



**SHRI KHANDERAI PRATISHTHAN'S
DNYANSAGAR INSTITUTE OF MANAGEMENT & RESEARCH**

(Approved by AICTE, New Delhi, Recognized By Govt. of Maharashtra, Affiliated to S. P. Pune University)
(AISHE Code : C - 41293, PUN Code - IMMP014030)



**STUDENTS PLACEMENT
ORDER
2019-2020**



SKP Campus, Baner, Balewadi, Pune - 411 045 INDIA
☎ 7767800401 - 10 ✉ director@dimr.edu.in 🌐 www.dimr.edu.in



eClerx

January 27, 2022

Mr. Abhinav Gupta
H-804, Tiana Bldg, near Vibgyor,
school, Baner, Pune 411045

Dear Abhinav,

Congratulations!!!

We are extremely pleased to extend you a warm welcome to the eClerx family. We wish you a successful and professionally rewarding career with us.

Please find attached your letter of appointment with eClerx. The letter sets out the terms and conditions of your employment. We request you to acknowledge the duplicate copy of this letter and return it to us as a token of your acceptance.

Your HR Business Partner will soon reach out to you to introduce themselves. Should you have any queries or concerns they will be glad to assist you.

Once again, we welcome you to eClerx. We look forward to a long, fruitful, happy and exciting association with you.

With Best Regards,



Nagar Shetty
Associate Program Manager – Human Resources


Director

Dnyansagar Institute of Management and
Research
Balewadi, Pune-411045

Abhinav Gupta

Registered Office:
eClerx Services Ltd.,
[CIN: L72200MH2000PLC125319]
Sonawala Building, 1st Floor, 29 Bank Street, Fort,
Mumbai – 400 023, Maharashtra, India.
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E-mail ID: contact@eclerx.com | www.eClerx.com

Office Address:
eClerx Services Ltd.,
Block No 1, 5th Floor, Quadron Business Park Limited,
Rajiv Gandhi Infotech Park, Plot No: 2B, Hinjewadi Phase II,
Pune – 411 057, Maharashtra, India.
Ph: +91 20 4027 7990
www.eClerx.com

January 27, 2022

Dear Abhinav

Further to your Offer Letter dated **July 26, 2021**, we are pleased to appoint you as **Analyst** in the **C1** program. Your employment with us will commence on **Thursday, January 27, 2022**.

With reference to your Apprenticeship Contract Letter dated **July 27, 2021**, duly accepted and signed by you, your Apprenticeship Contract duration from **July 27, 2021** to **January 26, 2022** and your date of conversion to on roll employment is **January 27, 2022**. Please note that without any Statutory Obligation on our part, however, for the limited purpose of extending the service continuity benefits to you, your Apprenticeship Contract Duration, starting from **July 27, 2021**. Will be considered as your DOJ.

Apart from the other policies binding upon the employees of the company, the general terms and conditions to your appointment are as follows:

The terms and conditions of your appointment are as follows.

1. Work Location

1.1. Your initial work location will be Pune. Though you have been engaged for a specific position and location, the Company reserves the right to transfer you, with reasonable notice, to any other location, department, establishment, or branch of the Company / group / affiliates (whether in India or abroad) as the Company may deem fit including new locations to be set up in future. You shall be bound by the policies, rules and regulations of the office at the location you are posted in at any given point in time.

1.2. In the event of your resignation from the Company from your date of relocation / transfer within a stipulated time period as mandated by the relevant transfer policy; you shall be liable to pay to the Company, all the expense incurred towards movement of your household goods, relocation allowance, accommodation cost and all other expenses related to your relocation/transfer including cost incurred by Company on account of your training.

2. Background Verification

2.1. Your appointment is contingent on successful verification of all documents and information provided by you as a part of your recruitment/joining process.

2.2. The Company reserves the right to end this employment agreement with you with immediate effect and without any liability(s) should the results of your background investigation come out as negative. HR team will contact you as soon as there is any insufficiency / discrepancy identified in your background check process.

2.3. You may be required to undergo tests for substance abuse as and when deemed necessary by the organisation. If the reports of such testing are found to be positive, the organisation withholds the right to initiate suitable action against you, including termination of services.




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3. Remuneration & Privileges

3.1. Your compensation details will be as per Annexure I. The remuneration as indicated in the annexure is comprehensive and all-inclusive and hence it shall be deemed to include all the liabilities of the Company including keeping into account any extra hours worked.

4. Probation

4.1. Your first three months with the Company constitutes a training / probationary period. This will exclude any leave of absence or such other period, which is not treated as duty as per the regulations of the organization. The probation period can be extended at the discretion of the manager. During this period, the company or you may terminate this agreement by giving 60 days' notice or payment in lieu of notice period. The Company reserves the right not to accept the payment in lieu of notice.

4.2. Notwithstanding the above mentioned clause, the company reserves the right to put you under a training module as per the requirement of the specific business, the successful completion of which would determine the confirmation of your employment.

4.3. On your being unsuccessful on assessment parameters as defined by the company after the training completion period, the company reserves the right to either extend your probation period as per the Confirmation Policy, or terminate your employment with immediate effect with 30 days of notice period in case your skill sets are found to be misfit for the business skills. Without prejudice to clause no 4.1 and 4.2 as mentioned above, the Company may, during the period of training/probation, terminate your services without any notice or payment in lieu of notice should you be found guilty of violation of any of the Companies' policies or breach of code of conduct which may not be conducive to the Company or its reputation.

4.4. On successful completion of probation, you will be confirmed as a permanent employee and the rules regarding your employment then will be governed by relevant policies and code of conduct that apply all employees in a permanent capacity.

5. Training

5.1. You may need to undergo designated trainings as a part of your employment. Such trainings are aimed to present an opportunity to expand your knowledge base, enhance your domain and product expertise, and equip you for effective execution of all your job responsibilities. Some of the specialized trainings will require a commitment of significant investment by eClerx as well as you.

5.2. In such cases, you may be required to enter into a retention agreement with us. The details of such developments will be made available to you before the commencement of any such training.

5.3. Breach of the agreement may call upon necessary recovery from your full and final settlement



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6. Leaves

6.1. You are eligible for 24 working days of leave in a year. All leaves applied for will need to be approved by the reporting manager well in advance. Any unapproved leave will be treated as loss of pay and repetition of such instances will attract action in line with the leave policy. The leave process shall be guided under Leave policy of the company.

6.2. You are required to acquaint yourself with all the rules and regulations pertaining to leave and attendance upon joining the company in order to avoid such instances.

7. Separation

7.1. Post confirmation of your employment, your services can be terminated by the company, with or without reasons, by giving a notice of 60 days or payment in lieu of notice period. Payment in lieu of shortfall of notice period will be equivalent to monthly total compensation earned for an equivalent period of time.

In case you decide to terminate your employment with the Company, you would be required to serve the notice period of 60 days upon your resignation. The company may waive off the notice period requirement, at its own prerogative and require you to compensate for the shortfall of notice period.

7.2. Without prejudice to any clause in this contract, the Company also reserves the right to terminate your employment for Reasons mentioned below with immediate effect without any payment in lieu of notice period, whereupon you shall cease to be in the employment of the Company and you shall have no claim whatsoever against the Company for damages or otherwise by reason of such determination.

For the purposes of this Clause 7.2, 'Reason' shall mean as under:

- a. Negligence or misconduct by you in complying with your duties, responsibilities, obligations and / or covenants or undertakings, which are either incapable of remedy or otherwise not remedied by you within 30 (thirty) days of a written notice being serviced on you by the Company stating the breach; or
- b. You becoming unable, for any reason whatsoever including the imposition of any court order, to efficiently perform your duties hereunder for 60 (sixty) working days in aggregate in any period of 12 (twelve) consecutive months; or
- c. You becoming of unsound mind; or
- d. You are convicted of a criminal offence; or
- e. You becoming bankrupt or compound with all your creditors or enter into any deed of arrangement with all your creditors; or
- f. You commit any breach of any of your duties or obligations under the Employment Documents; or
- g. You refuse or neglect to comply with any lawful and reasonable orders or directions given to you by the Company; or



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- h. You are guilty of any misconduct whether or not in the performance of your duties or commit any act which in the opinion of the Company is likely to bring the Company or any of its officers or other employees into disrepute whether or not such act is directly related to the affairs of the Company; or
- i. You becoming prohibited by law or any order from any regulatory body or government authority from being an employee of the Company; or
- j. You are unable to achieve and maintain a satisfactory level of performance and produce the desired results in your performance which are the requirements for meeting your job responsibilities; or k. Causing damage to company's property; or
- l. Going on or abetting a strike in contravention of any law for the time being in force; or
- m. Committing theft, fraud or dishonesty
- n. You being found guilty of any unlawful activity including but not limited to threatening of employees, security breaches, harassment including sexual harassment, etc.
- o. For violation of the Company Code of Conduct and Company Ethics which goes against the ethos of the company.

The list above is suggestive and by no means exclusive. The company further reserves the right to add/amend this list without prior notice, within reasonable limits.

7.3. In the event of continued absence from work without prior information and authorization, the Company can initiate disciplinary action against you as specified in the relevant separations policy(s) and/or document(s) which may lead to termination of your employment.

7.4. You will automatically retire from the service of the Company on attaining the age of 60 (sixty) years, if not terminated earlier, [unless otherwise agreed between the parties].

7.5. On termination of your employment, all works carried out by you – both in physical and digital form – during your employment shall be immediately returned forthwith to the Company, without exception and with no copy (either part or whole thereof) retained by you in any form.

7.6. When your employment with the Company ends, for whatever reason, you will promptly deliver to the Company all originals and copies of all documents, records, software programs, media and other materials containing any confidential information. You will also return to the Company all equipment, files, software programs and other personal property belonging to the Company and complete the due handover process during the notice period that you are required to serve by the Company. In the event of your failure to do so, you shall be liable to face legal proceedings and compensate the company for any material loss of business as determined by the company at its sole discretion. The Company may withhold your exit clearance and / or full and final settlement on account of your breach of the Company's rules and regulations and until it is able to recover the losses incurred by it on account of your breach of the Company's rules and regulations.



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8. Working Hours

8.1. The working hours applicable to you will be the same as are observed depending upon your process and program. The initial shift, location or program awarded to you may change at any time during the period of employment as decided by eClerx management.

9. Conflict of Interest

9.1. During your service with the company you are expected to devote your whole time and attention to the company's affairs and refrain from directly or indirectly engaging in any other business. You will not take up any other work for remuneration (part time or otherwise) or work in advisory capacity or be interested directly or indirectly in any trade or business, during your employment with the Company. This restriction applies whether or not the other activity is of a similar nature to or competes in any material respect with any of the businesses of the Company.

9.2. You will not seek membership of any local, public or political bodies or undertake any other business, assume any public office, honorary or remunerative, without the specific written permission of the HR Head. In the event of your becoming member of any local or public or political bodies or undertaking any business, assuming any public office without following due process as prescribed by the Company, you shall be deemed to have contravened the terms and conditions of employment and the Company reserves the right to take appropriate action as it deems fit including forthwith terminating your employment with the Company as provided in the Employment Documents.

9.3. In case you join or are transferred to the Financial Markets vertical, you may be required to disclose the details of Demat / Trading account held by you and your family members to meet the compliance requirements of the client.

10. Non-Disclosure

10.1. You hereby agree to sign and enter into a Non-Disclosure / Confidentiality Agreement on your date of joining or at any time thereafter in the format prescribed by the Company. You further agree that you shall keep the Company's Confidential Information (as defined in the Non-Disclosure / Confidentiality Agreement), whether or not prepared or developed by you, in the strictest confidence.

10.2. If you are bound by a confidentiality agreement with a previous employer, you must notify the Company and the Company will automatically be indemnified against any breach thereof.

11. Non-Solicitation of Employees and Clients and Non-Compete

11.1. During the term of your employment with the Company and for a period of 12 months thereafter immediately following the termination of employment with the Company for any reason, you shall not –

- a. Undertake and ensure that directly or indirectly solicit, induce, recruit or encourage any of the Company's employees to leave their employment with the Company, or join any other employment or undertake any other activity that is of similar nature so as to give any sort of competition to the business of the Company.




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- b. Take away any clients or customers of the Company or attempt to solicit, induce, recruit, encourage or takeaway clients or customers of the Company.
- c. Join the services or be associated with any former employee of the Company who is undertaking any activity competing with the business of the Company.
- d. All business opportunities known to you or made known to you at any time, with respect to and / or connected with the business of the Company are not referred to any third party but are referred only to the Company and are undertaken in any other company only with the prior written consent of the Board of Directors of the Company (hereinafter referred to as 'the Board').
- e. Neither directly nor indirectly own, conduct, engage in, manage, operate, join, control, finance, invest in, bid for, advise or otherwise participate in or in any manner be associated or connected with, whether for or without remuneration, in any business, individual, partnership, firm, corporation, limited liability company or other entity whatsoever similar to or competing directly or indirectly with the business of the Company, its subsidiaries or affiliates nor undertake or be engaged, directly or indirectly in any activities or do any act or thing which would, or is likely to, be detrimental to the interests, business or reputation of the Company, its subsidiaries or affiliates.

12. Jurisdiction

12.1. In case of any dispute or difference arising out of or under this contract, resulting into any proceeding before any Authority, Courts etc. in respect of this contract, the same will be subject to the jurisdiction of Mumbai.

13. Applicable Company rules and regulations

You will be governed by the Company's rules and regulations (and practices) as enforced from time to time on matters whether specified herein or not, including on matters such as designation, emoluments and the structure thereof, working hours, etc. Company's decisions on all such matters shall be final and binding on you

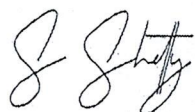
14. Change in Terms and Conditions of your employment

The company reserves the right to change the terms and conditions of your employment which would be intimated to you either through changes in company policies or through an amendment to your employment contract, or through other means of communication which would purport to amend the said terms in your employment contract.

If the terms and conditions offered herein are acceptable to you, please return the acceptance copy to the undersigned, duly affixing your full signature on the last page and initials on remaining pages.

Yours faithfully,

For eClerx Services Limited



Sagar Shetty Associate Program Manager– Human Resources




 Director
 Dnyansagar Institute of Management & Research
 Balewadi, Pune-411045

ANNEXURE I



Abhinav Gupta

Name: Abhinav Gupta Designation: Analyst Date of Joining: July 27, 2021

Salary Component	Amount (INR)	Annual Amount(INR)
Basic Pay	8,621	103,452
House Rent Allowance	431	5,172
Other Allowance	3,889	46,668
Bonus	2,800	33,600
Monthly Fixed Compensation	15,741	188,892
Retiral Fund	1,501	18,012
Monthly Total Compensation	17,242	206,904
Annual Total Compensation		206,904
Performance Bonus (Upto)	1,379	16,548
Cost To Company		223,452
Gratuity ³		4,976
Total Cost To Company		228,428

The Company is also pleased to extend the following benefits to you:

1. Group Medical Insurance

- You are eligible for floater medical insurance cover of INR 100,000 which covers yourself
- The insurance is inclusive of pre-existing disease cover from the date of joining
- You may also opt for additional cover for your family including your spouse, children and parents / parents-in-law post your joining the Company. The premium against the additional cover will be communicated to you and will be deducted from your salary

2. Group Personal Accident Insurance

- You are covered for an amount of INR 300,000 under the Group Personal Accident Insurance Policy.
- The policy covers disablement (temporary and permanent both) and death caused due to accidents

3. Executive Health check-up:

- All employees aged 35 years and above are eligible for an executive health check-up once a year. Details on the appointment booking procedure will be made available to you subsequently.

4. Night Shift Allowance

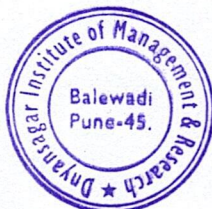
- In case you are required to work in the night shift on account of process or client requirements, you will be eligible to receive Night Shift Allowance
- The amount paid to you will depend on your designation, number of nights shifts worked and all other rules as may be specified by the company policies.

5. Language Allowance

- In case you're hired for a role that requires proficiency on a foreign language, you shall be eligible to be paid a Language Allowance along with your monthly salary
- The same will be withdrawn if your role changes for any reason whatsoever, and the new role does not require you to use your language proficiency

6. Transport

- eClerx offers subsidized transport to all its employees basis the local transport policy



(Signature)
 Director
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Abhinav Gupta

- b. Should you wish to avail, an amount of INR 1400 will be deductible from your fixed compensation every month

Other Notes:**1. Taxation**

- a. 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 your compensation.
- b. The Company shall be entitled to deduct from your compensation, income tax, other taxes and levies which it is liable to deduct at source.

2. Provident Fund

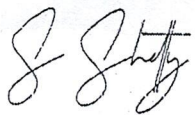
- a. Since you have opted not to participate in the Employees Provident Fund Scheme, the Retiral Fund amount will be paid as a part of your Monthly Fixed Compensation.

3. Gratuity

- a. You will be entitled to gratuity as per the provisions of the Payment of Gratuity Act 1972 and the amendments made thereafter

4. Performance Bonus (Upto)

- a. The performance bonus mentioned in the aforementioned table includes complete liability of the company on bonus payments to you including those required by statute.
- b. Bonus pay out in contingent on your performance and will be prorated basis the date of joining or changes in salary as per company policy
- c. The performance bonus payout is annual in nature and is subject to your being on the active rolls of the Company, on the date of actual payout.



Offered By: Sagar Shetty Designation: Associate Program Manager – Human Resources

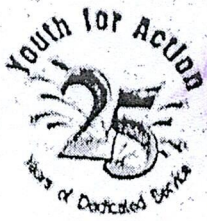
Accepted by: Abhinav Gupta

(Name and Signature)

Date: 21/10/2022




Director
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Youth for Action

A Secular, Non-Profit, Action Research Group
Accredited to United Nations INCD Process,
Observer status with IPAD Governing Council Meetings,
Accredited to GEP Council Meetings,
Member, Global Co-ordination Committee of RIOD

Ref: YFA/AO/C/02-2020

Date: 10-02-2020

To

Mr. Kondapalli Siva Krishna
Pimpri Nilakh, Pune

Email: sivakrishna18373@gmail.com, Mobile: +91-9284952129

Mr. Siva Krishna

Welcome to YFA !

CONTRACT / AGREEMENT

Based on Interview and discussions we are happy to inform you that you have been selected for the position of Consultant Technical specialist on probation period of 11 months from Feb-2020 to Dec-2020. Upon successful completion of the probation period you will be issued the contract for employment. During the probation period you will be paid a consolidated Honorarium of Rs.25000/- (Rupees Twenty Five Thousand Only including tax deductible as per the statutory obligation) per month and you will also be paid, actual travel related to project work. We will also look after your health & accidental insurance during the contract period. Your appointment is purely on temporary basis during the probation period, we will not be able to provide any social security benefits including any compensation, Gratuity, LTC or any other benefits of such nature of Pension and Retirement benefits, etc. Your appointment during the probationary period will be temporary in nature and will be terminated based on your performance evaluation including discipline maintained, character, values and dedication.

YFA is a non-profit organization and work with poor based on the charity, grant and donations received from Philanthropic, Social and Government Institutions. We provide consolidated salary/honorarium/emoluments out of the grants/charity/donations received, which are mostly time bound and many of times uncertain of receipt of grants/donations. So if there is any delay or non-receipt of grant/donation from donors such as NABARD or any other donor, YFA will not be held responsible for payment of honorarium/ salary/travel/any other reimbursement of expenses, and, you will absolve YFA from all such liabilities and responsibilities.

Provision of new contract/agreement for continuation of your association with YFA would be based on grants available, transparency maintained by you, discipline, high degree of professional work demonstrated during the probation period. You shall not reveal any of the information or data of anything of the establishment to any other person in case of this it amongst breach of contract and amount to loss of contract.

Terms:

- a) The relationship between us and you is not that master and servant and i.e. It is not a social service.


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- b) The renewal of the contract will be undertaken based on the sanction received from the donor or financing agency, funds made available, your performance and adherence of discipline maintained.
- c) During the period of your association with us, you shall maintain harmonious and cordial relationship with utmost discipline for the development of the project or any other activity entrusted by YFA.
- d) You shall not deal in any business or trade or any activity detrimental to the interest of our organization during the said period.
- e) In case of your poor performance or Indiscipline, resulting in failure of achievements of mandate and objectives of the organization then your services will be removed without assigning any reasons. In case if you are getting better opportunities or not happy working with YFA you should give us one month's notice.
- f) YFA shall not be construed as employer for the purpose of time bound project work even though, your association with the project. Similarly, YFA cannot undertake any circumstances or for any reason whatsoever be held liable for damage or injury sustained by you while the action is, being carried out as a consequence of the action. YFA cannot therefore, accept any claim for compensation or increase/reimburse in payment or legal action in connection such damage or injury. Therefore, you agreed to discharge YFA of all liabilities arising from any claim or action.
- g) You shall not, unless warranted by the very nature of your duties or specifically authorized by your superiors, disclose in any manner whatsoever to any person or persons or body of persons any information of confidential nature pertaining to the policies, plans, operations, activities and strategies of our organizations during the period of this understanding and even thereafter.
- h) Since, YFA is a charity / social organization it is not in a position to provide any gratuity and any other relevant welfare measures as it depends on donations and hence, you will absolve YFA from all such liabilities & responsibilities.
- i) YFA will not assume any liability towards third parties, including liability for damage or injury of any kind sustained by them while the action is being carried out or as a consequence of the action. You shall discharge YFA of all liability arising from any claim or action brought as a result of an infringement by you.
- j) Since, your work involves helping the poor farmers, women and children and therefore, such development work demands high level of integrity, dedication and time management. Hence, many of times it would be difficult to maintain a structured office timings and hence, the work demands the flexibility of your time to attend the duties required by the beneficiaries.

Job Responsibilities:

You should work independently as well as with the existing team at the project and organizational level.

The specific tasks include :

- Organization of SHGs, VWC, FPOs & Gramsabha
- Awareness generation on sanghas
- Formation of SHGs
- Motivation of farmers to become members in FPO.
- Motivate farmers to contribute maintenance fund & shramdhan.
- Organize village meetings including VWC and Gramsabha.
- b. Development of Farmer Produce Companies (3)
 - Mobilisation of share capital
 - Conduct awareness meetings, BOD/CEO trainings



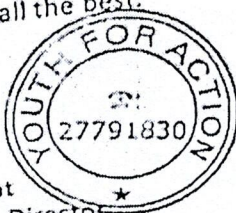
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- Identify FPO business activities, preparation of business plan, liasoning with various buyers for linkage. Identify local and bulk traders / marketing opportunities.
 - Liaison with NCDEX, Karnataka Agriculture Marketing Board, APMC, SFAC, and District Agriculture Department.
 - Prepare and estimation of available production at village wise/commodity wise/farmer wise.
 - Contact various dealers for input supply to strengthen FPO business activities.
 - Develop MIS system for procurement as well as input supply.
 - Monitor FPO business units including local retail outlets.
 - Wherever possible project and promote retail outlets.
 - Maintain and promote web buyers / seller platform.
 - Marketing of FPO produce anywhere between 50-100 tonnes (based on harvesting season).
- c. Promotion and preparation of bio-fertilizers and pesticides
- Training
 - Establishment of Amrut khad, Amruti pani units
 - Establishment of Vermi compost units
 - Establishment of compost units
 - Panchakavya, Jeevamruth, leaf extracts, etc
- d. Experimentation of IFS and climate change Initiatives
- Drip & Sprinkler Irrigation systems
 - Linking farmers to horticulture, agriculture and other departments
 - Local Poultry, dairy farming, sheep/goat
 - Alternative crops, Inter cropping, SRI/SCI and mixed farming.
 - Fodder cultivation and green crops.
 - Farm mechanization including zero tillage, etc.
- e. Other activities
- You will be responsible for collecting documentation, maintenance of documentation, registers, minutes and prepare proposals for linkage development for Improvement of the Income of the farmers.
 - You should travel as advised by Executive Director and would undertake all the relevant work suggested by Executive Director.
 - You should maintain, update all the relevant registers, manuals, minutes of meetings, files and also prepare monthly reports, case studies in cooperation with other team members.
 - You should participate in workshops, seminars and the trainings anywhere suggested by YFA.
 - You should submit monthly report on time.
 - Any other duties assigned by Executive Director.

Please sign the duplicate copy of the contract and handover to us.

I wish you all the best.

E.R.Venkat
Executive Director



Accepted the above Terms & Conditions

K. Silva Krishna

Director
Dnyansagar Institute of Management and
Research
Balewadi, Pune-411045

February 26, 2020

Mr. Nitesh Ashok Gangale,
Room No- 6, Ganesh Colony,
Dagadoba Chowk,
Chinchwad Nagar,
Near Shiv Mandir,
Pune-411033

Ref: HDBFS/19-20/HRIC151446/Appt/N19346

Mr. Nitesh Ashok Gangale,

LETTER OF APPOINTMENT

Further to your application and subsequent discussions for employment, HDB Financial Services Limited ("Company") is pleased to appoint you as SALES EXECUTIVE on the terms and conditions as set out below.

Your Total Salary per annum is set out as attached in Annexure A. All remuneration, benefits and perquisites will be taxed in accordance with the provisions of Income Tax Act, 1961 and any other enactments in force from time to time.

Terms and Conditions:

- Your duties and responsibilities will be explained to you on your joining the Company.
- Your initial place of posting will be at PUNE. The Company reserves the right to change the duties assigned to you, transfer you, temporarily or permanently, to any other office / branch, subsidiary or associate of the Company or to any other place of business of the Company that is in existence or may come into existence at a future date. The Company further reserves the right to transfer you from one shift to another, depending upon the exigencies of work.
- You shall devote your whole time and attention to your duties with the Company and will not directly or indirectly, for any part of your time carry on any business or occupation or enter in any capacity, the employment of or association in business for profit or otherwise, with any firm, company or person without the prior written consent of the Company.
- You shall abide by all the applicable policies, rules, regulations, procedures and practices of the Company, as may be amended, from time to time and comply with all applicable Laws. Any violation of or failure to comply with or abide by the same shall be deemed to constitute an act of misconduct.



Registered Office : Radhika, 2nd Floor, Law Garden Road, Navrangpura, Ahmedabad-380 009.


Director
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Research
Balewadi, Pune-411045

- e) You will be responsible for the safe keeping and return in good condition and order, of any properties and / or assets which may be entrusted to you by the Company. The Company shall have the right to deduct the money value of all such properties and / or other assets from your dues and take such other action as it may deem proper in the event of your failure to account for such properties to the Company's satisfaction.
- f) You shall not, during your employment with the Company or at any time thereafter, discuss, divulge, or make public, directly or indirectly, to any individual, firm, company or person of any nature whatsoever, any information, processes, policies, documents, research, development, finances, properties, contracts, methods, trade secrets, transactions, or generally in relation to the business and affairs of the Company (including its subsidiaries and associate companies) or its clients, customers, employees, management, or business associates, which you may acquire during the course of, or which may otherwise come to your knowledge or possession during the course of your employment with the Company.
- g) Upon the termination of this letter of appointment, you will be required to comply with the Company's exit formalities.
- h) If at any time, you are found to be overstaying your sanctioned leave or are absent from work without permission for a period exceeding 5 (five) consecutive days or are found to be habitually absent or are otherwise found guilty of dishonesty, disobedience, fraud, insubordination, riotous and disorderly behaviour, negligence, indiscipline or any other act of misconduct (as determined by the Company in its sole discretion), then the Company will be entitled to terminate your services with immediate effect without giving you a notice or salary in lieu thereof.
- i) Nothing contained herein constitutes a guarantee of employment. Your performance shall continuously be evaluated by the Company. If you are found to be incompetent in the discharge of your duty or do not meet the productivity norms, your services shall be terminated. The Company reserves the sole right to terminate your employment on grounds of performance not being up to expected standards. The final decision of the management in this regard shall be final.
- j) Notwithstanding anything contained in the above paragraphs, your services may be terminated by the organization if you are found to be indulging in acts of commission / omission which may be prejudicial to the interest of the organization, or any act of dishonesty, disobedience, insubordination or any other misconduct or neglect of duty or incompetence in discharge of duty on your part.
- k) In the event of any allegation of misconduct against you, the Company will initiate disciplinary proceedings against you as per its rules in this regard.
- l) You will keep the Company informed of any change in your residential address or in any of the other information pertaining to you as provided to the Company. All communication sent by the Company on the address registered in our records, will be construed as communication served on you.




Director
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Balewadi, Pune-411045

- m) You will retire from the employment of the Company on your completing 60 (Sixty) years of age. It will be necessary for you to produce proper proof of your age within 7 (seven) days on receipt of this letter as may be required by the Company.
- n) This letter of appointment shall be governed by and construed in accordance with the laws of India. The terms and conditions set out in this letter of appointment constitute service conditions applicable to your employment in the organization and any dispute arising out of this letter of appointment or pertaining to your employment shall be subject to the exclusive jurisdiction of the courts of Mumbai.
- o) You shall comply with the data protection policy of the Company when handling personal data in the course of your employment with the Company including personal data relating to any employee, customer, client or agent of the Company or any of its affiliates and you shall promptly report any breaches or anticipated breaches of the same.
- p) You consent to the Company, its affiliates processing data relating to you for legal, personnel, administrative and management purposes and in particular to the processing of any "sensitive personal data or information" (as defined in the policies of the Company). The Company may make such information available to any of its affiliates, those who provide products or services to the Company or any of its affiliates (such as advisers and payroll administrators), regulatory authorities, potential purchasers of the Company or the business in which you work, and as may be required by law. You also consent to the Company carrying out the above activities and other similar classes of activities prior to, during and after the termination of your employment with the Company, provided that such activities are carried out in a lawful manner and for legitimate purposes.
- q) If at any time during your employment you make, develop, discover or participate in the making or discovery of any "Intellectual Property Rights" (as defined in the policies of the Company) relating to or capable of being used in the business being carried on by the Company or any of its affiliates, such Intellectual Property Rights shall be the absolute property of the Company. At the request of the Company you shall execute all such documents and do all acts, matters and things which may be necessary or desirable for obtaining registration or other protection for the Intellectual Property Rights as may be specified by the Company.
- r) You hereby acknowledge and undertake that you do not have and shall not have at any point of time, any ownership, interest, right or title in the Intellectual Property Rights nor will you claim any ownership, interest, right or title in the Intellectual Property Rights or brand forming part of the business of the Company or any of its affiliates.
- s) Your appointment will be subject to the organization receiving satisfactory references and Contact Point verification report.
- t) Any variation of the above terms and conditions will not be valid until expressly made in writing by the Company.
- u) This letter of appointment (together with all its annexures) shall supersede all prior, oral or written agreements or communications, formal or informal, in relation to your employment with the Company.




Director
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Balewadi, Pune-411045

As your acceptance to these terms of employment, please sign the duplicate copy of this letter of appointment in the space provided below and return the same to us.

You are requested to join no later than March 12, 2020.

Kindly arrange to bring self-attested copies of the following documents along with their originals for verification on the date of your joining:

- Copy of Educational Certificates and Marksheets (Xth, XIIth, Graduation, Post Graduation)
- Proof of date of birth (Copy of driving license, Voter ID, Passport)
- Duly signed duplicate copy of Appointment Letter
- Copy of Pan Card and Aadhaar Card (Both documents are required for Salary processing)

You will be required to complete the Company's prescribed joining formalities within 3 (three) working days from the date of your joining and submit the same to the Human Resources Department for necessary processing of your Salary.

Yours Sincerely,

For HDB Financial Services Ltd.



Smily Mehra

HBL Global - a division of HDB Financial Services Limited.

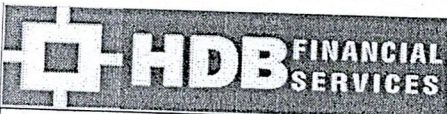
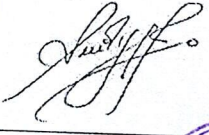
AGREED AND ACCEPTED

Mr. Nitesh Ashok Gangale



Director
Dnyansagar Institute of Management and
Research
Balewadi, Pune-411045

Annexure A

 HDB FINANCIAL SERVICES		Compensation Breakup	
Name	MR.NITESH ASHOK GANGALE		
Role	Sales Executive		
Grade	G7		
Location	Pune		
Annual Compensation Break up			HDBFS Monthly
Basic	1,01,256	8,438	
HRA	40,500	3,375	
Conveyance Allowance	20,244	1,687	
Provident Fund (Employer's contribution)	14,580	1,215	
Gross Salary (A)	1,76,580	14,715	
ESIC (Employer's contribution)----(B)	5,265	439	
Gratuity----- (C)	4,870	406	
Total Fixed Compensation (D=A+B+C)	1,86,715	15,560	
Note:			
This Offer is subject to positive reference checks & CIBIL report check. Your acceptance of the offer will be considered as consent for accessing your CIBIL report.			
Employee and Employer's contribution towards ESI will be 0.75% & 3.25% respectively			
You will be entitled to Performance Incentive Plan as per Company Policy			
Gratuity is as per "The Payment of Gratuity Act".			
You will be covered under Group Personal Accident Insurance as per policy of the Organization			
SPECIAL NOTE			
PAN & AADHAAR are mandatory and have to be provided at the time of joining the Organization for payment of salary. Please apply IMMEDIATELY for PAN/AADHAAR number if you do not have the same.			
I accept the terms and conditions as mentioned in the Appointment letter.			
My tentative date of Joining will be _____			
Mr.Nitesh Ashok Gangale		Date _____	
		Ref:HDBFS/19-20/HRIC151446/Appt/N19346	




Director
Dnyansagar Institute of Management and
Research
Balewadi, Pune-411045



Date: 12 November 2019

OFFER LETTER

Mr. Shivam Sharma
House No. 70,
Gram Dhulsar,
Dhar - 454 335.

Dear Mr. Sharma,

With reference to your application for employment and the subsequent interviews, we are pleased to offer you the position of Associate in SKP Business Consulting LLP upon and subject to the terms and conditions as set out below:

1. Date of Joining

1.1. Your date of appointment shall be the date of joining ("DOJ") the Organization which shall be at the earliest but not later than 18 November 2019, unless otherwise agreed to in writing by the Organization.

2. Compensation

2.1. In consideration of the due and faithful performance by you of the services required of you by the Organization, you shall be entitled to a total compensation of INR 220968 p.a. (inclusive of performance linked bonus).

The breakup of the salary is mentioned in Annexure 1 enclosed herewith.

2.2. The compensation payable to you shall be reviewed by the Organization at periodic intervals as deemed appropriate by it. Changes to your compensation shall depend on a variety of factors relevant to your employment including, without limitation; the quality of the performance by you of your duties / obligations, your inter personal / communication skills and your contribution to the growth of the Organization.

2.3. Further, Income tax, if any, on or in respect of the aforesaid remuneration shall be borne and paid by you. All payments under this Agreement shall be subject to withholding of taxes and such other deductions as may be required to be made by the Organization in accordance with the applicable law.

2.4. Save as aforesaid, you shall not be entitled to any other payment or compensation, whatsoever.

3. Verification – Pre and Post employment

3.1. Your appointment is subject to pre-employment verification including but not limited to reference check. Information provided by you to the Organization for seeking employment shall be verified after your acceptance of this offer and prior to your appointment. If it is discovered by the Organization at any time that you have either misrepresented facts or concealed information relevant to your employment with the Organization, the Organization shall be entitled at its sole discretion to withdraw the offer of employment made to you even if it has been accepted by you.



Director

Dnyansagar Institute of Management and
Research
Balewadi, Pune-411045

SKP Business Consulting LLP

VEN Business Centre, S. No. 135/1, Baner-Pashan Link Road, Pashan, Pune 411 021, India

t +91 20 6720 3800 e skpgrp.info@skpgroup.com w www.skpgroup.com
Mumbai | Pune | Hyderabad | New Delhi | Gurgaon | Chennai | Bengaluru



3.2. Notwithstanding anything contained herein, if the Organization becomes aware at any time after the DOJ, that any declaration or representation, given or made, or information furnished by you to the Organization is false or materially misleading or if you are found to have concealed any information or facts relevant to your engagement, the Organization shall be entitled at its sole discretion to terminate your engagement without any notice or any compensation whatsoever.

4. Probation period

4.1. You shall be on probation for a period of 3 months from the DOJ or such extended period as the Organization in its sole discretion may determine ("Probation Period"). At the end of the Probation Period, your performance shall be evaluated by the Organization and if found satisfactory, your employment with the Organization shall be confirmed in writing. It is clarified that till such time you do not receive any confirmation letter or communication in this regard from the Organization, you shall be deemed to be in probation.

4.2. Your Probation Period can also be extended on non-submission of the documents mentioned in Annexure 2 to the Organization in accordance hereto.

5. Transfer / Deputation

5.1. As the Organization may deem fit from time to time, you may be transferred / deputed by the Organization to any department, geographical location, branch or associated concern of the Organization or any other related entity in or outside India which is currently in existence and operation or which may be set up in future and you shall accept such transfer/deputation.

6. Health Declaration

6.1. By accepting this offer letter, you hereby declare that you are not aware of any circumstances regarding your health or capacity to work that may adversely interfere with your ability to carry out your responsibilities hereunder and that you have informed to the Organization any existing illness or injury that may interfere in performing your duties as part of your employment with the Organization.

7. Responsibilities

7.1. You are required to provide the documents mentioned in Annexure 2 on the DOJ and in any case, within 3 (three) working days from the DOJ. In the event you are unable to provide all or any of the required documents within the stipulated time, you are required to inform the management and take steps as per their advice. By accepting this offer of employment, you verify and confirm that the documents and information provided by you to the Organization are true and accurate.


7.2. Your employment shall be governed by the policies, rules and regulations of the Organization (including policies under Information Security Management System) which may be amended from time to time. A copy of the current rules and regulations shall be made available to you upon joining.

7.3. You are expected to work with high standards, initiative, efficiency and cost effectiveness. You shall devote your full time and attention to the duties entrusted to you by the Organization. You shall strive towards professional development and keep yourself abreast with changes and developments in your field of work. You shall at all times conduct yourself with utmost rectitude and ethical integrity in all your dealings and shall not, directly or indirectly, do anything which would or is likely to tarnish the good will and reputation of the Organization.



SKP Business Consulting LLP

VEN Business Centre, S. No. 135/1, Baner-Pashan Link Road, Pashan
t +91 20 6720 3800 e skpgrp.info@skpgroup.com w www.skpgroup.com
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- 7.4. You shall be responsible for the safe keeping of the Organization's property including laptop, files and documents which may be in your custody, care or control and to keep them in good condition and order. In case of loss of any property of the Organization, such amount of loss as may be determined by the Organization to be attributable to non-performance of or negligence in the performance of your duties shall be recovered from you. On ceasing of your engagement, you shall promptly return all such property to the Organization without making or retaining any copies of documents, whether electronic or otherwise. You shall also exercise reasonable caution and care in utilizing the property or resources of any client.
- 7.5. You shall not act as an employee or representative of any client or its affiliates and shall not claim or exercise any right or seek any benefit available to employees or representatives of clients. You shall also not, at any time, act in a manner that may adversely affect the reputation or good standing of any client.
- 7.6. You shall notify the Organization in writing of your residential address (and also any subsequent changes), marital status or obtaining of additional qualification. Any notice sent to you at your last notified address shall be deemed to have been validly served on you.
- 7.7. You shall do and perform all work that is allied, ancillary, related or incidental to your main duties and responsibilities and such work as the Organization may consider to be within your competence depending on the exigencies of the situation.
- 7.8. In case you wish to pursue any educational or management course while you are employed with the Organization, you shall seek prior written permission of the Organization.
- 7.9. In case the Organization wishes to send you for training, either in-house or at any place in India or abroad, you may be required to give a written undertaking to serve the Organization for at least 6 months after the completion of the training. If you fail to honour such undertaking, you shall be liable to pay the cost of such training to the Organization.
- 7.10. You shall be in the full time employment of the Organization and as such shall not engage in any work, business or profession, directly or indirectly, whether for or without remuneration, without obtaining prior written permission of the Organization.
- 7.11. You shall not, during your employment with the Organization, undertake or engage in, directly or indirectly, any activity, whether for remuneration or otherwise, which, in the sole judgment of the Organization, is likely to adversely affect or hinder the proper, faithful and efficient performance of your duties and obligations to the Organization.
- 7.12. If you are a Chartered Accountant or a Company Secretary or any other Professional and are holding 'Certificate Of Practice', you shall need to surrender the same within 30 days from the DOJ.
- 7.13. By accepting this offer of employment, you declare that you have never been convicted or found guilty by a court of any offence in any country.
- 7.14. Non-adherence of the policies, procedures or guidelines of the Organization may result in disciplinary action against you in default. Depending on the gravity of the situation, the management may decide to initiate legal action against you.
- 7.15. We trust you will serve the Organization for at least a minimum period of three years. This is a moral obligation and we trust that you will fulfil this commitment.




Director
Dnyanisagar Institute of Management and
Research
Balewadi, Pune-411045

SKP Business Consulting LLP

VEN Business Centre, S. No. 135/1, Baner-Pashan Link Road, Pashan, Pune 411 021, India
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Mumbai | Pune | Hyderabad | New Delhi | Gurgaon | Chennai | Bengaluru



8. Confidentiality, Intellectual Property and Data Security

8.1. You shall maintain in strict confidence and shall not, either during your employment with the Organization or thereafter, use for your own benefit or for the benefit of any third party, make copies or disclose to any third party, directly or indirectly, in any manner whatsoever, the confidential information disclosed to you or otherwise acquired by you during your employment with the Organization including:

8.1.1. any information, secrets, processes, methods, designs or other intellectual property belonging to or owned by the Organization;

8.1.2. any information concerning the business, affairs or activities of the Organization, its officers or employees including intangibles such as process knowledge, marketing strategy and relationships and financial information;

8.1.3. any information, secrets, processes, methods, designs relating to or belonging to any clients, and/or their businesses.

8.2. Obligation of confidentiality under paragraph 8.1. shall not apply if:

8.2.1. the disclosure is with the prior written consent of the Management.

8.2.2. the disclosure is required by law, a court or by any competent authority or tribunal which has the power to legally compel disclosure to disclose all or any part of such information; or

8.2.3. the use or disclosure is required for discharging your responsibilities to the Organization and the same is not in breach of the confidentiality obligations of the Organization with respect to the client.

8.3. Further, in cases where the Organization and/or you are under an obligation to keep confidential and not to disclose to any third party, the name of the prospect / client, the nature of the assignment and / or purpose of the engagement, you shall, on being notified of the confidential nature of the assignment, be subject to similar confidentiality obligations as the Organization is subject to and as such shall keep confidential and not disclose the name of such prospect / client or the nature of the assignment or the purpose of the engagement to any third party either during your employment or at any time thereafter.

8.4. Any inventions, discoveries, developments, suggestions, processes, concepts, reports or intellectual property designed, developed, conceived, created, discovered or made, or any improvement to them, through your expertise while in the employment of the Organization shall, at all times, be and shall remain the sole and exclusive property of the Organization and you shall, when required, execute such documents and writings as may be required by the Organization to evidence the same.

8.5. Without the prior written consent of the Organization, during the continuance of your employment, you shall not publish or cause to be published or contribute, directly or indirectly, any article or review to any newspaper, magazine or other publication whether for remuneration or otherwise on a subject in any way related to or concerning the Organization's business, services, products, strategies or policies.

8.6. You shall process any personal data of other employees or clients, associates or vendors of the Organization that you may have access to as part of the employment duties in accordance with the law and the policies of the Organization and in any case in such a way so as to ensure protection of the rights of the data subjects as to the confidentiality and integrity of their data.

8.7. You shall be required to sign such undertakings or declarations as may be required by the Organization in order to effectively secure your obligations under this clause.




Director
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PVIPL.HR.OL.200106.01

6 January 2020

Mr. Jayant Agarwal
Rajasthan

Sub: OFFER – LETTER

Dear Jayant Agarwal,

With reference to your application and subsequent interviews you had with us on 23 December-19, we are pleased to offer you the position of **Learner (Finance) "Ground Staff Officer- Rank GS3"** for Pan India on the terms and conditions mutually agreed upon by us at the time of interview.

This offer is subject to your passing medical test, submitting the relieving letter from your present employer, photo copy of PAN Card and producing all certificates / testimonials regarding your qualification, age, etc. You shall commit to stay associated for a period of at least two years.

You are advised to furnish fitness certificate for your nature of work from your family doctor/qualified registered medical practitioner. You will have to undergo a medical test prior to confirmation. You shall report to our Pune Office on or before **7- January-2020 at 9.30 AM**. Please ensure to bring three passport size colored photographs of yourself.

Your Annual CTC has been discussed with you after the interview and the detailed break -up shall be given to you on joining this company. All other terms and conditions of your employment will also be elaborated in the letter of appointment, which will be issued to you upon your joining.

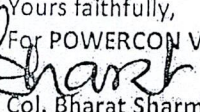
Upon Joining, you will be on probation for a period of Six months. Your Employment will be regularized after successful completion of your probation period and satisfactory performance.

In event of you not joining the duty on or before the stipulated date this offer shall stand withdrawn and cancelled.

All SOPs related to your Service/Terms/Conditions are available with the HR department at corporate office. The same needs to read and understood by you at the time of joining.

We look forward to welcome you on board, and to have a long successful career with us.

Thanking you,

Yours faithfully,
For POWERCON Ventures India Pvt Ltd,

Col. Bharat Sharma
Executive Director

I, Jayant Agarwal read the offer of employment, and the same has also been explained to me in my vernacular language. I have understood the contents and in token of having accepted the original letter. I further declare that all documents/information provided by me pertaining to age/qualification/salary to PVIPL for seeking employment are true to the best of my knowledge and belief. If any information is found to be untrue, management will have all rights to terminate my offer/services. With an assurance to abide by the above, I put my signature here on this letter.

Date:

(Signature)




Director
Dnyansagar Institute of Management and
Research
Balewadi, Pune-411045

Offer Letter

To

Mr. Syed Shakir Syed Nasir

Pune

Dear Syed,

We refer to your application for employment and the subsequent interview you had with us, we are pleased to offer you an employment in **63 Ideas Infolabs Pvt Ltd. (NinjaCart)** on the following terms and conditions.

01. **Date of appointment:** Your appointment is effective from **17th February 2020** You are expected to join duty on or before this date, failing which we treat our offer as withdrawn

02. **Remuneration:** Given in Annexure – A

03. You will also eligible for P.F, ESI, and Bonus in accordance with rules. Please note that the Income Tax liability of this compensation is to be considered in the light of Income Tax laws prevailing at the relevant time.

04. **Salary Date:** Your salary will be credited on or after 5th of every month based on the approved Time sheet sent by NinjaCart. If you happen to leave or abscond within 1st Month of Payroll, salary will not be processed.

05. **Leave:** You are entitled for leave as per the provisions of 63 Ideas Infolabs Pvt Ltd.(NinjaCart)

Name: _____ Signature: _____ Date: _____




Director
Dnyansagar Institute of Management and
Research
Balewadi, Pune-411045

Letter of Offer

Private &
confidential

Dear Syed,

On behalf of PITCS I am very pleased to offer you a position of **Sales Executive**
in our Organization Your Joining Date will be **17th February 2020**

Your employment will be deployed to


63 Ideas Infolabs Pvt Ltd. (NinjaCart)

Reporting Time: 09.30 A.M

Please review the terms and conditions of hire attached and return the signed copy.

We are looking forward to working with you at PITCS Pvt Ltd.(Poonam IT Consulting

Services Pvt Ltd) Sincerely


Sandeep Kumar
Dey PITCSTM Pvt
Ltd




Director

**Dnyansagar Institute of Management and
Research
Balewadi, Pune-411045**

Salary Annexure-A

Earnings	Per Month	Per Annual
Basic & DA	13625	163500
HRA	3337	40044
Gross	16962	203544
EMPR PF	1635	19620
EMPR ESI	552	6624
CTC	19149	229788

Monthly Fixed Pay	15000	180000
*Variable Pay @100%	5000	60000
**Fixed Allowance	2600	31200
Monthly Earning Potential	22600	271200

* **Variable Pay** - is a potential earning on your individual performance at your career level. The pay-out % is based on specific metrics and parameters which will be discussed with you upon joining. Your Variable Pay can range anywhere from **0 to 200%** and will be paid out subject to you being on the rolls of the company on the date of disbursement of these payout.

** **Monthly Fixed Allowance** - Employee who are eligible for the monthly fixed allowance, will be calculated based on number of present days and will be paid accordingly. Allowance will be paid along with Consecutive month salary payout.

Name: _____

Signature: _____

Date: _____



Director
Dnyansagar Institute of Management and Research
Balewadi, Pune-411045

Certification

Balewadi, Pune-411045

NASSCOM



Poonam IT Consulting Services Pvt Ltd.
Reg. Address : #18, Pallavali Plaza, Second Floor, 100 Feet Ring Road, BTM 1st Phase, 2nd Stage, Bangalore-560076

Email : hr@pitcs.in | Tel : 080-41104141

Bangalore

Hyderabad

Pune

Singapore

01. Contract period: You will be on Contract for a period of **Six Month's (6)** from the date you join duty. Your Contract period may be extended for the further period at the discretion of the Management which will also be communicated to you in writing. On the satisfactory completion of your period of Contract and/or any extended period thereafter, you may be confirmed in writing by the Management. If you are not confirmed in writing, you will be deemed to be continued on Contract. During the period of Contract or extended period of Contract, your services can be terminated without notice or compensation and without assigning any reason thereto.

02. Other Work: Your position is of whole time employment with the company and you shall devote yourself exclusively to the business of the company. You will not take up any other work for remuneration (Part time or otherwise) or work in advisory capacity, or be interested directly or indirectly (except as shareholder or debenture holder) in any other trade or business during the employment without the written permission of the Managing Authority of the company.

03. Responsibilities: You shall be effectively performed to ensure results and will be expected to work extra hours to achieve this whenever the job so require.

04. Transfer: During the period of probation or on confirmation as the case may be, you will be liable and shall accept transfer to any of the establishments sister concern/branch/from one department to another or any of the establishments units wherever be the interests of the company, in Karnataka State or anywhere in India.

05. Confidential Information: You will not at any time- without the written consent of the Managing Authority- disclose, divulge or make public, except on legal obligations, any information regarding the company's rule affairs or administration or business, Whether the same may be confined to you or become known to you, in course of your service or otherwise.

6. Past Record: If any declaration given or information furnished by you to the company proves to be false or if you are found to have will fully suppressed any material information, you will be liable to be removed from service without any notice.

7. Confidentiality and Non-disclosure of Information

PITCS and the Staff shall not disclose any confidential information of the other to any party during and after the period of contract service. Please refer NDA annexure.

8. Termination & Notice Period:

Your services may, on being confirmed, be terminated by either party with 7 days' notice or salary in lieu thereof or you may be dismissed by the company without notice or compensation for an act of misconduct or if your overall performance is not satisfactory. Original document will be returned post No objection certificate from Ninjakart.

Name: _____

Signature: _____

Date: _____



Director
Dnyansagar Institute of Management and Research
Balewadi, Pune-411045

Certifications

ISO 9001:2008



Poonam IT Consulting Services Pvt Ltd.
Reg. Address : #18, Pallavali Plaza, Second Floor, 100 Feet Ring Road, BTM 1st Phase, 2nd Stage, Bangalore-560076

Email: hr@pitcs.in Tel: 080-4110-1141

Bangalore

Hyderabad

Pune

Singapore

However If you happen to leave or abscond within 1st Month of Payroll, salary will not be processed.


9. After Termination/Resignation: At the time of Resignation / Termination of employment agreement, if there are any dues / outstanding payments from you, the same may be recovered / adjusted against any money due to you from the company on account of compensation or any other payment.

10. Code of Conduct: You will be governed by rules and regulations of the company as applicable from time to time. If at any time in our opinion, which is final in this matter you are found guilty of dishonest, disobedience, disorderly behavior, negligence, indiscipline, absence from duty without permission or any other conduct considered by us detrimental to the interests of the company, your services may be terminated without notice.

This letter is issued to you in duplicate. If, as we hope, the terms offered are acceptable to you, please sign and return a copy in token of having understood and accepted the same.

We have no doubt that you are fully aware of the scope, responsibility and challenge inherent in the job. We are sure that you will find your association with us rewarding and satisfying. We look forward to a mutually beneficial and satisfying association.

Sincerely



Sandeep Kumar
Dey PITCSTM Pvt
Ltd

I have read and understood the above contents and have voluntarily accepted the same. I hereby confirm having received the original copy of this employment agreement.

Signature:

Name:

Place:

Date:



Director
Dnyansagar Institute of Management and
Research
Balewadi, Pune-411045

Certifications

IAS-ANZ



NASSCOM[®]

Poonam IT Consulting Services Pvt Ltd.

Reg. Address : #18, Pallavali Plaza, Second Floor, 100 Feet
Ring Road, BTM 1st Phase, 2nd Stage, Bangalore-560076

Email : hr@pitcs.in

Tel : 080-41104141

Bangalore

Hyderabad

Pune

Singapore



Date: 12 November 2019

OFFER LETTER

Ms. Bhagyashri Dwarkadas Bhalerao
N-7, B-1/92,
CIDCO, Triveni Nagar,
Aurangabad - 431 001.

Dear Ms. Bhalerao,

With reference to your application for employment and the subsequent interviews, we are pleased to offer you the position of Associate in SKP Business Consulting LLP upon and subject to the terms and conditions as set out below:

1. Date of Joining

1.1. Your date of appointment shall be the date of joining ("DOJ") the Organization which shall be at the earliest but not later than 18 November 2019, unless otherwise agreed to in writing by the Organization.

2. Compensation

2.1. In consideration of the due and faithful performance by you of the services required of you by the Organization, you shall be entitled to a total compensation of INR 220968 p.a. (inclusive of performance linked bonus).

The breakup of the salary is mentioned in Annexure 1 enclosed herewith.

2.2. The compensation payable to you shall be reviewed by the Organization at periodic intervals as deemed appropriate by it. Changes to your compensation shall depend on a variety of factors relevant to your employment including, without limitation; the quality of the performance by you of your duties / obligations, your inter personal / communication skills and your contribution to the growth of the Organization.

2.3. Further, Income-tax, if any, on or in respect of the aforesaid remuneration shall be borne and paid by you. All payments under this Agreement shall be subject to withholding of taxes and such other deductions as may be required to be made by the Organization in accordance with the applicable law.

2.4. Save as aforesaid, you shall not be entitled to any other payment or compensation, whatsoever.

3. Verification – Pre and Post employment

3.1. Your appointment is subject to pre-employment verification including but not limited to reference check. Information provided by you to the Organization for seeking employment shall be verified after your acceptance of this offer and prior to your appointment. If it is discovered by the Organization at any time that you have either misrepresented facts or concealed information relevant to your employment with the Organization, the Organization shall be entitled at its sole discretion to withdraw the offer of employment made to you even if it has been accepted by you.



Director

Dnyansagar Institute of Management and
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SKP Business Consulting LLP

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3.2. Notwithstanding anything contained herein, if the Organization becomes aware at any time after the DOJ, that any declaration or representation, given or made, or information furnished by you to the Organization is false or materially misleading or if you are found to have concealed any information or facts relevant to your engagement, the Organization shall be entitled at its sole discretion to terminate your engagement without any notice or any compensation whatsoever.

4. Probation period

4.1. You shall be on probation for a period of 3 months from the DOJ or such extended period as the Organization in its sole discretion may determine ("Probation Period"). At the end of the Probation Period, your performance shall be evaluated by the Organization and if found satisfactory, your employment with the Organization shall be confirmed in writing. It is clarified that till such time you do not receive any confirmation letter or communication in this regard from the Organization, you shall be deemed to be in probation.

4.2. Your Probation Period can also be extended on non-submission of the documents mentioned in Annexure 2 to the Organization in accordance hereto.

5. Transfer / Deputation

5.1. As the Organization may deem fit from time to time, you may be transferred / deputed by the Organization to any department, geographical location, branch or associated concern of the Organization or any other related entity in or outside India which is currently in existence and operation or which may be set up in future and you shall accept such transfer/deputation.

6. Health Declaration

6.1. By accepting this offer letter, you hereby declare that you are not aware of any circumstances regarding your health or capacity to work that may adversely interfere with your ability to carry out your responsibilities hereunder and that you have informed to the Organization any existing illness or injury that may interfere in performing your duties as part of your employment with the Organization.

7. Responsibilities

7.1. You are required to provide the documents mentioned in Annexure 2 on the DOJ and in any case, within 3 (three) working days from the DOJ. In the event you are unable to provide all or any of the required documents within the stipulated time, you are required to inform the management and take steps as per their advice. By accepting this offer of employment, you verify and confirm that the documents and information provided by you to the Organization are true and accurate.

7.2. Your employment shall be governed by the policies, rules and regulations of the Organization (including policies under Information Security Management System) which may be amended from time to time. A copy of the current rules and regulations shall be made available to you upon joining.

7.3. You are expected to work with high standards, initiative, efficiency and cost effectiveness. You shall devote your full time and attention to the duties entrusted to you by the Organization. You shall strive towards professional development and keep yourself abreast with changes and developments in your field of work. You shall at all times conduct yourself with utmost rectitude and ethical integrity in all your dealings and shall not, directly or indirectly, do anything which would or is likely to tarnish the good will and reputation of the Organization.




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- 7.4. You shall be responsible for the safe keeping of the Organization's property including laptop, files and documents which may be in your custody, care or control and to keep them in good condition and order. In case of loss of any property of the Organization, such amount of loss as may be determined by the Organization to be attributable to non-performance of or negligence in the performance of your duties shall be recovered from you. On ceasing of your engagement, you shall promptly return all such property to the Organization without making or retaining any copies of documents, whether electronic or otherwise. You shall also exercise reasonable caution and care in utilizing the property or resources of any client.
- 7.5. You shall not act as an employee or representative of any client or its affiliates and shall not claim or exercise any right or seek any benefit available to employees or representatives of clients. You shall also not, at any time, act in a manner that may adversely affect the reputation or good standing of any client.
- 7.6. You shall notify the Organization in writing of your residential address (and also any subsequent changes), marital status or obtaining of additional qualification. Any notice sent to you at your last notified address shall be deemed to have been validly served on you.
- 7.7. You shall do and perform all work that is allied, ancillary, related or incidental to your main duties and responsibilities and such work as the Organization may consider to be within your competence depending on the exigencies of the situation.
- 7.8. In case you wish to pursue any educational or management course while you are employed with the Organization, you shall seek prior written permission of the Organization.
- 7.9. In case the Organization wishes to send you for training, either in-house or at any place in India or abroad, you may be required to give a written undertaking to serve the Organization for at least 6 months after the completion of the training. If you fail to honour such undertaking, you shall be liable to pay the cost of such training to the Organization.
- 7.10. You shall be in the full time employment of the Organization and as such shall not engage in any work, business or profession, directly or indirectly, whether for or without remuneration, without obtaining prior written permission of the Organization.
- 7.11. You shall not, during your employment with the Organization, undertake or engage in, directly or indirectly, any activity, whether for remuneration or otherwise, which, in the sole judgment of the Organization, is likely to adversely affect or hinder the proper, faithful and efficient performance of your duties and obligations to the Organization.
- 7.12. If you are a Chartered Accountant or a Company Secretary or any other Professional and are holding 'Certificate Of Practice', you shall need to surrender the same within 30 days from the DOJ.
- 7.13. By accepting this offer of employment, you declare that you have never been convicted or found guilty by a court of any offence in any country.
- 7.14. Non-adherence of the policies, procedures or guidelines of the Organization may result in disciplinary action against you in default. Depending on the gravity of the situation, the management may decide to initiate legal action against you.
- 7.15. We trust you will serve the Organization for at least a minimum period of three years. This is a moral obligation and we trust that you will fulfil this commitment.




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9. Restrictive Covenants

9.1 During your employment with the Organization and for a period of one year following the cessation thereof, you shall not, directly or indirectly, solicit, induce or aid any of the employees, consultants, or other persons having a contractual or other relationship with the Organization to leave such employment, cease providing consulting services or terminate such contractual or other relationship with the Organization, as the case may be.

9.2. You shall not solicit or contact any client or prospective client of the Organization for a period of one year following the cessation of your employment

9.3. During your employment with the Organization and for a period of one year from cessation of your employment, you shall not seek employment or accept offer of employment/engagement from a client of the Organization without the prior written consent of the Organization.

'Client' means any client who has availed the Organization's services at any time during a period of 6 months prior to cessation of your employment and 'Prospective Client' shall mean any prospect which SKP has actively pursued at any time during 6 months prior to cessation of your employment.

10. Indemnity

You shall indemnify the Organization against all losses and damages actually suffered or incurred as a result of breach of points 8 and 9 of this offer letter.

11. Leave and Holidays

11.1. You shall be entitled to 21 days earned leave per financial year from the DOJ and public holidays in accordance to the Organization's policy.

12. Cessation of Engagement

12.1. With notice:

12.1.1. You may resign from your employment with the Organization (resignation):

a. during Probation, by giving 15 days notice to the Organization or upon payment by you to the Organization of a sum equivalent to 15 days salary in lieu thereof, (or)

b. anytime after confirmation by giving 45 days notice to the Organization or upon payment by you to the Organization of a sum equivalent to 45 days salary in lieu thereof.

12.1.2. The organization may terminate your employment, without being required to assign any reason therefor:

a. during Probation by giving 15 days written notice or salary in lieu thereof (or)

b. anytime after confirmation by giving 45 days written notice or salary in lieu thereof

12.1.3. Waiver of notice period in the event of termination of engagement by the employee is completely at the discretion of the Organization.

12.1.4. All notices required to be given by the Organization or by you may be served personally or through registered post.

12.1.5. If you tender your resignation after office timings/work hours, your notice period will start from the next day.

12.2. Without notice:

12.2.1. The Organization shall be entitled to terminate your engagement with immediate effect at anytime without providing any notice period or payment in lieu thereof, on the occurrence of any of the following events:



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- a. If you are negligent in performance of your duties and obligations towards the Organization or commit any act of misconduct or indiscipline including without limitation insubordination;
- b. If you remain absent from service without notice in writing or without sufficient reasons for seven days or more;
- c. If your conduct is prejudicial to the interests and reputation of the Organization or to the interests of the clients / customers of the Organization;
- d. If you are convicted by a court of law of any offence involving moral turpitude;
- e. If any action is initiated against you with respect to sexual harassment whether explicit or implicit;
- f. If you are in breach of any of the terms and conditions of your engagement with the Organization or the policies, rules and regulations framed by the Organization;
- g. If you damage, misuse or misappropriate the assets or property of the Organization;
- h. If you go on or abet a strike in contravention of any law for the time being in force;
- i. If any disciplinary action is initiated against you by the Institute of Chartered Accountants of India (ICAI) whether for violation of the Code of Conduct of the ICAI or for any other reason or if you cease to be a member of the ICAI for any reason.

12.2.2. The Organization and its Management shall be the sole judge of the occurrence of any of the events described in 12.2.1. above and the decision in that behalf shall be final and binding on you

12.3. If you shall at any time be prevented by ill-health or accident or be incapacitated by any physical or mental disability from performing and discharging your duties, obligations and responsibilities; you shall promptly inform the Organization, and provide it with such details as it may reasonably require, and if you shall be unable for the reason aforesaid to perform and discharge your duties, obligations and responsibilities for a continuous period of 90 days during your employment, the Organization shall be entitled at its absolute discretion to forthwith terminate your employment.

13. Retirement

13.1. Your date of birth as declared by you is 14 February 1996. You will automatically retire from the Organization on your attaining the age of 58 years unless your employment is terminated prior thereto as hereinabove provided. The actual date of retirement shall be the last working day of the calendar month in which your fifty-eighth birthday falls.




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Annexure I (Indicative draft CTC structure)

Name	Bhagyashri Dwarkadas Bhalerao		
Designation	Associate		
Department	Domestic F&A		
Company	SKP Business Consulting LLP		
Location	Pune		
A. SALARY	Annual	Monthly	
Basic	93,750	7,813	
House Rent Allowance	46,875	3,906	
Medical Allowance	15,000	1,250	
Conveyance Allowance	12,000	1,000	
Other Allowance	8,624	719	
SUB TOTAL A	1,76,249	14,688	
B. OTHER BENEFITS			
Gratuity	4,509	376	
Employer's contribution of PF	11,251	938	
Employer's contribution of ESI	6,459	538	
SUB TOTAL B	22,219	1,852	
C. PERFORMANCE LINKED BONUS*	22,500	1,875	
D. TOTAL COST TO COMPANY (A+B+C)	2,20,968	18,415	
E. DEDUCTIONS			
Employee's contribution of PF	11,251	938	
Employee's contribution of ESI	1,491	124	
PT	2,500	200	
SUB TOTAL E	15,241	1,262	
NET TAKE HOME (BEFORE TAX)	1,83,508	15,301	



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Notes:

- Over and above your total CTC during your employment with us, you will be covered under our Group Mediciam (GMC) Policy and Group Personal Accident (GPA) Policy for an insured sum of INR 200,000/- p.a. each. GMC and GPA coverage is subject to change based on the insurance policy in force.
- TDS on salaries deducted as per applicable IT slab.
- Gratuity is paid at the time of separation from the organization as per Payment of Gratuity Act.
- In case the Government of India revises the wage limit of coverable employees under respective statutes then your pay package will be redesigned / re-appropriated to accommodate the change or revision. However, the CTC will not be reduced but restricted to suit the change.
- Professional Tax deduction in the month of February is INR 300.
- In case you opt for bus facility (Pune location only) which shall be allocated as per availability of seats, relevant deduction shall apply.

Performance linked bonus:

- Standard payout will be at 12% of Total Fixed CTC (prorata from DOJ) for performance that meets required set expectations and shall be paid monthly.
- Exceptional performance shall be recognized and will be eligible for additional bonus payout at the end of the year along with annual appraisal.
- Continued non-performance/indiscipline in spite of feedback, shall result in suspension of the performance bonus for that month.




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Annexure 2

(List of Documents to be provided)

1. Passport size photograph with white background (4 copies)
2. Self-attested photocopies of your educational certificates (SSC, HSC, Graduation, PG, Diploma, Other certificates)
3. Self-attested photocopy of your Indian passport
4. Self-attested photocopy of your PAN card or driving licence
5. Self-attested photocopies of Relieving and Experience letters obtained from all previous employers
6. Self-attested photocopies of last 3 payslips from previous employer
7. Documents (original and photocopy) required for ICICI salary account opening:

Identity Proof Document: (Any one of the following)

- a. Aadhar card
- b. Nationalised Bank pass book with photograph & account opening cheque of the same bank
- c. PAN card
- d. Driving licence
- e. Voters ID card

Address Proof Document: (Any one of the following)

- a. Aadhar card
 - b. Electricity / Phone Bill (not older than 3 months)
 - c. Nationalised Bank pass book with photograph & account opening cheque of the same bank
 - d. Consumer gas connection card along with receipt for gas supply (not older than 3 months and hand written receipts will not be accepted)
 - e. Driving licence
 - f. UID card
8. In case you have a PF account with your previous organization, kindly submit your Universal Account Number (UAN)




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Doble

HDB Financial Services Limited
2nd Floor, Wilson House,
Old Nagardas Road,
Near Amboli Subway,
Andheri East, Mumbai - 400069
Tel. : 022 - 7945 5000
Email : hdb.hrcompliance@hdbfs.com
Web : www.hdbfs.com
CIN - U65993GJ2007PLC051028

February 7, 2020

Ms.Sulbha Ravindra Salve,
Sr. No- 135,
Mahajan Niwas, 3Rd Floor,
Opp. Esi Hospital,
Mohanagar, Chinchwad,
Pune-411019

Ref:HDBFS/19-20/HRIC148299/Appt/S77365

Dear Ms.Sulbha Ravindra Salve,

LETTER OF APPOINTMENT

Further to your application and subsequent discussions for employment, HDB Financial Services Limited ("Company") is pleased to appoint you as SALES EXECUTIVE on the terms and conditions as set out below.

Your Total Salary per annum is set out as attached in Annexure A. All remuneration, benefits and perquisites will be taxed in accordance with the provisions of Income Tax Act, 1961 and any other enactments in force from time to time.

Terms and Conditions:

- Your duties and responsibilities will be explained to you on your joining the Company.
- Your initial place of posting will be at PUNE. The Company reserves the right to change the duties assigned to you, transfer you, temporarily or permanently, to any other office / branch, subsidiary or associate of the Company or to any other place of business of the Company that is in existence or may come into existence at a future date. The Company further reserves the right to transfer you from one shift to another, depending upon the exigencies of work.
- You shall devote your whole time and attention to your duties with the Company and will not directly or indirectly, for any part of your time carry on any business or occupation or enter in any capacity, the employment of or association in business for profit or otherwise, with any firm, company or person without the prior written consent of the Company.
- You shall abide by all the applicable policies, rules, regulations, procedures and practices of the Company, as may be amended, from time to time and comply with all applicable Laws. Any violation of or failure to comply with or abide by the same shall be deemed to constitute an act of misconduct.


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Registered Office : Radhika, 2nd Floor, Law Garden Road, Navrangpura, Ahmedabad-380 009

- e) You will be responsible for the safe keeping and return in good condition and order, of any properties and / or assets which may be entrusted to you by the Company. The Company shall have the right to deduct the money value of all such properties and / or other assets from your dues and take such other action as it may deem proper in the event of your failure to account for such properties to the Company's satisfaction.
- f) You shall not, during your employment with the Company or at any time thereafter, discuss, divulge, or make public, directly or indirectly, to any individual, firm, company or person of any nature whatsoever, any information, processes, policies, documents, research, development, finances, properties, contracts, methods, trade secrets, transactions, or generally in relation to the business and affairs of the Company (including its subsidiaries and associate companies) or its clients, customers, employees, management, or business associates, which you may acquire during the course of, or which may otherwise come to your knowledge or possession during the course of your employment with the Company.
- g) Upon the termination of this letter of appointment, you will be required to comply with the Company's exit formalities.
- h) If at any time, you are found to be overstaying your sanctioned leave or are absent from work without permission for a period exceeding 5 (five) consecutive days or are found to be habitually absent or are otherwise found guilty of dishonesty, disobedience, fraud, insubordination, riotous and disorderly behaviour, negligence, indiscipline or any other act of misconduct (as determined by the Company in its sole discretion), then the Company will be entitled to terminate your services with immediate effect without giving you a notice or salary in lieu thereof.
- i) Nothing contained herein constitutes a guarantee of employment. Your performance shall continuously be evaluated by the Company. If you are found to be incompetent in the discharge of your duty or do not meet the productivity norms, your services shall be terminated. The Company reserves the sole right to terminate your employment on grounds of performance not being up to expected standards. The final decision of the management in this regard shall be final.
- j) Notwithstanding anything contained in the above paragraphs, your services may be terminated by the organization if you are found to be indulging in acts of commission / omission which may be prejudicial to the interest of the organization, or any act of dishonesty, disobedience, insubordination or any other misconduct or neglect of duty or incompetence in discharge of duty on your part.
- k) In the event of any allegation of misconduct against you, the Company will initiate disciplinary proceedings against you as per its rules in this regard.
- l) You will keep the Company informed of any change in your residential address or in any of the other information pertaining to you as provided to the Company. All communication sent by the Company on the address registered in our records, will be construed as communication served on you.




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- m) You will retire from the employment of the Company on your completing 60 (Sixty) years of age. It will be necessary for you to produce proper proof of your age within 7 (seven) days on receipt of this letter as may be required by the Company.
- n) This letter of appointment shall be governed by and construed in accordance with the laws of India. The terms and conditions set out in this letter of appointment constitute service conditions applicable to your employment in the organization and any dispute arising out of this letter of appointment or pertaining to your employment shall be subject to the exclusive jurisdiction of the courts of Mumbai.
- o) You shall comply with the data protection policy of the Company when handling personal data in the course of your employment with the Company including personal data relating to any employee, customer, client or agent of the Company or any of its affiliates and you shall promptly report any breaches or anticipated breaches of the same.
- p) You consent to the Company, its affiliates processing data relating to you for legal, personnel, administrative and management purposes and in particular to the processing of any "sensitive personal data or information" (as defined in the policies of the Company). The Company may make such information available to any of its affiliates, those who provide products or services to the Company or any of its affiliates (such as advisers and payroll administrators), regulatory authorities, potential purchasers of the Company or the business in which you work, and as may be required by law. You also consent to the Company carrying out the above activities and other similar classes of activities prior to, during and after the termination of your employment with the Company, provided that such activities are carried out in a lawful manner and for legitimate purposes.
- q) If at any time during your employment you make, develop, discover or participate in the making or discovery of any "Intellectual Property Rights" (as defined in the policies of the Company) relating to or capable of being used in the business being carried on by the Company or any of its affiliates, such Intellectual Property Rights shall be the absolute property of the Company. At the request of the Company you shall execute all such documents and do all acts, matters and things which may be necessary or desirable for obtaining registration or other protection for the Intellectual Property Rights as may be specified by the Company.
- r) You hereby acknowledge and undertake that you do not have and shall not have at any point of time, any ownership, interest, right or title in the Intellectual Property Rights nor will you claim any ownership, interest, right or title in the Intellectual Property Rights or brand forming part of the business of the Company or any of its affiliates.
- s) Your appointment will be subject to the organization receiving satisfactory references and Contact Point verification report.
- t) Any variation of the above terms and conditions will not be valid until expressly made in writing by the Company.
- u) This letter of appointment (together with all its annexures) shall supersede all prior, oral or written agreements or communications, formal or informal, in relation to your employment with the Company.




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Annexure A



Compensation Breakup

Name	MS.SULBHA RAVINDRA SALVE	
Role	Sales Executive	
Grade	G7	
Location	Pune	
Annual Compensation Break up	HDBFS Monthly	
Basic	1,01,256	8,438
HRA	40,500	3,375
Conveyance Allowance	20,244	1,687
Provident Fund (Employer's contribution)	14,580	1,215
Gross Salary (A)	1,76,580	14,715
ESIC (Employer's contribution)----(B)	5,265	439
Gratuity----- (C)	4,870	406
Total Fixed Compensation (D=A+B+C)	1,86,715	15,560

Note:

This Offer is subject to positive reference checks & CIBIL report check. Your acceptance of the offer will be considered as consent for accessing your CIBIL report.

Employee and Employer's contribution towards ESI will be 0.75% & 3.25% respectively

You will be entitled to Performance Incentive Plan as per Company Policy

Gratuity is as per "The Payment of Gratuity Act".

You will be covered under Group Personal Accident Insurance as per policy of the Organization

SPECIAL NOTE

PAN & AADHAAR are mandatory and have to be provided at the time of joining the Organization for payment of salary. Please apply IMMEDIATELY for PAN/AADHAAR number if you do not have the same.

I accept the terms and conditions as mentioned in the Appointment letter.

My tentative date of Joining will be _____

Ms.Sulbha Ravindra Salve

Date _____

Ref:HDBFS/19-20/HRIC148299/Appt/S77365



Director
Dnyansagar Institute of Management and
Research
Balewadi, Pune-411045

Jan 16, 2020

Yogesh Jejurkar,

Pune.

LETTER OF OFFER

Dear Yogesh,

Congratulations!!

We are pleased to offer you an Employment with **Innovative Retail Concepts Pvt. Ltd.**, based on the interview discussions you had with us and your application submitted to us. Details of the terms and conditions of offer are asunder:

1. You will be designated as "**Business Development Executive**" **Grade 7A**, and will be based at our Pune Location
2. Your date of joining will be on or before **22nd Jan 2020**.
3. You will be entitled to receive compensation of (CTC) **Rs. 3,26,280 PA.**
4. Your fixed salary will be **Rs 2,66,280 PA** (Breakup as per Annexure A) and on target variable pay will be **Rs 60,000 PA** (to be paid quarterly). The terms and conditions of your variable pay will be guided by Variable Pay Policy of the company.
5. Your employment would be subject to the Terms & Conditions, mentioned in your appointment letter, which will be issued to you on your joining.
6. Please bring along the below listed documents / details on your day of joining.
 - a) Two copies of Date of Birth proof (passport / birth certificate / S.S.C certificate).
 - b) Copy of Academic Certificates (all from 10th to Highest).
 - c) Copy of Resignation Letter with acknowledgement.
 - d) Copy of Relieving letter from previous employer.
 - e) Proof of compensation last drawn (3 Months salary slips - Original).
 - f) Four passport size color photographs (Recent).
 - g) Copy of PAN card (Mandatory).
 - h) Copy of AADHAR Card (front & back) with Date of Birth in DD/MM/YYYY format (Mandatory).
 - i) Personal bank account Passbook copy or Cancelled cheque (with name printed on cheque).

DO NOT PROVIDE COLOUR PHOTOCOPY OF ANY DOCUMENT. CARRY ALL THE ORIGINAL DOCUMENTS FOR VERIFICATION.

Looking forward to a long and mutually beneficial career with us

Yours truly,

For Innovative Retail Concepts Pvt. Ltd.,

Shinde

Vaibhav Shinde
Asst. Manager-HR



[Signature]
Director

Dnyansagar Institute of Management and
Research
Balewadi, Pune-411045

Innovative Retail Concepts Pvt. Ltd.

Sr. no- 278/3, @ Maan Gaon, Rajiv Gandhi Infotech Park, Hinjewadi, Tal- Mulshi, Pune 411033

CIN No : U74130KA2010PTC052192

Annexure – A
Name: Yogesh Jejurkar.
Designation: Business Development Executive.

Salary Break Up			Deductions		
Earnings	Monthly Amt	Yearly Amt	Components	Monthly Amt	Yearly Amt
Basic + DA	12,022.00	144,264.00	Employee PF	1,443.00	17,316.00
HRA	4,721.00	56,652.00	Employee ESI	151.00	1,812.00
Statutory Bonus	1,001.00	12,012.00	Professional Tax / LWF	As per State Law	
Conveyance	2,000.00	24,000.00	Income Tax	As per the Income Tax Law	
Communication Allowance	350.00	4,200.00	Total Deductions	1,594.00	19,128.00
Gross Compensation	20,094.00	241,128.00	Net Take Home (Excl PT/LWF & IT)	18,500.00	222,000.00
Employer's PF	1,443.00	17,316.00			
Employer's ESI	653.00	7,836.00			
Cost To The Company	22,190.00	266,280.00			

Please Note: Professional Tax deduction is applicable as per state's statutory law. Labour Welfare Fund deduction is applicable as per state's statutory laws.

ESIC deduction will be applicable as per statutory law (If applicable), IT deduction is applicable at actuals (If applicable)

Innovative Retail Concepts Pvt. Ltd.

Sr. no- 278/3, @ Maan Gaon, Rajiv Gandhi Infotech Park, Hinjewadi, Tal- Mulshi, Pune 411033.



CIN No : U74130KA2010PTC052192


Director
 Dnyansagar Institute of Management and
 Research
 Balewadi, Pune-411045

Corporate & Registered Office: 612/613, Palm Spring Centre
Mind Space, New Link Road, Malad (W), Mumbai: 400 064
Tel No.: +91-022-40549797, Fax No: 40549700
www.promptpersonnel.com



PROMPTTM
PERSONNEL
CONSULTANCY SERVICES PVT. LTD.

To,
KIRAN ASHOK GOSAVI,

Appointment Letter

With reference to your application and the subsequent interview you had with us, we have pleasure in appointing you as Sales Associate - FMCG (Scale 1) effective from 12:00:00 AM. The company however, reserves the right to change your designation and duties at any time at its discretion.

The appointment shall be subject to following terms and conditions: -

- a) Your Salary Structure shall be as per Annexure (A)

You will be placed at our client D-Mart, KALYANI NAGAR.
The detailed job description shall be provided to you at the time of joining.

- b) In the event of your services being terminated for any reasons whatsoever or your leaving the services of the company, you will be obliged to account in and return the property of the company such as, instruments, tools, books, cash etc., held in your possession, custody or charge. Failure to do this will result in the company, with-holding your salary and deducting the value of such property there from and taking such other action, as may be deemed fit.
- c) During the period of your employment, you shall not take up the services or be employed elsewhere or do any work either on your own account or otherwise, other than of the company.
- d) During the period of your employment you will not absent yourself from duties without sufficient reason and without prior permission. Your absence for a continuous period of 8 days (including absence when leave though applied for but not granted) or overstay for a period of 8 days would make you to loose your lien on the job and your service shall automatically come to an end without any notice or intimation to you by us. It will be presumed that you have abandoned the employment of your own accord and you shall be liable to give us one month's salary in lieu of notice for abandoning the service in such manner.



K.A. Gosavi


Director

Dnyansagar Institute of Management and
Research
Balewadi, Pune-411045



- e) Your employment may be terminated by the company either by giving 30 days of written notice or salary in lieu of notices without assigning any reason whatsoever. Similarly you may also terminate the service by giving One Month written notice.
- f) During the tenure of your service you will not resort to any action, which would hamper work, nor would you resort to any action or activity, which according to our Management is detrimental to its interests. Management will be within its rights to terminate your services forthwith if you are found to have committed the breach of this clause. Your further promotion and increments, if any, shall be at our sole discretion and shall depend on performance of your duties, your eligibility, punctuality, efficiency and other factors and on the recommendations of your superior's etc.

As a token of your acceptance of the above terms and conditions of the employment, kindly sign the duplicate copy of this letter and return to us. We are happy to welcome you to our organization and wish you every success in your assignments.

For Prompt Personnel Consultancy
Services Pvt. Ltd.

(Authorized Signatory)

I, _____ have read the above terms and conditions and accept the same unconditionally and accept this appointment order.

(Signature)



Director
Dnyansagar Institute of Management and
Research
Balewadi, Pune-411045



HDB Financial Services Limited
2nd Floor, Wilson House,
Old Nagardas Road,
Near Amboli Subway,
Andheri East, Mumbai - 400069
Tel. : 022 - 7945 5000
Email : hdb.hrcompliance@hdbfs.com
Web : www.hdbfs.com
CIN - U65993GJ2007PLC051028

February 7, 2020

Ref:HDBFS/19-20/HRIC148837/App4/R38469

Mr.Rahul Suryakant Patil,
House No- V40/1,
Ajmera Main Road,
Vaastu Udyog Colony,
Pimpri Chinchwad Road,Near H.A Corner,
Pune-411018

Dear Mr.Rahul Suryakant Patil,

LETTER OF APPOINTMENT

Further to your application and subsequent discussions for employment, HDB Financial Services Limited ("Company") is pleased to appoint you as SALES EXECUTIVE on the terms and conditions as set out below.

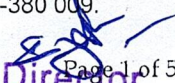
Your Total Salary per annum is set out as attached in Annexure A. All remuneration, benefits and perquisites will be taxed in accordance with the provisions of Income Tax Act, 1961 and any other enactments in force from time to time.

Terms and Conditions:

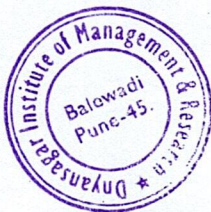
- Your duties and responsibilities will be explained to you on your joining the Company.
- Your initial place of posting will be at PUNE. The Company reserves the right to change the duties assigned to you, transfer you, temporarily or permanently, to any other office / branch, subsidiary or associate of the Company or to any other place of business of the Company that is in existence or may come into existence at a future date. The Company further reserves the right to transfer you from one shift to another, depending upon the exigencies of work.
- You shall devote your whole time and attention to your duties with the Company and will not directly or indirectly, for any part of your time carry on any business or occupation or enter in any capacity, the employment of or association in business for profit or otherwise, with any firm, company or person without the prior written consent of the Company.
- You shall abide by all the applicable policies, rules, regulations, procedures and practices of the Company, as may be amended, from time to time and comply with all applicable Laws. Any violation of or failure to comply with or abide by the same shall be deemed to constitute an act of misconduct.

Registered Office : Radhika, 2nd Floor, Law Garden Road, Navrangpura, Ahmedabad-380 009.




Page 1 of 5
Director
Dnyansagar Institute of Management and
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Balewadi, Pune-411045

- e) You will be responsible for the safe keeping and return in good condition and order, of any properties and / or assets which may be entrusted to you by the Company. The Company shall have the right to deduct the money value of all such properties and / or other assets from your dues and take such other action as it may deem proper in the event of your failure to account for such properties to the Company's satisfaction.
- f) You shall not, during your employment with the Company or at any time thereafter, discuss, divulge, or make public, directly or indirectly, to any individual, firm, company or person of any nature whatsoever, any information, processes, policies, documents, research, development, finances, properties, contracts, methods, trade secrets, transactions, or generally in relation to the business and affairs of the Company (including its subsidiaries and associate companies) or its clients, customers, employees, management, or business associates, which you may acquire during the course of, or which may otherwise come to your knowledge or possession during the course of your employment with the Company.
- g) Upon the termination of this letter of appointment, you will be required to comply with the Company's exit formalities.
- h) If at any time, you are found to be overstaying your sanctioned leave or are absent from work without permission for a period exceeding 5 (five) consecutive days or are found to be habitually absent or are otherwise found guilty of dishonesty, disobedience, fraud, insubordination, riotous and disorderly behaviour, negligence, indiscipline or any other act of misconduct (as determined by the Company in its sole discretion), then the Company will be entitled to terminate your services with immediate effect without giving you a notice or salary in lieu thereof.
- i) Nothing contained herein constitutes a guarantee of employment. Your performance shall continuously be evaluated by the Company. If you are found to be incompetent in the discharge of your duty or do not meet the productivity norms, your services shall be terminated. The Company reserves the sole right to terminate your employment on grounds of performance not being up to expected standards. The final decision of the management in this regard shall be final.
- j) Notwithstanding anything contained in the above paragraphs, your services may be terminated by the organization if you are found to be indulging in acts of commission / omission which may be prejudicial to the interest of the organization, or any act of dishonesty, disobedience, insubordination or any other misconduct or neglect of duty or incompetence in discharge of duty on your part.
- k) In the event of any allegation of misconduct against you, the Company will initiate disciplinary proceedings against you as per its rules in this regard.
- l) You will keep the Company informed of any change in your residential address or in any of the other information pertaining to you as provided to the Company. All communication sent by the Company on the address registered in our records, will be construed as communication served on you.





- m) You will retire from the employment of the Company on your completing 60 (Sixty) years of age. It will be necessary for you to produce proper proof of your age within 7 (seven) days on receipt of this letter as may be required by the Company.
- n) This letter of appointment shall be governed by and construed in accordance with the laws of India. The terms and conditions set out in this letter of appointment constitute service conditions applicable to your employment in the organization and any dispute arising out of this letter of appointment or pertaining to your employment shall be subject to the exclusive jurisdiction of the courts of Mumbai.
- o) You shall comply with the data protection policy of the Company when handling personal data in the course of your employment with the Company including personal data relating to any employee, customer, client or agent of the Company or any of its affiliates and you shall promptly report any breaches or anticipated breaches of the same.
- p) You consent to the Company, its affiliates processing data relating to you for legal, personnel, administrative and management purposes and in particular to the processing of any "sensitive personal data or information" (as defined in the policies of the Company). The Company may make such information available to any of its affiliates, those who provide products or services to the Company or any of its affiliates (such as advisers and payroll administrators), regulatory authorities, potential purchasers of the Company or the business in which you work, and as may be required by law. You also consent to the Company carrying out the above activities and other similar classes of activities prior to, during and after the termination of your employment with the Company, provided that such activities are carried out in a lawful manner and for legitimate purposes.
- q) If at any time during your employment you make, develop, discover or participate in the making or discovery of any "Intellectual Property Rights" (as defined in the policies of the Company) relating to or capable of being used in the business being carried on by the Company or any of its affiliates, such Intellectual Property Rights shall be the absolute property of the Company. At the request of the Company you shall execute all such documents and do all acts, matters and things which may be necessary or desirable for obtaining registration or other protection for the Intellectual Property Rights as may be specified by the Company.
- r) You hereby acknowledge and undertake that you do not have and shall not have at any point of time, any ownership, interest, right or title in the Intellectual Property Rights nor will you claim any ownership, interest, right or title in the Intellectual Property Rights or brand forming part of the business of the Company or any of its affiliates.
- s) Your appointment will be subject to the organization receiving satisfactory references and Contact Point verification report.
- t) Any variation of the above terms and conditions will not be valid until expressly made in writing by the Company.
- u) This letter of appointment (together with all its annexures) shall supersede all prior, oral or written agreements or communications, formal or informal, in relation to your employment with the Company.





As your acceptance to these terms of employment, please sign the duplicate copy of this letter of appointment in the space provided below and return the same to us.

You are requested to join no later than February 22, 2020.

Kindly arrange to bring self-attested copies of the following documents along with their originals for verification on the date of your joining:

- a) Copy of Educational Certificates and Marksheets (Xth, XIIth, Graduation, Post Graduation)
- b) Proof of date of birth (Copy of driving license, Voter ID, Passport)
- c) Duly signed duplicate copy of Appointment Letter
- d) Copy of Pan Card and Aadhaar Card (Both documents are required for Salary processing)

You will be required to complete the Company's prescribed joining formalities within 3 (three) working days from the date of your joining and submit the same to the Human Resources Department for necessary processing of your Salary.

Yours Sincerely,
For HDB Financial Services Ltd.

Smily Mehra
HBL Global - a division of HDB Financial Services Limited.

AGREED AND ACCEPTED

Mr. Rahul Suryakant Patil



Director
Dnyansagar Institute of Management and
Research
Balewadi, Pune-411045

Letter of Intent (LOI)

Date: 31 Jan 2020

To,
Name: Khushel Patil

Address: _____

Dear Khushel

1. We are pleased to offer you the position of Young Manager in our Organization.
2. Your date of joining would be (June 1, 2020), failing which, this LOI shall automatically stand withdrawn and cancelled from date of issuance of this letter, until otherwise the same is mutually agreed and revised accordingly.
Your initial place of posting will be at Mum/Pune. However, your services are transferable from one department to another or from one place to another anywhere in India which shall be at the discretion or requirement of the Company without any prior notice, depending upon the business exigency.
4. You will be undergoing On the job training for period of approx. 2.5 months. During the training period, you will be paid stipend of Rs. 8,000/- (Rupees Eight Thousand Only) per month and you will not be entitled for any other benefits.
5. Post successful completion of training period, you will be offered a full time employment with HDFC Ergo Health Insurance Limited at Annual CTC of Rs. 3,00,000 (Rupees Three Lakh(s) Only) + Incentives (Upto Rs. 50,000/- Per Annum) can go up to Rs. 1,50,000/- Per Annum) for high performers + Reimbursements (Upto Rs. 48,000/- Per Annum), with detailed compensation annexure and actual Job location.
6. One-time welcome bonus of Rs 10,000 (Rupees Ten Thousand Only) to be paid after completion of 4 months with HDFC Ergo Health.
7. If you leave the Company or submit your resignation before completion of first year, you will be liable to pay Rs. 75,000/- (Rupees Seventy-Five Thousand Only) to the company towards the expenses incurred towards your training.
8. Please carry original documents and submit the copies of the following documents on your date of joining:
 - a. 2 passport size photographs
 - b. PAN Card
 - c. Aadhaar Card
 - d. X & XII passing certificate
 - e. Highest Qualification: Provisional certificate / mark sheets for all years and final consolidated mark sheet (if any)
 - f. Cancelled Cheque / Bank Statement / Passbook copy

We look forward to welcoming you, and wish you all the best for this exciting new journey with HDFC ERGO Health Insurance.

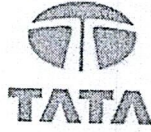
For HDFC ERGO Health Insurance Limited

G. Anish
Authorized Signatory

To know more about the world of HDFC ERGO, please connect with us at LinkedIn

<https://www.linkedin.com/company/hdfc-ergo-health/>

Director
Dnyansagar Institute of Management and Research
Balewadi, Pune-411045



Offer: Business Process Services
Ref: TCS /2019-20/BPS-BPO1/1568189
Date: 16/11/2019

Ms. Rhutuja Gosavi
Pune

Sub: Letter of Offer and Terms of Employment.

Dear Rhutuja Gosavi,

We are pleased to inform you that upon your successful completion of the traineeship, in terms of clause 1 under the heading "Terms of Traineeship" in our "Offer of Traineeship", you are absorbed in the regular employment of the company at the position of Process Associate in Grade BPO1 with effective from 01-Dec-2019 at TCSL, Pune on the following terms and conditions.

Your gross salary including all benefits will be Rs. 2,06,137/- per annum. Annexure 1 provides a break-up of the compensation package.

Kindly note that the above details are specific to India and may be subject to change in case of long term deputation on international assignments, if any.

Kindly confirm your acceptance of this offer by signing Annexure 1. If not accepted within 7 days of receipt, this offer is liable to lapse at the discretion of TCSL. You may hand over your acceptance letter to the HR Officer.

On successful completion of joining formalities, you will be issued a Letter of Appointment by TCSL.

TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

TCS House, Raveline Street, Fort, Mumbai 400 001, Maharashtra, India

Tel: 91 22 6778 9999 Fax: 91 22 6778 9000 website www.tcs.com

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

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Director
Dnyansagar Institute of Management and Research
Balewadi, Pune-411045



COMPENSATION AND BENEFITS

The details of your compensation and benefits are given below.

FIXED COMPENSATION

Basic Salary

Your Basic Salary will be Rs. 7,500/- per month.

BOUQUET OF BENEFITS (BoB)

Bouquet of Benefits (BoB) offers you the flexibility to design part of your compensation within the defined framework, twice in a financial year. All the components will be disbursed on a monthly basis. The components under Bouquet of Benefits are listed below. The amounts given here for each of the components are as per pre-defined structure. However, you may want to split the Bouquet of Benefits amount between the components as per your tax plan. To design your Bouquet of Benefits, you may access the link for BoB in the "Global Employee Self Service"(GESS) on "Ultimatix", the internal portal of TCS.

Taxation will be governed by the Income Tax rules. The company will be deducting tax at source as per income tax guidelines.

House Rent Allowance

Your HRA will be Rs. 2,625/- per month.

While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

Leave Travel Allowance

You will be eligible for annual Leave Travel Allowance which is equivalent to 8.33% of basic salary or a pro-rata amount in case you join during the financial year. This will be disbursed on a monthly basis along with the monthly salary.

To avail income tax benefits, you need to apply for a minimum of 3 days of leave and submit supporting travel documents.

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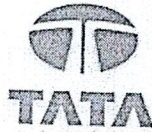
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Director
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Balewadi, Pune-411045



Food Card

Food card, an electronic pre-paid card, can be set up to a maximum of Rs. 3,000 per month for tax exemption. It can be used to purchase food items at all domestic VISA enabled restaurants and fast food restaurants including TCS cafeterias.

Personal Allowance

You will be eligible for a monthly personal allowance of Rs. 847/- per month. This component is subject to review and may change as per TCSL's compensation policy.

Night Shift Allowance

TCS has agreed to provide its clients 24 X 7 production support environment. Shift working is therefore an incident and condition of service. Failure, refusal or inability to work in the night shift without reasonable cause may lead to severance of employment.

Employee assigned to night shifts on client requirement will be eligible for Night Shift allowance. In order to avail this allowance the associate must work between 11.30 p.m. and 06.30 a.m. IST excluding break. The night shift allowance will be paid post tax along with monthly salary. Shift allowance is based on existing policy of the company and it reserves the right to change/ discontinue the allowance structure from time to time at its discretion.

PERFORMANCE PAY

Monthly Performance Pay

You will receive a monthly performance pay of Rs. 1,600/- per month.

The Monthly Variable allowance is linked to your performance and is paid on a monthly basis. Payout of MVA will also be linked to your allocation status. Your MVA will undergo a change in case you are unallocated for a period of month or more.

These amounts shall be treated as productivity bonus in lieu of statutory profit bonus.

CITY ALLOWANCE

You will be eligible for a City Allowance of Rs. 250/- per month. This allowance is fully taxable, is specific to India and linked to your base location. It is subject to review and will be discontinued while on international assignments.

TATA CONSULTANCY SERVICES

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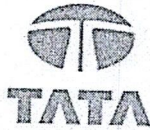
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Director

Dnyansagar Institute of Management and
Research
Balewadi, Pune-411045



OTHER BENEFITS

Health Insurance Scheme

You are covered by the Group Health Insurance Scheme. This is in addition to the benefits that you are entitled to receive from the Employees' State Insurance Corporation (ESIC). Under the HIS scheme, you and your dependents will be entitled for Rs. 5,00,000/- as family floater coverage towards hospitalization expenses.

Group Life Insurance

You are covered under Group Life Insurance (GLI), the premium for which is borne by TCS. The sum assured is six times the annual compensation (CTC) with a minimum payout of Rs. 20 Lakhs. For details, please refer to the policy on Group Life Insurance (GLI) on Knowmax.

RETIRALS

1. Provident Fund:

The company will contribute 12% of your basic salary every month as contribution to the Provident Fund.

2. Employee State Insurance:

You will be covered under Employee State Insurance Act and scheme framed thereunder as may be applicable to you from time to time.

3. Gratuity:

You will be eligible for gratuity in accordance with the rules applicable.

The company will consider the number of years of service completed for the purpose of calculation of gratuity.

As per statutory requirement you will have to submit nomination Forms for Provident Fund and Gratuity Fund. You need to update Nomination at Ultimatix --> Employee Services --> Employee Self Services --> Global ESS Benefits and Taxes --> Nomination Forms.

TERMS OF EMPLOYMENT:

1. Working Hours:

You may be required to work in shifts and / or in extended working hours, as permitted by law.

2. Leave :

You will be eligible for leave as per the Company's Leave Policy.

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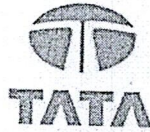
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Director
Dnyansagar Institute of Management and Research
Balewadi, Pune-411 005



3. Mobility:

The company reserves the right to transfer/utilise your services at its sole discretion at any of its offices, work sites, or associate or affiliate companies, firms in India or outside India which are currently in existence or which may likely to come into existence anywhere in India or abroad, on the terms and conditions as applicable to you at the time of transfer. In case you refuse to join duty at the transferred location within stipulated period, your services are liable to be terminated. This is without prejudice to the company's right to take disciplinary action under the Industrial Employment Standing Orders Act, 1946.

4. Increments and Promotions:

Your merit, performance and contribution to the company will be one of the most important consideration for salary increments and promotions. Salary increments and promotions will be based on the company's Compensation and Promotion policy. Increments shall not be automatic and shall depend on several factors like company's performance, your individual performance and contribution to the organization, attendance, behaviour and conduct during the period under review as per the Company's policy as may be applicable from time to time.

5. Alternate Employment:

As a whole-time associate of TCSL, you are not permitted to undertake any other employment, business, assume any public office or private office, honorary or remunerative, without the prior written permission of TCSL.

6. Confidentiality Agreement:

As part of the joining formalities, you are required to sign a confidentiality agreement, which aims to protect the intellectual property rights and business information of the company and its clients.

7. International Deputation Agreement:

You are required to sign the Master International Deputation Agreement (MIDA), which requires you to serve TCSL for a minimum of 90 days, on completion of every overseas deputation that exceeds 30 days. MIDA is a one-time agreement, applicable for the entire tenure of employment with the company.

This is to ensure that the knowledge and information gained by you during your deputation is shared and available to the company and its employees in India. This transfer of knowledge and information is essential for the company to continue to serve its clients and customers better.

If you are deputed internationally for training, you will be required to sign an agreement to serve the company for a minimum period of 90 days on completion of each such training.

8. TATA Code of Conduct:

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

TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited


TCS House, Baveline Street, Fort, Mumbai 400 031, Maharashtra, India

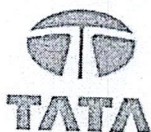
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Director
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Balewadi, Pune-411045



9. Retirement:

You will retire from the services of the Company on completion of 60 years of age as per the proof of age submitted by you at the time of joining.

10. Notice Period:

This contract of employment is terminable by you by giving 90 days notice in writing TCSL. It is clearly understood, agreed and made abundantly clear that you shall have to necessarily work during the period of notice of 90 days given by you under this clause. However, upon your serving the notice under this clause TCSL may relieve you any time during the period of notice at its sole discretion.

This contract of employment may be terminated by TCSL by giving you 90 days notice or payment in lieu thereof.

Notwithstanding the above, this contract of employment may be terminated by the company without any notice or notice pay, in the event your performance / behavior and / or conduct during the period of probation is found to be unsatisfactory / incompatible.

Your failure to comply with this clause will entail monetary payment of damages to TCSL as may be determined by it at its own discretion having regard to the responsibilities shouldered by you while being in the employment of TCSL.

11. Arbitration:

If any dispute or controversy arises between you and the company with respect to this contract of employment, the parties to this contract shall first endeavour to co-operate to resolve the dispute or controversy by mutual consultation and agreement. In the event of the Employee's breach of the commitment specified in all the clauses of this contract and all other disputes, claims etc arising out of this contract, shall be referred to the Arbitrator nominated by Tata Consultancy Services, under the provisions of the Arbitration and Conciliation Act, 1996 or any statutory modifications made thereof from time to time.

The venue of the arbitration shall be Mumbai, India, and the parties shall be subject to the jurisdiction of the Courts in India, which shall have exclusive jurisdiction in proceedings regarding the enforceability of this contract to arbitrate.

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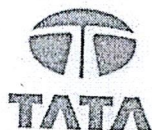
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Director

**Dnyansagar Institute of Management and
Research
Balewadi, Pune-411045**

Director
Development and
Research
Balewadi, Pune-411005



GROSS SALARY SHEET

Annexure 1

Name :	Rhutuja Gosavi
Designation:	Process Associate
Grade:	BPO1

Table 1: Compensation Details : (All Components are in INR)

Component Category	Monthly	Annual
BASIC SALARY	7,500	90,000
BOUQUET OF BENEFITS #	5,797	69,564
CITY ALLOWANCE	250	3,000
RETIRALS		
Provident Fund	900	10,800
Gratuity	361	4,329
PERFORMANCE PAY		
Monthly Performance Pay	1,600	19,200
TOTAL SALARY	16,408	1,96,893
INSURANCE		
Health Insurance	NA	4,000
Employees' State Insurance	437	5,244
CTC	16,845	2,06,137
Life Insurance	NA	960

Refer to Table 2 for pre defined Structure

In case, you wish not to opt for the BoB, Defined structure as given in Table 2 will be applicable.

Table 2: Pre Defined Structure for BOB (All Components in INR)

Component Category	Monthly	Annual
House Rent Allowance	2,625	31,500
Leave Travel Allowance	625	7,500
Food Card	1,700	20,400
Personal Allowance	847	10,164
GROSS BOUQUET OF BENEFITS	5,797	69,564

TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

TCS House, Raveline Street, Fort, Mumbai-400 001, Maharashtra, India
Tel: 91 22 6778 9999 Fax: 91 22 6778 9000 website: www.tcs.com
Registered Office: Nirmal Building, 9th Floor, Nariman Point, Mumbai-400 021



Director

Dnyansagar Institute of Management and
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Balewadi, Pune-411045

JANA SMALL FINANCE BANK

paise ki kadar

Ref Code: RKCP0103101002

18-Feb-2020

Digambar Govind Madane

Yojana Mank S, Building No-20

Gala No 7, Yamuna Nagar

PUNE

MAHARASHTRA

Letter of Appointment

Dear Digambar,

This is with reference to your application for employment and the subsequent interviews you had with us. The Management is pleased to appoint you in the role of Field Service Executive, 1C (Designation: Executive) based at Kalewadi, Pune.

Your date of joining will be on or before 04-Mar-2020. You are requested to join on or before the aforementioned joining date.

Your employment will be governed by the terms and conditions of this Appointment Letter and [HC Manual] as amended from time to time.

1. You will be entitled to a Total Fixed Pay of Rs. 3,00,000.00/- per annum (Rupees Three Lakh only) as set out in Annexure I & II.
2. You will also be eligible for a Variable Pay as per prevailing guidelines mentioned in the Bonus Policy. The details are set out in Annexure III.
3. In case you are eligible for any additional emoluments, please refer the enclosed Annexures.
4. You shall perform with diligence such duties as the post you hold calls for and such other duties that may be assigned to you by the management depending upon the exigency of work.
5. You will be under probation for a period of 90 days from the date of joining. Based on your performance, your services will be confirmed with the company in writing on completion of 90 days. Please note that it is also mandatory to complete induction post joining, which will be an important factor for your confirmation.
6. During probation, the period of notice required for cessation of employment is 15 days on either side. In case of unsatisfactory work or conduct during the probationary period, your services are liable to be terminated any time without notice or without assigning any reasons there to. In case of confirmed employee, either party may terminate the employment by giving a notice of 30 days. The management reserves the right to take any exception towards shortfall of notice period.
7. If an employee fails to serve notice period or clear any dues, the Company has the right to withhold any payment due to the employee in full and final settlement.
8. Presently the place of your work will be [Kalewadi] however during the course of your service, you may be transferred or posted to any location of Jana Small Finance Bank Limited, its Group Company or its subsidiaries, within or outside India.
9. During your employment with the Company you will devote your whole time, attention and devotion and skill to the best of your ability. You shall not, directly or indirectly, engage or associate yourself with, be connected with, concerned, employed or engaged in any other business or activities or any other post or work part time or pursue any course of study whatsoever, without the prior permission of the Company.
10. You must always maintain the highest degree of confidentiality and keep as confidential the records, documents and other Confidential Information relating to the business of the Company which may be known to you or confided in you by any means and



Director

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you will use such records, documents and information only in a duly authorized manner in the interest of the Company. For the purposes of this clause 'Confidential Information' means information about the Company's business and that of its customers which is not available to the general public and which may be learnt by you in the course of your employment. This includes, but is not limited to, information relating to the Company, its customer lists, employment policies, personnel, and information about the Company's products, offerings, services, processes including ideas, concepts, projections, technology, manuals, drawing, designs, specifications, and all papers, resumes, records and other documents containing such Confidential Information.

11. At no time, will you remove any Confidential Information from the office without permission.

12. Your duty to safeguard and not disclose Confidential Information will survive the expiration or termination of this letter and/or your employment with the Company.

13. Breach of the conditions of this clause will render you liable to summary dismissal under clause above in addition to any other remedy the Company may have against you in law.

14. You understand and agree that by virtue of this employment, you may come across information that may be in confidential in nature, whether such information relates to the business, data, technology, intellectual property rights, Human asset profile or relating to the Company or its group in general (confidential information). During your employment as well as post cessation of your employment, you shall maintain confidentiality of the confidential information and will not disclose, divulge or make public without the written authority of the Company, to anyone other than the Company's officers authorized to receive them.

15. Without prejudice to any other provisions, your employment with the company may be terminated at any time on following grounds or any grounds that are in violation of the company's HR Policies, Rules & Regulations or Code of Conduct.

a) Our inability to perform up to the expectation, in Company's opinion;

b) Conviction in a criminal case or framing of charges in a criminal case;

c) Involvement in fraud within or outside the company;

d) Your acceptance & agreement to employment with the Company conflicts with, violates or constitute a breach of any employment or other agreement to which you are a party;

e) Production of fake documents to secure/continue appointment;

f) Sexual harassment charges which are proven after an enquiry as per the guidelines laid down by the organization;

g) Absence for a continuous period of 21 days without prior approval of your superior, (including overstay on leave / training);

h) Found guilty of major misconduct on enquiry as listed in the *HR manual or service rules as applicable*

i) Any other conduct or any act of commission or omission that may affect adversely the interest or reputation of the organization or is in violation of the any term of this letter or detrimental to the interests or policies of the Company.

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

17. Your appointment is subject to satisfactory reference checks, documents provided by you and clearance from any secrecy /service agreements that you may have executed, which could have a bearing on your working with us. The Company reserves the rights to conduct any reference checks including in relation to education, experience, character, address, police verification or any other as may be deemed fit, at any given time and assumes to have your default consent for such reference checks.

18. The Company reserves the rights to refer you to any medical examination and tests such as Drug Test, Alcohol Test, and such other medical tests as may be deemed necessary or appropriate, through authorized or appointed authority and you shall abide by such decision.

19. You will be eligible for leave and benefits as per prevailing Company's policy.




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20. You will not place yourself under pecuniary obligation to any person/client with whom you may be having official dealings or otherwise accept any present, commission or any sort of gratification in cash or kind from any person, party or firm or company having dealing with the Company and if you are offered any, you should immediately report the same to the Management. Any dispute between yourself and the Company concerning with or relating to or arising out of this contract shall be subject to the jurisdiction of the competent court in Bangalore.

21. You will automatically retire from the service of the company on attaining the age of 60 years.

22. The Company reserves the right to change, modify or frame any rule or policy that it might deem fit for the benefit of the organization without any prior intimation.

23. You are required to execute the confidentiality & secrecy bond as part of your employment with JSFB.

24. In accordance with the standard practice of the Company we request you to treat the terms of your employment as confidential.

If the above offer, is acceptable to you, please sign and return to us the duplicate copy in token of your acceptance of the terms and conditions of employment within 7 working days, failing which the offer would stand null and void/lapsed. Also, please note that in case, you do not join on or before the given date, please note that the offer would stand withdrawn.

Please note that "as an employee of Jana Small Finance Bank Ltd. ("Company") your salary account will be opened with Jana Bank and all the employments and expenses reimbursement/s by the company shall be credited into the salary account. The bank at its sole discretion may choose to offer various services such as Debit Card, Prepaid Card and other transaction facilities (NEFT/RTGS/IMPS) at no cost to the employee"

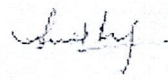
During your employment in the Company, you may be considered for Awards and Rewards, including stock option / stock purchase. In the event of the Bank determining in its reasonable discretion, that you are in material breach of all or any of Bank's policies and procedures, employment offer and code of conduct, the entitlement to the Awards and Rewards will lapse entirely, without any due course for the same in future.

In the event of having exercised the specified Awards and Rewards issued to you, the Bank reserves the right to recover, partially or fully, any shares or benefits that you have received, without paying any compensation.

We look forward to your fruitful and long association with the company.

Yours Sincerely,

For Jana Small Finance Bank Limited,


Amit Bakshi
Senior Vice President
Human Resources

I have read, understood and agree to abide by the aforesaid terms and conditions of employment.

Name: _____

Signature: _____

Annexure I




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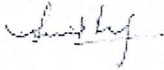
Name: Digambar Govind Madane
Job Role: Field Service Executive
Job Grade: 1C
Designation: Executive
Function: Risk Management

Component	Yearly value	Monthly value
Basic	1,20,000	10,000
House Rent Allowance	48,000	4,000
Special Allowance	1,10,598	9,216
Statutory Bonus	7,002	583
Gross Salary	2,85,600	23,800
Employer PF	14,400	1,200
Total Fixed Pay	3,00,000	25,000

PLEASE NOTE:

1. Your contribution towards Provident Fund, including Pension Fund shall be deducted from basic salary towards @ 12%.
2. TDS and Professional Tax as applicable shall be deducted as per prevailing tax rules.
3. It is mandatory to provide pan card or proof of pan application (application acknowledgement copy). Minimum 20% tax shall be deducted in absence of pan number, which will continue to be deducted till the time the pan card is submitted.
4. Variable Pay as per prevailing Jana Small Finance Bank Bonus Policy will be payable based on your performance and company's performance.
5. You will be covered under prevailing group medi-claim insurance and group personal accident insurance policy of the company.

For Jana Small Finance Bank Limited,



Amit Bakshi
Senior Vice President
Human Resources




Director
Dnyansagar Institute of Management and
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Balewadi, Pune-411045

Annexure II

Flexible Benefits Plan Policy (FBP)*

Reimbursements and allowances that are currently entitled and may be claimed under FBP	Maximum Limit	Eligible Designations
Company Car Lease	Please refer to Car Lease Policy	
Children's Education Allowances	1,200 / 2,400 per annum (As defined in the Policy)	All
Children's Hostel Allowances	3,600 / 7,200 per annum (As defined in the Policy)	All
Food Coupons	18,000, 30,000, 42,000 per annum (As defined in the Policy)	All
LTA	60,000 per annum	All
Driver Salary (personal car)	10,800 per annum	Assistant Manager and Above
Petrol Reimbursement and Repairs & maintenance (Car with less / equal / more than 1600 CC)	21,600, 28,800 per annum (As defined in the Policy)	Assistant Manager and Above
Professional Education Development Expenses	36,000 per annum	All
Books & Periodicals Reimbursement	36000 per annum	All
Telephone & Mobile Reimbursement	36000 per annum	All
Internet / Broadband Bill Reimbursement	36000 per annum	All

Note- *the table is summary only of components under Flexi Benefit Plan that you may opt for currently, and their corresponding limits and eligibility based on designations. Please refer detailed policy Flexi Benefits Policy document for more information.

1. FBP would work purely based on individual declarations and initiative. If no declarations or supporting documents are provided, then the allowance will be paid as a taxable component. If declaration is provided and claims are not submitted by March, the balance eligibility of FBP components will be paid as taxable.
2. The final decision of clearing will be as per the Income Tax ruling.

For Jana Small Finance Bank Limited,



Amit Bakshi
Senior Vice President
Human Resources




Director
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Annexure III

Name: Digambar Govind Madane

Job Role: Field Service Executive

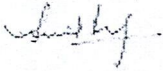
Jana Small Finance Bank – Bonus Structure

The target variable pay for Band 1 & 2 is 10% of the Total Fixed Pay (TFP). The Variable Pay is subject to satisfactory performance. Please refer to policy document – *Bonus Policy* for more details. The Variable pay policy is subject to review and change from time to time.

* Variable pay on target performance and % fixed compensation


P.S - Please note that variable pay is subject to the role being performed and employees who are covered by incentives program and will not be eligible for Bonus pay-out and vice versa.

For Jana Small Finance Bank Limited,



Amit Bakshi
Senior Vice President
Human Resources




Director
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Annexure IV

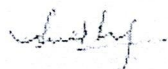
COLA – Cost of Living Allowance

1. Cost-of-living index expresses the difference in the cost of living between any two cities in the survey. The amount of money needed to sustain a certain level of living, including basic expenses such as housing, food, taxes, and healthcare. Cost of living is often used when comparing how expensive it is to live in one city versus another. The cost-of-living index shows the difference in living costs between cities.
2. COLA is classified and paid only for Tier 1 Plus, Tier 1 & Tier 2 Cities
3. Only employees in Band 1 falling under Tier 1 Plus, Tier 1 & Tier 2 cities are eligible for COLA pay-out
4. In case of any queries on the classification of your city of work, please contact your local HC representative

Band	Job Grade	Designation	Tier 1 Plus	Tier 1	Tier 2
Band 1	1G	Senior Manager	24000	18000	12000
	1F	Manager	24000	18000	12000
	1E	Asst. Manager	24000	18000	12000
	1D	Sr. Executive	18000	14400	8400
	1C	Executive	18000	14400	8400
	1B	Sr. Officer	18000	14400	8400
	1A	Officer	18000	14400	8400


Yours sincerely,

For JANA SMALL FINANCE BANK,



Amit Bakshi
Senior Vice President
Human Capital




Director
Dnyansagar Institute of Management and
Research
Balewadi, Pune-411045



601 6TH FLOOR YASH TOWERS AMBEDKAR CHOWK AMBEDKAR
CHOWK OPP DAV PUBLIC SCHOOL AUNDH PUNE 411007

Date: 31/11/2019

CONGRATULATIONS ON YOUR SELECTION!!!

DEAR : SHEFALI GUPTA

Congratulations on your selection as a Business Associate for our Training Programme as on 31/11/2019

PRECISION ORGANISATION provides cost effective and Brand Enhancing Client Representation, Customer Acquisition and Business Promotion services to our Clients Globally.

We pleased to offer you a job as a Business Associate, which will be based in our Indore office. The details of the position have been provided to you in the interview by your Business Head (Mr. NILESH SHARMA) and the address of the office is as mentioned below:

PRECISION MANAGEMENT
601 6TH FLOOR
YASH TOWERS
AMBEDKAR CHOWK
OPP DAV PUBLIC SCHOOL
AUNDH PUNE 411007

COMPENSATION

Compensation will be performance based as per the income module.

WORKING HOURS

Business Associates are required to attend the office during regular business hours of 9:00 am to 6 pm Monday to Saturday. During these days any requirement to take leave must be given prior notice to the Manager.

PERFORMANCE REVIEWS

Our Manager will conduct a performance review every week. The review is to provide Management Trainee with positive and constructive feedback on how they are performing over the week.

- Level1: Marketing and sales (Revenue generation)
- Level2: Human Resources (Training and developing people)
- Level3: Administration and Leadership Responsibilities
- Level4: Office Management and Back Office Operations.

The review will be a deciding factor of your growth in the management programme.
Bonuses and incentives are based on the individual performing well during a particular week.
Performance bonuses are given to individuals who excel over and above their required job duties.
Your Manager will inform you of your bonus during your performance review.

After your first sales please report to the Office Administrator, who will take you through your BA




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agreement for issuing photo identity proof with **PRECISION ORGANISATION**. You are expected to be suitable attired, i.e. formal Business wear.
Please bring the following with you:

- 2 recent photographs.
- Proof of identification-ration card, passport, driving license or birth certificate
- 2 reference names, addresses and telephone numbers.
- Notepad and pen to use throughout your training.

We encourage an open environment conducive to active learning and participation. Please do not hesitate to ask any relevant questions that will help you in your development.
We look forward to working with you on the programs and campaigns we have discussed.
To accept this job offer sign and date this job letter.

NOTE: AS WE HAVE TOLD THERE ARE NO TARGETS BUT HERE ARE SOME EXPECTATIONS WHICH EVERY BODY HAS TO FULFILL,

'D NO BONDS BUT '15 DAYS NOTICE PERIOD ' TO BE SERVED FROM THE DATE OF INFORMING US .

Hire date

Your hire date is set to be 31/11/2019

Business Head
NILESH SHARMA



e-mail: neesh.sharma@yahoo.com




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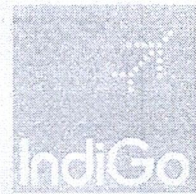
Business Head
NILESH SHARMA



E-mail: neesh.sharma@yahoo.com




Director
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Balewadi, Pune-411045



NOV 08, 2019

Ms. Shamli Anil Joshi
529/6, Durvankur Apartments, Sinhagad Road,
Dandekar Bridge, Next To Ramkrishan Ashram, Pune - 411030

APPOINTMENT LETTER

This Appointment Letter (hereinafter referred to as the "Appointment Letter") is made on this 8th Day of November 2019 at Gurgaon.

BETWEEN

Ms. Shamli Anil Joshi an employee of InterGlobe Aviation Limited (hereinafter called the "Employee" of the one part); and

InterGlobe Aviation Limited, a company duly incorporated under the provisions of the Companies Act, 1956 having its registered office at Ground Floor, Central Wing, Thapar House, 124, Janpath, New Delhi 110001, India (hereinafter referred to as the "Company" or "IndiGo", which expression shall include its successors and assigns) of the other part.

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. **Appointment:** The Company is pleased to appoint Employee as **Executive - Corporate Sales, (Band A)** with effect from **August 10, 2017**. Employee will report to the **Manager - Sales (Pune)** and/or such other person as may be notified, from time to time, in writing to Employee by the Company. Employee's appointment is subject to Employee being found medically fit and a satisfactory verification of Employee's qualification and references.
2. **Compensation:** Employee's annual cost to the Company shall be **INR 2,50,000/- (Rupees Two Lac Fifty Thousand Only)** detailed in **Annexure 'A'** hereto. The other benefits such as leave entitlements shall be as per statutory and regulatory requirements and Company policies, as may be applicable to Employee and the Company from time to time. Employee shall adhere to the leave policy as framed by the Company and as amended from time to time. The payments made to Employee by the Company shall be subject to withholding of taxes as applicable under the laws of India. Further, Employee shall be liable for any income tax and all other applicable taxes arising out of payments received by Employee by way of remuneration as stated in this clause.

It is hereby clarified that as per the provisions of the Income Tax Act, 1961, (as amended from time to time), it shall be the Employee's obligation to furnish a copy of his/her Indian Permanent Account Number ("PAN") Card issued by the Income Tax Department of India, to the Company in order to enable the Company to release payments to be made to him/her hereunder.




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The Employee hereby agrees, acknowledges and undertakes that the submission of his/her correct and valid PAN card details is a pre-condition for the release of advance and/or accruing payments and/or other emoluments as applicable hereunder, failing which the Company shall have the right to deduct withholding tax at the rates as applicable under the Income Tax Act, 1961 (as amended from time to time).

It is further clarified that the Employee shall be solely responsible for the authenticity and validity of the PAN card details furnished to the Company and shall at all times keep the Company indemnified in this regard.

3. **Probation & Confirmation:** From the date of appointment, Employee shall undergo six months of probation in the Company, which may be extended if so deemed necessary by the Company for such further period as it deems fit. If Employee successfully completes the probation period, either initial or extended as the case may be, the Company may in its sole discretion confirm Employee's employment. Employee will be deemed to be on probation till Employee receives a letter of confirmation in writing from the Company. During the probation period either party can terminate the contract of employment with thirty days prior written notice without assigning any reasons therefore.


4. **Notice Period:** The Employee's appointment with the Company will be subject to termination by the Company by serving a notice period of one (1) month or payment in lieu thereof. Should Employee desire to resign from the Company, Employee shall provide the Company with one (1) month's prior written notice of such resignation. If Employee desires to resign from the Company, Employee shall, make him/herself available during all office hours, for such period from the date of tendering his/her resignation, as may be required by the Company at its discretion in order to ensure a smooth transition. In the event the Employee decides to resign from the services of the Company, it shall always be the discretion of the Company whether he/she shall be required to serve the entire notice period or be allowed an early relieving subject to making a payment in lieu of the notice period so not served by the Employee. The full and final process shall be initiated by the Company only once the Employee has served the notice period.

5. **Retirement:** Employee shall retire upon attaining such retirement age as may be determined by the Company as per its policies from time to time or as proposed from time to time. In and upon such retirement, Employee shall cease to be an employee of the Company. The Company may, however, at its sole discretion, elect to extend the term of Employee's employment for such further period as it deems fit.

6. **Location/Domicile:** Employee will initially be posted in **Pune**. However, the Company may, at any time, at its sole discretion, transfer/second and/or depute Employee from one place to another anywhere in India or abroad and/or from one department to another and/or from one division to another and / or to any of its affiliates, associates, subsidiaries, group companies or Clients or other concern in which the Company may be having any interest whether existing or which may be set up in future.

7. **Company Policies:** During the course of Employee's employment with the Company, Employee shall be required to keep him/herself informed, updated and compliant with all the existing and future of the published policies and procedures of the Company in force and as may be amended from time to time and as applicable to Employee including the Company's code of conduct ("Company Policies"). The Company Policies shall be applicable to you and be considered as an integral part of this Appointment Letter, which shall be considered to be a part of Employee's Appointment Letter and terms of employment. The Company shall not be responsible for any damage/loss of any nature whatsoever accruing to Employee, owing to Employee not being aware of and/or updated with any such Company




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policies and amendments thereto. In the event of any inconsistency between any of the provisions of the Company Policies and this Appointment Letter, the provisions of the Company Policies shall prevail.

8. **Role & Responsibilities:** Employee's job description, roles and responsibilities are annexed hereto as **Annexure 'B'** to this Appointment Letter. However, in addition to Employee's usual duties, Employee may be required to discharge and perform any responsibility or work that may be entrusted and assigned to him/her by the Company. During the course of Employee's employment with the Company, the Company shall be entitled to change Employee's designation and / or reporting structure. Employee will also be responsible for the effective functioning of the staff or employees, if any, under his/her supervision.

9. **Confidentiality:** Employee will maintain strict confidentiality as regards all matters concerning the Company and will not divulge any information regarding the Company to any third party, without the prior written consent of the Company. In addition to the provisions of this clause, Employee's confidentiality obligations towards the Company shall be governed by the terms and conditions of the Confidentiality and Non-Disclosure Agreement, attached hereto as **Annexure 'C'**, which shall be considered as an integral part of this Appointment Letter. In the event of any conflict in respect of any confidentiality related provisions between the contents of this Appointment Letter and the Confidentiality and Non-Disclosure Agreement, the provisions of the Confidentiality and Non-Disclosure Agreement shall take precedence.

10. **Veracity of Particulars Submitted:** It is understood that this employment is being offered to Employee on the basis of the particulars submitted by Employee in his/her application for employment. However, if at any time it should emerge that the particulars furnished by Employee as a part of the joining formalities are false, incorrect or inaccurate, or if any material or relevant information has been suppressed or concealed, this appointment would be considered ineffective and irregular and would be liable to be terminated for cause by the Company forthwith without notice. This will be without prejudice to the right of the Company to take disciplinary action against Employee for the same.

It shall be the responsibility of the Employee to apprise the Company of any litigation, court proceedings and other matters that he/she is involved in, where such involvement may have an adverse impact on the terms and conditions and/or the performance of the Employee's functions under this Appointment Letter before the commencement of his / her employment and/or while in employment with the Company

11. **Exclusivity:** During the period of Employee's employment with the Company Employee shall work exclusively for the Company and shall not secure any other job, either for remuneration or on honorary basis, without the prior written consent of the Company.

12. **Non Solicitation:** Employee shall not at any time during the term of his/her employment with the Company or thereafter, under any circumstances, directly or indirectly solicit the Company's and/ or any of its subsidiaries' and / or affiliates' personnel to leave the employment of the Company and/ or any of its subsidiaries and / or affiliates or apply for employment with any third party or encourage such personnel of the Company to take any action or inaction that may adversely impact the performance by the Company of its obligations under this Letter and / or any other contract or adversely impact the ability of the Company to carry out its normal business activities. Employee further agrees that he/she shall not engage in soliciting business or allied business that is in any way similar, identical or competitive with the business, activities, services of the Company, or with those customers of the Company with whom Employee had any contact during his/her employment with the Company and for a period of one year after his/her employment ceases with the Company.

13. **Personal Particulars:** Employee shall keep the Company informed of his/her latest postal address and other contact details at all times and intimate in writing in case of change of such address or contact details. Any communication sent to Employee by the Company on Employee's last known




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Balewadi, Pune-411045

address shall be deemed to have been duly served notwithstanding the fact that he/she may have changed his/her address.

14. **Training:** During the course of Employee's employment with the Company, Employee may be required to undergo specialized training(s) / skill and / or knowledge enhancement / developmental program to enable him/her to effectively discharge his/her current or new responsibilities assigned. In such cases the Company may propose that an agreement, in a form and manner acceptable to the Company, be entered into between Employee and the Company. Such agreement shall primarily intend to offset the expenses incurred by the Company towards Employee's specialized training / skill and / or knowledge enhancement. In the event that such an agreement is executed between Employee and the Company, Employee shall be governed by the terms and conditions of such agreement as well, which shall be considered as an integral part of this Appointment Letter. In the event of any conflict in respect of any provisions between the contents of this Appointment Letter and such agreement, the provisions of such agreement shall take precedence.

15. **Term and Termination**

- a. **Term:** This Appointment Letter between the Company and Employee shall continue in full force and effect unless and until it expires or is terminated in accordance with the terms herein.
- b. **Termination For Cause:** Notwithstanding anything to the contrary herein, the Company may terminate this Appointment Letter with respect to an individual Employee without the obligation of any notice period, upon the occurrence of any of the following:
 - i. **Material Breach:** If the Employee commits a material breach of any of the obligations of the Appointment Letter, the Confidentiality and Non-Disclosure Agreement, the Goodwill / Commitment Agreement, or other duly executed agreement between the Employee and the Company.
 - ii. **Incompetence or Negligence:** If the Employee is duly investigated and found guilty of incompetence or negligence in the performance of his / her duties.
 - iii. **Unsatisfactory Work Conduct:** If the Employee is duly investigated and found to have exhibited work conduct that is not found satisfactory by the Company, including insubordination, dishonesty, insobriety, theft, intimidation, sexual harassment, ethical infractions, committing acts or omissions which are detrimental to the reputation and /or business interests of the Company, or other behaviors identified and prohibited in Company policies.
 - iv. **Alcohol or Substance Abuse:** If the Employee consumes alcohol or other prohibited substances during duty or within proscribed timeframes prior to a duty period in contravention to policies established by the Company and / or any applicable rules established by the DGCA, and / or any applicable rules of any relevant aviation supervisory and / or regulatory authority, as may be amended from time to time.
 - v. **Failure to Undergo Preventive Treatment:** If the Employee refuses or fails to undergo any inoculation, vaccination, or other preventive treatment directed to be taken by the Company, and as a result becomes sick, disabled or unable to properly perform his / her duties without becoming a nuisance or menace to other colleagues or others working.




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- vi. **Illegal Activity:** If the Employee is found guilty of violating any law or applicable rule or regulation, including but not limited to directions of the DGCA, with respect to the performance of his / her duties, or is convicted of a felony or of a criminal offense involving moral turpitude;
 - vii. **Failure to Retain Licenses or Permits:** If the Employee fails to obtain or retain any of the permits, licenses or approvals which are required for him / her to perform his / her duties in the service of the Company.
 - viii. **Lack of Dependability:** If an Employee who has been duly notified that he / she shall be monitored under the Company's Dependability Control Program and, under the terms of that Program then applicable, is deemed to be undependable.
 - ix. **Solicitation:** If the Employee directly or indirectly violates the provision of Paragraph 12, "Non-Solicitation", above.
 - x. **Unprofessional Interaction with Customers:** If the Employee is duly investigated and found guilty of in unprofessional interaction with the Company's customers while on duty.
 - xi. **Veracity of Particulars Submitted:** If the Employee violates the provisions of Paragraph 10, "Veracity of Particulars Submitted", above.
- c. **Termination by the Company for Other Reasons:** The Company may, in its sole discretion and business judgment, terminate an Employee's employment under this Appointment Letter at any time. Any such termination would be subject to any and all applicable provisions concerning notice period, retirement, or other provisions (for example, training expenses) agreed to herein or in other agreements between Employee and the Company.
- d. **Termination by the Employee:** An Employee who desires to resign from the service of the Company must comply with the provisions of Paragraph 4 "Notice Period" above, and with any other provisions agreed to herein or in other agreements between Employee and the Company (for example, training expenses, confidentiality and non-disclosure, etc.).

For avoidance of doubt it is hereby clarified that the employment of the Employee shall also stand terminated on the occurrence of any of the following:

- i. **Death:** If the Employee dies during the pendency of his employment with the Company, termination shall be effective on the date of death; or
- ii. **Long-Term Disability:** If the Employee is unable to perform the duties as required by the Company from time to time for a single period, or combination of periods, due to a long-term medical condition.

16. **Suspension of Duty in Lieu of Termination For Cause:** Notwithstanding anything to the contrary contained herein, the Company may, at its sole discretion, determine that an Employee who has qualified for termination under the terms of the "Termination For Cause" Section above may instead be suspended from duty, either with pay or without pay, and with benefits or without benefits, as the Company shall determine.




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17. **Jurisdiction:** Any dispute of whatsoever nature between Employee and the Company shall be subject to the exclusive jurisdiction of courts of Delhi only, whether they be civil courts, labour courts, industrial tribunals or any other courts or authority of whatsoever nature.

18. **Medical Fitness:** Employee's appointment and its continuation is subject to Employee being medically fit and capable of performing his/her duties as assigned by the Company. The Company reserves its right to ask Employee to undergo appropriate medical examination(s), as and when the Company deems it necessary, by a medical professional designated by the Company.

19. **Amendment:** Any amendment or modification to this Appointment Letter shall be made in writing and signed by both parties.

20. **Severability:** It may be noted that in the event any one or more provisions of this Letter shall for any reason be held to be invalid, void or unenforceable by any court or governmental agency, the remaining provisions of this Letter shall remain in full force and effect and the invalid, unenforceable provision shall survive to the extent not so held.

Kindly sign and return a copy of this letter to the under-signed as a token of Employee's acceptance of the above terms.

IndiGo wishes you every success in this assignment!

Yours faithfully,
For and behalf of,
InterGlobe Aviation Limited

Manika Awasthi

MANIKA AWASTHI
AVP - HR (Corporate Functions & Talent Management)

cc: Personal file

Agreed and Accepted by Employee

I have carefully reviewed and considered the aforesaid contents including the terms and conditions contained herein and have fully understood, acknowledge and agree with the same. I hereby accept the terms and conditions stated hereinabove.

Shamli

Shamli Anil Joshi
Dated:

Signature Not Verified

Digitally signed by
manika.awasthi@goindigo.in
Date: 2019-08-11 10:24:57
IST



[Signature]
Director
Dnyansagar Institute of Management and Research
Balewadi, Pune-411045

Ref No: 00014515/A31/7019

Date: 04.04.2020

Amit Rajendra More
Rohilla niwas, wadgaon Shinde road
Near SBI ATM, lohegaon

Pune 411047
Maharashtra

Dear Amit Rajendra,

We are pleased to offer you a position of "Associate Operations" with AXA Business Services Pvt. Ltd (the "Company"). You will be required to report for work on or before 4th April 2020 up to which date this offer is valid. Your total employment Cost to Company will be Rs 238479/- per annum, effective from your date of joining the Company.

Based on performance, you will be eligible for annual incentives as per the Company norms. You are required to submit a copy of the relieving letter from your previous Organization (if any) mentioning the cause of separation on your date of joining. Your employment with the company and continuance thereof is subject to your successful reference check & medical fitness. In case you fail to meet any of the above, this offer will be deemed as cancelled.

You will be governed by all the rules and regulations of the company in force and as applicable from time to time.

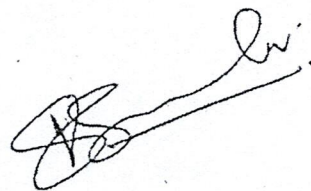
"You will be entitled to an annual increment in April 2020".

As per company policies in case your work entitles you to travel on-site you are required to sign an undertaking for one year.

Please signify your assent by signing the copy of this offer letter.

Yours sincerely,

For AXA Business Services Pvt. Ltd.



Shyamala Jayakumar
Head Talent Acquisition

AXA Business Services Pvt. Ltd.
CIN : U67200KA1995PTC018761

- ☐ Regd. Office: 1st & 2nd Floor, MFAR, Manyata Tech Park, Phase-IV, Rachenahalli Village, Nagawara, Bangalore-560 045, India.
- ☐ 2nd Floor, Novel Tech Park, 46/4, Garvebhavi Palya, Bangalore - 560 068, India, Tel : (080) 4183 0000 Fax : (080) 4183 4300
- ☐ Marvel Edge, Block C & D, 1st to 4th Floor, Survey No 207/1A+33A, Lohegaon, Viman Nagar, Pune 411 014, India Tel:(020) 66076000/9000 Fax:(020)6605 2830/1
- ☐ SP Infocity, Incubator No 1, Survey No 209, Pune - Saswad Road, Phursungi, Pune - 412 308. India Tel: 020 60604555




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**BUSINESS
SERVICES**

redefining / services

Note:

- 1) Total take home salary = E, subject to tax and employee contribution to PF.
- 2) Performance Bonus mentioned above is indicative and is paid out to all such employees who are on the active rolls of the company, as on the date of Performance Bonus payout.
- 3) All employees will be covered under Group Term Life insurance with additional critical and terminal illness for a principal amount limited to five times the TFP.
- 4) Employees (self, spouse and two children) are covered under Group Medical Insurance for a sum of Rs.200,000 per annum for any hospitalization expenses.
- 5) All employees will be covered against personal accident for a principal amount limited to five times the TFP.
- 6) All employees will also be covered under Employees Deposit Linked Insurance for a principal amount limited to Rs.6,02,000.
- 7) Employee State Insurance (ESIC) will be deducted if Monthly Gross salary is less than or equal to Rs. 21,000 which is as per ESIC Act.
- 8) **Shift Allowance:** If employee works in shifts the corresponding shift allowance to the timing worked is paid, if the employee moves to a normal shift then shift allowance is not applicable.

Any shift starting after 6:00 am and on or before 8:00 am - Rs.2000 per month

Any shift starting at or after 4:00 pm but before 8:00 pm - Rs.3200 per month

Any shift starting at or after 12:00 noon but before 4:00 pm & Any shift starting at or after 5:00 am but on or before 6:00 am - Rs.2400 per month

Any shift starting at or after 8:00 pm but before 5:00 am - Rs.4000 per month

For AXA Business Services Pvt Ltd.

Shyamala Jayakumar
Head Talent Acquisition

AXA Business Services Pvt. Ltd.

CIN : U67200KA1995PTC018761

- ☐ Regd. Office: 1st & 2nd Floor, MFAR, Manyata Tech Park, Phase-IV, Rachenahalli Village, Nagawara, Bangalore-560 045, India.
- ☐ 2nd Floor, Novel Tech Park, 46/4, Garvebhavi Palya, Bangalore - 560 068, India. Tel : (080) 4183 0000 Fax : (080) 4183 4300
- ☐ Marvel Edge, Block C & D, 1st to 4th Floor, Survey No 207/1A+33A, Lohegaon, Viman Nagar, Pune 411 014, India Tel:(020) 66076000/9000.
- ☐ For 42016605, 2830/1
- ☐ SP Infocity, Incubator No 1, Survey No 209, Pune - Saswad Road, Phursungi, Pune - 412 308. India Tel: 020 60604555



Director
Dnyansagar Institute of Management and
Research
Balewadi, Pune-411045

eClerx

January 27, 2020

Mr. Abhinav Gupta
H-804, Tiana Bldg, near Vibgyor,
school, Baner, Pune 411045

Dear Abhinav,

Congratulations!!!

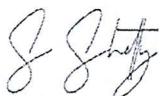
We are extremely pleased to extend you a warm welcome to the eClerx family. We wish you a successful and professionally rewarding career with us.

Please find attached your letter of appointment with eClerx. The letter sets out the terms and conditions of your employment. We request you to acknowledge the duplicate copy of this letter and return it to us as a token of your acceptance.

Your HR Business Partner will soon reach out to you to introduce themselves. Should you have any queries or concerns, they will be glad to assist you.

Once again, we welcome you to eClerx. We look forward to a long, fruitful, happy and exciting association with you.

With Best Regards,



Sagar Shetty
Associate Program Manager – Human Resources

Abhinav Gupta

Registered Office:
eClerx Services Ltd.,
[CIN: U72300MH2000PLC125319]
Sonawala Building, 1st Floor, 29 Bank Street, Fort,
Mumbai – 400 023, Maharashtra, India.
Ph: +91 22 6614 8901 | Fax: +91 22 6614 8999
E-mail ID: contact@eclerx.com | www.eclerx.com

Office Address:
eClerx Services Ltd.,
Block No 1, 9th Floor, Quadron Business Park Limited,
Rajiv Gandhi Infotech Park, Plot No: 26, Hinjewadi Phase II,
Pune – 411 057, Maharashtra, India.
Ph: +91 20 4027 7990
www.eclerx.com




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Abhinav Gupta

January 27, 2022

Dear Abhinav

Further to your Offer Letter dated July 26, 2021, we are pleased to appoint you as Analyst in the C1 program. Your employment with us will commence on Thursday, January 27, 2022.

With reference to your Apprenticeship Contract Letter dated July 27, 2021, duly accepted and signed by you, your Apprenticeship Contract duration from July 27, 2021 to January 26, 2022 and your date of conversion to on roll employment is January 27, 2022. Please note that without any Statutory Obligation on our part, however, for the limited purpose of extending the service continuity benefits to you, your Apprenticeship Contract Duration, starting from July 27, 2021. Will be considered as your DOJ.

Apart from the other policies binding upon the employees of the company, the general terms and conditions to your appointment are as follows:

The terms and conditions of your appointment are as follows.

1. Work Location

1.1. Your initial work location will be Pune. Though you have been engaged for a specific position and location, the Company reserves the right to transfer you, with reasonable notice, to any other location, department, establishment, or branch of the Company / group / affiliates (whether in India or abroad) as the Company may deem fit including new locations to be set up in future. You shall be bound by the policies, rules and regulations of the office at the location you are posted in at any given point in time.

1.2. In the event of your resignation from the Company from your date of relocation / transfer within a stipulated time period as mandated by the relevant transfer policy; you shall be liable to pay to the Company, all the expense incurred towards movement of your household goods, relocation allowance, accommodation cost and all other expenses related to your relocation/transfer including cost incurred by Company on account of your training.

2. Background Verification

2.1. Your appointment is contingent on successful verification of all documents and information provided by you as a part of your recruitment/joining process.

2.2. The Company reserves the right to end this employment agreement with you with immediate effect and without any liability(s) should the results of your background investigation come out as negative. HR team will contact you as soon as there is any insufficiency / discrepancy identified in your background check process.

2.3. You may be required to undergo tests for substance abuse as and when deemed necessary by the organisation. If the reports of such testing are found to be positive, the organisation withholds the right to initiate suitable action against you, including termination of services.

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3. Remuneration & Privileges

3.1. Your compensation details will be as per Annexure I. The remuneration as indicated in the annexure is comprehensive and all-inclusive and hence it shall be deemed to include all the liabilities of the Company including keeping into account any extra hours worked.

4. Probation

4.1. Your first three months with the Company constitutes a training / probationary period. This will exclude any leave of absence or such other period, which is not treated as duty as per the regulations of the organization. The probation period can be extended at the discretion of the manager. During this period, the company or you may terminate this agreement by giving 60 days' notice or payment in lieu of notice period. The Company reserves the right not to accept the payment in lieu of notice.

4.2. Notwithstanding the above mentioned clause, the company reserves the right to put you under a training module as per the requirement of the specific business, the successful completion of which would determine the confirmation of your employment.

4.3. On your being unsuccessful on assessment parameters as defined by the company after the training completion period, the company reserves the right to either extend your probation period as per the Confirmation Policy, or terminate your employment with immediate effect with 30 days of notice period in case your skill sets are found to be misfit for the business skills. Without prejudice to clause no 4.1 and 4.2 as mentioned above, the Company may, during the period of training/probation, terminate your services without any notice or payment in lieu of notice should you be found guilty of violation of any of the Companies' policies or breach of code of conduct which may not be conducive to the Company or its reputation.

4.4. On successful completion of probation, you will be confirmed as a permanent employee and the rules regarding your employment then will be governed by relevant policies and code of conduct that apply all employees in a permanent capacity.

5. Training

5.1. You may need to undergo designated trainings as a part of your employment. Such trainings are aimed to present an opportunity to expand your knowledge base, enhance your domain and product expertise, and equip you for effective execution of all your job responsibilities. Some of the specialized trainings will require a commitment of significant investment by eClerx as well as you.

5.2. In such cases, you may be required to enter into a retention agreement with us. The details of such developments will be made available to you before the commencement of any such training.

5.3. Breach of the agreement may call upon necessary recovery from your full and final settlement

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6. Leaves

6.1. You are eligible for 24 working days of leave in a year. All leaves applied for will need to be approved by the reporting manager well in advance. Any unapproved leave will be treated as loss of pay and repetition of such instances will attract action in line with the leave policy. The leave process shall be guided under Leave policy of the company.

6.2. You are required to acquaint yourself with all the rules and regulations pertaining to leave and attendance upon joining the company in order to avoid such instances.

7. Separation

7.1. Post confirmation of your employment, your services can be terminated by the company, with or without reasons, by giving a notice of 60 days or payment in lieu of notice period. Payment in lieu of shortfall of notice period will be equivalent to monthly total compensation earned for an equivalent period of time.

In case you decide to terminate your employment with the Company, you would be required to serve the notice period of 60 days upon your resignation. The company may waive off the notice period requirement, at its own prerogative and require you to compensate for the shortfall of notice period.

7.2. Without prejudice to any clause in this contract, the Company also reserves the right to terminate your employment for Reasons mentioned below with immediate effect without any payment in lieu of notice period, whereupon you shall cease to be in the employment of the Company and you shall have no claim whatsoever against the Company for damages or otherwise by reason of such determination.

For the purposes of this Clause 7.2, 'Reason' shall mean as under:

- a. Negligence or misconduct by you in complying with your duties, responsibilities, obligations and / or covenants or undertakings, which are either incapable of remedy or otherwise not remedied by you within 30 (thirty) days of a written notice being served on you by the Company stating the breach; or
- b. You becoming unable, for any reason whatsoever including the imposition of any court order, to efficiently perform your duties hereunder for 60 (sixty) working days in aggregate in any period of 12 (twelve) consecutive months; or
- c. You becoming of unsound mind; or
- d. You are convicted of a criminal offence; or
- e. You becoming bankrupt or compound with all your creditors or enter into any deed of arrangement with all your creditors; or
- f. You commit any breach of any of your duties or obligations under the Employment Documents; or
- g. You refuse or neglect to comply with any lawful and reasonable orders or directions given to you by the Company; or

Abhinav Gupta




DIRECTOR
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- h. You are guilty of any misconduct whether or not in the performance of your duties or commit any act which in the opinion of the Company is likely to bring the Company or any of its officers or other employees into disrepute whether or not such act is directly related to the affairs of the Company; or
- i. You becoming prohibited by law or any order from any regulatory body or government authority from being an employee of the Company; or
- j. You are unable to achieve and maintain a satisfactory level of performance and produce the desired results in your performance which are the requirements for meeting your job responsibilities; or k. Causing damage to company's property; or
- l. Going on or abetting a strike in contravention of any law for the time being in force; or
- m. Committing theft, fraud or dishonesty
- n. You being found guilty of any unlawful activity including but not limited to threatening of employees, security breaches, harassment including sexual harassment, etc.
- o. For violation of the Company Code of Conduct and Company Ethics which goes against the ethos of the company.

The list above is suggestive and by no means exclusive. The company further reserves the right to add/amend this list without prior notice, within reasonable limits.

7.3. In the event of continued absence from work without prior information and authorization, the Company can initiate disciplinary action against you as specified in the relevant separations policy(s) and/or document(s) which may lead to termination of your employment.

7.4. You will automatically retire from the service of the Company on attaining the age of 60 (sixty) years, if not terminated earlier, [unless otherwise agreed between the parties].

7.5. On termination of your employment, all works carried out by you – both in physical and digital form – during your employment shall be immediately returned forthwith to the Company, without exception and with no copy (either part or whole thereof) retained by you in any form.

7.6. When your employment with the Company ends, for whatever reason, you will promptly deliver to the Company all originals and copies of all documents, records, software programs, media and other materials containing any confidential information. You will also return to the Company all equipment, files, software programs and other personal property belonging to the Company and complete the due handover process during the notice period that you are required to serve by the Company. In the event of your failure to do so, you shall be liable to face legal proceedings and compensate the company for any material loss of business as determined by the company at its sole discretion. The Company may withhold your exit clearance and / or full and final settlement on account of your breach of the Company's rules and regulations and until it is able to recover the losses incurred by it on account of your breach of the Company's rules and regulations.

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8. Working Hours

8.1. The working hours applicable to you will be the same as are observed depending upon your process and program. The initial shift, location or program awarded to you may change at any time during the period of employment as decided by eClerx management.

9. Conflict of Interest

9.1. During your service with the company you are expected to devote your whole time and attention to the company's affairs and refrain from directly or indirectly engaging in any other business. You will not take up any other work for remuneration (part time or otherwise) or work in advisory capacity or be interested directly or indirectly in any trade or business, during your employment with the Company. This restriction applies whether or not the other activity is of a similar nature to or competes in any material respect with any of the businesses of the Company.

9.2. You will not seek membership of any local, public or political bodies or undertake any other business, assume any public office, honorary or remunerative, without the specific written permission of the HR Head. In the event of your becoming member of any local or public or political bodies or undertaking any business, assuming any public office without following due process as prescribed by the Company, you shall be deemed to have contravened the terms and conditions of employment and the Company reserves the right to take appropriate action as it deems fit including forthwith terminating your employment with the Company as provided in the Employment Documents.

9.3. In case you join or are transferred to the Financial Markets vertical, you may be required to disclose the details of Demat / Trading account held by you and your family members to meet the compliance requirements of the client.

10. Non-Disclosure

10.1. You hereby agree to sign and enter into a Non-Disclosure / Confidentiality Agreement on your date of joining or at any time thereafter in the format prescribed by the Company. You further agree that you shall keep the Company's Confidential Information (as defined in the Non-Disclosure / Confidentiality Agreement), whether or not prepared or developed by you, in the strictest confidence.

10.2. If you are bound by a confidentiality agreement with a previous employer, you must notify the Company and the Company will automatically be indemnified against any breach thereof.

11. Non-Solicitation of Employees and Clients and Non-Compete

11.1. During the term of your employment with the Company and for a period of 12 months thereafter immediately following the termination of employment with the Company for any reason, you shall not –

- a. Undertake and ensure that directly or indirectly solicit, induce, recruit or encourage any of the Company's employees to leave their employment with the Company, or join any other employment or undertake any other activity that is of similar nature so as to give any sort of competition to the business of the Company.

Abhinav Gupta



Director
Dnyansagar Institute of Management and
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Balewadi, Pune-411045

- b. Take away any clients or customers of the Company or attempt to solicit, induce, recruit, encourage or takeaway clients or customers of the Company.
- c. Join the services or be associated with any former employee of the Company who is undertaking any activity competing with the business of the Company.
- d. All business opportunities known to you or made known to you at any time, with respect to and / or connected with the business of the Company are not referred to any third party but are referred only to the Company and are undertaken in any other company only with the prior written consent of the Board of Directors of the Company (hereinafter referred to as 'the Board').
- e. Neither directly nor indirectly own, conduct, engage in, manage, operate, join, control, finance, invest in, bid for, advise or otherwise participate in or in any manner be associated or connected with, whether for or without remuneration, in any business, individual, partnership, firm, corporation, limited liability company or other entity whatsoever similar to or competing directly or indirectly with the business of the Company, its subsidiaries or affiliates nor undertake or be engaged, directly or indirectly in any activities or do any act or thing which would, or is likely to, be detrimental to the interests, business or reputation of the Company, its subsidiaries or affiliates.

12. Jurisdiction

12.1. In case of any dispute or difference arising out of or under this contract, resulting into any proceeding before any Authority, Courts etc. in respect of this contract, the same will be subject to the jurisdiction of Mumbai.

13. Applicable Company rules and regulations

You will be governed by the Company's rules and regulations (and practices) as enforced from time to time on matters whether specified herein or not, including on matters such as designation, emoluments and the structure thereof, working hours, etc. Company's decisions on all such matters shall be final and binding on you

14. Change in Terms and Conditions of your employment

The company reserves the right to change the terms and conditions of your employment which would be intimated to you either through changes in company policies or through an amendment to your employment contract, or through other means of communication which would purport to amend the said terms in your employment contract.

If the terms and conditions offered herein are acceptable to you, please return the acceptance copy to the undersigned, duly affixing your full signature on the last page and initials on remaining pages.

Yours faithfully,

For eClerx Services Limited

Sagar Shetty Associate Program Manager- Human Resources

ANNEXURE I

Abhinav Gupta




Director
Dnyansagar Institute of Management and
Research
Balewadi, Pune-411045

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Abhinav Gupta

Name: Abhinav Gupta Designation: Analyst Date of Joining: July 27, 2021

Salary Component	Amount (INR)	Annual Amount(INR)
Basic Pay	8,621	103,452
House Rent Allowance	431	5,172
Other Allowance	3,889	46,668
Bonus	2,800	33,600
Monthly Fixed Compensation	15,741	188,892
Retiral Fund	1,501	18,012
Monthly Total Compensation	17,242	206,904
Annual Total Compensation		206,904
Performance Bonus (Upto)	1,379	16,548
Cost To Company		223,452
Gratuity ³		4,976
Total Cost To Company		228,428

The Company is also pleased to extend the following benefits to you:

1. Group Medical Insurance

- You are eligible for floater medical insurance cover of INR 100,000 which covers yourself
- The insurance is inclusive of pre-existing disease cover from the date of joining
- You may also opt for additional cover for your family including your spouse, children and parents / parents-in-law post your joining the Company. The premium against the additional cover will be communicated to you and will be deducted from your salary

2. Group Personal Accident Insurance

- You are covered for an amount of INR 300,000 under the Group Personal Accident Insurance Policy.
- The policy covers disablement (temporary and permanent both) and death caused due to accidents

3. Executive Health check-up:

- All employees aged 35 years and above are eligible for an executive health check-up once a year. Details on the appointment booking procedure will be made available to you subsequently.

4. Night Shift Allowance

- In case you are required to work in the night shift on account of process or client requirements, you will be eligible to receive Night Shift Allowance
- The amount paid to you will depend on your designation, number of nights shifts worked and all other rules as may be specified by the company policies.

5. Language Allowance

- In case you're hired for a role that requires proficiency on a foreign language, you shall be eligible to be paid a Language Allowance along with your monthly salary
- The same will be withdrawn if your role changes for any reason whatsoever, and the new role does not require you to use your language proficiency

6. Transport

- eClerx offers subsidized transport to all its employees basis the local transport policy

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Dnyansagar Institute of Management and Research
Balewadi, Pune-411045

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Abhinav Gupta

b. Should you wish to avail, an amount of INR 1400 will be deductible from your fixed compensation every month

Other Notes:

1. Taxation

- a. 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 your compensation.
- b. The Company shall be entitled to deduct from your compensation, income tax, other taxes and levies which it is liable to deduct at source.

2. Provident Fund

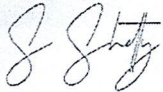
- a. Since you have opted not to participate in the Employees Provident Fund Scheme, the Retiral Fund amount will be paid as a part of your Monthly Fixed Compensation.

3. Gratuity

- a. You will be entitled to gratuity as per the provisions of the Payment of Gratuity Act 1972 and the amendments made thereafter

4. Performance Bonus (Upto)

- a. The performance bonus mentioned in the aforementioned table includes complete liability of the company on bonus payments to you including those required by statute.
- b. Bonus pay out is contingent on your performance and will be prorated basis the date of joining or changes in salary as per company policy
- c. The performance bonus payout is annual in nature and is subject to your being on the active rolls of the Company, on the date of actual payout.



Offered By: Sagar Shetty Designation: Associate Program Manager – Human Resources

Accepted by:

Abhinav Gupta

(Name and Signature)

Date: 21/2/2020




Director
Dnyansagar Institute of Management and
Research
Balewadi, Pune-411045

Date: 28 Jan 2020

Ms Kirti Laxman Dhote
h no 91 Mangaldeep Nagar 2

Nagpur 440034

Employee No: 1540510
Dear Ms Kirti Laxman Dhote

Appointment Letter

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


1. Your contract will commence from 28 Jan 2020 and expire on 28 Nov 2021 during which you will render services to our Client at their premises subject to the terms and conditions of the engagement letter executed by you on 28 Jan 2019 and in accordance to the instructions received by you from us or any other authorized person and will be bound by our rules and regulations.
2. You hereby agree to be liable for the following terms and conditions:
 - i. Fully perform the services, in a professional manner, at the Client's location until the completion of the term of the work assignment.
 - ii. During the term of the work assignment, render services exclusively to the Client and such performance shall not be inconsistent with any obligation you may have to other third parties.
 - iii. Not engage in any conduct which is detrimental to the interest of the Client or TeamLease.
 - iv. Not receive any payments of any nature directly or indirectly from the Client unless agreed to by TeamLease.
 - v. Neither directly nor indirectly offers you for employment with the Client or its affiliates during the period of the work assignment without prior permission of TeamLease.
 - vi. Extend all cooperation to the Client's employees, consultants, representatives, etc, and do all such things as may be necessary and comply with all terms of the Appointment letter so as to effectively undertake the work.
 - vii. Report and be present at the designated location during the working hours mentioned herein and abide by the rules and regulations as required by the Client.
 - viii. Comply with the safety, health and other rules and regulations of TeamLease and the TeamLease Client that you have been made aware of.
 - ix. During the course of your contract, you can be transferred to a location within the territory of India as and when required by TeamLease for executing the services provided herein.
3. Should you be selected to perform the Work Assignment, the nature of your relationship with TeamLease will be that of a Contract of Service for a fixed period. By executing this letter of engagement neither do we offer you employment with TeamLease nor do you become an employee of TeamLease. Upon expiry or termination of the Work Assignment, your employment with TeamLease shall stand terminated forthwith.
4. Except for expiry of a Work Assignment due to completion/expiry of the same or in respect of a Work Assignment of one week or a lesser period of time, either party may terminate this Work Assignment Letter by issuing 30 days notice in writing or payment thereof.
5. Termination of this letter of engagement shall not affect the obligations of the parties that have been incurred prior to such termination and TeamLease shall promptly settle all your dues after making the applicable deductions.
6. You agree to defend, indemnify and hold TeamLease or the Client harmless from any and all claims, damages, liability, attorneys fees and expenses on account of your failure to satisfy any of your obligations under this work assignment letter or for misconduct or for violation of any law or creation of any legal liability by you.
7. Any dispute between you and TeamLease shall be referred to a sole arbitrator appointed by TeamLease. The arbitration shall be conducted in English language, in accordance with the Arbitration and Conciliation Act 1996, at Bangalore, Karnataka, India. This Engagement Letter shall be governed by the laws of India.
8. Details of your salary breakup will be as per the Annexure attached herein. You hereby authorize TeamLease to

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TeamLease Services Limited., CIN No. U74140MH2000PTC124003
Balewadi, Pune-45.




Director
Dnyansagar Institute of Management and
Research
Balewadi, Pune-411045



make all salary payments required to be made to you by TeamLease including all reimbursements either by way of Cheque or by directly crediting the amounts to your bank account.

9. The salary payout will be made latest by 9th of the following month.
10. You will be entitled to an employer's contribution of Provident fund to the extent of 12% of your basic salary and applicable ESI contribution. You will also be covered under Medical and Accident Insurance and will be entitled to all other statutory benefits whichever is applicable during the contract period. It is hereby clarified that if you fail to submit the ESIC, PF, Gratuity nomination forms together with any other document as required under the applicable labour legislations, TeamLease shall not incur any liability with regards to any Claims under the said applicable labour legislations.
11. In addition to the terms contained herein, your relationship with TeamLease may be subject to such other additional terms and conditions as may be communicated to you from time to time in writing by TeamLease and you hereby agree to have read and clearly understood the terms of employment provided in the Service Rules, which is attached herein.
12. During your employment with TeamLease, if we find any irregularity or insufficiency in the documents submitted by you, this Appointment Letter would stand cancelled/revoked.

We at TeamLease would like to create an environment and culture committed to co-operation, quality and responsiveness that permeates every activity. As a new entrant we would like you to add value to this process. Please return the copy of the Offer Letter enclosed after affixing your signature at the appropriate place on the Office Copy in token of your having read, agreed, fully understood and accepted the terms and conditions of appointment. Please send across the signed acknowledged copy to ROPS Team, Bangalore TeamLease Address which is mentioned below. In case we do not receive your acknowledgement copy within a period of 15 days from the date of joining, your assignment at TeamLease with the acceptance of your first salary from TeamLease will be conclusive proof of your acceptance in accordance of terms and conditions.

TeamLease neither accepts any consideration in the form of any cash or kind nor supports any policy of accepting such consideration by any third party for providing employment to prospective candidates. In the event you have paid any such amount to any employee, Officer, representative of TeamLease kindly bring the same to the immediate notice of your superiors or report the same to TeamLease through email or through the toll free number which is provide to you.

ENDORSEMENT

I hereby confirm acceptance of the above assignment, on the terms and conditions stipulated therein.

For TEAMLEASE SERVICES LIMITED

Accepted and Agreed

(Authorized Signatory)

Signature and date:
Name: KIRTI LAXMAN DHOTE

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TeamLease Services Limited., CIN No. U74140MH2000PTC124003
RMTC Commercial Complex 8th Floor, 80 East Road, Kowmandla, Bangalore - 560005



Director
Dnyansagar Institute of Management and
Research
Balewadi, Pune-411045

Salary Annexure

Employee No: 1540510

Particulars	Amounts
Basic	9045
House Rent Allowance	4523
Employer PF Contribution	1085
ESIC - Employer	836
Insurance	360
Works Allowance	3271
Statutory Bonus	754
Total Amount	19874
Amount In Words(Rs)	Nineteen Thousand Eight Hundred Seventy Four rupees

Net Pay Annexure

EARNINGS	Amounts
Basic	9045
House Rent Allowance	4523
Works Allowance	3271
Statutory Bonus	754
Gross Earnings	17593
DEDUCTION *	Amounts
Employee ESI	308
Employee PF	1085
Professional Tax	200
Total Deduction	1593
Net Salary	16000

* Income-tax deductions, if applicable, will be as per the Income-Tax Act, 1961

** Annual components (like LTA, Medical Reimbursement) would be payable on claims and will be considered for exemption under Income Tax subject to receipt of valid bills for the Financial Year if applicable

Note : This statement is only for the purpose of information and is illustrative in nature

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TeamLease Services Limited., CIN No. U74140MH2000PTC124003
BMT Commercial Complex, 8th Floor, 80 Feet Road, Koramangala, Bangalore - 560095.
Ph : (91-80) 33002345. Fax : (91-80) 33002346




Dnyansagar Institute of Management and
Research
Balewadi, Pune-411045

Ref No: 00014515/A31/7019

Date: 04.11.2019

Amit Rajendra More
Rohilla niwas, wadgaon Shinde road
Near SBI ATM, lohegaon

Pune 411047
Maharashtra

Dear Amit Rajendra,

We are pleased to offer you a position of "Associate Operations" with AXA Business Services Pvt. Ltd (the "Company"). You will be required to report for work on or before 4th Dec 2019 up to which date this offer is valid. Your total employment Cost to Company will be Rs 238479/- per annum, effective from your date of joining the Company.

Based on performance, you will be eligible for annual incentives as per the Company norms. You are required to submit a copy of the relieving letter from your previous Organization (if any) mentioning the cause of separation on your date of joining. Your employment with the company and continuance thereof is subject to your successful reference check & medical fitness. In case you fail to meet any of the above, this offer will be deemed as cancelled.

You will be governed by all the rules and regulations of the company in force and as applicable from time to time.

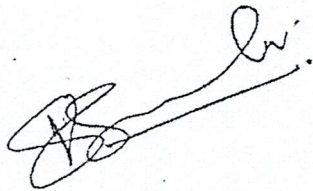
"You will be entitled to an annual increment in April 2020".

As per company policies in case your work entitles you to travel on-site you are required to sign an undertaking for one year.

Please signify your assent by signing the copy of this offer letter.

Yours sincerely,

For AXA Business Services Pvt. Ltd.




Shyamala Jayakumar
Head Talent Acquisition

AXA Business Services Pvt. Ltd.

CIN : U67200KA1995PTC018761

- ☐ Regd. Office: 1st & 2nd Floor, MFAR, Manyata Tech Park, Phase-IV, Rachenahalli Village, Nagawara, Bangalore-560 045, India.
- ☐ 2nd Floor, Novel Tech Park, 46/4, Garvebhavi Palya, Bangalore - 560 068, India. Tel : (080) 4183 0000 Fax : (080) 4183 4300
- ☐ Marvel Edge, Block C & D, 1st to 4th Floor, Survey No 207/1A+33A, Lohegaon, Viman Nagar, Pune 411 014, India Tel:(020) 66076000/9000 Fax:(020)6605 2830/1
- ☐ SP Infocity, Incubator No 1, Survey No 209, Pune - Saswad Road, Phursundi. Pune - 412 308. India Tel: 020 6604555



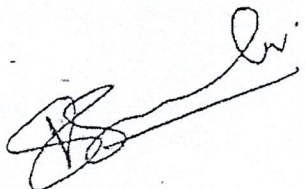

Director
Dnyansagar Institute of Management and
Research
Balewadi, Pune-411045

Note:

- 1) Total take home salary = E, subject to tax and employee contribution to PF.
- 2) Performance Bonus mentioned above is indicative and is paid out to all such employees who are on the active rolls of the company, as on the date of Performance Bonus payout.
- 3) All employees will be covered under Group Term Life Insurance with additional critical and terminal illness for a principal amount limited to five times the TFP.
- 4) Employees (self, spouse and two children) are covered under Group Medical Insurance for a sum of Rs.200,000 per annum for any hospitalization expenses.
- 5) All employees will be covered against personal accident for a principal amount limited to five times the TFP.
- 6) All employees will also be covered under Employees Deposit Linked Insurance for a principal amount limited to Rs.6,02,000.
- 7) Employee State Insurance (ESIC) will be deducted if Monthly Gross salary is less than or equal to Rs. 21,000 which is as per ESIC Act.
- 8) **Shift Allowance:** If employee works in shifts the corresponding shift allowance to the timing worked is paid, if the employee moves to a normal shift then shift allowance is not applicable.

Any shift starting after 6:00 am and on or before 8:00 am - Rs.2000 per month	Any shift starting at or after 4:00 pm but before 8:00 pm - Rs.3200 per month
Any shift starting at or after 12:00 noon but before 4:00 pm & Any shift starting at or after 5:00 am but on or before 6:00 am - Rs.2400 per month	Any shift starting at or after 8:00 pm but before 5:00 am - Rs.4000 per month

For AXA Business Services Pvt Ltd.



Shyamala Jayakumar
Head Talent Acquisition

AXA Business Services Pvt. Ltd.

CIN : U67200KA1995PTC018761

- ☐ Regd. Office: 1st & 2nd Floor, MFAR, Manyata Tech Park, Phase-IV, Rachenahalli Village, Nagawara, Bangalore-560 045, India.
- ☐ 2nd Floor, Novel Tech Park, 46/4, Garvebhavi Palya, Bangalore - 560 068, India. Tel : (080) 4183 0000 Fax : (080) 4183 4300
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- ☐ Faridkot, Block C & D, 1st to 4th Floor, Survey No 207/1A+33A, Lohegaon, Viman Nagar, Pune 411 014, India Tel:(020) 66076000/9000.
- ☐ SP Infocity, Incubator No 1, Survey No 209, Pune - Saswad Road, Phursuni, Pune - 412 308, India Tel: 020 6604655




Director
Dnyansagar Institute of Management and
Research
Balewadi, Pune-411045

Sub Divisional Engineer
O/o GMT BSNL, Parbhani



भारत संचार निगम लिमिटेड
(भारत सरकार का उपक्रम)
Bharat Sanchar Nigam Limited
(A Govt. of India Enterprise)

No. G-3/SDE/WTR/PRB/2020

Date. 11/01/2020

To,
Shrinivas Dhulgunde
S/o Sopanrao Dhulgunde
Eknath Nagar, Parbhani - 431401
Cell : 7385510048

Sub : Appointment as Junior Engineer at WTR Section Parbhani

Dear Shrinivas,
We are glad to offer you an appointment as Junior Engineer at WTR Section Parbhani in BSNL on the terms & conditions outlined below :

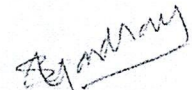
1) LEVEL, PAY SCALE AND ALLOWANCES

- A) Designation/level- Junior Engineer
- B) Scale of pay - Rs. 4200 - 20200 (IDA)
- C) Allowances - HRA, DA, TA, etc as admissible from the time to time as per rules of Company.

2) GENERAL

- 1) At the time joining you are required to bring/produce the following documents
Original Documents in support of age, qualification, experience & other eligibility conditions.
 - 2) You will be on probation of 3 years which may be extended at the discretion of the management, if considered necessary. During the probation period your service is liable to be terminated at any time & without assigning any reason thereof giving one month's notice or payment of salary lieu thereof on either side.
 - 3) The appointment is provisional and subject to the caste/tribe/PH category Certificates being verified through proper channels and if the verifications reveal that the certificates submitted by you in support of your claim that you belong to SC/ST/OBC/PH category, as the case may be, is false, the services will be terminated forthwith without any prior notice and without assigning any further reason and without prejudice to such further action as may be taken under the provisions of the Indian Penal Code for production of false certificates.
 - 4) Further, in case of SC/ST/OBC category candidates, if there is any change in the caste/community status of the candidate at any time in his/her service, it will be obligatory on the part of the candidate to intimate the same to his/her employer immediately failing which suitable action/disciplinary proceedings can be taken against him/her.
 - 5) Your appointment is subject to verification of your character and antecedents. If found unsatisfactory, your services will be liable to be terminated without assigning any reason or notice thereof at any time.
 - 6) BSNL would be free to make confidential reference to such persons and authorities about your work and character as the Company may consider desirable.
- You will be governed by the service Rules and Regulations including the Conduct, Discipline and Appeal Rules, Administrative Orders of the Company and any such other rules/orders that may be in force from time to time.

Wishing you an exciting career with BSNL.


Yours Faithfully
S D E ADMIN




Director
Dnyansagar Institute of Management and
Research
Balewadi, Pune-411045

Reliance SMSL Limited

14. You shall not enter into any commitments or dealings on behalf of the client / Company for which you have no express authority nor alter or be a party to any alteration of any principle or policy of the client / Company or exceed the authority or discretion vested in you without the previous sanction of the client / Company or those in authority over you.
15. You shall diligently attend company sponsored all training or development programs. You may be required to sign a Service Bond for a service tenure or payment of the liquidated damages in lieu thereof.
16. You will be responsible for the safekeeping of company or client's properties given to you and its return in good condition as and when required. For the loss of any property, the company will have a right to assess on its own basis and recover the loss / damages from you.
17. You agree that all information, correspondence, documents, material or assets provided to you by the client or by us are provided to you in good faith and you shall promptly return the same to the client or company, as the case may be, on completion of assignment or termination of the service.
18. Any disputes or proceedings shall subject to the jurisdiction of courts at Navi Mumbai.
19. The clauses of this letter are to be read and interpreted in its entirety. In case of one / more clauses become untenable, the rest of the does not become null and void.
20. In the normal course, you shall retire from the services of the organization on attaining the age of 58 Years.
21. At the time of joining, you will submit the following documents: Copy of Resume, Application for employment, Copies of Educational Certificates starting from SSC, Medical fitness Certificate from Doctor not less than MBBS, One white background passport size photograph, Copies of Government Identity and address proof (Passport / License / Election Card / PAN Card/Aadhar etc.), UAN declaration (Form-11) and ESIC declaration.

ACKNOWLEDGEMENT (For pages 1 to 3)

I have read contents of the above contract of employment and have fully understood the same. I declare that the same to be binding on me in its entirety.

Name : _____
Signature : _____
Date : _____

Reliance SMSL Limited (formerly Strategic Manpower Solutions Limited)
CIN: U74599MH2007PLC167704

Registered Office: 4th Floor, Court House, Lokmanya Tilak Marg, Dhobi Talao, Mumbai-400 002, India. Phone: +91 22 67673800




Director
Dnyansagar Institute of Management and
Research
Balewadi, Pune-411045

PeopleSide Consulting Pvt Ltd



PeopleSide Consulting

Date: 08-02-2020

Student Name: Ms Pratiksha Sahebrao Gadhe

Address: DIMR Balewadi, Pune

Dear Pratiksha,

I am pleased to offer you a position as a Management Trainee in our Peopleside consulting at our Pune office. Your date of joining will be 11th February, 2020. You will be on probation period of three months, which may be reduced or further extended at the sole direction of the organization. Your salary will be 10,000/- per month inclusive of all benefits. Your duties and assignments for this position will be those described to you in your orientation programme.

We are pleased that you will be joining our team and look forward to your success.

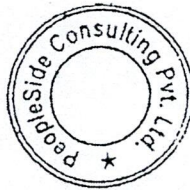
Welcome,

Best regards,

Narendra Kerale

CEO,

PeopleSide Consulting Pvt Ltd



Registered Office: Flat No 4, Sai Residency, Pl no 121, S no 51, Nr Telephone Exg, Dhanori Road, Vishrantwadi, Pune -411015,
Tel No: +91 20 65293763, Email -info@peoplesideconsulting.com, www. peoplesideconsulting.com



Director
Dnyansagar Institute of Management and
Research
Balewadi, Pune-411045

शिवाजीराव भोसले सहकारी बँक लि.

रजि. नं. पी. एन. ए. / वी. एन. के. १९१-७२ दिनांक २ मार्च १९७२

Ref:- SBSB/HO/128/2019-20

Date- 07/11/2019

To,
Tak Mangesh Pradiprao
753, Flat No. 4, 2nd Floor,
Rohan Complex, Kumthekar Road,
Sadashiv Peth, Pune - 4110030

Subject : Appointment Letter as a "Trainee Clerk"

Ref : Your application Dt On:- 06/11/2019

Dear Mangesh,

Regarding your application and subsequent interview with us, we are pleased to appoint you as a "Trainee Clerk" in our Shivajirao Bhosale Sahakari Bank Ltd. on the following terms and conditions.

1. On joining the bank, you shall be on "Trainee Clerk" post for Six Months from the date of Dt. 10/11/2019 to 09/04/2020. After that, the same shall automatically come to an end without any notice or intimation. If you resign within the duration period of your order you will have to give One Month Prior Notice which will be strictly counted as without pay.
2. Based on your performance of your service will be confirmed for the next Six months.
3. Your Salary would be Rs. 10,000/- (Rs. Ten Thousand Only) Per Month.
4. You will be eligible for the benefits of One Day Pay Leave.
5. During the service, you shall be posted or transferred anywhere to serve any the Branch for which you will not get any extra allowances.
6. You will abide by the rules and regulations of the bank as may be in force from time to time.

We expect to join on 10/11/2019 at our Clearing Department and give the joining report to the related Branch Manager otherwise this appointment will stand withdrawn automatically.

The Bank looks for a long-term association with all its employees and expects the same from you.

Again, Congratulations and welcome to the Shivajirao Bhosale Sahakari Bank Ltd.
Thanking You,

[Signature]

Mrs. Ujwala Sonawane
Head of Administration Dept.

Copy to,

1. Chairman
2. Administration Dept. - HO
3. Accounts Dept. - HO
4. IT Dept.- HO
5. Branch Manager – Clearing Department (HO)
5. Personal File

[Signature]
Appointment Letter Accepted
(Name/Signature of the Employee)

Tak Mangesh Pradiprao

मुख्य कार्यालय - ९४ अ, 'संगिता स्मृती', नरवीर तानाजीवाडी, शिवाजीनगर, पुणे - ४११ ००५.

☎ : २५५३१११०, २५५३६२११/१२, २५५३९९३५/३६, फॅक्स : (०२०) २५५३७८३४



[Signature]
Director
Dnyansagar Institute of Management and
Research
Balewadi, Pune-411045



JAY BHAVANI ENTERPRISES

Letter Of Appointment

Date - 01.06.19

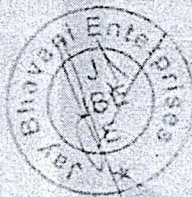
Name -Kiran Dnyaneshwar Kudale

Address - Datta Mandir Baner ,Dist -Pune

We refer to Your recent interview for the above position and are pleased to advise that we are offering you the position with our company effective From 01/06/2019 under the following terms and conditions

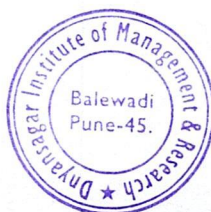
1 Your appointment will be subject to a probationary period of 2 months an official confirmation of your appointment will be notified to you in writing

For Jay Bhavani Enterprises



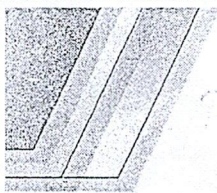
Address : Flat No. 503, B Wing, Manas Valley, A/p. Bhukum, Tal. Mulshi, Dist. Pune-412 115.
Email : jaybhavanienterprises21@gmail.com Mob.: 9850376748, 9545952525

Specialist In All Types of Labour Suppliers




Director

Dnyansagar Institute of Management and
Research
Balewadi, Pune-411045



KLANTECH
Business Solutions Private Limited

Off no 215, 2nd Floor, Global
Business Hub, Kharadi, Pune

www.klantech.com

info@klantech.com

+91 2068182022



08-Dec-2019

Date : - 1-Nov 2019

Ati Tole,

reference to your application and further to our interview, we are pleased to inform you that you are hereby appointed as **"Human Resource Executive"** in the **"Operations Department"** of **KLANTech Business Solutions"** to be based at **"Pune"** as per terms and conditions discussed and upon as under :-

your appointment is effective from 08-Dec-2019 the date of your joining our Organization.

your salary and other allowances shall be as per enclosed statement.

your job functions and responsibilities as **"Human Resource Executive"** will be as defined clearly in the enclosed Annexure

(Or)

your job functions and responsibilities as **"Human Resource Executive"** are under consideration and shall be issued in due course.

You will be placed on probation for a period of six months and the said period can be extended by another three months and on the expiry of the period of probation or extended period of probation, if you are not confirmed in writing, your services shall be deemed to be automatically terminated. However, unless you are confirmed in writing, you shall not be deemed to be permanent.

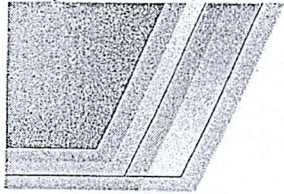
PRIVATE/CONFIDENTIAL

Page 1 of 7

CONTAINS PRIVATE AND/OR CONFIDENTIAL INFORMATION. MAY NOT BE USED OR DISCLOSED OUTSIDE
KLANTech AND Contact Center, EXCEPT PURSUANT TO A WRITTEN AGREEMENT




Director
Dnyansagar Institute of Management and
Research
Balewadi, Pune-411045



Off no 215, 2nd Floor, Global
Business Hub, Kharadi, Pune

www.klantech.com

info@klantech.com

+91 2068182022



- The aforesaid Clause (i) will not give you any right to claim
- ii) employment in any associate or / sister concern or ask for a common seniority with the employee of sister / associate concern.

In the event you are absent from duty without information or permission of leave or you overstay your sanctioned leave, the Management will treat you as having voluntarily abandoned the services of the Company.

2. Your services are liable to be terminated at any time :

- i) during probation or after confirmation, in case you are found to be medically unfit by the Company's Authorized Medical practitioner, on examination;
- ii) during probation or after confirmation as and when the Company comes to know of any conviction by the Court of Law during the tenure of your service with us or conviction and / or any bad record in the past under the previous employer, or because of your giving false information at the time of your appointment or concealed any material information or given any false details in the application form or otherwise as regard age, education qualification , experience , salary etc.
-) during probation or after confirmation if you are found to be not possessing desired qualification which do not conform to custom authority and / govt. regulation as may be required from time to time and necessary for continuation of business or its exigencies or on account of redundancy. In any of the above mentioned scenarios if your services are terminated, than the company is not liable to pay any pending dues.

3. You will keep the Company informed of any change in your residential address that may happen during the course of employment of your service with the company.

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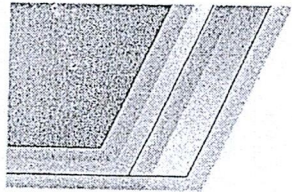
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UTION PVT




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All documents, plans, drawings, prints, trade secrets, technical information, reports, statements, correspondence etc., written or unwritten and also information and instructions that pass through you or come to your knowledge shall be treated as confidential. You shall not utilize them for your own use or disclose to other persons during or after your employment.

During the course of employment with the Company, you will acquire, gain, generate, gather and develop knowledge of and be given access to business information about products activities, know – how, methods or refinements and business plans and business secrets and other information concerning the products / business of the Company, hereinafter called the "SECRETS". You will be liable for prosecution for damages for divulgence, sharing or parting any of such information during course of employment and on cessation for at least 2 years period.

- i. You shall carry out the job of **"Human Resource Executive"** and such other jobs connected with or incidental to which is necessary for business of the Company. You shall do any other work assigned to you, which you are capable of doing or work at any other post which has been temporarily assigned to you.
- ii. You shall faithfully and to the best of your ability perform your duties that may be entrusted to you from time to time by the management. You will be bound by rules, regulations and orders promulgated by the management in relation to conduct, discipline and policy matters.
- iii. You will not seek membership of any local or public bodies without first obtaining specific permission of the management. In the event of your becoming member without following due process as mentioned, it shall amount to contravention of provision of employment condition and the management reserves the right to take appropriate action including dispensing with your services, as it may deem fit.

You will not give out to any one, by word of mouth or otherwise, particulars of our business or administrative or organizational matters of a confidential nature which may be your privilege to know by virtue of your being our employee.

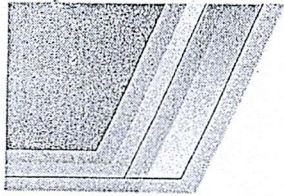
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- The aforesaid Clause (i) will not give you any right to claim
- ii) employment in any associate or / sister concern or ask for a common seniority with the employee of sister / associate concern.

In the event you are absent from duty without information or permission of leave or you overstay your sanctioned leave, the Management will treat you as having voluntarily abandoned the services of the Company.

1. Your services are liable to be terminated at any time :

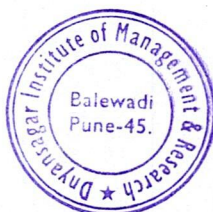
- i) during probation or after confirmation, in case you are found to be medically unfit by the Company's Authorized Medical practitioner, on examination;
- ii) during probation or after confirmation as and when the Company comes to know of any conviction by the Court of Law during the tenure of your service with us or conviction and / or any bad record in the past under the previous employer, or because of your giving false information at the time of your appointment or concealed any material information or given any false details in the application form or otherwise as regard age, education qualification , experience , salary etc.
-) during probation or after confirmation if you are found to be not possessing desired qualification which do not conform to custom authority and / govt. regulation as may be required from time to time and necessary for continuation of business or its exigencies or on account of redundancy. In any of the above mentioned scenarios if your services are terminated, than the company is not liable to pay any pending dues.

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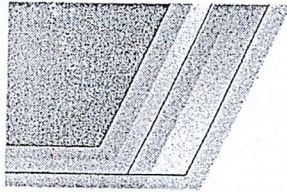
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During the course of employment with the Company, you will acquire, gain, generate, gather and develop knowledge of and be given access to business information about products activities, know – how, methods or refinements and business plans and business secrets and other information concerning the products / business of the Company, hereinafter called the "SECRETS". You will be liable for prosecution for damages for divulgence, sharing or parting any of such information during course of employment and on cessation for at least 2 years period.

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You will not give out to any one, by word of mouth or otherwise, particulars of our business or administrative or organizational matters of a confidential nature which may be your privilege to know by virtue of your being our employee.

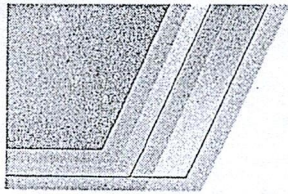
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7. While you are in employment of the company, you may be given or handed over company's property and / or equipment for official use and you shall take care of them including their upkeep. On cessation of employment with the Company, you shall return all documents, books, papers relating to the affairs of the Company, purchased with the Company's money, which may have come to you, and also any property of the Company in your possession.
3. Any balance of advance or loan taken by you from the Company, shall be fully recovered from your salary and any other legal dues including Gratuity, at the time of your leaving the services of the Company.
1. While working as an employee if you enter into any business transaction with any party on behalf of the company within your permissible limits, it shall be your responsibility to ensure recovery of outstanding. If any outstanding remains at the time of leaving the services of the company, it shall be your responsibility to recover for remittance to the company before you proceed to settle your legal dues in full and final settlement of your account.
1. The company is obliged to deduct Income Tax at source as per provision of Income Tax Act / Rules. Accordingly, you are required to submit all required proof of permitted savings / investments and other details from time to time to enable the company to comply with the provisions of law. In the event of non compliance by you as aforesaid if the company is required to pay any interest or payment under Income Tax Act, it shall deduct the amount as may be paid or payable from your salary or other payments and you shall allow the company to comply with these requirements without objection.

You are requested to return the enclosed copy duly signed as a token of your acceptance of the terms and conditions of your employment.

We hope that this will be the beginning of a long and successful career with us.

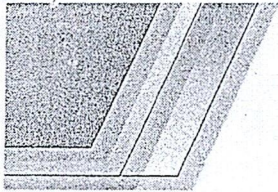
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
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te : - The policies and procedures mentioned in this offer letter may change without any prior notice

urs faithfully,
r Klantech Business Solutions

 BUSINESS SOLUTION PVT.LTD.

shir. Nair AUTHORISED SIGNATORY
rector.

Accepted : _____

(Signature of an Employee)

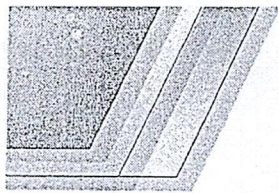
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Break-up of CTC		
arnings	Monthly	Yearly
Basic	8450	101400
HRA	1300	15600
DA	650	7800
Conveyance	650	7800
Medical	650	7800
Educational	650	7800
PF	650	7800
Transport	0	0
Total	13000	156000
deductions	Monthly	Yearly
(Employers Contribution)	-	-
(Employees Contribution)	-	-
Professional Tax	-	-
Net Salary Payable	13000	156000

Klantech Business Solutions

KLANTECH BUSINESS SOLUTION PVT.LTD.

Shnu Nair AUTHORISED SIGNATORY
Director

Accepted : _____
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