any irregularity or insufficiency in the documents submitted by you, this Appointment Letter would stand cancelled/revoked.
13. The nature of your relationship with TeamLease will be that of contract of service from 06 May 2023 to 06 May 2024 . Upon expiry or termination of the work Assignment, your employment with TeamLease shall stand terminated forthwith.

We at TeamLease would like to create an environment and culture committed to co-operation, quality and responsiveness that permeates every activity. As a new entrant we would like you to add value to this process. Please return the copy of the Offer Letter enclosed after affixing your signature at the appropriate place on the Office Copy in token of your having read, agreed, fully understood and accepted the terms and conditions of appointment. Please send across the signed acknowledged copy to ROPS Team, Bangalore TeamLease Address which is mentioned below. In case we do not receive your acknowledgement copy within a period of 15 days from the date of joining, your assignment at TeamLease with the acceptance of your first salary from TeamLease will be conclusive proof of your acceptance in accordance of terms and conditions.

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: MONISH KAMLESH PATIL

Salary Annexure

Employee No: 2948287

Particulars	Amount
Basic	13300
House Rent Allowance	700
Employer PF Contribution	1596
ESIC - Employer	455
Annual Bonus	1108
GRATUITY	640
TotalAmount	17799
Amount In Words(Rs)	Seventeen Thousand Seven Hundred Ninety Nine Rupees

Net Pay Annexure

EARNINGS	Amount
Basic	13300
House Rent Allowance	700
Gross Earnings	14000
DEDUCTIONS *	Amount
Employee ESI	105
Employee PF	1596
Professional Tax	200
Total Deduction	1901
Net Salary	12099

* Income-tax deductions, if applicable, will be as per the Income-Tax Act, 1961

** Annual components (like LTA, Medical Reimbursement) would be payable on claims and will be considered for exemption under Income Tax subject to receipt of valid bills for the Financial Year if applicable

Note : This statement is only for the purpose of information and is illustrative in nature

Mandatory Training Programme - Prevention of Sexual Harassment at Work Place - The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act 2013 (Act)

In accordance with the provisions of the above Act and the Policy of the Company to create awareness on prevention of sexual harassment at workplace, we urge you to undergo an online training programme, on the subject matter.

Please note that undergoing online training is mandatory for this engagement.

The **link** to undergo the programme and complete the evaluation is given below.

Link : <https://tconnect.teamlease.com/Learning>

The training programme shall be conducted on a regular basis every year. Please complete the training programme within 15 days of receipt of this letter, after which it shall be treated as a deemed confirmation that you have understood your responsibilities in ensuring a safe workplace.



SPANDANA

17-10-2023

To,

Mi Rutik Dilip Girase,

At-po-Pathare Ta-Sindhkheda Dist-Dhule

Offer Cum Appointment Letter

Dear Rutik,

According to your various discussions with us, we are pleased to offer you the position of **Zonal HR Executive**. Please note that as part of your employment with the Organization, you may be required to provide your services to its affiliates. Further, in the course thereof, you are required to travel and work from time to time, at different operational locations of the Organization. In addition to the information furnished in the following clauses, you will also be required to be familiarized with and follow HR policies, the code of conduct, the relevant staff-related rules, and other policies and regulations introduced and implemented by the Organization from time to time.

You should ensure that the terms of your employment are kept confidential. If you have any queries on your employment terms, please feel free to contact us. Please acknowledge and return to us the printed copy of this offer cum appointment letter duly signed indicating your acceptance towards your appointment and the terms and the conditions associated therewith by providing copies of documents as mentioned in Annexure-1 for records at the time of joining. We wish to take this opportunity to welcome you to Spandana and wish you every success with this endeavor.

1. Designation and Place of Posting

You will be designated as **Zonal HR Executive** & Your posting location will be **Dhule**. You will report to the **Assistant Manager - HR..**

You are required to provide the expected date of joining on or before Date, else the offer will stand null & void.

2. Remuneration

Your annual Cost to the Company would be a maximum of **Rs 204624/- (Two Lakh four thousand, six hundred twenty-four)** details which have been provided in Annexure-2 attached herewith. Provident Fund and Employee State Insurance benefits will be applicable as per the respective acts. You will be liable to pay all tax liabilities such as income tax, professional tax, etc. arising out of payment under your employment with the Organization. Applicable deduction of tax will be made at the source every month. In case you make any investments eligible for income tax deductions, you will have to submit necessary declarations at the commencement of the financial year i.e., in April, and produce necessary proof of such investments at the earliest.

Spandana Sphoorty Financial Ltd.

CIN Number: L65929TG2003PLC040648

Galaxy Building, Wing-B, 16th Floor, Plot No: 1, Sy No: 83/1,

Hyderabad Knowledge City, TSIIC, Raidurg Panmktha, Hyderabad -500081,

Ph: 040 4812 6666, Contact@spandanasphoorty.com | www.spandanasphoorty.com



SPANDANA

3. Termination notice/resignation

You will be required to give 45 days' notice if you decide to leave your employment with the Company. Without adequate notice, you will be liable to pay the company a sum equal to three months' salary as liquidated damages.

After confirmation, the Company can terminate your services by giving 45 days' 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 instead of the remaining period of notice.

After confirmation, you may resign from services by giving 45 days' 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 a notice period. It shall

- a) However, the Company is to accept your resignation with effect from any date earlier than the one offered by you in your resignation letter at its sole discretion.
- b) 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:
- c) At any time, the statements or declarations made by you to the company are subsequently found to be incorrect, untrue, incomplete, or misleading.
- d) you commit any breach of your duties and responsibilities under this contract of service.
- e) You are found guilty of dishonesty, gross negligence, or misconduct that contravenes the express or implied conditions of your service.
- f) 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 offense involving moral turpitude"

4. Continuous satisfactory work performance:

As a confirmed employee of the Organization, you are expected to give your best to the Organization. You should continue to maintain satisfactory performance and continue to show improved performance year after year. You must fulfill the targets prescribed by the Organization from time to time.

5. Leave and public holidays.

Spandana Sphoorty Financial Ltd.

CIN Number: L65929TG2003PLC040648
Galaxy Building, Wing-B, 16th Floor, Plot No: 1, Sy No: 83/1,
Hyderabad Knowledge City, TSIIC, Raidurg Panmktha, Hyderabad -500081,
Ph: 040 4812 6666, Contact@spandanasphoorty.com | www.spandanasphoorty.com



SPANDANA

You will be entertained for leaves as per the eligibility norms prescribed in the Human Resource Policy. You will be entitled to the holidays as declared from time to time.

6. Medical Fitness

You will continue to be in service if you are medically fit. On attaining the age of superannuation, you will retire from the services of the Organization.

7. Adherence to policies

As part of your continuing employment, it is your obligation that you comply with the Organization's policies and procedures for the line of the business in which you are to undertake your work. Also, you are requested to abide by the Organization's code of conduct as amended from time to time or superseded.

8. Conflict of Interest

Your position with the Organization calls for whole-time employment and you will devote yourself exclusively to the business of the Organization. You will not take up any other work for remuneration (part-time or otherwise) or work in an advisory capacity or be interested directly or indirectly (except as a shareholder or debenture holder) in any other trade or business, during your employment with the Organization.

9. Statement of facts

It must be specifically understood that this appointment is made based on your proficiency in technical and professional skills you have declared as per the application and on your ability to handle any assignment/job independently. In case, later, any of your statements/particulars furnished are found to be false or misleading, the Organization shall have the right to terminate your services without notice.

10. Non-disclosure Agreement

You shall maintain utmost secrecy regarding the affairs of the Organization and keep confidentiality of any information, instruments, documents, etc., relating to the Organization that may come to your professional knowledge, as an employee of the Organization. You will not disclose by word of mouth or otherwise, details or business plans, trade secrets, finance, administration, know-how, or any confidential information of business coming to your knowledge by your being in the employment of Spandana. By signing this appointment letter, you are obligated to follow the non-disclosure clause as mentioned herein.

Spandana Sphoorty Financial Ltd.

CIN Number: L65929TG2003PLC040648
Galaxy Building, Wing-B, 16th Floor, Plot No: 1, Sy No: 83/1,
Hyderabad Knowledge City, TSIIC, Raidurg Panmktha, Hyderabad -500081,
Ph: 040 4812 6666, Contact@spandanasphoorty.com | www.spandanasphoorty.com



SPANDANA

11. Service of any communication

The address given by you (mentioned above) has been recorded as your permanent / communication address. Any communication intended for you will be sent to the above-mentioned address. Dispatch of any communication to the above-mentioned address shall be deemed as good service. In case there is any change of address, it is your responsibility to furnish the latest address to us in writing. The Organization will not be responsible for non-service of any communication to you in the present address on account of your failure to communicate the change of address. As already stated, dispatch of communication to the last known address shall be deemed as sufficient service.

12. Governing law and jurisdiction

Your employment is by and interpreted by the Laws of India. Each party irrevocably agrees to submit to the exclusive jurisdiction of the courts of Hyderabad over any claim or matter arising under or about this letter of appointment.

Please affix your signature on every page of the duplicate copy of this letter for having understood and agreed to the terms and conditions of your engagement. We hope your association will be beneficial both to the organization and yourselves and we wish you the very best in your assignment.

Sincerely,

For Spandana Sphoorty Financial Limited
Authorized Signatory

Please mention your planned date of joining. _____

Please note that your actual date of reporting at the Head Office will be your official date of joining.

Please sign below as confirmation of your acceptance of the above-mentioned terms and conditions of the offer.

Name: _____

Date: _____

Signature

Spandana Sphoorty Financial Ltd.

CIN Number: L65929TG2003PLC040648

Galaxy Building, Wing-B, 16th Floor, Plot No: 1, Sy No: 83/1,
Hyderabad Knowledge City, TSIIC, Raidurg Panmktha, Hyderabad -500081,
Ph: 040 4812 6666, Contact@spandanasphoorty.com | www.spandanasphoorty.com



SPANDANA

Annexure-1

List of Documents to be submitted.

1. Identity proof
 - a. Aadhaar Copy
 - b. Voter ID/Ration card
2. Three numbers of passport size photograph
3. Relieving letters from your present and past employers in case you have prior experience.
4. Proof of your salary drawn – a copy of the appointment/revision letter
5. Last month's pay slip

Annexure-2

Salary Breakup (Amount in Rupees)		
Name	Mi Rutik Dilip Girase	
Designation	Zonal HR Executive	
Department	Human Resource	
Location	Dhule	
Components	Monthly	Annual
Basic	7,545	90,543
HRA	3,018	36,217
Flexi Pay Allowance	3,773	45,271
LTA	755	9,054
Gross Salary	15,090	181,086
Employer PF	1,471	17,655
Employer ESIC	490	5,883
Total Fixed CTC	17,052	204,624
*Performance Incentives as per policy		
Other Benefits.		
a) Group Medclaim Policy		
b) Group Term Life Insurance		
c) Group Personal Accidental Insurance		

For Spandana Sphoorty Financial Ltd

Authorized Signatory

Signature

Date

Spandana Sphoorty Financial Ltd.

CIN Number: L65929TG2003PLC040648
Galaxy Building, Wing-B, 16th Floor, Plot No: 1, Sy No: 83/1,
Hyderabad Knowledge City, TSIIC, Raidurg Panmktha, Hyderabad -500081,
Ph: 040 4812 6666, Contact@spandanasphoorty.com | www.spandanasphoorty.com



SYB ENTERPRISES

Luggage Manufacturers

Date - 01/10/2023

Subject: Confirmation of Employment as Human Resource Manager and Office Administrator at SYB Enterprises

Dear **Kalpeshkumar Patil**,

We are delighted to officially offer you the position of Human Resource Manager and Office Administrator at SYB Enterprises. Your extensive experience and proven track record in the industry make you an invaluable addition to our team. We are confident that your skills and expertise will contribute significantly to the growth and success of our organisation.

Your official start date will be 01/10/2023, and you will be reporting directly to SYB Enterprises. We are looking forward to your contributions and wish you a successful and rewarding tenure at SYB Enterprises.

1. You will be on a probationary period of 06 months, during which your performance will be evaluated.
2. Your starting salary will be ₹ 16,000, with eligibility for performance-based bonuses and benefits as per the company's policies.
3. The following pointers are considered your duties :

a) Payroll Management:

- Utilize payroll software to process employee salaries accurately and on time.
- Ensure compliance with local tax regulations and company policies related to payroll.

b) Attendance and Expense Tracking:

- Monitor daily attendance records and address any attendance-related issues promptly.
- Oversee the tracking and reimbursement of employee expenses.

c) Monthly Salaries:

- Prepare and distribute monthly salary statements to employees.
- Address any salary-related inquiries or concerns from employees.

d) Stock Maintenance:

- Manage and maintain basic office supplies such as scissors, pens, and other essential items.
- Monitor and restock office supplies as needed.

e) Recruitment and Onboarding:

- Lead the recruitment process by identifying talent needs, posting job openings, and conducting interviews.
- Collect and organize required documents from new hires, ensuring compliance with legal and company requirements.



SYB Enterprises, Unit II, Serve No.
89, 5, 8th Miles, opposite Divya
Marathi News-Press, At Post, Vilholi,
Maharashtra 422010



sybenterprises1@gmail.com



www.sybenterprises.in



SYB ENTERPRISES

Luggage Manufacturers

f) Maintaining a Healthy Workplace Environment:

- Foster a positive workplace culture by promoting open communication and resolving employee conflicts.
- Collaborate with management to implement and enforce workplace policies and procedures.
- Coordinate employee engagement activities and initiatives to boost team morale.

4. As part of this appointment, you will be required to sign the enclosed Confidentiality Agreement to ensure the protection of sensitive company information.

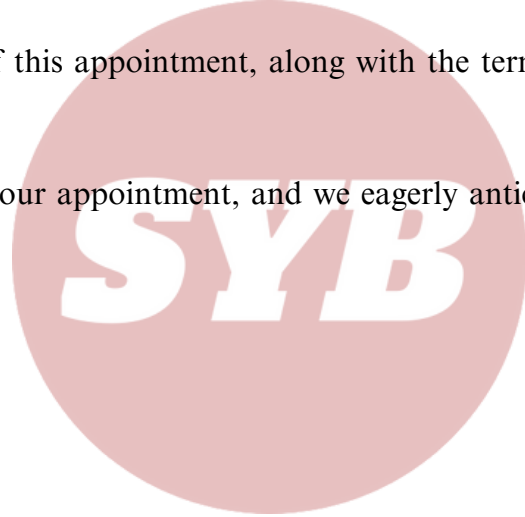
5. You are expected to adhere to the company's Code of Conduct, maintaining the highest ethical standards in all your professional endeavours.

6. In the event of resignation, a notice period is required, as per the company's resignation policy

Please signify your acceptance of this appointment, along with the terms and conditions, by signing and returning a copy of this letter.

Congratulations once again on your appointment, and we eagerly anticipate your valuable contributions to the organisation.

Best regards,
Yash Bagul
Managing Director
SYB Enterprises



SYB Enterprises, Unit II, Serve No.
89, 5, 8th Miles, opposite Divya
Marathi News-Press, At Post, Vilholi,
Maharashtra 422010



sybenterprises1@gmail.com



www.sybenterprises.in

Date: Nov 22, 2022
Offer No : QS2864420

PRAJWAL NANDKISHOR CHAVAN

NASHIK
MAHARASHTRA

Subject:- Letter of Traineeship

This has reference to your interview/selection process for enrolment under Traineeship Program by Quess Corp as provided under its certified standing orders

We are pleased to enroll you for the Training Program as a Trainee under the Scheme set out on the following terms & conditions:

Break up	Rs. Amount per Month
Stipend Esi	15266
Stipend Gross	15266

Employer's Contribution	
Employer_esi	496
Insurance	109
Total Contribution	605
Cost to Company: (CTC)	15871

Deduction: (Subjected to change)	
Employee Esi	114
Professional Tax	200
Total Deduction	314
Stipend NTH	14952

The tenure of the Training will be start from NOV 23, 2022 and ending on MAY 22, 2023

NOTICE PERIOD:

Quess Confidential
Page 1
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Offer No : QS2864420

QUESS Corp Ltd

3/3/2, Bellandur Gate, Sarjapur Road, Bangalore - 560103, Karnataka, India
<http://www.quescorp.com> | Toll Free No: 1800-572-3333



TO CHECK IF YOUR OFFER LETTER IS GENUINE.

Open the camera on your smart phone and scan.

During this tenure, learning And development capabilities of the trainees would be reviewed from time to time. In the event where the trainee's capabilities & contribution are found to be substantially below par, Quess Group reserves the right to release such incumbent from the traineeship with a notice period of 15 days. In the eventuality if you wish to separate from the organization you will need to give 15 day's notice in writing.

However due To breach Of code Of conduct, misbehavior Or indiscipline etc, then in such cases, QUESS will have / reserve rights to terminate immediately without giving notice period.

On successful completion of the training the trainees will be given a certificate of recognition from Quess Corp.

The initial training location/base will be at NASHIK. At such location the training will be at any business area Or function of the Quess Corp's Client's/ Customer's field locations.

INDEMNITY:

You shall be responsible for protecting any property of the Client entrusted to you in the due discharge of your traineeship And you shall indemnify the client if there Is a loss of any kind to the said property.

CODE OF CONDUCT

You shall Not engage in any act subversive of discipline in the course of your duty/ies for the Client either within the Client's organization or outside it, and if you were at any time found indulging in such act/s, the Company shall reserve the right to initiate disciplinary action as is deemed fit against you.

NON-DISCLOSURE

You shall take care Not To disclose Or divulge confidential information/trade secrets, etc.belonging either To the Company Or To the Client, that you may come across In the course Of your responsibilities either To the Company And/Or To the Client Or To anyone outside the Client's organization And you shall use such confidential Information only In connection With the services provided by you To such Client. Further, you shall Not utilize any Confidential Information acquired in consequence of your traineeship for your benefit Or for the benefit of any third party other than the Company Or its Client who has disclosed such



Confidential Information Or for whom you have created the Confidential Information.

During the traineeship, the trainee shall be subject to the Code of Conduct, set out in Annexure.

Additional Insurance Coverage: We as an your employer will cover only employee with Group Medclaim Insurance Coverage upto Rs. 2 Lakhs, Group Personal Accident Insurance Coverage upto Rs. 2.5 Lakhs and Group Term Life Insurance Coverage upto Rs. 2 Lakhs. Over & above this, If Employee wish to cover family members under Insurance Benefit Facilities, Additional Premium will be deducted from Employee Gross Salary Per Month, following is the coverage and Premium:

Coverage	Additional Premium Per Month
Self +Spouse+2kids	Rs.199/-
Self+Spouse+2 kids+parents	Rs.352/-
Self+Parents	Rs.352/-

We wish you the best learning experience during your training stint with us and trust that you will find this period of mutual association very enriching.

Yours sincerely

For Quess Corp Ltd

Tej Hans Raj Singh
Deputy CEO

Quess Confidential

Page 3

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Acknowledged

Name

Signature

OfferID :

Location :



Quess Confidential

Offer No : QS2864420

Page 4

This is a system generated letter

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Nashik - 422 005
Ph. No.: (0253) 257 6968
E-mail : kadaknath77@gmail.com
Web : www.kadaknath.com

Date: 31/08/2023

Miss. Vedshree Chandwadkar

Rajendra anant chandwadkar
Guru gangeshwar colony vedshree bhavan
Tmibakeshwar Nasik 422212
7709677198 / 8308723176

Dear Miss. Vedshree Chandwadkar

Subject: - Offer-Cum- Appointment Letter.

With reference to your application and the subsequent interview, we are pleased to offer you a promising career with us. We appoint you as a **Girmom Marketing Executive** for **"Girmom Motherly Orgaic "** will be subject to your joining date of **1st Sep 2023 at 9:30am.**

Accordingly, the validity of this letter is subject to your joining as per the aforesaid date; else the letter shall automatically stand invalidated without any further obligation on the part of the company. On your joining, your appointment shall be on the following terms and conditions.

1. **Compensation & Other Benefits.**

Your Monthly Salary will be **Rs.15,000/-** per month Cost to Company basis (Travelling expenses at actual and other expenses related for company work will be provided by company by producing their actual bills to the HR section)

2. **Probation Period**

You will be on probation for a period of three (3) months from the date of your joining. You will continue to be on probation unless specifically confirmed in writing. Your confirmation in the Company would be based on your pure notice or performance. While in probation your services can be terminated at any time by either party, without

wages/compensation in lieu therein and without assigning any reason whatsoever, if the Company is not satisfied with your performance.

1. Conflict of Interest.

Whilst in the employment of the Company, you shall engage yourself exclusively in the work assigned to you by the Company and shall not take up any independent or Individual assignments whether on part time or full time basis or in an advisory capacity either directly or Indirectly.

You will always maintain almost confidentiality and shall not either during your engagement with the company or thereafter, divulge to any person whatsoever any records, documents, formulas, processes, methods ideas, brand name, rights & patents of the company or any other information or communication whether written, visual or oral and whether or not marked as confidential concerning the business and affairs of the Company or any of its dealings, transactions which come to your knowledge during the course of your employment, or use any of the same for your own benefit.

Unless specifically authorized by the proper authority within the Company, you will not engage or represent the Company, whether in person or by way of any written document and in any manner.

2. Notice on Confirmation

If Company will not be satisfied with the work so this engagement may be terminated by either party by giving to the other, at any time, notice of fifteen day in Writing or by paying wages /compensation for fifteen days in lieu of notice. Notwithstanding anything contained herein, your employment with the Company shall stand terminated forthwith without any notice or payment in lieu of notice on account of:

- Breach of governing laws, applicable rules and regulations.
- Breach of applicable company policies, procedure or code of conduct whether Express or implied.
- Performance bellow defined targets as applicable from time to time.
- Any act which are regarded as prejudicial to the interest of the company.



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Web: www.kadakhnath.com

3. Other Terms and Conditions

While in the employment of the company you are required to effectively carry out all duties and responsibilities assigned to you, you are required to provide all the necessary documents/evidence required on the information furnished by you while seeking employment and as required under the rules and regulations of the company.

We believe that you have not made any false declaration or willfully suppressed any material information. Accordingly, the offer of appointment is made relying upon information furnished and representation made by you. However, the offer of appointment is subject to reference and background check to be conducted by the Company at its discretion at any point of time during the course of your employment. If for any reason it is found that the reference or background check is negative or detrimental to the interest of the Company as determined by the Company, in its sole discretion, the Company is entitled to terminate your services at any time during or even after completion of the probation period with immediate effect without notice or any wages in lieu of notice.

If for any reason, you remain absent/abstain from duty for a continuous period of seven (7) days without leave or without intimating and obtaining the prior approval or your manager/immediate superior, or if you remain absent/abstain from duty for a period of seven (7) days beyond the period of leave originally granted without intimation or without obtaining the approval of your manager/immediate superior, it would be treated as abandonment of service and you will be deemed to have voluntarily abandoned your service without notice. The Company / employer would not be responsible for any further intimation towards such separation / abandonment of service not any compensation or any full and final statement payouts towards the same.

After signing of this appointment letter you cannot leave the job at least for one year or after completion of 1 year if you want to leave the job you have to give 45 days' notice period to the company in writing. And if you had not submitted the notice period to the company without informing you have to pay 45 days payment to the company and company will not pay for that.

Kindly return the duplicate copy of this letter of appointment as token of your acceptance of the terms & conditions of the appointment letter.

With Best Wishes,

Authorized Signatory
Sandeep Sonawane
(MD)

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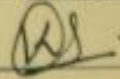
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Web : www.kadaknath.com

ACKNOWLEDGMENT & ACCEPTANCE

I have read and understood the above terms and conditions and her by sign in acceptance of the same.

Name : Vedshree R. Chandwadkar

Signature : 

Date : 1-9-2023





TAPARIA TOOLS LTD.

REGD. OFFICE & WORKS : 52 & 52B, MIDC AREA, SATPUR, NASHIK - 422 007.

TEL.: 0253-2350317 / 2350318 / 2350418 / 2350740

E-mail : nashik@tapariatools.com Web site : <http://www.tapariatools.com>

CIN : L99999MH1965PLC013392.



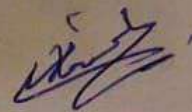
PERS/ADM/
05/09/2023

✓ Mr. Yash Nitin Kulkarni
Shree Riddhi Siddhi Empire,
New Kala Nagar,
Jail Road, Nashik Road,
Nashik.

Dear Mr. Yash,

We refer to your application dated 16/08/2023 for engagement as a trainee and further interview you had with us. We are pleased to inform you that you are appointed as a "Trainee" with effect from 03/09/2023 on the following terms and conditions:-

- 1) Your training period will be of twelve months with effect from 03/09/2023. However, at the sole discretion of the Management, your training period may be extended further or curtailed without assigning any reason for the same.
- 2) During your training period you will be paid Monthly Consolidated Stipend Rs.15,000/- (Rupees Fifteen Thousand Only.)
- 3) After successful completion of First Quarter training program your Stipend will be revised based on your performance. Subject to vacancy you may be absorbed in the regular employment of the company. However, the Management is under no obligation to absorb you in service.
- 4) During your traineeship, you shall not entitled for casual and sick leave which is applicable to the permanent staff employees. However, you shall be entitled for Privilege Leave as per the provisions of Factory Act. The leave calculated this way shall not be allowed to be enjoyed, but you shall be paid encashment for such days. For calculation of Leave Encashment the last drawn amount of consolidated stipend will be considered.
- 5) During your traineeship, you will be routed through different departments, different shifts and different operations as per the training plan designed by the company. Your training will include on the job training as well as other methods of training as deemed fit by the company.
- 6) During your traineeship, you will be accountable to your shift in-charge or any other officer nominated by the company. You will maintain your daily diary in which you will note down the details of daily training activities. This diary will be inspected by the concerned officer for the assessment of your training performance.


SIVARAMAKRISHNAN
DIRECTOR (OPERATIONS)

Contd .. 2..



Date: 22-09-2024

Miss Isha Arun Mohite

Subject: Offer Letter

Dear Isha,

We are pleased to inform you that you have been selected for the post of '**Relationship Manager**'.

Salary = 15,000 per Month

The joining date would be **23th September 2022** but before that an Induction program would be conducted and you would be informed for the same.

As such, your job would include training/orientation and focus primarily on learning and developing new skills and gaining a deeper understanding of concepts through hands-on application of the knowledge you have learned until now.

The training period 23-9-2022 and 24-9-2022 so join for training.

Our team Magnificent is looking forward to have you work with us.

During your Job, the concentration will be on helping you understand the theoretical concepts with their practicality and implications to help you connect your classroom knowledge and on-field experience.

We will be happy to train you to learn new skills which are extremely helpful in the professional setting.

Once again, congratulations to you on your selection and all the best for your endeavours.

Nashik Branch Office Address:

F-8, First Floor, Utility Center, Opp Rajiv Gandhi Bhavan, Sharanpur Road, Nashik-422002

Best Wishes,

For Magnificent.

Agreed & Accepted

Isha Mohite



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Web : www.kadakhnath.com

Date: 31/08/2023

Miss. Anuja Sukdev Salve
Flat NO 12, Shyam Pride Appt
Plot No1 Bali Mandir new nasik
Panchwati nasik 422003
7028487526

Dear Miss. Anuja Sukdev Salve

Subject: - Offer-Cum- Appointment Letter.

With reference to your application and the subsequent interview, we are pleased to offer you a promising career with us. We appoint you as a **Industrial Canteen Marketing Executive** for "**Kadakhnath Agro Wolrd**" will be subject to your joining date of **1st Sep 2023 at 9:30am.**

Accordingly, the validity of this letter is subject to your joining as per the aforesaid date; else the letter shall automatically stand invalidated without any further obligation on the part of the company. On your joining, your appointment shall be on the following terms and conditions.

1. Compensation & Other Benefits.

Your Monthly Salary will be **Rs.15,000/-** per month Cost to Company basis (Travelling expenses at actual and other expenses related for company work will be provided by company by producing their actual bills to the HR section)

2. Probation Period

You will be on probation for a period of three (3) months from the date of your joining. You will continue to be on probation unless specifically confirmed in writing. Your confirmation in the Company would be based on your pure notice or performance. While in probation your services can be terminated at any time by either party, without



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wages/compensation in lieu therein and without assigning any reason whatsoever, if the Company is not satisfied with your performance.

1. Conflict of Interest.

Whilst in the employment of the Company, you shall engage yourself exclusively in the work assigned to you by the Company and shall not take up any independent or Individual assignments whether on part time or full time basis or in an advisory capacity either directly or Indirectly.

You will always maintain almost confidentiality and shall not either during your engagement with the company or thereafter, divulge to any person whatsoever any records, documents, formulas, processes, methods ideas, brand name, rights & patents of the company or any other information or communication whether written, visual or oral and whether or not marked as confidential concerning the business and affairs of the Company or any of its dealings, transactions which come to your knowledge during the course of your employment, or use any of the same for your own benefit.

Unless specifically authorized by the proper authority within the Company, you will not engage or represent the Company, whether in person or by way of any written document and in any manner.

2. Notice on Confirmation

If Company will not be satisfied with the work so this engagement may be terminated by either party by giving to the other, at any time, notice of fifteen day in Writing or by paying wages /compensation for fifteen days in lieu of notice. Notwithstanding anything contained herein, your employment with the Company shall stand terminated forthwith without any notice or payment in lieu of notice on account of:

- Breach of governing laws, applicable rules and regulations.
- Breach of applicable company policies, procedure or code of conduct whether Express or implied.
- Performance bellow defined targets as applicable from time to time.
- Any act which are regarded as prejudicial to the



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3. Other Terms and Conditions

While in the employment of the company you are required to effectively carry out all duties and responsibilities assigned to you, you are required to provide all the necessary documents/evidence required on the information furnished by you while seeking employment and as required under the rules and regulations of the company.

We believe that you have not made any false declaration or willfully suppressed any material information. Accordingly, the offer of appointment is made relying upon information furnished and representation made by you. However, the offer of appointment is subject to reference and background check to be conducted by the Company at its discretion at any point of time during the course of your employment. If for any reason it is found that the reference or background check is negative or detrimental to the interest of the Company as determined by the Company, in its sole discretion, the Company is entitled to terminate your services at any time during or even after completion of the probation period with immediate effect without notice or any wages in lieu of notice.

If for any reason, you remain absent/abstain from duty for a continuous period of seven (7) days without leave or without intimating and obtaining the prior approval or your manager/immediate superior, or if you remain absent/abstain from duty for a period of seven (7) days beyond the period of leave originally granted without intimation or without obtaining the approval of your manager/immediate superior, it would be treated as abandonment of service and you will be deemed to have voluntarily abandoned your service without notice. The Company / employer would not be responsible for any further intimation towards such separation / abandonment of service not any compensation or any full and final statement payouts towards the same.

After signing of this appointment letter you cannot leave the job at least for one year or after completion of 1 year if you want to leave the job you have to give 45 days' notice period to the company in writing. And if you had not submitted the notice period to the company without informing you have to pay 45 days payment to the company and company will not pay for that.

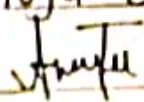


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ACKNOWLEDGMENT & ACCEPTANCE

I have read and understood the above terms and conditions and her by sign in acceptance of the same.

Name : Anuja Sukdev Salve
Signature : 
Date : 01-09-2023





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Date: 1/09/2023

**Miss. Samiksha Ravindra Suryavanshi
Sambhaji Galli
Shendurni Jalgoan
424204
9325800183**

Dear Miss. Samiksha Ravindra Suryavanshi

Subject: - Offer-Cum- Appointment Letter.

With reference to your application and the subsequent interview, we are pleased to offer you a promising career with us. We appoint you as a **Scheme Marketing Executive** for "**Kadakhnath Agro Wolrd** " will be subject to your joining date of **5th Sep 2023** at **9:30am**.

Accordingly, the validity of this letter is subject to your joining as per the aforesaid date; else the letter shall automatically stand invalidated without any further obligation on the part of the company. On your joining, your appointment shall be on the following terms and conditions.

1. Compensation & Other Benefits.

Your Monthly Salary will be **Rs.15,000/-** per month Cost to Company basis (Travelling expenses at actual and other expenses related for company work will be provided by company by producing their actual bills to the HR section)

2. Probation Period

You will be on probation for a period of three (3) months from the date of your joining. You will continue to be on probation unless specifically confirmed in writing. Your confirmation in the Company would be based on your pure notice or performance. While in probation your services can be terminated at any time by either party, without



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Unless specifically authorized by the proper authority within the Company, you will not engage or represent the Company, whether in person or by way of any written document and in any manner.

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- Breach of applicable company policies, procedure or code of conduct whether Express or implied.
- Performance bellow defined targets as applicable from time to time.
- Any act which are regarded as prejudicial to the interest of the company.



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3. Other Terms and Conditions

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Kindly return the duplicate copy of this letter of appointment as token of your acceptance of the terms & conditions of the appointment letter.

With Best Wishes,



Authorised Signatory
Sandeep Sonawane
(MD)

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Web : www.kadaknath.com

ACKNOWLEDGMENT & ACCEPTANCE

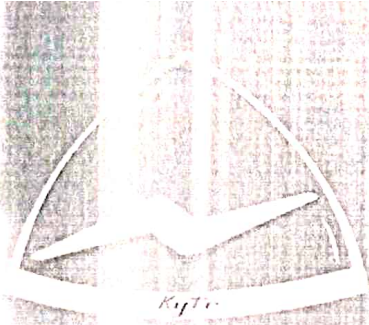
I have read and understood the above terms and conditions and her by sign in acceptance of the same.

Name : Samiksha Ravindra suryawanshi

Signature : *Samiksha*

Date : 5-01-23





KYTE ENERGY

ABOVE ALL

Date: 31/07/2023

Mr. Sumit Ahire

Subject: Offer letter for the position of marketing executive.

Dear Sumit,

We are pleased to inform you that we have appointed you as a **Marketing executive** in our **Marketing** team at our Satpur facility (kyte energy, B65/2, Nice MIDC, Satpur, Nashik-422007) starting from 21st August 2023.

You will be responsible for developing and implementing marketing strategies to promote Kyte Energy's products. Your main role is to analyze market trends, identify target audiences, and devise effective advertising and promotional campaigns to reach potential customers. You will be required to conduct market research, gather consumer insights, and monitor competitor activity to stay updated on industry developments. To collaborate with cross-functional teams, such as sales, product development, and creative departments, to ensure cohesive marketing efforts. Additionally, you will be required to oversee digital marketing initiatives, including social media campaigns, email marketing, SEO, and content creation. Ultimately, you will play a pivotal role in enhancing brand visibility, driving customer engagement, and achieving business objectives. You will be required to be physically present from 10am to 7 pm from Monday to Saturday at our Satpur facility. Sunday being weekly off, any kind of leave should be taken with prior permission from your senior.

The monthly basic salary offered to you will be as follows,

1. First six months will be the probation period and the monthly salary will be 12,000 rupees /-
2. Post six months you will be given an annual package of 1.8 lakhs which will be subjected to hike based on your performance and contributions to the company.

In case you want to quit, you must inform the company 30 days prior and serve the notice period provided by the company based on your role and phase of your ongoing project. In any event where the company policy has been breached or the codes of conduct are violated you will be terminated from the company immediately without any notice period.

You will be reporting directly to Mr. Yash Arora (Director: Kyte Energy Private Limited).
Do confirm this offer by replying on our email and providing us with a signed copy of the same.

Address: Near Camel House, Kathe Galli Signal, Dwarka, Nashik – 422011

Phone: 9730888333

Email: yash.arora@kyteenergy.com

Sumit
sumit vikram ahire
accepted
11/08/23.



KYTE ENERGY

ABOVE ALL

Date: 31/07/2023

Mr. Pallavi Shirsagar

Subject: Offer letter for the position of HR executive.

Dear Pallavi,

We are pleased to inform you that we have appointed you as a HR Executive in our HR team at our Satpur facility (kyte energy, B65/2, Nice MIDC, Satpur, Nashik -422007) starting from 21st August 2023.

In this role you will be required to participate in recruitment and selection, employee onboarding, employee training, employee performance management, employee salary management and employee data management. You will be required to be physically present from 10am to 7 pm from Monday to Saturday, at our Satpur facility. Sunday being weekly off, any kind of leave should be taken with prior permission from your senior.

The monthly basic salary offered to you will be as follows,

1. First six months will be the probation period and the monthly salary will be 12,000 rupees /-
2. Post six months you will be given an annual package of 1.3 lakhs which will be subjected to hike based on your performance and contributions to the company.

In case you want to quit, you must inform the company 30 days prior and serve the notice period provided by the company based on your role and phase of your ongoing project. In any event where the company policy has been breached or the codes of conduct are violated you will be terminated from the company immediately without any notice period.

You will be reporting directly to Mr. Nikhil Sethi (Director: Kyte Energy Private Limited).
Do confirm this offer by replying on our email and providing us with a signed copy of the same.

Regards

Team kyte energy.



pallavi . D. kshirsagar

Address: Near Camel House, Katho Galli Signal, Dwarka, Nashik - 422011

Phone: 9730888333

Email: yash.arora@kyteenergy.com

accepted

11/08/23

Date: 26/09/2023

To,
Ms. Manasee Shitalkumar Bitode
Plot No 16, Parshva Building,
Flat No 2, Borgad Road,
Pushpak Nagar, Mhasrul,
Nashik 422004.

Subject: Regarding the offer letter


Dear Ms. Manasee Bitode,

We are pleased to inform you that you have been selected for **HR Assistant** Position at Anand Agro Care. You will be reporting directly to **Mr. Abhijeet Nikam**. We believe your skills and experience are an excellent match for our company and above position.

The monthly starting salary for this position is **Rs. 12,000/-** to be paid on a **Monthly** basis by direct deposit in your salary account.

Please confirm your acceptance of this offer by signing and returning this letter by 28/09/2023.

For, Anand Agro Care


Authorized Signatory





PAARSH INFOTECH PVT.LTD.

Dream for it, work for it...

TO WHOM IT MAY CONCERN OFFER LETTER

DATE: 25th July 2023.

DEAR...Akash Gavare

Congratulations!

This is concerning your application and the subsequent interviews you have Had with us; we are delighted to extend this offer of service for the position of “**Telecaller**” With **PAARSH INFOTECH PVT.LTD.** Is based at the **Nashik** location.

As previously discussed and agreed upon, your monthly variable payout is **10,000/- (DOP) as previously stated, to earn your payout, you must meet your monthly project work commitment target.** By your work in the company, you will receive a detailed letter outlining the terms and conditions of your service soon.

We request you to please furnish a hard copy of the following documents on the first day of joining.

1. Educational Mark Sheets & Certificates: - S.S.C., H.S.C., Graduation/Post- Graduation- (1 copy)
2. Experience letter of previous Employers mentioned in your Resume.
3. Relieving Letter / Resignation Acceptance Letter Of last/ Current Company
4. Last 3 Months Salary Slips3
5. Pan Card- (1copy)
6. Passport Size Photograph- (2copies)
7. Address Proof- (Electricity Bill /Ration Card /Passport.)- (1copy)
8. Photo ID- (Voter ID /License /Aadhar card /Passport)- (1Copy)

You need to join Day Worth on **21st August 2023.** If you fail to join our organization on the stipulated date, your offer will stand automatically withdrawn.

Please send us your offer acceptance within 24 hours indicating your acceptance to join us and Agreeing to our terms and conditions discussed.

We trust that your knowledge, skills, and experience will be among our most valuable assets. We welcome you to **PAARSH INFOTECH PVT LTD.** and wish you all the luck for a bright career with us below are the terms on which your employment is being considered final;

OFFICE: 01 Bhakti Apartment, Near Hotel Rasoi, Suchita Nagar, Mumbai Naka Nashik- 422009

Email: paarshinfotech@gmail.com Contact - 9860988343



PAARSH INFOTECH PVT.LTD.

Dream for it, work for it...

1. Your services shall be liable to be terminated: - If you are found to be medical, or unfit.
 - Whenever you have to resign give an advance notice period of 30 days earlier.
 - If you remain, absent due to continued ill health without approval from the company.
 - By the company at any time, if you are indulged in an act of Insubordination, Interference, corrupt Practices, any misconduct, breach of trust, Non-compliance with the Administrative orders or Provision of rules
 - By the company, in case you breach the terms & and conditions mentioned in the Agreement and other company policies.
 - By the company at any time, if it has been found that the declaration or information including that given in seeking employment furnished by you found false and/or misleading and/or it has been found that you had willfully suppressed any information to the company.
 - By the company, at any time if you are declared insolvent or convicted of any offense involving any Moral turpitude or found. Suspected of fraud or misappropriation of money or other assets of the company as well as anywhere else convicted as guilty of any fraud declared insolvent, and Convicted of any offense involving moral turpitude and financial frauds or misappropriation under any law of the state.
2. In case of breach of conditions mentioned in Point 1, you shall be liable, in addition to discontinuing your services to pay damage to the extent of loss suffered by the company, to the extent of Goodwill valuation as well. In case of default, the company shall be entitled to withhold and appropriate your payout and other monetary benefits due to you until such times as the said The amount is fully recovered. Despite such appropriation, if any amount remains to be recovered, the same shall be payable by you to the company
3. During the initial 6-month period from the day of joining, your services are liable to be terminated at any time on the grounds of indiscipline and non-performance, with or without giving you any Notice or compensation in lieu thereof with no dues on the company's part.
4. The final decision on any matter will be at the discretion of the companies only.
If you agree with the above outlined, please sign below and submit the same or acknowledge the receipt of the mail with acceptance.
5. **During the probation period, we cannot grant you any official leave or any paid National leave, you will get all the benefits of the company when the probation period ends After 3 months**

Thank you, yours
sincerely,



**Authorized
Director**

Mr. Tushar Pagare

Received & Accepted by

OFFICE: 01 Bhakti Apartment, Near Hotel Rasoi, Suchita Nagar, Mumbai Naka Nashik- 422009
Email: paarshinfotech@gmail.com Contact - 9860988343