

**Placement Record Batch 2017-19 (A.Y. 2018-19)**

No	Name of the Student	Shortlisted for /Placed at	Package
1	APURVA ANANT NIKUMBH	Kotak Mahindra Bank	240000
2	BHAGYASHREE JAYANT RAUT	IDBI Bank	280000
3	DEEPAVALI ASHOK PANCHAL	Jindal Polyfilms	250000
4	DEVANG J DHOLU	Property Pistol	780000
5	DHANASHRI SANJAYRAO DESHMUKH	Supreme Equipments	180000
6	JAGRUTI UMESH DHARMADHIKARI	ICICI Bank	300000
7	PALAK KUSHAL JAIN	OYO Rooms	350000
8	POOJA ESHWAR MISAL	HDFC	240000
9	PRAMOD TRILOKI VISHWAKARMA	BK Financial Services	180000
10	PRASAD DILIP DANDANE	Just Dial	250000
11	RASIKA VIJAYKUMAR KARVA	ICICI Bank	300000
12	RITU VIJAY CHAVAN	Machine House	250000
13	ROHINI KRUSHNA JAGTAP	Ahire Machines	230000
14	RUPALI NANDU NEHE	Ujjwal Autowheels Pvt. Ltd	240000
15	SANJYOT GURUDATTA BHATI	Profit Mart	200000
16	SAYALI SUNIL PAGARE	Dhumal Industries	180000
17	SHAIENDRAPRATAP AJAYKUMAR SINGH	Zomato	450000
18	SHUBHAM DILIP JAGTAP	ALF Engineering	240000
19	SHUBHAM PRAMOD JADHAV	NCME	450000
20	VAIBHAV SOMNATH MURTADAK	Armstrong	180000
21	VINOD GOKUL PATIL	Kotak Mahindra Bank	240000
22	YASH SUNIL KOCHAR	Make My Money Work	200000
23	ABHILASH BALU YEOLE	Truetech Vision India Pvt Ltd	200000
24	ABHISHEK MOHAN DESHPANDE	ICICI Bank	300000
25	AHMED TAUSEEF WASIM	Just Dial	250000
26	AKSHAYA ANIL MORE	LTP Solutions	250000
27	ANSHU PARESHKUMAR WANI	Kotak Mahindra Bank	240000
28	HARSHALI PRAVIN JAIN	Karvy	240000
29	HITESH NARAYAN BHATIA	Hathchiko	250000
30	JAYESH ULHAS SULOCHANE	Just Dial	250000
31	KANCHAN ANIL PATIL	Just Dial	250000
32	KUMUDEENI SUDHIR SAWANT	Persistence	180000
33	MAYUR NAMDEO JAGDEO	Just Dial	250000
34	MEGHNA NANDRAJ JADHAV	Karvy	240000
35	MIT ARVIND KHANDHAR	ICICI Bank	300000
36	MITESH RAMESH SOMAIYA	Kotak Mahindra Bank	240000
37	MOUNICA MANOHARA SWAMY KALLURI	ICICI Bank	300000
38	NIKHIL JAGADISH KELUSKAR	Machine House India	300000
39	PRINCY KUMARI	Siva Sai Exports	220000
40	SHUBHAM RAMESH BOSE	LTP Solutions	200000
41	SHUBHAM VILAS JADHAV	Mahindra Sona	200000
42	SUNEET SUBHASH KHARE	Flipkart	300000





**5.2.1 Percentage of placement of outgoing students and students progressing to higher education during the last five years**

<b>Sr. No.</b>	<b>Name of Student</b>	<b>Organization</b>	<b>Package</b>
1	Pooja Nirap Deokar	Property Pistol	7.80
2	Gifi Koshy	Property Pistol	7.80
3	Pranav Gangurde	Property Pistol	7.80
4	Vishwajeet Nikam	Property Pistol	7.80
5	Ankur Dilip Kathe	Property Pistol	7.80
6	Kajal Agrahari	Property Pistol	7.80
7	Sudarshan Jadhav	Property Pistol	7.80
8	Yash Karamchandani	Godrej and Boyce	5.75
9	Akash Rajendra Jadhav	PinClick	5.40
10	Shubham Tuplondhe	PinClick	5.40
11	Aditya Bharat Gosavi	PinClick	5.40
12	Swapnil Memane	Pinclick	5.40
13	Pius Viegas	Kotak Mahindra Bank	3.00
14	Vidhi thakkar	ESDS	3.00
15	Gauri Sunil Pawar	Kadaknath	3.00
16	Bhatulal Patil	Kadaknath	3.00
17	Pranav Suresh Deore	Kadaknath	3.00
18	Tabish Shaikh	Kadaknath	3.00
19	Shivani Gunjal	Marketfx	2.80
20	Ankita Gurav	Marketfx	2.80
21	Nilesh Hiralal Mali	Suyog Hospital	2.40
22	Tushar Suresh Tadke	Suyog Hospital	2.40
23	Nikita Amesar	Decimal Point	2.40
24	Ketaki Vedvikhyat	HDFC Sales	2.30
25	Samruddhi Wagh	HDFC Sales	2.30
26	Ketaki Patani	Ashoka Buildcon	2.00
27	Radhika Mehroliya	Ashoka Buildcon	2.00
28	Rucha Dange	Kohum Museum	1.50
29	Mugdha Mahajan	The Catalyst	1.50
30	Palak Sukhija	Kohum Museum	1.50
31	Prathamesh Suhas Kshirsagar	The Catalyst	1.50

32	Fiza Shaikh	Jobs0km	1.50
33	Aarti Hemant Pandit.	Trade India	1.50
34	Sumedha Subodh Deokar	Trade India	1.50
35	Roma Reuben David	Pioneer Infotech, Mumbai	
36	Ankita Dhore	Supreme Equipments	
37	Shivani Pandit Pagare	Supreme Equipment	
38	Pathan Anmol	Delta Finochem	
39	Tarun Panicker	Delta Finochem	
40	Poonam Badhan	Ashoka Concessions Ltd.	

**IQAC Coordinator****COORDINATOR**Internal Quality Assurance Cell  
Ashoka Business School, Nashik**Director In-Charge****DIRECTOR**Ashoka Business School  
Nashik

2020 - 21	Dhanajay Udmale	Ashoka Business School	2020 - 21	Property pistol - 9769450829	3.5 + Incentives
2020 - 21	Vishal Pasi	Ashoka Business School	2020 - 21		
2020 - 21	Sakshi Goud	Ashoka Business School	2020 - 21	Extra Marks - 9130001281	3.5 + Incentives
2020 - 21	Mona Deshmukh	Ashoka Business School	2020 - 21		
2020 - 21	Kajol Rane	Ashoka Business School	2020 - 21		
2020 - 21	Meenakshi Mahajan	Ashoka Business School	2020 - 21		
2020 - 21	Sakshi Goud	Ashoka Business School	2020 - 21	Global management services	3.5 - 4
2020 - 21	Meenakshi Mahajan	Ashoka Business School	2020 - 21		
2020 - 21	Krunal Sonar	Ashoka Business School	2020 - 21		
2020 - 21	Shrikant Jagdale	Ashoka Business School	2020 - 21		
2020 - 21	Harshali Ahire	Ashoka Business School	2020 - 21		
2020 - 21	Neha Jashnani	Ashoka Business School	2020 - 21		
2020 - 21	Dinesh desale	Ashoka Business School	2020 - 21		
2020 - 21	Kajol Rane	Ashoka Business School	2020 - 21		
2020 - 21	Nidhi Mishra	Ashoka Business School	2020 - 21		
2020 - 21	Arti Mistari	Ashoka Business School	2020 - 21		
2020 - 21	Pallavi Deore	Ashoka Business School	2020 - 21		
2020 - 21	Chandraprabha Ingle	Ashoka Business School	2020 - 21		
2020 - 21	Kiran Raul	Ashoka Business School	2020 - 21	Sarvin printers - 8975983863	3
2020 - 21	Alaukik Khadse	Ashoka Business School	2020 - 21		
2020 - 21	Akriti Negi	Ashoka Business School	2020 - 21		
2020 - 21	Lavisha hemnani	Ashoka Business School	2020 - 21		
2020 - 21	Palak Sukhija	Ashoka Business School	2020 - 21		
2020 - 21	Rangoli Jadhav	Ashoka Business School	2020 - 21		
2020 - 21	Rishika Saini	Ashoka Business School	2020 - 21		
2020 - 21	Hemraj	Ashoka Business School	2020 - 21		
2020 - 21	Harsha Kale	Ashoka Business School	2020 - 21		
2020 - 21	Ankita Deshpande	Ashoka Business School	2020 - 21		
2020 - 21	Anjali Dhuria	Ashoka Business School	2020 - 21		
2020 - 21	Krunal Sonar	Ashoka Business School	2020 - 21	D Mart	3
2020 - 21	Shrikant Jagdale	Ashoka Business School	2020 - 21	Sheeba Billawa	
2020 - 21	Chetan Mahajan	Ashoka Business School	2020 - 21	8291184618	
2020 - 21	Hemraj Pagare	Ashoka Business School	2020 - 21		
2020 - 21	Minakshi Mahajan	Ashoka Business School	2020 - 21	White Hat Jr	3.5
2020 - 21	Deepu Benoy	Ashoka Business School	2020 - 21	Salman K	
2020 - 21	Shweta Chordiya	Ashoka Business School	2020 - 21	9892929806	



2020 - 21	Jahnvi Patil	Ashoka Business School	2020 - 21		
2020 - 21	Chetan Ushir	Ashoka Business School	2020 - 21	360 Realtors	3
2020 - 21	Mayuri Gharte	Ashoka Business School	2020 - 21	Kotak Mahindra Bank	4
2020 - 21	Aishwarya Chawla	Ashoka Business School	2020 - 21	Lumiverse	4
2020 - 21	Anjali Dhuria	Ashoka Business School	2020 - 21	Aditya Birla Group	2.4
2020 - 21		Ashoka Business School	2020 - 21	Kumar Gosavi 9322129982	
2020 - 21	Kajol Rane	Ashoka Business School	2020 - 21	Dura jobs, Prachi Sayal - 9316756435	2.5
2020 - 21	Nilesh Pansare	Ashoka Business School	2020 - 21	VKRT, nashik	3.5
2020 - 21	Mansi Shinde	Ashoka Business School	2020 - 21	Urban clab	
2020 - 21	Shruti Jain	Ashoka Business School	2020 - 21	Sushil fianance	2.5
2020 - 21	Prashant Badgujar	Ashoka Business School	2020 - 21	Munhi ambad pvt ltd	2
2020 - 21	Aishwarya Bhavsar	Ashoka Business School	2020 - 21	Internal pvt ltd college road nashik	1.4
2020 - 21	Lavisha Hemani	Ashoka Business School	2020 - 21	IBM	3.6
2020 - 21	Pallavi Aringale	Ashoka Business School	2020 - 21		
2020 - 21	Nayan Bhagat	Ashoka Business School	2020 - 21		
2020 - 21	Ankit More	Ashoka Business School	2020 - 21		
2020 - 21	Kunal Darkha	Ashoka Business School	2020 - 21		
2020 - 21	Shrikant Jagdale	Ashoka Business School	2020 - 21	dmart	2
2020 - 21	Hemraj Pagare	Ashoka Business School	2020 - 21	Sheeba Billawa	
2020 - 21	Krunal Sonar	Ashoka Business School	2020 - 21		
2020 - 21	Dnyaneshwar Ugalmugale	Ashoka Business School	2020 - 21	Blue Diamond	1.8+ accomodation + food
2020 - 21		Ashoka Business School	2020 - 21	Asha Suvarna T +91 020 66080700 I M +91 9833801225	
2020 - 21	Sushila Longani	Ashoka Business School	2020 - 21	Byjus	
2020 - 21	Sonali Borse	Ashoka Business School	2020 - 21	Amstrong intern	1.2
2020 - 21		Ashoka Business School	2020 - 21	Neha Shah - 9699782709	
2020 - 21	Satyajit Singh	Ashoka Business School	2020 - 21	BB corporation	

2020 - 21	Sanket Chaudhari	Ashoka Business School	2020 - 21	Electric Crimp Contacts Pvt Ltd	2
2020 - 21		Ashoka Business School	2020 - 21	Mr. Harshad Bramhankar 9850888866	
2020 - 21	Zeeshan Quazi	Ashoka Business School	2020 - 21	TCS	
	Shrushti Jain	Ashoka Business School	2020 - 21	Ashoka Center for Business & Computer Studies (ACBCS)	
2021 - 22	Mr Aditya Gosavi	Ashoka Business School	2021 - 22	Pinclick - Mumbai	5.16 LPA
	Ms Aishwarya Chandratre	Ashoka Business School	2021 - 22	Vistaar Finance Nasik	1.56 LPA
	Ms Asmita Kulkarni	Ashoka Business School	2021 - 22	Vistaar Finance Nasik	1.44 LPA
	Mr Chirag Shinde	Ashoka Business School	2021 - 22	Vistaar Finance Nasik	3.64 LPA
	Ms Gauri Khairnar	Ashoka Business School	2021 - 22	Capgemini Pune	1.80LPA
	Ms Harshal Mali	Ashoka Business School	2021 - 22	Pitambari Nasik	2.36 LPA
	Mr Kshitij Gandhi	Ashoka Business School	2021 - 22	Pinclick - Mumbai	5.16 LPA
	Ms lekha Rakecha	Ashoka Business School	2021 - 22	Aress Software Nasik	4.56 LPA
	Ms Samrudhi Ladded	Ashoka Business School	2021 - 22	Bizol Finserv Nasik	1.80 LPA
	Ms Lubiana Raja	Ashoka Business School	2021 - 22	Decimal Point Nasik	3.00 LPA
	Mr Mahesh Ghuge	Ashoka Business School	2021 - 22	Yash technology Indore/Pune	3.00 LPA
	Mr Mangesh Tangade	Ashoka Business School	2021 - 22	TCS Nasik	1.92 LPA
	Mr Mitul Kulkrani	Ashoka Business School	2021 - 22	Investo Expert Mumbai	4.00 LPA
	Ms Mrunal Aher	Ashoka Business School	2021 - 22	Mecedez Benz Nasik	3.00 LPA
	Ms Muzain Kokni	Ashoka Business School	2021 - 22	Winjit Nasik	3.5 LPA
	Ms Neyati Munot	Ashoka Business School	2021 - 22	ESDS Nasik	3.5 LPA
	Ms Nutan Mahale	Ashoka Business School	2021 - 22	Decimal Point Nasik	3.00 LPA
	Mr Paritosh Thakur	Ashoka Business School	2021 - 22	BYJUS Mumbai	3.00 LPA
	Ms Pournima Joshi	Ashoka Business School	2021 - 22	Decimal Point Nasik	3.00 LPA
	Ms Prachi Choudhari	Ashoka Business School	2021 - 22	Decilon Digital Pune	3.00 LPA
	Mr Prasanna Pawar	Ashoka Business School	2021 - 22	ESDS Nasik	3.50 LPA
	Mr Ritik Rawat	Ashoka Business School	2021 - 22	BYJUS Mumbai	3.00 LPA
	Ms Ritika Aute	Ashoka Business School	2021 - 22	Electro Crimp Nasik	2.80 LPA
	Ms Rupali Rayate	Ashoka Business School	2021 - 22	Ashoka Universal School	2.00 LPA
	Mr Rushikesh Wagh	Ashoka Business School	2021 - 22	Winjit Nasik	3.5 LPA
	Ms Rutuja Tidke	Ashoka Business School	2021 - 22	Winjit Nasik	3.5 LPA
	Mr Sahil Patil	Ashoka Business School	2021 - 22	Pinclick - Mumbai	5.16 LPA
	Mr Saurabh Marathe	Ashoka Business School	2021 - 22	Pinclick - Mumbai	5.16 LPA
Ms Shivani Sonar	Ashoka Business School	2021 - 22	Gravitas technology Mumbai	4.00 LPA	
Ms Shivani Gangurde	Ashoka Business School	2021 - 22	Decimal Point Nasik	1.44 LPA	

	Ms Shubhdarshana Patil	Ashoka Business School	2021 - 22	Investo Expert Mumbai	4.00 LPA
	Ms Snehal Morade	Ashoka Business School	2021 - 22	Itology Inv pvt Mumbai	3.00 LPA
	Ms Sakshi Devkhare	Ashoka Business School	2021 - 22	Saraswat Bank Nasik	3.68 LPA
	Ms Sukhada Lohekar	Ashoka Business School	2021 - 22	Crisil Ltd	3.16 LPA
	Ms Trupti Kasar	Ashoka Business School	2021 - 22	BYJUS Mumbai	3.00 LPA
	Mr Vaibhav Shirole	Ashoka Business School	2021 - 22	Pinclick - Mumbai	5.16 LPA
	Ms Kalyani Maid	Ashoka Business School	2021 - 22	Decimal Point Nasik	3.00 LPA
	Mr Yash Shimpi	Ashoka Business School	2021 - 22	Investo Expert Mumbai	4.00 LPA
	Ms Anisha Gaikwad	Ashoka Business School	2021 - 22	Decimal Point Nasik	3.00 LPA
	Ms Samrudhi Thakare	Ashoka Business School	2021 - 22	Sona Mahindra Nasik	1.80 LPA
2022 - 23	Rohan badmore	Ashoka Business School	2022 - 23	Property Pistol, Mumbai	3.60 to 8.40 LPA
	Suyash soni	Ashoka Business School	2022 - 23	Property Pistol, Mumbai	3.60 to 8.40 LPA
	Gaurav saiini	Ashoka Business School	2022 - 23	Property Pistol, Mumbai	3.60 to 8.40 LPA
	Shantanu sali	Ashoka Business School	2022 - 23	Property Pistol, Mumbai	3.60 to 8.40 LPA
	Getam Sagar Chandrakant	Ashoka Business School	2022 - 23	Property Pistol, Mumbai	3.60 to 8.40 LPA
	Gawli Aniket Sanjay	Ashoka Business School	2022 - 23	Property Pistol, Mumbai	3.60 to 8.40 LPA
	Sonawane Hemant shubhash	Ashoka Business School	2022 - 23	Property Pistol, Mumbai	3.60 to 8.40 LPA
	Pawar Shubham Bandu	Ashoka Business School	2022 - 23	Property Pistol, Mumbai	3.60 to 8.40 LPA
	Ghuge Balnath Ravindra	Ashoka Business School	2022 - 23	Property Pistol, Mumbai	3.60 to 8.40 LPA
	Karanjkar Priti Suresh	Ashoka Business School	2022 - 23	Property Pistol, Mumbai	3.60 to 8.40 LPA
	Aditya Kumar	Ashoka Business School	2022 - 23	Decimal Point Nasik	3.00 LPA
	Alisha Gavandar	Ashoka Business School	2022 - 23	Decimal Point Nasik	3.00 LPA
	Bhaveeka Khatri	Ashoka Business School	2022 - 23	Decimal Point Nasik	3.00 LPA
	Gayatri Borhade	Ashoka Business School	2022 - 23	Decimal Point Nasik	3.00 LPA
	Khushbu Jain	Ashoka Business School	2022 - 23	Decimal Point Nasik	3.00 LPA
	Kunal Sanap	Ashoka Business School	2022 - 23	Decimal Point Nasik	3.00 LPA
	Manjusha Ahirrao	Ashoka Business School	2022 - 23	Decimal Point Nasik	3.00 LPA
	Nisha Koshti	Ashoka Business School	2022 - 23	Decimal Point Nasik	3.00 LPA
	Pranav Amrutkar	Ashoka Business School	2022 - 23	Decimal Point Nasik	3.00 LPA
	Saloni Shah	Ashoka Business School	2022 - 23	Decimal Point Nasik	3.00 LPA
Sarwartha Asawa	Ashoka Business School	2022 - 23	Decimal Point Nasik	3.00 LPA	
Sayali Wagh	Ashoka Business School	2022 - 23	Decimal Point Nasik	3.00 LPA	



Tejashree Vyavahare	Ashoka Business School	2022 - 23	Decimal Point Nasik	3.00 LPA
Tejashri Mate	Ashoka Business School	2022 - 23	Decimal Point Nasik	3.00 LPA
Ankita Singh	Ashoka Business School	2022 - 23	Decimal Point Nasik	3.00 LPA
Tejas Wagh	Ashoka Business School	2022 - 23	AAJ AAJ ENTERPRISES	3.5 LPA to 4.00LPA
Navneet Labade	Ashoka Business School	2022 - 23	AAJ AAJ ENTERPRISES	3.5 LPA to 4.00LPA
Swaraj Bagul	Ashoka Business School	2022 - 23	AAJ AAJ ENTERPRISES	3.5 LPA to 4.00LPA
Simran Asija	Ashoka Business School	2022 - 23	Mufront Technologies	3.50 LPA
Megha Nair	Ashoka Business School	2022 - 23	Peritus Control	2.75 LPA
Omkar Thorat	Ashoka Business School	2022 - 23	ESDS	1.80 LPA
Vaibhav Aher	Ashoka Business School	2022 - 23	CITILINK	2.8 LPA
Rashi Shukla	Ashoka Business School	2022 - 23	HDFC Mutual	3.2 LPA
Kajol Choudhari	Ashoka Business School	2022 - 23	HDFC Mutual	3.2 LPA
Rohit Patole	Ashoka Business School	2022 - 23	Writer Information	2.50 LPA +Inct
Shubham Wagh	Ashoka Business School	2022 - 23	Writer Information	2.50 LPA +Inct
Mr. Vedant Dani	Ashoka Business School	2022 - 23	NIVA BUPA Health Insurance	4.62 LPA
Mr. Gokul Jorwar	Ashoka Business School	2022 - 23	NIVA BUPA Health Insurance	4.62 LPA
Mr. Vaibhav Sarkate	Ashoka Business School	2022 - 23	NIVA BUPA Health Insurance	4.62 LPA
Ms. Nikita Jadhav	Ashoka Business School	2022 - 23	NIVA BUPA Health Insurance	4.62 LPA
Ms. Mayuri Rawat	Ashoka Business School	2022 - 23	NIVA BUPA Health Insurance	4.62 LPA
Ms. Mansi Kulkarni	Ashoka Business School	2022 - 23	NIVA BUPA Health Insurance	4.62 LPA
Ms. Gayatri Desai	Ashoka Business School	2022 - 23	NIVA BUPA Health Insurance	4.62 LPA
Ms. Akansha Wakadkar	Ashoka Business School	2022 - 23	NIVA BUPA Health Insurance	4.62 LPA
Abhishek Raju Sadaphule	Ashoka Business School	2022 - 23	ICICI Securities	3.24 LPA
Monalisa Mishra	Ashoka Business School	2022 - 23	D3 Systems	1.32 LPA
Dishiti Thakkar	Ashoka Business School	2022 - 23	Courtyard by Marriot	2.16 LPA
Mansi Kabra	Ashoka Business School	2022 - 23	Soil Charger Technology	1.2 LPA
Aniket Sharad Sonawane	Ashoka Business School	2022 - 23	Babaji Shivram	2.93 LPA

	Mr Gaurav Joshi	Ashoka Business School	2022 - 23	INDIAMART Mumbai	3.90 LPA + Incent
	Sarwartha Asawa	Ashoka Business School	2022 - 23	HDFC Securities	2.32 LPA
	Anagha Joshi	Ashoka Business School	2022 - 23	eClerx	2.19 LPA



**IQAC Coordinator**  
COORDINATOR  
Internal Quality Assurance Cell  
Ashoka Business School, Nashik



**Director In-Charge**  
DIRECTOR  
Ashoka Business School  
Nashik



**16 April, 2021**

**To  
Zeeshan Quazi**

**Dear Zeeshan,**

Congratulations! It gives me immense pleasure to invite you as an HR Intern at Digital Impact Square (DISQ).

DISQ provides a unique opportunity to discover your potential and develop into a thought-leader, while creating a huge impact on the lives of people. At DISQ you will be joining the core Innovation team. You will also:

- Have the opportunity to create your own start-up in a conducive ecosystem consisting of government, academia, industry and citizens; whose lives will be enhanced through your innovation
- Learn and experience leading methods in design, agile, entrepreneurship and get an exposure to latest technologies. Develop solutions which integrate with the physical world applying your non-technology skills
- Work at a world-class innovation center

Your association with DISQ would be for a period of 6-8 months, and you would be paid a stipend of **Rs. 10,000/- month.**

I am sure you will find the environment at our innovation center conducive to impact billions of lives. I wish you the best and exhort you to make the best use of this unique opportunity.

Regards,

*anil sharma*

Anil Sharma,  
Head of Digital Impact Square

**DIGITAL IMPACT SQUARE**

(A Unit of TCS Foundation)

4<sup>th</sup> Floor, Ashoka Business Enclave, Plot No.1, Survey No 113/2/A,  
Indiranagar-Wadala Road, Wadala Shivar, Nashik.  
Registered Office : 9<sup>th</sup> Floor, Nirmal Building, Nariman Point, Mumbai 400021  
Tel 91 22 6778 9595 e-mail [tcs.foundation@tcs.com](mailto:tcs.foundation@tcs.com)  
Corporate Identification No. (CIN) : U74999MH2015NPL262710



Date : 20th Feb 2021

To

Ms Swati Dahad  
Nashik

With pleasure, we communicate our intent to offer a position of Creative Designer (Intern) with Publikcity Media Pvt Ltd. Our offer stands as mentioned:

Work Location: Nashik (Maharashtra)  
Net Remuneration will be as per our discussion.

Date of Joining: 1st March 2021

This is a Creative Profile and as discussed, you will responsible for Creatives, Graphics, Designs development in for the Organization and its clients...

As per our Human Resource Policies, You are required to submit/mail us following photocopies of documents as mentioned:

1. Aadhar Card
2. PAN Card
3. 2 Photos
4. Last Experience Letter
5. Latest Salary Slip
6. Educational Qualification Documents
7. Current Address Proof (Electricity Bill, Rent Agreement etc)

We welcome you on board and believe that our association will be mutually beneficial and growth oriented for you and Organization as well. Please confirm your joining within three working days by email.

Please feel free to communicate with us for any further information or clarification...  
Wishing you a great endeavor in new role....

Warm Regards  
Publikcity Media Pvt. Ltd.  
Nashik



26-Apr-2021

**Saurabh Akhilesh Tiwari**

**Emp. Code: UCT0313**

**Designation: Business Development Associate**

**Location: Nashik**

**Reg.: Extension of Employment Contract**

This is to inform you that your employment contract which was due to expire on **30-Apr-2021** has been extended to **31-Jul-2021**.

Your terms of appointment and retention with the company remain the same as given in your appointment letter issued to you at the time of joining.

Please sign the duplicate of this letter as a token of acceptance.

Thanking you,

Yours sincerely

For Intellect Support Services Pvt. Ltd



Authorized Signatory

**INTELLECT SUPPORT SERVICES PRIVATE LTD.**

Regd. off. : **a-47, LGF hanz khas, new delhi- 110016 india**

**tel. : 011-41655400 fax : +91-11-26967365**

Corporate Off. : **C-43, Sector-8, NOIDA -201301**

**tel. : 0120-4049100 fax : +91-120-2422777**

# Internship Agreement

**Mansi Shinde**

**UrbanClap Technologies India Pvt. Ltd**

Corporate Office  
Plot No 416, Udyog Vihar Phase III,  
Sector 20 Gurugram 122016

Registered Office  
R-5, PNR House Green Park Market  
New Delhi 110016



## INTERNSHIP AGREEMENT

This Internship Agreement (“**Agreement**”) is executed on 22-Mar-21 between:

**UrbanClap Technologies India Private Limited**, a company incorporated under the Companies Act, 2013, having its corporate office at 5<sup>th</sup> Floor, Sewa Tower, Plot No.19, Udyog Vihar – IV, Gurgaon - 122005 (“**Urban Company**” or “**Company**”) (which expression shall unless repugnant to the context or meaning thereof, include its successors and permitted assigns) of the **FIRST PART**;

**AND**

**Mansi Shinde** (hereinafter referred to as “**Intern**”), which expression shall, unless repugnant to the context or meaning thereof, be deemed to include his/ her successors, legal heirs and permitted assigns) of the **SECOND PART**.

**WHEREAS:**

The Company wishes to hire the Intern for an internship with the Company for the duration of the Term (*as defined below*), and the Intern is desirous of interning with the Company, upon the terms and conditions hereinafter set forth.

**NOW, THEREFORE**, in consideration of the premises and other good and valuable consideration, receipt of which is hereby acknowledged, the Parties hereto agree as follows:

1. The Intern’s internship with the Company will begin on 22-Mar-21 and end on 21-Apr-21, unless terminated earlier in accordance with this Agreement (“**Term**”). The Term of this internship may further be extended for such period and on such terms as the Parties may mutually decide. The internship shall come to an end upon the expiry of the Term and/or the renewal period thereof.
2. The Intern agrees to perform any and all work, tasks, assignments, deliverables, etc. allotted to the Intern with utmost sincerity, integrity and to the best of his/ her ability.
3. The Company shall pay the Intern a symbolic stipend of 10000/ per month. Since the primary purpose of this internship is to provide the Intern with an educational experience, the Intern agrees that the stipend being paid by the Company is symbolic in nature and is a token of the Company’s goodwill.



**UrbanClap Technologies India Pvt. Ltd**

Corporate Office  
Plot No 416, Udyog Vihar Phase III,  
Sector 20 Gurugram 122016

Registered Office  
R-5, PNR House Green Park Market  
New Delhi 110016

4. During the Term, the Intern shall not engage in any other internship or act in any way, which conflicts with the Intern's duties and obligations towards Urban Company.

5. The Intern agrees that Urban Company shall not be held responsible for the Intern's absenteeism at his or her college/academic institution during or after the internship.

6. The Intern shall disclose to the Company on the Execution Date, or upon discovery, whichever is earlier, all material and relevant information, which may either affect the Intern's internship with Urban Company currently or in the future or may be in conflict with the terms of the Intern's internship with Urban Company, either directly or indirectly. If at any time during the Term, Urban Company becomes aware that the Intern has suppressed any material or relevant information required to be disclosed by the Intern, then Urban Company reserves the right to forthwith terminate the Agreement without any notice and without any obligation or liability to pay the stipend to the Intern irrespective of the duration that the Intern may have been hired for as an Intern by Urban Company.

7. The Intern agrees to conform to and comply with Urban Company policies and such other directions and orders as may from time to time be given by Urban Company.

8. Matters such as the Intern's working hours, leave entitlements etc. shall be governed by the Company policies in force from time to time and as applicable to the Intern.

9. **Confidentiality:** The Intern understands and acknowledges that the Company has disclosed or may disclose confidential information relating to, but not limited to, the business operations of the Company, during the course of the Intern's internship with the Company. The Intern agrees to maintain the confidence of such confidential information and shall be bound by the Non-Disclosure Agreement executed on an even date by and between the Company and the Intern.

10. **Intellectual Property:** During the internship, the Intern may develop concepts or materials which give rise to intellectual property rights.

The Intern agrees:

- a. that the Company will own all of these intellectual property rights;
- b. where applicable, the Intern shall assign to the Company any of these intellectual property rights (including any future rights) on a worldwide basis;
- c. to irrevocably waive any moral rights that the Intern may hold in any materials concepts or ideas the Intern creates during his or her internship with the Company; and
- d. to execute any further appropriate documents, instruments or undertakings that are required by the Company (or any Urban Company Group member, if required) to give effect to these obligations.

11. Either party may terminate the Agreement by providing after providing the other with 3 (three) business days' prior written notice:

## UrbanClap Technologies India Pvt. Ltd

Corporate Office  
Plot No 416, Udyog Vihar Phase III,  
Sector 20 Gurugram 122016

Registered Office  
R-5, PNR House Green Park Market  
New Delhi 110016

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Notwithstanding anything aforesaid, termination by the Intern shall be subject to the satisfactory completion of all the Intern's existing duties, obligations and projects as well as proper handover and assistance to the Intern's supervisor.

At the time of termination of the internship, if there are any dues due to the Company from the Intern, the same may be adjusted by the Company against any money due to the Intern from Urban Company on account of stipend, or any other such payments.

Additionally, the Company shall have the right to terminate the Agreement with immediate effect in the event the Intern is accused of committing fraud, misconduct, wilful negligence, breaching the non disclosure agreement entered into between the Company and the Intern or violating any company policy that may be applicable to the Intern.

**12. Protection and Proper use of Company Assets:** The Intern must strive to preserve and protect Company's assets and resources and to ensure their efficient use. In addition, the Intern shall not engage in personal activities during work hours that interfere with or prevent the Intern from fulfilling his or her job responsibilities.

a. **Personal Use of Corporate Assets:** The Intern shall use Company's property for legitimate business purposes to further the Company's business interests. The Intern shall not use or take Company's equipment, computers, telephones, supplies or services, except in the normal course of the internship, without the approval of the Intern's supervisor.

b. **Use of Company Computers, Software and Email:** Company's computer resources, which include the electronic mail system, belong to Company. The Intern shall use the Email and the internet only in situations related to the Intern's work assignments. The Intern should not use these resources for amusement, solicitation, or other non-business purposes.

**13. Costs:** All out of pocket expenses incurred by the Intern shall be reimbursed to the Intern by the Company provided the Intern obtains the prior written consent of the Company to expressly incur such cost, and furnishes adequate proof of such cost incurred.

**14. Monitoring and surveillance of Urban Company systems:** All Urban Company systems and equipment are monitored for purposes including detection and prevention of fraudulent activities. The Intern's communications and access to official assets/ equipment are not private and monitoring may take place for work-related, security or other investigatory purposes. For security purposes, the Company may monitor such emails or such telephone conversations as it may consider appropriate and may access recorded information in the case of a security or other investigation. The Intern is aware that any private discussions made on these lines may be intercepted and the Intern's personal privacy is not guaranteed.

**15. Severability:** If any part of this Agreement is found to be illegal or unenforceable by any court of law or any competent governmental or other authority, the remaining parts of the Agreement will be severable and enforceable in accordance with their terms, so long as they do not fail their

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New Delhi 110016

A handwritten signature in black ink, appearing to read 'Mansi'.



essential purpose. The Parties agree to negotiate in good faith to replace any such illegal or unenforceable part with suitable substitute provisions which will maintain as far as possible the purposes and the effect of this Agreement.

16. **Miscellaneous:** Nothing in this Agreement shall be construed to create a partnership, employer-employee or an independent contractor relationship between the Company and the Intern. Further, the Intern does not have the authority to bind Company in any manner whatsoever.

17. Nothing in this Internship Agreement shall be construed to mean or represent an offer of employment with the Company or a commitment to offer employment to the Intern by the Company.

18. **Governing Law:** The Parties agree that the interpretation and enforcement of this Agreement shall be governed by the laws of India and the courts of Delhi shall have an exclusive jurisdiction to try the matters arising out of this Agreement.

This is to certify that I have read this Agreement and understood all the terms and conditions mentioned therein and I hereby accept and agree to abide by them:

A handwritten signature in black ink, appearing to read 'Mansi'.

(Sign)

Name: mansi shinde

Date: 22/03/21

## UrbanClap Technologies India Pvt. Ltd

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New Delhi 110016

## Non-Disclosure Agreement

### UrbanClap Technologies India Private Limited

THIS AGREEMENT is made on	22-Mar-21
---------------------------	-----------

This Agreement ("NDA") is made and entered into on 22-Mar-21 ("Effective Date"), by and between **UrbanClap Technologies India Private Limited**, a company incorporated under the Companies Act, 2013, having its corporate office at 5<sup>th</sup> Floor, Sewa Tower, Plot No.19, Udyog Vihar – IV, Gurgaon – 122005 (“**Disclosing Party**”) and Mansi Shinde (“**Receiving Party**”).

The Disclosing Party and the Receiving Party, together shall be referred to as “**Parties**” and individually as “**Party**”.

#### RECITALS

**WHEREAS** The Receiving Party understands and acknowledges that the Disclosing Party has disclosed or may disclose information relating to but not limited to the business operations of the Company during the course of the Receiving Party’s internship at UrbanClap Technologies India Private Limited.

**WHEREAS**, the Parties wish to protect the confidential Information which may be disclosed by the Disclosing Party.

#### OPERATIVE PROVISIONS

##### 1. Definition of Confidential Information

(a) For purposes of this NDA, “**Confidential Information**” means any data or information that is proprietary to the Disclosing Party and not generally known to the public, whether in tangible or intangible form, whenever and however disclosed, including, but not limited to:

*i. Any marketing strategies, plans, financial information, or projections, operations, sales estimates, business plans and performance results relating to the past, present or future business activities of the Disclosing Party, its affiliates, subsidiaries and/or affiliated companies;*

## UrbanClap Technologies India Pvt. Ltd

Corporate Office  
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New Delhi 110016



- ii. Plans for products or services, and customer or supplier lists;*
- iii. Any scientific or technical information, invention, design, process, procedure, formula, improvement, technology or method, processes, business results, products, patent applications, and other proprietary information;*
- iv. Any concepts, reports, data, know-how, works-in-progress, designs, development tools, specifications, computer software, source code, object code, flow charts, databases, information and trade secrets, specifications, drawings, sketches, models, samples, tools, business or technical information, or any other such related information; and*
- v. Any other information that should reasonably be recognized as Confidential Information of the Disclosing Party. Confidential Information need not be novel, unique, patentable, copyrightable or constitute a trade secret in order to be designated Confidential Information.*

The Receiving Party acknowledges that the Confidential Information is proprietary to the Disclosing Party, has been developed and obtained through great efforts by the Disclosing Party and that Disclosing Party regards all of its Confidential Information as trade secrets.

(b) Confidential Information shall not include information which:

- i. was in the Receiving Party's lawful possession prior to the disclosure, as clearly and convincingly corroborated by written records, and had not been obtained by the Legal Advisor either directly or indirectly from Urban Company;*
- ii. Becomes rightfully known to the Receiving Party from a third-party source not known (after diligent inquiry) to be under an obligation by the Receiving Party to Disclosing Party to maintain confidentiality;*
- iii. Is or becomes publicly available through no fault of or failure to act by the Receiving Party in breach of this NDA;*
- iv. Is required to be disclosed in a judicial or administrative proceeding, or is otherwise requested or required to be disclosed by law or regulation, although the requirements of Clause 4 (below) hereof shall apply prior to any disclosure being made; and*
- v. Is or has been independently developed by the Receiving Party without violation of the terms of this NDA or reference or access to any Confidential Information.*

### **3. Use of Confidential Information**

The Receiving Party agrees to use the Confidential Information solely in connection with the current or contemplated business relationship between the Parties and not for any purpose other than as authorized by this NDA without the prior written consent of an authorized representative of the

**UrbanClap Technologies India Pvt. Ltd**

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Sector 20 Gurugram 122016

Registered Office  
R-5, PNR House Green Park Market  
New Delhi 110016

A handwritten signature in black ink, appearing to read 'Anurag'.

Disclosing Party. No other right or license, whether expressed or implied, in the Confidential Information is granted to the Receiving Party hereunder. Title to the Confidential Information will remain solely in the Disclosing Party. All use of Confidential Information by the Receiving Party shall be for the benefit of the Disclosing Party and any modifications and improvements thereof by the Receiving Party shall be the sole property of the Disclosing Party.

#### **4. Compelled Disclosure of Confidential Information**

With due regard to the above, the Receiving Party may however still disclose Confidential Information pursuant to any governmental, judicial, or administrative order, subpoena, discovery request, regulatory request or similar method. This would however be subject to the provision that the Receiving Party promptly notifies the Disclosing Party in writing of such demand for disclosure so that the Disclosing Party, at its sole expense, but with the assistance of the Receiving Party, may seek to make such disclosure subject to a protective order or other appropriate remedy to preserve the confidentiality of the Confidential Information.

The Receiving Party agrees that it shall not oppose and shall cooperate with efforts by the Disclosing Party with respect to any such request for a protective order or other relief.

If the Disclosing Party is unable to obtain or does not seek a protective order and the Receiving Party is legally requested or required to disclose such Confidential Information, disclosure of such Confidential Information may be made without liability.

**5. Term:** The duration of this agreement shall be co-terminous with the Internship Agreement executed by and between the Receiving Party and the Disclosing Party on even date. The Receiving Parties' obligation to hold in confidence the Confidential Information that was disclosed during the term shall remain in effect indefinitely.

#### **6. Remedies**

Both Parties acknowledge that the Confidential Information to be disclosed hereunder is of a unique and valuable character, and that the unauthorized dissemination of the Confidential Information would destroy or diminish the value of such information. Therefore, both Parties hereby agree that the Disclosing Party shall be entitled to injunctive relief preventing the dissemination of any Confidential Information in violation of the terms hereof. Such injunctive relief shall be in addition to any other remedies available hereunder, whether at law or in equity. Further, in the event of a lawsuit relating to this NDA, the prevailing Party shall be entitled to recover its reasonable attorney's fees and expenses as well.

#### **7. Return of Confidential Information**

The Receiving Party shall immediately return and redeliver to the Disclosing party, all tangible material embodying the Confidential Information provided hereunder and all notes, summaries, memoranda, drawings, manuals, records, excerpts and/or derivative information deriving there from and all other documents or materials etc. ("**Notes**") (and all copies of any of the foregoing, including "**copies**" that have been converted to computerized media in the form of image, data or word

**UrbanClap Technologies India Pvt. Ltd**

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processing files either manually or by image capture) based on or including any Confidential Information, in whatever form of storage or retrieval.

The same will be effective on:

*i. The termination of this NDA; or*

*ii. At such time as the Disclosing Party may so request. In such a case, the Receiving Party, with the written consent of the Disclosing Party may immediately destroy any of the foregoing embodying Confidential Information and, upon request, certify in writing of such destruction.*

## **8. Notice of Breach**

The Receiving Party shall notify the Disclosing Party immediately upon discovery of any unauthorized use or disclosure of Confidential Information by the Receiving Party, or any other breach of this NDA by the Receiving Party, and will cooperate with efforts by the Disclosing Party to help the Disclosing Party regain possession of Confidential Information and prevent its further unauthorized use.

## **9. Miscellaneous**

(a) This NDA constitutes the entire understanding between the Parties and supersedes any and all prior or contemporaneous understandings and agreements, whether oral or written, between the Parties, with respect to the subject matter hereof. This NDA can only be modified by a written amendment signed by the Company.

(b) The validity, construction and performance of this NDA shall be governed and construed in accordance with the laws of the Union of India as applicable to contracts made and to be wholly performed within such state, without giving effect to any conflict of laws provisions thereof. The courts located in the state of Delhi shall have sole and exclusive jurisdiction over any disputes arising under the terms of this NDA .

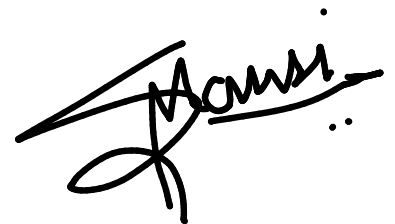
(c) Although the restrictions contained in this NDA are considered by the Parties to be reasonable for the purpose of protecting the Confidential Information, if any such restriction is found by a court of competent jurisdiction to be unenforceable, such provision will be modified, rewritten or interpreted to include as much of its nature and scope as will render it enforceable. If it cannot be so modified, rewritten or interpreted to be enforceable in any respect, it will not be given effect, and the remainder of the NDA will be enforced as if such provision was not included.

(d) Any notices or communications required or permitted to be given hereunder may be delivered by hand, deposited with a nationally recognized overnight carrier, electronic-mail, or mailed by certified mail, return receipt requested, postage prepaid, in each case, to the address of the other party first indicated above (or such other addresses as may be furnished by a party in accordance with this paragraph).

**UrbanClap Technologies India Pvt. Ltd**

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New Delhi 110016

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(e) The Disclosing Party may directly or indirectly assign or transfer its obligations and rights under this NDA by operation of law or otherwise without the prior written consent of the Receiving Party. The Receiving Party however shall not have the right to directly or indirectly assign or transfer its obligations and rights under this NDA without the prior written consent of the Disclosing Party. All obligations

contained in this NDA shall extend to and be binding upon the Parties to this NDA and their respective successors, assigns and designees.

(h) Paragraph headings used in this NDA are for reference only and shall not be used or relied upon in the interpretation of this NDA.

*(Signature page follows)*

**IN WITNESS WHEREOF**, the parties hereto have executed this NDA as of the date first above written

<b>[Disclosing Party]</b>	<b>[Receiving Party]</b>
Sign:	Sign:
Name: Sana Nayyar	Mansi Shinde
Title: Vice President – People Operations of UrbanClap Technologies India Private Limited	Title: Intern

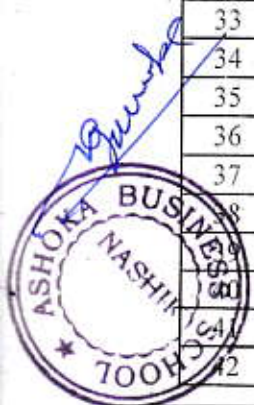
## UrbanClap Technologies India Pvt. Ltd

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New Delhi 110016

**Placement Record Batch 2017-19 (A.Y. 2018-19)**

No	Name of the Student	Shortlisted for /Placed at	Package
1	APURVA ANANT NIKUMBH	Kotak Mahindra Bank	240000
2	BHAGYASHREE JAYANT RAUT	IDBI Bank	280000
3	DEEPAVALI ASHOK PANCHAL	Jindal Polyfilms	250000
4	DEVANG J DHOLU	Property Pistol	780000
5	DHANASHRI SANJAYRAO DESHMUKH	Supreme Equipments	180000
6	JAGRUTI UMESH DHARMADHIKARI	ICICI Bank	300000
7	PALAK KUSHAL JAIN	OYO Rooms	350000
8	POOJA ESHWAR MISAL	HDFC	240000
9	PRAMOD TRILOKI VISHWAKARMA	BK Financial Services	180000
10	PRASAD DILIP DANDANE	Just Dial	250000
11	RASIKA VIJAYKUMAR KARVA	ICICI Bank	300000
12	RITU VIJAY CHAVAN	Machine House	250000
13	ROHINI KRUSHNA JAGTAP	Ahire Machines	230000
14	RUPALI NANDU NEHE	Ujjwal Autowheels Pvt. Ltd	240000
15	SANJYOT GURUDATTA BHATI	Profit Mart	200000
16	SAYALI SUNIL PAGARE	Dhumal Industries	180000
17	SHAIENDRAPRATAP AJAYKUMAR SINGH	Zomato	450000
18	SHUBHAM DILIP JAGTAP	ALF Engineering	240000
19	SHUBHAM PRAMOD JADHAV	NCME	450000
20	VAIBHAV SOMNATH MURTADAK	Armstrong	180000
21	VINOD GOKUL PATIL	Kotak Mahindra Bank	240000
22	YASH SUNIL KOCHAR	Make My Money Work	200000
23	ABHILASH BALU YEOLE	Truetech Vision India Pvt Ltd	200000
24	ABHISHEK MOHAN DESHPANDE	ICICI Bank	300000
25	AHMED TAUSEEF WASIM	Just Dial	250000
26	AKSHAYA ANIL MORE	LTP Solutions	250000
27	ANSHU PARESHKUMAR WANI	Kotak Mahindra Bank	240000
28	HARSHALI PRAVIN JAIN	Karvy	240000
29	HITESH NARAYAN BHATIA	Hathchiko	250000
30	JAYESH ULHAS SULOCHANE	Just Dial	250000
31	KANCHAN ANIL PATIL	Just Dial	250000
32	KUMUDEENI SUDHIR SAWANT	Persistence	180000
33	MAYUR NAMDEO JAGDEO	Just Dial	250000
34	MEGHNA NANDRAJ JADHAV	Karvy	240000
35	MIT ARVIND KHANDHAR	ICICI Bank	300000
36	MITESH RAMESH SOMAIYA	Kotak Mahindra Bank	240000
37	MOUNICA MANOHARA SWAMY KALLURI	ICICI Bank	300000
38	NIKHIL JAGADISH KELUSKAR	Machine House India	300000
39	PRINCY KUMARI	Siva Sai Exports	220000
40	SHUBHAM RAMESH BOSE	LTP Solutions	200000
41	SHUBHAM VILAS JADHAV	Mahindra Sona	200000
42	SUNEET SUBHASH KHARE	Flipkart	300000





PRIVATE AND CONFIDENTIAL

Reference No. - 1383892613

Applicant ID - 3774386

23-Aug-2019

Abhishek Mohan Deshpande

Dear Abhishek,

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

Please find enclosed the job offer letter.

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

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

E-Mail Address : jayshree.jain@icicibank.com

Telephone No. :

Yours sincerely,

Jayshree Jain

**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](http://www.icicibank.com)  
CIN.: L65190GJ1994PLC021012

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





Date: 6<sup>th</sup> August 2019

To,

**Ms. Princy Kumari**

Flat No 8, Sumangal Apartment, Vastu Park,  
Jai Bhavani Road, Nashik Road  
Nashik – 422 101.

**Sub: Offer Letter**

**Dear Ms. Princy,**

With reference to your application dated 28/06/2019 for the post of Executive - HR in HR & Admin Dept. in our organization and subsequent interview you had with us, Company is pleased to offer you the post of "Executive - HR" in HR & Admin Department with following terms and conditions:

1. With effect from **6<sup>th</sup> August, 2019** You will be placed on probation for a period of **6 months** from the date of your joining.
2. While on probation you will be entitled to receive gross salary of **Rs. 15,000 (Fifteen Thousand Only)** per month details of which are mentioned in Annexure A, B, C & D attached with this letter.
3. While on probation you will perform your duties assigned to you, including any other work assigned to you by your superiors.
4. On expiry of the above probation period or extension thereof unless you are confirmed in writing you will be deemed on probation.
5. During your probation, your ability and performance will be under trial. If during probation management is not satisfied with your ability or performance, your services are liable to be terminated with one-month notice period and without assigning any reason.
6. On completion of your probation or on completion of the extended period of probation, your probation will come to an end. In case you do not get such letter of termination this letter itself will be treated as termination letter.

Either party can discontinue your period of probation by giving one-month notice. In case of reduction in notice period the decision of management of company will be final and the management may allow reduction in notice period provided that either party make payment for the remaining days in lieu of notice.

In case of failure in giving one-month notice period, cheque submitted of Rs. 15,000 will be deposited in our account without your consent.

7. In order to give you wider exposures during probation, you may be transferred to any other section or department in the same establishment or you may be transferred to any other establishment (existing or which may be set up in future) under the same management anywhere in the country without any additional benefits. While on probation at the transferred place you will be governed by the rules applicable at the place of transfer.



8. On satisfactory completion of your probation and if found suitable, you will be placed in a suitable grade and will be confirmed in writing.
9. You shall not, at any time divulge any information relating to the business of the Company which may become known to you by reason of your appointment, to any customer, agent (s) of any other business concern save and so far as such disclosure shall be in the interest of the Company and you shall be true and faithful to the Company in all dealings and transactions whatsoever relating to Company's business.
10. You shall not, without the Company's consent during your appointment or thereafter, disclose nor use any secret or confidential information acquired by you during the course of your appointment relating to the operations of the Company, its corporate parent or any affiliated, associated or controlled concerns of either, including but not limited to manufacturing processes, techniques, formulas, recipes, drawings or apparatus, the results of investigation and experiments made by or on behalf of the Company, customer lists and methods for and results of cost calculations.
11. In case you are found involved in any kind of misconduct or indiscipline your appointment shall be liable to be terminated without notice.
12. You may also be sent on deputation to any other organization under the same management or under different management anywhere in the country.
13. This appointment is based on the information given by you to us in your appointment/personnel data form and otherwise, and shall be considered null and void if a material error/suppression or false detail is discovered therein at any time. In that eventuality, the management can recover the payment made to you towards your remuneration during appointment and your appointment can be terminated without notice.
14. Your continuance will be subject to your remaining physically and mentally fit. As and when required by the management, you will submit yourself to medical examination at the cost of the Company by a physician appointed by the Company for the purpose.
15. On termination of appointment you will hand over any property or article or document entrusted to you by the Company to enable the company to settle your accounts.
16. For Laptop Users: If you are unable to submit Laptop in working condition, cheque for laptop submitted will be deposited in computer bank account.

**For & on behalf of Siva Sai Exports**

**Manoj Chaudhari**

**Sr. Manager HR**

I confirm that the above terms and conditions are correct reproduction of what I have discussed and agreed upon with the management.

**Date:**

**Signature**

**Princy Kumari**



PRIVATE AND CONFIDENTIAL

Reference No. - 1383894246  
Applicant ID - 3774262

21-Aug-2019

MOUNICA KALLURI

Dear MOUNICA,

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

Please find enclosed the job offer letter.

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

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

E-Mail Address : jayshree.jain@icicibank.com

Telephone No. :

Yours sincerely,

Jayshree Jain

**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](http://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. - 1383909118  
Applicant ID - 3770642

27-Aug-2019

Meghna Jadhav

Dear Meghna,

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

Please find enclosed the job offer letter.

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

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

E-Mail Address : jayshree.jain@icicibank.com

Telephone No. :

Yours sincerely,

Jayshree Jain

**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](http://www.icicibank.com)  
CIN.: L65190GJ1994PLC021012

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

**Mayur Jagdeo**  
Pune

**Dear Mayur,**

We are delighted to welcome you to Just Dial and wish you a great career with us.

Reference to our recent discussions, we are pleased to appoint you as **Certified Internet Consultant**, in **G12** on the following terms and conditions:

Your Employee Code is **10074678**.

**Date of Joining and Place of Work**

Your date of joining the employment with Just Dial is **04-03-2019** and your place of posting is **Shirpur**. The Company reserves its right to transfer you to any other location within India or abroad and to any of its subsidiaries or associate companies. You shall abide by the rules and regulations pertaining to the entity where you are posted.

**Compensation**

Your consolidated compensation per annum on Cost to Company basis is **Rs. 259000 (Two lakh fifty nine thousand only)**.

The details of your compensation are as follows:

S.No	Term	Salary	Total
1	First Six Months	Rs.17000 /-p.m.	102000
2	Revised Salary - After Six Months*	Rs.20000 /-p.m.	120000
	<b>Performance Cum Retention Bonus**</b>	<b>Amount</b>	
3	End of 6 Months - One month Salary	17000	17000
4	End of 12 Months - One month Salary	20000	20000
	<b>Total CTC per annum</b>		<b>259000</b>

\* **Revised Salary & Performance cum Retention Bonus (PCRB)** are paid subject to satisfactory performance report at the **end of 6 months** and **12 months** after successful completion of probation in writing.

Further details are given in the **Annexure**.

Incentive or Bonus payout is governed by incentive payout policy circulated and communicated from time to time. The company reserves the right to hold any variable payments including, but not limited to, performance linked incentives/performance based bonuses at its discretion, in case your employment with company is not active on the Incentive payout date. Further, Incentive payout during the notice period shall be determined by the company.

**Mayur Jagdeo**  
Pune

**Dear Mayur,**

We are delighted to welcome you to Just Dial and wish you a great career with us.

Reference to our recent discussions, we are pleased to appoint you as **Certified Internet Consultant**, in **G12** on the following terms and conditions:

Your Employee Code is **10074678**.

**Date of Joining and Place of Work**

Your date of joining the employment with Just Dial is **04-03-2019** and your place of posting is **Shirpur**. The Company reserves its right to transfer you to any other location within India or abroad and to any of its subsidiaries or associate companies. You shall abide by the rules and regulations pertaining to the entity where you are posted.

**Compensation**

Your consolidated compensation per annum on Cost to Company basis is **Rs. 259000 (Two lakh fifty nine thousand only)**.

The details of your compensation are as follows:

S.No	Term	Salary	Total
1	First Six Months	Rs.17000 /-p.m.	102000
2	Revised Salary - After Six Months*	Rs.20000 /-p.m.	120000
	<b>Performance Cum Retention Bonus**</b>	<b>Amount</b>	
3	End of 6 Months - One month Salary	17000	17000
4	End of 12 Months - One month Salary	20000	20000
	<b>Total CTC per annum</b>		<b>259000</b>

\* **Revised Salary & Performance cum Retention Bonus (PCRB)** are paid subject to satisfactory performance report at the **end of 6 months** and **12 months** after successful completion of probation in writing.

Further details are given in the **Annexure**.

Incentive or Bonus payout is governed by incentive payout policy circulated and communicated from time to time. The company reserves the right to hold any variable payments including, but not limited to, performance linked incentives/performance based bonuses at its discretion, in case your employment with company is not active on the Incentive payout date. Further, Incentive payout during the notice period shall be determined by the company.





PRIVATE AND CONFIDENTIAL

Reference No. - 1383899278  
Applicant ID - 3770700

21-Aug-2019

Anshu Wani

Dear Anshu,

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

Please find enclosed the job offer letter.

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

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

E-Mail Address : jayshree.jain@icicibank.com

Telephone No. :

Yours sincerely,

Jayshree Jain

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

Tel.: (91-22) 2653 1414  
Fax: (91-22) 2653 1122  
Website [www.icicibank.com](http://www.icicibank.com)  
CIN : L85190GJ1994PLC021012

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



Date: 28<sup>th</sup> February 2019

Name of Candidate: Mr. Devang Dholu

Subject: Offer Letter

Dear Mr. Devang Dholu,

We have pleasure in offering you a position of "Assistant Sales Manager" at Belapur 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. Over and above this you will be entitled to performance based incentives upon achievements of Targets.

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 month 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 a notice period of 7 days.

Your proposed date of Joining is 01<sup>st</sup> March 2019 or As Agreed.

You are required to adhere to all company policies both during your probation and 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. Devang Dholu

SJD

Annexure I

	Per Month	Annually
Basic Salary	15,250	183000
HRA	1125	13500
Travelling Allowance	800	9600
Additional Pay-out	7825	93900
Monthly CTC	25,000	3,00,000
Indicative Incentive *	40,000	4,80,000
Total CTC (Including Incentive)	65,000	7,80,000

- *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.*





Training Placement Abs <tpcell.abs@aef.edu.in>

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## Gratitude Letter for Participation in ABS Mega Job-Fair 2019

7 messages

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Training Placement Abs <tpcell.abs@aef.edu.in>

Mon, Feb 25, 2019 at 3:08 PM

To: kunal.parkar1@kotak.com, tushar.panicker@kotak.com, mahesh.kalan@kotak.com

Dear Sir/Madam,

We take this opportunity to extend a big thank you for participating in the Mega Job Fair organised by us at Ashoka Business School on 22nd and 23rd February 2019.

We appreciate your taking out your time from your busy schedule to fulfill your requirement of recruitment of candidates. We do hope that you could get the quality of candidates that you were looking for. Please do let us have your feedback on the event conducted by us and suggest areas of improvements, if any, so as to enable us to improve further in our service to the industry in the coming years.

We would appreciate if you could also share with us the number of candidates that you had selected and/or shortlisted during the Job Fair.

We look forward to your continued patronage and support for our mutual benefit in the future also.

Thanks and Regards,  
Prof. Nainesh Mutha  
Training and Placement Cell  
Ashoka Business School, Nashik  
Contact: 8669200229

---

kunal.parkar1@kotak.com <kunal.parkar1@kotak.com>

Mon, Mar 11, 2019 at 5:50 PM

To: tpcell.abs@aef.edu.in

Cc: tushar.panicker@kotak.com, mahesh.kalan@kotak.com

Dear Nainesh,

Attached is the list of the shortlisted candidates.

However, few candidates were supposed to connect with the proposed location and CTC (mentioned in the comments column).

Please confirm with them if they will be interested for the position offered by Thursday.

Will update you regarding rest shortlisted positions by then.

Regards,

Kunal Parkar (Corporate, KMBL)

**From:** Training Placement Abs <tpcell.abs@aef.edu.in>

**Sent:** 25 February 2019 15:09

**To:** Kunal Parkar (Corporate, KMBL) <kunal.parkar1@kotak.com>; Tushar Panicker (Commercial Bank, KMBL) <tushar.panicker@kotak.com>; Mahesh Kalan (Commercial Bank, KMBL) <mahesh.kalan@kotak.com>

**Subject:** Gratitude Letter for Participation in ABS Mega Job-Fair 2019

*""The Sender of this email is from non Kotak domain""*

[Quoted text hidden]

**DISCLAIMER:**

This communication is confidential and privileged and is directed to and for the use of the addressee only. The recipient if not the addressee should not use this message if erroneously received, and access and use of this e-mail in any manner by anyone other than the addressee is unauthorized. If you are not the intended recipient, please notify the sender by return email and immediately destroy all copies of this message and any attachments and delete it from your computer system permanently. The recipient acknowledges that Kotak Mahindra Bank Limited may be unable to exercise control or ensure or guarantee the integrity of the text of the email message and the text is not warranted as to completeness and accuracy. Before opening and accessing the attachment, if any, please check and scan for virus.

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 **Nashik Job Fair.xlsx**  
12K

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**kunal.parkar1@kotak.com** <kunal.parkar1@kotak.com>

Thu, Mar 14, 2019 at 10:02 AM

To: tpcell.abs@aef.edu.in

Cc: tushar.panicker@kotak.com, mahesh.kalan@kotak.com

Dear Nainesh,

Awaiting for the final shortlisting.

Regards,

Kunal Parkar (Corporate, KMBL)

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**From:** Kunal Parkar (Corporate, KMBL)

**Sent:** 11 March 2019 17:50

**To:** 'Training Placement Abs' <tpcell.abs@aef.edu.in>

**Cc:** Tushar Panicker (Commercial Bank, KMBL) <tushar.panicker@kotak.com>; Mahesh Kalan (Commercial Bank, KMBL) <mahesh.kalan@kotak.com>

**Subject:** RE: Gratitude Letter for Participation in ABS Mega Job-Fair 2019

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**kunal.parkar1@kotak.com** <kunal.parkar1@kotak.com>  
To: tpcell.abs@aef.edu.in

Thu, Mar 14, 2019 at 10:13 AM

Okay Nainesh.

[Quoted text hidden]

[Quoted text hidden]

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**Training Placement Abs** <tpcell.abs@aef.edu.in>  
To: kunal.parkar1@kotak.com

Wed, Mar 20, 2019 at 12:41 PM

Hi Kunal,

Please find attached the updated sheet. One of the candidate is not reachable. Please release the offer letters for the rest as soon as possible, as they are constantly in touch with me. Also request you to update regarding the next round schedule of Mr. Siddesh Katkade with Mr. Mahesh Kalan.

Thanks and Regards,  
Prof. Nainesh Mutha  
Training and Placement Cell  
Ashoka Business School, Nashik  
Contact: 8669200229

[Quoted text hidden]

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 **Kotak Nashik Job Fair.xlsx**  
12K

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**kunal.parkar1@kotak.com** <kunal.parkar1@kotak.com>  
To: tpcell.abs@aef.edu.in

Wed, Apr 3, 2019 at 5:52 PM

Hi Nainesh,

As discussed, will share the final update latest by Tuesday once I get the mapping from Area Head.

Regards,

Kunal Parkar (Corporate, KMBL)

[Quoted text hidden]

[Quoted text hidden]





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## Job Description - Karvy Stock Broking Ltd

1 message

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equityadvisor <equityadvisor@karvy.com>  
To: "tpcell.abs@aef.edu.in" <tpcell.abs@aef.edu.in>

Fri, May 17, 2019 at 4:29 PM

Hi Nainesh,

on the date 20 Monday may 2019 candidates need to join from your campus but we are not able to connect them so can you please inform the candidates and rivert me back

Regards,

D.Synthiya

---

**From:** equityadvisor  
**Sent:** Wednesday, April 03, 2019 4:10 PM  
**To:** 'Training Placement Abs'  
**Subject:** Job Description - Karvy Stock Broking Ltd

Hi Nainesh,

3 candidates are selected for the role of equity advisor below are the names of the candidates, there joining would be after 15 may

- 1.Mitesh
- 2.Meghana
- 3.Apurva

Regards,

D.Synthiya



**Tauseef Ahmad**  
**Pune**

**Dear Tauseef,**

We are delighted to welcome you to Just Dial and wish you a great career with us.

Reference to our recent discussions, we are pleased to appoint you as **Certified Internet Consultant**, in **G12** on the following terms and conditions:

Your Employee Code is **10072194**.

**Date of Joining and Place of Work**

Your date of joining the employment with Just Dial is **07-01-2019** and your place of posting is **Nashik**. The Company reserves its right to transfer you to any other location within India or abroad and to any of its subsidiaries or associate companies. You shall abide by the rules and regulations pertaining to the entity where you are posted.

**Compensation**

Your consolidated compensation per annum on Cost to Company basis is **Rs. 259000 (Two lakh fifty nine thousand only)**.

The details of your compensation are as follows:

S.No	Term	Salary	Total
1	First Six Months	Rs.17000 /-p.m.	102000
2	Revised Salary - After Six Months*	Rs.20000 /-p.m.	120000
	<b>Performance Cum Retention Bonus**</b>	<b>Amount</b>	
3	End of 6 Months - One month Salary	17000	17000
4	End of 12 Months - One month Salary	20000	20000
	<b>Total CTC per annum</b>		<b>259000</b>

\* **Revised Salary & Performance cum Retention Bonus (PCRB)** are paid subject to satisfactory performance report at the **end of 6 months** and **12 months** after successful completion of probation in writing.

Further details are given in the **Annexure**.

Incentive or Bonus payout is governed by incentive payout policy circulated and communicated from time to time. The company reserves the right to hold any variable payments including, but not limited to, performance linked incentives/performance based bonuses at its discretion, in case your employment with company is not active on the Incentive payout date. Further, Incentive payout during the notice period shall be determined by the company.



## **Probation**

You shall be on probation for a period of six months from the date of your joining. On satisfactory completion of the probationary period, your services will be confirmed in writing. You will be deemed to be on probation until issuance of confirmation letter.

## **Hours of Work**

You shall abide by the policy on working days and working hours as applicable to you and this can be reviewed from time to time based on business exigencies. You shall have no objection to working on shifts or staggered shift duty hours, if required.

## **Good Faith and Confidentiality**

During your employment with the Company, you will devote the whole of your energies to your work and you will not - directly or indirectly - carry-on or engage or be interested in any other business or trade or employment or project or assignment of any nature, regardless of whether it has a monetary benefit or not.

You shall not induce, recruit or solicit, either directly or indirectly, any employee or client or customer of the Company for a period of 12 months from the date of your separation from the Company.

You shall keep all confidential information that comes to your knowledge during your employment with us and shall not use or disclose or attempt to disclose any of the secrets or confidential information of the Company or its subsidiaries or associated companies to any person - internal or external - or to any agency or entity, except as authorized or required by your duties.

You will be also responsible for the safekeeping and return in good condition and order, of all Company assets-hardware and software - including Books, Documents, Files, Digital products like CD's and DVD's, Credit and Debit Cards, Passwords or Authorization Codes, etc., which will be in your use, custody or charge during your employment with us.

## **Inventions and Patents**

All inventions, creations, developments, improvements and any or all work done by you either your employment with the Company shall remain the property of and singly or jointly during vested in the Company.

The Company reserves the right to obtain copy right or patent registration of any invention, creation, development or improvement of any work done by you either singly or jointly during your employment with us.

You will execute all papers and documents that may be necessary to obtain patents or copyrights in favour of the Company.

## Termination of Employment

Your services may be terminated any time during the probationary period by giving 15 days notice in writing by either side and without assigning any reasons thereof.

Your services may be terminated after confirmation by giving 30 days notice in writing by either side in accordance with Notice Period Policy.

If you leave the employment of the company without giving the required notice as per Notice Period Policy, then you will have to pay the payment in lieu of notice period, otherwise, we shall have the right to recover/deduct/adjust the same from your salary/legal dues, if any, against the unserved notice period as per Notice Period Policy and any other dues payable by you to the company.

In case of absconding or unauthorized absence from work or non-submission of resignation as per Exit Policy, the Company reserves the right to hold all your legal dues till all the formalities will be completed and also recover/deduct/adjust the same from your legal dues, if any other dues payable by you to the company.

## Jurisdiction

It is agreed that all disputes between you and the Company shall have jurisdiction of the courts in Mumbai. All other terms and conditions shall be as per the general or specific rules of the Company in force from time to time.

## Period of Employment

The age of retirement shall be 58 years and on superannuation you shall be entitled to such benefits as are available under the law and/or the rules framed by the Company.

## General

Please note that individual salary is a confidential matter and not to be discussed with any other employee.

You will keep us informed of any change in your mobile phone number or your residential address or your marital status.

Please sign and return the duplicate copy of this letter in token of your acceptance of the terms and conditions contained therein.

Yours sincerely,  
For Just Dial Ltd.

*Madhulika*

Madhulika Singh

Head - Human Resources, Pune



Annexure:-

**Just Dial Ltd. - Compensation Package**

Annexure - Just Dial Ltd Compensation Structure		
Employee Name	Tauseef Ahmad	
Department	Sales	
Grade	G12	
Designation	Certified Internet Consultant	
Effective Date	07-01-2019	
CTC	259000/- per annum	
Pay structure	CTC	Revised CTC
Fixed Components		
Basic	5100	6000
House Rent Allowance (HRA)	3060	3600
Departmental Allowance	2125	2500
Desk Allowance	2125	2500
Personal Allowance	1883	2215
<b>Salary (C1)</b>	<b>14293</b>	<b>16815</b>
Statutory Components		
Employer PF Contribution	612	612
Employer ESIC Contribution	679	799
<b>Benifits(c2)</b>	<b>1291</b>	<b>1519</b>
Reimbursements		
Sodexo		
Conveyance Reimbursement		
Fuel Reimbursement		
<b>Reimbursements(c3)</b>	<b>0</b>	<b>0</b>
Statutory Bonus	1416	1666
<b>CTC (Total C1+C2+C3 + Statutory Bonus)(a)</b>	<b>17000</b>	<b>20000</b>
Deductions		
Employee PF Contribution	612	720
Employee ESIC Contribution	251	295
<b>Total Deductions (b)</b>	<b>863</b>	<b>1015</b>
<b>Net Take Home {a - b - C2}</b>	<b>14846</b>	<b>17466</b>
<b>Total CTC</b>	<b>17000</b>	<b>20000</b>

\* Net Take Home is subject to tax & other applicable deductions basis individual's salary structure.

Yours sincerely,  
For Just Dial Limited

*Madhulika*

Madhulika Singh

Head - Human Resources, Pune



# LTP SOLUTIONS PVT. LTD.

CIN: U74999MH2018PTC303660 GSTIN: 27AADCL4907F1ZM

F-133, MIDC, AMBAD, NASHIK-422010.

CONTACT NO: +91-9960277775 EMAIL ID: ltpsolutions.ind@gmail.com

Date: - 05-FEB-2019.

To,  
Mr. Shubham Ramesh Bose.  
Swapna Ahilpa, Vasant Vihar,  
Bhagwa Chauk, Ozar(mig)  
Tal- Niphad, Dist-Nashik.

## **Subject: Appointment for post of FMCG Marketing Executive.**

Dear Mr. Shubham Ramesh Bose

We are pleased to offer you, the Position of **FMCG Marketing Executive** with **LTP SOLUTIONS PVT. LTD.** on the following terms and conditions:

### **1. Commencement of employment**

Your employment will be effective, as of **13-FEB-2019**.

### **2. Job title**

Your job title will be Design Engineer, and you will report to person nominated by the company.

### **3. Salary**

Your salary and other benefits will be as set out in Enclosure 1 for six months from date of joining, after completion of six-month review will be taken, depending on performance job confirmation and increment will be given.

### **4. Place of Posting**

You will be posted at Nashik, Maharashtra You may, however, be required to work at any place of business which the Company has or may later acquire.

### **5. Hours of Work**

The normal working days are 6 days Per Week, you will be required to work for such hours as necessary for the proper discharge of your duties to the Company. The normal working hours are from 9 AM to 5 PM and you are expected to work not less than 48 hours each week, and if necessary for additional hours depending on your responsibilities.



18-December-2018

Shailendrapratap Singh  
PAN: EMXPS3788C  
A304, Tulja Residency  
Behind Hari Angan Society,  
Jai Bhavani Road, Nashik-422102

- Dear Shailendrapratap,

Welcome to Zomato!

We are excited to offer you a full-time position as **Sales Manager** in our **Launch team (Online Ordering)** at our Nashik office. Your starting date will be **24-December-2018** subject to satisfactory verification of your credentials and background verification conducted by Zomato at its sole discretion.

In the event you do not have (a) a valid Permanent Account Number Card (PAN card); and/or (b) Aadhaar Card you should apply for the same at the earliest. In the event you fail to have a valid PAN card, Zomato is required to deduct 20% TDS or such amounts based on the average rate of income-tax at rates in force, whichever is higher, from your compensation as per the Indian Income Tax Act, 1961.

Principle terms of your employment with Zomato are as follows:

- a) **Compensation:** Your annual compensation will be **INR 580,000 (Rupees Five Lakhs Eighty Thousand only)**, subject to tax deductions at source, as applicable by law, which shall be paid to you on a monthly basis on the last date of the month, as per the terms of this Employment Agreement. It is clarified that Zomato reserves the right to deduct all permissible taxes as per applicable laws from your compensation. Further, you hereby authorise Zomato to deduct any amounts from your compensation, which are owed by you to Zomato, including any overpayments, loans or advances outstanding at your end.
- b) **Conduct:**
  - (i) You shall perform all duties and responsibilities assigned to you by Zomato from time to time. You will also comply with all reasonable instructions as may be given by Zomato from time to time.
  - (ii) You shall not engage in activities that would be unsuitable with your capacity, as a representative of Zomato and you shall not act in any manner that would conflict with the interests of Zomato.
  - (iii) You shall ensure that your conduct is in line with Company policies that may be implemented from time to time. You shall, at all times during your employment at Zomato, adhere to the Code of Conduct of Zomato, which may be modified by the Zomato from time to time. Further, while employed with Zomato, you shall not undertake any illegal or unlawful activities.
- c) **Exclusivity:** During your employment, you will not undertake any other employment/ venture of any nature, whatsoever.
- d) **Leaves:** In a calendar year, you are entitled to (i) 15 (fifteen) days of casual leave and 7 (seven) days of sick leave on a pro-rated basis from your start date; or (ii) leave in accordance with applicable leave policy of Zomato. In case of absence for a period of over 3 (three) days without intimation, the days of absence will be deemed to be unpaid leaves and appropriate action would be initiated. In the event that the sick leaves are for more than 5 (five) days at a stretch, you will be required to provide a medical certificate from a Government authorized local hospital or doctor, with regard to your health.
- e) **Probation Period:** The nature of your employment is Permanent, however, you will be on probation for 90 (ninety) days ("Probation Period"). We recommend you do not take leaves during the probation period since they would be deemed to be leaves without pay. Zomato reserves the right to extend your Probation Period at its discretion. Unless your manager or HR informs you otherwise, your position will become permanent at the end of your probation period.

- f) **Travel:** During your employment, you may be expected to travel or work out of an alternate city where Zomato has an office.
- g) **Compliance:** You shall undertake to read and remain in compliance with Zomato's internal policies and procedures (as implemented from time to time) throughout the term of your employment.
- h) **Performance Reviews:** Zomato shall conduct a performance review of your work on an annual basis or within such intervals as may be determined by Zomato from time to time.
- i) **Termination:** During the Probation Period, your services can be terminated at the sole discretion of Zomato without stating the cause for such termination. In the event of such termination, Zomato will either provide you 1 (one) week notice or payment in lieu thereof (notice pay), subject to completion of exit formalities by you. If the termination is initiated on grounds of ethical misconduct, Zomato reserves the right to hold back the notice pay and/or your salary. Similarly, during the Probation Period, you may terminate your services with Zomato by providing 1 (one) week written notice failing which Zomato reserves the right to withhold and/or deduct money equal to your 1 (one) week's pay.

Post your Probation Period, you or Zomato may terminate your employment by providing one month's written notice or pay in lieu thereof. If the termination is initiated on grounds of ethical misconduct, Zomato reserves the right to hold back the notice pay and/or your salary. Notwithstanding anything to the contrary herein set out Zomato reserves the right to forthwith terminate your employment, at its sole discretion and without pay, where you are in material breach of your employment terms and/ or Zomato internal policies or on grounds of any willful misconduct or misbehaviour. In such circumstances, Zomato shall not be liable to pay any compensation to you.

- j) **Confidentiality:** You undertake to perform your service at Zomato with trust and confidence. During your employment, you will be privileged with confidential information about Zomato. You agree that you shall not, except as may be required to perform your duties or by applicable law, disclose to others or use, directly or indirectly any Confidential Information (defined below) and you will use discretion and good faith in what you do disclose that may not be specifically defined as Confidential Information hereunder. "Confidential Information" shall mean any confidential and/ or proprietary information of Zomato disclosed to and/ or obtained by you on behalf of Zomato whether or not in relation to the scope of your employment, either directly or indirectly, in writing or orally or as contained in tangible or fungible form.
- k) **Non-Compete:** During your employment with Zomato and for a period of 6 (six) months thereafter, you shall not seek employment with any organization that is directly or indirectly engaged in same/ similar business activities as Zomato. Further, you yourself shall not, directly or indirectly, enter into business activities that are similar to those undertaken by Zomato.
- l) **Non Solicit:** During your employment with Zomato and for a period of 12 (twelve) months thereafter you shall not (as the case may be), directly or indirectly (i) entice any employee to leave their employment with Zomato; (ii) solicit them for employment opportunities with third parties; (iii) solicit or entice in any manner, directly or indirectly any customers, agents, vendors, users, clients of Zomato.
- m) **Gratuity:** You shall be entitled to avail gratuity benefits as per the Gratuity Act, 1972 and as per Zomato's Gratuity Policy.
- n) **Full Disclosure:** You will disclose to Zomato in writing, any ongoing contractual obligations prior accepting this employment letter, including but not limited to any professional contracts, employment contracts, governmental engagements with any third party, freelance projects or volunteer work.
- o) **Right to hold personal data:** As a part of the conditions of your employment, you hereby grant Zomato permission to collect, retain and process information about yourself, such as age, sex, and ethnic origin. The information will be used by Zomato to monitor Zomato's compliance with applicable laws and best industry practices in terms of equal opportunities and non-discrimination. Should your personal circumstances change, you must notify Zomato immediately.
- p) **Return of Company Assets:** Upon termination of your employment (however it arises) with Zomato, you are obligated to forthwith return all assets of Zomato within your possession (without any loss or damage), failing which Zomato reserves the right to take appropriate legal action against you and recover the cost for such damage or loss from any pending compensation due to you from Zomato.
- q) **Zomato's Proprietary Right:** You agree to promptly and fully inform and disclose to Zomato all inventions,



designs, ideas, improvements and discoveries, whether or not completed, that you, working by yourself or with others, made, created, conceived or found during the course of your employment with Zomato, whether or not conceived during regular working hours at Zomato or at Zomato's premises. You agree and acknowledge that Zomato is the sole owner of all inventions, designs, ideas, improvements and discoveries described under this clause and you agree that all such inventions, designs, ideas, improvements and discoveries created by you shall be regarded as having been made under a contract of service and you hereby transfer and assign in favour of Zomato, all rights, title and interest in and to all such inventions, designs, ideas, improvements and discoveries, together with the rights to sublicense or transfer any and all rights assigned hereunder to third parties and you agree that such assignment shall be perpetual, worldwide and royalty free. Notwithstanding the provisions of Section 19(4) of the Copyright Act, 1957, such assignment in so far as it relates to copyrightable material shall not lapse nor the rights transferred therein revert to you, even if Zomato does not exercise the rights under the assignment within a period of one year from the date of assignment. You further acknowledge and agree that you shall waive any right to and shall not raise any objection or claims to the Copyright Board with respect to the assignment, pursuant to Section 19A of the Copyright Act, 1957. You further agree that all applications or requests for patents, trademarks, copyrights or other such protection will be made only in Zomato's name. In addition, you agree to assist Zomato in obtaining patents or such other protections on all such inventions, designs, ideas, rights or other trade protection that may be available to Zomato. You agree to execute all documents and do all things necessary to obtain inventions, designs, ideas, improvements and discoveries. You will rescind your moral rights over the inventions as well.

- r) **Notices:** Unless otherwise stated, notices to be given to either party, shall be in writing and shall be given by hand delivery, or by recognized international courier, mail, electronic mail, telex or facsimile transmission and delivered or transmitted to the Parties at their respective addresses set forth below:

If to **Zomato:**

**Zomato Media Private Limited**  
GF-12A, 94, Meghdoot, Nehru  
Place, New Delhi – 110019  
Email: [hr@zomato.com](mailto:hr@zomato.com)

If to the **Employee:**

**Shailendrapratap Singh**  
A304, Tulja Residency  
Behind Hari Angan Society,  
Jai Bhavani Road, Nashik-422102  
[singhvishal00795@gmail.com](mailto:singhvishal00795@gmail.com)

- s) **Dispute Resolution and Governing Law:** Parties shall endeavour to amicably resolve all disputes arising hereunder. Thereafter, parties may refer the matter to arbitration in accordance with the terms of the Arbitration and Conciliation Act, 1996 for proceedings carried out by a court-appointed arbitrator. The courts at New Delhi shall have the exclusive jurisdiction to preside on matters arising hereunder.
- t) **Survival of Covenants:** All restrictive covenants contained in this employment letter shall survive the termination of your employment at Zomato.

If the foregoing terms and conditions are acceptable to you, please confirm this in writing indicating understanding and acceptance of the terms and conditions in this employment letter, which should be signed by you and returned to us. In the event that any signature is delivered by e-mail delivery of a ".pdf" format data file, such signature shall create a valid and binding obligation of the party executing (or on whose behalf such signature is executed) with the same force and effect as if such ".pdf" signature page were an original thereof.

**Ashoka Business School**  
**Academic Session 2019-20**  
**Placement Expenses**

Sr.No	Particulars	Consumed	Balance	Requirement for 2019-20	Amount
1	Printing of Placement Brochure(120)				
	Travelling Expenses for Visit to Industries and Various Associations list of Place or Industries or Associations No. of times visits Total KM. = Rate per Km. = 5			120	24000
2	Hospitality Details required what you give/serve Food : Tea/ Coffee/ biscuits Snacks Rate = 40				20000
3	Printing of Posters Qty - 100 Size - A3 Rate - 30				5000
4	Total				30400

These brochures are not reusable

Details of the visits cannot be planned at this moment. This is a tentative amount.

Head - Training and Placement

I/C Director

We are delighted to welcome you to our organization and wish you a great career with us!

For & on behalf of Zomato Media Private Limited

*Ashish Kumar*

Authorised Signatory

Acceptance:

I have read the principal terms of my employment with Zomato and confirm my acceptance of the aforementioned terms. I hereby also declare that I will abide by the Code of Conduct outlined by Zomato at all times during my employment with Zomato.

Name:

Signature:

Ashoka Business School  
Academic Session 2019-20  
Student Training //

Sr.No	Subject	Class	No. of lecture	Rate	Amount
1	Business Communication Skills	MBA1, MBA 2	20	500	10000
2	MS Excel & Advanced Excel ✕	MBA1, MBA 2	25	750	18750
3	Business Analytics	MBA 2	30	750	22500
4	Aptitude Test	MBA 2	10	500	5000
5	Psychometric Tests (Specialization Selection)	MBA 1	4	500	2000
<b>Total</b>					<b>58250</b>

For each subject  
No. of lecture  
Rate...  
Momentos/ Trophy  
Stationery or any other requirement

Note: In Ashoka Group we have various faculty (School/Colleges) for the above mentioned subject, so consider their names, cost automatically reduce.

Head - Training and Placement

I/C Director



## 6. Leave

You will be governed by the current Leave Policy of the company for employees

## 7. Travel

Whenever you are required to undertake travel on Company work, you will be reimbursed travel expenses as per Company rules.

## 8. Responsibilities

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

## 9. Notice Period

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

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

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

## 10. Other work

Your position with the Company calls for whole time employment and you will devote yourself exclusively to the business of the Company. You will not take up any other work for remuneration (part time or otherwise) or work on advisory capacity or be interested directly or indirectly (except as shareholder or debenture holder) in any other trade or business during your employment with the Company, without written permission from the Company.

## 11. Conflict of Interest

You will not seek full time or part time job or be involved in any way with competitor's business activities either directly or indirectly during your employment with the Company, and for a period of 12 months in the event of cessation of your employment with the Company.

## 12. Confidential Information

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



13. Contract/Bond with Previous Employers.

It will be your personal responsibility to discharge all obligations arising out of any contract or bond with previous employers.

14. On termination

On termination of this contract, you will immediately give up to the Company all correspondence, specifications, formulae, books, documents, market data, cost data, literature, drawings, effect or records, etc. belonging to the Company or relating to its business and shall not make or retain any copies of these items.

15. General

The above terms and conditions are based on Company Policy, Procedures and other Rules and Regulations currently applicable to the Company's employees and are subject to amendments and adjustments from time to time.

Please communicate your acceptance of this appointment by signing a copy of this letter and returning it to us.

We welcome you to the Popular Motors family and trust we will have a long and mutually rewarding association.

Yours faithfully,

Kush Arora

(Proprietor)

**POPULAR MOTORS**

Near Camel House,  
Kathe Ca. J. Signal, Dwarka  
Nashik-422 011

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(Proprietor)

**POPULAR MOTORS**

Near Camel House,  
Kathe C&J Signal, Dwarka  
Nashik-422 011





19<sup>th</sup> May 2022

**Sub: Offer of employment by Pin Click**

Dear **Aditya Gosavi**,

Congratulations and we are very pleased to extend an offer to you to join Pin Click as “**Property Advisor**”, with effect from **25th May 2022**.

The terms of our offer 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. Your initial posting as a Pin Click employee will be at our **Mumbai** 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.
3. 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.
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. 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 15day’snotice 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, the 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.
6. 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.
7. 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.
8. You will not engage in any unethical practice, which might affect Pin Click and its employees, client and partners.

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

**ANNEXURE A**

<b>COMPENSATION &amp; BENEFITS STATEMENT – PIN CLICK</b>			
<b>Employee Details</b>	<b>Name</b>	Aditya Gosavi	
	<b>Designation</b>	Property Advisor	
	<b>Department</b>	Sales	
	<b>Date of Joining</b>	25th May 2022	
	<b>C &amp; B CATEGORY</b>	<b>INR – Monthly</b>	<b>INR – Annual</b>
<b>A</b>	<b>Fixed Compensation</b>		
	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 Education Allowance	2,000	24,000
	Special Allowance	5,940	71,280
	<b>Sub-Total I / Gross Pay</b>	<b>23,740</b>	<b>2,84,880</b>
<b>B (A-B)</b>	Professional tax	200	2,400
	PF Employer	900	10,800
	<b>Net Salary</b>	<b>22,640</b>	<b>2,71,680</b>
<b>C</b>	<b>Benefits</b>		
	PF Employee	900	10,800
	Gratuity	360	4,320
	<b>Sub Total II</b>	<b>1,260</b>	<b>15,120</b>
<b>Total A + C</b>	<b>Cost to the Company</b>	<b>25,000</b>	<b>3,00,000</b>
	<b>Performance Enhanced Incentives</b>	<b>15,000*</b>	<b>1,80,000*</b>
<p><b>#NOTE:</b> Performance Enhanced Incentives Is Target Based and will be paid based on your sales achievement</p> <p>* The Offer/ Salary Is Subjective to Completion of Training</p> <p>*Two-wheeler is mandatory with valid driving license.</p> <p>(There will be 7 days of training period and an assessment then your payroll will start )</p> <p>(3000K includes in above annexure for Fuel Expenses &amp; 500 Rs deduction for mobile bill)</p> <p>Gross Pay is prior to tax being deducted at Source from the salary, Professional tax and Employee contribution towards PF as applicable.</p>			

To accept this offer, sign the copy and return the duplicate/scan copy to the sender. Kindly ensure that the copy of acceptance reaches us as prescribed. We look forward to the opportunity of working with you at Pin Click

ManikKinra

Founder & CEO

The details of your annual earnings are as **Annexure B**.



**ANNEXURE B**

<b>COMPENSATION &amp; BENEFITS STATEMENT – PIN CLICK</b>			
<b>Employee Details</b>	<b>Name</b>	<b>Aditya Gosavi</b>	
	<b>Designation</b>	<b>Property Advisor</b>	
	<b>Department</b>	<b>Sales</b>	
	<b>Date of Joining</b>	<b>25th May 2022</b>	
	<b>C &amp; B CATEGORY</b>	<b>INR - Monthly</b>	<b>INR – Annual</b>
<b>A</b>	<b>Fixed Compensation</b>		
	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 Education Allowance	2,000	24,000
	Special Allowance	7,139	85,668
	<b>Sub-Total I / Gross Pay</b>	<b>26,589</b>	<b>3,19,068</b>
<b>B (A-B)</b>	Professional tax	200	2,400
	PF Employer	1,008	12,096
	<b>Net Salary</b>	<b>25,381</b>	<b>3,04,572</b>
	<b>Benefits</b>		
<b>C</b>	PF Employee	1,008	12,096
	Gratuity	403	4,836
	<b>Sub Total II</b>	<b>1,411</b>	<b>16,932</b>
<b>Total A + C</b>	<b>Cost to the Company</b>	<b>28,000</b>	<b>3,36,000</b>
	<b>Performance Enhanced Incentives</b>	<b>15,000*</b>	<b>1,80,000*</b>
<p><b>#NOTE:</b> Performance Enhanced Incentives Is Target Based and will be paid based on your sales achievement</p> <p>* The Offer/ Salary Is Subjective to Completion of Training</p> <p>*Two-wheeler is mandatory with a valid driving license. (3000K includes in above annexure for Fuel Expenses &amp; 500 Rs deduction for mobile bill)</p> <p>Gross Pay is prior to tax being deducted at Source from the salary, Professional tax and Employee contribution towards PF as applicable.</p>			

To accept this offer, sign the copy and return the duplicate/scan copy to the sender. Kindly ensure that the copy of acceptance reaches us as prescribed.

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

ManikKinra

Founder & CEO



## 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 regards to his/ her 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 conform 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: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Anticipated Start Date: \_\_\_\_\_

# DECIMAL POINT

Innovative Research Solutions

To,  
Aishwarya Chandratre,  
Plot no. 35, Gurvashish Bunglow,  
Raja Shivaji Margdarshan, Kendra Tidke colony,  
Nashik, Maharashtra-422002.

Dear Aishwarya,

**Re: Offer Letter for the post of Trainee and Research Analyst**

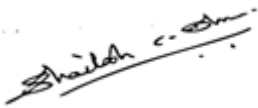
Following our discussions, I am pleased to offer you, on behalf of Decimal Point Analytics Private Limited, an internship position as "Trainee" for the duration of six months, which shall be revised to a full time position as "Research Analyst" post successful completion of six month internship.

Your stipend for first six month will be **Rs.8,000/- per month**. After completion of your six-month internship, stipend would be **Rs.13,000/- per month** during probation and after confirmation fixed cost to company would be **Rs.2,40,000/- per annum**. This includes gratuity as per rules.

We look forward to your joining us on or before **10 November 2021**. By accepting this letter, you agree to bind yourself to the terms of the employment, including the notice period as decided by the company.

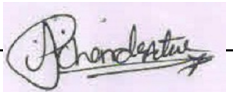
I would like to reiterate our high regard for you, and in the interim, if I can be of help, please do not hesitate to call me.

Sincerely,



**Shailesh Dhuri**  
Chief Executive Officer

I agree to accept the letter & abide by the terms of employment:



Encl:

1. Terms & Conditions
2. Acceptance Copy
3. Annexure – I

**STATEMENT OF TERMS OF EMPLOYMENT**

**BETWEEN**

**DECIMAL POINT ANALYTICS PRIVATE LIMITED**

**AND**

**AISHWARYA CHANDRATRE**



## 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  
Aishwarya Chandratre**

The terms and conditions of your employment with Decimal Point Analytics Private Limited are set out below and also in certain sections of the Company's Employee Handbook. In the event of any inconsistency between the terms set out in this Statement and the Employee Handbook, the terms set out in the Statement take precedence.

The Company reserves the right to vary and amend the terms and conditions of employment from time to time and will give reasonable notice of any such change.

In this Agreement, the following words shall have the following meanings:-

"Associated Company" shall mean in relation to the Company, another company which is connected or under common ownership of the Company or the principal shareholders of the Company;

"the Board" shall mean the Executive Board of Directors from time to time of the Company including any committee of the Board duly constituted by it;

"Gross Misconduct" shall include but is not limited to discrimination, harassment, fighting, alcohol or drug abuse, fraud, competing with the Company, theft, destruction of Company property, any breach of the Company's e-mail/Internet policy, serious breaches of health and safety rules and breach of a statute which has a direct effect on your ability to undertake your duties under this Agreement;

"Incapacity" shall mean any illness, accident or other like cause which prevents you from performing your duties hereunder.

### 1. JOB TITLE AND REPORTING LINE

Your job title, reporting line and grade at Decimal Point Analytics Private Ltd, is as set out in Annexure I of this agreement. Based on your performance and Company requirements, your designation, grade and reporting line may be reviewed by the Company as an amendment to Annexure – I of the agreement.

You have a duty to carry out all reasonable instructions and comply with all policies and procedures that the Company imposes. The Company may also reasonably require you to work at other jobs, or undertake the duties of another position, at a similar level within the business (whether for the Company and/or for an Associated or Subsidiary Company), after proper consultation.

### 2. DATE OF START OF EMPLOYMENT

Your employment with Decimal Point Analytics Private Limited will begin on or before **10 November 2021**. 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 Gupta House, Gupta Wadi, Shri Shyamlal Gupta Marg, Near Dr. Kakatkar Hospital, Opp Ved Mandir, off Trimbak Road, Nasik -2, The Company reserves the right to require you to change your place of work to any of the Company's office locations, its Client's offices or any other location worldwide, as may be required by the Company. In the event of any proposed relocation, the Company will consult with you and provide you with as much notice as practical.

It is a condition of your employment that you are prepared to relocate anywhere within India and, if necessary, overseas at the request of the Company. Any such relocation shall be as per policy laid down by Company.

#### **4. WORK RELATED TRAVEL**

The Company has offices in multiple locations in India and abroad. In addition, the Company has clients all over the world. You may be required to work at any of these locations or elsewhere, for short term or long term durations, from time to time.

It is a condition of your employment that you are prepared to travel within India and, if necessary, overseas at the reasonable request of the Company. You shall travel by such means and in accordance with such travel tariff as the Company may from time to time determine. The Company will meet properly substantiated expenses in accordance with Company policy, the details of which are set out in the Employee Handbook.

#### **5. HOURS OF WORK**

Work Timings in Decimal Point Analytics reflect the requirements of business.

The working hours expected of each Decimal Point employee is of 9 (nine) hours a working day and 45 hours per week, including a 30 minute lunch/dinner break and 2 rest breaks of 15 minutes each.

Due to the nature of business at Decimal Point, hours of work may vary and you are expected to work such additional hours as necessary to meet business requirements and fulfill the duties and responsibilities of your role. No overtime payments would be made for such additional hours of work.

#### **6. DUTIES**

During the course of your employment you will discharge your duties efficiently, diligently and to the best of your abilities. You shall devote your whole time and attention to the business interests of the Company and generally carry out duties and work as assigned to you, and shall obey and comply with all the lawful orders and directions given to you by your superiors. You shall honestly, diligently and faithfully serve the Company and endeavour to promote the business interests of the Company at all times.

#### **7. LEAVES AND HOLIDAYS**

During your entire period of service, you will be entitled to leaves, holidays and all other benefits as per the rules and regulations prevailing in the Company for each such benefit from time to time. A detailed policy on the same is available in the Employee Handbook.

#### **8. SALARY**

Your stipend for first six month will be **Rs.8,000/- per month**. After completion of your six-month internship, stipend would be **Rs.13,000/- per month** during probation and after confirmation fixed cost to company would be **Rs.2,40,000/- per annum**. This includes gratuity as per rules.

Any Bonuses lying unpaid on the date of resignation is subject to forfeiture at the sole discretion of the company.

Our performance year is January 01 to December 31 of each year. Your performance for the year will be reviewed by January 31 of the following year. Based on the review, your fixed annual salary will be reviewed and adjusted (merit increase) in the month of April of the following year. A revision letter will be given to you on 31st January after the completion of the performance review.

#### **9. MONITORING OF E-MAILS, INTERNET AND TELEPHONE CALLS**

There are times when the Company may need to monitor the use of e-mails, the Internet and telephone calls by its employees, for example, to investigate suspected misuse, breaches of the law or Company rules and procedures. By signing this Statement, you consent to the Company so doing, without providing any notice to you.

You should also refer to the Company's policy one-mail, use of Internet and Business communication in the Employee Handbook.

## **10. ADDITIONAL AGREEMENTS**

You may be required by the Company to sign additional agreements that may be specific to clients or projects; you are required to work for.

## **11. TERMINATION OF EMPLOYMENT**

Your appointment can be terminated by the Company if your Medical Screening or Background Verification check reports have major discrepancies. The management's decision in all such cases will be final and binding.

The minimum period of notice that both you and the Company must give to terminate your employment is three months. Notice must be given in writing.

Failure to provide the agreed notice period shall render you liable to pay the Company notice period salary in lieu thereof and shall entitle the Company to deduct / withhold this amount from any and all dues payable by the Company to you. The management may decide to accept salary in lieu of Notice Period or adjust against leave, at its own discretion.

The management may also decide to waive off the Notice Period and relieve you prior to the expiration thereof based on the requirements of the company. The management's decision in all such cases will be final and binding.

It is your responsibility to complete your handover during the notice period before leaving the organization. This is required to ensure smooth transition of processes in the absence of the resigning employee.

Upon leaving the Company, you must return to the Company all of its property that is in your possession including all relevant intellectual property and confidential business information.

Once either you or the Company has given notice to terminate your employment, or if you resign without giving proper notice, the Company may direct you to take "Garden Leave" for the unexpired period of notice. This means that the Company may require you to serve your notice period away from the workplace, to perform only such duties as it may allocate to you or not to perform any duties, and to have no contact with any employees or clients of the Company without the express written permission of an officer of the Company. In cases where the Company directs you to take "Garden Leave" your salary and all contractual benefits will continue to be paid till the end of your notice period.

Upon termination of your employment for whatever reason, you agree that at the request of the Company you will immediately resign (without claim for compensation) from all directorships and other offices which you may hold in the Company or in any Associated Company and, if applicable, transfer any qualifying or nominee shares held by you, issued to you with respective provisions of terms of issue from time to time, to the Company and/or any Associated Company. In the event of your failure to notify the Company that you will resign within seven days of a request by the Company, you hereby irrevocably authorise the Company to appoint a person to execute any documents and to do everything necessary to effect such resignation on your behalf. Further, if you fail to transfer such shares within seven days of such request, the Company may effect such transfers on your behalf.

Upon termination of your employment, for any reason other than those mentioned in clause 12.2, all unpaid increments, bonuses, whether retention or performance or any other bonus, revised salary will stand forfeited and no bonus and revisions will be payable to you during the notice period or after termination of employment.

The termination of your employment for whatever reason shall not affect those provisions of this Agreement which are expressed to have effect thereafter.

## **12. SUMMARY TERMINATION**

If you:

12.1.1 shall commit any act of dishonesty whether relating to the Company, any Associated Company, an employee or otherwise; or

12.1.2 are guilty of any Gross Misconduct or commit any serious breach of any of your obligations to the Company or any Associated Company or refuse or neglect to comply with lawful orders given to you by the Board; or reporting officer

12.1.3 are guilty of any conduct which in the reasonable opinion of the Company brings you, the Company or any Associated Company into disrepute; or

12.1.4 shall be prohibited or disqualified by law from holding the office which you hold in the Company or any Associated Company or shall resign from any such office without the prior written consent of the Board; or

12.1.5 are in the reasonable opinion of the Company incompetent in the performance of your duties; or

12.1.6 fail to observe and perform in all material respects the terms and provisions of this Agreement (where such conduct does not fall within Clause 12.1.3) and fail to remedy any such non-observance or non-performance (where capable of remedy) within fourteen (14) days after prior written notice from the Company requiring you so to do; or

12.1.7 are declared bankrupt ; or

12.1.8 are convicted of any arrestable criminal offence ; or

12.1.9 are prevented from performing your duties due to Incapacity (including any illness caused by your own negligence) for a period of 120 working days in aggregate in any period of 12 months; or

12.1.10 fail to observe and comply with the requirements and obligations of any law which is required to be observed in performance of your duties,

THEN the Company shall be entitled at its absolute discretion to terminate your employment immediately without notice or payment in lieu of notice whereupon you shall have no claim against the Company for damages or otherwise by reason only of such termination. Further, it is hereby agreed that the Company shall be entitled to terminate your employment under Clause 12.1.9 notwithstanding that to do so would disentitle you to any benefits in force at the date of such termination.

12.2 This Agreement shall automatically terminate on your 60th birthday.

12.3 The Company may suspend you for the purpose of investigating any misconduct alleged against you and during any such period, you shall not, except with the prior consent in writing of the Board, or your reporting officer, attend at any premises of the Company or any Associated Company or contact any employee, customer or supplier of the Company or any Associated Company. The Company shall be under no obligation to provide any work for you during such period and you shall, at the request of the Company, immediately deliver to the Company all or any of its property.

### **13. DEDUCTIONS FROM SALARY**

The Company reserves the right in its absolute discretion to deduct from your pay any sums which you may owe the Company including, without limitation, any over payments or loans made to you by the Company or loss suffered by the Company as a result of your negligence or breach of the Company's rules, any TDS dues, any tax dues, any other statutory dues.

### **14. OUTSIDE INTERESTS**

You will not, during the course of your employment, be employed or engaged in any capacity in any other business without the prior written consent of a Director of the Company.

### **15. CONFIDENTIALITY**

You acknowledge that in the course of your employment with the Company you will have access to, and be entrusted with, information in respect of the business and financing of the Company, its Clients, its Clients' clients, its employees, its dealings, transactions and affairs including any parent or subsidiary company, another subsidiary of parent company, joint venture company and associated companies (together "Group companies"), all of which information is or may be confidential.

You must not, either during your employment or at any other time after completion of employment with the Company, divulge to any person or organisation any confidential information relating to the Company, its Clients, its Clients' clients, its employees and any Group company, except where required to do so as part of your duties while employed by the Company.

"Confidential information" includes all information which has been specifically designated as confidential by the Company, its Clients, its Clients' clients, its employees or any parent company, another subsidiary of parent or subsidiary company, joint venture company (hereinafter collectively referred to as Group Company(ies)), any



information imparted in circumstances which imply that it is confidential, and any information relating to the technical, strategic planning, marketing, pricing or financial activities of the Company, its Clients, its Clients' clients, its employees or any Group Company, the unauthorised disclosure of which would embarrass, harm or prejudice the Company or any Group Company. It does not include information which is legitimately in the public domain.

You must not, at any time during your employment with the company and thereafter, share the name of any Client of the Company or Clients client, either directly or indirectly, or in such terms that any third person is able to ascertain the name of the Client or Client's client, in any social networking site such as LinkedIn and Facebook or any job portal or site such as Naukri, Monster and TimesJobs without the express prior written approval of a Director of the Company.,

Breach of the Group's confidentiality rules during your employment will normally lead to summary dismissal for gross misconduct or any other legal recourse available to the Company.

## **16. INTELLECTUAL PROPERTY**

All relevant Intellectual Property and all Intellectual Property Rights therein shall to the fullest extent permitted by law belong to, vest in and be the absolute, sole and unencumbered property of the Company or if it originates mainly from an Associated Company it shall be the property of such Associated Company, or if it originates mainly from a Client Company, it shall be the property of such Client.

16.1 You hereby acknowledge that because of the nature of your duties and the particular responsibilities arising from the nature of your duties you have and at all times during your employment will have a special obligation to further the interests of the undertakings of the Company and of any Associated Company;

16.2 You hereby undertake to notify and disclose to the Company in writing the full details of all relevant Intellectual 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, in particular, to the restrictions contained in the Confidentiality and Intellectual Property and Post-termination Obligation clauses above.

## 20. NOTICES

20.1 Any notice or other communication given or made under this Agreement shall be in writing and shall be delivered to the relevant party or sent by registered post to the address of that party specified in this Agreement or such other address in India may be notified by that party from time to time for this purpose, and shall be effectual notwithstanding any change of address not so notified.

20.2 Unless the contrary shall be proved each such notice or communication shall be deemed to have been given or made, if by registered post, 48 hours after posting and, if by delivery, at the time of delivery.

## 21. GOVERNING LAW

This Agreement shall be governed by and construed in all respects in accordance with Indian law and the parties agree to submit to the non-exclusive jurisdiction of the Courts of Mumbai as regards any claim or matter arising in respect of this Agreement.

You will also be governed by all other instructions/rules/policies of the company, which are not specifically mentioned in this letter.

I have read, understood and agree to the terms and conditions set out in this Statement of Terms of Employment, with Annexure – I and in the Company's Employee Handbook. I also confirm that they supersede any other terms and conditions that may have been in force at the time of signing this Statement.

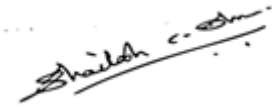


Signature: \_\_\_\_\_

Date: 10 November 2021

**Aishwarya Chandratre**

Signed on behalf of the Company by:



Signature:

Date: 10 November 2021

**Shailesh Dhuri**  
**Chief Executive Officer**  
**Decimal Point Analytics Private Limited**



Signature:

Date: 10 November 2021

**Vidula Padwal**  
**Vice President - Talent Management**  
**Decimal Point Analytics Private Limited**

## **ANNEXURE – I to Agreement between Decimal Point Analytics Private Limited and Aishwarya Chandratre**

### **JOB TITLE AND REPORTING LINE**

Your job title is **Trainee and 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.

### **PROBATION AND CONFIRMATION**

Confirmation of your employment with the Company would be effective upon your satisfactory completion of the first 6 months of employment (also called as Probation / Training period) with the Company. This stipulated period should be sufficient for you to get trained and start delivering the desired standards of work based upon the goals and objectives agreed to with your manager.

### **Documents to be submitted on your DOJ:**

The employee on joining Decimal Point Analytics should submit the following documents to the Talent Management Department:

1. 3 copies of latest passport size photograph.
2. Scanned copies of all the educational certificates and mark sheets. (Attested).
3. Scanned copies of proof of date of birth i.e. birth certificate or school leaving certificate (Attested).
4. Scanned copies of Relieving letter and service certificate from the last employer (if applicable).
5. Scanned copies of Last salary slips from last employer (if applicable).
6. Scanned copy of PAN Card
7. Scanned copy of Address Proof (Passport, Electricity bill, Ration card) any one
8. Scanned copy of Aadhaar Card





Training Placement Abs &lt;tpcell.abs@aef.edu.in&gt;

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**Winjit Technologies | Proposed Offer| Selection Confirmation | Rushikesh Wagh and Anisha Gaikwad**

3 messages

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**Dhananjay Pote** <Dhananjayp@winjit.com>  
To: Training Placement Abs <tpcell.abs@aef.edu.in>

Tue, Jun 28, 2022 at 2:10 PM

Hello there,

Greetings!

Further to the subsequent rounds of discussion that students took, we are glad to say below are the student's final select with us.

1. **Rushikesh Wagh**
2. **Anisha Gaikwad**

We would be happy to propose them -

**Designation** – Intern**Job Level**- Intern ( Current)**Internship Duration**- 3 Months**Job Location**- Nashik.**Bond** -2 Yrs. ( We expects this commitment from all freshers during which they are eligible for Salary Appraisals and all other benefits)**They will be onboarded after successful completion of the internship.**

Looking forward to hire many more talent from your esteem institute.

Regards,

Dhananjay Pote

Manager | Human Capital

Mob: +919607770635

<http://www.winit.com>

---

**Training Placement Abs** <tpcell.abs@aef.edu.in>  
To: Dhananjay Pote <Dhananjayp@winjit.com>

Tue, Jun 28, 2022 at 3:11 PM

Thanks for the mail Dhananjay Sir.

We will share maximum resume and are glad to have you as our esteemed partners in this recruitment process.

[Quoted text hidden]

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**Training Placement Abs** <tpcell.abs@aef.edu.in>  
To: Anisha Gaikwad <anishagaikwad111@gmail.com>

Tue, Jun 28, 2022 at 3:12 PM

Please find it for your information purpose only.  
Please share anywhere else.

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[Quoted text hidden]

To,  
**Asmita Kulkarni**  
Flat no 3 vanadan villa Socitey, Adarsh Nagar,  
Near Kalawati Aai Mandir ,  
Ramwadi Panchvati,  
Nashik, 422003

Dear Asmita,

**Re: Internship for the post of Intern**

This is to inform that you have been appointed for an internship program for the post of **Intern** with us for a period of **6 months** starting from **28-November-2022**.

Your stipend during this Internship will be of **Rs.12,000/-per month**. TDS will be deducted on your stipend @10% u/s 194J.

By accepting this letter, you agree to bind yourself to the terms of the employment as defined from time to time.

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 agree to accept the letter & abide by the terms of employment:

Encl:

- a. Terms & Conditions
- b. Acceptance Copy

## **STATEMENT OF TERMS OF EMPLOYMENT**

This Statement includes the particulars of employment and is made between the following parties:

### **Asmita Kulkarni**

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. DATE OF START OF THIS AGREEMENT**

This Agreement shall be effective starting from **28-November-2022** and shall remain in force till the end of your Internship.

### **2. PLACE OF WORK**

The internship will be a virtual internship. The usual place of work would be from home.

### **3. HOURS OF WORK**

Work Timings in Decimal Point Analytics Private Limited reflect the requirements of business.

The working hours expected of each Decimal Point employee is of 9 (nine) hours a working day and 54 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 Analytics Private Limited, 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.

### **4. DUTIES**

During the tenure of this agreement the trainee will discharge his duties efficiently, diligently and to



the best of his abilities. The trainee shall devote the designated time and attention to the business interests of the Company and generally carry out duties and work as undertaken by him under this agreement.

## **5. 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 trainees, 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.

## **6. 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.

## **7. TERMINATION OF AGREEMENT**

The minimum period of notice that both you and the Company must give to terminate this agreement is 15 days. Notice must be given in writing. It is at the discretion of the management to waive off the Notice Period and accept salary in lieu of Notice Period. 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. 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.

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.

## **8. EVENTS LEADING TO TERMINATION OF THIS AGREEMENT**

If you:

- 8.1.1 shall commit any act of dishonesty whether relating to the Company, any Associated Company, an employee or otherwise; or
- 8.1.2 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
- 8.1.3 are guilty of any conduct which in the reasonable opinion of the Company brings you, the Company or any Associated Company into disrepute; or
- 8.1.4 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
- 8.1.5 are in the reasonable opinion of the Company incompetent in the performance of your duties; or
- 8.1.6 fail to observe and perform in all material respects the terms and provisions of this Agreement (where such conduct does not fall within clause 8.1.3) 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

i. are declared bankrupt; or

8.1.8 are convicted of any arrestable criminal offence; or

8.1.9 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 internship 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.

8.2 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 other trainee, 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.

## **9. OUTSIDE INTERESTS**

You will not, during the course of your internship, be engaged in any capacity in any other business without the prior written consent of a Director of the Company.

## **10. CONFIDENTIALITY**

You acknowledge that in the course of your employment with the Company you will have access to, and be entrusted with, information in respect of the business and financing of the Company, its Clients, its Clients' clients, its employees, its dealings, transactions and affairs including any parent or subsidiary company, another subsidiary of parent company, joint venture company and associated companies (together "Group companies"), all of which information is or may be confidential.

You must not, either during your employment or at any other time after completion of employment with the Company, divulge to any person or organisation any confidential information relating to the Company, its Clients, its Clients' clients, its employees and any Group company, except where required to do so as part of your duties while employed by the Company.

"Confidential information" includes all information which has been specifically designated as confidential by the Company, its Clients, its Clients' clients, its employees or any parent company, another subsidiary of parent or subsidiary company, joint venture company (hereinafter collectively referred to as Group Company(ies)), any information imparted in circumstances which imply that it is confidential, and any information relating to the technical, strategic planning, marketing, pricing or financial activities of the Company, its Clients, its Clients' clients, its employees or any Group Company, the unauthorised disclosure of which would embarrass, harm or prejudice the Company or any Group Company. It does not include information which is legitimately in the public domain.

You must not, at any time during your employment with the company and thereafter, share the name of any Client of the Company or Clients client, either directly or indirectly, or in such terms

that any third person is able to ascertain the name of the Client or Client's client, in any social networking site such as LinkedIn and Facebook or any job portal or site such as Naukri, Monster and TimesJobs without the express prior written approval of a Director of the Company.,

Breach of the Group's confidentiality rules during your employment will normally lead to summary dismissal for gross misconduct or any other legal recourse available to the Company.

## **11. 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.

- 11.1 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.
- 11.2 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;
- 11.3 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;
- 11.4 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;
- 11.5 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;
- 11.6 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
- 11.7 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.

## **12.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.

## **13.GENERAL**

13.1 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.

13.2 This Agreement supersedes all other agreements whether written or oral between the Company or any Associated Company and you relating to your internship 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.

13.3 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.

a. You confirm that you have received or have had the opportunity to receive independent legal advice as to the terms and effect of this Agreement and, in particular, to the restrictions contained in the Confidentiality and Intellectual Property above.

## **14.NOTICES**

14.1 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 as 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.

14.2 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

## **15.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: \_\_\_\_\_

**Asmita Kulkarni**

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**



## Salary Structure

Name  
Chirag Yogesh Shinde  
Designation  
Executive Trainee - Credit & Risk  
Department  
Credit & Risk  
Location  
Nasik  
State  
Maharashtra

13/10/2022 16:45

Details	Yearly	Monthly
Basic	172,560	14,380
HRA	156,715	13,060
Stat. Bonus	16,800	1,400
Personal Allowance	45,713	3,809
<b>Fixed Gross (A)</b>	<b>391,788</b>	<b>32,649</b>

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

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

### Less : Deduction

Employee contribution to PF	28,212	2,351
Employee contribution to ESI ( 0.75% of Total Fixed Salary )*	0	0
<b>Net fixed monthly take home (Including Professional Tax Deduction)</b>	<b>363,576</b>	<b>30,298</b>
Performance Bonus / Monthly Incentives	0.0	
<b>Net take home with 100% incentives (Excluding Income Tax Deduction)</b>	<b>363,576</b>	<b>30,298</b>

### \* 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.
- Any Tax Applicable as per Government Norms will be deducted.

For Vistaar Financial Services Pvt Limited

Manas Ranjan Satpathy - Vice President - Human Resources



October 13, 2022

Chirag Yogesh Shinde

H NO 4017 Shinde Bhuvan Ram Mandir road  
Nagchouk Nashik Panchavati Maharashtra 422003

Dear **Chirag Yogesh Shinde**

**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 of **Executive Trainee (ET)**. Your initial place of posting will be at **Nasik**. 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 including variable pay and other allowances as applicable to your role. 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 **October 24, 1999** 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 with 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 **October 13, 2022**. 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**

**Manas Ranjan Satpathy**  
**Vice President - Human Resources**

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.

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.

2.2. Leaves will be provided as per company policy.

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

2.4. 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.

2.5. 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.

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

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.

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

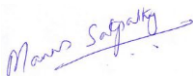
7.1. Retirement: The retirement age is 58 years.

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 you 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.

Authorized Signatory  
For Vistaar Financial Services Pvt Limited

Signature: \_\_\_\_\_



Manas Ranjan Satpathy  
Vice President - Human Resources

Received & Accepted

Name: \_\_\_\_\_ Date: \_\_\_\_\_



## INTERNSHIP OFFER

Ref.:5395726/ 1118312,  
Date:01/18/2022,

Dear Gauri Prasad Khairnar,

As per our discussion with you, we are pleased to inform you that you have been provided the opportunity to pursue your internship with Capgemini Technology Services India Limited ("Company" or "Capgemini") during the period 02/02/2022 till 07/29/2022

You have to report by 8:30 am at office, for joining formalities and contact security at the main gate for your entry pass at

### Address

Capgemini Technology Services India Limited. A-1, Technology Park,  
A-1 Technology Park MIDC,Talwade,Pune, Maharashtra - 412114

During the period of your internship, you will be entitled to an internship stipend of Rs. 15,000.00 /month. Please note aside from the stipend amount, you will not be entitled to any other re-imburements or allowances.

Please note that your internship will not imply any kind of employment regular or contractual and the purpose is solely to facilitate your learning. We reserve the right to cancel/terminate the internship without notice and assigning any reason thereto.

Private Information Policy — You will be bound by the Capgemini Private Information Policy as described in Annex 1 for holding in confidence any trade secrets or confidential business and technical information of the Company or its clients.

Intellectual Properties — Additionally, you will also be bound by the Capgemini policy with respect to Intellectual Property as described in Annex 2

Note:

1.	The stipend processing will be as per Company policy notified from time to time.
2.	You must provide a valid bank account no. where you wish your stipend to be remitted and Permanent Account Number (PAN)/ AADHAR as identity and address proof. You are expected to provide accurate and correct information failing which Company shall not be responsible for any issue arising out of supplying of erroneous remittance information.
3.	During your internship in the Company, you are expected to adhere to the applicable Company policies and processes, failing which the Company has liberty to take appropriate steps.

You are required to treat this letter and its contents as strictly confidential and should not disclose the same to any person or entity (except to your advisors, attorneys and accountants, for seeking their advice) without our prior written consent.

At Capgemini, one of our goals is to afford all its interns the hands-on experience of its business operations, processes and services. Capgemini values your abilities and believes it can provide you with an atmosphere in which you can develop your professional talents to the fullest.

As acceptance of this internship with the Company, please sign in the space provided below and return a duplication version of this letter immediately to us within fifteen (15) days from the date of this letter.

Our internship opportunity shall automatically lapse unless you confirm your acceptance of it and return a copy to us within the prescribed time.

Yours sincerely,  
For Capgemini Technology Services India Limited



Anil Kumar Singh  
Head - Talent Acquisition & Resourcing

I accept the above offer on the terms indicated

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## ANNEX 1

### PRIVATE INFORMATION

You agree with Capgemini that:

the work to which I am assigned is and will be of a private nature, and in connection with the performance of my assignment on behalf of Capgemini, its subsidiaries and affiliates (together with their predecessors and successors, the "Company"), the Company may make available to me information of a private nature as to the Company and the Company's clients' and prospective clients' business, strategies, methodologies, operations, technologies (including computer software), financial affairs, organizational and personnel matters, policies, procedures, trade secrets, programs, operations, clients, prospective clients, employees and other non-public matters, including those concerning third parties ("Private Information"). I agree that I will receive in strict confidence all such Private Information belonging to the Company or to its clients or prospective clients. I further agree to use my best efforts to maintain and to assist the Company in maintaining the confidentiality of all such Private Information, and to prevent it from coming into unauthorized hands.

I further agree that:

- I. I will neither copy nor distribute any material, or other information constituting Private Information which comes into my possession as result of my assignment with the Company, other than for the Company use;
- II. I will not during the period of my assignment with the Company nor at any time thereafter, directly or indirectly, disclose to others and/or use for my own benefit or for the benefit of others, Private Information acquired by me during the period of my assignment, except to the extent as may be reasonably necessary in the ordinary course of performing my duties as an Intern of the Company;
- III. I will not disclose to the Company or attempt to induce the Company to use any Private Information or material to which the Company is not entitled;
- IV. Upon termination of my internship with the Company, I will return to the Company or to the client or prospective client all materials and information that constitutes Private Information and any copies thereof and certify to the Company that I no longer have any rights to such materials or information, and I will represent that the original and all copies of such materials and information have been returned to the Company or to the client or prospective client.
- V. I agree to abide by the ISMS policies and procedures as published by the organization from time to time.

## ANNEX 2

### INTELLECTUAL PROPERTY

I agree that all such inventions, software, manuscripts, documentation, improvement or other intellectual property shall be and remain the sole and exclusive property of the Company. I hereby agree to execute such assignments and other documents as the Company may consider appropriate to vest all right, title and interest therein to the Company. This provision does not apply to an invention for which no equipment, supplies, facility, or trade secret information of the Company was used and which was developed entirely on the my own time, unless (a) the invention relates (i) directly to the business of the Company or (ii) to the Company's actual or demonstrably anticipated research or development or (b) the invention results from any work performed for the Company. I agree that all services performed for the Company shall be the original work and shall not incorporate any third party materials or work in any third party asserts an ownership interest without the express written consent of the Company

Capgemini

UNDERTAKING & ACKNOWLEDGEMENT ("Undertaking")

I the undersigned, with reference to my acceptance of the internship opportunity with Capgemini do hereby unequivocally agree to abide by the Company's policy and further undertake as follows and execute this Undertaking & Acknowledgement ("Acknowledgment"):

1. I have been explained and provided an understanding of the company policies, and I do hereby undertake and state that during my internship with Capgemini, I shall adhere to the company policies, included but not limited to knowledge sharing, safeguarding of Company's and Client's intellectual property and copyright, code of conduct, ISMS etc. .

2. I agree to act in accordance with all of the provisions of the policies of the Company, and to safeguard all of the knowledge and information I receive in the course of my internship with the company, whether it is the property of Capgemini, its client, or some other entity which makes such knowledge or information available.

3. I will not use any knowledge, trade secrets or other information of the company or its clients including, except for the purpose of the work I am allotted in the course of my duties or as otherwise permitted by the company. Confidential Information does not extend to information already in the public domain unless such information arrived there by unauthorized means.

4. Without limiting the previous clause I undertake that I will not, nor will I attempt to:

- a. Remove or take any such Confidential Information; or
- b. Disclose Confidential Information to any third party other than in the proper course of my duties or as otherwise permitted by the company; or
- c. Gain personal advantage from trading in or on the basis of Confidential Information; or
- d. Cause or procure any other person to deal in the securities of any company on the basis of Confidential Information
- e. Obtain nor claim any ownership interest in any knowledge or information obtained from Capgemini and its Clients.

5. Post termination of my internship with the Company, I recognize that I cannot disclose to any future employer, or use for my own purposes any Confidential Information I may have access to during my internship tenure with the Company.

6. I undertake to duly return all the assets received by me from the Company on the last day of my internship with the Company as may be identified. In the event I fail to return any of the Company assets, the Company is at liberty to take appropriate steps to recover the same including but not limited to withholding my stipend and deducting the suitable amount as may be recoverable.

7. Subject to Clause 8 below, I agree that any dispute arising out of this undertaking & acknowledgment ('Acknowledgment'), the Company and myself will make best efforts to settle by mutual conciliation any claim, dispute or controversy ("Dispute") arising out of, or in relation to, this Agreement, including any Dispute with respect to the existence or validity hereof, the interpretation hereof, or the breach hereof. All disputes, differences and/or claims arising out of these presents or as to the construction, meaning or effect hereof or as to the rights and liabilities of the Parties hereunder and which cannot be settled by mutual conciliation shall be referred to Arbitration to be held in Mumbai in English Language in accordance with the Arbitration and Conciliation Act 1996, or any statutory amendments thereof and shall be referred to a sole Arbitrator to be appointed by Capgemini. The award of the Arbitrator shall be final and binding on the Parties. This Letter shall be governed and interpreted in accordance to the laws of India and the courts at Mumbai only shall have exclusive jurisdiction.

8. Notwithstanding the provisions of Clause 4, I agree that damages or an account of profits may be inadequate compensation for breach of this Acknowledgment and the company may seek an injunction or similar remedy to restrain any conduct or threatened conduct which is or may be a breach of this Acknowledgment.

9. This Acknowledgment is governed by the laws of Maharashtra, India. Each party submits to the non-exclusive jurisdiction of courts exercising jurisdiction there in connection with matters concerning this Acknowledgment.

I HAVE READ & UNDERSTOOD THE ABOVE ACKNOWLEDGEMENT AND AGREE TO BE BOUND BY ITS TERMS

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



## CONSENT LETTER

### For use of Personal Information & Sensitive Personal Data or Information

I, \_\_\_\_\_ residing at \_\_\_\_\_, do hereby provide my express consent to the Company Caggemini Technology Services India Limited , having its registered office at No.14, Rajiv Gandhi Infotech Park, Hinjawadi Phase III, MIDC – SEZ, Village Man, Taluka Mulshi, Pune – 411057, Maharashtra"(hereinafter referred to as the "Company", which expression shall unless repugnant to the context or meaning thereof mean and include its successors, nominees, assigns and administrators) as follows:

1. That I acknowledge and provide my consent to the Company to collect, store, process, transfer and share my personal information and sensitive personal data or information and information of my dependents wherever applicable, (including sensitive personal information like bank accounts, PAN, blood group, biometric information, medical record, email addresses etc.) for purposes deemed appropriate by the Company from time to time, including but not limited to:
  - a) for the purpose of verifying the information submitted by me basis which I have been made an offer of employment,
  - b) stipend processing
  - c) law enforcement agencies,
  - d) to comply with a judicial/quasi judicial order,
  - e) auditor (including internal auditors, statutory auditors or Caggemini's clients or their auditor) for the purpose of audit,
  - f) insurance companies for the purpose of group insurance, personal accident insurance etc.
  - f) service providers providing services for biometric access to office premises for monitoring attendance.
2. Further, I also acknowledge and provide my consent to the Company to transfer and share (within India and outside of India) such information with:
  - a. affiliates of the Company for administrative purposes and/or audit;
  - b. clients/prospects in relation to any staff augmentation assignments.
3. That I agree and confirm that this consent letter shall be construed in accordance with the laws of India and the courts in Mumbai shall have exclusive jurisdiction to adjudicate upon any dispute that may arise in relation to this Consent Letter.
4. That should any provisions of this consent letter be held by a court of law to be illegal, invalid or unenforceable, the legality, validity and enforceability of the remaining provisions of this consent letter shall not be affected or impaired thereby.
5. I hereby declare that the execution of this consent letter has been done out of my own free will and consent and without any undue force or coercion in any manner whatsoever.
6. I am aware that I have the right to access and rectify my sensitive personal data or information provided to the Company and corresponding obligation to immediately update my sensitive personal data or information in Company's records in the event of any change.
7. I am aware that Company has adopted security practices and procedure to ensure that the information collected is secure and these are available on the Company's intranet.

This consent letter shall come into force immediately upon its execution by me.

Name:  
Signature:  
Date:

Ref. No. PPPL/HR-CIL/9/27

OFFICE OF THE  
MANAGING DIRECTOR

05.09.2022

"CONFIDENTIAL"

MR. HARSHAL SURESH MALI  
SALES OFFICER - SALES  
HOME CARE DIVISION  
EMP CODE:- 7715  
NASHIK

SUB: CONFIRMATION - INCREMENT LETTER

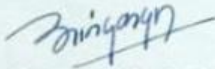
Dear MR. HARSHAL,

We are pleased to inform you that subsequent to your successful completion of probation and your sustained performance, your services with the company are confirmed as "Sales Officer" in SALES Department and you are given an Increment of Rs. 850/- p.m. w.e.f. 01.09.2022.

Accordingly, your monthly salary after confirmation is revised to Rs. 17850 and your CTC will be Rs. 235800/- (Rupees Two Lakh(s) Thirty Five Thousand Eight Hundred Only) as per the annexure attached.

All other terms and conditions incorporated in the letter of appointment and subsequent communications, except the above will remain unaltered and continue to be applicable to you.

Yours faithfully,  
FOR PITAMBARI PRODUCTS PVT. LTD.



ANAND KADAM  
GENERAL MANAGER



HEMOCARE  
DIV.



HEALTHCARE  
DIV.



AGRICARE  
DIV.



DIGITALCARE  
DIV.



SOLARCARE  
DIV.



AGRO TOURISM  
DIV.



FRANCHISEE  
DIV.



D TO C  
DIV.



MODERN TRADE  
DIV.



INSTITUTIONAL  
DIV.



EXPORT  
DIV.

**SALARY ANNEXURE**

Compensation Components	CTC on date of joining		CTC wef 7th month of DOJ		CTC wef 13th month of DOJ	
	Monthly (Rs.)	Annual (Rs.)	Monthly (Rs.)	Annual (Rs.)	Monthly (Rs.)	Annual (Rs.)
<b>Salary &amp; Allowances</b>						
Basic Salary	5,521	66,250	6,250	75,000	6,250	75,000
House Rent Allowance	2,760	33,125	3,125	37,500	3,125	37,500
Special Allowance	9,653	1,15,840	11,441	1,37,294	13,525	1,62,294
Employer's Contribution to Provident Fund	1,800	21,600	1,800	21,600	1,800	21,600
<b>Total Salary &amp; Allowances</b>	<b>19,735</b>	<b>2,36,815</b>	<b>22,616</b>	<b>2,71,394</b>	<b>24,700</b>	<b>2,96,394</b>
Retention Bonus	2,083	25,000	2,083	25,000	-	-
<b>Total Gross Salary</b>	<b>21,818</b>	<b>2,61,815</b>	<b>24,700</b>	<b>2,96,394</b>	<b>24,700</b>	<b>2,96,394</b>
Gratuity	265	3,185	300	3,606	300	3,606
<b>Total CTC to company</b>	<b>22,084</b>	<b>2,65,000</b>	<b>25,000</b>	<b>3,00,000</b>	<b>25,000</b>	<b>3,00,000</b>
Tax Deductions (Subject to Investment Declarations)	-	-	-	-	-	-
Profession Tax	200	-	200	-	200	-
Contribution to Provident fund	3,600	-	3,600	-	3,600	-
<b>Net Pay per month</b>	<b>15,935</b>		<b>18,816</b>		<b>20,900</b>	
<b>Total Cost to Company (CTC)</b>		<b>2,65,000</b>		<b>3,00,000</b>		<b>3,00,000</b>

**Notes:**

(1) Company's Contribution to PF is @12% and is calculated considering basic and allowances pay as Rs 15000/-or actual whichever is lower. The contribution to PF from employers side shall be deducted from CTC of employee

(2) The Salary / allowance structure is subject to modification from time to time and all payments are subject to appropriate taxation as per the Income Tax Laws in force.

(3) All payments would be as per company rules & regulations and administrative procedures regulations. Individual components and amounts against each component may undergo modification from time to time depending on statutory regulations applicable to the Company.



19<sup>th</sup> May 2022

**Sub: Offer of employment by Pin Click**

Dear **Kshitij Mahendra Gandhi**,

Congratulations and we are very pleased to extend an offer to you to join Pin Click as “**Property Advisor**”, with effect from **25th May 2022**.

The terms of our offer 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. Your initial posting as a Pin Click employee will be at our **Mumbai** 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.
3. 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.
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. 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 15day’snotice 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, the 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.
6. 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.
7. 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.
8. You will not engage in any unethical practice, which might affect Pin Click and its employees, client and partners.

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

**ANNEXURE A**

<b>COMPENSATION &amp; BENEFITS STATEMENT – PIN CLICK</b>			
<b>Employee Details</b>	<b>Name</b>	Kshitij Mahendra Gandhi	
	<b>Designation</b>	Property Advisor	
	<b>Department</b>	Sales	
	<b>Date of Joining</b>	25th May 2022	
	<b>C &amp; B CATEGORY</b>	<b>INR – Monthly</b>	<b>INR – Annual</b>
<b>A</b>	<b>Fixed Compensation</b>		
	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 Education Allowance	2,000	24,000
	Special Allowance	5,940	71,280
	<b>Sub-Total I / Gross Pay</b>	<b>23,740</b>	<b>2,84,880</b>
<b>B (A-B)</b>	Professional tax	200	2,400
	PF Employer	900	10,800
	<b>Net Salary</b>	<b>22,640</b>	<b>2,71,680</b>
<b>C</b>	<b>Benefits</b>		
	PF Employee	900	10,800
	Gratuity	360	4,320
	<b>Sub Total II</b>	<b>1,260</b>	<b>15,120</b>
<b>Total A + C</b>	<b>Cost to the Company</b>	<b>25,000</b>	<b>3,00,000</b>
	<b>Performance Enhanced Incentives</b>	<b>15,000*</b>	<b>1,80,000*</b>
<p><b>#NOTE:</b> Performance Enhanced Incentives Is Target Based and will be paid based on your sales achievement</p> <p>* The Offer/ Salary Is Subjective to Completion of Training</p> <p>*Two-wheeler is mandatory with valid driving license. (There will be 7 days of training period and an assessment then your payroll will start ) (3000K includes in above annexure for Fuel Expenses &amp; 500 Rs deduction for mobile bill)</p> <p>Gross Pay is prior to tax being deducted at Source from the salary, Professional tax and Employee contribution towards PF as applicable.</p>			

To accept this offer, sign the copy and return the duplicate/scan copy to the sender. Kindly ensure that the copy of acceptance reaches us as prescribed. We look forward to the opportunity of working with you at Pin Click

ManikKinra

Founder & CEO

The details of your annual earnings are as **Annexure B**.



**ANNEXURE B**

<b>COMPENSATION &amp; BENEFITS STATEMENT – PIN CLICK</b>			
<b>Employee Details</b>	<b>Name</b>	Kshitij Mahendra Gandhi	
	<b>Designation</b>	Property Advisor	
	<b>Department</b>	Sales	
	<b>Date of Joining</b>	25th May 2022	
	<b>C &amp; B CATEGORY</b>	<b>INR - Monthly</b>	<b>INR – Annual</b>
<b>A</b>	<b>Fixed Compensation</b>		
	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 Education Allowance	2,000	24,000
	Special Allowance	7,139	85,668
	<b>Sub-Total I / Gross Pay</b>	<b>26,589</b>	<b>3,19,068</b>
<b>B (A-B)</b>	Professional tax	200	2,400
	PF Employer	1,008	12,096
	<b>Net Salary</b>	<b>25,381</b>	<b>3,04,572</b>
	<b>Benefits</b>		
<b>C</b>	PF Employee	1,008	12,096
	Gratuity	403	4,836
	<b>Sub Total II</b>	<b>1,411</b>	<b>16,932</b>
<b>Total A + C</b>	<b>Cost to the Company</b>	<b>28,000</b>	<b>3,36,000</b>
	<b>Performance Enhanced Incentives</b>	<b>15,000*</b>	<b>1,80,000*</b>
<p><b>#NOTE:</b> Performance Enhanced Incentives Is Target Based and will be paid based on your sales achievement</p> <p>* The Offer/ Salary Is Subjective to Completion of Training</p> <p>*Two-wheeler is mandatory with a valid driving license. (3000K includes in above annexure for Fuel Expenses &amp; 500 Rs deduction for mobile bill)</p> <p>Gross Pay is prior to tax being deducted at Source from the salary, Professional tax and Employee contribution towards PF as applicable.</p>			

To accept this offer, sign the copy and return the duplicate/scan copy to the sender. Kindly ensure that the copy of acceptance reaches us as prescribed.

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

ManikKinra

Founder & CEO

**LETTER OF INTENT**

**Pin Click Property Management Pvt Ltd**

Page 3 of 4



- 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 regards to his/ her 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 conform 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: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Anticipated Start Date: \_\_\_\_\_

Date: 13<sup>th</sup> May 2022

Dear Lekha Rakecha,

We are pleased to inform you about your appointment as a **Business Development Executive** at our Nashik office. Your appointment shall commence from 04<sup>th</sup> July 2022 with the annual gross package of Rs 4,50,054/- inclusive of all allowances and benefits.

**Emoluments**

Basic Stipend- 15,001/month  
Travelling Allowance – 3,000/month  
Medical Allowance – 30,00/month  
Telephone Allowance – 1,500/month  
Special Allowances (Including Advance Monthly bonus) – 9,499/month.

**Other Emoluments**

Paid Leaves (21 days) – 22,400.00  
Gratuity – 8,654.00

**Variable Performance Bonus:** Rs. 35,000/- will be paid at the year end, based on Company, BU & Individual performance.

**Monthly Gross: 37,505/-**

**Annual Package: 4,50,054/- (Four Lakhs Fifty Thousand & Fifty-Four Only)**

**\*In addition to the above, you are also eligible for an Accidental cover of Rs.2,00,000/-.**

Your financial review will be done after the successful completion of every year in the organization.

You will also be liable to sign a financial bond for a period of 24 months, which would be of 5.0 Lakh rupees. You would also have to submit your original documents to the company, and these would be returned to you after the completion of the 24 months' bond.

For Aress Software & Education Technologies Pvt. Ltd.



Sonali Patil  
Assistant Manager (HR & Admin)

Lekha Rakecha  
(Employee)

Aress Software and Education Technologies Pvt. Ltd.

**REF: BFSPL/2022-23/03**

**Date: 15<sup>th</sup> September 2022**

To,  
**Ms. Samruddhi Sanjay Laddad**  
A 2/10 Aditya Kunj Soc.  
Dindori Road, Panchavati,  
Nashik, 422 003

**Dear Samruddhi,**

**Sub: Letter of Appointment for Trainee**

We refer to your resume forwarded to us, for imparting on job training in our Financial Services Division and to the subsequent interviews held with us. We are pleased to communicate to you that you have been selected, on the following terms and conditions:

1. You would be designated as, "**Trainee - Associate**".
2. As stated in the offer letter issued to you and accepted by you, your joining date at our Pune office, situated at **14 to 17, Suyash Commercial Mall, S. No. 74 & 75, Above Union Bank, Baner, Pune-411045** is **15<sup>th</sup> September 2022**.
3. We have taken on records the copies of your testimonials, Birth Certificate, Blood group certificate, Passport, a relieving letter from your last employer along with last drawn salary certificate / payslip (wherever applicable) on the date of joining and have noted that your permanent address is as under:  
A 2/10, Aditya Kunj Society, Dindori Road, Panchavati, Nashik, 422 003

This letter is valid, subject to the accuracy of the submitted documents and if any inaccuracies are observed w.r.t. the documents submitted, and then this appointment letter shall be treated as null and void.

4. You shall receive the consolidated stipend of **Rs. 15,000/-** (Fifteen Thousand only) Per Month.
5. Your training period will be for **Three Months**.



***Bizsolindia Financial Services Pvt. Ltd.***

***(Formerly Bizsolindia Forex Services Pvt. Ltd.)***

**REGISTERED / CORPORATE OFFICE :**

14 to 17, Suyash Commercial Mall, S.No. 74 & 75,

Above Union Bank, Baner, Pune - 411 045.

Tel. : +91 20 40702000 / 01

Email : corporate@bizsolfinserv.com, Website : www.bizsolfinserv.com

CIN : U74999PN2013PTC149837 | GSTN No. : 27AAF07592L1Z2

**SALARY ANNEXURE**

Compensation Components	CTC on date of joining		CTC wef 7th month of DOJ		CTC wef 13th month of DOJ	
	Monthly (Rs.)	Annual (Rs.)	Monthly (Rs.)	Annual (Rs.)	Monthly (Rs.)	Annual (Rs.)
<b>Salary &amp; Allowances</b>						
Basic Salary	5,521	66,250	6,250	75,000	6,250	75,000
House Rent Allowance	2,760	33,125	3,125	37,500	3,125	37,500
Special Allowance	9,653	1,15,840	11,441	1,37,294	13,525	1,62,294
Employer's Contribution to Provident Fund	1,800	21,600	1,800	21,600	1,800	21,600
<b>Total Salary &amp; Allowances</b>	<b>19,735</b>	<b>2,36,815</b>	<b>22,616</b>	<b>2,71,394</b>	<b>24,700</b>	<b>2,96,394</b>
Retention Bonus	2,083	25,000	2,083	25,000	-	-
<b>Total Gross Salary</b>	<b>21,818</b>	<b>2,61,815</b>	<b>24,700</b>	<b>2,96,394</b>	<b>24,700</b>	<b>2,96,394</b>
Gratuity	265	3,185	300	3,606	300	3,606
<b>Total CTC to company</b>	<b>22,084</b>	<b>2,65,000</b>	<b>25,000</b>	<b>3,00,000</b>	<b>25,000</b>	<b>3,00,000</b>
Tax Deductions (Subject to Investment Declarations)	-	-	-	-	-	-
Profession Tax	200	-	200	-	200	-
Contribution to Provident fund	3,600	-	3,600	-	3,600	-
<b>Net Pay per month</b>	<b>15,935</b>		<b>18,816</b>		<b>20,900</b>	
<b>Total Cost to Company (CTC)</b>		<b>2,65,000</b>		<b>3,00,000</b>		<b>3,00,000</b>

**Notes:**

(1) Company's Contribution to PF is @12% and is calculated considering basic and allowances pay as Rs 15000/-or actual whichever is lower. The contribution to PF from employers side shall be deducted from CTC of employee

(2) The Salary / allowance structure is subject to modification from time to time and all payments are subject to appropriate taxation as per the Income Tax Laws in force.

(3) All payments would be as per company rules & regulations and administrative procedures regulations. Individual components and amounts against each component may undergo modification from time to time depending on statutory regulations applicable to the Company.



**02/25/2022**

**Mahesh Sahebrao Ghuge**

Dear **Mahesh,**

Congratulations!

With reference to our discussion in respect of your interest in our organization & subsequent interview (s) with us, we are pleased to offer you employment in the position of **Trainee** at grade **T** working in our organization.

You are requested to join us on or before **03/01/2022**.

The general terms & condition governing your employment, compensation and other benefits that you would be entitled to are stated in the enclosure to this letter.

We look forward to have you with our team by the date mentioned above. We are sure that you'll have a bright career with our company.

Please let us know in case of any further questions.

For **YASH Technologies Pvt Ltd**



**Laveena Nabar**  
**Human Resources**

P.S: Date format to be read as MM/DD/YYYY. Print only, if required.



**Offer: BUSINESS PROCESS SERVICES**  
**Ref: TCSL/DT20218993197/Nashik/BPS/BTN**  
**Date: 23/12/2021**

Mr. Mangesh Gajanan Tangade  
09 Vijaydeep Apt. Pethe Nagar Road, Indira Nagar, Jakhadi Nagar Udyaan  
Jakhadi Nagar  
New Indira Nagar Police Station  
Nashik-422009  
Maharashtra  
Tel# 91-8379992374

Dear Mr. Mangesh Gajanan Tangade,

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

Thank you for exploring training opportunities with **Tata Consultancy Services Limited(TCSL)**. You have successfully completed our initial selection process and we are pleased to make you an offer as "Trainee BPS" for a period of 12 months. During this period you will be paid a stipend of Rs. **16,000/-** per month. You will be engaged as a Trainee / Apprentice under the model / certified Standing Orders (as the case may be) applicable to you.

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

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

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



## **OTHER BENEFITS**

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

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

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

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

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

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

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

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

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

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

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

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

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

The company will contribute 4.75% of your stipend or such amount as determined by law towards ESI contribution till you remain covered under Employee's State Insurance Act, 1948.

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

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

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

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

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

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



#### **6. Process Specific Stipend:**

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

### **TERMS OF TRAINEESHIP**

#### **1. Traineeship Pre-requisites**

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

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

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

#### **2. Traineeship Period:**

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

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

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

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

#### **3. Hours of Training:**

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

#### **4. Leave:**

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

#### **5. Transport:**

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

#### **6. Alternative Occupation / Traineeship:**



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

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

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

**8. Work in SBWS mode:**

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

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

**9. TATA Code of Conduct:**

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

**10. Notice Period:**

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

**11. Medical Test:**

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

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

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

**12. Background Check:**

Your traineeship will be subject to a background check in line with the Company's background check policy. A specially appointed agency will conduct internal and external background checks. Normally, such checks are completed within one month of joining. If the background checks are unfavorable or at a variance with your own





declarations, your traineeship will be discontinued without any notice.

### 13. Submission of Documents:

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

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

### 14. Initial Learning Programme (ILP)

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

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

### 15. Letter of Appointment

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

### 16. Personal Data Processing:

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

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

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

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

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

In case of overseas deputation, available privacy rights would be governed as per regulatory provisions and / or



TCS policies/notice provided applicable at your overseas location.

**17. Terms and conditions:**

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

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

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

**19. Compliance to all clauses:**

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



**Withdrawal of Offer**

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

We look forward to having you in our global team.

Yours Sincerely,

For **Tata Consultancy Services Limited.**

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



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

Encl: Annexure 1: Acceptance  
Annexure 2: Confidentiality, Data and Intellectual Property Protection Terms



## **ANNEXURE 1**

### **For the candidate to complete:**

This is to confirm that I have received the letter of offer and Terms of Traineeship ref No **TCSL/DT20218993197/Nashik/BPS/BTN** on \_\_\_\_\_ (MMM/DD/YYYY).  
I hereby accept this Offer and intend to join traineeship on:

Signature:

Name:



## Annexure 2

### Confidentiality, Data and Intellectual Property Protection Terms

#### 1. Confidential Information

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

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

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

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

(d) Customer and prospective customer lists, and

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

#### 2. Associate's Obligations

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

#### 3. Intellectual Property Rights

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





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

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

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

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

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

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

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

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

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

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

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

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

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



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

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

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

## 7. Working in SBWS Framework:

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

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

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



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

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

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

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

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

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

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

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

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

#### **11. General**

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

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

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

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

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



representatives of both parties.

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

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

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

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

Name:

Address:

Signature:

Date:



**Confidential**

Date: 22<sup>th</sup> Apr, 2022

**Mr. Mitul Kulkarni**  
**Address: Ashwin Nagar,**  
**Nashik-422009**

**LETTER OF INTENT**

This is with reference to the interview held with you; we are pleased to issue you the letter of Intent with InvestoXpert, the details of which are as under:

Position :	Relationship Manager - Trainee
Department :	Sales
Date of Joining :	10 <sup>th</sup> May, 2022
Location :	Mumbai
Reporting To :	Branch Head

This offer letter is subject to the following conditions:

1. Certificates of qualification.
2. Four passport size photographs.
3. Copy of your Address proof and PAN card.
4. Medical fitness certificate by MBBS doctor.
5. Copies of all educational documents
6. Copy of a Cancelled Cheque or Passbook.

In the event if any of the above conditions being found unsatisfactory as per the company policy, the company reserves the right to revoke this offer of appointment, without assigning any reason what so ever. As part of the joining formalities you will have to sign an agreement of service rules and conditions of employment with us and you will be governed by the same joining post.

We request you to put your signatures on the duplicate copy of this letter as token of your acceptance and become a part of InvestoXpert Family. A separate standard appointment letter along with salary annexure will be issued to you on the day of your joining.

We look forward to welcome you aboard.

For InvestoXpert Pvt. Ltd.  
  
HR Department

Accepted & Agreed

Signature & date





Mercedes-Benz

Date: 27<sup>th</sup> May, 2022

**OFFER LETTER**

Dear Ms Mrunal Aher,

This has reference to your application, subsequent interviews and our Annual CTC Offer of **Rs. 3,00,000 Lacs** Accepted by you. We are pleased to offer you an employment with **Silver Star Mercedes Benz** as **Manager-Marketing & CRM** at our Nashik Location.

At the time of joining, you should bring the following documents:-

01. Acceptance of resignation letter / relieving or service certificate about you having left the services of the present employer, if applicable.
02. Five copies of recent passport size photograph.
03. Originals and Photocopies of date of birth, educational qualifications and other related certificates.
04. Photocopy of Aadhaar Card and PAN Card. In case you do not have a PAN Number, please apply for a PAN Number on an immediate basis.

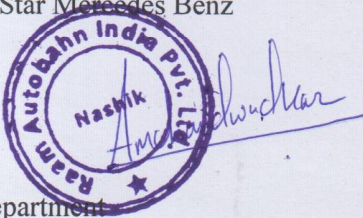
A detailed Appointment Letter will be handed over to you at the time of your joining after complying with the above joining formalities as per rules of the company.

This offer is valid subject to your medical fitness, background verification check and you confirming us of your date of joining on or before 28<sup>th</sup> May 2022.

Kindly intimate your acceptance via email. If you require any clarification, please contact **Ms. Ankita Chandwadkar** of our Human Resources Department on contact no. **8446002550**.

We welcome you and wish you all the best for a long and fruitful career with us.

Yours faithfully,  
Silver Star Mercedes Benz



HR Department

I accept the offer made above:

(Signature of the candidate)

(Date)

On Mon, May 23, 2022 at 5:01 PM Dhananjay Pote <[Dhananjayp@winjit.com](mailto:Dhananjayp@winjit.com)> wrote:

Hi Sir,

Greetings!

Further to all resumes you shared and the subsequent rounds of discussion that students took, we are glad to say below are the students final select with us.

1. **Rushikesh Wagh**
2. **Muzain Kokni**

We would be happy to propose them -

**Designation** – Business Development Intern

**Business Unit**- India and Mauritius

**Job Level**- Intern (Current)

**Internship Duration**- 3 Months

**Stipend During internship**- 15k

**CTC after onboarding** – 3.5 LPA (on the basis of their performance they can come onboard)

**Job Location**- Nashik.

**Bond** -2 Yrs. ( We expects this commitment from all freshers during which they are eligible for Salary Appraisals and all other benefits)

**Date of Joining**- 25/05/2022

**As discussed we would be ok to support them with necessary leaves for exams, practical's (it has to be priorly communicated to us)**

This offer is valid only if they join us on or before 25<sup>th</sup> May 2022, they will get their appointment letter and other documents you will get on the day of their joining.

<b>CTC</b>	4 LPA
<b>Monthly Gross Salary</b>	28395 INR
<b>Monthly Take Home Salary</b>	26035 INR
<b>Retention Bonus</b>	50000 INR

Looking forward to hire many more talent from your esteem institute.

Regards,  
Dhananjay Pote  
Manager | Human Capital  
Mob: +919607770635  
<http://www.winit.com>





# ESDS SOFTWARE SOLUTION LIMITED

**Registered Office:** Plot No. B- 24 & 25, NICE Industrial Area,  
Satpur MIDC Rd, Nashik, Maharashtra 422007.

**Toll Free:** 1800 209 3006 | **Email:** getintouch@esds.co.in



To,

Date: 5<sup>th</sup> July 2022

**Ms. Neyati Munot,**  
2,3,4 Punja Darshan Housing Co-op Society,  
Near Ashirwad Clinic, Jagatp Mala, Anand Nagar,  
Behind Bytco College, Nashik Road, Nashik

**Sub: - Confidential - Letter of Offer**

Dear Neyati,

Welcome to **ESDS Software Solution Limited!**

We invite you to be part of this inspiring journey.

This has reference to your application and personal interview with us; we are pleased to offer you the role of **Jr. L&D Business Partner** in **Human Resources Dept** at our **Nashik** location. Your total annual cost to the company CTC will be **Rs.3,50,000 (Three Lakhs Fifty Thousand Rupees)** all Inclusive. Tax will be deducted as per government norms. For detailed structure, please refer the **Annexure – A**.

Please note that the compensation details are strictly confidential between you and the Company and should not be divulged to anyone.

We expect you to join us on or before **11<sup>th</sup> July 2022**. Please note that this offer is valid subject to your acceptance communication to us latest by **7<sup>th</sup> July 2022**.

Please note that if you do not join on **11<sup>th</sup> July 2022** this offer stands invalid and withdrawn.

In case if you resign from the organization within 1 year of your joining, you will have to pay the company 25% of your Annual CTC or INR 10,00,000 /-, whichever is higher.

Please note that company may conduct your background check/reference check from your previous employers. Your employment with the company will be subject to positive report on background check/reference check.

We welcome you to the organization and look forward to a long-term association with us.

Yours truly,

For **ESDS Software Solution Limited,**

**Mr. Akshay Sanjay Joshi**  
**Dy. General Manager - HR**

I agree and accept employment and report on duties on or before **11<sup>th</sup> July 2022**.

Name and signature

Date



CERTIFICATE OF INCORPORATION NO U72200MH2005PLC155433



**Annexure- A**  
**Compensation & Benefits Worksheet**

<b>Name:</b>	<b>Neyati Navin Munot</b>	<b>Date:</b>	<b>5th July 2022</b>
<b>Title :</b>	<b>Jr. L&amp;D Business Partner</b>	<b>Dept :</b>	<b>HR</b>
<b>Location :</b>	<b>Nashik</b>	<b>Grade :</b>	<b>M1</b>
<b>Sr No</b>	<b>Component</b>	<b>Monthly wef Date of joining</b>	<b>Annual wef Date of joining</b>
1	Basic	9,620	115,444
2	HRA	3,848	46,178
3	Conveyance Allowance	1,600	19,200
4	Education Allowance	1,250	15,000
5	Special Allowance	4,810	57,722
6	Medical Allowance	1,250	15,000
<b>Total Fixed Salary</b>		<b>22,379</b>	<b>268,544</b>
<b>B. Variable Salary</b>			
7	Performance Pay**	4,375	52,500
<b>Total Gross Salary</b>		<b>26,754</b>	<b>321044</b>
8	Provident Fund (Employer)	1950	23400
9	Gratuity	463	5,556
<b>C</b>	<b>Cost to Company</b>	<b>29,167</b>	<b>350,000</b>
** As per the ESDS Compensation policy above package has (85%) fixed and (15%) variable salary of the CTC. Variable salary (Performance pay) would be paid Monthly based on the Targets/KRAs achieved.			

**Note:**

- The above compensation is subject to prevailing taxes and statutory deductions as applicable monthly and yearly.
- Additional benefit of Medclaim Coverage to Self and immediate family (Spouse and two dependent children).
- Leaves and Holidays are applicable as per the Leave Policy of ESDS and regional holiday calendars; which will be shared with you during onboarding.

**Approved By:**

**Accepted By:**



**Mr. Akshay Sanjay Joshi**  
**Dy. General Manager- HR**  
**ESDS Software Solution Limited**

## SALARY ANNEXURE

Name: Nutan Mahale

Compensation Components	CTC wef DOJ		CTC after 6 months or confirmation wef DOJ	
	Monthly (Rs.)	Annual (Rs.)	Monthly (Rs.)	Annual (Rs.)
<b>Salary &amp; Allowances</b>				
Basic Salary	5,000	60,000	6,250	75,000
House Rent Allowance	2,500	30,000	3,125	37,500
Special Allowance	12,113	1,45,351	11,287	1,35,446
<b>Total Salary &amp; Allowances</b>	<b>19,613</b>	<b>2,35,351</b>	<b>20,662</b>	<b>2,47,946</b>
<b>Retention Bonus</b>	-		<b>2,083</b>	<b>25,000</b>
<b>Total Gross Salary</b>	<b>19,613</b>	<b>2,35,351</b>	<b>22,746</b>	<b>2,72,946</b>
Gratuity	240	2,885	300	3,606
ESIC	147	1,764	154	1,848
Employer's Contribution to Provident Fund	1,800	21,600	1,800	21,600
<b>Total CTC to company</b>	<b>20,000</b>	<b>2,40,000</b>	<b>24,846</b>	<b>3,00,000</b>
Tax Deductions (Subject to Investment Declarations)	-		-	
Profession Tax	200		200	
Contribution to Provident fund	3,600		3,600	
<b>Net Pay per month</b>	<b>15,813</b>		<b>16,862</b>	
<b>Total Cost to Company (CTC)</b>		<b>2,40,000</b>		<b>3,00,000</b>

### Notes:

(1) Company's Contribution to PF is @12% and is calculated considering basic and allowances pay as Rs 15000/-or actual whichever is lower. The contribution to PF from employers side shall be deducted from CTC of employee

(2) The Salary / allowance structure is subject to modification from time to time and all payments are subject to appropriate taxation as per the Income Tax Laws in force.



(3) All payments would be as per company rules & regulations and administrative procedures regulations. Individual components and amounts against each component may undergo modification from time to time depending on statutory regulations applicable to the Company.



## Offer Letter

Name: Paritosh Chandrashekar Thakur  
Date: Tuesday, February 15, 2022

Dear Mr. **Paritosh Chandrashekar Thakur**,

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.

The **first 2 weeks of this training will be classroom training** at the Joining Location itself. It will then be followed by **4 weeks of "On-the-Job Training (OJT)"**, to be conducted at the OJT Training Location. Upon successful completion of the training and post your conversion, you will be posted in the Role Location as a Business Development Associate.

### 1. Employment Details:

Department: Business Development  
Designation: Business Development Trainee - Sales  
Reporting Manager: Rahul Raj (TNL201605108)  
Reporting Time: 9:30 AM  
Joining Location: Byjus Mumbai - 7th Floor, A&B Wing, Marwah Centre, Krishanlal Marwah Marg, Sakinaka Andheri East, Mumbai-400072, Maharashtra  
OJT Training Location: Byjus - Mumbai  
Role Location: Mumbai

**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 **Tuesday, February 22, 2022**. Your work location after conversion to the role of Business Development Associate would be **Mumbai** 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 12 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 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. 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.

f. 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.

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

h. 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.

i. 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.

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

The terms of your 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. 10th Mark sheet
2. 12th Mark sheet
3. Graduation/Post Graduation Mark sheet–All semester mark sheet
4. Graduation/Post Graduation–Provisional Certificate/Course Completion Certificate
5. Resume
6. BYJU'S Offer Letter
7. Pan Card
8. Aadhaar Card
9. Voter ID/Passport/Driving License
10. Cancelled Cheque/Bank Statement/Bank Passbook
11. Passport Size Photograph
12. All current & previous companies relieving/experience letter(Only for experienced candidate)
13. Current/Last company's last three months' pay slips (Only for experienced candidate)

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.*



# DECIMAL POINT

Innovative Research Solutions

To,  
Pournima Narendra Joshi  
D/O : Madhuri Narendra Joshi  
15 , samet Shikhar Apartment  
Gurudwara road , Shingada talav  
Nashik , Maharashtra -422001

Dear Pournima ,

**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**"

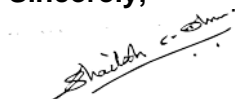
Your fixed cost to company would be **Rs. 2,65,000/-, per annum** , and after confirmation fixed cost to the company would be **Rs. 3,00,000 /- per annum**. This includes a retention bonus of **Rs. 25,000 /- per annum** which shall be payable at the completion of one successful year of your full-time 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 **12<sup>th</sup> September 2022**. 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

# **STATEMENT OF TERMS OF EMPLOYMENT**

**BETWEEN**

**DECIMAL POINT ANALYTICS PRIVATE LIMITED**

**AND**

**Pournima Narendra Joshi**

## 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**

**Pournima Narendra Joshi**

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** 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 **12<sup>th</sup> September 2022** . 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 Gupta House, Gupta Wadi, Shri Shyamlal Gupta Marg, Near Dr. Kakatkar Hospital, Opp Ved Mandir, off Trimbak Road, Nasik – 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 /- per annum** 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 31<sup>st</sup> 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.



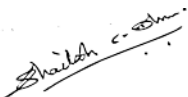
You will also be governed by all other instructions/rules/policies of the company, which are not specifically mentioned in this letter.

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: 

**Pournima Narendra Joshi**

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**



# Decillion Digital Pvt. Ltd.

## OFFER LETTER

Private & Confidential

REF/Decillion/0104

28-July-2022

**Ms. Prachi Ramesh Chaudhari**

D/O: Ramesh Chaudhari  
e-Pranav Chaudharis row houses, Kathe Galli,  
Near Sant Sawta Mali Garden,  
Dwarka Corner, Nashik  
Maharashtra

**Sub: Offer Letter**

**Dear Ms. Prachi,**

**Decillion Digital Private Limited** is pleased to offer you the position of **Business Development Manager** in **Band – D4** effective from **1<sup>st</sup> August 2022** (DOJ). Your offer is governed by various policies of the company in force and subsequent amendments made thereon, if any, from time to time.

### Terms and Conditions

#### 1. Salary, Allowances & Perquisites

- Your **Annual Fixed Cost to the Company (CTC)** is **INR. 3,00,000/- (Rupees Three Lakh Only)**
- The breakup of the salary, perquisites, and benefits are prescribed in the enclosed Annexure-I.
- Salaries, other allowances, and reimbursements payable to you are subject to Income Tax Rules and Regulations of the Government.
- The Company reserves the right to alter the structure or other elements of the compensation entitled to you.
- Your salary details are strictly confidential and should not be shared with other team members.

#### 2. Probationary Period

Your Appointment with Decillion Digital Pvt. Ltd. will be Probationary Employee during a probation period of initial three (03) months wherein you'll not be entitled to permanent employment benefits. 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 initial probation period, your probation will either be extended for a further period of one (01) month. 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 the necessary notice period or payment of gross salary in lieu thereof.

#### 3. Full-time employment

Your position will be full-time employment with Decillion Digital Pvt. Ltd., which will be confirmed after the successful completion of the documentation. You shall devote yourself exclusively to the business and interests of Decillion Digital Pvt. Ltd. You will not take up any other work for remuneration (part-time or





# Decillion Digital Pvt. Ltd.

otherwise) work in an advisory capacity, or be interested directly or indirectly, in any other trade or business during your employment with Decillion Digital Pvt. Ltd.

## 4. Code of Business Conduct

The Company prides itself on maintaining the highest order of ethical conduct in its dealings with customers, suppliers, agents, and governments. As part of your employment, it is important that you fully understand this philosophy and the policies governing it.

## 5. Work Location, Transfer, and Responsibilities

Your work location will be Decillion Digital Private Limited's Operation Office based in Pune wherein as per requirement, you need to report at Decillion Digital Private Limited's overseas office, department, establishment, or branch, or any subsidiary associate, or affiliate of the Company. You will be required to undertake travel on company work for which you will be reimbursed expenses as per the project requirements and company travel policy.

You will be required to effectively carry out all duties and responsibilities assigned to you by you Manager and/or any others authorized by the Company to assign such duties and responsibilities. Your performance will be subject to an annual appraisal by your Reporting Manager.

During the course of your employment and in connection with your employment you shall fully disclose and assign to the Company, as its exclusive property, all developments developed or conceived by you solely or jointly with others. You shall, in this connection, waive all special/moral rights that you may have in such development. You shall also be required to execute such further documentation as the Company may in its sole discretion determine in order to complete the disclosure and assignment to the Company.

By accepting this offer, you are entitled to fulfill your duties and responsibilities in a more efficient manner with a high level of quality work and optimistic use of time. You will be also responsible to achieve KPIs assigned to you from time to time. Wherein you'll be taken through your department's training program.

## 6. Reports

You will provide the Company with any reports that are deemed necessary, including periodic summaries of work-related activities and accomplishments. In case there is the scenario of individual poor performance, absenteeism, insubordination, false representation during the interview about experience and skills and skill match services can be terminated with immediate effect and without any notice or compensation. The company does not encourage adjusting the notice period against either leave or forfeiture of salary.

## 7. Confidentiality and Secrecy

You will not utilize or divulges to any person, firm or body corporate, without the approval of the appropriate authority of the Company, such technical or commercial information and knowledge about the business, trade secrets, knowledge about intellectual property manufacturing process etc., of the Company, which you may acquire during the course of your employment. You will be required to sign the Non-Disclosure Agreement and Conflict of Interest Agreement with the Company separately.





# Decillion Digital Pvt. Ltd.

The term “Confidential Information” used in this letter shall mean any information, including but not limited to ideas, discoveries, operations, technical procedures, designs, methods, processes, practices, marketing plans, strategies, product information, manufacturing methods, presentations, reports, documents, data, programs, patents, compilations, customer information, financial information, business information, know-how and such other information, which is disclosed to you by the Company orally or in writing or which comes to your knowledge in any manner by virtue of your employment in the Company.

## 8. Retirement

The retirement age is 60 years. You will retire from the employment of the Company at the end of the month in which you attain 60 years of age and for the purpose of determining this, the age recorded with the company shall be considered final and conclusive.

## 9. Separation and Notice Period

Either party can terminate the contract of employment by giving Thirty (30) days’ notice to be served mandatorily. It is at the sole discretion of the Company to pay or accept salary in lieu of Notice Period. The Company at its sole discretion decides to relieve you from such date as it may deem fit even prior to the expiry of the notice period. If the exigencies of work are so required, the company may not relieve you earlier than the expiry of the entire period of notice. The company does not encourage adjusting the notice period against either leave or forfeiture of salary. Decillion Digital Pvt. Ltd. has the right to terminate your employment with or without notice if (in that case you shall not be paid any monetary compensation).

- Any particulars mentioned in your application are found false at any point in time or you have been found to have willfully suppressed any material information.
- Failure to fulfill your duties and responsibilities in a more efficient manner and high level of quality work, optimistic use of time as well as achieve KPIs assigned to you from time to time.
- You commit any material breach in your duties and responsibilities under this contract.
- If at any time in our opinion, you are found guilty of dishonesty, disorderly behavior, willful negligence, sexual harassment, breach of integrity, embezzlement, misappropriation, or misuse of Decillion Digital Private Limited’s physical as well as virtual property (website, social media, and any other platform) or its client’s property to indulge in any unlawful/illegal activity of any kind.
- Major misconduct or disobedience of written instructions given by reporting officer or higher management.
- If you are found to be guilty of fraud, insubordination, or misconduct whether in course of performance of duties entrusted to you or otherwise.
- You are charged with any criminal offense, which is prejudicial to the interest of Decillion Digital Pvt. Ltd. or its clients.
- If for any reason, you remain absent for a continuous period of four (4) working days without leave or without intimating and obtaining the prior approval of your manager, or if you remain absent for a period of four (4) days beyond the period of leave originally granted without obtaining the approval of your reporting manager, it would be treated as an abandonment of service and you will be deemed to have voluntarily terminated your services without notice.
- Your services are liable to be terminated without notice or salary in lieu of therefore in case of continued ill health as determined by a doctor appointed by the Company.
- If at any time, you willfully neglect to perform to the satisfaction of Decillion Digital Pvt. Ltd. or any of the client or group companies in connection with whose business you may be engaged, all or any of the duties devolving upon you.





# Decillion Digital Pvt. Ltd.

On acceptance of the separation notice and before you are relieved of your responsibilities, you will give to the Company all correspondence, specifications, assets, company Identity card, formulae, Notebooks, documents, cost data, market data, literature, drawings, etc., and you shall not make or retain any copies thereof.

Please note that you are governed by all Policies, Rules, and Regulations of the Company, which are in force at any given time and the company reserves the right to modify any of the terms and conditions of service from time to time, which shall be binding on you.

Notwithstanding anything herein contained, in the event of any breach by you of any of the terms and conditions herein contained or any of the Rules and Regulations of the Company, the Company will have the right to terminate your offer and service without any notice.

**We welcome you to the Decillion Digital Pvt. Ltd. family and look forward to a long and mutually beneficial association.**

**For, Decillion Digital Private Limited**

DocuSigned by:  
  
044205A9303E4A7...  
**HR Manager**



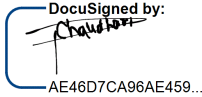


# Decillion Digital Pvt. Ltd.

## ACCEPTANCE

I, \_\_\_\_\_ hereby declare that I have carefully read and understood all the terms of this letter and the annexure/s. I have discussed this letter and sought appropriate clarifications concerning the terms contained in this letter. I understand and accept that my offer of employment with Decillion Digital Pvt. Ltd. is subject to successfully clearing background verification. A specially appointed agency will conduct internal and external background checks. Normally, such checks are completed within one month of joining. If the background check reveals unfavorable results, I understand that I will be liable to disciplinary action including but not limited to termination of service without notice.

I convey my acceptance and confirm that I have received my original copy of the offer letter and I accept the appointment offered according to the terms and conditions detailed above and in the various **enclosed** documents.

Employee Name	Signature	Date
Prachi Ramesh Chaudhari	 AE46D7CA96AE459...	7/28/2022



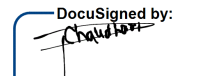
**ANNEXURE - I**  
**Compensation Structure**

Sr. No.	Particulars	Amount (Rs.)
1	Basic	12208
2	HRA	6104
3	Conveyance Allowance	2442
4	Medical Allowance	1250
5	Washing Allowance	750
6	Adhoc Allowance	1660
	<b>Total Gross Wages =&gt;</b>	<b>24414</b>
	<b>Employer Payable</b>	
7	LTA (one basic in year) 8.33%	-
8	Provident Fund 12%	-
9	ESIC 3.25%	-
10	Bonus 7000*20%	-
11	Gratuity 4.8% of Basic	586
	<b>Total CTC Per Month=&gt;&gt;</b>	<b>25000</b>
	<b>Total CTC Per Annum=&gt;&gt;</b>	<b>300000</b>
<b>#</b>	<b>Gross Wages</b>	<b>24414</b>
	<b>Employee Deductions</b>	<b>-</b>
<b>1</b>	PF 12%	-
<b>2</b>	ESIC 0.75%	-
<b>3</b>	PT	<b>200</b>
<b>4</b>	Canteen/other	-
	<b>Total Employee Deduction=&gt;&gt;</b>	<b>200</b>
	<b>Net Payable Amount=&gt;&gt;</b>	<b>24214</b>

Professional Tax and Income Tax will be deducted as per the statutory law.  
If applicable, LTA will be paid once in year (January Month).  
Bonus & Gratuity will be paid as per related act.

Prachi Ramesh Chaudhari

**Employee Name**

DocuSigned by:  
  
AE46D7CA96AE459...

**Employee Sign**

7/28/2022

**Date**

# ESDS SOFTWARE SOLUTION LIMITED

**Registered Office:** Plot No. B- 24 & 25, NICE Industrial Area,  
Satpur MIDC Rd, Nashik, Maharashtra 422007.

**Toll Free:** 1800 209 3006 | **Email:** getintouch@esds.co.in



To,

Date: 18<sup>th</sup> November 2022

**Mr. Prasanna Dipak Pawar**  
R/H No 1 Kalptaru House,  
Pathardi Phata, Cidco Colony,  
Maharashtra, Nashik- 422009

**Sub: - Confidential - Letter of Offer**

Dear Prasanna,

Welcome to **ESDS Software Solution Limited!**

We invite you to be part of this inspiring journey.

This has reference to your application and personal interview with us; we are pleased to offer you the role of **Jr. L&D Business Partner** in **Human Resources Dept** at our **Nashik** location. Your total annual cost to the company CTC will be **Rs.3,50,000 (Three Lakhs Fifty Thousand Rupees)** all Inclusive. Tax will be deducted as per government norms. For detailed structure, please refer the **Annexure – A**.

Please note that the compensation details are strictly confidential between you and the Company and should not be divulged to anyone.

We expect you to join us on or before **21<sup>st</sup> November 2022**. Please note that this offer is valid subject to your acceptance communication to us latest by **20<sup>th</sup> November 2022**.

Please note that if you do not join on **21<sup>st</sup> November 2022** this offer stands invalid and withdrawn.


In case if you resign from the organization within 1 year of your joining, you will have to pay the company 25% of your Annual CTC or INR 1,00,000 /-, whichever is lower.

Please note that company may conduct your background check/reference check from your previous employers. Your employment with the company will be subject to positive report on background check/reference check.

We welcome you to the organization and look forward to a long-term association with us.

Yours truly,

For **ESDS Software Solution Limited,**



**Mr. Akshay Sanjay Joshi**  
Dy. General Manager - HR

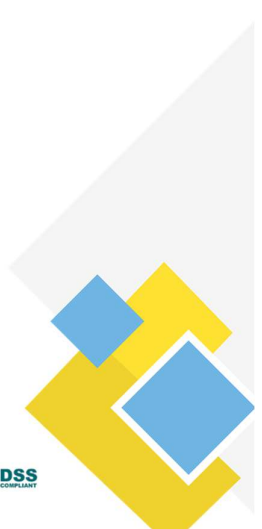
I agree and accept employment and report on duties on or before **21<sup>st</sup> November 2022**.

Name and signature

Date



CERTIFICATE OF INCORPORATION NO U72200MH2005PLC155433



**Annexure- A**  
**Compensation & Benefits Worksheet**

<b>Name:</b>	<b>Prasanna Dipak Pawar</b>	<b>Date:</b>	<b>18th November 2022</b>
<b>Title :</b>	<b>Jr. L&amp;D Business Partner</b>	<b>Dept :</b>	<b>HR</b>
<b>Location :</b>	<b>Nashik</b>	<b>Grade :</b>	<b>M1</b>
<b>Sr No</b>	<b>Component</b>	<b>Monthly wef Date of joining</b>	<b>Annual wef Date of joining</b>
1	Basic	9,620	115,444
2	HRA	3,848	46,178
3	Conveyance Allowance	1,600	19,200
4	Education Allowance	1,250	15,000
5	Special Allowance	4,810	57,722
6	Medical Allowance	1,250	15,000
<b>Total Fixed Salary</b>		<b>22,379</b>	<b>268,544</b>
<b>B. Variable Salary</b>			
7	Performance Pay**	4,375	52,500
<b>Total Gross Salary</b>		<b>26,754</b>	<b>321044</b>
8	Provident Fund (Employer)	1950	23400
9	Gratuity	463	5,556
<b>C</b>	<b>Cost to Company</b>	<b>29,167</b>	<b>350,000</b>
** As per the ESDS Compensation policy above package has (85%) fixed and (15%) variable salary of the CTC. Variable salary (Performance pay) would be paid Monthly based on the Targets/KRAs achieved.			

**Note:**

- The above compensation is subject to prevailing taxes and statutory deductions as applicable monthly and yearly.
- Additional benefit of Medclaim Coverage to Self and immediate family (Spouse and two dependent children).
- Leaves and Holidays are applicable as per the Leave Policy of ESDS and regional holiday calendars; which will be shared with you during onboarding.

**Approved By:**



**Accepted By:**

**Mr. Akshay Sanjay Joshi**  
**Dy. General Manager- HR**  
**ESDS Software Solution Limited**



## Offer Letter

Name: Ritik Neelkamal Rawat  
Date: Monday, February 14, 2022

Dear Mr. **Ritik Neelkamal Rawat**,

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.

The **first 2 weeks of this training will be classroom training** at the Joining Location itself. It will then be followed by **4 weeks of "On-the-Job Training (OJT)"**, to be conducted at the OJT Training Location. Upon successful completion of the training and post your conversion, you will be posted in the Role Location as a Business Development Associate.

### 1. Employment Details:

Department: Business Development  
Designation: Business Development Trainee - Sales  
Reporting Manager: Rahul Raj (TNL201605108)  
Reporting Time: 9:30 AM  
Joining Location: Byjus Mumbai - 7th Floor, A&B Wing, Marwah Centre, Krishanlal Marwah Marg, Sakinaka Andheri East, Mumbai-400072, Maharashtra  
OJT Training Location: Byjus - Mumbai  
Role Location: Mumbai

**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 **Tuesday, February 22, 2022**. Your work location after conversion to the role of Business Development Associate would be **Mumbai** 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 12 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 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. 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.

f. 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.

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



h. 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.

i. 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.

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

The terms of your 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. 10th Mark sheet
2. 12th Mark sheet
3. Graduation/Post Graduation Mark sheet–All semester mark sheet
4. Graduation/Post Graduation–Provisional Certificate/Course Completion Certificate
5. Resume
6. BYJU'S Offer Letter
7. Pan Card
8. Aadhaar Card
9. Voter ID/Passport/Driving License
10. Cancelled Cheque/Bank Statement/Bank Passbook
11. Passport Size Photograph
12. All current & previous companies relieving/experience letter(Only for experienced candidate)
13. Current/Last company's last three months' pay slips (Only for experienced candidate)

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

Date: 10.11.2022

Ritika Aute  
Deolali Camp  
Nashik Maharashtra.

**Sub:** Offer Letter for Employment

Dear Ritika Aute,

Congratulations!

We are pleased to offer you a position of Sr.Officer.

Further, as discussed you have to join us on 16.11.22 at our Office-

C-18/19 Midc Ambad Nashik-10. You are requested to bring copy of following documents at the time of your joining.

1. Four passport size photographs.
2. Qualification Certificates (in original along-with one photocopy set; the originals will be returned to you after verification)
3. Proof of residence- Pan Card and Aadhar card.

A detailed Appointment letter along with the terms and conditions of appointment applicable to you will be issued to you upon your joining to the Company.

Thanks, and Regards.

For Electro Crimp Contacts (I) Pvt.Ltd.

  
Director

Ref. No. : AUS/CH/AY-20\_\_\_\_\_-\_\_\_\_\_/\_\_\_\_\_

**LETTER OF INTENT****Date:- 22/09/2022****To,****Ms. Rupali Rayate****At- Sangvi, post- Somethane****Tal- Sinner,****Nashik-422103****SUB : LETTER OF INTENT****Reference: Interview held on 10<sup>th</sup> September'2022 for the post of HR Assistant**

Dear Ma'am,

Apropos above, I am pleased to inform you that you have been selected for the above mentioned post. You are requested to report for your duties from 1<sup>st</sup> October'2022 at 08.00 am.

Kindly sign the duplicate copy of LOI as consent for the said offer. You will receive your detailed appointment letter on the date of joining after execution of school bond in prescribed format.

**Thanking You****For Ashoka Universal School****Dr. Narendra Telrandhe****Administrator (AEF)****Mr. Shrikant Shukla****Secretary****(Accepted By)**

On Mon, May 23, 2022 at 5:01 PM Dhananjay Pote <[Dhananjayp@winjit.com](mailto:Dhananjayp@winjit.com)> wrote:

Hi Sir,

Greetings!

Further to all resumes you shared and the subsequent rounds of discussion that students took, we are glad to say below are the students final select with us.

1. **Rushikesh Wagh**
2. **Muzain Kokni**

We would be happy to propose them -

**Designation** – Business Development Intern

**Business Unit**- India and Mauritius

**Job Level**- Intern ( Current)

**Internship Duration**- 3 Months

**Stipend During internship**- 15k

**CTC after onboarding** – 3.5 LPA (on the basis of their performance they can come onboard)

**Job Location**- Nashik.

**Bond** -2 Yrs. ( We expects this commitment from all freshers during which they are eligible for Salary Appraisals and all other benefits)

**Date of Joining**- 25/05/2022

**As discussed we would be ok to support them with necessary leaves for exams, practical's (it has to be priorly communicated to us)**

This offer is valid only if they join us on or before 25<sup>th</sup> May 2022, they will get their appointment letter and other documents you will get on the day of their joining.

<b>CTC</b>	4 LPA
<b>Monthly Gross Salary</b>	28395 INR
<b>Monthly Take Home Salary</b>	26035 INR
<b>Retention Bonus</b>	50000 INR

Looking forward to hire many more talent from your esteem institute.

Regards,  
Dhananjay Pote  
Manager | Human Capital  
Mob: +919607770635  
<http://www.winit.com>



## Employment Agreement

This **Employment Agreement** including the schedules, Annexure (the "Agreement") is made at Nashik on this **1st February 2022** by and between.

**Winjit Technologies Pvt. Ltd** a company incorporated under the Companies Act, 1956 and having its registered office at **Plot No. C1/1, A Road NICE, MIDC Satpur Nashik 422007** (Hereinafter referred to as the "**Company**", which expression shall, unless it be repugnant to the context or meaning thereof, be deemed to mean and include its successors in interest and assigns).

AND

**Ms. Rutuja Ramesh Tidke** aged **22 years** residing at **Shrirang Niwas, Tidke Nagar, Trimurti Chowk, Nashik, Maharashtra-422008**. Herein after referred to as the "Employee" Which expression shall, unless it be repugnant to the context or meaning thereof, include his successors and assigns).

(The Company and the Employee share hereinafter collectively referred to as "**Parties**" and individually as "**Party**")

### WHEREAS:

- The Company is engaged in conceptualizing, optimizing and developing conventional enterprise software systems, developing mobile apps for businesses as well as end consumers, customised software products ("Business").
- The Company has offered to involve the Employee in the service of the Company as "**Data Analyst**" and the Employee has accepted this offer and has undertaken to utilize his knowledge and skills for the benefit of the Company during the course of his employment with the Company.
- The Company and the Employee wish to record the terms and conditions governing Employee's employment with the Company as set out hereunder.

### ACCORDINGLY, THE PARTIES AGREE AS FOLLOWS:

#### 1. Designation, Term and Job Description

The Company hereby employs the Employee as a "**Data Analyst**" and the Employee hereby agrees to serve in such capacity, for the period beginning **1st February 2022** and ending on the date on which the Employee's employment is terminated pursuant to clause [9] (the "Employment Period").

#### 2. Probation and Confirmation

The Employee shall be on probation for a period of six months from the Date of Appointment which would end with performance assessment and confirmation shall depend upon performance. In case of unsatisfactory performance, the same is subject to extension at the sole discretion of the Company. Even after expiry of the period of probation indicated in the said clause, Employee shall remain under probation unless services are confirmed in writing.

#### 3. Duties of Employee

##### 3.1. Employee must

- Perform all tasks and duties assigned to him by his superiors.



Company

Page 1 of 9

*Rutuja Tidke*

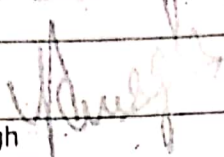
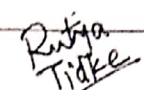
Employee

Winjit Technologies Pvt. Ltd.

CIN : U72900MH2004PTC146532

C1/1, A - Road, NICE, MIDC, Satpur, Nashik (Maharashtra), India 422 007 <http://www.winit.com>  
Tel: +91 - 253 - 6633999, Fax : +91 - 253 - 6614777, [contact@winit.com](mailto:contact@winit.com)

In **WITNESS WHEREOF** the Parties have executed the Agreement on the date mentioned herein above.

THE COMPANY	NAME OF EMPLOYEE
Signature: 	Signature: 
Name: Yash Wagh	Name: Ms. Rutuja Ramesh Tidke
Designation: Vice President - Human Capital	Designation: Data Analyst



Winjit Technologies Pvt. Ltd.

Page 9 of 9

Employee

CIN : U72900MH2004PTC146532

C1/1, A - Road, NICE, MIDC, Satpur, Nashik (Maharashtra), India 422 007 <http://www.winit.com>  
Tel: +91 - 253 - 6633999, Fax : +91 - 253 - 6614777, [contact@winit.com](mailto:contact@winit.com)





19<sup>th</sup> May 2022

**Sub: Offer of employment by Pin Click**

Dear **Sahil Patil**,

Congratulations and we are very pleased to extend an offer to you to join Pin Click as “**Property Advisor**”, with effect from **25th May 2022**.

The terms of our offer 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. Your initial posting as a Pin Click employee will be at our **Mumbai** 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.
3. 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.
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. 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 15day’snotice 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, the 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.
6. 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.
7. 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.
8. You will not engage in any unethical practice, which might affect Pin Click and its employees, client and partners.

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

**ANNEXURE A**

<b>COMPENSATION &amp; BENEFITS STATEMENT – PIN CLICK</b>			
<b>Employee Details</b>	<b>Name</b>	Sahil Patil	
	<b>Designation</b>	Property Advisor	
	<b>Department</b>	Sales	
	<b>Date of Joining</b>	25th May 2022	
	<b>C &amp; B CATEGORY</b>	<b>INR – Monthly</b>	<b>INR – Annual</b>
<b>A</b>	<b>Fixed Compensation</b>		
	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 Education Allowance	2,000	24,000
	Special Allowance	5,940	71,280
	<b>Sub-Total I / Gross Pay</b>	<b>23,740</b>	<b>2,84,880</b>
<b>B (A-B)</b>	Professional tax	200	2,400
	PF Employer	900	10,800
	<b>Net Salary</b>	<b>22,640</b>	<b>2,71,680</b>
	<b>Benefits</b>		
<b>C</b>	PF Employee	900	10,800
	Gratuity	360	4,320
	<b>Sub Total II</b>	<b>1,260</b>	<b>15,120</b>
<b>Total A + C</b>	<b>Cost to the Company</b>	<b>25,000</b>	<b>3,00,000</b>
	<b>Performance Enhanced Incentives</b>	<b>15,000*</b>	<b>1,80,000*</b>
<p><b>#NOTE:</b> Performance Enhanced Incentives Is Target Based and will be paid based on your sales achievement</p> <p>* The Offer/ Salary Is Subjective to Completion of Training</p> <p>*Two-wheeler is mandatory with valid driving license.</p> <p>(There will be 7 days of training period and an assessment then your payroll will start )</p> <p>(3000K includes in above annexure for Fuel Expenses &amp; 500 Rs deduction for mobile bill)</p> <p>Gross Pay is prior to tax being deducted at Source from the salary, Professional tax and Employee contribution towards PF as applicable.</p>			

To accept this offer, sign the copy and return the duplicate/scan copy to the sender. Kindly ensure that the copy of acceptance reaches us as prescribed. We look forward to the opportunity of working with you at Pin Click

ManikKinra

Founder & CEO

The details of your annual earnings are as **Annexure B**.

**ANNEXURE B**

<b>COMPENSATION &amp; BENEFITS STATEMENT – PIN CLICK</b>			
<b>Employee Details</b>	<b>Name</b>	Sahil Patil	
	<b>Designation</b>	Property Advisor	
	<b>Department</b>	Sales	
	<b>Date of Joining</b>	25th May 2022	
	<b>C &amp; B CATEGORY</b>	<b>INR - Monthly</b>	<b>INR – Annual</b>
<b>A</b>	<b>Fixed Compensation</b>		
	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 Education Allowance	2,000	24,000
	Special Allowance	7,139	85,668
	<b>Sub-Total I / Gross Pay</b>	<b>26,589</b>	<b>3,19,068</b>
<b>B (A-B)</b>	Professional tax	200	2,400
	PF Employer	1,008	12,096
	<b>Net Salary</b>	<b>25,381</b>	<b>3,04,572</b>
	<b>Benefits</b>		
<b>C</b>	PF Employee	1,008	12,096
	Gratuity	403	4,836
	<b>Sub Total II</b>	<b>1,411</b>	<b>16,932</b>
<b>Total A + C</b>	<b>Cost to the Company</b>	<b>28,000</b>	<b>3,36,000</b>
	<b>Performance Enhanced Incentives</b>	<b>15,000*</b>	<b>1,80,000*</b>
<p><b>#NOTE:</b> Performance Enhanced Incentives Is Target Based and will be paid based on your sales achievement</p> <p>* The Offer/ Salary Is Subjective to Completion of Training</p> <p>*Two-wheeler is mandatory with a valid driving license. (3000K includes in above annexure for Fuel Expenses &amp; 500 Rs deduction for mobile bill)</p> <p>Gross Pay is prior to tax being deducted at Source from the salary, Professional tax and Employee contribution towards PF as applicable.</p>			

To accept this offer, sign the copy and return the duplicate/scan copy to the sender. Kindly ensure that the copy of acceptance reaches us as prescribed.

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

ManikKinra

Founder & CEO

**LETTER OF INTENT**

**Pin Click Property Management Pvt Ltd**

Page 3 of 4



- 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 regards to his/ her 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 conform 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: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Anticipated Start Date: \_\_\_\_\_



Training Placement Abs &lt;tpcell.abs@aef.edu.in&gt;

**Fwd: Selection for the post of Junior Officer (M&O) in Grade B with Saraswat Bank**

1 message

**Vandana Sharma** <vandanas.abs@aef.edu.in>  
To: Training Placement Abs <tpcell.abs@aef.edu.in>

Mon, May 16, 2022 at 11:35 AM

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

From: **Sucheta Thakur** <sucheta.thakur@saraswatbank.com>  
Date: Sat, 12 Feb, 2022, 2:43 pm  
Subject: Re: Selection for the post of Junior Officer (M&O) in Grade B with Saraswat Bank  
To: sakshidevhare21@gmail.com <sakshidevhare21@gmail.com>

12.02.2022

Dear Sir/ Madam,

We are pleased to inform you that the Bank has decided to offer you appointment to the post of Junior Officer (Marketing & Operations) in Grade B (Clerical cadre).

The following are some of the terms and conditions:

- a. You will be on probation for a period of six months. You will draw Gross Salary of Rs,22,285/- p.m. approx on probation and Rs.24,006/- p.m. approx. on confirmation, thus the total CTC (including yearly benefits) will be Rs.3.68 lac approx.
- b. You will be posted at any of our branches in Nasik and will be required to furnish an undertaking to that extent. The Bank reserves the right to change your posting, depending on the vacancies.

**If the above two clauses are acceptable to you, kindly convey your acceptance by return mail by 15.02.2022.**

On receipt of your mail, we would be arranging for a medical examination to be conducted shortly followed by verification of your documents.

Please note that offer letters will be issued to you only after confirmation of your medical fitness and subject to verification of your marksheets/ certificates/ KYC/ any other required documents against the originals.

Kindly confirm receipt of this mail.

Thanking you.

Regards,

Sd/-

(Mrs. Pearl. R Varghese)

Chief General Manager – Head HRD & SLC  
Saraswat Co-operative Bank Ltd. (Scheduled Bank)  
Ekanath Thakur Bhavan, 953 Appasaheb Marathe Marg,  
Prabhadevi, Mumbai 400 025  
Website: [www.saraswatbank.com](http://www.saraswatbank.com)

Saraswat Bank - Mile Yahan, Dono Jahan - Where Technology Meets Tradition

DISCLAIMER: This communication is confidential and privileged and is directed to and for the use of the addressee only. The recipient if not the addressee should not use this message if erroneously received, and access and use of this e-mail in any manner by anyone other than the addressee is unauthorized. If you are not the intended recipient, please notify the sender by return email and immediately destroy all copies of this message and any attachments and delete it from your computer system permanently. The recipient acknowledges that Saraswat Co-operative Bank may be unable to exercise control or ensure or guarantee the integrity of the text of the email message and the text is not warranted as to completeness and accuracy. Before opening and accessing the attachment, if any, please check and scan for virus.

Disclaimer : The information contained herein this electronic message, i.e. e-mail and any attachments to this email are intended for the exclusive use of the addressee(s) and access to this email by any-one-else is unauthorised. The email may contain proprietary, confidential or privileged information or information relating to Ashoka Group. If you are not the intended recipient, please notify the sender by telephone, fax, or return email and delete this communication and any attachments thereto, immediately from your computer. Any dissemination, distribution, or copying of this communication and the attachments thereto (in whole or part), in any manner, is strictly prohibited and actionable at law. The recipient acknowledges that emails are susceptible to alteration and their integrity cannot be guaranteed and that Company does not guarantee that any e-mail is virus-free and accept no liability for any damage caused by any virus transmitted by this email.

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 **Jr. Officer on probation\_Proposed CTC.pdf**  
197K



**CONTRACT LETTER**

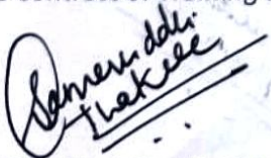
**DATE: 12.09.2022**

TO,  
**MISS. THAKARE SAMRUDDHI SACHIN**  
A/K- DEOLALI CAMP, NASHIK

Dear, **MISS. THAKARE SAMRUDDHI SACHIN**

We the Yuvashakti Foundation (YSF) are pleased to engage you as NEEM Trainee subject to the following terms and condition.

1. The period of training shall be with start date **13.09.2022** end date **12.09.2025** and the same shall not be entitled for any further extension **MSL DRIVELINE SYSTEMS LIMITED. 89/1/A MIDC SATPUR NASHIK - 422 007.**
2. It shall not be obligatory on the part of the Yuvashakti Foundation – YSF (NEEM Facilitator) or of the company to offer any employment to the apprentices on successful completion of period of training in his/her establishment nor shall it's be obligatory on the part of the NEEM Trainee to accept any employment under the employer. As NEEM Trainee undergoing Training in an establishment you shall be a trainee and not a worker and as such, the provisions of any law with respect to labourer or worker shall not apply to or in relation to you.
3. During your training with YSF and/or with the establishment where you would be deployed for training, none of the labour laws shall be applicable to you and you shall not claim benefits /protection under any of these laws as you would be a trainee/apprentice or a learner.
4. As NEEM Trainee you shall be liable to abide by the rules and regulations of NEEM in all matter of conduct, discipline and safety and carry out all lawful orders of the establishment.
5. As NEEM Trainee you shall learn your subject field conscientiously and diligently and attend to practical and instructional classes regularly.
6. As NEEM Trainee you shall maintain a record of your on job training during the period of the NEEM Training in a proforma prepared and approved by Yuvashakti Foundation (NEEM Facilitator).
7. Either party may terminate this contract letter by issuing 30 days' notice in writing to the other.
8. When the contract of Training is terminated for failure on your part to carry out the terms of contract, you shall refund to the Yuvashakti Foundation (NEEM Facilitator) as cost of training such amount as may be determined by the Yuvashakti Foundation (NEEM Facilitator). In such event, you shall not be entitled to enter on another contract of training under the National Employability Enhancement Mission (NEEM).
9. The Contract of Training can be terminated without compensation payment to the NEEM Trainee.

  
Samruddhi Thakare



Yuvashakti Foundation  
Education | Empowerment | Employability




- i) If you secure gainful employment (on production of copy of the appointment letter) and
  - ii) If you are unable to continue training on medical grounds (on production of a certificate to this effect from a medical officer not below the rank of a civil Surgeon/ Surgeon attached to any Government Hospital).
  - iii) You agree to defend, indemnify and hold Yuvashakti Foundation harmless from any and all claims, damages, liability, attorney's fees and expenses on account of your failure to satisfy any of your obligations under this contract letter of training or for misconduct or for violation of any law or creation of any legal liability you.
10. For breach of contract by Yuvashakti Foundation (NEEM Facilitator), NEEM Facilitator shall pay compensation to you in accordance with the Minimum Wages specified for that Category.
  11. Continuance of payment of Stipend shall depend on your satisfactory performance during the training period.
  12. NEEM Facilitator will formulate a "Training Programmer" for the training of NEEM Trainee and shall make suitable arrangements for facilitating the same.
  13. NEEM Trainee shall be imparted training according to normal hours of work of the department in the establishment to which he/she is attached for training.
  14. The Stipend for a particular month shall be paid before the 10<sup>th</sup> of the following month.
  15. Any disagreement or dispute between Yuvashakti Foundation (NEEM Facilitator) and the NEEM Trainee arising out of the Contract shall be referred to the Governing Body of Yuvashakti Foundation (NEEM Facilitator).


### ENDSORSEMENT

**MISS. THAKARE SAMRUDDHI SACHIN** the NEEM Trainee hereby confirm acceptance of the above NEEM Contract letter, on the terms and conditions stipulated therein. I understand and agree that my signing the contract does not constitute employment by Yuvashakti Foundation (NEEM Facilitator) or any guarantee employment either by YSF or the establishment to which I shall be attached.

For YUVASHAKTI FOUNDATION (YSF)

  
(NEEM FACILITATOR)  
Eknath Pawar

Accepted and Agreed  
**MISS. THAKARE SAMRUDDHI SACHIN**



Corporate Office: Block No. 66, 'C' Wing, Commercial Complex, Near RTO, Chinchwad, Pune - 411019. (MAH)  
Ph.: 020-27491415 | info@ysfpune.com | www.ysfpune.com





19<sup>th</sup> May 2022

**Sub: Offer of employment by Pin Click**

Dear **Saurabh Marathe**,

Congratulations and we are very pleased to extend an offer to you to join Pin Click as “**Property Advisor**”, with effect from **25th May 2022**.

The terms of our offer 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. Your initial posting as a Pin Click employee will be at our **Mumbai** 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.
3. 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.
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. 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 15day'snotice 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, the 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.
6. 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.
7. 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.
8. You will not engage in any unethical practice, which might affect Pin Click and its employees, client and partners.

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

**ANNEXURE A**

<b>COMPENSATION &amp; BENEFITS STATEMENT – PIN CLICK</b>			
<b>Employee Details</b>	<b>Name</b>	Saurabh Marathe	
	<b>Designation</b>	Property Advisor	
	<b>Department</b>	Sales	
	<b>Date of Joining</b>	25th May 2022	
	<b>C &amp; B CATEGORY</b>	<b>INR – Monthly</b>	<b>INR – Annual</b>
<b>A</b>	<b>Fixed Compensation</b>		
	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 Education Allowance	2,000	24,000
	Special Allowance	5,940	71,280
	<b>Sub-Total I / Gross Pay</b>	<b>23,740</b>	<b>2,84,880</b>
<b>B (A-B)</b>	Professional tax	200	2,400
	PF Employer	900	10,800
	<b>Net Salary</b>	<b>22,640</b>	<b>2,71,680</b>
<b>C</b>	<b>Benefits</b>		
	PF Employee	900	10,800
	Gratuity	360	4,320
	<b>Sub Total II</b>	<b>1,260</b>	<b>15,120</b>
<b>Total A + C</b>	<b>Cost to the Company</b>	<b>25,000</b>	<b>3,00,000</b>
	<b>Performance Enhanced Incentives</b>	<b>15,000*</b>	<b>1,80,000*</b>
<p><b>#NOTE:</b> Performance Enhanced Incentives Is Target Based and will be paid based on your sales achievement</p> <p>* The Offer/ Salary Is Subjective to Completion of Training</p> <p>*Two-wheeler is mandatory with valid driving license.</p> <p>(There will be 7 days of training period and an assessment then your payroll will start )</p> <p>(3000K includes in above annexure for Fuel Expenses &amp; 500 Rs deduction for mobile bill)</p> <p>Gross Pay is prior to tax being deducted at Source from the salary, Professional tax and Employee contribution towards PF as applicable.</p>			

To accept this offer, sign the copy and return the duplicate/scan copy to the sender. Kindly ensure that the copy of acceptance reaches us as prescribed. We look forward to the opportunity of working with you at Pin Click

ManikKinra

Founder & CEO

The details of your annual earnings are as **Annexure B**.

**ANNEXURE B**

<b>COMPENSATION &amp; BENEFITS STATEMENT – PIN CLICK</b>			
<b>Employee Details</b>	<b>Name</b>	Saurabh Marathe	
	<b>Designation</b>	Property Advisor	
	<b>Department</b>	Sales	
	<b>Date of Joining</b>	25th May 2022	
	<b>C &amp; B CATEGORY</b>	<b>INR - Monthly</b>	<b>INR – Annual</b>
<b>A</b>	<b>Fixed Compensation</b>		
	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 Education Allowance	2,000	24,000
	Special Allowance	7,139	85,668
	<b>Sub-Total I / Gross Pay</b>	<b>26,589</b>	<b>3,19,068</b>
<b>B (A-B)</b>	Professional tax	200	2,400
	PF Employer	1,008	12,096
	<b>Net Salary</b>	<b>25,381</b>	<b>3,04,572</b>
	<b>Benefits</b>		
<b>C</b>	PF Employee	1,008	12,096
	Gratuity	403	4,836
	<b>Sub Total II</b>	<b>1,411</b>	<b>16,932</b>
<b>Total A + C</b>	<b>Cost to the Company</b>	<b>28,000</b>	<b>3,36,000</b>
	<b>Performance Enhanced Incentives</b>	<b>15,000*</b>	<b>1,80,000*</b>
<p><b>#NOTE:</b> Performance Enhanced Incentives Is Target Based and will be paid based on your sales achievement</p> <p>* The Offer/ Salary Is Subjective to Completion of Training</p> <p>*Two-wheeler is mandatory with a valid driving license. (3000K includes in above annexure for Fuel Expenses &amp; 500 Rs deduction for mobile bill)</p> <p>Gross Pay is prior to tax being deducted at Source from the salary, Professional tax and Employee contribution towards PF as applicable.</p>			

To accept this offer, sign the copy and return the duplicate/scan copy to the sender. Kindly ensure that the copy of acceptance reaches us as prescribed.

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

ManikKinra

Founder & CEO

**LETTER OF INTENT**

**Pin Click Property Management Pvt Ltd**

Page 3 of 4



- 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 regards to his/ her 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 conform 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: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Anticipated Start Date: \_\_\_\_\_



**DATE: March 16, 2022**

**Shivani Chandrakant Sonar,**  
5, Nildhara Row Houses,  
Ashwin Nagar, Cidco Colony,  
Nashik, Maharashtra - 422009.

We are delighted to formally invite you to join Gravitas Technology Private Limited, a wholly owned subsidiary of Linedata. We are glad that you share our excitement, and we look forward to this being the start of a long-lasting relationship.

You are being offered the position of **Analyst - Human Resources**. Job Code: **HRM1** and your date of joining will be **March 22, 2022**.

Your annual gross salary will be **RS. 400,000 PA**. The Employment Agreement and CTC details are provided along with this letter.

**Please note that this offer will lapse if it is not accepted within 3 days. In the event of any delay in your acceptance of this offer, Gravitas shall have the sole discretion to determine if this offer is open to you.**

Kindly confirm your acceptance of this offer by signing a copy of the Employment Agreement.

For, **Gravitas Technology Private Limited**

  
\_\_\_\_\_  
**Kriti Tripathi**  
Senior Director - Human Resources



Gravitas is a wholly owned subsidiary of Linedata

1 | Page



**MUMBAI**  
601-602, A - Wing,  
Embassy 247 Park, L.B.S. Marg,  
Vikhroli - West,  
Mumbai - 400083.  
T. 91.22.68210100

**AHMEDABAD**  
302-306, Devpath Complex,  
Behind Lal Bungalow,  
Off C. G. Road,  
Ahmedabad - 380006.

**GRAVITAS TECHNOLOGY PVT. LTD.**  
CIN: U72200GJ2008PTC052873  
**NEW YORK • MUMBAI • CHICAGO**  
**AHMEDABAD • GREENWICH**  
[info@gravitas.co](mailto:info@gravitas.co)  
[www.gravitas.co](http://www.gravitas.co)

## OFFER & EMPLOYMENT LETTER

Dear **Shivani**,

Thank you for exploring career opportunities with Gravitas Technology Private Limited, a wholly owned subsidiary of Linedata. You have successfully completed our initial selection process and we are pleased to make you an offer of employment as **Analyst - Human Resources** Job Code: **HRM1** Your annual gross salary will be **Rs. 400,000 P.A.**

### CTC Components

All the components will be disbursed on a monthly basis. Taxation will be governed by the Income Tax rules. The Company will be deducting tax at sources as per income tax guidelines.

- 1. Basic Salary**  
You will be eligible for a basic salary of **Rs. 18,467/-** per month.
- 2. Special Allowance**  
You will be eligible for a special allowance of **Rs. 2,033/-** per month. This allowance is variable and may change with changes in salary.
- 3. House Rent Allowance (HRA)**  
You will be entitled to a monthly HRA at 50% of Basic salary. Your HRA will be **Rs. 9,233/-** per month.
- 4. Health Insurance Scheme**  
You and your dependents i.e. spouse and up to 2 children, will be eligible for Basic Coverage under Gravitas' health insurance policy.
- 5. Gratuity**  
You will be covered under Gratuity as per the provisions of The Payment of Gratuity Act, 1972 and its notifications from time to time.
- 6. Discretionary Bonus**

In addition to your base salary, you will be eligible to receive an annual discretionary bonus. Any bonus paid will be at the discretion of the management. The bonus will be contingent on the Company's overall performance and your personal goals being met. The company reserves the right to amend or withdraw the bonus, at its absolute discretion.



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CIN: U72200GJ2008PTC052873  
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[www.gravitas.co](http://www.gravitas.co)

## **Background Check**

As part of your employment with us, we may conduct a Background Check (BGC) on you. The BGC includes but is not limited to names and dates of previous/current employment, criminal history records (from state, federal and other agencies), education records, residence records and identity records. Please note, your employment is subject to a positive BGC report.

An offer may be withdrawn subsequently or at any stage if the results of the background check are deemed to disqualify you for the position.

As a condition of continued employment, all employees must consent to any post-employment background check as determined necessary by client compliance requirements to enable Gravitass maintain client relationships and service quality.

## **Terms of Employment**

### **1. Probation Period & Confirmation**

Your **90** days of service following your joining will be considered as your probation period. You will be appraised for your performance during the probation period for which Gravitass would normally confirm you. If your performance is found satisfactory during the probation period, your services would be automatically confirmed on the last day of the probation period.

If your performance is found unsatisfactory during the probation period, Gravitass may extend the probation period by a maximum of **3** months in writing or terminate your employment with due notice.

During the extended period of probation, if your performance is found satisfactory, your services would be automatically confirmed on the last day of such extended probation period. If your performance is still found unsatisfactory during the extended probation period, Gravitass shall be entitled to terminate your services forthwith with due notice.

Employees are encouraged not to avail any leave during their probation period or extended probation period. Any leave taken during such periods would be considered as Leave Without Pay (LWP)/Loss of Pay (LOP).

### **2. Working Hours**

You may be required to work in shifts and / or in extended working hours, as permitted by law.

### **3. Leave / Holiday Entitlement**

You will receive paid leave/time-off of 20 earned leaves and 2 sick days per calendar year (a person can avail 2 sick days if he joins before 30<sup>th</sup> June else you will be eligible for 1 sick day), in addition to published public holidays and other leaves as per the Employee Handbook. Your public holidays will be based as per the Client/Project you work for, or as decided by your team's management.

Women employees are eligible for a maximum of 26 weeks i.e. 182 days of paid maternity leave as per the provisions of the Maternity Benefit Act.

All leaves are subject to the prevailing leave policy and are subject to change as per management discretion and any applicable government regulations.

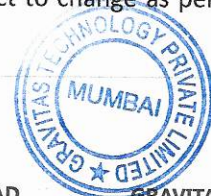
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**4. Mobility**

Gravitas reserves the right to transfer / utilize your services at any of its offices, work sites, or associated or affiliated companies in India or outside India, on the terms and conditions as applicable to you at the time of transfer.

**5. Appraisals, Increments, Bonus and Promotions**

The appraisal cycle for evaluation of performance is the company's fiscal year which is normally January to December. New employees who join the organization on or before September 30 would be eligible for the year's appraisal, increment and discretionary bonus on pro-rated basis based on the length of service. Those who join after September 30 shall be eligible for the next year's appraisal cycle.

Your performance and contribution to the company will be an important consideration for salary increments, discretionary bonus and promotions. Salary increments, discretionary bonus and promotions will be based on Gravitas' Performance, Compensation and Promotion policies. The Company reserves the right to change the eligibility, cut off and the same will be applicable upon communication to you.

**6. Alternative Employment**

As a full-time employee of Gravitas, you are not permitted to undertake any other business, assume any public office, honorary or remunerative, without the written permission of Gravitas.

**7. Confidentiality Agreement**

As part of the joining formalities, you are required to sign confidentiality agreements for Gravitas and its clients, which aim to protect the intellectual property rights and business information of Gravitas and its clients.

**8. Gravitas Employee Handbook**

You are required to sign the Gravitas Employee Handbook and follow the same in your day to day conduct as an employee of Gravitas.

**9. Notice Period**

During your employment with Gravitas, including probation/extended probation/training, either you or Gravitas can terminate the appointment by giving **90** calendar day's written notice or **3** month's basic salary in lieu of the notice. Gravitas reserves the right to make payment in lieu of notice if employee is terminated for performance issues or gross misconduct.

The Company also reserves the right to require you for part or all of the notice period not to perform any duties and remain away from the Company's premises, although the Company will continue to maintain your salary and other contractual benefits for this period. You will not commence employment or provide services to any company or other business during the notice period.

The Company reserves the right to modify the notice period at any point in time and upon communication the same shall be applicable.



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**10. Retirement**

You will retire on the last day of the month in which you reach the retirement age of 60 years.

**11. Employment in India**

In case you are not a citizen of India, this offer is subject to your obtaining a work permit and / or any other permission and / or documentation as prescribed by the Government of India for permanent employment with Gravitas.

**12. Initial Training Program**

On joining Gravitas, you will be given the benefit of formal and on the job training at our offices, as identified. The training forms a critical part of your employment with Gravitas and is an ongoing process. Gravitas continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part of the ownership and commitment has to come from you.

As Gravitas progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

**13. Data privacy**

The company may disclose personal data relating to you, to its parent company, any of its affiliates, subsidiaries, potential acquirers and any other agency/third party, as may be required by law and/or legitimate business purpose. The particulars of the same will be communicated to you as and when required.

**14. Terms and Conditions**

The above terms and conditions of employment are specific to your employment in India and there can be changes to the said terms and conditions in case of deputation on international assignments during the course of your employment.

**15. Rules and Regulations**

Your appointment is governed by the laws of India and the jurisdiction of the courts located at Mumbai. Please note that as a condition of your employment with the Company, you will be bound by all Company Policies relating to your employment as may exist, be issued, updated and supplemented by the Company from time to time. Any violation of the rules and procedures may subject you to disciplinary action, up to and including dismissal from service.

Please get in touch with us within 3 business days and confirm your acceptance of this offer by signing and returning Annexure of this letter. Kindly convey the date on which you propose to join service.



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**Please note that this offer will lapse if it is not accepted within 3 days.** In the event of any delay in your acceptance of this offer, Gravitas shall have the sole discretion to determine if this offer is open to you.

We assume that all information provided by you during your candidature, including but not limited to salary, work experience and personal details, is correct. Any false/misleading information provided will be considered as just cause for termination of your employment at any time by the company.

Your appointment is governed by the laws of India.

We welcome you to the Gravitas family and wish you success with the Company.

For, **Gravitas Technology Private Limited**

  
\_\_\_\_\_  
**Kriti Tripathi**  
Senior Director - Human Resources



**Encl:**

Annexure: Salary Annexure & Acceptance

I hereby accept the above-mentioned terms and conditions with the company.

\_\_\_\_\_  
**Signature of the Employee**

**Name:**

**Date:**

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Compensation Details

GROSS SALARY SHEET		
Annexure - 2		
Name	Shivani Chandrakant Sonar	
Designation	Analyst - Human Resources	
Compensation Details	(All Components are in INR)	
<b>1) Monthly Components</b>		
Particulars	Monthly	Per Annum
Basic Salary	18,467	221,600
Special Allowance	2,033	24,400
House Rent Allowance	9,233	110,800
<b>Gross Salary</b>	<b>29,733</b>	<b>356,800</b>
<b>2) Annual Components/Retirals</b>		
Provident Fund(Employee's Contribution)	1,800	21,600
Provident Fund(Employer's Contribution)	1,800	21,600
Health Insurance Premium	As noted in Benefit Section #4	
<b>Total Salary</b>	<b>33,333</b>	<b>400,000</b>

**Gravitas Technology Private Limited**

601-602, A Wing,  
247 Park, L.B.S. Marg,  
Vikhroli West, Mumbai - 400083.



**Kriti Tripathi**  
Senior Director - Human Resources

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

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

Name : \_\_\_\_\_

Address : \_\_\_\_\_

Signature / Date : \_\_\_\_\_



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Date: March 16, 2022

Shivani Chandrakant Sonar,  
5, Nildhara Row Houses,  
Ashwin Nagar, Cidco Colony,  
Nashik, Maharashtra - 422009

**Sub:- Relocation Expense Reimbursement**

Dear Shivani,

Further to offer letter dated **March 16, 2022** and our discussion, we wish to inform you that you are eligible to avail the Relocation Expenses incurred on relocating from **Nashik to Mumbai**.

Gravitas Technology Private Limited (Gravitas) is agreeable to reimburse the relocation expenses up to a maximum of **INR 15,000/- (Rs. Fifteen Thousand Rupees only.)** or on actuals, whichever is less. The reimbursement expenses shall consist of travel expenses incurred by self and immediate family for travel from **Nashik To Mumbai** via Air by Economy Class or by 2 Tier A/c train or by road, packing and transportation of the household items essential for your relocation, and accommodation. To avail such reimbursement, you are required to submit all necessary documentation, receipts, and bills with respect to the expenses incurred by you relating to your relocation. You are required to produce all relevant receipts and bills together and not in parts.

The documentation required, in **Original** are:

- Travel tickets for self & immediate family (i.e. parents, spouse and children)
- Invoice and payment receipts for transportation
- Invoice and payment receipts for accommodation

The reimbursement should be claimed within 3 months from the date of joining and is payable only after completion of 3 months of service with the organization. In the event of Gravitas terminating your employment or you are resigning from your employment for any reason before the completion of 12 months of employment from the date of joining, you expressly agree to refund the entire amount of relocation expenses received by you from Gravitas towards your relocation expenses.

Please sign a copy of this letter as an acknowledgement of your acceptance of the terms and conditions to avail the benefit of reimbursement of relocation expenses.

For, Gravitas Technology Private Limited



Kriti Tripathi  
Senior Director - Human Resources

Acknowledgement

Shivani Chandrakant Sonar



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To,  
**Shivani Gangurde**  
C-5, Thakkar Retreats, Gangapur Road,  
Near Chopda Lawns, Old Gangapur Naka,  
Gole Colony, Nashik, Maharashtra - 422002

Dear Shivani,

**Re: Internship for the post of Intern**

This is to inform that you have been appointed for an internship program for the post of **Intern** with us for a period of **6 months** starting from **28<sup>th</sup> November 2022**

Your stipend during this Internship will be of **Rs.12,000/- per month**. TDS will be deducted on your stipend @10% u/s 194J.

By accepting this letter, you agree to bind yourself to the terms of the employment as defined from time to time.

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 agree to accept the letter & abide by the terms of employment:



Encl:

- a. Terms & Conditions
- b. Acceptance Copy

## **STATEMENT OF TERMS OF EMPLOYMENT**

This Statement includes the particulars of employment and is made between the following parties:

### **Shivani Gangurde**

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. DATE OF START OF THIS AGREEMENT**

This Agreement shall be effective starting from **28<sup>th</sup> November 2022** and shall remain in force till the end of your Internship.

### **2. PLACE OF WORK**

The internship will be a virtual internship. The usual place of work would be from home.

### **3. HOURS OF WORK**

Work Timings in Decimal Point Analytics Private Limited reflect the requirements of business.

The working hours expected of each Decimal Point employee is of 9 (nine) hours a working day and 54 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 Analytics Private Limited, 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.

### **4. DUTIES**

During the tenure of this agreement the trainee will discharge his duties efficiently, diligently and to the best of his abilities. The trainee shall devote the designated time and attention to the business interests of the Company and generally carry out duties and work as undertaken by him under this agreement.

## **5. 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 trainees, 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.

## **6. 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.

## **7. TERMINATION OF AGREEMENT**

The minimum period of notice that both you and the Company must give to terminate this agreement is 15 days. Notice must be given in writing. It is at the discretion of the management to waive off the Notice Period and accept salary in lieu of Notice Period. 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. 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.

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.

## **8. EVENTS LEADING TO TERMINATION OF THIS AGREEMENT**

If you:

- 8.1.1 shall commit any act of dishonesty whether relating to the Company, any Associated Company, an employee or otherwise; or
- 8.1.2 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
- 8.1.3 are guilty of any conduct which in the reasonable opinion of the Company brings you, the Company or any Associated Company into disrepute; or
- 8.1.4 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
- 8.1.5 are in the reasonable opinion of the Company incompetent in the performance of your duties; or
- 8.1.6 fail to observe and perform in all material respects the terms and provisions of this Agreement (where such conduct does not fall within clause 8.1.3) 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
  - i. are declared bankrupt; or
- 8.1.8 are convicted of any arrestable criminal offence; or



8.1.9 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 internship 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.

8.2 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 other trainee, 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.

## **9. OUTSIDE INTERESTS**

You will not, during the course of your internship, be engaged in any capacity in any other business without the prior written consent of a Director of the Company.

## **10. CONFIDENTIALITY**

You acknowledge that in the course of your employment with the Company you will have access to, and be entrusted with, information in respect of the business and financing of the Company, its Clients, its Clients' clients, its employees, its dealings, transactions and affairs including any parent or subsidiary company, another subsidiary of parent company, joint venture company and associated companies (together "Group companies"), all of which information is or may be confidential.

You must not, either during your employment or at any other time after completion of employment with the Company, divulge to any person or organisation any confidential information relating to the Company, its Clients, its Clients' clients, its employees and any Group company, except where required to do so as part of your duties while employed by the Company.

"Confidential information" includes all information which has been specifically designated as confidential by the Company, its Clients, its Clients' clients, its employees or any parent company, another subsidiary of parent or subsidiary company, joint venture company (hereinafter collectively referred to as Group Company(ies)), any information imparted in circumstances which imply that it is confidential, and any information relating to the technical, strategic planning, marketing, pricing or financial activities of the Company, its Clients, its Clients' clients, its employees or any Group Company, the unauthorised disclosure of which would embarrass, harm or prejudice the Company or any Group Company. It does not include information which is legitimately in the public domain.

You must not, at any time during your employment with the company and thereafter, share the name of any Client of the Company or Clients client, either directly or indirectly, or in such terms that any third person is able to ascertain the name of the Client or Client's client, in any social networking site such as LinkedIn and Facebook or any job portal or site such as Naukri, Monster and TimesJobs without the express prior written approval of a Director of the Company.,

Breach of the Group's confidentiality rules during your employment will normally lead to summary

dismissal for gross misconduct or any other legal recourse available to the Company.

## **11. 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.

- 11.1 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.
- 11.2 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;
- 11.3 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;
- 11.4 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;
- 11.5 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;
- 11.6 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
- 11.7 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.

## **12.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.

## **13.GENERAL**

13.1 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.

13.2 This Agreement supersedes all other agreements whether written or oral between the Company or any Associated Company and you relating to your internship 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.

13.3 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.

a. You confirm that you have received or have had the opportunity to receive independent legal advice as to the terms and effect of this Agreement and, in particular, to the restrictions contained in the Confidentiality and Intellectual Property above.

## **14.NOTICES**

14.1 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 as 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.

14.2 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

## 15. 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: \_\_\_\_\_

**Shivani Gangurde**

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**



**Confidential**

Date: 22<sup>th</sup> Apr, 2022

**Ms. Shubhadarshana  
Hemant Kumar Patil  
Address: 4 Vighnaharta  
Row House, Murlidhar  
Nagar, Pathardi Phata  
Nashik -422010**

**LETTER OF INTENT**

This is with reference to the interview held with you; we are pleased to issue you the letter of Intent with InvestoXpert, the details of which are as under:

Position	:	Relationship Manager - Trainee
Department	:	Sales
Date of Joining	:	10 <sup>th</sup> May, 2022
Location	:	Mumbai
Reporting To	:	Branch Head

This offer letter is subject to the following conditions:

1. Certificates of qualification.
2. Four passport size photographs.
3. Copy of your Address proof and PAN card.
4. Medical fitness certificate by MBBS doctor.
5. Copies of all educational documents
6. Copy of a Cancelled Cheque or Passbook.

In the event if any of the above conditions being found unsatisfactory as per the company policy, the company reserves the right to revoke this offer of appointment, without assigning any reason what so ever. As part of the joining formalities you will have to sign an agreement of service rules and conditions of employment with us and you will be governed by the same joining post.

We request you to put your signatures on the duplicate copy of this letter as token of your acceptance and become a part of InvestoXpert Family. A separate standard appointment letter along with salary annexure will be issued to you on the day of your joining.

We look forward to welcome you aboard.

For InvestoXpert Pvt. Ltd.



HR Department

Accepted & Agreed

Signature & date





# Tology

Inventor Private Limited

+91 97683 77746

support@itology.in

www.itology.in

## Offer Letter

Date: 11-Nov-2022,

To,  
Snehal Nanasaheb Morade

We have pleasure in offering you the position you have applied for i.e. **Business Development Executive** for the location **Thane**.

Your annual salary offered is INR **300,000.00** P.A. + Incentives.

You Would be expected to join us on **14-Nov-2022** at **09:30 AM**.

### Salary Breakup for Month

Description	Amount In INR
Basic Pay	17,857.14
HRA	7,142.86
Total	25,000.00
Net Pay	25,000.00

We offer one paid sick leave only after completion of successful probation period i.e. Six month (180 Days).

Working Days will be Monday to Saturday and Timing is **09:30 AM** to **06:30 PM**

Kindly revert with your acceptance for your joining on **14-Nov-2022** at **09:30 AM**

You will be reporting functionally, for your work responsibilities to **Business Development Manager**.

You have to bring following documents on the day of joining:

1. One recent passport size photograph.
2. Attested copy of educational and professional certificate
3. Residential proof (1 copy of Passport/Telephone bill/Electricity bill/ Bank statement).
4. Identity Proof (1 copy of Pan card/Driving license/Voter's ID card/Passport).
5. In case ITology Inventor Private Limited is not your first employer. The letter of acceptance of resignation with the company's stamp or relieving letter, experience letter from your previous employer/employers.
6. Last 3 months salary slips of the previous employer.

Note: Please bring self attested copies of the documents. However, if not attested, please bring originals. We wish you good luck as you begin with a new chapter in your career with our company.

Shall you have any queries in the meantime, please feel free to write me at hr@itology.in

Best Wishes!!!!

Regards,

Human Resource Department

**ITology Inventor Private Limited**

Registered Address:

Office no 408, oriana Business Park

Rd no 22, wagle industrial estate, Thane- 400604..

Phone : (+91) 9699772471

Email : [hr@itology.in](mailto:hr@itology.in) Visit : [www.itology.in](http://www.itology.in)

  
Authorized Signatory



408 Oriana Business Park, Rd Number 22, Wagle Industrial Estate, Thane West, Thane, Maharashtra 400604

Date :19/07/2022

To  
Sukhada Loharkar  
(Code: CAN445711)

**Provisional Offer Letter for Fixed Term Contract**

We are pleased to offer you employment in our organization at Randstad India Pvt. Ltd as **Executive**. Your services are being deputed to **Crisil Ltd.**, on the following terms and conditions:

- Your employment will be valid from **20/07/2022 To 19/07/2023** , unless and until it is specifically extended in writing by Randstad India Pvt Ltd.
- Your Salary Gross will be INR 316,992.00 per Annum (as per Annexure 1) and will be paid out basis your actual joining date.
- Your employment is subject to completing our onboarding process, which requires you to :
  - a. Complete on the Randstad portal:
    - Employee profile form
    - Statutory Nomination forms like ESIC, PF, Medclaim etc.
  - b. Upload proofs of your documents:
    - Government mandated ID proof: Aadhar Card and PAN
    - Address Proof (Any one): Voters ID, Passport, Driving License, Ration Card etc.
    - Copy of both Educational certificates & Previous employment documents.
    - Bank Details for Salary processing: Copy of cancelled cheque.

Please note that this is only a provisional offer of employment for a fixed term and is not to be construed as an appointment letter. A detailed appointment letter would be issued to you once you fulfill our employment terms and conditions & upon confirmation of joining duty by the manager.

The next step is for you to log into Randstad Direct, our employee portal to accept this offer. You will soon receive an email and SMS on your registered number with a link to the online portal and your OTP to login. A User guide is also available to help you complete formalities on/before your DOJ.

Please get in touch with us for any queries.  
Wishing you the very best!

Yours truly,  
**For Randstad India Pvt Ltd.**



**Authorized Signatory**  
**Balakrishnan S**  
**Head - HRSSC**

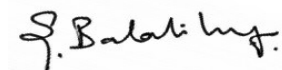
**Annexure I: Salary Breakup**

Component	Monthly	Yearly
Basic	15,000.00	180,000.00
House Rent Allowance	7,500.00	90,000.00
Statutory Bonus	3,000.00	36,000.00
Other Allowance	916.00	10,992.00
<b>Gross Salary</b>	<b>26,416.00</b>	<b>316,992.00</b>
Employer's Contribution to EPF	1,800.00	21,600.00
Insurance	951.00	11,412.00
<b>CTC (Cost to the company)</b>	<b>29,167.00</b>	<b>350,004.00</b>
Employee's Contribution to EPF	1,800.00	21,600.00
Total Deduction	1,800.00	21,600.00
<b>Net take home = (Gross salary- Total deduction)</b>	<b>24,616.00</b>	<b>295,392.00</b>

\* Income tax, Professional tax and LWF as applicable will be deducted.

\* All the taxes will be deducted as applicable by law. Your salary is strictly confidential.

**For Randstad India Pvt Ltd.**



**Authorized Signatory**  
**Balakrishnan S**  
**Head - HRSSC**



## Offer Letter

Name: Trupti Kailas Kasar  
Date: Sunday, February 13, 2022

Dear Ms. **Trupti Kailas Kasar**,

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.

The **first 2 weeks of this training will be classroom training** at the Joining Location itself. It will then be followed by **4 weeks of "On-the-Job Training (OJT)"**, to be conducted at the OJT Training Location. Upon successful completion of the training and post your conversion, you will be posted in the Role Location as a Business Development Associate.

### 1. Employment Details:

Department: Business Development  
Designation: Business Development Trainee - Sales  
Reporting Manager: Rahul Raj (TNL201605108)  
Reporting Time: 9:30 AM  
Joining Location: Byjus Mumbai - 7th Floor, A&B Wing, Marwah Centre, Krishanlal Marwah Marg, Sakinaka Andheri East, Mumbai-400072, Maharashtra  
OJT Training Location: Byjus - Mumbai  
Role Location: Mumbai

**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 **Tuesday, February 22, 2022**. Your work location after conversion to the role of Business Development Associate would be **Mumbai** 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 12 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 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. 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.

f. 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.

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

h. 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.

i. 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.

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

The terms of your 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. 10th Mark sheet
2. 12th Mark sheet
3. Graduation/Post Graduation Mark sheet–All semester mark sheet
4. Graduation/Post Graduation–Provisional Certificate/Course Completion Certificate
5. Resume
6. BYJU'S Offer Letter
7. Pan Card
8. Aadhaar Card
9. Voter ID/Passport/Driving License
10. Cancelled Cheque/Bank Statement/Bank Passbook
11. Passport Size Photograph
12. All current & previous companies relieving/experience letter(Only for experienced candidate)
13. Current/Last company's last three months' pay slips (Only for experienced candidate)

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.*



19<sup>th</sup> May 2022

**Sub: Offer of employment by Pin Click**

Dear **Vaibhav Shirole**,

Congratulations and we are very pleased to extend an offer to you to join Pin Click as “**Property Advisor**”, with effect from **25th May 2022**.

The terms of our offer 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. Your initial posting as a Pin Click employee will be at our **Mumbai** 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.
3. 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.
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. 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 15day’snotice 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, the 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.
6. 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.
7. 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.
8. You will not engage in any unethical practice, which might affect Pin Click and its employees, client and partners.

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

**ANNEXURE A**

<b>COMPENSATION &amp; BENEFITS STATEMENT – PIN CLICK</b>			
<b>Employee Details</b>	<b>Name</b>	Vaibhav Shirole	
	<b>Designation</b>	Property Advisor	
	<b>Department</b>	Sales	
	<b>Date of Joining</b>	25th May 2022	
	<b>C &amp; B CATEGORY</b>	<b>INR – Monthly</b>	<b>INR – Annual</b>
<b>A</b>	<b>Fixed Compensation</b>		
	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 Education Allowance	2,000	24,000
	Special Allowance	5,940	71,280
	<b>Sub-Total I / Gross Pay</b>	<b>23,740</b>	<b>2,84,880</b>
<b>B (A-B)</b>	Professional tax	200	2,400
	PF Employer	900	10,800
	<b>Net Salary</b>	<b>22,640</b>	<b>2,71,680</b>
	<b>Benefits</b>		
<b>C</b>	PF Employee	900	10,800
	Gratuity	360	4,320
	<b>Sub Total II</b>	<b>1,260</b>	<b>15,120</b>
<b>Total A + C</b>	<b>Cost to the Company</b>	<b>25,000</b>	<b>3,00,000</b>
	<b>Performance Enhanced Incentives</b>	<b>15,000*</b>	<b>1,80,000*</b>
<p><b>#NOTE:</b> Performance Enhanced Incentives Is Target Based and will be paid based on your sales achievement</p> <p>* The Offer/ Salary Is Subjective to Completion of Training</p> <p>*Two-wheeler is mandatory with valid driving license.</p> <p>(There will be 7 days of training period and an assessment then your payroll will start )</p> <p>(3000K includes in above annexure for Fuel Expenses &amp; 500 Rs deduction for mobile bill)</p> <p>Gross Pay is prior to tax being deducted at Source from the salary, Professional tax and Employee contribution towards PF as applicable.</p>			

To accept this offer, sign the copy and return the duplicate/scan copy to the sender. Kindly ensure that the copy of acceptance reaches us as prescribed. We look forward to the opportunity of working with you at Pin Click

ManikKinra

Founder & CEO

The details of your annual earnings are as **Annexure B**.

**ANNEXURE B**

<b>COMPENSATION &amp; BENEFITS STATEMENT – PIN CLICK</b>			
<b>Employee Details</b>	<b>Name</b>	Vaibhav Shirole	
	<b>Designation</b>	Property Advisor	
	<b>Department</b>	Sales	
	<b>Date of Joining</b>	25th May 2022	
	<b>C &amp; B CATEGORY</b>	<b>INR - Monthly</b>	<b>INR – Annual</b>
<b>A</b>	<b>Fixed Compensation</b>		
	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 Education Allowance	2,000	24,000
	Special Allowance	7,139	85,668
	<b>Sub-Total I / Gross Pay</b>	<b>26,589</b>	<b>3,19,068</b>
<b>B (A-B)</b>	Professional tax	200	2,400
	PF Employer	1,008	12,096
	<b>Net Salary</b>	<b>25,381</b>	<b>3,04,572</b>
	<b>Benefits</b>		
<b>C</b>	PF Employee	1,008	12,096
	Gratuity	403	4,836
	<b>Sub Total II</b>	<b>1,411</b>	<b>16,932</b>
<b>Total A + C</b>	<b>Cost to the Company</b>	<b>28,000</b>	<b>3,36,000</b>
	<b>Performance Enhanced Incentives</b>	<b>15,000*</b>	<b>1,80,000*</b>
<p><b>#NOTE:</b> Performance Enhanced Incentives Is Target Based and will be paid based on your sales achievement</p> <p>* The Offer/ Salary Is Subjective to Completion of Training</p> <p>*Two-wheeler is mandatory with a valid driving license. (3000K includes in above annexure for Fuel Expenses &amp; 500 Rs deduction for mobile bill)</p> <p>Gross Pay is prior to tax being deducted at Source from the salary, Professional tax and Employee contribution towards PF as applicable.</p>			

To accept this offer, sign the copy and return the duplicate/scan copy to the sender. Kindly ensure that the copy of acceptance reaches us as prescribed.

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

ManikKinra

Founder & CEO



## 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 regards to his/ her 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 conform 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: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Anticipated Start Date: \_\_\_\_\_





Confidential

Date: 22<sup>th</sup> Apr, 2022

Mr. Yash S. SHIMPI  
Address: House No-302,  
Indrajeet Appt Gandharv  
Colony Jalgaon-425001

**LETTER OF INTENT**

This is with reference to the interview held with you; we are pleased to issue you the letter of Intent with InvestoXpert, the details of which are as under:

Position	:	Relationship Manager -Trainee
Department	:	Sales
Date of Joining	:	10 <sup>th</sup> May, 2022
Location	:	Mumbai
Reporting To	:	Branch Head

This offer letter is subject to the following conditions:

1. Certificates of qualification.
2. Four passport size photographs.
3. Copy of your Address proof and PAN card.
4. Medical fitness certificate by MBBS doctor.
5. Copies of all educational documents
6. Copies of Previous Employment.
7. Last 3 months salary slip.
8. Copy of a Cancelled Cheque or Passbook.

In the event if any of the above conditions being found unsatisfactory as per the company policy, the company reserves the right to revoke this offer of appointment, without assigning any reason what so ever. As part of the joining formalities you will have to sign an agreement of service rules and conditions of employment with us and you will be governed by the same joining post.

We request you to put your signatures on the duplicate copy of this letter as token of your acceptance and become a part of InvestoXpert Family. A separate standard appointment letter along with salary annexure will be issued to you on the day of your joining.

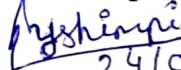
We look forward to welcome you aboard.

For InvestoXpert Pvt. Ltd.



HR Department

Accepted & Agreed

  
24/04/2022  
Signature & date

Hi Mandar ,

Thu, Jun 8,  
4:59 PM

Please find below, the list of selected students -

Tejas Wagh  
Navneet Labade  
Swaraj Bagul

The date of joining will be between 12 june'23 - 14 june'23.  
Kindly share there Adhaar details.

Looking forward for a positive response!

Warm Regards,  
AAJ Enterprises Pvt. Ltd.



**PRIVATE AND CONFIDENTIAL**

156722

October 26, 2023

Abhishek Raju Sadaphule  
04 Nikita Appt Jail road  
near holy flower school  
Shriram Nagar, MAHARASHTRA

Dear Abhishek,

On behalf of ICICI Securities Limited, we take great pleasure in making you an offer to be part of team I-Sec.

Please find enclosed:

- Our formal Joining Offer cum Appointment Letter
- Components of Remuneration – It has details on all the components of remuneration.

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

In case you have any further queries feel free to contact at below mentioned number and address:

Address : HR, ICICI Securities Limited,  
Shree Sawan Knowledge Park,  
Gr. Floor, Plot No. D-507, T.T.C Industrial Area,  
M.I.D.C, Turbhe, Near Juinagar Railway Station,  
Navi Mumbai-400705

E-Mail Address : shailaja.tirkey@icicisecurities.com

Telephone (Direct) : -

Yours sincerely,

For **ICICI Securities Ltd**

**Shailaja Roshan Tirkey**

**Regional Manager - Human Resources**

ICICI Securities Limited  
Registered Office (Institutional):  
ICICI Venture House, Appasaheb Marathe Marg,  
Prabhadevi, Mumbai - 400 025, India.  
Tel 022 - 6807 7100

Corporate Office (Retail):  
Shree Sawan Knowledge Park, Plot No. D-507,  
T.T.C. Ind. Area, M.I.D.C, Turbhe,  
Navi Mumbai - 400 706  
Tel (91 22) 40 70 1000  
Fax (91 22) 40 70 1022



Name of Compliance Officer (Broking Operations): Mr. Anoop Goyal  
Email Address: complianceofficer@icicisecurities.com / (91 22) 4070 1000  
Website Address: www.icicisecurities.com/www.icicidirect.com



**PRIVATE AND CONFIDENTIAL**

156722

October 26, 2023

Abhishek Raju Sadaphule  
Navi Mumbai

Dear Abhishek,

We are pleased to make you an offer of appointment at grade “ E “ and sub-grade “E II“ in ICICI Securities Limited (hereinafter referred to as the “**Company**”). Your job title will be “Equity Relationship Manager“. You will be placed in “Equity Product Group“ Department and “Online Activation Group“ Function at Navi Mumbai.

The following are the terms and conditions of the appointment.

**Commencement/Term:**

1. You shall be required to join the Company on or before November 20, 2023.
2. You will be on probation for a period of six months or such extended period as may be decided by the Company and would be confirmed basis you meeting up the criteria set by the company from time to time.
3. You will be informed about your confirmation in the services of the Company in writing.
4. On confirmation, employee would retire from the service on attaining the age of 58 years.

**Remuneration:**

5. Your Basic Salary will be Rs. 110,216/- (Rupees One Lakh Ten Thousand Two Hundred Sixteen Only) per annum.

**Allowances:**

6. Your House Rent Allowance will be Rs. 55,108/- (Rupees Fifty Five Thousand One Hundred Eight Only) per annum.
7. You shall be entitled to Leave Travel Assistance of Rs. 22,962/- (Rupees Twenty Two Thousand Nine Hundred Sixty Two Only) per annum.



8. You shall be entitled to Supplementary Allowance of Rs. 105,018/- (Rupees One Lakh Five Thousand Eighteen Only) per annum.

**Benefits:**

In addition to the above, you shall be entitled to the following:-

9. Comprehensive Mediclaim Coverage as per company policy for you and your immediate family up to Rs. 4 Lacs per annum or as may be adopted by the Company for its employees from time to time. Your immediate family includes yourself, your spouse and 2 dependent children up to the age of 25 years .

10. Personal Accident Insurance coverage as may be adopted by the Company for its employees from time to time for permanent disablement or death due to accidents.

11. Life Insurance Cover as per company policy in case of untimely demise while in the service.

**Note :** The coverage mentioned above under each policy will be subject to you meeting all the insurance company's policies and insurance/underwriting requirements. Until confirmation by the insurance company that you have fulfilled these requirements, the sum insured will be at the insurance company's discretion.

12. Retirement Benefits of the company in accordance with the statutory requirements and/or, as per Company policy.

- Employer's Contribution towards Provident Fund of Rs. 21,600/- (Twenty One Thousand Six Hundred Only) per annum.
- Contribution towards Gratuity Fund of Rs 9,181/- (Rupees Nine Thousand One Hundred Eighty One Only) per annum. Pls note, Gratuity amount is payable after completion of 5 years continuous service.

13. Maternity benefits as defined under the Maternity Benefit (Amendment) Act, 2017 are offered to eligible women employees by I Sec. Details of such benefits offered to employees and eligibility criteria for availing such benefits are notified by I Sec under "Employee Benefit Policies" available on the intranet, which will be accessible upon joining I Sec.

**Variable Pay : Performance Bonus/ Sales Incentive Plan**



14. You will participate in the Company's Performance Bonus Plan. The pay-out depends on the Company's performance, your strategic business unit (SBU) performance and your performance, and other parameters as the Company may decide from time to time. The Performance Bonus awarded to you in any year will have no bearing to your previous year's performance bonus. Please note that the Variable Pay payable (if any) to you is inclusive of statutory bonus payable (if any) under the Payment of Bonus Act, 1965 and any amendments therein. Further, the peak rate of bonus will be 35% of fixed pay (without retirals) subject to Company policy/variable pay rate approved by the Board Committee. You will be eligible for coverage under Variable Pay (bonus) from FY 24 provided your date of joining is on or before December 31, 2023. The performance bonus (if any) will be prorated subject to your date of joining.

Please note that there is no minimum and/or guaranteed variable pay.

**Other Terms and Conditions of Service:**

**15. Professional Ethics & Confidentiality:** While you are in the employment of the Company, you are not permitted to carry on any business or profession or enter, for any part of your time, in any capacity, into 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 the Company and to promote the interests of the Company and will not divulge to any person or utilize any of the Company's secrets or other related information (which you may possess by reason of your association with the Company) outside the Company. It is a condition of your employment that you maintain the confidentiality of any and all proprietary information of which you gain knowledge or possession as a result of your employment with the Company. You must not disclose such proprietary information to any person. The term, 'proprietary information' shall mean all Company information whether in oral, written, diskette, graphic or machine readable form, including but not limited to all non-public lists of customers, agents, general agents, intermediaries, prices, business plans, strategic plans, reserves or other non-public financial information, customer base, manuals, designs, procedures, formulas, discoveries, inventions, improvements, concepts, ideas, future plans and budgets, unannounced organizational or staffing changes, financial analyses, competitive analyses, management information, technical data and market studies. This obligation of confidentiality continues after your employment terminates. Further, complete confidentiality of all employment and compensation details is expected to be maintained by you during your period of employment with the Company. 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 Company's secrets or other related information (which you may possess by reason of your association with the Company) with any external agencies, press etc. outside the Company or with your colleagues. Any act in breach of this term would entail initiation of appropriate action as deemed fit by the Company.





- Please note that during the course of your services with the Company 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 Company.
- Please note that while joining the services of the Company and during the course of your services with the Company, you would be required to notify the Company 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 Company.
- The Company 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 Company would amount to breach of employment contract leading to initiation of appropriate action.
- Please note that during the course of your services with the Company, you will not take part in any demonstration/agitation against the Company 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 Company leading to initiation of appropriate action.

**16. IT Security Practice & Procedures:** While you are in the services of the Company, you will adhere to the IT Security Practice & Procedures as prescribed by the Company. 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.

**17. Transfer:** The Company shall have the right to transfer you to any of its offices or ICICI group companies in India and abroad.

**18. Notice Period and Termination of Employment:** During the probation period, your services would be liable to be terminated by the Company without assigning any reason and by giving seven days notice or notice pay of seven days in lieu thereof. During the probation period, if you decide to leave the Company's services, you will be required to give and serve Forty five days' notice period. In such cases the company reserves the right of recovering expenses such as relocation expenses (if any), etc., from your full & final settlement.



After confirmation, your services would be liable to be terminated by the Company, by giving Ninety days' notice or on payment of an amount equivalent to Ninety days' gross salary in lieu of the notice period. In case of termination consequent to any disciplinary action or loss of confidence under clauses mentioned in the Code of Conduct & Business ethics, the company would not be liable to give any notice or any notice pay thereof. In case you decide to leave the Company's services, you will be required to give and serve Ninety days' notice.

Further, the company shall be entitled in its sole discretion, to accept your resignation (either during probation period or after confirmation), either with immediate effect or with effect from any date prior to the last day of the notice period.

On cessation of your employment, you will return any items belonging to or relating to the Company. These include but are not limited to keys, diaries, business cards, files and all other items of a professional nature, which were acquired or created during your employment, including computer software and applications.

**Joining Competitor:** In the event of termination of your services by the Company or your resignation from the services of the Company, you shall not join any Banking or Financial Services Company for a period of six months from the date of resignation/termination.

**19. Gross Misconduct:** Gross misconduct would amount to cause for your immediate dismissal without notice or payment in lieu of notice.

Examples of gross misconduct include, but are not limited to:

- Non-compliance with all applicable laws and regulations in the conduct of business for and on behalf of the Company;
- If it is found that any incorrect information furnished by you during the interview or while you are employed with the company such as (this is an indicative list and not an exhaustive one) :
  - i. Suppression of any material information by you.
  - ii. Mismatch in your previous employment data even for a day.
  - iii. Mismatch in your previous pay slip.
  - iv. Fake qualification certificates .
- Theft, misappropriation or willful destruction of Company property;
- Refusal or failure to comply with a reasonable instruction given by your supervisor;
- Willful insubordination or disobedience of any lawful and reasonable order of a superior.



- A finding that you are guilty of a criminal offence by a court of competent jurisdiction;
- Your bankruptcy or insolvency;
- Sexual harassment or intimidation of employees;
- Behavior which is either physically or verbally threatening or degrading to others;
- Violation of Code of Conduct & Business Ethics;
- Breach of any of the terms and conditions set out herein and any manual containing the Company's policies and procedures.
- You shall be deemed to have resigned in case you are absent from work or extended your stay after the end of the granted leave without authorization or acceptable excuses, for the period of 15 consecutive days.

**20.** You shall not for a period of one year from cessation of your service, solicit or employ any director, officer or employee of any constituent of the ICICI Group in any activity, vocation, profession, employment, consultancy, service, occupation or business that you undertake or in any manner, cause any director, officer or employee of any constituent of the ICICI Group to be solicited or employed by any person or enterprise with whom you may be associated in any capacity. Any act in contravention of the above provision shall entail initiation of appropriate action as deemed fit by the Company.

**21. General:**

You agree to authorize "ICICI Securities Limited" and the appointed agencies to verify information provided in your resume and / or the applicant Information sheet submitted for employment purposes and to conduct any further enquiries as may be necessary. You also agree to authorize all who may have relevant information pertaining to this enquiry to disclose the same.

Your appointment and continuation in employment are subject to reference checks, complete / full and correct disclosure of material information, qualifications and past employment details and successful completion of your course - graduation/postgraduation and submission certificates / marksheets at the time of joining, as the case may be.

As per the Insider Trading Policy of the Company, you and your immediate relatives are required to trade in Securities only through ICICI Securities and not through any other trading member. Accordingly, please ensure that you comply with the above requirement from the date of your joining.

A declaration confirming the above would be required to be signed by you on your date of joining.

For the above purpose, the following persons are defined as Immediate Relatives:



- Your spouse
- Any of the following who is either dependent financially on you or consults you in taking decisions relating to trading in Securities
- your parents, siblings and your children
- your spouse's parents, siblings and children

**22.** You will be bound by the Rules and Regulations of the Company. It is your responsibility to read and abide by the Company's policies, procedures, Rules of Conduct and Corporate Policies amended from time to time during your employment. You are required and expected to read and understand all of the above and to strictly adhere to the same. The terms and conditions as laid down in any of the above manuals, handbooks, policies, rules and procedures may be amended by the Company at its discretion from time to time and will be binding upon you. You shall not sign any contracts or enter into any binding agreements, which are outside your defined authority limits on behalf of the Company. You may be authorized from time to time to enter into contracts incidental to the running of the office with the prior written approval of the Company. You shall not pledge the Company's credit and/or make any representations on behalf of the Company unless you are specifically authorized in that regard.

**23.** You hereby agree that you would not be acting as a life insurance agent or an insurance broker of any Life / General insurance company or of any corporate agent (other than an employee of ICICI Securities Ltd.) of such insurance company..

**24.** The terms of your employment may be amended at any time. This contract of Employment shall be interpreted and governed by the laws of India..

**25.** Any notice, consent, request or other communication made or given in connection with this letter shall be in writing and shall be deemed to have been duly given when delivered or mailed by registered or certified mail (return receipt requested) or by facsimile or by hand delivery or overnight courier, to those listed below at their following respective addresses or at such other address as each may specify by notice to the others::



To Employer: HR,ICICI Securities Limited,  
Shree Sawan Knowledge Park,  
Gr. Floor, Plot No. D-507, T.T.C Industrial Area,  
M.I.D.C, Turbhe, Near Juinagar Railway Station,  
Navi Mumbai-400705

To Employee 04 Nikita Appt Jail road  
near holy flower school  
Shriram Nagar, MAHARASHTRA

It will be your responsibility to keep us notified of any changes in your residential/correspondence address in the event that you do not wish to receive the notices at the address stated above.

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,

**For ICICI Securities Ltd**

A handwritten signature in black ink, appearing to read 'Pramod Naikal', written over a horizontal line.

**Pramod Naikal**

**Vice President - Human Resources**

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

Signature of candidate



<b>REMUNERATION DETAILS</b>		
NAME	Abhishek Raju Sadaphule	
JOB TITLE	Equity Relationship Manager	
GRADE	E	
SUB-GRADE	E II	
<b>Components</b>	<b>Monthly</b>	<b>Annually</b>
Basic	9,184	110,216
HRA	4,592	55,108
Leave Travel Assistance	1,913	22,962
Supplementary Allowance	8,751	105,018
<b>Retiral Benefits</b>		
Employer's Contribution to PF	1,800	21,600
<b>Total Fixed Pay</b>	<b>26,242</b>	<b>314,904</b>
*Gratuity	765	9,181
<b>Total Pay</b>	<b>27,007</b>	<b>324,085</b>
<b>** Gratuity is payable after completion of 5 years of continuous service.</b>		



To,  
Monalisa Mishra,  
Nashik, MH, 42001

**Offer Letter**

Date: 03/07/2023

Dear Monalisa,

Congratulations, we are glad to inform you that you have cleared our requirement process and thereby eligible to work with our team at D3 Systems, Nashik.

You have been selected to hold the post of **HR/Admin Executive**; your joining date will be 10 July 2023 with an annual package is 1.92 LPA. The terms of offer are as given below.

- Following are the details of you monthly compensation:

<b>Cost of company</b>	<b>RS. 1,92,000.00/-</b>	
<b>Particulars</b>	<b>Per Annum</b>	<b>Per month</b>
(i) Basic	76,800.00	6400.00
(ii) HRA	30,720	2560.00
<b>A. Salary + HRA</b>	107,520	8960.00
<b>Allowance</b>		
(i) Special Allowance	65,280.00	5440.00
(ii) Conveyance	19,200.00	1600.00
<b>B. Total Allowances</b>	84,480.00	7040.00
<b>Deductions</b>		
(i) Professional Tax	2500.00	200.00
(ii) Medical Reimbursement	-	-
(iii) Labor welfare fund		
<b>Total Deduction</b>	2500.00	200.00
<b>Net In- Hand salary (A+B+C-D)</b>	<b>1,92,000.00</b>	<b>15,800.00</b>



307, Shreenath Enclave,  
Shree Hari Kute Marg,  
Near Sandeep Hotel,  
Mumbai Naka,  
Nashik - 422001

2. You will be hired on 1-month probation. On success probation based on your performance the salary will be increase by Rs. 18,000 per month.
3. Income tax and professional tax will be deducted at sources as per the rules applicable.
4. You are expected to work as a full-time employee.

Kindly sign or acknowledge the acceptance of this offer letter.

We are keen to work with you as a team and put the best of our efforts to bring success to D3 Systems.

Best Regards,

Neetu Pandey  
HR Department  
D3 Systems

Monalisa Mishra  
Date: 03/07/2023  
Signature:

# DECiMAL POiNT

Innovative Research Solutions

To,  
Tejashree Mate  
Saptsrungi Nagar  
Shinde  
Nashik,  
Nashik, 422102

Dear Tejashree Mate,

## **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**”.

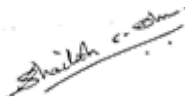
Your fixed cost to company would be **Rs.2,65,000/- per annum**, and after confirmation fixed cost to the company would be **Rs.3,00,000/-per annum**. This includes a retention bonus of **Rs.25,000/-** which shall be payable at the completion of one successful year of your full-time service from your 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 16-January-2024. 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

**STATEMENT OF TERMS OF EMPLOYMENT**

**BETWEEN**

**DECIMAL POINT ANALYTICS PRIVATE LIMITED**

**AND**

**TEJASHREE MATE**

# 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**

**Tejashree Mate,**

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 **16-January-2024**. 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 31<sup>st</sup> 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 **One Month**. 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.

**Extension or Modification of the notice period:**

Any extension or modification of the notice period outlined in this clause can be done by the management at its sole discretion. The Company reserves the right to adjust, extend, or modify the notice period as deemed necessary, without prior notice, based on organizational requirements. Such changes will be communicated to the concerned parties in a timely manner and will be considered final and binding.

**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.

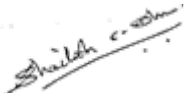
You will also be governed by all other instructions/rules/policies of the company, which are not specifically mentioned in this letter.

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: **Tejashree Mate**

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**

06 June 2023

Ms. Dishita Thakkar  
Nashik

Dear Dishita,

On behalf of *Shweta Infrastructure Pvt. Ltd.* As owners of Courtyard by Marriott Nashik, we are pleased to offer you the position of "**Human Resources Associate**" with effect from **03 July 2023**.

However, this offer is subject to you being declared medically fit by the Company's Doctor and satisfactory references from your Referees.

The break-up of your salary and details of benefits are mentioned in the attached 'Details of Compensation & Benefits'.

Your letter of appointment will be issued to you on joining the property.

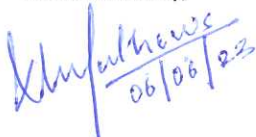
Please report to the Human Resources Department at **10:00 am** with the photocopies of the following documents:

- 8 passport-sized photographs
- Proof of Date of Birth (Birth certificate / Passport)
- Proof of address (Ration Card, Voters ID)
- Govt. certified Photo Identification (Passport/ Driver's License / Aadhar Card Including full Family)
- Photocopies of Educational Qualifications
- Previous work experience (if any)
- Last drawn salary slip (if any)
- PAN Card (Compulsory)
- Police Verification

If the above terms are acceptable to you, as a token of acceptance, please sign the enclosed duplicate copy of this letter.

Welcome aboard!

Yours sincerely,



**Nigel Mathews**  
Assistant Manager Human Resources

Agreed & Accepted by \_\_\_\_\_ on \_\_\_\_\_

**Courtyard by Marriott® Nashik**

Near Mumbai Naka, Mumbai – Agra National Highway Nashik - 422001, Maharashtra, India  
Board line +91 02536666555 | Fax +91 02536666555 | [www.courtyardnashik.com](http://www.courtyardnashik.com) [www.marriott.com](http://www.marriott.com)

Registered Office: Shweta Infrastructure & Housing (I) Pvt. Ltd., CIN: U45200MH2005PTC155493, Samraat HQ, A-33, NICE Area, Street No 7, Satpur MIDC, Nashik Maharashtra - 422007

**DETAILS OF COMPENSATION & BENEFITS**

**MS. DISHITA THAKKAR – HUMAN RESOURCES ASSOCIATE**

<b>Salary</b>	As per property monthly payslip and subject to statutory deductions & income tax:	
	Basic	12,992
	House Rent Allowance	2,932
	<b>Gross Salary</b>	<b>15,924</b>
<b>Benefits</b>	Employer's PF Contribution	1,559
	Employer's ESI Contribution	518
	<b>Total Remuneration (Cost To Company)</b>	<b>18,001</b>

  
06/05/23

**Nigel Mathews**  
Assistant Manager Human Resources

**Candidate's acknowledgement:**

Agreed & Accepted by \_\_\_\_\_ on \_\_\_\_\_

**Courtyard by Marriott® Nashik**

Near Mumbai Naka, Mumbai – Agra National Highway Nashik - 422001, Maharashtra, India  
Board line +91 02536666555 | Fax +91 02536666555 | www.courtyardnashik.com www.marriott.com

Registered Office: Shweta Infrastructure & Housing (I) Pvt. Ltd., CIN: U45200MH2005PTC155493, Samraat HQ, A-33, NICE Area,  
Street No 7, Satpur MIDC, Nashik Maharashtra - 422007

<b>Probation:</b>	3 Months
<b>Medical and Insurance:</b>	You will be eligible to participate in the Hotel's health insurance scheme- Medclaim Insurance for self & family (spouse and two children) Personal Accident Insurance for self.
<b>Annual Leave, Holidays and Days Off:</b>	In accordance with the Leave policy in practice as on your date of joining and revised from time to time based on business needs. However, if you leave the organization, then any unavailed leave will be encashed on gross salary (on basic if duration of service is less than a year) up to a maximum of 30 days. Paid Leave entitlement will be 1.75 for Rank & File per calendar year on pro-rata basis.  Apart from the above, you will be also entitled on pro-rata basis for 04 National and 08 Festival Holidays as per the list issued by the Hotel at the beginning of each year.  You will be entitled to six (6) days off in a month, as per Marriott India policy.
<b>Gratuity:</b>	Is applicable in accordance with the Act.
<b>Provident Fund:</b>	You will be eligible to participate in the local provident fund scheme as per Hotel policy.
<b>Training</b>	A commitment of a minimum of 50 hours of training per year.
<b>Confidentiality:</b>	You shall not disclose, divulge or communicate in any manner, any information regarding your compensation to any employee of the Company, or anyone outside the Company, except your Department Head or Human Resource Manager.
<b>Duties &amp; Responsibilities:</b>	You shall devote your working time and effort to the business of the Hotel.

This attachment is and forms part of the offer letter dated 06 June 2023



**Nigel Mathews**  
Assistant Manager Human Resources

**Candidate's acknowledgement:**

Agreed & Accepted by \_\_\_\_\_ on \_\_\_\_\_

**Courtyard by Marriott® Nashik**

Near Mumbai Naka, Mumbai – Agra National Highway Nashik - 422001, Maharashtra, India  
Board line +91 02536666555 | Fax +91 02536666555 | www.courtyardnashik.com www.marriott.com

Registered Office: Shweta Infrastructure & Housing (I) Pvt. Ltd., CIN: U45200MH2005PTC155493, Samraat HQ, A-33, NICE Area, Street No 7, Satpur MIDC, Nashik Maharashtra - 422007



**IndiaMART InterMESH Ltd.**  
Assotech Business Cresterra, Plot No.22,  
Tower 2, Floor No.6, Sector - 135, Noida, UP  
Call Us: +91 - 9699999996  
E: customercare@indiamart.com  
Website: www.indiamart.com

## Letter of Intent- Final Placement

December 13, 2023

Dear Gaurav Joshi,

Congratulations on your selection with IndiaMART!

We are delighted to extend this offer to you with IndiaMART InterMESH Ltd. as follows:

**Position:** Executive– Client Servicing (FSF)

**CTC:** 3,60,000/- LPA + 36,000/- PA (CCA)\*

**Location:** Mumbai (Maharashtra)

Apart from the above-mentioned CTC, we offer best the below leading benefits:

- Weekly Salary
- Lucrative Incentives plans over and above the fixed salary
- Accidental Insurance/Medicaid, with no premium charged from our employees.
- Life Insurance at ZERO cost to our employees
- I-LEAP Program (Higher Education Assistance Program)

Your offer letter will be shared once you complete your onboarding process with us.

In order to facilitate the above, you are required to submit the documents listed in the Annexure 1.

Kindly share the signed copy of this LOI as a token of acceptance.

Yours Sincerely  
For IndiaMART InterMesh Ltd.

Prerna Hajela  
AVP - Human Resources



Date: 27th December 2022

Name of Candidate: **Mr. Gaurav Saini**

Subject: Offer Letter

Dear **Gaurav**,

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

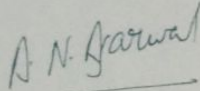
Your proposed date of Joining is **26th June 2023**.

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.

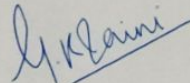
For, **PropertyPistol Realty Pvt. Ltd.**



**Authorized Signatory**

I accept the above offer of employment

Signature:



Name of candidate: **Mr. Gaurav Saini**

**Annexure I**

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

**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.



Letter Of Intent

Date: 8/12/23

Name: Gokul Jawan

Place of Posting: Nashik

(A) / (B)

Dear Gokul,

1. We are pleased to inform that you have been shortlisted for the position of Next Gen Sales Channel in Niva Bupa Health Insurance across anywhere in India.
2. Your date of joining would be June '24, failing which, this offer letter shall automatically stand withdrawn and cancelled from date of issuance of this letter, until otherwise the same is mutually agreed and revised accordingly.
3. This letter is only Letter of Intent and formal offer letter will be issued to you before 15 days from your date of joining.
4. Apart from your initial job posting location, you will be liable to be transferred in such capacity that the management may determine, to any other department, branch, unit, factory or establishment under the same management or same principals, whether existing or to be set up in future in any part of India.
5. Your annual compensation breakup shall be as below:

<b>Total</b>	<b>INR 4,62,000/-</b>
Fixed*	INR 3,10,000/-
Joining Bonus after 6 months	INR 20,000/-
Joining Bonus after 12 months	INR 20,000/-
Allowances	INR 42,000/-
Incentives**	upto INR 70,000/-

6. Please carry original and submit the copies of the following documents on the day of joining:
  - a. PAN Card and E- Aadhaar Card
  - b. X & XII passing certificate, Marksheet/Degree of Graduation & MBA / PGDM
  - c. Cancel Cheque
7. However, in the event of any misconduct by you, this letter of Intent shall automatically stand withdrawn and cancelled from date of issuance of this letter.

\*Fixed CTC is subject to Statutory, Tax deduction as applicable.

\*\* Incentives as per the Sales Incentives Policy.

We look forward to welcoming you, and wish you all the best for this exciting new journey.

For Niva Bupa Health Insurance

Authorized Signatory

Dear Kajol,

Seasons Greetings!!

We are pleased to inform you of your selection with Randstad India Pvt Ltd. (deputed to HDFC Asset Management Co. Ltd.)

Please find attached your Offer Letter that details the terms and conditions of your employment.

**You are requested to review the Offer Letter (attached herewith) and revert to this email along with the duly filled and signed copy of the Offer Letter/Intimation Letter as an acknowledgement of your acceptance of this offer.**

**Your date of joining will be confirmed on completion of:**

- documentation
- NISM Certifications
- Metamorphosis Training - complete the training and send the signed objective sheet back to us
- all other prerequisites as mentioned in the Offer /Intimation letter
- any other requirements mentioned in subsequent communications sent by us

**Further details of your Metamorphosis training will be shared once we receive your confirmation accepting the attached Offer/Intimation Letter.**



## JOINING REPORT

NAME : KHUSHBU VIJAY JAIN  
DESIGNATION : MANAGEMENT TRAINEE  
DATE AND TIME OF REPORTING FOR DUTY : 12<sup>th</sup> Sep 2023 , 9:00 AM.  
PLACE OF REPORTING FOR JOINING : NASHIK REGIONAL OFFICE  
TO WHOM REPORTED : Dinesh kokane.  
DATE : 20-09-2023

  
SIGNATURE OF EMPLOYEE

### **PHOTOCOPY OF FOLLOWING MUST BE ENCLOSED**

To be verified with originals and attested by Reporting Authority.

1. Pan Card Photocopy.
2. Aadhar Card Photocopy.
3. Residential Proof.
4. Proof for Age.
5. Copies of Degree Certificates / Provisional Certificate and Other Certificates/testimonials for Academic/Tech. Qualification.
6. Service / Discharge Certificate from the previous employer.
7. Last pay drawn Certificate.
8. Recent Passport Size Photograph and Stamp Size photograph along with Blood Group.

CHECKED & VERIFIED BY: 

Designation: RBH

Employee Code: 23091

  
20/9/2023

Cancode: CAN138025

Date: 15.09.2023

**Place of Posting Letter**

To,

Ms. KHUSHBU VIJAY JAIN,  
Management Trainee

Your Date of POP reporting will be on or before **20.09.2023**. During your probation period, you will be getting trained at the location mentioned below:

**NASHIK REGIONAL OFFICE (MAHARASHTRA)  
SHRIRAM FINANCE LIMITED,  
PLOT NO. 129, CITY SURVEY NO. 616/B, AT-BUSINESS BAY CO-OP HOUSING  
SOCIETY, NASHIK, MAHARASHTRA-422001**

You will be reporting to the corresponding Head. The appointment order will be sent to this office shortly.

**You are advised to send completely filled Joining Report Scan copy to [contacthr@novactech.in](mailto:contacthr@novactech.in) once you join at the above mentioned location.** Your appointment order will be processed only after receiving the Joining Report confirmation mail.

**Note: You are advised to report at the given location on the above mentioned date failing which, offer may be cancelled.**

Regards,

HR Team,  
Chennai

**Cc to:**

1. Vice President-HR and Admin, Mumbai.
2. The Reporting Head,

Page 1 of 8

**Shriram Finance Limited**

(Formerly known as Shriram Transport Finance Company Limited)





**IndiaMART InterMESH Ltd.**  
Assotech Business Cresterra, Plot No.22,  
Tower 2, Floor No.6, Sector - 135, Noida, UP  
Call Us: +91 - 9699999996  
E: [customercare@indiamart.com](mailto:customercare@indiamart.com)  
Website: [www.indiamart.com](http://www.indiamart.com)

## Letter of Intent- Final Placement

December 13, 2023

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**Position:** Executive– Client Servicing (FSF)

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- I-LEAP Program (Higher Education Assistance Program)

Your offer letter will be shared once you complete your onboarding process with us.

In order to facilitate the above, you are required to submit the documents listed in the Annexure 1.

Kindly share the signed copy of this LOI as a token of acceptance.

Yours Sincerely  
For IndiaMART Intermesh Ltd.

Prerna Hajela  
AVP - Human Resources

**Mansi Salunkhe** <mansi.salunkhe@decimalpointanalytics.com> Tue, Jan 31, 3:52 PM

to me, Talent, Sapana

Dear team,

Please note that the below candidate has been shortlisted in the final interviews, other some candidates are still in the process.

Will share the other's status shortly.

Kindly find the attached salary annexures for the selected candidate. Please let us know about their offer acceptance.

Alisha Gavandar
Kunal Sanap
Manjusha Ahirrao
Nisha Koshti
Pranav Amrutkar
Sarwartha Asawa
Tejashree Vyavahare
Tejashri Mate

On Mon, Jan 30, 2023 at 11:31 AM Mansi Salunkhe <mansi.salunkhe@decimalpointanalytics.com> wrote:

Dear team,

Please note that the below candidate has been shortlisted in the final interviews, other candidates are still in the process.

Will share the other's status shortly.

Kindly find the attached salary annexures for the selected candidate. Please let us know about their offer acceptance.

1. Bhaveeka Khatri
2. Gayatri Borhade
3. Khushbu Jain
4. Saloni Shah

to me, Talent, Sapana



**Mansi Salunkhe** <mansi.salunkhe@decimalpointanalytics.com> Feb 1,  
2023,  
5:34 PM

to me, Talent, Sapana

Dear team,

Please note that the below candidate has been shortlisted in the final interviews, other some candidates are still in the process.

Will share the other's status shortly.

Kindly find the attached salary annexures for the selected candidate. Please let us know about their offer acceptance.

Aditya Kumar
Sayali Wagh

**Mansi Salunkhe** <mansi.salunkhe@decimalpointanalytics.com> Tue, Feb  
14, 3:17 PM

to me, Talent, Sapana

Dear Sir,

Please note that **Ankita Singh** has been shortlisted for the final interviews. Kindly mark them as Final selects with us as a **Research Analyst**.

Also kindly find the attachment of the salary annexure for their reference.

Do let us know about their offer acceptance by Today's EOD

Feel free to revert in case of any queries.

Thanks, and Regards,

SALARY ANNEXURE

Compensation Components	CTC on date of joining		CTC wef 7th month of DOJ		CTC wef 13th month of DOJ	
	Monthly (Rs.)	Annual (Rs.)	Monthly (Rs.)	Annual (Rs.)	Monthly (Rs.)	Annual (Rs.)
<b>Salary &amp; Allowances</b>						
Basic Salary	5,521	66,250	6,250	75,000	6,250	75,000
House Rent Allowance	2,760	33,125	3,125	37,500	3,125	37,500
Special Allowance	9,653	1,15,840	11,441	1,37,294	13,525	1,62,294
Employer's Contribution to Provident Fund	1,800	21,600	1,800	21,600	1,800	21,600
<b>Total Salary &amp; Allowances</b>	<b>19,735</b>	<b>2,36,815</b>	<b>22,616</b>	<b>2,71,394</b>	<b>24,700</b>	<b>2,96,394</b>
Retention Bonus	2,083	25,000	2,083	25,000	-	-
<b>Total Gross Salary</b>	<b>21,818</b>	<b>2,61,815</b>	<b>24,700</b>	<b>2,96,394</b>	<b>24,700</b>	<b>2,96,394</b>
Gratuity	265	3,185	300	3,606	300	3,606
<b>Total CTC to company</b>	<b>22,084</b>	<b>2,65,000</b>	<b>25,000</b>	<b>3,00,000</b>	<b>25,000</b>	<b>3,00,000</b>
Tax Deductions (Subject to Investment Declarations)	-	-	-	-	-	-
Profession Tax	200	-	200	-	200	-
Contribution to Provident fund	3,600	-	3,600	-	3,600	-
<b>Net Pay per month</b>	<b>15,935</b>		<b>18,816</b>		<b>20,900</b>	
<b>Total Cost to Company (CTC)</b>		<b>2,65,000</b>		<b>3,00,000</b>		<b>3,00,000</b>

**Notes:**

- (1) Company's Contribution to PF is @12% and is calculated considering basic and allowances pay as Rs 15000/- or actual whichever is lower. The contribution to PF from employers side shall be deducted from CTC of employee
- (2) The Salary / allowance structure is subject to modification from time to time and all payments are subject to appropriate taxation as per the Income Tax Laws in force.
- (3) All payments would be as per company rules & regulations and administrative procedures regulations. Individual components and amounts against each component may undergo modification from time to time depending on statutory regulations applicable to the Company.

Date: 08-06-2023

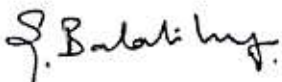
**Intimation Letter and Terms of Reference**

Dear Kajol Choudhari,

1. Your employment with **Randstad India Private Limited** shall be valid up to 30<sup>th</sup> September 2023. During this tenure, your services will be deputed to HDFC Asset Management Company Limited to do work pertaining to/incidental to the client's business.
2. **Joining:** Subject to your submission of complete documents you are required to join on or before 30<sup>th</sup> September, 2023 unless extended by us in writing.
3. **Location:** Your location / branch will be communicated to you shortly. You may be asked to relocate to any branch depending on business requirements.
4. **Training Period:** During the training period of one year, you will be exposed to both sales and client services role.
5. **Certification:** During the course of employment you are required to complete –
  - a. NISM VA
  - b. NISM Series (X-A, X-B & V-C).
6. **Compensation:** During the training period you will receive compensation of Rs. 3, 20, 000/- per annum.
7. **Background Checks:** The Company may, at its discretion, conduct background checks prior to or after your scheduled date of joining. You expressly consent to the Company conducting such background checks.
8. **Other terms and conditions:**
  - a. You successfully complete your 2 year full time MBA programme.
  - b. You agree to submit the documents required by the organization – list annexed herewith.
  - c. You agree not to undertake employment, whether full-time or part-time, as the Director / Partner / Member / Employee of any other organization / entity engaged in any form of business activity without the consent of the employer
  - d. You hereby acknowledge and agree to abide by all internal Policies of the Company. The Company reserves the right to change these Policies at any time in its absolute discretion.
  - e. By way of accepting you agree to abide by the Prevention of Sexual Harassment Policy created by the organization and participate in all the initiatives taken by the company in this regard.

Please acknowledge the duplicate of this letter as a token of your acceptance. Looking forward to having you on board and wishing you a successful career with us!

Yours truly,



Authorized Signatory

Balakrishnan S

Head HRSSC

Randstad India Private Ltd

Randstad House Old No.5 &amp; 5A, New No. 9,

Pycrofts Garden Road,

Chennai - 600 006. India

P +91 (0) 44 66227000

www.randstad.in



Date: 08-06-2023

**Intimation Letter and Terms of Reference**

Dear Rashi Shukla,

1. Your employment with **Randstad India Private Limited** shall be valid up to 30<sup>th</sup> September 2023. During this tenure, your services will be deputed to HDFC Asset Management Company Limited to do work pertaining to/incidental to the client's business.
2. **Joining:** Subject to your submission of complete documents you are required to join on or before 30<sup>th</sup> September, 2023 unless extended by us in writing.
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8. **Other terms and conditions:**
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Please acknowledge the duplicate of this letter as a token of your acceptance. Looking forward to having you on board and wishing you a successful career with us!

Yours truly,

**Authorized Signatory****Balakrishnan S****Head HRSSC****Randstad India Private Ltd**

Randstad House Old No.5 &amp; 5A, New No. 9,

Pycrofts Garden Road,

Chennai - 600 006. India

P +91 (0) 44 66227000

www.randstad.in

## MANAGEMENT TRAINEE AGREEMENT

This Management trainee agreement is made and effective by **12-June-23**.

Between:

Tejas Vijay Wagh, an Indian citizen,

Residing at

**Address: N-52/ K A-1/25/2, Sinhasth Nagar,  
Cidco, Nashik, Cidco Colony, Maharashtra,  
422009**

And

**AAJ Enterprises Pvt. Ltd.**, a company incorporate under the Indian Companies Act, 2013, having its registered office at., **D-107, Block D, Preet Vihar, New Delhi, Delhi 110092**(the "**Company**").

The Company and Trainee are herein after collectively referred to as "**Parties**" or individually as "**Party**".

### **WHEREAS**

1. The Company is engaged in the business of providing healthcare, wellness and food related goods and services;
2. The Company is willing to accept the Trainee on Training and the Trainee is willing to work with the Company as a management trainee, from the Commencement Date.

**NOW, THEREFORE, IN CONSIDERATION OF THE PREMISES AND THE MUTUAL PROMISES AND COVENANTS SET FORTH HEREIN, THE PARTIES AGREE AS FOLLOWS:**

### **1. GENERAL**

- a. During the period of training, the Trainee shall be required to work directly with their team coordinators and / or other staff members of the Company.
- b. A 'certificate of Training' will be issued to the Trainee after successful completion of training with the Company.
- c. Training location will be **Bhiwandi**.

---

**AAJ ENTERPRISES PRIVATE LIMITED**

Page 1

Registered Office: D-107, Preet Vihar, Delhi-110092  
Tel: 8586967796, Website: [www.aajenterprises.com](http://www.aajenterprises.com)



## 2. DURATION OF TRAINING

- a. Management Trainee period shall be **30 days** from **14-June-23**.
- b. i.e. the Commencement Date of this Agreement, which may be terminated earlier for convenience or if the Trainee fails to follow the Company's rules and regulations, as applicable from time to time. Renewal of this Traineeship agreement is subject to performance.
- c. At the expiry of the abovementioned Traineeship period, the Trainee shall depend upon performance and vacancy with the Company, be or not-be inducted as an employee of the Company.
- d. Company may terminate this Agreement at any time, for no reason, without furnishing any notice to the Trainee. Company may relieve the Trainee earlier than the completion of the notice period, without any liability.
- e. Notwithstanding anything mentioned under this Agreement, if any Statement, Representation and warranty furnished by the Trainee is found to be false or untrue or if any material is suppressed by the Trainee, Company may immediately terminate this Agreement without any notice or compensation to the Trainee.
- f. Post successful completion of program, a NOC from the college would be the pre-requisite for integration as full time employee.

## 3. SALARY/STIPEND

Trainee shall not be eligible for any stipend/salary during the tenure of training while necessary arrangements will be provided. (Accommodation and fleet service)  
Post completion of the training, the trainee will be confirmed on the basis of their performance.

## 4. REPRESENTATIONS AND WARRANTIES

Beginning on the Effective Date, and remaining in effect for the duration of this Agreement, the Trainee/Trainee represents and warrants that:

- a. that he or she is fully authorized and empowered to enter into this Agreement, and that his or her performance of the obligations under this Agreement will not violate any agreement between the Trainee and any other person, firm or organization or any law or governmental regulation;
- b. that he or she is more than eighteen (18) years of age and not otherwise incapacitated at the time of entering into this Agreement.



- c. That he or she will notify the Company of any change(s) to the Trainee's schedule that could adversely affect the availability of the Trainee, whether known or unknown at the time of this Agreement, no later than two (2) weeks prior to such change(s). If the Trainee becomes aware of such change(s) within the two (2) week period, Trainee shall promptly notify the Company of such change(s) within a reasonable amount of time;
- d. he/she adhere to the instructions of his/her superiors and abide by office timings and rules of discipline either existing or enforced by the Company from time to time.
- e. He/she will adhere to regularity and punctuality as per rules of the Company, framed from time to time.
- f. He/she will not take up any other Traineeship assignment, job or any other kind of vocation or business, part-time or full time, during the Traineeship period without prior written permission of the Company.

## 5. CONFIDENTIAL INFORMATION

The Trainee shall not, during the time of rendering services to the Company or thereafter, disclose to anyone other than authorized employees of the Company (or persons designated by such duly authorized employees of the Company) or use for the benefit of the Trainee or for any entity other than the Company, any information of a confidential nature, including but not limited to, information relating to: any such materials or intellectual property; any of the Company projects or programs; the technical, commercial or any other affairs of the Company; or, any confidential information which the Company has received from a third party.

## 6. INTELLECTUAL PROPERTY

- a. Trainee agrees to disclose in writing to Company all inventions, products, diet plans, diet charts, images, portfolios, designs, drawings, notes, documents, information, documentation, improvements, works of authorship, processes, techniques, know-how, technical and business plans, specifications, hardware, computer programs, databases, user interfaces, and other materials or innovations of any kind that Trainee may make, conceive, develop or reduce to practice, alone or jointly with others, in connection with performing Services or that result from or that are related to such Services, whether or not they are eligible for patent, copyright, mask work, trade secret, trademark or other legal protection (collectively, "**Innovations**").



**Depth Consulting Services Pvt. Ltd.**  
Satyam Shopping Center, C Wing  
Office No. 16, Ground Floor, M. G. Road,  
Ghatkopar (E), Mumbai – 400 077



info@depthconsulting.in



022 25060813



www.depthconsulting.in

### Letter of Offer for Employment

Date: 1<sup>st</sup> March, 2023

To,  
Ashoka Business School,  
Nashik

Dear Mandar,

**Sub:- Letter of Employment for the Post Graduates - Finance**

We are pleased to offer an appointment in our organization with effect from 2<sup>nd</sup> May, 2023 to the below mentioned students:

1. Mitul Kulkarni
2. Nikita Sharma
3. Bhagyesh Balte

Mandar  
BR Balte

They will be based in our Mumbai office.

They will be on a training period for three months, wherein we shall retain Rs. 10,000/- every month for the first six months towards the training cost. This shall be paid to them on completion of nine months (from their DOJ) on a quarterly basis.

The details regarding the CTC are mentioned in the Annexure I. Based on the individual performance, they will be paid a bonus in the year FY 2023 – 2024 as mentioned in Annexure I. This being a variable pay will vary depending upon the individual and company performance.

This offer has been made based on information furnished by you. However, if there is a discrepancy in the copies of documents or certificates given by them as a proof of above we retain the right to review our offer of employment. In case the student fails to clear the semester exams/final exams, this offer letters stand null and void.

Employment as per this offer is subject to them being medically fit.

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



**Depth Consulting Services Pvt. Ltd.**  
Satyam Shopping Center, C Wing  
Office No. 16, Ground Floor, M. G. Road,  
Ghatkopar (E), Mumbai – 400 077



info@depthconsulting.in



022 25060813



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We congratulate them on their appointment and wish them a long and successful career with us. We assure them of our support for their professional development and growth.

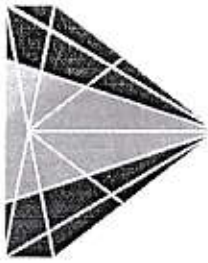
Yours Truly,  
for Depth Consulting Services Pvt. Ltd.

**Niyati Sanghrajka**  
Human Resources

#### Annexure I

Salary Component	Monthly	Yearly
Basic	17,083	205,000
HRA	8,542	102,500
Conveyance	1,600	19,200
Medical	1,250	15,000
Special Allowances	3,092	37,100
Medical Insurance Premium	300	3,600
Gratuity	500	6,000
Employer PF contribution	1,800	21,600
CTC	34,167	4,10,000
Performance Bonus (2023-2024)		40,000
<b>Total CTC</b>		<b>4,50,000</b>





**Dipti Deore**  
HR Department,  
Mufront Technologies Pvt. Ltd.



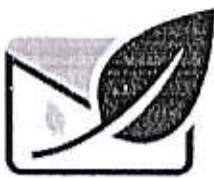
☎ 8799958514

🌐 [www.mufront.com](http://www.mufront.com)

✉ [hr@mufront.com](mailto:hr@mufront.com)

📍 W-216, Ambad MIDC, Nashik, Maharashtra - 422010

*Disclaimer: This email and any files transmitted with it are confidential and intended solely for the use of the individual or entity they are addressed. If you have received this email in error please notify the system manager ([admin@mufront.com](mailto:admin@mufront.com)). This message contains confidential information and is intended only for the individual named. If you are not the named addressee you should not disseminate, distribute or copy this email. Please notify the sender immediately by email if you have received this email by mistake and delete this email from your system. If you are not the intended recipient you are notified that disclosing, copying, distributing or taking any action in reliance on the contents of this information is strictly prohibited.*



*Please reconsider before printing this mail.  
Save Environment.*

📅 Book time to meet with me

**From:** Simran Asija <[simranasija0908@gmail.com](mailto:simranasija0908@gmail.com)>

**Sent:** Wednesday, May 31, 2023 6:37 PM

**To:** HR Mufront <[hr@mufront.com](mailto:hr@mufront.com)>

**Cc:** Jayavardhan Kale <[jayavardhan.kale@mufront.com](mailto:jayavardhan.kale@mufront.com)>; Mihir Mujumdar <[mihir.m@mufront.com](mailto:mihir.m@mufront.com)>; Shantanu Mujumdar <[shantanu.m@mufront.com](mailto:shantanu.m@mufront.com)>

**Subject:** Re: Internship at Mufront Technologies Pvt. Ltd.

I accept the offer.

On Wed, 31 May 2023 at 5:44 PM, HR Mufront <[hr@mufront.com](mailto:hr@mufront.com)> wrote:

Hello Simran,

We are pleased to offer you an **Internship** at our Nashik location. You shall be reporting to **Mr. Shantanu Mujumdar (Director)**. You will join us for an internship period of Two (02) months.

Your Stipend shall be as **12,000/- (Twelve Thousand only)** per month.

Leaves are not allowed during internship period unless there is an emergency and the same is approved by your manager. Internship period may be extended if there is substantial absence during this period.

Your performance will be evaluated every month.

You have to join on or before **1st June 2023** at the Nashik location. If you do not join your duty on or before the said date, this offer letter shall be treated as canceled.

We welcome you into our Mufront team!



# ESDS SOFTWARE SOLUTION LIMITED

Registered Office: Plot No. B- 24 & 25, NICE Industrial Area,  
Satpur MIDC Rd, Nashik, Maharashtra 422007.

Toll Free: 1800 209 3006 | Email: getintouch@esds.co.in



To,

Date: 3-May-2023

Mr. Omkar Manoj Thorat  
N9/M/G2/17/1 Peerbaba Chauk,  
Near Audumbar Bus Stop,  
Cidco, Nashik-422009

## Subject: Trainee Letter

Dear Omkar,

With reference to your application, we would like to congratulate you on being selected as a **Trainee in Human Resource Dept** with us based at **Nashik, Maharashtra, India**.

Your training is scheduled to begin with effective from **15<sup>th</sup> May 2023** for a period of 6 (six) months.

As such, your training tenure will 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.

Your stipend would be in Indian Currency **Rs. 15,000/- (Rupees Fifteen Thousand Only)** per month during your period of Training with us.

Please note this is not an employment offer and there is no employer and employee relationship. You will not be entitled for any employees' benefits and entitlements.

Your training shall be terminable by giving any notice and reasons thereof.

Wishing you all the very best for your career.

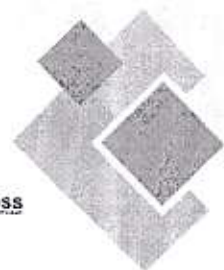
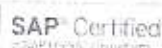
For ESDS Software Solution Limited.



Mr. Akshay Sanjay Joshi  
Dy. General Manager- HR



CERTIFICATE OF INCORPORATION NO U72200MH2005PLC155433





## **Job Promotion Letter**

Vaibhav Aher.

Junior Operator

Upnagar, Nashik Road

26 May 2023

**Subject: Job Promotion**

**Dear: Mr. Vaibhav,**

We are pleased to inform you with respect that you have been promoted from Junior Operator to Senior ITMS Operator in the organization. I congratulate to you on behalf of the company for this achievement of yours. As your post grows in the company your responsibility towards your work will also increase. You have achieved this promotion within a span of one year with all your hard work and dedication towards your work. We expect the same behaviour from you in future even though you got a promotion. Your new salary structure and details about compensation everything will be mentioned in the official promotional letter which will be given to you very soon. If you find any queries or difficulties related to this matter you can contact the human resource department.

Once again congratulation to you and all the best for future growth.

Yours sincerely,

A handwritten signature in black ink, appearing to read "Vijay Gare", is written over a horizontal line.

**Mr. Vijay Gare**

**Human Resource Manager**

CITILINC Nashik City Bus Service.

**General Manager**

**(Operation), NMPML**





Corporate Office :  
Office No. 1, 1st Floor, Kalika Plaza, Near Rashtravadi Bhavan, Mumbai Naka, Nashik - 422011, Maharashtra India  
Contact No. : 0253 4050812



**PERITUS**  
CONTROL EQUIPMENTS PVT LTD

**OFFER LETTER**

PCEPL/OL/MAY-0016/2023-24

Date: 29/05/2023

To,

Miss. Megha Manojkrishna Nair  
#2, Sanskruti Row House, Fulsunder  
Estate, Takli Road, Upnagar,  
Nashik, Maharashtra-422006

Dear Miss. Megha,

It is our pleasure to extend the following offer of employment to you on behalf of **PERITUS CONTROL EQUIPMENTS PVT. LTD.** On subsequent discussions and interview, we have pleasure to inform you that you have been appointed in the services of our organization effective from **1<sup>st</sup> June 2023, Thursday.**

Your title will be **HR and Admin Executive Assistant** in our organization. Your reporting relationship will be to Directors. You have been offered a Cost to Company Remuneration of Rs. 2.75 Lakh per annum with all the benefits and also you will be eligible for target base incentives.

We, at Company, hope to play a positive and significant role in fulfilling your career goals and look forward to your committed and enthusiastic performance to make Company a dynamic and vibrant organization. The Compensation & other benefits would be entitled as per company policy.

We hereby welcome you into the folds of **PERITUS CONTROL EQUIPMENTS PVT. LTD.**

Please return a duplicate copy of this letter duly signed in token of acceptance

Thanks & regards,

For **PERITUS CONTROL EQUIPMENTS PVT LTD**



Miss. Poonam Sonawane

(HR & Admin)

*Megha Nair*



info@perituscontrol.com  
sanjeev@perituscontrol.com  
pnc@perituscontrol.com



0253-4050812  
+91-9860900006



www.perituscontrol.com



Factory :  
Plot No. 112, Unandnagar,  
Lakhmapur Phata, Lakhmapur  
Village, Dindori Taluka, Nashik -  
422202, Maharashtra, India



Corporate Office :  
Office No. 1, 1st Floor, Kalika Plaza, Near Rashtravadi Bhavan, Mumbai Naka, Nashik - 422011, Maharashtra India  
Contact No. : 0253 4050812



**PERITUS**  
CONTROL EQUIPMENTS PVT LTD

**OFFER LETTER**

PCEPL/OL/MAY-0016/2023-24

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Thanks & regards,

For **PERITUS CONTROL EQUIPMENTS PVT LTD**



Miss. Poonam Sonawane

(HR & Admin)

*Megha Nair*



info@perituscontrol.com  
sanjeev@perituscontrol.com  
pnc@perituscontrol.com



0253-4050812  
+91-9860900006



www.perituscontrol.com



Factory :  
Plot No. 112, Unandnagar,  
Lakhmapur Phata, Lakhmapur  
Village, Dindori Taluka, Nashik -  
422202, Maharashtra, India

n Wed, 31 May 2023 at 5:44 PM, HR Mufront <[hr@mufront.com](mailto:hr@mufront.com)> wrote:

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Leaves are not allowed during internship period unless there is an emergency and the same is approved by your manager. Internship period may be extended if there is substantial absence during this period.

Your performance will be evaluated every month.

You have to join on or before **1st June 2023** at the Nashik location. If you do not join your duty on or before the said date, this offer letter shall be treated as canceled.

We welcome you into our Mufront team!

**Disclaimer:** Kindly note this appointment is dedicatedly for internship you will not be on payroll of Mufront during the period of Internship.

Letter Of Intent

Date: 8/12/23  
 Name: Nikita Jadhav  
 Place of Posting: Nashik

(A) / (B)

Dear Nikita,

1. We are pleased to inform that you have been shortlisted for the position of Next Gen Sales Channel in Niva Bupa Health Insurance across anywhere in India.
2. Your date of joining would be June '24, failing which, this offer letter shall automatically stand withdrawn and cancelled from date of issuance of this letter, until otherwise the same is mutually agreed and revised accordingly.
3. This letter is only Letter of Intent and formal offer letter will be issued to you before 15 days from your date of joining.
4. Apart from your initial job posting location, you will be liable to be transferred in such capacity that the management may determine, to any other department, branch, unit, factory or establishment under the same management or same principals, whether existing or to be set up in future in any part of India.

5. Your annual compensation breakup shall be as below:

<b>Total</b>	<b>INR 4,62,000/-</b>
Fixed*	INR 3,10,000/-
Joining Bonus after 6 months	INR 20,000/-
Joining Bonus after 12 months	INR 20,000/-
Allowances	INR 42,000/-
Incentives**	upto INR 70,000/-

6. Please carry original and submit the copies of the following documents on the day of joining:
  - a. PAN Card and E- Aadhaar Card
  - b. X & XII passing certificate, Marksheet/Degree of Graduation & MBA / PGDM
  - c. Cancel Cheque
7. However, in the event of any misconduct by you, this letter of Intent shall automatically stand withdrawn and cancelled from date of issuance of this letter.

\*Fixed CTC is subject to Statutory, Tax deduction as applicable.

\*\* Incentives as per the Sales Incentives Policy.

We look forward to welcoming you, and wish you all the best for this exciting new journey.

For Niva Bupa Health Insurance

Authorized Signatory



Ref: HR/MUM/OFR/2023/382

Date: 06/12/2023

**Mr. Aniket Sharad Sonawane,  
202, Sairaj Apartment,  
Near RamaParvati Bunglow,  
Shinde Ali, Aptewadi, Badlapur East,  
Dist – Thane, 421 502.**

**Dear Aniket,**

This is in reference to your application and subsequent interview you had with us, for the position of “Executive” in “HR” division at our **Head Office, Mumbai.**

We are pleased to confirm the offer of employment for the above position on terms and conditions mutually discussed and agreed.

**A You are required to send copies of the following per return courier:**

- a) Latest Passport size photograph – 4 Nos.
- b) Service Certificates from your previous jobs.
- c) Birth Certificate / School Leaving Certificate showing date of birth.
- d) Educational Qualification Certificates.
- e) PAN Card & Aadhar Card Copy
- f) Receipted copy of Resignation Letter within 7 days.

**B On joining you will be required to furnish:**

- a) Relieving letter and Experience Certificate from your present employer.
- b) Last drawn Salary Slip / Certificate showing monthly salary and Annual benefits, from the present employer.
- c) Kindly acknowledge the copy of this letter as a token of your acceptance and confirm your date of joining us. Non-acceptance and non-fulfillment of requirement under **Point - A** shall make this offer redundant automatically.

**Our detailed letter containing terms and conditions will be given to you on your joining. Please return the enclosed copy duly signed as a token of your acceptance of the letter.**

Yours faithfully,

**For Babaji Shivram Clearing & Carriers Pvt. Ltd.**



**Ms. Sarita Acharya  
Senior General Manager – HR & Admin**

Accepted \_\_\_\_\_  
**Mr. Aniket Sharad Sonawane**

**Annexure I**  
**Mr. Aniket Sharad Sonawane**

<b>Monthly</b>	<b>Current CTC</b>
Basic including Dearness Allowance	12,000
House Rent Allowance	6,000
City Compensatory Allowance	1,000
Conveyance Allowance	1,600
Other Allowance	1,040
<b>Gross Earnings P.M (A)</b>	<b>21,640</b>
<b>Employee Deductions p.m.</b>	
Provident Fund	1,440
ESIC	-
Professional Tax	200
<b>Total Deductions P.M. (B)</b>	<b>1,640</b>
<b>Net Salary P.M (A-B)</b>	<b>20,000</b>
<b>Employer's Contribution P.M.</b>	
Provident Fund	1,560
ESIC	-
Bonus **	1,250
<b>Total of Employer's Contribution &lt;C&gt;</b>	<b>2,810</b>
<b>CTC P.M. (A+C)</b>	<b>24,450</b>
<b>CTC P.A (A+C)</b>	<b>2,93,400</b>



Date: 07th February 2023

Name of Candidate: **Mr. Gawli Aniket Sanjay**

Subject: Offer Letter

Dear **Aniket**,

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.

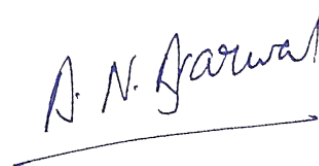
Your proposed date of Joining is **07th August 2023**.

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. Gawli Aniket Sanjay**

**Annexure I**

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

**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: **Mr. Ghuge Balnath Ravindra**

Subject: Offer Letter

Dear **Balnath**,

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

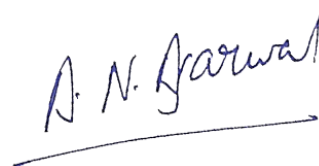
Your proposed date of Joining is **20th February 2023**.

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. Ghuge Balnath Ravindra**

**Annexure I**

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

**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. Karanjkar Priti Suresh**

Subject: Offer Letter

Dear **Priti**,

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.

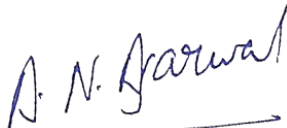
Your proposed date of Joining is **02nd August 2023**.

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: **Ms. Karanjkar Priti Suresh**

**Annexure I**

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

**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: **Mr. Pawar Shubham Bandu**

Subject: Offer Letter

Dear **Shubham**,

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

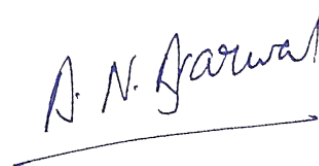
Your proposed date of Joining is **19th July 2023.**

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. Pawar Shubham Bandu**

**Annexure I**

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

**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: **Mr. Sonawane Hemant Shubhash**

Subject: Offer Letter

Dear **Hemant**,

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

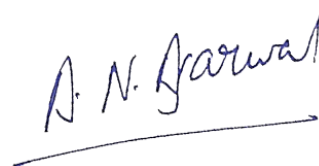
Your proposed date of Joining is **19th July 2023.**

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. Sonawane Hemant Shubhash**

**Annexure I**

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

**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: -12 May 2022

To

**Mrs. Mansi Ajit Kabra**

At- Shri Maheshwari Vidyarthi Bhavan,  
Sharanpur road, Tal. & Dist. Nashik  
Pincode - 422002

**Sub: Offer Letter**

**Dear Mrs. Mansi Ajit Kabra,**

This is to inform you that Soil Charger Technology is pleased to offer you a job as a HR Manager. You will be under the probation period for 2 Month as per the company's policy. We hope that your skills, intelligence, and smart work may prove beneficial to our company and also prove as the most valuable assets. Following are terms of our company for your job.

**Place of Work:** Office: soil Charger Technology, shop no-3, below passport office, Star Zone Mall, Nashik Road, Nashik- 422103

**Remuneration:** Rs. 10000/ -.

**Designation:** HR Manager

**Date of joining:** 01/09/2023

**Leaves allowed:** sick leaves, no. of leaves paid at Training.

**Allowances:** house rent allowance, automobile, traveling allowance, etc. If Applicable.

Benefits: gratuity, medical insurance, PF (in Process), Bonus, Life time job security, etc. which are not included in the salary.

Kindly confirm your acceptance as early as possible by signing on this letter. Once the letter is duly signed, it means that you have accepted the terms and conditions along with the offer. We have enclosed a copy of this letter for your records.

1. You will be working with the **SCT Service team At Soil Charger Technology** and will report to the **General Manager**
2. You will be on probation for a period of 2 Month after which the management will review your performance. If your performance, abilities and commitment are found to be good and deserving your employment will be confirmed in writing in case your performance is below the expectation your probation period may be extended or your services may be terminated without any notice or severance pay.
3. Your unauthorized absence or absence without permission from work/ training for a consecutive period of three days can lead to initiation of disciplinary actions and termination of your service.
4. You will not either during your employment or subsequently divulge or utilize any confidential information belonging to the company and shall maintain total secrecy of the company date and information, which you may come to know during the course of your employment with us.
5. You shall not undertake or engage yourself in any business directly in competition with the company or join the services of any direct competitor to the company immediately and for a period of five years from the date of your leaving the services of the company for any reason whatsoever.
6. Your services may be terminated with one-month notice in case there is no sufficient work flow or other exigencies that are beyond the control of the Management. In all the matters, not mentioned here in, you will be governed by Service Rules and practices of the Company in force from time to time.
7. The company reserves the right to terminate the services with immediate effect on basis of poor performance and on ground of indiscipline. In such instances, the company is not liable to pay any salary towards notice pay.
8. You will be bound by the rules and regulations of the company with respect to attendance, leaves and any frequent leaves. Late coming/ poor attendance will impact performance and eventually your career. Your leave must have the approval of your manager. You are required to comply with all the policies as communicated to the associates of **Soil Charger Technology** from time to time. These policies are available with **Soil Charger Technology HR Department**.
9. Soil Charger Technology shall not be responsible for personal indebtedness or other liabilities incurred by you, during employment with soil charger technology. You understand and accept that you shall have no authority to pledge the credit of soil charger technology to any person or entity without soil charger technology prior written authorization.
10. We at **Soil Charger Technology** provide our employees with immense growth opportunities in all possible learning /Training experience as part of employment with **Soil Charger Technology**, and in the event of you been chosen for an Onsite work assignment for a short or long-term duration, you need to serve the company for minimum period of One (1) year from the date of return from the assignment in view of protecting the company's/client's interest.
11. Your services are liable to be transferred from one team/department to another or from one unit to other units of the company/ with the group of companies anywhere in India and abroad.



12. You shall not use any resource of the company for any purpose other than official. If it is found that you've been using any of the company's resources for personal use, the company has the right to initiate appropriate disciplinary action which also includes deducting the expenses from your salary.

13. You will be subject to policy rules and regulations of the company in force from time to time and such changes in the rules and regulations which may be made by the company as deemed fit. violation of rules may be subjected action which may include termination of services.

14. You are not allowed to download, copy, and duplicate any unauthorized software, games, programs and attachments on your systems while working with the company.

15. Reference checks and pre-employment checks are done for all employees of the organization. in case, it has been found that you've criminal records /indulgence in Drugs & Narcotics abuse, the company will terminate the services on grounds of misrepresentation of facts and indiscipline. You will not be eligible for any severance package /separation allowances in these cases.

16. In the event of your resignation from the services of Soil Charger Technologies you are required to give a notice period of three months or salary in lieu of the notice period as per the discretion of the HR Department. The discretion of the HR department will be final with respect to the notice period or notice pay to the employee at the time of the relieving.

17. You are refrained from discussing your salary structure with others in the organization and violation of the same may call for the immediate disciplinary action.

18. Your appointment with **Soil Charger Technology** is being made to you in good faith based on the information and the Particulars furnished by you regarding your qualification, age, experience etc., in your application for employment. Should any of these be found to be incorrect, your employment is liable for immediate termination.

If you found to have violated any of the above terms, the Company shall have right to take appropriate actions as may be deemed fit.

We hope your association with our company will be professionally challenging and mutually beneficial. We shall appreciate if you sign and return the duplicate copy of this letter confirming your agreement to the terms and conditions of employment.

This agreement represents the entire agreement of the parties and it supersedes all prior statements, discussions and understanding and may be amended by a writing signed by both the parties.

We wish you all the best.

Sincerely  
General Manager

## ACCEPTANCE

I understand all the terms and conditions mentioned in the appointment letter since I have read it completely. I agree to all the terms and conditions mentioned in appointment letter and will follow the policies and procedure of the company hereby accept the terms and condition of offer appointment to the post of \_\_\_\_\_ Vide letter No \_\_\_\_\_ dated \_\_\_\_\_

**Signature**

Dear Rashi,

Greetings!

Please find below your joining details:

**Kindly revert to this email along with the details mentioned in the excel sheet as an acknowledgement of your acceptance & joining confirmation.**

In case you require any assistance, you may speak with your Reporting Manager or write into the same email id.

**Please Note:**

**Location & Role Change Requests will not be taken into consideration.**

<b>Name:</b>	Rashi Shukla
<b>Institute Name:</b>	Ashoka Business School Nashik
<b>Mobile No.</b>	7350740780
<b>Joining Location:</b>	Aurangabad
<b>Training Location:</b>	NA
<b>Role:</b>	Sales
<b>Channel:</b>	UM
<b>Reporting Manager:</b>	Pratik Mehta
<b>Mobile No:</b>	9823719392
<b>Reporting Date:</b>	3/8/2023

Note that for Branch address please refer company's website – <https://www.hdfcfund.com/contact-us/visit-us/branches>

Please note that your joining is subject to completion of documentation, prerequisites as mentioned in your offer letter such as completion NISM Certifications and any other subsequent communications sent by us.

Date: 04-December-2023

To  
Mr. Rohit Patole  
N-52-SE-3-17/8, Uttam nagra, CIDCo, Nashik 9.

Dear Rohit,

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.
  - 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.

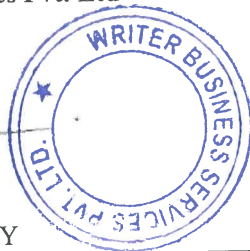
In case you are unable to provide any one or more of the documents listed above, please contact our HR representative about the same.

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"

A handwritten signature in black ink, appearing to be 'A. K. S.', is written over a horizontal line.



AUTHORIZED SIGNATORY

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#### 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

<b>Name</b>	Rohit Patole		
<b>Location</b>	Nashik BPS		
<b>Grade</b>	M-7		
<b>Designation</b>	Associate		
<b>Sr. No.</b>	<b>Particulars</b>	<b>Amount Per Month (INR)</b>	<b>Amount Per Annum (INR)</b>
	<b>FIXED CTC</b>		
1	Basic	7500	90000
2	House Rent Allowance	6650	79800
3	<b>GROSS SALARY (A)</b>	<b>14150</b>	<b>169800</b>
	<b>COMPANY CONTRIBUTION</b>		
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 Medclaim Policy***	750	9000
9	<b>TOTAL COMPANY CONTRIBUTION (B)</b>	<b>3871</b>	<b>46452</b>
10	<b>FIXED CTC (A+B) = (C)</b>	<b>18021</b>	<b>216252</b>



\*- 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 &amp; 2 Dependent Children (upto the age of 23 only) as per the terms &amp; conditions of the Insurance Company. The premium paid annually reflects in row 8 above.





**Bullrock Fitness,**  
HN 643, Next to Mogal agro, Near Saico Cranes  
Ambad MIDC,  
Vilholi,  
Nashik 422009  
Maharashtra  
Email: sales@Bullrockfitness.com  
GSTIN: 27AMLPLY4881C1ZI

Date: 23 January 2024

Simran Asija

Nashik, Maharashtra

Subject: Provisional Offer and Employment Terms

Dear Simran,

This is our pleasure offer you an employment opportunity on behalf of Bullrock Fitness. We trust that your knowledge, skills and experience will be amongst our most valuable assets.

You are advised to submit the photocopy of the following document and provide the originals for verification at the time of joining

NO.	PARTICULAR	NO. OF COPIES
1	Education Certificates - Final Year Mark Sheets (10th, 12th, Grad. - as declared)	One Each
2	Pan Card along with Recent Passport size Photographs	One Photo 3 copies
3	Address Proof	One
4	Cancelled cheque leaf of your saving bank account indicating the following on the reverse: · Your Name & Date of Birth · Bank Account Number · IFSC Code	One

Please consider the following terms for your employment offer:

**Present Designation: Accounts Executive**

**Total Cost to Company (CTC): As mentioned in Salary Structure**

**Location of Work: Nashik**

**Nature of Work: In Office**

**Date of joining: 24 February 2024**

The terms and conditions of your employment with the Company, after confirmation shall be as follows:

Upon receiving this offer letter, you will have the opportunity to familiarize yourself with our company and work for an initial period of 30 days. Should you find that the company or the nature of the work does not align with your expectations or preferences, you may opt not to proceed with employment. Rest assured, you will receive compensation sum duration of the 30-day period worked. No paid leaves shall be applicable during this period.

Likewise, if during this period, the company determines that your performance does not meet the expected standards, we reserve the right to discontinue your services. In this scenario as well, you will be duly compensated for the 30 days worked.

After the initial completion, you shall be applicable for regular employment and should complete at least 2.5 years of employment with the company. Thereafter, your engagement is welcomed and appreciated.

### **1. CTC: As mentioned in Salary Structure**

Annual appraisals are scheduled every year. You will be entitled to the appraisal if you have completed 1 year of service with the company, and your performance is satisfactory and is in comprehension with the growth of the company. This is subjected to the status quotient of the company at that particular time.

### **2. Working Hours**

You will be required to work eight hours per day excluding lunch breaks. Subject to the applicable law, work timings, schedules and shifts may vary from time to time based on customer service requirements and depending upon exigencies of business, as specified by the Company from time to time. You may be required to work additional hours as appropriate to fulfill the responsibilities of your role.

### **3. Termination**

#### **3.1 Without Cause**

The Company may terminate this Agreement without assigning any reasons upon thirty(30) days prior written notice or payment of salary in lieu thereof, at the discretion of the Company. Similarly, you may also terminate this engagement without assigning any reasons upon thirty(30) days prior notice in writing or payment by you to the Company of the salary in lieu thereof.

#### **3.2 Breach or Misconduct**

Notwithstanding anything herein, the Company shall be entitled to terminate this engagement, without notice and with immediate effect, in the event you are:

- a. found to have engaged in any act of misconduct or negligence in the discharge of your duties or in the conduct of the Company's business; or
- b. found to have engaged in any other act or omission, inconsistent with your duties; or
- c. found to have engaged in any breach of this Agreement, or the Company Policy or lawful orders given to you by the Company;
- d. convicted of any criminal offence; or,
- e. found to have engaged in unauthorized absence beyond a period of seven (7) days. f. found involved in any affairs that conflicts with our business interests.

### **4. Leaves:**

1. You will be entitled to **12 medical leaves annually** considering 1 per month. These can be carried forward until the end of next financial year before lapsing and can be utilized as per requirement. By unforeseen circumstances, if your medical leave extends 2 days and beyond, you are required to submit the relevant dated documents/reports to the company. Prior information to the company and approval of the leave should be taken at least on day before the working hours begin. Early notification will be appreciated.
2. You will be entitled to **12 earned leaves annually** considering 1 per month. These can be carried forward until the end of next financial year before lapsing and can be utilized as per requirement. To avail this leave, prior information to the company and approval should be taken at least one day before for leave up to 2 days and 1 week prior for leaves extending more than 2 days. Informing one week prior is negotiable in case of emergencies but should not be frequented.
3. Sunday will be considered as a weekly off.
4. **6 Festival leaves:** Diwali Festivals: Diwali 3 days, 1<sup>st</sup> May: Maharashtra Day, 2 holidays can be taken according to your own choice for any festival.
5. For unpaid leaves or absentees, you will be duly required to compensate from your monthly salary depending on the number of days/ hours you were not present in office apart from the above-mentioned leaves. If any situation of remote working/work from home permanently occurs, the provisions will be conveyed by the company. Prior information to the company and

approval should be taken at least one day before for leave up to 2 days and 1 week prior for leaves extending more than 2 days.

6. Informing one week prior is negotiable in case of emergencies but should not be frequented. Unpaid leaves taken beyond a period of 15 days in one stretch without authorization shall come under scrutiny and your services could be terminated.

Leave type	Monthly	Annually	Carry forward status	Prior information for approval	Documentation
Medical leave	1	12	Yes	On day at least	To be submitted for 2 days and beyond
Earned leave	1	12	Yes	1 day prior for up to 2 days, 1 week prior for more than 2 days	NA
Weekend	4-5	52	No	NA	NA
Festivals	NA	6	Applicable for 3	NA	NA
Unpaid	NA	NA	NA	1 day prior for up to 2 days, 1 week prior for more than 2 days (negotiable in case of emergencies)	NA

## **5. Medical Insurance Scheme**

You shall be eligible to participate in the Medical Insurance Scheme of the Company.

## **6. Confidentiality**

During internship, employment or after cessation of employment, you shall not divulge, disclose or impart to any person/organization by word of mouth or otherwise particulars of details of systems and procedures, technical know-how, trade-secrets, administrative or organizational matters pertaining to the company.

For the purpose of this Appointment Letter, 'Confidential Information' in relation to the Company means: -

- i. trade secrets, lists or details of its suppliers, their services, or customers and the services and their terms of business,
- ii. prices charged to and terms of business with clients, marketing plans and revenue forecasts, any proposals relating to the future of Company or any of its business or any part thereof,
- iii. details of its employees and officers and of the remuneration and other benefits paid to them,
- iv. information relating to business matters, corporate plans, management systems, investments, finances, accounts, marketing or sales of any past, present or future products or service, inventions, designs, know how, discoveries, technical/financial specifications and other technical or financial information relating to the creation, production or supply of any past, present or future products or service of the Company, any information given to the Company in confidence by clients/customers, suppliers or other persons and any other information (whether or not recorded in documentary form, or on computer disk or tape) which is confidential or commercially sensitive and is not in the public domain, and Any other information which is notified to you as confidential.

## **7. Return of Property**

For the purposes of this paragraph property means keys, mobile phone (including Android or iPhone), computer equipment, security access cards, all lists of clients or customers, correspondence and all other documents, papers and records (including, without limitation, any records stored or maintained in any form including by electronic means, together with any codes or implements necessary to give full access to such records), system designs, software designs, software programs (in whatever media), presentations, proposals, specifications or Confidential Information which may have been prepared by you or have come into or passed from your possession, custody or control in the course of your employment.

## **8. Intellectual Property**

You acknowledge that the Company is the absolute, unrestricted and exclusive owner of the Confidential Information or other proprietary technical, financial, marketing, manufacturing, distribution or other business related information or trade secrets of the Company, including without limitation, concepts, technique, processes, methods, systems, designs, clients, cost

data, computer programs, formulae, and other information used by you in the course of your employment with the Company. You shall not in any manner whatsoever, represent and/or claim that you have any interest by way of ownership, assignment or otherwise in the same.

You acknowledge that the Company shall own all rights, title and interest including copyright in any work created by you in course of your employment with the Company. To the extent such rights do not vest immediately in the Company, you agree to and irrevocably and unconditionally assign to the Company all your rights, title and interest including copyright in such works for adequate

consideration, receipt whereof you hereby acknowledge. You agree to execute such other documents, as may be required by the Company, for recording the Company as the owner of such works at the Company's cost and expense.

### **9. Employment Conditions**

During the course of your employment, you will not be permitted to undertake any other employment or engage in any external activities of a commercial nature without prior written approval of the Company. You will be required to effectively carry out all duties, responsibilities and obligations assigned to you by your manager and/or others authorized by the Company to assign such duties and responsibilities.

We look forward to your joining Bullrock Fitness' growing team! Feel free to contact us if you have questions or concerns.

Please confirm your acceptance of this offer letter by sending a confirmation mail from your personal email id that your joining with Bullrock Fitness, is not in any contravention of your present employment agreement.

We welcome you to our organization and trust that we could mutually build a meaningful and rewarding career for you in our company.

Sincerely,

Bullrock Fitness

Sincerely,

**Bullrock Fitness**

**BULLROCK FITNESS**  
  
Proprietor



**SALARY ANNEXURE**

Compensation Components	CTC on date of joining		CTC wef 7th month of DOJ		CTC wef 13th month of DOJ	
	Monthly (Rs.)	Annual (Rs.)	Monthly (Rs.)	Annual (Rs.)	Monthly (Rs.)	Annual (Rs.)
<b>Salary &amp; Allowances</b>						
Basic Salary	5,521	66,250	6,250	75,000	6,250	75,000
House Rent Allowance	2,760	33,125	3,125	37,500	3,125	37,500
Special Allowance	9,653	1,15,840	11,441	1,37,294	13,525	1,62,294
Employer's Contribution to Provident Fund	1,800	21,600	1,800	21,600	1,800	21,600
<b>Total Salary &amp; Allowances</b>	<b>19,735</b>	<b>2,36,815</b>	<b>22,616</b>	<b>2,71,394</b>	<b>24,700</b>	<b>2,96,394</b>
Retention Bonus	2,083	25,000	2,083	25,000	-	-
<b>Total Gross Salary</b>	<b>21,818</b>	<b>2,61,815</b>	<b>24,700</b>	<b>2,96,394</b>	<b>24,700</b>	<b>2,96,394</b>
Gratuity	265	3,185	300	3,606	300	3,606
<b>Total CTC to company</b>	<b>22,084</b>	<b>2,65,000</b>	<b>25,000</b>	<b>3,00,000</b>	<b>25,000</b>	<b>3,00,000</b>
Tax Deductions (Subject to Investment Declarations)	-	-	-	-	-	-
Profession Tax	200	-	200	-	200	-
Contribution to Provident fund	3,600	-	3,600	-	3,600	-
<b>Net Pay per month</b>	<b>15,935</b>		<b>18,816</b>		<b>20,900</b>	
<b>Total Cost to Company (CTC)</b>		<b>2,65,000</b>		<b>3,00,000</b>		<b>3,00,000</b>

**Notes:**

(1) Company's Contribution to PF is @12% and is calculated considering basic and allowances pay as Rs 15000/-or actual whichever is lower. The contribution to PF from employers side shall be deducted from CTC of employee

(2) The Salary / allowance structure is subject to modification from time to time and all payments are subject to appropriate taxation as per the Income Tax Laws in force.

(3) All payments would be as per company rules & regulations and administrative procedures regulations. Individual components and amounts against each component may undergo modification from time to time depending on statutory regulations applicable to the Company.

**OFFER LETTER****Dear Sarwartha Prasad Asawa,**

This is with reference to the discussion that we had with you, we are pleased to offer you the position of Digital Relationship Managerin HDFC securities Ltd.

Grade : Executive  
Department : Digital Centre  
Location : DC Nashik

A detailed appointment letter will be issued to you on your joining and completion of procedural formalities. The annual compensation and benefits applicable to you is attached as annexure, you may please go through.

We request you to join us at the earliest but not later than June 17, 2023failing which the offer stands revoked.

On the day of your joining you will be required to provide photocopies of the following documents:

1. Passport Size color photographs ( 4No.s)
2. Attested copies of Educational/ Professional Qualification degrees (HSC/ Graduation/ PG/ MBA)
3. Proof of Date of Birth
4. ID proof (PAN card, Driving license, Voter ID)
5. Residence proof (Ration card, Voter ID, Electricity bill,etc)
6. Relieving Letter from previous employer

**Condition Precedent**

1. The organization receiving satisfactory character reference to be suggested by yourself, preferably one referee being a person who has supervised you in a professional capacity at some stage of your career. Additionally, the organization reserves the right to seek references from your current/ previous employer at any stage, subsequent to your acceptance of this offer letter.
2. In case of negative feedback, the company reserves the right to take any strict action against your employment with HDFC securities Ltd.
3. The organization receiving attested copies of all your degree and professional qualification certificates.
4. The organization receiving a satisfactory report of a routine medical examination with your medical center(if applicable)
5. NISM series 8 clearance certificate at the time of joining or within 90 days of joining (if applicable), failure of which the company reserves the right to take any strict action against your employment with HDFC securities Ltd.
6. Subject to successful completion of the training and assessment (if applicable)

Kindly send your acceptance of this offer through a reply to this mail and the contact details of two professional references. You are advised to confirm your acceptance within 3 days of receiving this offer, post which the offer, by design, is withdrawn.

We look forward to your long career with us.

**Regards,****Komalben Rohitkumar Ardeshana****Authorized Signatory- HR****HDFC securities Ltd.****HDFC Securities Limited**

Registered Address: I Think Techno Campus Building - B, "Alpha", Office Floor 8, Near Kanjurmarg Station, Opp. Crompton Greaves, Kanjurmarg (East), Mumbai 400 042. Tel.: +91-22-30753400 Fax: +91-22-30753435 www.hdfcsec.com

Member of NSE, BS, MSEI, MCX | Reg No.: INZ000186937 | Member: CDSL | Reg No.: IN-DP-372-2018 | Research Analyst: UNH000002475 | Investment Adviser: INA000011538 | PFRDA: POP-11092018 | AMFI: ARN13549 | Corporate Identity Number (CIN) - U67120MH2000PLC152193

Compliance Officer: Murli V Karkera, Contact: +91 22 3045 3600, Email: complianceofficer@hdfcsec.com

For any complaints/ grievance: services@hdfcsec.com

Annexure – I				
<b>Name</b>		Sarwartha Prasad Asawa		
<b>Grade</b>		Executive		
<b>Designation</b>		Digital Relationship Manager		
<b>Total CTC (Rs.)</b>		232,000		
<b>N O</b>	<b>Particulars</b>	<b>Heads</b>	<b>Per Month(Rs.)</b>	<b>Per Annum (Rs.)</b>
<b>A</b>	<b>Monthly Components</b>	Basic	3667	44000
		House Rent Allowance	2200	26400
		Medical Allowance	1250	15000
		Conveyance Allowance	0	0
		Supplementary Allowance	8867	106401
	<b>Gross Salary</b>		<b>15,984</b>	<b>191,802</b>
<b>B</b>	<b>Annual Components</b>	ESI (Employer Contribution of 3.25% of monthly gross)		6234
		LTA		0
<b>C</b>	<b>Retiral Benefits</b>	PF (Employer Contribution of 12% of Basic wages)		19848
		Gratuity (4.81% of Basic)		2116
	<b>Gross CTC (D= A+B+C)</b>			<b>219,996</b>
<b>E</b>	<b>Perquisites</b>	Housing Loan Interest Subsidy		0
		Special Allowance		0
<b>F</b>	<b>Premium</b>	Car Allowance		0
		Mediclaim & Personal Accidents Cover Premium		12000
<b>Total Cost To Company</b>				<b>232,000</b>

**Notes :**

- 1) Group Mediclaim Insurance Cover for self and family as per policy
- 2) Housing Interest Subsidy is eligible only to those who have availed Loan and is applicable post confirmation
- 3) Employee has the option of availing meal coupons to the value of Rs.26,400/- pa from the supplementary allowance.

**Komalben Rohitkumar Ardeshana**
**Authorized Signatory- HR**
**HDFC securities Ltd.**
**HDFC Securities Limited**

Registered Address: I Think Techno Campus Building - B, "Alpha", Office Floor 8, Near Kanjurmarg Station, Opp. Crompton Greaves, Kanjurmarg (East), Mumbai 400 042. Tel.: +91-22-30753400 Fax: +91-22-30753435 [www.hdfcsec.com](http://www.hdfcsec.com)

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Compliance Officer: Murli V Karkera, Contact: +91 22 3045 3600, Email: [complianceofficer@hdfcsec.com](mailto:complianceofficer@hdfcsec.com)

For any complaints/ grievance: [services@hdfcsec.com](mailto:services@hdfcsec.com)

To

HDFC Securities Limited,  
I Think Techno Campus,  
Building - B, "Alpha",  
Office Floor 8,  
Mumbai 400042.

**Dear Sir/Madam,**

**Sub: Voluntary submission of Aadhaar for the statutory benefits**

I hereby submit voluntarily at my own discretion, a self-attest e-print copy of Aadhaar card as issued by UIDAI, to HDFC Securities Ltd. for the benefits under Provident Fund (PF) contribution/ ESI /Statutory contributions.

The consent and purpose of collecting my Aadhaar number has been explained to me and as informed me that my Aadhaar number submitted to HDFC Securities Ltd herewith shall not be used for any other purpose other than mentioned above.

I hereby declare and affirm the above that all the information voluntarily furnished by me is true, correct and complete.

I will not hold HDFC Securities Ltd. or any of its officials responsible for any consequences arising in case of any aadhaar related information provided by me.

Signature: \_\_\_\_\_

Name : **Sarwartha Prasad Asawa,**

Enclosure: 1) Self-attested copy of Aadhaar

**HDFC Securities Limited**

Registered Address: I Think Techno Campus Building - B, "Alpha", Office Floor 8, Near Kanjurmarg Station, Opp. Crompton Greaves, Kanjurmarg (East), Mumbai 400 042. Tel.: +91-22-30753400 Fax: +91-22-30753435 www.hdfcsec.com

Member of NSE, BS, MSEI, MCX | Reg No.: INZ000186937 | Member: CDSL | Reg No.: IN-DP-372-2018 | Research Analyst: UNH000002475 | Investment Adviser: INA000011538 | PFRDA: POP-11092018 | AMFI: ARN13549 | Corporate Identity Number (CIN) - U67120MH2000PLC152193

Compliance Officer: Murli V Karkera, Contact: +91 22 3045 3600, Email: complianceofficer@hdfcsec.com

For any complaints/ grievance: services@hdfcsec.com



**Apprenticeship Offer cum Appointment Letter**

**Date: Nov 09,2023**

**Candidate Name: Ms. Anagha Joshi**

**Candidate ID: 1400022**

**Address: Nashik, Trimurti Chowk, Nashik-422009, Maharashtra, India**

**Dear Anagha,**

Congratulations!!!

We are extremely pleased to extend a warm welcome to you from the eClerx family, under the Apprenticeship program. Your designation under the Financial Markets Vertical would be an Analyst. Your functional title will be "**Analyst**". We wish you a successful and professionally enriching experience with us.

Please find attached the additional terms and conditions under the Program which is to be treated as an integral part of your Apprenticeship contract (hereinafter referred to as "**Contract**"). Please return a duly signed duplicate copy of this letter for our records. Your HR Business Partner will soon reach out to you for an introduction. Should you have any queries or concerns, they will be glad to assist you. Once again, we welcome you to eClerx. We look forward to a long, fruitful, happy, and exciting association with you.

**Regards**

A handwritten signature in black ink, appearing to read "S Shetty".

**Offered By: Sagar Shetty**

**Designation: Program Manager- Human Resources**

Date: Nov 09,2023

Dear Anagha,

We are pleased to appoint you as **Analyst** under the Apprenticeship program. Your training with us will commence on "**Nov 14,2023**" and will continue until "**May 13,2024**".

Apart from the other policies binding upon you during your tenure with the company, the general terms and conditions under the Program are as follows:

## 1. Work Location

1.1. Your initial work location will be **Pune**. Though you have been engaged for a specific position and location, the Company reserves the right to transfer you, with reasonable notice, to any other location, department, establishment, or branch of the Company / group / affiliates as the Company may deem fit including new locations to be set up in future. You shall be bound by the policies, rules and regulations of the office at the location you are posted in at any given point in time.

1.2. In the event of your voluntary resignation / termination of the Program with the Company from your date of relocation / transfer within a stipulated time period as mandated by the relevant transfer policy, if applicable; you shall be liable to pay to the Company, all the expense incurred towards movement of your household goods, relocation allowance, accommodation cost and all other expenses related to your relocation/transfer including cost incurred by Company on account of your training.

## 2. Background Verification

2.1. Your appointment as an Analyst under the Financial Markets Vertical is contingent upon successful verification of all documents and information provided by you as a part of your joining process.

2.2. The Company reserves the right to end this employment agreement with you with immediate effect and without any liability, should the results of your background investigation be negative. The HR team will contact you as soon as there is any insufficiency / discrepancy identified in your background check process.

2.3. You may be required to undergo tests for substance abuse as and when deemed necessary by the organisation. If the reports of such testing are found to be positive, the organisation withholds the right to initiate suitable action against you, including immediate termination of services.

2.4 Your offer of employment will not be valid if you are unable to provide all the mandatory documents on or before your Date of joining.

## 3. Remuneration, Benefits & Privileges.

Please refer to Annexure I for details on your remuneration and benefits applicable during



**your training period.**

## **4. Training**

4.1 The tenure period, as stated in this Contract, constitutes your training period, the successful completion of which would determine the completion of your duration under this Program.

4.2 Notwithstanding the above mentioned clause, the Company reserves the right to put you under a training program with a different training period, as per the requirement of the specific business, the successful completion of which would determine the completion of your duration under the Program.

4.3 There will be multiple assessments conducted at periodic intervals during your training period. In the event of you being unsuccessful on assessment parameters as defined by the Company during or after the training period, the Company reserves the right to terminate your Contract under the Program with immediate effect, with a 30 days' notice period. Without prejudice to clause no. 4.1 and 4.2 as mentioned above, the Company may, during the period of training, terminate the Contract without any notice or payment in lieu of notice should you be found guilty of violation of any of the Company's policies or breach of Code of Conduct, which may not be conducive to the Company or its reputation.

4.4 After the completion of the aforementioned training period, the Company, at its sole discretion and depending on business requirements, may absorb you on its regular roll, depending upon your assessment parameters and on-the-job performance. The compensation structure that will be applicable in the event you are absorbed on the regular rolls of the Company will be as per Annexure 2.

4.5 In a scenario wherein these trainings are followed by an assessment, clearance of same becomes imperative. Non-clearance of the assessment, post defined attempts, would result in necessary disciplinary action; including but not limited to termination

## **5. Domain-based Specialized Training**

5.1 You may be required to undergo designated specialized trainings, as required under the Program. Such trainings are aimed to present an opportunity to expand your knowledge base, enhance your domain and product expertise, and equip you for effective execution of all your job responsibilities. Some of the specialized trainings will require a commitment of significant investment by eClerx as well as you.

5.2 Further to the above clause, you may be required to enter into a service agreement with the Company on successful completion of your training period and being absorbed as a permanent employee. The details of such Agreement, as applicable, would be conveyed to you.

## **6. Leaves**

6.1 During your tenure and training period under the Program, you would be eligible for 2 (two) leaves per month. All leaves applied for, will need to be approved by the reporting manager well in advance. Any unapproved leave will be treated as loss of pay and repetition of such instances will attract action in line with the leave policy. The leave process shall be guided under the Leave policy of the Company.

6.2 You are required to acquaint yourself with all the rules and regulations pertaining to leave and attendance upon joining the Company, in order to avoid such instances.

## 7. Separation

7.1. The Contract can be terminated by the Company, by giving you a notice of 30 days or payment in lieu of notice period. Payment in lieu of shortfall of notice period will be equivalent to monthly total fixed stipend earned for an equivalent period of time.

In case you decide to terminate your Contract with the Company, you may do so by serving Company with **30 days** written notice of termination, provided you terminate your Contract with the Company within five months of your joining the Company. However, if you decide terminate your Contract in the last month of your apprentice tenure, then in that case, irrespective of date of your termination notice, your Apprenticeship term with the Company shall expire on the last working day as determined from your above mentioned date of joining the Company and not by date of your termination notice. The company may waive off the notice period requirement, at its own prerogative and require you to compensate for the shortfall of notice period.

7.2. Without prejudice to any clause in this Contract, the Company also reserves the right to terminate your Contract under the Program for reasons mentioned below, with immediate effect, without any payment in lieu of notice period, whereupon your training period would cease immediately and you shall have no claim, whatsoever, against the Company for damages or otherwise by reason of such determination.

For the purposes of this Clause 7.2, 'Reason' shall mean as under:

- a. Negligence or misconduct by you in complying with your duties, responsibilities, obligations and / or covenants or undertakings, which are either incapable of remedy or otherwise not remedied by you within 30 (thirty) days of a written notice being serviced on you by the Company stating the breach; or
- b. You becoming unable, for any reason whatsoever including the imposition of any court order, to efficiently perform your duties hereunder for 60 (sixty) working days in aggregate in any period of 12 (twelve) consecutive months; or
- c. You becoming of unsound mind; or
- d. You are convicted of a criminal offence;
- e. You becoming bankrupt or compound with all your creditors or enter into any deed of arrangement with all your creditors; or
- f. You committing breach of any of your duties or obligations under the Contract; org. You refusing or neglecting to comply with any lawful and reasonable orders or directions given to you by the Company; or
- g. You are guilty of any misconduct whether or not in the performance of your duties or commit any act which in the opinion of the Company is likely to bring the Company or any of its officers or other employees into disrepute whether or not such act is directly related to the affairs of the Company; or
- h. You becoming prohibited by law or any order from any regulatory body or government authority from being an employee of the Company; or
- i. You are unable to achieve and maintain a satisfactory level of performance and produce the desired results in your performance which are the requirements for meeting your job

responsibilities; or

- j. Causing damage to company's property; or
- k. Going on or abetting a strike in contravention of any law for the time being in force; or
- l. Committing theft, fraud, or dishonesty; or
- m. You being found guilty of any unlawful activity, including but not limited to threatening employees, security breaches, harassment, including sexual harassment, etc.
- n. For violating the Company's Code of Conduct and ethics, which goes against the ethos of the Company.

The list above is illustrative and by no means exhaustive. The company further reserves the right to add/amend this list without prior notice, within reasonable limits.

7.3. In the event of continued absence of 3 (three) consecutive working days from work without prior sanction of leave or on remaining absent beyond the period of leave originally granted or subsequently extended, you shall lose lien on your appointment and your name will be struck off from the roll of the Company, treating you to have abandoned your employment as you do not have interest in the Program offered by the Company.

7.4 On termination of your Contract, all work carried out by you – both in physical and digital form – during your employment, shall be immediately returned forthwith to the Company, without exception and with no copy (either part or whole thereof) retained by you in any form.

7.5 When your training under the Contract / Program with the Company ends, for whatever reason, you will promptly deliver to the Company all originals and copies of all documents, records, software programs, media, and other materials containing any confidential information. You will also return to the Company all equipment, files, software programs, and other personal property belonging to the Company and complete the due handover process during the notice period that you are required to serve by the Company. In the event of your failure to do so, you shall be liable to face legal proceedings and compensate the Company for any material loss of business, as determined by the Company at its sole discretion. The Company may withhold your exit clearance and / or full-and-final settlement on account of your breach of the Company's rules and regulations and until it is able to recover the losses incurred by it.

## **8. Working Hours**

The training hours applicable to you will be the same as are observed, depending upon your process and program. The initial shift, location, or program allotted to you may change at any time during the period of Apprenticeship, as decided by the Company's management.

## **9. Conflict of Interest**

9.1. During your service with the company you are expected to devote your whole time and attention to the company's affairs and refrain from directly or indirectly engaging in any other business. You will not take up any other work for remuneration (part time or otherwise) or work in advisory capacity or be interested directly or indirectly in any trade or business, during your employment with the Company. This restriction applies whether or not the other activity is of a similar nature to or competes in any material respect with any of the businesses of the Company.

9.2. You will not seek membership of any local, public or political bodies or undertake any other

business, assume any public office, honorary or remunerative, without the specific written permission of the HR Head. In the event of your becoming member of any local or public or political bodies or undertaking any business, assuming any public office without following due process as prescribed by the Company, you shall be deemed to have contravened the terms and conditions of employment and the Company reserves the right to take appropriate action as it deems fit including forthwith terminating your contract with the Company.

9.3. In case you join or are transferred to the Financial Markets vertical, you may be required to disclose the details of Demat / Trading account(s) held by you and your family members to meet the compliance requirements of the client.

## **10. Non - Disclosure**

10.1. You hereby agree to sign and enter into a Non-Disclosure / Confidentiality Agreement on your date of joining or at any time thereafter in the format prescribed by the Company. You further agree that you shall keep the Company's Confidential Information (as defined in the Non-Disclosure / Confidentiality Agreement), whether or not prepared or developed by you, in the strictest confidence.

10.2. If you are bound by a confidentiality agreement with a previous employer, you must notify the Company and the Company will automatically be indemnified against any breach thereof.

## **11. Non-Solicitation of Employees and Clients and Non-Compete**

11.1. During your tenure with the Company, thereafter immediately following the termination of your contract / end of the Program with the Company for any reason, you shall not:

- Undertake and ensure that directly or indirectly solicit, induce, recruit or encourage any of the Company's employees to leave their employment with the Company.
- Take away any clients or customers of the Company or attempt to solicit, induce, recruit, encourage or take away clients or customers of the Company.
- Join the services or be associated with any former employee of the Company who is undertaking any activity competing with the business of the Company.

## **12. Jurisdiction**

In case of any dispute or difference arising out of or under this contract, resulting into any proceeding before any Authority, Courts etc. in respect of this contract, the same will be subject to the jurisdiction of Mumbai.

## **13. Applicable Company rules and regulations**

You will be governed by the Company's rules and regulations and practices as enforced from time to time on matters whether specified herein or not, including on matters such as designation, emoluments and the structure thereof, working hours, etc. Company's decisions on all such matters shall be final and binding on you

## **14. Change in Terms and Conditions of your employment**

# eClerx

The Company reserves the right to change the terms and conditions of this letter, which would be intimated to you either through changes in the Company's policies or through an amendment to your Contract, or through other means of communication, which would purport to amend the said terms of your Contract.

Your Apprentice appointment is contingent upon successful completion of background check; documents submitted by you will be sent for necessary verification and authentication to the background verification agency.

If the terms and conditions offered herein are acceptable to you, please return the acceptance copy to the undersigned, duly affixing your full signature on the last page and initials on the remaining pages.

**Regards**

A handwritten signature in black ink, appearing to read 'S Shetty', written in a cursive style.

**Offered By: Sagar Shetty**

**Designation: Program Manager- Human Resources**



## ANNEXURE I

### Stipend and Benefits Applicable During the Contract Period

#### 1. Stipend

Your stipend will be Rs. 18,323 per month for the duration of your training. This stipend is comprehensive and all-inclusive, and hence it shall be deemed to include all the liabilities of the Company.

The Company will deduct taxes or statutory payments from the stipend, as prescribed by the law of this country from time to time.

#### 2. Benefits

##### 2.1 Group Medical Insurance

- You are eligible for a floater medical insurance cover of INR 100,000 which covers your spouse, up to 2 children and yourself.
- The insurance is inclusive of pre-existing disease cover from the date of joining.
- You may also opt for an additional cover for your family, including your spouse, up to 2 children and parents / parents-in-law, post your joining the Company. The premium against the additional cover will be communicated to you and will be deducted from your salary.

##### 2.2 Group Personal Accident Insurance

- You are covered for an amount of INR 300,000 under the Group Personal Accident Insurance Policy.
- The policy covers disablement (temporary and permanent both) and death caused due to accidents.

##### 2.3 Life Insurance

You are covered by a term life insurance cover of INR 500,000 under the Group Life Insurance Cover Policy

##### 2.4 Transport

The Company offers subsidized transport to all its employees, basis the local transport policy. Should you wish to avail it, an amount of INR 1,400 will be deductible from your fixed stipend every month.



**Offered By: Sagar Shetty**

**Designation: Program Manager – Human Resources**

Accepted by: \_\_\_\_\_

(Name and Signature)

Date: