



Dada Ramchand Bakhru Sindhu Mahavidyalaya, Nagpur

A premier higher education linguistic minority institutes run by Sindhi Hindi Vidya Samiti



INTERVIEW CALL SHEET DETAILS


Date : 31st Jul 2023

Ms : rimzim GANESH shahu

Greetings from Cogent!

Subsequent to our discussions, we are delighted to offer you the position of CSA with Cogent E Services Limited. We are excited about the talent you will bring to Cogent and look forward to having you as a part of the team.

We would like you to join your duties with reference to the below details:

	Interview ID	INT072023431070
	Candidate Name	rimzim GANESH shahu
	Date of Interview	2023-07-28 11:25:14
	Interviewed By	Haseeb Ahmed Khan S
	Offered Salary (Monthly)	15800
	Date of Joining	1 st Aug 2023
	Stipend	INR 1000 For 10 Days, w.e.f Date Of Joining. This will be payable only on successful completion of training and certification.

Your Annual Cost to Company (CTC) post successful completion of the training & certification will be **Rs 159,600 CTC annually.**

As a part of Cogent e-joining process, you will be required to share scanned copy of a list of documents on Company online joining portal. The link for uploading the documents shall be received on your registered e-mail id / contact number.

You are expected to complete your e-documentation formalities before you join 1st Aug 2023. Please carry all your original documents (identity proof documents, educational and experience documents) at the time of joining for verification.

Cogent E Services Limited does not charge any recruitment fees from applicants for offering this job. No 3rd party is authorized on behalf of the company to make employment offers. Please contact on 9540600417 if anyone asks for fee against the job placement.

Cogent E Services Limited
Website: www.cogenteshs.com



As part of our standard policy, we conduct a background verification for all our employees. In case of any falsification or misrepresentation during the interview or data submission, we reserve the right to withhold the salary and terminate the employment without any notice.

You are requested to kindly go through the offer letter carefully and join us within 3 working days of the offered 1st Aug 2023. By any means if you fail to join on in the given time, this letter will be automatically considered as null and void.

If you have any query, please contact us on **9540600417**.

We congratulate you and wish you a long and successful career with Cogent. We are confident that your contribution will take us further in our journey towards becoming industry leaders.

We assure you of our support for your professional development and growth.




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Sindhu Mahavidyalaya, Nagpur-17



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LUPIN LIMITED

Plot 6A1,6A2, 6B, Sector 17, Special Economic Zone,
MIHAN Notified Area, Nagpur - 441 108
Phone: +91-712-6696300
22 May, 2023

To
Mr. Hritik Kanojiya
Plot No-135A, Tandapeth, Nalk Talav Road
Dhobi Ghat, Nagpur Maharashtra- 440002

Subject: Offer cum Appointment letter

Dear **Mr. Hritik,**

As per provisions of the Apprentices Act, 1961, we are pleased to make an offer to you for the position of **Apprentice Production (Injectable)** at Lupin Ltd for the period of **Twenty** months from the date of joining. Your training period will cease to exit after completion of above-mentioned period unless continue/extended in writing by the company. You shall join the Company on or before **22/05/2023**. If you do not join on or before the above-mentioned date, this Offer cum Appointment Letter stands automatically stands withdrawn.

1. HOURS OF WORK, LEAVE AND HOLIDAY

You will be eligible for **1 Day** leave for every month based on the attendance and subject to approval. No leave will be carried forward or gets encash after completion of training period.

You shall be abided by the working hours, weekly offs and paid holidays of the department, office, establishment where you are posted.

Your hours of work shall coincide with company's regular business hours, however, if the nature of your traineeship require flexibility in days and hours of work, the company reserves the right to require you to work during other or further days or hours

2. STIPEND

You will be paid stipend of **Rs. 10,000** per month subject to actual attendance and taxes if any.

3. CONFIDENTIALITY:

- The Trainee by virtue of their training with the Company may have direct or indirect, access to confidential information under their control, direction, connection, engagement or relationship with the Company.
- The Trainee agrees and undertakes that he / she shall during their traineeship and after the cessation / termination of their traineeship with the company, hold such Confidential Information of the Company in strict confidence and not disclose any Confidential Information to any third party, agent or affiliate, whether directly or indirectly, for any purpose whatsoever, without the prior written approval of the Company.
- The Trainee shall protect the Confidential Information by using the highest degree of care and highest security precautions, to prevent the unauthorized use, dissemination, or publication of the Confidential Information during the tenure of their Traineeship.
- The Trainee shall return all originals, copies, reproductions and summaries of Confidential Information in his / her control at the time of cessation / termination of the Traineeship
- Nothing herein shall be construed as prohibiting the Company or its Affiliates from pursuing any other remedies available for such breach or threatened breach of confidentiality including the recovery of damages, specific performance or any injunctive relief.

4. ALTERNATIVE EMPLOYMENT:

As a full time trainee of Lupin Ltd, you are not permitted to undertake any other business, assume any Public office, honorary or remunerative, in any capacity whatsoever without the written permission of the company.

5. DATA PRIVACY:

During the course of your traineeship with us, the Company, as your employer, will collect, store, use and disclose personal information relating to you for a variety of employment related and Company's business purposes, both during and after your traineeship with the Company. This information may also be shared with third parties within or outside the country for similar purposes. The Company is committed to ensuring that your personal information is handled in accordance with the applicable data privacy laws. By accepting traineeship with the Company, you consent to Company collecting, storing, processing, using, transferring and disclosing including to third parties (within or outside the country) of personal information relating to you for the aforesaid purposes. You also agree that you will adhere with company policy and practices in this regards and breach of the same will make you liable for disciplinary action.



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6. MEDICAL EXAMINATION DURING TRAINEE PERIOD:

You will undergo such medical examination as the Company may require of you from time to time at the Company's cost by any doctor or doctors nominated by the Company. If, from such examination, the Company is of the opinion that continuance of your training is medically not advisable or that you are not in a position to discharge your traineeship satisfactorily or you are found to be incapacitated from performing your duties, the Company may terminate your traineeship on the grounds of continued ill-health.

7. COMPANY CODE OF CONDUCT

You would be governed by the Company Code of Conduct, which requires you to perform your duties with the preview of the Company's policies and procedures without prejudicing the interests of the Company in any manner

8. COMPANY PROPERTY

During the course of Traineeship, company may issue you property/assets required to perform your duties/ roles & responsibilities, i.e. laptop, company material, other promotional material, stationary etc. In case of your resignation/ termination, voluntarily or otherwise you will be required to handover/return the said property / assets to the company's designated representative. In event of your failure to return the above referred property/ assets, company reserves the right to recover amount equivalent to the value of the property/ asset from you.

9. INTELLECTUAL PROPERTIES:

You acknowledge that ownership of, and all right, title, and interest in the Intellectual Properties shall at all-time vest in the Company. You expressly agree that all Intellectual Properties created by you during the course of your traineeship shall be under a contract of service and shall belong to the Company only.

You shall, whenever requested so to do by the Company whether during or after the termination of your traineeship hereunder, at the cost of the Company execute and sign any and all applications, assignments and other instruments which the Company may deem necessary or advisable in order to apply for and to obtain Letters, patent, design, registration or other forms of protection for the aforesaid improvements, inventions and discoveries in such countries as the Company may direct and to vest in the Company the whole, right, title and interest therein.

You may have access to third party intellectual property that has been acquired by the Company by licenses or otherwise in the course of your traineeship in the Company. Any unauthorized reproduction, transmitting, publishing, adapting, storing, copying, modifying, distributing, displaying, reformatting, editing, excerpting, hosting, broadcasting, routing or any other misuse of the third party intellectual property by you is strictly prohibited and will constitute grounds for immediate termination of Traineeship.

Whenever required, you shall execute and comply with the proprietary information and inventions agreement with the Company, which prohibits unauthorized use or disclosure of Company's inventions and proprietary information

10. NOTICE OF RESIGNATION/TERMINATION:

- a) 30 (Thirty) days' notice on either side with the Company retaining the right to pay Stipend in lieu of the notice if so required.
- b) The Company reserves its right to dispense with the notice period and/or part thereof in its sole discretion by accepting your resignation with immediate effect i.e. even before the last date of working/resignation mentioned in the resignation. In such an event you shall be paid stipend for the notice period and/or part thereof.
- c) If at any time, in the opinion of the Management, you are found guilty of indiscipline, dishonesty, disobedience, disorderly behavior, moral turpitude, theft, fraud, carrying out lethal weapons, GxP compliances or violation of the Code of Conduct or withholding of any information in the Application form or any other form of misconduct, in ordinary parlance negligence or acted in a manner detrimental to the interests of the Company, your traineeship are liable for termination with immediate effect and in this case notice pay will not be payable by the company.
- d) Your Traineeship can be terminated for loss of confidence. In such an eventuality you will be kept informed in writing the reasons for losing confidence.

11. NON DISPERAGE:

During the course of your traineeship or upon cessation of your traineeship with the Company, you shall not make any statements or representations or take any action which may directly or indirectly disparage the Company. Further you shall not disparage or criticise or defame the Company or its officers or employees either publicly or privately or through media or print or electronics or otherwise.

12. OTHER TERMS AND CONDITIONS:

- a. In addition to the terms and conditions of Traineeship hereinabove mentioned, you shall also observe and comply with and shall be bound by any rules, regulations and procedures which the company may from time to time separately frame for observance and compliance by its officers and which would be communicated by the Company to you as and when required. You will also adhere with law of the land.




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- c. You will not at any time hereafter, without the consent of the Company in writing, except under legal duress, divulge or make public any matter relating to the Company's transactions, dealings or plans which are of confidential nature.
- d. You will be true and faithful to the Company in all your accounts, dealings and transactions whatsoever relating to the business of the Company, and shall, at all times, when required, tender a true and just account thereof to the Company or to such persons as shall be so authorized by the Company.
- e. This Traineeship has been offered to you based on the information furnished by you about yourself. If during the Traineeship it is found that any of the details and/or information furnished in by you is incorrect/false or is in contravention to the Company's code of conduct or rules of the Company or if it is found that you have concealed/fabricated documents/records/testimonials of your past training/employment, your traineeship shall be liable to be terminated at source without any notice and such cessation of the traineeship will be for the reasons attributable to you.
- f. You shall not enter into any contract or by any act or make any representation or give any warranties to any third party on behalf of the Company, unless authorized in writing by the Company.
- g. You shall, at all times during the course of your traineeship in the Company (and even after the termination with respect to the terms contained herein) agree to indemnify and keep indemnified the Company, as the case may be, against all losses, damages, claims, interests, costs, expenses, liabilities, proceedings and demands which the Company may suffer or incur or which may be made against the Company as a result of any unauthorized disclosure or use of the Confidential Information by you or any person related to you that may have access to such Confidential Information through you.
- h. If you or your dependent family has a financial /gainful interest in any business firm and such a firm proposes to do business with the Company, then it would be obligatory on your part to make a written declaration to this effect to the Company and obtain its prior approval before any such business deal is entered into with the company.
- i. You will not be entitled to any other benefits/privileges available to other regular employees of the company and you will not have any lien or right on the regular job. Your traineeship will be governed as per provisions of The Apprentice Act, 1962 and rules frame therein from time to time.
- j. In case you being arrested by police for any offence and remaining in custody for more than 48 hours or you are convicted by Judicial Authority under Civil Procedure code, Criminal Procedure Code or Indian Penal Code it will lead to breach of trust between employer and employee relationship and company retains the right to terminate your services forthwith of such arrest or pronouncement.
- k. The company shall be entitled to retain any and all amounts due to you including stipend, expenses and other amounts as applicable; and to adjust and deduct there from, any or all amounts due to be recoverable from or payable by you to the company on any count.
- l. The Company shall have the right to add, to alter, modify or abrogate from time to time any term of this Contract, including stipend, which will be communicated to you either by individual letter or by circular.
- m. In case of any dispute, Nagpur will be considered as the place where the cause of action shall be deemed to have arisen. And that the courts, Tribunals and or authorities at Nagpur only shall have exclusive jurisdiction to entertain, try and decide such dispute irrespective of your working headquarter being elsewhere at that time.
- n. As company we give utmost importance to Safety, Quality and Environmental laws. In your area you will be responsible for observance/implementation of the same.
- o. Lupin Ltd is in the business of Production and/or Marketing, Research & Development of drugs and pharmaceuticals products. Thus, all our establishments are come under the purview of Essential Commodities Act. In case of any kind of local or national disaster, pandemic or emergencies etc. by law we are required to keep our business and operations running. Your traineeship will be required uninterrupted during such times.
- p. It will be your duty to intimate in writing to HR whenever there is any change of your address.

You are required to treat this Letter and its contents as strictly confidential and please confirm that the above terms are acceptable to you by signing a copy of this letter.

We look forward for mutually beneficial association.

Yours truly,
For LUPIN LIMITED.


T VIJAY KUMAR
DY. GENERAL MANAGER - HUMAN RESOURCES

I have read and understood all the clauses of my offer cum appointment letter and I assure you that I shall abide by those and provide my consent for the same.

Accepted and Agreed:

Name:




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SINSAN PHARMACEUTICALS PVT. LTD.

Correspondence Off.: 501-505, 5th Floor, Park Plaza, Opp. Kamla Nehru Park, Ketkar Road, Pune - 411004.

Date: 24-Feb-23

Mr. Arif Ansari,
Nagpur, Maharashtra

Sub: Offer Letter.

Dear Mr. Arif Ansari,

Congratulations on your selection for the "Field Sales Officer" position at Nagpur in Altius Team based on the terms and conditions discussed during the interview with a yearly CTC of Rs. 2,20,000/- (In Words Two Lacs Twenty Thousand Only.). You are requested to report Mr. Shahid Khan (RBM).

We are confident that you will have a very long and successful association with us.

Guidelines for Joining Sinsan.

The purpose of this letter is also to give you some guidelines to make you're joining comfortable.

Documents to submit:

Please ensure the submission of the following documents before your joining date, which is subject to your appointment. In case you have already submitted some of the documents at the time of joining; you need not submit the same again. You can mail the original color scanned copies of all. Need not to send the courier.

1. One set of the following certificates:

- School leaving certificate. (Indicating date of birth).
- Qualifying examination. - Degree certificate / Mark sheet.
- Previous work experience certificate.
- Any other relevant documents supporting your skills & achievements.

Regd. Office : 102-103, 1st Floor, Park Plaza, Opp. Kamla Nehru Park, Ketkar Road, Pune - 411004.




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2. If employed, *Relieving letter/ acceptance of resignation from the current employer.
3. Salary statement from the employer, if employed currently.
4. Two I'd Card size photographs.
5. *Permanent Account Number (PAN).
6. *Aadhar Card Number.
7. Bank Account Details. (Name, Branch, Address, IFSC Code, etc.)

We wish you the best and looking forward to seeing you as part of our Sinsan team.

Note: This offer letter is valid up to 9th January 2023.

For
Sinsan Pharmaceuticals Pvt. Ltd.



Rajendra Padalkar
Head - HR
Pune.




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Fwd: OFFER | Edusera Service
Private Limited Inbox

Rutika Jambhulkar 8 Jan
to me

----- Forwarded message -----
From: **Edusera HR** <eduserahr2pm77_bf4@indeedemail.com>
Date: Tue, Dec 26, 2023, 2:23 PM
Subject: Re: OFFER | Edusera Service Private Limited
To: Rutika Jambhulkar
<rutikajambhulkar42@gmail.com>
Cc: <ramyachandrananrksn8_tmi@indeedemail.com>

Hi Rutika,

We are delighted to extend an offer of employment for the position of **Subject Matter Expert - Chemistry at Edusera Services Private Limited**. After careful consideration of your qualifications, experience, and enthusiasm for education, we are confident that you would be a valuable addition to our team.

Responsibilities:

- Review and revise existing solutions on the Chegg portal to ensure that they are accurate, comprehensive, and aligned with

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improve their clarity, precision, and accuracy.

- Identify and correct any errors in existing solutions keeping a low Skip rate.
- Improve the overall quality of existing solutions by making them more clear, concise, and easy to understand.
- Always make sure that your solutions are accurate, comprehensive, and aligned with the latest guidelines.
- Write your solutions in a clear and concise manner, using appropriate terminology and notation.
- Proofread your solutions carefully to ensure that they are free of errors.
- NO AI & plagiarism.

With Daily Target of 12 solutions per day
We are pleased to offer you a competitive salary of INR 22,000 per month, and an alternative Saturday off. Recognizing the evolving work environment and the need for flexibility, we offer the opportunity to work from home. To ensure your productivity, you shall have a Laptop, and a reliable high-speed internet connection (WiFi) to facilitate seamless remote work.

The initial period of your employment will be a probationary period of three months. During this time, you will have the opportunity to familiarize yourself with our processes, culture, and expectations. Likewise, we will assess your performance and fit within our organization.

We propose that you begin your employment with Edusera Services Private Limited on 26th December 2023.




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We propose that you begin your employment with Edusera Services Private Limited on 26th December 2023.

Please review this offer thoroughly. If you are in agreement with the terms and conditions outlined, we will be sharing your appointment letter which you have to sign and send back to us. If you have any questions or require further clarification, please do not hesitate to reach out to us.

We are excited about the possibility of you joining our team and contributing your expertise to our organization. We look forward to your positive response.

Note: You shall get the appointment letter after careful review of your work from the management within ten days from your date of joining.

Congratulations once again on your selection for this role, and we hope to welcome you aboard soon.

Happy working with us!!!

Best Regards
Team Edusera



Head Office: 10600 Bill Sky Bay Drive
Fort Worth, Texas, USA-76140

www.eduseras.com

Site Office: 4 G/F, West Lakshmi Market
Shastri Nagar, East Delhi – 110031




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Annexure - I

Name : Ms. Ashfiya Anjum Tahir Baig Mirza		
Grade : K3		
Designation : Executive		
Payments	Monthly (INR)	Annual (INR)
Basic	9,050	1,08,600
House Rent Allowance	6,033	72,400
Conveyance Allowance	0	0
Gross Compensation	15,083	1,81,000
Provident Fund (Employer Contribution - As per Act)	1,086	13,032
Bonus (As per Act)	754	9,050
ESIC (Employer Contribution - As per Act)**	490	5,882

Note :

*All the above emoluments should be reduced to the extent of absence without leave or leave without pay.

* It is further clarified that HRA and Conveyance shall not be reckoned for the purpose of contribution to the Provident Fund.




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Ref : 5171/76162758/17686886/140823/1557

Date : 14 Aug 2023

Ms. Ashfiya Anjum Tahir Baig Mirza
LIGO No 14,
NIT Garden Dr. Ambedkar Marg , Nagpur,
Vaishali Nagar, Maharashtra - 440017

Offer cum Appointment Letter

Dear Ms. Ashfiya Anjum Tahir Baig Mirza,

This is with reference to your application and subsequent test / interviews you had with us, we are pleased to offer you employment in the **Executive Family** as **Executive** in the Job Role **Advisor Voice**. Your base location would be **Nasik 2 - Jail Road**. You will be working from home.

You will join us on or before **21 Aug 2023**.

You will receive an Annual Gross Compensation (including Basic and allowances) of **INR 1,81,000 /- per annum (INR ONE LAKH EIGHTY ONE THOUSAND only)** .

Details are mentioned in **Annexure - I**. Disbursement shall be as per the prevailing rules and guidelines.

You will also be entitled to Provident Fund and E.S.I.C. benefits as per applicable rules. Please note that salaries, allowances, facilities and other sums payable under this appointment are subject to Income Tax and other statutory deductions and you shall be liable for the same.

Your appointment and subsequent continuation of employment with the Company is strictly based on your consistent delivery on the agreed performance parameters and compliance with the values and guidelines of the organization.

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

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

Your joining is subject to your timely accepting the offer cum appointment letter, verification of your pre-boarding documents and you being declared medically fit by authorized Medical Officer.

We wish you a long successful association with us.
Sincerely yours,

Rel Pro & Prop ManSer Ltd

Authorized Signatory



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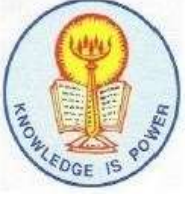
Annexure – II

TERMS & CONDITIONS OF EMPLOYMENT

1. The word 'establishment / office' used in offer-cum-appointment letter and / or any other communications from the Company should be construed to encompass workplace while working from home / office / facility / field, unless context means or specifies otherwise.
2. Your employment is subject to being declared and remaining medically fit by a Medical Officer or by a Doctor specified by the Establishment. The Establishment has the right to get you medically examined by any certified Medical practitioner during the period of your service. In case you are found medically unfit to continue with the job, you will lose your lien on the job and your employment will come to end on the day you are found medically unfit by the Medical Officer
3. You are assigned to work and perform duties that are assigned to you by our Company / client from time to time.
4. Your appointment is based on the basis of the particulars such as qualifications etc. given by you in the application for employment. In case any information given by you is found false or incorrect, your appointment will be liable for termination without any notice or salary in lieu of notice.
5. The address and email ID as indicated in your application for appointment shall deem to be correct for sending any future communication to you. Every communication addressed to you at the given address / email ID shall be deemed to have been served upon you. You will immediately notify change of address / email ID, if any.
6. You are required to submit the following documents, if the same have not been submitted earlier a) Certificates in support of Educational / Professional Qualifications, Experience, Date of Birth and other testimonials in original together with copies thereof; b) copies of your passport photographs with white background; and c) Copy of Aadhar Card / Passport / Voter ID/ License or any other document as proof of your residence and photo identity.
7. In order to ensure the uniformity and maintenance of a good ambience before the Customers of the Establishment, the Establishment may at its option provide you with some standard dress code. You shall be present at all the times in a neat and tidy manner.
8. You are expected to keep your salary package strictly confidential and not to share any information regarding the salary.
9. During your tenure with the company and based on your job profile, you might be granted access to various IT assets & applications with a unique user id and password. These credentials will be unique to you and cannot be shared with anyone. You will be solely responsible and accountable for any information loss/sharing or breach of confidentiality in any way which has occurred due to the misuse of your credentials.




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10. You will be covered by the service rules and regulations including conduct, discipline and administrative orders and any such other rules or orders of the Company / client as the case may be that may come in force from time to time. You shall observe discipline and rules of conduct applicable at the base location of your posting. The tenure of your employment shall be subject to requirement of the services provided by us to our client and shall also be subject to the requirement of deputation or completion of project with the client.
11. You shall be entitled to leave and other benefits as per the rules and regulations governing the base / home location where you will be working. You will be entitled to a weekly off as may be notified from time to time. The weekly off may be staggered and determined as per the roster.
12. You will be governed by the working hours prevailing at the establishment of your working. You will be notified your actual duty timings from time to time. You shall report and be present, accordingly at the Company / client's designated location. You will be required to work in any of the shifts during the day or night. Your working hours may be staggered, and you may be required to work in spells in the morning and evening.
13. You will be required to work on any day of the year, including festival holidays, in the establishment of your posting. You will be allowed a weekly off in accordance with law on any one of the days in the week, as per the schedule notified.
14. Your employment is transferable to any other place / establishment / department / division / unit / branch / subsidiary / affiliate of our client / associate. You may be asked to work from office / facility / field / home. However, such transfer will not entail any increase in your salary and / or adversely affect your emoluments.
15. If advised to work from home, 'Home' means current residential premises declared by you in the employment application data furnished to the company at the time of joining. Any change thereof must be promptly communicated to the company. Any temporary change of residence because of any emergency should be communicated to the reporting manager at the earliest. Work from home does not permit working from public places, restaurants, markets, shops and malls, transport stations or vehicles or private premises belonging to unconnected individuals and organizations.
16. If advised to work from home, you must ensure availability of prescribed infrastructure, space, internet connectivity and equipment required to discharge your duties as specified by the organization from time to time. The cost of the infrastructure at home shall be borne by you.
17. If advised to work from home, your inability to login for part or whole shift and / or fulfil corresponding target output for any reason whatsoever, including but not limited to outage of power / data connectivity issues or any other circumstances beyond control of either or both parties will be treated as absence for part / whole day as may be applicable.
18. The company reserves right to advise employees to proceed on leave on loss of pay or implement lay-off or retrenchment of any employees, in the unlikely event of business environment or financial sustenance of the company being adversely impacted.




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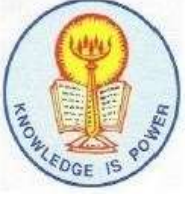
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- c) To take part in or assist in any manner in any movement / agitation or demonstrations of a political nature or other collective nature.
- d) To canvas or take part in an election to any legislature or local authority
26. You shall not at any time either during the contract of your employment or at any time thereafter divulge any information that came to you during the course of your employment without prior permission in writing.
27. You will not enter into any commitments or dealings on behalf of the Company / client for which you have no express authority nor alter or be a party to any alteration of any principle or policy of the Company / client or exceed the authority or discretion vested in you without the previous sanction of the Company / client or those in authority over you.
28. You will scrupulously follow company's social media policy. Any deviation may make you liable for strict disciplinary action.
29. You may be selected and sponsored by the Company / client for familiarization / training assignments with our technical collaborators or any other institutions / organizations in India and/or abroad. You will diligently and beneficially take part in the training and such assignments. The cost of any such training shall be borne by the company and you may be required to sign a Service Bond for a minimum time for which you will serve the company. The company can recover the liquidated damages on the event of your voluntary resignation before the time as mutually agreed upon in the bond.
30. The Establishment considers harassment and discrimination of any nature to be an unacceptable form of behavior, which is not tolerated under any circumstances. All people have the right to work in an environment that is free from harassment and discrimination. Disciplinary action will be taken against anyone found to be guilty of harassing or discriminating against a fellow employee that may result in termination of employment.
31. You will be responsible for the safe keeping and return in good condition and order of all the properties of the company that may be in your use, custody, care or charge. For the loss of any property of the Company / client in your possession, the company will have a right to assess on its own basis and recover the damages of all such materials from you and to take such other action as it deems proper in the event of your failure to account for such material or property to its satisfaction. You will hand over the charge of letter of Authority or Power of Attorney issued to you or any property / material of the company in your possession at the time of cessation of your employment with the Company.
32. All proprietary information and material of the Company / client that is made known to you during the term of work assignment shall be received in confidence and you shall not disclose or, except in performing the services, use any such information / material. You agree that all information, correspondence, documents, material or items provided to you by the Company / client are provided to you in trust and on completion of project / assignment or termination of the service, you shall promptly return all such material to the Company / client, as the case may be.
33. You shall be required to sign and abide by the Policy on Ethics & Code of Conduct with the Company and shall undertake to sign such declarations that the Policy may demand from time to time.




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34. It is hereby expressly agreed and declared that this letter of employment shall be deemed to have been made at Mumbai and that any dispute or suit or action or proceedings whatsoever arising out of or under this letter of appointment or breach thereof or in respect of any matter or thing herein contained and any claim by either party against the other shall be instituted or adjudicated upon or decided by a court of competent jurisdiction at Mumbai.
35. In case of one / more clauses of this letter of employment becomes untenable, the same shall not render the letter of employment null and void in its entirety.
36. The various clauses of this letter are to be read, understood and interpreted in its entirety and none of the clauses are severable from the remaining.

I have read and / or have been explained the contents of the above contract of employment in _____ (language) and I hereby declare that I have fully understood the above terms and conditions and declare the same to be binding on me in its entirety and also give my consent to the clause no. 9 & 10 specifically.

Name : Ms. Ashfiya Anjum Tahir Baig Mirza

Signature :

Date: 14 Aug 2023

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EMPLOYMENT OFFER LETTER


Date : 31st Jul 2023

Mr : kartik prbhu akre

Greetings from Cogent!

Subsequent to our discussions, we are delighted to offer you the position of **CSA** with Cogent E Services Limited. We are excited about the talent you will bring to Cogent and look forward to having you as a part of the team.

We would like you to join your duties with reference to the below details.

	Interview ID	INT072023431119
	Candidate Name	kartik prbhu akre
	Date of Interview	2023-07-28 11:58:19
	Interviewed By	Haseeb Ahmed Khan S
	Offered Salary (Monthly)	15800
	Date of Joining	1 st Aug 2023
	Stipend	INR 1000 For 10 Days, w.e.f Date Of Joining, This will be payable only on successful completion of training and certification

Your **Annual Cost to Company (CTC)** post successful completion of the training & certification will be **Rs 189,600 CTC annually**.

As a part of Cogent e-joining process, you will be required to share scanned copy of a list of documents on Company online joining portal. The link for uploading the documents shall be received on your registered e-mail id / contact number.

You are expected to complete your e-documentation formalities before you join 1st Aug 2023. Please carry all your original documents (identity proof documents, educational and experience documents) at the time of joining for verification.

Cogent E Services Limited does not charge any recruitment fees from applicants for offering the job. No 3rd party is authorized on behalf of the company to make employment offers. Please contact on 9540600417 if anyone asks for favor against the job placement.




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As part of our standard policy, we conduct a background verification for all our employees. In case of any falsification or misrepresentation during the interview or data submission, we reserve the right to withhold the salary and terminate the employment without any notice.

You are requested to kindly go through the offer letter carefully and join us within 3 working days of the offered 1st Aug 2023. By any means if you fail to join on in the given time, this letter will be automatically considered as null and void.

If you have any query, please contact us on **9540600417**.

We congratulate you and wish you a long and successful career with Cogent. We are confident that your contribution will take us further in our journey towards becoming industry leaders.

We assure you of our support for your professional development and growth.

Yours truly,

For Cogent E Services Limited

Authorized Signatory

Cogent E Services Limited does not charge any recruitment fees from applicants for offering the job. No 3rd party is authorized on behalf of the company to make employment offers. Please contact on 9540600417 if anyone asks for favor against the job placement.

Cogent E Services Limited
Website: www.cogenteeservices.com



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सीएसआईआर राष्ट्रीय पर्यावरण अभियांत्रिकी अनुसंधान संस्थान
CSIR NATIONAL ENVIRONMENTAL ENGINEERING RESEARCH INSTITUTE
नेहरू मार्ग, नागपुर / NEHRU MARG NAGPUR - 440020

सं 4185/09/2022/Estt

8^म सितम्बर, 2022
पहचान सं 64690

कार्यालय शपथन / OFFICE MEMORANDUM

विषय: सीएसआईआर नैरी मुख्यालय नागपुर के पर्यावरणीय प्रभाव संधारणीय प्रभाग में सुश्री/श्री प्रभजित कौर पदम द्वारा परियोजना सहयोगी - I के पद पर कार्य ग्रहण संबंधी अधिसूचना।
संदर्भ: पत्र सं. 43(6) 2022 - R&A Dated 24/08/2022

Sub: Joining Notification as Project Associate-I in respect of Prabhjit Kaur Padam in Environmental Impact Sustainability Division of CSIR-NEERI, Nagpur.
Ref.: पत्र सं. 43(6) 2022 - R&A Dated 24/08/2022

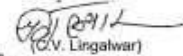
उपरोक्त पत्र में दिए गए नियम व शर्तों को स्वीकार करने के उपरान्त सुश्री/श्री प्रभजित कौर पदम ने इस संस्थान के पर्यावरणीय प्रभाव संधारणीय प्रभाग में दिनांक 01/09/2022 (पूर्वज) को परियोजना सहयोगी - I के रूप में परियोजना सं. CNP-2675(07) के अंतर्गत कार्य ग्रहण किया।

Having accepted the terms and conditions offered to him/her vide above referred letter Prabhjit Kaur Padam has joined as Project Associate-I in Environmental Impact Sustainability Division of this Institute w.e.f 1/09/2022 (F/N) on a under project No CNP-2675(07).

उनका कार्यकाल परियोजना सहयोगी - I के रूप में कार्यग्रहण की तिथि से 31/01/2023 तक या परियोजना की अवधि की समाप्ति की तिथि तक, जो भी पहले हो रहेगा।

His/Her tenure as Project Associate-I will be up to 31/01/2023 from the date of joining, or till the completion of project, whichever is earlier.

प्रायोजित परियोजना/योजना के मद्देनजर समान नियम एवं शर्तों पर उत्पन्न कार्य अवधि बढ़ाई अथवा घटाई जा सकती है। The tenure indicated above may be extended or curtailed depending upon the status of the Sponsored Project/Scheme on the same terms and conditions.


(O.V. Lingalwar)
अनुभाग अधिकारी / SECTION OFFICER

प्रति

सुश्री/श्री प्रभजित कौर पदम, परियोजना सहयोगी - I
द्वारा: वैज्ञानिक तथा प्रमुख, पर्यावरणीय प्रभाव संधारणीय प्रभाग

To,

Prabhjit Kaur Padam, Project Associate-I
Thr: Scientist & Head, Environmental Impact Sustainability Division




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Chemfield Cellulose Pvt. Ltd.,
Nagpur.

SOP No.: QA/SOP/007-05 Format No.: QA/F/080-02

INDUCTION TRAINING RECORD

Name of the Employee: Pritesh Thakre Page 1 of 2
Designation: Tx chemist (SC)
Qualification: M.Sc.
Experience: Fresher
Date of joining: 5/12/2023

Sr. No.	Name / department of Induction training	Date	Name of the department Head/ designee	Signature	Remarks
A Department wise induction					
01	HR (Company introduction Rules and regulations)	5/12/2023	Pravin Jangala Sr. exe HR		Understand/Not understand
02	Quality Assurance				Understand/Not understand
03	Quality Control	05/12/2023	Santosh D.		Understand/Not understand
04	Production				Understand/Not understand
05	Engineering	5/12/23	Pratik Bhargava Mkt. Mgr.		Understand/Not understand
06	Warehouse				Understand/Not understand
07	Management Board (Overall quality system)				Understand/Not understand
08	Dispatch				Understand/Not understand
B General training awareness					
09	ISO 9001:2015 Requirements				Understand/Not understand

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AI Triple Camera
2023.12.06 16:10



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[वैज्ञानिक तथा औद्योगिक अनुसंधान परिषद्]
नेहरू मार्ग, नागपुर - 440020



सं. 43(6)/2023/ भ. एव. मू.

दिनांक: 25/09/2023

सेवा में,

Mr. Chetan Dewangan,
15, Near Shani Mandir, Pandurang Nagar, Gulshan Nagar
Wanjra Layout, Uppalwadi, Nagpur, Maharashtra
chetandwngn2001@gmail.com

विषय: Offer for engagement of Project Associate-I under the Project No CNP-2576 " Development of Green Belt for Koradi Thermal Power premises using Eco-Rejuvenation Technology at MAHAGENCO "/ (PA-228)

महोदय/महोदया,

मुझे आपसे यह कहने का निदेश हुआ है कि "परियोजना हेतु भर्ती एवं मूल्यांकन समिति" की दिनांक 08.09.2023 को सम्पन्न हुई बैठक में की गई सिफारिश के आधार पर निदेशक, सीएसआईआर - राष्ट्रीय पर्यावरण अभियांत्रिकी अनुसंधान संस्थान, नेहरू मार्ग, नागपुर ने निम्न विवरण के अनुसार, आपको परियोजना एसोसिएट - I के रूप में पूर्णतः अस्थाई तौर पर, कार्य करने की सहर्ष अनुमति प्रदान की है / I am directed to inform you that on the basis of the recommendation made in the meeting of "Recruitment and Evaluation Committee for the project" held on 08.09.2023 the Director, CSIR - National Environmental Engineering Research Institute, Nehru Marg, Nagpur has been pleased to allow you to work as Project Associate - I on a purely temporary basis, the details are as under:

1	नाम / Name	: श्री चेतन देवांगन	/ Mr. Chetan Dewangan
2	पदनाम/ Designation	: परियोजना सहयोगी-I	/ Project Associate-I
3	कार्यावधि/ Tenure	: प्रारंभ में एक साल की अवधि के लिए या परियोजना की अवधि की समाप्तिकी तिथि या संलग्न शर्तों में वर्णित पांच वर्ष के पूरा होने तक, जो भी पहले हो।	/ Initially for a period of One Year or date of end of project or till the completion of five years as mentioned in the attached conditions, whichever is earlier
4	पद की प्रकृति/ Nature of post	: पूर्णतः अस्थाई	/ Purely Temporary
5	समेकित राशि / Consolidated amount	: रु. 25,000/- प्रतिमाह + HRA	/ Rs. 25,000/- per month + HRA

यदि आप संलग्न निर्बंधन एवं शर्तों पर, इस अनुबंध को स्वीकार करने के इच्छुक हैं तो कृपया इस पत्र की प्राप्ति की तिथि से सात दिनों के अंदर अपनी स्वीकृति की सूचना निम्नलिखित पते पर प्रेषित करें या परियोजना प्रमुख ईमेल आईडी lalsingh@neeri.res.in को प्रस्तुत करें तथा इसकी एक प्रतिलिपी recruitment@neeri.res.in पर आवश्यक भेजें/If you are willing to accept this offer letter on the attached terms and conditions, please send your acceptance notice within seven days from the date of receipt of this letter at the following address or revert to the Project Leader Email ID lalsingh@neeri.res.in with a copy to recruitment@neeri.res.in.

वैज्ञानिक तथा प्रमुख, पर्यावरणीय जैवप्रौद्योगिकी एवं जीनोमिक्स प्रभाग (EBGD), सीएसआईआर -नेरी, नेहरू मार्ग, नागपुर - 440 020

आपसे आग्रह किया जाता है कि आप, तत्काल, परंतु किसी भी स्थिति में इस पत्र की प्राप्ति के एक माह के भीतर कार्य हेतु रिपोर्ट करें अन्यथा इस संबंध में बिना किसी अन्य सूचना के इस प्रस्ताव को रद्द माना जाएगा। काम के लिए रिपोर्ट करने से पहले, मूलपत्र के साथ अपने प्रशंसापत्र के सत्यापन के लिए आपको भर्ती एवं मूल्यांकन अनुभाग (आर एंड ए) या वैज्ञानिक और प्रमुख, संबंधित क्षेत्रीय केंद्र (जैसा भी मामला हो) जाना आवश्यक है। / You are requested to report for work immediately, but in any case within one month from the date of receipt of this letter, otherwise this offer will be treated as canceled without any further notice in this regard. **Before reporting for work, you are required to visit Recruitment & Assessment (R&A) section or Scientist & Head of concerned Zonal Centres (as the case may be) for verification of your testimonials with the original.**

भवदीय

डॉ. पी. चोधरी
(डॉ. पी. चोधरी)
अनुभाग अधिकारी
भर्ती एवं मूल्यांकन अनुभाग



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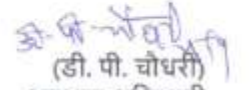
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संलग्न :

1. नियुक्ति प्रस्ताव की निबंधन एवं शर्तें
2. नियुक्ति की निबंधन एवं शर्तों की स्वीकृति का प्रारूप
3. अभ्यर्थी द्वारा दिये जानेवाले वचनबंध का प्रारूप
4. चरित्र प्रमाण-पत्र का प्रारूप
5. स्वास्थ्य प्रमाण-पत्र का प्रारूप

भवदीय



(डी. पी. चौधरी)

अनुभाग अधिकारी

भर्ती एवं मूल्यांकन अनुभाग




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