



**Dada Ramchand Bakhru
Sindhu Mahavidyalaya
Nagpur**

Key Indicator 5.2

Student Progression

Criteria 5 Student Support and Progression

NAAC Reaccredited



B+ Grade
(3rd cycle)

Affiliation



**Rashtrasant Tukadoji
Maharaj Nagpur University**

National ID



AISHE
All India Survey on Higher Education

<https://www.drbsmvnagpur.ac.in>



**Dada Ramchand Bakhru
Sindhu Mahavidyalaya
Nagpur**

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

*Number and List of students placed along with
placement details such as name of the company,
compensation, etc. and links to Placement order*

Criteria 5 Student Support and Progression

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Dada Ramchand Bakhru Sindhu Mahavidyalaya Nagpur

Declaration

This is to declare that the information, reports, true copies and numerical data, etc. furnished in this file as supporting documents are verified and found correct.




Officiating Principal
Dada Ramchand Bakhru
Sindhu Mahavidyalaya, Nagpur-17

NAAC Reaccredited



B+ Grade
(3rd cycle)

Affiliation



Rashtrasant Tukadoji
Maharaj Nagpur University

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सत्यमेव जयते
AISHE

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**Placement of Outgoing
Students
2022-2023**

STUDENT LIST
2022-2023

Year	Name of student who has been placed	Program graduated from	Year of graduation	Name of the employer with contact details	Pay package at appointment
					(In INR per annum)
2022-2023	Rimzim Ganesh Sahu	BCom	2023	Cogent, 9540600417	189600/-
	Hritik Kanojiye, 7020123819	MSc	2023	LUPIN Ltd, 912266402323	120000 stipend for 1 year
	Arif Ansari	BSc	2023	Sinsan Pharmaceuticals Pvt. Ltd	220000/-
	Rutika Jmbhulkar	MSc	2023	Edusera	264000/-
	Ashfiya Anjum Tahir Baig Mirza	BSc	2023	Reliance	181000/-
	Kartik Prabhu Akre	BCom	2023	Cogent, 9540600417	189600/-
	Ms Aditi Patil	BSc	2023	Staenz	180000/-
	Prabhjit Kaur	MSc	2023	CSIR NEERI, Nagpur	300000/- + HRA
	Pritesh Thakre, 9766280485	MSc	2023	Chemfield Cellulose Pvt. Ltd.	132000/-
	Chetan Dewangan	MSc	2023	CSIR NEERI, Nagpur	300000/- + HRA
	Rupal Bhoyar, 7038261907	MSc	2023	Gauganga Food Products	132000/-
	Vaishnavi Likhar, 7387342922	BSc	2023	TCS	127920/-
	Sushrusha D. Tagade	BSc	2023	IDMLT	salary as per fresher's job
	Muskaan Nasir Khan	BSc	2023	Glow Pathology	salary as per fresher's job
	Isha Suraj Verma, 7796370331	BSc	2023	S I Convent, Hansapuri	salary as per fresher's job
	Monisha Nathani	MSc	2023	Lab Assistant, D. R. B. Sindhu Mahavidyalaya	84000/-
	Rameshwari Bhade, 9146979124	MSc	2023	Customer service associate at Mahavitran	salary as per fresher's job

Adiba Sadaf, 7887567952	MSc	2023	Ideal Coaching, Nagpur	salary as per fresher's job
Shahid Hasan, 9595328091	MSc	2023	Shanu Medicos, Ashok Chowk, Nagpur	salary as per fresher's job
Nandini Barai, 7219014070	MSc	2023	Lecturer at Bhivgade national college	salary as per fresher's job
Pallavi Umesh Gujarkar	BSc	2023	NMC, Nagpur	salary as per fresher's job
Himanshu Achhpila	BSc	2023	Bajaj Allianz	salary as per fresher's job
Pratham Sawlani	BCo m	2023	Ameya towers	salary as per fresher's job
Pallavi Kuhikar	BCo m	2023	OM baheram traders	salary as per fresher's job
Mala Bajaj	BCo m	2023	RB Hardware	salary as per fresher's job
Kuldeep Jagyasi	BCo m	2023	Sunder Hardware	salary as per fresher's job
Nitesh Chintamani Nikhare	BCo m	2023	Priti construction Com	salary as per fresher's job
Danish Sheikh	BCo m	2023	Amay agro processor	salary as per fresher's job
Tanvi Bajaj	BCo m	2023	Amay agro processor	salary as per fresher's job
Ankita Chapre	BCo m	2023	Amay agro processor	salary as per fresher's job
Khushboo Balwani	BCo m	2023	Amay agro processor	salary as per fresher's job
Gunjan Arjapure	BCo m	2023	Orange public school, nagpur	salary as per fresher's job
Jagruti V Bisen	BCo m	2023	Mahajan Trading Co	144000/-
Sara N Ansari	BCo m	2023	Zeba Store	salary as per fresher's job
Shivani A Khatri	BCo m	2023	S R Financial services	salary as per fresher's job
Perna A Sewani	BCo m	2023	Madhav trading co	salary as per fresher's job
Mohan k Khilwani	BCo m	2023	Geetanjali enterprises	salary as per fresher's job
Kawaldeep Singh Bagal	BCo m	2023	SSPL Lifestyle	salary as per fresher's job
Khusboo A Ajwani	BCo m	2023	Jai bakery	144000/- per annum
Amarnath Khilesh Sahu	BCo m	2023	A & K Agency	salary as per fresher's job
Bhupendra Yogendra Gupta	BCo m	2023	M N Traders	salary as per fresher's job

Sunny Singh Parihar	BCom	2023	Hitech commu & security system	salary as per fresher's job
Gaurav Bamrah	BCom	2023	Bombay boot house	salary as per fresher's job
Satish mahajan	BCom	2023	Prabhu multi ventures	salary as per fresher's job
Sahil Dewani	BCom	2023	madhav raya infra projects pvt ltd	salary as per fresher's job
Aditya Gupta	BCom	2023	abhay traders	salary as per fresher's job
Abuzar Quereshi	BCom	2023	Raj fabrication	salary as per fresher's job
Ashwini Dilip Parate	BCom	2023	Turjai steel traders	salary as per fresher's job
Jagruti Yuvraj Bisen	BCom	2023	central india paints	salary as per fresher's job
Vicky Vinod Prajapat	BCom	2023	Paliwal granite suppliers	salary as per fresher's job
Rishikesh Niwrutti Kawalehas	BCom	2023	Omkar Marbles	salary as per fresher's job
Sachin Shahu	BCom	2023	Rathi kaushik & associates	salary as per fresher's job
Simranjeet Kalsi			TCS	
Hitesh Sanani			Business	
Prateek Makhija			Business	
Pawan Naidu				
Vansh Gulhane			Job	
Anusha Gedam	BCom	2023	Ameya sales co	salary as per fresher's job
Ashiwini Purwani	BCom	2023	OM baheram traders	salary as per fresher's job
Bhumika Rajpal	BCom	2023	R B Hardware	salary as per fresher's job
Diksha A. Sahare	BCom	2023	Suresh Jagwani & Co	salary as per fresher's job
Anju Waghmare	BCom	2023	Suresh Jagwani & Co	salary as per fresher's job
Ayush Kulhade	BCom	2023	Rathi kaushik & associates	salary as per fresher's job
Ku. Riya Deulkar	M.Sc	2023	Earn & Learn	salary as per fresher's job
Ku. Ujwala Nandeshwar	M.Sc	2023	Earn & Learn	salary as per fresher's job
Ku. Ritika Dhone	M.Sc	2023	Earn & Learn	salary as per fresher's job
Ku. Soniya Katare	M.Sc	2023	Earn & Learn	salary as per fresher's job

Ku. Nandanwar	Deepali	B.Sc.	2023	Earn & Learn	salary as per fresher's job
Snohi Patil		B.Sc.	2023	Go Gas	salary as per fresher's job
Mitalee Chahande,	Rajesh	BBA	2023	Self employed	salary as per fresher's job
9075659318					
Adnan Umair,		BBA	2023	Self employed	salary as per fresher's job
9284946912					
Yash Kanojiya,		BBA	2023	A G Enviro Infra projects pvt ltd	3,35640/- per annum
8758658489					
Prathmesh Mataghare		BBA	2023	IPCA Pharmaceuticals	257040/- per annum
Tejas Ghodmare		BBA	2023	SBL AU small finance bank	213016
Tushar Methwani		BBA	2023	Brand trend hub	salary as per fresher's job
Rishi Sharma		BBA	2023	Accenture Solutions pvt ltd	510400/-
Aaftab Anees Ansari	Aalam	MCom	2023	Wagh Luminous, 104 Zenda Square, Nagpur	salary as per fresher's job
Ajinkya Motghare	Navneet	MCom	2023	Husnoor Private ITI, Borgaon, Nagpur	salary as per fresher's job
Devendra Bokde	Shankar	MCom	2023	Shree Sai Motors, Zingabai Takli, Nagpur	salary as per fresher's job
Gaurav Manik Ekre		MCom	2023	Prapti Online Services, Nari Road, Nagpur	salary as per fresher's job
Harsh Meshram	Prakash	MCom	2023	PG Enterprises, Friends Colony, Nagpur	salary as per fresher's job
Divya Narad	Krushana	MCom	2023	Vivekanand Charitable Trust, Nagpur	salary as per fresher's job
Kartik Arun Raut		MCom	2023	Om Traders, Indira Colony, Jaripatka	salary as per fresher's job
Piyush Marjive	Prakash	MCom	2023	Shri Balaji Gruh Udyog, Jaripatka, Nagpur	salary as per fresher's job
Sahil Manoj Raut		MCom	2023	Shree Sai Motors, Zingabai Takli, Nagpur	salary as per fresher's job
Seema Gabhane	Manohar	MCom	2023	Arnav Auto Parts, Telephone Exchange, Nagpur	salary as per fresher's job
Shubham Kishanrao Mundkar		MCom	2023	Sai Jyoti Publication, Indira Nagar, Nagpur,	salary as per fresher's job
Sneha Sontakke	Bhimraw	MCom	2023	Armour Hardware, Ganjakhhet Square, Nagpur	salary as per fresher's job
Toshik Nandanwar	Pramod	MCom	2023	NX Novelty Mens Wear, Kamal Chowk, Nagpur	salary as per fresher's job

	Rohan Bandu Parekar	MCom	2023	Ardra Tatva Private Limited, Ambazari Layout, Nagpur	salary as per fresher's job
	Akash Kalsait Chandrashekhar	MCom	2023	Abhar Land And Developers Private Limited Nagpur	salary as per fresher's job
	Ammar Saifuddin Patanwala	MCom	2023	Akhtar & Company Indora, Nagpur	salary as per fresher's job
	Pooja Suresh Nagpure	MCom	2023	Uptown Café Lounge 501, Dharpeth Nagpur	salary as per fresher's job
	Nitin Komal Borkar	MCom	2023	Pitamber Bricks Industries Kamptee Road, Nagpur	salary as per fresher's job

DOCUMENTS in ORDER
2022-2023



Dada Ramchand Bakhru Sindhu Mahavidyalaya, Nagpur

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OFFER LETTER - JUNE 2023

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 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 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.cogentesh.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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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.



VR
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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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Sindhu Mahavidyalaya, Nagpur-17



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SINSAN PHARMACEUTICALS PVT. LTD.

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




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SINSAN PHARMACEUTICALS PVT. LTD.

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

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.




Officiating Principal
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Sindhu Mahavidyalaya, Nagpur-17



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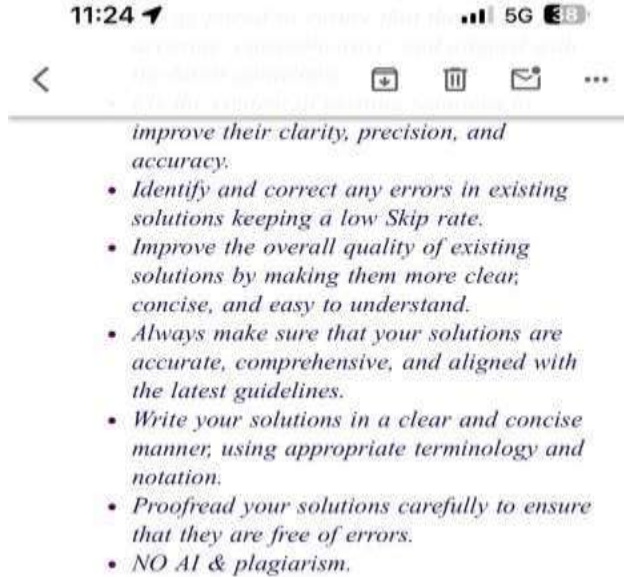
----- Forwarded message -----
From: **Edusera HR** <eduserahr2pm77_bf4@indeedemail.com>
Date: Tue, Dec 26, 2023, 2:23 PM
Subject: Re: OFFER | Edusera Service Private Limited
To: Rutika Jambhulkar
<rutikajambhulkar42@gmail.com>
Cc: <ramyachandrananrksn8_tmi@indeedemail.com>

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



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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- 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

Page 7 of 7




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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 नारी मुख्यालय नागपुर के पर्यावरणीय प्रभाव संचारणीय 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

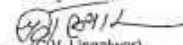
उपरोक्त पत्र में दिए गए नियम व शर्तों को स्वीकार करने के उपरान्त सुश्री/श्री प्रभजित कौर पदम ने इस संस्थान के पर्यावरणीय प्रभाव संचारणीय प्रभाग में दिनांक 01/09/2022 (पूर्वज) को परियोजना सहयोगी - I के रूप में परियोजना सं. CNP-2675(07) के अंतर्गत कार्य ग्रहण किया।

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).

उक्त 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 संचारणीय 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

CONTROLLED COPY
Shot on vivo S1
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. एच. 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 निबंधन 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, पस्तु 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



Officiating Principal
Dada Ramchand Bakhru
Sindhu Mahavidyalaya, Nagpur-17



Dada Ramchand Bakhu Sindhu Mahavidyalaya, Nagpur

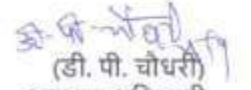
A premier higher education linguistic minority institutes run by Sindhi Hindi
Vidya Samiti



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




Officiating Principal
Dada Ramchand Bakhu
Sindhu Mahavidyalaya, Nagpur-17



Offer: BUSINESS PROCESS SERVICES
Ref: TCSL/DT20234914284/Nagpur/BPS/BTN
Date: 23/11/2023

Ms. Vaishnavi Vijay Likhar
Plot No 544, Rani Durgawati Nagar
Binaki Lay Out
Near Birsa Munda Putla
Nagpur-440017
Maharashtra
Tel# 91-7066167486

Dear Ms. Vaishnavi Vijay Likhar,

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. **10,660/-** 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).

Entitlement - Under this scheme, you and your enrolled dependents will be entitled for Rs. 5, 00,000/- as a family cover under the default HIS plan towards hospitalization expenses.

Premium rates and contribution will be applicable as per the TCS Health Insurance Policy and the amendment made therein from time to time. You have the flexibility to choose a plan which is higher than the default HIS plan during the permitted window, by paying the applicable additional premium plus taxes.

*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 3.25% 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), 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 disablement arising out of and in the course of employment as per applicable Company policy. In the event of death arising out of and in the course of employment, your beneficiary will be eligible for compensation as per the Company's policy. 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

You 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 & Academic Interface



[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/DT20234914284/Nagpur/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:

INSTITUTE DIPLOMA IN MEDICAL LABORATORY TECHNOLOGY

(Managed by Nagar Yuwak Shikshan Sanstha)
WANADONGRI, HINGNA ROAD, NAGPUR-441 110

PRACTICAL TRAINING CONTRACT FORM FOR MEDICAL LABORATORY TECHNOLOGY

Section - I

This form has been issued to KU. Sushruska D. Tagade
(Name of Student)

Son/daughter of Diwakar Tagade residing at
At - Gkogali Po - Ghorad - Tal - Kalmeshwar Dist - Nagpur who has produced
evidence before me that he/she is entitled to receive the Practical Training as per notification issued by
Board of Technical Examination, Bombay vide letter No. BTE D-S/SYL/12903, dated 28th May, 1985.

Date: 20/5/09

[Signature]
The Head of the Academic
Training Institute
PRINCIPAL

Institute of Diploma in Medical
Laboratory Technology
Wanadongri, Hingna Rd., Nagpur.

Section - II

I, Mr/Mrs/Ku Sushruska D. Tagade accept
(Name of Student)

Dr./Shri/Smt. Aika Dive of VSPM DCRC, Dighat, NAGP.
(Name of the Institute)

Dept. of oral Pathology & Microbiology.

(Pathological laboratory/Hospital)

as my Apprentice Master for the above training and agree to obey and respect him/her during the entire
period of my training.

[Signature]

Student

D.M.L.T.

Section - III

I, Dr./Shri/Smt. Aika Dive accept
(Name of the apprentice Master)

Mr./Mrs./Ku. Sushruska D. Tagade as a trainee and I agree to give
him/her training facilities in my organization so that during his/her training he/she may acquire Practical
Training in following subjects :-



GLOW

PATHOLOGY LABORATORY

Dr. Laxmi Lokesh

M.B.B.S., M.D. (Pathology)

Reg. No. : 2013010068

HB Vaishakh Apt, Ground Floor, Plot No 7, Ring Road, Beside CCD,
Pratap Nagar, Nagpur - 440022. **Mob.: 7666031138**

MS. Muskan Nasir Khan pathan is appointed
as a Lab technician at Glow pathology laboratory
pratap Nagar, Nagpur.

Laxmi Lokesh
Glow Pathology Lab
DR. LAXMI LOKESH
M.B.B.S., M.D. (Pathology)
Reg. No.: 2013010068



नागपूर महानगर पालिका, नागपूर
(आरोग्य विभाग)
नागरी प्राथमिक आरोग्य केंद्र, मेहंदिबाग



Ms. Pallavi Umesh Wujarkar is appointed as a
Phlebotomist at Mehandibag UPHC, Mehandibag
Road, Nagpur


Medical Officer:
Mehandibag UPHC
NMC Nagpur



ameya

SALES CORPORATION

Showroom : Ameya Towers,
Adjacent Dinanath High Scho
Opp. Indian Gymkhana, Hump
Road, Dhantoli, Nagpur.
☎ : 0712 - 2421299, 6617693
2420037, 2420039

■ DESIGNER TILES ■ SANITARYWARE ■ MODULAR KITCHENS ■ DECORATIVE LIGHTS

Ref No

Date :

06 June 2023

To Whom It May Concern

This letter is given to Mr Pratham D Sawlani as she is appointed as Accountant in our company from 06 June 2023 and working till date.

She will have to handle the responsibility given to her by her immediate senior.

Proprietor
Ameya Sales Corporation
Nandavan, Nagpur



Ref.No.

Date :

19 June 2023

To Whom It May Concern

This letter is given to Ms. Pallavi R Kuhikar as she is appointed as Clerk in our company from 19 June 2023 and working till date.

She will have to handle the responsibility given to her by her immediate senior.



Proprietor
Om Baheram Traders
Nagpur





R B HARDWARE

491, NEHRU NAGAR NANDANWAN MAIN ROAD, NAGPUR-09

email:-rbpaints50@yahoo.in

Contact:- 9373105487,814981652

05 July 2023

To Whom It May Concern

This letter is given to Ms. Mala N Bajaj as she is appointed as Salesman in our company from 05 July 2023 and working till date.

She will have to handle the responsibility given to her by her immediate senior.

A handwritten signature in black ink, appearing to be 'R.B.', written in a cursive style.

Proprietor
R B Hardware
Nandanwan, Nagpur





सुंदर फुट वेअर

भंडारा रोड, इतवारी, नागपुर-०२

(S) 27625
(S) 27377
Mob. : 937-31061.
Mob. : 937-00061.

नं. _____

दिनांक _____

17 August 2023

To Whom It May Concern

This letter is given to Ms. Kuldeep A Jagyasi as she is appointed as Agent in our company from 17 August 2023 and working till date.

She will have to handle the responsibility given to her by her immediate senior.

Proprietor
Sunder Footwear
Nagpur



Mob. : 9766022228
9822728005

PRITI CONSTRUCTION COMPANY

Behind Sk. Fidaali Complex, Loha Oli,
Itwari, NAGPUR-440 002.

No. **100**

Date — 2/11/2022 —

To Whom It May Concern,

This is to declare that Mr. Nitesh Chintamani Nikhare has been employed as an Assistant Accountant at our Itwari Branch, Nagpur since 10/10/22.

Mr. Nitesh Chintamani Nikhare's role as an Assistant Accountant includes managing expense reports and reimbursements, entering financial transactions into our internal databases and reconciling invoices.

We certify that Mr. Nitesh is a valuable member of our team and has been fulfilling his duties diligently. We are confident in his abilities and trust him to represent our company professionally.


PRITI CONSTRUCTION COMPANY
Behind SK, Fidaali Complex, Loha Oli,
Itwari, Nagpur-02

AMEYA AGRO PROCESSOR

25, AMEYA TOWER, HUMPYARD ROAD , DHANTOLI,

NAGPUR - 440012

PH. 9823020384

To,

15/10/23

Danish K. Sheikh

Ashi nagar

Nagpur - 440017

This is to certify that Mr. Danish K. Sheikh is appointed as sales executive from 14/11/2023 in Ameya Agro Processor.

We are excited to have you on Board and looking forward to your contribution to our team. If you have any question and concern, please do not hesitate to contact us.

Proprietor

J. P. Roy's

Ameya Agro Processor

Dhantoli, Nagpur

AMEYA AGRO PROCESSOR

25, AMEYA TOWER, HUMPYARD ROAD , DHANTOLI,
NAGPUR - 440012
PH. 9823020384

To,

15/10/23

Tanvi Bajaj

Main Road, Jaripatka
Nagpur- 440017

This is to certify that Miss. Tanvi Bajaj is appointed as Manager from 14/11/2023 in Ameya Agro Processor.

We are excited to have you on Board and looking forward to your contribution to our team. IF you have any question and concern, please do not hesitate to contact us.

Proprietor

J. P. Raja

Ameya Agro Processor
Dhantoli, Nagpur

AMEYA AGRO PROCESSOR

25, AMEYA TOWER, HUMPYARD ROAD , DHANTOLI,

NAGPUR - 440012

PH. 9823020384

To,

10/10/23

Ankita H. Chapre

Near Shiv Mandir, Panch Paoli

Nagpur - 440017

This is to certify that Miss Ankita H. Chapre is appointed as Computer Operator from 14/11/2023 in Ameya Agro Processor.

We are excited to have you on Board and looking forward to your contribution to our team. If you have any question and concern, please do not hesitate to contact us.

Proprietor

J. P. Rija

Ameya Agro Processor

Dhantoli, Nagpur

AMEYA AGRO PROCESSOR

25, AMEYA TOWER, HUMPYARD ROAD, DHANTOLI,
NAGPUR - 440012
PH. 9823020384

To

10/10/23

Khushboo H. Balwani
main road, vaishali nagar
Nagpur

This is to certify that Miss Khushboo H. Balwani
is appointment as Accountant from 14/11/2023 in
Ameya Agro Processor.

We are excited to have you on Board and
looking forward to your contribution to our team.
If you have any question and concern, please
do not hesitate to contact us.

Proprietor

J. P. Raja

Ameya Agro Processor
Dhantoli Nagpur

ORANGE PUBLIC SCHOOL, NAGPUR

PANCHSHEEL NAGAR, TEKA NAKA, NAGPUR 440017

Date: 12/12/2022

TO WHOMSOEVER IT MAY CONCERN

This is to certify that **Ms Gunjan Arjapure** is working in our Orange Public School, Nagpur as a Public Relation Officer since 15/5/2022.



Mrs.A.A. Shingarpure

Principal

MAHAJAN TRADING CO.

Shop no.84,Sai Wasanshah Chowk,
Jaripatka,Nagpur email-anm2008@gmail.com

Date: 20/11/2023

Dear Ms. Jagruti V Bisen

We are pleased to formally offer you the role of Customer Service Manager on the following terms and conditions:

Position: Customer service manager

Job description: Oversee a team of 30 customer service representatives, manage customer surveys and log customer comments

Start date: 1st December 2023

Working hours: Monday through Friday, 10 a.m. to 6 p.m.

Salary: ₹12000 per month

If you accept, please review and sign the attached forms before 20th November , 2023



A.N Mahajan

HR Manager
Mahajan Trading Co,Nagpur

ZEBA STORE

MOMINPURA NAGPUR

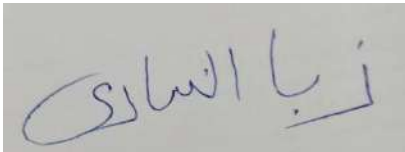
To whomsoever it may concern

This is to certify that Ms Sara N Ansari is working with our organization at the post of sales executive since 1st November 2022. She is a person totally dedicated to his work with proper work commitment towards to the organization.

Regards

ZEBA STORE

MOMINPURA NAGPUR

A rectangular box containing a handwritten signature in Urdu script, which reads "زبا انصاری" (Zeba Ansari).

Proprietor

SR FINANCIAL SERVICES

NMC COMPLEX SADAR NAGPUR

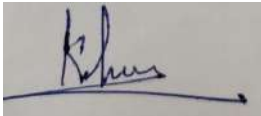
To whomsoever it may concern

This is to certify that Ms Shivani A Khatri is working with our organization at the post of Tele caller since 1st August 2022. He is a person totally dedicated to his work with proper work commitment towards to the organization.

Regards

SR FINANCIAL SERVICES

NMC COMPLEX SADAR NAGPUR

A handwritten signature in blue ink, appearing to read 'Shivani A Khatri', is written over a horizontal line that ends in an arrowhead pointing to the right.

Proprietor

MADHAV TRADING COMPANY

JARIPATKA NAGPUR

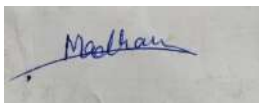
To whomsoever it may concern

This is to certify that Ms Prerna A Sewani is working with our organization at the post of Digital Marketing Officer since 1st September 2022. She is a person totally dedicated to her work with proper work commitment towards to the organization.

Regards

MADHAV TRADING COMPANY

JARIPATKA NAGPUR

A rectangular box containing a handwritten signature in blue ink that reads "Madhav".

Proprietor

GEETANJALI ENTERPRISES

CA ROAD NAGPUR

To whomsoever it may concern

This is to certify that Mr Mohan k Khilwani is working with our organization at the post of Digital Marketing Officer since 1st December 2022. He is a person totally dedicated to his work with proper work commitment towards to the organization.

Regards

GEETANJALI ENTERPRISES

CA ROAD NAGPUR

A square box containing a handwritten signature in blue ink that reads "Geetanjali".

Proprietor

SSPL LIFE STYLE

SHOP NO.126,MAIN ROAD SADAR ,NAGPUR 440001

Date: 10/10/2022

TO WHOMSOEVER IT MAY CONCERN

This is to certify that Mr Kawaldeep Singh Bagal is working in our shop SSPL Lifestyle as a junior clerk since 10/5/2022 .



Sukhvinder Singh

Manager
SSPL Lifestyle,Sadar,Nagpur

JB JAI BAKERY

21,S.B. ROAD,JARIPATKA , NAGPUR, 9326454520

Date: 20/4/2023

Ref no : JB/AL/2019/23

Dear Ms.Khusboo A Ajwani

We are pleased to inform you that you are appointed as Store Incharge w.e.f 1/5/2023 on a consolidated monthly salary of Rs.12000 per month. Your training period is of 3 months. You have already accepted all terms and conditions after the interview. We wish you good luck.



Jai Singh Madaan

Director

M : 9730756239
9028352412

A & K Agency

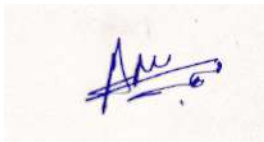
Shop No. 27, MIG Housing Colony, Vakilpeth, Nagpur-9

To Whom It May Concern,

This is to declare that Mr. Amarnath Khilesh Sahu has been employed as a Salesman at, Nagpur since 12/02/2022.

Mr. Amarnath Khilesh Sahu role as a salesman includes assisting customers, managing product displays, handling sales transactions, and maintaining a clean and organized store environment.

We certify that Mr. Amarnath Khilesh Sahu is a valuable member of our team and has been fulfilling his duties diligently. We are confident in his abilities and trust him to represent our company professionally.



SSPL LIFE STYLE

SHOP NO.126,MAIN ROAD SADAR ,NAGPUR 440001

Date: 10/10/2022

TO WHOMSOEVER IT MAY CONCERN

This is to certify that Mr Kawaldeep Singh Bagal is working in our shop SSPL Lifestyle as a junior clerk since 10/5/2022 .



Sukhvinder Singh

Manager
SSPL Lifestyle,Sadar,Nagpur

GST No. 27FJYPS6908FIZA

M.: 9422808921

M.N. Traders

BUILDING MATERIAL SUPPLIERS


Adarsh Nagar, Plot No. 57, Umred Road, Nagpur

To Whom It May Concern,

This is to declare that Mr. Bhupendra Yogendra Gupta has been employed as an Assistant Store Manager, at our Umred Branch, Nagpur since 05/08/2022.

Mr. Bhupendra's role as an Assistant Store Manager includes supporting the Store Manager in the daily business operations of a retail store. General tasks include supervising employees, communicating with and helping customers and carrying out directives given by the manager.

We certify that Mr. Bhupendra is a valuable member of our team and has been fulfilling his duties diligently. We are confident in his abilities and trust him to represent our company professionally.


M. N. Traders
Adarsh Nagar, Plot No. 57,
Umred Road, Nagpur

SYED WALIDAD PALASTIC INDUSTRIES

सय्यद वलीदाद प्लास्टीक इंडस्ट्रीज

PLOT NO. 242, SOUTH OF OLD BAGADGANJ, NAGPUR - 440008

Dealing in Plastic Scrap & Manufacturer of Plastic Granuels & Plastic Sutli & Other Allied items

This is to declare that Mr. Bhupendra Yogendra Gupta has been employed as an Assistant Store Manager, at our Umred Branch, Nagpur since 05/08/2022.

Mr. Bhupendra's role as an Assistant Store Manager includes supporting the Store Manager in the daily business operations of a retail store. General tasks include supervising employees, communicating with and helping customers and carrying out directives given by the manager.

We certify that Mr. Bhupendra is a valuable member of our team and has been fulfilling his duties diligently. We are confident in his abilities and trust him to represent our company professionally.



SYED WALIDAD PALASTIC INDUSTRIES
PLOT NO. 242, SOUTH OLD BAGADGANJ,
NAGPUR-08

PAN NO. AKKPT6661J

HI-TECH COMMUNICATION & SECURITY SYSTEMS

H.No. 692/667, Somwar Bazar Road, Sitabuldi, NAGPUR-440012

Email : hitechcctv@gmail.com Website : hi-techcommunication.net

-
- Close Circuit Television • Video Recording Systems • Finger Prints Attendance Systems • Card Attendance Systems
 - WI-FI Systems • EPABX • Computer Accessories • All Types of Electronics
-

No. 110

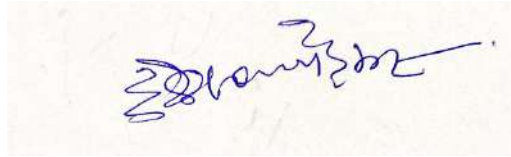
Date

To Whom It May Concern,

This is to declare that Mr. Sunny Singh Parihar has been employed as a Technician at our Sitabuldi Branch, Nagpur since 01/01/2023.

Mr. Sunny Singh Parihar's role as a Technician CCTV Installations, repairing and configurations.

We certify that Mr. Sunny Singh is a valuable member of our team and has been fulfilling his duties diligently. We are confident in his abilities and trust him to represent our company professionally



HI-TECH Communication & Security Systems
H. No. 692/667 , Somwar Bazar,
Sitabuldi, nagour-12

Bhandara Road, Itwari, Nagpur-440 002 (M.S.)

Ref. No.....

Date.....

Letter of Appointment

Date : 19th September 2023

Dear Gourav Bamrah,

We are delighted to officially appoint you as Accounts Book keeper at our company effective from 1st November 2023.

Your qualifications and experience in finance make you an ideal candidate for this role, and we are confident that you will contribute significantly to our financial management.

Sincerely,

[HR Manager]

FOR PRABHU MULTIVENTURES

Prabhu
PARTNER

Letter of Appointment

Date : 25th August,2023

Dear Satish Mahajan

We are delighted to officially appoint you as a Business Developer Officer at our company effective from 1st Oct. 2022.

Your qualifications and experience in finance make you an ideal candidate for this role, and we are confident that you will contribute significantly to our financial management.

Sincerely,

[HR Manager]

FOR PRABHU MULTIVENTURES

PARTNER



Madhavraya Infra Projects Private Limited

Flat No. 001, Devika Mansi C, MPDI Road, Jaripatka, NAGPUR-440014 MH
Ph. : +91 712 2655000

Letter of Appointment

Date : 15th November ,2023

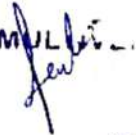
Dear Mr.Sahil Susheel Kumar Dewani

Appointment as : Office Assistant

We refer to your recent interview for the above position and are pleased to inform you that we are offering you the position with our company effective from 1st December 2023.

Sincerely,
[HR Manager]

MADHAVRAYA MUL...



PARTNER



VAT.TIN.NO. 27581077784-V
C.S.T. NO. 27581077784-C

M. : 9370477773
9371667798

ABHAY TRADERS

Plot No. R-29, Gayatri Nagar, Revati Vaish, Besa, Nagpur-440034

Cement, Steel, Metal / GV., Sand, G.I. / P.V.C. Pipe, Sanitaryware, Paints, Hardware & General Order Supplier.

No. . 201

Date :

To Whom It May Concern,

This is to declare that Mr. Aditya Rajesh Gupta Thakre has been employed as a cashier at our company, since 1/11/2023. Mr. Aditya Rajesh Gupta Thakre has been responsible for handling cash transactions, maintaining accurate records, and ensuring compliance with company policies and procedures.

During his tenure, he has demonstrated professionalism, integrity, and a strong work ethic. He has consistently performed his duties with diligence and has been a valuable asset to our team.

We certify that he is a valuable member of our team and has been fulfilling his duties diligently. We are confident in his abilities and trust him to represent our company professionally



ABHAY TRADERS
Plot No. R-29, Gayatri Nagar, Revati Vaish, Besa, Nagpur-34

GST NO.: 27AALPB4598B1ZQ

MOB. : 9373104951



M/s. Raj Fabrication

ALL TYPES OF FABRICATION & PIPE WORK

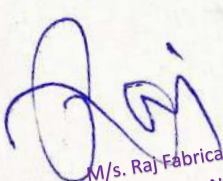
33, Tikekar Ghat, NIT Shop, Near Sardar Patel Chowk, Near Dhantoli Bridge, Nagpur

**We Fabricate : Grills, Gates, Channel Gates, Rolling Shutters,
Trusses, School Furniture, M.S.E.B. Fitting Etc.**

To Whom It May Concern,

This is to declare that Mr. Abuzar Ahmad Quereshi has been employed as an Assistant Accountant at our Dhantoli Branch, Nagpur since 01/07/2023.

We certify that He is a valuable member of our team and has been fulfilling his duties diligently. We are confident in his abilities and trust him to represent our company professionally



M/s. Raj Fabrication
33, Tikekar Ghat, NIT Shop,
Near Sardar Patel Chowk, Near Dhantoli Bridge, Nagpur

VAT TIN No. 27840592738V w.e.f. 17 Feb. 2007
C.S.T. TIN No. 27840592738C w.e.f. 17 Feb. 2007

Subject to Nagpur Jurisdiction

☎ : 2703193



TULJAI STEEL TRADERS

IRON, STEEL & GENRAL SUPPLIERS

3, Janki Nagar, Manewada Ring Road, Uday Nagar Square, Nagpur-34.

Date _____

To Whom It May Concern,

This Letter is to declare that -Ashwini Dilip Paratehas been employed as a Salesman at our shop, since 24/06/2023.

Ashwini Dilip Parate- role as an Accountant includes assisting customers, managing product displays, handling sales transactions, and maintaining a clean and organized store environment.

We certify that Ashwini Dilip Parates a valuable member of our team and has been fulfilling his duties diligently. We are confident in his abilities and trust him to represent our company professionally.

TULJAI STEEL TRADERS
3, Janki Nagar Manewada Road,
Uday Nagar Square, Nagpur-34

27500556841 V
w.e.f. 12-6-06

☎: (S) 2527943
Mob. : 9822933678

CENTRAL INDIA PAINTS

4,5,Shreeman Yogee Complex, Khare Town Dharampeth, Nagpur-10
Authorised Stockist for ICI India Ltd. & Asian Paints Ltd.

Date _____

Ms. Jagruti Yuvraj Bisen

Durgawati Chowk,

Nagpur

Dear Ms. Jagruti Yuvraj Bisen

We are pleased to offer you the position of Store Manager at CENTRAL INDIA PAINTS. Your employment with us will begin on 02/01/2023.

Your starting salary will be Rs. 23,000 per month, payable in accordance with our standard payroll schedule.

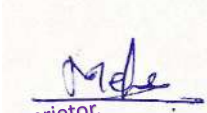
As Store Manager, your responsibilities will include but are not limited to:

- ❖ Overseeing day-to-day operations of the store
- ❖ Managing inventory and ensuring adequate stock levels
- ❖ Hiring, training, and supervising store staff
- ❖ Providing excellent customer service
- ❖ Implementing strategies to increase sales and profitability
- ❖ Ensuring compliance with company policies and procedures

We believe that your skills and experience make you an excellent fit for this role, and we are excited to welcome you to our team. Please review the attached job description for more details about your new position.

We look forward to having you join us at CENTRAL INDIA PAINTS and are confident that you will make a valuable contribution to our organization.

Sincerely


Proprietor,
CENTRAL INDIA PAINTS
4,5, Shreeman Yogee Complex,
Khare Town Dharampeth,
Nagpur-10

॥ बाबो भली करें ॥

(M) : 9823161849
8830229363
9763413223

PALIWAL GRANITE SUPPLIERS
पालीवाल ग्रेनाईट सप्लायर्स

ग्रेनाईट, मार्बल एवं टाईल्स
सभी प्रकार के ग्रेनाईट, स्टोन एवं टाईल्स के थोक विक्रेता.

९३४, जुना बगडगंज, भंडारा रोड, हनुमान मंदिर के पास, नागपुर.
ब्रान्च : हितेश टॉवर, शॉप नं. ९, जरीपटका सिंग रोड, नागपुर.

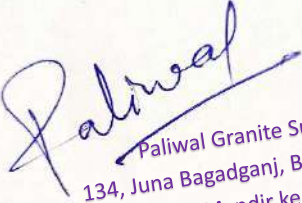
दि. : _____

To Whom It May Concern,

This Letter is to declare that Vicky Vinod Prajapati has been employed as a Accountant at our shop, since 24/06/2023.

Vicky Vinod Prajapati role as an Accountant includes preparing and examining financial records and ensuring information is up to date and accurate.

We certify that Vicky Vinod Prajapati is a valuable member of our team and has been fulfilling his duties diligently. We are confident in his abilities and trust him to represent our company professionally.


Paliwal Granite Suppliers
134, Juna Bagadganj, Bhandara Road,
Hanuman Mandir ke Pass, Nagpur

G.S.T. No. 27AGWPG4214E2ZE

Mob. : 9420566420

OMKAR MARBLE

Ranala Road, Kamptee.


Wholesale in Granite Vitrified Tiles Marble, Kota, Kadppa, Glass Tiles

To Whom It May Concern,

This Letter is to declare that Rishikesh Niwrutti Kawale has been employed as a Accountant at our shop, since 24/06/2023.

Rishikesh Niwrutti Kawale role as an Accountant includes preparing and examining financial records and ensuring information is up to date and accurate.

We certify that Rishikesh Niwrutti Kawale is a valuable member of our team and has been fulfilling his duties diligently. We are confident in his abilities and trust him to represent our company professionally.



[Omkar Marble]
Proprietor,
OMKAR MARBLE
Ranala Road, Kamptee



APPOINTMENT LETTER

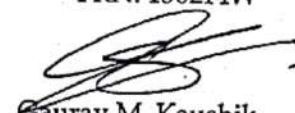
This is to state that Mr. Sachin T. Shahu has been appointed in our firm Rathi Kaushik and Associates, Chartered Accountants as trainee from 10th August 2023 and will work in our firm whose timing will be from 11 AM to 06 PM.

This Letter is for information purpose only.

Place: Nagpur
Date: 07th August 2023



For Rathi Kaushik & Associates
Chartered Accountants
FRN: 136214W


Gaurav M. Kaushik
M. No. 151141 (Partner)



Ameya
SALES CORPORATION

Showroom : Ameya Towers,
Adjacent Dinanath High School,
Opp. Indian Ginkhana, Humpyard
Road, Dhantoll, Nagpur.
☎ : 0712 - 2421299, 6617693,
2420037, 2420039

■ DESIGNER TILES ■ SANITARYWARE ■ MODULAR KITCHENS ■ DECORATIVE LIGHTS

Ref. No.


Date :

06 June 2023

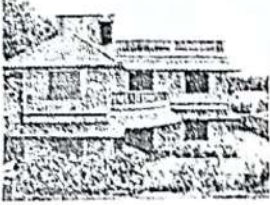
To Whom It May Concern

This letter is given to Ms. Anusha V. Gedam as she is appointed as Accountant in our company from 06 June 2023 and working till date.

She will have to handle the responsibility given to her by her immediate senior.


Proprietor
Ameya Sales Corporation
Nandanvan, Nagpur





OM BAHERAM TRADERS

Pramod S.
Mo. 9595455101

GST No. 27ADXP1431J1Z1
3/A, रमना मारोती नगर, नागपूर-९
Ph. 0712-2712013, M.: 9595455101, 102

ACC Lim
India's No. 1 Cement Con

Ref.No.

Date :

16 June 2023

To Whom It May Concern

This letter is given to Ms. Ashwini R. Purwani as she is appointed as Clerk in our company from 16 June 2023 and working till date.

She will have to handle the responsibility given to her by her immediate senior.


Proprietor
Om Baheram Traders
Nagpur





R B HARDWARE

491, NEHRU NAGAR NANDANWAN MAIN ROAD, NAGPUR-09

amil:-rbpaints50@yahoo.in

Contact:- 9373105487,8149816

05 July 2023

To Whom It May Concern

This letter is given to Ms. Bhumika A. Rajpal as she is appointed as Salesman in our company from 05 July 2023 and working till date.

She will have to handle the responsibility given to her by her immediate senior.

A handwritten signature in black ink, appearing to be 'R B' followed by a flourish.

Proprietor
R B Hardware
Nandanvan, Nagpur





सुंदर

फुट वेअर भंडारा रोड, इतवारी, नागपुर-०२

(S) 2762
(S) 2737
Mob. : 937-3106
Mob. : 937-0006

नं. _____

दिनांक _____

10 August 2023

To Whom It May Concern

This letter is given to Ms. Ashwini R. Purwani as she is appointed as Agent in our company from 10 August 2023 and working till date.

She will have to handle the responsibility given to her by her immediate senior.

Proprietor
Sunder Footwear
Nagpur





SURESH JAGWANI & CO
CHARTERED ACCOUNTANTS

APPOINTMENT LETTER

This is to state that Miss. Diksha A. Sahare has been appointed in our firm M/s Suresh Jagwani & Co., Chartered Accountants as Accountant from 01st September 2023 and will work in our firm whose timing will be from 10.30 AM to 06 PM.

This Letter is for information purpose only.

Place: Nagpur
Date: 01st September 2023



For Suresh Jagwani & Co.
Chartered Accountants
FRN: 115415W

JK

Jay M. Kaushik
M. No. 184309 (Partner)

Head Office :- G-76, Ganesh Ward, Near Punjab National Bank College Road, Civil Lines, Betul-460001
Second Office :- 104, Gayatri Palace, Central Avenue, Darodkar Square, Near Aaychit Mandir, Mahal, Nagpur- 440002
Call :- 7798703199, 9423408250



SURESH JAGWANI & CO
CHARTERED ACCOUNTANTS

APPOINTMENT LETTER

This is to state that Miss. Anju O. Waghmare has been appointed in our firm M/s Suresh Jagwani & Co., Chartered Accountants as Accountant from 10th August 2023 and will work in our firm whose timing will be from 10.30 AM to 06 PM.

This Letter is for information purpose only.

Place: Nagpur
Date: 07th August 2023



For Suresh Jagwani & Co.
Chartered Accountants
FRN: 115415W

Jay M. Kaushik
M. No. 184309 (Partner)



APPOINTMENT LETTER


This is to state that Mr. Ayush R. Kulkhade has been appointed in our firm Rathi Kaushik and Associates, Chartered Accountants as trainee from 10th September 2023 and will work in our firm whose timing will be from 11 AM to 06 PM.

This Letter is for information purpose only.

Place: Nagpur
Date: 01st September 2023



For Rathi Kaushik & Associates
Chartered Accountants
FRN: 136214W


Gaurav M. Kaushik
M. No. 151141 (Partner)



Dada Ramchand Bakhru Sindhu Mahavidyalaya, Nagpur

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



The following Students of B.Sc. from DRB Sindhu Mahavidyalaya, Nagpur worked under the earn and learn scheme in Session 2022-23.

ENROLLMENT ONLINE WORK 2022-23 SESSION

- 1 Ku. Riya Deulkar (M.Sc.)
- 2 Ku. Ujwala Nandeshwar (M.Sc.)
- 3 Ku. Ritika Dhone (M.Sc.)
- 4 Ku. Soniya Katare (M.Sc.)
- 5 Ku. Deepali Nandanwar (B.Sc.)




Officiating Principal
Dada Ramchand Bakhru
Sindhu Mahavidyalaya, Nagpur-17

Name: 9803 Mitalee Rajesh Chahnde

Employee ID - 9803

Dear 9803 Mitalee Rajesh Chahnde

Sub - Revision of Designation, Grade, Band

With an objective to bring better alignment between the various roles in Vindhya, we have reviewed your designation & Grade.

We are happy to revise your designation, Grade, Band as under:

- Designation - Executive - Operations
- Grade - Executive
- Band - Front Line

The rest of your service conditions would remain unchanged.

We appreciate your contribution to Vindhya and wish you a great career ahead with us.

Best Regards,

Vindhya e-infomedia Pvt Ltd.



Sandeep Ramesh Hoysal
(AVP – Human Resource)

SSA SERVICES

M/S. S.S.A.SERVICES 1237/A/47 NEAR MASJID SHA-E-RAZA, TAJ NAGAR ,NAGPUR. MOB - 9595603144

GSTIN - 27BOLPM0731G1Z0

TO WHOMSOEVER IT MAY CONCERN

THIS LETTER IS ISSUED TO MR. MOHD UMAIR ADNAN AS HE IS WORKING IN MY SHOP/BUISNESS

HOUSE/FACTORY/INDUSTRY/ SSA SERVICES SINCE 2014

HENCE THIS LETTER.

MOHD SHAHID RAZA

+91 9595603144

UMAIRADNAN694@GMAIL.COM

AG Enviro Infra Projects Private Limited

CIN: U90001MH2004PTC150156



AG ENVIRO

Innovative Solutions for a More Eco-Friendly World
Date: 14th March 2024.

To,
Mr. Yash Kanojiya
Plot 51/ A Mayur Nagpur mini garden Nari,
Road Nagpur 440026, Nagpur, Maharashtra.

OFFER LETTER

Dear Yash,

With reference to your application for employment and the subsequent interview/s and discussions had with you, we are pleased to offer you an appointment in our organization on the following term and conditions –

Designation : Executive – IT & GPS
Date of Joining : 22nd March 2024
Place of Posting : Nagpur

Your total yearly CTC emoluments shall be same as accepted by you at the time of your interview.

This offer is valid till 22nd March 2024 and you are requested to join us on or before 22nd March 2024.

Please note that this Offer as well as your appointment with the Company is subject to successful completion of previous employment verification, background verification and verification your original documents related to your Educational, Qualification, Previous Work experience certificate, Pay Slips, Bank A/c Statements, Resignation Letter, Address Proofs, Identity Proofs etc.

Please return the photocopy of this letter duly signed by you in token of your acceptance of the terms and conditions thereof. You will receive the Letter of Appointment on the day of your joining after the completion of your Joining Formalities.

You are requested to send us your acceptance within 3 days of receipt of this offer letter after which this offer letter will lapse.

We look forward to your joining our team for a long, successful, and pleasant association.

Thanking you,

Yours Truly,
For, AG Enviro Infra Projects Pvt. Ltd.


Sunil Neve
Head HR

I accept this offer.

Name : _____ Signature: _____

Date : _____ Place: _____



Annexure (I) Fitment			
Name of Employee : Yash Kanojiya		Company Name: AGEIPPL	
Grade	M5	Designation : Executive - IT & GPS	
DOJ	22-03-2024	Location	Nagpur
Sl. No.	Particulars	Salary	
		Per Month	Per Annum
A			
1	Basic Pay	14,000	1,68,000
2	Special Allowance	8,365	1,00,380
3	HRA*	1,118	13,416
B	Gross Sub Total (A+B)	23,483	2,81,796
C	Other Employee Benefits		
1	Employer PF	1,950	23,400
2	Gratuity	673	8,076
3	Bonus	1,864	22,368
4	ESIC	-	-
	Sub-Total (D)	4,487	53,844
D	Fixed Pay	27,970	3,35,640
E	CTC (E+F)	27,970	3,35,640

[Handwritten Signature]

Date: 27/02/2024

Mr.Prathmesh Narayan Mataghare,

Plot No 301,
Panchpaoli Road,
Near Karmavir Shinde High School,
Nagpur - 440017

OFFER LETTER

Dear **Prathmesh,**

With reference to your application and the subsequent interview you had with us, we are pleased to inform you that you have been selected for the position of **Business Officer** in the Management Cadre for our Domestic Marketing Department attached to **Pharma** Division based at **Nagpur** H.Q. of the company. Your salary and other allowances will be as per the enclosed statement.

1. You will be on Probation for a period of One Year from the date of joining

During Probation period either party will be at liberty to terminate appointment by giving 24 hours notice or salary in lieu of such notice.

2. Reimbursement of field expenses :

You are entitled for reimbursement of expenses for field work subject to maximum limit fixed by us from time to time as per the Annexure 'A' enclosed.

3. You are required to furnish the following by return courier :

a) Copy of resignation letter submitted to your present employer.

4. On joining you will be required to furnish :

a) Resignation Acceptance letter & Experience Certificate of all previous and your present employer.



Ipca Laboratories Ltd.

www.ipca.com

Offer Letter of Mr. Prathmesh Narayan Mataghare contd....

-2-

5. The detailed appointment letter containing terms and condition of employment as applicable to you as **Business Officer** shall be given to you on your joining. However, after joining your duties if you remain absconding without information, management will be free to withdraw the offer of appointment without assigning any reason in writing or otherwise

You are requested to confirm your acceptance of the above offer and your joining latest by **05/03/2024**.

It may be noted that, in case you fail to join on or before **28/03/2024** this offer letter shall stand automatically cancelled without any reference to you.

Please return the enclosed copy duly signed as a token of your acceptance of the letter.

Yours faithfully,

For Ipca Laboratories Ltd

Ashwini Shedge
Sr. General Manager Sales & Marketing

* The letter is computer generated and does not need any signature.
Encl : as above



Ipca Laboratories Ltd.

www.ipca.com

**STATEMENT OF GROSS REMUNERATION
(AS PER LETTER OF OFFER DATED: 27.02.2024)**

Name : Prathmesh Narayan Mataghare			
		HQ : NAGPUR	Pharma
PARTICULARS		Rs.(P.M)	Rs.(P.A)
(1) Monthly Benefits			
Basic		6500	78000
Total A		6,500	78,000
House Rent Allowance		3120	37440
Education Allowance		300	3600
Metro Allowance		950	11400
Other Allowance		7200	86400
Kit Allowance		200	2400
Vehicle Maint Allowance		350	4200
Total B		12,120	1,45,440
Advance Against Bonus *		600	7200
Total C		600	7,200
Total (1) : (A+B+C)		19,220	2,30,640
(2) Annual Benefits			
Bonus **		400	4800
Provident Fund		1800	21600
Total (2)		2,200	26,400
Total (1 + 2)		21,420	2,57,040

Total A above: This component shall be considered for deciding applicability for payment of Bonus as per provisions of the Bonus Act, 1965 and for calculation of Gratuity, as per provisions of Gratuity Act, 1972.

Total B above: The allowances mentioned herein above shall not be considered for any retiral benefits, except Provident Fund, which will be in line with judgement of Supreme Court of India dtd. 28/02/2019.

Total C above: * The amount shown in the statement under the monthly earnings as "Advance against Bonus" is against the statutory bonus payment prescribed under the payment of Bonus Act, 1965, as amended.

** The amount shown in the statement under the annual benefits as "Bonus / Ex -gratia" shall vary on month to month basis and shall only be payable based on computation of available and allocable surplus under the provisions of the Bonus Act, 1965.

**Ashwini Shedge
Sr. General Manager Sales & Marketing**

Accepted 

Signature

Ipca Laboratories Ltd.
www.ipca.com

ANNEXURE 'A'**FIELD EXPENSES REIMBURSEMENTS LIMITS FOR BUSINESS OFFICER
METRO-2**

a.	H.Q.Allowance	:	Rs.200 /-per day
b.	Ex-Town	:	Rs.200 /-per day
c.	Outstation	:	Rs.285 /-per day
d.	Transit Day	:	Rs.125 /-per day
e.	Sun / Holidays	:	Rs.125 /-per day
f.	Hill Station (Outstation only)	:	Rs.375 /-per day

HR-Rec: /23-24/4589798

Date: September 22, 2023

Tejas

House no 481, Balabhaupeth, Ganoba Temple, Behind Ward House, Dr. Ambedkar Marg, NAGPUR-440017, Maharashtra, INDIA

Sub -: Offer cum Appointment letter for the post of Sales Officer SBL

Dear Tejas,

This is with reference to your application for the above mentioned position. As per our discussions with you; we are pleased to offer you, your appointment as **Sales Officer SBL** at our **Nagpur - Sameep Tower - Asset Center**. Your **Grade** shall be **A1** and HR designation would be **Executive** in **Sales** Department. This offer of appointment is subject to the terms and conditions not limited to below mentioned terms but also include the Annexure(s) attached hereto and/or any form of communication or office orders, circulars, communicated or to be communicated to you:

- A. Your basic salary plus allowances in accordance with the Bank's rules that are in force for the time being and from time to time shall be as per the enclosed Annexure I. Please note that the Management reserves the right to restructure or change your compensation at any time at its sole discretion.
- B. Annexure II lists out the broad terms and conditions of service governing your employment with the Bank. These are subject to change from time to time. You will be expected to carefully read, and keep yourself abreast of, the policies of the Bank as announced or amended from time to time. These amendments would be binding on you, immediately on its publication.
- C. Upon successful fulfilment and satisfaction of all the terms and conditions mentioned in this offer cum appointment letter within **Three** days from the date of this letter, this conditional appointment shall become absolute. In case of your failure to fulfil any or all of these terms and conditions within the aforesaid period of **Three** days from the date of this letter, this offer cum appointment letter shall be automatically revoked and no claim and/or disputes shall be entertained.
- D. Your employment in the Bank is subject to satisfactory verification of your certificates, testimonials and personal particulars/ credentials. The Bank reserves the right to get a background check (including criminal history record search, education and employment; and personal details verification) conducted on you, which you explicitly agree to, whether done directly by us or through nominated third-party agencies. In the event that such verification or background check reveals any discrepancy in the statement(s) made in your application or in the bio-data with the Bank or in the declarations made by you in this agreement, your services are liable to be terminated forthwith without any notice or compensation.
- E. This offer is valid subject to your **acknowledgement** & acceptance within "72 hours", sharing of resignation-submission copy from current employer within seven days and resignation acceptance copy from current employer within "2 weeks" of receiving this offer. Each one of these terms are interrelated and breach of anyone shall be considered as breach of all the terms and conditions, which will lead to



revoking of the offer made and all the terms & conditions of this offer to be treated as null and void.

You will **Report** to **Mr. Prashil Naranje**. You are requested to report at the following address:

AU SMALL FINANCE BANK LIMITED.

AU Small Finance Bank Ltd,3rd Floor, Sameep Tower,Plot No.11, East High Court Road, Ramdaspath, , Nagpur, Maharashtra, IN-440010

This offer cum appointment is valid subject to your joining on or before **DOJ: September 21, 2023.**

Please sign and return the duplicate of this letter to your recruiter partner in token of acceptance of the offer cum appointment letter. We look forward to work with you at AU SMALL FINANCE BANK LIMITED.

Yours faithfully,

For AU Small Finance Bank Limited

Authorized Signatory

Annexure I		
AU SMALL FINANCE BANK LIMITED		
SALARY BREAK-UP SHEET		
NAME	Tejas	
HR DESIGNATION	Executive	
FUNCTIONAL DESIGNATION	Sales Officer SBL	
GRADE	A1	
DATE OF JOINING	September 21, 2023	
BUSINESS UNIT	Retail Assets	
PRODUCT	Secured Business Loans	
DEPARTMENT	Sales	
JOB FAMILY	Sales	
LOCATION	Nagpur - Sameep Tower - Asset Center	
PARTICULARS	CTC Amount (Rs)	
SALARY COMPONENTS	Monthly	Annually
Basic	7,665.00	91,982.00
House Rent Allowance	3,833.00	45,991.00

Education Allowance		200.00	2,400.00
Leave Travel Allowance		639.00	7,668.00
Special Allowance		1,594.00	19,128.00
Statutory Bonus		1,400.00	16,800.00
TOTAL GROSS PAY (A1)		15,330.00	183,964.00
RETIRAL BENEFITS			
Employer PF Contribution	Minimum	1,313.00	15,751.00
Gratuity		369.00	4,428.00
TOTAL RETIRAL BENEFITS (A2)		17,012.00	204,143.00
INSURANCE BENEFITS			
Group Mediciam (GMC)		480.00	5,760.00
Group Personal Accident Insurance (GPA)		25.00	300.00
Group Term Life Insurance (GTLI)		234.00	2,813.00
TOTAL INSURANCE BENEFITS (A3)		739.00	8,873.00
TOTAL FIXED PAY (A1+A2+A3)		17,751.00	213,016.00
* PERFORMANCE LINKED PAY (A4)		<i>To be decided by Management basis Performance</i>	
BENEFITS DESCRIPTION			
Appraisal	You shall be eligible for performance appraisal and increment cycle as per company policy. The appraisal period will be from date of Joining to end of financial year and increment would be prorated accordingly. Employees joining from Jan to March will not be eligible for appraisal for that financial year.		
Targets	Performance Tenure Based. Cascaded from the Bank's overall goals and objectives.		
Performance Linked Pay	If any, would be given out at the end of the Performance Tenure basis Performance Ratings. Exception decisions & approval to be provided by Performance Oversight Committee.		
Group personal Accident Policy	Covered under GPA policy of sum assured as per Company Policy, effective from the date of endorsement in policy.		
Group Term Life Policy	Covered under GTLI policy of sum assured amount by the company, shall effective from the date of endorsement.		
Mediciam Policy	You will be eligible for Mediciam as per Company mediciam policy.		
Conveyance	Conveyance expense will be reimbursed for official visits as per company policy.		
Mobile Limit	You shall be eligible for the mobile limit as per our company policy.		
NOTE			
Professional Tax as per rules shall be deducted			

For AU SMALL FINANCE BANK LIMITED



Authorized Signatory

ANNEXURE II

Terms and Conditions of Appointment

1. Performance Linked Pay

The performance payment is calculated and paid by two methods; The first method is an annual amount dependent on the rating that one receives during the annual appraisals. The pay is calculated taking into account four factors: joining date of employee, Salary, grade, performance of the employee (i.e. the rating) and performance of the Bank (a Bank factor is decided every year depending on the performance of the Bank in the previous financial year). **The second method is monthly/quarterly/ any other frequency decided by the management time to time for Pay Calculation. Under this method Payout will be calculated on the basis of Performance Rating with Performance Scorecard being the pillar for evaluation and paid as per the deferral / holdback conditions highlighted in the policy. Exception under this method is subject to approval from the Performance Oversight Committee.**

You will be eligible for the performance linked payment only if all the performance related criteria are being met. A serving notice period / resigned / Inactive employee shall not be entitled for any Performance Linked Payments i.e. Annual bonus or any other frequency base performance linked pay.

2. Travel allowances

The employees undertaking travel on official business are entitled to certain travel allowances depending on their grade as per our travel policy. The details of these allowances are available with the Human Resources and Administration Department.

3. Provident Fund

You would be eligible to become a member of the Provident Fund Scheme as per terms and conditions governing such benefits, on your appointment. On becoming a member, you will contribute every month an amount as prescribed under the Provident Fund Rules, the Bank contributing a like amount.

4. Probation

You shall be on probation period as per the probation policy. You will be deemed to be confirmed after completion of probationary period if your work and conduct are found satisfactory. In case of non-performance or behavioral issues, your probation period may be extended on management discretion. You would be notified in writing in such condition.

The Management reserves the right and shall have the sole discretion either to extend the probationary period or to dispense with your services at any time during the probation period by a written notice applicable to your grade, if your performance or conduct does not come up to Bank's expectations. You can resign from the Bank's services during the probationary period by giving written notice for a period as applicable to your grade. After confirmation either party will be required to give notice period, as defined in policy, according to your grade, subject to the other terms and conditions more specifically mentioned in the separation policy and/or any other prevailing policy.

5. Remuneration

The agreed remuneration shall be paid to you through a transfer of funds to a Bank account which you will need to open. You shall be solely responsible for paying any taxes, direct or indirect, state or local, whether payable in India or elsewhere which may result from the remuneration including, if applicable, any shares issued under ESOP scheme being paid to you pursuant to your employment hereunder. The remuneration shall be paid monthly in arrears and net of any withholding taxes and other deductions (whether in respect of set-off, counterclaim, duties, taxes including service tax if applicable, charges, levies or otherwise). The Bank shall provide you with a certificate of tax deduction at source in respect of all amounts withheld from amounts payable to you.

It is agreed and understood that the remuneration payable by the Bank to you shall constitute full and adequate compensation for all employment and other services rendered by you to the Bank. You shall not be automatically entitled to receive from the Bank or its affiliates, any additional payments, commissions, bonuses or compensation for employment and other services rendered to the Bank. Payment if any of the above nature will be solely at Bank's discretion.

The Bank shall be entitled to deduct from the remuneration or compensation or any other amounts payable to you as per this appointment letter any and all amounts as may be owed by you to the Bank, including advances and loans.

6. Service subject to rules

Your services would be governed by the Bank policies, rules and regulations in force for the time being and from time to time. You agree to comply with all the Bank policies, rules and procedures as may be applicable to the employees of the Bank from time to time.

During the period of your employment with the Bank, you shall not engage in any other profession, employment, occupation, consultancy or other business and shall endeavor your best to promote the Banks interests.

7. Transfer

Your place of posting shall be as indicated in the first page of this Contract of Employment and you agree to be transferred, to any of the Banks establishments, divisions and/or associates/affiliates situated in any part of India, in such capacity as the Bank may from time to time determine. In such a case, you shall be governed by the specific terms and conditions applicable to your new location.

8. Withholding of increments

The increments in your grade will not be automatic but will be subject to performance and as per our performance appraisal and merit increase guidelines applicable that year plus regular attendance and good conduct.

9. Termination

The Bank may terminate your employment with the Bank at any time due to just cause per bank policies, by providing prior written notice, subject to the other terms and conditions more specifically mentioned in the separation policy and/or any other prevailing policy of the Bank. Please note that all the policies are in addition to but not in derogation with each other.

You agree that, at the time you leave the employment of the Bank, you will deliver to the Bank (and will not keep in your possession, recreate or deliver to anyone else) any and all devices, records, data, notes, reports, proposals, lists, correspondence, other documents or property, or reproductions of any aforementioned items developed by you pursuant to your employment with the Bank or otherwise belonging to the Bank, its affiliates, successors or assigns. You shall have no right of retention of the assets or documents of the Bank.

Please note any Joining Bonus /Sign on Committed Bonus, Onetime Expenses (e.g. Notice period buy out Or Relocation Reimbursement) paid to you has a lock-in period of 1 Year from your date of Joining and in case of your early exit prior to the completion of 1 year period. Bank shall have full right to recover all such amount(s) from you.

10. Notification to new employer

Upon termination of your employment with the Bank for any reason, whatsoever you hereby grant consent to notify to any of your subsequent employer(s).

11. Certificates and Testimonials

Certified copies of your certificates and testimonials, including the proof of your age, together with originals, may please be submitted for verification, to the Human Resources Department.

12. Change in Status

You should keep the Bank informed about any change in your address, educational qualifications and marital status.

13. Declaration under Companies Act

In accordance with provision of Companies Act, 2013, you are requested to make a declaration whether you are in any way related to or you have business connections with any of the Directors of the Bank.

14. Weekly Working

Your working week will be as per the practice followed in the establishment/department/section in which you are posted. The Bank shall not be required to pay any overtime wages to you for employment services performed outside working hours or on public holidays.

15. Leave

You will be entitled to paid leave in accordance with the leave policy of the Bank. The facilities, amenities and leave granted to employees in excess of the statutory requirements do not form part of the conditions of service and are subject to change at the discretion of the Management.

16. Public Holidays

The Public Holidays observed by the Bank are subject to adjustment or reduction from time to time.

17. Confidentiality

Maintaining confidentiality is a condition to your employment. During your employment, you will not store, possess, use or disclose confidential/ personal/ sensitive information or data (including those from any of your previous employment(s) with other organizations) in an unauthorized manner. You shall not bring any such information or data into the Bank. You will not, either during your employment with the Bank or after termination of such employment, divulge to anyone any information, secret, accounts or dealings relating to the Banks business, its affairs or its clients, service providers, sub-contractors or vendors, other than to the Directors of the Bank or their authorized representatives. During the period of your employment, you shall not, without the written authority of the Bank, publish any written articles or deliver any talk on any subject related to your profession or participate as a member of any organization connected with your profession. During the period of your employment, you shall not make any public statement, or author any book, report or writing, in relation to the business or affairs of the Bank. You shall also not make any statement in writing, verbal, audio/audio & visual on social media.

On discontinuation of your employment, you will return to the Bank, all papers and documents and all other property pertaining to the Bank or affairs of the Bank or its client or any of its associates or branches, which may be in your possession, and will not retain any copy or extract therefrom. In case of any breach of confidentiality caused by you, either during or after the termination of your employment with us, you will be personally liable to the Bank, our customers and third parties.

18. Inventions

All work product developed or invented by you in the course of performance of your employment with the Bank shall belong to the Bank. You hereby assign and agree to assign to the Bank all of its intellectual property rights (including moral rights) in and to any products developed, inventions, written materials, electronic data and other materials and documents created in the course of your employment with the Bank. You shall not retain any rights or interest in any property, materials, products, data or documents created in the course of your employment with the Bank.

Both during and after the termination of your employment with the Bank, you agree to execute without any compensation all such other deeds and documents and do all such acts as may be reasonably

required by the Bank for further and better protecting the Bank's rights to all and any property, materials, products, data or documents created by you in the course of your employment with the Bank. Both during and after the term of your employment with the Bank, you agree not to publish, directly or indirectly, except with the prior written consent of the Bank, any information in relation to any intellectual property, confidential information or trade secrets of the Bank.

19. Data Protection

For the purposes of the data protection by signing of this letter, you consent to the Bank and such other persons and entities designated by the Bank collecting, holding and processing personal data relating to you whether provided to the Bank or otherwise received by the Bank for all purposes, including, but not limited to: administering and maintaining personnel records; paying and reviewing salary and other remuneration and benefits; providing and administering benefits; undertaking performance appraisals and reviews; maintaining sickness and other absence records; taking decisions as to your fitness for work; providing references and information to future employers, and if necessary, governmental and quasigovernmental bodies for social security and other purposes; providing information to future purchasers of the Bank or of the business(es); surveillance where criminal activity is suspected; monitoring email/internet usage; transferring information about you to a country or territory outside India.

20. Non-Disparagement

At all times while dealing with the customers or prospective customers of the Bank you shall represent yourself as an employee of the Bank, and all agreements entered by you with them shall be for and on behalf of the Bank.

You shall not make any communication or engage in any conduct that is or can be reasonably be construed as disparaging of the Bank or their Officers, Directors, Employees, Agents, Shareholders Strategic business partners, products or services.

21. Remedies

In the event of a breach or a threatened breach the Bank shall in addition to any other remedies provided herein or otherwise available by law have the right and remedy to have covenants specifically enforced by any court having equity jurisdiction.

22. Agreement not to Solicit Employees, Suppliers and Customers

During the term of your employment with the Bank and thereafter, you shall not personally or through an agent, Bank or otherwise in any manner directly or indirectly induce or attempt to induce any supplier of the Bank or any of its affiliates to cease to supply or restrict or vary the terms of supply.

During the term of your employment with the Bank and thereafter, you shall not personally or through an agent, Bank or otherwise in any manner directly or indirectly induce or attempt to induce any customer or client of the Bank or any of its affiliates to cease to procure such products and/ or services.

During the term of your employment and after termination of your employment with the Bank, you will not directly or indirectly solicit, recruit, induce or persuade any of the employees of the Bank or any of its affiliates to leave their employment or take away such employees, or attempt to solicit, induce, recruit, encourage to leave their employment or attempt to take away employees.

During the term of your employment, you shall follow the prohibitions as laid down under Foreign Corrupt Practices Act of 1977 (FCPA) and Indian Prevention of Corruption Act 1988 (PCA) and shall abide by the law and bribery provisions as stated in the Act.

As per the terms stated in the Act, the employee cannot directly or indirectly make, promise, offer or receive cash, gifts or "anything of value" in order to get, keep or provide business, to learn confidential information or to influence official action or inaction by a Government Official.

23. Prohibitions under FCPA and PCA

During the term of your employment, you shall follow the prohibitions as laid down under Foreign Corrupt Practices Act of 1977 (FCPA) and Indian Prevention of Corruption Act 1988 (PCA) and shall abide by the law and bribery provisions as stated in the Act.

As per the terms stated in the Act, the employee cannot directly or indirectly make, promise, offer or receive cash, gifts or anything of value in order to get, keep or provide business, to learn confidential

information or to influence official action or inaction by a Government Official.

24. Arbitration, Governing Law and jurisdiction

1. In the event that the employee and Bank are unable to resolve any claim, dispute, default or differences arising out or in connection the terms of employment , whether during its subsistence or thereafter between the parties including any dispute or difference relating to the interpretation of the terms of this Appointment letter or any clause thereof, the dispute shall be referred to arbitration conducted by a sole Arbitrator appointed by the Bank at its sole discretion. The award of the Arbitrator shall be final and binding on the Parties. The Arbitration and Conciliation Act, 1996, or any statutory modification thereof, shall apply to the arbitration proceedings, which shall be held in Jaipur and conducted in the English language.

2. This appointment letter shall be governed and construed in accordance with the laws of India. It is agreed that any dispute of whatsoever nature between you and management will be subject to exclusive jurisdiction of courts of Jaipur (Rajasthan) whether they be civil courts, labor courts, industrial tribunals or any other courts or authority of whatsoever nature.

25. Force Majeure


Notwithstanding anything to the contrary herein contained, the Bank shall have the right to terminate this Offer letter prior to the date of your joining if either party is prevented from discharging its obligations hereunder due to any cause arising out of related to any Act of God or Act of State, war, riot, civil commotion, epidemic, pandemic terrorism or any order of any governmental or semi-governmental or local authority or similar cause ("force majeure events") beyond the control of Bank. Nothing contained in this clause shall not be deemed to be a breach of the terms stated in this offer letter. In the event of the continuance of a force majeure event beyond a period of 30 days, Bank shall be at liberty to terminate this Offer Letter.

26. Retirement

The last date of employment for a retiring employee at AU Small Finance Bank has to be the last working day of the month in which the employee completes 60 years of age.

"I hereby affirm that I shall comply with the Code of Conduct on Prohibition of Insider Trading Policy ("**Code**") of Bank and Securities and Exchange Board Of India (Prohibition Of Insider Trading) Regulations, 2015 ("**the Regulations**") including any amendment made therein form time to time. In case of having access to any Unpublished Price Sensitive Information ("**UPSI**") then I shall comply with the Code and shall ensure confidentiality of the UPSI received about AU SMALL FINANCE BANKLIMITED."

For AU Small Finance Bank Limited



AUTHORIZED SIGNATORY

Acknowledgement and Acceptance

I hereby accept this offer-cum-appointment letter on the above-mentioned terms and conditions and agree to abide by the rules & regulations of the Bank as are in force from time to time. The current issue of the rules has been read and understood by me before signing this letter.

Joining Date : _____



Candidate Name : _____

Candidate Signature : _____

Date of acceptance : _____

BRANDTRENDHUB

To whomsoever it may concern

This is to certify that Mr/ Ms Tushar Sunilkumar Methwani is self employed and he is the sole proprietor of Brandtrendhub business.



Brandtrendhub

JARIPATKA,NAGPUR

**BE YOURSELF,
MAKE A DIFFERENCE.**

accenture

15-Dec-2023

C8653974



**For Accenture use only*

Rishi Vikramjeet Sharma

NEAR TOKNE COMPANI P.N. 1505, DEVI NAGAR, TEKA NAKA Dr. Ambedkar Marg S.O Dr. Ambedkar Marg Nagpur M

Dear **Rishi**,

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

Job Profile- Customer Contact Comms Associate

Management Level- 12

Sublevel - 3

Job Family Group- Customer Services

Business Deal- Non Contact Center

Your annual total cash compensation will be **INR 510400** and will be structured as per the attached Annexure 1 ' Compensation Details. This will continue to be applicable until further communication on the same. Your annual total earning potential includes:

- Annual fixed compensation of **INR 440000/-**; Annual Fixed Compensation includes allowances, any shift premiums for working in non-standard hours where applicable, for example, night shift premium, and statutory benefits and will be structured in accordance with the Company's compensation guidelines. It includes employer's contribution to Provident Fund, as applicable.

- Variable Bonus: You will be eligible to participate in the FY24 Individual Performance Bonus (IPB) Programme. Your indicative pay-out can range from 0% to 16% of the prorated fixed pay in the Fiscal Year, subject to the overall terms and conditions of the IPB, including but not limited to your individual performance achievements and the Company's performance. The Company may, at any time and in its sole and absolute discretion, amend, suspend, withdraw vary and/or modify any of the terms and conditions of the IPB programme guidelines. The IPB will be paid out subject to you being on the rolls of the Company on the date of disbursement of these payouts and will be prorated based on your tenure in Accenture India and considering the period of leave without pay during the said fiscal year.

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

In the event a government body/authority exercising its jurisdiction and statutory power/authority seeks information pertaining to any aspect of your employment, the Company shall provide such information to the government body/authority without any notification to you. The foregoing shall be applicable to information pertaining to your employment being shared in pursuance of statutory requirements/compliance. You may belong to this category and your details will be disclosed to these authorities.

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

To indicate your acceptance of this offer and employment with Accenture, please submit a copy of this letter and all relevant Annexures with your signature on each page. In addition, please provide all the documentation identified in Annexure 5 ' Documentation.

At Accenture, the health and well-being of our people, our clients and the community is our top priority. Before onboarding, we encourage you to take both doses of the COVID-19 vaccine.

You will be expected to work from the office location tagged to your project/role/client (referred as your Accenture Base Location). Accenture Base Location will be considered for all administrative & operational/official purposes. Exceptions if any/granted, will be interim / temporary, and will be subject to review with HR/business/client. The Company reserves the right to ask you to come to office locations pursuant to our business needs and client requirements. Working remotely is subject to business requirement and your agreeing to terms of the Remote working conditions listed in the attached Declaration. This offer is contingent to the above-mentioned agreement.

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

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

You agree and affirm that the information (personal or otherwise) shared by you at the time of registration and in the employee application form (EAF) is accurate, factually correct, and complete and no material information has been withheld by you. Accenture is providing this offer of employment basis preliminary information & documentation provided by you at the registration stage. You understand and acknowledge that this offer & your employment with Accenture shall be subject to further verification of details and materials/ documents provided to Accenture as well as any further verification deemed necessary to finalize your candidature. You may also be during your course of employment required by the company to provide documentation and information from time to time, you shall provide the same within the timelines prescribed by the company. Non furnishing of mandatory document/s within the specified time shall result in termination of employment.

Rishi, we look forward to hearing from you regarding your decision to join our team. In the meantime, please do not hesitate to call **ansar.mk** at **8129977994** should you have anything you would like to discuss further.

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



Jal
Managing Director - Accenture Operations in India & Sri Lanka

ACKNOWLEDGED AND AGREED:

Rishi Vikramjeet Sharma

[Insert full legal name]

Date: 02/jan/2024

Candidate's signature Rishi

ANNEXURE 1

Your compensation is as mentioned below:

Total Cash Compensation		
	Annual(INR)	
(A) Annual Fixed Compensation*	INR 440000	
(B) Variable Bonus earning potential	Min.	Max.
	0%	16%
Annual Total earning potential (A+B)	Min. INR 440000	Max. INR 510400

(C)#Additional Benefits	
Gratuity for each year of service (indicative and assumed value calculated at an approximation of 4.81% of annual basic)	INR 7400
Notional Insurance Premium paid by Company	INR 13900

(D)##Additional Discretionary Reimbursements	
Annual Internet reimbursement	INR 12,000/- (capped at INR 1,000/- per month)

(E)Optional opportunity to participate in the Employee Share Purchase Plan	
Employee Share Purchase plan – to purchase Accenture plc Class A ordinary shares at 15% discount on the fair market value	INR 6600 (discount opportunity with an optional investment of 10% of gross pay and no change in share price)

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

Note: For International Worker Only*

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

*As defined by applicable law from time to time.

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

Benefits applicable for current Company financial year:

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

Insurance policy	Coverage for	Coverage amount	Premium paid by
Medical	Self, Spouse/partner (if you identify yourself as lesbian, gay, bisexual and transgender) & 4 Dependent children	INR 5,00,000/- per annum	Company
Personal Accident	Self	Up to 3 times of annual fixed compensation	Company
Life	Self	Equivalent to two times of your annual fixed compensation with minimum cover of INR 7,50,000	Company
Future Service Liability	Self	Up to INR 20,00,000/-	Company
Employee Deposit Linked Insurance (EDLI)	Self	INR 705,000/- (If you contribute towards Employee Provident Fund)	Company

1. Medical Insurance for self, spouse/partner and 4 dependent children up to INR 5,00,000 per annum. This plans allows for coverage of pre-existing ailments. This is as per current arrangement with our Insurer and is subject to review from time to time.

a) You have the option of availing Accenture negotiated rates to cover your parents, parents-in-law up to INR 20,00,000 and siblings up to INR 10,00,000 and any under a separate Insurance plan. You also can avail optional Top-Up Policy for yourself and your dependents (spouse/partner and 4 dependents children) up to INR 30,00,000. The entire premium for this will have to be borne by you. These plans allow for coverage of pre-existing ailments. This is as per current arrangement with our Insurer and is subject to review from time to time..

b) For Permissible claims under the Medical Insurance plans detailed above, you will be required to contribute a defined percentage of each claim, as under:

- 10% of such claims for self, spouse/partner and 4 dependent children
- 20% of such claims for parents, parent's in-law and siblings under the separate Insurance plan.

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

a) You have the option of availing Supplemental Accident cover at Accenture negotiated rates for yourself and/or your spouse. The entire premium for this will have to be borne by you.

3. Life Insurance coverage equivalent to two times of your annual fixed compensation with minimum cover of INR 7,50,000.

a) You have the option of availing Supplemental Life cover at Accenture negotiated rates for yourself and/or your spouse. The entire premium for this will have to be borne by you.

4. #(C) Gratuity amount shown above is an indicative approximation of your annual eligibility, and the final payout of any gratuity amount will be determined in accordance with the applicable provisions of the Payment of Gratuity Act, 1972 (as may be amended from time to time), payable as per the Company policy on your exit

#(C) Notional Insurance Premium is an approximation based on individual factors which may include age, level and fixed pay depending on the insurance. Please note that there could hence be a slight difference in the actual premium amount borne by Accenture for your insurance coverage. The premium amount is directly paid by Accenture to the Insurance companies tied up with and will not be paid to you individually. Applicable only for current FY and can be withdrawn at any time at company's discretion

##(D) Reimbursements would be approved as per the policies' terms & conditions. Kindly refer to those before initiating a purchase. The reimbursement amounts are subject to company policy and discretion and maybe updated/reviewed/withdrawn at any time basis company discretion.

5. You will also be eligible for the Employee Stock Purchase Plan, which will provide a 15% Discounted Rate on ACN Stock traded on NYSE.

- Employee Stock Purchase Plan (ESPP): The Employee Share Purchase Plan gives the employee an opportunity to purchase Class A common shares in Accenture Limited at a discount through payroll contributions. By participating in this plan, an employee can develop his / her ownership in Accenture and increase his/ her stake in Accenture's success.

6. Accenture provides you with access to the Employee Assistance Program (EAP) at no cost. EAP helps you and your immediate family members deal with work-life stressors, family issues, financial concerns, relationship problems, and even drug or legal concerns. The EAP services cover up to 5 in-person visits, short-term counseling, confidential access to assessments, referrals and follow-up service

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

GST Clause:

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

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

General Tax:

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

REMOTE WORKING CONDITIONS - DECLARATION

NOTE:

- You will be expected to work from the office at a frequency determined by your project / role and you are expected to reside at your assigned / tagged location (referred as your **Accenture Base Location**)
- Your remote working is subject to strict compliance to the conditions mentioned below. In case of non-adherence, you will have to work from the office at your Accenture base location

While working remotely:

- I understand and agree that I will continue to be governed by all clauses and obligations as set out in my Offer Letter, Terms of Employment & Accenture policies, as amended from time to time.
- I agree and accept that I will adhere to Accenture and client specific requirements around confidentiality and intellectual property
- I agree that I will use a secure and private workspace to meet the confidentiality requirements of my role
- I agree and undertake to follow the work timings defined by my organization
- I understand that it is my responsibility to ensure that power and internet connectivity access is available to perform my role
- I understand and confirm that I will be responsible for safety and security of the company assets assigned to me
- I understand and agree that I will be responsible for my well-being, health and safety while working remotely

I agree and acknowledge that my Terms of Employment, regulatory compliances, and any disputes connected thereto would be governed by jurisdiction of my **Accenture Base Location**

ANNEXURE 4

DECLARATION

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

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

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

ACKNOWLEDGED AND AGREED:

Rishi Vikramjeet Sharma

[Insert full legal name]

Date: 02/jan/2024

ANNEXURE 5

REQUIRED DOCUMENTATION

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



☎: SHOP : 2765930, 3115030
FAX : (0712) 2777249

Bhandara Road, Itwari, Nagpur-440 002 (M.S.)

Ref. No.....

Date.. 2/9/22..

To whoever it may Concern

This is to certify that Mr SUJAL GURUDEV BORKAR is working with
Bombay Boot House, Nagpur a Sales Executive

FOR PRABHU MULTIVENTURES

S. Anandani

PARTNER



PRABHU
— MULTIVENTURES —

Ground Floor, Devika Mansi Apartment,
Opp. CMPDI Gate, CMPDI Road,
Janipatka, NAGPUR-440 014
Tel : +91 712 2655000

12/8/22

To whoever it may Concern

This is to certify that Mr. TARSH ANIL GOGIA is
working with PRABHU MULTIVENTURES, Nagpur as a
Sales Executive.

FOR PRABHU MULTIVENTURES

S. Anandani
PARTNER

8/9/22

To whoever it may Concern

This is to certify that Mr ARVIND MOHANLAL SAHU is
working with MADHAVRAYA MULTIVENTURES, Nagpur a
Sales Executive

MADHAVRAYA MULTIVENTURES

PARTNER



22/8/22

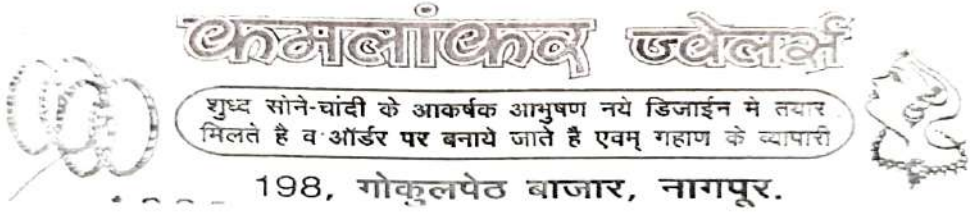
Dear VANSITA VINOBA JUMNAKE

With reference to your consent letter and certificates. We are pleased to inform you that you are been appointed as business development executive in our organisation.

Kindly acknowledge the receipt of the same.

कमलाकर

कमलाकर ज्वेलर्स
198, गोकुल पेठ बाजार, नागपुर



22/10/22

Dear SAHIL MUKESH BAJAJ

With reference to your consent letter and certificates. We are pleased to inform you that you are been appointed as business development executive in our organisation.

Kindly acknowledge the receipt of the same.

कमलाकर

कमलाकर ज्वेलर्स
198, गोकुल पेठ बाजार, नागपुर

VAT.TIN.NO. 27581077784-V
C.S.T. NO. 27581077784-C

M. : 9370477773
9371667798

ABHAY TRADERS

Plot No. R-29, Gayatri Nagar, Revati Vaish, Besa, Nagpur-440034

Cement, Steel, Metal / GV., Sand, G.I. / P.V.C. Pipe, Sanitaryware, Paints, Hardware & General Order Supplier.

No. 201

Date : 3/12/22

Dear VANDANA ASHOK BAGAI

With reference to your consent letter and certificates. We are pleased to inform you that you are been appointed as business development executive in our organisation.

Kindly acknowledge the receipt of the same.

Mahesh

JITENDRA JEWELLERS

GOLD & SILVER MERCHANTS

Motha Indora, Nara Road, NAGPUR

No. 1172

Date : 22/11/22

Dear ANSHUL YOGESH SANGOLE

With reference to your consent letter and certificates. We are pleased to inform you that you are been appointed as business development executive in our organisation.

Kindly acknowledge the receipt of the same.

Jitendra
कमलाकर ज्वेलर्स
198, गोकुल पेठ बाजार, नागपुर



TULJAI STEEL TRADERS

IRON, STEEL & GENRAL SUPPLIERS

3, Janki Nagar, Manewada Ring Road, Uday Nagar Square, Nagpur-34.

Invoice No. 171

Date 25/8/22

Dear DEVESH PRAKASH NEWARE

With reference to your consent letter and certificates. We are pleased to inform you that you are been appointed as business development executive in our organisation.

Kindly acknowledge the receipt of the same.

Tuljai

Wagh Luminous (Construction & Designer)

104, Zenda Square Abhavanekar Garden Nagpur

Ref. No. _____

Date:20-8-2022

APPOINTMENT LETTER

To,
Mr. Aaftab Alam Anees Ansari

This is to state that **Mr. Aaftab Alam Anees Ansari** has been appointed in our firm **Wagh Luminous** as **Marketing Executive** from 25th August 2022 and will work in our firm whose timing will be from 10 AM to 05 PM.

WAGH LUMINOUS
CONSTRUCTION & DESIGNER
PROPRIETOR

(Signature of manager with seal)



Recognized By
Govt. Of Maharashtra

ffiliated to National Council of Vocational Training (N.C.V.T.), New Delhi
Ministry of Skill Development and Entrepreneurship, New Delhi
Director General of Training (D.G.T.), New Delhi
Directorate of Vocational Education and Training (D.V.E.T), Mumbai



HUSNOOR PRIVATE INDUSTRIAL TRAINING INSTITUTE

(Run By Husnoor Shikshan Sanstha)

Borgaon, Gorewada Tank Road, Nagpur – 440 013

E-Mail : - itc575nagpur@yahoo.com

Phone : 0712 – 2595886

Ref. No. _____

Date 24-08-2022

To,

Mr. Ajinkya Navneet Motghare

Subject: Appointment Letter

Dear Ajinkya Navneet Motghare,

We are pleased to inform you that you have been appointed as an **Accountant** at **Husnoor Private ITI**, effective from 27th August 2022. Your working hours will be from 11:00 AM to 06:00 PM.

Your role as an **Accountant** will entail.

This letter serves as formal confirmation of your appointment with our firm. Please review the terms and conditions outlined in the attached document.

We look forward to your contribution and wish you a successful tenure with us.

Yours sincerely,



PRINCIPAL
HUSNOOR PVT., I.T.I.
BORGAN, NAGPUR.



SHREE SAI MOTORS

Shop No 1/2, Shivram Complex Koradi Rd,
Zingabai Takli Nagpur MH 440030

Ref. No. _____

Date: 15-11-2022

To,

Mr. Devendra Shankar Bokde

Subject: Appointment Information

Dear Devendra Shankar Bokde

This letter is to inform you that you have been appointed as a **Sales Executive** at **Shree Sai Motors**, effective from 25th November 2022. Your working hours will be from 11:00 AM to 06:00 PM.

Please note that this letter is for information purposes only. Detailed terms and conditions of your appointment have been communicated separately.

We extend our warmest congratulations on your appointment and wish you every success in your role.

Best regards,

For SHREE SAI MOTORS


PROPRIETOR

PRAPTI ONLINE SERVICES

Common Service Center

Shop No.1,Ekam – I, Opp. PNB, Nari Road, Nagpur-440026.

Contact No. 9766291400

CSC ID : 336447240014

Ref. No. _____

Date:5-12-2022

To,

Mr. Gaurav Manik Ekre

Subject: Appointment Notification

Dear Gaurav Manik Ekre

This letter confirms your appointment as a **Trainer** at **Prapti Online Services**, effective from 10th December 2022. Your working hours will be from 11:00 AM to 06:00 PM.

Please consider this letter as official confirmation of your appointment with our firm.

Sincerely,



PG

P.G. ENTERPRISES

Friends Colony, Bhandara, Nagpur -441 904
Mo. 9067300724

Ref. No. _____

Date: 13-01-2023

This is to state that **Mr. Harsh Prakash Meshram** has been appointed in our firm **PG Enterprises** as **Accountant** from 15th January 2023 and will work in our firm whose timing will be from 10 AM to 05 PM.

(Signature of manager with seal)



Office address : Friends colony, Bhandara, Nagpur -441 904



Vivekanand Charitable Trust Nagpur

Mr. Vijay Balpande
Director

Ref. No. _____

Date: 8-12-2022

To,

Miss. Divya Krushana Narad

Subject: Appointment Letter

Dear Miss. Divya Krushana Narad

We are pleased to inform you that you have been appointed as an **Accountant** at **Vivekanand Charitable Trust, Nagpur**, effective from 10th December 2022. Your working hours will be from 10:00 AM to 04:00 PM.

This letter serves as formal confirmation of your appointment with our firm. Please review the terms and conditions outlined in the attached document.

We look forward to your contribution and wish you a successful tenure with us.

Yours sincerely,



(Signature of manager with seal)

9028022205

Om Traders
Deals In **Genuine** Beauty Products.
Opp. Shri Kalgidhar Satsang Mandal Hall, Indira Colony, Jaripatka, Bhubaneswar-751014

Ref. No. _____

Date: 15 Feb 2023

To,

Mr. Kartik Arun Raut

Subject: Appointment Information

Dear Mr. Kartik Arun Raut

This letter is to inform you that you have been appointed as a **Salesman** at **Om Traders**, effective from 20th Feb 2023. Your working hours will be from 11:00 AM to 06:00 PM.

Please note that this letter is for information purposes only. Detailed terms and conditions of your appointment have been communicated separately.

We extend our warmest congratulations on your appointment and wish you every success in your role.

Best regards,

For OM TRADERS

Proprietor



SHRI BALAJI GRUH UDYOG

Plot.No.212,Bengali Society,Kasturba Nagar,Jaripatka,Nagpur-440014
Contact.No:9373178307 | Email:balajigrudyog1995@gmail.com

Ref. No. _____

Date:24/02/2023

APPOINTMENT LETTER

This is to state that **Mr. Piyush Prakash Marjive** has been appointed in our firm **Shri Balaji Gruh Udyog** as Marketing Executive from 30th Feb 2023 and will work in our firm whose timing will be from 11 AM to 06 PM.






SHREE SAI MOTORS

Shop No 1/2, Shivram Complex Koradi Rd,
Zingabai Takli Nagpur MH 440030

Ref. No. _____

Date:10/09/2022

To,

Mr. Sahil Manoj Raut

Subject: Appointment Letter

Dear Mr. Sahil Manoj Raut,

We are pleased to inform you that you have been appointed as an **Accountant** at **Shree Sai Motors**, effective from 12th September 2022. Your working hours will be from 11:00 AM to 06:00 PM.

This letter serves as formal confirmation of your appointment with our firm. Please review the terms and conditions outlined in the attached document.

We look forward to your contribution and wish you a successful tenure with us.
Yours sincerely,

SHREE SAI MOTORS


PROPRIETOR

ARNAV AUTO PARTS

TELEPHONE EXCHANGE SQUARE, NAGPUR-440008

Ref. No. _____

Date:19/03/2023

To,

Miss. Seema Manohar Gabhane

Subject: Appointment Information

Dear Miss. Seema Manohar Gabhane,

This letter is to inform you that you have been appointed as a **Sales Executive** at **Arnav Auto Parts**, effective from 22/04/2023. Your working hours will be from 11:00 AM to 06:00 PM.

Please note that this letter is for information purposes only. Detailed terms and conditions of your appointment have been communicated separately.

We extend our warmest congratulations on your appointment and wish you every success in your role.

Best regards,

ARNAV AUTO PARTS
Bais
Proprietor



Sai Jyoti Publication

Sales Office: Om Sai Publishers and Distributors

29 Indira Nagar, Behind T.B. ward, Opp. Old immamwada Police Station, Nagpur – 440003.

Ph: (off): (+91)9764673503, 9923593503, Email id: sjp10ng@gmail.com, Website: www.saijyoti.in

Ref. No. _____

Date: 22/02/2023

To,

Mr. Shubham Kishanrao Mundkar

Subject: Appointment Notification

Dear Mr. Shubham Kishanrao Mundkar,

This letter confirms your appointment as a **Typist** at **Sai Jyoti Publication Nagpur**, effective from 25/02/2023. Your working hours will be from 11:00 AM to 06:00 PM.

Please consider this letter as official confirmation of your appointment with our firm.

Congratulations and best wishes for your journey with us.

Sincerely,



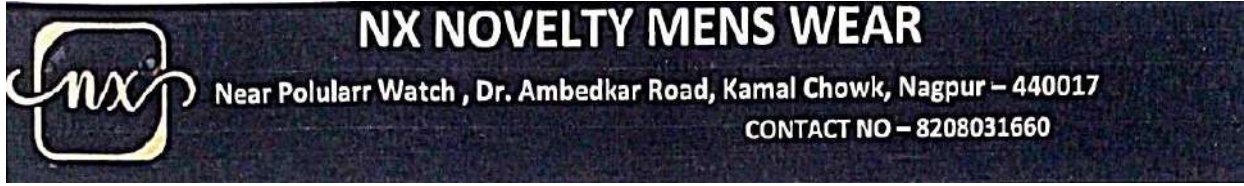
Ref. No. _____

Date:18/09/2022

This is to state that **Miss. Sneha Bhimraw Sontakke** has been appointed in our firm **Armour Hardware Nagpur**, as Accountant from 21/10/2022 and will work in our firm whose timing will be from 11 AM to 06 PM.



- Construction Chemical • Scaffolding • Bitumen Tar Products • Civil & Engineering Goods
- Safety Products • Industrial & Decorative Paints • Water Proofing Glass Fibre Mesh



Ref. No. _____

Date:10/02/2023

To,

Mr. Toshik Pramod Nandanwar

Subject: Appointment Notification

Dear Mr. Toshik Pramod Nandanwar,

This letter confirms your appointment as a **Sales Executive** at **NX Novelty Mens Wear Nagpur**, effective from 14/02/2023 Your working hours will be from 01:00 PM to 08:00 PM.

Please consider this letter as official confirmation of your appointment with our firm.

Congratulations and best wishes for your journey with us.

Sincerely,

NX NOVELTY MENS WEAR
Near Polularr Watch, Kamal Chowk, Nagpur-17
M.8087087898
Vicky



ARDRA TATVA PRIVATE LIMITED

(CIN NO. U24290MH2021PTC373340)

Mail ID: ardratatvachem@gmail.com Contact No. 7448172612

Ref. No. _____

Date: 22 March 2023

To,

Mr. Rohan Bandu Parekar

Subject: Appointment Letter

Dear Mr. Rohan Bandu Parekar

We are pleased to inform you that you have been appointed as an **Office Administrator** at **Ardra Tatva Private Limited Nagpur**, effective from 25th March 2023. Your working hours will be from 11:00 AM to 06:00 PM.

Your role as an **Office Administrator** will entail.

This letter serves as formal confirmation of your appointment with our firm. Please review the terms and conditions outlined in the attached document.

We look forward to your contribution and wish you a successful tenure with us.
Yours sincerely,



ARDRA TATVA PVT LTD

(Authorised signatory with seal)

Himanshu Khushalani

Reg. Office :- Plot No. 6, Ambazari Layout, Nagpur (M.H.), 440010

Head Office :- 201, Shiv Gaurav Estate, Bhagwagar Layout, Dharampeth, Nagpur -440010



ABHAR LAND AND DEVELOPERS PRIVATE LIMITED

CORP. OFFICE: Plot No. 101, East High Court Road, New Ramdaspath Nagpur- 440010.

Impresso's Credentials

CIN: U45400MH2007PTC171240, PHONE NO.: (0712) 2551306, EMAIL: abharland@yahoo.com

Ref. No. _____

Date: 12/12/2022

APPOINTMENT LETTER

This is to state that **Mr. Akash Kalsait Chandrashekhar** has been appointed in our firm **Abhar Land And Developers Private Limited Nagpur**, as Accountant from 15/01/2023 and will work in our firm whose timing will be from 11 AM to 06 PM.

ABHAR LAND AND DEVELOPERS PVT LTD



Darshane

(Authorised Signatory)



Akhtar & Company

Opp Indore Namkeen, Rajol
Appartment, Budha Nagar,
Indora, Nagpur-17

9665188447, 7020366721
akhtar_taliseen@rediffmail.com

Ref. No. _____

Date: 9-08-2022

To,

Mr. Ammar Saifuddin Patanwala

Subject: Appointment Letter

Dear Mr. Ammar Saifuddin Patanwala,

We are pleased to inform you that you have been appointed as a **Accountant** at **Akhtar & Company Nagpur**, effective from 12/08/2022. Your working hours will be from 11:00 AM to 06:00 PM.

This letter serves as formal confirmation of your appointment with our firm. Please review the terms and conditions outlined in the attached document.

We look forward to your contribution and wish you a successful tenure with us.
Yours sincerely,





Ref. No. _____

Date:24/01/2023

To,

Miss. Pooja Suresh Nagpure

Subject: Appointment Information

Dear Miss Pooja Suresh Nagpure

This letter is to inform you that you have been appointed as a **Cashier** at **Uptown Café Lounge 501 Nagpur**, effective from 27/01/2023. Your working hours will be from 11:00 AM to 06:00 PM.

Please note that this letter is for information purposes only. Detailed terms and conditions of your appointment have been communicated separately.

We extend our warmest congratulations on your appointment and wish you every success in your role.

Best regards,

UPTOWN CAFE-LOUNGE
(Unit of Royal Host)
501, Prime-9
Near Children Traffic Park
Dharampeth, Nagpur-440010



Factory :
Survey No. 124, Mouza-Bina,
Tah. Kamptee Dist. Nagpur

Ph. : 0712-2524835
0712-2537664
Telefax : 0712-2548648

PITAMBAR BRICKS INDUSTRIES

4th Floor, Sahni Complex, Gaddigodam Square, Kamptee Road, Nagpur - 440 001 (M.S.)

Ref. No. _____

Date:21/09/2022

To,

Mr. Nitin Komal Borkar

Subject: Appointment Notification

Dear Mr. Nitin Komal Borkar

This letter confirms your appointment as an **Accountant at Pitambar Bricks Industries Nagpur**, effective from 24/09/2022. Your working hours will be from 11:00 AM to 06:00 PM.

Please consider this letter as official confirmation of your appointment with our firm.

Sincerely,

PITAMBAR BRICKS INDUSTRIES

Authorised signatory


PARTNER

**Placement of Outgoing
Students
2021-2022**

STUDENT LIST
2021-2022

Year	Name of student who has been placed	Program graduated from	Year of graduation	Name of the employer with contact details	Pay package at appointment (In INR per annum)
2021-2022	Kalash Chandrikapure-	BSc	2022	Wipro	250000/-
	Deepak Ramlal Gupta - 9370879857	BCom	2022	ICICI Prudential (90752555188)	245000/-
	Aasim Gulhasan Khan- 9175275149	BSc	2022	ICICI Prudential (90752555188)	245000/-
	Chanchal Jethani- 9325333705	BCom	2022	ICICI Prudential (90752555188)	245000/-
	Geetanksha Hemraj Tembhone- 8830232720	BCom	2022	ICICI Prudential (90752555188)	245000/-
	Anurag Raut- 9503826106	BSc	2022	ICICI Prudential (90752555188)	245000/-
	Archana Sahu- 8055876268	BSc	2022	ICICI Prudential (90752555188)	245000/-
	Mahima Gupta- 9322469046	MCom	2022	ICICI Prudential (90752555188)	245000/-
	Rahul Yadav	BSc	2022	TeamLease	245000/-

Roshni Katre-8766504647	BSc	2022	TCS	250000/-
Hiten Parate	BCom	2022	Ameya sales co	salary as per fresher's job
Parvesh Awale	BCom	2022	OM baheram traders	salary as per fresher's job
Chetna Yeolekar	BCom	2022	RB Hardware	salary as per fresher's job
Shruti Telghare	BCom	2022	Sunder footwear	salary as per fresher's job
Krish Manglani	BCom	2022	Sunder footwear	salary as per fresher's job
Dheeraj Thawani	BCom	2022	Sunder footwear	salary as per fresher's job
Sahil Adwani	BCom	2022	RB Hardware	salary as per fresher's job
Palak Makhijani	BCom	2022	RB Hardware	salary as per fresher's job
Anchal G Meshram	BCom	2022	maya cosmetics store	salary as per fresher's job
Husain Arviwala	BCom	2022	Ashish garments	salary as per fresher's job
Shivani N Jishnani	BCom	2022	seema gruh udyaga	salary as per fresher's job
Bhakti R Harwani	BCom	2022	A to Z super markat	salary as per fresher's job
Mohit k Sachdev	BCom	2022	agrawal sales co	salary as per fresher's job
Sonam k Vaswani	BCom	2022	M P Enterprises	salary as per fresher's job
Yogita Sunil Kuhikar	BCom	2022	Priti Construction co	salary as per fresher's job
Saba Ansari	BCom	2022	Kumar sales	salary as per fresher's job
Nitesh Chintaman Nikhare	BCom	2022	Nilesh Hinje	salary as per fresher's job
Gagan Santosh Bedua	BCom	2022	M N Traders	salary as per fresher's job
Sanjana Vishnu Paigwar	BCom	2022	Abhay traders	salary as per fresher's job
Pratham Prakash Wanjari	BCom	2022	Omkar marble	salary as per fresher's job
Abhishek Shankar Nandagwa	BCom	2022	Jitendra Jewellers	salary as per fresher's job
Saiffee Faeem Sheikh	BCom	2022	Central india paints	salary as per fresher's job

	Yuvraj Rajkumar Joshi	BCom	2022	Shrikrishna Agency	salary as per fresher's job
	Nandeshwar R Pande	BCom	2022	Wishvanath furniture	salary as per fresher's job
	Gourav Bamrah	BCom	2022	Prabhu multi ventures	salary as per fresher's job
	Navneet Karla	BCom	2022	Madhav raya multi ventures	salary as per fresher's job
	Komal Patel	BCom	2022	Bombay boot house	salary as per fresher's job
	Kajol Yadav	BCom	2022	Bombay boot house	salary as per fresher's job
	Kamal Dodani	BCom	2022	Prabhu multi ventures	salary as per fresher's job
	Mohit Khemani	BCom	2022	Ameya sales co	salary as per fresher's job
	Kashish Gilani	BCom	2022	OM baheram traders	salary as per fresher's job
	Alfiya Salim	BCom	2022	RB Hardware	salary as per fresher's job
	Shreni Durge	BCom	2022	Sunder footwear	salary as per fresher's job
	Gourav Bhamra	BCom	2022	Prabhu multi ventures	salary as per fresher's job
	Navneet Karla	BCom	2022	Madhav raya multi ventures	salary as per fresher's job
	Komal Patel	BCom	2022	bombay boot house	salary as per fresher's job
	Kajol Yadav	BCom	2022	bombay boot house	salary as per fresher's job
	Kamal Dodani	BCom	2022	Prabhu multi ventures	salary as per fresher's job
	Veena Gangwani	BCom	2022	Suresh Jagwani & co	salary as per fresher's job
	Aman Shaik	BCom	2022	Suresh Jagwani & co	salary as per fresher's job
	Kajal Manani	BCom	2022	Rathi Kaushik & asso	salary as per fresher's job
	Bhavika Kukreja	BCom	2022	Rathi Kaushik & asso	salary as per fresher's job
	Chanchal Ghanshyam Jethani	BBA	2022	Promax HD Events	240000 per annum
	Prachi Kachwaha	BBA	2022	Spice Jet Ltd	316176/- per annum
	Krishna Adwani	BBA	2022	Ma Bhagwati Gruh Udyag	self employed
	Uday Ravindra Hardwani	BBA	2022	Komal Enterprises	self employed

Kshitij Gopalsingh Thakur	BBA	2022	TCS	120000/- per annum
Gaurav Udaypurkar	BBA	2022	TCS	120000/- per annum
Veena Goswami	BBA	2022	Arista system pvt ltd	salary as per fresher's job
Priyanshu Jitendra Nenwani	BBA	2022	Vidhi Lights	self employed
Rohit Kolhae, 9878459875	BBA	2022	Madhav raya multi ventures	salary as per fresher's job
Kshitij Maste	BBA	2022	Madhav raya multi ventures	salary as per fresher's job
Kshitij Thakur	BBA	2022	Madhav raya multi ventures	salary as per fresher's job
Alisha Ganvir	BBA	2022	Bombay boot house	salary as per fresher's job
Shefali Rao	BBA	2022	Sunder footwear	salary as per fresher's job
Bitto Khatri	BBA	2022	Kumal sales	120000 per annum
Harshdeep Puri	BBA	2022	Kumal sales	120000 per annum
Mohit Harish	BBA	2022	Kumal sales	120000 per annum
Priyanshu Yadav	BBA	2022	Abhay traders	salary as per fresher's job
Rohit Kolhae	BBA	2022	Jitendra Jewellers	salary as per fresher's job
Neeraj Meghani	BBA	2022	Abhay traders	salary as per fresher's job
Sanchita Meshram	BBA	2022	Jitendra Jewellers	salary as per fresher's job
Shabdank Gajbhiye	BBA	2022	Raj Fabrication	salary as per fresher's job
Sandeep Yadav	BBA	2022	Raj Fabrication	salary as per fresher's job
Piyush Dupare	BSc	2022	Capgemini	salary as per fresher's job
Akansha Kishor Moundekar	MCom	2022	Wagh Luminous, 104 Zenda Square, Nagpur	salary as per fresher's job
Ankita Anil Bokade	MCom	2022	Husnoor Private ITI, Borgaon, Nagpur	salary as per fresher's job
Ashvini Rajesh Pounikar	MCom	2022	Shree Sai Motors,	salary as per fresher's job

			Zingabai Takli, Nagpur	
Chetna Vijay Nanumalani	MCom	2022	Prapti Online Services, Nari Road, Nagpur	salary as per fresher's job
Bhushan Pandhari Deshmukh	MCom	2022	PG Enterprises, Friends Colony, Nagpur	salary as per fresher's job
Hemant Chhabiram Sahu	MCom	2022	Vivekanand Charitable Trust, Nagpur	salary as per fresher's job
Lokesh Dilipkumar Nathrani	MCom	2022	Om Traders, Indira Colony, Jaripatka	salary as per fresher's job
Mr. Mandar Vivek Lakkad	MCom	2022	Shri Balaji Gruh Udyog, Jaripatka, Nagpur	salary as per fresher's job
Nikhil Chandrabhan Bagade	MCom	2022	Shree Sai Motors, Zingabai Takli, Nagpur	salary as per fresher's job
Monika Moropant Kumbhare	MCom	2022	Arnav Auto Parts, Telephone Exchange, Nagpur	salary as per fresher's job
Pallavi Dhanraj Dunedar	MCom	2022	Sai Jyoti Publication, Indira Nagar, Nagpur,	salary as per fresher's job
Pratik Mangesh Tadas	MCom	2022	Armour Hardware, Ganjakheth Square, Nagpur	salary as per fresher's job
Pratik Sevaklal Kesharwani	MCom	2022	NX Novelty Mens Wear, Kamal Chowk, Nagpur	salary as per fresher's job
Rupesh Tejlal Rana	MCom	2022	Ardra Tatva Private Limited, Ambazari Layout, Nagpur	salary as per fresher's job

	Sakshi Prakash Umredkar	MCom	2022	Abhar Land And Developers Private Limited, New Ramdaspath, Nagpur	salary as per fresher's job
	Shweta Shankar Bodhe	MCom	2022	Akhtar & Company, Bubha Nagar, Nagpur	salary as per fresher's job
	Sushmita Vilas Bijekar	MCom	2022	Uptown Café Lounge 501, Dharmpath, Nagpur	salary as per fresher's job
	Vicky Bholaji Durbude	MCom	2022	Pitamber Bricks Industries, Kamtee Road, Nagpur	salary as per fresher's job

DOCUMENTS in ORDER
2021-2022

**Placement of Outgoing
Students
2021-2022**

STUDENT LIST
2021-2022

Year	Name of student who has been placed	Program graduated from	Year of graduation	Name of the employer with contact details	Pay package at appointment (In INR per annum)
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	Chanchal Jethani- 9325333705	BCom	2022	ICICI Prudential (90752555188)	245000/-
	Geetanksha Hemraj Tembhurne- 8830232720	BCom	2022	ICICI Prudential (90752555188)	245000/-
	Anurag Raut- 9503826106	BSc	2022	ICICI Prudential (90752555188)	245000/-
	Archana Sahu- 8055876268	BSc	2022	ICICI Prudential (90752555188)	245000/-
	Mahima Gupta- 9322469046	MCom	2022	ICICI Prudential (90752555188)	245000/-
	Rahul Yadav	BSc	2022	TeamLease	245000/-

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Hiten Parate	BCom	2022	Ameya sales co	salary as per fresher's job
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Husain Arviwala	BCom	2022	Ashish garments	salary as per fresher's job
Shivani N Jishnani	BCom	2022	seema gruh udyaga	salary as per fresher's job
Bhakti R Harwani	BCom	2022	A to Z super markat	salary as per fresher's job
Mohit k Sachdev	BCom	2022	agrawal sales co	salary as per fresher's job
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Pratham Prakash Wanjari	BCom	2022	Omkar marble	salary as per fresher's job
Abhishek Shankar Nandagwa	BCom	2022	Jitendra Jewellers	salary as per fresher's job
Saiffee Faeem Sheikh	BCom	2022	Central india paints	salary as per fresher's job

	Yuvraj Rajkumar Joshi	BCom	2022	Shrikrishna Agency	salary as per fresher's job
	Nandeshwar R Pande	BCom	2022	Wishvanath furniture	salary as per fresher's job
	Gourav Bamrah	BCom	2022	Prabhu multi ventures	salary as per fresher's job
	Navneet Karla	BCom	2022	Madhav raya multi ventures	salary as per fresher's job
	Komal Patel	BCom	2022	Bombay boot house	salary as per fresher's job
	Kajol Yadav	BCom	2022	Bombay boot house	salary as per fresher's job
	Kamal Dodani	BCom	2022	Prabhu multi ventures	salary as per fresher's job
	Mohit Khemani	BCom	2022	Ameya sales co	salary as per fresher's job
	Kashish Gilani	BCom	2022	OM baheram traders	salary as per fresher's job
	Alfiya Salim	BCom	2022	RB Hardware	salary as per fresher's job
	Shreni Durge	BCom	2022	Sunder footwear	salary as per fresher's job
	Gourav Bhamra	BCom	2022	Prabhu multi ventures	salary as per fresher's job
	Navneet Karla	BCom	2022	Madhav raya multi ventures	salary as per fresher's job
	Komal Patel	BCom	2022	bombay boot house	salary as per fresher's job
	Kajol Yadav	BCom	2022	bombay boot house	salary as per fresher's job
	Kamal Dodani	BCom	2022	Prabhu multi ventures	salary as per fresher's job
	Veena Gangwani	BCom	2022	Suresh Jagwani & co	salary as per fresher's job
	Aman Shaik	BCom	2022	Suresh Jagwani & co	salary as per fresher's job
	Kajal Manani	BCom	2022	Rathi Kaushik & asso	salary as per fresher's job
	Bhavika Kukreja	BCom	2022	Rathi Kaushik & asso	salary as per fresher's job
	Chanchal Ghanshyam Jethani	BBA	2022	Promax HD Events	240000 per annum
	Prachi Kachwaha	BBA	2022	Spice Jet Ltd	316176/- per annum
	Krishna Adwani	BBA	2022	Ma Bhagwati Gruh Udyag	self employed
	Uday Ravindra Hardwani	BBA	2022	Komal Enterprises	self employed

Kshitij Gopalsingh Thakur	BBA	2022	TCS	120000/- per annum
Gaurav Udaypurkar	BBA	2022	TCS	120000/- per annum
Veena Goswami	BBA	2022	Arista system pvt ltd	salary as per fresher's job
Priyanshu Jitendra Nenwani	BBA	2022	Vidhi Lights	self employed
Rohit Kolhae, 9878459875	BBA	2022	Madhav raya multi ventures	salary as per fresher's job
Kshitij Maste	BBA	2022	Madhav raya multi ventures	salary as per fresher's job
Kshitij Thakur	BBA	2022	Madhav raya multi ventures	salary as per fresher's job
Alisha Ganvir	BBA	2022	Bombay boot house	salary as per fresher's job
Shefali Rao	BBA	2022	Sunder footwear	salary as per fresher's job
Bitto Khatri	BBA	2022	Kumal sales	120000 per annum
Harshdeep Puri	BBA	2022	Kumal sales	120000 per annum
Mohit Harish	BBA	2022	Kumal sales	120000 per annum
Priyanshu Yadav	BBA	2022	Abhay traders	salary as per fresher's job
Rohit Kolhae	BBA	2022	Jitendra Jewellers	salary as per fresher's job
Neeraj Meghani	BBA	2022	Abhay traders	salary as per fresher's job
Sanchita Meshram	BBA	2022	Jitendra Jewellers	salary as per fresher's job
Shabdank Gajbhiye	BBA	2022	Raj Fabrication	salary as per fresher's job
Sandeep Yadav	BBA	2022	Raj Fabrication	salary as per fresher's job
Piyush Dupare	BSc	2022	Capgemini	salary as per fresher's job
Akansha Kishor Moundekar	MCom	2022	Wagh Luminous, 104 Zenda Square, Nagpur	salary as per fresher's job
Ankita Anil Bokade	MCom	2022	Husnoor Private ITI, Borgaon, Nagpur	salary as per fresher's job
Ashvini Rajesh Pounikar	MCom	2022	Shree Sai Motors,	salary as per fresher's job

			Zingabai Takli, Nagpur	
Chetna Vijay Nanumalani	MCom	2022	Prapti Online Services, Nari Road, Nagpur	salary as per fresher's job
Bhushan Pandhari Deshmukh	MCom	2022	PG Enterprises, Friends Colony, Nagpur	salary as per fresher's job
Hemant Chhabiram Sahu	MCom	2022	Vivekanand Charitable Trust, Nagpur	salary as per fresher's job
Lokesh Dilipkumar Nathrani	MCom	2022	Om Traders, Indira Colony, Jaripatka	salary as per fresher's job
Mr. Mandar Vivek Lakkad	MCom	2022	Shri Balaji Gruh Udyog, Jaripatka, Nagpur	salary as per fresher's job
Nikhil Chandrabhan Bagade	MCom	2022	Shree Sai Motors, Zingabai Takli, Nagpur	salary as per fresher's job
Monika Moropant Kumbhare	MCom	2022	Arnav Auto Parts, Telephone Exchange, Nagpur	salary as per fresher's job
Pallavi Dhanraj Dunedar	MCom	2022	Sai Jyoti Publication, Indira Nagar, Nagpur,	salary as per fresher's job
Pratik Mangesh Tadas	MCom	2022	Armour Hardware, Ganjakheth Square, Nagpur	salary as per fresher's job
Pratik Sevaklal Kesharwani	MCom	2022	NX Novelty Mens Wear, Kamal Chowk, Nagpur	salary as per fresher's job
Rupesh Tejlal Rana	MCom	2022	Ardra Tatva Private Limited, Ambazari Layout, Nagpur	salary as per fresher's job

	Sakshi Prakash Umredkar	MCom	2022	Abhar Land And Developers Private Limited, New Ramdaspath, Nagpur	salary as per fresher's job
	Shweta Shankar Bodhe	MCom	2022	Akhtar & Company, Bubha Nagar, Nagpur	salary as per fresher's job
	Sushmita Vilas Bijekar	MCom	2022	Uptown Café Lounge 501, Dharmpath, Nagpur	salary as per fresher's job
	Vicky Bholaji Durbude	MCom	2022	Pitamber Bricks Industries, Kamtee Road, Nagpur	salary as per fresher's job

DOCUMENTS in ORDER
2021-2022



August 2, 2021

Welcome to Wipro's Work Integrated Learning Program ("WILP")

**Work Integrated Learning Programme
Wipro Limited, Dodda Kannelli
Sarjapur Road, Bengaluru - 560 035.
Phone: (080) 28440011/12, Fax: (080) 28440256**

Dear Kalash Chandrikapure,

Sub: Enrolment letter to Wipro's Work Integrated Learning Program ("WILP") as Scholar Trainee – Work Integrated Learning Program

Welcome to WILP!

With reference to your application, it is our pleasure to enroll you as a Scholar Trainee – Work Integrated Learning Program. This is a scholarship program customized as a robust academic and training program which will enable you to obtain M. Tech degree from one of the premier engineering institution / University in India.

The duration of the academic program shall be 48 months from the **date of enrolment for academic program**. You will be enrolled into the academic program within 12 months from date of joining. Your date of joining will be intimated through a separate communication.

We hope you enjoy the learning with WILP and have an enriching experience being a part of Wipro Limited ("Wipro or "Company").

Please read through the terms and conditions of your enrolment as provided below.

We look forward to having a long and fruitful relationship with you at WILP, Wish you all the best!

Yours sincerely,
For **Wipro Limited**,

A handwritten signature in black ink, appearing to read "Aparna Shailen", written over a horizontal line.

**Aparna Shailen
General Manager - Human Resources**

Endorsement

A handwritten signature in blue ink, appearing to read "Dada Ramchand Bakhru".

**Officiating Principal
Dada Ramchand Bakhru
Sindhu Mahavidyalaya, Nagpur-17**



Campus Selects 2022 - Sindhu College



Inbox



Anushree Patil 5:34 PM



to me, Anupriya ^

From Anushree Patil anushreepatil77@gmail.com

To susmitamandavgane@gmail.com

cc Anupriya Sharma /HR WE/ICICIPRU/Pune
anupriya.sharma@iciciprulife.com

Date 6 Apr 2022, 5:34 PM



Standard encryption (TLS)

[Learn more](#)

Dear Shushmita,

PFB the selected students list.

S.No.	Names
1	Aasim Khan
2	Mahima Gupta
3	Deepak Gupta
4	Archana Shahu
5	Anurag Raut
6	Gitansha
7	Chanchal Jethani



Officiating Principal
Dada Ramchand Bakhr
Sindhu Mahavidyalaya, Nagpur-17

Date: 02 Sep 2021

Mr RAHUL BABULAL YADAV
plot no-21 ramai nagar nari
road uppawadi nagpur
Pin-440026 440026

Employee No: 2181134
Dear Mr RAHUL BABULAL YADAV

Fixed Term Contract

We are pleased to appoint you in our organization as subject to the following terms and conditions:

1. On joining, your Employee Code would be 2181134.
2. You are hereby appointed as Sales Officer for Two Year commencing from 02 Sep 2021 to 02 Sep 2023 or from the actual date of Joining whichever is later, during which you will render services to our Client at their premises subject to the terms and conditions of this engagement letter and in accordance to the instructions received by you from us or any other authorized person and will be bound by our rules and regulations.
3. You hereby agree to be liable for the following terms and conditions:
 - i. Fully perform the services, in a professional manner, at the Client's location until the completion of the term of the work assignment.
 - ii. During the term of the work assignment, render services exclusively to the Client and such performance shall not be inconsistent with any obligation you may have to other third parties.
 - iii. Not engage in any conduct which is detrimental to the interest of the Client or TeamLease.
 - iv. Not receive any payments of any nature directly or indirectly from the Client unless agreed to by TeamLease.
 - v. Neither directly nor indirectly offers you for employment with the Client or its affiliates during the period of the work assignment without prior permission of TeamLease.
 - vi. Extend all cooperation to the Client's employees, consultants, representatives, etc, and do all such things as may be necessary and comply with all terms of the Appointment letter so as to effectively undertake the work.
 - vii. Report and be present at the designated location during the working hours mentioned herein and abide by the rules and regulations as required by the Client.
 - viii. Comply with the safety, health and other rules and regulations of TeamLease and the TeamLease Client that you have been made aware of.
 - ix. During the course of your contract, you can be transferred to a location within the territory of India as and when required by TeamLease for executing the services provided herein.
4. The nature of your relationship with TeamLease will be that of a Contract of Service for a fixed period of Two Years. By executing this letter of engagement neither do we offer you employment with TeamLease nor do you become an employee of TeamLease. Upon expiry or termination of the Work Assignment, your employment with TeamLease shall stand terminated forthwith.
5. Except for expiry of a Work Assignment due to completion/expiry of the same or in respect of a Work Assignment of one week or a lesser period of time, either party may terminate this Work Assignment Letter by issuing 15 days notice in writing or payment thereof.
6. You will be entitled to Twenty One days General Leave in a financial year at a time to be determined by the Company.
7. If at any time, you are found overstaying sanctioned leave or absence from work without permission for a period exceeding five consecutive days or habitual absence or similar misconduct considered by TeamLease or its Client to be gross indiscipline, you will be considered to have abandoned your services with TeamLease. This will be treated as voluntary termination of services from your end and incentives withheld. TeamLease will not be liable to pay one month's salary in lieu of notice thereof in such cases.
8. This contract may be terminated by either party giving to the other not less than one month's prior written notice.

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Doc ID: TL/770C8E6D131

TeamLease Services Limited., CIN No. U74140MH2000PTC194003
BMT Commercial Complex, 8th Floor, 80 Feet Road, Koramangala, Bangalore - 560095.
Ph: (91-80) 33002345, Fax: (91-80) 33943001 www.teamlease.com
Registered Office: No 6, 3rd Floor, C-Wing, Laxmi Towers, Bandra Kurla Complex, Bandra (East), Mumbai - 400 051




Officiating Principal
Dada Ramchand Bakhru
Sindhu Mahavidyalaya, Nagpur-17



Ref: TCSL/DT20217588371/1660784/Hyderabad
Date: 26 November 2021

MS. ROSHNI RAJU KAMTAPRASAD KATRE
Plot No 50 Sant Gajanan Nagar, Nara Nara,
Jaripatka, Nagpur,
Maharashtra-440014.
Tel# 918766504647

Sub: Joining Letter

Dear Ms. Roshni Raju Kamtaprasad Katre,


We would like to take this opportunity to extend a very warm welcome to TATA Consultancy Services Limited (TCSL) family.

We are pleased to inform you that your joining date at TCSL will be **06th December 2021**, your joining location is **Nagpur**, work location is **Nagpur** and your stream is **CBO**. This has been provided considering your preference and business requirements.

Your wellbeing is our utmost priority in the current COVID-19 pandemic scenario across India. Keeping this in mind, and the regulations enforced by various states at this point, we have internally enabled a virtual onboarding process for our future TCSers. For the Virtual Onboarding Process, **you will not be required to physically report at the TCS offices on the date of your joining**.

TCS XP HR Team will reach out to you over email in the next few days to guide you further on the virtual onboarding process and steps to be taken to prepare yourself for onboarding.

Congratulations on completing the first phase of your learning through TCS Xplore Program. We appreciate your passion towards learning which has helped you to perform well. You are now set to experience learning through our coveted TCS Xperience Program.


Officiating Principal
Dada Ramchand Bakhru
Sindhu Mahavidyalaya, Nagpur-17

Private and Confidential

TATA CONSULTANCY SERVICES

Tata Consultancy Services Ltd

Peepul Park, Technopark Campus, Kariavattom P.O., Thiruvananthapuram - 695 581, Kerala, India
Telephone : +91 471 6629400, Fax: +91 471 6629499, Website : www.tcs.com
Registered Office : Nirmal Building, 9th Floor, Nariman Point, Mumbai - 400 021
Corporate Identification Number (CIN): L22210MH1995PLCO84781

Page | 1



TCS Xperience Program

Learning is a way of life at TCSL. The TCS Xperience Program will open a world of opportunities and help you to scale greater heights in your professional life.

The program is carefully designed to develop software engineering skills, nurture professionalism and inculcate a process mindset. This program provides the perfect platform to polish the skills you have gained through the TCS Xplore program, making you 'project ready'.

The duration of your TCS Xperience Program is based on your performance in TCS Xplore program and business requirements.

The program has regular assessments based on pre-defined learning objectives. You are expected to meet the required standards during the TCS Xperience Program. In case, the performance does not meet the expectations, the management reserves the right to either extend your program or take appropriate action.

As communicated through various forums during the recruitment process, your appointment is subject to completion of your final academic (UG/PG) course within the stipulated time as specified by your University/Institute and as per TCSL selection guidelines. You also have to fulfill all the TCS eligibility criteria as stated in the Offer letter.

Kindly confirm your acceptance of this program by clicking on the 'I Accept' button in Nextstep portal. We encourage you to join us on the specified date to enjoy the benefit of timely processing and avail better opportunities.

**Officiating Principal
Dada Ramchand Bakhr
Sindhu Mahavidyalaya, Nagpur-17**

Private and Confidential

TATA CONSULTANTS



We look forward to you joining us on an enriching career with TCSL. Together, let us take this organization to greater heights!

Gear up to experience the future!!

Warm regards,

Janardhan S
Global Head - Talent Development



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

Officiating Principal
Dada Ramchand Bakhru
Sindhu Mahavidyalaya, Nagpur-17

Private and Confidential

TATA CONSULTANCY SERVICES

Tata Consultancy Services Ltd

Peepul Park, Technopark Campus, Kariavattom P.O., Thiruvananthapuram - 695 581, Kerala, India

Telephone : +91 471 6629400, Fax: +91 471 6629499, Website : www.tcs.com

Registered Office : Nirmal Building, 9th Floor, Nariman Point, Mumbai - 400 021

Corporate Identification Number (CIN): L22210MH1995PLCO84781

Page | 3



ameya

SALES CORPORATION

Showroom : Ameya Towers,
Adjacent Dinanath High School,
Opp. Indian Gimkhana, Humpyard
Road, Dhantoli, Nagpur.
☎ : 0712 - 2421299, 6617693,
2420037, 2420039

■ DESIGNER TILES ■ SANITARYWARE ■ MODULAR KITCHENS ■ DECORATIVE LIGHTS

Ref. No.

Date :

02 June 2022

To Whom It May Concern

This is to declare that Mr. Hiten V. Parate has been employed as a Accountant at our shop since

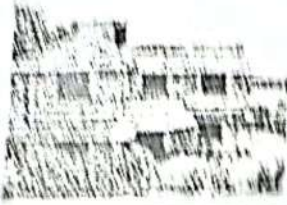
02 June 2022.

His role as a Accountant includes assisting customers, managing product displays, handling sales transactions, and maintaining a clean and organized store environment.

We certify that Mr. Hiten V. Parate is a valuable member of our team and has been fulfilling his duties diligently. We are confident in his abilities and trust him to represent our company professionally.

Proprietor
Ameya Sales Corporation
Nandanvan, Nagpur





OM BAIHERAM TRADERS

Pramod L.
Mo. 960545510

GST No. 27ADXPRI431J1Z1
3/A, वसंत मासेदी नगर, नागपूर-०
Ph. 0712-2712013, M.: 9605455101, 102

ACC Ltd
India's No. 1 Cement Con

Ref.No.

Date :

07 June

2022

To Whom It May Concern

This is to declare that Mr. Purvesh P. Awale has been employed as a Clerk at our shop since 07 June 2022.

His role as a Clerk includes assisting customers, managing product displays, handling sales transactions, and maintaining a clean and organized store environment.

We certify that Mr. Purvesh P. Awale is a valuable member of our team and has been fulfilling his duties diligently. We are confident in his abilities and trust him to represent our company professionally.

Proprietor
Om Baheram Traders
Nagpur





R B HARDWARE

491, NEHRU NAGAR NANDANWAN MAIN ROAD, NAGPUR-09

amil:-rbpaints50@yahoo.in

Contact:- 9373105487,8149816

04 July 2022

To Whom It May Concern

This letter is given to Ms. Chetna J. Yeolekar as she is appointed as Salesman in our company from 04 July 2022 and working till date.

She will have to handle the responsibility given to her by her immediate senior.

A handwritten signature in black ink, appearing to be 'R.B.' or similar, written in a cursive style.

Proprietor
R B Hardware
Nandanvan, Nagpur





सुंदर

फुट वेअर भंडारा रोड, इतवारी, नागपुर-०२

(S) 2762:
(S) 2737
Mob. : 937-3106
Mob. : 937-0006

नं. _____

दिनांक _____

01 August 2022

To Whom It May Concern

This letter is given to Ms. Shruti R. Telghare as she is appointed as Agent in our company from 01 August 2022 and working till date.

She will have to handle the responsibility given to her by her immediate senior.

Proprietor
Sunder Footware
Nagpur





सुंदर

फुट वेअर भंडारा रोड, इतवारी, नागपुर-०२

(S) 2762531
(S) 2737706
Mob. : 937-3106127
Mob. : 937-0006127

नं. _____

दिनांक 30/7/22

प्रति

श्रीश्री डी. मंगलानी

अह पत्र द्वारा सूचित किया जाता है कि आपलौ हमारी
दुकान पर सेल्समेन पद पर नियुक्त किया जाता है।

कृपया आप 30/8/22 दिनांक तक कार्यगृहण करें।

Proprietor

S. Ramani

सुंदर फुट वेअर
भंडारा रोड, इतवारी
नागपुर



सुंदर

फुट वेअर

भंडारा रोड, इतवारी, नागपुर-०२

(S) 2762531
(S) 2737706

Mob. : 937-3106127

Mob. : 937-0006127

नं. _____

दिनांक 31/7/22

प्रति,

श्रीरज एम. थवानी

यह पत्र द्वारा सूचित किया जाता है कि आपकी हमारी दुकान पर सेल्समेन पद पर नियुक्त किया जाता है।

कृपया आप 31/8/2022 दिनांक तक कार्यग्रहण करें।

Proprietor

S Ramani

सुंदर फुट वेअर
भंडारा रोड, इतवारी
नागपुर



R B HARDWARE

491, NEHRU NAGAR NANDANWAN MAIN ROAD, NAGPUR-09

email-rbpaints50@yahoo.in

Contact:- 9373105487,8149816520

प्रति

30/7/22

साहित्य एम. आडकानी

कमल फूल चौक दे फल, जरीपटला

नागपुर

थई पत्र द्वारा सूचित किया जाता है कि आपकी दुकान पर 'लेखपाल' पर निम्नलिखित किया जाता है।

कृपया आप 18/08/2022 दिनांक तक आदेश ग्रहण करें।

Proprietor

R. B. Jain

R. B. Hardware

Nandan wan, Nagur



R B HARDWARE

491, NEHRU NAGAR NANDANWAN MAIN ROAD, NAGPUR-09

amil:-rbpaints50@yahoo.in

Contact:- 9373105487,8149816520

प्रति

15/7/22

पलक आर. माखीजानी
130 कुकरेजा नगर, जरीपलका
नागपुर-440011

यह पत्र द्वारा सूचित किया जाता है कि आपको हमारी
दुकान पर 'मैनेजर' पद पर नियुक्त किया जाता है।

कृपया आप 15/08/2022 दिनांक तक
कार्य ग्रहण करें।

Proprietor

R. B. Jain

R. B. Hardware

Nandanwan, Nagpur

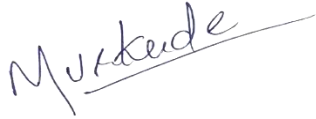
MAYA COSMETIC STORES

Kelibaag Road, Mahal Nagpur, 7486592653 email-mcs2007@gmail.com

Date:- 20/4/2022

To Whomsoever it may concern

This is to certify that Anchal G Meshram is working as a Data Entry Operator in Maya Cosmetic Stores since 1/2/2021.



Ms Maya H. Urkude

Director
Maya Cosmetic Stores, Nagpur



ASHISH GARMENTS

26,Ruikar Road Mahal Nagpur,8623562320

COMPLETE FAMILY SHOPPE

Date:- 2/4/2022

Mr.Husain Arviwala

House no.110,

Near Chotti Masjid

Mominpura ,Nagpur 440018

Subject: Appointment Letter for the post of Junior Clerk

Dear Mr. Husain Arviwala

We are happy to extend our heartfelt congratulations on your selection for the position of Junior Clerk at Ashish Garments. We believe your skills and qualifications make you a valuable addition to our team.

Job Title: Junior Clerk

Compensation Package: Rs 12000 per month

Working Hours: 10.00 am to 6.00 pm

A.S. Kanaiya

MANAGER
ASHISH GARMENT
26,Ruikar Road Mahal Nagpur,8623562320

SEEMA GREH UDYOG

NEAR APMC MARKET KALAMNA NAGPUR

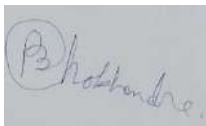
To whomsoever it may concern

This is to certify that Ms Shivani N Jishnani is working with our organization at the post of computer operator since 22nd December 2022. She is a person totally dedicated to her work with proper work commitment towards to the organization.

Regards

SEEMA GREH UDYOG

NEAR APMC MARKET KALAMNA NAGPUR

A square box containing a handwritten signature in black ink. The signature appears to be 'P. K. Kulkarni' written in a cursive style.

Proprietor

A to Z SUPER MARKET

BESA CHOWK NAGPUR

To whomsoever it may concern

This is to certify that Ms Bhakti R Harwani is working with our organization at the post of computer operator since 22nd July 2022. She is a person totally dedicated to her work with proper work commitment towards to the organization.

Regards

A to Z SUPER MARKET

BESA CHOWK NAGPUR

A handwritten signature in blue ink, appearing to read 'R. Jagtap', enclosed within a circular scribble.

Proprietor

AGARWAL SALES CORPORATION

KHADGAON ROAD WADI NAGPUR

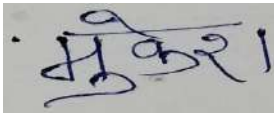
To whomsoever it may concern

This is to certify that Mr Mohit k Sachdev is working with our organization at the post of sales executive since 23rd December 2022. He is a person totally dedicated to his work with proper work commitment towards to the organization.

Regards

AGARWAL SALES CORPORATION

KHADGAON ROAD WADI NAGPUR

A handwritten signature in blue ink, appearing to be 'Mohit K Sachdev', is written on a light-colored background.

Proprietor

MP ENTERPRISES

69, MIDC WANJRA NAGPUR

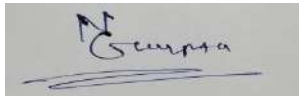
To whomsoever it may concern

This is to certify that Ms Sonam k Vaswani is working with our organization at the post of Accountant since 1st December 2022. She is a person totally dedicated to her work with proper work commitment towards to the organization.

Regards

MP ENTERPRISES

69, MIDC WANJRA NAGPUR

A rectangular box containing a handwritten signature in black ink. The signature appears to be 'S. Vaswani' with a stylized initial 'S' and a horizontal line underneath.

Proprietor

Mob. : 9766022228
9822728005

PRITI CONSTRUCTION COMPANY

Behind Sk. Fidaali Complex, Loha Oli,
Itwari, NAGPUR-440 002.

Date 30/12/22

To Whom It May Concern,

This is to declare that Ms. Yogita Sunil Kuhikar has been employed as a Computer Operator- at company in Nagpur since 12/07/22.

Ms. Yogita Sunil Kuhikar role as a computer operator includes all data entry of different sites.

We certify that Mr. Xyz is a valuable member of our team and has been fulfilling his duties diligently. We are confident in his abilities and trust him to represent our company professionally

KUMAR SALES

Jagnath Budhwari Road, Teenal Chowk, Itwari, Nagpur - 440 002.

Date _____

Appointment Letter

To,

Ms. Saba Ansari

Mobinpura

Nagpur

Dear Ms Saba Ansari,

We are pleased to offer you the position of Store Manager at A & K Agency. Your employment with us will begin on 30/09/22. Your starting salary will be Rs.15,000 per month

As Store Manager, your responsibilities will include but are not limited to:

- Overseeing day-to-day operations of the store
- Managing inventory and ensuring adequate stock levels
- Hiring, training, and supervising store staff
- Providing excellent customer service
- Implementing strategies to increase sales and profitability

Ensuring compliance with company policies and procedures

We believe that your skills and experience make you an excellent fit for this role, and we are excited to welcome you to our team. Please review the attached job description for more details about your new position.

To accept this offer, please sign and return a copy of this letter by 18/09/2021. If you have any questions or need further information, please do not hesitate to contact me.

We look forward to having you join us at A & K Agency and are confident that you will make a valuable contribution to our organization.

Sincerely,



Proprietor
Kumar Sales
Jagnath Budhwari, Teenal Chowk,
Itwari, Nagpur - 02

Nilesh Hinge

Plot No. 67/A Ramna Maroti Road, Near Jyoti School Gadge nagar, Nagpur

Date.

To Whom It May Concern,

This is to declare that Mr. NITESH CHINTAMAN NIKHARE has been employed as a Clerk since 20/12/22

Mr. NITESH CHINTAMAN NIKHARE -role as a clerk includes office administration and clerical work

We certify that Mr NITESH CHINTAMAN NIKHARE is a valuable member of our team and has been fulfilling his duties diligently. We are confident in his abilities and trust him to represent our company professionally



Nilesh Hinge
Plot No. 67/A Ramna Maroti Road,
Near Jyoti School Gadge Nagar, Nagpur

Mob. : 9766022228
9822728005

PRITI CONSTRUCTION COMPANY

Behind Sk. Fidaali Complex, Loha Oli,
Itwari, NAGPUR-440 002.

Date 30/12/22

To Whom It May Concern,

This is to declare that Ms. Yogita Sunil Kuhikar has been employed as a Computer Operator- at company in Nagpur since 12/07/22.

Ms. Yogita Sunil Kuhikar role as a computer operator includes all data entry of different sites.

We certify that She is a valuable member of our team and has been fulfilling his duties diligently. We are confident in his abilities and trust him to represent our company professionally

GST No. 27FJYPS6908FIZA

M.: 9422808921



To Whom It May Concern,

This is to declare that Mr. GAGAN SANTOSH BEDUA has been employed as a Store Manager since 5/01/2023.

Mr. GAGAN SANTOSH BEDUA role as a Store Manager - includes managing the details of building materials.

We certify that he is a valuable member of our team and has been fulfilling his duties diligently. We are confident in his abilities and trust him to represent our company professionally

VAT.TIN.NO. 27581077784-V
C.S.T. NO. 27581077784-C

M. : 9370477773
9371667798

ABHAY TRADERS

Plot No. R-29, Gayatri Nagar, Revati Vaish, Besa, Nagpur-440034

Cement, Steel, Metal / GV., Sand, G.I. / P.V.C. Pipe, Sanitaryware, Paints, Hardware & General Order Supplier.

Date :

To whom it may concern,

This is to declare that SANJANA VISHNU PAIGWAR has been employed as a Salesman our company, Abhay Traders, since 20/09/2022. Mr. Dhananjay Manohar Bokde has been responsible for identifying a customer's needs, pitching relevant products.

During his tenure, SANJANA VISHNU PAIGWAR has demonstrated professionalism, integrity, and a strong work ethic. He has consistently performed his duties with diligence and has been a valuable asset to our team.

This declaration is issued upon request of SANJANA VISHNU PAIGWAR for whatever purpose it may serve him best.



ABHAY TRADERS
Plot No. R-29, gayatri Nagar, Revati Vaish, Nagpur-34

G.S.T. No. 27AGWPG4214E2ZE

Mob. : 9420566420

OMKAR MARBLE

Ranala Road, Kamptee.

Wholesale in Granite Vitrified Tiles Marble, Kota, Kadppa, Glass Tiles

To Whom It May Concern,

This is to declare that Mr. Pratham Prakash Wanjari has been employed as a Salesman at our shop OMKAR MARBLE, Nagpur since 17/02/20223.

Mr. Pratham Prakash Wanjari role as a Salesman includes assisting customers, managing product displays, handling sales transactions, and maintaining a clean and organized store environment.

We certify that he is a valuable member of our team and has been fulfilling his duties diligently. We are confident in his abilities and trust him to represent our company professionally.



OMKAR MABLE
Ranala Road, Kamptee

JITENDRA JEWELLERS

GOLD & SILVER MERCHANTS

Motha Indora, Nara Road, NAGPUR

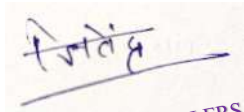
Date : 2/02/2023

To Whom It May Concern,

I, Pannalal Parekh, the undersigned, hereby declare that Mr. ABHISHEK SHANKAR NANDAGWAL has been employed as a Salesman at our jewellery shop, Jitendra Jewellers, located at Motha Indora, Nara Road, Nagpur since 12/02/2022.

Mr. ABHISHEK SHANKAR NANDAGWAL role as a Salesman includes assisting customers, managing product displays, handling sales transactions, and maintaining a clean and organized store environment.

We certify that ABHISHEK SHANKAR NANDAGWAL is a valuable member of our team and has been fulfilling his duties diligently. We are confident in his abilities and trust him to represent our company professionally.



JITENDRA JEWELLERS
Mothe Indora, Nara Road, Nagpur

27500556841 V
w.e.f. 12-6-06

☎: (S) 2527943
Mob. : 9822933678

CENTRAL INDIA PAINTS


4,5,Shreeman Yogee Complex, Khare Town Dharampeth, Nagpur-10
Authorised Stockist for ICI India Ltd. & Asian Paints Ltd.

Date _____

To Whom It May Concern,

This is to declare that Mr. SAIFEE FAEEM SHEIKH has been employed as a Salesman since 12/02/2022.

Mr. SAIFEE FAEEM SHEIKH role as a Salesman includes assisting customers, managing product displays, handling sales transactions, and maintaining a clean and organized store environment.


Proprietor,
CENTRAL INDIA PAINTS
4,5, Shreeman Yogee Complex,
Khare Town Dharampeth,
Nagpur-10

SHREE KRISHNA AGENCIES

51, New Nandanvan, Ishwar Nagar Chowk, Nagpur-9

To,

Mr. YUVRAJ RAJKUMAR JOSHI

Vaishali Nagar

Nagpur

Dear Mr. YUVRAJ RAJKUMAR JOSHI,

We are pleased to offer you the position of Sales Manager at Shree Krishna Agencies, effective 20/07/2022. We believe that your skills and experience make you an ideal candidate for this role.

Your starting salary will be 21,000 per month, payable on a monthly basis. You will also be eligible for standard company benefits, including health insurance and paid time off, as per company policy.

Your responsibilities will include but are not limited to:

- Developing and implementing sales strategies
- Managing a team of sales representatives
- Building and maintaining relationships with clients
- Achieving sales targets

Your working hours will be 8 hours, six days of the week.

This offer is contingent upon the successful completion of a background check and any other pre-employment screenings that may be required.

Please sign and return a copy of this letter to indicate your acceptance of the offer. If you have any questions, please do not hesitate to contact me.

We are excited about the opportunity to have you join our team and are confident that you will make a significant contribution to our company.

Sincerely,



SHREE KRISHNA AGENCIES

51, New Nandanvan, Ishwar Nagar Chowk, Nagpur-9

**Vishwanath Furniture
Co.Pvt Ltd**

56/A,Near Chitnis Park ,Mahal,Nagpur

To Whomsoever it may concern

Date: 1/4/2022

This is to certify that Nandeshwar R Pande is working in our company as a junior clerk since 1/3/2021 .

Regards



Vishal B Ramteke

Manager,HR
Vishwanath Furniture Co.Pvt Ltd
Nagpur

Letter of Appointment

Date : 19th August, 2022

Dear Gourav Bamrah,

We are delighted to officially appoint you as an Accountant at our company effective from 1st Oct. 2022.

Your qualifications and experience in finance make you an ideal candidate for this role, and we are confident that you will contribute significantly to our financial management.

Sincerely,

[HR Manager]

FOR PRABHU MULTIVENTURES


PARTNER



MADHAVRAYA
MULTIVENTURES

001, Devika Mansi Apartment,
CMPDI Road, Jaripatka,
Nagpur 440014



Letter of Appointment

Date : 15th March, 2022

Dear Ms. Navneet Karla,

Appointment as : Office Assistant

We refer to your recent interview for the above position and are pleased to inform you that we are offering you the position with our company effective from 1st April 2022.

Sincerely,

[HR Manager]

MADHAVRAYA MULTIVENTURES

PARTNER





☎: SHOP : 2765930, 3115030
FAX : (0712) 2777249

Bhandara Road, Itwari, Nagpur-440 002 (M.S.)

Ref. No.....

Date.....

Letter of Appointment

Date : 11th Feb.2022

Dear Mr. Komal Patel

We are delighted to officially appoint you as a Sales personal at our company effective from 1st Mar. 2020

Your qualifications and experience in finance make you an ideal candidate for this role, and we are confident that you will contribute significantly to our financial management.

Sincerely,

[HR Manager]

FOR PRABHU MULTIVENTURES
Prabhu
PARTNER



Bhandara Road, Itwari, Nagpur-440 002 (M.S.)

Ref. No.....

Date.....

Letter of Appointment

Date : 11th Feb.2022

Dear Miss Kajol Yadav

We are delighted to officially appoint you as an Accountant at our company effective from 1st Mar. 2020

Your qualifications and experience in finance make you an ideal candidate for this role, and we are confident that you will contribute significantly to our financial management.

Sincerely,

FOR PRABHU MULTIVENTURES

Prabhu
PARTNER

[HR Manager]



PRABHU
— MULTIVENTURES —

Ground Floor, Devika Mansi Apartment,
Opp. CMPDI Gate, CMPDI Road,
Jaripatka, NAGPUR-440 014
Tel : +91 712 2655000

Letter of Appointment

Date : 9th January, 2022

Dear Kamal Sanmukh Dodani,

We are delighted to officially appoint you as an Accountant at our company effective from 1st February 2022.

Your qualifications and experience in finance make you an ideal candidate for this role, and we are confident that you will contribute significantly to our financial management.

Sincerely,

[HR Manager]

MADHAVRAYA

PARTNER

FOR PRABHU MULTIVENTURES

Sanmukh Dodani
PARTNER





ameya

SALES CORPORATION

Showroom : Ameya Towers,
Adjacent Dinanath High School
Opp. Indian Gymkhana, Hump
Road, Dhantoli, Nagpur.
☎ : 0712 - 2421299, 6617693
2420037, 2420039

■ DESIGNER TILES ■ SANITARYWARE ■ MODULAR KITCHENS ■ DECORATIVE LIGHTS

Ref. No.

Date :

04 June 2022

To Whom It May Concern

This is to declare that Mr. Mohit A Khemani has been employed as a Accountant at our shop since

04 June 2022.

His role as a Accountant includes assisting customers, managing product displays, handling sales transactions, and maintaining a clean and organized store environment.

Proprietor
Ameya Sales Corporation
Nandanvan, Nagpur





OM BAHERAM TRADERS

GST No. 27ADXPR1431J1Z1
3/A, रमना मारोती नगर, नागपूर-४
Ph. 0712-2712013, M.: 9595455101, 102

Pramod S,
Mo. 9595455101

ACC Lim
India's No. 1 Cement Cor

Ref.No.

Date :

07 June 2022

To Whom It May Concern

This is to declare that Mr. Kashish A Gilani has been employed as a Clerk at our shop since
07 June 2022.

His role as a Clerk includes assisting customers, managing product displays, handling sales
transactions, and maintaining a clean and organized store environment.

Proprietor
Om Baheram Traders
Nagpur





R B HARDWARE

491, NEHRU NAGAR NANDANWAN MAIN ROAD, NAGPUR-09

amil:-rbpaints50@yahoo.in

Contact:- 9373105487,814981652

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04 July 2022

To Whom It May Concern

This letter is given to Ms. Alfiya Y Salim as she is appointed as Salesman in our company from 04 July 2022 and working till date.

She will have to handle the responsibility given to her by her immediate senior.

Proprietor
R B Hardware
Nandanwan, Nagpur

नं. _____

दिनांक _____

01 August 2022

To Whom It May Concern

This letter is given to MS Shreni R Durge as she is appointed as Agent in our company from 01 August 2022 and working till date.

She will have to handle the responsibility given to her by her immediate senior.



Proprietor
Sunder Footware
Nagpur



Letter of Appointment

Date : 19th August, 2022

Dear Gourav Bamrah,

We are delighted to officially appoint you as an Accountant at our company effective from 1st Oct. 2022.

Your qualifications and experience in finance make you an ideal candidate for this role, and we are confident that you will contribute significantly to our financial management.

Sincerely,

[HR Manager]

FOR PRABHU MULTIVENTURES



PARTNER



MADHAVRAYA
MULTIVENTURES

001, Devika Mansi Apartment,
CMPDI Road, Jaripatka,
Nagpur 440014



Letter of Appointment

Date : 15th March,2022

Dear Ms. Navneet Karla,

Appointment as : Office Assistant

We refer to your recent interview for the above position and are pleased to inform you that we are offering you the position with our company effective from 1st April 2022.

Sincerely,

[HR Manager]

MADHAVRAYA MULTIVENTURES

PARTNER





☎: SHOP : 2765930, 3115030
FAX : (0712) 2777249

Bhandara Road, Itwari, Nagpur-440 002 (M.S.)

Ref. No.....

Date.....

Letter of Appointment

Date : 11th Feb.2022

Dear Mr. Komal Patel

We are delighted to officially appoint you as a Sales personal at our company effective from 1st Mar. 2020

Your qualifications and experience in finance make you an ideal candidate for this role, and we are confident that you will contribute significantly to our financial management.

Sincerely,

[HR Manager]

FOR PRABHU MULTIVENTURES
Prabhu
PARTNER



Bhandara Road, Itwari, Nagpur-440 002 (M.S.)

Ref. No.....

Date.....

Letter of Appointment

Date : 11th Feb.2022

Dear Miss Kajol Yadav

We are delighted to officially appoint you as an Accountant at our company effective from 1st Mar. 2020

Your qualifications and experience in finance make you an ideal candidate for this role, and we are confident that you will contribute significantly to our financial management.

Sincerely,

FOR PRABHU MULTIVENTURES

Prabhu
PARTNER

[HR Manager]



PRABHU
— MULTIVENTURES —

Ground Floor, Devika Mansi Apartment,
Opp. CMPDI Gate, CMPDI Road,
Jaripatka, NAGPUR-440 014
Tel : +91 712 2655000

Letter of Appointment

Date : 9th January, 2022

Dear Kamal Sanmukh Dodani,

We are delighted to officially appoint you as an Accountant at our company effective from 1st February 2022.

Your qualifications and experience in finance make you an ideal candidate for this role, and we are confident that you will contribute significantly to our financial management.

Sincerely,

[HR Manager]

MADHAVRAYA

PARTNER

FOR PRABHU MULTIVENTURES

Sanmukh Dodani
PARTNER





SURESH JAGWANI & CO
CHARTERED ACCOUNTANTS

APPOINTMENT LETTER

This is to state that Miss. Veena M. Gangwani has been appointed in our firm M/s Suresh Jagwani & Co., Chartered Accountants as Accountant from 01st November 2022 and will work in our firm whose timing will be from 10.30 AM to 06 PM.

This Letter is for information purpose only.

Place: Nagpur
Date: 23rd October 2022



For Suresh Jagwani & Co.
Chartered Accountants
FRN: 115415W

JK

Jay M. Kaushik
M. No. 184309 (Partner)

Head Office :- G-76, Ganesh Ward, Near Punjab National Bank College Road, Civil Lines, Betul-460001
Second Office :- 104, Gayatri Palace, Central Avenue, Darodkar Square, Near Aaychit Mandir, Mahal, Nagpur- 440002
Call :- 7798703199, 9423408250



SURESH JAGWANI & CO
CHARTERED ACCOUNTANTS

APPOINTMENT LETTER

This is to state that Mr. Aman K. Shaik has been appointed in our firm M/s Suresh Jagwani & Co., Chartered Accountants as Accountant from 01st November 2022 and will work in our firm whose timing will be from 10.30 AM to 06 PM.

This Letter is for information purpose only.

Place: Nagpur
Date: 23rd October 2022



For Suresh Jagwani & Co.
Chartered Accountants
FRN: 115415W

Jay M. Kaushik
M. No. 184309 (Partner)

Head Office :- G-76, Ganesh Ward, Near Punjab National Bank College Road, Civil Lines, Betul-460001
Second Office :- 104, Gayatri Palace, Central Avenue, Darodkar Square, Near Aaychit Mandir, Mahal, Nagpur- 440002
Call :- 7798703199, 9423408250



APPOINTMENT LETTER

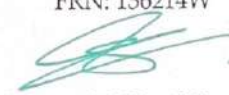
This is to state that **Ku. Kajal S. Manani** has been appointed in our firm Rathi Kaushik and Associates, Chartered Accountants as trainee from 05th August 2022 and will work in our firm whose timing will be from 11 AM to 06 PM.

This Letter is for information purpose only.

Place: Nagpur
Date: 01st August 2022



For Rathi Kaushik & Associates
Chartered Accountants
FRN: 136214W


Gaurav M. Kaushik
M. No. 151141 (Partner)



APPOINTMENT LETTER


This is to state that Ku. Bhavika P. Kukreja has been appointed in our firm Rathi Kaushik and Associates, Chartered Accountants as trainee from 01st September 2022 and will work in our firm whose timing will be from 11 AM to 06 PM.

This Letter is for information purpose only.

Place: Nagpur
Date: 28th August 2022



For Rathi Kaushik & Associates
Chartered Accountants
FRN: 136214W


Gaurav M. Kaushik
M. No. 151141 (Partner)

Dear Chanchal Jethani,

I am delighted to offer you the position of **Event Executive** at ProMax HD Events. We were impressed with your qualifications, and skills during the interview process, and we believe you will be an excellent addition to our team.

Position Overview: An Event Executive provides essential support to the Relationship Manager in maintaining and cultivating strong client relationships. This role involves assisting with client communication, portfolio management, and administrative tasks to ensure the smooth functioning of client accounts. Assistant Relationship Managers play a vital role in delivering excellent client service and ensuring client needs are met effectively.

The position will begin on **20th April**. The job will be a full-time position, and the working hours will be as discussed below.

Monday to Saturday: 10.00 am to 6.00 pm, however there could be extended working hours and you are expected to be flexible. A lunch break of 30 mins is advisable and arrange for your meals accordingly.

Travel to conference locations for longer stays may also be necessary. Accommodation expenses for offsite stay for 10 days for upto Rs.2500 per day will be covered by the company. For longer durations, employees are responsible for arranging their own suitable accommodation.

Your starting salary will be **20,000/- (Twenty Thousand) Gross per month**.

We propose a six-month probationary period, starting from your first day of employment. This period is intended to assess your suitability for the role and to provide both parties with an opportunity to evaluate the working relationship and ensure it aligns with our expectations. You will not be eligible for paid leave during your probation.

In addition to your regular compensation, we are pleased to offer you a comprehensive benefits.

This includes 14 days of paid leave annually, which can be utilised for personal, vacation, or sick days as needed. Please note that this leave entitlement will accrue over time and will be prorated based on your start date.

After completing one year with the company, you will be eligible for an annual increment at the end of each financial year, based on a review of your performance.

All leaves have to be well planned with a notice of 30 working days except medical emergencies.

Given the nature of our business operations, you will be required to work on weekends. However, on such occasions, you will be granted compensatory time off.

Notice Period: This job is on “At Will”, however a 30 days notice period is advisable. During this notice period, the employee shall be required to fulfill their duties and responsibilities as usual, while the employer shall have the opportunity to make necessary arrangements for the employee's departure.

The notice period shall commence on the date when written notice of resignation is received by the employer or the date of verbal notice provided by the employee, whichever occurs earlier.

The last day of employment shall be one month from the start of the notice period. Failure to provide the required notice shall result in the forfeiture of certain benefits or remuneration as per company policies and applicable laws.

To confirm your acceptance of this offer, please sign and return a copy of this letter, along with any other required documents, by **1st April 2024**. If you have any questions, please feel free to contact us at any time.

We look forward to welcoming you to our team and having a long and fruitful experience with you.

Best Wishes,



Sameer Mardikar
Director, ProMax HD Events,
98907 28799





SpiceJet Limited
319 Udyog Vihar, Phase IV
Gurugram 122016, Haryana, India
Tel: +91 124 3913939
Fax: +91 124 3913844

LETTER OF OFFER

15-Feb-23

Ms. Prachi Sharad Kachhawah

Plot Number 646/B/14, Near S.Kumar Cycle Stores,
Shantinagar, Sai Nagar, Nagpur City, Nagpur,
Maharashtra - 440002
Phone No: 8767606453

Dear **Ms. Prachi Sharad Kachhawah**,

We are pleased to offer you the position of **Customer Service Executive** in **Ground Services (Airport Services)** at SpiceJet Ltd.

The following are the terms & conditions of your employment with SpiceJet Ltd:

1. The Details of your total compensation is given in **Annexure - 1**.
2. Your initial place of work will be at **Pune Airport**. Your services are transferable as per Company's discretion and operational requirements.
3. Your appointment is subject to you being medically fit and the receipt of satisfactory medical check-up report, references and background checks. The Company will conduct a formal background verification as per Company policy.
4. Your probation will be for a period of **Six Months** from the date of joining. Confirmation of your appointment will be subject to assessment of your performance during the probationary period.
5. During probation either party may terminate the employment by giving **Seven (07) Days'** notice in writing or **Seven (07) Days'** basic salary in lieu thereof. On confirmation of services, either party may terminate the employment by giving **Three (03) months' notice in writing** or **Three (03) months' Gross Salary** in lieu thereof, as per Company policy. However the Company reserves the right not to accept payment in lieu of notice and at its sole discretion enforce the notice period due to operational reasons.
6. Due to unsatisfactory performance, absence for a continuous period of eight days without prior approval of your supervisors, (including overstay of leave / training), and/or integrity issues, your employment may be ceased without any notice at any time during your employment with the Company.
7. By accepting this offer and its terms, you also undertake that you shall work for a minimum service period of Thirty Six (36) Months with the Company in such functions as may be assigned to you from time to time. The Thirty Six (36) Months' service period shall commence from the date of your joining the Company.
8. You also undertake to deposit Two (02) Cheques in favour of the Company "SpiceJet Limited" amounting to INR. 25,000/- each (**total of INR 50,000/-**) towards the Security Deposit for a period of Thirty Six (36) Months. You also understand that the above arrangements are towards opportunity provided to you over other aspiring candidates by the Company and the time spent on your recruitment/training comes with a considerable expenditure direct and indirect, financial and unliquidated – related to faculty, computer time, support facilities, salary while under employment with the Company.

9. Upon completion of the Thirty Six (36) Months period of service with the Company from your date of joining, the Two (02) cheques amounting to INR 50,000/- shall be rewarded back to you.

Signature Not Verified
Niti Verma

Registered Office: Indira Gandhi International Airport, Terminal 1D, New Delhi 110037, India Website: www.spicejet.com
CIN: L51909DL1984PLC288239

10. In the event of your leaving the Company prior to the stipulated period of Thirty Six (36) Months, you authorise the Company to encash the above referred cheque(s) to recover the amount of INR 50,000/- in the manner as may be decided by the Company at its sole discretion.
11. By accepting this offer, you further undertake that, you shall not instruct the concerned bank to stop the payment of above mentioned cheque(s) and that you shall further intimate the company about the change (if any) of your bank account and replace the cheque(s) with fresh cheques of such new bank account. You also undertake to maintain sufficient bank balance in the concerned bank account in the event of your leaving employment with the Company before completing the minimum service period of Thirty Six (36) as envisaged herein above.
12. You will not interact with the media to give any information with regard to Company, its employees and operation etc.
13. All terms and conditions will be governed by the Company policies as stated from time to time.
14. While accepting this offer you will confirm that you have settled all liabilities and service obligations with all your previous employers. In case any disputes arise with any of your previous employers with regard to your taking up employment with us, you undertake to indemnify SpiceJet Ltd for any loss / damage / legal action(s).
15. The terms of this offer shall be kept strictly confidential. You shall execute all other documentations as required.

You are advised to report at **Pune Airport** as soon as possible along with all documents as set forth in **Annexure - 2**.

A formal letter of appointment containing your terms and conditions will be given to you on completion of your joining formalities.

As a token of acceptance of the above offer, you are requested to sign this letter and send us a copy of the same latest by **22-Feb-23**.

We look forward having you on board soon.

Yours Sincerely,
For SpiceJet Limited

Niti Verma
Vice President and Head - Human Resources

I hereby agree to the terms and conditions of offer stipulated above. I agree to join SpiceJet Ltd on or before **17-Mar-23**. I also authorize SpiceJet Ltd to conduct my formal background verification as per company policy.

Date:

Candidate's Signature

Place:

Candidate's Name

Signature Not Verified

Niti Verma

15.02.23



ANNEXURE – 1

COMPENSATION DETAILS

Name: Ms. Prachi Sharad Kachhawah
Department: Ground Services (Airport Services)
Designation: Customer Service Executive
Band & Grade: B & 3

Heads	Amount (Rs) per Month	Amount (Rs) per Annum
Basic Pay	15,000.00	1,80,000.00
House Rent Allowance	7,500.00	90,000.00
Special Allowance	918.00	11,016.00
PF	1,800.00	21,600.00
Cost To Company (A)	25,218.00	3,02,616.00
Medical Insurance	374.00	4,488.00
GPA Insurance	34.00	408.00
Gratuity	722.00	8,664.00
Total (B)	1,130.00	13,560.00
Total Cost To Company (A +B)	26,348.00	3,16,176.00

Other perks and benefits (Leaves, Medical & Personal Accident Insurance, and Gratuity) will be provided as per Company policy.

You will be eligible for Employee Leisure Travel tickets as per Company policy.

For SpiceJet Limited

Niti Verma
Vice President and Head - Human Resources

I hereby agree to and accept the compensation as stipulated above.

Date:

Candidate's Signature

Place:

Candidate's Name

Signature Not Verified

Niti Verma

15.02.23



ANNEXURE - 2

You need to furnish the following documents at the time of joining the Company:

a	Duly signed and accepted copy of SpiceJet offer Letter is mandatory.
b	Date Of Birth Proof (ONE of the following: Birth Certificate, Class X/ HSC Passing Certificate, Passport, Pan Card, Driving license)
c	Photo ID (ONE of the following: Aadhar Card, Passport)
d	Address proof (ONE of the following: Passport, Aadhar Card – Original & 2 attested copies.
e	Education Qualification Proof (as applicable: X, XII, Graduation, Post-Graduation Certificate, Diploma) - Original & 2 attested copies.
f	Passport size Photographs - 5 copies (White Background)
g	PAN Card - Original & 2 attested copies.
h	Acceptance of resignation / Relieving Letter from previous employer (last employment) - Original & 1 copy. (to be submitted within 30 days from the date of Joining)
i	Salary slip/ Salary certificate from previous employer (last employment) - Original & 1 copy.
j.	Original Passport & a photocopy of the first two pages of your passport

Signature Not Verified

Niti Verma

15.02.23



Maa Bhagwati Gruh Udyog

SUGAT NAGAR

NAGPUR 440014. MOB-7020019765

GSTIN-27CTVPA8090C1ZF

To whomsoever it may concern

This is to certify that Mr KRISHNA ADWANI is self employed and he is the sole proprietor of MAA BHAGWATI GRUH UDYOG business.

Thankyou,

Sincerely,

Krishna adwani

Krishna Adwani

Owner

Krishnaadwani425@gmail.com

Komal Enterprises

17.Gayati plaza,Mahal

NAGPUR 440002. MOB-8208532535

GSTIN-27AAGPH3491N1ZA

To whomsoever it may concern

This is to certify that Mr UDAY HARDWANI is self employed and he is the sole proprietor of Komal Enterprises business.

Thank you,

Sincerely

A handwritten signature in black ink that reads "Uday Hardwani". The signature is written in a cursive style with a large initial 'U'.

Uday Hardwani

Owner

udayhardwani2000@gmail.com



Offer: BUSINESS PROCESS SERVICES
Ref: TCSL/DT20234130822/Nagpur/BPS/BTN
Date: 17/07/2023

Mr. Kshitij Singh Thakur
Plot No 91
Ramai Nagar Nari Road
Near Mahindra Kirana Store
Nagpur-440026
Maharashtra
Tel# 91-7066886402

Dear Mr. Kshitij Singh Thakur,

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. **10,250/-** 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 3.25% 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/DT20234130822/Nagpur/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:



Offer: BUSINESS PROCESS SERVICES
Ref: TCSL/DT20234130669/Nagpur/BPS/BTN
Date: 17/05/2023

Mr. Gaurav Vinod Udepurkar
Plot No. 1164/A65
Mehandibag Power House
Sarasawati Vidhyalaya
Nagpur-440017
Maharashtra
Tel# 91-9881038125

Dear Mr. Gaurav Vinod Udepurkar,

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. **10,250/-** per month. You will be engaged as a Trainee / Apprentice under the model / certified Standing Orders (as the case may be) applicable to you.

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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:

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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 3.25% 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/DT20234130669/Nagpur/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:

Date: 28th March 2023

OFFER LETTER

Ms. Veena Goswami

F.No E/2 Sai Krupa Apartment,
Tulsi Nagar Colony, Shanti Nagar,
Itwari, Nagpur – 440021
Maharashtra

Dear Ms. Goswami,

It is our pleasure to extend the following offer of employment to you on behalf of Arista Systems Pvt. Ltd. further to the interview and discussions you have had with us. You are expected to join on or before **3rd April 2023**.

You are appointed to the position of "**Amazon Reconciliation Executive**". You will be on a probation period of three months. Your starting annual remuneration will be as per our discussion. The complete salary details will be mentioned in the appointment letter.

Your working hours will be from 12:00 pm. to 9:00 p.m. with an hour break of a day and you are scheduled to work through Monday to Friday with two weekly offs, which is 40 hours a week. The working hours and days may be decided and changed by Arista Systems Pvt. Ltd. at its convenience.

After successful completion of the probation and review thereof, you will be entitled to other allowances and benefits whatsoever as per policies of the organization. Regular performance reviews will be done to assess your suitability.

Offer stands cancelled in case of any deviations in information or if you fail to report on or before the pre-decided date. It will be assumed that you have not accepted this job offer if we do not receive an acknowledgement from you by 28th March 2023.

You will need to submit scanned copies of all the academic & professional documents on the date of joining.

We look forward to an enduring relationship with you.

Yours sincerely,

Mr. Himanshu Desai

Chief Operating Officer

Arista Systems Pvt. Ltd.

Nagpur-440022

VIDHI LIGHTS

Near Kohinoor Electricals,
Ganajakheth Chowk, Nagpur

MOB:8928458234

To whomsoever it may concern.

This is to certify that Mr PRIYANSHU NENWANI is self employed and is the sole proprietor of Vidhi Lights business.

Thank you,

Sincerely,

Priyanshu Nenwani

Priyanshu Nenwani

Owner

priyanshu nenwani87@gmail.com



Madhavraya Infra Projects Private Limited

Flat No. 001, Devika Mansi C, MPDI Road, Jaripatka, NAGPUR-440014 MH
Ph. : +91 712 2655000

21/11/21

To whoever it may Concern

This is to certify that Mr. ROHIT DINESH KOLHE is working
with MADHAVRAYA INFRA PROJECTS PRIVATE
LIMITED, Nagpur a Sales Executive.

MADHAVRAYA INFRA PROJECTS PRIVATE LIMITED
S. Anand

PARTNER



Madhavraya Infra Projects Private Limited

Flat No. 001, Devika Mansi C, MPDI Road, Jaripatka, NAGPUR-440014 MH
Ph. : +91 712 2655000

21/11/21

To whoever it may Concern

This is to certify that Mr KSHITIJ GOPAL MASTE is working
with MADHAVRAYA INFRA PROJECTS PRIVATE
LIMITED, Nagpur a Sales Executive.

MADHAVRAYA MULTIPLE...
S. Anandani
PARTNER

12/10/21

To whoever it may Concern

This is to certify that Mr. KSHITIJ GOPALSINGH
THAKUR is working with MADHAVRAYA
MULTIVENTURES, Nagpur a Sales Executive

MADHAVRAYA MULTIVENTURES

S. Anand

PARTNER



☎: SHOP : 2765930, 3115030
FAX : (0712) 2777249

7/21

Bhandara Road, Itwari, Nagpur-440 002 (M.S.)

Ref. No.....

Date 7/8/21.....

To whoever it may Concern

This is to certify that Mr. ALISHA SUNIL
GANVIR is working with Bombay Boot House, Nagpur a Sales
Executive

ea.

FOR PRABHU MULTIVENTURES

S. Anandani

JRES

TNER

PARTNER



सुंदर
फुट वेअर

भंडारा रोड, इतवारी, नागपुर-०२

(S) 2762531
(S) 2737706
Mob. : 937-3106127
Mob. : 937-0006127

दिनांक 12/11/21

नं. _____

To whoever it may Concern

This is to certify that MISS. SHEFALI
RAVIPRAKASH RAO is working with SUNDER FOOT
WEAR, Nagpur a Sales Executive.

For. Sunder foot wea.

MADHAVRAYA
Shefali
MULTI-VENTURES

PARTNER

KUMAR SALES

Jagnath Budhwari Road, Teenal Chowk, Itwari, Nagpur - 440 002.

No. 193

Date 4/9/21

Appointment Letter

Dear Mr. BITTO JAY KHATRI ,

We are pleased to offer you the position of Store Manager at A & K Agency. Your employment with us will begin on 1/08/21. Your starting salary will be Rs.10,000 per month

As Store Manager, your responsibilities will include but are not limited to:

- Overseeing day-to-day operations of the store
- Managing inventory and ensuring adequate stock levels
- Hiring, training, and supervising store staff
- Providing excellent customer service
- Implementing strategies to increase sales and profitability

Ensuring compliance with company policies and procedures

We believe that your skills and experience make you an excellent fit for this role, and we are excited to welcome you to our team. Please review the attached job description for more details about your new position.

To accept this offer, please sign and return a copy of this letter by 20/07/2021. If you have any questions or need further information, please do not hesitate to contact me.

We look forward to having you join us at A & K Agency and are confident that you will make a valuable contribution to our organization.

Sincerely,



KUMAR SALES

Jagnath Budhwari Road, Teenal Chowk, Itwari, Nagpur - 440 002.

No. 193

Date 10/11/21

Appointment Letter

Dear Mr. HARSHDEEP SINGH GURMEET SINGH PURI ,

We are pleased to offer you the position of Store Manager at A & K Agency. Your employment with us will begin on 1/08/21. Your starting salary will be Rs.10,000 per month

As Store Manager, your responsibilities will include but are not limited to:

- Overseeing day-to-day operations of the store
- Managing inventory and ensuring adequate stock levels
- Hiring, training, and supervising store staff
- Providing excellent customer service
- Implementing strategies to increase sales and profitability

Ensuring compliance with company policies and procedures

We believe that your skills and experience make you an excellent fit for this role, and we are excited to welcome you to our team. Please review the attached job description for more details about your new position.

To accept this offer, please sign and return a copy of this letter by 20/07/2021. If you have any questions or need further information, please do not hesitate to contact me.

We look forward to having you join us at A & K Agency and are confident that you will make a valuable contribution to our organization.

Sincerely,

Arunash

KUMAR SALES

Jagnath Budhwari Road, Teenal Chowk, Itwari, Nagpur - 440 002.

No. 193

Date 10/11/21

Appointment Letter

Dear Mr. MOHIT HARISH ,

We are pleased to offer you the position of Store Manager at A & K Agency. Your employment with us will begin on 1/08/21. Your starting salary will be Rs.10,000 per month

As Store Manager, your responsibilities will include but are not limited to:

- Overseeing day-to-day operations of the store
- Managing inventory and ensuring adequate stock levels
- Hiring, training, and supervising store staff
- Providing excellent customer service
- Implementing strategies to increase sales and profitability

Ensuring compliance with company policies and procedures

We believe that your skills and experience make you an excellent fit for this role, and we are excited to welcome you to our team. Please review the attached job description for more details about your new position.

To accept this offer, please sign and return a copy of this letter by 20/07/2021. If you have any questions or need further information, please do not hesitate to contact me.

We look forward to having you join us at A & K Agency and are confident that you will make a valuable contribution to our organization.

Sincerely,

Arunash

VAT.TIN.NO. 27581077784-V
C.S.T. NO. 27581077784-C

M. : 9370477773
9371667798

ABHAY TRADERS

Plot No. R-29, Gayatri Nagar, Revati Vaish, Besa, Nagpur-440034

Cement, Steel, Metal / GV., Sand, G.I. / P.V.C. Pipe, Sanitaryware, Paints, Hardware & General Order Supplier.

No. 201

Date : 21/4/21

Dear "PRIYANSHU MATHURA PRASAD YADAV"

With reference to your consent letter and certificates. We are pleased to inform you that you are been appointed as business development executive in our organisation.

Kindly acknowledge the receipt of the same.

Mohit

JITENDRA JEWELLERS

GOLD & SILVER MERCHANTS

Motha Indora, Nara Road, NAGPUR

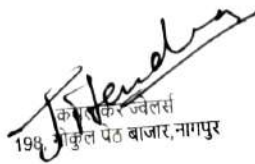
No. 1172

Date: 23/10/21

Dear ROHIT DINESH KOLHE

With reference to your consent letter and certificates. We are pleased to inform you that you are been appointed as business development executive in our organisation.

Kindly acknowledge the receipt of the same.


कैपलकर ज्वेलर्स
198, मोकुल पेठ बाजार, नागपुर

VAT, TIN NO. 27581077784-V
C.S.T. NO. 27581077784-C

M. : 9370477773
9371667798

ABHAY TRADERS

Plot No. R-29, Gayatri Nagar, Revati Vaish, Besa, Nagpur-440034

Cement, Steel, Metal / GV., Sand, G.I./P.V.C. Pipe, Sanitaryware, Paints, Hardware & General Order Supplier.

No. 201

Date : 20/8/21

Dear NEERAJ ANILKUMAR MEGHWANI

With reference to your consent letter and certificates. We are pleased to inform you that you are been appointed as business development executive in our organisation.

Kindly acknowledge the receipt of the same.

Mehla

JITENDRA JEWELLERS

GOLD & SILVER MERCHANTS

Motha Indora, Nara Road, NAGPUR

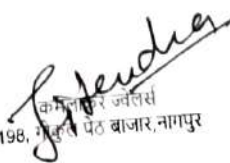
No. 1172

Date: 23/9/21

Dear SANCHITA ATUL MESHRAM

With reference to your consent letter and certificates. We are pleased to inform you that you are been appointed as business development executive in our organisation.

Kindly acknowledge the receipt of the same.


जितेंद्रा ज्वेलर्स
198, मोथा इंदोरा पॅठ बाजार, नागपुर

GST NO 27AALPR4598B120

MOB 9377104951



M/s. Raj Fabrication

ALL TYPES OF FABRICATION & PIPE WORK

33, Tikekar Ghat, NIT Shop, Near Sardar Patel Chowk, Near Dhanton Bridge, Nagpur

We Fabricate : Grills, Gates, Channel Gates, Rolling Shutters
Trusses, School Furniture, M.S.E.B. Fitting Etc.

26/9/21

Dear SHABDANK RAJENDRA GAJBHIYE

With reference to your consent letter and certificates. We are pleased to inform you that you are been appointed as business development executive in our organisation.

Kindly acknowledge the receipt of the same.

A. Phandekar
अमलाकर फोले

GST NO. 27AALP64598B1Z0

MOB. 9371104951



M/s. Raj Fabrication

ALL TYPES OF FABRICATION & PIPE WORK

33 Tikekar Ghat, NIT Shop, Near Sardar Patel Chowk, Near Dhantoli Bridge, Nagpur

We Fabricate : Grills, Gates, Channel Gates, Rolling Shutters,
Trusses, School Furniture, M.S.E.B. Fitting Etc.

23/9/21

Dear SANDEEP ANIL YADAV

With reference to your consent letter and certificates. We are pleased to inform you that you are been appointed as business development executive in our organisation.

Kindly acknowledge the receipt of the same.

A. Khadke
क. शिंदेकर एवलेसे

Wagh Luminous (Construction & Designer)

104, Zenda Square Abhavanekar Garden Nagpur

Ref. No. _____

Date:13-9-2021

APPOINTMENT LETTER

To,
Miss. Akansha Kishor Moundekar

This is to state that **Miss. Akansha Kishor Moundekar** has been appointed in our firm **Wagh Luminous** as **Marketing Executive** from 15th Sep 2021 and will work in our firm whose timing will be from 10 AM to 05 PM.

WAGH LUMINOUS
CONSTRUCTION & DESIGNER
PROPRIETOR

(Signature of manager with seal)



Recognized By
Govt. Of Maharashtra

Affiliated to National Council of Vocational Training (N.C.V.T.), New Delhi
Ministry of Skill Development and Entrepreneurship, New Delhi
Director General of Training (D.G.T.), New Delhi
Directorate of Vocational Education and Training (D.V.E.T.), Mumbai



HUSNOOR PRIVATE INDUSTRIAL TRAINING INSTITUTE

(Run By Husnoor Shikshan Sanstha)

Borgaon, Gorewada Tank Road, Nagpur – 440 013

E-Mail : - itc575nagpur@yahoo.com

Phone : 0712 – 2595886

Ref. No. _____

Date 20-09-2021

To,

Miss. Ankita Anil Bokade

Subject: Appointment Letter

Dear Ankita Anil Bokade,

We are pleased to inform you that you have been appointed as an **Accountant** at **Husnoor Private ITI**, effective from 25th September 2021. Your working hours will be from 11:00 AM to 06:00 PM.

Your role as an **Accountant** will entail.

This letter serves as formal confirmation of your appointment with our firm. Please review the terms and conditions outlined in the attached document.

We look forward to your contribution and wish you a successful tenure with us.

Yours sincerely,



PRINCIPAL
HUSNOOR PVT., I.T.I.
BORGAN, NAGPUR.



SHREE SAI MOTORS

Shop No 1/2, Shivram Complex Koradi Rd,
Zingabai Takli Nagpur MH 440030

Ref. No. _____

Date:22-12-2021

To,

Miss. Ashvini Rajesh Pounikar

Subject: Appointment Information

Dear Miss Ashvini Rajesh Pounikar

This letter is to inform you that you have been appointed as a **Sales Executive** at **Shree Sai Motors**, effective from 25th December 2021. Your working hours will be from 11:00 AM to 06:00 PM.

Please note that this letter is for information purposes only. Detailed terms and conditions of your appointment have been communicated separately.

We extend our warmest congratulations on your appointment and wish you every success in your role.

Best regards,

For SHREE SAI MOTORS


PROPRIETOR

PRAPTI ONLINE SERVICES

Common Service Center

Shop No.1,Ekam – I, Opp. PNB, Nari Road, Nagpur-440026.

Contact No. 9766291400

CSC ID : 336447240014

Ref. No. _____

Date:22-12-2021

To,

Miss. Chetna Vijay Nanumalani

Subject: Appointment Notification

Dear Chetna Vijay Nanumalani

This letter confirms your appointment as a **Trainer** at **Prapti Online Services**, effective from 24th December 2021. Your working hours will be from 11:00 AM to 06:00 PM.

Please consider this letter as official confirmation of your appointment with our firm.

Sincerely,



PG

P.G. ENTERPRISES

Friends Colony, Bhandara, Nagpur -441 904
Mo. 9067300724

Ref. No. _____

Date: 10-01-2022

This is to state that **Mr. Bhushan Pandhari Deshmukh** has been appointed in our firm **PG Enterprises** as **Accountant** from 14th January 2022 and will work in our firm whose timing will be from 10 AM to 05 PM.

(Signature of manager with seal)



Office address : Friends colony, Bhandara, Nagpur -441 904



Vivekanand Charitable Trust Nagpur

Mr. Vijay Balpande
Director

Ref. No. _____

Date: 23-12-2021

To,

Mr. Hemant Chhabiram Sahu

Subject: Appointment Letter

Dear Mr. Hemant Chhabiram Sahu

We are pleased to inform you that you have been appointed as an **Accountant** at **Vivekanand Charitable Trust, Nagpur**, effective from 25th December 2021. Your working hours will be from 10:00 AM to 04:00 PM.

This letter serves as formal confirmation of your appointment with our firm. Please review the terms and conditions outlined in the attached document.

We look forward to your contribution and wish you a successful tenure with us.

Yours sincerely,



(Signature of manager with seal)

9028022205

Om Traders
Deals In **Genuine** Beauty Products.
Opp. Shri Kalgidhar Satsang Mandal Hall, Indira Colony, Jaripatka, Bhubaneswar-751014

Ref. No. _____

Date: 15 Feb 2022

To,

Mr. Lokesh Dilipkumar Nathrani

Subject: Appointment Information

Dear Mr. Lokesh Dilipkumar Nathrani

This letter is to inform you that you have been appointed as a **Salesman** at **Om Traders**, effective from 20/ Feb /2022. Your working hours will be from 11:00 AM to 06:00 PM.

Please note that this letter is for information purposes only. Detailed terms and conditions of your appointment have been communicated separately.

We extend our warmest congratulations on your appointment and wish you every success in your role.

Best regards,

For OM TRADERS

Proprietor



SHRI BALAJI GRUH UDYOG

Plot.No.212,Bengali Society,Kasturba Nagar,Jaripatka,Nagpur-440014
Contact.No:9373178307 | Email:balajigrhudyog1995@gmail.com

Ref. No. _____

Date:14/03/2022

APPOINTMENT LETTER

This is to state that **Mr. Mandar Vivek Lakkad** has been appointed in our firm **Shri Balaji Gruh Udyog** as Marketing Executive from 16th March 2022 and will work in our firm whose timing will be from 11 AM to 06 PM.






SHREE SAI MOTORS

Shop No 1/2, Shivram Complex Koradi Rd,
Zingabai Takli Nagpur MH 440030

Ref. No. _____

Date:08/11/2021

To,

Mr. Nikhil Chandrabhan Bagade

Subject: Appointment Letter

Dear Mr. Nikhil Chandrabhan Bagade,

We are pleased to inform you that you have been appointed as an **Accountant** at **Shree Sai Motors**, effective from 15th Nov 2021. Your working hours will be from 11:00 AM to 06:00 PM.

This letter serves as formal confirmation of your appointment with our firm. Please review the terms and conditions outlined in the attached document.

We look forward to your contribution and wish you a successful tenure with us.
Yours sincerely,

SHREE SAI MOTORS


PROPRIETOR

ARNAV AUTO PARTS

TELEPHONE EXCHANGE SQUARE, NAGPUR-440008

Ref. No. _____

Date:20/04/2022

To,

Miss. Monika Moropant Kumbhare

Subject: Appointment Information

Dear Miss. Monika Moropant Kumbhare,

This letter is to inform you that you have been appointed as a **Sales Executive** at **Arnav Auto Parts**, effective from 25/04/2022. Your working hours will be from 11:00 AM to 06:00 PM.

Please note that this letter is for information purposes only. Detailed terms and conditions of your appointment have been communicated separately.

We extend our warmest congratulations on your appointment and wish you every success in your role.

Best regards,

ARNAV AUTO PARTS
Bais
Proprietor



Sai Jyoti Publication

Sales Office: Om Sai Publishers and Distributors

29 Indira Nagar, Behind T.B. ward, Opp. Old immamwada Police Station, Nagpur – 440003.
Ph: (off): (+91)9764673503, 9923593503, Email id: sjp10ng@gmail.com, Website: www.saijyoti.in

Ref. No. _____

Date: 26/03/2022

To,

Miss. Pallavi Dhanraj Dunedar

Subject: Appointment Notification

Dear Miss. Pallavi Dhanraj Dunedar,

This letter confirms your appointment as a **Typist** at **Sai Jyoti Publication Nagpur**, effective from 01/04/2022. Your working hours will be from 11:00 AM to 06:00 PM.

Please consider this letter as official confirmation of your appointment with our firm.

Congratulations and best wishes for your journey with us.

Sincerely,



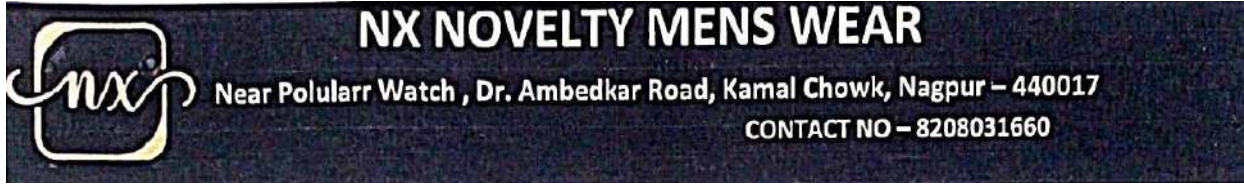
Ref. No. _____

Date: 29/10/2021

This is to state that **Mr. Pratik Mangesh Tadas** has been appointed in our firm **Armour Hardware Nagpur**, as Accountant from 01/11/2021 and will work in our firm whose timing will be from 11 AM to 06 PM.



- Construction Chemical • Scaffolding • Bitumen Tar Products • Civil & Engineering Goods
- Safety Products • Industrial & Decorative Paints • Water Proofing Glass Fibre Mesh



Ref. No. _____

Date:24/03/2022

To,

Mr. Pratik Sevaklal Kesharwani

Subject: Appointment Notification

Dear Mr. Pratik Sevaklal Kesharwani,

This letter confirms your appointment as a **Sales Executive** at **NX Novelty Mens Wear Nagpur**, effective from 26/03/2022 Your working hours will be from 01:00 PM to 08:00 PM.

Please consider this letter as official confirmation of your appointment with our firm.

Congratulations and best wishes for your journey with us.

Sincerely,

NX NOVELTY MENS WEAR
Near Polularr Watch, Kamal Sq.
Nagpur-17 M.8087087898
Vicky



ARDRA TATVA PRIVATE LIMITED

(CIN NO. U24290MH2021PTC373340)

Mail ID: ardratatvachem@gmail.com Contact No. 7448172612

Ref. No. _____

Date: 30 March 2022

To,

Mr. Rupesh Tejlal Rana

Subject: Appointment Letter

Dear Mr. Rupesh Tejlal Rana

We are pleased to inform you that you have been appointed as an **Office Administrator** at **Ardra Tatva Private Limited Nagpur**, effective from 5th April 2022. Your working hours will be from 11:00 AM to 06:00 PM.

Your role as an **Office Administrator** will entail.

This letter serves as formal confirmation of your appointment with our firm. Please review the terms and conditions outlined in the attached document.

We look forward to your contribution and wish you a successful tenure with us.
Yours sincerely,



ARDRA TATVA PVT LTD

(Authorised signatory with seal)

Himanshu Khushalani

Reg. Office :- Plot No. 6, Ambazari Layout, Nagpur (M.H.), 440010

Head Office :- 201, Shiv Gaurav Estate, Bhagwagar Layout, Dharampeth, Nagpur -440010



ABHAR LAND AND DEVELOPERS PRIVATE LIMITED

CORP. OFFICE: Plot No. 101, East High Court Road, New Ramdaspeth Nagpur- 440010.

Impresso's Credentials

CIN: U45400MH2007PTC171240, PHONE NO.: (0712) 2551306, EMAIL: abharland@yahoo.com

Ref. No. _____

Date:13/11/2021

APPOINTMENT LETTER

This is to state that **Miss. Sakshi Prakash Umredkar** has been appointed in our firm **Abhar Land And Developers Private Limited Nagpur**, as **Accountant** from 20/11/2021 and will work in our firm whose timing will be from 11 AM to 06 PM.

ABHAR LAND AND DEVELOPERS PVT LTD



Darshane

(Authorised Signatory)



Akhtar & Company

Opp Indore Namkeen, Rajol
Appartment, Budha Nagar,
Indora, Nagpur-17

9665188447, 7020366721
akhtar_taliseen@rediffmail.com

Ref. No. _____

Date: 20-08-2021

To,

Miss. Shweta Shankar Bodhe

Subject: Appointment Letter

Dear Miss. Shweta Shankar Bodhe

We are pleased to inform you that you have been appointed as an **Accountant** at **Akhtar & Company Nagpur**, effective from 25/08/2021. Your working hours will be from 11:00 AM to 06:00 PM.

This letter serves as formal confirmation of your appointment with our firm. Please review the terms and conditions outlined in the attached document.

We look forward to your contribution and wish you a successful tenure with us.

Yours sincerely,





Ref. No. _____

Date:25/02/2022

To,

Miss. Sushmita Vilas Bijekar

Subject: Appointment Information

Dear Miss. Sushmita Vilas Bijekar

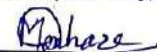
This letter is to inform you that you have been appointed as a **Cashier** at **Uptown Café Lounge 501 Nagpur**, effective from 30/02/2022. Your working hours will be from 11:00 AM to 06:00 PM.

Please note that this letter is for information purposes only. Detailed terms and conditions of your appointment have been communicated separately.

We extend our warmest congratulations on your appointment and wish you every success in your role.

Best regards,

UPTOWN CAFE-LOUNGE
(Unit of Royal Host)
501, Prime-9
Near Children Traffic Park
Dharampeth, Nagpur-440010



Factory :
Survey No. 124, Mouza-Bina,
Tah. Kamptee Dist. Nagpur

Ph. : 0712-2524835
0712-2537664
Telefax : 0712-2548648

PITAMBAR BRICKS INDUSTRIES

4th Floor, Sahni Complex, Gaddigodam Square, Kamptee Road, Nagpur - 440 001 (M.S.)

Ref. No. _____

Date:11/11/2021

To,

Mr. Vicky Bholaji Durbude

Subject: Appointment Notification

Dear Mr. Vicky Bholaji Durbude

This letter confirms your appointment as an **Accountant at Pitamber Bricks Industries Nagpur**, effective from 15/11/2021. Your working hours will be from 11:00 AM to 06:00 PM.

Please consider this letter as official confirmation of your appointment with our firm.

Sincerely,

PITAMBAR BRICKS INDUSTRIES

Authorised signatory


PARTNER

**Placement of Outgoing
Students
2020-2021**

STUDENT LIST
2020-2021

Year	Name of student who has been placed	Program graduated from	Year of graduation	Name of the employer with contact details	Pay package at appointment (In INR per annum)
2020-2021	Prachi Wasnik	BSc	2021	ICICI Prudential (8087974369)	230000/-
	Shajma Khan	BSc	2021	ICICI Prudential (8087974369)	230000/-
	Sunil Rathore	BCom	2021	ICICI Prudential (8087974369)	230000/-
	Aishwarya Sulake	BCom	2021	ICICI Prudential (8087974369)	230000/-
	Pranita Pawar	BCom	2021	ICICI Prudential (8087974369)	230000/-
	Simran Gupta	BSc	2021	ICICI Prudential (8087974369)	230000/-
	Prerna Rajput	BBA	2021	ICICI Prudential (8087974369)	230000/-
	Rupali Nipane	BSc	2021	Infosys	222972/-
	Roshni Bhojwani, 9284245259	BBA	2021	Tech Mahindra	410000
	Rahul Yadav	BSc	2021	Team Lease	220000/-
	Arpita Khandekar	BSc	2021	Infosys	222972
	Kalash Chandrikapure, 7620699571	BSc	2021	Wipro	220000
	Samiksha Khandare, 7448112826	BSc	2021	SAHAYOG (8793022816)	1.02 -1.27 lac per annum
	Divya Kumre, 8806135660	BSc	2021	SAHAYOG (8793022816)	1.02 -1.27 lac per annum
Ratna Verma, 9527826751	BSc	2021	SAHAYOG (8793022816)	1.02 -1.27 lac per annum	

Harshita Purwar,	BCom	2021	SAHAYOG (8793022816)	1.02 -1.27 lac per annum
Himanshu Pandey	BCom	2021	SAHAYOG (8793022816)	1.02 -1.27 lac per annum
Rinku Gupta	BBA	2021	SAHAYOG (8793022816)	1.02 -1.27 lac per annum
Prem Peshgani	BBA	2021	SAHAYOG (8793022816)	1.02 -1.27 lac per annum
Rishabh Borkar	BBA	2021	SAHAYOG (8793022816)	1.02 -1.27 lac per annum
Shivani Wakodikar	BCom	2021	SAHAYOG (8793022816)	1.02 -1.27 lac per annum
Trupti Manwatkar	BBA	2021	SAHAYOG (8793022816)	1.02 -1.27 lac per annum
Shahana Praveen	BSc	2021	SAHAYOG (8793022816)	1.02 -1.27 lac per annum
Divya Methwani	BCom	2021	SAHAYOG (8793022816)	1.02 -1.27 lac per annum
Shivani Jambhulkar	BSc	2021	SAHAYOG (8793022816)	1.02 -1.27 lac per annum
Jitesh Likhar	BSc	2021	Infosys	222972/- per annum
Yamini Chikhalkar	BSc	2021	GlobalStar Co	salary as per fresher's job
Ku. Sanjana Thakur	BCom	2021	Earn & Learn	salary as per fresher's job
Ku. Simran Gupta	MCom	2021	Earn & Learn	salary as per fresher's job
Ujjawalpreet Kaur	BBA	2021	HotelKey Pvt Ltd	salary as per fresher's job
Pranjali Premraj Rane	BCom	2021	Jeetendra Jewellers	salary as per fresher's job
Durga S Kakwani	BCom	2021	Mahajan Trading co	salary as per fresher's job
Aditya Rajesh Gupta	BCom	2021	Sachin Glass and Alluminium	salary as per fresher's job
Hashim A Khan	BCom	2021	Vishwanath Furniture Co	salary as per fresher's job
Diksha N Kumbhare	BCom	2021	Global land developer	salary as per fresher's job
Mansi I Prajapati	BCom	2021	Rajlaxmi Saw Mill	salary as per fresher's job
Mohd .T.A. Tausif	BCom	2021	Disha Technology	salary as per fresher's job
Pawan v Jaiswal	BCom	2021	Link sys Computer	salary as per fresher's job
Bhavesh Ranglani	BCom	2021	Kumar Sales	salary as per fresher's job

Anjali nandwani	BCom	2021	Om baheram Traders	salary as per fresher's job
Aman Manshani	BCom	2021	Ameya Sales	salary as per fresher's job
Anshul Warhade	BCom	2021	R. B. Hardware	salary as per fresher's job
Chandani Khatwani	BCom	2021	Sunder footwear	salary as per fresher's job
Arbaz Khan Kayum Khan	BCom	2021	Sayyadwalidad plastic industries	salary as per fresher's job
Simran S Dalwani	BCom	2021	Maya Cormetics stores	salary as per fresher's job
Sagar Dilip Kukde	BCom	2021	Central india paints	salary as per fresher's job
Akash Chandra Kalsait	BCom	2021	Paliwal granite suppliers	salary as per fresher's job
Jayshree J Parati	BCom	2021	Amay construction Co	salary as per fresher's job
Abhishek Dopde	BCom	2021	Amay construction Co	salary as per fresher's job
Ekta b Walde	BCom	2021	Amay construction Co	salary as per fresher's job
Ishika Kathekar	BCom	2021	Amay construction Co	salary as per fresher's job
Harsh Kose	BCom	2021	Amay sales Corporation	salary as per fresher's job
Viboor Ranjankar	BCom	2021	om baheram Traders	salary as per fresher's job
Ashmita Tiwari	BCom	2021	R. B. Hardware	salary as per fresher's job
Chunni Prajapati	BCom	2021	Sunder footwear	salary as per fresher's job
Sania S Chachra	BCom	2021	Vimal electricals	salary as per fresher's job
Bharat Shahu	BCom	2021	Rathi Kaushik & asso	salary as per fresher's job
Vishal Gupta	BCom	2021	Suresh Jagwani & co	salary as per fresher's job
Rahul Moundekar	BCom	2021	Suresh Jagwani & co	salary as per fresher's job
Ayush Durge	BCom	2021	Rathi Kaushik & asso	salary as per fresher's job
Aditi Thakur	BBA	2021	Flavors on demand cloud kitchen	salary as per fresher's job
Nandini Bhoyar	BBA	2021	Flavors on demand cloud kitchen	salary as per fresher's job
Trupti Manwatkar	BBA	2021	Elan overseas pvt ltd	214091/- per annum

Noman Khan	BBA	2021	Affinco Pvt Ltd	300000/- per annum
Rahul Yadav	BBA	2021	Ujjiwan small finance bank	335000/- per annum
Abhishek Kewalramani	BBA	2021	Pooja lace and matching	salary as per fresher's job
Hritik Dhongale	BBA	2021	HCL Technologies	salary as per fresher's job
Ritesh Khobragade	BBA	2021	Legal force pvt ltd	252000/- per annum
Sumeet Karwade	BBA	2021	Dhan Info	salary as per fresher's job
Nisarg Fule, 8208016770	BBA	2021	Self employed	salary as per fresher's job
Saloni Dinesh	BCom	2021	A. R. Refrigeration Mnuufacturing & Engineering	salary as per fresher's job
Sahil Kungwani	BCom	2021	Pattern Technologies MNC	salary as per fresher's job
Rajdeep Nagwani	BBA	2021	Funded by MSME	salary as per fresher's job
Pihu Mishra	BCom	2021	Jana Bank	salary as per fresher's job
Aarti Arun Chauhan	MCom	2021	Wagh Luminous, 104 Zenda Square, Nagpur	salary as per fresher's job
Abhilash Babarao Hekane	MCom	2021	Husnoor Private ITI, Borgaon, Nagpur	salary as per fresher's job
Ankita Pradeep Nakhate	MCom	2021	Shree Sai Motors, Zingabai Takli, Nagpur	salary as per fresher's job
Ashwini Purushottam Nimje	MCom	2021	Prapti Online Services, Nari Road, Nagpur	salary as per fresher's job
Hemali Kishanchand	MCom	2021	PG Enterprises, Friends Colony, Nagpur	salary as per fresher's job
Dipali Gulabrao Ukey	MCom	2021	Vivekanand Charitable Trust, Nagpur	salary as per fresher's job
Kanchan Dilip Padole	MCom	2021	Om Traders, Indira Colony, Jaripatka	salary as per fresher's job
Khushi Sanjay Jain	MCom	2021	Shri Balaji Gruh Udyog, Jaripatka, Nagpur	salary as per fresher's job

	Mahima Kisan Yadav	MCom	2021	Shree Sai Motors, Zingabai Takli, Nagpur	salary as per fresher's job
	Monali Milind Jagdale	MCom	2021	Arnav Auto Parts, Telephone Exchange, Nagpur	salary as per fresher's job
	Om Ravi Gour	MCom	2021	Sai Jyoti Publication, Indira Nagar, Nagpur,	salary as per fresher's job
	Prabal Vijay Dhawankar	MCom	2021	Armour Hardware, Ganjakheth Square, Nagpur	salary as per fresher's job
	Pratiksha Vilas Shriramr	MCom	2021	NX Novelty Mens Wear, Kamal Chowk, Nagpur	salary as per fresher's job
	Nikhil Somkunwar	BSc	2021	IDBI Bank	salary as per fresher's job
	Gitika Lalwani	BSc	2021	Amazon	salary as per fresher's job
	Rashmi Anil Kolhe	MCom	2021	Ardra Tatva Private Limited, Ambazari Layout, Nagpur	salary as per fresher's job

DOCUMENTS in ORDER
2020-2021


Dear Team,

PLACEMENT RECORDS OF OUTGOING STUDENTS

PFB names of selected students after final interview round:

Name	Location	Remarks
Aishwarya Sulakhe	Solapur	Selected
Pranita Pawar	Solapur	Selected
Prachi wasnik	Nagpur	Selected
Shajma Rahim Khan	Nagpur	Selected
Sunil Rathore	Nagpur	Selected

Pl send us their details in attached format by today.


Deputy Principal
Dada Ramchandra Bahru
Sriahu Mahavidyalaya, Nagpur-17

<https://mail.google.com/mail/u/0/#inbox/QgrcJHsHmZIHcFsXRQlgrvcxcXNkwIXVGgL?projector=1&messagePartId=0.1>

1/1

19 Sep 2021

Dear Simran Gupta,

We are pleased to offer you the position of **FINANCIAL SERVICES CONSULTANT** in **Level 1** of our Company.

Components	Rs.Per annum
Basic	69,000
Supplementary Allowance	1,11,000
Flexible Compensation Plan	18,083
Employers Contribution to PF	21,600
Gratuity	3,317
Minimum Statutory bonus	7,000
Total Fixed Pay	2,30,000

The Company reserves the right to conduct background checks including your antecedent, Education and employment. Your continuation in employment will be subject to satisfactory reports being received from all the above mentioned sources.

Please note that this offer is made and is valid subject to your acceptance of the term/conditions of employment with us and may be withdrawn/modified if any information or representation furnished by you is found to be incorrect or if any material information is detected by us to have been suppressed/misrepresented by you or any action on your part is found to be in contravention to the terms and conditions of employment or the Company's Code of Conduct or any Applicable Anti-Bribery Law and the Anti-Corruption and Bribery Policy of the Company. This offer letter may be withdrawn by the Company without assigning any reason whatsoever for such withdrawal. This letter is not to be construed as your letter of appointment, which will be issued separately subject to the conditions mentioned above.

The Company shall have the right to transfer you to any of its departments / offices or depute you to group companies, anywhere in India. In case of deputation to a group Company, the terms and conditions of your employment including gross salary and benefits, etc. as stated in this letter will continue to be applicable.

Registered Office : ICICI Prudential Life Insurance Company Limited
ICICI PruLife Towers, 1089, Appasaheb Marathe Marg, Prabhadevi, Mumbai - 400
025, India.


Officiating Principal
Dada Ramchand Bakhru
Mandyalaya, Nagpur-17

You are required to submit the requisite documents & proofs of successful completion of your graduation course within 6 months of joining the organization.

We look forward to your joining the company and wish you a long and successful career with the organization.

Best Regards,



Vineet Tyagi
Senior Vice President
Human Resources
ICICI Prudential Life Insurance Co. Ltd.



Officiating Principal
Dada Ramchand Bakhru
Sindhu Mahavidyalaya, Nagpur-17

Registered Office : ICICI Prudential Life Insurance Company Limited
ICICI PruLife Towers, 1089, Appasaheb Marathe Marg, Prabhadevi, Mumbai - 400
025, India.

19 Sep 2021

Dear Perna Rajput,

We are pleased to offer you the position of FINANCIAL SERVICES CONSULTANT in **Level 1** of our Company.

Components	Rs.Per annum
Basic	69,000
Supplementary Allowance	1,11,000
Flexible Compensation Plan	18,083
Employers Contribution to PF	21,600
Gratuity	3,317
Minimum Statutory bonus	7,000
Total Fixed Pay	2,30,000

The Company reserves the right to conduct background checks including your antecedent, Education and employment. Your continuation in employment will be subject to satisfactory reports being received from all the above mentioned sources.

Please note that this offer is made and is valid subject to your acceptance of the term/conditions of employment with us and may be withdrawn/modified if any information or representation furnished by you is found to be incorrect or if any material information is detected by us to have been suppressed/misrepresented by you or any action on your part is found to be in contravention to the terms and conditions of employment or the Company's Code of Conduct or any Applicable Anti-Bribery Law and the Anti-Corruption and Bribery Policy of the Company. This offer letter may be withdrawn by the Company without assigning any reason whatsoever for such withdrawal. This letter is not to be construed as your letter of appointment, which will be issued separately subject to the conditions mentioned above.

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Registered Office : ICICI Prudential Life Insurance Company Limited
ICICI PruLife Towers, 1089, Appasaheb Marathe Marg, Prabhadevi, Mumbai - 400
025, India.


Officiating Principal
Dada Ramchand Bakhru
Sri Yashwantrao Chavan Mahavidyalaya, Nagpur-47

You are required to submit the requisite documents & proofs of successful completion of your graduation course within 6 months of joining the organization.

We look forward to your joining the company and wish you a long and successful career with the organization.

Best Regards,



Vineet Tyagi
Senior Vice President
Human Resources
ICICI Prudential Life Insurance Co. Ltd.

VP
Officiating Principal
Dada Ramchand Bakhru
Sindhu Mahavidyalaya, Nagpur-17

HRD/2T/1001982840/21-22

Ms. Rupali Nipane
Dhammadeep Nagar Near Bhavna Kirana Store, Nagpur-17
Dhammadeep Nagar, Near Bhavna Kirana Stores, Nagpur-17
Nagpur-440017
India

Ph: +91-9834010214

Dear Rupali,

Welcome to Infosys!

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

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

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

Warm regards,

RICHARD LOBO
EVP and Head Human Resources - Infosys Limited

Signature Not Verified

Digitally signed by Richard Lobo
Date: 2021.06.30 16:13:56 IST
Reason: Digitally Signed
Location: Bangalore


Officiating Principal
Dada Ramchand Bakhru
Sindhu Mahavidyalaya, Nagpur-17

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

Company Confidential - This communication is confidential between you and Infosys Limited

**Tech
Mahindra**



Roshani Daulatram Bhojwani

Associate ID

791566

Blood Group

NA

Roshani Bhojwani
Authorized Signatory

[Signature]
Officiating Principal
Dada Ramchand Bhatnagar
Mahavidyalaya, Itanagar-47



Date: 02 Sep 2021

Mr RAHUL BABULAL YADAV
plot no 21 ramal nagar nari
road uppawadi nagpur
Pin-440026 440026

Employee No: 2181134
Dear Mr RAHUL BABULAL YADAV

Fixed Term Contract

We are pleased to appoint you in our organization as subject to the following terms and conditions:

1. On joining, your Employee Code would be 2181134.
2. You are hereby appointed as Sales Officer for Two Year commencing from 02 Sep 2021 to 02 Sep 2023 or from the actual date of Joining whichever is later, during which you will render services to our Client at their premises subject to the terms and conditions of this engagement letter and in accordance to the instructions received by you from us or any other authorized person and will be bound by our rules and regulations.
3. You hereby agree to be liable for the following terms and conditions:
 - i. Fully perform the services, in a professional manner, at the Client's location until the completion of the term of the work assignment.
 - ii. During the term of the work assignment, render services exclusively to the Client and such performance shall not be inconsistent with any obligation you may have to other third parties.
 - iii. Not engage in any conduct which is detrimental to the interest of the Client or TeamLease.
 - iv. Not receive any payments of any nature directly or indirectly from the Client unless agreed to by TeamLease.
 - v. Neither directly nor indirectly offers you for employment with the Client or its affiliates during the period of the work assignment without prior permission of TeamLease.
 - vi. Extend all cooperation to the Client's employees, consultants, representatives, etc. and do all such things as may be necessary and comply with all terms of the Appointment letter so as to effectively undertake the work.
 - vii. Report and be present at the designated location during the working hours mentioned herein and abide by the rules and regulations as required by the Client.
 - viii. Comply with the safety, health and other rules and regulations of TeamLease and the TeamLease Client that you have been made aware of.
 - ix. During the course of your contract, you can be transferred to a location within the territory of India as and when required by TeamLease for executing the services provided herein.
4. The nature of your relationship with TeamLease will be that of a Contract of Service for a fixed period of Two Years. By executing this letter of engagement neither do we offer you employment with TeamLease nor do you become an employee of TeamLease. Upon expiry or termination of the Work Assignment, your employment with TeamLease shall stand terminated forthwith.
5. Except for expiry of a Work Assignment due to completion/expiry of the same or in respect of a Work Assignment of one week or a lesser period of time, either party may terminate this Work Assignment Letter by issuing 15 days notice in writing or payment thereof.
6. You will be entitled to Twenty One days General Leave in a financial year at a time to be determined by the Company.
7. If at any time, you are found overstaying sanctioned leave or absence from work without permission for a period exceeding five consecutive days or habitual absence or similar misconduct considered by TeamLease or its Client to be gross indiscipline, you will be considered to have abandoned your services with TeamLease. This will be treated as voluntary termination of services from your end and incentives withheld. TeamLease will not be liable to pay one month's salary in lieu of notice thereof in such cases.
8. This contract may be terminated by either party giving to the other not less than one month's prior written notice.

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Doc ID: TL770C8E6D131

TeamLease Services Limited, CP# No. UT4140A/H/200PTC194003
BMC Commercial Complex, 8th Floor, 80 Feet Road, Karamangala, Bangalore - 560095
Ph: (91-80) 33002343; Fax: (91-80) 33243001 www.teamlease.com
Registered Office: No. 6, 3rd Floor, C Wing, Laxmi Towers, Bandra Kurla Complex, Bandra (East), Mumbai - 400 031

VP
Officially Principal
Nada Ramchand Bakhru
Chavalyalaya, Nagpur-17

October 22, 2021

HRD/2T/1001980621/21-22

Ms. Arpita Khandekar
Plot No. 501
Yashodhara Nagar, Near Parvati Medical, Nagpur
Nagpur-440026
India

Ph: +91-9579845318

Dear Arpita,

Welcome to Infosys!

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

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

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

Warm regards,

RICHARD LOBO
EVP and Head Human Resources - Infosys Limited

Signature Not Verified

Digitally signed by Richard Lobo
Date: 2021.10.22 14:48:36 IST
Reason: Digitally Signed
Location: Bangalore

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

VP
Official Principal
Dada Ramchand Bakhru
Sindhu Mahavidyalaya, Nagpur-17

October 22, 2021

D/1001980621/21-22

Ms. Arpita Khandekar
Plot No. 501
Yashodhara Nagar, Near Parvati Medical, Nagpur
Nagpur-440026
India

Ph: +91-9579845318

Dear Arpita,

Congratulations! We are delighted to make you an offer as **Operations Executive - Trainee** and your role is **Operations Executive**.

Here are the terms and conditions of our offer:

Joining

Your scheduled date of employment with us will be **11-Nov-2021**.

Location

Your location of training is **MYSORE, India**. The location of posting ("work location") would be communicated to you upon successful completion of training. You may be asked to relocate to any of our units, departments or the offices of our affiliates* and/or the offices of our customers, depending on business requirements. In such an event, your remuneration and other benefits shall be determined in accordance with the relevant Policies of the Company in that work location."

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

** For the purpose of this agreement, "affiliate" means any entity that controls, is controlled by, or is under common control with the First Party. For purposes of this Agreement, "control" means possessing, directly or indirectly, the power to direct or cause the direction of the management, policies or operations of an entity, whether through ownership of voting securities, by contract or otherwise."*

Training

The training program will consist of classroom/virtual training and on-the-job training. The duration of the classroom/virtual training will be based on the business requirement. Your continued employment with the Company is subject to your meeting the qualifying criteria till the end of the training and successful completion of the training.


Officiating Principal
Dada Ramchand Bakhu
Sindhu Mahavidyalaya, Nagpur-17

Probation and Confirmation

You will be on probation for a period of 12 months from the date of completion of the training and your allocation to Unit. On successful completion of your probation, you will be confirmed as a permanent employee. Your confirmation is also subject to your submitting the documents required by the Company, details of which are enclosed in the Information Sheet in Annexure - IV.

Leave

You are entitled to Earned Leave, right from your date of joining. You will be eligible for 15 working days of earned leave annually during probation. On confirmation as a permanent employee you will be eligible for 20 working days of leave annually.

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

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

Increments and Promotions

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

Transfer

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

Agreement

Our offer to you as **Operations Executive** is subject to the execution of the Service Agreement. The Service Agreement details the scope, terms and conditions of your employment, the necessary training and the contractual obligations towards Infosys from the date of your joining and up to a period of 12 months from the date of allocation to a Practice Unit. The date of allocation to a Practice Unit is generally the first day of the subsequent month post completion of training. You will be required to complete the formalities on the Service Agreement at the time of joining. Please note, non-execution of the notarized Service Agreement will result in denial of employment with the Company.

VP
Officiating Principal
Dada Ramchand Bakhru
Sindhu Mahavidyalaya, Nagpur-17

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

Passport and Driving License

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

Compensation and Benefits

Salary

Your Total Gross Salary will be INR 18,581 per month. The break-up of your salary has been provided in the Compensation Details sheet in Annexure - I.

In addition to your gross salary, you will receive an additional Personal Allowance of INR 461 per month. This allowance will be paid to you during your probation period, on the condition that your base location remains Bangalore/Mysore/Mangalore/Hubli. This allowance will be discontinued in case of a change in your base location due to official or personal reasons or upon confirmation (whichever is earlier).

Ex - Gratia / Bonus

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

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

Insurance

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

VP
Officialing Principal
Dada Ramchand Bakhu
Sindhu Mahavidyalaya, Nagpur-17

You will be covered under the Group Life Insurance Scheme, managed by Infosys Welfare Trust which provides you with a total Life Insurance cover of INR 6,200,000 of which INR 3,200,000 is covered towards natural death, and INR 3,000,000 towards an accidental death. All employees become members of Infosys Welfare Trust, by one-time payment of INR 250 and fixed monthly contribution of INR 200 . The details of the Scheme would be available to you when you join the Company.

Notice Period

During the probation period, if your performance is found to be unsatisfactory or if it does not meet the prescribed criteria, your training/employment can be terminated by the Company with one-month notice or salary thereof. On confirmation, you will be required to give three month's notice or salary thereof in case you decide to leave our services, subject to the Company's discretion. Where circumstances make it necessary, the Company will have the discretion to relieve you only at the end of the three months' notice period. Similarly, the Company can terminate your services by giving three months notice or salary thereof.

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


Background Checks

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

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

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

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


Officiating Principal
Dada Ramchand Bakhu
Sindhu Mahavidyalaya, Nagpur-17

Other Terms and Conditions

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

Our offer to you as an **Operations Executive** is conditional upon your having fully completed your graduation, without any active backlog papers and with a pass percentage not lesser than as specified in our campus recruitment program 2020-21. These eligibility criteria for the Role of an Operations Executive, has already been clearly communicated to you and your college during the selection process. You will also have completed all studies, course requirements and examinations required for the award of the educational qualification recorded by you in your application for employment with Infosys.

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

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

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

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

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

✓
Officiating Principal
Dada Ramchand Bakhu
Mahavidyalaya, Nagpur-47



August 2, 2021

Welcome to Wipro's Work Integrated Learning Program ("WILP")

Work Integrated Learning Programme
Wipro Limited, Dodda Kannelli
Sarjapur Road, Bengaluru - 560 035.
Phone: (080) 28440011/12, Fax: (080) 28440256

Dear Kalash Chandrikapure,

Sub: Enrolment letter to Wipro's Work Integrated Learning Program ("WILP") as Scholar Trainee – Work Integrated Learning Program

Welcome to WILP!

With reference to your application, it is our pleasure to enroll you as a Scholar Trainee – Work Integrated Learning Program. This is a scholarship program customized as a robust academic and training program which will enable you to obtain M. Tech degree from one of the premier engineering institution / University in India.

The duration of the academic program shall be 48 months from the date of enrolment for academic program. You will be enrolled into the academic program within 12 months from date of joining. Your date of joining will be intimated through a separate communication.

We hope you enjoy the learning with WILP and have an enriching experience being a part of Wipro Limited ("Wipro or "Company").

Please read through the terms and conditions of your enrolment as provided below.

We look forward to having a long and fruitful relationship with you at WILP, Wish you all the best!

Yours sincerely,
For Wipro Limited,

Aparna Shallen
General Manager - Human Resources

Endorsement

Officialing Principal
Dada Ramchand Bakhr
Sindhu Mahavidyalaya, Nagpur-17



August 2, 2021

Welcome to Wipro's Work Integrated Learning Program ("WILP")

Work Integrated Learning Programme
Wipro Limited, Dodda Kannelli
Sarjapur Road, Bengaluru - 560 035.
Phone: (080) 28440011/12, Fax: (080) 28440256

Dear Kalash Chandrikapure,

Sub: Enrolment letter to Wipro's Work Integrated Learning Program ("WILP") as Scholar Trainee - Work Integrated Learning Program

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We hope you enjoy the learning with WILP and have an enriching experience being a part of Wipro Limited ("Wipro or Company").

Please read through the terms and conditions of your enrolment as provided below.

We look forward to having a long and fruitful relationship with you at WILP. Wish you all the best!

Yours sincerely,
For Wipro Limited,

A handwritten signature in black ink, appearing to read "Apama Shallen", is written over a rectangular stamp area.

Apama Shallen
General Manager - Human Resources

A handwritten signature or set of initials in black ink, possibly "SR", is written in the lower right quadrant of the page.

Officiating Principal
Dada Ramchand Bakhru
Sindhu Mahavidyalaya, Nagpur-17

Campus drive candidate details !!!!!!!

Inbox



avinash vaidya 12 Jan
to me ▾



Dear Mam,

Please find Campus drive candidate details.

Regards

Avinash Vaidya-HR

Campus
details.xlsx

X Spreadsh...

Thanks for
the mail.

Thanks a lot.


Principal
Dada Ramchand Bakhru
Siddhu Mahavidyalaya, Nagpur.
Hi, I am
interested

SR.NO	INTERVIEW DATE	CANDIDATE NAME	CONTACT NUMBER	REMARKS
1	28-10-2021	SAMIKSHA KHANDARE	7448112826	SHORTLISTED
2	28-10-2021	DIVYA KUMRE	8806135660	SHORTLISTED
3	28-10-2021	RATNA VERMA	9527826751	SHORTLISTED
4	28-10-2021	HARSHITA PURWAR	9373802340	SHORTLISTED
5	28-10-2021	HIMANSHU PANDEY	7447557976	SHORTLISTED
6	28-10-2021	RINKU GUPTA	8669382203	SHORTLISTED
7	28-10-2021	PREM PESHGANI	8888988506	SHORTLISTED
8	28-10-2021	RISHABH BORKAR	7020576236	SHORTLISTED
9	28-10-2021	SHIVANI WAKODIKAR	7385398738	SHORTLISTED
10	28-10-2021	TRUPTI MANWATKAR	9356491618	SHORTLISTED
11	28-10-2021	SHAHANA PRAVEEN	8459627406	SHORTLISTED
12	28-10-2021	DIVYA METHWANI	7820921779	SHORTLISTED
13	28-10-2021	SHIVANI JAMBHULKAR	8788566287	SHORTLISTED
14	28-10-2021	RENU YADAV	7057756749	REJECTED
15	28-10-2021	ACHAL PATIL	8605808266	REJECTED
16	28-10-2021	NISHA SONKUSARE	9284148065	REJECTED
17	28-10-2021	GUNJAN SHIVANKAR	9834408972	REJECTED
18	28-10-2021	UMA KUMBHARE	9923397030	REJECTED
19	28-10-2021	SWATI PARATE	9763568321	REJECTED
20	28-10-2021	MANISHA SONKUSARE	9637101468	REJECTED
21	28-10-2021	SONALIKA KUMBHARE	9284375543	REJECTED
22	28-10-2021	SHIVANI SANODIYA	9075434994	REJECTED
23	28-10-2021	NABEELA AFREEN	8956581288	REJECTED
24	28-10-2021	VAISHNAVI VAIRAGADE	8793032093	REJECTED
25	28-10-2021	PRACHI BAGDE	9373051296	REJECTED
26	28-10-2021	GITIKA INDURKAR	9511912515	REJECTED
27	28-10-2021	NEHA NAIK	9689642812	REJECTED
28	28-10-2021	AKANSHA BORKAR	7796288353	REJECTED
29	28-10-2021	SHIVANI SAHU	8390492745	REJECTED
30	28-10-2021	NIKITA SHAHU	9595447948	REJECTED
31	28-10-2021	ANKITA BOBADE	9689234609	REJECTED


Principal
Dada Ramchand Bakhru
Sindhu Mahavidyalaya, Nagpur-17.

December 15, 2021

HRD/2T/1001985432/21-22

Mr. Jitesh Vijay Likhar
Plot No. 544
Rani Durgawati Nagar, Nagpur
Nagpur-440017
India

Ph: +91-1111111111

Dear Jitesh,

Welcome to Infosys!

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

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

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

Warm regards,

RICHARD LOBO
EVP and Head Human Resources - Infosys Limited

Certification signature by Richard Lobo
richard_lobo@infosys.com | Validity Unknown
Digitally signed by Richard Lobo
Date: 2021.12.16 17:09:58 IST
Reason: Digitally Signed
Location: Bangalore


Officiating Principal
Dada Ramchand Bakhru
Sindhu Mahavidyalaya, Nagpur-17

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

Company Confidential - This communication is confidential between you and Infosys Limited

December 15, 2021

HRD/1001985432/21-22

Mr. Jitesh Vijay Likhari
Plot No. 544
Rani Durgawati Nagar, Nagpur
Nagpur-440017
India

Ph: +91-1111111111

Dear Jitesh,

Congratulations! We are delighted to make you an offer as **Operations Executive - Trainee** and your role is **Operations Executive**.

Here are the terms and conditions of our offer:

Joining

Your scheduled date of employment with us will be **27-Dec-2021**.

Location

Your location of training is **MYSORE, India**. The location of posting ("work location") would be communicated to you upon successful completion of training. You may be asked to relocate to any of our units, departments or the offices of our affiliates* and/or the offices of our customers, depending on business requirements. In such an event, your remuneration and other benefits shall be determined in accordance with the relevant Policies of the Company in that work location."

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

** For the purpose of this agreement, "affiliate" means any entity that controls, is controlled by, or is under common control with the First Party. For purposes of this Agreement, "control" means possessing, directly or indirectly, the power to direct or cause the direction of the management, policies or operations of an entity, whether through ownership of voting securities, by contract or otherwise."*

Training

The training program will consist of classroom/virtual training and on-the-job training. The duration of the classroom/virtual training will be based on the business requirement. Your continued employment with the Company is subject to your meeting the qualifying criteria till the end of the training and successful completion of the training.



Officiating Principal
Dada Ramchand Bakhru
Sindhu Mahavidyalaya, Nagpur-17

Company Confidential - This communication is confidential between you and Infosys Limited

Page 1 of 7

Probation and Confirmation

You will be on probation for a period of 12 months from the date of completion of the training and your allocation to Unit. On successful completion of your probation, you will be confirmed as a permanent employee. Your confirmation is also subject to your submitting the documents required by the Company, details of which are enclosed in the Information Sheet in Annexure - IV.

Leave

You are entitled to Earned Leave, right from your date of joining. You will be eligible for 15 working days of earned leave annually during probation. On confirmation as a permanent employee you will be eligible for 20 working days of leave annually.

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

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

Increments and Promotions

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

Transfer

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

Agreement

Our offer to you as **Operations Executive** is subject to the execution of the Service Agreement. The Service Agreement details the scope, terms and conditions of your employment, the necessary training and the contractual obligations towards Infosys from the date of your joining and up to a period of 12 months from the date of allocation to a Practice Unit. The date of allocation to a Practice Unit is generally the first day of the subsequent month post completion of training. You will be required to complete the formalities on the Service Agreement at the time of joining. Please note, non-execution of the notarized Service Agreement will result in denial of employment with the Company.


Officiating Principal
Dada Ramchand Bakhru
Sindhu Mahavidyalaya, Nagpur-17

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

Passport and Driving License

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

Compensation and Benefits

Salary

Your Total Gross Salary will be **INR 18,581** per month. The break-up of your salary has been provided in the Compensation Details sheet in Annexure - I.

In addition to your gross salary, you will receive an additional Personal Allowance of **INR 461** per month. This allowance will be paid to you during your probation period, on the condition that your base location remains Bangalore/Mysore/Mangalore/Hubli. This allowance will be discontinued in case of a change in your base location due to official or personal reasons or upon confirmation (whichever is earlier).

Ex - Gratia / Bonus

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

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

Insurance

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


Officialing Principal
Dada Ramchand Bakhru
Sindhu Mahavidyalaya, Nagpur-17

You will be covered under the Group Life Insurance Scheme, managed by Infosys Welfare Trust which provides you with a total Life Insurance cover of **INR 6,200,000** of which **INR 3,200,000** is covered towards natural death, and **INR 3,000,000** towards an accidental death. All employees become members of Infosys Welfare Trust, by one-time payment of **INR 250** and fixed monthly contribution of **INR 200**. The details of the Scheme would be available to you when you join the Company.

Notice Period

During the probation period, if your performance is found to be unsatisfactory or if it does not meet the prescribed criteria, your training/employment can be terminated by the Company with one-month notice or salary thereof. On confirmation, you will be required to give three month's notice or salary thereof in case you decide to leave our services, subject to the Company's discretion. Where circumstances make it necessary, the Company will have the discretion to relieve you only at the end of the three months' notice period. Similarly, the Company can terminate your services by giving three months notice or salary thereof.

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

Background Checks

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

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

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

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


Officiating Principal
Dada Ramchand Bakhru
Sindhu Mahavidyalaya, Nagpur-17

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

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

Your employment will be governed by the rules, regulations and policies of the Company.
As a token of your acceptance of this offer, please bring a duly signed duplicate copies of the letter and all the accompanying annexures, on the date of joining.

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

Yours sincerely,

RICHARD LOBO
EVP and Head Human Resources - Infosys Limited

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

Date: _____, 20____

Sign your name

Print your full Name Location

Certification signature by Richard Lobo
«Richard_lobo@infosys.com» (Validity Unknown)
Digitally signed by Richard Lobo
Date: 2021.12.16 17:39:58 IST
Reason: Digitally Signed
Location: Bangalore


Officiating Principal
Dada Ramchand Bakhru
Sindhu Mahavidyalaya, Nagpur-17

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



Dada Ramchand Bakhru Sindhu Mahavidyalaya, Nagpur

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



The following Students of DRB Sindhu Mahavidyalaya, Nagpur worked under the earn and learn facility in Session 2020-21.

ENROLLMENT ONLINE WORK 2020-21 SESSION

- 1 Ku. Sanjana Thakur (B.Com.)
- 2 Ku. Simran Gupta (M.Com.)




Officiating Principal
Dada Ramchand Bakhru
Sindhu Mahavidyalaya, Nagpur-17

JITENDRA JEWELLERS

GOLD & SILVER MERCHANTS

Motha Indora, Nara Road, NAGPUR

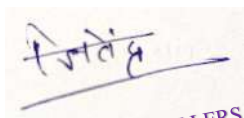
Date : 2/01/2021

To Whom It May Concern,

This is to declare that MS. Pranjali Premraj Rane has been employed as a Salesman at our jewellery shop, Jitendra Jewellers, located at Motha Indora, Nara Road, Nagpur since 05/12/2020.

MS. Pranjali Premraj Rane role as a Salesman includes assisting customers, managing product displays, handling sales transactions, and maintaining a clean and organized store environment.

We certify that MS. Pranjali Premraj Rane is a valuable member of our team and has been fulfilling his duties diligently. We are confident in his abilities and trust him to represent our company professionally.



JITENDRA JEWELLERS
Mothe Indora, Nara Road, Nagpur

MAHAJAN TRADING CO.

Shop no.84,Sai Wasanshah Chowk,
Jaripatka,Nagpur email-anm2008@gmail.com

Date: 15/9/2021

Dear Ms.Durga S Kakwani

We are pleased to formally offer you the role of customer service manager on the following terms and conditions:

Position: Customer service manager

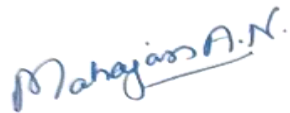
Job description: Oversee a team of 30 customer service representatives, manage customer surveys and log customer comments

Start date: 1st October, 2021

Working hours: Monday through Friday, 10 a.m. to 6 p.m.

Salary: ₹15000 per month

If you accept, please review and sign the attached forms before 20th September , 2021.



A.N Mahajan

HR Manager
Mahajan Trading Co,Nagpur

Subject to Nagpur Jurisdiction



SACHIN
GLASS & ALUMINIUM

Plot No. 1, Lav-Kush Nagar, Manewada Ring Road, Nagpur.

■ FIGURE GLASS ■ TINTED GLASS ■ MIRROR GLASS ■ ALLUMINIUM EXTRUSION
■ ALLUMINIUM DOOR & WINDOWS

Date: 17/12/2021

To Whom It May Concern,

This is to declare that Mr. Aditya Rajesh Gupta Thakre has been employed as a cashier at our company, since 1/11/2021. Mr. Aditya Rajesh Gupta Thakre has been responsible for handling cash transactions, maintaining accurate records, and ensuring compliance with company policies and procedures.

During his tenure, he has demonstrated professionalism, integrity, and a strong work ethic. He has consistently performed his duties with diligence and has been a valuable asset to our team.

We certify that he is a valuable member of our team and has been fulfilling his duties diligently. We are confident in his abilities and trust him to represent our company professionally

Proprietor
M/s- SACHIN Glass & Aluminium
Plot No. 1, Lav-Kush Nagar,
Manewada, Ring Road, Nagpur

Vishwanath Furniture
Co.Pvt Ltd

56/A,Near Chitnis Park ,Mahal,Nagpur

Date : 18/6/2021

To Whomsoever it may concern

This is to certify that Hashim A Khan is working in our company as a Junior Clerk since 3/1/2021 .

Regards



Vishal B Ramteke

Manager,HR
Vishwanath Furniture Co.Pvt Ltd
Nagpur

GLOBAL LAND DEVELOPER

MAHAL NAGPUR

To whomsoever it may concern

This is to certify that Ms Diksha N Kumbhare is working with our organization at the post of receptionist since 20th December 2021. She is a person totally dedicated to his work with proper work commitment towards to the organization.

Regards

GLOBAL LAND DEVELOPER

MAHAL NAGPUR

A square box containing a handwritten signature in blue ink that reads "Rao".

Proprietor

RAJLAXMI SAW MILL

LAKADGANJ NAGPUR

To whomsoever it may concern

This is to certify that Ms Mansi I Prajapati is working with our organization at the post of cashier since 21st July 2021. She is a person totally dedicated to her work with proper work commitment towards to the organization.

Regards

RAJLAXMI SAW MILL

LAKADGANJ NAGPUR

A rectangular box containing a handwritten signature in black ink. The signature appears to be 'Mansi I Prajapati' written in a cursive style.

Proprietor

DISHA TECHNOLOGY

SADAR NAGPUR

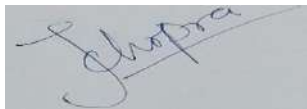
To whomsoever it may concern

This is to certify that Mr Mohd .T.A. Tausif is working with our organization at the post of operation executive since 21st November 2021. He is a person totally dedicated to his work with proper work commitment towards to the organization.

Regards

DISHA TECHNOLOGY

SADAR NAGPUR

A rectangular box containing a handwritten signature in black ink. The signature appears to be 'J. Gupta' written in a cursive style.

Proprietor

LINK SYS COMPUTER

KAPMTEE ROAD NAGPUR

To whomsoever it may concern

This is to certify that Mr Pawan v Jaiswal is working with our organization at the post of computer teacher since 22nd December 2021. He is a person totally dedicated to his work with proper work commitment towards to the organization.

Regards

LINK SYS COMPUTER

KAPMTEE ROAD NAGPUR

A handwritten signature in black ink, appearing to read "P. Kulkarni", is enclosed within a light gray rectangular box.

Proprietor

KUMAR SALES

Jagnath Budhwari Road, Teenal Chowk, Itwari, Nagpur - 440 002.

Date 20/01/2021

Appointment Letter

To,

Mr. Bhavesh Ranglani

Jaripatka

Nagpur

Dear Mr. Bhavesh Ranglani,

We are pleased to offer you the position of Store Manager at **Kumar Sales**. Your employment with us will begin on 20/02/22. Your starting salary will be Rs.10,000 per month

As Store Manager, your responsibilities will include but are not limited to:

- Overseeing day-to-day operations of the store
- Managing inventory and ensuring adequate stock levels
- Hiring, training, and supervising store staff
- Providing excellent customer service
- Implementing strategies to increase sales and profitability

Ensuring compliance with company policies and procedures

We believe that your skills and experience make you an excellent fit for this role, and we are excited to welcome you to our team. Please review the attached job description for more details about your new position.

To accept this offer, please sign and return a copy of this letter by 18/02/2021. If you have any questions or need further information, please do not hesitate to contact me.

We look forward to having you join us at **Kumar Sales** and are confident that you will make a valuable contribution to our organization.

Sincerely,



Proprietor
Kumar Sales
Jagnath Budhwari, Teenal Chowk,
Itwari, Nagpur - 02



OM BAHERAM TRADERS

No. 9595455111

GST No. 27ADXP1431J1Z1

3/A, सना मारोती नगर, नागपुर-9

Ph. 0712-2712013, M.: 9595455101, 102

ACC Ltd
India's No. 1 Cement Con

Ref.No.

Date :


08 June 2021

To Whom It May Concern

This is to declare that Ms. Anjali V. Nandwani has been employed as a Clerk at our shop since 08 June 2021.

Her role as a Clerk includes assisting customers, managing product displays, handling sales transactions, and maintaining a clean and organized store environment.

We certify that Ms. Anjali V. Nandwani is a valuable member of our team and has been fulfilling her duties diligently. We are confident in her abilities and trust her to represent our company professionally.


Proprietor
Om Baharam Traders
Nagpur





Ameya

SALES CORPORATION

Showroom : Ameya Towers,
Adjacent Dinanath High School,
Opp. Indian Gimkhana, Humpyard
Road, Dhantoli, Nagpur.
☎ : 0712 - 2421299, 6617693,
2420037, 2420039

■ DESIGNER TILES ■ SANITARYWARE ■ MODULAR KITCHENS ■ DECORATIVE LIGHTS

Ref. No

Date :


01 June 2021

To Whom It May Concern

This is to declare that Mr. Aman V. Manshani has been employed as a Accountant at our shop since 01 June 2021.

His role as a Accountant includes assisting customers, managing product displays, handling sales transactions, and maintaining a clean and organized store environment.

We certify that Mr. Aman V. Manshani is a valuable member of our team and has been fulfilling his duties diligently. We are confident in his abilities and trust him to represent our company professionally.


Proprietor
Ameya Sales Corporation
Nandanvan, Nagpur





R B HARDWARE

491, NEHRU NAGAR NANDANWAN MAIN ROAD, NAGPUR-09

amil:-rbpaints50@yahoo.in

Contact:- 9373105487,8149816

05 July 2021.

To Whom It May Concern

This is to declare that Mr. Anshul R. Warhade has been employed as a Salesman at our shop since 05 July 2021.

His role as a Salesman includes assisting customers, managing product displays, handling sales transactions, and maintaining a clean and organized store environment.

We certify that Mr. Anshul R. Warhade is a valuable member of our team and has been fulfilling his duties diligently. We are confident in his abilities and trust him to represent our company professionally.

Proprietor
R B Hardware
Nandanvan, Nagpur





सुंदर

फुट वेअर

भंडारा रोड, इतवारी, नागपुर-०२

(S) 2762
(S) 2737
Mob. : 937-3106
Mob. : 937-0006

नं. _____

दिनांक _____

02 August 2021

To Whom It May Concern

This is to declare that Ms. Chandni S. Khatwani has been employed as a Agent at our shop since 02 August 2021.

Her role as a Agent includes assisting customers, managing product displays, handling sales transactions, and maintaining a clean and organized store environment.

We certify that Ms. Chandni S. Khatwani is a valuable member of our team and has been fulfilling her duties diligently. We are confident in her abilities and trust her to represent our company professionally.

Proprietor
Sunder Footwear
Nagpur



SYED WALIDAD PALASTIC INDUSTRIES

सय्यद वलीदाद प्लास्टीक इंडस्ट्रीज

PLOT NO. 242, SOUTH OF OLD BAGADGANJ, NAGPUR - 440008

Dealing in Plastic Scrap & Manufacturer of Plastic Granuels & Plastic Sutli & Other Allied items

Date: 1/09/2021

To Whom It May Concern,

This is to declare that Mr. Arbaz Khan Kayum Khan has been employed as a salesman at our Industry, Nagpur since 28/07/21.

Mr. Arbaz Khan Kayum Khan role as a salesman includes assisting customers, managing product displays, handling sales transactions, and maintaining a clean and organized store environment.

We certify that Mr. Arbaz Khan Kayum Khan is a valuable member of our team and has been fulfilling his duties diligently. We are confident in his abilities and trust him to represent our company professionally



SYED WALIDAD PALASTIC INDUSTRIES
PLOT NO. 242, SOUTH OLD BAGADGANJ,
NAGPUR-08

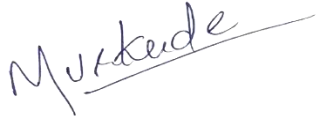
MAYA COSMETIC STORES

Kelibaag Road, Mahal Nagpur, 7486592653 email-mcs2007@gmail.com

Date:- 15/4/2021

To Whomsoever it may concern

This is to certify that Simran S Dalwani is working in our store as a Retail Store Keeper in Maya Cosmetic Stores since 1/2/2020.



Ms Maya H. Urkude

Director
Maya Cosmetic Stores, Nagpur

27500556841 V
w.e.f. 12-6-06

☎: (S) 2527943
Mob. : 9822933678

CENTRAL INDIA PAINTS

4,5,Shreeman Yogee Complex, Khare Town Dharampeth, Nagpur-10
Authorised Stockist for ICI India Ltd. & Asian Paints Ltd.

Date _____

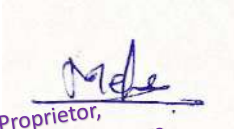
To Whom It May Concern,

This is to declare that Mr. Sagar Dilip Kukde has been employed as a cashier at our company, CENTRAL INDIA PAINTS, since 12/10/2021. Mr. Sagar Dilip Kukde has been responsible for handling cash transactions, maintaining accurate records, and ensuring compliance with company policies and procedures.

During his tenure, Mr. Sagar Dilip Kukde has demonstrated professionalism, integrity, and a strong work ethic. He has consistently performed his duties with diligence and has been a valuable asset to our team.

This declaration is issued upon request of Mr. Sagar Dilip Kukde for whatever purpose it may serve him best.

Sincerely,


Proprietor,
CENTRAL INDIA PAINTS
4,5, Shreeman Yogee Complex,
Khare Town Dharampeth,
Nagpur-10

॥ बाबो भली करें ॥

(M) : 9823161849
8830229363
9763413223

PALIWAL GRANITE SUPPLIERS

पालीवाल ग्रेनाईट सप्लायर्स

ग्रेनाईट, मार्बल एवं टाईल्स

सभी प्रकार के ग्रेनाईट, स्टोन एवं टाईल्स के थोक विक्रेता.

९३४, जुना बगडगंज, भंडारा रोड, हनुमान मंदिर के पास, नागपुर.

ब्रान्च : हितेश टॉवर, शॉप नं. ९, जरीपटका रिंग रोड, नागपुर.

दि. : _____

To Whom It May Concern,

This is to declare that Mr. Akash Chandra Kalsait has been employed as a cashier at our company, PALIWAL GRANITE SUPPLIERS, since 12/11/2021. Mr. Akash Chandra Kalsait has been responsible for handling cash transactions, maintaining accurate records, and ensuring compliance with company policies and procedures.

During his tenure, Mr. Akash Chandra Kalsait has demonstrated professionalism, integrity, and a strong work ethic. He has consistently performed his duties with diligence and has been a valuable asset to our team.

This declaration is issued upon request of Mr. Akash Chandra Kalsait for whatever purpose it may serve him best.

Sincerely,

Paliwal Granite Suppliers
134, Juna Bagadganj, Bhandara Road,
Hanuman Mandir ke Pass, Nagpur

AMEYA CONSTRUCTION COMPANY

232, SARDA APPARTMENT, NANDANVAN
NAGPUR - 440024

To,

10/7/21

Miss. Jayshree J. Parati

Nagshen Nagar Near Jaihind Bhauk
Nagpur-440017

This is to certify that Miss Jayshree J. Parati
is appointed as Manager from 12/08/2021 in
Ameya Construction Company.

We are excited to have you on Board
and looking forward to your contribution to our team.
If you have any question and concern, please
do not hesitate to contact us.

Proprietor

R. D. Bargava

Ameya Construction Company
Nandan Van, Nagpur

AMEYA CONSTRUCTION COMPANY

232, SARDA APPARTMENT, NANDANVAN
NAGPUR - 440024

To

15/8/21

Mr. Abhishek D. Dore

232, Tandapeth

Nagpur

This is to certify that Mr. Abhishek D. Dore is appointed as computer operator from 12/08/2021 in Ameya Construction Company.

We are excited to have you on Board and looking forward to your contribution to our team. If you have any question and concern, please do not hesitate to contact us.

Proprietor

R. D. Bargaonkar

Ameya Construction Company
Nandanvan, Nagpur

AMEYA CONSTRUCTION COMPANY

232, SARDA APPARTMENT, NANDANVAN
NAGPUR - 440024

10/3/21

To

Miss Ekta B walde
Gali No-2 shantinagar
Nagpur

This is to certify that Miss Ekta B. walde is appointed as Computer operator from 12/08/2021 in Ameya construction company.

We are excited to have you on Board and looking forward to your contribution to our team. If you have any question and concern, please do not hesitate to contact us.

Proprietor

R. D. Bargava

Ameya Construction Company
Nandanvan, Nagpur

AMEYA CONSTRUCTION COMPANY

232, SARDA APPARTMENT, NANDANVAN
NAGPUR - 440024

To

10/3/21

Miss Ishika S. Kathekar
Near Ramdas Atta Chakki,
Vaishali Nagar
Nagpur - 440017

This is to certify that Miss Ishika S. Kathekar
is appointed as clerk from 12/08/2021 in Ameya
Construction Company.

We are excited to have you on Board
and looking forward to your contribution to our team.
If you have any question and concern, please do
not hesitate to contact us.

Proprietor

R. D. Borgawar

Ameya Construction Company
Nandanvan, Nagpur



Ameya

SALES CORPORATION

Showroom : Ameya Towers,
Adjacent Dinanath High School
Opp. Indian Gymkhana, Hump
Road, Dhantoli, Nagpur.
☎ : 0712 - 2421299, 6617693
2420037, 2420039

■ DESIGNER TILES ■ SANITARYWARE ■ MODULAR KITCHENS ■ DECORATIVE LIGHTS

Ref. No.


Date :

01 June 2021

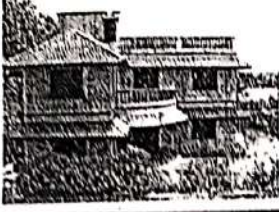
To Whom It May Concern

This is to declare that Ms. Harsh a Kose has been employed as a Accountant at our shop since 01 June 2021.

His role as a Accountant includes assisting customers, managing product displays, handling sales transactions, and maintaining a clean and organized store environment.


Proprietor
Ameya Sales Corporation
Nandanvan, Nagpur





OM BAHERAM TRADERS

GST No. 27ADXPR1431J1Z1
3/A, रमना मारोती नगर, नागपूर-9
Ph. 0712-2712013, M.: 9595455101, 102

Pramod S. d S.
Mo. 9595455101 510

ACC Lim
India's No. 1 Cement Cor

Ref.No.

Date :

08 June 2021

To Whom It May Concern

This is to declare that Mr. Vibhor J Ranjankar has been employed as a Clerk at our shop since 08 June 2021.

Her role as a Clerk includes assisting customers, managing product displays, handling sales transactions, and maintaining a clean and organized store environment.

Proprietor
Om Baheram Traders
Nagpur





R B HARDWARE

491, NEHRU NAGAR NANDANWAN MAIN ROAD, NAGPUR-09

Contact:- 9373105487, 814981652

amil:-rbpaints50@yahoo.in

05 July 2021.

To Whom It May Concern

This is to declare that Ms. Ashmita H Tiwari has been employed as a Salesman at our shop since 05 July 2021.

His role as a Salesman includes assisting customers, managing product displays, handling sales transactions, and maintaining a clean and organized store environment.

Proprietor
R B Hardware
Nandanwan, Nagpur





सुंदर

फुट वेअर

भंडारा रोड, इतवारी, नागपुर-०२

(S) 27625
(S) 27377
Mob. : 937-31061
Mob. : 937-00061

नं. _____

दिनांक _____

02 August 2021

To Whom It May Concern

This is to declare that Mr. Chunni J Prajapati has been employed as a Agent at our shop since 02 August 2021.

Her role as a Agent includes assisting customers, managing product displays, handling sales transactions, and maintaining a clean and organized store environment.

Proprietor
Sunder Footwear
Nagpur



Vimal Electricals Ltd.

SHOP NO. 142 GANJAKHET CHOWK,NAGPUR,9063256342 email-vel2008@gmail.com

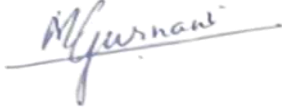
Ref no.- VE/2021/AL/CC

Date:15/1/2021

Dear M Sania S Chachra,

We are pleased to inform you that you are appointed as Customer Care Executive w.e.f. 1st November 2018, on a monthly salary of Rs.8000 .Your reporting Department is Sales and Allied services.

If you accept, please give your consent letter atleast 7 days before the above mentioned date of joining.



Mahesh Gurnani

Head, Sales and Allied services
Vimal Electricals Ltd,Nagpur



APPOINTMENT LETTER


This is to state that Mr. Bharat N. Shahu has been appointed in our firm Rathi Kaushik and Associates, Chartered Accountants as trainee from 10th December 2021 and will work in our firm whose timing will be from 11 AM to 06 PM.

This Letter is for information purpose only.

Place: Nagpur
Date: 08th December 2021



For Rathi Kaushik & Associates
Chartered Accountants
FRN: 136214W


Gaurav M. Kaushik
M. No. 151141 (Partner)



SURESH JAGWANI & CO
CHARTERED ACCOUNTANTS

APPOINTMENT LETTER

This is to state that Mr. Vishal N. Gupta has been appointed in our firm M/s Suresh Jagwani & Co., Chartered Accountants as Accountant from 01st October 2021 and will work in our firm whose timing will be from 10.30 AM to 06 PM.

This Letter is for information purpose only.

Place: Nagpur
Date: 30th September 2021



For Suresh Jagwani & Co.
Chartered Accountants
FRN: 115415W

JK

Jay M. Kaushik
M. No. 184309 (Partner)

Head Office :- G-76, Ganesh Ward, Near Punjab National Bank College Road, Civil Lines, Betul-460001
Second Office :- 104, Gayatri Palace, Central Avenue, Darodkar Square, Near Aaychit Mandir, Mahal, Nagpur- 440002
Call :- 7798703199, 9423408250



SURESH JAGWANI & CO
CHARTERED ACCOUNTANTS

APPOINTMENT LETTER

This is to state that **Mr. Rahul M. Moundekar** has been appointed in our firm M/s Suresh Jagwani & Co., Chartered Accountants as Accountant from 01st October 2021 and will work in our firm whose timing will be from 10.30 AM to 06 PM.

This Letter is for information purpose only.

Place: Nagpur .
Date: 30th September 2021



For Suresh Jagwani & Co.
Chartered Accountants
FRN: 115415W

Jay M. Kaushik
M. No. 184309 (Partner)

Head Office :- G-76, Ganesh Ward, Near Punjab National Bank College Road, Civil Lines, Betul-460001
Second Office :- 104, Gayatri Palace, Central Avenue, Darodkar Square, Near Aaychit Mandir, Mahal, Nagpur- 440002
Call :- 7798703199, 9423408250



APPOINTMENT LETTER


This is to state that **Ku. Ayush G. Durge** has been appointed in our firm Rathi Kaushik and Associates, Chartered Accountants as trainee from 01st October 2021 and will work in our firm whose timing will be from 11 AM to 06 PM.

This Letter is for information purpose only.

Place: Nagpur
Date: 28th September 2021



For Rathi Kaushik & Associates
Chartered Accountants
FRN: 136214W


Gaurav M. Kaushik
M. No. 151141 (Partner)



Flavours on demand
Eat Sip repeat

Date :
December 18, 2023

To whomever it may concern,

I am writing to confirm that Ms. Aditee Singh Thakur is self-employed and serves as the co-owner of Flavours On Demand Cloud Kitchen.

Thank you

sincerly

Aditee singh Thakur
Co-owner
9356142251
aditisingh9042@gmail.com



@flavoursondemandcafe



flavoursondemandbusiness@gmail.com



+91 862-396-7800



plot no 42B, hanuman society, vaishali nagar,
440017



Flavours on demand
Eat Sip repeat

Date :
December 18, 2023

To whomever it may concern,

I am writing to confirm that Ms. Nandini Bhoyar is self-employed and serves as the co-owner of Flavours On Demand Cloud Kitchen.

Thank you

sincerely

A handwritten signature in cursive script that reads "Nandini Bhoyar".

Nandini Bhoyar
Co-owner
7709655445
Nandinibhoyar1805@gmail.com



@flavoursondemandcafe



flavoursondemandbusiness@gmail.com



+91 862-396-7800



plot no 42B, hanuman society, vaishali nagar,
440017



STRICTLY CONFIDENTIAL

KC135/Aug/2021

24 August 2021

To,

Ms. Trupti Manwatkar,
Nagpur.

Dear Ms. Trupti Manwatkar,

We are pleased to offer you employment with ELAN Overseas Edutech Private Limited. Your title will be **'Admissions Consultants - Canada'**.

Please refer Annexure I for the details of your compensation. Your employment will be governed by the company policies as applicable to all our employees.

As per our mutual understanding you are requested to join on **25 August 2021**. Should there be any change in the date of joining you are requested to communicate the same to us in writing.

Your Appointment Letter and detailed Work Responsibilities will be given to you in a week's time from the date of your joining.

We request you to please sign a copy of this offer and send it to us as your acceptance of the offer.

Your Appointment Letter and detailed Work Responsibilities will be given to you in a week's time from the date of your joining.

We look forward to you joining the team at ELAN Overseas Edutech Private Limited and we are sure that your contribution will help us scale new heights.

Should you have any queries, please feel free to contact us and we would be happy to assist you.

Your Sincerely

For ELAN Overseas Edutech Private Limited

Mr. Pankaj Agrawal

Director

Ms. Trupti Manwatkar

Encl: Annexure I – Compensation details

Annexure I

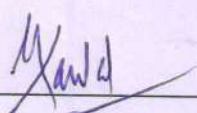
ELAN Overseas Edutech Private Limited		
Compensation Break-up		
Name	Trupti Manwatkar	
Designation	Admissions Consultants - Canada	
Date of Joining	25 August 2021	
Location	IT Park, Nagpur	
Heads	Per month	Per Annum
Gross salary - (A)		
Basic	11500	138000
Statutory Bonus	1800	21600
Allowances	1700	20400
Total - (A)	15000	180000
Statutory Payments (Employer's Contribution) - (B)		
PF	1800	21600
ESIC	488	5856
Gratuity		6635
Total - (B)		34091
Statutory Payments (Employee's Contribution) - (C)		
PF	1800	21600
ESIC	113	1356
Profession Tax*	200	2500
Total - (C)	2113	25456
Annual CTC = (A) + (B)		214091
Net Take Home Salary (Pre-Tax)		
(A) - (C)	12887	

* Profession Tax for the month of February will be Rs. 300/-

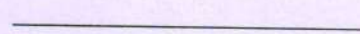
1. There would be statutory standard deductions like employee's contribution to PF, Professional Tax and Tax Deducted at source as applicable.
2. The position would have a probation period of six months at the end of which the services would be confirmed in writing.
3. Services can be terminated by either side by giving a notice of one month or the compensation thereof. For the purpose of computation gross salary would be considered as compensation. Notice period would be one month during initial probation period.
4. The incumbent would be covered by a Medclaim policy of Rs 2,00,000/- for self, spouse and dependent children.
5. The incumbent would be covered by a Term Insurance Cover of Rs 20,00,000/-

Your Sincerely

For ELAN Overseas Edutech Private Limited


Mr. Pankaj Agrawal

Director


Ms. Trupti Manwatkar



Comprehensive Revised Offer Letter and Agreement for Job Conditions- Revised

Dear Nomaan,

It is with great pleasure that we extend to you this comprehensive revised offer, effective from October 2023, in recognition of your remarkable contributions as the Content Marketing Head at AFFINCO.

Your unwavering dedication and profound expertise have played a pivotal role in our organization's achievements, and this offer is a testament to our commitment to fostering your continuous growth and success within our dynamic team.

Your Role and Responsibilities:

As the Content Marketing Head, you hold a critical position within AFFINCO. Your responsibilities encompass a diverse range of crucial functions, including but not limited to:

- Content Creation and Management:** You will continue to be at the forefront of creating and managing content for our various platforms, such as Aimojo, AiNoven, and other SAAS blogs under the AFFINCO umbrella. Your creativity and strategic insights will be instrumental in shaping our content initiatives.
- Team Leadership:** Your role extends to managing and nurturing a team of content writers and interns. Your leadership will be key in ensuring their productivity, growth, and alignment with our content strategy.
- Content Strategy:** You will be tasked with the development and execution of comprehensive content strategies. This will include formulating content clusters, optimizing content for SEO, and crafting prompt engagement tactics to keep our audience captivated.
- Hands-on Content Creation:** In certain situations, you will be expected to produce content yourself. This aspect of your role underscores your versatility and your ability to lead by example, especially when we face resource constraints with content creators.

Compensation and Benefits:

Effective from October 2023, we are pleased to offer you a new employment agreement with Affinco. Your role as Content Marketing Head will continue to be a vital part of our team, and your responsibilities will encompass the following:

In recognition of your invaluable contributions, your annual compensation will be set at **384,000 INR**, inclusive of variable pay and all salary components. This package reflects our commitment to rewarding your exceptional talent and dedication.

In addition to your complete salary, we are pleased to inform you that we have introduced a bonus and incentive structure based on revenue performance. Our tracking system, GA4, will be utilized to gauge your contribution to the company's financial success, and your incentives will be structured to commend outstanding efforts.

Furthermore, AFFINCO is steadfast in its dedication to fostering your professional growth. **In January 2024, we plan to offer an additional salary increment of approximately 15%- 20%**, subject to your performance and the overall performance of the company.

This is a testament to our confidence in your abilities and the value you bring to our team.

However, if there is No development and improvement in profile and your position, the company reserves the right to pause, extend the Salary Increment unless we see a dedicated performance.

Terms and Conditions for Exclusivity of Employment and Performance Metrics

1. Exclusivity Agreement

By accepting this offer of employment, you agree to devote your full attention and best efforts to the tasks and responsibilities assigned to you by AFFINCO™. You are prohibited from engaging in any other employment, consultancy, or other business activity that would create a conflict of interest with the Company.

2. Prohibited Activities

During your employment period, you are expressly prohibited from:

Working in the same domain or industry as Content Writing, SEO, Affiliate Marketing, Content Marketing, Social media Marketing, technical Writing, Prompt Engineering or any domain at AFFINCO Works .

Holding a similar job profile or providing similar services as those you provide at AFFINCO.

Engaging in freelance, contract-based, or part-time work with any other company or individual that is in the same line of business as AFFINCO.

3. Intellectual Property and Confidentiality

You agree not to share, disclose, or use any of AFFINCO's proprietary information, including but not limited to strategies, standard operating procedures (SOPs), client lists, and intellectual property, for the benefit of any third party.

4. Performance Metrics and Salary Increment

The Company reserves the right to pause or extend your salary increment if there is no noticeable development and improvement in your profile and position in next two months. Your performance will be measured based on various metrics including quality of work, Output, results, revenue generation, and content marketing growth.

5. Responsibilities and Conduct

As the Head of Content Marketing, your primary responsibilities include:

Improving content Marketing quality.

Adhering to guidelines.

- Maximizing workflow without any decrease in performance, either from you or any person working under you.
- Ensuring zero contradictions and conflicts in SOPs and protocols.
- You are NOT allowed to amend, modify, contradict, change, or tweak the Company's given SOPs and terminologies.
- You also agree to work on social media marketing and improving social content marketing flow for AIMOJO and other brands of AFFINCO, with proven improvement in numbers, engagements, and presence.

6. Ethical Conduct

- The position given to you should not be misused in any way, including but not limited to:
- Using foul or harsh language towards other employees.
- Treating other employees without respect.
- Making fun of religious or personal beliefs of any person.
- Using Company resources or tools for personal use.
- Engaging in gossip or promoting hatred against any person within the Company.
 - **If you fail, refuse, or neglect to carry out and perform your duties assigned to you by the company.**

7. Breach of Agreement

Violation of any of the terms outlined in this agreement will be considered a serious breach of your employment contract. AFFINCO reserves the right to take strict legal action for compensation of any losses incurred due to such a breach. This may include, but is not limited to, immediate termination of employment without notice.

Commitment to Long-Term Success:

We understand that sustained excellence is built over time. Therefore, this offer is contingent upon your commitment to remain with AFFINCO for a minimum of 1.5 years from the date of this offer letter. We believe that your continued presence within our organization will contribute significantly to our collective achievements.

Your role will continue to involve rigorous management of content marketing, including website content and social media assets. You will play a central role in driving traffic and generating revenue, a mission that is integral to AFFINCO's ongoing success.

Overall, this comprehensive offer reflects our deep appreciation for your contributions and our commitment to your professional growth.

We encourage you to thoroughly review this offer, and if you find it aligns with your aspirations and ambitions, kindly sign and return it by 10th October 2023

A legal bond will be made by 20th October for the position that will make AFFINCO and Noman Nayeem Khan in a Legal Contract.

We eagerly anticipate your continued accomplishments at AFFINCO, and we look forward to working closely with you in the exciting journey that lies ahead.

Terms and Conditions Genreal:

- **Confidentiality:** You will not, at any time, during the employment or after, without the consent of the Management disclose or divulge or make public, except on legal obligations, any information regarding the Company's affairs or administration or research carried out, whether the same is confided to you or becomes known to you in the course of your service or otherwise.
- **Intellectual Property:** If you conceive any new or advanced method of improving designs/processes/formulae/systems, etc. in relation to the business/operations of the Company, such developments will be fully communicated to the company and will be, and remain, the sole right/property of the Company.
- **Responsibilities & Duties:** Your work in the organization will be subject to the rules and regulations of the organization as laid down in relation to conduct, discipline, and other matters. You will always be alive to responsibilities and duties attached to your office and conduct yourself accordingly. You must effectively perform to ensure results.
- **Past Records:** This letter of appointment is based on the information furnished in your application for employment and during the interviews you had with us. If any declaration given or information furnished by you to the company proves to be false or if you are found to have willfully suppressed any material information, in such cases, you will be liable to removal from services without any notice.
- **Termination of employment:** During the Employment period and any extension thereof, your services may be terminated without giving any notice or salary in lieu thereof. However, on confirmation, the services can be terminated from either side by giving one month (30 days) notice or salary in lieu thereof. Upon resignation/termination of employment, you will immediately hand over to the Company all correspondence, specifications, formulae, books, documents, market data, cost data, drawings, affects or records belonging to the Company or relating to its business and shall not retain or make copies of these items.
- Upon resignation/termination of employment, you will also return all company property, which may be in your possession. Notwithstanding the above condition, the contract of service may also be terminated because of under mentioned stipulations. This will be without payment of any compensation.

AFFINCO Reserves the right to amend the Monthly compensation, start performance improvement period and End the contract by giving a 30 Days' Notice period for the Following

- **For a loss of confidence in you by the company for any of the acts committed by you**
- **If you are found to be guilty of fraud, insubordination, or misconduct whether during performance of duties entrusted to you or otherwise.**
- **If you are found unfit for being entrusted with the responsible work commensurate with your position in consequences of any misconduct, moral turpitude.**

- If you commit any act prejudicial to the continuing good relationship between you and the company.
- **Authority:** No authority is vested upon you to make any financial commitment and enter into agreements/contracts/understandings of any nature with any second party and third party without seeking the prior permission/approval of the management. Any violation to exceed your specified authority as mentioned will be seriously viewed, and disciplinary/appropriate legal action will be taken.
-

If you agree to the above terms and conditions of the appointment, kindly confirm your acceptance by signing and returning the duplicate copy of this letter for our file and records.

We eagerly anticipate your continued accomplishments at Affinco, and we look forward to working closely with you in the exciting journey that lies ahead.

Please feel free to reach out should you have any questions or require further clarification.

AFFINCO **Employment rules and regulations**

The Company requires that each employee faithfully abide by these rules and regulations .

The following are rules of conduct of general application and are Supplemented by local and department Regulations which must also be observed. These rules may be modified at any time .

- 1 Employees shall maintain a professional appearance at all times while On duty and shall wear clothing appropriate to their duties. No specific Dress code for now.. Attention to good grooming and neatness is mandatory.
- 1 All government, building and company smoking regulations shall be Observed. AFFINCO is a non-smoking company and no smoking is allowed Within 50 feet of premises.
- 1 Reporting to work under the influence of liquor of drugs or the Unauthorized introduction, possession or use of liquor or drugs on Company premises is prohibited.
- 1 Violence, fighting, horseplay , and other inappropriate conduct is Prohibited.
- 1 Neglect of duty and insubordination will not be tolerated. If found it will attract at least 20% deductions.
- 1 Gambling of any kind on Company premises will not be tolerated.
- 1 No employee shall engage in **outside employment** that is detrimental To the Company's interest or where such work is competitive or in conflict With the Company's interest . If found we will terminate the job position.

Employees shall not reveal information in Company records to Unauthorized persons. Employees shall not publish or broadcast material in which the Company is identified or Employee's connection with the Company is expressed or implied without first submitting such material To the appropriate Company Officials for review and approval.

1 No employee shall knowingly submit inaccurate or untruthful Information for, or on, any Company record, report or document.

1 Employees must avoid tardiness, absence, and departure from work early without the permission of their supervisors. Employees must

observe time limitations on rest and meal periods. Every Employee shall notify his or her supervisor or specified contact of an anticipated absence or lateness in accordance with Company and departmental procedures. Sleeping or loafing on the job is prohibited.

1 Employees shall not use Company equipment, material or facilities For personal purposes.

Using mobiles phones for personal communication is strictly Prohibited, Employees are strictly not allowed to use mobiles phones for Personal communication, texting, WhatsApp or any other social media in Working hours. The same may be allowed in lunch break only If we found using mobile phones more than thrice a month, salary for full Day would be deducted with a warning.

If we found using mobile phone during paid office hours via camera surveillance or whistle blower, It will attract deductions as per protocol.

1 No employee shall be on or about Company property soliciting funds Or services, selling tickets, distributing petitions or literature for any Purpose (except as otherwise provided by law) at any time without the Prior consent of the supervisor.
AFFINCO. Rules of Conduct Page 2 of 2

1 All duties shall be on performed in a professional and workmanlike Manner both with regard to the specific conduct of work assignments And as such activities affect one's relationship with others. In the latter Instance, harassment for reasons related to sex, color, race, religion, National origin, age or handicap is prohibited.

1 Every employee will company with safety regulations and procedures.

1 Every employee has a duty to protect and safeguard Company property And the property of customers and employees, and no employee shall Occupy, use or operate any Company property without prior authorization.

1 No employee shall be in unauthorized possession of any property of the Company, its Customers or employees or attempt to remove such property From company premises.

1 Employees shall not bring their own or any other minor children to their place Of work or elsewhere or Company premises during the employee's working hours when such accompaniment might interfere with the discharge of the employee's Duties and responsibilities.

1 No employee shall be in possession of firearms (licensed or unlicensed) or other Weapons while on Company premises. The rule applies to all knives not required for the performance of job duties.

Attendance punching after 10:04 AM will automatically calculated as late. Engaging in personal gossips after coming to office or using paid working time as relaxation time is strictly not allowed. This will be deduction of one full day on every 4 Days late Attendance .

Violence of any of these regulations may result in disciplinary Action ranging from warning to termination of job.

The measure of discipline should correspond to the gravity of the offense as weighed by its potential effect on the Company as well as the seniority and work record of the employee involved, among other factors.

The Company reserve the right to make inspections of employee lockers, desk, lunch boxes, vehicles and other items of personal property located on Company premises in those instances where there is reason to believe that contain evidence of a violation of these regulations. Any refusal to cooperate fully such inspections or searches will be considered a serious form of insubordination.

I acknowledge that I have read, understand and agree to the foregoing General Rules of conduct and a copy of the rules has been provided to me. Employee

AFFiNCO Code of conducts for workplace

Unlike other corporates, we don't have very strict HR policies. At business we are very strict and lenient in most of the norms.

- We respect employee right and fundamental rights.
- We have 6 days working in a week.
- We have better incentive schemes and bounties as compared to other companies

In our fields.

- We love creative ideas form our employees and also implement it.
- Our resolutions is very faster and dynamic.
- We understand financial crisis and may help with advance salaries at difficult times.
- We may sponsor higher paid learning or courses to employees with long term Commitments.
- We would discuss any difficulties or problems with each employee.
- We may allow to work remotely on certain conditions.

What is "NOT " allowed at AFFiNCO

We are very strict on data breaching policy, we do **NOT** allow to sharing, leaking or manipulating , any data of our company to third parties or using any data for personal

monetary benefits without our written permission, if caught, we will immediately fire and may proceed with legal actions.

An employee may be found to have **breached** their duty of **trust and confidence** if they leak any company information on social media or any other sources. Acting reasonably and in an even-handed manner always is the key to ensuring **trust and confidence** isn't **breached**

Employers and employee are bound by an implied term which states that they will Not act in a manner “Which is calculated , or likely , to destroy or seriously damage the relationship of mutual trust and confidence between them”.

- We do NOT allow Misusing paid hours other stuffs.
 - We do NOT allow manipulating lunch periods and breaks rules.
 - You are NOT allow to disturb, peek or ask questions for personal benefits regarding work to other employees, this is considered as a serious breach.
 - Sharing any Financial data to other employee including incentives or monthly Compensation 's is strictly not allowed.
 - We do NOT allow Fighting or engaging in horseplay or disorderly conduct with other Team mates.
-
- No to Chatting personal stuff or personal gossips in working hours with other team mates.
 - We do NOT allow Refusing or failing to carry out any instructions of a supervisor.
 - We do NOT allow Leaving your work station (except for reasonable personal need Without permission from your supervisor.
 - We do NOT allow using threatening or abusive language toward a fellow employee.
 - Smoking Kills! - No vaping allowed.
 - We do not allow Punching another employee's time card or falsifying any record .
 - Willfully or habitually violating safety or health regulations is strict prohibited.
 - We do NOT allow abusing company equipment and tools our using Company equipment in unauthorized manners.
 - We do NOT allow ignoring work duties or loading working hours.
 - We do not allow working under the influence of Alcohol or any drug or bringing any of them at company property.

Employees are allowed to ...

- Wear apparels of your choice. No hard dress codes except Night wears and shorts not allowed.
- Eat snacks or beverages anytime while working.
- Carry personal stuffs like mugs, frames, etc to office to enjoy your working environment .
- Listen to music if it is not disturbing your work or other team mate.
- Employees are allowed to explore stuffs and ask for something new.
- *We hate boring work as you, if any employees feel the task is work given is not Exciting or given a charm. He/ she can let us know and we may change it.,*
- Employees are allowed to play games, party, plan trip, movies with prior permission

From administrators.

- If any employee accidently fail to bring meals, tell us we will sponsor a meal.
- Each Employee deserves respect , if you are getting misbehaved any colleague, report to u (using Whistle blower policy)

AFFiNCO Whistle blower policy,

We will strictly comply with Sexual Harassment of women at Workplace (Prevention, Prohibition and Redressal) Act, 2013

“Sexual Harassment” includes any one or more of the following Unwelcome acts or behavior (Whether directly or by implication) namely:

- 1 Physical contact and advances ; or
- 2 A demand or request for sexual favors; or
- 3 Making sexually colored remarks ; or
- 4 Showing pornography ; or
- 5 Any other unwelcome physical, verbal or nonverbal conduct of sexual

Nature;

Sexual Harassment of women at workplace (Prevention Prohibition and Redressal) Act, 2013 protects women at the workplace from sexual harassment . Then Indian Penal Code also provides a penalty of up to three years imprisonment With or without fine, for sexual harassment.

Working in difficult times of COVID-19

We will try to make our office environment sanitized , If you feel any symptoms Of covid-19 . Refrain from coming to office and get yourself checked up with RTPCR on Very same day as other team mate's health should not be affected.

We may Change our policies time to time with a prior notice.-



Nomaan Nayeem Khan

10/10/2023

02/05/2023

Offer Letter

Dear **Nomaan Raza Khan Qadri**,

Congratulations! We are pleased to confirm that you have been selected to work for **Affinco**. We are delighted to make you the following job offer:

The position we are offering you is that of **Tech Content Writer** with an annual cost to company of 300000. This position reports to Shreya Das.

We would like you to start work on 03/05/23. Please report to Shreya Das for documentation and orientation. If this date is not acceptable, please contact me immediately. On joining, you will be invited to our HR tool (Opfin) in which you may be required to upload your documents.

Please sign the enclosed copy of this letter and return it to me by 05/05/2023 to indicate your acceptance of this offer.

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

Sincerely,

Shahina Ali
Affinco

Accepted by,
Nomaan Raza Khan Qadri

Annexure A

1. Posting & Transfer

Your services are liable to be transferred, at the sole discretion of Management, in such other capacity as the company may determine, to any department / section, location, associate, sister concern or subsidiary, at any place in India or abroad, whether existing today or which may come up in future. In such a case, you will be governed by the terms and conditions of the service applicable at the new placement location.

2. Probation

That you will be on probation for a period of six months. The period of probation can be extended at the discretion of the Management and you will continue to be on probation till an order of confirmation has been issued in writing.

3. Full time employment

Your position is a whole time employment with the Company and you shall devote yourself exclusively to the business and interests of the company. You will not take up any other work for remuneration (part time or otherwise) or work in an advisory capacity, or be interested directly or indirectly (except as shareholder / debenture holder), in any other trade or business during your employment with the company, without permission in writing of the Management of the Company. You will also not seek membership of any local or public bodies without first obtaining specific permission from the Management.

4. Confidentiality

You will not, at any time, during the employment or after, without the consent of the Management disclose or divulge or make public, except on legal obligations, any information regarding the Company's affairs or administration or research carried out, whether the same is confided to you or becomes known to you in the course of your service or otherwise.

5. Intellectual Property

If you conceive any new or advanced method of improving designs/ processes/ formulae/ systems, etc. in relation to the business/ operations of the Company, such developments will be fully communicated to the company and will be, and remain, the sole right/ property of the Company.

6. Responsibilities & Duties

Your work in the organization will be subject to the rules and regulations of the organization as laid down in relation to conduct, discipline and other matters. You will always be alive to responsibilities and duties attached to your office and conduct yourself accordingly. You must effectively perform to ensure results.

7. Past Records

This letter of appointment is based on the information furnished in your application for employment and during the interviews you had with us. If any declaration given, or information furnished by you, to the company proves to be false, or if you are found to have willfully suppressed any material information, in such cases, you will be liable to removal from services without any notice.

8. Termination of employment

During the probationary period and any extension thereof, your services may be terminated without giving any notice or salary in lieu thereof. However, on confirmation the services can be terminated from either side by giving one month (30 days) notice or salary in lieu thereof.

Upon resignation/termination of employment, you will immediately hand over to the Company all correspondence, specifications, formulae, books, documents, market data, cost data, drawings, affects or records belonging to the Company or relating to its business and shall not retain or make copies of these items.

Upon resignation/termination of employment, you will also return all company property, which may be in your possession.

Notwithstanding the above condition, the contract of service may also be terminated because of under mentioned stipulations. This will be without payment of any compensation.

- If you fail, refuse or neglect to carry out and perform your duties assigned to you by the company.
- For loss of confidence in you by the company for any of the act committed by you.
- If you are found to be guilty of fraud, insubordination or misconduct whether in course of performance of duties entrusted to you or otherwise.
- If you are found unfit for being entrusted with the responsible work commensurate with your position in consequences of any misconduct, moral turpitude. * If you commit any act prejudicial to the continuing good relationship between you and the company.
- If you commit breach of any of the terms of this letter of appointment.

9. Authority

No authority is vested upon you to make any financial commitment and enter into agreements/contracts/understandings of any nature with any second party and third party without seeking the prior permission/approval of the management. Any violation to exceed your specified authority as mentioned will be seriously viewed and disciplinary/appropriate legal action will be taken.

Annexure B

This is your expected monthly salary structure.

Salary Component	Amount
Basic Salary	12,500
HRA	6,250
Special Allowance	3,750
LTA	2,500
ESI Employer Contribution	Not included in CTC
PF Employer Contribution	Not included in CTC
Total	25,000

Note: You will receive salary, and all other benefits forming part of your remuneration package subject to, and after, deduction of TDS, PF, ESI and professional taxes in accordance with applicable law.



Dear RAHUL B. YADAV,

Subject: Your Appointment in the Bank's Service

Congratulations on your selection in Ujjivan Small Finance Bank!

Further to the selection process undertaken by the Bank for the position of **Loan Officer-Housing Loans** we are pleased to offer you appointment as **Loan Officer-Housing Loans** subject to the below mentioned terms and conditions apart from other Service Rules and conditions that are applicable or may become applicable from time to time:

Position Offered	Loan Officer-Housing Loans
Grade	UJJC
Compensation - Annual Fixed Pay (A)	335000
Compensation - Target Variable Pay* (B)	502500
Compensation - Cost to Company CTC (A+B)	837500
Period of Probation (Months)	6 Months (180 Days)
Place of Initial Posting	West 4495-Byramji Town, Nagpur, Maharashtra, India, (West-SFB)
Reporting to	Cluster Manager-Housing Loans
Date within which you should join the service of the Bank	04-07-2023

Target Variable Pay (TVP)*

For Sales Award earning roles, a maximum of up to 150% of yearly fixed pay will be paid every year based on performance. For Performance bonus earning roles, TVP will be 10% of Total CTC.

The position offered is provisional, subject to:

1. You fulfilling the terms and conditions specified in Annexures A, B, C forming part of this offer letter (the contents in the said Annexures shall be deemed to have been incorporated in this offer letter),
2. You fulfilling all eligibility criteria applicable for the position,
3. You being found medically fit,
4. You submitting the particulars specified in Annexure C hereunder.

If you are currently in the employment of any organization

1. You submitting proper relieving letter and no due certificate issued by the current employer, and
2. Your Universal Account Number ('UAN') with the Employees' Provident Fund Organization compliant with Aadhaar particulars. If your existing UAN is not Aadhaar compliant and you shall not fall under the term Excluded Employee within the meaning of Employees' Provident Fund Scheme, 1952, you should make the UAN Aadhaar complaint before the date of joining.

On your date of joining, please report to . Queries, if any, related to this offer letter may be addressed to: .

If, due to any reasons, you are unable to join the service of the Bank on or before the date mentioned above, the communication in writing stating such reasons should be served on the Bank at least 7 (Seven) working days prior to the scheduled date of joining mentioned above. In the absence of such communication, this offer letter will be treated as revoked on the date mentioned above.

If the terms and conditions contained herein are acceptable to you, please convey your unconditional acceptance by signing the



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duplicate copy of this offer letter and sending the same to the undersigned so as to reach him/her on or before 04-07-2023. If we do not receive your unconditional acceptance within the above mentioned date, this offer letter will be treated as withdrawn.

Welcome to Ujjivan Small Finance Bank Limited. Looking forward to a successful and significant association with you.

Yours sincerely,
For Ujjivan Small Finance Bank Limited,

Encl: Annexure A (Duties); Annexure B (Entitlements); Annexure C (Joining Documents)
I hereby unconditionally accept the offer and the terms and conditions.

Name:
Signature:
Date: 21-06-2023

ANNEXURE A

Benefits

All benefits applicable for the position shall be governed by the guidelines issued by Ujjivan Small Finance Bank Ltd. ('Bank') from time to time. The Bank may vary, modify or amend the guidelines from time to time and give notice thereof to the employees.

Probation

You shall be on probation for a period of **6 Months (180 Days)** from the date of joining the Bank. The said period of probation may be extended by the Bank for such further periods warranted, at the absolute discretion of the Bank. On successful completion of the probation period to the satisfaction of the Bank, the Bank may in writing confirm you in services in accordance with the policies and procedures of the Bank. The Bank reserves its rights to conduct background verification, antecedent checks, reference checks etc. as part of the process of confirmation.

Notice Period

During the period of probation (or the extended period of probation) and till such time you are confirmed in the service of the Bank in writing, the Bank shall have the right to terminate (discontinue or dispense with) your services by giving **30 (Thirty) days'** written notice or salary in lieu thereof.

If you desire to leave the services of the Bank during the period of probation, you shall serve upon the Bank due written notice of **30 (thirty) days**.

After confirming you in services, the Bank shall have the right to terminate (discontinue or dispense with) your services by giving **3 (Three) months'** written notice or salary in lieu thereof.

If you desire to leave the services of the Bank after confirmation, you shall serve upon the Bank due written notice of **3 (Three) months**.

However, the Bank shall have the right to terminate you forthwith without Notice, if there exists any circumstance necessitating such termination vis-à-vis the Policies of the Bank.

Upon confirmation in services, the Bank shall have the right to decide your further posting and/or change in role, depending on business exigencies, and you shall be bound by such decisions.

☎ 18002082121

🌐 www.ujjivansfb.in

✉ customer care@ujjivan.com



Prevention of Sexual Harassment

As a responsible employer the Bank is committed to providing a safe work environment to its employees, free from harassment towards or by the employees, in line with the applicable legislation in the country. This includes harassment of an employee by supervisors, colleagues, customers, vendors, consultants, contract employees or any other party with whom the Bank has a business, service or professional relationship. The Bank encourages employees to express freely, responsibly and in an orderly manner through defined channels, about any problem or complaint of sexual harassment. Strict action will be taken against the accused if proved guilty after due enquiry process. In case the complaint is found to be malicious, the complainant shall, if deemed fit, be liable for appropriate disciplinary action by the Management. You are hereby advised to read thoroughly the policy on prevention of Sexual Harassment and encouraged to reinforce the maintenance of a work-environment free from sexual harassment.

Declaration of Life Events

You will duly intimate HR Department of the Bank in writing as regards major life events, occurring during your course of employment with the Bank, which will have a major impact on your personal and professional life and which may enable you to avail certain employee benefits and/or may result in any change in the nominees/dependents declared by you. These life changes may include change in marital status, birth of children, death of nominee/dependent, change in the name of the employee, change in the name of the nominees/dependents, additions or deletions in the list of nominees/dependents and change in Permanent or Correspondence Address. Unless you inform the Bank in writing about such major life events, the Bank shall be reckoning the data available with it for all purposes, including for benefits, if any.

Intellectual Property

In consideration of the Appointment, you agree:

1. That the Bank shall own (as its exclusive property, free from any obligations towards you) all intellectual property developed or conceived by you either solely or jointly with others during the period of your employment, (1) that are along the lines of the businesses, work or investigations of the Bank or as to which you may receive information due to your employment, or (2) that results from any work which you may do for the Bank or (3) that are otherwise made through the use of the Bank's time, facilities or materials; and
2. To execute all necessary papers and otherwise provide proper assistance (at the expenses of the Bank), during and subsequent to your employment, to enable the Bank to obtain for itself or its nominees all patents, copyrights, or other legal protection for such intellectual property in any and all countries.

Prevention of Insider Trading

1. In line with the SEBI (Prohibition of Insider Trading) Regulations, 2015 as modified from time to time, you shall comply with the employee share trading code as approved by the Board of Directors of the Bank. In addition, you shall not deal in securities of a firm listed in the stock exchanges, when in possession of any unpublished price sensitive information or communicate such information to any person except as required in the normal `course of work, or under any law; or counsel any person to deal in securities on the basis of such information.
2. You are not authorized to and must not at any time.
3. Trade on your own account by pledging the credit of the Bank, or
4. Even on the Bank's account, enter into any transaction of a speculative or gambling nature or otherwise subject the Bank to risks which are beyond its financial capacity to bear.

Non-Compete

During your employment with the Bank, you will devote your whole time, attention and skill and your ability for the Bank's business. During your employment with the bank, you shall not, without the written permission of the Bank, engage directly or indirectly in any other business, profession, occupation or other commercial activity, whether as a principal, agent, contractor, consultant or otherwise, whether full-time or part-time. You hereby agree not to directly or indirectly compete with the business of the Bank and/or its successors and assigns during the term of the Appointment and for a period of 2 (Two) years following the expiration or termination of the Appointment notwithstanding the cause or reason for termination. The remuneration paid to you during the course of this employment shall constitute adequate consideration for such non-compete obligations.

Malus/Clawback

The Bank can exercise provisions of malus/clawback in respect of your remuneration to address misconduct risks and all statutory and regulatory stipulations as applicable. You shall comply with the performance requirements and other regulatory requirements, internal policies etc., as communicated by the Bank from time to time.

In the event of subdued or negative contribution of any employee or the relevant line of business, towards achievements of the Bank's objectives in any year as determined by the Bank and/or occurrence of instances (such as subdued/negative financial performance of the Bank, unsatisfactory or less than expected performance of particular line of business in any year (barring any extra ordinary situation), erroneous classification of assets and inadequate provisioning against NPAs etc.) the Bank reserves the



right to invoke malus/clawback provisions on the remuneration. Such provisions may be applied on any increments, cash bonuses or share linked instruments granted by the Bank.

Under a malus arrangement the Bank may prevent vesting of all or part of the amount of remuneration. Under a clawback arrangement, you agree to return previously paid or vested fixed or variable remuneration to the Bank under certain circumstances.

Duties/Obligations

You shall:

1. Perform, observe and conform to such duties, directions and instructions including the organization's code of conduct as may be assigned or communicated to you by the Bank from time to time.
2. Ensure all your accounts, dealings and transactions relating to the business of the Bank are true and accurate and you shall at all times when required render true and just account thereof to the Bank or to such persons as shall be authorized to receive the same.
3. Declare in a prescribed format, a statement of your assets and liabilities as and when requested by the Human Resources or Compliance team.
4. Not at any time act in a manner detrimental to the interest of the Bank.
5. Be responsible for safekeeping and return, in good condition and order, all the properties of the Bank, which may be or happen to be in your use, custody or charge including information relating to the Bank or work related information on your hand held device, mobile phone, tablets, laptops, desktops and related accessories.
6. Abide by all the staff rules and, regulations and policies, which may be in force from time to time.
7. Be expected not to have any financial transaction of any nature whatsoever with all the people you work with eg. Superiors, subordinates, peers, vendors, consultants, DSA's, borrowers, depositors, collectors, advocates, valuers, CA's, auditors etc.
8. Automatically retire on attaining the age of superannuation, as per Bank's policy on retirement age as amended from time to time.
9. Be required to sign and comply with a confidentiality agreement and other such documents and undertaking relating to confidentiality, ethics, code of conduct and professional work practice that the Bank may consider necessary from time to time.
10. Abide by various Human Resources Policies and Procedures of the Bank, which would be applicable at any given point in time and may change from time to time. The Bank may amend such Policies and Procedures from time to time as per the business requirement. You should get acquainted with all such Policies and Procedures and the amendments thereof, from time to time.
11. Be expected to read and understand the Standard Operating Procedures (SOPs) of the Bank and familiarise yourself with it and abide by it at all times. The copy of the SOPs will also be available in each department/ branch.
12. You shall not accept directly or indirectly any commission, share in profit, presents or gratuities from any party dealing with, or seeking to deal with the Bank, its subsidiaries or its affiliates.
13. Understand, accept and acknowledge that your designation may undergo change(s) during the term of your employment in accordance with the operational requirements of the Bank.
14. Accept and acknowledge that the Bank reserves the right to transfer you to any other location where it is in operation or may conduct its business in future, at its own sole discretion.
15. Accept and acknowledge that, for all legal proceedings and disputes relating to your employment with the Bank, the courts/tribunals/forum in Bangalore alone shall have jurisdiction over all such matters.
16. Accept and acknowledge that, notwithstanding the role assigned to you in terms of this letter, the Bank reserves the right to assign you any other role/function commensurate with your Grade as may be deemed appropriate, depending on administrative exigencies and requirements.
17. Be governed by the working hours applicable to your location, as defined by the Bank's policy and applicable legislations of the concerned State, and communicated to you by your manager.
18. Upon culmination of the present employment, for any reasons whatsoever, expeditiously return to the Bank all assets (tangible and intellectual property, including client lists) in as close a working condition as under which they were entrusted subject to normal wear and tear as also to remove, delete or destroy content relating to the same on your systems or devices.

This offer shall be subject to character and antecedents verification to be undertaken by the Bank to its satisfaction.



Pankaj Kesarwani
Regional Manager-HR

ANNEXURE B

SALARY COMPUTATION		
Components	Per Annum	Per Month
Basic + DA		
Basic	168912	14076
Allowances		
Hra	8446	704
Cost Of Living Allowance	12000	1000
Special Allowance	101101	8425
Total Earnings	290459	24205
Retirement and Other Elements		
Employer Contribution to PF	21600	1800
Gratuity	8121	677
Insurance Premium	14820	1235
Total Retirement And Other Elements	44541	3712
Fixed Pay	335000	27917
Indicative Target Variable Pay	502500	41875
Total CTC	837500	69792



Employee Deduction		
Provident Fund Employee Contribution	21600	1800
Health Insurance Premium Co Share	3600	300
Total Employee Deduction Excluding Income Tax and Professional Tax	25200	2100
NET PAY Excluding TVP	265259	22105

*Income Tax as applicable, will be in addition to the deductions mentioned above

*Professional Tax applicable as per the state slab.

1. **Gratuity & Future Service Gratuity** - as per the Payment of Gratuity Act, 1972

2. **Group Personal Accident Insurance** for self - upto INR 5 Lacs as per company policy

3. Group Term Life Insurance for self - 3 times Annual Guaranteed Cash Component (GCC: Basic + HRA + Special Allowance) subject to a minimum 10 Lacs and maximum of 1 crore

4. **Group Health Insurance** - Coverage upto Rs. 3 Lacs (for self, spouse, two children and two parents/ parents in law) as per company policy. Rs. 300 recovery from salary towards employees co-share of premium

5. **Top up Policy**- Voluntary benefit available. Employee paid coverage for increasing the base sum insured.

6. **Employee Deposit Linked Insurance** - Statutory death benefit available as support to nominee/s, in case of the unfortunate event of death of employee. Linked to PF contribution and balance in PF account.

7. **Insurance Premium**- Average cost has been considered for the purpose of calculation of cost to company. This may be subject to change annually, at the time of insurance renewal.

Please note: Amounts from Special Allowance are allocated towards Flexi benefit components below, based on standard allocation practices. Employees have the choice to reallocate or change post joining:

Telephone Allowance:

Telephone allowance is paid monthly and governed by the Compensation Policy as applicable. Employees can get exemption by providing telephone bills at the time of proof submission.

LTA:

LTA is paid monthly. The benefit is tax free as per Sec 10(5) of The Income Tax Act, 1961 and governed by the Compensation Policy as applicable. It is mandatory to provide original bills to avail tax-exemption under the Act, as per timelines specified by the company. If employee provide bills, the same will be validated and tax exemption provided.

Meal Allowance (Food Coupon):

Allowance in lieu of food and beverages provided by the employer. Ujjivan will provide a Meal Allowance of Rs 1200 or Rs.2400 per month if opted for, through a preloaded Visa/ Master/ RuPay Card.

Vehicle Maintenance / Car Benefit:

Employees may claim reimbursement of Fuel, Car Maintenance, Drivers salary and Insurance cost for self-owned cars only

The maximum reimbursement permissible for tax exemption:

- Cars of <1600 cc: Rs 1800 pm - Fuel/ maintenance| Rs 900 pm - Drivers salary

- Cars of > 1600 cc: Rs 2400 pm - Fuel/ maintenance| Rs 900 pm - Drivers salary

An operating lease scheme is being designed and will be rolled out shortly

Please note: Additional amounts from Special Allowance may be allocated towards Flexi benefit components below.

National Pension System:

NPS is a Government of India - Ministry of Finance initiative to promote old age income security through a voluntary, defined contribution pension scheme. If the employee wishes to opt for NPS Contribution they make do so, within 45 days of joining. They will choose the % Contribution that the employer will make, employee contribution amount, Fund Manager, type of fund investment. The employer contribution to NPS is non taxable upto 10% of Basic salary and the employee contribution will be exempted from tax upto a maximum of Rs 50000, in addition to INR 1.5 Lacs under 80 (c).

Target Variable Pay:

a. Indicative Target Variable Pay (TVP):

In addition to the Annual Fixed Pay above, you may be eligible for Target Variable Pay (TVP) as per the policy and discretion of the Bank. Please note that there is no guaranteed pay-out of variable pay.

b. Statutory Bonus. This component is guided by Payment of Bonus Act, 1965. One Month's Basic or Minimum Bonus (Rs.7000) or Minimum Wages of the state will be paid, over and above CTC. The current wage ceiling for this component is a salary of Rs. 21000 per month and is subject to change based on government guidelines relating to Payment of Bonus Act, 1965. This is paid annually.

Details related to your Compensation are strictly confidential.

Please note that there could be additional tax liability arising out of any compensation change. You are required to provide details of your Investment as a Declaration under the Income Tax Act. Kindly contact HR for support



Pankaj Kesarwani
Regional Manager-HR

ANNEXURE C

On the date of joining you shall produce before the HR official of the Bank, originals of the following:

1. Updated version of your Resume
2. Certificates & Mark Sheets in support of your Educational Qualification (SSLC, PUC, Degree & Post Graduation, if any).
3. If you are currently serving any employer, Salary Certificate/Salary Slips for the immediate preceding 3 months.
4. If you had served any other employers other than the current employer, documents specifying the date of joining and date of relieving (such as Experience Certificate / Appointment Letter and Relieving Letter / FFS Documents / Confirmation Letter).
5. Address Proof (any one: Voter's ID / Driving License / Passport / Aadhaar Card).
6. PAN Card.
7. Latest Photographs (3 passports and 2 stamp size, both with white background). (You shall be permitted to join the services of the Bank only upon submission of all the above.)

Duly self attested copies of the above documents should be submitted to the Bank in the below mentioned address at least 15 (Fifteen) working days prior to the date of proposed joining: name, designation, contact particulars and complete address of USFB

Within 2 (Two) days of joining, the following documents in original should be submitted to the Bank:

1. Medical Fitness Certificate (for below 40 years): Inter alia, certifying that the candidate is of 18 years of age or above, the candidate is physically and mentally fit to work, the candidate had no major accidents or illness in the recent past which will impede the candidate's ability to carry out the jobs of similar nature.
2. For candidates above 40 years of age, the following tests to be carried out and the satisfactory Medical Report to be submitted:

Complete Blood Count	Platelet Count
Hemoglobin	Blood Group & RH
Packed Cell Volume	Urine Routine
MCHC, MCV, MCH	RBS
WBC, Differential Count	Chest X –Ray
Peripheral Smear	Physician Consultation
RBC, ESR	ECG

If you are currently serving any employer, the originals of Experience Certificate, Relieving Letter and No Due Certificate issued by the current employer should be submitted within 60 (Sixty) days of joining.

The Bank reserves its right to conduct background verification with respect to verifying your academic records, criminal/civil records, career/ reference checks, credit bureau checks, Central Fraud Registry (CFR-RBI) checks, address verification etc., either before or after your joining the Bank.

If you are already enrolled with Employee Provident Fund Organization, you should provide to the Bank before joining the services of the Bank, Aadhaar compliant Universal Account Number ('UAN'), PF Account Number, and Address for Correspondence (of the employer / trust). If you fail to provide to the Bank the Aadhaar compliant UAN, your joining date shall get postponed till such time you submit Aadhaar compliant UAN. (However, if you come under the definition of Excluded Employee within the meaning of the



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Employees' Provident Fund Scheme, 1952, you shall be allowed to join the services without enrolling for EPF. In such case, you may choose to enroll for EPF after making your UAN compliant with Aadhaar.)

If, at any time, the Bank finds that you have suppressed/concealed any information or provided false/misleading information, your candidature or appointment shall be cancelled. In such case, the Bank shall have the right to recover from you damages.

Sanjay Kumar

☎ 18002082121

🌐 www.ujjivansfb.in

✉ customercare@ujjivan.com

POOJA LACE & MATCHING

NEAR CHAWLA CHOWK, JARIPATKA, NAGPUR

MO.NO. 9130592741

Date : 11 March 2021

TO WHOMSOEVER IT MAY CONCERN

This is to certify that Mr. Abhishek Kewalramani is self employed and he is the sole proprietor of Pooja Lace & Matching business.

Thanking You

Sincerely



Abhishek Kewalramani

Owner

Poojalace.pl@gmail.com

Terms & Conditions of Employment Agreement

Name of the Joinee : HRITHIK DHONGLE
Location : Nagpur
Date : 16-Dec-2021
Appointment Ref. No. : _____

Please read through this document carefully, sign at the end and hand this over along with your other joining papers. This is necessary and forms part of your joining papers.

Agreement to Terms & Conditions of Employment

1. You are required to deal with the Company's money, material and documents with utmost honesty and professional ethics. If you are found guilty at any point of time of moral turpitude or of dishonesty in dealing with the company's money or material or documents or of theft or of misappropriation regardless of the value involved, your services would be terminated with immediate effect notwithstanding other terms and conditions mentioned in this letter.
2. If during the period of your service, the Management comes to the conclusion that you have committed any misconduct, you may be dismissed from service as per the rules of the company with immediate effect, notwithstanding anything else mentioned in this letter.
3. You are required not to engage yourself in any other gainful or commercial employment, business or activity part-time or full-time, directly, indirectly or simultaneously as long as you are employed with HCL Technologies India Pvt. Ltd, or engage yourself directly or indirectly in any other profitable business connected with the dealings or activities of the company in any way. Any action to the contrary would render you services liable for termination notwithstanding any other conditions in this letter.
4. You are required to maintain the secrecy of, and not to divulge or communicate in any manner, any information regarding your remuneration to any other employee of the Company except to your immediate superior.
5. Your appointment and its continuance is subject to your being certified physically and mentally fit by a qualified registered medical practitioner (RMP) nominated by the Company. The opinion of the RMP nominated by the company shall be final & binding on the parties.

Slips Agarwal

AUTHORISED SIGNATORY

Name : HRITHIK DHONGLE
Date : 16-Dec-2021
Signature :Rdhongle.....

For execution by all the employees of the Company

UNDERTAKING

As a condition and consideration of my employment or association with HCL Technologies, Ltd, its subsidiaries, affiliates, successors and assigns (together the "Company"), in a responsible position and my receipt of the compensation now and hereafter paid to me by the Company, I hereby agree to the following:

1. Confidential Information

- a. Company Information I confirm that protection of the Company's Confidential Information and goodwill is of utmost necessity and that I agree that I shall not, directly or indirectly, except where authorized by the competent authority of the Company for the benefit of the Company at any time divulge, communicate or disclose to any persons, firms, corporations, companies, company's clients / customers, governmental entities or agencies or any other entities, other than the Company ("Third Parties"), or use or cause or authorize any Third Parties to use except for the benefit of the Company, any such Confidential Information, or any other information which I know or should know by virtue of being the employee of the Company, whether or not any of the foregoing information is actually novel or unique, except as otherwise required by law.
- b. Former employer Information I agree that I will not, during my employment or association with the Company, improperly use or disclose any proprietary information or trade secrets of any former employer or Third Parties and that I will not bring into the premises of the Company any unpublished document or proprietary information belonging to any such employer or Third Parties unless consented to in writing by such employer or Third Parties.
- c. Third Party Information. I recognize that the Company has received and in the future will receive from Third Parties, which may or may not be the customers or prospective customers of the Company, their confidential or proprietary information subject to a duty on the Company's part to maintain the confidentiality of such information and use it only for certain limited purposes. I agree to hold all such confidential or proprietary information in the strictest confidence and not to disclose it to any person, firm or corporation or to use it except as necessary in carrying out my work for the Company in conformity with the Company's agreement with such Third Party.
- d. Employee Has and Shall Receive Confidential Information I acknowledge that I have been provided with information about the Company during the term of my employment or association with the Company (including any renewals or extensions) and my employment or association will continue to bring me into close contact with confidential affairs of the Company. Thus, I acknowledge that by reason of my employment or association with the Company, I will acquire Confidential Information.
- e. Employee Acknowledges Importance of Confidential Information I acknowledge that all Confidential Information is of great value to Company, and essential to preservation of the business and the goodwill of the Company.
- f. Employee's Services Special and Unique I recognize the duties and services to be performed by myself, as an employee or associate of the Company, are special, extraordinary and unique, and intellectual in nature.

Signature Rathongle

HCL Technologies Confidential

g. Confidential Information shall include all:

1. Production processes, marketing techniques and arrangements, mailing lists, purchasing information, pricing policies, quoting procedure, financial information, funding information, customer and prospect names and requirements, employee, customer, agents, supplier and distributor data, business strategies, plans, assets, liabilities, revenues, profits price lists and other material or information relating to the Company's business and the manner in which the Company carries out its business:
2. Computer software whether now or hereafter existing, developed for use of any operating system or machine, all modifications, enhancements, and versions and all options available with respect thereto, and all future products developed or derived there from.
3. Source and object code, flowcharts, algorithms, coding sheets, routines, sub-routines, compilers, assemblers, design concepts and related documentation and manuals.
4. Discoveries, concepts and ideas including, without limitation, the nature and results of research and development activities, processes, formulas, products, patents, inventions, computer-related equipment or technology, techniques, "know-how", designs, drawings and specifications, procedures, methods, designs, strategies and any other information required for carrying out the business of the Company. These shall also include any information about the customers and clients of the Company.
5. All other materials or information related to the business or activities of the Company, which are not generally known to others engaged in similar businesses or activities.
6. All ideas which are derived from or related to my access to or knowledge of any of the enumerated materials and information, and
7. All information about or belonging to suppliers and clients of, and all parties to any agreement with, the Company which would be confidential information pursuant to the above definition if such other parties were in the position of the Company.
8. The markets, customers, prospective customers (whom Company has contacted, made sales presentations, provided bids, or otherwise specifically solicited during the Term hereof), suppliers, vendors and employees of the Company, records of transactions, and other information concerning the business of Company. Such customers or prospects shall include, but not limited to customers of the Company on whom I called or with whom I became acquainted while being associated with the Company.
9. The absence of any marking or statement that particular information is Confidential Information shall not affect its status as Confidential Information.

I understand that "Confidential Information" for this purpose shall mean and include all information, regardless of the form and whether oral, written, stored in a computer database or otherwise, which has been disclosed by the Company or any of its employees or promoters to myself. I understand that Confidential Information does not include any of the foregoing items, which has become publicly known and made generally available through no wrongful act of mine or of others who were under confidentiality obligations as to the item or items involved. I hereby accept the responsibility for maintaining the secrecy and confidentiality of such information and all portions thereof during the term of my employment or association with the Company and for a period of eighteen (18) months thereafter following the termination of my employment or cessation of my association with the company and

Signature HRITHIK DHONGLE

HCL Technologies Confidential

recognize without any objection or protest the unequivocal right of the Company to ascertain from my employers of any breach or threatened breach by me of this undertaking.

f) Ownership of Confidential Information

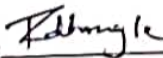
- All rights, title and interest in all Confidential Information shall be and remain the exclusive property of the Company including all Confidential Information developed in whole or in part by me during my assignment with the Company, I agree and shall assign to the Company all right, title and interest I may have in such Confidential Information and to execute any instruments and to do all other things reasonably requested by the Company both during both during and after my tenure with Company in order to vest more fully in the Company all ownership rights in Confidential Information transferred by me to the Company.
- If any one or more of the items described above are protected under the copyright laws and international copyright treaty and are deemed in any way to fall with the definition of "work made for hire", the copyright of which shall be owned solely, completely and exclusively by the Company. If any one or more of the aforementioned items are protected by categories of work covered by the "work made for hire" definition contained under any relevant law of any nation or jurisdiction, such items shall be deemed to be assigned and transferred completely and exclusively to the Company by virtue of the execution of this Agreement.

g). Materials All notes, data, tapes, reference items, sketches, drawings, memoranda, records and other materials in any way relating to Confidential Information or otherwise to the Company's business shall belong exclusively to the Company, and I shall return to the Company all copies of such materials in my possession or under my control at the request of the Company or, in the absence of such a request, upon the termination of my employment or cessation of my association with the Company. This section will be enforceable against my heirs, successors and assigns.

2. Proprietary Information

- Return of Proprietary Information Upon termination of my employment or cessation of my association with the Company, for any reason, I shall immediately turn over to the Company any "proprietary information," as defined below. I shall have no right to retain any copies of any material qualifying as "proprietary information" for any reason whatsoever after termination of my employment or cessation of my association with the Company, without the express written consent of the Company.
- Non-Disclosure It is understood and agreed that, in the course of my employment hereunder and through my activities for and on behalf of the Company, I will receive, deal with and have access to the Company's "proprietary information" and I hold the Company's "proprietary information" in trust and confidence for the Company. I agree that I shall not, during the term of this Agreement or thereafter, in any fashion, form or manner, directly or indirectly, retain, make copies of, divulge, disclose or communicate to any person, in any manner whatsoever, except when necessary or required in the normal course of my employment hereunder and for the benefit of the Company or with the express written consent of the Company, any of the Company's "proprietary information" or any information of any kind, nature or description whatsoever concerning any matters affecting or relating to the Company's business.
- Proprietary Information Defined. For purposes of this Agreement, "proprietary information" means and includes the following: the identity of clients or customers or potential clients or customers of the Company; any written, typed or printed lists or other materials identifying the clients or customers of the Company; any

Signature



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financial or other information supplied by clients or customers of the Company; any and all data or information involving the techniques, programs, methods or contacts employed by the Company in the conduct of its business; any lists, documents, manuals, records, forms, or other material used by the Company in the conduct of its business; any descriptive materials describing the methods and procedures employed by the Company in the conduct of its business; and any other secret or confidential information concerning the Company's business or affairs. The terms "list" and "document" (or their equivalent) as used in this Section are not limited to a physical writing or compilation but also include any and all information whatsoever regarding the subject matter of the "list" or "document," whether or not such compilation has been reduced to writing.

3. Inventions

- a. Inventions Retained and Licensed. I have attached hereto, as Exhibit A, a list describing all inventions, original works of authorship, developments, improvements, and trade secrets which were made by me prior to my employment with the Company (collectively referred to as "Prior Inventions"), which belong to me, which relate to the Company's proposed business, products or research and development, and which are not assigned to the Company hereunder, or, if no such list is attached, I represent that there are no such Prior Inventions. If in the course of my employment or association with the Company, I incorporate into a Company product, process or machine a Prior Invention owned by me or in which I have an interest, the Company is hereby granted and shall have a nonexclusive, royalty-free, irrevocable, perpetual, worldwide license to make, have made, modify, use and sell such Prior Invention as part of or in connection with such product, process or machine.
- b. Assignment of Inventions Any and all inventions, products, designs, discoveries, literary works, art works and work product of any nature (collectively, the "Inventions"), whether or not can be patented or copyrightable, which I have conceived and/or made during my employment or association with the Company, whether or not during working hours, and which have or may have any applicability to any aspect of the business of the Company, shall be the sole and exclusive property of the Company, and by the execution hereof, I hereby irrevocably assign, transfer and convey to the Company all of my right, title and interest in and to all Inventions, which may be developed during my employment or association with the Company (solely or jointly with others). I shall inform the Company of any Inventions promptly after it has been conceived and/or made in the detail necessary to permit the Company to understand the same and practice them without the exercise of further inventive skill. When required to do so by the Company, I shall execute any and all documents necessary to desirable to convey title in any copyright or patent applications covering any of such Inventions in India or in foreign countries. However, the failure on my part to so execute any such documents shall in no way be deemed to affect the assignment, transfer and conveyance of such Inventions to the Company hereby.
- c. Maintenance of Records. I agree to keep and maintain adequate and current written records of all Inventions made by me (solely or jointly with others) during the terms of my employment with the Company. The records will be in the form of notes, sketches, drawings, and any other format that may be specified by the Company. The records will be available to and remain the sole property of the Company at all times.
- d. Patent and Copyright Registrations I agree to assist the Company, or its designee, at the Company's expense, in every proper way to secure the Company's rights in the Inventions and any copyrights, patents, mask work rights or other intellectual property rights relating thereto in any and all countries, including the disclosure to the Company of all pertinent information and data with respect thereto, the execution of all applications, specifications, oaths, assignments and all other instruments which the Company shall deem necessary in order to apply for and obtain such rights and in order to assign and convey to the Company and its nominees the sole and exclusive rights, the title and interest in and to such Inventions, and any copy rights, patents, mask work rights or other intellectual property rights relating thereto. I further agree that my obligation to execute or cause to be executed, when it is in

Signature

Edhongle

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I understand that any violation or likely violation hereof may expose the Company to enormous losses & damages, including without limitation claims from Company's customers and as such the Company will be entitled to recover all such monies from me.

7. Notification to New Employer In the event that I leave the employment or if my association with the Company ceases, I hereby grant consent to notification by the Company to my new employer about my rights and obligations under this undertaking.

8. Solicitation of Employees For a period of eighteen (18) months after termination of my employment or cessation of my association with the Company for any reason whatsoever, I shall not, solicit or cause or authorize directly or indirectly to be solicited for employment, or cause or authorize directly or indirectly to be employed on my own behalf or on behalf of any Third Parties, any person who is an employee of the Company. I also agree not to use or disclose to any Third Parties any information obtained by myself while being an employee of the Company concerning the names and addresses of the Company's past and present employees.

9. Solicitation of Customers I agree that during the term of my employment or association with the Company and for a period of eighteen (18) months thereafter, I shall not solicit or cause or authorize directly or indirectly to be solicited, or accept or cause or authorize directly or indirectly to be accepted, for or on behalf of myself or Third Parties, any business from any Third Parties who are, at any time within eighteen (18) months prior to termination of my employment or cessation of my association, customers or prospects of the Company.

10. Solicitation of Business Partners I agree that during the term of my employment or association with the Company and for a period of eighteen (18) months thereafter, I shall not solicit or authorize directly or indirectly to be solicited for or on behalf of myself or any Third Parties any of the Principals, Distributors, Agents, Re-sellers, Joint Venture Partners, Dealers, any major Suppliers or any business partners of the Company, who have at any time within eighteen (18) months prior to the termination of my employment or cessation of my association have a relationship with the Company, to disassociate or modify their relationship with the Company to my benefit or to the benefit of any Third Parties. This shall include any of the parties with whom the Company made substantial progress in negotiating any relationship in the nature described above.

11. Representations I agree to execute any proper oath or verify any proper document required to carry out the terms of this Agreement. I represent that my performance of all the terms of this Agreement will not breach any agreement to keep in confidence proprietary information acquired by me in confidence or in trust prior to my employment or association with the Company. I have not entered into, and I agree I will not enter into, any oral or written agreement in conflict herewith.

12. General Provisions

- **Governing Law: Consent to Personal Jurisdiction:** The laws of the Republic of India shall govern this Agreement. I hereby expressly consent to the jurisdiction of such competent courts in India for any lawsuit filed there against me by the Company arising from or relating to this Agreement.
- **Entire Agreement:** This Agreement and my employment agreement with the Company set forth the entire agreement and understanding between the Company and me relating to the subject matter herein and merges all prior agreements and discussions between us. No modification of or amendment to this Agreement, nor any waiver of any rights under this agreement, will be effective unless in writing signed by the party to be charged. Any subsequent change or changes in my duties, salary or compensation will not affect the validity or scope of this Agreement.
- **Severability:** If one or more of the provisions in this Agreement are deemed void by law, then the remaining provisions will continue in full force and effect.

Dated: 16-Dec-2021

HRithik Dhongle

Signature

HRITHIK DHONGLE

Name of Employee (typed or printed)

Witness Name Aniket dhongle

Witness Signature Aniket Dhongle

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EXHIBIT A

**LIST OF PRIOR INVENTIONS
AND ORIGINAL WORKS OF AUTHORSHIP**

Title	Date	Identifying Number or Brief Description
-------	------	---

No inventions or improvements

Additional Sheets attached

Print Name of Employee: HRITHIK DHONGLE

Date: 16-Dec-2021

Signature Rdhongle

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EXHIBIT B

The following are the activities, as applicable, the Employee has agreed not to do after the termination of his employment or cessation of his association with the Company. These are not exhaustive in nature and are in addition to the obligations he has already undertaken in the Agreement:

1. Shall not during the term of his employment or association with the Company and for a period of eighteen (18) months thereafter, solicit or cause or authorize directly or indirectly to be solicited, or accept or cause or authorize directly or indirectly to be accepted, for or on behalf of himself or any Third Parties any project on which he had worked for any customer(s) of the Company in a period of eighteen (18) months prior to the termination of his employment or cessation of his association with the Company. He shall also not work on any project(s) similar to any project(s), he is or was working for any customer(s) of the Company for a period of eighteen (18) months prior to the termination of his employment or cessation of his association with the Company, for any competitor(s) of the said customer(s) of the Company during the term of his employment or association with the Company and for a period of eighteen (18) months thereafter.
2. Cannot make use of any exclusive project related technology applied by the Company and about, which he came to know during his employment or association with the Company.
3. Cannot work on similar project(s), for and on behalf of any Third Parties, which he is or was working on for a period of eighteen (18) months prior to the termination of his employment or cessation of his association with the Company, using non-generic (specific methodology, techniques etc.) skills acquired during his employment or association with the Company.
4. Cannot use or divulge any proprietary or confidential tool, technology, methods, processes, project methodology of the Company as well as that of any of the clients or customers of the Company for which he worked or came into contact during his employment or association with the Company.
5. Cannot prospect with customers visited as the Company sales employee for a period up to 18 months from cessation of service. Cannot also make sales calls to any prospect in the concerned region of the geography of the Company for a period of 18 months from cessation of service.
6. Cannot join the sales department of such Third Parties who are or were customers of the Company for eighteen (18) months prior from the date of the termination of his employment or cessation of his association with the Company and with which he was dealing with directly as the contact person for the Company.
7. Cannot divulge to any Third Parties about the sales revenues of the Company from its customers in India or any place outside India where he was posted by the Company in the last eighteen (18) months prior to the termination of his employment or cessation of his association with the Company or the sales revenue of any other territory if he came to know about the same because of his employment or association with the Company.
8. Cannot divulge or use or share with any Third Parties the sales and marketing strategy and competition, sales plans, account plans, strategies, documents and presentations and any related information about the Company, which are in the nature of proprietary information of the Company and, which he came to know about because of his

Signature

HRITHIK DHONGLE

HCL Technologies Confidential

employment or association with the Company, for his own benefit or for the benefit of any Third Parties for eighteen (18) months prior to the termination of his employment or cessation of his association with the Company.

9. Cannot divulge or use, utilize, divulge or share with any Third Parties any information, facts, information, documents and any related information about the Company, which are in the nature of proprietary information of the Company or otherwise and, which he came to know about because of his employment or association with the Company, for his own benefit or for the benefit of any Third Parties for eighteen (18) months prior to the termination of his employment or cessation of his association with the Company.

Signature RDhongle

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Internet Usage and Electronic Mail Policy

Objective:

To lay down the rules and regulations governing usage of HCL Technologies' Internet Connectivity and E-mail facility for enhanced operational performance and adhering to legal, security and safety requirements.

Scope:

This Policy is applicable to all employees of HCL Technologies who access Internet and E-mail from their work premises, whether at HCL Technologies centers and offices or at on-site assignment locations/customer premises. This guideline is applicable to all systems under the jurisdiction and/or ownership of HCL Technologies, inclusive of hired systems.

Need for Policy:

- **Loss of confidential data:** Company sensitive information may leak out through E-mail, FTP or Newsgroup Communications.
- **Potential Legal liabilities or negative publicity through inappropriate usage of Internet.**
 - Violation of software licensing laws by illegally downloading unlicensed software from Internet.
 - Conduct of personal business using company resources.
 - Visit to inappropriate sites allowing company domain to be captured, possibly resulting in negative publicity
- **Loss of employee productivity:** Management is concerned about the impact of non-business related surfing on employee productivity and cost associated with wasted time/salary.
- **Internet Access is not free.** Non-business usage of Internet results in real costs to the organization- for example, the cost to upgrade network resources such as leased lines, routers, and disk storage in order to handle increased load.

Internet:

- Company provides access to vast information resources of the Internet to help the employees do their jobs faster and smarter and be a well-informed business citizen. Company in turn expects the employees to use these resources optimally.
- All existing company policies apply to their conduct on the Internet especially those that deal with intellectual property protection, privacy, sexual harassment, information and data security.
- Each employee using the Internet facilities shall identify himself/herself honestly and completely when participating in chats, Newsgroups.
- Any unauthorized downloaded software via Internet into the company's network is a legal liability to the company. Any such files / softwares may be used only in ways that are consistent with licenses or copyrights.
- Any unusual activity observed in Internet usage shall be reported as an Information Security incident. Refer to Incident Reporting Template in ISMS.

Signature



Note: Refer to Internet Usage Guidelines In ISMS for additional information.

Undertaking on Information Security Policy Compliance

E-Mail Policy:

I have read and understood the Company's Electronic Mail Policy. I fully understand the terms of this policy and agree to abide by them. I realize that the company's security software may scan and record, for management use, all mails I send and receive

Internet Policy:

I have read and understood the company's Internet usage policy. I fully understand the terms of this policy and agree to abide by them. I realize that the company's security software may record the Internet address of any site that I visit and keep a record of any network activity in which I transmit or receive, for management use.

Camera Usage Policy:

I understand that photography inside Company's premises is not permitted through the usage of any device. Mobile phones and similar devices with cameras shall be utilized for voice communication and short messaging service purposes only.

Removable Media Usage Policy:

I understand that usage of any unauthorized removable media inside the Company's premises with the intent of copying information is strictly prohibited. Any violation could lead to dismissal or even criminal prosecution.

I am aware and accept applicable disciplinary actions, including dismissal or criminal prosecution, in case of violating the above policies.

SAM- Clause:

I agree to abide by all terms and conditions listed in the Software Asset Management (SAM) Policy at all times. I will ensure that software will be installed on my machine only after I have received the requisite approvals for the same. I also agree to keep track of the software inventory on my machine(s), and to take necessary corrective actions if any installation is not in accordance with the SAM Policy. I further agree that the company will not accept any liability in respect of any unauthorized use of software and I shall be personally liable for any damages or other liability arising on account of violation of SAM policy.

Signature: K Dhongle
Name: HRITHIK DHONGLE
Employee Code:
Place: Nagpur
Date: 16-Dec-2021
L.O.B.: HCLISD US DEL-NORAM 1
Facility: Nagpur SEZ - Tower 1-U4-2F

(To be retained by the employer for future reference)

EMPLOYEES' PROVIDENT FUND ORGANISATION

Employee's Provident fund Scheme, 1952 (Paragraph 34 & 57) &

Employee's Pension Scheme, 1995 (Paragraph 24)

(Declaration by a person taking up employment in any establishment on which EPF Scheme, 1952 and /or EPS, 1995 is applicable)

1	Name of the member	HRITHIK DHONGLE
2	Father's Name : <input checked="" type="checkbox"/> Spouse's Name : <input type="checkbox"/> (Please tick whichever is applicable)	Raju Dhongle
3	Date of Birth: (DD/MM/YYYY)	29/12/1999
4	Gender: (Male/Female/Transgender)	Male
5	Marital Status: (Married/Unmarried/Widow/Divorcee)	Single
6	(a) Email Id : (b) Mobile No.:	(a) hrithikdhongle29@gmail.com (b) 8605377320
7	Whether earlier a member of Employee's Provident Fund Scheme, 1952	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
8	Whether earlier a member of Employee's Pension Scheme, 1995	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
9	Previous employment details: [if Yes to 7 AND/OR 8 above]	101411610212
	a) Universal Account Number :	APHYD00732310000021798
	b) Previous PF Account Number :	30/11/2021
	c) Date of exit from previous employment : (DD/MM/YYYY)	
	d) Scheme Certificate No. (if issued)	
10	e) Pension Payment Order (PPO) No.(if Issued)	
	a) International Worker :	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
	b) If yes, state country of origin (India/Name of the other country)	
	c) Passport No.	
11	d) Validity of passport [(DD/MM/YYYY) to (DD/MM/YYYY)]	
	KYC Details: (attach self attested copies of following KYCs)	
	a) Bank Account No. & IFS Code	
	b) AADHAR Number	7543 2377 3346
	c) Permanent Account Number (PAN), if available	FEOPD8376H

UNDERTAKING

- 1) Certified that the particulars are true to the best of my knowledge.
- 2) I authorize EPFO to use my Aadhar for verification/authentication/eKYC purpose for service delivery.
- 3) Kindly transfer the funds and service details, if applicable, from the previous PF account as declared above to the present P.F. Account.
(The transfer would be possible only if the identified KYC detail approved by previous employer has been verified by present employer using his Digital Signature Certificate)
- 4) In case of changes in above details, the same will be intimated to employer at the earliest.

Date : 16-Dec-2021

Place : Nagpur

Signature of Member



DECLARATION BY PRESENT EMPLOYER

A. The member Mr./Ms./Mrs. has joined on and has been allotted PF Number

B. In Case the person was earlier not a member of EPF Scheme, 1952 and EPS, 1995:

(Post allotment of UAN) The UAN allotted for the member is

Please Tick the Appropriate Option :

The KYC details of the above member in the UAN database

- Have not been uploaded
- Have been uploaded but not approved
- Have been uploaded and approved with DSC

C. In Case the person was earlier a member of EPF Scheme, 1952 and EPS, 1995:

The above PF Account number/UAN of the member as mentioned in (A) above has been tagged with his/her UAN/Previous Member ID as declared by member

Please Tick the Appropriate Option:

- The KYC details of the above member in the UAN database have been approved with Digital Signature Certificate and transfer request has been generated on portal.
- As the DSC of establishment are not registered with EPFO, the member has been informed to file physical claim (Form-13) for transfer of funds from his previous establishment.

Date :

Signature of Employer with Seal of Establishment

FORM "F"

Emp.Code No.

See sub-rule(1) of Rule 6

NOMINATION

To
M/s. HCL Technologies Limited
A-11, Sector-16
Noida - 201 301

1. Mr/Ms. HRITHIK DHONGLE(Name in Full here) whose particulars are given in the statement below, hereby nominate the person(s) mentioned below to receive the gratuity payable after my death as also the gratuity standing to my credit in the event of my death before that amount has become payable, or having become payable has not been paid and direct that the said amount of gratuity shall be paid in proportion indicated against the name(s) of the nominee(s).
2. I hereby certify that the person(s) mentioned is a/are member(s) of my family within the meaning of clause (h) of Section (s) of the Payment of Gratuity Act, 1972.
3. I hereby declare that I have no family within the meaning of clause (h) of Section 2 of the Said Act.
4. (a * My father/mother /Parents is/are not dependent upon me.(b My husband's father/mother/parents is/are not dependent on my husband
5. I have excluded my husband from my family by a notice dated the _____ to the controlling authority in terms of the provision to clause (h) of Section 2 of the Said Act
6. Nomination made herein invalidates my previous nomination.

NOMINEE (S)

Name of nominee/nominees	Address of Nominee	Nominee's relationship with the Employee	Age of Nominee	Proportion by which the Gratuity will be shared
Asha dhongle	Snehadeep colony jaripatka nagpur	Mother	50	100

Signature *Rdhongle*

STATEMENT

Name of the employee in Full HRITHIK DHONGLE
Sex Male
Religion Buddhist
Whether Unmarried/Married/Widow/Widower Single
Department/Branch/Section where employed _____
Post Held with Emp.Code No.,if any _____
Date of Appointment 16-Dec-2021
Permanent Address of the employee C/O : , Snehadeep colony plot no 58, Jaripatka,
,Jaripatka nagpur,Nagpur,Maharashtra,
Maharashtra,India,
440014, Telephone No :
Place Nagpur
Date 16-Dec-2021


Signature or thumb impression of the Employee

DECLARATION BY WITNESSES

Nomination signed/thumb - Impressed before me

Name in full and full addresses of witnesses

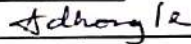
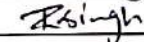
1 Aniket dhongle,Snehadeep colony plot no 58, Jaripatka nagpur,Jaripatka nagpur,Maharashtra,Nagpur,440014

Place _____

2 Parul singh,Narmada colony, Friends colony,Maharashtra,Nagpur,440013

Date 16-Dec-2021

Signature of Witnesses :

1 
2 

CERTIFICATE BY THE EMPLOYER

Certified that the particulars of the above nomination have been verified and recorded in this establishment.

Employer's Reference No. If any.

Signature of the employer or other
Authorised Officers of the Establishment.
Designation

Dated the : _____

Name and Address of the
Establishment or Rubber Stamp Thereof

NOMINATION FORM

Emp.Code No.

To
 M/s. HCL Technologies Limited
 A-11, Sector-16
 Noida - 201 301

1. I, Mr/Ms. HRITHIK DHONGLE (Name In Full here) , hereby nominate the person(s) mentioned below to receive the benefits under the Term Life and Group personal accident Policy , payable after my death in proportion indicated against the name(s) of the nominee(s).
2. This document supercodes any previous nominations.

NOMINEE (S)

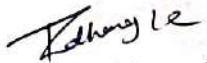
Name of nominee/nominees	Address of Nominee	ID No.	Nominee's relationship with the Employee	Age of Nominee	Proportion by which the Insurance amount will be shared	Name of Guardian (In case nominee is a minor)
Asha dhongle	Snehadeep colony Jalpatke nagpur		Mother	50	100	

Note : * ID No. could be either Passport No. / Driving License No. / Voter's ID No. / PAN Card No

Signature HRITHIK DHONGLE

Joining Docket For HRITHIK DHONGLE

Name of the employee in Full HRITHIK DHONGLE
Father's / Husband's Name _____
Residential Address C/O : , Snehadeep colony plot no 58, Jaripatka,
Jaripatka nagpur, Nagpur, Maharashtra,
Maharashtra, India,
440014, Telephone No :
Gender Male
Marital Status Single
Date of Birth 29/12/1999
Designation NA
Emp. Code No. _____
Date of Appointment 16-Dec-2021
Place Nagpur
Date 16-Dec-2021


Signature or thumb impression of the Employee

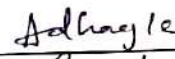
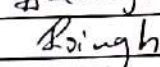
DECLARATION BY WITNESSES

Nomination signed/thumb - impressed before me

Name in full and full addresses of witnesses

- 1 Aniket dhongle, Snehadeep colony plot no 58, Jaripatka nagpur, Jaripatka nagpur, Maharashtra, Nagpur, 440014
- 2 Parul singh, Narmada colony, Friends colony, Maharashtra, Nagpur, 440013

Signature of witnesses :

1  Date: 16-Dec-2021 Place: _____
2  Date: 16-Dec-2021 Place: _____

FORM 2 (Revised)

Emp.Code No.

**NOMINATION AND DECLARATION FORM FOR UNEXEMPTED/
EXEMPTED ESTABLISHMENTS**
**Declaration and Nomination Form under the Employees' provident Funds and
Employees' Pension Scheme**

(Paragraphs 33 & 61(1) of the Employees Provident Fund Scheme, 1952 and Paragraph 18 of the Employees' Pension Scheme, 1995)

Name (in Block letters) HRITHIK DHONGLE

Father's/Husband's Name Raju Dhongle

Date of Birth 29/12/1999

Sex Male

Marital Status Single

Account No. HR/5572/

Permanent Address C/O : , Snehadeep colony plot no 58, Jaripatka,
Jaripatka nagpur,Nagpur,Maharashtra,
Maharashtra,India,
440014, Telephone No :

Temporary Address Snehadeep colony plot no 58, Jaripatka,Jaripatka
nagpur,Maharashtra,Nagpur


PART - A (EPF)

I hereby nominate the person(s)/cancel the nomination made by me previously and nominate the person(s) mentioned below to receive the amount standing to my credit in the Employees' Provident Fund, in the event of my death.

Name of nominee/nominees	Address of Nominee	Nominee's relationship with the Employee	Date of Birth	Total amount of share of Accumulations in Provident Fund to be paid to each nominee	If the nominee is a minor, name & relationship & address of the guardian who may receive the amount during the minority of nominee
Asha dhongle	Snehadeep colony jaripatka nagpur	Mother	06-Dec-1971	100	

1 * Certified that I have no family as defined in para 2(g) of the Employees' Provident Fund Scheme, 1952 and should I acquire a Family hereafter the above nomination should be deemed as cancelled.

2 * Certified that my father/mother is/are dependent upon me.


Signature or thumb impression of the Employee

*Strike out whichever is not applicable.

Joining Docket For HRITHIK DHONGLE

Part B (EPS) (PARA18)

I hereby furnish below particulars of the members of my family who would be eligible to receive widow/children pension in the event of my death.

Name	Address	Date of Birth	Relationship with member

** Certified that I have no family as defined in para 2(vii) of Employees' Pension Scheme , 1995 and should I acquire a family hereafter I shall furnish particulars thereon in the above form.

I hereby nominate the following person for receiving the monthly widow pension (admissible under para 16 2(a)(i) and (ii) in the event of my death without leaving any eligible family member for receiving Pension.

Name of the Nominee	Address of the Nominee	Date of Birth	Relationship with member
Asha dhongle	Snehadeep colony Jaripalka nagpur	06-Dec-1971	Mother

Date: 16-Dec-2021

Signature or thumb impression of the subscriber

** Strike out whichever is not applicable.

CERTIFICATE BY EMPLOYER

Certified that the above declaration and nomination has been signed/thumb impressed before me by Shri/Smt./Kum. HRITHIK DHONGLE employed in my establishment after he/she has read the entries/entries have been read over to him/her by me and not confirmed by him/her.

Shilpa Agarwal

place : _____

Signature of the employer or other
Authorised Officers of the Establishment.

Designation _____

Dated the : _____

Name & Address of the Factory/
Establishment or Rubber Stamp Thereof

Information Release Authorization

- I certify that the statements made in this application are valid and complete to the best of my knowledge. I understand that false or misleading information may result in termination of employment.
- If upon investigations, any of this information is found to be incomplete or inaccurate, I understand that I will be subject to dismissal at any time during my employment.
- I hereby authorize HCL technology Ltd and/or any of its subsidiaries or affiliates and any persons or organizations acting on its behalf (TP _____), to verify the information presented on this application form and to procure an investigative report or consumer report for that purpose.
- I hereby grant authority for the bearer of this letter to access or be provided with full details of my previous records. In addition, please provide any other pertinent information requested by the individual presenting this authority.
- I hereby release from liability all persons or entities requesting or supplying such information.
- I authorize HCL Technology Ltd. to contact my present employer. Yes No
- I have read, understand, and by my signature consent to these statements.

Name (In Block Letters): HRITHIK DHONGLE

Date: 16-Dec-2021

Documents Required(Compulsory)

Completed & Signed Application Form	Two Passport Size Photographs
Copy of Relevant Education Certificates	Current Address Proof (if stay at current address > 6 months) else Longest Stay Address Proof. Please note: Your name should be mentioned on the address proof. Accepted address proofs: MTNL Bill / Electricity Bill/ Copy of Rent Agreement/ Passport/ Voter Id/ Driving License.
Copy of all past Employment Relieving Letters / Salary Slips	

Signature HRITHIK DHONGLE

All details are compulsory



LETTER OF EMPLOYMENT

Dear Ritesh Khobragade,

We are pleased to offer you a new role as a **Data Specialist** in the Nagpur office of LegalForce RAPC Private Limited effective **February 12, 2024**. This is an important position in the company, as it will help develop talent that we believe will be aligned with the company's long-term vision. We believe you will make an excellent contribution to the company, and in view of your education and experience, we believe you will find our practice interesting, exciting and challenging.

To assist you, we have listed below details of your employment and benefits, although this list is not inclusive of all standard benefits that are available.

You will be paid a monthly salary of Rs. **21000/-** per month (Twenty - One Thousand) Your employment may be revised, depending upon your performance and sincerity towards the work.

The salary will be paid on a monthly basis, with the salary for each month paid on 7th day of the next month.

Benefits and Vacation. The company offers reimbursement for company related travel and lodging expenses. You will be responsible for marking your daily attendance in the company Attendance Register/Device maintained by the Office. Your work timings will be from 11:00 PM to 7:00 AM, Monday to Friday every week. You will be entitled for total twenty-four (24) paid leaves in a given calendar year. However, the paid leaves quota will be available to you after your employment is converted into permanent after the initial three (3) months training/probation period. Please ensure that you make acceptable accommodations for the work assigned to you, as far as practicable in advance. In addition to this you will be covered under Medclaim and Accidental insurance after completion of one month in the Firm.

Working from Nagpur. You will be required to continue working in your capacity as a Data Specialist for the company's present and future offices in India, during which you shall carry out your normal responsibilities for the company. You may also have the opportunity to attend conferences on behalf of the company during this period. Accordingly, the company may cover the cost of travel to and from Nagpur, as well as any company related out-of-pocket, transportation, lodging and non-housing expenses that you may incur.

At-Will Employment. The employment relationship between you and the company is an employment-at-will relationship. Thus, as a company employee, you may terminate employment at any time and for any reason whatsoever. Similarly, the company may terminate your employment at any time and for any reason whatsoever. However, both you and the company are bound to give one (1) months' notice to the other party in such case or give away one month's salary, as the case may be.



LegalForce®

RAPC
Private Limited

PRACTICE MANAGER(S) AND HUMAN RESOURCES:

For HR and office function matters you will primarily need to coordinate with Avanti Parate, HR Executive, or Vivek Godbole for all other questions related to operations, access and resources.

For substantial questions, you may contact any Team Leader in the Firm. For all other legal matters pertaining to international countries, you may contact international@trademarkia.com.

Use of Systems, Data, Equipment & Tools. As an Employee of the Firm, you will have access to the Firm's systems, data, tools, and equipment used for managing our clients and/or safe operation of the Firm. You agree to maintain safety of systems, data, tools and equipment provided to you; including: all passwords, access codes, keys, client information and items that could compromise the safety of employees and clients and economic condition of the Firm. All systems, data, equipment and tools provided are the property of the Firm and will be returned immediately upon request from your Office Manager or Jolly Matthew. Any loss or compromise in security must be reported in writing to your Office Manager or Jolly Matthew immediately.

Use of Firm's resources is restricted and should only be for the benefit of the Firm. In the event of separation or termination of employment, you agree to voluntarily return all systems, data, equipment and tools that are the Firm's property. Failure to return the Firm's property at the time of termination will be considered theft. The Firm reserves the right to take legal action against any current or terminated employees who commit theft of the Firm's property.

Confidentiality. During the course of your employment with the company, you will have access to certain "confidential information" (including company's client contacts, business arrangements and other proprietary and confidential information, whether or not marked as confidential) of the company and you may, during the course of your employment, develop certain information or inventions that will be and you hereby agree will remain the property of the company. We wish to impress upon you that we do not want you to, and we hereby direct you not to, bring with you any confidential or proprietary material of any former employer or to violate any other obligations you may have to any former employer. During the period that you render services to the company, you agree to not engage in any employment, business or activity. That is in any way competitive with the business or proposed business of the company.

Dress Code. You are required to dress to work in professional business casual attire and represent the company consistent with our brand identity.

Trade Secrets, Proprietary Information, and Client Ownership. In the course of your employment with the Company, you will be provided access to confidential information, trade secrets, and proprietary information. Dissemination of trade secrets, proprietary information, employee lists, prospect lists, and client information are strictly prohibited. You agree not to utilize, divulge, or

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otherwise make use of such information without the express written consent of the Company's director, Jolly P. Matthew.

Corporate Email and Google Meet Video Communications. In the course of your employment with the Firm, you may be provided a corporate email address, corporate chat system, video conferencing platform, Loom account (or similar), and a corporate phone number. These tools are to be used strictly for professional business communications. You hereby give consent and understand that any communications you make through your corporate email and chat may be monitored and recorded by the company, and that all corporate email and video conference communications are stored in the Firm's online data archive. You agree to be respectful and professional in all communications through the Firm's email, chat and video conference system. You should strictly only use your personal email, personal chat and your personal phone for any and all personal communications.

Restriction on Alternative Employment: You hereby agree and undertake unconditionally that you shall not engage in any other part time or full-time employment in the field of law or any other field and you hereby understand and agree that your employment with the company is on a **full-time basis**. In case you are found to be engaging yourself or working in any other employment, you shall be violating the company policy and will be terminated immediately. Additionally, if the company finds that you have misused or misappropriated or divulged any confidential information, you may be subject to legal action under the applicable laws.

You will disclose to the company in writing any other prior gainful employment, business or activity that you are currently associated with or participate in that competes with the company. You will not assist any other person or organization in competing with the company or in preparing to engage in competition with the business or proposed business of the company. You represent that your signing of this employment letter, and your commencement of employment with the company will not violate any agreement currently in place between yourself and current or past employers. Any violation of this agreement, including the confidentiality clause, will lead to your immediate termination from your employment with the company and additionally, you shall be liable for civil and/or criminal proceedings being initiated against you by the company.

Dispute Resolution: This agreement and any dispute arising out of this agreement shall be governed by the State of Maharashtra laws. Any dispute or other legal action concerning this agreement, including any arbitration or litigation proceedings shall be conducted in Chennai India unless the parties mutually agree on a more suitable jurisdiction. You and the Company shall submit to transferring a dispute to mandatory and exclusive binding arbitration of any controversy or claim arising out of, or relating to, this Agreement or any breach thereof, provided, however, that the parties retain their right to, and shall not be prohibited, limited or in any other way restricted from, seeking or obtaining equitable relief from a court having jurisdiction over the parties and provided that the request is done before an answer to a lawsuit which has been filed. In such an event, such arbitration shall be governed by an arbitrator in Chennai India in the State of Tamil Nadu, before a

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Nagpur Address : 17/3, Parsodi, IT Park, Nagpur 440 022, India- Ph: 0712-6601690-94, Call: 9373111822

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single neutral arbitrator.

The parties may conduct only essential discovery before the hearing, as defined by the arbitrator. The arbitrator shall issue a written decision that contains the essential findings and conclusions on which the decision is based. You shall bear only those costs of arbitration you would otherwise bear had you brought a claim covered by this Agreement in court. Judgment upon the determination or award rendered by the arbitrator may be entered in any court having jurisdiction thereof.

Initial that you have read and understood this policy: YB.

Harassment-Free Workplace. The Company's policy is that all employees have a right to work in an environment free from all forms of discrimination, including sexual harassment, intimidation, retaliation, or coercion. The Company is committed to providing a work environment free from sexual harassment or harassment of any type. You agree to follow the policy of the Company and ensure that harassment does not occur by complying with the conduct standards and by conducting yourself at all times appropriately and professionally. If you experience any type of harassment, you must report the incident immediately to your manager and/or Human Resources. Additional information about our policy will be discussed in the Employee Handbook.

Non-Disparagement. You agree not to participate in any dissemination of information that would harm the reputation of the Company, and hinder our ability to do business including recruiting employees and acquiring clients.

References Check. Your offer is contingent upon the Company receiving a satisfactory response to the References investigation, including, but not limited to, phone calls with references that you provide, a motor vehicle report, a criminal conviction history search, and verification of your education, employment authorization, and a social security trace.

Company rules and standards. You will be specifically required to sign and acknowledge that you have read and that you understand the Company's rules of conduct, which are included in the Employee Handbook. As a condition of your employment, you are also required to sign and comply with an At-Will Employment, Responsiveness Commitment, Professional Responsibility Commitment, Job Description, Confidential Information, Invention Assignment and Arbitration Agreement which requires, among other provisions, the assignment of patent rights to any invention made during your employment with the Company, and non-disclosure of Company proprietary information.

Acceptance: To accept the Company's offer of promotion, please sign and date this letter in the space provided below. This letter, along with any agreements relating to proprietary rights between you and the Company, set forth the terms of your employment with the Company and supersede any prior representation or agreements including, but not limited to, representation made during your recruitment, interviews, or pre-employment negotiations, whether written or oral. This letter, including, but not limited to, its at-will employment provisions, may not be modified or amended

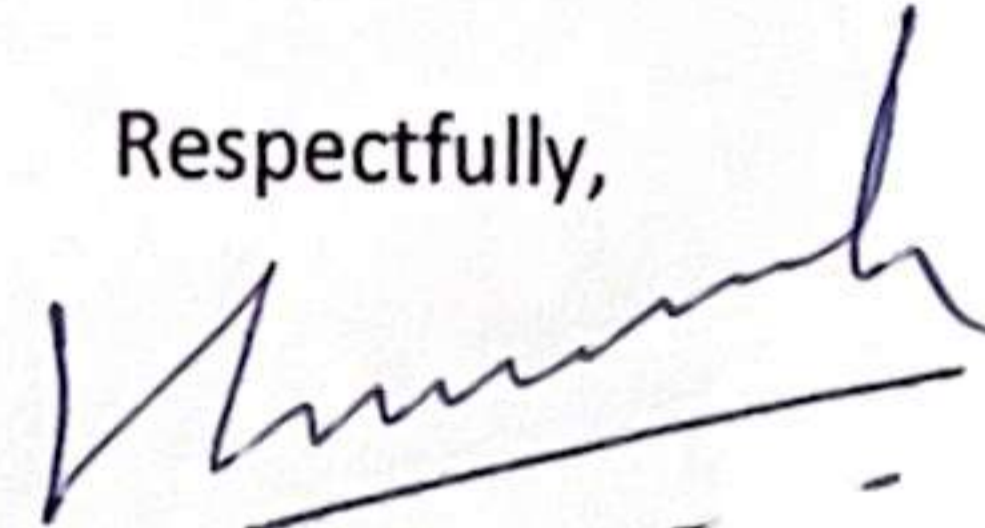
except by a written agreement signed by the Managing Partner of the Company and you.

This offer of employment will terminate if it is not accepted, signed, and returned by February 13 2024 ,by 5:00PM IST.

Should you have any questions, please contact your HR Team avanti@trademarkia.com

Thank you for considering this offer. We look forward to your favorable reply and to working with you at Trademarkia.

Respectfully,



Vivek Godbole
Operations Manager
LegalForce RAPC Private Limited

Agreed to and accepted:



Name of the Employee: Ritesh Khobragade

Date: 02/12/24

APPOINTMENT LETTER

Date: 25th May 2022

Mr. Sumeet Karwade
Mukundrao Ambedkar nagar,
near Guru Nanak High school,
Bezonbagh, Nagpur-440004

Subject: Letter of Appointment for Employment as Trainee Process Associate

Dear Sumeet Karwade,

Welcome to Dhandhanian Infotech!

It's our pleasure in appointing you in Dhandhanian Infotech as **Trainee Process Associate** at Dhandhanian Infotech at Nagpur.

1. APPOINTMENT

- Your date of appointment is effective from the date of joining which shall be as soon as possible but not later than **25th May 2022**.
- You will be on probation for a period of Three (3) Months from the date of your appointment. However, at the sole discretion of the Company, your probation period may be extended for a further period of three (3) months if it is found that the services provided by you are interrupted or not satisfactory.
- Upon successful completion of the probation period, if in the opinion of the Company, you are found suitable for the post, your appointment will be confirmed and communicated to you in writing by the Company.
- During your probation period your services can be terminated by the Company, at its discretion without providing any notice or reasons whatsoever.
- After your confirmation, unless the contract of employment is terminated earlier, the age of retirement will be upon your completion of 58 years. For this purpose, the date of birth considered will be as per the certificate of proof of age submitted by you at the date of joining the Company. In case the last day of your employment falls on a non-working day, your last day of employment shall be the immediately the preceding the working day. However, the Company can compulsorily retire you from services if you are found medically unfit as determined by the Company's appointed Doctors.
- You will be liable to be transferred in such capacity as the Company may from time to time determine to any other location, department, function, establishment, or branch of the Company or its subsidiary, associate or affiliate. In such case you will be governed by the terms and conditions of service applicable to the new assignment.
- The Company provides support to the Company's global customers from various locations in India to suit customers differing time needs including on 24x7 basis. You will be operating from any of these locations and in any of the shifts, including night shift, as may be decided by the Company from time to time keeping in mind business needs and deliverables to customers.

Mayur

MB: 8412930089 *Mayur Ujawane*
HR & Admin team lead



admin team 3 Apr

to me, Shreya, Abhinav, BPlan ▾



Hi Nisarg,

Following our discussion with Shreya ma'am, the CTC has been revised as agreed upon..

We are happy to inform you that you have been selected for a Graphic Designer opportunity with BPlan advisors pvt ltd.

As per our discussions and agreements, you will be on probation periods for 15 days, effective from 04/04/2024 for 15 days. During this period, you will be working on 3-4 short assignments and stipend will be between 15k-18k, based on the performance.

If your performance meets our requirements and expectations, we will be pleased to onboard you as full time Graphic Designer-WFH with an annual CTC of 8 LPA, subject to a locking period of 2 years.

We are excited to have you on board and look forward to your contributions to our team. If you have any questions or concerns, please do not hesitate to contact us.

[Show quoted text](#)

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भारत सरकार
Government of India
सूक्ष्म, लघु एवं मध्यम उद्यम मंत्रालय
Ministry of Micro, Small and Medium Enterprises



UDYAM REGISTRATION CERTIFICATE

UDYAM REGISTRATION NUMBER

UDYAM-MH-20-0157023

NAME OF ENTERPRISE

RAJPEDIA

TYPE OF ENTERPRISE *

SNo.	Classification Year	Enterprise Type	Classification Date
1	2023-24	Micro	18/10/2023

MAJOR ACTIVITY

SERVICES

SOCIAL CATEGORY OF ENTREPRENEUR

GENERAL

NAME OF UNIT(S)

S.No.	Name of Unit(s)
1	Rajdeep Nagwani

OFFICAL ADDRESS OF ENTERPRISE

Flat/Door/Block No.	Plot No. 433	Name of Premises/ Building	First Floor
Village/Town	Nagpur	Block	Near Sindhu Balodyan
Road/Street/Lane	Jaripatka	City	Nagpur
State	MAHARASHTRA	District	NAGPUR , Pin 440014
Mobile	9518365304	Email:	rajnagwanitv7@gmail.com

DATE OF INCORPORATION / REGISTRATION OF ENTERPRISE

09/07/2023

DATE OF COMMENCEMENT OF PRODUCTION/BUSINESS

28/09/2023

NATIONAL INDUSTRY CLASSIFICATION CODE(S)

SNo.	NIC 2 Digit	NIC 4 Digit	NIC 5 Digit	Activity
1	85 - Education	8549 - Other education n.e.c.	85499 - Other educational services n.e.c.	Services

DATE OF UDYAM REGISTRATION

18/10/2023

* In case of graduation (upward/reverse) of status of an enterprise, the benefit of the Government Schemes will be availed as per the provisions of Notification No. S.O. 2119(E) dated 26.06.2020 issued by the M/o MSME.

Disclaimer: This is computer generated statement, no signature required. Printed from <https://udyamregistration.gov.in> & Date of printing:- 18/10/2023

For any assistance, you may contact:

1. District Industries Centre: NAGPUR (MAHARASHTRA)

2. MSME-DFO: NAGPUR (MAHARASHTRA)

Visit : www.msme.gov.in ; www.dcmsme.gov.in ; www.in



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 भारत सरकार Government of India सूक्ष्म, लघु एवं मध्यम उद्यम मंत्रालय Ministry of Micro, Small and Medium Enterprises	 सूक्ष्म, लघु एवं मध्यम उद्यम MICRO, SMALL & MEDIUM ENTERPRISES
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Udyam Registration Number : UDYAM-MH-20-0157023

Type of Enterprise	MICRO	Major Activity	Services
Type of Organisation	Proprietary	Name of Enterprise	RajPedia
Owner Name	SHRI RAJDEEP KISHOR NAGWANI	PAN	DLZPR0762K
Do you have GSTIN	No	Mobile No.	9518365304
Email Id	rajnagwanitv7@gmail.com	Social Category	General
Gender	Male	Specially Abled(DIVYANG)	No
Date of Incorporation	09/07/2023	Date of Commencement of Production/Business	28/09/2023

Bank Details

Bank Name	IFS Code	Bank Account Number
Rajdeep Kishor nagwani	UBIN0554316	543102010028625

Employment Details

Male	Female	Other	Total
1	1	0	2

Investment in Plant and Machinery OR Equipment (in Rs.)

S.No.	Financial Year	Enterprise Type	Written Down Value (WDV)	Exclusion of cost of Pollution Control, Research & Development and Industrial Safety Devices	Net Investment in Plant and Machinery OR Equipment[(A)-(B)]	Total Turnover (A)	Export Turnover (B)	Net Turnover [(A)-(B)]	Is ITR Filled?	ITR Type
1	2021-22	Micro	0.00	0.00	0.00	0.00	0.00	0.00	No	NA

Unit(s) Details

SN	Unit Name	Flat	Building	Village/Town	Block	Road	City	Pin	State	District
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1	Rajdeep Nagwani	Plot No. 433	First Floor	Nagpur	Near Sindhu Balodyan	Jaripatka	Nagpur	440014	MAHARASHTRA	NAGPUR
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Official address of Enterprise

Flat/Door/Block No.	Plot No. 433	Name of Premises/ Building	First Floor
Village/Town	Nagpur	Block	Near Sindhu Balodyan
Road/Street/Lane	Jaripatka	City	Nagpur
State	MAHARASHTRA	District	NAGPUR , Pin : 440014
Mobile	9518365304	Email:	rajnagwanitv7@gmail.com
Latitude	21.178661103748297	Longitude:	79.09109160130811

National Industry Classification Code(S)

SNo.	Nic 2 Digit	Nic 4 Digit	Nic 5 Digit	Activity
1	85 - Education	8549 - Other education n.e.c.	85499 - Other educational services n.e.c.	Services

Are you interested to get registered on Government e-Market (GeM) Portal	Yes
Are you interested to get registered on TReDS Portals(one or more)	No
Are you interested to get registered on National Career Service(NCS) Portal	No
Are you interested to get registered on NSIC B2B Portal	No
Are you interested in availing Free .IN Domain and a business email ID	Yes
District Industries Centre	NAGPUR (MAHARASHTRA)
MSME-DFO	NAGPUR (MAHARASHTRA)
Date of Udyam Registration	18/10/2023
Date of Printing	18/10/2023

IEC Details	
IEC Number	
IEC Status	Inactive
IEC Registration Date	
IEC Modification Date	

Wagh Luminous (Construction & Designer)

104, Zenda Square Abhavanekar Garden Nagpur

Ref. No. _____

Date:4-7-2020

APPOINTMENT LETTER

To,
Miss. Aarti Arun Chauhan

This is to state that **MISS. Aarti Arun Chauhan** has been appointed in our firm **Wagh Luminous** as **Marketing Executive** from 7th July 2020 and will work in our firm whose timing will be from 10 AM to 05 PM.

WAGH LUMINOUS
CONSTRUCTION & DESIGNER
PROPRIETOR

(Signature of manager with seal)



Recognized By
Govt. Of Maharashtra

Affiliated to National Council of Vocational Training (N.C.V.T.), New Delhi
Ministry of Skill Development and Entrepreneurship, New Delhi
Director General of Training (D.G.T.), New Delhi
Directorate of Vocational Education and Training (D.V.E.T.), Mumbai



HUSNOOR PRIVATE INDUSTRIAL TRAINING INSTITUTE

(Run By Husnoor Shikshan Sanstha)

Borgaon, Gorewada Tank Road, Nagpur – 440 013

E-Mail : - itc575nagpur@yahoo.com

Phone : 0712 – 2595886

Ref. No. _____

Date 11-09-2020

To,

Mr. Abhilash Babarao Hekane

Subject: Appointment Letter

Dear Abhilash Babarao Hekane,

We are pleased to inform you that you have been appointed as an **Accountant** at **Husnoor Private ITI**, effective from 15/09/2020. Your working hours will be from 11:00 AM to 06:00 PM.

Your role as an **Accountant** will entail.

This letter serves as formal confirmation of your appointment with our firm. Please review the terms and conditions outlined in the attached document.

We look forward to your contribution and wish you a successful tenure with us.

Yours sincerely,



PRINCIPAL
HUSNOOR PVT., I.T.I.
BORGAN, NAGPUR.



SHREE SAI MOTORS

Shop No 1/2, Shivram Complex Koradi Rd,
Zingabai Takli Nagpur MH 440030

Ref. No. _____

Date: 12-10-2020

To,

Miss. Ankita Pradeep Nakhate

Subject: Appointment Information

Dear Ankita Pradeep Nakhate

This letter is to inform you that you have been appointed as a **Sales Executive** at **Shree Sai Motors**, effective from 15/10/2020. Your working hours will be from 11:00 AM to 06:00 PM.

Please note that this letter is for information purposes only. Detailed terms and conditions of your appointment have been communicated separately.

We extend our warmest congratulations on your appointment and wish you every success in your role.

Best regards,

For SHREE SAI MOTORS


PROPRIETOR

PRAPTI ONLINE SERVICES

Common Service Center

Shop No.1,Ekam – I, Opp. PNB, Nari Road, Nagpur-440026.

Contact No. 9766291400

CSC ID : 336447240014

Ref. No. _____

Date:22-10-2020

To,

Miss. Ashwini Purushottam Nimje

Subject: Appointment Notification

Dear Ashwini Purushottam Nimje

This letter confirms your appointment as a **Trainer** at **Prapti Online Services**, effective from 25th Oct 2020. Your working hours will be from 11:00 AM to 06:00 PM.

Please consider this letter as official confirmation of your appointment with our firm.

Sincerely,



PG

P.G. ENTERPRISES

Friends Colony, Bhandara, Nagpur -441 904
Mo. 9067300724

Ref. No. _____

Date:20-01-2021

This is to state that **Miss. Hemali Kishanchand Kungwani** has been appointed in our firm **PG Enterprises** as **Accountant** from 24th January 2021 and will work in our firm whose timing will be from 10 AM to 05 PM.

(Signature of manager with seal)



Office address : Friends colony, Bhandara, Nagpur -441 904



Vivekanand Charitable Trust Nagpur

Mr. Vijay Balpande
Director

Ref. No. _____

Date: 13-12-2020

To,

Miss. Dipali Gulabrao Ukey

Subject: Appointment Letter

Dear Miss. Dipali Gulabrao Ukey

We are pleased to inform you that you have been appointed as an **Accountant** at **Vivekanand Charitable Trust, Nagpur**, effective from 15th December 2020. Your working hours will be from 10:00 AM to 04:00 PM.

This letter serves as formal confirmation of your appointment with our firm. Please review the terms and conditions outlined in the attached document.

We look forward to your contribution and wish you a successful tenure with us.

Yours sincerely,



(Signature of manager with seal)

9028022205

Om Traders
Deals In **Genuine** Beauty Products.
Opp. Shri Kalgidhar Satsang Mandal Hall, Indira Colony, Jaripatka, Bhubaneswar-751014

Ref. No. _____

Date: 17 March 2021

To,

Miss. Kanchan Dilip Padole

Subject: Appointment Information

Dear Miss. Kanchan Dilip Padole

This letter is to inform you that you have been appointed as a **Salesman** at **Om Traders**, effective from 20th March 2021. Your working hours will be from 11:00 AM to 06:00 PM.

Please note that this letter is for information purposes only. Detailed terms and conditions of your appointment have been communicated separately.

We extend our warmest congratulations on your appointment and wish you every success in your role.

Best regards,

For OM TRADERS

Proprietor



SHRI BALAJI GRUH UDYOG

Plot.No.212,Bengali Society,Kasturba Nagar,Jaripatka,Nagpur-440014
Contact.No:9373178307 | Email:balajigrhudyog1995@gmail.com

Ref. No. _____

Date:24/03/2021

APPOINTMENT LETTER

This is to state that **Miss. Khushi Sanjay Jain** has been appointed in our firm **Shri Balaji Gruh Udyog** as Marketing Executive from 26th March 2021 and will work in our firm whose timing will be from 11 AM to 06 PM.






SHREE SAI MOTORS

Shop No 1/2, Shivram Complex Koradi Rd,
Zingabai Takli Nagpur MH 440030

Ref. No. _____

Date:07/08/2020

To,

Miss. Mahima Kisan Yadav

Subject: Appointment Letter

Dear Miss Mahima Kisan Yadav,

We are pleased to inform you that you have been appointed as an **Accountant** at **Shree Sai Motors**, effective from 10th August 2020. Your working hours will be from 11:00 AM to 06:00 PM.

This letter serves as formal confirmation of your appointment with our firm. Please review the terms and conditions outlined in the attached document.

We look forward to your contribution and wish you a successful tenure with us.
Yours sincerely,

SHREE SAI MOTORS


PROPRIETOR

ARNAV AUTO PARTS

TELEPHONE EXCHANGE SQUARE, NAGPUR-440008

Ref. No. _____

Date:19/04/2021

To,

Miss. Monali Milind Jagdale

Subject: Appointment Information

Dear Miss. Monali Milind Jagdale,

This letter is to inform you that you have been appointed as a **Sales Executive** at **Arnav Auto Parts**, effective from 22/04/2021. Your working hours will be from 11:00 AM to 06:00 PM.

Please note that this letter is for information purposes only. Detailed terms and conditions of your appointment have been communicated separately.

We extend our warmest congratulations on your appointment and wish you every success in your role.

Best regards,

ARNAV AUTO PARTS
Bais
Proprietor



Sai Jyoti Publication

Sales Office: Om Sai Publishers and Distributors

29 Indira Nagar, Behind T.B. ward, Opp. Old immamwada Police Station, Nagpur – 440003.

Ph: (off): (+91)9764673503, 9923593503, Email id: sjp10ng@gmail.com, Website: www.saijyoti.in

Ref. No. _____

Date: 16/03/2021

To,

Mr. Om Ravi Gour

Subject: Appointment Notification

Dear Mr. Om Ravi Gour,

This letter confirms your appointment as a **Typist** at **Sai Jyoti Publication Nagpur**, effective from 25/03/2021. Your working hours will be from 11:00 AM to 06:00 PM.

Please consider this letter as official confirmation of your appointment with our firm.

Congratulations and best wishes for your journey with us.

Sincerely,



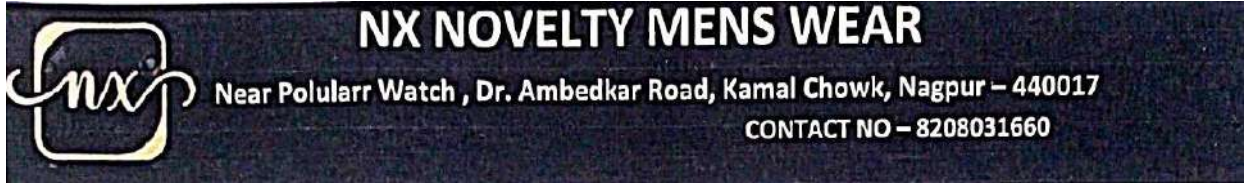
Ref. No. _____

Date:19/10/2020

This is to state that **Mr. Prabal Vijay Dhawankar** has been appointed in our firm **Armour Hardware Nagpur**, as Accountant from 25/10/2020 and will work in our firm whose timing will be from 11 AM to 06 PM.



- Construction Chemical • Scaffolding • Bitumen Tar Products • Civil & Engineering Goods
- Safety Products • Industrial & Decorative Paints • Water Proofing Glass Fibre Mesh



Ref. No. _____

Date:20/03/2021

To,

Miss. Pratiksha Vilas Shriramr

Subject: Appointment Notification

Dear Miss Pratiksha Vilas Shriramr,

This letter confirms your appointment as a **Sales Executive** at **NX Novelty Mens Wear Nagpur**, effective from 25/03/2021 Your working hours will be from 01:00 PM to 08:00 PM.

Please consider this letter as official confirmation of your appointment with our firm.

Congratulations and best wishes for your journey with us.

Sincerely,

NX NOVELTY MENS WEAR
Near Polularr Watch, Kamal Chowk, Nagpur-17
M.8087087898
Vicky



ARDRA TATVA PRIVATE LIMITED

(CIN NO. U24290MH2021PTC373340)

Mail ID: ardratatvachem@gmail.com Contact No. 7448172612

Ref. No. _____

Date: 30 March 2021

To,

Miss. Rashmi Anil Kolhe

Subject: Appointment Letter

Dear Miss. Rashmi Anil Kolhe

We are pleased to inform you that you have been appointed as an **Office Administrator** at **Ardra Tatva Private Limited Nagpur**, effective from 1st April 2021. Your working hours will be from 11:00 AM to 06:00 PM.

Your role as an **Office Administrator** will entail.

This letter serves as formal confirmation of your appointment with our firm. Please review the terms and conditions outlined in the attached document.

We look forward to your contribution and wish you a successful tenure with us.
Yours sincerely,



ARDRA TATVA PVT LTD

(Authorised signatory with seal)

Himanshu Khushalani

Reg. Office :- Plot No. 6, Ambazari Layout, Nagpur (M.H.), 440010

Head Office :- 201, Shiv Gaurav Estate, Bhagwagar Layout, Dharampeth, Nagpur -440010

**Placement of Outgoing
Students
2019-2020**

STUDENT LIST
2019-2020

Year	Name of student who has been placed	Program graduated from	Year of graduation	Name of the employer with contact details	Pay package at appointment (In INR per annum)
2019-2020	Lokesh Prakash Nichwani, 9146884093	BSc	2020	ICICI Prudential Mr. Surya Karteek Yamujala(9581483390)	215000/-
	Mayank Chander Kriplani, 9834474691	BBA	2020	ICICI Prudential Mr. Surya Karteek Yamujala(9581483390)	215000/-
	Nikhil Pradeep Chhabriya, 7498606110	BCom	2020	ICICI Prudential Mr. Surya Karteek Yamujala(9581483390)	215000/-
	Nikhil Parmanand Rahwani, 9371806731	BBA	2020	ICICI Prudential Mr. Surya Karteek Yamujala(9581483390)	215000/-
	Priya Dilip Mohnani, 8657085352	BCom	2020	ICICI Prudential Mr. Surya Karteek Yamujala(9581483390)	215000/-
	Rahul Bhajan Sadhwani, 7887961730	BSc	2020	ICICI Prudential Mr. Surya Karteek Yamujala(9581483390)	215000/-
	Rohan Mahesh Adwani, 8308627833	BSc	2020	ICICI Prudential Mr. Surya Karteek Yamujala(9581483390)	215000/-
	Sanskar Jayesh Sumyani, 8805963400	BSc	2020	ICICI Prudential Mr. Surya Karteek Yamujala(9581483390)	215000/-
	Shivam Ghanshyamdas Ahuja, 9665484109	BCom	2020	ICICI Prudential Mr. Surya Karteek Yamujala(9581483390)	215000/-

Shweta Jairam Tharwani, 9766978322	BCom	2020	ICICI Prudential Mr. Surya Karteek Yamujala(9581483 390)	215000/-
Shyam Vinod Dudani, 7020844429	BSc	2020	ICICI Prudential Mr. Surya Karteek Yamujala(9581483 390)	215000/-
Sourabh Teekamdas Chhatwani, 8766837852	BSc	2020	ICICI Prudential Mr. Surya Karteek Yamujala(9581483 390)	215000/-
Umesh Mukesh Budhlani, 8446963846	BSc	2020	Infosys, India Ltd	18581/-
Ku. Pallavi Baban Parate	BSc	2020	Earn & Learn	salary as per fresher's job
Ku. Shraddha Anil Gahlod	BSc	2020	Earn & Learn	salary as per fresher's job
Mr. Manoj Nandanwar	BSc	2020	Earn & Learn	salary as per fresher's job
Darshan Hiraji Dalal	BBA	2020	Indus Ind bank	3400000/- per annum
Deepak Harish Nandwani	BBA	2020	Sujata trust expert	salary as per fresher's job
Gourav Rajesh Tembhone	BBA	2020	property cloud	salary as per fresher's job
Karuna Pabitra Bose	BBA	2020	Neeyamo Enterprises Sol pvt ltd	133572/- per annum
Preet Kamal Mukhi	BBA	2020	Raushni fruits	self employed
Rounak Ramesh Vaswani	BBA	2020	Adarsh vidya mandir, sport teacher	salary as per fresher's job
Sasha Ramkumar Jaiswal	BBA	2020	Neeyamo Enterprises Sol pvt ltd	181253/- per annum
Shivani Chandrashekhar Bhandare	BBA	2020	Almond group	salary as per fresher's job
Shukantu Prakash Kamble	BBA	2020	Star Union Dar-ichr life insurance	400000/- per annum
Saurabh Sameer Bhotmange	BBA	2020	Net ambit	331104/- per annum
Romesh Raibhan Waghmare	BBA	2020	Pixellpey	salary as per fresher's job
Madhuri Ambade	BCom	2020	Madhavraya infra projects & pvt ltd	salary as per fresher's job

	Akash Katare	BCom	2020	madhavraya multi ventures	salary as per fresher's job
	Vanshika S Ambade	BCom	2020	L. I. C.	salary as per fresher's job
	Payal S Meshram	BCom	2020	R. B. Hardware	salary as per fresher's job
	Suraj A bipose	BCom	2020	R. B. Hardware	salary as per fresher's job
	Heena V Verma	BCom	2020	sunder footwear	salary as per fresher's job
	Harsh P Meshram	BCom	2020	Vishwanath furniture co pvt. Ltd.	salary as per fresher's job
	Atul C Thakre	BCom	2020	Raunak & Co chartered accountants	salary as per fresher's job
	Prachi N Bhisikar	BCom	2020	Kamthe publisher pvt. Ltd	salary as per fresher's job
	Suraj Kamble	BCom	2020	Maharashtra timber	salary as per fresher's job
	Vicky B Durbude	BCom	2020	Bharat cloth store	salary as per fresher's job
	Rohan B Parekar	BCom	2020	Sagar engineering	salary as per fresher's job
	Aadesh S Kathane	BCom	2020	Kumar sales	salary as per fresher's job
	Anshul D Sudhame	BCom	2020	Abhay traders	salary as per fresher's job
	Somesh M Waghmare	BCom	2020	Suresh jagwani & co	salary as per fresher's job
	Neha S Sriwas	BCom	2020	Suresh jagwani & co	salary as per fresher's job
	Nilesh Y Nimje	BCom	2020	Rathi Kaushik & asso	salary as per fresher's job
	Rohit K Bhawarkar	BCom	2020	Rathi Kaushik & asso	salary as per fresher's job
	Pawan K Nandkishore	BCom	2020	Raj fabrication	salary as per fresher's job
	Suraj A Bipose	BCom	2020	Omkar marbles	salary as per fresher's job
	Krishna Harihar Bhamode	BCom	2020	Sachin glass & aluminium	salary as per fresher's job
	Prachi Ashok Dhoke	BCom	2020	Paliwal granite suppliers	salary as per fresher's job
	Mohd Rizwan Ansari,	BCom	2020	Vimal electricals	salary as per fresher's job
	Madhuri Ambade	BCom	2020	Madhavraya infra projects & pvt ltd	salary as per fresher's job

	Akash Katare	BCom	2020	madhavraya multi ventures	salary as per fresher's job
	Pooja Pawte	BCom	2020	om baheram traders	salary as per fresher's job
	Vandan Sahare	BCom	2020	sunder footware	salary as per fresher's job
	Simran Chhabra	BCom	2020	R. B. Hardware	salary as per fresher's job
	Lokesh nathrani	BCom	2020	Amay sales co	salary as per fresher's job
	Rekha Pal	BCom	2020	Amay sales co	salary as per fresher's job
	Rohan Agashe	BCom	2020	om baheram traders	salary as per fresher's job
	Suraj Kamble	BCom	2020	sunder footware	salary as per fresher's job
	Sheikh J pyaresaheb	BCom	2020	Ashish garments	salary as per fresher's job
	Arti Chauhan	BCom	2020	Madhavraya infra projects & pvt ltd	salary as per fresher's job
	Akash Balwani	BCom	2020	Prabhu multiventures	salary as per fresher's job
	Sachin Shahu	BCom	2020	Rathi Kaushik & asso	salary as per fresher's job
	Shubham Harode	BCom	2020	Nishant Ceramics	salary as per fresher's job
	Pratham Wanjari	BCom	2020	Turjai steel traders	salary as per fresher's job
	Adesh Kathane	BCom	2020	Kumar sales	salary as per fresher's job
	Kisan Lal Dhakate	BCom	2020	Jeetendra Jewellers	salary as per fresher's job
	Aditya Dilip Jain	MCom	2020	Wagh Luminous, 104 Zenda Square, Nagpur	salary as per fresher's job
	Akshay Sanjay Charde	MCom	2020	Husnoor Private ITI, Borgaon, Nagpur	salary as per fresher's job
	Amol Sumer Rathor	MCom	2020	Shree Sai Motors, Zingabai Takli, Nagpur	salary as per fresher's job
	Chetana Prabhakar Bokade	MCom	2020	Prapti Online Services, Nari Road, Nagpur	salary as per fresher's job
	Mohit Gopichand Goplani	MCom	2020	PG Enterprises, Friends Colony, Nagpur	salary as per fresher's job

	Karuna Kartik Marchattiwar	MCom	2020	Vivekanand Charitable Trust, Nagpur	salary as per fresher's job
	Nikhil Ramkumar Lihare	MCom	2020	Om Traders, Indira Colony, Jaripatka	salary as per fresher's job
	Pritesh Ganraj Bundele	MCom	2020	Shri Balaji Gruh Udyog, Jaripatka, Nagpur	salary as per fresher's job
	Pravin Suryabhan Shankar	MCom	2020	Shree Sai Motors, Zingabai Takli, Nagpur	salary as per fresher's job
	Pinki Dilip Singh	MCom	2020	Arnav Auto Parts, Telephone Exchange, Nagpur	salary as per fresher's job
	Sameep Ajay Jaiswal	MCom	2020	Sai Jyoti Publication, Indira Nagar, Nagpur,	salary as per fresher's job
	Satyam Suresh Manshani	MCom	2020	Armour Hardware, Ganjakheth Square, Nagpur	salary as per fresher's job
	Shubham Mohan Kannojiya	MCom	2020	NX Novelty Mens Wear, Kamal Chowk, Nagpur	salary as per fresher's job
	Tarun Naresh Ramteke	MCom	2020	Ardra Tatva Private Limited, Ambazari Layout, Nagpur	salary as per fresher's job
	Karuna Pabitra Bose	BBA	2020	Neeyamo Enterprises Sol pvt ltd	salary as per fresher's job
	Shiwani Bhandare	BBA	2020	Concentrix	salary as per fresher's job
	Jyoti Tiwari	BSc	2020	Bajaj Allianz	salary as per fresher's job
	Uzma Khan	BSc	2020	Kotak Mahinda	salary as per fresher's job
	Ruchika Bondade	BSc	2020	Tata AIA	salary as per fresher's job
	Himanshu Ramdasani	BSc	2020	Munimji Investments	salary as per fresher's job
	Shubham Tiwari	BBA	2020	Policy Bazaar	salary as per fresher's job
	Tushar Mahesh Dhanwani	MCom	2020	Abhar Land And Developers Private Limited, Ramdaspath, Nagpur	salary as per fresher's job

DOCUMENTS in ORDER
2019-2020

Training & Placement Cell
D. R. B. Sindhu Mahavidyalaya

A REPORT

The Training & Placement Cell of D. R. B. Sindhu Mahavidyalaya for the session 2019- 2020 has the following members.

- Dr. Susmita A. Mandavgane: Coordinator
- Dr. M. L. Wanjari: Committee Member
- Dr. B. A. Anerao: Committee Member
- Dr. Sharda Bhagchandnani: Committee Member
- Dr. Arti Golhar: Committee Member

In the year 2019- 2020, various programs and placement drives were organized under the banner of T & P Cell.

1. The Training and Placement Cell of D. R. B. Sindhu Mahavidyalaya organized a seminar on "Interview and Group Discussion Technique" by Mr. Rahul Tanksale, an adjunct faculty with IBS, and Ashwarya Wasnik from IBS, Nagpur on 21st August 2019.
2. A seminar organized on "Career counselling seminar and scholarship exam for free coaching of IAS" on 3rd October 2019 for the students of BCom, BBA, BCCA, BSc and MCom. The seminar was conducted by Narayana Academy, an IAS Training Institute, Nagpur.
3. Following students got selected in the scholarship examination conducted by NARAYANA IAS ACADEMY for free coaching for UPSC and MPSC EXAM preparation.
 - 1) 1st Harshal Borkar
 - 2) 2nd Kajal Borkar
 - 3) 3rd Harshneet Padam
4. A lecture was organized on the topic "Robotics and Cloud Technology" for the final year students of BSc at Bapuna Auditorium on 3rd October 2019. The seminar was conducted by RTMNU Robotics and Cloud Technology Department. More than 100 students attended this lecture.



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Sindhu Mahavidyalaya, Nagpur-17

5. As a part of skill development of the students T & P Cell has encouraged the students to participate in state level essay writing competition held in 3 languages on the topic "Constitution of India, its importance, necessity and challenges facing it" conducted by Forum of Democracy and Communal Amity, Mumbai, Maharashtra and 14 students got cash prizes in different categories.
- i. Vishakha Pihulkar
 - ii. Tannu Ikharkar
 - iii. Trupti Meshram
 - iv. Nutan Meshram
 - v. Sonali Sagram
 - vi. Kalash chandrikapure
 - vii. Mitesha Chawre
 - viii. Jyoti Maurya
 - ix. Aditi Awale
 - x. Geetanksha Tembhurne
 - xi. Soumya Ahuja
 - xii. Raqua Basit
 - xiii. Madeeha Ansari
 - xiv. Sabqatunnisa Ansari
6. To make the students aware of Career Opportunities in different sectors, mainly recent trend of taking BSc students in IT sector, the team of T& P Cell of D. R. B. Sindhu Mahavidyalaya oriented and guided the students on following aspects of personality development:
- Personal grooming
 - Communication skills
 - Interview techniques
 - Preparing for aptitude test
 - Preparation of resume
7. A pool interview drive was conducted by Infosys India, organized by Raison College, Nagpur and Varun Kolte of BSc (III)(PCM) got selected.
8. The Training & Placement Cell of D R B Sindhu Mahavidyalaya has organized an informative seminar about the skill development programs conducted under the banner of 'Pradhan Mantri Kaushal Vikas Yojana' and 'ICICI Corporate social responsibility' on 7th Feb 2020 for all the students of BCom, BBA, BCCA,



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Sindhu Mahavidyalaya, Nagpur-17

BSc and MCom. by their respective trainers. Many students joined the skill development programs.

9. Training and Placement Cell has organized a placement drive of ICICI Prudential on 7th Feb 2020 for the final year students of BCom, BBA, BCCA, BSc and MCom. Following students were selected.

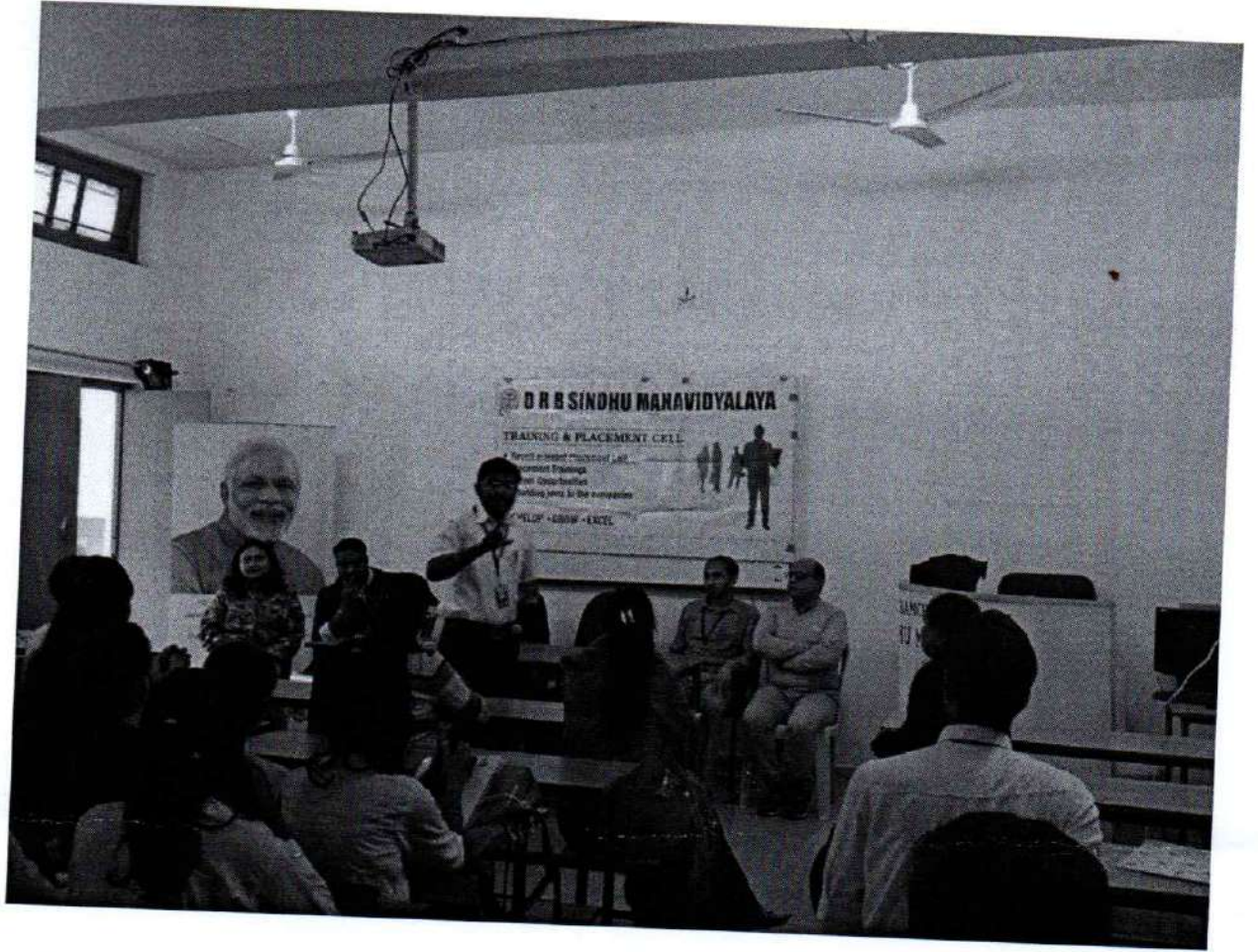
- i. Kajal Borkar
- ii. Sakshi Gupta
- iii. Himanshu Achpilla
- iv. Deepak Nandwani
- v. Pragati Ahuja
- vi. Himani Harwani
- vii. Shukantu Kamble
- viii. Harsha Dekhate
- ix. Uzma Mohammadi
- x. Jyoti Tiwari

10. A webinar was organized by T & P Cell on "Career Oppurtunities for non-technical graduates" for the BSc, BCom and BCCA students during lockdown on 20th May 2020. The seminar was conducted by Mr. Swaroop Gandewar, a business coach, corporate trainer and Digital Marketing Coach from Nagpur.

Coordinator
(Dr. S. A. Mandavgane)

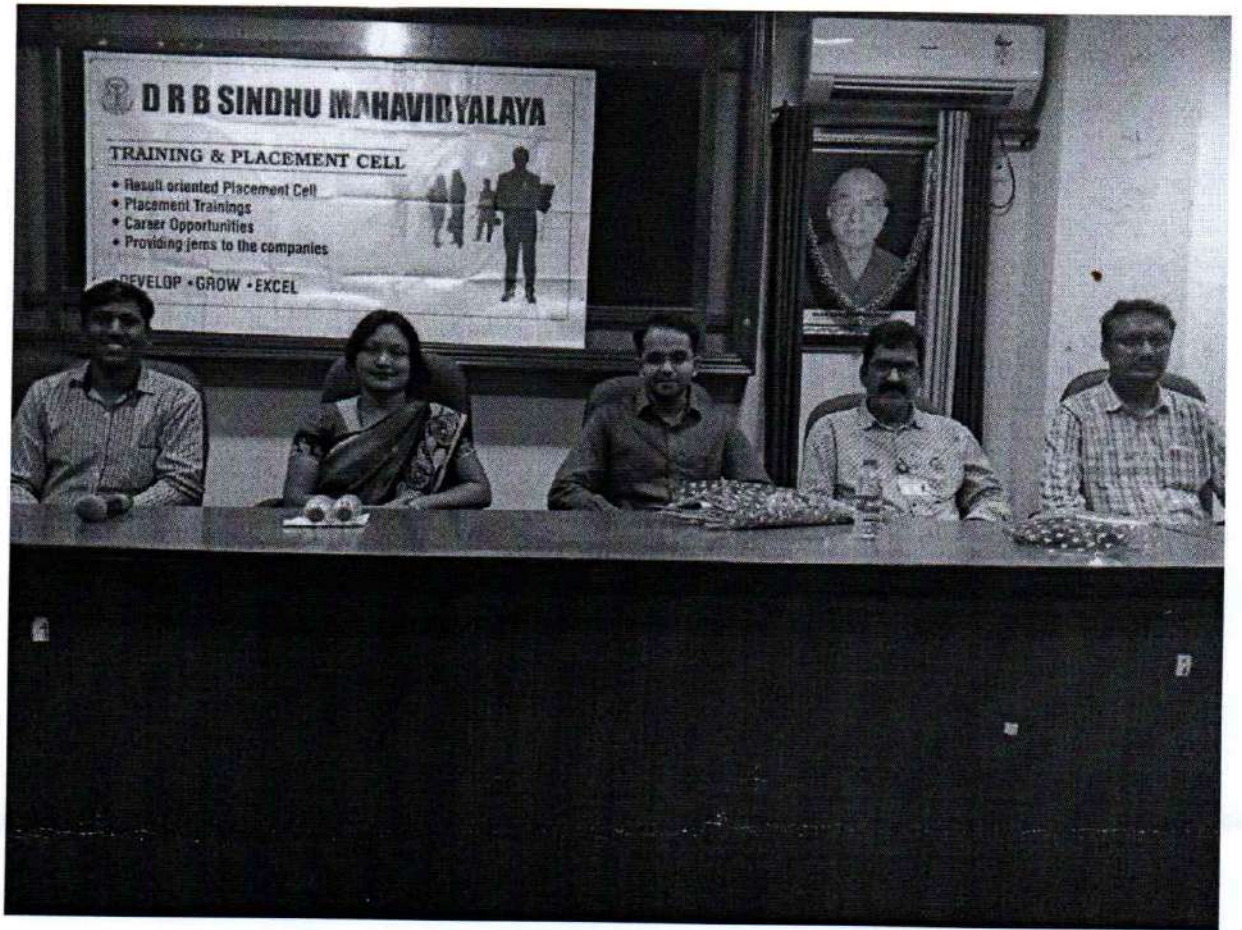


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Sindhu Mahavidyalaya, Nagpur-17



Seminar on 'Pradhan Mantri Kaushal Vikas Yojana'

Officiating Principal
Dada Ramchand Bakirru
Sindhu Mahavidyalaya, Nagpur-17



Seminar on "Interview and Group Discussion Technique"

Officiating Principal
Dada Ramchand Bakhu
Sindhu Mahavidyalaya, No. 17



Sindhi Hindi Vidya Samiti's
DADA RAMCHAND BAKHRU SINDHU MAHAVIDYALAYA
(Formerly known as Sindhu Mahavidyalaya)
A Higher Education Premier Institute With CGPA 2.55

T & P Cell and IQAC Presents
A Webinar On

"Career Opportunities For Non Technical Graduates"



Mr. Swaarup Gandewar
Business Coach
Corporate Trainer
Career Counsellor
DIGITAL Marketing Coach
Recruitment Consultant







Founder, Getting To Goal Professional (GTGP)



swaarupgandewar.com

Date: 20th MAY 2020
Time: 11.30 AM

Email id: dmgtgp@gmail.com
Contact No: 9834513326

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Sindhu Mahavidyalaya, Nagpur-17



Winners of state level essay writing competition



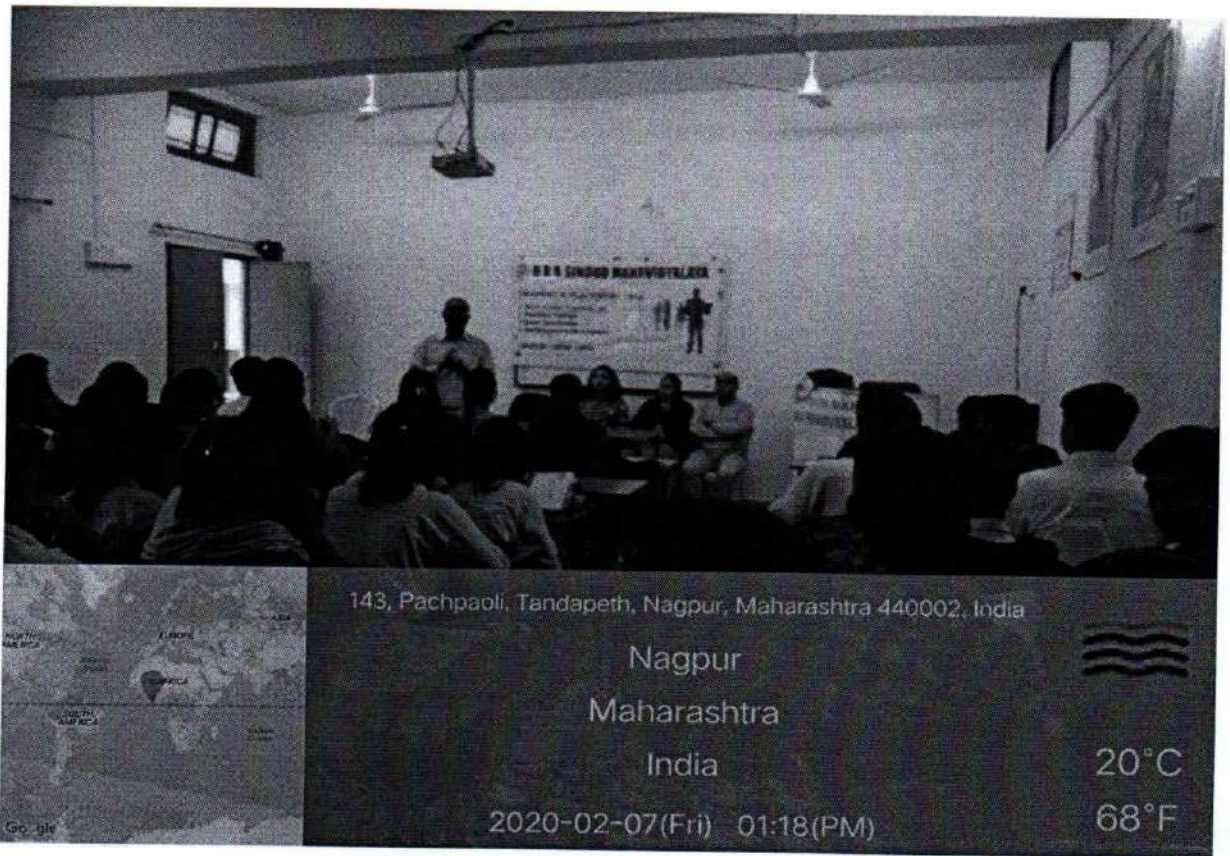
Officiating Principal
Dada Ramchand Bakhru
Sindhu Mahavidyalaya, Nagpur-17

Seminar on "Career counselling seminar and scholarship exam for free coaching of IAS"



lecture was organized by T & P Cell on the topic "Robotics and Cloud Technology"

Officiating Principal
Dada Ramchand Bakhrū
Sindhu Mahavidyalaya, Nagpur-17



Interview of ICICI Prudential

Officiating Principal
Deda Ramchand Bakhru
Sindhu Mahavidyalaya, Nagpur-17

+916266503003 Icici 2020 added you

+916266503003 Icici 2020

Hi mam,

Kindly add the following selected students from your college in this group. This to have a seamless communication between the students and me till the process of documentation is done and offers are rolled out.

3:16 PM

+916266503003 Icici 2020

Sakshi Gupta	Sindhumahavidhyalaya	Nagpur
Deepak Nandwani	Sindhumahavidhyalaya	Nagpur
Pragati Ahuja	Sindhumahavidhyalaya	Nagpur
Kajal Borkar	Sindhumahavidhyalaya	Nagpur
Himani Harwani	Sindhumahavidhyalaya	Nagpur
Shukantu Kamble	Sindhumahavidhyalaya	Nagpur
Harsha Dekate	Sindhumahavidhyalaya	Nagpur
Uzma Mohammadi	Sindhumahavidhyalaya	Nagpur
Jyoti Tiwari	Sindhumahavidhyalaya	Nagpur
Jatinsingh Machhirke	Sindhumahavidhyalaya	Nagpur
Shritej Murmadkar	Sindhumahavidhyalaya	Nagpur

3:16 PM

For your ease you can add one or two of the students and ask them to add the others

3:17 PM
Officialting Principal
Dada Ramchand Baktru

You're now an admin

Sindhu Mahavidyalaya, Nagpur-47



+916266503003 Icici 2020 added Icici Surya Kartik



Dada Ramchand Bakhru Sindhu Mahavidyalaya, Nagpur

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



The following Students of DRB Sindhu Mahavidyalaya, Nagpur worked under the earn and learn facility
in Session 2019-20.

ENROLLMENT ONLINE WORK 2019-20 SESSION

- 1 Ku. Pallavi Baban Parate
- 2 Ku. Shraddha Anil Gahlod
- 3 Mr. Manoj Nandanwar




Officiating Principal
Dada Ramchand Bakhru
Sindhu Mahavidyalaya, Nagpur-17

Compensation Detail Table (Annexure A)

IndusInd Bank

Name		Darshan Hiraji Dalal
Grade Nomenclature		AM
Market Designation		Business Development Manager
Branch		C A Road Nagpur Branch
Compensation Heads	(Rs. PM)	(Rs. PA)
Basic	10,769	1,29,234
HRA	5,385	64,617
Conveyance Allowance	1,600	19,200
Officer Allowance	3,178	38,134
Statutory Bonus	2,400	28,800
Medical Reimbursement	1,250	15,000
Monthly Gross - (A)	24582	2,94,984
LTA - (B)	542	6,500
Employer PF Contribution - (C)	1,800	21,600
Annual Guaranteed Cash - D (A+B+C)	26924	3,23,084
Gratuity - (E)	518	6,216
Insurance Costing - Mediclaim & GPAL - (F)	892	10,700
Cost to Company - G (D+E+F)	28334	3,40,000

- 1) Inclusion in annual appraisal process is subject to an employee being on the rolls of the Bank on or before September 30th of any financial year
- 2) The Company may pay Performance Bonus every year based on the Company's & Individual's Performance. There is no minimum guaranteed Performance Bonus.
- 3) An employee would be eligible for Performance Bonus (if any) provided s/he is an active employee and not serving resignation notice as of the date of disbursement of performance bonus.

Regards,
 Sachin Salunke
 Regional Resource Manager - Consumer Banking (Liabilities)

Dear Mr. Deepak H. Nandwani

17th August 2022

We are pleased to offer you the post of **Sales Executive**. Your area of operation will be **Nagpur & Surrounding Areas**. Your total C.T.E will be **INR 4,80,600 (Four Lakhs Eighty Thousand Six Hundred only) per annum**.

Personal Taxes

The payment described above will not be further grossed up for personal taxes & you will be responsible for the payment of all taxes due with respect of such payments, which will be deducted at source as per the prevailing rules.

Location

You will be based at **Nagpur** but may be asked to relocate to any other location in India as demanded by changing business dynamics.

Documents required at the time of joining

You will be required to furnish following details / documents at the time of joining.

- a. Aadhar Card
- b. Photo Copy of PAN Card
- c. Recent Passport Size Photographs - 4 nos.
- d. Last Pay Slip along with Form – 16.
- e. UAN No. and Member Passbook of PF.
- f. Cancel Cheque or Bank Passbook Copy (Bank Details)
- g. Declaration of having been relieved from the previous employer.

Probation Period

Your position is subject to a One Eighty Days (180) days probationary period during which your performance and suitability for employment will be evaluated.

Employment may be terminated at any time in this probationary period, for no / any apparent reason, without any notice.

If your performance & suitability is satisfactory, a mail will be sent at the end of probation period confirming your appointment with us. We may extend your probation period on our discretion.

Notice Period / Termination

After confirmation (on completion of Probation Period) this contract of employment may be terminated by either party giving notice in writing for **One Month** or payment of one month basic salary in lieu thereof. However, the employer reserves the right not to accept salary in lieu of notice.

Your date of joining is on or before **15th September 2022**.

For Mittal Electronics


Amrita Mishra

(Senior Executive – HR)

MITTAL ELECTRONICS

37-38, S.S.I Industrial Estate, G.T. Karnal Road, Delhi-110033

www.sujataappliances.com

Ref no: - 1/2021-22(160)

Date: 08/03/2022

To,

Gaurav Tembhurne (Tirpude Institute, Nagpur),
House No. 64, Kamptee Road near Gramin Police Headqtr,
Old Thaware Colony, Jaripatka, Nagpur, Maharashtra-440014

Subject: Offer letter

Congratulations!!

We are pleased to affirm your employment with PROPERTY CLOUD REALTY SPECIFIER PVT LTD. Current Job Location- Mumbai. Designated as Sr. Sales Executive/Management Trainee effective 9th March, 2022, on the following terms and conditions.

1. Your Compensation will commence as per the confirmation from the company. You will be bound by all the rules and regulations of the company which are in force from time to time.
2. Compensation: Rs 7,10,000/- consolidated and apprehensive (CTC), subject to deductions and withholdings as applicable and required by local, state and union statutes as and such other applicable contributions if any. The total will be given on 7th day of every month. **Monthly Compensation will be having effect of Covid deductions if Lock down persist.**
3. Travelling Expense will be reimbursed for 2-Wheeler at actuals for official work only @Rs 4/ Km. If Vehicle is CNG then CNG bills has to be submit. There will be no reimbursement considered for travelling done from Residence to office or office to Residence.
4. Your Employment in the first instance will be up to 3 months' Probation. This period is liable to be extended for a further period at the sole discretion of the management depending on the assessment of your overall performance.
5. During this initial period, your employment can be terminated without any notice and without assigning any reason whatsoever.
6. 6 days working with 1-day flexible off in a week
7. If the employee reports after 10:00am he will be marked as late which will affect the employment period which can extend to 1 day off for 3 late marks (in a month) and after 3 late marks every late mark is considered as off. If the employee reports after 11am then it's a half day.
8. No leaves are allowed during the employment period if there comes a genuine situation the candidate needs to inform the concerned authority maximum 2 days' prior for the leave.

October 21, 2021

Dear Karuna Bose,

SUB.: Offer Letter

Congratulations! With reference to your interview, we are pleased to offer you the position as **Service Delivery Executive** at our Nagpur office.

Breakup of your compensation package is provided herewith. As discussed we would like you to join our company on October 25, 2021 at 10:30 AM unless otherwise agreed to in writing or else the offer will be null and void.

	Per Month	Per Annum
General components		
Basic	Rs. 6592	Rs. 79110
House Rent Allowance	Rs. 3296	Rs. 39555
Special Allowance	Rs. 1242	Rs. 14907
Total Gross Salary	Rs. 11130	Rs. 133572
Employer Contribution		
Provident Fund	Rs. 940	Rs. 11282
Gratuity ****	Rs. 317	Rs. 3805
ESI	Rs. 362	Rs. 4341
Total Employer Contribution	Rs. 1619	Rs. 19428
Bonus		Rs. 7000
Annual Cost to Company (CTC)		Rs. 160000
Total CTC		Rs. 160000
Employee Deductions		
Provident Fund	Rs. 940	Rs. 11282
ESI	Rs. 84	Rs. 1002
Total Net Salary **		Rs. 10107

Note 1:

** Excluding taxes (Professional Tax, Income Tax, etc.)

**** Gratuity is payable to employee on completion of 5 years service as per Payment of Gratuity Act, 1972

Note 2:

Our monthly payroll cycle is from 1st to last day of every month

You are asked to report for duty at the following address: *Neeeyamo Enterprise Solutions Pvt Ltd, Lighthouse info systems building, 2nd floor, 14/4, IT Park Road, Ambazari, Nagpur, Maharashtra - 440022*

Please indicate your acceptance of this offer under the terms described above by returning a signed copy/ email acceptance of this letter no later than September 23, 2021 post which the offer stands null and void.

We count on you to take Neeeyamo to greater heights. Wish you the very best!

Warm Regards
For **Neeeyamo Enterprise Solutions Pvt. Ltd.**



Rupinder Kaur
Director, Human Capital Management | Neeeyamo Enterprise Solutions

Annexure

Annexure 1: List of document copies you need to produce on Day 1

1. Current Resume
2. Class X Mark Sheet & Certificate
3. Class XII Mark Sheet & Certificate
4. UG, PG, Other : Mark Sheets & Certificates
5. Professional Qualification: Certificate
6. Relieving Letter or Experience Certificate
7. Salary Slip from the Last Organization
8. 4 Passport Size Photographs on white background
9. Form 16/ Salary Certificate from the Last Organization
10. Passport Photocopy
11. Aadhaar Card Photocopy
12. PAN Card Photocopy
13. Address Proof (Voters ID/ Driving License/ Aadhar Card, etc.)
14. Signed Copy of the Offer Letter
15. Recent VISA (for NRI employee only)

ROSHANI FOODS

www.roshnifoodsnagpur.com
hello@roshnifoodsbusiness@gmail.com

May 21, 2023

Roshani foods
Shanti nagar ghat,
opposite paradise
salon.
7038058981

To whomever it may
concern,

this is to clarify that Mr. Preet mukhi is self employed and is the sole proprietor of Roshani foods.

Best regards,

PREET MUKHI



**ADARSH VIDYA MANDIR'S
Smt. Vimladevi Shankarlalji Gandhi
High School & Jr. College**

A Linguistic Minority Institute
Affiliated to Maharashtra State Board of Secondary & Higher Secondary Education, Pune

Date: 15/04/24.

To Whom It May Concern

This is to state that Mr. Rounak Ramesh Vaswani is presently working as a Sports Teacher at Smt. V. S. Gandhi English School, Kapsi, Nagpur.



Y. H. H.

Head Master
Smt. Vimladevi Shankarlalji Gandhi
English School, Kapsi Khurd, Nagpur
Udise No. 27090914505

September 18, 2020

Dear Sasha Jaiswal,

SUB. : Offer Letter

Congratulations! With reference to your interview, we are pleased to offer you the position as Service Delivery Executive at our Pune office.

Breakup of your compensation package is provided herewith. As discussed we would like you to join our company on September 21, 2020 at 10:30 AM unless otherwise agreed to in writing or else the offer will be null and void.

	Per Month	Per Annum
General components		
Basic	Rs. 6271	Rs. 75250
House Rent Allowance	Rs. 3135	Rs. 37625
Special Allowance	Rs. 5698	Rs. 68378
Total Gross Salary	Rs. 15104	Rs. 181253
Employer Contribution		
Provident Fund	Rs. 1436	Rs. 17236
Gratuity ****	Rs. 302	Rs. 3620
ESI	Rs. 491	Rs. 5891
Total Employer Contribution	Rs. 2229	Rs. 26747
Bonus		Rs. 7000
Annual Cost to Company (CTC)		Rs. 215000
Total CTC		Rs. 215000
Employee Deductions		
Provident Fund	Rs. 1436	Rs. 17235
ESI	Rs. 113	Rs. 1359
Total Net Salary **		Rs. 13555

Note 1:

** Excluding taxes (Professional Tax, Income Tax, etc.)

**** Gratuity is payable to employee on completion of 5 years service as per Payment of Gratuity Act, 1972

Note 2:

Our monthly payroll cycle is from 1st to last day of every month

You are asked to report for duty at the following address: *Neeeyamo Enterprise Solutions, 1st floor, IT 5 building, M/S Flagship Infrastructure Pvt Ltd, SEZ, Survey no. 154/6, Rajiv Gandhi InfoTech Park, Hinjewadi, Phase 1, Pune-411057.*

We count on you to take Neeeyamo to greater heights. Wish you the very best!

Warm Regards
For **Neeeyamo Enterprise Solutions Pvt. Ltd.**



Rupinder Kaur
Associate Director, Human Capital Management | Neeeyamo Enterprise Solutions

Annexure

Annexure 1: List of document copies you need to produce on Day 1

1. Current Resume
2. Class X Mark Sheet & Certificate
3. Class XII Mark Sheet & Certificate
4. UG, PG, Other : Mark Sheets & Certificates
5. Professional Qualification: Certificate
6. Relieving Letter or Experience Certificate
7. Salary Slip from the Last Organization
8. 4 Passport Size Photographs on white background
9. Form 16/ Salary Certificate from the Last Organization
10. Passport Photocopy
11. PAN Card Photocopy
12. Address Proof (Voters ID/ Driving License/ Aadhar Card, etc.)
13. Signed Copy of the Offer Letter
14. Recent VISA (for NRI employee only)



ALMOND GROUP

ALMOND GROUP

Reg. No. : MH26D0158094

Website- www.teamalmond.com

Email- devop.almond@gmail.com

**Postal add: Utkarshnagar Housing
society , Gadital , hadapsar pune,
411028**

Date : 17/11/2020

Dear,

I am writing to offer my professional recommendation of Ms. Shivani bhandare for the role of Digital Marketing Expert at your organization. I have known and worked with her for one month at ALMOND GROUP, and during that time, I have continuously witnessed Shivani's exceptional teamwork and resource management skills. She was also invaluable to client meetings and solving employment problems. Shivani has shown her capability as an effective communicator with compassion and a motivation to help employees and teammates alike.

I was able to witness her communication approaches first and during client calls, where she built relationships and networks with customers. She always managed to form lasting friendships that led to repeat customers for our company. One recent circumstance where her communication and exceptional customer service skills proved highly efficient was during a call with an upset client. She showed a high level of professionalism and empathy, and was able to help the client find a solution in only a few minutes.

I am confident that Ms. Shivani bhandare will be an invaluable addition to your DM team, as she consistently demonstrates the skills necessary to succeed in the position. If you have any further questions regarding Shivani's experience and background, please feel free to call me.

Regards,

Girish Gawade

Managing Director

ALMOND GROUP



We embed values and make you capable to achieve SUCCESS.

Contact No. 7387932023/9172818092/9922358808

Email ID: devop.almond@gmail.com



Star Union Dai-ichi
Life Insurance

A joint venture of
Bank of India | Union Bank | Dai-ichi Life

11-08-2022

To,
Shukantu Prakash Kamble,
S/O PRAKASH KAMBLE NEAR SUNIL KIRANA STORS PLOT NO 134,
KUSHI NAGAR RING ROAD JARIPATKA,
Nagpur - 440014.

Dear Shukantu Prakash Kamble,

Re: Terms of Offer and Appointment with Star Union Dai Ichi Life Insurance Company Limited

With reference to your interview and subsequent discussions with us, we are pleased to offer you a position with the **Star Union Dai-ichi Life Insurance Company Limited** ("Company") as follows:

Name: Shukantu Prakash Kamble
Position Title: Relationship Manager
Grade: M10 - Senior Associate, Staff Level
Location: Nagpur BO
Function: Bancassurance_BOI
DOJ: 08-08-2022

This offer and subsequent appointment is subject to satisfactory completion of all your joining formalities, reference checks, background verification, and clearance of your medical test should the Company require you to undergo one, and receipt of all joining documentation as given below.

Kindly submit the following documents as a part of your joining formalities (all mandatory):

1. One colored passport size photograph (latest)
2. Photocopies of the following documents (we may request for a scrutiny of originals if required):
 - (a) Residential Proof – Current & Permanent (require different proof if both are different) - (proof - Aadhaar Card/Phone Bill/ Voter ID/Electricity Bill/Rent Agreement/Passport).
 - (b) Educational certificates (Graduation, Post-Graduation / Last academic qualification).
 - (c) Resignation Acceptance letter from your last employer.
 - (d) Relieving letter / Experience Letter from your last employer.
 - (e) PAN Card & Aadhaar Card.

This offer has been made based on information furnished by you. If there is a discrepancy or documents/ certificates given by you as proof are found to be not genuine, this offer of employment is voidable at the option of the Company and your services are liable to be terminated without any notice or notice pay. The company retains the right to take necessary action, as suitable in case of any discrepancy in the documents /certificates furnished by you as proof or if any relevant information has been withheld by you. In case you accept the terms as stated in this letter ("**Appointment Letter**"), kindly confirm your acceptance by returning the duplicate copy of this letter duly signed within 48 hrs from the date of receipt, failing which the offer stands void.

Star Union Dai-ichi Life Insurance Company Limited

Registered Office: 11th Floor, Vishwaroop IT Park, Plot No. 34, 35 & 38, Sector 30A of IIP, Vashi, Navi Mumbai – 400 703.

Toll Free No.: 1800 266 8833 (9:30 am to 6:30 pm – Mon to Sat) | Tel.: 022-7196 6200 | Fax: 022-7196 2811

Email: customercare@sudlife.in | Website: www.sudlife.in | IRDAI Regn. No. 142 | CIN: U66010MH2007PLC174472

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We mean life!



TERMS AND CONDITIONS OF YOUR APPOINTMENT

Your appointment shall be subject to the following terms and conditions:

A. Compensation Package

(a) Fixed Salary:

Your compensation package is detailed in Annexure 'A'. The compensation package shall be governed by the Policies and Guidelines of the Company presently applicable and may be modified from time to time. You will be entitled to other benefits in accordance with Company rules relating thereto, from time to time.

(b) Performance Variable (Performance Linked Incentives / Performance Bonus):

You may be eligible for Performance Variable [Performance Linked Incentives ("Incentive") OR Performance Bonus ("Bonus")] as per your entitlement in accordance with Company's policy] amount depending on the Company's policy and your performance during the year. The same will be governed by set performance parameters, as modified by the company from time to time.

Incentive or Bonus (as applicable) would be payable provided you are in employment of the Company at the time of payment/disbursement and the employment is compliant with Section 'D' hereto. The Company is required to withhold appropriate taxes on each payment.

Kindly note that "Compensation Package" is a contract entirely between you and the Company and should therefore be treated as strictly confidential.

B. Employee Benefits

You will be eligible for holidays, annual leave and medical and health care benefits as per the Company's HR policy. Female employees will be entitled for maternity benefit as per prevailing Maternity Benefit Act. Your retirement age will be as per the HR policy applicable to employees of your cadre. You will be covered under Group Personal Accident Policy, Group Health Insurance Policy ("GHI") and Group Term Life Insurance ("GTLI") schemes. However, the contribution towards GHI (for Parents in case you opt for) or any top up to GTL (beyond the specified insured amount for your grade) would be recovered from your salary. The Company reserves the right to revise the HR Policy as it may deem necessary and all such revisions shall, unless otherwise specified, be applicable to you as if incorporated in this letter. All relevant internal policies of the Company will be applicable to you.

C. Probation

You will be on probation for a period of six months from the date of your joining. During the probation period if your services are not found satisfactory, then the Company may at its discretion extend your probation or discontinue your services without further notice in accordance with the terms of employment. You shall continue to be on probation unless confirmed by the Company in writing.



D. Code of Ethics and Business Conduct

The commitment to excellence is fundamental to the philosophy of the Company. In pursuit of that commitment, we strive to achieve the highest business and personal ethical standards as well as compliance with the laws and regulations that apply to our business. Protection of the interest of policyholders and customers is one of the key regulatory objectives as a life insurance company and you are strictly advised to conduct your affairs in a manner that does not adversely affect the interest of policyholders and customers at any time. This Code of Ethics and Business Conduct (the "Code") is intended to provide you with a clear understanding of the principles of business conduct and ethics that are expected of you in your daily work and to promote:

- i. Honest and ethical conduct by the officers, and employees of the Company, including the ethical handling of actual or apparent conflicts of interest between personal and professional relationships;
- ii. Full, fair, accurate, timely, and understandable disclosure in reports and documents that the Company files, or submits, public communications made by the Company;
- iii. Compliance with applicable governmental laws, rules, and regulations as well as the regulations, guidelines, circulars and orders notified by the regulators including Insurance Regulatory and Development Authority of India;
- iv. The prompt internal reporting of any violations of this Code; and
- v. Accountability for adherence to the Code.
- vi. Refraining from any unethical and anti-competitive behavior in relation to dealings with third parties including but not limited to corporate agents, individual agents and other authorized insurance intermediaries engaged in the sale and distribution of insurance products.
- vii. Adherence to the Code and the terms of the Appointment Letter in relation to D (vi) above.

E. Employee Non-Disclosure of Confidential Information and Data/Confidentiality obligations

- (a) The Company requires all employees during and post-employment, to maintain strict confidentiality with regard to any information or all business information, documentation and data that comes into his/her knowledge relating to the Company and its clients, policyholders, corporate agents, individual agents, other insurance intermediaries, and protect intellectual property of the Company and shall not divulge any confidential or proprietary information or know-how which s/he has received from the Company. The Company is obligated under applicable law and regulation to maintain confidentiality of all the personal data and sensitive personal data of the policyholders and ensure at all times that the employees, consultants and agents of the Company do not misuse or abuse the confidential or proprietary information available to them during the course of their association with the Company. The Company is also obligated to ensure that interests of its policyholders and customers are not adversely impacted at any time owing to, including, the actions and omissions of its employees. You hereby acknowledge that all such information, documentation and data is the property of the Company and you have no right whether intellectual or proprietary in respect of the same including rights of lien. You shall also disclose to the Company any discovery, invention, process or improvement made or discovered by you while in the service of the Company, and such discovery, invention, process or improvement shall belong absolutely to and be the sole and absolute property of the Company.



- (b) You shall at all times maintain strict confidentiality regarding all Confidential Information that comes into your knowledge or possession during the course of your employment with the Company and shall use all reasonable endeavors to safeguard such Confidential Information from unauthorized access, use and misappropriation. The term “**Confidential Information**” shall mean any and all information whether commercial, financial, technical or otherwise including (without limitation) (i) Customer information, customer lists, sensitive personal information of customers (ii) Company's business information like pricing information, actuarial data, product data, investment data, marketing plans & business plans, strategies, forecasts, arrangement with corporate and individual agents and other persons dealing with sale and distribution of insurance products, financial and other business information, and (iii) Company's know- how, trade secrets, including proprietary information and/or data which may be provided in any form including (without limitation) digital or electromagnetic or CD media or computer software), disclosed in any manner to you in connection with the employment and which is secret or not generally known, or not in public domain, or not easily accessible by others, and/or is of a commercially sensitive nature for the business of the Company. The Confidential Information and all material of any nature containing Confidential Information of the Company (“the Materials”) will be and shall at all times remain the property of the Company and will not be reproduced in whole or part without the Company's express written consent. Any copies of the Materials are the Company's property and will contain such copyright and other proprietary rights notice as appears on the original copy.
- (c) Except solely as required by law or for a purpose as necessary to perform your obligations/duties during your employment with the Company or any other purpose authorized in writing by your Functional Head, you shall not disclose the Confidential Information or use such Confidential Information for any other purpose or for the benefit of any third party.
- (d) Upon termination of your employment (for any reason whatsoever), you shall promptly deliver to the Company all Materials in your possession and all copies of it.
- (e) Your obligation to keep such information confidential shall survive termination/resignation of your employment with the Company.
- (f) For the purpose of ensuring compliance with the obligations entailed in this clause E (Employee Non-Disclosure of Confidential Information and Data/Confidentiality Obligations) in letter and spirit you undertake to absolutely comply with the covenants set out in clause K of this Appointment Letter. You will also execute suitable agreements and declarations including but not limited to non-disclosure agreement.
- (g) Further, during the course of your employment with the Company and thereafter the termination of your appointment, you are committed to protect the Confidential Information of the Company and you acknowledge that you shall not retain the Confidential Information or any Company data post the termination of your appointment.
- (h) Also, sharing of Company's data by you to a third party without Company's authorization shall be deemed as you have accessed Company's Confidential Information and data in an un-authorized manner.



- (i) Also, if the Company, based on the facts and circumstances concludes that you have conducted data theft of Company's Confidential Information and data, the Company may initiate appropriate legal action, as deemed fit against you notwithstanding your termination.
- (j) You must also disclose your interest if any in any agreement/contract/ arrangement being entered into by the Company. Non-disclosure of such interest will give rise to a conflict warranting the Company to review the matter of continuance of your employment with the Company and take appropriate action, including termination.

F. Working Hours, Holidays and Retirement

Your working hours, holidays and retirement age are as per the Company's policy. The Company reserves the right to alter the policy from time to time and the policy in effect for the time being shall be applicable to you.

G. Transferability

Your initial location will be as stated above. Your services are transferable to any department or location of the Company in India or the Group Company. Upon such transfer, you shall abide by all relevant policies of the Company. In case you are transferred and do not report to the transferred location within the communicated time for reporting on duty, the Company may initiate appropriate action as deemed fit against you.

H. Exclusivity of Employment

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, the services of, or be employed by or engaged with any other firm, company or person. You will devote your whole time and attention to your office work to promote the interest of the Company. Also, you will not, without the Company's prior written permission, carry either yourself or in association with other/s, any business or trade or any other activity which is competitive of the business of the Company.

I. Performance Monitoring

You shall be governed under a performance monitoring and review mechanism as detailed in Annexure 'B'. You are required to deliver performance up to the expected levels as per the targets entrusted to you by your Reporting Officer. In case your performance is not found satisfactory, you will be put on appropriate course for improvement of your performance. Your performance will be reviewed in the said period. In case your performance does not improve, the Company will review the matter of continuance of your employment with the Company and take appropriate action, as deemed fit against you.



J. Restrictions

During the course of your employment 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.

Also, during the course of your employment 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 shall be treated as prejudicial to the interest and reputation of the Company leading to initiation of appropriate action.

K. Separation

(a) Termination without cause

Both the employer and employee agree to provide the other party with Thirty (30) days prior written notice of separation in case of confirmed employee and Fifteen (15) days in case of employees on probation. The notice of separation must be submitted in writing. If the employee fails to give the requisite days of notice, the Company has the right to withhold funds to the maximum amount of the notice required which will be withheld from the employee's final payment. Alternatively, in the event that a prior written notice of termination is not provided in accordance with this clause, both the employer and employee further agree to provide the other party with payment in lieu of notice of separation ("Notice Pay").

The Company may pay you Notice Pay, in which event your employment will terminate immediately upon such payment being made. Alternatively, the Company may require you to not attend the workplace during this period. In that event, until the date of termination, you will: (i) continue to receive your full remuneration; (ii) remain an employee of the Company; and (iii) continue to be bound by your duties of confidentiality and fidelity.

(b) Termination with cause

The Company may terminate your employment any time without prior notice or salary in lieu of notice, if such termination arises as the result of misconduct either during your employment with the Company or in securing employment with the Company, negligence and/or breach of any express or implied term of the employment contract including:

- i. Suppressing of material facts/information for securing employment with the company whether expressed or implied.
- ii. Committing any willful misconduct, fraud or dishonesty or being grossly negligent in the performance of duties;
- iii. Being in breach of the Code and/or Non-Disclosure Agreement;
- iv. Committing a material breach of this Appointment Letter, and not remedying the breach within one (1) business day after the Company advises you in writing of the breach;
- v. Absence from duty without permission;
- vi. Arrest and in custody of any investigating authority for over 24 hours for commission or



- involvement in any offence involving moral turpitude, becoming incapacitated or prevented by illness, accident, or unsoundness of mind or any other circumstances from discharging your duties;
- vii. Non-performance of your duties persistently and in accordance with the performance targets set by the Company from time to time;
 - viii. Any other ground which, in the opinion of the Company renders your employment with the Company as conflict of interests.
 - ix. Such other grounds as may exist from time to time under applicable law to terminate your employment summarily whether that conduct occurs before or after the execution of this Appointment Letter.

(c) Early Release

An employee may apply for an 'Early Release' from serving a Notice Period as specified in this Appointment Letter subject solely to the approval of the Company's management. The required notice period Fifteen (15) days period ("**Notice Period**") in case of employees on Probation and Thirty (30) days in case of Confirmed Employee may be offset by the use of unused annual leave days and therefore can shorten the required time of the Notice Period. This will be done at the sole discretion of the Company. Upon approval of Early Release, the employee's employment with the Company will discontinue with effect from the date immediately following the employee's last working day.

(d) Conduct upon cessation of employment and Cooling Period

At the time of separation, you are required to handover all records/documents/information/devices of the Company and all identity cards/access cards in your possession to the authorized representative of the Company. Failure to return the policies and other documents amounts to misconduct and the Company may be compelled to withhold Relieving letter/ Full and Final settlement. The unauthorized possession of company documents after resignation or termination (as the case may be) may warrant legal action against you.

After termination of your employment with the Company, you shall cease to use the intellectual property of the Company or other Confidential Information and return to the Company all Confidential Information and advertising material and associated documents or destroy the same, as instructed by the Company. After termination of employment, you shall not share any data or information relating to the Company, or its existing or prospective customers with any person. After termination of employment, you shall not encourage any other employee/agent of the Company to terminate his/her employment/agency or assist in his/her employment/agency termination with the Company.

If you indulge in any of the activities prohibited under the terms and conditions of this Appointment Letter or any activity which causes loss to the business or reputation of the Company, the Company reserves the right to initiate appropriate legal proceedings against you and /or recover damages.

For the purpose of this clause K, the period of six months; (i) after the last date of employment (i.e., the date of being relieved as an employee) will be considered as a cooling period ("**Cooling**



Period”). During the Cooling Period, you shall not join or be associated with any competitor insurance company which has the same promoter as the Company or has common corporate agent/s, as a direct or indirect-, full- or part-time employee, as a consultant or advisor directly or indirectly or in any like kind of association.

Provided that the Company may, at its sole discretion, issue a ‘no objection’ certificate waiving or reducing the abovementioned Cooling Period.

You agree and acknowledge the aforesaid restriction during the Cooling Period is just and reasonable for protection of legitimate business interests of the Company. You also agree and acknowledge that such restriction is aimed to avoid any potential unethical and anti-competitive practice being adopted by the outgoing employee that may adversely affect or compromise the interests of policyholders and customers of the Company.

You shall not, during the term of your employment and for a period of 1 (one) year after the termination of your employment, either (a) solicit any employee of the Company on behalf of any other business enterprise or (b) induce any employee associated with the Company to terminate or breach an employment, contractual or other relationship with the Company.

This clause shall survive the termination of the appointment.

L. IT Security Policy & Practice

You acknowledge that during your employment with the Company, you will comply with the Company’s Information Security Policy and Practice as prescribed by the Company. Any information security incidents resulting from non-compliance/violation or any attempted violation of the aforesaid IT Security Policy & Practice on your part will result in appropriate disciplinary action against you.

This clause shall survive the termination of your appointment.

M. Adherence to Company Policies

The Company has introduced and published on its website, “Employee’s HR Policy Manual” covering matters like leave, maternity leave, leave encashment, employees’ benefits, working hours, transfer policies, etc., which is available on the Company’s intranet. The Company may in its sole discretion alter, amend/modify the Employee’s HR Policy Manual from time to time at its sole discretion. All such Employee’s HR Policy (as amended from time to time) shall be binding on you and shall override the terms and conditions of this appointment letter.

Further, you are prohibited from posting statements about the Company or its business practices in any social media communication that might damage the Company’s good will and business reputation directly or indirectly.

Any non-compliance of Employee’s HR Policy will result in appropriate disciplinary action against



you and any such action which the Company deems fit under law.

N. Governing Law

This Appointment Letter shall be governed by and construed in accordance with the laws of India.

O. Arbitration

Any disputes, controversy or claim arising out of or relating to this Appointment Letter, or the breach, termination or invalidity thereof, shall be settled by arbitration as per the Arbitration and Conciliation Act, 1996 and the award made in pursuance thereof shall be final and binding.

P. Compliance with Law

You hereby undertake to adhere to and always be compliant with all applicable laws and regulations, including the guidelines prescribed by the Insurance Regulatory and Development Authority of India or any other governmental or regulatory authority from time to time.

You are required to inform the Company in case of any legal proceedings (including proceedings with law enforcement agencies) being carried out against you. Such information must be given by you to the Company at the earliest upon it coming to your knowledge.

You hereby acknowledge that the terms and conditions mentioned in this Appointment Letter are in furtherance to the objective of the Company to protect the interest of policyholders and you undertake to abide by the terms and conditions mentioned in this Appointment Letter.

Q. Anti-Bribery Undertakings

During the course of your employment with the Company, you shall not commit, authorize or permit any action which would cause the Company and/or the Company's affiliates to be in violation of any applicable anti-bribery laws or regulations and the internal policy of the Company on Corruption and bribery. This obligation applies in particular (however without limitation) to illegitimate payments to government officials, representatives of public authorities or their associates, third parties, families or close friends to any other entity or individual including yourself.

You hereby agree and undertake that you shall neither offer or give, or agree to give, to any employee, representative or third party nor accept, or agree to accept from any employee, representative or third party any gift or benefit or consideration of any kind as an inducement or reward for doing or refraining from doing or having done or refrained from having done, any act, or for showing or refraining from showing favour or dis-favour to the Company, be it monetary or otherwise, which the recipient is not legally entitled to receive.



You hereby agree and undertake that you shall promptly notify the Company, if you become aware of or have specific suspicion of any corruption and bribery with regard to any such activity. In case, any prohibited payments or gifts are made or received by you, as stated herein above, or if the Company has reasonable cause to believe that such payments or gifts have been or are being made, the Company may terminate your employment with immediate effect.

Please note that notwithstanding anything contained in the terms of this Appointment Letter, the Company will not bear responsibility in any manner whatsoever, for any claim, monetary or otherwise, that any previous employer, Firm, Company or person may have against you.

As a token of your acceptance of this Appointment Letter and the conditions governing your employment, you are requested to return the duplicate duly signed copy of the same.

We have pleasure in welcoming you and trust that you will have many happy and successful years of service with **Star Union Dai-ichi Life Insurance Company Limited.**

Yours sincerely,

For **Star Union Dai-ichi Life Insurance Company Limited**

Dinesh Bojwani
SVP & Head - Human Resources

Acceptance

I, **Shukantu Prakash Kamble**, have read, understood and completely accepted the terms and conditions as set out in this Appointment Letter **dated 11-08-2022** and I agree to abide by them.

Name

Signature.....

Date



Annexure A

Name: . Shukantu Prakash Kamble

Designation / Grade /Scale: Relationship Manager / Grade M10 - Senior Associate /Staff Level

SALARY COMPUTATION			
Components	Per Annum	Per Month	Component Description
Basic	113520	9460	30% of Total Fixed Pay
HRA	56760	4730	50% of Basic
Adhoc Allowance	130660	10888	Refer to the details below
Advance Bonus	36000	3000	As per the Payment of Bonus Act (This is paid on monthly basis)
Gratuity	5460		As per the Payment of Gratuity Act
Fixed Pay	342400	28533	
Other Allowance - Sales	24000	2000	As per Company Policy
Mobile Allowance	12000	1000	As per Company Policy
Total Fixed Pay	378400	31533	
Company Contribution to PF	21600	1800	Company Contribution to Provident Fund as per Provident Fund Act
Gross Total Fixed Pay GTFP	400000	33333	

In addition, you are also eligible for the following as per Company policy:

- Group Health Insurance, Group Personal Accident Policy & Group Term Life Insurance Policy.
- Annual Variable Pay/STIP (Short-Term Incentive Plan).



Star Union Dai-ichi
Life Insurance

A joint venture of
  

Note:

- Advance Bonus component shown above would be paid as part of the monthly salary. All payments made towards Bonus/Sales Incentive/Variable Pay will be in accordance with the Payment of Bonus Act.
- The payments of Salary & Reimbursements will be subject to Income Tax & other statutory deductions, as may be required in accordance with applicable legislation in force from time to time.
- Reimbursement can be claimed on monthly basis subject to submission of supporting documents.
- Company reserves the right to amend the Compensation Structure as it may deem fit.

Please note that all information pertaining to your compensation is strictly personal and confidential and, therefore should not be discussed with your fellow employees under any circumstances.

A handwritten signature in blue ink, appearing to read 'D. Bojwani'.

Dinesh Bojwani
SVP & Head - Human Resources

Annexure B
Performance Monitoring & Review mechanism

All Front Line Sales (FLS) employees are governed under a Performance Monitoring and Review mechanism as below. It is expected that all FLS understand the provisions and follow the same.

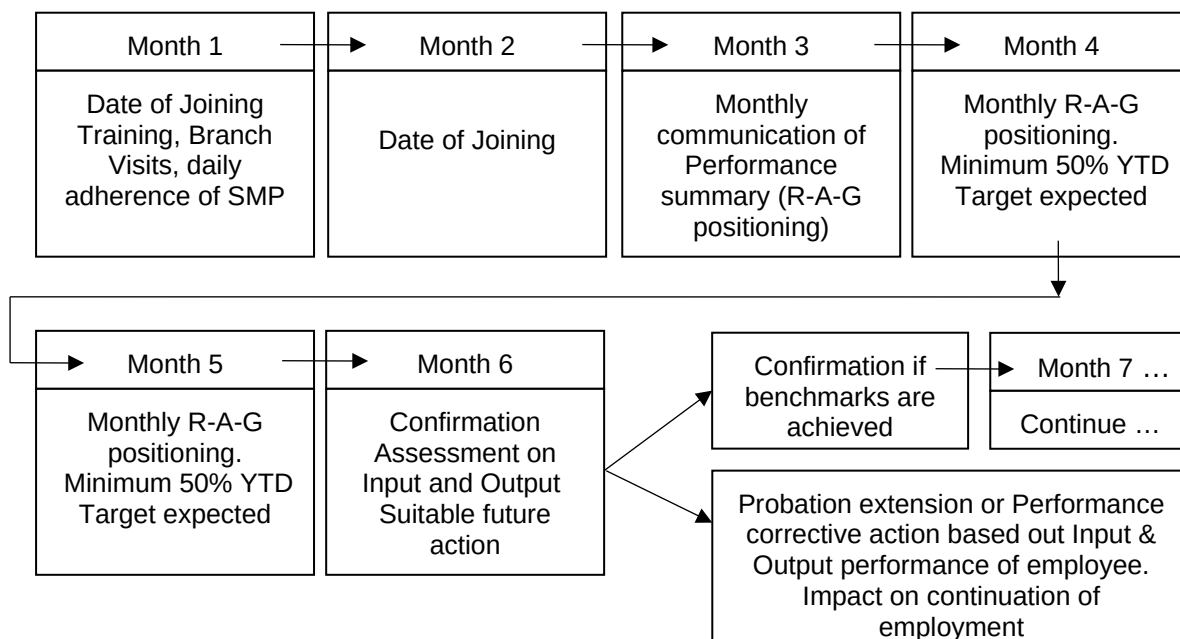
❖ **Key Performance output & input metrics (but not limited to*)**

Sr. No	Short description	Long description	Measurement metric
1	New Business EPI	Achieving New Business targets for the assigned geography	Target v/s Achievement
2	Credit Life	Achieving Credit Life targets for the assigned geography	Target v/s Achievement
3	Year 1 Renewals	Achieving Year 1 targets for the assigned geography	Target v/s Achievement
4	Branch visits, lead generation, relationship management	Regularly visiting Bank Branches, logging branch visits, lead generation & customer	Company's Sales Management Practices put in place from time to time

*Please Note the above metrics are indicative to the role and the Company reserves the right to add, modify and change the framework as it seem fit from time to time.

❖ **Performance Monitoring & Review cycle**

SUD Life has put in place the below Performance Monitoring and Review mechanism which guides the Lifecycle of Front Line Sales employee.





Mr. Saurabh Sameer Bhotmange

Subject: Letter of Offer

Dear Saurabh Sameer Bhotmange,

Thank you for participating in our selection process. With reference to our discussions with you, we are pleased to offer you the position **Field Sales Executive** in **Band-1** of our organization. This position is based at **Nagpur**.

Your employment shall be governed by the terms and conditions of the organization as may be in force from time to time

1) Compensation and Benefits

The annual Cost to Company will be **Rs. 187104/-**The salary is subject to Income Tax deduction per the prevailing Income Tax rules.

Group Personal Accident Insurance Policy – Rs. 100000/-

Group Health Insurance Policy – Rs. 100000/-

2) Joining Process

Your date of joining will be **on 17-07-21**. We would require **sets of Photocopies** of the documents per **Annexure – B**.

This letter of offer is issued to you based on the representations made by you in your resume and/or other documents and during the interview process. This is issued to you based on the assumption that your qualifications and experience are correct and accurate. It also assumes that your conduct in the earlier organizations was appropriate and that you were not terminated due to any reasons of misconduct, misappropriation & misbehavior.

- This letter is subject to your providing the company with self-attested copies of documents in support of your qualifications/experience and other details provided by you.
- The company may at its absolute discretion conduct background checks on the information provided by you through an authorized third party/or through other means. In case it is found that your qualifications and experience are false/not correct or your conduct in your earlier employments was not appropriate, the company reserves the right to take appropriate civil and/or criminal action which includes but might not be limited to termination of employment.

The detailed letter of appointment outlining all the terms and conditions of the company will be issued to you within 30 days of your joining the organization.

We look forward to welcoming you on board and look forward to a long and mutually rewarding relationship.

Please get in touch with us in case you have any

queries. Thank you & Regards:

Talent Acquisition Team
Human Resource
Department

Annexure – B

List of Mandatory Documents

All candidates joining NetAmbit have to submit two self-attested photocopies of below mention documents at the time of Joining.

Joining Document – Check List	
Documents Valid For Photo ID Proof (Any One)	
1) Driving License.	2) Passport.
3) Pan Card.	4) Voter's ID Card.
Documents Valid For Address Proof (Any One)	
1) Driving License. (Permanent or Learner)	2) Passport
3) Ration Card.	4) Voter's ID Card.
5) Domicile Certificate.	6) Pan Card Acknowledgement Letter.
7) Latest Electricity / Water Bill (Not Greater than 3 months old)	8) Latest Telephone Bill (MTNL/ BSNL) (Not Greater than 3 months old)
9) Banker Verification/ Updated Bank Pass Book (Nationalized Bank).	10) Rent Agreement Along with Owner's utility bill (Not Greater than 3 months old).
Documents Valid For Date of Birth Proof (Any One)	
1) Matriculation Certificate/ 10 th Mark Sheet	2) Pan Card
3) Passport	
Education Certificates – Up to highest Qualification	
1) 10 th (Mark sheet & Certificate).	2) 10 + 2 (Mark sheet & Certificate)
3) Graduation all three year Mark sheet & Degree.	4) Post Graduation all mark sheet & Degree.
Previous Employment/Experience Certificates	
1) Relieving Letter	2) Experience Certificate
3) Accepted copy of Resignation	4) Salary Slip or Salary Certificate.
5) Appointment Letter	6) Copy of Identity Card
Photographs	
1) Four Passport Size Photograph.	

All documents will be verified against originals, hence please ensure that you carry your original documents on the Joining date.*

Annexure - A

Employee Name: Saurabh Sameer Bhotmange

Designation: Field Sales Executive

Components	Monthly
Basic	10100
Deputation Allowance	0
HRA	937
Statutory Bonus	2300
Gross	13337
PF (Employee)	1488
ESIC (Employee)	101
PT (If Applicable)	0
NTH (Net Take Home)	11748
PF (Employer 13%)	1612
EC (If Applicable)	0
Insurance	209
ESIC (Employer)	434
Monthly CTC	15592
Annual CTC	187104
**Performance Linked Incentive	12000
Monthly- Fixed + Variable	27592
Total Yearly- Fixed + Variable	331104

* The above mentioned salary is subject to Income Tax deduction per the prevailing IT rul

***Performance Linked Incentive will be applicable as per Company Policy - Sales Target) & Monthly Reimbursement will be applicable as per Company Policy**



To Whom It May Concern,

This letter serves as a formal statement of employment for **Romesh Waghmare**.
was employed at Pixelkey from 1 October 2022 to 31 January 2024.

During his employment, he held the position of **Social Media Executive** and was responsible for managing social media handles, ad campaigns and communication for our clients.

Romesh was a valuable member of our team and consistently demonstrated his skills and expertise. He was also a reliable and punctual employee, always arriving to work on time and meeting project deadlines.

We are confident that **Romesh** will continue to excel in his future endeavors and we wish him all the best in his future career.

A handwritten signature in blue ink, appearing to read "Swapnil Gathibandhe".

Swapnil Gathibandhe
Founder (Pixelkey)

WHEEZINE TECHNOLOGIES PVT. LTD.



Madhavraya Infra Projects Private Limited

Flat No. 001, Devika Mansi C, MPDI Road, Jaripatka, NAGPUR-440014 MH
Ph. : +91 712 2655000

Letter of Appointment

Date : 25th Sept.2020

Dear Madhuri Ambade

Appointment as : Content Writer

We refer to your recent interview for the above position and are pleased to inform you that we are offering you the position with our company effective from 1st October 2020.

Sincerely,

[HR Manager]

~~MADHAVRAYA INFRA PROJECTS PRIVATE LIMITED~~

Madhuri
PARTNER





Letter of Appointment

Date : 18th May,2020

Dear Mr. Akash Katare

Appointment as : Finance Clerk

We refer to your recent interview for the above position and are pleased to inform you that we are offering you the position with our company effective from 1st July 2020.

Sincerely,
[HR Manager]

MADHAVRAYA MULTIVENTURES

PARTNER

ताराचंद रेहेकवार
सदस्य अभिकर्ताओं के लिए क्षेत्रीय प्रबंधक क्लब
Tarachand Rehekwar
Member of the Zonal Manager's Club for Agents
Code No. 2219126

10/8/20

प्रति
वंशिल्ला एस. अंबादे

यह पत्र द्वारा सूचित किया जाता है कि
आपको हमारी कंपनी में अभिकर्ता पद पर
नियुक्त किया जाता है। आपका मासिक
वेतन 10000/- (दस हजार) रुपये रहेगा तथा
साथ में 3% कमीशन भी दिया जायेगा।

कृपया आप 05/08/2020 तारीख
तक कार्य ग्रहण करें।

ऑ. : भा. जी. बी. नि., शाखा 9126, मेन रोड, तुमसर -441 912, जि. भंडारा
निवास : प्लॉट नं. 3, डॉ. लांबे च्या घरजवळ, श्रीरामनगर, तुमसर, जि. भंडारा

Off. : L.I.C. of India, Br. 9126, Main Road, Tumsar - 441 912, Dist. Bhandara
Resl. : Plot No. 3, Near Dr. Lanje's House, Shreeram Nagar, Tumsar, Dist. Bhandara
Ph. : Off. (07183) 232912, 232806, Mo. 9850193319, 8806936036
E-mail : tarachandrahekar@gmail.com



R B HARDWARE

491, NEHRU NAGAR NANDANWAN MAIN ROAD, NAGPUR-09

amil:-rbpaints50@yahoo.in

Contact:- 9373105487,8149816520

प्रति

15/8/20

पायल एम. मेशाम

बाबासाहेब आंबेडकर राजाज भवन के पास

लक्ष्मीबाग, नागपुर - 440017

यह पत्र द्वारा सूचित किया जाता है कि आपको हमारी
दुकान पर 'कंप्यूटर ऑपरेटर' पद पर नियुक्त किया जाता है।
कृपया आप 10/09/2020 दिनांक तक कार्य ग्रहण करें।

Proprietor

R. B. Jain

R. B. Hardware

Nandanwan, Nagpur



R B HARDWARE

491, NEHRU NAGAR NANDANWAN MAIN ROAD, NAGPUR-09

amil:-rbpaints50@yahoo.in

Contact:- 9373105487,8149816520

प्रति,

15/7/20

सूरज ए. ~~विशोपे~~ विशोपे

शांरदा चौक टिक्की

नागपुर

अह पत्र द्वारा सूचित किया जाता है कि आपको हमारी
दुकान पर 'सेल्समेन' पद पर नियुक्त किया जाता है।

कृपया आप 08/09/2020 दिनांक तक कार्य
गृहण करें।

Proprietor

R.B. Jain

R. B. Hardware

Nandanwan, Nagpur



सुंदर

फुट वेअर

भंडारा रोड, इतवारी, नागपुर-०२

(S) 2762531
(S) 2737706

Mob. : 937-3106127
Mob. : 937-0006127

नं. _____

दिनांक 31/6/20

प्रति

श्रीना वी. वर्मा

यह पत्र द्वारा सूचित किया जाता है कि आपको हमारी
दुकान पर 'लेखापाल' पद पर नियुक्त किया जाता है।
कृपया आप 31/7/20 दिनांक तक कार्यारंभण करें।

Proprietor

S. Ramani

सुंदर फुट वेअर

भंडारा रोड, इतवारी

नागपुर

**Vishwanath Furniture
Co.Pvt Ltd**

56/A,Near Chitnis Park ,Mahal,Nagpur

Date:25/12/2019

To Whomsoever it may concern

This is to certify that Harsh P.Meshram is working in our company as a junior clerk since 1/1/2020 .

Regards



Vishal B Ramteke

Manager,HR
Vishwanath Furniture Co.Pvt Ltd
Nagpur

Raunak & Co Chartered Accountants

NEAR MOTHA BUDDHVIHAR INDORA SQUARE NAGPUR

To whomsoever it may concern

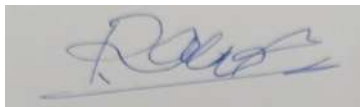
This is to certify that Mr Atul C Thakre is working with our firm at the post of Account executive since 1st October 2020. He is a person totally dedicated to his work with proper work commitment towards to the organization.

Regards

Raunak & Co Chartered Accountants

NEAR MOTHA BUDDHVIHAR INDORA SQUARE

NAGPUR

A rectangular box containing a handwritten signature in blue ink. The signature is stylized and appears to be 'R. Thakre'.

Proprietor

KAMTHE PUBLISHER PVT LTD

BHANDARA ROAD PARDI NAGPUR

To whomsoever it may concern

This is to certify that Ms Prachi N Bhisikar is working with our organization at the post of Junior clerk since 1st September 2020. She is a person totally dedicated to her work with proper work commitment towards to the organization.

Regards

KAMTHE PUBLISHER PVT LTD

BHANDARA ROAD PARDI NAGPUR

A handwritten signature in blue ink, consisting of stylized, overlapping loops and lines, positioned on a light gray rectangular background.

Director

MAHARASHTRA TIMBER

LAKADGANJ BHANDARA ROAD NAGPUR

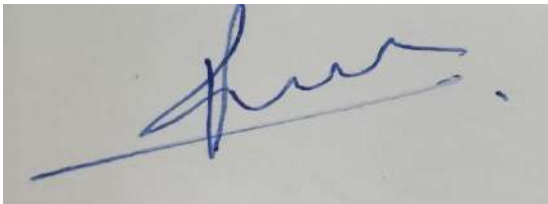
To whomsoever it may concern

This is to certify that Mr Suraj Kamble is working with our organization at the post of Junior clerk since 15th September 2020. He is a person totally dedicated to his work with proper work commitment towards to the organization.

Regards

MAHARASHTRA TIMBER

LAKADGANJ BHANDARA ROAD NAGPUR

A handwritten signature in blue ink, appearing to be 'Suraj Kamble', written over a horizontal line.

Proprietor

BHARAT CLOTH STORE

KAMAL CHOWK NAGPUR

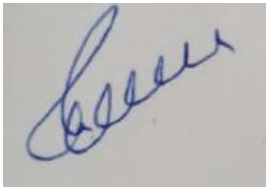
To whomsoever it may concern

This is to certify that Mr. Vicky B Durbude is working with our organization at the post of sales man since 20th September 2020. He is a person totally dedicated to his work with proper work commitment towards to the organization.

Regards

BHARAT CLOTH STORE

KAMAL CHOWK NAGPUR

A handwritten signature in blue ink, appearing to read 'Vicky B Durbude', is written on a light-colored background.

Proprietor

SAGAR ENGINEERING

UPPALWADI INDUSTRIAL AREA NAGPUR

To whomsoever it may concern

This is to certify that Mr Rohan B Parekar is working with our organization at the post of Accountant since 15th December 2020. He is a person totally dedicated to his work with proper work commitment towards to the organization.

Regards

SAGAR ENGINEERING

UPPALWADI INDUSTRIAL AREA NAGPUR



Proprietor

KUMAR SALES

Jagnath Budhwari Road, Teenal Chowk, Itwari, Nagpur - 440 002.

Date 15/07/20

Appointment Letter

To,

Mr. Aadesh Sadhu ram Kathane

Indora Chowk Nagpur

Dear Adesh Sadharam Kathane

We are pleased to offer you the position of Store Manager at KUMAR SALES. Your employment with us will begin on 1/08/20. Your starting salary will be Rs.17,000 per month

As Store Manager, your responsibilities will include but are not limited to:

- Overseeing day-to-day operations of the store
- Managing inventory and ensuring adequate stock levels
- Hiring, training, and supervising store staff
- Providing excellent customer service
- Implementing strategies to increase sales and profitability

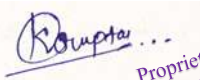
Ensuring compliance with company policies and procedures

We believe that your skills and experience make you an excellent fit for this role, and we are excited to welcome you to our team. Please review the attached job description for more details about your new position.

To accept this offer, please sign and return a copy of this letter by 20/07/2020. If you have any questions or need further information, please do not hesitate to contact me.

We look forward to having you join us at KUMAR SALES and are confident that you will make a valuable contribution to our organization.

Sincerely,


Proprietor
Kumar Sales
Jagnath Budhwari, Teenal Chowk,
Itwari, Nagpur - 02

VAT.TIN.NO. 27581077784-V
C.S.T. NO. 27581077784-C

M. : 9370477773
9371667798

ABHAY TRADERS

Plot No. R-29, Gayatri Nagar, Revati Vaish, Besa, Nagpur-440034

Cement, Steel, Metal / GV., Sand, G.I. / P.V.C. Pipe, Sanitaryware, Paints, Hardware & General Order Supplier.

Date : 18/07/2020

To Whom It May Concern,

This is to declare that Mr. Anshul Deepak Sudhame has been employed as a Sales Manager at our ABHAY TRADERS, Nagpur since 12/05/2020.

Mr. Anshul Deepak Sudhame role as a Salesman includes assisting customers, managing product displays, handling sales transactions, and maintaining a clean and organized store environment.

We certify that Mr. Anshul Deepak Sudhame is a valuable member of our team and has been fulfilling his duties diligently. We are confident in his abilities and trust him to represent our company professionally.



ABHAY TRADERS

Plot No. R-29, Gayatri Nagar, Revati Vaish, Besa, Nagpur-34



SURESH JAGWANI & CO
CHARTERED ACCOUNTANTS

APPOINTMENT LETTER

This is to state that Mr. Somesh M. Waghmare has been appointed in our firm M/s Suresh Jagwani & Co., Chartered Accountants as Accountant from 01st September 2020 and will work in our firm whose timing will be from 10.30 AM to 06 PM.

This Letter is for information purpose only.

Place: Nagpur
Date: 30th August 2020



For Suresh Jagwani & Co.
Chartered Accountants
FRN: 115415W

JK

Jay M. Kaushik
M. No. 184309 (Partner)



SURESH JAGWANI & CO
CHARTERED ACCOUNTANTS

APPOINTMENT LETTER


This is to state that Miss. Neha S. Sriwas has been appointed in our firm M/s Suresh Jagwani & Co., Chartered Accountants as Accountant from 01st October 2020 and will work in our firm whose timing will be from 10.30 AM to 06 PM.

This Letter is for information purpose only.

Place: Nagpur
Date: 28th September 2020



For Suresh Jagwani & Co.
Chartered Accountants
FRN: 115415W


Jay M. Kaushik
M. No. 184309 (Partner)

Head Office :- G-76, Ganesh Ward, Near Punjab National Bank College Road, Civil Lines, Betul-460001
Second Office :- 104, Gayatri Palace, Central Avenue, Darodkar Square, Near Aaychit Mandir, Mahal, Nagpur- 440002
Call :- 7798703199, 9423408250



APPOINTMENT LETTER


This is to state that Mr. Nilesh Y. Nimje has been appointed in our firm Rathi Kaushik and Associates, Chartered Accountants as trainee from 10th September 2020 and will work in our firm whose timing will be from 11 AM to 06 PM.

This Letter is for information purpose only.

Place: Nagpur
Date: 07th September 2020



For Rathi Kaushik & Associates
Chartered Accountants
FRN: 136214W


Gaurav M. Kaushik
M. No. 151141 (Partner)



APPOINTMENT LETTER


This is to state that **Mr. Rohit K. Bhawarkar** has been appointed in our firm Rathi Kaushik and Associates, Chartered Accountants as trainee from 25th August 2020 and will work in our firm whose timing will be from 11 AM to 06 PM.

This Letter is for information purpose only.

Place: Nagpur
Date: 23rd August 2020



For Rathi Kaushik & Associates
Chartered Accountants
FRN: 136214W


Gaurav M. Kaushik
M. No. 151141 (Partner)

GST NO.: 27AALPB4598B1ZQ

MOB. : 9373104951



M/s. Raj Fabrication

ALL TYPES OF FABRICATION & PIPE WORK

33, Tikekar Ghat, NIT Shop, Near Sardar Patel Chowk, Near Dhantoli Bridge, Nagpur

**We Fabricate : Grills, Gates, Channel Gates, Rolling Shutters,
Trusses, School Furniture, M.S.E.B. Fitting Etc.**

Date: 23/12/2019

To Whom It May Concern,

This is to declare that Mr Pawan Kumar Nandkishore Thakre has been employed as a cashier at our company, M/s Raj Fabrication, since 1/11/2019. Pawan Kumar Nandkishore Thakre has been responsible for handling cash transactions, maintaining accurate records, and ensuring compliance with company policies and procedures.

During his tenure, he has demonstrated professionalism, integrity, and a strong work ethic. He has consistently performed his duties with diligence and has been a valuable asset to our team.

We certify that he is a valuable member of our team and has been fulfilling his duties diligently. We are confident in his abilities and trust him to represent our company professionally

M/s. Raj Fabrication
33, Tikekar Ghat, NIT Shop,
Near Sardar PatelChowk, Near Dhantoli Bridge, Nagpur

G.S.T. No. 27AGWPG4214E2ZE

Mob. : 9420566420

OMKAR MARBLE

Ranala Road, Kamptee.

Wholesale in Granite Vitrified Tiles Marble, Kota, Kadppa, Glass Tiles

Date: 15/11/2020

To whom it may concern,

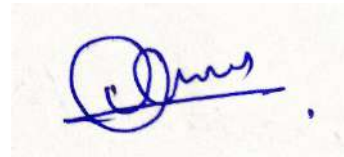
This is to certify that Mr Suraj Anil Bisope has been employed with Omkar Marble since 1st October 2020. He is currently serving as a Supervisor in our store. His monthly salary for this position is Rs. 13,000 p.m.

Mr. Suraj Anil Bisope role involves brief description of responsibilities, if desired.

This declaration is issued at the request of Mr. Suraj Anil Bisope for whatever purpose it may serve.

If you require any further information, please feel free to contact us.

Sincerely,



[Omkar Marble]
Proprietor,
OMKAR MARBLE
Ranala Road, Kamptee

Subject to Nagpur Jurisdiction



SACHIN
GLASS & ALUMINIUM

Plot No. 1, Lav-Kush Nagar, Manewada Ring Road, Nagpur.

■ FIGURE GLASS ■ TINTED GLASS ■ MIRROR GLASS ■ ALLUMINIUM EXTRUSION
■ ALLUMINIUM DOOR & WINDOWS

Date : 5/01/2020

To Whom It May Concern,

This is to declare that Mr. -Krishna Harihar Bhamode has been employed as a Accountant at our company, Sachin Glass & Aluminium, since 15/12/2019. Mr. Shubham Rajesh Shahu has been responsible for handling Accounts by compiling and analysing accounting information and preparing reports

During his tenure, Mr. -Krishna Harihar Bhamode has demonstrated professionalism, integrity, and a strong work ethic. He has consistently performed his duties with diligence and has been a valuable asset to our team.

This declaration is issued upon request of Mr. -Krishna Harihar Bhamode for whatever purpose it may serve him best.

Sincerely,

Proprietor
M/s- SACHIN Glass & Aluminium
Plot No. 1, Lav-Kush Nagar,
Manewada, Ring Road, Nagpur

॥ बाबो भली करें ॥

(M) : 9823161849
8830229363
9763413223

PALIWAL GRANITE SUPPLIERS

पालीवाल ग्रेनाईट सप्लायर्स

ग्रेनाईट, मार्बल एवं टाईल्स

सभी प्रकार के ग्रेनाईट, स्टोन एवं टाईल्स के थोक विक्रेता.

९३४, जुना बगडगंज, भंडारा रोड, हनुमान मंदिर के पास, नागपुर.

ब्रान्च : हितेश टॉवर, शॉप नं. ९, जरीपटका सिंग रोड, नागपुर.

दि. : 27/02/2020

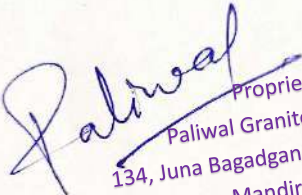
To Whom It May Concern,

This is to declare that Ms. Prachi Ashok Dhoke has been employed as a Accountant at our company, Paliwal Granite Suppliers, since 15/02/2020. Ms. Prachi Ashok Dhoke has been responsible for handling Accounts by compiling and analysing accounting information and preparing reports

During his tenure, Ms. Prachi Ashok Dhoke has demonstrated professionalism, integrity, and a strong work ethic. He has consistently performed his duties with diligence and has been a valuable asset to our team.

This declaration is issued upon request of Ms. Prachi Ashok Dhoke for whatever purpose it may serve him best.

Sincerely,


Proprietor
Paliwal Granite Suppliers
134, Juna Bagadganj, Bhandara Road,
Hanuman Mandir ke Pass, Nagpur

Vimal Electricals Ltd.

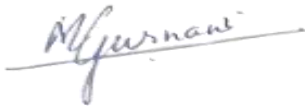
SHOP NO. 142 GANJAKHET CHOWK,NAGPUR,9063256342 email-vml2008@gmail.com

Date :20/2/2020

Dear Mr Mohd Rizwan Ansari,

We are pleased to inform you that you are appointed as Customer Care Executive w.e.f. 1st March 2020, on a monthly salary of Rs.14000 .Your reporting Department is Sales and Allied services.

If you accept, please give your consent letter atleast 7 days before the above mentioned date of joining.



Mahesh Gurnani

Head, Sales and Allied services

20/02/2020



Madhavraya Infra Projects Private Limited

Flat No. 001, Devika Mansi C, MPDI Road, Jaripatka, NAGPUR-440014 MH
Ph. : +91 712 2655000

Letter of Appointment

Date : 25th Sept.2020

Dear Madhuri Ambade

Appointment as : Content Writer

We refer to your recent interview for the above position and are pleased to inform you that we are offering you the position with our company effective from 1st October 2020.

Sincerely,

[HR Manager]

~~MADHAVRAYA INFRA PROJECTS PRIVATE LIMITED~~

Madhuri
PARTNER





Letter of Appointment

Date : 18th May,2020

Dear Mr. Akash Katare

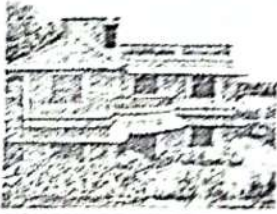
Appointment as : Finance Clerk

We refer to your recent interview for the above position and are pleased to inform you that we are offering you the position with our company effective from 1st July 2020.

Sincerely,
[HR Manager]

MADHAVRAYA MULTIVENTURES

PARTNER



OM BAHERAM TRADERS

Proprietor
Mo. 959545511

GST No. 27ADXP1431J1Z1
3/A, रमना मारोती नगर, नागपुर-9
Ph. 0712-2712013, M.: 9595455101, 102

ACC Ltd.
India's No. 1 Content Co.

Ref.No.

Date :

10 June 2019

To Whom It May Concern

This letter is given to Ms. Pooja B. Rawte as she has been appointed as Clerk in our company from 10 June 2019 and working till date.

She will have to handle the responsibility given to her by her immediate senior.

Proprietor
Om Baheram Traders
Nagpur





सुंदर
फुट वेअर

भंडारा रोड, इतवारी, नागपुर-०२

(S) 27621
(S) 2737
Mob. : 937-3106
Mob. : 937-0006

नं. _____

दिनांक _____

05 August 2019

To Whom It May Concern

This letter is given to Mr. Vandan S. Sahare as he has been appointed as Agent in our company from 05 August 2019 and working till date.

He will have to handle the responsibility given to him by his immediate senior.

Proprietor
Sunder Footwear
Nagpur





R B HARDWARE

491, NEHRU NAGAR NANDANWAN MAIN ROAD, NAGPUR-09

amil:-rbpaints50@yahoo.in

Contact:- 9373105487,8149816

01 July 2019

To Whom It May Concern

This letter is given to Ms. Simran R. Chhabra as she has been appointed as Salesman in our company from 01 July 2019 and working till date.

She will have to handle the responsibility given to her by her immediate senior.

A handwritten signature in black ink, appearing to be 'R B' followed by a stylized flourish.

Proprietor
R B Hardware
Nandanwan, Nagpur





ameya
SALES CORPORATION

■ DESIGNER TILES ■ SANITARYWARE ■ MODULAR KITCHENS ■ DECORATIVE LIGHTS

Opp. Indian Gimkhana, Humpyard
Road, Dhantoli, Nagpur.
☎ : 0712 - 2421299, 6617693,
2420037, 2420039

Ref. No.


Date :

3 June 2019

To Whom It May Concern

This letter is given to Mr. Lokesh D. Natharani as he has been appointed as Accountant in our company from 03 June 2019 and working till date.

He will have to handle the responsibility given to him by his immediate senior.


Proprietor
Ameya Sales Corporation
Nandanvan, Nagpur





ameya

SALES CORPORATION

Showroom : Ameya Towers,
Adjacent Dinanath High School
Opp. Indian Gymkhana, Hump
Road, Dhantoli, Nagpur.
☎ : 0712 - 2421299, 6617693
2420037, 2420039

■ DESIGNER TILES ■ SANITARYWARE ■ MODULAR KITCHENS ■ DECORATIVE LIGHTS

Ref. No.


Date :

07 June 2020

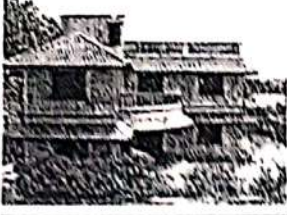
To Whom It May Concern

This letter is given to Ms. Rekha R Pal as she has been appointed as Accountant in our company from 07 June 2020 and working till date.

She will have to handle the responsibility given to her by her immediate senior.


Proprietor
Ameya Sales Corporation
Nandavan, Nagpur





OM BAHERAM TRADERS

Pramod S.
Mo. 959545511

GST No. 27ADXPR1431J1Z1
3/A, एमना मारोती नगर, नागपूर-९
Ph. 0712-2712013, M.: 9595455101, 102

ACC Lim
India's No. 1 Cement Cor

Ref.No.

Date :

04 June 2020

To Whom It May Concern

This letter is given to as he has been appointed as Clerk in our company from 04 June 2020 and working till date.

He will have to handle the responsibility given to him by his immediate senior.

Proprietor
Om Baheram Traders
Nagpur



.im 15.
: Cor 51/

..... m
'or

..

10 July 2020

To Whom It May Concern

This letter is given to Mr. Rohan d Agashe as he has been appointed as 10 July 2020 in our company from Salesman and working till date.

He will have to handle the responsibility given to him by his immediate senior.



Proprietor
R B Hardware
Nandanvan, Nagpur





सुंदर फुट वेअर

भंडारा रोड, इतवारी, नागपुर-०२

(S) 27625
(S) 27377
Mob. : 937-31061
Mob. : 937-00061

नं. _____

दिनांक _____

04 August 2020

To Whom It May Concern

This is to declare that Mr. Suraj M Kamble has been employed as a Agent at our shop since 04 August 2020.

Her role as a Agent includes assisting customers, managing product displays, handling sales transactions, and maintaining a clean and organized store environment.

Proprietor
Sunder Footware
Nagpur





ASHISH GARMENTS

26,Ruikar Road Mahal Nagpur,8623562320

COMPLETE FAMILY SHOPPE

Date:- 25/1/2020

Mr.Sheikh Javed Pyaresaheb
House no.102,
Near Badi masjid
Mominpura ,Nagpur 440018

Subject: Appointment Letter for the post of Junior Clerk

Dear Mr Javed,

We are happy to extend our heartfelt congratulations on your selection for the position of Junior Clerk at Ashish Garments. We believe your skills and qualifications make you a valuable addition to our team.

Date of Appointment: 1/2/2020

Job Title: Junior Clerk

Compensation Package: Rs 12000 per month

Working Hours: 10.00 am to 6.00 pm

A.S. Kanaiya

MANAGER
ASHISH GARMENT
26,Ruikar Road Mahal Nagpur,8623562320



Letter of Appointment

Date : 15th March,2020

Dear Ms. Aarti Chouhan,


Appointment as : Sales Executive

We refer to your recent interview for the above position and are pleased to inform you that we are offering you the position with our company effective from 1st April 2020.

Sincerely,

[HR Manager]

MADHAVRAYA MULTIVENTURES


PARTNER



PRABHU
— MULTIVENTURES —

Ground Floor, Devika Mansi Apartment,
Opp. CMPDI Gate, CMPDI Road,
Jaripatka, NAGPUR-440 014.

Letter of Appointment

Date : 19th Feb.2020

Dear Akash Gurmukhdas Balwani,

We are delighted to officially appoint you as an Accountant at our company effective from 1st Mar. 2020

Your qualifications and experience in finance make you an ideal candidate for this role, and we are confident that you will contribute significantly to our financial management.

Sincerely,

[HR Manager]

FOR PRABHU MULTIVENTURES
Akash
PARTNER





APPOINTMENT LETTER

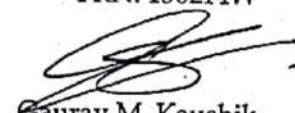
This is to state that Mr. Sachin T. Shahu has been appointed in our firm Rathi Kaushik and Associates, Chartered Accountants as trainee from 10th August 2023 and will work in our firm whose timing will be from 11 AM to 06 PM.

This Letter is for information purpose only.

Place: Nagpur
Date: 07th August 2023



For Rathi Kaushik & Associates
Chartered Accountants
FRN: 136214W


Gaurav M. Kaushik
M. No. 151141 (Partner)

NISHANT CERAMICS

0731-2226354 9863262657

Email nc2008@gmail.com



161,Nara road Kukreja Nagar,Nagpur Maharashtra 440014

Ref. No -26/NCAL/2020

Date: 12/11/2019

Mr Shubham Harode
12/A,Opposite Laxmi Bangles
Hansapuri,Nagpur,440018

Dear Mr Shubham,

We are delighted to offer you the position of Junior Accountant at Nishant Ceramics, commencing on 1.12.2019. Your starting salary will be Rs 14000 per month. Please review and sign the attached acceptance letter to signify your acceptance.

We look forward to welcoming you to our team.

Sincerely,

Sarode N.B.

N.B.Sarode

Manager
Nishant Ceramics
161,NaraRoad Kukreja Nagar
Nagpur

VAT TIN No. 27840592738V w.e.f. 17 Feb. 2007
C.S.T. TIN No. 27840592738C w.e.f. 17 Feb. 2007

Subject to Nagpur Jurisdiction

☎ : 2703193



TULJAI STEEL TRADERS

IRON, STEEL & GENRAL SUPPLIERS

3, Janki Nagar, Manewada Ring Road, Uday Nagar Square, Nagpur-34.

Date 3/03/2020

To Whom It May Concern,

This is to declare that Mr. Pratham Prakash Wanjari has been employed as a Salesman at our shop TULJAI STEEL TRADERS, Nagpur since 17/02/2020.

Mr. Pratham Prakash Wanjari role as a Salesman includes assisting customers, managing product displays, handling sales transactions, and maintaining a clean and organized store environment.

We certify that he is a valuable member of our team and has been fulfilling his duties diligently. We are confident in his abilities and trust him to represent our company professionally.

TULJAI STEEL TRADERS
3, Janki Nagar Manewada Road,
Uday Nagar Square, Nagpur-34

KUMAR SALES

Jagnath Budhwari Road, Teenal Chowk, Itwari, Nagpur - 440 002.

Date 15/07/20

Appointment Letter

To,

Mr. Aadesh Sadhu ram Kathane

Indora Chowk Nagpur

Dear Adesh Sadharam Kathane

We are pleased to offer you the position of Store Manager at KUMAR SALES. Your employment with us will begin on 1/08/20. Your starting salary will be Rs.17,000 per month

As Store Manager, your responsibilities will include but are not limited to:

- Overseeing day-to-day operations of the store
- Managing inventory and ensuring adequate stock levels
- Hiring, training, and supervising store staff
- Providing excellent customer service
- Implementing strategies to increase sales and profitability

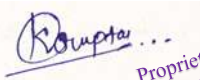
Ensuring compliance with company policies and procedures

We believe that your skills and experience make you an excellent fit for this role, and we are excited to welcome you to our team. Please review the attached job description for more details about your new position.

To accept this offer, please sign and return a copy of this letter by 20/07/2020. If you have any questions or need further information, please do not hesitate to contact me.

We look forward to having you join us at KUMAR SALES and are confident that you will make a valuable contribution to our organization.

Sincerely,


Proprietor
Kumar Sales
Jagnath Budhwari, Teenal Chowk,
Itwari, Nagpur - 02

JITENDRA JEWELLERS

GOLD & SILVER MERCHANTS

Motha Indora, Nara Road, NAGPUR

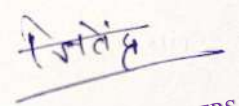
Date : 15/11/2020

To Whom It May Concern,

This is to declare that Mr. Kisanlal Roopchand Dhakate has been employed as a Salesman at our jewellery shop, Jitendra Jewellers, located at Motha Indora, Nara Road, Nagpur since 12/07/2020.

Mr. Kisanlal Roopchand Dhakate role as a Salesman includes assisting customers, managing product displays, handling sales transactions, and maintaining a clean and organized store environment.

We certify that Mr. Kisanlal Roopchand Dhakate is a valuable member of our team and has been fulfilling his duties diligently. We are confident in his abilities and trust him to represent our company professionally.


JITENDRA JEWELLERS
Mothe Indora, Nara Road, Nagpur



Letter of Appointment

Date : 15th March,2020

Dear Ms. Aarti Chouhan,


Appointment as : Sales Executive

We refer to your recent interview for the above position and are pleased to inform you that we are offering you the position with our company effective from 1st April 2020.

Sincerely,

[HR Manager]

MADHAVRAYA MULTIVENTURES


PARTNER



PRABHU
— MULTIVENTURES —

Ground Floor, Devika Mansi Apartment,
Opp. CMPDI Gate, CMPDI Road,
Jaripatka, NAGPUR-440 014.

Letter of Appointment

Date : 19th Feb.2020

Dear Akash Gurmukhdas Balwani,

We are delighted to officially appoint you as an Accountant at our company effective from 1st Mar. 2020

Your qualifications and experience in finance make you an ideal candidate for this role, and we are confident that you will contribute significantly to our financial management.

Sincerely,

[HR Manager]

FOR PRABHU MULTIVENTURES
Akash
PARTNER



Wagh Luminous (Construction & Designer)

104, Zenda Square Abhavanekar Garden Nagpur

Ref. No. _____

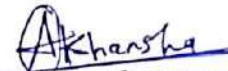
Date:3-8-2019

APPOINTMENT LETTER

To,
Mr. Aditya Dilip Jain

This is to state that **Mr. Aditya Dilip Jain** has been appointed in our firm **Wagh Luminous** as **Marketing Executive** from 5th August 2019 and will work in our firm whose timing will be from 10 AM to 05 PM.

WAGH LUMINOUS
CONSTRUCTION & DESIGNER



PROPRIETOR

(Signature of manager with seal)



Recognized By
Govt. Of Maharashtra

ffiliated to National Council of Vocational Training (N.C.V.T.), New Delhi
Ministry of Skill Development and Entrepreneurship, New Delhi
Director General of Training (D.G.T.), New Delhi
Directorate of Vocational Education and Training (D.V.E.T), Mumbai



HUSNOOR PRIVATE INDUSTRIAL TRAINING INSTITUTE

(Run By Husnoor Shikshan Sanstha)

Borgaon, Gorewada Tank Road, Nagpur – 440 013

E-Mail : - itc575nagpur@yahoo.com

Phone : 0712 – 2595886

Ref. No. _____

Date 10-08-2019

To,

Mr. Akshay Sanjay Charde

Subject: Appointment Letter

Dear Akshay Sanjay Charde,

We are pleased to inform you that you have been appointed as an **Accountant** at **Husnoor Private ITI**, effective from **15th August 2019**. Your working hours will be from 11:00 AM to 06:00 PM.

Your role as an **Accountant** will entail.

This letter serves as formal confirmation of your appointment with our firm. Please review the terms and conditions outlined in the attached document.

We look forward to your contribution and wish you a successful tenure with us.

Yours sincerely,



PRINCIPAL
HUSNOOR PVT., I.T.I.
BORGAN, NAGPUR.



SHREE SAI MOTORS

Shop No 1/2, Shivram Complex Koradi Rd,
Zingabai Takli Nagpur MH 440030

Ref. No. _____

Date: 2-11-2019

To,

Mr. Amol Sumer Rathor

Subject: Appointment Information

Dear Amol Sumer Rathor

This letter is to inform you that you have been appointed as a **Sales Executive** at **Shree Sai Motors**, effective from 5th November 2019. Your working hours will be from 11:00 AM to 06:00 PM.

Please note that this letter is for information purposes only. Detailed terms and conditions of your appointment have been communicated separately.

We extend our warmest congratulations on your appointment and wish you every success in your role.

Best regards,

For SHREE SAI MOTORS


PROPRIETOR

PRAPTI ONLINE SERVICES

Common Service Center

Shop No.1,Ekam – I, Opp. PNB, Nari Road, Nagpur-440026.

Contact No. 9766291400

CSC ID : 336447240014

Ref. No. _____

Date:2-12-2019

To,

Miss. Chetana Prabhakar Bokade

Subject: Appointment Notification

Dear Chetana Prabhakar Bokade

This letter confirms your appointment as a **Trainer** at **Prapti Online Services**, effective from 4th December 2019. Your working hours will be from 11:00 AM to 06:00 PM.

Please consider this letter as official confirmation of your appointment with our firm.

Sincerely,



PG

P.G. ENTERPRISES

Friends Colony, Bhandara, Nagpur -441 904
Mo. 9067300724

Ref. No. _____

Date:02-01-2020

This is to state that **Mr. Mohit Gopichand Goplani** has been appointed in our firm **PG Enterprises** as **Accountant** from 4th January 2020 and will work in our firm whose timing will be from 10 AM to 05 PM.

(Signature of manager with seal)



Office address : Friends colony, Bhandara, Nagpur -441 904



Vivekanand Charitable Trust Nagpur

Mr. Vijay Balpande
Director

Ref. No. _____

Date: 3-12-2019

To,

Miss. Karuna Kartik Marchattiwar

Subject: Appointment Letter

Dear Miss. Karuna Kartik Marchattiwar

We are pleased to inform you that you have been appointed as an **Accountant** at **Vivekanand Charitable Trust, Nagpur**, effective from 5th December 2019. Your working hours will be from 10:00 AM to 04:00 PM.

This letter serves as formal confirmation of your appointment with our firm. Please review the terms and conditions outlined in the attached document.

We look forward to your contribution and wish you a successful tenure with us.

Yours sincerely,



(Signature of manager with seal)

9028022205

Om Traders
Deals In **Genuine** Beauty Products.
Opp. Shri Kalgidhar Satsang Mandal Hall, Indira Colony, Jaripatka, Bhubaneswar-751014

Ref. No. _____

Date: 7 Feb 2020

To,

Mr. Nikhil Ramkumar Lilhare

Subject: Appointment Information

Dear Mr. Nikhil Ramkumar Lilhare

This letter is to inform you that you have been appointed as a **Salesman** at **Om Traders**, effective from 10th Feb 2020. Your working hours will be from 11:00 AM to 06:00 PM.

Please note that this letter is for information purposes only. Detailed terms and conditions of your appointment have been communicated separately.

We extend our warmest congratulations on your appointment and wish you every success in your role.

Best regards,

For OM TRADERS

Proprietor



SHRI BALAJI GRUH UDYOG

Plot.No.212,Bengali Society,Kasturba Nagar,Jaripatka,Nagpur-440014
Contact.No:9373178307 | Email:balajigrudyog1995@gmail.com

Ref. No. _____

Date:14/02/2020

APPOINTMENT LETTER

This is to state that **Mr. Pritesh Ganraj Bunde** has been appointed in our firm **Shri Balaji Gruh Udyog** as Marketing Executive from 16th Feb 2020 and will work in our firm whose timing will be from 11 AM to 06 PM.






SHREE SAI MOTORS

Shop No 1/2, Shivram Complex Koradi Rd,
Zingabai Takli Nagpur MH 440030

Ref. No. _____

Date:08/09/2019

To,

Mr. Pravin Suryabhan Shankar

Subject: Appointment Letter

Dear Mr. Pravin Suryabhan Shankar

We are pleased to inform you that you have been appointed as an **Accountant** at **Shree Sai Motors**, effective from 10th September 2019. Your working hours will be from 11:00 AM to 06:00 PM.

This letter serves as formal confirmation of your appointment with our firm. Please review the terms and conditions outlined in the attached document.

We look forward to your contribution and wish you a successful tenure with us.
Yours sincerely,

SHREE SAI MOTORS


PROPRIETOR

ARNAV AUTO PARTS

TELEPHONE EXCHANGE SQUARE, NAGPUR-440008

Ref. No. _____

Date:29/03/2020

To,

Miss. Pinki Dilip Singh

Subject: Appointment Information

Dear Miss. Pinki Dilip Singh

This letter is to inform you that you have been appointed as a **Sales Executive** at **Arnav Auto Parts**, effective from 31/04/2020. Your working hours will be from 11:00 AM to 06:00 PM.

Please note that this letter is for information purposes only. Detailed terms and conditions of your appointment have been communicated separately.

We extend our warmest congratulations on your appointment and wish you every success in your role.

Best regards,

ARNAV AUTO PARTS
Bais
Proprietor



Sai Jyoti Publication

Sales Office: Om Sai Publishers and Distributors

29 Indira Nagar, Behind T.B. ward, Opp. Old immamwada Police Station, Nagpur – 440003.

Ph: (off): (+91)9764673503, 9923593503, Email id: sjp10ng@gmail.com, Website: www.saijyoti.in

Ref. No. _____

Date: 16/02/2020

To,

Mr. Sameep Ajay Jaiswal

Subject: Appointment Notification

Dear Mr. Sameep Ajay Jaiswal,

This letter confirms your appointment as a **Typist** at **Sai Jyoti Publication Nagpur**, effective from 20/02/2020. Your working hours will be from 11:00 AM to 06:00 PM.

Please consider this letter as official confirmation of your appointment with our firm.

Congratulations and best wishes for your journey with us.

Sincerely,



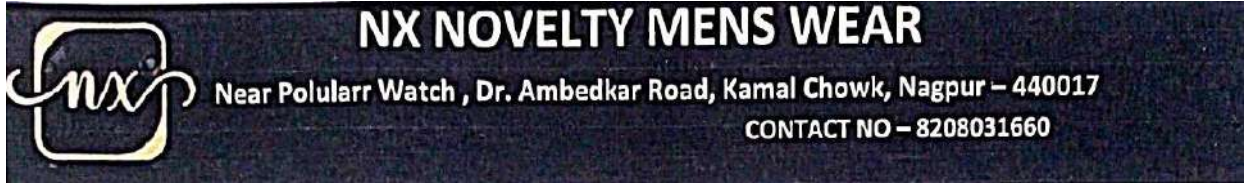
Ref. No. _____

Date: 29/09/2019

This is to state that **Miss. Satyam Suresh Manshani** has been appointed in our firm **Armour Hardware Nagpur**, as Accountant from 01/10/2019 and will work in our firm whose timing will be from 11 AM to 06 PM.



- Construction Chemical • Scaffolding • Bitumen Tar Products • Civil & Engineering Goods
- Safety Products • Industrial & Decorative Paints • Water Proofing Glass Fibre Mesh



Ref. No. _____

Date:14/02/2020

To,

Mr. Shubham Mohan Kannojiya

Subject: Appointment Notification

Dear Mr. Shubham Mohan Kannojiya,

This letter confirms your appointment as a **Sales Executive** at **NX Novelty Mens Wear Nagpur**, effective from 20/02/2020 Your working hours will be from 01:00 PM to 08:00 PM.

Please consider this letter as official confirmation of your appointment with our firm.

Congratulations and best wishes for your journey with us.

Sincerely,

NX NOVELTY MENS WEAR
Near Polularr Watch, Kamal Chowk, Nagpur-17
M.8087087898
Vicky



ARDRA TATVA PRIVATE LIMITED

(CIN NO. U24290MH2021PTC373340)

Mail ID: ardratatvachem@gmail.com Contact No. 7448172612

Ref. No. _____

Date: 25 March 2020

To,

Mr. Tarun Naresh Ramteke

Subject: Appointment Letter

Dear Mr. Tarun Naresh Ramteke

We are pleased to inform you that you have been appointed as an **Office Administrator** at **Ardra Tatva Private Limited Nagpur**, effective from 1st April 2020. Your working hours will be from 11:00 AM to 06:00 PM.

Your role as an **Office Administrator** will entail.

This letter serves as formal confirmation of your appointment with our firm. Please review the terms and conditions outlined in the attached document.

We look forward to your contribution and wish you a successful tenure with us.
Yours sincerely,



ARDRA TATVA PVT LTD

(Authorised signatory with seal)

Himanshu Khushalani

Reg. Office :- Plot No. 6, Ambazari Layout, Nagpur (M.H.), 440010

Head Office :- 201, Shiv Gaurav Estate, Bhagwagar Layout, Dharampeth, Nagpur -440010



ABHAR LAND AND DEVELOPERS PRIVATE LIMITED

CORP. OFFICE: Plot No. 101, East High Court Road, New Ramdaspeth Nagpur- 440010.

Impresso's Credentials

CIN: U45400MH2007PTC171240, PHONE NO.: (0712) 2551306, EMAIL: abharland@yahoo.com

Ref. No. _____

Date: 15/12/2019

APPOINTMENT LETTER

This is to state that **Mr. Tushar Mahesh Dhanwani** has been appointed in our firm **Abhar Land And Developers Private Limited Nagpur**, as Accountant from 01/01/2020 and will work in our firm whose timing will be from 11 AM to 06 PM.

ABHAR LAND AND DEVELOPERS PVT LTD



Darshane

(Authorised Signatory)

**Placement of Outgoing
Students
2018-2019**

STUDENT LIST
2018-2019

Year	Name of student who has been placed	Program graduated from	Year of graduation	Name of the employer with contact details	Pay package at appointment (In INR per annum)
2018-2019	Vikas Ramkumar Galani, 9371836057	BCom	2019	ICICI Prudential Ms. Vishakha (8380098799)	200000/-
	Priyanka Manoj Harchandani, 9021488686	BBA	2019	ICICI Prudential Ms. Vishakha (8380098799)	200000/-
	Kishan Tiwari 7741984697	BSc	2019	ICICI Prudential Ms. Vishakha (8380098799)	200000/-
	Mayur Karwade 9552965473	BSc	2019	ICICI Prudential Ms. Vishakha (8380098799)	200000/-
	Jasmit Singh Virdi 9403590159	BBA	2019	Concentrix	240000/-
	Himanshu Shende 7499680676	BBA	2019	Concentrix	240000/-
	Rohit Ganwani 8087313936	BBA	2019	Concentrix	240000/-
	Roshni Nagwanshi 7447515964	BBA	2019	Concentrix	240000/-
	Ku. Shraddha Anil Gahlod	BSc	2019	earn & Learn	salary as per fresher's job
	Mr. Abhishekh Prakash Govindwar	BBA	2019	Apx exchange	779000/-
	Mr. Ankit Deepak Kumar Ambwani	BBA	2019	Jayshree papers	salary as per fresher's job
	Ku. Deepali Darshan Saini	BBA	2019	Gurunanak plastics	salary as per fresher's job
	Ku. Fatema Noor Shakeel Ahmed	BBA	2019	Turnnet finance pvt ltd	144000/- per annum
	Mr. Harshal Tashwant Patil	BBA	2019	Capitax pvt ltd	salary as per fresher's job
	Mr. Himanshu Anil Shende	BBA	2019	Morning star india pvt ltd	3,30588/- per annum
	Ku. Kajal Ganesh Nagdive	BBA	2019	Antique stone	salary as per fresher's job
	Mr. Mohd. Arshad Sheikh	BBA	2019	Max life insurance	270000/- per annum
	Mr. Mohd. Shakir Mohd. Sharif Sheikh	BBA	2019	Quess	215496/- per annum
	Asif Mohammad	BBA	2019	Amber	
	Aditi Shiv	BBA	2019	Altius	salary as per fresher's job
	Sahil Batra	BBA	2019	Owner of Bakery The Cake Affair	salary as per fresher's job
	Pinky Ruchandani	BSc	2019	ICAD	salary as per fresher's job
	Mr. Rohit Ashok Gangwani	BBA	2019	Lalpari, self employed	salary as per fresher's job
	Ku. Ruchi Rajesh Fale	BBA	2019	HDFC life	525000/- per annum
	Mr. Mohd. Asif Mohd. Ismail	BBA	2019	Byjus	350000/- per annum
	Mr. Chandan Sanjay Sethiya	BBA	2019	Metro sales	salary as per fresher's job
	Mr. Jasmeet Singh Prem Singh Virdi	BBA	2019	Admiral india	300000/- per annum
	Ku. Barnika Sameer Chatterjee	BBA	2019	Citi corp services India pvt ltd	salary as per fresher's job
	Ku. Gunjan Samarth Damle	BBA	2019	Vedantu	330000/- per annum
	Mr. Mohd. Sohail Shabbir	BBA	2019	Target integration	salary as per fresher's job
Arti P Rawtani	BCom	2019	L. I. C.	salary as per fresher's job	

Lajo A Patil	BCom	2019	L. I. C.	salary as per fresher's job
Akash D Gupta	BCom	2019	L. I. C.	salary as per fresher's job
Ashiwini L Malik	BCom	2019	L. I. C.	salary as per fresher's job
Sandesh Kunjwani	BCom	2019	A. K. Agency	salary as per fresher's job
Arti R Patil	BCom	2019	Swati medical store	salary as per fresher's job
Deepak D Makhija	BCom	2019	Swati medical store	salary as per fresher's job
Kirti S Kalyani	BCom	2019	Sai Agency	salary as per fresher's job
Madhav A Nimje	BCom	2019	Hakimi Hardware	salary as per fresher's job
Himanshu Vajirani	BCom	2019	New Babji Enterprise	salary as per fresher's job
Shubham R. Shahu	BCom	2019	Kumar sales	salary as per fresher's job
Pooja B Rawte	BCom	2019	om baheram traders	salary as per fresher's job
Vandan S Sahare	BCom	2019	sunder footware	salary as per fresher's job
Simran R Chhabra	BCom	2019	R. B. Hardware	salary as per fresher's job
Lokesh D Natharani	BCom	2019	Amay sales co	salary as per fresher's job
Rani Jaikumar Shah	BCom	2019	Sree krishna agency	salary as per fresher's job
Saurabh Ashok Barmate	BCom	2019	Nilesh hinje	salary as per fresher's job
Dhananjay Manohar Bokde	BCom	2019	Abhay traders	salary as per fresher's job
Arti A Chauhan	BCom	2019	Suresh jagwani & co	salary as per fresher's job
Tushar P Khanchandani	BCom	2019	Suresh jagwani & co	salary as per fresher's job
Deepali A Lawankar	BCom	2019	Rathi Kaushik & asso	salary as per fresher's job
Sahil R Khatri	BCom	2019	Rathi Kaushik & asso	salary as per fresher's job
Arti Arun Chauhan	BCom	2019	Jeetendra Jewellers	salary as per fresher's job
Madhav A Nimje	BCom	2019	Turjai steel traders	salary as per fresher's job
Lavesh P Nichwani	BCom	2019	Amay sales co	salary as per fresher's job
Monali M Jagdale	BCom	2019	om baheram traders	salary as per fresher's job
Shradhha P Pounikar	BCom	2019	R. B. Hardware	salary as per fresher's job
Sainal T Gour	BCom	2019	Sunder footware	salary as per fresher's job
Shivam R Khatri	BCom	2019	Vimal electricals	salary as per fresher's job
Vishal Tahiliani	BCom	2019	La farganza perfumes	salary as per fresher's job
Yogita P Gopchandani	BCom	2019	Jai bakery	salary as per fresher's job
Harvinder Sabarwal	BCom	2019	Omkar marbles	salary as per fresher's job
Sagar D Kukde	BCom	2019	Central india traders	salary as per fresher's job
Abhishek Gowindwar	BBA	2019	Publicis marketing agency, mumbai	salary as per fresher's job
Rahul Lokhande	BBA	2019	Freelancer in digital Marketing	salary as per fresher's job
Alka Manoj Nichwani	MCom	2019	Wagh Luminous, 104 Zenda Square, Nagpur	salary as per fresher's job

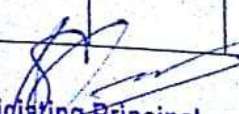
Bhavesh Ramesh Hedao	MCom	2019	Husnoor Private ITI, Borgaon, Nagpur	salary as per fresher's job
Ashwini Vitthal Nimje	MCom	2019	Shree Sai Motors, Zingabai Takli, Nagpur	salary as per fresher's job
Fatema Taiyebhai Champawala	MCom	2019	Prapti Online Services, Nari Road, Nagpur	salary as per fresher's job
Kajal Uttam Shahu	MCom	2019	PG Enterprises, Friends Colony, Nagpur	salary as per fresher's job
Mayuri Vijay Sardar	MCom	2019	Vivekanand Charitable Trust, Nagpur	salary as per fresher's job
Megha Ramrao Bawankule	MCom	2019	Om Traders, Indira Colony, Jaripatka	salary as per fresher's job
Payal Rajesh Dhakate	MCom	2019	Shri Balaji Gruh Udyog, Jaripatka, Nagpur	salary as per fresher's job
Priti Bhaskar Bhadade	MCom	2019	Shree Sai Motors, Zingabai Takli, Nagpur	salary as per fresher's job
Priyanka Siddharth Wasnik	MCom	2019	Arnav Auto Parts, Telephone Exchange, Nagpur	salary as per fresher's job
Nikhil Ghanshyam Patansavingikar	MCom	2019	Sai Jyoti Publication, Indira Nagar, Nagpur,	salary as per fresher's job
Sanket Sanjay Nandanwar	MCom	2019	Armour Hardware, Ganjakhet Square, Nagpur	salary as per fresher's job
Sapna Mahadeo Khadgi	MCom	2019	Ardra Tatva Private Limited, Ambazari Layout, Nagpur	salary as per fresher's job
Rina Bharat Varma	MCom	2019	NX Novelty Mens Wear, Kamal Chowk, Nagpur	salary as per fresher's job
Kapil Khatwani	BCom	2019	Shri krishna Hardware	salary as per fresher's job
Devendra Wakodikar	BCom	2019	Bhairavi Associates	salary as per fresher's job
Akshay Kolkatkar	BSc	2019	JumpCloud	salary as per fresher's job
Pooja Sawlani	BSc	2019	Moderna Therapeutics Inc	salary as per fresher's job

DOCUMENTS in ORDER
2018-2019

Placement Report of Training & Placement Cell (2018-2019)

Year	Name and Number of students placed(with contact details)	Name of the employer with contact details	Package received	Program graduated from
2018-2019	4 1. Himanshu Shende BCom (7499680676) 2. Ruchi Fale BBA (9511679234) 3. Kishan Tiwari BSc (7741984697) 4. Mayur Karwade BSc (9552965473)	ICICI Prudential Ms.Vishakha (8380098799)	2,00,000	BSc/BCom
	4 1) Jasmit Singh Viridi BBA (9403590159) 2) Himanshu Shende BBA (7499680676) 3) Rohit Ganwani BBA (8087313936) 4) Roshni Nagwanshi BBA (7447515964)	Concentrix		BCom/BBA




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Training & Placement Cell

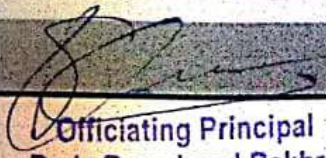
Training and Placement Cell is an inbuilt component of the institute. The institute has provided complete infrastructure for effective functioning of the cell. Training activities are coordinated throughout the year in an effort towards developing the students for the campus selection programs. Placement and training plays a major role in shaping up the career goals of students. Training of students and equipping them with life skills has become an important responsibility of the institution. Training and Placement cell promoted its activities for the overall development of students. We are conducting Campus Recruitment Training (CRT) programs for all students.

Objectives

- To create awareness and provide guidance about avenues open after graduation i.e. higher education, placements.
- Gathering information about job fairs and all relevant recruitment advertisements.
- Coordinating with companies to learn about their requirements and recruitment procedures.
- Identifying the needs and expectations of the companies to assist them in recruiting most suitable candidates.
- Organizing pre-placement training/workshops/seminars for students.
- Arranging periodic meetings with TPO's to promote recruitments.
- To provide resources and activities to facilitate the career planning process.
- To assist students in obtaining placement in reputed companies.
- Arranging guest lecture of eminent personalities from Industry & Career Counselling.
- Arranging off Campus, Pool Campus and exclusive Campus Recruitment Drives.
- To prepare students for campus recruitment arranging training in Aptitude tests, Group discussions, workshops/seminars on interview skills, resume preparation etc.
- To plan and organise various placement drives in campus.
- To manage pool placement drives off campus.

Sr. No	Name	Designation
1	Dr. S. A. Mandavgane	Training & Placement Co-ordinator
2	Dr. M. L. Wanjari	Member
3	Dr. B. S. Anerao	Member
4	Dr. Sharda Bhagchandani	Member
5	Dr. Mrs. A. R. Golhar	Member

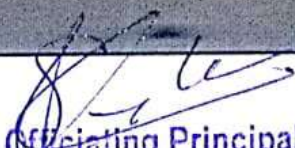



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Activity Report of Training and Placement Cell for the Year 2018 – 2019

Date	Type of activity	Description of activity
1 st September 2018	Seminar on "Interview Techniques"	The seminar on "Interview Techniques" was conducted by Mrs. Mehrunisa, a corporate trainer of ICICI Training Institute, Nagpur for the students of BCom, BBA, BCCA, BSc and MCom.
1 st October 2018	Seminar on Entrepreneurship Leadership	The seminar on Entrepreneurship Leadership Program for the BSc, BCom and BCCA students was conducted by Mr Amol Mourya, CEO, corporate trainer and Bussiness from Nagpur.
13 th Feb 2019	Lecture on the topic "Robotics and Cloud Technology"	The seminar on the topic "Robotics and Cloud Technology" for the final year students of BSc was conducted by RTMNU Robotics and Cloud Technology Department.




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Seminar on "Interview Techniques"



Seminar on Entrepreneurship Leadership Program Technology

Lecture on Robotics and Cloud



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Placement Report of Training & Placement Cell (2018-2019)

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Dada Ramchand Bakhru Sindhu Mahavidyalaya, Nagpur

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



The following Students of B.Sc. from DRB Sindhu Mahavidyalaya, Nagpur worked under the earn and learn facility in Session 2018-19.

ENROLLMENT ONLINE WORK 2018-19 SESSION

- 1 Ku. Shraddha Anil Gahlod




Officiating Principal
Dada Ramchand Bakhru
Sindhu Mahavidyalaya, Nagpur-17

01st September, 2023

Abhishek Govindwar
Mumbai

(Subject: Appointment Letter cum Employment Agreement)

Dear Abhishek,
Congratulations!

We are pleased to appoint you as **Analyst** (hereinafter referred to as the "Employee") at **Brandmap Communications Pvt Ltd** at Urmi Estate, 16th floor -Tower A, 95 Ganpat Rao Kadam Marg, Lower Parel (W), Mumbai, Maharashtra 400013 India (hereinafter referred to as the "Company") with your permanent residence at **Mumbai**, on the following terms and conditions:

1. Commencement of Employment

Your employment with the Company shall commence on or before **1st September, 2023**. For the purpose of all employment benefit your effective date of joining will be **28-Nov-22**. You accrued retirement benefits such as Gratuity, Provident Fund etc. shall now be secured with Brandmap Communications Pvt Ltd. You are required to fill-up a PF transfer form for transferring your PF contributions to the exempted PF trust of TLG India.

1. COMPENSATION (on cost to the company basis)

Your annual gross salary will be **Rs. 779,000/-** per annum The details of your compensation on a 'cost to the company basis' as per Annexure A is attached along with this letter. This will be subject to statutory deductions and deduction of taxes, as applicable. Salary is defined as the total of all payable components which includes basic pay, all allowances and employer contributions that are a part of the fixed compensation paid to you. Salary will be paid on a pro-rated basis based on the actual number of days worked during the month after adjusting leave balances (if any) and (any) loss of pay (if applicable, in case of unauthorized, unapproved, unavailability of balance of leaves).

You agree not to disclose the terms of employment or remuneration to any third party, including other employees of the company except those in authority in the Management, Heads of Departments or the Human Resource Department.

2. PROBATION

You will be hired as a confirmed employee from **01-Sep-2023**.

Notwithstanding the above, during the period of your probation or after your confirmation, in case you breach any of the clauses of this appointment, or you are found to have committed an act of misconduct or dereliction of duties or disobedience of the instructions given to you, your services may be terminated with immediate effect. In such event it would not be necessary for the company to give you any notice whatsoever.

PERFORMANCE REVIEW

Your performance will be reviewed as per the standard company cycle. Salary reviews are based on merit and are not automatic. This ensures that our top performers are better rewarded.

Employee serving his/her notice period shall not be eligible for a performance Pay or bonus of any kind announced during his/her tenure by the employer. The Company's decision in disbursement and changes in the manner of administering shall be final and binding on the employee.

3. SUPERANNUATION

Every employee shall retire on completion of 58 years of age.

4. WORKING HOURS & SUBMISSION OF TIMESHEETS

Office will function from Monday to Friday, reporting time is between 9.00 am – 10.30 am. Each employee must ensure that they have completed **8.30 hours** of work per day. Lunch break 1.00 p.m. to 1.30 p.m.

Employees are required to complete timesheets in the HRIS on a daily basis. Submission of timesheets on a timely basis is important so that client's profitability can be derived. In essence, the Company views client profitability as a fundamental tool in making crucial strategic business decisions. Failure to submit timesheets on time will lead to 0.5 days deduction of earned leave. The deducted earned leave will be auto reversed once the respective days' time sheet is completed and submitted for 8.30 hrs.

Attendance is recorded through our new employee portal **www.publicisgrouptalent.com** or via the **mobile app** which you can download from Google Playstore or Appstore.

If you are directly reporting for a business meeting from your residence or leaving office early for client meetings, you can login your in-time from client site via the mobile app. The app will take your location and check-in your time or check-out time.

You are requested to ensure that they are on duty at the commencement time fixed and do not leave before the closing time. Employees who report to office after the shift cutoff time (For example, post 10:30 am for a general shift) will be marked late. From the 4th Late Mark onwards a half-day earned leave deduction will be auto applied and from 4th Instance onwards attendance regularization request will have to be approved by reporting manager and HR Admin.

5. OTHER BENEFITS & CONDITIONS

a. Medical /Insurance

You and your family will be eligible to participate in the Company medical and insurance scheme, as per the policy in force.

b. Provident Fund

You will be entitled to join our scheme from the date of joining the Company. The amount of employer's contribution to provident fund has been included in your gross salary as shown in Annexure A.

c. Gratuity

You are eligible to participate in the gratuity scheme of the Company.

d. Public Holidays

You are entitled to public holidays as declared by the Company as the beginning of each calendar year.

e. Leave

Privilege Leave: Entire 18 days in a year will be credited to your leave balance in January every year. Your EL will be pro-rated based on your date of joining for the calendar year. You are encouraged to avail the entire 18 days in the calendar year and hence you will have to proactively plan your leave. Any accrued leave balance will neither be carry forward nor get encashed.

Sick Leave: Sick Leave with full pay will be granted up to 7 days for each year. Unavailed Sick Leave has no cash value and cannot be carried forward. A sick note must be supplied for all leave taken under this heading and any leave taken in excess of two days at a time must be certified by the submission of an acceptable medical certificate. Absence in excess of two days without an acceptable medical certificate or any abuse of this rule may be deemed misconduct.

Garden Leave: The Company, however, reserves the right to exclude you from the premises of the Company and require you not to attend at work and/or not to undertake all or any of your duties of employment during any period of notice (whether given by you or the Company) (the "Garden Leave Period"), provided always that the Company shall continue to pay your salary and contractual benefits during the Garden Leave Period. You agree that your obligations of confidentiality and of good faith, loyalty and fidelity shall remain in force for the duration of this agreement notwithstanding the Garden Leave Period. This means that you must comply with the following during the Garden Leave Period, you must:

- a. Not be employed by or otherwise provide services to any third party (unless agreed in advance with the Company in writing);
- b. Not compete or prepare to compete with the Company or assist a competitor of the Company in any way, including by enticing or preparing to entice the Company's clients or business to a competing business;
- c. Not undermine the business of the Company in any way; and Comply with all lawful instructions of the Company (including any instruction not to contact customers, prospective customers, employees or business contacts of the Company or any Associated Company).

A breach of any of the above may be grounds for summary dismissal.

6. NOTICE PERIOD/TERMINATION

Either party will give **Three** months' notice in writing with or without cause.

The company reserves the right to pay or recover salary in lieu of notice period not served. In case of breach of contract or misconduct, termination may be without notice and emoluments or compensation of any kind.

Leaves are not permitted during notice period. In case any leave is taken, it would be considered as LOP (loss of pay) and will be deducted from resigned employee's salary or from the Full & Final Settlement amount.

7. POLICIES AND PROCEDURES

You will be governed by the rules & regulations of the company applicable to your employment as amended from time to time in respect of leave, holidays, working hours, intervals, etc., as per the employee handbook and communicated to you by the company. You will be entitled to all schemes implemented by the company including productivity based incentive schemes, if any, as applicable to your employment. The policy document is available on the company intranet (www.publicisgroupetalent) and it is your onus to read and understand.

Brandmap Communications is one of the corporate brands under the Publicis Groupe. Employees, who are controlled directly or indirectly by Publicis Groupe, must understand and comply with the Corporate Internal Control Policies and Procedures. **Janus** is the manual that provides its worldwide employees with guidance as to the standard of conduct that it expects them to observe.

8. TRAINING COST

Should you voluntarily leave the Company within 12 months of the completion of any Company sponsored training which cost more than or equal to INR 25,000/ training, the Company may seek recovery of the costs as per the following structure:

- 100% recovery if within 6 months
- 75% recovery if within 9 months
- 50% recovery if within 12 months

9. NON-DISCLOSURE & CONFIDENTIALITY

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 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, graphic, diskette, or machine readable form including but not limited to all non-public lists of customer, agents, general agents, intermediaries, prices, business plans, strategic plans or other non-public financial information, customer base, manual, designs, procedures, formula's, discoveries, inventions, improvements, concepts, idea's, future plans and budgets unannounced organizational staffing changes financial analysis, competitor analysis, management information technical data and Market studies.

This obligation of confidentiality continues after your employment terminates, further complete confidentiality of employment compensation details is expected to be maintained by you during your period of employment with the company.

You shall faithfully observe and comply with all the Company's rules, policies, regulations, practices, processes and procedures that are in force and applicable to you and all changes therein, from time to time, shall be binding on you. You shall indemnify and keep the Company indemnified and harmless against all claims by any third party for loss, damage, expenses or infringement of the third party's (IPRs), arising as a result of the usage of any patent, trademark, label, design or application, including software programs and applications.

The Company shall also have a right to recover any damages incurred on account of any misrepresentation of your job responsibilities, misappropriation of funds by you, or any act done by you which is against the policies as laid down by the Company from time to time. You shall indemnify and keep the company indemnified to the extent of such loss as may be suffered by the Company.

You agree that during the term of employment and for a period of one year after the termination of your employment, you shall not in any way, directly or indirectly:

- (a) Induce or attempt to induce any employee of the Company to quit employment with the Company;
- (b) Otherwise interfere with or disrupt Company's relationship with its employees;
- (c) Solicit or entice any employee of the Company.

At the time of joining, you may be required to sign an additional Confidentiality & Non-Disclosure Agreement with the Company depending on the nature of your role.

10. CONFLICT OF INTEREST

You will avoid conflict between your interest as an employee, and the interest of the company in dealing with suppliers, customers and all other organizations or individuals doing or seeking to do business with the company. Further, if any 'conflict of interest' arises in future, you will promptly report the same to the company.

11. NON-COMPETITION & NON SOLICITATION

You shall not at any time during the period of this employment or for a period of one year thereafter;

- (a) Either on your own account or for any other person, firm or corporation, directly or indirectly solicit, interfere with or recruit, or endeavor to entice away from the company any person who is employed or engaged by the company.
- (b) Either seek any employment or otherwise employed directly or indirectly with any of our customers and/or their competitors, without the prior approval of the company.
- (c) You shall not join any client of **Brandmap Communications Pvt Ltd** after leaving the organization without prior written approval from **Brandmap Communications Pvt Ltd** to do so.

12. CODE OF CONDUCT

You are expected at all times to carry out your duties and responsibilities in a professional and ethical manner and conduct yourself in such a way that your behavior will not reflect adversely on the Company. During your employment while representing the Company, you shall behave on and off duty in such a way that it does not bring disrepute to the Company. The policy on "Code of Conduct" must be followed at all times.

You must immediately report in writing to the management, any offer of gifts, services or payment from customers, suppliers, distributors, business partners of the company, and other such person, company or firm with whom the Company conducts or may conduct business.

You accept the disciplinary rules, regulations and procedures of the Company as per the policies of the company are applicable to you during your employment. The disciplinary procedures are subject to change from time to time and it is your onus to read and understand in the employee handbook.

13. LIABILITY

You shall indemnify the Company in respect of any liability incurred by the Company as a direct consequence of your negligence, breach of contract, duty or trust in relation to the affairs of the Company.

No employee has authority to purchase stores, or goods, or services, or to incur any liability on behalf of the Company without the written authority of the Managing Director or a person deputed by him to do so. No purchase may be made without a written purchase order and no payment for stores, goods or purchases for the use of Company's business may be made except against a completed purchase order or with the prior approval of the Managing Director or the person deputed by him to do so.

14. PERSONAL RECORD

The appointment is conditional upon you complying with the following conditions:-

- a. You must provide us with such proof as we, in our absolute discretion, consider necessary of your identity, residency, age, qualifications, etc. Originals of the documents are required to be shown, wherever required, though they will not be retained by the Company.
- b. We must receive from you such references as we, in our absolute discretion, consider being satisfactory.

If any declaration given or furnished by you to the company prove to be false or if you are found to have willfully suppressed any material information, in such a case, you will be liable to be terminated from this employment at any time without any notice, whatsoever.

A change in residential address should be notified to the Company immediately. All changes in marital status should be notified. These requirements are in the interest of the employee particularly.

15. TRANSFER

This employment is transferable to any of the Branch Offices/Associated Companies in India. If an employee should be transferred from one office to another, the Company will meet the cost of such transfer of the employee and his family in accordance with the status of the employee so concerned. The Company shall also pay the living expenses of a transferred employee and his family for a period not exceeding three weeks in the new station to the extent of the status of the party concerned.

16. DISPUTES

This agreement shall take effect and shall be interpreted in accordance with the laws of India – Jurisdiction of **Gurugram**. All claims, complaints and disputes relevant to the appointment and employment should be settled amicably between you and the company in accordance with the policies, procedures and regulations of the Company, as enforced and practiced from time to time. In case amicable settlement fails, then any unresolved dispute shall be referred to the courts of India and shall be construed in accordance with the local regional laws prevailing in Maharashtra and national law prevailing in India.

The company may make reasonable changes to these and any other agreed terms and conditions of employment. Minor changes of details (such as procedures) may be made from time to time and shall be effected by a general staff notice to all employees. Such changes shall be deemed to have been accepted by you unless the Company receives an objection from you in writing within 14 days of the issue of the notice.

We take this opportunity to congratulate you on your appointment and welcome you to our Company.

Please return a signed copy of this letter to the Company in token of your having understood and agreed to terms and conditions of your employment with the Company set out above and Enclosed as Annexures "A".

Yours sincerely,
For Brandmap Communications Pvt Ltd,



Rashmi Sharma
Vice President - Talent and Transformation

I have read and understood the above terms and conditions governing my services/employment with the Company and the same are acceptable to me.

Name : **Abhishek Govindwar**

Signature :

Date :

Conflicts, Non-Solicitation, Creative Ownership, and Confidentiality

As a condition of your employment with Brandmap Communications and/or any Brandmap Communications branded agency, including but not limited to Brandmap Communications any and all of which in this document are collectively referred to as " Brandmap Communications", by your signature below, you hereby confirm your agreement to comply with the following policies relating to Conflicts, Non-Solicitation, Creative Ownership, and Confidentiality, as well as compliance with Brandmap Communications Pvt Ltd (A division of TLG India Pvt Ltd) and Publicis Groupe policies.

Conflicts

You agree that you have a primary business responsibility to Brandmap Communications and must avoid any activity that may interfere, or may have the appearance of interfering, with this responsibility. Business decisions must be based solely on the best interests of Brandmap Communications, without regard to personal, family or other outside considerations.

Conflicts of interest can arise when your position or responsibilities within Brandmap Communications present an opportunity for financial gain in addition to the financial rewards of employment. They can also arise when your personal or family interests are, or may be viewed as being, inconsistent with those of Brandmap Communications and therefore creating conflicting loyalties. Such conflicting loyalties could cause you to give preference to personal interests, either internal or external, in situations where Brandmap Communications responsibilities should come first.

We expect that you will make decisions objectively and in the best interest of Brandmap Communications and our clients*. Simply put, you must avoid any activity, interest or association which conflicts with – or appears to conflict with – your judgment of what is in the best interest of and our clients.

- You may not own, either directly or indirectly through a close family member (such as a spouse, domestic partner, child or sibling), a financial interest in another ad agency, a client's competitor or a supplier to Brandmap Communications Pvt Ltd (A division of TLG India Pvt Ltd) or its clients. (This does not include ownership of less than 1% of the outstanding shares of a publicly held corporation.)
- You may not conduct business on behalf of with any supplier for which a close relative (such as a spouse, domestic partner, child or sibling) acts as an owner, officer or representative.
- You may not hold a position in any suppliers, including media. You may not, without prior disclosure, act as agents or brokers for any third party in selling property or services to a client or supplier. You may not directly or indirectly sell their property or services to a client or supplier.
- You may not work or freelance for any business organization other than Brandmap Communications without prior approval from your manager. Occasionally, Brandmap Communications employees are asked to serve on the board of directors of another organization. In some cases, this may raise a conflict of interest or even a legal issue. Before, accepting a position as a board member (including Boards of non-profit organizations), always get written approval from the Brandmap Communications CEO and/or the Brandmap Communications Pvt Ltd (A division of TLG India Pvt Ltd) General Counsel.

- You may not accept a gift, kickback or similar payment, directly or indirectly, from media or any suppliers as payment for obtaining Brandmap Communications Pvt Ltd (A division of TLG India Pvt Ltd) business. You may not accept anything other than nominal gifts or favors from a present or a potential supplier. Exchanging business lunch checks and usual business promotion premium items are, of course, exceptions.
- Accounting entries, time/hour entries, invoices and all other documentation must be accurate. You must never make a false or misleading entry in company books and/or records, nor encourage or condone others to do so. Under no circumstances shall you establish an unrecorded fund for any purpose. You must accurately report your hours and expenses, in compliance with Brandmap Communications Pvt Ltd (A division of TLG India Pvt Ltd) practice and policy, as well as the contractual requirements of the Client with which you are working.
- You must not violate the law of the United States or any other country in carrying out your duties.
- You must never induce a government official to do something illegal. You shall not make an unauthorized payment, or authorize an improper payment or gift (cash or otherwise) – directly or through an agent – to a foreign official.
- You may not use Brandmap Communications property, services or resources for your personal benefit without prior, proper approval.
- You may not supervise, evaluate or make hiring or promotion decisions for anyone with whom you have a close personal or family relationship. Family members include spouse, domestic partner, children, parents and siblings.
- If you become aware of any violations of any of the above, you should bring them to the attention of Brandmap Communications Pvt Ltd (A division of TLG India Pvt Ltd) Management (the Brandmap Communications Pvt Ltd (A division of TLG India Pvt Ltd) General Counsel, the Director of Human Resources, or the Brandmap Communications Pvt Ltd (A division of TLG India Pvt Ltd) Compliance Officer).

Non-Solicitation

You agree that for one year following the termination of your employment with Brandmap Communications Pvt Ltd (A division of TLG India Pvt Ltd), for any reason, you will not, directly or indirectly:

- Attempt in any manner to solicit from any Brandmap Communications Pvt Ltd (A division of TLG India Pvt Ltd) client, except on our behalf, business of the type performed by Brandmap Communications Pvt Ltd (A division of TLG India Pvt Ltd) or to persuade any person, firm, or corporation which is a client to cease doing business or to reduce the amount of business which any such client has customarily done or contemplates doing with Brandmap Communications Pvt Ltd (A division of TLG India Pvt Ltd) whether or not the relationship between such client and Brandmap Communications Pvt Ltd (A division of TLG India Pvt Ltd) was originally established in whole or part through your efforts; or
- Employ or attempt to employ or assist anyone else to employ any person who is then, or at any time during the then preceding twelve months was, in our employ; or
- Render any services of the type rendered by Brandmap Communications Pvt Ltd (A division of TLG India Pvt Ltd) to any Brandmap Communications Pvt Ltd (A division of TLG India Pvt Ltd) client unless such services are rendered as a consultant to Brandmap Communications Pvt Ltd (A division of TLG India Pvt Ltd), or you have the express written permission of Brandmap Communications Pvt Ltd (A division of TLG India Pvt Ltd) to do so.

Creative Ownership of all Intellectual Property

You agree that any and all copy, art, music, slogans, trademarks, servicemarks, product ideas, inventions, and any and all advertising and promotional ideas and/or intellectual property, or creative materials which relate directly or indirectly to Brandmap Communications Pvt Ltd (A division of TLG India Pvt Ltd), or any clients of Brandmap Communications Pvt Ltd (A division of TLG India Pvt Ltd), are and shall remain the sole and exclusive property of Brandmap Communications Pvt Ltd (A division of TLG India Pvt Ltd) (and its successors and assigns), regardless of whether such ideas and/or materials are created, conceived, or produced by you during office hours or at any other time during your employment by Brandmap Communications Pvt Ltd (A division of TLG India Pvt Ltd).

Confidentiality

You agree that any information relating to Brandmap Communications Pvt Ltd (A division of TLG India Pvt Ltd), or the products and services of a specific individual client of Brandmap Communications Pvt Ltd (A division of TLG India Pvt Ltd), which was available to you in connection with the performance of your job, is and shall remain the property of Brandmap Communications Pvt Ltd (A division of TLG India Pvt Ltd), and/or that specific client. You understand and agree that all of this information and all similar materials are confidential and proprietary and that under no circumstances will you divulge, reveal, share, publish or give any of such information or materials to any third party. The confidentiality provisions of this document will remain in force during and after your employment with Organization_name, unless such information becomes publicly known or you are released from this confidentiality agreement by written release from Brandmap Communications Pvt Ltd (A division of TLG India Pvt Ltd).

Agreement to Use Electronic Confirmation

You agree that you will accept future delivery of this policy (and any changes to it) from Brandmap Communications Pvt Ltd (A division of TLG India Pvt Ltd) in digital form, sent electronically through e-mail or by use of the internet, or by use of some other digital delivery device. Further, you agree that future confirmations of compliance with this policy may be delivered by you to Brandmap Communications Pvt Ltd (A division of TLG India Pvt Ltd) electronically through e-mail or by use of the internet, or by use of some other digital delivery device.

My signature below confirms my understanding of this policy and agreement to comply

Signature:

Date:

Name : Abhishek Govindwar

Jayshree Pipes

Wing Chowk, Nagpur

To whomsoever it may Concern

This is to certify that Mr Ankit Ambwani is working as a Sales executive with Jayshree Pipes since 3/10/2020.


Mr Saurabh Singh



**GURUNANAK PLASTICS,
JARIPATKA, NAGPUR**

This letter is issued to Ms Depali Saini as an trainee
accountant
with Gurunanak Plastics, Nagpur

Ms Vidita Mehra

www.gurunanakplastics.com

Turnnet Finance Pvt Ltd

Mangalwari Sadar, Nagpur

This letter is issued to Ms Fatema Noor Shakeel Ahmed that she is appointed as a Senior Executive (Recovery) with Turnnet Finance Pvt Ltd her basic pay is 12000/- per month.

Saini
Mr Viraj Saini

www.turnnetfinance.com

turnnetfinance@gmail.com

9860552733

CAPITEX PVT LTD

Laxmi Nagar, Sector 54, New Delhi

This letter is issued to Mr Harshal Patil is working with Capitek Pvt Ltd as an Accountant in finance section since 20/10/2022.

Imran
Imran Sheikh,
Finance Manager

Contact On 09824710885

Email: capitek22@gmail.com

Private & Confidential

28 June 2021

Himanshu Anil Shende
615, Gulmohar apartment, Teka-Naka, Kamptee Road,
Nagpur- 440026

Dear **Himanshu**,

Subject: Appointment Letter

Welcome to Morningstar!

You have been offered employment as **"Data Research Analyst"** with Morningstar India Pvt. Ltd. (**"Morningstar India"** or **"Company"**). Your employment with the Company is conditional on and effective from **28 June 2021**, which, for the purposes of seniority, retirement and other statutory and contractual benefits (including gratuity), is your effective date of employment with the Company.

Your employment with the Company shall be governed by the terms and conditions set out in this appointment letter.

The gross CTC offered to you is **"330588"** (Rupees Three Lakh(s) Thirty Thousand Five Hundred Eighty Eight Only) per annum. This is inclusive of performance variable pay, the quantum whereof will entirely depend upon individual and organization performance. Please refer to Annexure III for a detailed break up of your compensation.

Employment for this position is based on the terms and conditions attached as Annexure I (**"Terms and Conditions"**) and Annexure II (Non-Competition, Non-Disclosure and Developments Agreement). This letter, together with the Terms and Conditions, and all other Annexures (collectively, **"Letter"**), shall form the broad terms and conditions of service governing your appointment. The terms of this Letter may change from time to time, in line with changes in the policies of the Company, and such changes shall be deemed to be part of the Letter. You are requested to refer to all existing HR policies as currently applicable to you and keep yourself abreast of any changes in the HR Policies, as applicable to you, from time to time. You are required to abide by the rules, regulations and such other practices, systems, procedures of the Company, as applicable to you from time to time.

We take this opportunity to welcome you to the Morningstar family, and wish you a long and fruitful career with us.

We are confident that Morningstar India will provide you an outstanding opportunity to develop your career and accomplish your professional goals. You will work in an exciting environment and have opportunities for continuous learning and development.

Please confirm your acceptance of the terms of service applicable to you, as covered in this Letter, by signing a duplicate copy of this Letter on all pages and return it to the Talent & Culture department/ Human Resource department.

Once again, welcome aboard, **Himanshu**

For Morningstar India Private Limited,



Pratik Parikh
Head – Talent & Culture, India

Acknowledgement of the Letter by Employee:

I hereby acknowledge that I have read and understood the Letter. I accept the employment with the Company on the terms and conditions stipulated in the Letter and agree to comply with them.

Name of Employee **Himanshu Anil Shende**
.....

Signature
.....

Date
.....

Place
.....

Date of Appointment **28 June 2021**

Annexure I: Terms & Conditions

1. Appointment

Your designation and reporting relationship may undergo a change from time to time as may be determined by the Company.

The Company may require you to undergo a medical examination from time to time and submit a medical report certifying your fitness in performing your duties and obligations under the Letter.

2. Place of Employment & Timings

Your initial place of work will be at one of the Company's offices in **Navi Mumbai**. You may be posted at any of the various offices or divisions of the Company, or its branches / holding company / subsidiaries / affiliates / associates / sister-concerns, whether domestic or overseas, wherever it may be situated, or be deputed to work for any of the Company's clients / associates, if the situation so warrants, for such period that the Company deems appropriate. You will abide by the Company's rules and regulations as may be in effect from time to time with respect to your function, timings/working hours, grade or the location where you have to work. Subject to the applicable laws, the Company also reserves the right to transfer your services under substantially the same terms and conditions contained herein, to any successor-in-interest by virtue of any corporate restructuring, amalgamation, takeover or merger by or of the Company. The Company shall notify you of such change in the structure of the Company, as per applicable law.

You will be expected to attend office on all days that are working days for the Company and may be asked to work in any of the shifts, as decided by the Company from time to time, except when traveling on business during working hours, or when working from home in accordance with the extant policies of the Company. If necessary, you shall work such additional hours as may be necessary for you to perform your duties effectively and otherwise in accordance with the Company's policies pertaining to the same.

3. Compensation & Benefits

Your compensation structure is detailed out in Annexure III. Your compensation will be subject to deduction of tax at source. You will be solely liable for your personal tax liabilities and the Company makes no assurances that the remuneration has been structured in the most tax efficient manner or tax treatment applicable to certain emoluments, allowances or benefits will continue for the entire term of employment. The salary shall be paid in accordance with the Company's normal payroll practices. The breakdown of the salary may need to be revised from time to time in keeping with regulatory developments or otherwise, and the Company will not be liable for any additional tax liability you may face due to such revisions.

We expect you to keep your salary details confidential at all times. Increments shall be effected annually, on a financial year basis, and the revised compensation after an increment shall be effective from the 1st of April of the said financial year. Performance variable pay shall also be disbursed annually and shall be based on performance during the preceding calendar year. It may be noted that increments and performance variable pay, if any, shall both entirely depend upon your performance as assessed by the management, and will be at the sole discretion of the Company. The payment of any bonus, royalty, commission, incentive or other benefits (whether in cash or in other form) shall be at the absolute discretion of the Company, and the Company shall not accept any claim on your part or your legal representatives, even if such payment was made repeatedly and without any explicit reservation as to its voluntary nature.

The logo for Bratix, featuring the word "Bratix" in a stylized, handwritten-style font with a horizontal line underneath.

4. Probation

You shall continue to be on probation for a period of (6) six months from date of your joining the Company. During this period, your on-the-job performance will be assessed by your reporting manager. Necessary feedback will be given to you for improvement, as and when felt necessary.

In the event that your performance on-the-job is found to be unsatisfactory at any point of time during your probation period, it may be further extended by a period not exceeding (6) six months. The Company also reserves the right to terminate your employment at its sole discretion during the first (3) three months of the probation period without providing notice or payment in lieu thereof.

You will be deemed to be confirmed at the end of your probation period, unless communicated to you otherwise in writing.

5. Leaves

You will be entitled to leaves as per the extant policies of the Company.

6. Expenses & Deductions

You are authorized to incur reasonable and necessary expenses in business related travels, lodging and other expenses in the performance of your duties under the Letter, provided such expenses are substantiated by way of appropriate documentary evidence to support claim for those expenses. The Company shall pay or reimburse such expenses to the extent you submit vouchers or other documentation in accordance with the Company's policy. No personal expenses shall be borne or reimbursed by the Company.

You agree and acknowledge that the Company may, subject to applicable laws, at any time during the term of employment or cessation thereof, deduct from your salary, or final settlement, any amounts owed by you, including but not limited to, any outstanding loans, advances, overpayments or costs incurred by the Company due to any damage or loss to Company property, etc. caused by you.

7. Employee Surveillance

You agree and understand that the Company may use various modes to ensure that the internet, email facilities and other communication systems provided by the Company are used in an appropriate manner. These may include the scanning, reading, inspection, scrutiny of emails sent and received, and web sites visited or created by you. You acknowledge that you do not have any expectation of privacy when using the Company's resources. For the avoidance of doubt, and for the limited purpose of safeguarding the Company's confidential and proprietary information, the Company shall have the right to monitor any personal e-mail or social media forum that may be accessible to you or any information or data downloaded or uploaded which is of personal interest to you, respectively, while using the Company owned devices including but not limited to Gmail, AOL, Hotmail, Yahoo, Facebook, MySpace, Twitter, etc.

The Company also reserves the right to monitor its employees using various security measures including but not limited to closed circuit television systems. These may be installed on the Company's premises overtly or covertly to ensure that the employees do not participate in or propagate any activities which are or could be prejudicial to the Company's business interests or which could bring it into disrepute.



8. Termination of Employment

(a) Termination without Cause or Resignation

Termination of your employment by you or the Company at any time during the employment, under normal circumstances, shall be based on a (60) sixty days' prior written notice, or, payment of salary in lieu of such notice period or payment of proportionate salary in the event of any shortfall in the said notice period, as per the then applicable policies of the Company in this regard. The Company may at its sole discretion waive all or part of the notice or allow you to pay salary in lieu of the notice period required to be served by you in the event of your resignation. Your resignation would have to be accepted by the Company to become effective. Once accepted, the resignation cannot be withdrawn by you without the express consent of the Company.

Notwithstanding anything contained in these Terms and Conditions to the contrary, express or implied, the Company reserves the right to terminate your employment at its discretion, without reason.

In the event of termination by the Company or in case of a resignation by you, the Company may require you to absent yourself from its premises on garden leave and not participate in the working of the Company during the unexpired portion of the notice period. During such garden leave, the Company may require you to have no contact with all or any of the Company's agents, employees, customers, clients, distributors and suppliers.

(b) Termination with Immediate Effect

Notwithstanding anything contained in the Letter, the Company may terminate the employment contemplated under the Letter at any time without notice or payment in lieu of notice, for cause including but not limited to:

- (i) inattention or negligence in the performance of duties and obligations under the Letter;
- (ii) repeated failure to comply with lawful directions of the Company and its officers;
- (iii) breach of the terms of the Letter and breach of representations and warranties contained herein;
- (iv) unethical business conduct;
- (v) breach of any statutory duty or for any act or omission adversely affecting the goodwill, reputation, credit, operations or business of the Company;
- (vi) habitual unauthorised absence or unauthorised absence for a period exceeding [14] fourteen days;
- (vii) fraud, misappropriation or dishonesty in respect of the Company's property or business;
- (viii) commission of any act not in conformity with discipline or good behaviour or acceptance or offering of illegal gratification;
- (ix) any form of harassment, including sexual harassment while employed with the Company;
- (x) habitual neglect of work;
- (xi) unauthorised disclosure of any confidential information of the Company; and
- (xii) breach of any of the Company's policies.

(c) Termination for ill health

If you, at any time, are prevented from ill-health or accident or any physical or mental disability from performing your duties hereunder, you shall inform the Company and supply it with such details as may be required and if you are unable, by reason of ill-health or accident or disability for a period of [1] one month or more, to perform your duties hereunder, the Company may take necessary next steps including termination of your employment and keep you informed.

- (d) You agree and provide your consent to the Company to undergo a drug test which will be conducted by a registered medical professional empaneled or engaged by the Company, in the event the Company has reasonable grounds for suspecting that you are under the influence of illegal drugs or alcohol while at work. On receipt of a positive test, the Company shall discuss the results with you and take necessary disciplinary action which may include termination of your services.



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- (e) You agree and accept that any statutory or other 'last in, first out' rule or any modification thereof shall not apply in the event of termination of the Letter for any reason whatsoever.

9. Retirement

You will automatically retire on attaining the age of (58) fifty-eight years. For this purpose, your date of birth, as declared by you in the application form/as per the records submitted by you to the Company as proof of date of birth, will be treated as final. You may be retired earlier, if found medically unfit. The management may extend the age of retirement for such period as may be mutually agreed upon between you and the Company.

10. Confidentiality & Code of Conduct

The Company has a code of conduct, as well as confidentiality and non-compete agreements, primarily to address working standards and business interests. Annexure II contains a "Non-Competition, Non-Disclosure and Developments Agreement" – you are requested to sign your acceptance of this agreement and adhere to the norms set out in Annexure II, immediately upon joining the Company.

You shall not directly or indirectly usurp any corporate opportunities or otherwise engage in any conduct adverse to the best interests of the Company. You shall not indulge in any act of commission or omission that is likely to harm or affect prejudicially the reputation of the Company. It is also your duty to bring to the notice of management any acts or commissions of any other employee which may affect the Company prejudicially, immediately as they come to your knowledge.

You shall on no account place yourself in a position where your interests' conflict with those of the Company. You shall not at any time after termination of services represent yourself as being in any way connected with or interested in the business of the Company.

You agree that, notwithstanding the cessation of termination of your employment, the confirmations and undertakings under this clause shall always continue in full force and effect.

You agree to keep abreast of all policies of the Company, including those pertaining to code of conduct and confidentiality, as may be notified and/or revised from time to time, and agree to abide by them at all times, including after the cessation of your employment with the Company, to the extent applicable. The policies of the Company shall be available on the Company's intranet, as applicable from time to time.

11. Company Property

You will be responsible for the safekeeping of, and return in good condition and order, all of the Company's properties, which may be in your use, custody, care or

charge. The Company shall have the right to deduct the money value of such properties from your dues and take such actions as deemed proper in the event of your failure to account for them to the Company's satisfaction. Upon the termination of the Letter for any reason, you shall immediately hand over responsibilities to such person nominated for that purpose by the Company and shall deliver to such person all such papers, documents, memoranda, notes, records such as may be contained in magnetic media or other forms of computer storage, video tapes (whether or not produced by you) and any copies thereof, charge and credit cards and other property of the Company or other affiliates as may be in your possession, custody, control or power, including but not limited to any phones, computers, vehicles, etc. provided by the Company. You shall also produce a no-dues certificate from all applicable departments of the Company to this effect.



12. Duties & Responsibilities

Whilst in the employment of the Company, you:

- shall use your best abilities on a full-time basis to perform the employment duties assigned to you, at locations designated by the Company, including customer offices.
- agree to comply with the Company's decision should it consider it necessary or appropriate to change your job title, reporting relationships, job duties and responsibilities, the legal entity that employs you and the jurisdiction where you are expected to perform your duties (despite location of your residence) on the basis of your performance or the Company's business requirements. Any such change shall not be deemed to violate the terms of the Letter or constitute any basis for constructive or involuntary termination of employment, provided that the compensation payable to you is not reduced.
- shall not carry on any business or offer your services for any part of your time or be employed in any other Company or person or on your own, whether for gain or otherwise, directly or indirectly, without the prior written consent of the Company. You will devote your entire time and attention at work to your duties to promote and further the interests and business of the Company. Should you receive written consent under this Clause to conduct any such external activity, you shall not utilize the assets, resources and time of the Company for such external activities.
- shall not accept / take any presents, commissions or any kind of gratification in cash or kind nor lend to / borrow from any person, party, firm or concern having dealings with the Company, without the prior written approval of the management, and in compliance of the then applicable policies of the Company in this regard.
- shall not, either on behalf of the Company or in the pretext thereof, offer any government officer any consideration for the performance of any assessment or decision that may be favourable to the Company, other than the legally acceptable, official and Company approved consideration.
- are solely responsible for declarations and implications arising thereof for all personal income-tax purposes.
- shall, at all times, be subject to and bound by the policies, rules and regulations of the Company as may be updated from time to time unilaterally by the Company or as may be brought to your notice by the Company.
- shall not have the right or the authority to make any representation, contract or commitment for or on behalf of the Company without obtaining the prior written permission of the Company in this regard. You shall have no authority, implied or otherwise, to pledge the credit of the Company. In the event the Company is held liable for any damage, loss, claim or action arising directly or indirectly from any action of yours in violation of this Clause, you shall indemnify the Company to the maximum extent permissible under the laws for the time being in force in India.

13. Equitable Remedies and Employee Representations

You agree and acknowledge that the restrictions contained in the Letter, including but not limited to Clauses 8 and 13 of the Terms and Conditions, are reasonable and necessary for the protection of the business and goodwill of the Company. Accordingly, the rights and obligations under the Letter shall survive the termination of the Letter and shall not be extinguished by termination of the Letter.

You agree that any breach or threatened breach of the provisions contained in the Letter is likely to cause the Company substantial and irrevocable damage that is difficult to measure and may not be remedied solely by damages. Therefore, in the event of any such breach or threatened breach, you agree that the Company, in addition to such other remedies which may be available, shall have the right to obtain an injunction from a court restraining such a breach or threatened breach and the right to specific performance of the obligations under the Letter, and you hereby waive the adequacy of a remedy at law as a defence to such relief.



You agree and acknowledge that the restrictions contained in the Letter are considered to be reasonable in all circumstances for the protection of the legitimate interests of the Company and shall be enforceable independently. While the undertakings and agreements under the Letter are considered by the Company and you to be reasonable in all circumstances, if one or more should be held to be invalid as an unreasonable restraint of trade or for any other reason whatsoever by a final adjudication of any tribunal or court of competent jurisdiction, but would have been held valid if part of the wording thereof had been deleted or the period thereof reduced or the range of activities or area dealt with reduced in scope, the said undertakings and agreements shall apply with such modifications as may be necessary to make them valid and effective.

14. Warranties

You confirm and warrant that:

- (i) you have carefully read and fully understood all the provisions of the Letter.
- (ii) you have not been arrested, or convicted of, or cautioned for, or charged but not yet tried with any offence or crime, even if you are subject to a pardon, amnesty, or other similar legal action and there is no lawsuit, arbitration, administrative or other proceeding or governmental investigation pending or, to the best of your knowledge, threatened against you.
- (iii) by entering into the Letter or performing any of the obligations under it, you will not be in breach of any court order or any express or implied terms of any contract or other obligation binding on you. You further undertake to indemnify the Company against any such claims, costs, damages, liabilities or expenses which the Company may incur if you are in breach of any such obligations.
- (iv) you have all the necessary licences, permissions, consents, approvals, qualifications and memberships required of you to perform the duties under the Letter.
- (v) in the performance of your obligations, you will not utilize or make available to the Company any confidential or proprietary information of any third party or violate any obligations with respect to such information.
- (vi) you have never been suspended, censured or otherwise been subjected to any disciplinary action or other proceeding, litigation or investigation by any state or governmental body or agency or any regulatory authority or self-regulatory organisation.
- (vii) any notice period you are required to give or to serve with a previous employer has expired on commencement of employment with the Company and that by entering into or performing any duties for the Company, you will not be in breach of any other obligations binding on you. You irrevocably undertake to indemnify the Company on a continuing basis from and against any loss, liability, damage, costs and claims which it may suffer or incur arising out of any claim by any other party that in performing your duties under the Letter, you are acting in breach of any obligation you owe to such party.
- (viii) all the information submitted by you which forms the basis for this employment is complete and correct. You agree and acknowledge that if it is found that the information submitted is false or incomplete or that you have concealed certain material information which detrimentally impacts the employment with the Company, the Company may terminate employment without providing any notice or pay in lieu thereof.

15. Data Protection

You hereby confirm that you have read and understood the Company's data protection policy and that you shall comply with the data protection policy when processing personal data in the course of employment including personal data relating to any employee, customer, client, supplier or agent of the Company or any other affiliates.

You consent to the Company collecting, processing and handling data, including personal and sensitive personal data, relating to you for legal, personnel, administrative and management purposes. You further agree that the Company may transfer such data to its affiliates or service providers for legitimate business reasons, including but not limited to payroll processing, insurance benefits, etc.



16. Severability

If any provision of the Letter is held by a court of competent jurisdiction to be illegal, invalid or unenforceable, the remaining provisions shall remain in full force and effect. Any invalid or unenforceable provision of the Letter shall be replaced with a provision which is valid and enforceable and most nearly reflects the original intent of the invalid or unenforceable provision.

17. Indemnity

Without prejudice to any other right available to the Company in law or under equity, you, at all times during the course of your employment in the Company (and even after the termination of the Letter 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 (including, without limitation, reasonable attorneys' fees and expenses) which the Company may suffer or incur or which may be made against the Company arising out of or in connection with any acts or omissions by you during the course of employment.

18. Amendments

No modification or amendment of the Letter and no waiver of any of the terms or conditions hereof shall be valid or binding unless made in writing and duly executed by both the parties.

19. Jurisdiction

You will be governed by the general establishment rules of the Company, as are or maybe in force from time to time. Notwithstanding anything herein contained, any breach of any of the provisions in the Letter or any instances of misconduct of any description whatsoever on your part or any act detrimental to the interests of the Company or loss of confidence by the management in you may entail dismissal with forfeiture of the right to notice, as also referred to in Clause 8 of these Terms and Conditions. The Letter will be governed by the laws of the Republic of India, and the courts in Navi Mumbai shall have the necessary jurisdiction, in the event of disputes, if any.

20. Notice

Any amendment, notice, or other communication under this Letter shall be sent by personal delivery or courier or email/facsimile or by registered mail to the parties at their respective addresses set forth below (or at such other address as a party may previously have notified the other party):

To the Company:

Attention: Pratik Parikh
Head–Talent & Culture, India

Address: Platinum Techno Park, 9th Floor, Plot No. 17 & 18, Sector 30A, Vashi, Navi Mumbai- 400 705, India

Email: Pratik.Parikh@morningstar.com



To the Employee:

Attention: Himanshu Anil Shende

Address: 615, Gulmohar apartment, Teka-Naka, Kamptee Road, Nagpur- 440026

Email: himanshu.shende@morningstar.com

All notices and other communications required or permitted under the Letter will: (a) if delivered personally or by courier, be deemed given upon delivery or when delivery is refused; and (b) if delivered by email, be deemed given when electronically confirmed. Further, the parties mutually agree to make every reasonable effort and accommodation required for the timely receipt of notices required under this Letter.

21. Survival

The termination of your employment shall in no event terminate or prejudice: (i) any right or obligation arising out of or accruing under this Letter attributable to events or circumstances occurring prior to such termination; (ii) any provision which by its nature is intended to survive termination, including the provisions contained in Annexure II of the Letter.

22. Assignment

This Letter may be assigned by the Company to any successor employer and be binding upon the successor employer. The Company shall ensure that the successor employer shall acknowledge and continue to adhere to the provisions of this Letter as if it were the original party to the Letter.



Annexure II: Non-Competition, Non-Disclosure, and Developments Agreement

Agreement made as of **28 June 2021** between Morningstar India (P) Ltd, an Indian private limited company (the **"Company"**), and **Himanshu Anil Shende** (the **"Employee"**)

The Company and the Employee desire to enter into an agreement (i) defining the relative rights of the Company and its Affiliates and the Employee with respect to Confidential Information (as defined below), Intellectual Property (as defined below) owned by the Company Group to which the Employee may have access or may contribute as a result of the employment with the Company and (ii) setting forth the obligation of the Employee to refrain from soliciting other individuals associated with the Company and its Affiliates or competing with the Company and its Affiliates during his/her employment with the Company and for a period of time thereafter as provided herein.

For purposes of this Agreement, the **"Company Group"** shall mean the Company and all its current and future affiliates, **"Affiliates"** meaning, with respect to any business entity, any other entity that, directly or indirectly, through one of more intermediaries, controls, is controlled by, or is under common control with, the Company. For the purposes of this Agreement, "control" shall mean (a) ownership or control (whether directly or otherwise) of 51% or more of the equity share capital, voting capital, or the like of the controlled entity; or (b) ownership of equity share capital, voting capital, or the like by contract or otherwise, control of, power to control the composition of, or power to appoint, 51% or more of the members of the board of directors or other equivalent or analogous body of the controlled entity.

Now, therefore, in consideration of the mutual covenants contained herein and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Company and the Employee hereby agree as follows:

1. Confidential Information

- (a) The Employee acknowledges that the Confidential Information (as defined below) relating to the business of the Company Group which the Employee has obtained or will obtain during the course of his/her association with the Company is the property of the Company Group or the customers of the Company Group. The Employee agrees that he/she will not disclose or use at any time, either during or after his/her employment with the Company, any Confidential Information without the written consent of the Board of Directors of the Company (the "Board"). The Employee agrees to deliver to the Company upon termination of his/her employment with the Company, or at any other time the Company may request, all memoranda, notes, plans, records, documentation and other materials (and copies thereof) containing Confidential Information relating to the business of the Company Group and its customers no matter where such material is located and no matter what form the material may be in, which the Employee may then possess or have under his/her control. If requested by the Company, the Employee shall provide the Company with written confirmation that all such materials have been delivered to the Company. The Employee shall take all appropriate steps to safeguard Confidential Information and to protect it against disclosure, misuse, espionage, loss and theft.
- (b) "Confidential Information" shall mean proprietary information which is not generally known to the public and which is used, developed, or obtained by the Company Group relating to its businesses and the businesses of customers, including, but not limited to: products or services; fees, costs and pricing structure; designs; analyses; drawings; photographs; reports; computer software, including operating systems, object codes, source codes applications, program listings, flow charts, manuals and documentation; data bases; business and operating plans; accounting and business methods; budgets; inventions and new developments and methods, whether patentable or unpatentable and whether or not reduced to practice; formulas; all copyrightable works; the customers of the Company Group and such customers' confidential information; correspondence and all similar and related information in whatever form.



Confidential Information shall not include any information which (i) is publicly disclosed by law or is disclosed in response to an order of a court or governmental agency, (ii) becomes publicly available through no fault of the Employee or (iii) has been published in a form generally available to the public prior to the date upon which the Employee proposes to disclose such information. Information shall not be deemed to have been published merely because individual portions of the information have been separately published, but only if all the material features comprising such information have been published in combination.

2. Inventions and Patents

- (a) In the event that the Employee, as part of the Employee's activities on behalf of the Company, generates, authors or contributes to any invention, developments, discoveries, new development device, product, proprietary information, process or method, trademarks, trade names, logos, art work slogans, know-how, source code, application development, designs, drawings, plans, business plans or models, blue prints, utility models, whether or not patentable and whether or not reduced to practice, any copyrightable work, any trade secret, any other Confidential Information, any other intellectual property, or any information that gives the Company Group an advantage over any competitor, or similar or related developments or information related to the Company Group's present or future business (collectively "Intellectual Property"), the Employee acknowledges that all such Intellectual Property is the exclusive property of the Company or the relevant Affiliate of the Company, as applicable. For the avoidance of doubt, the Company shall also have a right to freely develop and alter such material, results and intellectual property rights and to license and assign them to third parties. All Intellectual Property prepared in whole or in part by the Employee will be deemed to be made under a contract of service under all applicable laws, and the Company or the relevant Affiliate of the Company, as applicable, will own all of the rights comprised in the copyright therein. The Employee hereby transfers and assigns to the Company or the relevant Affiliate of the Company, as applicable, and their respective nominees, successors and assigns, all rights, title and interest in and to all Intellectual Property, together with the rights to sub-license or transfer any and all rights assigned hereunder to third parties, in perpetuity. The Employee agrees that such assignment shall be perpetual, worldwide and royalty-free. The Employee will promptly and fully disclose all Intellectual Property to the Company and will cooperate with the Company or the relevant Affiliate of the Company, as applicable, to protect the Company's or the relevant Affiliate of the Company's (as applicable), interests in and rights to such Intellectual Property (including, without limitation, communicating and giving full information as to the exact mode of working and usage of the same and all such explanations and instructions to enable the Company to work the same effectively, providing reasonable assistance in securing patent protection and copyright registrations and executing all documents as reasonably requested by the Company or the relevant Affiliate of the Company, as applicable, whether such requests occur prior to or after termination of the Employee's employment with the Company). The Employee shall execute and file any document related to any Intellectual Property requested by the Board or the relevant Affiliate of the Company, as applicable, without any charge or compensation, including applications, powers of attorney, assignments or other instruments which the Board or the relevant Affiliate of the Company, as applicable, deems necessary to apply for any patent, copyright or other proprietary right in any and all countries or to convey any right, title or interest therein to any of the Company's or the relevant Affiliate of the Company's (as applicable) nominees, successors and assignees. In the event that the Company initiates or defends any legal action with regard to enforcing its rights in relation to the Intellectual Property, the Employee shall cooperate fully with the Company at the cost of the Company in the prosecution or defence of such action, both during or after termination of employment.
- (b) 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 the Employee, even if the Company does not exercise the rights under the assignment within a period of one year from the date of assignment. The Employee further acknowledges and agrees that he/she 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. The Employee also agrees to assist and cooperate with the Company in perfecting the Company's rights in the Intellectual Property.



3. Other Businesses

As long as the Employee is employed by the Company, the Employee agrees that he/she will not, except with the express written consent of the Company, become engaged in, render services for, or permit his/her name to be used in connection with, any business other than the business of the Company or any corporation or other entity in which the Company has an equity interest.

4. Non-Competition

- (a) Non-Compete Agreement: The Employee acknowledges and agrees with the Company that the Employee's services to the Company Group are unique in nature and that the Company Group would be irreparably damaged if the Employee were to provide similar services to any person or entity competing with the Company Group, or engaged in a similar business as the Company Group. The Employee accordingly covenants and agrees that for a period commencing the date of this Agreement and ending two years after he/she ceases to be employed by the Company, the Employee will not directly or indirectly own, operate, manage, control, participate in, consult with, render for service, be employed by or assist in any way any entity which is competitive with the Company Group. Notwithstanding the foregoing, the Employee shall be permitted to own up to one percent (1%) of the stock of a publicly-traded corporation which engages in a business which competes with the Company Group provided the Employee has no other relationship with such corporation.
- (b) Agreement of Parties as to Scope: If at the time of enforcement of any provision of this Agreement, including without limitation, paragraph 4(a) above, a court holds that the restrictions stated therein are unreasonable under circumstances then existing, the parties hereto agree that the maximum period, scope, or geographical area reasonable under such circumstances will be substituted for the stated period, scope or area.
- (c) Remedy for Breach: In the event of a breach by the Employee of any of the provisions of this Agreement, including without limitation, this paragraph 4, the Company or its successors or assignees or the relevant Affiliate of the Company, as applicable, may, in addition to other rights and remedies existing in the Company's or the relevant Affiliate of the Company's favour, apply to any court of law or equity of competent jurisdiction for specific performance and/or injunctive or other relief in order to enforce or prevent any violations of the provisions hereof.

5. Non-Solicitation

The Employee agrees that for a period commencing the date of this Agreement and ending two years after he ceases to be employed by the Company:

- (a) Employee will not solicit, encourage, induce or accept, or attempt to solicit, encourage, induce or accept, directly or indirectly: (1) employee, marketing agent, vendor, partner or consultant of the Company Group to terminate his/her employment, agency, contract or consultancy with the Company Group, or any (2) prospective employee with whom the Company Group has had discussions or negotiations within six months prior to Employee's termination of employment, not to establish a relationship with the Company Group, or (3) any account, client or customer with whom the Company Group have conducted any business or for whom the Company Group have performed any services during the period of the Employee's employment with the Company; or (4) any person or entity who was a potential account, client or customer of the Company Group as a result of contacts, including, without limitation, the exchange of proposals, having been made between the Company Group, through the Employee or otherwise, and such person or entity prior to the termination of the Employee's employment with the Company; and



-
- (b) Employee will not induce or attempt to induce any customer, supplier, licensee or other business relation of the Company Group to cease doing business with the Company Group, or in any way interfere with the relationship between any such customer, supplier, licensee or business relation and the Company Group.

6. Non-Disparagement

During your employment or thereafter, you shall not make or induce any other person to make derogatory or disparaging statements (whether or not you believe the statements to be true) of any kind to any person whatsoever including on social media so far as such statements relate to the Company Group. This obligation shall remain operative during or after the term of your employment. The term "social media" shall include social networking sites such as Twitter, Facebook, LinkedIn, WhatsApp and other online forums that permit users to share information with others in a contemporaneous manner.

7. Disclosure

The Employee agrees not to disclose to any person or entity not a party to this Agreement any information regarding this Agreement.

8. General Provisions

- (a) Severability: Whenever possible, each provision of this Agreement will be interpreted in such manner as to be effective and valid under applicable law, but if any provision of this Agreement is held to be invalid, illegal or unenforceable in any respect under any applicable law or rule in any jurisdiction, such invalidity, illegality or unenforceability will not affect any other provision or any other jurisdiction, and this Agreement will be reformed, construed and enforced in such jurisdiction as if such invalid, illegal or unenforceable provision had never been contained herein. The parties agree that a court of competent jurisdiction making a determination of the invalidity or unenforceability of any term or provision of this Agreement will have the power to reduce the scope, duration or area of any such term or provision, to delete specific words or phrases or to replace any invalid or unenforceable term or provision with a term or provision that is valid and enforceable and that comes closest to expressing the intention of the invalid or unenforceable term or provision, and this Agreement will be enforceable as so modified.
- (b) Complete Agreement: This Agreement embodies the complete agreement and understanding between the parties and supersedes and pre-empts any prior understandings, agreements or representations by or between the parties, written or oral, which may have related to the subject matter hereof in any way.
- (c) Counterparts: This Agreement may be executed in separate counterparts, each of which is deemed to be an original and all of which taken together constitute one and the same agreement.
- (d) Successors and Assignees: Except as otherwise provided herein, this Agreement will bind and inure to the benefit of and be enforceable by the Company, the Affiliates of the Company and the Employee and their respective successors and assignees; provided that the rights and obligations of the Employee under this Agreement will not be assignable without the prior written consent of the Company.
- (e) Choice of Law: All questions concerning the construction, validity and interpretation of this Agreement will be governed by Indian law and subject to the non-exclusive jurisdiction of the courts of New Delhi.



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- (f) Remedies; Intended Third Party Beneficiary: Each of the parties to this Agreement will be entitled to enforce its rights under this Agreement specifically, to recover damages and costs (including reasonable attorney's fees) caused by any breach of any provision of this Agreement and to exercise all other rights existing in its favour.

The parties hereto agree and acknowledge that the Employee's breach of any term or provision of this Agreement will materially and irreparably harm the Company Group, that money damages will accordingly not be an adequate remedy for any breach of the provisions of this Agreement by the Employee and that the Company in its sole discretion and in addition to any other remedies it may have at law or in equity may apply to any court of law or equity of competent jurisdiction (without posting any bond or deposit) for specific performance and/or injunctive relief in order to enforce or prevent any violations of the provisions of this Agreement. Further, the Company and the Employee acknowledge and agree that the Affiliates of the Company are intended third party beneficiaries of this Agreement and shall be entitled to enforce the terms of this Agreement and obtain the remedies for breaches or anticipated breaches hereof to the same extent as the Company.

- (g) Amendment and Waiver: The provisions of this Agreement may be amended and waived only with the prior written consent of the Company, the Employee and the relevant Affiliate of the Company

In witness whereof, the parties have executed this Agreement on the day and year first above written.

For Morningstar India Private Limited,



Pratik Parikh
Head – Talent & Culture, India

Employee Details

Name of Employee **Himanshu Anil Shende**

Signature

Annexure III: Compensation Structure

Compensation		
		Amount Per Annum (INR)
Total Compensation (A+B+C+D)		330588
Base Pay & Allowance (A+B)		269600
Performance Bonus (C)		32200
Retirals Offered (D)		28788
Pay Components		
	Amount Per Month (INR)	Amount Per Annum (INR)
Base Pay (A)	19167	230000
Basic Salary	9583	115000
House Rent Allowance	4792	57500
Statutory Bonus	2200	26400
Flexi Reimbursement/City Compensatory Allowance	2592	31100
Total Allowance (B)	3300	39600
Travel Allowance	2200	26400
Meal Allowance	1100	13200
Shift Allowance	0	0
Flexi Reimbursements		
	Remarks	Max Limit Per Annum
Total		0
Books & Periodicals		0
Telephone Bill		0
Food Coupons	PM 1100 / 2200 / 3300	0
LTA	Least of (2*Basic PM) or (2 Lac)	0
National Pension Scheme (Employee Contribution)	NPS Contribution 5% of Basic per month	0

Notes:

1. Flexi reimbursement kindly refer table below.
2. Reimbursement amount can be claimed monthly (Subject to submission of valid bills as per eligibility on ADP portal). If bills are not submitted, the amount can be claimed subject to TDS. Unclaimed amount will be paid taxable at financial year end.
3. TDS applicable as per Tax Laws.
4. Gratuity will be applicable on completion of 5 years in the Morningstar India Pvt. Ltd.
5. Performance Bonus is discretionary in nature and is over and above Base salary and calculated based on company, P&L and individual performance.



Benefits Offered

Company Contribution / Eligibility Per Annum (INR)

**Invest in Your Retirement (D)****28788**

Employer Provident Fund	21600
NPS Employer Contribution *	0
Gratuity Provision	7188

**Invest in Your Well-Being**

Health Insurance (Self + Spouse + Parents + 2 Children's)	450000
Accidental Insurance (Employee only)	500000
Term Life Insurance (Employee only)	690000
Paid Holidays, Time Offs & Flexi Working Hours	Refreshment & family care time

**Invest in Your Growth**

Education Stipend	Yearly eligibility as per policy
CFA	Sponsored program as per policy
LinkedIn Learning	Sponsored membership
Librarywala.com	Book storage

**Invest in Great Talent**

Internal Job Posting	Internal growth prospect
Employee Referral Plan	Additional Monetary benefit
Rewards & Recognition	Monetary & Non-Monetary awards

**Invest in Ownership**

Shared Ownership Program	Equity plan with company contribution
Impact Awards	Performance based Equity awards

**Invest in Your Community**

Matching Gifts Program	Community support
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Antique Stone

Ring Road, Jaripatka, Nagpur

We are pleased to inform you that you are appointed as a customer care executive. Your duties will be resumed w.e.f 25/07/2019. Your reporting department is Sales and Allied Services.

Mahesh Takrani

Mahesh Takrani

Head Marketing



Privileged & Confidential

Date: 12/23/2021
ABDUL ARSHAD SHEKH
636, Assi Nagar
Nagpur, Maharashtra

OFFER LETTER

Dear ABDUL ARSHAD,

We are pleased to offer you the position of **Assistant Manager – Customer Advisory Team** subject to the following terms and conditions:

1. This offer remains subject to the terms of the appointment letter to be executed by you on the day of joining and to the procedures, policies, benefits and other terms of Max Life, which will be provided to you at the time of your joining or communicated to you from time to time. All such procedures, policies and benefits will be subject to our periodic review and can be changed with or without notice.
2. You will be based at **Nagpur - GO2** and will be reporting to **Branch Relationship Manager - Customer Advisory Team** .
3. A detailed break-up of your compensation is in the attached **Annexure I**. The compensation including incentives or rewards shall be subject to tax deducted at source as per the applicable tax laws.
4. This offer is subject to verification of your credentials and background, completion of all necessary documentation, reference check to our satisfaction.
5. Please note that your employment with Max Life will be "at will" and is not for a specified period. Hence, either you or Max Life may terminate the employment relationship at any time, with or without cause.
6. You acknowledge that no prior verbal or prior written agreements, prior promises or representations that are not specifically stated in this offer will be binding on us.
7. This document is privileged and confidential. You will maintain confidentiality and secrecy and will not disclose any of the contents of this offer to any third party.
8. If you are in agreement with the above terms, you are requested to revert to the undersigned not later than **5 days** by signing this offer letter and sending your acceptance by way of an email to the undersigned, failing which, this offer will expire.
9. Within **2 days** of acceptance of this offer, you are requested to submit the documents listed in **Annexure II**. We look forward to long lasting and mutual beneficial relationship and are confident that your abilities will play a key role in our company.

MAX LIFE INSURANCE CO. LTD.

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

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

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





Designation	Assistant Manager – Customer Advisory Team You will report to Branch Relationship Manager - Customer Advisory Team, Max Life Insurance.
Total Fixed Pay (TFP)	INR 270,000.00; per annum, including all retirals.
Date of Joining	12/31/2021
Place of work	Nagpur - GO2

Yours sincerely,
For Max Life Insurance Company Ltd.

Shailesh Kumar Singh
Senior Director & Chief People Officer

EMPLOYEE ACCEPTANCE :

I accept this offer of employment with the Company under the terms set forth in this offer letter: ABDUL ARSHAD SHEKH

MAX LIFE INSURANCE CO. LTD.

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



ANNEXURE I

Name	ABDUL ARSHAD SHEKH	Band	5A
Function	Customer Advisory Team	Designation	Assistant Manager – Customer Advisory Team
Department	CAT - Loyalty	Location	Nagpur - GO2
Variable Pay	Sales Incentive	HO/Non HO	Non HO

Pay Component	Annual Amount
Basic	81,000.00
House Rent Allowance	40,500.00
Provident Fund	21,600.00
Gratuity	3,896.00
Special Allowance	123,004.00
TFP(A)	270,000.00

Yours sincerely,
For Max Life Insurance Company Ltd.



Shailesh Kumar Singh
Senior Director & Chief People Officer

EMPLOYEE ACCEPTANCE :

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



ANNEXURE II

Please carry the following documents to complete your joining formalities:

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

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

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

Yours sincerely,
For Max Life Insurance Company Ltd.

Shailesh Kumar Singh
Senior Director & Chief People Officer

EMPLOYEE ACCEPTANCE :

I accept this offer of employment with the Company under the terms set forth in this offer letter: ABDUL ARSHAD SHEKH

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

MAX LIFE INSURANCE CO. LTD.

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





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

Yours sincerely,

For Max Life Insurance Company Ltd.

Shailesh Kumar Singh
Senior Director & Chief People Officer

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

ABDUL ARSHAD SHEKH

MAX LIFE INSURANCE CO. LTD.

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

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



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

Yours sincerely,
For Max Life Insurance Company Ltd.



Shailesh Kumar Singh
Senior Director & Chief People Officer

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

ABDUL ARSHAD SHEKH

MAX LIFE INSURANCE CO. LTD.

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

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

Yours sincerely,
For Max Life Insurance Company Ltd.



Shailesh Kumar Singh
Senior Director & Chief People Officer

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

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

Date: Jul 17, 2023
Offer No : QS3167081

MOHD.SHAKIR MOHD.SHARIF SHEIKH
NAGPUR
NAGPUR
MAHARASHTRA

FIXED TERM EMPLOYMENT CONTRACT

Dear **MOHD.SHAKIR MOHD.SHARIF SHEIKH**

We are pleased to offer you employment at QUESS Corp Limited for a fixed period of employment as per the following terms:

DEPUTATION:

You are deputed to BHARTI AIRTEL SERVICES LIMITED under this Contract. The terms of employment is exclusively with QUESS, the employee shall never be deemed to be the employee of the client, where you have been deputed under this Contract.

You will with effect from JUL 25, 2023 be deputed by QUESS, to work at client's office / premises at any of their locations.

During the course of your contract,youcan be transferred to a location within the territory of india as and required by Quess for rendering the services under this contract

TENURE:

The term of your Contract shall be valid from JUL 25, 2023 to JUN 25, 2024.

COTERMINOUS:

Notwithstanding the Tenure of this Contract, in the event of the project / work / deputation for which you are being employed terminates before your Contract end period, this Contract shall be



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coterminous with the project / work.

LOCATION:

You are required to work at client's location at NAGPUR.

POSITION:

You are appointed as SOHO.

REMUNERATION:

The details of your salary break up with components are as per the enclosure attached herewith.

EXTENSION:

Unless otherwise notified to you in writing this contract of employment would be valid JUN 25, 2024 from the date of you joining QUESS. This contract may be considered for an extension depending on the client and QUESS's requirements. The extension of contract period would be considered on fresh terms as agreed between you and QUESS through a separate mutually executed contract of employment. QUESS shall inform you in writing of the extension requirements.

WORKING HOURS:

You will follow the working hours of the client where you will be deputed. You may have to work on shifts, based on the client's requirement. Your attendance will be maintained by the Reporting Officer of the client, which needs to be mandatorily sent to the contact person at QUESS within the cut-off date as mutually agreed for pay-roll processing.

TERMINATION & SUSPENSION:

At the time of termination of the employment either due to termination by either you or the



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Company or upon the lapse of the term of employment, if there are any dues owing from you to the Company, the same may be adjusted against any monies due to you by the Company on account of salary including bonus or any other payment owned to you under the terms of your employment.

During the tenure of your Contract, any deviation or misconduct in any form that were noticed by the company or if there are any breach of internal policies or any regulation that was mutually agreed to be complied with, QUESS or principal employer has the rights and authority to suspend your services until you are notified to resume work in writing. QUESS reserves all such right to withheld full or a portion of your salary during such suspension period.

NOTICE PERIOD:

In the eventuality if you wish to separate from the organization you will need to give 30 day's notice in writing. The Contract can be terminated at the discretion of QUESS subject to 30 day's notice.

However due to breach of code of conduct, misbehavior or indiscipline etc, then in such cases, QUESS will have / reserve rights to terminate immediately without giving notice period.

INDEMNITY:

You shall be responsible for protecting any property of the Client entrusted to you in the due discharge of your duties and you shall indemnify the client if there is a loss of any kind to the said property.

CODE OF CONDUCT:

You shall not engage in any act subversive of discipline in the course of your duty/ies for the Client either within the Client's organization or outside it, and if you were at any time found indulging in such act/s, the Company shall reserve the right to initiate disciplinary action as is deemed fit against you.

HOLIDAYS:



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You will be entitled to paid holidays in a year as notified by the company from time to time.

ADDRESS FOR COMMUNICATION:

The address of communication for the purpose of service of notice and other official communication to the company shall be the registered address of the company. The address of communication and service of notice and other official communication is the address set out as above and your present residential address namely. In the event there is a change in your address, you shall inform the same in writing to the Management and that shall be the address last furnished by you, shall be deemed to be sufficient for communication and shall be deemed to be effective on you.

BACKGROUND VERIFICATION:

The company reserves the right to have your back ground verified directly or through an outside agency. If on such verification it is found that you have furnished wrong information or concealed any material information your services are liable to be terminated.

ABSENTEEISM:

You should be regular and punctual in your attendance. If you remain absent for 5 consecutive working days or more without sanction of leave or prior permission or if you over stay sanctioned leave beyond 5 consecutive working days or more it shall be deemed that you have voluntarily abandonment your employment with the company and your services are liable to be terminated accordingly.

RULES AND REGULATIONS:

You shall be bound by the Rules & Regulations framed by the company from time to time in relation to conduct, discipline and other service conditions which will be deemed as Rules, Regulation and order and shall form part and parcel of this letter of appointment.



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OTHER TERMS OF CONTRACT:

In addition to the terms of appointment mentioned above, you are also governed by the standard employment rules of QUESS (as per Associate Manual). The combined rules and procedures as contained in this letter will constitute the standard employment rules and you are required to read both of them in conjunction.

JURISDICTION:

Notwithstanding the place of working or placement or the normal or usual residence of the employee concerned or the place where this instrument is signed or executed this Contract shall only subject to the jurisdiction of the High Court of Judicature of Karnataka at Bangalore and its subordinate Courts.

DEEMED CANCELLATION OF CONTRACT:

The Contract stands cancelled and revoked if you do not report to duty within 3 days from the date of joining & your act will be construed as deemed and implied rejection of the offer of employment from your side; hence no obligation would arise on the part of the company in lieu of such Employment Contract issued.

ID CARD:

Basis requirement, You will be issued ID Card at the time of joining. Displaying your ID Card is mandatory during your duty hours. At the time of Exit ,You will be required to submit the ID Card to our COE Centre (Address Given Below). In case, you fail to submit your ID Card, you will be liable to pay back Rs.50/- and it will be recovered from your Full & Final Settlement.

Quess	Corp	Limited	
COE	(Centre	Of	Experience)
8th	Floor,	A-19,31	Raghukul Tower,
Sirsi	Road,	Khatipura	(T-Point)
Jaipur,	Rajasthan	302021	

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Note:

1. It is Employee responsibility to submit the card to COE Centre and also share the Courier Receipt over email idcards@quesscorp.com with subject line OMS ID/Employee ID.
2. In case Employee notify that He / She has lost the Card then they have to mandatorily notify it in written (Email / Letter) to idcards@quesscorp.com

You shall report to work on Jul 25 2023 at the clients place.

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

1. Educational Certificates
2. Experience Letter / Relieving letter
3. Latest month pay slip
4. Photo ID proof
5. Address Proof
6. 5 passport size photographs
7. PAN card
8. UAN Card
9. Aadhaar Card

Here's wishing you the very best in your assignment with us and as a token of your understanding and accepting of the standard terms of employment, you are requested to sign the duplicate copy of this letter and return to us within a day.

With warm regards,

For **QUESS Corp Limited.**



Tej Hans Raj Singh
Deputy CEO



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I have read and understood the above mentioned terms and conditions of the Contract. I voluntarily accept the same. I shall abide to the terms and conditions mentioned therein and any amendments from time to time.

All the above mentioned terms and conditions will come in force from your date of joining, in case of no acceptance received before the first salary it would be deemed as acknowledged and accepted by you on receipt of your first salary.

Name:.....

Signature:.....

Place:.....

Date:.....

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Compensation Sheet

Offer No: **QS3167081**
 Designation: **SOHO**

Associate Name: **MOHD.SHAKIR MOHD.SHARIF SHEIKH**
 Location: **NAGPUR**

Pay Heads	Rs. Monthly Pay	Rs. Annual Pay
Basic	9000	108000
House Rent Allowance	4500	54000
Special Allowance	5349	64188
Advance_statutory_bonus	1173	14076
Gross Salary	20022	240264

Employer's Contribution		
Employer_esi	613	7356
Employer Provident Fund	1865	22380
Total Contribution	2478	29736
Cost to Company: (CTC)	22500	270000

Deduction: (Subjected to change)		
Employee Esi	142	1704
Provident Fund	1722	20664
Professional Tax	200	2400
Total Deduction	2064	24768
Net Take Home	17958	215496

Dear Associate,

Please download the WorQ App on your mobile for a host of benefits

- Access all your HR Documents (PaySlip, Offer Letter, PF/ESIC/Insurance Nos, Form 16
- Get Digital ID Card
- Get Easy Access to Quess helpline



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- Get access to Quess Market to get lucrative offers specifically for Quess Associates
- Get host of learning opportunities

You will receive your User Id / Password & Company ID by sms to your registered mobile No.

For any issues in login to WorQ app, please email to help@quesscorp.com.

Please mention your

- Offer No :QS3167081
- Name :MOHD.SHAKIR MOHD.SHARIF SHEIKH
- Mobile No

Link to download WorQ

Play Store (Android) - <https://goo.gl/rqsMnr>

App Store (iOS) - <https://goo.gl/DmHpEj>



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DISCLAIMER

To whomsoever it may Concern

I, MOHD. SHAKIR MOHD. SHARIF SHEIKH, Offer ID QS3167081, hereby give my consent to use my signature in all statutory forms and any other compliance documents/COC used by employer related to my employment. I also confirm that the signatures provided by me are best matched to my original signatures. Also, in consent to my details being shared with any Govt. Agency/Bank/Client/Background verification Partners.

Associate Name:

Associate Signature:



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LALPARI

BALAJI COMPLEX KHAPRIPURA DHARASKAR ROAD ITWARI
NAGPUR 440002. MOB-8087313936

GSTIN-27AFNPG2302M1ZG

To whomsoever it may concern

This is to certify that Mr ROHIT ASHOK GANWANI is self employed
and he is the sole proprietor of LALPARI business.

Thank you

Sincerely



Rohit Ashok Ganwani

Owner

+91 8087313936

rohitganwani1998@gmail.com

Date: November 11, 2022

Ruchi Rajesh Fale
Plot no 219, Panchsheel
Nagar, Near panchsheel
bhudha vihar, Nagpur -
440017, Maharashtra, India

Subject: Offer Cum Appointment Letter

Dear Ruchi,

With reference to your application and the subsequent interview, we are pleased to offer you a promising career with us. Your appointment with HDFC Life Insurance Company Limited ("Company") will be subject to your agreement / acceptance of the terms and conditions as defined therein, else the letter shall automatically stand invalidated without any further obligation on the part of the Company. The details of the terms and conditions are as mentioned below:

Designation: Bancassurance Manager

Department: Bancassurance

Organizational Band / Grade: 2

Location: Nagpur - Dharampeth

Date of Joining: Within 15 days of November 14, 2022

Job Detail

Although your normal work will consist of the duties and business targets as assigned to you from time to time, which shall be achieved by you to the satisfaction of the Company; you may at any time be called upon to discharge any other duties which in the opinion of the Company are within capacity to discharge and you will forthwith undertake to discharge those duties with diligence and care.

Compensation & other Benefits

1. Your annual emoluments will be **5,25,000** per annum on Cost to Company basis. The brief details of which are shown in Annexure-1. The Company will deduct taxes and other statutory dues as may be applicable from time to time from the remuneration payable to you.
2. Your Variable Pay for performance (VPP) is subject to your individual performance as well as Company's performance (as declared by the Company from time to time).
3. Based on your grade entitlement and as per the rules and policies determined by the Company from time to time, you will participate in:
 - a. The Provident Fund Scheme and other retirement schemes, if any. The statutory Provident Fund (PF) contribution by the Company and your contributions (or deductions from your payroll) would follow the prevailing PF rules at the time.

HDFC Life Insurance Company Limited

Corporate & Registered Office:

13th Floor, Lodha Excelus, Apollo Mills Compound,

N. M. Joshi Marg, Mahalaxmi, Mumbai - 400 011.

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- b. Medical Hospitalisation Scheme, as applicable
 - c. Group Term Insurance plan, as applicable
 - d. Gratuity: You will be entitled to gratuity as per 'Payment of Gratuity Act, 1972'.
 - e. Employees State Insurance Corporation: You will be entitled to the benefits under Employees State Insurance Corporation Act, 1948 depending on your eligibility.
4. The Company in line with its business requirement or based on your performance as applicable to you from time to time reserves the right in its sole discretion to effect change in the compensation structure or its components.
5. All matters pertaining to compensation on your joining or thereafter is to be maintained under strict confidentiality and not shared with any third party.

Probation Period

6. You will be on probation for a period of 6 months from the date of your joining the Company, which may be extended in case it is found necessary by the Company. You will continue to be on probation unless specifically confirmed in writing.

Your confirmation in the Company would be based on your performance, which would be evaluated at the end of 3rd and 6th month from the date of your joining or at the end of extension period. While on probation, your services can be terminated at any time by either party, with notice of 15 days without assigning any reason whatsoever. However, to mitigate organizational risks, if any, the company's decision will be final and binding in this regards.

Transfer

7. Although you are initially appointed at our Nagpur - Dharampeth, the Company may at its discretion transfer your services either temporarily or permanently to any other location or department of the Company or to any of its affiliates, subsidiaries, or any of their branches and you shall comply with all directions and instructions in that behalf. While on your transfer, you will be governed by the rules, regulations and conditions of service as applicable.

Leave

8. You will be eligible for leave as per the rules of the Company applicable from time to time.

Retirement

9. You will automatically retire on attaining the age of 58 years and that no further notice whatsoever to you will be necessary in this regard. The last day of the month when you attain the age of 58 years would be considered as your relieving date.

Conflict of interest

10. Whilst in the employment of the Company, you shall engage yourself exclusively in the work assigned to you by the Company and shall not take up any independent or individual assignments whether on part time or full time basis or in an advisory capacity either directly or indirectly.

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11. On your joining and during the course of your employment with the Company, you will relinquish all your previous interest, if any, either as a licensed agent or distribution agency of any other form with any other company, institution, firm, individual either in the same line of business or otherwise.
12. You will always maintain utmost confidentiality and shall not either during your engagement with the Company or thereafter, divulge to any person whatsoever any records, documents, formulae, processes, methods ideas or any other information or communication whether written, visual or oral and whether or not marked as confidential, concerning the business and affairs of the Company or any of its dealings, transactions which come to your knowledge during the course of your employment, or use any of the same for your own benefit.
13. Whilst in employment of the Company, you shall at all times whether or not you have any financial interest or otherwise either directly or indirectly, keep the Company disclosed fully of any conflicting business interest of your immediate relatives, if any, associated with the Company either as employee, distribution agent or otherwise.
14. Any invention, improvement, or idea conceived by you in connection with your employment with the Company, shall become the Company's exclusive property. For the purpose of this section / point, the Company shall in addition to (HDFC Life Insurance Company Limited) mean and include any other firm, person or company subsidiary to or affiliated with the Company.
15. Unless specifically authorized by the proper authority within the Company, you will not engage or represent the Company, whether in person or by way of any written document and, in any manner.
16. During the course of your employment you will be required to abide by governing laws, applicable rules and regulations and maintain highest standard of personal conduct and integrity and comply with all policies and procedures of the Company. Any breach, deviation, disobedience of code of conduct / procedures / policies / laws / regulations including but not restricted to any acts of insubordination, negligence, corruption, fraud, forgery, misappropriation and unacceptable behaviour, which bring disrepute to the Company either within or outside the Company premises would warrant stern disciplinary action, including dismissal from services of the Company without notice or wages in lieu of notice.

Notice Period on confirmation

17. This engagement may be terminated by either party by giving to the other, at any time, notice of 30 days in writing. In case of an ongoing internal investigation(s) / proceeding(s) against you, the Company has the right to extend your last working date, till the completion of said investigation(s) / proceeding(s). To mitigate the exigencies of the business and the possible risks, the decision of the Company will be final regarding the relieving date. In case the relieving date decided is short of the notice period, you will be bound to pay the notice period amount calculated on your last drawn salary. In case the Company decides to relieve you early, the Company will bear the notice period amount calculated on your last drawn basic pay. If you fail to report to duty till your last working date (as decided by the Company, except with prior approved leaves), your separation will be treated as per the abandonment clause(s).

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18. Notwithstanding anything contained herein, your employment with the Company shall stand terminated forthwith without any notice or payment in lieu of notice on account of:
- breach of governing laws, applicable rules and regulations;
 - breach of applicable Company policies, procedure or code of conduct whether express or implied;
 - performance below defined targets as applicable from time to time;
 - any act/s which is/are regarded as breach to the interest of the Company.

Other Terms and Conditions

19. Whilst in the employment of the Company you are required to effectively carry out all duties and responsibilities assigned to you. Disrespect for other employees, insubordination or flouting Company policies will not be tolerated.
20. You will be bound by all the existing rules and regulations as framed by the Company and those as enforced by the regulator in the insurance industry from time to time.
21. You are required to provide all the necessary documents / evidence required on the information furnished by you while seeking employment and as required under the rules and regulations of the Company.
22. We understand that we have your consent and authorization to take any pre or post-employment examinations and or Verification / checks as may be required by the Company (including its subsidiaries) or its representatives. You also authorize that HDFC Life Insurance Company Limited may use an outside external (third party) agency to verify and validate the information you have provided including but not limited to your employment history, your personal background, professional standing, work history and various qualifications, educational or otherwise. You understand that an external background check agency may obtain information it deems appropriate from various sources including, but not limited to, the following: current and past employers, criminal conviction records, school records, college records and professional and personal references. You authorize, without reservation, any individual, corporation or other private or public entity to furnish to the Company and the external background check agency all information about you. You unconditionally release and hold harmless any individuals, corporation, or private or public entity from any and all causes of action that might arise from furnishing to the Company and the external agency information that they may request pursuant to this release. We believe that you have not made any false declaration or willfully suppressed any material information, including any previous employment history with the Company. Accordingly, the offer of appointment is made relying upon information furnished and representation made by you. However, the offer of appointment is subject to reference and background check to be conducted by the Company at its discretion at any point of time during the course of your employment. If for any reason it is found that the reference or background check is negative or detrimental to the interest of the Company as determined by the Company, in its sole discretion, the Company is entitled to terminate your services at any time during or even after completion of the probation period with immediate effect without notice or any salary in lieu of notice. This authorization and release, in original, digital, faxed or photocopied form, shall be valid for this and any future reports and updates that may be requested.

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23. If for any reason, you remain absent / abstain from duty for a continuous period of seven (7) days without pre-approved leave or without intimating and obtaining the prior approval of your manager / immediate superior, or if you remain absent / abstain from duty for a period of seven (7) days beyond the period of leave originally granted without intimation or without obtaining the approval of your manager/immediate superior, it would be treated as abandonment of service and you will be deemed to have voluntarily abandoned your service without notice. The Company / employer would not be responsible for any further intimation towards such separation / abandonment of service nor any compensation or any full and final settlement payouts towards the same.
24. In case your employment with the Company is discontinued for any reason within 30 days from the date of joining, you will not be eligible for payment of dues or any other benefit from the Company on account of the expenses incurred by HDFC Life towards on-boarding activities.
25. It will be your sole responsibility to inform the Company in writing of any change in your address, failing which any communication sent to you in the address last stated by you shall be deemed to be validly served on you.
26. On your joining, you will be required to undergo a Regional Induction program as per policy at the Specified Regional location as communicated by the Regional Human Resources Manager, designated to your location. In case you are required to travel and stay at another location other than your base location for your induction, you will be eligible for training allowance as per Company Policy or basis exception approval.
27. Whilst in the employment of the Company and for a period of three (3) months thereafter your salary bank account as reflected on the Company's records, may be subject to audit at any point of time. By signing this letter, you hereby authorize and provide to the Company an irrevocable right to access your salary bank account for audit purposes during the period specified herein. Failure in providing these details may lead to disciplinary action.
28. Employee will have to raise resignation only through Employee Self Service (ESS). Resignation through any other mode except ESS will not be considered.
29. As an active frontline sales employee, you are expected to purchase a Tablet to conduct business. You shall provide an undertaking in favor of the Company for the purchase of the tablet in the format set out in Annexure-2.
30. You will need to open a bank account with our banking partner for salary and reimbursement purposes; in case you have an existing account with the partner, you may choose to convert it to salary account or open a separate account for the same. Failure to do so will result in salary and reimbursements being kept on-hold, for such period of time, till the bank account is opened with the banking partner.

Management reserves the right to effect change in any of the above clauses and the same will be communicated to you through SAP or other communication channels as prevalent. All policies referred in the letter are available on company's intranet page. If you are agreeable to the above mentioned terms and conditions, please acknowledge your acceptance by signing the duplicate copy of this letter and duly signed undertaking as set out in Annexure-2.

We look forward to a mutually rewarding relationship.


HDFC Life Insurance Company Limited


Corporate & Registered Office:

13th Floor, Lodha Excelus, Apollo Mills Compound,


N. M. Joshi Marg, Mahalaxmi, Mumbai - 400 011.

CIN: L65110MH2000PLC128245

 **+91 22 6751 6666**

 **1860-267-9999**

Available Mon-Sat from 10am to 7 pm (Local Charges apply)
DO NOT prefix any country code e.g. +91 or 00.

 **www.hdfclife.com**



Regards,

For & on behalf of
HDFC Life Insurance Company Limited



Sushil Chander
Vice President - Human Resources

I agree to and accept all the above terms and conditions.

Candidate Signature


HDFC Life Insurance Company Limited

Corporate & Registered Office:


13th Floor, Lodha Excelus, Apollo Mills Compound,
N. M. Joshi Marg, Mahalaxmi, Mumbai - 400 011.

CIN: L65110MH2000PLC128245

 **+91 22 6751 6666**

 **1860-267-9999**

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 **www.hdfclife.com**



Annexure 1

Date: November 11, 2022
 Name: Ruchi Rajesh Fale
 Designation: Bancassurance Manager
 Location: Nagpur - Dharampeth
 Band: 2

CTC STRUCTURE	
Components	Per Annum
(I) Fixed Pay	
Basic	157,500
House Rent Allowance	94,500
Other Allowance	157,091
Bonus	32,971
(II) Reimbursements	
LTA	13,125
Fuel	21,600
Mobile Handset	10,000
Total Fixed Pay and Reimbursements	486,788
(III) Retirals	
Provident Fund	21,600
Gratuity	7,612
(IV) Valued Benefits	
Group Insurance Benefit	9,000
Fixed Cost to Company (FCTC)	525,000

Other Eligibilities

On appointment you will be covered under the Group Term insurance as per Company policy.
 You will be eligible to be enrolled into sales incentive schemes as and when announced by the Company.

Note: The Bonus / Advance Bonus component shown above would be paid as part of monthly salary. All payments made towards Bonus / Sales incentives/VPP paid will be in accordance with the Payment of Bonus Act.

HDFC Life Insurance Company Limited

Corporate & Registered Office:

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Available Mon-Sat from 10am to 7 pm (Local Charges apply)
 DO NOT prefix any country code e.g. +91 or 00.

www.hdfclife.com



Annexure 2 - Checklist of the Documents

You are requested to share following documents before your joining date, so that we can have everything in order for your joining.

A. Photo ID, Address and Age Proof:

- i. PAN Card
- ii. Aadhaar card

B. Work Experience:

- i. Experience letter / Relieving letter / Resignation acceptance letter with company stamp / Resignation acceptance email / Screen capture of HRIS resignation from last place of work

C. Education Proof:

- i. Graduation - mark sheets for each year of the program & degree certificate
- ii. PG / MBA - mark sheets for each year of the program & degree certificate

D. Other Documents:

- i. Scanned copy of a color passport size photograph (required for generation of Company ID card)

E. Blood Group

Your offer has been made based on the information furnished by you. However, if there is a discrepancy in the copies of the documents / certificates given by you as a proof in support of the above, the Company reserves its right to revoke the offer any time before your joining, and also its right to terminate your employment anytime after joining.


HDFC Life Insurance Company Limited


Corporate & Registered Office:

13th Floor, Lodha Excelus, Apollo Mills Compound,

N. M. Joshi Marg, Mahalaxmi, Mumbai - 400 011.

CIN: L65110MH2000PLC128245

 +91 22 6751 6666

 1860-267-9999

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DO NOT prefix any country code e.g. +91 or 00.

 www.hdfclife.com





Offer Letter

Date: Friday, July 16, 2021

Mr. Asif Ismail Mohammad

Welcome to BYJU'S!

Congratulations on your decision of partnering with us in our endeavor to change the face of education.

We are pleased to offer you the position of Trainee - Core Collections

Offer Details:

Designation:	Trainee - Core Collections
Department:	Digital Finance (51000018)
Employment Type:	Trainee
Date of Joining:	Friday, July 23, 2021
Role Location:	IBC Knowledge Park, Bangalore
CTC per Annum:	350000 INR

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

1. Provident Fund
2. Income tax deducted at source at the rates applicable
3. Employment/Professional taxes
4. Dues to company including loans and advances
5. Or any other applicable statutory deductions

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

1. You will be governed by and agree to abide by the General Terms & Conditions of Service of the Company, as enclosed in Annexure A.
2. You will be governed by and agree to abide by the provisions of the company's Code of Conduct, copy of which is enclosed with this letter.
3. You are requested to carry necessary documents on your joining date, as enclosed in Annexure B.

You are requested to join the services of the Company not later than Friday, July 23, 2021, failing which you may please consider the offer to be withdrawn, unless an extension to the date of joining has been mutually agreed in writing.

Employment with Think & Learn Pvt Ltd is governed by the organisation employment policies as applicable, including satisfactory information from background checks post Joining.

We take this opportunity to thank you for the interest you have shown in our organization and look forward to welcoming you on-board for a fruitful career with us.

Please submit the signed copy of this offer letter on your date of joining.

Yours sincerely,
Think & Learn Pvt. Ltd.
Human Resource

Accept Job Offer by signing below

Signature:

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

Annexure A

All Confidential information, Coaching Materials, Developed Material and Documentation of the Company including any information concerning the organization, business or finances of the Company or of any third party, any trade secret, software program, functional methodologies, business plans, strategies, students list, records, reports, memoranda which is confidential to the Company or which the Company is under an obligation to keep confidential or is of such type and nature that a reasonable person would regard as confidential.

The Employee acknowledges that the unauthorized use or disclosure of the Confidential Information will be prejudicial to the interest of the Company or the entities with which the Company has business relationship and may amount to invasion of privacy or a misappropriation or improper disclosure of trade secrets.

Code of Conduct: Think & Learn Pvt. Ltd., endeavors to follow the best possible standards in its governance and has high levels of transparency and integrity. As an employee or consultant, or as a business partner, we would like to inform you of our Ethical Standards Practice applicable to our employee relating to their dealings with you in various business transactions. We ask you to read, understand, and adhere to this practice and also ensure that others represent you do the same (applicable for vendors or consultant). All correspondence in this regard shall be kept confidential. In case of any clarification, please do not hesitate to contact us.

Business Conduct: Our basic premise in conduct of business: employee should do nothing that might discredit or embarrass the Company, its clients, or themselves as employee of the Company.

All Think & Learn Pvt. Ltd., employees are expected to act in accordance with the highest levels of personal and professional integrity, and ethical conduct. Honest conduct is that which is free from fraud or deception.

Annexure B

1. 10th Mark sheet
2. 12th Mark sheet
3. Graduation/Post Graduation Mark sheet–All semester mark sheet
4. Graduation/Post Graduation–Degree Certificate (Provisional Certificate/Course Completion Certificate for Trainees)
5. Resume

7. BYJU'S Offer Letter
8. Pan Card
9. Aadhaar Card (On Aadhaar, DOB should be in DD/MM/YYYY Format)
10. Voter ID/Passport/Driving License
11. Cancelled Cheque/Bank Statement/Bank Passbook
12. Passport Size Photograph
13. All current & previous companies relieving/experience letter(Only for experienced candidate)
14. Current/Last company's last three months' payslip(Only for experienced candidate)

This is system generated offer letter and does not require authorised signature



METRO SALES

DHARAMPETH, NAGPUR

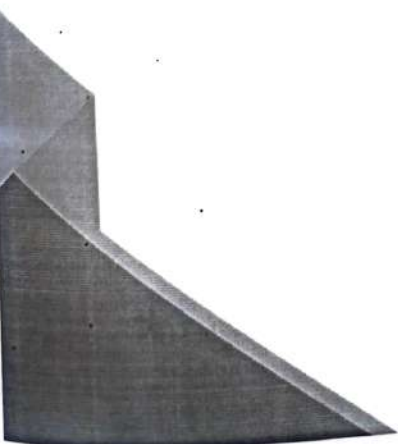


To whosoever it may concern

**This letter is issued to Mr Chandan
Sethiya is working as a Sales
Executive since 02/02/2021.**

Chandran

metrosalescorporation.co.in



Private and strictly confidential

17th December 2022

Dear **Jasmeet**,

Greetings!

Basis our telephonic discussions and your subsequent acceptance, we are pleased to offer you an employment opportunity with us as **Senior Software Developer** on or before 23rd December 2022.

In this position, you will be reporting to the **Project Manager**. Clearly, this is an incredible opportunity to utilize and develop your professional skills.

Annual Salary – INR 30,00,000/- (Rupees Thirty Lacs only)

Variable Pay – 0% of Annual Salary (Inclusive)

Joining Bonus – As per details below

- INR 350,000/- (Rupees Three Lacs and Fifty Thousand only) paid after completion of 1 month's employment, with a retention clause of 2 years from the date of payment. This bonus is being paid as per special request, but it is still mandatory to clear probation. If probation is not cleared, then this amount will be adjusted by the organization in the full and final settlement.
- INR 350,000/- (Rupees Three Lacs and Fifty Thousand only) paid after completion of probation period of four months, with a retention clause of 2 years from the date of confirmation.

Retention Bonus – Total Retention Bonus of INR 450,000/- (Rupees Four Lacs and Fifty Thousand only) with a retention clause of 2 years from the date of payment(s).

You will also be eligible to get shares of **GBP 3000** under the Shares scheme subject to satisfaction of conditions mentioned in the scheme document. Please refer employee manual and share scheme document for detailed understanding.

In addition, you will be eligible for awards and salary increases. EUI Ltd rewards individual and team achievement based on the results of performance appraisals conducted every year. Your detailed Letter of Appointment would be given to you on joining.



EUI LIMITED

(Incorporated under the UK Laws as a limited liability company)

Registered Office: Ty Admiral, David Street, Cardiff, CF 10 2EH (U.K.). Website: www.admiralgroup.co.uk

India Branch Office (Unit 3): 9th Floor, Building No. 1A of Phase I, ITPG Developers Pvt Limited, Electronic Hardware & IT/ITES SEZ, Village Behrampur, Near Sector 59, Gurugram – (Haryana) Post Office – CRPF Kadarapur, Pin Code – 122098 RoC FRN: F04348

On your joining date, please bring:-

- 1) Original and 1 photocopy of this letter duly signed and dated by you.
- 2) 5 self-photographs (passport sized, color photos with a white background).
- 3) The originals and 1 set of photocopies of the following documents
 - a. Education degree certificate and all year mark sheets for the highest degree attained. Photocopies should include both front and back sides of certificate.
- 4) Relieving letter and Resignation Acceptance letter from your most recent employer. If you have been employed for 1 year or less with the most recent employer, you must also bring a Relieving Letter or Resignation acceptance letter from the prior employer. Include your employee number with such previous employer(s).
- 5) Proof of identity. Bring a set of photocopies of any one of the following documents.
 - a. Passport, driving license, voter's identification card
 - b. PAN card
- 6) Pay slips of last 12 months
- 7) One Cancelled cheque
- 8) Copy of Aadhar card
- 9) Copy of Passport - if you do not have a passport then kindly apply for the same on priority and carry/share the acknowledgement copy on the day of your joining.

For EUI, Limited (India Branch Office)

Gaurav Kumar

Digitally signed
by GAURAV
KUMAR
Date: 2022.12.17
17:55:31 +05'30'

Country Head



EUI LIMITED

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Registered Office: Ty Admiral, David Street, Cardiff, CF 10 2EH (U.K.). Website: www.admiralgroup.co.uk

India Branch Office (Unit 3): 9th Floor, Building No. 1A of Phase I, ITPG Developers Pvt Limited, Electronic Hardware & IT/ITES SEZ, Village Behrampur, Near Sector 59, Gurugram – (Haryana) Post Office – CRPF Kadarapur, Pin Code – 122098 RoC FRN: F04348

Cash Component (A)	29,29,544
Terminal Benefits (B)	70,456
Annual CTC (A+B)	30,00,000
Other benefits (Shares Scheme) - as per company policy (C)	3,00,000
Other benefits - as per company policy (D)	1,46,000
Total Cost to Company (A+B+C)	34,46,000

S. No.	Summary of Components	Amount (INR)
Category A - Cash Component		29,29,544
<i>Fixed - Shall remain fix as per Company Policy</i>		
1	Basic Salary	14,64,772
2	Bonus	-
3	Employer's Contribution to PF	21,600
<i>Flexible - Employee has flexibility to structure it in various components</i>		14,43,172
4	House Rent Allowance (HRA)	7,32,386
5	Telephone Expense Reimbursement	-
6	Mobile Handset Reimbursement	-
7	Leave Travel Allowance (LTA)	-
8	Children's Education Allowance	-
9	Professional Development Scheme	-
10	Vehicle Fuel and Maintenance Allowance	-
11	Meal Vouchers/ Coupons	-
12	Birthday and Anniversary Gifts	-
13	Special Allowance	7,10,786
Category B - Terminal Benefits		70,456
14	Gratuity	70,456
Category C - Shares Scheme - as per company policy		3,00,000
15	Shares Scheme	3,00,000
Category D - Other Benefits - as per company policy		1,46,000
16	Free Cab Facility	60,000
17	Group Medical and Personal Accident Insurance	20,000
18	Free Group Term Life Insurance (GTL) - 7 times annual salary	30,000
19	Free Fun Budget + Other welfare/health benefits	36,000

Jasmeet

EUI LIMITED

(Incorporated under the UK Laws as a limited liability company)

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India Branch Office (Unit 3): 9th Floor, Building No. 1A of Phase I, ITPG Developers Pvt Limited, Electronic Hardware & IT/ITES SEZ, Village Behrampur, Near Sector 59, Gurugram – (Haryana) Post Office – CRPF Kadarapur, Pin Code – 122098 RoC FRN: F04348

Citi Secure Email

citi

From: "Noronha, Hensol" <hensol.noronha@citi.com>
Sent: Tuesday, July 13, 2021 10:03:52 AM GMT
To: "Barnika Chatterjee240197@gmail.com" <barnikachatterjee240197@gmail.com>
Cc: "Dsouza, Subhikshi" <subhikshi.dsouza@citi.com>, "Parab, Shekhar" <shekhar.parab@citi.com>
Subject: (Secure) Offer & Date of Joining - Barnika Chatterjee
[Secure Reply](#)

citi

Offer Details

Dear Barnika,

Thank you for showing your interest to pursue your career with Citi.

Subsequent to your interview process with us, we are pleased to send you the attached offer details

We are glad to share your Citi e-offer attached in this mail, request you to take a print and sign on all the pages and email the scanned copy of the signed letter.

We request you to please initiate your resignation process as soon you accept this e-offer and share a confirmation on your Last working day in your current employment along with a copy/screenshot of your resignation letter / e-mail. (if & as applicable)

Post you send scanned copy of offer letter, you will receive emails for Background Verification which are required to be completed on priority basis.

If you choose to accept the proposed compensation from Citi; please reply (reply all) to this email confirming your acceptance.

Offer Process

Offer Details

You have received annualized compensation details of your offer through this email. Please go through the same in detail. Please send in your acceptance within 1 business day of receiving this email. Should you have any doubts / queries on the offer details shared, do connect with myself.

Regards
Hensol

If you have any questions or concerns about the Citi products you have either purchased or intend to purchase, please reach out to your Citi contact/financial advisor. If you are not able to open/read the attached PDF document or have other issues related to using secure mail, help is available 24 hours a day by calling 1-866-535-2504 (inside U.S.) or International users call 1-904-954-6181 (collect calls accepted) or by email at secure_emailhelp@citi.com.



Human Resources
B-6, 7th Floor, Nirlon Knowledge Park, Off Western highway,
Goregaon (East), Mumbai - 400 063

Registered Office
8th Floor, First International Financial Centre (IFIC), Plot Nos. C-54 & C-55, G-Block, Bandra Kurla Complex,
Bandra (E), Mumbai - 400 051 CIN No:
U72900MH2009FTC192938



July 13, 2021

BARNIKA CHATTERJEE
Qtr no.191 2 Motibagh Rly colony, Nagpur- 440004, Maharashtra India

Dear Barnika Chatterjee,

We would like to thank you for giving us the opportunity to meet with you, and discuss a possible employment opportunity with Citicorp Services India Private Limited (hereinafter referred to as 'Citi').

We are pleased to make an 'Offer' to you on the following terms and conditions, which will govern your employment with Citi and will be effective from your date of joining Citi:

- Career Level: C05
- Location: Mumbai
- Entity/Group: Citicorp Services India Private Limited
-  

* For the details of your compensation i.e. CTC please refer Annexure.

Upon your acceptance of this Offer, and subject to successful completion of all

February 2021

Dear **Gunjan Samarth Damle,**

Congratulations! We are extremely excited to extend an offer to you to join the young and vibrant team of Vedantu as a "Academic Counselor" in our FOS Team at Nagpur. We are sure your valuable experience and passion to excel will be of great value to Vedantu and will help Vedantu move faster towards its Global vision. We are looking forward to your date of joining on 10 February 2021.

Your fixed remuneration would be INR 330000 (Rupees Three Lakhs and Thirty Thousand per annum). Your salary will be revised post 3 month probation based on your performance

The employment is conditional upon completion of your background check. Should any information provided by you be determined as false, or material information has been withheld during the recruitment process, it will be considered a breach of this offer and the Company may rescind this offer of employment without providing any notice or pay in lieu thereof. You are informed that this letter is meant to be an offer of employment and does not in itself give rise to an employer-employee relationship between Vedantu and yourself. Any employer-employee relationship is only meant to arise upon execution of an employment and confidentiality agreement with Vedantu.

This offer is valid until 2/9/2021. To accept, please send an email acknowledgement to hroperations@vedantu.com by 2/9/2021. If you have any questions, please feel free to contact mallika.varma@vedantu.com

A wonderful experience awaits you here, that's a promise!

Cheers!

Anand Prakash
Director & Co founder
Vedantu Innovations Pvt. Ltd.



OFFER LETTER

Date: 08-09-22

To,

Mr. Mohammad Sohail
Flat no. B-15, Krishna Dutta Apartment,
Itwari Station Road, Yadav Nagar
Uppalwadi, Nagpur - 440026

Dear Mohammad Sohail,

Congratulations!!

We are thrilled to offer you the position of **"Functional Consultant for US Shift"** at Target Integration. We trust that your knowledge, skills, and experience will become our most valuable assets and we hope that Target Integration will extend your friend circle and will become your extended family.

We are all excited to meet you on **"Monday, 12th September 2022"**.

The following components will form an integral part of your compensation:



भारतीय जीवन बीमा निगम
LIFE INSURANCE CORPORATION OF INDIA



ताराचंद रेहेकवार
सदस्य अभिकर्ताओं के लिए क्षेत्रीय प्रबंधक क्लब
Tarachand Rehekwar
Member of the Zonal Manager's Club for Agents
Code No. 2219126

31/10/2019

प्रति

आरती पी. रावतानी

थई पत्र द्वारा सूचित किया जाता है कि
आपको हमारी कंपनी में अभिकर्ता पद पर
नियुक्त किया जाता है। आपका मासिक वेतन
10000/- (दस हजार) रुपये रहेगा तथा साथ में
3% कमीशन भी दिया जाएगा।

कृपया आप 15/12/2019 तारीख
तक कार्य ग्रहण करें।

T. Rehekwar

ऑ. : भा. जी. बी. नि., शाखा 9126, मेन रोड, तुमसर - 441 912, जि. भंडारा
निवास : प्लॉट नं. 3, डॉ. लांजे च्या घराबवळ, श्रीरामनगर, तुमसर, जि. भंडारा

Off. : L.I.C. of India, Br. 9126, Main Road, Tumsar - 441 912, Dist. Bhandara
Resl. : Plot No. 3, Near Dr. Lanje's House, Shreeram Nagar, Tumsar, Dist. Bhandara
Ph. : Off. (07183) 232912, 232806, Mo. 9850193319, 8806936036
E-mail : tarachandrahekwar@gmail.com

ताराचंद रेहेकवार
सदस्य अभिकर्ताओं के लिए क्षेत्रीय प्रबंधक क्लब
Tarachand Rehekwar
Member of the Zonal Manager's Club for Agents
Code No. 2219126

31/10/19

प्रति
लाजो ए. पाटिल

अह पत्र द्वारा सूचित किया जाता है कि
आपको हमारी कंपनी में अभिकर्ता पद पर
नियुक्त किया जाता है। आपका मासिक वेतन
10000/- (दस हजार) रुपये रहेगा तथा साथ
में 3% कमीशन भी दिया जाएगा।
कृपया आप 15/12/2019 तारीख तक
कार्य ग्रहण करें।

T. Rehekwar

ऑ. : भा. जी. बी. नि., शाखा 9126, मेन रोड, तुमसर - 441 912, जि. भंडारा
निवास : प्लॉट नं. 3, डॉ. लांजे च्या घराजवळ, श्रीरामनगर, तुमसर, जि. भंडारा

ताराचंद रेहेकवार
सदस्य अभिकर्ताओं के लिए क्षेत्रीय प्रबंधक क्लब
Tarachand Rehekwar
Member of the Zonal Manager's Club for Agents
Code No. 2219126

To,

आलकाश डी. गुप्ता

31/10/19

यह पत्र द्वारा सूचित किया जाता है कि
आपको हमारी कंपनी में अभिकर्ता पद पर
नियुक्त किया जाता है। आपका मासिक
वेतन 10000/- (दस हजार) रुपये रहेगा तथा
सौध में 3% कमीशन भी दिया जाएगा।

कृपया आप 15/12/2019 तारीख
तक कार्य ग्रहण करें।

T. Rehekwar

ऑ. : भा. जी. बी. नि., शाखा 9126, मेन रोड, तुमसर -441 912, जि. भंडारा
निवास : प्लॉट नं. 3, डॉ. लांजे च्या घराजवळ, श्रीरामनगर, तुमसर, जि. भंडारा

ताराचंद रेहेकवार
सदस्य अभिकर्ताओं के लिए क्षेत्रीय प्रबंधक क्लब
Tarachand Rehekwar
Member of the Zonal Manager's Club for Agents
Code No. 2219126

31/10/19

प्रति,

अश्विनी एल. मलिक

यह पत्र द्वारा सूचित किया जाता है कि आपका हमारी कंपनी में अभिकर्ता पद पर नियुक्त किया जाता है। आपका मासिक वेतन 10000/- (दस हजार) रुपये रहेगा तथा साथ में 3% कमीशन भी दिया जाएगा।

कृपया आप 15/12/2019 तारीख तक कार्य ग्रहण करें।

T. Rehekwar

ऑ. : भा. जी. बी. रि., शाखा 9126, मेन रोड, तुमसर - 441 912, जि. भंडारा
निवास : प्लॉट नं. 3, डॉ. लांजे च्या घराबवळ, श्रीरामनगर, तुमसर, जि. भंडारा

M : 9730756239
9028352412

A & K Agency

Shop No. 27, MIG Housing Colony, Vakilpeth, Nagpur-9

Date :1/12/2019

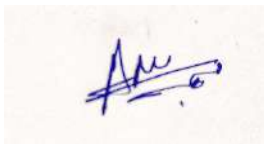
To whom it may concern,

This is to declare that Mr. Sandesh Kunjwani has been employed as a cashier at our company, A & K Agency, since 1/11/2019. Mr. Sandesh Kunjwani has been responsible for handling cash transactions, maintaining accurate records, and ensuring compliance with company policies and procedures.

During his tenure, he has demonstrated professionalism, integrity, and a strong work ethic. He has consistently performed his duties with diligence and has been a valuable asset to our team.

This declaration is issued upon request of Mr. Sandesh Kunjwani for whatever purpose it may serve him best.

Sincerely,



NICE CREATION

NEAR DURGAMANDIR TEKA NAKA NAGPUR

To whomsoever it may concern

This is to certify that Ms Arti .R. Patil is working with our organization at the post of Manager since 6th July 2019. She is a person totally dedicated to her work with proper work commitment towards to the organization.

Regards

NICE CREATION

NEAR DURGAMANDIR TEKA NAKA

NAGPUR

A rectangular box containing a handwritten signature in blue ink. The signature is stylized and appears to be 'Arti Patil'.

Proprietor

SWATI MEDICAL STORE

Kashmiri galli ambedkar marg Nagpur

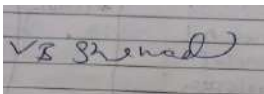
To whomsoever it may concern

This is to certify that Mr Deepak D Makhija is working with our organization at the post of sales executive since 1th July 2019. He is a person totally dedicated to his work with proper work commitment towards to the organization.

Regards

SWATI MEDICAL STORE

Kashmiri galli ambedkar marg Nagpur

A rectangular stamp containing a handwritten signature in black ink. The signature appears to be 'V B Shewad' written in a cursive style.

Proprietor

SAI AGENCY

NAKA NO 4 OLD KAMPTEE ROAD KALAMNA, NAGPUR

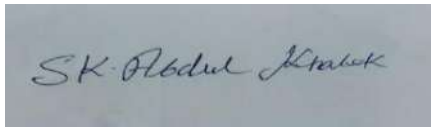
To whomsoever it may concern

This is to certify that Ms kirti s kalyani is working with our organization at the post of sales executive since Augusts 2019. She is a person totally dedicated to her work with proper work commitment towards to the organization.

Regards

SAI AGENCY

NAKA NO 4 OLD KAMPTEE ROAD KALAMNA NAGPUR

A rectangular box containing a handwritten signature in black ink. The signature appears to be "SK. Abdul Kalam" written in a cursive style.

Proprietor

HAKIMI HARDWARE

OLD BHANDARA ROAD ITWARI NAGPUR

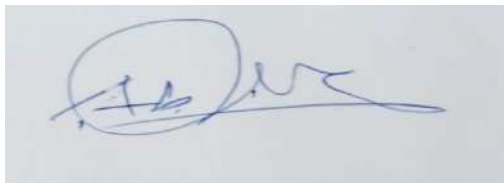
To whomsoever it may concern

This is to certify that Mr Madhav A Nimje is working with our organization at the post of Account executive since 1st October 2019. He is a person totally dedicated to his work with proper work commitment towards to the organization.

Regards

HAKIMI HARDWARE

OLD BHANDARA ROAD ITWARI NAGPUR

A handwritten signature in blue ink, appearing to be 'Madhav A Nimje', written over a light grey rectangular background.

Proprietor

New Babji Enterprises

Deals In : Hardware, CI, PVC, FRP Covers, PVC, CPVC, UPVC, SWR Pipe & Fittings, Sanitary, Aluminium, Sections & General Order Suppliers.
224, Gulmohar Apt., Nandanvan Main Road, Nagpur - 9.

Date : 24/12/2019

To Whom It May Concern,

This is to declare that Mr. Himanshu Vajirani has been employed as a salesman at our hardware shop, New Babji Enterprises, located at 224, Gulmohar Apt, Nandanvan, Main Road, Nagpur since 21/11/2019.

Mr. Himanshu Vajirani role as a salesman includes assisting customers, managing product displays, handling sales transactions, and maintaining a clean and organized store environment. He has consistently demonstrated excellent customer service skills, product knowledge, and a strong work ethic.

Sincerely,



Proprietor
New Babji Enterprises
224, Gulmohar Apt, Nandanvan Main Road Nagpur - 9

KUMAR SALES

Jagnath Budhwari Road, Teenal Chowk, Itwari, Nagpur - 440 002.

Date 2/01/20

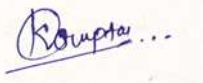
To whom it may concern,

This is to declare that Mr. -Shubham Rajesh Shahu has been employed as a Accountant at our company, Kumar Sales, since 15/12/2019. Mr. Shubham Rajesh Shahu has been responsible for handling Accounts by compiling and analysing accounting information and preparing reports

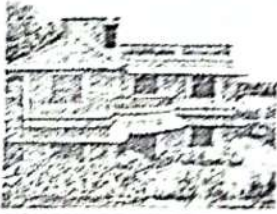
During his tenure, Mr. Shubham Rajesh Shahu has demonstrated professionalism, integrity, and a strong work ethic. He has consistently performed his duties with diligence and has been a valuable asset to our team.

This declaration is issued upon request of Mr. Shubham Rajesh Shahu for whatever purpose it may serve him best.

Sincerely,



Proprietor
Kumar Sales
Jagnath Budhwari, Teenal Chowk,
Itwari, Nagpur - 02



OM BAHERAM TRADERS

Proprietor
Mo. 959545511

GST No. 27ADXP1431J1Z1
3/A, रमना मारोती नगर, नागपुर-9
Ph. 0712-2712013, M.: 9595455101, 102

ACC Ltd
India's No. 1 Cement Co.

Ref.No.

Date :

10 June 2019

To Whom It May Concern

This letter is given to Ms. Pooja B. Rawte as she has been appointed as Clerk in our company from 10 June 2019 and working till date.

She will have to handle the responsibility given to her by her immediate senior.

Proprietor
Om Baheram Traders
Nagpur





सुंदर फुट वेअर

भंडारा रोड, इतवारी, नागपुर-०२

(S) 27621
(S) 2737
Mob. : 937-3106
Mob. : 937-0006

नं. _____

दिनांक _____

05 August 2019

To Whom It May Concern

This letter is given to Mr. Vandan S. Sahare as he has been appointed as Agent in our company from 05 August 2019 and working till date.

He will have to handle the responsibility given to him by his immediate senior.

Proprietor
Sunder Footwear
Nagpur





R B HARDWARE

491, NEHRU NAGAR NANDANWAN MAIN ROAD, NAGPUR-09

amil:-rbpaints50@yahoo.in

Contact:- 9373105487,8149816

01 July 2019

To Whom It May Concern

This letter is given to Ms. Simran R. Chhabra as she has been appointed as Salesman in our company from 01 July 2019 and working till date.

She will have to handle the responsibility given to her by her immediate senior.

A handwritten signature in black ink, appearing to be 'R B' followed by a flourish.

Proprietor
R B Hardware
Nandanwan, Nagpur



ameya
SALES CORPORATION

■ DESIGNER TILES ■ SANITARYWARE ■ MODULAR KITCHENS ■ DECORATIVE LIGHTS

Opp. Indian Gimkhana, Humpyard
Road, Dhantoli, Nagpur.
☎ : 0712 - 2421299, 6617693,
2420037, 2420039

Ref. No.


Date :

3 June 2019

To Whom It May Concern

This letter is given to Mr. Lokesh D. Natharani as he has been appointed as Accountant in our company from 03 June 2019 and working till date.

He will have to handle the responsibility given to him by his immediate senior.


Proprietor
Ameya Sales Corporation
Nandanvan, Nagpur



GSTIN No. 27AKGPD7428R1ZK

Subject to Nagpur Jurisdiction

M. 8793195767

SHREE KRISHNA AGENCIES

51, New Nandanvan, Ishwar Nagar Chowk, Nagpur-9

Date : 20/07/2019

Appointment Letter

Ms. Rani Jaikumar Shah

Vaishali Nagar,

Nagpur

Dear Ms. Rani Jaikumar Shah ,

We are pleased to offer you the position of Sales Manager at Shree Krishna Agencies, effective 20/05/2019. We believe that your skills and experience make you an ideal candidate for this role.

Your starting salary will be 16,000 per month, payable on a monthly basis. You will also be eligible for standard company benefits, including health insurance and paid time off, as per company policy.

Your responsibilities will include but are not limited to:

- Developing and implementing sales strategies
- Managing a team of sales representatives
- Building and maintaining relationships with clients
- Achieving sales targets

Your working hours will be 8 hours, six days of the week.

This offer is contingent upon the successful completion of a background check and any other pre-employment screenings that may be required.

Please sign and return a copy of this letter to indicate your acceptance of the offer. If you have any questions, please do not hesitate to contact me.

We are excited about the opportunity to have you join our team and are confident that you will make a significant contribution to our company.

Sincerely,



SHREE KRISHNA AGENCIES

51, New Nandanvan, Ishwar Nagar Chowk, Nagpur-9

Nilesh Hinge

Plot No. 67/A Ramna Maroti Road, Near Jyoti School Gadge nagar, Nagpur

No. 061

Date. 12/12/2019

To whom it may concern,

This is to declare that Mr. Saurabh Ashok Barmate has been employed as a Salesman our company, Nilesh Hinge, since 20/09/2019. Mr. Saurabh Ashok Barmate has been responsible for handling Accounts by compiling and analysing accounting information and preparing reports

During his tenure, Mr. Saurabh Ashok Barmate has demonstrated professionalism, integrity, and a strong work ethic. He has consistently performed his duties with diligence and has been a valuable asset to our team.

This declaration is issued upon request of Mr. Saurabh Ashok Barmate for whatever purpose it may serve him best.



Nilesh Hinge
Plot No. 67/A Ramna Maroti Road,
Near Jyoti School Gadge Nagar, Nagpur

VAT.TIN.NO. 27581077784-V
C.S.T. NO. 27581077784-C

M. : 9370477773
9371667798

ABHAY TRADERS

Plot No. R-29, Gayatri Nagar, Revati Vaish, Besa, Nagpur-440034

Cement, Steel, Metal / GV., Sand, G.I. / P.V.C. Pipe, Sanitaryware, Paints, Hardware & General Order Supplier.

No. . 201

Date : 18/12/2019

To whom it may concern,

This is to declare that Mr. Dhananjay Manohar Bokde has been employed as a Salesman our company, Abhay Traders, since 20/09/2019. Mr. Dhananjay Manohar Bokde has been responsible for identifying a customer's needs, pitching relevant products.

During his tenure, Mr. Dhananjay Manohar Bokde has demonstrated professionalism, integrity, and a strong work ethic. He has consistently performed his duties with diligence and has been a valuable asset to our team.

This declaration is issued upon request of Mr. Dhananjay Manohar Bokde for whatever purpose it may serve him best.



ABHAY TRADERS
Plot No. R-29, gayatri Nagar, Revati Vaish, Nagpur-34



SURESH JAGWANI & CO
CHARTERED ACCOUNTANTS

APPOINTMENT LETTER

This is to state that **Miss. Aarti A. Chauhan** has been appointed in our firm M/s Suresh Jagwani & Co., Chartered Accountants as Accountant from 01st September 2019 and will work in our firm whose timing will be from 10.30 AM to 06 PM.

This Letter is for information purpose only.

Place: Nagpur
Date: 23rd August 2019



For Suresh Jagwani & Co.
Chartered Accountants
FRN: 115415W

Jay M. Kaushik
M. No. 184309 (Partner)

Head Office :- G-76, Ganesh Ward, Near Punjab National Bank College Road, Civil Lines, Betul-460001
Second Office :- 104, Gayatri Palace, Central Avenue, Darodkar Square, Near Aaychit Mandir, Mahal, Nagpur- 440002
Call :- 7798703199, 9423408250



SURESH JAGWANI & CO
CHARTERED ACCOUNTANTS

APPOINTMENT LETTER

This is to state that Mr. Tushar P. Khandchandani has been appointed in our firm M/s Suresh Jagwani & Co., Chartered Accountants as Accountant from 10th August 2019 and will work in our firm whose timing will be from 10.30 AM to 06 PM.

This Letter is for information purpose only.

Place: Nagpur
Date: 07th August 2019



For Suresh Jagwani & Co.
Chartered Accountants
FRN: 115415W

Jay M. Kaushik
M. No. 184309 (Partner)

Head Office :- G-76, Ganesh Ward, Near Punjab National Bank College Road, Civil Lines, Betul-460001
Second Office :- 104, Gayatri Palace, Central Avenue, Darodkar Square, Near Aaychit Mandir, Mahal, Nagpur- 440002
Call :- 7798703199, 9423408250



APPOINTMENT LETTER


This is to state that **Ku. Deepali Ashok Lawankar** has been appointed in our firm Rathi Kaushik and Associates, Chartered Accountants as trainee from 10th August 2019 and will work in our firm whose timing will be from 11 AM to 06 PM.

This Letter is for information purpose only.

Place: Nagpur
Date: 05th August 2019



For Rathi Kaushik & Associates
Chartered Accountants
FRN: 136214W


Gaurav M. Kaushik
M. No. 151141 (Partner)



APPOINTMENT LETTER


This is to state that **Mr. Sahil Rahul Khatri** has been appointed in our firm Rathi Kaushik and Associates, Chartered Accountants as trainee from 01st September 2019 and will work in our firm whose timing will be from 11 AM to 06 PM.

This Letter is for information purpose only.

Place: Nagpur
Date: 30th August 2019



For Rathi Kaushik & Associates
Chartered Accountants
FRN: 136214W


Gaurav M. Kaushik
M. No. 151141 (Partner)

JITENDRA JEWELLERS

GOLD & SILVER MERCHANTS

Motha Indora, Nara Road, NAGPUR

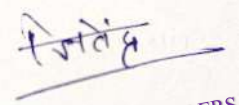
Date : 22/12/2019

To Whom It May Concern,

This Letter is to declare that Ms. Arti Arun Chauhan has been employed as a Salesman at our jewellery shop, Jitendra Jewellers, located at Motha Indora, Nara Road, Nagpur since 12/06/2019.

Ms. Arti Arun Chauhan role as a Salesman includes Mr. Arti Arun Chauhan role as a salesman includes assisting customers, managing product displays, handling sales transactions, and maintaining a clean and organized store environment.

We certify that Ms. Arti Arun Chauhan is a valuable member of our team and has been fulfilling his duties diligently. We are confident in his abilities and trust him to represent our company professionally.


JITENDRA JEWELLERS
Mothe Indora, Nara Road, Nagpur

VAT TIN No. 27840592738V w.e.f. 17 Feb. 2007
C.S.T. TIN No. 27840592738C w.e.f. 17 Feb. 2007

Subject to Nagpur Jurisdiction

☎ : 2703193



TULJAI STEEL TRADERS

IRON, STEEL & GENRAL SUPPLIERS

3, Janki Nagar, Manewada Ring Road, Uday Nagar Square, Nagpur-34.

Date 30/03/2019

To Whom It May Concern,

This is to declare that Mr. -Madhav Anil Nimje has been employed as a Salesman at our shop TULJAI STEEL TRADERS, Nagpur since 12/02/2019.

Mr. Madhav Anil Nimje role as a Salesman includes assisting customers, managing product displays, handling sales transactions, and maintaining a clean and organized store environment.

We certify that Mr. Xyz is a valuable member of our team and has been fulfilling his duties diligently. We are confident in his abilities and trust him to represent our company professionally.

TULJAI STEEL TRADERS
3, Janki Nagar Manewada Road,
Uday Nagar Square, Nagpur-34



ameya

SALES CORPORATION

Showroom : Ameya Towers,
Adjacent Dinanath High School
Opp. Indian Gymkhana, Hump
Road, Dhantoli, Nagpur.
☎ : 0712 - 2421299, 6617693
2420037, 2420039

■ DESIGNER TILES ■ SANITARYWARE ■ MODULAR KITCHENS ■ DECORATIVE LIGHTS

Ref. No.


Date :

8 June 2019

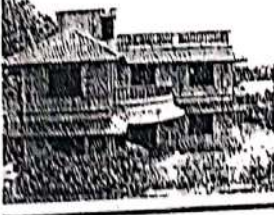
To Whom It May Concern

This letter is given to Mr. Lavesh P Nichwani as he has been appointed as Accountant in our company from 08 June 2019 and working till date.

He will have to handle the responsibility given to him by his immediate senior.


Proprietor
Ameya Sales Corporation
Nandanvan, Nagpur





OM BAHERAM TRADERS

GST No. 27ADXPR1431J1Z1
3/A, रमना मारोती नगर, नागपूर-९
Ph. 0712-2712013, M.: 9595455101, 102

Pramod S.
Mo. 9595455101

ACC Lim
India's No. 1 Cement Cor

Date :

Ref.No.

14 June 2019

To Whom It May Concern

This letter is given to Ms Monali M Jagdale as she has been appointed as Clerk in our company from 14 June 2019 and working till date.

She will have to handle the responsibility given to her by her immediate senior.

Proprietor
Om Baheram Traders
Nagpur





R B HARDWARE

491, NEHRU NAGAR NANDANWAN MAIN ROAD, NAGPUR-09

Contact:- 9373105487, 814981652

amil:-rbpaints50@yahoo.in

01 July 2019

To Whom It May Concern

This letter is given to Ms. Shraddha P Pounikar as she has been appointed as Salesman in our company from 01 July 2019 and working till date.

She will have to handle the responsibility given to her by her immediate senior.

Proprietor
R B Hardware
Nandanvan, Nagpur





सुंदर
फुट वेअर

भंडारा रोड, इतवारी, नागपुर-०२

(S) 27625
(S) 27377
Mob. : 937-31061.
Mob. : 937-00061:

नं. _____

दिनांक _____

08 August 2019

To Whom It May Concern

This letter is given to Mr. Sainal T Gour as he has been appointed as Agent in our company from 08 August 2019 and working till date.

He will have to handle the responsibility given to him by his immediate senior.

Proprietor
Sunder Footwear
Nagpur



Vimal Electricals Ltd.

SHOP NO. 142 GANJAKHET CHOWK,NAGPUR,9063256342 email-vml2008@gmail.com

Date:10/10/2018

Dear Mr Shivam R Khatri,

We are pleased to inform you that you are appointed as Customer Care Executive w.e.f. 1st November 2018, on a monthly salary of Rs.12000 .Your reporting Department is Sales and Allied services.

If you accept, please give your consent letter atleast 7 days before the above mentioned date of joining.



Mahesh Gurnani

Head, Sales and Allied services
Vimal Electricals Ltd,Nagpur

LA FRAGANZA PERFUMES

52.NARA MAIN ROAD,NEAR BUDDHA VIHAR,NAGPUR, 8865236520

+++++

Date: 4/3/2019

APPOINTMENT LETTER

Dear Mr Vishal Tahiliani

We are happy to extend our heartfelt congratulations on your selection for the position of Store Manager at La Fraganza Perfumes .We believe your skills, experience, and qualifications make you a valuable addition to our team.

Date of Appointment: 20/3/2019

Job Title: Store Manager

Location: La Fraganza Perfumes,Nara road,Near BuddhaVihar

Compensation Package: Rs 14000 per month

Reporting to: Supervisor Mr.S M Gurnani

Employment Status: You will join us as a Full-Time employee.

Work Schedule: Your regular working hours will be 9.30 am to 6.30 pm on all working days

Convey your consent before 12 / 03 / 2019



A.N.SHIVANI

Director
La Fraganza Perfumes,Nagpur

JB JAI BAKERY

21,S.B. ROAD,JARIPATKA ,NAGPUR, 9326454520

Date: 20/4/2019

Ref no : JB/AL/2019/29

Dear Ms.Yogita R Gopchandani

We are pleased to inform you that you are appointed as Assistant Accountant w.e.f 1/5/2019 on a consolidated monthly salary of Rs.14000 per month. Your training period is of 3 months. You have already accepted all terms and conditions after the interview. We wish you good luck.



Jai Singh Madaan

Director
Jai Bakery,Nagpur

G.S.T. No. 27AGWPG4214E2ZE

Mob. : 9420566420

OMKAR MARBLE

Ranala Road, Kamptee.

Wholesale in Granite Vitrified Tiles Marble, Kota, Kadppa, Glass Tiles

Date: 20/07/2019

Appointment Letter

Dear Mr. Harvinder Singh Sabarwal

We are pleased to offer you the position of Store Manager at OMKAR MARBLE. Your employment with us will begin on 1/08/19. Your starting salary will be Rs.13,000 per month

As Store Manager, your responsibilities will include but are not limited to:

- Overseeing day-to-day operations of the store
- Managing inventory and ensuring adequate stock levels
- Hiring, training, and supervising store staff
- Providing excellent customer service
- Implementing strategies to increase sales and profitability

Ensuring compliance with company policies and procedures

We believe that your skills and experience make you an excellent fit for this role, and we are excited to welcome you to our team. Please review the attached job description for more details about your new position.

To accept this offer, please sign and return a copy of this letter by 20/07/2019. If you have any questions or need further information, please do not hesitate to contact me.

We look forward to having you join us at OMKAR MARBLE and are confident that you will make a valuable contribution to our organization.

Sincerely,



OMKAR MABLE
Ranala Road, Kamptee

27500556841 V
w.e.f. 12-6-06

☎: (S) 2527943
Mob. : 9822933678

CENTRAL INDIA PAINTS

4,5,Shreeman Yogee Complex, Khare Town Dharampeth, Nagpur-10
Authorised Stockist for ICI India Ltd. & Asian Paints Ltd.

Date _____

To whom it may concern,

This is to declare that Mr. Sagar Dilip Kukde has been employed as a cashier at our company, CENTRAL INDIA PAINTS, since 12/10/2018. Mr. Sagar Dilip Kukde has been responsible for handling cash transactions, maintaining accurate records, and ensuring compliance with company policies and procedures.

During his tenure, Mr. Sagar Dilip Kukde has demonstrated professionalism, integrity, and a strong work ethic. He has consistently performed his duties with diligence and has been a valuable asset to our team.

This declaration is issued upon request of Mr. Sagar Dilip Kukde for whatever purpose it may serve him best.

Sincerely,



Proprietor,
CENTRAL INDIA PAINTS
4,5, Shreeman Yogee Complex,
Khare Town Dharampeth,
Nagpur-10

Wagh Luminous (Construction & Designer)

104, Zenda Square Abhavanekar Garden Nagpur

Ref. No. _____

Date:4-7-2018

APPOINTMENT LETTER

To,
Miss. Alka Manoj Nichwani

This is to state that **Miss. Alka Manoj Nichwani** has been appointed in our firm **Wagh Luminous** as **Marketing Executive** from 7th July 2018 and will work in our firm whose timing will be from 10 AM to 05 PM.

WAGH LUMINOUS
CONSTRUCTION & DESIGNER
PROPRIETOR

(Signature of manager with seal)



Recognized By
Govt. Of Maharashtra

ffiliated to National Council of Vocational Training (N.C.V.T.), New Delhi
Ministry of Skill Development and Entrepreneurship, New Delhi
Director General of Training (D.G.T.), New Delhi
Directorate of Vocational Education and Training (D.V.E.T), Mumbai



HUSNOOR PRIVATE INDUSTRIAL TRAINING INSTITUTE

(Run By Husnoor Shikshan Sanstha)

Borgaon, Gorewada Tank Road, Nagpur – 440 013

E-Mail : - itc575nagpur@yahoo.com

Phone : 0712 – 2595886

Ref. No. _____

Date 11-09-2018

To,

Mr. Bhavesh Ramesh Hedao

Subject: Appointment Letter

Dear Bhavesh Ramesh Hedao,

We are pleased to inform you that you have been appointed as an **Accountant** at **Husnoor Private ITI**, effective from 15/09/2018. Your working hours will be from 11:00 AM to 06:00 PM.

Your role as an **Accountant** will entail.

This letter serves as formal confirmation of your appointment with our firm. Please review the terms and conditions outlined in the attached document.

We look forward to your contribution and wish you a successful tenure with us.

Yours sincerely,



PRINCIPAL
HUSNOOR PVT., I.T.I.
BORGAN, NAGPUR.



SHREE SAI MOTORS

Shop No 1/2, Shivram Complex Koradi Rd,
Zingabai Takli Nagpur MH 440030

Ref. No. _____

Date: 12-10-2018

To,

Miss. Ashwini Vitthal Nimje

Subject: Appointment Information

Dear Ashwini Vitthal Nimje

This letter is to inform you that you have been appointed as a **Sales Executive** at **Shree Sai Motors**, effective from 15/10/2018. Your working hours will be from 11:00 AM to 06:00 PM.

Please note that this letter is for information purposes only. Detailed terms and conditions of your appointment have been communicated separately.

We extend our warmest congratulations on your appointment and wish you every success in your role.

Best regards,

For SHREE SAI MOTORS


PROPRIETOR

PRAPTI ONLINE SERVICES

Common Service Center

Shop No.1,Ekam – I, Opp. PNB, Nari Road, Nagpur-440026.

Contact No. 9766291400

CSC ID : 336447240014

Ref. No. _____

Date:22-10-2018

To,

Miss. Fatema Taiyebhai Champawala

Subject: Appointment Notification

Dear Fatema Taiyebhai Champawala

This letter confirms your appointment as a **Trainer** at **Prapti Online Services**, effective from 25th Oct 2018. Your working hours will be from 11:00 AM to 06:00 PM.

Please consider this letter as official confirmation of your appointment with our firm.

Sincerely,



PG

P.G. ENTERPRISES

Friends Colony, Bhandara, Nagpur -441 904
Mo. 9067300724

Ref. No. _____

Date: 20-01-2019

This is to state that **Miss. Kajal Uttam Shahu** has been appointed in our firm **PG Enterprises** as **Accountant** from 24th January 2019 and will work in our firm whose timing will be from 10 AM to 05 PM.

(Signature of manager with seal)



Office address : Friends colony, Bhandara, Nagpur -441 904



Vivekanand Charitable Trust Nagpur

Mr. Vijay Balpande
Director

Ref. No. _____

Date: 13-12-2018

To,

Miss. Mayuri Vijay Sardar

Subject: Appointment Letter

Dear Miss. Mayuri Vijay Sardar

We are pleased to inform you that you have been appointed as an **Accountant** at **Vivekanand Charitable Trust, Nagpur**, effective from 15th December 2018. Your working hours will be from 10:00 AM to 04:00 PM.

This letter serves as formal confirmation of your appointment with our firm. Please review the terms and conditions outlined in the attached document.

We look forward to your contribution and wish you a successful tenure with us.

Yours sincerely,



(Signature of manager with seal)

9028022205

Om Traders
Deals In **Genuine** Beauty Products.
Opp. Shri Kalgidhar Satsang Mandal Hall, Indira Colony, Jaripatka, Bhubaneswar-751014

Ref. No. _____

Date: 17 March 2019

To,

Miss. Megha Ramrao Bawankule

Subject: Appointment Information

Dear Miss. Megha Ramrao Bawankule

This letter is to inform you that you have been appointed as a **Salesman** at **Om Traders**, effective from 20th March 2019. Your working hours will be from 11:00 AM to 06:00 PM.

Please note that this letter is for information purposes only. Detailed terms and conditions of your appointment have been communicated separately.

We extend our warmest congratulations on your appointment and wish you every success in your role.

Best regards,

For OM TRADERS

Proprietor



SHRI BALAJI GRUH UDYOG

Plot.No.212,Bengali Society,Kasturba Nagar,Jaripatka,Nagpur-440014
Contact.No:9373178307 | Email:balajigrhudyog1995@gmail.com

Ref. No. _____

Date:24/03/2019

APPOINTMENT LETTER

This is to state that **Miss. Payal Rajesh Dhakate** has been appointed in our firm **Shri Balaji Gruh Udyog** as Marketing Executive from 26th March 2019 and will work in our firm whose timing will be from 11 AM to 06 PM.






SHREE SAI MOTORS

Shop No 1/2, Shivram Complex Koradi Rd,
Zingabai Takli Nagpur MH 440030

Ref. No. _____

Date:07/08/2018

To,

Miss. Priti Bhaskar Bhadade

Subject: Appointment Letter

Dear Miss Priti Bhaskar Bhadade,

We are pleased to inform you that you have been appointed as an **Accountant** at **Shree Sai Motors**, effective from 10th August 2018. Your working hours will be from 11:00 AM to 06:00 PM.

This letter serves as formal confirmation of your appointment with our firm. Please review the terms and conditions outlined in the attached document.

We look forward to your contribution and wish you a successful tenure with us.
Yours sincerely,

SHREE SAI MOTORS


PROPRIETOR

ARNAV AUTO PARTS

TELEPHONE EXCHANGE SQUARE, NAGPUR-440008

Ref. No. _____

Date:19/04/2019

To,

Miss. Priyanka Siddharth Wasnik

Subject: Appointment Information

Dear Miss. Priyanka Siddharth Wasnik,

This letter is to inform you that you have been appointed as a **Sales Executive** at **Arnav Auto Parts**, effective from 22/04/2019. Your working hours will be from 11:00 AM to 06:00 PM.

Please note that this letter is for information purposes only. Detailed terms and conditions of your appointment have been communicated separately.

We extend our warmest congratulations on your appointment and wish you every success in your role.

Best regards,

ARNAV AUTO PARTS
Bais
Proprietor



Sai Jyoti Publication

Sales Office: Om Sai Publishers and Distributors

29 Indira Nagar, Behind T.B. ward, Opp. Old immamwada Police Station, Nagpur – 440003.

Ph: (off): (+91)9764673503, 9923593503, Email id: sjp10ng@gmail.com, Website: www.saijyoti.in

Ref. No. _____

Date: 16/03/2019

To,

Mr. Nikhil Ghanshyam Patansavingikar

Subject: Appointment Notification

Dear Mr. Nikhil Ghanshyam Patansavingikar,

This letter confirms your appointment as a **Typist** at **Sai Jyoti Publication Nagpur**, effective from 25/03/2019. Your working hours will be from 11:00 AM to 06:00 PM.

Please consider this letter as official confirmation of your appointment with our firm.

Congratulations and best wishes for your journey with us.

Sincerely,



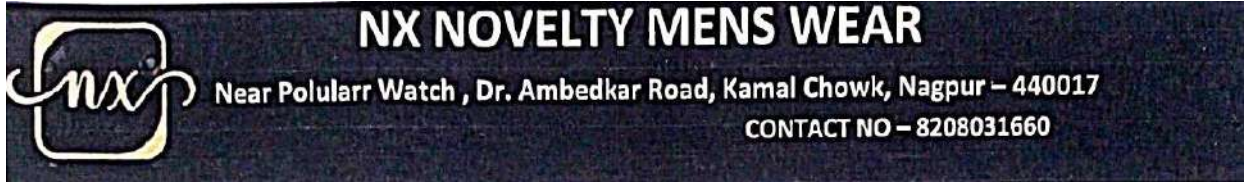
Ref. No. _____

Date:19/10/2018

This is to state that **Mr. Sanket Sanjay Nandanwar** has been appointed in our firm **Armour Hardware Nagpur**, as Accountant from 25/10/2018 and will work in our firm whose timing will be from 11 AM to 06 PM.



- Construction Chemical • Scaffolding • Bitumen Tar Products • Civil & Engineering Goods
- Safety Products • Industrial & Decorative Paints • Water Proofing Glass Fibre Mesh



Ref. No. _____

Date:20/03/2019

To,

Miss. Rina Bharat Varma

Subject: Appointment Notification

Dear Miss Rina Bharat Varma,

This letter confirms your appointment as a **Sales Executive** at **NX Novelty Mens Wear Nagpur**, effective from 25/03/2019 Your working hours will be from 01:00 PM to 08:00 PM.

Please consider this letter as official confirmation of your appointment with our firm.

Congratulations and best wishes for your journey with us.

Sincerely,

NX NOVELTY MENS WEAR
Near Polularr Watch, Kamal Chowk,
Nagpur-17 M.8087087898
Vicky



ARDRA TATVA PRIVATE LIMITED

(CIN NO. U24290MH2021PTC373340)

Mail ID: ardratatvachem@gmail.com Contact No. 7448172612

Ref. No. _____

Date: 30 March 2019

To,

Miss. Sapna Mahadeo Khadgi

Subject: Appointment Letter

Dear Miss. Sapna Mahadeo Khadgi,

We are pleased to inform you that you have been appointed as an **Office Administrator** at **Ardra Tatva Private Limited Nagpur**, effective from 1st April 2019. Your working hours will be from 11:00 AM to 06:00 PM.

Your role as an **Office Administrator** will entail.

This letter serves as formal confirmation of your appointment with our firm. Please review the terms and conditions outlined in the attached document.

We look forward to your contribution and wish you a successful tenure with us.
Yours sincerely,



ARDRA TATVA PVT LTD

(Authorised signatory with seal)

Himanshu Khushalani

Reg. Office :- Plot No. 6, Ambazari Layout, Nagpur (M.H.), 440010

Head Office :- 201, Shiv Gaurav Estate, Bhagwagar Layout, Dharampeth, Nagpur -440010