



Thakur Educational Trust's (Regd.)

**THAKUR RAMNARAYAN
COLLEGE OF ARTS & COMMERCE**

ISO 21001:2018 Certified

Thakur Ramnarayan Educational Campus, S. V. Road,
Dahisar (East), Mumbai - 400 068
Mob.: +91 902 902 6799 • Fax : 022 - 2828 1300
E-mail : admin@trcac.org.in • Website : www.trcac.org.in



Criterion 5 - Student Support and Progression

Key Indicator 5.2 - Student Progression

QnM 5.2.1 - Percentage of placement of outgoing students and students progressing to higher education during the last five years (25)

Table of Contents

Sr. No.	Particulars	Page No.
1	Number of students placed year wise	1
2	List of students placed along with placement details	2
3	Proof of Offer Letters	7

Number of students placed year wise:

Year	2022 - 2023	2021 - 2022	2020 - 2021	2019 - 2020	2018 - 2019
Number	77	14	18	NA	NA



Rsingh

Principal

List of students placed along with placement details:

Sr. No.	Name of student who has been placed	Name of the company	Pay package (In INR per annum)
A.Y. 2022 - 23			
1	Mr. Amaan Parkar	Genesis Infoserve	3.50 LPA
2	Mr. Yash Jitekar		
3	Ms. Aditi Shrivastav		
4	Mr. Sagar Mondal	Plix	3.60 LPA
5	Mr. Victor Nadar	ICICI Prudential	2.8 LPA
6	Mr. Ruchir Bhatt		
7	Ms. Riya Shukla	Expertrons	3.5 - 4.0 LPA
8	Ms. Piya Makwana	Expertrons (Kotak Mahindra Bank)	3.50 LPA
9	Ms. Divya Singh		
10	Mr. Jay Suthar	Motilal Oswal	2 - 2.5 LPA
11	Mr. Sidhesh Pillai	Bluestone	3 LPA
12	Mr. Aman Chauhan	ICICI Prudential	2.8 LPA
13	Ms. Hetal Vyas	Piramal Finance	2.44 LPA
14	Ms. Sania Sayyed	Mobileware Technologies Pvt. Ltd.	2.94 LPA
15	Ms. Gayatri Saravanan	Silvertree	1.80 LPA
16	Ms. Ruksar Khan		
17	Mr. Ankit Shetty	Urban Money	2.43 LPA
18	Ms. Vaishali Pandey	Nibav Home Lifts	4.20 LPA
19	Ms. Ashwini Gaikwad	Kotak Mahindra Bank	2.50 LPA
20	Ms. Divya John	Big Shot Reality	4.0 - 5.40 LPA
21	Mr. Divyansh Chaturvedi		
22	Mr. Aman Thakur	LDS Infotech	3 LPA
23	Ms. Alisha Asnotkar	eClinicalWorks Pvt. Ltd.	4.5 LPA

24	Mr. Harsh Dubey		
25	Mr. Vipul Rai		
26	Mr. Saifurrehman Shamim Siddiqui		
27	Ms. Vrindha Dharmalingam Chettiar		
28	Ms. Taniya Mandal		
29	Ms. Kaneez Adulwahab Parkar		
30	Mr. Shivgovind Arunkumar Jaiswal		
31	Ms. Vanshika Jaiswal	Harjai Computers	2.36 LPA
32	Ms. Shraddha Singh		
33	Ms. Jhanvi Panchal		
34	Mr. Dhansay Affana		
35	Ms. Sharvari Salunke		
36	Ms. Archana Dubey		
37	Ms. Soni Vishwakarma		
38	Ms. Kajal Mourya		
39	Mr. Nishant Hegde		
40	Ms. Anjali Singh	ICICI Lombard	2.50 LPA
41	Mr. Aniket Yadav		
42	Ms. Deep Shah	IDFY	3.0 - 4.0 LPA
43	Mr. Kshitij Patil	JM Financial Products Pvt. Ltd.	9.60 LPA
44	Mr. Husien Vora	Brained	3.0 LPA
45	Ms. Himanshi Jain	Phillips Capital Pvt. Ltd.	3.0 - 4.0 LPA
46	Ms. Amisha Singh		
47	Ms. Pragati Shetty	Expertrons (Kotak Mahindra Bank)	3.50 LPA
48	Ms. Shifa Hussain		
49	Ms. Piya Makwana		
50	Mr. Ankit Gupta	Rekrut India	1.4 LPA
51	Ms. Anchal Dubey		

52	Mr. Ashutosh Sharma		
53	Mr. Rajeev		
54	Ms. Ragini Sanjay Vishwakarma		
55	Mr. Yash Panchal		
56	Mr. Kailash Limmavat		
57	Ms. Kajol Mistry		
58	Ms. Shilpa Nishad		
59	Ms. Prity Yadav		
60	Ms. Nishad Soni		
61	Ms. Prachi Upadhyay		
62	Ms. Achal Vishwakarma		
63	Ms. Ekra Khan		
64	Ms. Anchal Pandey		
65	Mr. Aman Siddiqui		
66	Ms. Priya Gupta		
67	Mr. Subhash Bhanushali	BNM Business Solutions	2.16 LPA
68	Ms. Gudiya Choubey		
69	Ms. Anchal Vishwakarma	Catalyst	1.50 - 2.0 LPA
70	Ms. Sejal Joshi		
71	Mr. Vineet Poojary		
72	Ms. Khushi Arun Gupta	Motilal Oswal	2 - 2.5 LPA
73	Mr. Jainil Panehar		
74	Ms. Afrin Shaikh	Ebix Cash	1.5 - 2.5 LPA
75	Mr. Aditya Soni	Toothsi	2.16 - 3 LPA
76	Mr. Manoj Uniyal		
77	Ms. Anjali Singh	ICICI Prudential	2.8 LPA
A.Y. 2021 - 22			
1	Mr. Rishabh Jain	Harjai Computers	1.91 LPA
2	Ms. Khushali Gaikwad	Deloitte	3.82 LPA
3	Mr. Fahad Khan	WILP	(INR per month) 1st Year: 15,488/

			2nd Year: 17553/- 3rd Year: 19618/- 4th Year: 23,000/-
4	Mr. Harshit Singh	Sutherland	2.50 LPA
5	Mr. Rishikesh Sharma		
6	Mr. Sakshi Kudtarkar		
7	Mr. Komal Kambhoj		
8	Mr. Aryan Bhardwaj		
9	Ms. Prajakta Makhtam		
10	Ms. Neha Jaiswal		
11	Mr. Ashish Yadav		
12	Ms. Shahin Siddiqui		
13	Ms. Firdous Shaikh		
14	Ms. Vishruti Pandey		
A.Y. 2020 - 21			
1	Mr. Abhishek Bhamavijayan	ERTC Media	3 LPA
2	Mr. Moafiq Siddiqui	LnT Infotech	2.63 LPA
3	Mr. Pratiksh Shetty		
4	Mr. Atul Singh		
5	Mr. Akash Baranwal		
6	Mr. Bipin Yadav		
7	Mr. Ritik Singh		
8	Ms. Drashti Jani		
9	Ms. Kareena Bhagat		
10	Ms. Ayan Pandey	Talent Serve Pvt Ltd	1.8 LPA
11	Mr. Darshit Oza	Byju's 21	10 LPA
12	Mr. Shinay Singh	Bank of America 2021	3 LPA
13	Ms. Krupa Joshi	Expertrons	3 LPA
14	Ms. Maitry Pandey	SBI Cap	3 LPA
15	Ms. Akanksha Biramne	Gratitude India	2.52 LPA

16	Ms. Vaishnavi Poojari	Brained	2.2 - 3.0 LPA
17	Ms. Esha Upadhyay	Warp and Woof	0.36
18	Ms. Sakshi Ware		0.6



Rsingh

Principal

A.Y. 2022 - 23

Proof of Offer Letters

29th December 2022

CONFIDENTIAL

Aman Riyaz Parkar
9/601, Shree Shaswat Tower,
Pleasant Park, Mira Road.

Dear Aman,

LETTER OF OFFER

With reference to your application, and subsequent interviews, we would like to offer you the post of **Business Development Executive**, with Genesis Infoserve Pvt Ltd at our Mumbai Branch.

1. Your date of joining the services of the company is 02nd Jan 2023.
2. Initially and till further notice you will be assigned for Mumbai, which may be changed as per the Organizations discretion.
3. Compensation Structure: **Annual package 3,50,347/-**, + Travelling allowance
4. The Company at a future date may revise and restructure the present system of paying compensation inclusive of all allowances.
5. Your association with the organization will be governed by the terms & conditions detailed in Annexure B
6. You shall keep the contents of this letter and any Annexure hereto confidential.
7. This appointment is offered based on information furnished by you. If at any time it is revealed that association with the organization is obtained by furnishing false/misleading/insufficient material information, the Company thereby will be free to terminate your services at any time without notice.

Please acknowledge your acceptance of this letter signing and returning the copy of this letter.
We look forward to welcoming you in our organization.

For ,
Genesis Infoserve Pvt Ltd

Annexure B

1. You may be transferred or seconded or deputed to any of the Company's other offices, subsidiaries or affiliates in India or abroad. The company may vary these terms and conditions and your compensation in the event of such transfer and deputation.
2. You would be on probation for a period of 6 months.
3. During the pandemic of COVID 19 the payable will be applicable as per decision taken considering the scenario of that time.
4. Your partnership/employment/association with the organization can be cancelled anytime without giving notice. – By the company
5. You may leave the partnership/employment /association with the organization after providing the 40 days notice period after Confirmation; or the damages will be recovered, and due course action will be taken. (in the lieu of your compensation/remuneration)
6. Your conduct & behavior with the customers of the company & staff should be good; Misbehavior/misconduct on indiscipline affecting the work culture will not be accepted & disciplinary action may be taken for any such instances.
7. You shall be bound by all the policies, rules, regulations and procedures currently prevailing or that may be established by the company in future, and any modifications thereof or additions thereto, as may be declared by the Company from time to time. In the event of any conflict between the terms of your association with the company, the terms of the company shall prevail.
8. You will be signing an agreement for a span of 1year which will have a non-Disclosure agreement, Non-Competition and Non-Solicitation clause.

9. We would appreciate it if you sign the duplicate copy of this letter, and submit along with the following documents on the day of your joining.
- Copy of birth certificate.
 - Copies of certificates of educational qualification & Birth Certificate/Leaving certificate
 - Relieving letter/Exit letter + experience certificate from the immediate previous employer.
 - Salary certificate from immediate previous employer.
 - Joining Form & Personal data sheet duly filled in office at Joining date.
 - A tax deduction certificate from the previous employer, if available and in case not available same can be submitted during the financial year prior to December.
 - (2) Reference check by your previous employment with telephone no's and designations.
 - Aadhar & Pan card
 - Cancel Cheque

Job Description for Business Development Executive – (Filed Sales)

- To increase Business Revenue by targeting new Geographies
- To create adequate sales lead pipeline and acquiring sales target.
- Should be capable enough to generate leads independently through different ways.
- Generate demand for the services offered by us.
- Market research, Identifying and analysing prospects.
- Responsible for timely reporting
- Self-development
- Building relationship with them for regular business.
- Other activities related to Sales and marketing.
- Outgoing, passionate, organized, proactive, independent
- Effective and clear Communication (Oral and Written)
- Aggressive for sales
- Have potential and confidence to work independently with HO support.
- Regular and Punctual at work
- Technology Savvy

29th December 2022

CONFIDENTIAL

Yash Jitekar
Room no: 108, Bwing, Sachin
Nagar Society, SV Road, Dahisar
East.

Dear Yash,

LETTER OF OFFER

With reference to your application, and subsequent interviews, we would like to offer you the post of **Inside Sales Executive**, with Genesis Infoserve Pvt Ltd at our Mumbai Branch.

1. Your date of joining the services of the company is 02nd Jan 2023.
2. Initially and till further notice you will be assigned for Mumbai, which maybe changed as per the Organizations discretion.
3. Compensation Structure: **Annual package 3,50,347/-**
4. The Company at a future date may revise and restructure the present system of paying compensation inclusive of all allowances.
5. Your association with the organization will be governed by the terms & conditions detailed in Annexure B
6. You shall keep the contents of this letter and any Annexure hereto confidential.
7. This appointment is offered based on information furnished by you. If at any time it is revealed that association with the organization is obtained by furnishing false/misleading/insufficient material information, the Company thereby will be free to terminate your services at any time without notice.

Please acknowledge your acceptance of this letter signing and returning the copy of this letter.
We look forward to welcoming you in our organization.

For ,
Genesis Infoserve Pvt Ltd

Annexure B

1. You may be transferred or seconded or deputed to any of the Company's other offices, subsidiaries or affiliates in India or abroad. The company may vary these terms and conditions and your compensation in the event of such transfer and deputation.
2. You would be on probation for a period of 6 months.
3. During the pandemic of COVID 19 the payable will be applicable as per decision taken considering the scenario of that time.
4. Your partnership/employment/association with the organization can be cancelled anytime without giving notice. – By the company
5. You may leave the partnership/employment /association with the organization after providing the 40 days notice period after Confirmation; or the damages will be recovered, and due course action will be taken. (in the lieu of your compensation/remuneration)
6. Your conduct & behavior with the customers of the company & staff should be good; Misbehavior/misconduct on indiscipline affecting the work culture will not be accepted & disciplinary action may be taken for any such instances.
7. You shall be bound by all the policies, rules, regulations and procedures currently prevailing or that may be established by the company in future, and any modifications thereof or additions thereto, as may be declared by the Company from time to time. In the event of any conflict between the terms of your association with the company, the terms of the company shall prevail.
8. You will be signing an agreement for a span of 1year which will have a non-Disclosure agreement, Non-Competition and Non-Solicitation clause.

9. We would appreciate it if you sign the duplicate copy of this letter, and submit along with the following documents on the day of your joining.
- Copy of birth certificate.
 - Copies of certificates of educational qualification & Birth Certificate/Leaving certificate
 - Relieving letter/Exit letter + experience certificate from the immediate previous employer.
 - Salary certificate from immediate previous employer.
 - Joining Form & Personal data sheet duly filled in office at Joining date.
 - A tax deduction certificate from the previous employer, if available and in case not available same can be submitted during the financial year prior to December.
 - (2) Reference check by your previous employment with telephone no's and designations.
 - Aadhar & Pan card
 - Cancel Cheque

KRA- Inside Sales Executive (To map New Geo Locations like NCR, Maharashtra, Gujrat, Hyderabad, Bangalore, Goa)

Product Range for Sales: Autodesk Software, SketchUp, Vray, Enscape, irender, Coreldraw, Adobe Photoshop etc.

- Discuss Go to market strategy with Seniors and execute the plan efficiently.
- Independently handle Software sales activities (Prospecting to Closure)
- Achieving targets like no of tele-calls, no of new prospects, no of closures during probation.
- Submit Daily and other periodic reports to Seniors.

29th December 2022

CONFIDENTIAL

Aditi Shrivastav
103/B, Rashmi Classic, Near
Balaji Banquet, New Vasai Link
Road, Nalasopara East.

Dear Aditi,

LETTER OF OFFER

With reference to your application, and subsequent interviews, we would like to offer you the post of **Inside Sales Executive**, with Genesis Infoserve Pvt Ltd at our Mumbai Branch.

1. Your date of joining the services of the company is 02nd Jan 2023.
2. Initially and till further notice you will be assigned for Mumbai, which maybe changed as per the Organizations discretion.
3. Compensation Structure: **Annual package 3,50,347/-**
4. The Company at a future date may revise and restructure the present system of paying compensation inclusive of all allowances.
5. Your association with the organization will be governed by the terms & conditions detailed in Annexure B
6. You shall keep the contents of this letter and any Annexure hereto confidential.
7. This appointment is offered based on information furnished by you. If at any time it is revealed that association with the organization is obtained by furnishing false/misleading/insufficient material information, the Company thereby will be free to terminate your services at any time without notice.

Please acknowledge your acceptance of this letter signing and returning the copy of this letter.
We look forward to welcoming you in our organization.

For ,
Genesis Infoserve Pvt Ltd

Annexure B

1. You may be transferred or seconded or deputed to any of the Company's other offices, subsidiaries or affiliates in India or abroad. The company may vary these terms and conditions and your compensation in the event of such transfer and deputation.
2. You would be on probation for a period of 6 months.
3. During the pandemic of COVID 19 the payable will be applicable as per decision taken considering the scenario of that time.
4. Your partnership/employment/association with the organization can be cancelled anytime without giving notice. – By the company
5. You may leave the partnership/employment /association with the organization after providing the 40 days notice period after Confirmation; or the damages will be recovered, and due course action will be taken. (in the lieu of your compensation/remuneration)
6. Your conduct & behavior with the customers of the company & staff should be good; Misbehavior/misconduct on indiscipline affecting the work culture will not be accepted & disciplinary action may be taken for any such instances.
7. You shall be bound by all the policies, rules, regulations and procedures currently prevailing or that may be established by the company in future, and any modifications thereof or additions thereto, as may be declared by the Company from time to time. In the event of any conflict between the terms of your association with the company, the terms of the company shall prevail.
8. You will be signing an agreement for a span of 1year which will have a non-Disclosure agreement, Non-Competition and Non-Solicitation clause.

9. We would appreciate it if you sign the duplicate copy of this letter, and submit along with the following documents on the day of your joining.
- Copy of birth certificate.
 - Copies of certificates of educational qualification & Birth Certificate/Leaving certificate
 - Relieving letter/Exit letter + experience certificate from the immediate previous employer.
 - Salary certificate from immediate previous employer.
 - Joining Form & Personal data sheet duly filled in office at Joining date.
 - A tax deduction certificate from the previous employer, if available and in case not available same can be submitted during the financial year prior to December.
 - (2) Reference check by your previous employment with telephone no's and designations.
 - Aadhar & Pan card
 - Cancel Cheque

KRA- Inside Sales Executive (To map New Geo Locations like NCR, Maharashtra, Gujrat, Hyderabad, Bangalore, Goa)

Product Range for Sales: Autodesk Software, SketchUp, Vray, Enscape, irender, Coreldraw, Adobe Photoshop etc.

- Discuss Go to market strategy with Seniors and execute the plan efficiently.
- Independently handle Software sales activities (Prospecting to Closure)
- Achieving targets like no of tele-calls, no of new prospects, no of closures during probation.
- Submit Daily and other periodic reports to Seniors.



Satiya Nutraceuticals Pvt. Ltd.

CIN No. U74999MH2020PTC337674

Email : admin@plixlife.com, Phone : 02522-297123

May 10th, 2023

Dear Sagar,

Re: Offer of Employment

I am delighted to offer you employment on a full-time basis in the role of **Executive – Product / Website** with Satiya Nutraceuticals Pvt. Ltd. It is intended for you to tentatively commence your employment on **May 22nd, 2023** ("Commencement Date").

1. Location

Unit No 5, 8th Floor, A Wing, Building E, Known as Trade Link in Kamala Mills Compound, Delisle Road, Lower Parel (West), Mumbai 400013

2. Probation Period

You will be on probation period for 3 months starting from **22nd May 2023 and ending on 22nd August 2023**. After that we will evaluate your performance for full time employment with revised package.

3. Hours of Work

(a) As an intern you will be required to devote substantially the whole of your time and attention during the Employer's ordinary business hours 10 am to 7 pm from Monday to Friday to the performance of your duties under this agreement.

4. Salary and Benefits

Your monthly Net Salary is **Rs. 15,000/-** (Rupees Fifteen Thousand Only)

5. Confidentiality and Intellectual Property

(a) You agree that you will not divulge any of the confidential information or trade secrets of the Employer to any person, whether during or after the termination of your internship.

(b) You agree that you will not use, attempt to use, or assist another person in using any confidential information you may acquire during your internship in a manner which may cause loss to the Employer.



Satiya Nutraceuticals Pvt. Ltd.

CIN No. U74999MH2020PTC337674

Email : admin@plixlife.com, Phone : 02522-297123

Acceptance

Please indicate your acceptance of this Letter of Offer and the terms of your internship contained herein by signing and returning the enclosed copy of this letter to the Employer.

Yours sincerely,

Meena V Power - HR Manager
Satiya Nutraceuticals Pvt. Ltd.

I, **Sagar Mondal**, accept and agree to the terms of conditions of employment contained in this Letter of Offer and agree to be bound by them

Signature: _____ Date: _____

13-Jun-2023

Dear VICTOR MOSES NADAR,

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

Components	Components Rs. Per annum
Basic	84,000
Supplementary Allowance	96,000
Employer's Contribution to PF	21,600
Statutory Bonus	7,000
Gratuity	4,038
Flexible Compensation Pay	67,362
Total Fixed Pay	280,000

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

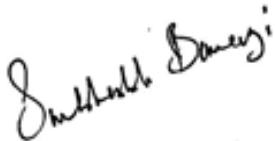
Please note that this offer is made and is valid subject to your acceptance of the term/conditions of employment with us and may be withdrawn/modified if any information or representation furnished by you is found to be incorrect or if any material information is detected by us to have been suppressed/misrepresented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

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

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

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

Best Regards,



Subhashish Banerji
Executive Vice President
Human Resources
ICICI Prudential Life Insurance Co. Ltd.

13-Jun-2023

Dear RUCHIR TUSHAR BHATT,

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

Components	Components Rs. Per annum
Basic	84,000
Supplementary Allowance	96,000
Employer's Contribution to PF	21,600
Statutory Bonus	7,000
Gratuity	4,038
Flexible Compensation Pay	67,362
Total Fixed Pay	280,000

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

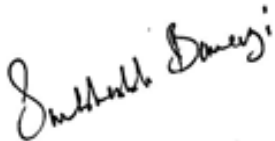
Please note that this offer is made and is valid subject to your acceptance of the term/conditions of employment with us and may be withdrawn/modified if any information or representation furnished by you is found to be incorrect or if any material information is detected by us to have been suppressed/misrepresented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

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

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

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

Best Regards,



Subhashish Banerji
Executive Vice President
Human Resources
ICICI Prudential Life Insurance Co. Ltd.

Date : 14th January, 2023

Private & Confidential

To,

Riya Shukla,

Subject: **Offer Letter**

Dear Riya Shukla,

It gives us great pleasure to welcome you to be a part of Expertrons Technologies Pvt. Ltd. family.

Further to your application and subsequent interview, we are pleased to offer you the position of **Business Development Executive**. Your date of joining would be **16th January 2023**.

We will be offering you this position at an emolument of **Rs. 4,20,000 (Four Lakhs Twenty Thousand Only) per annum, which includes a (Fixed Gross Monthly Component of Rs. 27,500/- Fixed Incentive (disbursed quarterly) Component of Rs. 2,500/- and Monthly Variable Component of Rs. 5,000/-) per month** consolidated as mentioned in Annexure A. **The organization currently adheres to a two months' probation period.** During this time you should evaluate the position to make certain it satisfies your job expectations and needs while management evaluates your suitability for the position.

We believe that our team is our biggest strength and we take pride in hiring **ONLY** the best and the brightest. We are confident that you would play a significant role in the overall success of the venture and wish you the most enjoyable, learning packed and truly meaningful job experience with **Expertrons**.

Your appointment will be governed by the terms and conditions presented in **Annexure A**.

In addition to the key policies mentioned on the following pages, you will also be required to abide by the internal company policies that are in force and amended from time to time. The detailed policies can be found on our HRMS. Please go through them immediately upon joining.

We look forward to you joining us. Please do not hesitate to call us for any information you may need. Also, please sign the duplicate of this offer as your acceptance and forward the same to us.

Annexure A

You shall be governed by the following terms and conditions of service during your job with Expertrons, and those may be amended from time to time.

1. You are being hired as a **Business Development Executive**.
2. Your date of joining is **16th January 2023**. If you are unable to join on the mentioned date, the offer will stand null and void. During this time you are expected to devote your time and efforts solely to Expertrons work. You are also required to let your mentor know about forthcoming events (if there are any) in advance so that your work can be planned accordingly.
3. You will be entitled to receive a cumulative Fixed Quarterly component after completion for the entire quarter. The disbursement will be based on the financial year quarter or you completing the quarter, whichever is later.
4. You will be entitled to receive the Variable component on the basis of your monthly performance evaluated on the performance rating or monthly achievement.
5. All the work that you will produce at or in relation to Expertrons will be the intellectual property of Expertrons. You are not allowed to store, copy, sell, share, and distribute it to a third party under any circumstances. Similarly, you are expected to refrain from talking about your work in public domains (both online such as blogging, social networking sites and offline among your friends, college, etc.) without prior discussion and approval with your mentor.
6. We take data privacy and security very seriously and to maintain the confidentiality of any students, customers, clients, and companies' data and contact details that you may get access to during your job tenure will be your responsibility. Expertrons operate on the zero-tolerance principle with regard to any breach of data security guidelines. At the completion of the tenure, you are expected to hand over all Expertrons work/data stored on your Personal Computer to your mentor and delete the same from your machine.
7. During the appointment period, you shall not engage yourselves directly or indirectly or in any capacity in any other organization. In the event of a breach of this condition, this appointment is liable to be terminated forthwith by the company. In addition, you shall be liable to pay liquidated damages to the Company to an extent estimated by the Company.
8. **Confidentiality and Invention Assignment:** Your employment is conditioned upon your execution of Confidentiality and Invention Assignment Agreements and agreement to abide by the terms and conditions of those Agreements. Failure to abide by the terms of the Agreements may result in your dismissal, and you are subject to their terms even after the termination of your employment.

9. Non-Solicitation of Customers: You agree that during the term of your employment and for a further period of 24 (twenty-four) calendar months after separation from the Company, for whatever reasons, you shall not directly or indirectly, irrespective of whether the relationship between the Company and a customer was originally established in whole or in part through your efforts;

- solicit any Restricted Business from any customer;
- Persuade any existing or prospective customer to cease doing Restricted Business with the Company;
- Reduce the amount of Restricted Business that any customer has customarily done or might propose doing with the Company.

10. Non-Solicitation and Non-Hire of Company Employees: You agree that during the term of your employment and a further period of 24 (twenty-four) calendar months after separation from the Company, for whatever reasons, you shall not either directly or indirectly solicit or entice away or endeavor to solicit or to entice away or assist any other person to solicit or hire or entice away from the Company, any Company-employee.

11. Confidentiality & Non-Compete and Non-Solicitation: You certify not to share your salary or any company details along with not joining any competitor as an employee or contractor or solicit any employee from the company to join a company.

12. Term: The Company may terminate your employment for a cause with immediate effect at any time. No salary or allowances will be paid for any period if you are terminated for the following cause.

- In the reasonable judgment of the Company, any material breach of the terms of employment by you;
- In the reasonable judgment of the Company, any gross negligence in the performance of your duties, intentional non-performance or mis-performance of such duties, or refusal to abide by the orders of superiors or refusal to comply with lawful directives of the Company or the Company's policies and procedures;
- Any wilful dishonesty, fraud, or misconduct by you with respect to the business or affairs of the Company, that in the reasonable judgment of the Company may materially and adversely affect the operations or reputation of the Company;
- Your conviction by a court of law in any crime involving moral turpitude; or
- Your abuse of alcohol or drugs (legal or illegal) that, in the Company's reasonable judgment, materially impairs your ability to perform your duties.
- If you remain absent from work without authorization or reasonable explanation, for more than two consecutive days, it will be presumed as gross misconduct and have abandoned your responsibilities.

13. The Company reserves the right to withdraw the offer of appointment or terminate your employment with the Company with or without notice, without any compensation in case it is found that the information/details/documentation provided by you in connection with your employment is found to be false, incorrect or forged.

14. The company may terminate this agreement forthwith under situations of in-disciplinary behaviors or performance or any clause defined in clause 12. If an employee resigns and refuses to serve the notice period, the employee must pay the employer for the notice not served. Additionally, you will not be entitled to any salary or FNF.

15. If you resign within 1 month of your employment, you will not be entitled to any salary or relieving letter.

16. You are expected to conduct yourself with the utmost professionalism in dealing with your mentor, team members, colleagues, clients, and customers and treat everyone with due respect. Any kind of unauthorized use of the company name or defamation of the company by any means, during or post-employment will attract a legal proceeding and the company can demand compensation of Rs. 5,00,000/- for such action.

17. Expertrons is a start-up and we love people who like to go beyond the normal call of duty and can think out of the box. Surprise us with your passion, intelligence, creativity, and hard work – and expect appreciation & rewards to Follow.

18. Expect constant and continuous objective feedback from your mentor and other team members and we encourage you to ask for and provide feedback at every possible opportunity. It's your right to receive and give feedback – this is the ONLY way we all can continuously push ourselves to do better.

19. Have fun at what you do and do the right thing – both the principles are the core of what Expertrons stands for and we expect you to imbibe them in your day-to-day actions and continuously challenge us if we are falling short of expectations on either of them.

20. Your Shift starts at 10:00 a.m. Monday to Saturday.

21. All the employees who have joined before the 20th of the month are entitled to the salary in the same month's salary cycle. If joined after the 20th of the month, you are entitled to receive the salary in the next salary cycle.

22. In case of a normal exit, any dues if applicable will be cleared within 45 days from the receipt of the FNF document and successful completion of exit formalities.

*The succeeding month is the very next month from your date of joining.

23. You are expected to keep your salary package strictly confidential and not to share or discuss any information regarding the salary with anyone in the Company.

24. The employees of the Company are eligible for the sales-based incentive which will be communicated to every employee in advance by the Company. The sales-based incentive will be contingent on the sales target being achieved by the said employee. The sales target for every employee will also be communicated in advance by the Company.

However, sales incentives will be subject to certain adjustments by the Company from employees' future compensation, in scenarios where incentives have already been paid to the employees but it was found by the Company that (a) sales by the concerned employee were based on misrepresentation to a customer/aspirant; or (b) refund of fees have been granted to a customer/aspirant by the Company due to EMI Defaults.

25. Laptop Policy: You will be required to carry your own devices (laptops, tablets, phones as per your job requirements).

26. Preceding, during and succeeding the period of employment, (i) you agree that you will not disparage or criticize the Company or its Affiliates, or their respective businesses, management, directors, business practices, or equity holders (the "Company Entities") and that you will not otherwise do or say anything that could disrupt the good morale, or otherwise harm the interests or reputations, of the Company Entities and (ii) you agree that you will not disparage or criticize the product, services or the offerings of the company on any public forum, blogs, social network etc. In case of breach of this clause, the company will be liable to take legal action against you.

27. You need to report to the office, Address: B1 - 401, Kanakia Boomerang, Chandivali Farm Road, Yadav Nagar, Chandivali, Powai, Mumbai, Maharashtra 400072.

I have negotiated, agreed, read, and understood all the terms and conditions of this job letter as well as Annexure hereto and affix my signature in complete acceptance of the terms of the letter.

Congratulations!

Warm Regards,



Krishna Sapariya
HR Manager

Date:

Name:

Place:

Signature:



Date: 16-MAY-2023
Ref No: 192981

Piya Makwana
10th// 2003 I-Wing, Timbergreen Park, Dahisar West

LETTER OF APPOINTMENT

Dear Piya,

We take great pleasure in extending an offer to you to be a part of Kotak Mahindra Bank. We welcome you to the bank, which values and embraces qualities based on simplicity, prudence, humility and integrity.

When you sign this letter, you would have agreed to be a part of the Kotak family and uphold the 'Kotak DNA'. Kotak DNA includes our values, norms, ideology, beliefs, character, personality, and culture originated by our founding team at Kotak and has evolved over the years with new members joining. Our DNA is what defines the firm, and is the most powerful driver of our performance, which differentiates us from others in the industry.

Please find enclosed the Appointment letter.

We wish you a long and enriching career with Kotak!

In case of any queries please feel free to write to us on onboarding.helpdesk@kotak.com

Signature Not Verified

Digitally signed by MANOJ PRABHAKAR PHADNIS
Date: 2023.05.16 19:11:44 IST

Manoj Phadnis
Executive Vice President – Human Resources

Piya Makwana

Kotak Mahindra Bank Ltd.
CIN: L65110MH1985PLC038137
Kotak Infinii, Building No. 21,
Zone 4, 2nd Floor, Infiniti Park,
Off Western Express Highway,
General AK Vaidya Marg,
Malad (E), Mumbai 400097,
Maharashtra, India.

T +91 22 66056825
F +91 22 67259071
www.kotak.com

Registered Office:
27 BKC, C 27, G Block,
Bandra Kurla Complex,
Bandra (E), Mumbai 400051,
Maharashtra, India.

Date: 16-MAY-2023
Ref No: 192981

Piya Makwana
10th// 2003 I-Wing, Timbergreen Park, Dahisar West

Dear **Piya**,

We are delighted to appoint you as **Assistant Manager,M1** with effect from **22-MAY-2023**, or from your date of reporting to work whichever is earlier. This letter of appointment will cease to have effect if you do not join by **22-MAY-2023**.

1. **Remuneration** - The details of your remuneration are enumerated in Annexure A. Your remuneration will be paid at such time and in such manner as set forth in the policies, rules and regulations of **Kotak Mahindra Bank Limited** (herein referred to as the Bank).
2. **Location** - You will initially be posted at our office at **Kotak Mahindra Bank Ltd ,1459-Mumbai-Adamas Plaza -CST Road-Kalina-MAH**, but you may be deputed at any other office / branch of the Bank or any of its associate companies or any other location and your services are liable to be transferred to any subsidiary or associate or affiliate company. As a Kotakite, you will perform such duties as are assigned to you by the Bank from time to time relating to the position to which you are now appointed and to which you may be transferred/ promoted in future.
3. **Conditions of appointment:**
 - 3.1 Your appointment is subject to your providing, inter alia:
 - a. A relieving letter from your previous employer relieving you from your duties.
 - b. A copy of the last pay slip from the previous employer.
 - c. Proof of date of birth.
 - d. Photocopies of Qualification documents
 - e. The Bank's application form complete with photograph.
 - f. Proof of identity (either Adhaar card, passport or voter's id)
 - g. Satisfactory Background Verification report conducted by the Bank upon your joining.
 - h. Copy of AMFI/NISM certification (if applicable)
 - i. Copy of IRDA certification (if applicable)
 - 3.2 Your appointment is also subject to your submitting a 'self- certified medical fitness declaration', format of which will be issued by the Bank.
4. **Probation** - Your appointment is subject to a probation period of **6 Months**. Permanent placement with us is contingent upon your successful completion of the probation. During this period, your employment may be terminated by the Bank or by yourself by giving 1 months' notice to the other.
5. **Working hours, Leave and Holidays:**
 - 5.1 You may be required to work on staggered timings / shifts, the timings for which may be altered from time to time or in case your role determines, you may be required to work remotely either fully or partially, or full time from office or field working, as per the Bank's 'Remote Working' policy and 'Shift Allowance' policy.
 - 5.2 As a Kotakite and in view of your position and role, you must effectively, diligently and to the best of your ability perform all responsibilities and ensure results. There may be times when you will be expected to work extra hours when the job so requires.
 - 5.3 The hours of work, holidays and paid leave will be in accordance with the Bank's rules and policies. Please note, that if you absent yourself from the services of the Bank without prior written permission of the appropriate authority or overstay sanctioned leave, for the number of days defined in the absconding clause of the Bank's 'Exit Policy', you will be deemed to have abandoned the services of the Bank and your services shall be liable to be terminated by the Bank forthwith.
 - 5.4 Absence from work or disability in performing your duties beyond the period of leave to which you are entitled to under the rules, shall be at the discretion of the management, and the same will be without any remuneration. You shall faithfully observe all the rules and regulations of the Bank and comply with all reasonable orders of your managers and attend to your duties punctually at such place or places, as you may be required.
6. **Governance and Code of Conduct:**
 - 6.1 As a Kotakite, you shall abide by the Kotak "Code of Conduct" which is built over 4 Pillars of Care, upholding the foundation of Trust. The 4 Pillars are:
 - a. Care for my Colleagues – You shall ensure that you foster equal opportunity, observe diversity and inclusion, create a harassment free and productive workplace. You shall refrain from financial dealings between colleagues, relatives and others and ensure disclosure of personal relationships and relatives from time to time as mandated under the policy.

Kotak Mahindra Bank Ltd.
CIN: L65110MH1985PLC038137

Kotak Infinii, Building No. 21,
Zone 4, 2nd Floor, Infiniti Park,
Off Western Express Highway,
General AK Vaidya Marg,
Malad (E), Mumbai 400097,
Maharashtra, India.

T +91 22 66056825
F +91 22 67259071
www.kotak.com

Registered Office:
27 BKC, C 27, G Block,
Bandra Kurla Complex,
Bandra (E), Mumbai 400051,
Maharashtra, India.

- b. Care for my Customers, Partners, investors and Public – According to this pillar you are expected to be sensitive and always act in the interest of Kotak and ensure that any business or personal association including close personal relationships which you may have, do not create a conflict of interest with your role and duties in Kotak or its operations. You owe a sense of loyalty to Kotak by the fact that you have voluntarily accepted employment with Kotak. This duty carries obligation that refrains you from placing yourself in a position that could produce a conflict between your self-interest and interest of Kotak. This includes dealing with gifts and favours, encouraging anti-bribery and corruption free business, anti-money laundering, prohibiting financial interests and declaring the same, disclosing personal investments and avoiding insider trading, personal lending and control on borrowing.
 - c. Care for my Company Assets – You shall protect Personal, Confidential and Proprietary Information of Kotak and its employees, customers, partners, etc., safeguard Material Information and Non-Public data and Information. You shall maintain confidentiality in office areas and when you are working remotely. You shall practice accurate record keeping and operate within the delegation of authority.
 - d. Care for my Company Reputation and Community – You shall follow defined protocols on engaging with Press, Digital, Social Media Relations and other engagements including Government and Political Involvement or lobbying. You shall procure valid licenses and copyrights. You shall exhibit responsibility towards community and environment and ensure you follow protocols on respecting human rights.
- 6.2 Besides, you must also abide by all other internal policies, rules and procedures, as implemented from time to time throughout the term of your employment. Consequently, you are required to understand the scope and intent behind these policies and to comply with the same. These policies are updated / modified on a periodic basis and new policies may be introduced and notified to employees' through various communication channels. You will be governed by the same from time to time as and when the said changes are made. It is your responsibility to keep yourself updated with the changes, read and comply with the same.
- 6.3 Since the nature of your work requires you to handle confidential information, you shall not, at any time during your employment or after your separation from the Bank, without the prior consent of the Bank in writing, divulge, directly or indirectly, any confidential, proprietary, material and non-public information related to the Bank for any purpose whatsoever.
- 6.4 You shall not without prior consent of the Bank in writing, which will not be unreasonably withheld, publish any book or brochure or article or blog/vlog or use social media, concerning any matter, which relates to any activity of the Bank.
- 6.5 In case of violation of the Code of Conduct and/or any other Bank's policies, rules and regulations, the Bank reserves the right to take appropriate action. Apart from this, if any financial loss is caused to the Bank due to proven acts of misconduct committed by you, such financial loss caused to the Bank, can also be recovered from your terminal benefits and/or from any other relationship maintained by you with the Bank.
7. **Declarations and mandatory certifications** - On joining, and thereafter every year and whenever required by the Bank, you must fill and sign declaration modules applicable to you from time to time. You must also comply with all mandatory training modules and get certified from time to time. Likewise, you must update disclosures proactively every time there is a change during your employment with the Bank.
8. **Separation:**
- 8.1 **Superannuation** - The age of superannuation i.e. the age of retirement will be as per the Bank's 'Exit policy'. Your date of birth has been recorded as **10-JUN-2003** in the records of the Bank.
 - 8.2 **Notice Period** - Subject to the right of the Bank to terminate your services in accordance with clause 8.3, it may be terminated either by the Bank or yourself by giving **3 Month(s)** notice to the other. The Bank alone, at its discretion, may opt to make / accept payment in lieu of notice period, which will be calculated as per Bank's 'Exit policy'.
 - 8.3 Your employment can be terminated by the Bank, without any notice or payment of any kind in lieu of notice, in the following cases:
 - a. Any incorrect information furnished by you or on suppression of any material information and/or;
 - b. Any act, which in the opinion of the management is an act of dishonesty, disobedience, insubordination, incivility, intemperance, irregularity in attendance or other misconduct or neglect of duty or incompetence in the discharge of duty on your part or the breach on your part of any of the terms, conditions or stipulations contained in this letter of appointment or a violation on your part of any of the Bank's rules and policies and/or;
 - c. You being adjudged an insolvent or applying to be adjudged an insolvent or making a composition or arrangement with your creditors or being held guilty by a competent court of any offence involving moral turpitude and/or;
 - d. You being convicted of a serious criminal offence or a criminal offence which, in the Bank's opinion compromises your ability to perform your duties; and/or;
 - e. The results of any background/reference checks or searches conducted by the Bank are found to be unsatisfactory in the opinion of the Bank in its absolute discretion and/or;
 - f. Any misconduct pertaining to moral turpitude, riotous/disorderly behavior, theft, misappropriation, conviction by any court of law and/or;
 - g. Any act or omission, which could be construed as loss of confidence in you by the Management and/or;
 - h. Any act subversive of discipline or any conduct prejudicial to the interest and reputation of the Bank.
 - 8.4 **Garden Leave** – While serving notice, the Bank may require you to take Garden Leave, at the sole discretion of the Management, for all or part of the remaining period of employment. Garden leave may be applicable if you are in grade M5 and above, under certain circumstances or if you are working in sensitive roles, as defined in the Bank's 'Garden Leave Policy'.
 - 8.5 **Inducing/influencing an employee to leave** – Whilst you are in service of the Bank or upon your separation, you will, not directly or

Kotak Mahindra Bank Ltd.
CIN: L65110MH1985PLC038137

Kotak Infinii, Building No. 21,
Zone 4, 2nd Floor, Infiniti Park,
Off Western Express Highway,
General AK Vaidya Marg,
Malad (E), Mumbai 400097,
Maharashtra, India.

T +91 22 66056825
F +91 22 67259071
www.kotak.com

Registered Office:
27 BKC, C 27, G Block,
Bandra Kurla Complex,
Bandra (E), Mumbai 400051,
Maharashtra, India.



indirectly, either on your own account or on behalf of or in conjunction with any other person, firm or company induce/influence or attempt to induce/influence any employee of the Bank, to leave the employment of the Bank. Failure to observe this would be considered as a breach of contract on your part.

- 8.6 **Joining Competitor** – As per the 'Exit policy', on your separation from the Bank you will declare if you are joining any Banking or Financial Services Company.
9. **Jurisdiction** - If any term or provision of this appointment letter or any application thereof shall be declared or held invalid, illegal or unenforceable, in whole or in part, whether generally or in any particular jurisdiction, such provision shall be deemed excluded to that extent, and the validity, legality or enforceability, of the remaining provisions, both generally and in every other jurisdiction, shall not in any way be affected or impaired thereby.
10. This appointment letter shall be governed by, and construed in accordance with, the laws of the Republic of India. Courts of Mumbai shall have exclusive jurisdiction in respect of any disputes arising at out of or in connection with this contract.
11. This letter constitutes the entire understanding between you and the Bank relating to your employment by the Bank and supersedes and cancels all prior written and oral agreements and understandings with respect to the subject matter of this appointment. This appointment letter may be amended by a subsequent written agreement between you and the Bank.

You are requested to send us a copy of this letter signed and dated by way of acceptance of the terms and conditions contained therein.

We look forward to your having a long and happy career with us.

Yours faithfully,

For **Kotak Mahindra Bank Ltd.**,

Signature Not Verified

Digitally signed by MANOJ PRABHAKAR PHADNIS

Date: 2023.05.16 19:11:44

Manoj Phadnis
Executive Vice President – Human Resources

I have read all the terms and conditions of the offer and would like to confirm my acceptance.

Piya Makwana

Kotak Mahindra Bank Ltd.
CIN: L65110MH1985PLC038137

Kotak Infinii, Building No. 21,
Zone 4, 2nd Floor, Infiniti Park,
Off Western Express Highway,
General AK Vaidya Marg,
Malad (E), Mumbai 400097,
Maharashtra, India.

T +91 22 66056825
F +91 22 67259071
www.kotak.com

Registered Office:
27 BKC, C 27, G Block,
Bandra Kurla Complex,
Bandra (E), Mumbai 400051,
Maharashtra, India.

Annexure – A

Compensation Structure					
	Components	P.M.	P.A.	Frequency	Remarks
a. Basic	Basic Salary	14,634	175,610	Monthly	Minimum 40% of Fixed Pay excluding Section d (Insurances Premiums) & Additional HRA (If any)
b. Housing	House Rent Allowance	7,317	87,798	Monthly	Upto 50% of Basic Salary
c. Allowances and Benefits	Fitness Allowance	1,000	12,000	Monthly	Amount paid per month under Health and Fitness related Benefit. You can enter your fitness goals by visiting on Kotak's site: Health to the power infinity
	Statutory Bonus	2,927	35,122	Monthly	Payable as per Payment of Bonus Act
d. Insurances Premiums	Mediclaim		7,750	Annual	This denotes average Premium for covering you and dependents (partner and 2 children) for 4 Lakhs family floater. Additional cover of 2Lakhs for employees post completion of 5 years. You will be covered by default, coverage of the dependents as per your declaration. More details in Kotak Mediclaim Policy. Policy is renewed in April every year. Voluntary top-up and parents policies cover premium is paid by you.
	Kotak Term Life + GPA		2,200	Annual	This denotes average premium for the grade calculated as per Term Life cover for the grade. Life Insurance Policy: 1.5 times of CTC or grade-wise limit whichever is higher. Group Personal Accident Policy (GPA): 3L or 1 time CTC, whichever is higher Refer Term Life Insurance Policy & Group Personal Accident Policy.
e. Retirals	Contribution to Gratuity Fund		8,447	Annual	This amount is 4.81% of Basic Salary. However gratuity is payable after 5 years of continuous service as per The Payment for Gratuity Act. As per current gratuity policy of the company, exgratia is paid on pro-rata basis at the time of separation even if length of service is less than 5 years.
	Contribution to Provident Fund		21,073	Annual	Company's contribution towards PF @ 12% of Basic
f. Total Fixed Pay (a+b+c+d+e)		25,878	350,000		
Other Benefits					
Role Based Allowances/ Benefits	<ul style="list-style-type: none"> - Shift Allowance - for employees working in shift as per Shift Working policy - Corporate Mobile SIM - for the roles as per Mobile Policy - Corporate Credit Card - In case your role and grades defined as per Corporate Credit Card policy - Laptop/ Desktop - as per the role eligibility and company policy. 				
Other Benefits	<ul style="list-style-type: none"> - Emergency Loan - Refer to Emergency loan policy for eligibility amount and other details. 				

Kotak Mahindra Bank Ltd.
CIN: L65110MH1985PLC038137

Kotak Infinii, Building No. 21,
Zone 4, 2nd Floor, Infiniti Park,
Off Western Express Highway,
General AK Vaidya Marg,
Malad (E), Mumbai 400097,
Maharashtra, India.

T +91 22 66056825
F +91 22 67259071
www.kotak.com

Registered Office:
27 BKC, C 27, G Block,
Bandra Kurla Complex,
Bandra (E), Mumbai 400051,
Maharashtra, India.

Joining Bonus on 1 Year Completion	<p>In addition, we hereby offer you a minimum bonus of amount INR. 20000/- (Rupees Twenty Thousand Only) to be paid after successfully completing one year services with us, on following terms and conditions:</p> <ul style="list-style-type: none"> • Having no disciplinary issues as per the terms & conditions of service • Continuing to be in the employment of Kotak Mahindra Bank Ltd. • Not having tendered resignation or you serving notice period • The amount will be paid post deduction of applicable taxes • The payout is solely at the discretion of the management at the time of payout • In the event of your ceasing to be an employee of the company before completion of 12 months from the date of payment of the above mentioned amounts, you shall be liable to pay the entire amount. The Company has the right to set off the amount not paid against any dues payable to you
---	--

Annexure – B

As per clause 3 of the aforesaid letter, you have been informed that your appointment is subject to a probation period and that you will be confirmed in your services on successful completion of your probation period.

Please note that one of the pre-requisites for confirmation of your services is that you are required to successfully complete one or more of following certifications as required in your role:

1. EUIN (NISM Series V-A)
2. IRDA (Life and/ or General)
3. NSDL (NISM Series VI)

It is mandatory for you to complete all certifications required for your role within a period of 6 months from your date of joining. Your services will not be confirmed if you fail to obtain these mandatory certifications, before the end of your probationary period.

Further you may also be liable to pay such penalty as imposed by regulators/ authorities, for violation of the aforesaid regulations.

You are further advised that as per Regulations, you cannot engage into selling applicable products unless you are certified as mentioned above, by the relevant authorities.

In case you have already been certified, and the certificate(s) so issued stands valid as on this date, please upload a copy of the Certificate on Remedy.

- Open Internet explorer or Google Chrome
- Open Remedy (<https://utils.kotak.com/arsys/shared/login.jsp?/arsys/>)
- You need to login using your windows User Name & Password
- Click on Request Now
- In Classification select Consumer Bank Certification
- Select Type of Certificate(EUIN \ IRDA-LI&GI \ NSDL-NISM VI)
- In case of NSDL - NISM VI" Upload/attach the certificate & than click on Submit

Or

you may please e-mail it to Consumer Bank Training at bank.rl.training@kotak.com.

For any clarification, please contact your respective HR Relationship Manager or send a mail to Hr.helpdesk@kotak.com

Kotak Mahindra Bank Ltd.
CIN: L65110MH1985PLC038137

Kotak Infinii, Building No. 21,
Zone 4, 2nd Floor, Infiniti Park,
Off Western Express Highway,
General AK Vaidya Marg,
Malad (E), Mumbai 400097,
Maharashtra, India.

T +91 22 66056825
F +91 22 67259071
www.kotak.com

Registered Office:
27 BKC, C 27, G Block,
Bandra Kurla Complex,
Bandra (E), Mumbai 400051,
Maharashtra, India.

Date: 23-Mar-2023

Name: Divya Singh

Location: Mumbai

Dear Divya,

Sub: Letter of Intent

Congratulations!

This is to inform you that **Kotak Mahindra Bank Ltd (“Bank”)** and **EXPERTRONS TECHNOLOGIES PRIVATE LIMITED (“ETPL”)** have jointly entered into an agreement, where ETPL will conduct a **Post Graduate Certification Program - BFSI (PGCP – BFSI)** (hereinafter referred to as **“Certificate Course”**) and Kotak Mahindra Bank Ltd will issue Letter of Appointment to you, post successful completion of the certificate course.

With reference to your application and subsequent interview, we are pleased to select you for the Certificate Course.

1. Location, Grade, Role & Remuneration:

- a. On successful completion of the Certificate Course, you will be offered employment with Bank in grade **M1** as Corporate Account Manager-NTB at Total Annual Fixed Pay **350000**. You will initially posted at Mumbai on joining. The location of the reporting office will be communicated to you through Letter of Appointment.
- b. On completion of 12 Months from the date of joining in the Bank’s employment and subject to your confirmation in the services, you will be paid Rs20,000/- (Rupees Twenty Thousand only) as joining bonus.
- c. You will be issued a separate Letter of Appointment to this effect, which shall contain your break up of compensation package, probation period, location of posting and terms and conditions of your employment with Bank.

2. Course details:

- a. The Virtual training shall be for a period of 3 Weeks/ 100 hours and will have periodical assessment throughout the Certificate Course. On successful completion of the Certificate Course, ETPL will award you a Certificate and you will be on boarded on the rolls of Kotak Mahindra Bank Ltd.
 - b. The Certificate Course is scheduled to commence from 11th April 2023. The details of the course including the brochure and the course details shall be sent to you separately by ETPL.
 - c. Course Fees 36,000/- (Rupees Thirty Six Thousnad Only) plus GST as applicable shall be paid to ETPL prior to joining the course.
3. You are required to submit self-attested copies of your KYC, Mark Sheets/ Certificate of 10th, 12th Standard and Graduation & or Post graduation to the Bank. In the event the Bank finds that the certificates produced by you are forged, fabricated or not genuine, the Bank shall take appropriate action in the matter as it deems fit including cancelling your appointment for the Certificate Course or terminating your services with the Bank, as the case may be.
4. Post joining Bank you will be required to undergo various skill-based training programs as defined by your respective business from time to time.

Kotak Mahindra Bank Limited

CIN L65110MH1985PLC038137
Kotak Infiniti, Building No. 21,
Zone 4, 2nd Floor, Infinity Park
Off Western Express Highway
General A KMarg,
Malad (E), Mumbai - 400097
India.

T +91 22 66056825
F +91 22 67259071
www.kotak.com

Registered Office:
27 BKC, C 27, G Block,
Bandra Kurla Complex,
Bandra (E), Mumbai - 400 051
India.

5. During the employment with the Bank, you will be governed by the terms and conditions framed by the Bank as outlined in the Appointment Letter.
6. The scope of this letter and terms mentioned above are limited to the Certificate Course you are selected for, your employment with the Bank will commence upon issuance of the Appointment Letter.

On conformity with the above-mentioned terms and conditions, please intimate your acceptance to us by returning a copy of this letter, duly signed by you, within 3 days of receipt of this letter. In case no confirmation is received from you within the above mentioned period, this letter stands withdrawn.

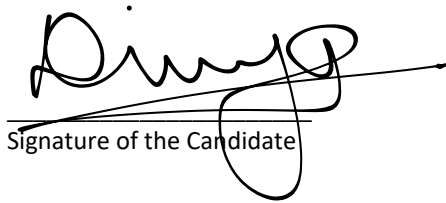
Yours Sincerely,
For Kotak Mahindra Bank Limited



Digitally signed
by Manoj
Phadnis
Date:
2023.03.24
12:52:03 +05:30

Authorized Signatory

I hereby declare that having carefully considered the Letter of Intent, I accept the above Letter of Intent made to me and I shall join the Certificate Course as per the prescribed schedule. All other terms and conditions mentioned in the above offer are acceptable to me.

A handwritten signature in black ink, appearing to be 'Dingy', written over a horizontal line.

Signature of the Candidate

Kotak Mahindra Bank Limited

CIN L65110MH1985PLC038137
Kotak Infiniti, Building No. 21,
Zone 4, 2nd Floor, Infinity Park
Off Western Express Highway
General A K Marg,
Malad (E), Mumbai - 400097
India.

T +91 22 66056825
F +91 22 67259071
www.kotak.com

Registered Office:
27 BKC, C 27, G Block,
Bandra Kurla Complex,
Bandra (E), Mumbai - 400 051
India.

05 Jun 2023

Mr. Jay Kailash Suthar

Mumbai

Dear Jay,

It gives us great pleasure to welcome you to be a part of the Motilal Oswal Financial Services Limited family.

Further to your application and subsequent interview, we are pleased to appoint you as a Executive handling Profile of Central Advisor in Motilal Oswal Financial Services Limited subject to verification of your credentials conducted post your joining our organization. As agreed, you are required to join as early as possible but not later than 05 Jun 2023

The details of the compensation package due to you are mentioned in the following "Annexure".

In addition to the key policies shown on the following pages you will also be required to abide by the internal company policies that are in force and amended from time to time. The detailed policies are available on our intranet MyzOne. Please go through them immediately on joining.

As a new member of the Motilal Oswal Financial Services Limited team, we would like to share our organizational core purpose and values with you.

Our Core Purpose:

To be a well-respected and preferred global financial services organization enabling wealth creation for all our customers.

Our Values:

Integrity: A company honoring commitment with highest ethical and business practices.

Teamwork: Attaining goals collectively and collaboratively.

Meritocracy: Performance gets differentiated, recognized and rewarded in an apolitical environment.

Passion & Attitude: High energy and self motivated with a "Do It" attitude and entrepreneurial spirit.

Excellence in Execution: Time bound results within the framework of the company's value system.

This document summarizes the salary components and benefits available to employees of Motilal Oswal Financial Services Limited and its group companies.

The Company may, at its sole discretion, alter, amend or delete any of these components/ benefits at anytime. Any references to statutory rules and regulations have been provided to assist you in understanding the components, and they are subject to change as per Government notification. Further, in case of a change, expenses shall be borne by the employee or employer in accordance with the guidelines as prescribed in the Government notification.

1. Cost to Company (CTC):

This consists of the following components as defined below:

- Monthly Components
- Reimbursements
- Performance Bonus

The components of your Compensation are as follows:

A) Monthly Components-

1) Basic Salary

Basic Salary is computed at 40% of Cost to Company (CTC). This amount is fully taxable and shall be paid to you in equal monthly instalments.

2) House Rent Allowance (HRA)

HRA should not exceed 50% of the Basic Salary. An employee is required to submit payment proof of rent, by way of duly stamped receipts for availing tax benefits of HRA.

3) Special Allowance

This allowance will be payable to you every month in the salary. Special allowance is taxable as per income tax regulatory laws.

Deductions-

Professional tax and income tax will be deducted on a monthly basis in accordance to the provision of the applicable

status. You may claim income tax exemption as applicable within the parameters of the applicable tax structure. The taxation will be computed on declaration of the investment (tax on housing loan, HRA, investment under 80CC)

B) Reimbursements-

All reimbursements shall be claimed subject to provision of genuine bills/invoices. Please refer to Reimbursement policy for further details.

1) Leave Travel Assistance (LTA)

An employee is entitled to claim LTA only after completion of one year of service. Details of the same are mentioned in the CTC structure attached herewith.

LTA exemption is available for actual costs incurred on travel up to domestic economy class airfare and is based on evidence furnished in support of claim. The travel cost eligible for exemption should be the shortest route to anywhere in India.

The tax exemption on LTA is available twice in a block of four calendar years.

2) Meal Card

The Company provides a Meal Card amounting to upto Rs 24,000 per annum (where applicable as per CTC).

3) Car Expenses' Reimbursements

An eligible employee may claim above car expenses reimbursement as per the Reimbursement Policy. The reimbursement shall be subject to provision of genuine bills/ invoices. This shall include the petrol expenditure, maintenance of car as well as car insurance. In case of the employee hiring a chauffeur, the salary of the same can be claimed within prescribed limits. However, these Car reimbursement can be only claimed subject to the below fulfillment of the points.

1. Car is owned by the employee and he submits Registration book copy (RC book) as evidence thereof.
2. For Petrol /Diesel cost reimbursements claimed, details of each journey are given in a specified format provided to the employee.

Please Note that these reimbursements are allowed only for car usage for the purpose of business travel. Car usage done for personal purposes will not be covered under this.

4) Entertainment Expenses' Reimbursement

If the work demands it, expenses incurred to entertain prospective clients may be reimbursed as per prescribed limits and subject to providing genuine bills/ invoices for the same.

C) **Performance Bonus:**

The value of bonus is arrived at based on the employees performance rating for the year, team performance as also the overall performance of the Company. The bonus is dispersed at the end of the financial year.

2. **Additional Benefits:**

A) **Mediclaim**

An employee will be entitled to other corporate benefits Mediclaim Policy. Please refer to the Mediclaim Policy on MyZone on joining for further details.

B) **Life Insurance**

An employee will be entitled to a life insurance cover. Please refer to the Life Insurance Policy on MyZone on joining for further details.

C) **Retirals:**

Gratuity

Gratuity is accrued from the employee's date of joining and is payable as per The Payment of Gratuity Act, 1972.

3. **Rules and Regulations**

Confirmation Period:

All Employee will be confirmed from day one from their joining.

Transfer:

An employee is liable to be transferred to any Department, Office or Establishment forming part of the company or to any of the company's associates/subsidiaries in India, depending upon the requirements of business. A voluntary transfer request would be considered on the basis of an opening available in the concerned region and the employee's suitability for the same.

Discipline:

All employees shall observe in letter and in spirit all rules of discipline and will not indulge in any activity which is detrimental to the organization.

Meals:

As an organization, we only allow consumption of Vegetarian food in our office premises.

Confidentiality:

Confidential information means, client details, list of clients, clients' account details, trade secrets, knowhow, patents, utility models, formulations, processes/methods of preparation, test data, conducted inhouse or by/through collaborative/venture efforts, inclusive of any and all improvements/modifications, alterations substantial or otherwise etc., with respect to the Company., "Confidential Information" also any any information relating to Company or its business that is not generally known to the public, including, but not limited to information about Company's Personnel, products, customers, marketing strategies, services or future business plans.

Acknowledgement of Confidentiality:

You hereby acknowledge that the confidential information are in the nature of confidential and proprietary information and agree not to disclose confidential information to any third party during your employment with the Company and after termination of your employment with the Company.

Agreement not to disclose:

You hereby agree that you shall hold in confidence and hereby agree that you shall not use, commercialize or disclose except under terms of employment, any confidential information to any person or entity, except approved in writing by the Company. You shall be bound by an obligation of confidentiality even after the termination of your employment with the Company.

Remedies for Breach of Confidentiality:

You agree and acknowledge that any disclosure of any Confidential Information prohibited herein or any breach of the provisions herein may result in irreparable injury and damage to the Company which will not be adequately compensable in monetary damages, that the Company will have no adequate remedy at law thereof, and that the Company may, in addition to all other remedies available to it at law or in equity, including but not limited to withholding your Full and Final settlement, obtain such preliminary, temporary or permanent mandatory or restraining injunctions, orders or decrees as may be necessary to protect the Company against, or on account of, any breach by the employee/ex-employee of the provisions contained herein, and employee agrees to reimburse the reasonable legal fees and other costs incurred by the Company in enforcing the provisions of the proposed transaction.

Non-Compete:

In the event of cessation of your services in future, due to any reason whatsoever, you shall for a period of 1 year from the date of such cessation, directly or indirectly, either on your own accord or on behalf or in conjunction with any other person's,

- Company refrain from attempting to or inducing to any employee(s) / Business associate(s) to leaves their current employment with the Group Companies / Business Partners to join the services of your new employer or any other competitor of the Group Companies.
- Company refrain from approaching any Client or customer of the Company, its subsidiary company or associated Companies about whom you have gained knowledge as a result of your employment with the Company

Any act breaching of this provision shall entail initiation of appropriate action as may be deemed fit by the MOFSL Group.

Alternative Employment

During the course of employment with the organization, the employee will not engage directly or indirectly in any trade, business, occupation, employment or service whether for remuneration or otherwise, without the prior written consent of the company.

Personal Investments:

It is imperative that the employee's investments and trading related to the stock market are done solely through the company. The company will offer a special rate in the benefit of the employee. The Employee Trading Policy refers to further details.

Business Dealings:

In the event of the individual ceasing to be an employee of the company, he/she will also not solicit business or have any business dealings with any of the Motilal Oswal Financial Services Limited clients for a period of one year, after leaving the service of the company. For one year, he/ she shall also not hire any Motilal Oswal Financial Services Limited employee or induce any Motilal Oswal Financial Services Limited employee to work for a competitor, operating in any region where Motilal Oswal Financial Services Limited does business.

Exercise of Authority

An employee shall not enter into any commitment or dealing on behalf of the company for which he/she has no express authority nor alter or be a party to any alteration of any principle or policy of the Company or exceed the authority or discretion vested in him /her without the previous sanction of the Company or those in authority over him/her.

Change of address

The employee shall keep the Human Resource Department updated on any change in address or change in civil status.

Leave:

All employees of Motilal Oswal Financial Services Limited shall be entitled for leave as per company policy available on MyzOne (subject to policy change). It is imperative that the employees' leave be availed in a planned manner with their immediate superiors so that there is no impact on the working of the organization.

Resignation:

An employee desirous of leaving the service shall submit the resignation in the system and serve the notice period as per the separation and F&F policy of the company. An incentive is a privilege given to an associate as per the company's discretion for the Financial Year (FY). No employee is entitled to an incentive before completion of FY. However, as per the associate's requirements, the company before the completion of FY gives incentives to the associates by way of an advance in form of cash or gift vouchers. If the associate resigns or separates from the company for any reason before completion of FY he / she is liable to return the incentive (cash and/or gift vouchers) received by him / her from the company during FY. In case the associate fails to return the same, it shall be recovered by the company from the associate.

Retirement:

Under the existing rules, an employee shall retire on attaining the age of 58 years.

Work From Home:

Work From Home (WFH): Company facilitates Work from Home for Associates, whose duties can be met by the Associate through remote working, vide basic support of hardware & Software. WFH shall be applicable to all associates who have been advised by their reporting managers in line with consultation from Department HODs to WFH either on Full-time or Partial basis. Associates shall adhere to the WFH policy available on Myzone.

As an integral part of the policy, management reserves the right to change / modify any clause in the policy. Management reserves the right to timely change the working conditions under WFH (Partial WFH, Total WFH or Discontinuing WFH i.e., Associates Reporting at Head/Regional/Branch Offices for Attendance Purposes).

Termination:

Employment will be terminated with immediate effect if found to indulge in any underhand means that may be detrimental to the Company. For notice period details refer to the employee separation and F&F policy uploaded on MyzOne. The need for such a step may arise only if an employee is found to indulge in any underhand means that may be detrimental to the Company.

The Company may at its sole discretion terminate the Contract of Employment without notice and/or salary in lieu of notice if in the opinion of the Company, the continuance of your employment is detrimental to the interest of the Company.

Your employment is liable to be terminated/suspended with immediate effect irrespective of the notice period mentioned in employee separation and F&F policy uploaded on MyzOne, in case your involvement in instances of

securities market violations including insider trading, front running and other unfair trade practices.

All residual powers lie with the Management and decision of the Management on any matter connected with the Company will be final.

The rules and regulations detailed above constitute service conditions applicable to all the employees in the Company and are subject to change if so deemed by the Management. Any dispute arising thereof will be subject to the appropriate court in Mumbai Jurisdiction only.

Annexure

Name:	Jay Kailash Suthar	DOJ:	05 Jun 2023
Designation:	Executive	Location:	MH-Mumbai-Malad (Interface-11)
Profile:	Central Advisor	Reporting To:	Sanket Anil Gawade
Grade:	E2	Department:	Central Advisory Desk

Heads	Annual CTC
Basic	1,00,000.00
HRA	50,000.00
Minimum Bonus	16,800.00
Supplementary Allowance	55,724.00
PF	20,244.00
Esic	7,232.00
Annual Remuneration	2,50,000.00

Group Life Insurance	10,00,000.00
Group Medical Insurance	1,00,000.00
Mobile Reimbursement Upto	As per company policy

Note: *If you have opted for reimbursement as a part of your salary then you will have to claim it monthly.

*Premium towards Parents Medclaim Policy is a part of CTC, subject to your details available on CIF portal. You will not be able to claim tax exemption benefit under section 80 D towards premium paid for this Policy. Premium amount is linked to age of your Parents and Sum Insured is linked to your Grade.

You have read and understood the terms of the Appointment Letter and you acknowledge and agree that this

Appointment letter is being executed electronically and that is enforceable.

To accept this Appointment letter, please click on the “Accept” button at the bottom of this page.

*This is a computer generated communication and does not have a signature.

Acknowledged by:

Acknowledgement Date and Time



OFFER DOCUMENT

Date:24-Mar-2023

Dear Sidhesh Sudhir Pillai,

Mumbai,

On behalf of “BlueStone Jewellery And Lifestyle Pvt. Ltd.”, I am very pleased to offer you a position as **Sales Executive**. The purpose of this letter is to summarize the terms of your full-time position with the company.

Other terms and conditions are mentioned as below:

Start Date:

Your employment with the Company will begin no later than **01-Jun-2023** and will continue in accordance with terms of this offer letter.

Remuneration:

Your annual remuneration on a cost-to-company (CTC) will be **INR 300048/-p.a.**

- For detailed Salary break-up please refer to the **Enclosure I**.
- Gratuity and medical insurance as per company policy.

Location:

The base location of your job will be **Mumbai**. You may need to travel in India or abroad, if necessary to enable you to perform your work in accordance with your employment.

This job offer is contingent to successful completion of:

1. Background Verification
2. CIBIL Check

Kindly confirm your acceptance by signing a copy of this letter and returning it to us. This offer letter is valid for 7 days from the date of issuance and you are required to confirm in writing your acceptance within this 7 days period. You can also confirm your acceptance through an email.

All other terms and conditions will be governed by the Company’s policies as stated from time to time.

Congratulations and welcome to **BlueStone** to join the team on this journey.

For **BlueStone Jewellery and Lifestyle Pvt. Ltd.,**




Ashish Bansal
Vice President

BLUESTONE

BlueStone Jewellery and Lifestyle Pvt. Ltd.

Site No. 89/2 Lava Kusha Arcade, Munnekolal Village, Outer Ring Road, Marathahalli, Bangalore - 560037
+91 80 6704 1564 statutorycompliance@bluestone.com www.bluestone.com CIN: U72900KA2011PTC059678
Mumbai Office.: 302, Dhantak Plaza, Makwana Road, Marol, Andheri East, Mumbai - 400 059, Maharashtra. +91 22 4039 7714



Enclosure I

Sidhesh Sudhir Pillai

Particulars	Per Month	Per Annum
Basic	10872	130464
HRA	5436	65232
Special Allowance	2436	29232
Fixed Salary	18744	224928
Statutory Bonus	3000	36000
Gross Salary (1)	21744	260928
Company Benefits		
Employer's Contribution to PF	1597	19164
Gratuity	523	6276
Medical Insurance	1140	13680
Total benefit (2)	3260	39120
Cost to Company (1+2)	25004	300048

You will be benefited with Mediclaim policy of sum insurance 4 lakhs floater plan covering you & your direct dependents. Personal accident coverage will be 15 lakhs. Term Life Insurance is 15 lakhs.

For **BlueStone Jewellery and Lifestyle Pvt. Ltd.,**




Ashish Bansal

Vice President - Human Resource

BLUESTONE

BlueStone Jewellery and Lifestyle Pvt. Ltd.

Site No. 89/2 Lava Kusha Arcade, Munnekolal Village, Outer Ring Road, Marathahalli, Bangalore - 560037
+91 80 6704 1564 statutorycompliance@bluestone.com www.bluestone.com CIN: U72900KA2011PTC059678
Mumbai Office.: 302, Dhantak Plaza, Makwana Road, Marol, Andheri East, Mumbai - 400 059, Maharashtra. +91 22 4039 7714

05-May-2023

Dear AMAN RAMSINGH CHAUHAN,

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

Components	Components Rs. Per annum
Basic	84,000
Supplementary Allowance	96,000
Employer's Contribution to PF	21,600
Statutory Bonus	7,000
Gratuity	4,038
Flexible Compensation Pay	67,362
Total Fixed Pay	280,000

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

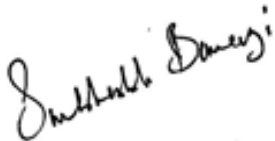
Please note that this offer is made and is valid subject to your acceptance of the term/conditions of employment with us and may be withdrawn/modified if any information or representation furnished by you is found to be incorrect or if any material information is detected by us to have been suppressed/misrepresented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

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

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

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

Best Regards,



Subhashish Banerji
Executive Vice President
Human Resources
ICICI Prudential Life Insurance Co. Ltd.

Private & Confidential
Offer-Cum-Appointment Letter

Issue Date:08-05-2023

Hetal Vyas,
Andheri,
Mumbai,
400053

Dear Hetal,

Congratulations! We are very excited to have you on board!

We are pleased to make an offer to you for the position of Sales Trainee - Housing Finance - Affordable Housing at Piramal Finance Sales and Service Private Limited. You shall join the company on or before 15-06-2023. If you fail to join on or before the mentioned date, this Offer Cum Appointment Letter will stand withdrawn. Your initial posting will be at Mumbai - Andheri, Mumbai, Maharashtra, India, Mumbai - Andheri, Mumbai Office No. 501,502,5th Floor, Express Chambers, Andheri Kurla Road, Andheri (East) . You shall be governed by the terms and conditions applicable to all employees of the Company.

The details of the Salary and other terms and conditions of your employment are enclosed herewith as following:

Annexure "A": Salary and Benefits

Annexure "B": General Terms & Conditions of services for Managerial Personnel.

Annexure "C": Documents required at the time of joining

All the Annexure mentioned above shall form a part and parcel of this letter. If the terms and conditions enumerated in this letter, including its annexure are acceptable to you, please confirm your acceptance by accepting the offer on the system within 3 days the receipt of this letter. In case no confirmation is received from you within the stipulated period mentioned herein above, this offer will stand withdrawn.

You are required to treat this Letter and its contents as strictly confidential.

For more details of the organization please visit our website: www.pfss.in

We look forward for a long, successful and pleasant association with the Company.

Yours Sincerely,

For Piramal Finance Sales and Service Private Limited



Pramod Gite
Vice President

Authorized Signatory
Accepted and Agreed:

Name:

Signature:

Date:

-

ANNEXURE A
COMPENSATION DETAILS

Employee Name: Hetal Vyas,

Band / Grade: Band G1/G1

Business Unit: Piramal Finance, Retail Finance Group, Housing Finance- Affordable Housing

Location: Mumbai - Andheri, Mumbai Office No. 501,502,5th Floor, Express Chambers, Andheri Kurla Road, Andheri (East),

SALARY COMPUTATION		
Components	Per Annum	Per Month
Basic	88000	7333
HRA	24377	2031
Special Allowance	22000	1834
Statutory Bonus	16800	1400
Professional Development	22000	1833
Medical Allowance	22000	1833
Total Gross	195177	16265
Provident Fund	18480	1540
Esic	6343	529
Total Fixed Pay	220000	18333
Basket of Benefits	24000	2000
Total CTC	244000	20333

Notes:

- Bonus: The amount against this component will include Statutory Bonus Payment that you are entitled to under the Payment of Bonus Act, 1965 if it is applicable to you. This amount would be paid to you on a monthly basis along with your salary. This amount does not include any variable pay like Incentive etc. if you are eligible for the same.

Piramal Finance Sales and Service Private Limited

CIN: U67200MH2020PTC345642

Registered office - Floor 4, 2 Peninsula Corporate Park, Ganpatrao Kadam Marg, Lower Parel, Mumbai- 400013, India

T +912262309400 F +912261513444

- Basket of Benefits is inclusive of Travel and Communication Allowance of INR 2000 which will be paid in monthly salary.
- Group Mediciam Policy with coverage of family, as per Company policy in existence and as amended from time to time.
- Group Term Life Insurance covering self, as per company policy in existence and as amended from time to time.
- Group Personal Accident Insurance covering self, as per company policy in existence and as amended from time to time.
- Gratuity will be applicable as per the Payment of Gratuity Act.
- Under the following circumstances your employment with the organisation will stand cancelled or revoked automatically on immediate grounds:
 - If for any reason you do not clear any semester/ final year examination or fail to submit relevant documents (marksheets) to that effect.
 - If you do not complete the functional orientation training (Boot camp).

Annexure "B"

GENERAL TERMS AND CONDITIONS OF SERVICE FOR MANAGERIAL PERSONNEL EMPLOYED BY COMPANY

The following are the broad terms and condition of your employment at the Company. Your employment with the Company shall be subject to the policies of the Company as applicable from time to time read together with the terms of this Letter.

Compensation

You shall be paid compensation as per the details mentioned in Annexure "A" of this Letter with effect from the date of your joining.

Place of Work

Depending on the business needs of the Company, you may be required to undertake a periodic visit to the Company's other locations within or outside India. In view of the nature of our business, the Company may transfer you to different divisions, associate companies, concerns, sections, subsidiaries, entities, offices or location of Company on a temporary or permanent basis whether within or outside India at its discretion as it may consider necessary from time to time. You may be sent on deputation to any other organization anywhere in the Country or abroad which may be under the same management or under different managements.

Roles and Responsibilities

You shall properly, diligently and honestly perform all the duties, responsibilities which the Company may assign to you from time to time. For any duties performed by you not in good faith or in violation of applicable law or breach of this Letter and/or the policies of the Company, you shall be solely liable and shall reimburse the Company for any loss incurred by it as a consequence thereof.

Rules, Policies, Procedures and Code of Conduct

You shall comply at all times with the Company's Rules, Policies and Procedures as amended from time to time ("Policies"). The Policies are incorporated by reference into this Letter and are subject to change, replacement or withdrawal at the discretion of the Company. It is your responsibility to keep yourself aware of all the policies of the Company at all times during your employment. By accepting this offer you hereby undertake that you shall comply with all the policies of the Company at all times during your employment. You hereby further undertake that you shall promptly disclose to the Company any transactions or matters which are, or may be, in contravention of the Policies.

You are also bound by the Company Code of Conduct and the Fair Practice code. The Company may implement the disciplinary procedure if you fail to comply with the code of conduct and in certain circumstances, this could amount to gross misconduct leading to dismissal.

Compliance

You are aware that there are laws against trading securities using material non-public information and you agree to comply with such laws. During the continuance of the employment you are expected to comply with the Company's policies, practices and procedures and, if required, sign any necessary documentation with respect to such policies, practices and procedures.

Leave, Work hours and Weekly holidays

You shall be governed by the Company's policy pertaining to leave, work hours and weekly holidays.

Probation and Confirmation

You will be on probation for a period of 6 months. Upon successful completion of the probation and subsequent performance evaluation, your position may be confirmed. During the period of your probation, if your performance is found to be wanting or there are deficiencies in your performance, the management may at its discretion with a view to give you an opportunity to improve upon your performance, extend your period of probation by a Letter in writing. Unless confirmed in writing, you will continue to be on probation.

Performance Bonus/Incentive Payments/Increment/Promotion

The Company may in its absolute discretion pay you a Performance bonus/incentive of such amount, at such intervals and subject to such conditions as the Company may in its absolute discretion determine from time to time in accordance with the Company's Policy. Each year you will qualify for a discretionary performance bonus/incentive as applicable to you as per company policy. In the first year, in case your date of joining with the Company is on or before 31st December, the performance bonus if applicable to you will be paid pro-rated for the period ending March from the date of your joining. Any bonus/incentive may be paid in cash, shares or any other form, may be deferred in full or in part, and may be forfeited or reduced in such circumstances and on such terms as the Company may determine appropriate.

The exercise of discretion to pay a bonus/incentive in one financial year shall not bind the Company or act as a precedent for the exercise of discretion in any other financial year. If, on or before the date when a bonus/incentive might otherwise have been payable, your employment has terminated or either party has given notice under these terms and conditions to terminate your employment, you will not be entitled to receive any such bonus/incentive (whether in cash, shares or any other form).

Annual increment will be given only to those employees who have joined the organization on or before 30th September of that particular performance year. Increments will be given on fixed pay only. Increments will be based strictly on individual and business performance. In case individual and/or business performance is not satisfactory, the Company, at its discretion can decide not to give any increment whatsoever. Your performance and contribution to the Company will be an important consideration for salary increments and promotions. Neither the promotion nor the increment can be claimed as a matter of right. The Company reserves the right to amend, change or cancel the above terms pertaining to the bonus/incentive/increment, at any time without prior notice.

Retiral benefits

You will be entitled for Provident Fund, Gratuity as per the rules applicable to Management Personnel, which may be changed from time to time.

Group Mediclaim policy

Group Mediclaim Policy is applicable to all the Management Staff working with the Company for his/her family members. Hospitalization expenses due to accidental injury or sickness will be covered. The limits of coverage would be as mentioned in the Company policy and would vary as per the management grade in which you are placed at any given time period of your service. The policy is liable to change as per the discretion of the management from time to time.

Employees should refer to the policy board for changes/revisions, which may take place from time to time.

Tax

You will be fully liable for the payment of income tax on your total remuneration including bonuses/ variable pay to the income tax authorities including other such statutory dues/taxes and this will be your personal responsibility. The Company shall deduct any statutory dues/taxes from amounts paid to you, as per applicable laws.

Deductions from Annual Gross Remuneration Package

You agree that, at any time during your employment or on termination, the Company will deduct from your annual gross remuneration package any overpayment made or amounts owed by you. This includes but is not limited to any excess holiday/(leave), outstanding loans, advances, joining expenses, relocation expenses, and the cost of repairing any damage or loss to Company's property or equipment caused by you.

The Company shall be entitled to retain any and all amounts due to you including salary, remuneration, compensation and other amounts as applicable; and to adjust and deduct there from, any or all amounts due to be recoverable from or payable by you to the Company on any count.

Confidentiality

You will not either during your employment or at any time post resignation from services, use or communicate to any person, any information of a confidential nature concerning the business of the Company, or of its customer, supplier or other person having dealings with the Company, as the case may be, and which comes to your knowledge during the course of your employment other than in connection with your services to the Company.

In performing your duties, you may from time to time receive or obtain Information/data/documents from the Company or a related or associated or subsidiary or affiliated Company or otherwise have access to information relating to their clients or business information, business plans, systems, personnel, or other information of a confidential nature ("the Information").

In consideration of the Company making the Information/ data/ documents available, you undertake and agree that you will:

- a. Keep the Information/data/documents confidential at all times and not divulge or communicate to any person, other than those approved in writing by the Company, any of the Information/data/documents which you may (whether before or after the date of this Letter) receive or obtain;
- b. Not use the Information/data/documents for any purpose other than in connection with your services to the Company;
- c. Immediately return or destroy (at the Company's option) the original and all copies of any records of the Information/data/documents (in whatever form) and all notes and other documents embodying any of the Information on the first to occur of any of the following:
 - i. on the Company's demand;
 - ii. on termination or expiration of your employment with the Company.

Information, Assets and Systems

When you join the Company you may have access to phones, e-mail, internet and other equipment and systems. These form part of our IT and communication systems and you will be required to use them in accordance with the Company policies relating to them. You should refer to the code of conduct for further information on these policies. You will be responsible for the safe keeping and return in good condition and order of all the properties of the Company, which may be in your use, custody, care or charge. For the loss of any property of the Company in your possession, the Company will have a right to assess on its own basis and recover the damages of all such materials from you and to take such other action as it deems proper in the event of your failure to account for such material or property to its satisfaction.

Intellectual Properties

Piramal Finance Sales and Service Private Limited
CIN: U67200MH2020PTC345642

Registered office - Floor 4, 2 Peninsula Corporate Park, Ganpatrao Kadam Marg, Lower Parel, Mumbai- 400013, India
T +912262309400 F +912261513444

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

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

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

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

Indemnity

You shall, at all times during the course of your employment in the Company (and even after the termination with respect to the terms contained herein) agree to indemnify and keep indemnified the Company, as the case may be, against all losses, damages, claims, interests, costs, expenses, liabilities, proceedings and demands which the Company may suffer or incur or which may be made against the Company as a result of any unauthorized disclosure or use of the Confidential Information by you or any person related to you that may have access to such Confidential Information through you.

Non Solicitation

This non-solicitation condition will be binding on the employee for a period of 2 years from the date of cessation/ termination of his / her services from the Company and any breach in the said condition would result in considerable damages/loss to the Company, which cannot be adequately compensable by money damages.

The Employee agrees and undertakes that in such an event the Employee shall fully indemnify and reimburse the Company to the extent of such costs (liquidated damages).

You agree that for a period of 2 years from termination or expiration of your employment with the Company, you shall not solicit or entice by any means whatsoever,

- a. Any client of the Company with whom Company is currently (during your period of employment) running a deal/mandate or any deal/ mandate that became known to you during your employment at the Company.
- b. Any person of Company who was employed by the Company or any person whose name became known to you during your employment at the Company in any office and in any capacity.
- c. You shall not work at the capacity of Executive or Non-Executive member of the board of the Company supplier, vendor or partner.
- d. Your agreement "not to solicit" means that you will not, initiate any contact or communication of any kind whatsoever, for the purposes of inviting, encouraging or requesting any deal/ mandate/ account/ person to transfer from the Company to you or to your new employer or to any other person or entity; or to enter into a new deal/ mandate with you or your new employer or with any other person or entity; or to otherwise discontinue its patronage and business relationship with the Company.

Medical Fitness & Verification of Particulars

Your appointment is subject to:

Piramal Finance Sales and Service Private Limited
CIN: U67200MH2020PTC345642

Registered office - Floor 4, 2 Peninsula Corporate Park, Ganpatrao Kadam Marg, Lower Parel, Mumbai- 400013, India
T +912262309400 F +912261513444

- a. You being medically fit and continuing to remain fit thereafter. Company has the right to get you medically examined by any certified medical practitioner during the period of your service. If, from such examination, the Company is of the opinion that continuance of your service is medically not advisable or that you are not in a position to discharge your duty satisfactorily or you are found to be incapacitated from performing your duties, the Company may terminate your services on the grounds of continued ill-health.
- b. Satisfactory verification of your character, antecedents and testimonials through reference checks or background screening. In case particulars mentioned in your application / Curriculum Vitae / Resume are found false or unsatisfactory, your services would be liable for termination at any time without any notice or any compensation in lieu thereof.
- c. Submission of Relieving Letter from your last employer/s.
- d. Salary of previous company declared by you should match with the proof submitted to us. In case the salary particulars declared by you are found false or incorrect, your services would be liable for termination at any time without any notice or any compensation in lieu thereof.
- e. Based on the information furnished by you about yourself, if during the employment it is found that any of the details and/or information furnished in by you is incorrect/false or is in contravention to the Company's code of conduct or rules of the Company or if it is found that you have concealed/fabricated documents/records/testimonials of your past training/employment, your service shall be liable to be terminated at source without any notice and such cessation of the employment will be for the reasons attributable to you.

Non Conflict of Interest and No External Employment

You will not, during your employment with the Company, except with the specific approval of the Company, undertake other full time or part time work for remuneration or work which will adversely affect your professional image and integrity as an employee of the Company. Assignments of social, charitable, literary, religious work or board membership of any other Company can be pursued with prior approval of the Company.

Receipt of Payments and Benefits from Third Parties

Subject to any Company regulations issued and amended from time to time, neither you nor any member of your family, nor any Company or business entity in which you or they have an interest, are entitled to receive or obtain directly or indirectly any payment, discount, rebate, commission or other benefit from third parties in respect of any business transacted (whether or not) by you or on behalf of the Company if you, any member of your family or any Company or business entity in which you or they have an interest, directly or indirectly obtain any such payment, discount, rebate, commission or other benefit you will forthwith account to the Company for the amount received or the value of the benefit so obtained.

Governing Law

The interpretation and enforcement of this Letter shall be governed by and construed in all respects in accordance with the law of India and the parties submit to the non-exclusive jurisdiction of the Mumbai courts.

It is expressly agreed that this appointment is made on the basis that your services being mainly of a Management and/or Supervisory nature, you will not be entitled to any rights, privileges and benefits as may be or become applicable to employees covered by the Industrial Dispute Act, 1947.

Changes to your Terms of Service

The Company shall have the right to add, to alter, modify or abrogate from time to time any term of the Contract of Employment, including remuneration and perquisites, which will be communicated to you either by individual letter or by circular. Any changes will take effect from the date stated in the communication.

In relation to the benefit policies referred to in this contract, the Company reserves the right to withdraw or alter their terms without notice at any time and you may in certain circumstances be excluded from participation in any policy/scheme or any element within it.

You should, acquaint yourself with all Company rules and regulations applicable to your specific area of work, such as (where applicable) the local rules, regulations and by-laws and any and all applicable laws in relation thereto. Violation of any of these rules, regulations, laws or provisions may result in the immediate termination of your employment.

Piramal Finance Sales and Service Private Limited

CIN: U67200MH2020PTC345642

Registered office - Floor 4, 2 Peninsula Corporate Park, Ganpatrao Kadam Marg, Lower Parel, Mumbai- 400013, India

T +912262309400 F +912261513444

In case you are convicted by Judicial Authority under Civil Procedure code, Criminal Procedure code or Indian Penal code it will lead to breach of trust between employer and employee relationship and your services will be terminated on the date of such judicial pronouncement.

Warranty

You represent and warrant that you are not subject to any agreement, arrangement, contract, understanding, court order or otherwise, which in any way directly or indirectly restricts or prohibits you from fully performing the duties of your employment, or any of them, in accordance with the terms and conditions of this Letter.

Data Protection

The Company may be required to process, transfer and store your personal and sensitive data in any of the other Company locations. By signing this Letter, you acknowledge and agree that the Company and Company Human Resources Department (HR) is permitted to hold personal information about you as part of our personnel and other business records and that the Company and Company HR may use such information in the course of its business. You agree that the Company and Company HR may disclose such information to third parties in the event that such disclosure is in our view required for the proper conduct of our business or that of any associated Company. This clause applies to information held, used or disclosed in any medium.

Normal Retirement Age

You will retire on attaining the age of 58 years. Your date of birth as given by you, with the Company is recorded as and the same shall be treated as authoritative and final in the records of the Company. The same will remain unchanged and as a condition of employment you will automatically retire at the end of the month in which you attain the superannuation age and that no further notice whatsoever to you will be necessary in this regard. No request for change in date of birth will be entertained during the period of your service.

Notice of Resignation/Termination

During Probation: Fifteen Days notice on either side with the Company retaining the right to pay salary in lieu of the notice if so required. The payment in lieu of notice will be calculated on your Basic Salary. However, based on your performance during the probation period, the Company reserves the right to reduce/dispense with or extend the probationary period at its sole discretion or terminate your service with immediate effect, without giving any notice or assigning any reasons.

Post Confirmation: Thirty Days notice on either side with the Company retaining the right to pay salary in lieu of the notice. The payment in lieu of notice will be calculated on your Basic Salary.

The Company reserves its right to dispense with the notice period and/or part thereof in its sole discretion by accepting your resignation with immediate effect i.e. even before the last date of working/resignation mentioned in the resignation letter. In such an event you shall be paid salary calculated on your Basic Salary for the notice period and/or part thereof.

If at any time, in the opinion of the Management, you are found guilty of indiscipline, dishonesty, disobedience, disorderly behaviour, moral turpitude, theft, fraud or violation of the Code of Business Conduct or withholding of any information in the application form or any other form of misconduct, in ordinary parlance negligence or acted in a manner detrimental to the interests of the Company, your services are liable for termination with immediate effect and in this case notice pay will not be payable by the Company.

Termination

Your employment / services will be governed by Company's rules and regulations applicable from time to time. If the Company is not satisfied with your performance on any account, the Company reserves the right to terminate your employment with immediate effect by paying proportionate basic salary (excluding variable pay) in lieu of any notice period applicable to you. The Company also reserves the right to terminate your employment without cause, with a notice as approved by the organisation or by paying proportionate basic salary (excluding variable pay) in lieu of applicable notice

Piramal Finance Sales and Service Private Limited

CIN: U67200MH2020PTC345642

Registered office - Floor 4, 2 Peninsula Corporate Park, Ganpatrao Kadam Marg, Lower Parel, Mumbai- 400013, India

T +912262309400 F +912261513444

period.

If you wish to terminate your employment with the Company, you shall be required to serve notice as applicable to you. The Company may however, at its sole discretion, waive off the notice period, in full or in part, with or without proportionate notice period deduction of basic salary in lieu of short notice, without assuming any liability to compensate you in respect of the period so waived.

Your services can be terminated for loss of confidence. In such an eventuality you will be kept informed in writing of the reasons for losing confidence.

Notwithstanding anything contained in this Letter, the Company may terminate your employment with immediate effect, at any time without notice or payment in lieu thereof or any compensation whatsoever for Cause. For the purpose of this letter, "Cause" shall mean any one or more of the following:

- a. Any breach of integrity, act of dishonesty, embezzlement, breach of statutory duties, breach of confidentiality obligations, pilferage and theft, attending work under the influence of alcohol, or drugs or any other intoxicating substances.
- b. Breach of the Company rules and policies, guilty of serious misconduct, disobedience of reasonable orders from superiors, causing actual or threatening physical harm or damage to Company property or any misconduct by you or in case of breach of the terms, conditions or stipulations contained in this Letter.
- c. You being convicted of any criminal offence or committing fraud against, or the misappropriation of material property belonging to the Company;
- d. Your absence without approved leave for a period of more than 10 days;
- e. You become insolvent or restrained under any contract or arrangement or are under any legal disability from performing your obligations;
- f. You conduct yourself in a way which, in the Company's reasonable opinion, may bring any member of the Company into disrepute or which may jeopardize or prejudice the business and/or reputation of the Company;
- g. Any material violation of the Company's policies;
- h. The results of any background checks or searches conducted by the Company are deemed unsatisfactory to it in its absolute discretion.

The employee accepts and agrees not to solicit any employee of the Company directly or indirectly after cessation or termination of his / her employment from the Company

Consequences of termination of your employment

Upon termination of your employment for any reason whatsoever, You shall:

- a. Automatically vacate all offices held by you as a result of your employment with the Company;
- b. Immediately hand over to us the Company's property including but not limited to all papers, laptops, documents, security pass and/or identity card, Company sponsored credit cards, any premises and/or car(s) etc. and you must not retain any copies, extract or reproductions of all or any part of that property or confidential information.
- c. You will continue to be bound by your employment obligations to the Company relating to the Company's confidential information and Intellectual Property Rights (as defined in this Letter);
- d. You must not make any statements (whether orally or in writing) or do anything which might damage the reputation and/or business of the Company or interfere with the Company's relationships with its clients and customers; and
- e. You must not thereafter represent yourself as an employee of the Company in any manner whatsoever.
- f. Not to solicit any employee of the Company directly or indirectly after cessation or termination of his / her employment from the Company.

Background Verification Check

The offer described above is subject to satisfactory completion of background verification as the Company may consider necessary. As part of this process we may ask you for some information / documents and non-submission of such

information / documents from your side might affect the results of this verification. The Company may withdraw this offer without any obligation whatsoever in case your background verification report is found to be unsatisfactory.

Other terms and conditions

- a. In addition to the terms and conditions of employment herein above mentioned, you shall also observe and comply with and shall be bound by any rules, regulations and procedures which the Company may from time to time separately frame for observance and compliance by its officers and which would be communicated by the Company to you as and when required.
- b. You will, unless prevented by ill health or accident and save while on approved leave, devote the whole of your time, attention and abilities to the business of the Company.
- c. You will be true and faithful to the Company in all your accounts, dealings and transactions whatsoever relating to the business of the Company, and shall, at all times, when required, render a true and just account thereof to the Company or to such persons as shall be so authorized by the Company.
- d. In case of your overstaying the sanctioned leave or for any absence without permission for more than 10 calendar days, you shall lose lien on your services and it will be considered you have voluntarily abandoned from the service and the Company will be entitled to strike off your name from its rolls without any reference to you.
- e. As Company we give utmost importance to Safety, Quality and Environmental laws. In your area you will be responsible for observance/implementation of the same.
- f. It will be your duty to intimate in writing to the management whenever there is any change of your residential address.

DECLARATION:

I, _____, have read and understood the above terms and conditions of the services and I will abide by the same.

Name:

Signature:

Date:

Annexure "C"

List of documents to be carried at the time of joining :

Background Verification documents :

- Graduation and Post-Graduation Mark Sheet & Certificates in original together with a set of self - attested Xerox copies.
- Updated CV

Mandatory Documents:

- Aadhar Card
- PAN Card
- Scan Photograph (Please carry 2 Red background passport size photographs on the date of joining)
- Cancelled Cheque for salary processing. (Salary account must be maintained with Axis bank, Kotak Bank, ICICI Bank, HDFC Bank or SBI)

Bottom of Form

OFFER LETTER

Date: 24-Apr-2023

Dear Ms. Sania Saiyyed Ali,

With reference to our discussions, we are pleased to offer you the position of **Trainee - Software Engineer** with Mobileware Technologies Pvt. Ltd on the terms and conditions mutually discussed and agreed upon:

Your Cost to Company will be **Rs. 3,03,192 (Three Lac Three Thousand One Hundred and Ninety Two Only) per annum**. The Salary break-up is detailed below. You will be issued a detailed appointment letter on joining us.

CTC Breakup		
Name	Sania Saiyyed Ali	
Designation	Trainee - Software Engineer	
Components	Monthly	Annually
Basic	15925	191100
HRA	6775	81300
Total Gross Salary (A)	22700	272400
PF (Employer Contribution)	1800	21600
Total Fixed Compensation (B)	24500	294000
Variable Performance Bonus (As per policy)		-
Variable Special Incentive (Role/Target Based)		-
Total Variable Compensation (C)		-
Gratuity (Accrual only)		9192
Total Cost to Company		303192

Additional benefit:

Medical Insurance benefit (applicable to the full-time employee and dependents, i.e. Spouse and up to 4 Dependent children) is applicable in addition to the components mentioned in the above compensation statement.

The breakup of the compensation and benefits applicable to you is detailed in the above annexure. In case of any change in the existing statute or introduction of the new statute, the Company reserves a right to adjust the salary components within the then-existing Annual CTC to ensure that the payments are made in compliance of such statutes.

You are requested to report for duty on **01-Jun-2023 at 10:30 AM**.

You will be posted at the following address currently -
 Mobileware Technologies Pvt. Ltd,
 5th floor, Awfis, Vaman Techno Centre,
 Makwana Rd, Marol, Next to Marol Metro Station,
 Andheri East, Mumbai, Maharashtra - 400059.

Mobileware Technologies Pvt. Ltd.

5th floor, Awfis, Vaman Techno Centre, Makwana Rd, Marol, Andheri East, Mumbai - 400059.

•www.mobilewaretech.com•

Kindly send the scanned copy/physical copy of the following documents at the earliest before joining:

1. Relevant copies of Academic / Professional attainments and work experience
2. Three passport sized colored Photographs and one with white background
3. ID Proof: Copy of either of the below mentioned documents:
 - a) Pan Card b) Aadhaar Card c) Driving License d) Voter Card e) Passport
4. Address Proof: Copy of either of the below mentioned documents:
 - a) Passport b) Voter Card c) Adhaar Card d) Utility Bill (Elect / Tele / Mobile / Piped Gas / Bank Statement (not more than 2 months old) e) Bank Statement with latest 3-6 months transaction entries f) Driving license
5. Last 3 salary slips from previous employer
6. Form 16 (if applicable)
7. If you were covered under Provident Fund in your earlier organization, please provide details of UAN and PF account number.
8. Resignation Acceptance copy from current employer

If on verification, at the time of appointment or at a later date it is found that you have furnished wrong information, in such cases your services with the company will be liable to termination.

For Mobileware Technologies Pvt. Ltd.

- Human Resources



21 April 2023

To Gayatri Saravanan

Offer for the position of Client Servicing & Marketing - Executive

Dear Gayatri Saravanan,

We are delighted to extend this offer of employment to you for the position of Client Servicing & Marketing - Executive. Please review the summary of conditions as below:

Employment - Salaried

Location – Goregaon (E)

Salary – 180000 PA

Start Date – 24th April 2023, 10:30 am

Probation / Lock in Period - 6 months

Reporting to - CEO& Founder – Client Servicing & Marketing

Notice Period - 1 month (from either side post Probation)

If the lock-in period is not fulfilled, the candidate must make up the difference by paying one month's salary to the employer.

Should you have any further queries, please reach Vepreeth D'souza directly on +919930203338.

Welcome aboard! We are certain you will find this engagement fulfilling and gratifying in every way and look forward to building a great organization by Growing Together!

Warm Regards,
Vepreeth D'souza
CEO& Founder



SILVERTREE
Media Solutions Private Limited

+91 9930203338
www.silvertreee.in

21 April 2023

To Ruksar Khan

Offer for the position of Client Servicing & Marketing - Executive

Dear Ruksar Khan,

We are delighted to extend this offer of employment to you for the position of Client Servicing & Marketing - Executive. Please review the summary of conditions as below:

Employment - Salaried

Location – Goregaon (E)

Salary – 180000 PA

Start Date – 24th April 2023, 10:30 am

Probation / Lock in Period - 6 months

Reporting to - CEO& Founder – Client Servicing & Marketing

Notice Period - 1 month (from either side post Probation)

If the lock-in period is not fulfilled, the candidate must make up the difference by paying one month's salary to the employer.

Should you have any further queries, please reach Vepreeth D'souza directly on +919930203338.

Welcome aboard! We are certain you will find this engagement fulfilling and gratifying in every way and look forward to building a great organization by Growing Together!

Warm Regards,
Vepreeth D'souza
CEO& Founder

"Growing Together"

B/501, New Silver Residency Chs. Ltd,
IC Colony Road, Opp Karnataka Bank, Borivali West, Mumbai - 400103

Offer Letter for ANKIT SHETTY

Square Yards <offers@squareyards.com>

Mon, Jun 5 at 10:49

Reply-To: <offers@squareyards.com>

To: <ankitshetty247@gmail.com>

Cc: <kshitij.dalvi@urbanmoney.co.in>, <supne.vijay@squareyards.co.in>, <amitprakash.singh@urbanmoney.co.in>

Dear **ANKIT SHETTY**,

Congratulations!!

With reference to your application and subsequent interviews with us, we are pleased to offer you the position of **Relationship Manager** in our Company. Your beginning annual remuneration will be **INR 291,000/- (Enclosed: CTC break-up)**.

In addition you will be eligible to participate in:

- The candidate will also be entitled to a variable incentive earned as a percentage of the revenue generated by the candidate on achieving the minimum required revenue target. The percentage will be determined in the incentive model which will be shared with the employee along with the Job Description. The incentive percentage and slabs will be subject to change from time to time at the sole discretion of the Company.
- Conveyance is part of the CTC and there shall not be separate reimbursement of conveyance expense.

Your joining location will be	Mumbai (Rustomjee Central Park)
Reporting Date & Time:	06-Jun-2023, 9:30 AM
Venue Detail:	Unit A-401-403 & B-406, wing A&B Rusymjee central park,CTS 484 Chaala,Andheri kurla road,Andheri (mumbai)-400069
Contact Person:	Supne Jyoti Vijay

This offer and your employment are conditional upon the Company receiving satisfactory background check results. Please note if the Company is not satisfied with background verification report, the Company reserves the right to withdraw or delay this offer of employment. So Kindly provide 2 references for background verification.

Mandatory Documents to be emailed before or produced on the day of Joining: (1 set of Photocopies as well as Originals)

1. **Highest Education Certificate and Mark sheets (10th, 12th, Graduation, PG)**
2. **Photo Id Proof - Passport / Driving License / Voter's ID**
3. **PAN card**
4. **Aadhar Card**
5. **4 Passport size Photographs (in White Background)**
6. **Cancelled Cheque**
7. **CV (Resume)**
8. **Resignation Acceptance from your previous organization**
9. **EPF Number or UAN No.**
10. **Bank Statement**

Should you need any clarification prior to joining, please feel free to get in touch with Supne Jyoti Vijay, Tel: 9594050521 Email: supne.vijay@squareyards.co.in

We look forward to a mutually rewarding partnership.

Please accept the offer by clicking on the button below. This shall however direct you to pre joining process further. You are requested to revert positively within 2 days.

Regards,

Human Resources

[URBAN MONEY PRIVATE LIMITED.](#)

Note: You will be eligible for the above said scheme only in case you have performed according to the unified incentive and reimbursement structure as apprised by Company from time to time. The incentives and reimbursement are discretionary and may vary from time to time and are only to facilitate and motivate the employee. The Company reserves the right to alter/vary the terms and condition of this scheme or may completely revoke the scheme, at any time without any notice.

Accept

CTC Breakup.pdf

Offer Letter Agreement
(Private and Confidential)

Date: 11th May 2023

Name: Vaishali Vedprakash Pandey

Designation: Business Development Executive

We are pleased to offer you the position of **Business Development Executive** with us here at **Nibav Lifts Private Limited**. We sincerely hope you would achieve new heights in your professional growth as well as make a significant contribution to the success of the company while working with us.

Commencement Date

Your joining date is **11th May 2023**

Working Location

Ideally, you'll be based in **Hyderabad**, but may require to travel or relocate to our other Office locations as per the requirement of the market or your reporting manager.

Remuneration

Your remuneration would be as given below and will be paid on the 31st of every succeeding month.

Components	Per Month (in Rs)	Per Annum (in Rs)
Basic	14,000	1,68,000
HRA	7,000	84,000
Special Allowance	11,150	1,33,800
Travel Allowance	1,600	19,200
Medical Allowance	1,250	15,000
Gross	35,000	4,20,000

Applicable TDS will be deducted.

*For any loss or damage of personal belongings, the company will not be responsible for the same.

Nibav Lifts Pvt Ltd

Office Address: Nibav Towers, No.115, Kazura Garden, 1st Street, Neelangarai, Chennai - 600 115

Registered Address: Nibav Building, No 11, LB Rd, Adyar, Chennai, Tamil Nadu - 600 020

Ph: +91-44-2490 2828, E-mail: info@nibavlifts.com | CIN: U31100TN2019PTC132681 | ISO 9001 : 2015 Certified

*If an employee loses any asset of the company entrusted to him/her while on an official or non-official tour, the company reserves the right to recover the replacement value of the lost asset from the concerned employee.

Company Work Culture

At Nibav Lifts Private Limited we appreciate positive & productive work culture. We don't consider your background or past experience as the judging parameter, rather we focus more on your productive journey within the organization.

The primary reason for our constant growth in the market is our unique and optimistic approach. There is a certain code of conduct that we follow to keep this positivity intact:

- **Respect your Co-workers** – Respect is a two-way street; therefore, you should respect all your colleagues (senior or junior) and use a proper tonality while addressing them.
- **Respect Company's Property** - You should not misuse Company Equipment. Should respect all kinds of incorporeal property. This includes trademarks, copyright, and other property (information, reports, etc.) You should use them only to complete your job duties.
- **Personal Grooming** – A professionally dressed individual is liked & respected by all. At Nibav Lifts Private Limited, we urge you to always be well-groomed which includes wearing a suit or blazer to all professional meetings & proper formals during working days.
- **Be Disciplined** – The official working hours are 9 am - 6 pm for women and 9 am - 7 pm for men. You should plan your day accordingly where you're required to log in sharp at 9 am & leave by 7 pm, provided you finish your day's work.
- **Professional Approach** - The relationship that you maintain with your clients should always be professional & healthy. You lose your value as soon as you try to be over-friendly with your customers. Therefore, sharing your personal contact number or email address with the clients is against the company's policy.
- **Employees Availability** - Employees should have their official phones with them and be available for calls during Weekends & Holidays.
- **Teamwork** – Organization's success is nothing but the collaborative efforts the people working in it. You should be approachable and willing to learn. Maintain a healthy work culture and a give and take relationship with all your colleagues.
- **Courtesy and Respect** - As an employee, you are expected to treat your co-workers, clients, and superiors with kindness and respect, regardless of their position or title. We

Nibav Lifts Pvt Ltd

Office Address: Nibav Towers, No.115, Kazura Garden, 1st Street, Neelangarai, Chennai - 600 115

Registered Address: Nibav Building, No 11, LB Rd, Adyar, Chennai, Tamil Nadu - 600 020

Ph: +91-44-2490 2828, E-mail: info@nibavlifts.com | CIN: U31100TN2019PTC132681 | ISO 9001 : 2015 Certified

recommend using formal titles such as "sir" or "madam" when addressing your superiors, as it can help to promote a courteous and professional workplace culture."

- **Constant Improvement** - Continuous development is mandated to sustain in an ever-changing market scenario. For this, your reporting manager will provide you with constant training sessions, reviews & assignments. But a willingness to learn attitude should always be there.
- **Non – Compete Clause** – You agree that at no time during the term of your employment with the Company will you engage in any business activity involved with the elevator Industry nor work for any company within the elevator industry. Also, for a period of 2 years immediately following the termination of your employment, you agree that you will not engage in any business activity in the elevator industry nor work for any company that is involved in the elevator industry.

Target

Target will be explained in detail by the reporting manager.

Terms of Warning Letters

- Warning letter will be issued to any employee if he/ she is found violating any of the Company's policies OR if his/her behaviour/performance is not as par with expected Standards.
- The warning letter can be issued by the higher management, your reporting manager, HR, or the accounts department, for any reason that is against the work ethics of our organization.
- Each employee will be handed a maximum of TWO Warning Letters, post which any other act of misconduct will result in immediate termination.
- Warning letters are applicable for a timeline of 2 MONTHS i.e., post the issue of warning letter (First or Second), if no other act of misconduct is observed for the next 2 MONTHS, the previously issued letters will be ignored.

Nibav Lifts Pvt Ltd

Office Address: Nibav Towers, No.115, Kazura Garden, 1st Street, Neelangarai, Chennai - 600 115

Registered Address: Nibav Building, No 11, LB Rd, Adyar, Chennai, Tamil Nadu - 600 020

Ph: +91-44-2490 2828, E-mail: info@nibavlifts.com | CIN: U31100TN2019PTC132681 | ISO 9001 : 2015 Certified

Resignation

If the employee wants to terminate his contract with **Nibav Lifts Private Limited**, they should provide 2 months' notice to the company. During the notice period, you are required to give knowledge transfer to the other employee who will be appointed as your replacement.

If the employee wants to resign from the company during his / her employment period, then the full and final amount will be paid after 2 months' time.

If you fail to serve the notice period, then the compensation of 2 months' salary is to be paid by you to the company.

Following the end of a notice period of your employment, you will be required to return all company's property.

Zero Tolerance Policy

The company may terminate your employment at any time without notice if:

- During probation period (or)
- You are guilty of serious misconduct (or)
- You are in material breach of a provision of this contract, including confidentiality undertakings.

Confidentiality of Information

During your employment, you may become aware of information relating to the business of **Nibav Lifts Private Limited**, including but not limited to client lists, trade secrets, and client details and pricing structures.

Confidential information, including client lists, trade secrets, pricing structures, and any and all documents created by you in the course of your employment remains the sole property of **Nibav Lifts Private Limited**. You shall not, either during or after your employment, without the prior consent of the **Nibav Lifts Private Limited** directly or indirectly divulge to any person or use the confidential information for your own or others' benefit.

You are required to observe and uphold all of the Company's privacy policies and procedures as implemented or varied from time to time. Your personal mobile number or email id should not

Nibav Lifts Pvt Ltd

Office Address: Nibav Towers, No.115, Kazura Garden, 1st Street, Neelangarai, Chennai - 600 115

Registered Address: Nibav Building, No 11, LB Rd, Adyar, Chennai, Tamil Nadu - 600 020

Ph: +91-44-2490 2828, E-mail: info@nibavlifts.com | CIN: U31100TN2019PTC132681 | ISO 9001 : 2015 Certified

be shared with the customer or to any related to the company. If you have been found to be guilty, you shall be terminated from the company immediately and Legal action will be taken against you. You shall also be responsible for the losses/damages caused by you and compensation is to be paid by you to the company.

Interpretation

In this agreement the following terms shall have the following meanings:

- **“Confidential information”** any trade secret or other information which is confidential or commercially sensitive and which is not in the public domain (other than through the wrongful disclosure by the Employee) and which belongs to any Group Company (whether stored or recorded in documentary or electronic form) and which (without limitation) relates to the business methods, management systems, marketing plans, strategic plans, finances, new or maturing business opportunities, marketing activities, processes, inventions, designs or similar of any Group Company, or to which any Group Company owes a duty of confidentiality to any third party and including in particular
- **“The Employment”** the employment of the Employee by the Company in accordance with the terms of this agreement;
- **“Group Company”** the Company, any company of which it is a Subsidiary (being a holding company of the Company) and any Subsidiaries of the Company or any holding company, from time to time;
- **“Subsidiary”** a company as defined in section 1159 of the Companies Act 2006;
- **“Termination Date”** is the date on which the employment ceases.

1. Position

- a. During the term period of this Agreement, the Company may change the employee's mentioned post (or position) or location based on the Company's production, operation, or working requirements or according to the employee's working capacities and performance, including but not limited to adjustments made to the employee's job description or workplace, promotion, work transfer at the same level, and demotion, etc., or adjustments made to the employee's responsibilities without any change to employee's post (or position).

Nibav Lifts Pvt Ltd

Office Address: Nibav Towers, No.115, Kazura Garden, 1st Street, Neelangarai, Chennai - 600 115

Registered Address: Nibav Building, No 11, LB Rd, Adyar, Chennai, Tamil Nadu - 600 020

Ph: +91-44-2490 2828, E-mail: info@nibavlifts.com | CIN: U31100TN2019PTC132681 | ISO 9001 : 2015 Certified

2. Term and Probation Period

- a. It is understood and agreed that the first 90 days of employment shall constitute a probationary period (“**Probationary Period**”) during which period the Employer may, in its absolute discretion, terminate the Employee's employment, without assigning any reasons and without notice or cause.
- b. After the end of the Probationary Period, the Employer may decide to confirm the employment of the Employee, in its sole discretion.
- c. If the employee decides to resign/leave or abscond from the job within the period of probation, no experience/relieving certificate will be provided by the company.

3. Performance of Duties

- a. The Employee agrees that during the Employment Period, he/she shall devote his/her full business time to the business affairs of the Company and shall perform the duties assigned to him/her faithfully and efficiently, and shall endeavour, to the best of his/her abilities to achieve the goals and adhere to the parameters set by the Company.

4. Compensation

- a. During the term of this Agreement, the Employee's salary shall be paid by means of bank transfer, cheque, or any other method convenient to the Employer, and consented to by the Employee.
- b. All reasonable expenses arising out of employment shall be reimbursed assuming that the same have been authorized prior to being incurred and with the provision of appropriate receipts.

5. Obligations of the Employee

- a. Upon execution of the agreement, the Employee shall not engage in any sort of theft, fraud, misrepresentation, or any other illegal act neither in the employment space nor outside the premise of employment. If he/she shall do so, the Company shall not be liable for such an act done at his own risk.
- b. The Employee further promises to never engage in any theft of the Employer's property or attempt to defraud the Employer in any manner.

Nibav Lifts Pvt Ltd

Office Address: Nibav Towers, No.115, Kazura Garden, 1st Street, Neelangarai, Chennai - 600 115

Registered Address: Nibav Building, No 11, LB Rd, Adyar, Chennai, Tamil Nadu - 600 020

Ph: +91-44-2490 2828, E-mail: info@nibavlifts.com | CIN: U31100TN2019PTC132681 | ISO 9001 : 2015 Certified

- c. The Employee shall always ensure that his/her conduct is in accordance with all the rules, regulations, and policies of the Company as notified from time to time.
- d. The Employee shall not take up part-time or full-time employment or consultation with any other party or be involved in any other business during the term of his/her employment with the Company.
- e. The Employee shall always ensure that his/her conduct is in accordance with all the rules, regulations, and policies of the Company as notified from time to time, including but not limited to Leave Policy and Sexual Harassment Policy.
- f. The Employer hereby prohibits the Employee from engaging in any sexual harassment and the Employee promises to refrain from any form of sexual harassment during the course of employment in and around the premise of employment. If the Employee violates this term in the agreement, he shall be fully responsible for his/her actions and the Employer shall not be held responsible for any illegal acts committed at the discretion of the Employee.

6. Leave Policy

- a. The Employee is entitled to 12 days of paid casual leaves in a year/month and 12 days of sick leave. In addition, the Employee will be entitled to all public holidays mentioned under the Leave Policy of the Employer.
- b. The Employee may not carry forward or encash any holiday to the next holiday year.
- c. In the event that the Employee is absent from work due to sickness or injury, he/she will follow the Leave Policy and inform the designated person as soon as possible and will provide regular updates as to his/her recovery and as far as practicable will inform the designated person of the Employer of his/her expected date of return to work.
- d. If the Employee is absent from work due to sickness or injury for more than three consecutive days, he/she must submit to the Employer a self-certification form. If such absence lasts for more than seven consecutive days the Employee must obtain a medical certificate from his/her doctor and submit it to the employer.
- e. For any period of absence due to sickness or injury the Employee will be paid statutory sick pay only, provided that he satisfies the relevant requirements. The Employee's qualifying days for statutory sick pay purposes are Monday to Friday.

Nibav Lifts Pvt Ltd

Office Address: Nibav Towers, No.115, Kazura Garden, 1st Street, Neelangarai, Chennai - 600 115

Registered Address: Nibav Building, No 11, LB Rd, Adyar, Chennai, Tamil Nadu - 600 020

Ph: +91-44-2490 2828, E-mail: info@nibavlifts.com | CIN: U31100TN2019PTC132681 | ISO 9001 : 2015 Certified

7. Assignment

- a. The Employee acknowledges that any work including without limitation inventions, designs, ideas, concepts, drawings, working notes, artistic works that the Employee may individually or jointly conceive or develop during the term of employment are “works made for hire” and to the fullest extent permitted by law, Employee shall assign, and does hereby assign, to the Employer all of Employee's right, title and interest in and to all Intellectual Property improved, developed, discovered or written in such works.
- b. Employee shall, upon request of the Employer, execute, acknowledge, deliver and file any and all documents necessary or useful to vest in the Employer all of Employee's right, title, and interest in and to all such matters.

8. Competing Businesses

During the Term of this Agreement and for a period of Two (2) years after the termination of this Agreement, the Employee agrees not to engage in any employment, consulting, or other activity involving Elevator business in any way that competes with the business, proposed business or business interests of the Employer, without the Employer’s prior written consent.

9. Confidentiality

- a. The Employee acknowledges that, in the course of performing and fulfilling his duties hereunder, he may have access to and be entrusted with confidential information concerning the present and contemplated financial status and activities of the Employer, the disclosure of any of which confidential information to the competitors of the Employer would be highly detrimental to the interests of the Employer.
- b. The Employee further acknowledges and agrees that the right to maintain the confidentiality of trade secrets, source code, website information, business plans or client information, or other confidential or proprietary information, for the purpose of enabling the other party to such information constitute a proprietary right which the Employer is entitled to protect.
- c. Accordingly, the Employee covenants and agrees with the Employer that he will not, under any circumstance during the continuance of this agreement, disclose any such confidential information to any person, firm, or corporation, nor shall he use the same, except as required in the normal course of his engagement hereunder, and even after the termination of employment, he shall not disclose or make use of the same or cause any of confidential information to be disclosed in any manner.

Nibav Lifts Pvt Ltd

Office Address: Nibav Towers, No.115, Kazura Garden, 1st Street, Neelangarai, Chennai - 600 115

Registered Address: Nibav Building, No 11, LB Rd, Adyar, Chennai, Tamil Nadu - 600 020

Ph: +91-44-2490 2828, E-mail: info@nibavlifts.com | CIN: U31100TN2019PTC132681 | ISO 9001 : 2015 Certified

- d. The Employer owns any intellectual property created by the Employee during the course of the employment, or in relation to a certain field, and he shall thereon have all the necessary rights to retain it. After termination of employment, the Employee shall not impose any rights on the intellectual property created. Any source code, software, or other intellectual property developed, including but not limited to website design or functionality that was created by the employee, during the course of employment under this Agreement, shall belong to the Employer.

10. Dual Employment

Nibav Lifts Private Limited prohibits an individual who is an employee of this company or who is retained as an employee by Nibav Lifts Private Limited, cannot work simultaneously in another company as an employee either full-time or part-time. If it is found by the company strict disciplinary actions will be carried out by the company which may lead to termination of the employee

11. Company Indemnity/ Deductions From Salary/ Overpayment and Loss of Pay

Where any loss is sustained by the Company, or any client, customer, visitor or employee of the Company, during the course of your employment caused through your negligence or breach of the Company's rules or any dishonesty on your part, the Company reserves the right to require you to repay any such loss, either by deduction from pay or any other method acceptable to the Company. This clause will also apply in cases of overpayment of any remuneration or any other payments made by mistake or through any misrepresentations or otherwise.

The Company reserves the right to withhold payment or deduct from your pay a day's pay for each day of unauthorized absence. Unauthorized absence means any absence from work duties that occurs without the knowledge and approval of the employee's direct report. Should you fail to give proper notice to terminate or should you take unauthorized leave as defined above and should you have received your current [month's salary] by direct transfer or cheque or cash, the Company reserves the right to deduct the amount of pay which has been overpaid, taking the last day at work as the last days for which payment becomes due, from any monies outstanding at the termination date.

Nibav Lifts Pvt Ltd

Office Address: Nibav Towers, No.115, Kazura Garden, 1st Street, Neelangarai, Chennai - 600 115

Registered Address: Nibav Building, No 11, LB Rd, Adyar, Chennai, Tamil Nadu - 600 020

Ph: +91-44-2490 2828, E-mail: info@nibavlifts.com | CIN: U31100TN2019PTC132681 | ISO 9001 : 2015 Certified

12. Remedies

If at any time the Employee violates to a material extent any of the covenants or agreements set forth in any of the clauses, the Company shall have the right to terminate all of its obligations to make further payments under this Agreement. The Employee acknowledges that the Company would be irreparably injured by a violation of any of the clauses and agrees that the Company shall be entitled to an injunction restraining the Employee from any actual or threatened breach of any of the clauses or to any other appropriate equitable remedy without any bond or other security being required.

13. Amendment and Termination

- a. In case the employer terminates the employment without just cause, in which case the Employer shall provide the Employee with advance notice of termination or compensation in lieu of notice equal to 30days or one month.
- b. The Employee may terminate his employment at any time by providing the Employer with at least 2-month(s) advance notice of his intention to resign or pay the company due to compensation for two months.
- c. Post Termination or Resignation, whichever is applicable, the Employee shall be liable to hand over all the assets which will be in his/her possession to the Employer concerned without fail.
- d. For purposes of this Agreement, "Cause" means the Employee's gross misconduct resulting in material damage to the Company, wilful insubordination or disobedience, theft, fraud or dishonesty, wilful damage or loss of Employer's property, bribery, and habitual lateness or absence, or any other wilful and material breach of this Agreement for which the company reserves the right to terminate the employee with immediate effect on the spot.

14. Restrictive Covenant

Following the termination of employment of the Employee by the Employer, with or without cause, or the voluntary withdrawal by the Employee from the Employer, the Employee shall, for a period of three years following the said termination or voluntary withdrawal, refrain from either directly or indirectly soliciting or attempting to solicit the business of any client or customer of the Employer for his own benefit or that of any third person or organization, and shall refrain from either directly or indirectly attempting to obtain the withdrawal from the employment by the Employer of any other Employee of the Employer having regard to the same

Nibav Lifts Pvt Ltd

Office Address: Nibav Towers, No.115, Kazura Garden, 1st Street, Neelangarai, Chennai - 600 115

Registered Address: Nibav Building, No 11, LB Rd, Adyar, Chennai, Tamil Nadu - 600 020

Ph: +91-44-2490 2828, E-mail: info@nibavlifts.com | CIN: U31100TN2019PTC132681 | ISO 9001 : 2015 Certified

geographic and temporal restrictions. The Employee shall not directly or indirectly divulge any financial information relating to the Employer or any of its affiliates or clients to any person whatsoever.

15. Non-Assignment

The interests of the Employee under this Agreement are not subject to the claims of his creditors and may not be voluntarily or involuntarily assigned, alienated, or encumbered.

16. Successors

This agreement shall be assigned by the Employer to any successor employer and be binding upon the successor employer. The Employer shall ensure that the successor employer shall continue the provisions of this agreement as if it were the original party of the first part.

17. Abscondence

If the employee absconds without any information during the working hours or in due course of the employment period, and is not traceable, for 4 working days, the following procedure shall follow: -

The Company shall contact the Employee to know the root cause and validate the issue.

- After a continuous non-traceability for a period of 4 working days of the employee, the Company shall issue a “Letter of Abscondence”.
- The Company shall provide a deadline of 24 hours for the absconding employee to report to the office and provide an official explanation for his/her absconding.
- If the above clause is not complied with, the “Letter of Termination” shall be issued after the expiry of the 24 hours deadline by the Company.
- The salary of such employee shall be forfeited and no experience letter including the full and final settlement shall be initiated/processed.
- If the employee owes any advance payment due to the company and if the employee has any of the Company assets in his/her possession, the same shall have to be returned back to the Company failing of which, the company would initiate legal proceedings as per provision of law.

Nibav Lifts Pvt Ltd

Office Address: Nibav Towers, No.115, Kazura Garden, 1st Street, Neelangarai, Chennai - 600 115

Registered Address: Nibav Building, No 11, LB Rd, Adyar, Chennai, Tamil Nadu - 600 020

Ph: +91-44-2490 2828, E-mail: info@nibavlifts.com | CIN: U31100TN2019PTC132681 | ISO 9001 : 2015 Certified

- The company shall also initiate the process of Blacklisting such Employees and the same shall be forwarded to the Local Employment Exchange for immediate action.
- The Company shall sue and claim for damages & compensation through legal proceedings as per the relevant provisions of Law.

18. Indemnification

The Employer shall indemnify the employee against any and all expenses, including amounts paid upon judgments, counsel fees, environmental penalties, and fines, and amounts paid in settlement (before or after suit is commenced), incurred by the employer in connection with his/her defense or settlement of any claim, action, suit or proceeding in which he/she is made a party or which may be asserted against his/her by reason of his/her employment or the performance of duties in this Agreement. Such indemnification shall be in addition to any other rights to which those indemnified may be entitled under any law, by-law, agreement, or otherwise.

19. Personal and Financial Engagement

The Employee is hereby informed that any financial transactions whatsoever with any fellow employee are strictly prohibited and any breach of this clause would be taken very seriously and shall be considered gross and professional misconduct which will attract strict disciplinary action by the management and may also lead to immediate termination without notice.

20. Modification

Any modification of this Agreement or additional obligation assumed by either party in connection with this Agreement shall be binding only if evidenced in writing signed by each party or an authorized representative of each party.

21. Severability

Each paragraph of this agreement shall be and remain separate from and independent of and severable from all and any other paragraphs herein except where otherwise indicated by the context of the agreement. The decision or declaration that one or more of the paragraphs are null and void shall have no effect on the remaining paragraphs of this agreement.

Nibav Lifts Pvt Ltd

Office Address: Nibav Towers, No.115, Kazura Garden, 1st Street, Neelangarai, Chennai - 600 115

Registered Address: Nibav Building, No 11, LB Rd, Adyar, Chennai, Tamil Nadu - 600 020

Ph: +91-44-2490 2828, E-mail: info@nibavlifts.com | CIN: U31100TN2019PTC132681 | ISO 9001 : 2015 Certified

22. Applicable Law and Jurisdiction

This Agreement shall be governed by and construed in accordance with the laws of the land which shall be Tamil Nadu. Each party hereby irrevocably submits to the exclusive jurisdiction of the courts of Chennai for the adjudication of any dispute (Civil or Criminal) hereunder or in connection herewith.

Welcome and Acceptance

We would like to take this opportunity to welcome you to Nibav Lifts Private Limited and wish you a long and rewarding career with us.

For Nibav Lifts Private Limited,



Balaraman P

HR Operations Team Lead

I hereby accept the terms and conditions of this offer letter agreement.

Name: _____

Signature: _____

Date: _____

*All the terms and condition are subject to change and will be notified by the company.

Nibav Lifts Pvt Ltd

Office Address: Nibav Towers, No.115, Kazura Garden, 1st Street, Neelangerai, Chennai - 600 115

Registered Address: Nibav Building, No 11, LB Rd, Adyar, Chennai, Tamil Nadu - 600 020

Ph: +91-44-2490 2828, E-mail: info@nibavlifts.com | CIN: U31100TN2019PTC132681 | ISO 9001 : 2015 Certified

June 3, 2023

Dear Ashwini Gaikwad

This has reference to your application and the subsequent interviews you had with us. We are pleased to offer you the position of **Associate**, at Grade **E0** in our organization at **Mumbai**.

Your annual compensation in terms of fixed cost to company will be INR. 250,000/- (Two Lakh Fifty Thousand Rupees Only). A detailed appointment letter will be issued to you, subsequent to acceptance of this offer.

Name	Ashwini Gaikwad
Designation	Associate
Role	Operations Team Member
Position	Operations Team Member-WBG OPERATIONS (OPS)-Trade Finance Operations
State	Maharashtra
With effect from	12-Jun-23

	Components	P.M.	P.A.	Frequency	Remarks
a. Basic	Basic Salary	12,963	155,550	Monthly	Minimum 40% of Fixed Pay excluding Section d (Insurances Premiums) & Additional HRA (If any).
b. Housing	House Rent Allowance	5,136	61,627	Monthly	Upto 50% of Basic Salary
c. Allowances and Benefits	Statutory Bonus	1,080	12,957	Monthly	Payable as per Payment of Bonus Act
d. Insurances Premiums	Kotak Term Life + GPA		1,200	Annual	This denotes average premium for the grade calculated as per Term Life cover for the grade. Life Insurance Policy: 1.5 times of CTC or grade-wise limit whichever is higher. Group Personal Accident Policy (GPA): 3L or 1 time CTC, whichever is higher. Refer Term Life Insurance Policy & Group Personal Accident Policy.
e. Retirals	Contribution to Provident Fund		18,666	Annual	Company's contribution towards PF @12% of Basic
Total Fixed Pay (a+b+c+d+e)	Total Fixed Pay	19,178	250,000		

Kotak Mahindra Bank Ltd.

CIN: L65110MH1985PLC038137

Kotak Infinii, Building No. 21,
Zone 4, 2nd Floor, Infiniti Park,
Off Western Express Highway,
General AK Vaidya Marg,
Malad (E), Mumbai 400097,
Maharashtra, India.

T +91 22 66056825
F +91 22 67259071
www.kotak.com

Registered Office:
27 BKC, C 27, G Block,
Bandra Kurla Complex,
Bandra (E), Mumbai 400051,
Maharashtra, India.

f. Role Based Allowances/ Benefits	- Shift Allowance - for employees working in shift as per Shift Working policy - Corporate Mobile SIM - for the roles as per Mobile Policy - Corporate Credit Card - In case your role and grades defined as per Corporate Credit Card policy - Laptop/ Desktop - as per the role eligibility and company policy.
g. Potential Variable Pay	As per the variable pay policy applicable for your role.
h. Other Benefits	- Emergency Loan - Refer to Emergency loan policy for eligibility amount and other details.

Please note that this email is intended for your understanding of the salary components only and should not be construed as a formal offer of employment. We shall issue a formal appointment letter once you give your acceptance of the above to us either on email/system. After receiving your Appointment Letter you should initiate your resignation with your current employer.

Please note your employment is subject of the positive background verification of all the details provided by you including Employment/ Educational documents. Therefore, it is advised that you submit documents best to your knowledge.

Yours sincerely,

For Kotak Mahindra Bank Ltd,

Yogesh Warulkar
TA HR Relationship Manager
Human Resources

Kotak Mahindra Bank Ltd.

CIN: L65110MH1985PLC038137

Kotak Infinii, Building No. 21,
Zone 4, 2nd Floor, Infiniti Park,
Off Western Express Highway,
General AK Vaidya Marg,
Malad (E), Mumbai 400097,
Maharashtra, India.

T +91 22 66056825
F +91 22 67259071
www.kotak.com

Registered Office:
27 BKC, C 27, G Block,
Bandra Kurla Complex,
Bandra (E), Mumbai 400051,
Maharashtra, India.

Date: 9th May 2023

Miss. Divya Sara John
Mumbai, Maharashtra.

SUB: - LETTER OF OFFER

Dear Divya,

This has reference to the interview you had with **M/s Bigshot Realty**. We are pleased to know that you would like to be a member of our Team. We are pleased to offer you a position of **Sales Executive** in our organization.

Your salary based on Cost to the Firm will be **Rs. 18,000/- P.M** (Rupees Eighteen Thousand Only). Your Performance Link Pay (Incentive) will be in the range of **Rs. 5,000 – 7,000 per deal** as per the project deal ladder.

Note:

1. Working Hours would be 10:30am - 7:30pm. For Saturday & Sunday the end time of work would depend upon workload and client visits.
2. Every week, 1 Day Off would be given between Monday to Thursday.
3. Salary would be processed between 1st to 7th of every month.
4. 30 Days' Notice period would be required to be served if the employee wants to leave the organization.
5. There is No Paid Leave in the first 3 Months from the date of joining.

Kindly submit listed documents for joining along with the acceptance of this offer letter at the time of Joining.

- Pan Card.
- Aadhar Card.
- 2 passport size photos

(If any fraudulent found in documents management will take strict action against it)

Authorized Signatory.



For Bigshot Realty

Please note that this offer is valid subject to your signing and returning the duplicate copy (attached) of this letter within Three working days.

Firm has the authority to terminate you on immediate bases in case of irregular or bad conduct.

We welcome you and are delighted that you have chosen to be part of our team. We hope your association with us will be mutually beneficial, pleasant, and fulfilling.

Authorized Signatory.

A handwritten signature in blue ink, appearing to read "Chin", with a long, sweeping underline.

For Bigshot Realty

Date: 9th May 2023

Mr. Divyansh Chaturvedi
Mumbai, Maharashtra.

SUB: - LETTER OF OFFER

Dear Divyansh,

This has reference to the interview you had with **M/s Bigshot Realty**. We are pleased to know that you would like to be a member of our Team. We are pleased to offer you a position of **Sales Executive** in our organization.

Your salary based on Cost to the Firm will be **Rs. 25,000/- P.M** (Rupees Twenty-Five Thousand Only) (Subject to 1 Deal Mandatory each month. In case 1 deal is not achieved then the fixed salary would be Rs.18,000 for that respective month).

Your Performance Link Pay (Incentive) will be in the range of **Rs. 5,000 – 7,000 per deal** as per the project deal ladder.

Note:

1. Working Hours would be 10:30am - 7:30pm. For Saturday & Sunday the end time of work would depend upon workload and client visits.
2. Every week, 1 Day Off would be given between Monday to Thursday.
3. Salary would be processed between 1st to 7th of every month.
4. 30 Days' Notice period would be required to be served if the employee wants to leave the organization.
5. There is No Paid Leave in the first 3 Months from the date of joining.

Kindly submit listed documents for joining along with the acceptance of this offer letter at the time of Joining.

- Pan Card.
- Aadhar Card.
- 2 passport size photos

(If any fraudulent found in documents management will take strict action against it)

Authorized Signatory.



For Bigshot Realty

Please note that this offer is valid subject to your signing and returning the duplicate copy (attached) of this letter within Three working days.

Firm has the authority to terminate you on immediate bases in case of irregular or bad conduct.

We welcome you and are delighted that you have chosen to be part of our team. We hope your association with us will be mutually beneficial, pleasant, and fulfilling.

Authorized Signatory.

A handwritten signature in blue ink, appearing to read 'Chinmay', with a long, sweeping underline.

For Bigshot Realty

707, 7th Floor, "Windfall",
Sahar Plaza Complex, Andheri Kurla Road,
J. B. Nagar, Andheri (E), Mumbai - 400 059.
Tel. : 022-4231 0310 • Telefax : 022-4231 0300
Email : sales@ldsinfotech.com • Visit us at www.ldsinfotech.com
CIN : U72100MH1999PTC119747



Date: 11th May 2023

Mr. Aman Mithilesh Thakur,
Building no G3 , Flat no 3
Trivedi Nagar
Palghar road Saravali
Boisar -401501

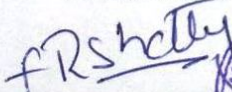
Dear Mr. Aman Mithilesh Thakur,
Sub: Offer Letter for Minitab Technical Engineer.

Further to your interview, we are pleased to appoint you in our organization as Minitab Technical Engineer with effect from 20th May 2023 on the following terms and conditions.

1. You will join LDS Infotech Pvt.Ltd not later than 20th May 2023 and salary details and other remunerations will be provided to you in writing on the day you join.
2. You shall devote your full time and attention to the work assigned to you. The company will be the sole judge to determine whether the work assigned to you is suitable to you or not.
3. You shall abide by the rules and regulations of the company which are in force or which may be framed from time to time.
4. Your appointment is subject to a probation period of 6 months. Your services may be terminated if the company finds your performance unsatisfactory or you do not achieve your assigned work target.
5. If any time, in the opinion of the company, which is final, you become insolvent or are found guilty of misconduct, absence from duty without the permission or of any other conduct considered by the company as an act of violation of one or more terms of this appointment your services may be terminated without notice.
6. You will have to give a notice period of Two months, if you wish to resign from your service from LDS, without which the company is at sole discretion to decide about your dues whatever.
7. You will be entitled to leaves and other benefits as per company rules which are in force and/or which may be framed from time to time.
8. You will report to the Managing Director.

We welcome you aboard and wish you a successful and long career with LDS Infotech.
Good Luck

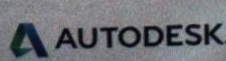
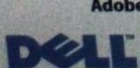
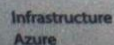
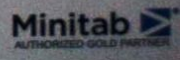
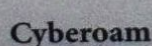
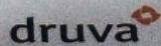
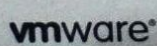
For LDS Infotech Pvt. Ltd


Amarnath Shetty
Managing Director



HR Department

AUTHORISED DEALERS FOR





eClinicalWorks - Campus Feedback

Priya Janjarukiya <priya.janjarukiya@eclinicalworks.com>
To: Placement TRCAC <placement@trcac.org.in>

Fri, Feb 17, 2023 at 4:04 PM

Hello Team,
Please find the attached feedback for the campus drive

Candidate Name	Contact Number	Final Status
Alisha Shweta Asnotkar	9769874709	Manager Select
Harsh dubey	8779565904	Manager Select
Sagar Mondal	9321596029	Manager Select
Saifurrehman Shamim Siddiqui	8850469944	Manager Select
Vipul Rai	7666563523	Manager Select
Taniya Mandal	7802084587	Manager Select
Kaneez Abdulwahab Parkar	8879182523	Manager Select
Vrindha Dharmalingam Chettiar	8451819226	Manager Select
Shivgovind Arunkumar Jaiswal	8850341094	Manager Select

Regards,
Priya Janjarukiya
Talent Acquisition | Human Resources
eClinicalWorks

Boomerang 7th Floor,
Main Chandivali Farm Road,
Near Chandivali Studio,
Andheri East Mumbai - 400072
M: +91 9167295828

priya.janjarukiya@eclinicalworks.com | <https://www.eclinicalworks.com/>

eClinicalWorks

The largest cloud-centric, fully integrated EHR for physicians, Population Health, and Patient Engagement.

130,000+ physicians | **80,000+** facilities | **17 Davies Award Winners** |
The most widely adopted cloud-based EHR in the U.S. ambulatory market according to Frost & Sullivan

CONFIDENTIALITY NOTICE TO RECIPIENT: This transmission contains confidential information belonging to the sender that is legally privileged and proprietary and may be subject to protection under the law, including the Health Insurance Portability and Accountability Act (HIPAA). If you are not the intended recipient of this e-mail, you are prohibited from sharing, copying, or otherwise using or disclosing its contents. If you have received this e-mail in error, please notify the sender immediately by reply e-mail and permanently delete this e-mail and any attachments without reading, forwarding or saving them. Thank you.

CONFIDENTIALITY NOTICE TO RECIPIENT: This transmission contains confidential information belonging to the sender that is legally privileged and proprietary and may be subject to protection under the law, including the Health Insurance Portability and Accountability Act (HIPAA). If you are not the intended recipient of this e-mail, you are prohibited from sharing, copying, or otherwise using or disclosing its contents. If you have received this e-mail in

error, please notify the sender immediately by reply e-mail and permanently delete this e-mail and any attachments without reading, forwarding or saving them. Thank you.

**HARJAI COMPUTERS | HR OPERATIONS | CAMPUS DRIVE | OFFER | THAKUR RAMNARAYAN COLLEGE**

22 messages

Sarvesh Tambe <sarvesh@harjai.com>

Tue, Jan 31, 2023 at 6:12 PM

To: Sarvesh Tambe <sarvesh@harjai.com>

Cc: Sanika Khanolkar <sanika@harjai.com>, Placement TRCAC <placement@trcac.org.in>

Dear Student,

Congratulations on clearing the interview round – It is with great pleasure that we inform you of your selection as a Junior Executive – Talent Acquisition at Harjai Computers Pvt. Ltd. Benefits that are included as an employee of Harjai Computers are:

1. Medclaim
2. 21 days Paid Leave with additional 12 Holidays
3. Lucrative Incentive as part of Talent Acquisition Department

Your expected Date of Joining tentatively is 1st June, 2023.

Your Salary Annexure is as follows:

Basic	Rs.	15100
HRA	Rs.	755
Bonus	Rs.	1094
Gross Salary		16949
ESIC	Rs.	551
Gross CTC	Rs.	17500
Gratuity	Rs.	8712
Medicclaim	Rs.	6500
21 days Leave	Rs.	11702
CTC per annum	Rs.	236912
NET SALARY		
Gross Salary		16949
ESIC		127
PT		200
Net Take Home		16622

- Date of Joining is subjected to changed based on the final year exam dates

Kindly Provide Acceptance to the offer

Sarvesh Tambe

Assistant Manager -HR
Harjai Computers Pvt. Ltd.

Maharashtra's Best Employer Brand 2021

India|USA

303 Advent Atria, Chincholi Bunder Road,
Malad (W), Mumbai-64.

Tel : (+91-22-) 40556315 | Mobile : +91 7506790197

sarvesh@harjai.com | www.harjai.com

US: 13234 Telecom Drive, Tampa, FL 33637, USA.

info@hcplglobal.com | www.hcplglobal.com

We don't make Careers, We make Lives

Sarvesh Tambe <sarvesh@harjai.com>
To: 019 sanchi Birwadkar <sanchibirwadkar28032002@gmail.com>
Cc: Sanika Khanolkar <sanika@harjai.com>, Placement TRCAC <placement@trcac.org.in>

Tue, Jan 31, 2023 at 6:37 PM

Dear Sanchi,

Greetings !!!

We look forward to have you onboard,

Sarvesh Tambe

Assistant Manager -HR
Harjai Computers Pvt. Ltd.

Maharashtra's Best Employer Brand 2021

India|USA

303 Advent Atria, Chincholi Bunder Road,
Malad (W), Mumbai-64.

Tel : (+91-22-) 40556315 | Mobile : +91 7506790197

sarvesh@harjai.com | www.harjai.com

US: 13234 Telecom Drive, Tampa, FL 33637, USA.

info@hcplglobal.com | www.hcplglobal.com

We don't make Careers, We make Lives

From: 019 sanchi Birwadkar <sanchibirwadkar28032002@gmail.com>

Sent: Tuesday, January 31, 2023 6:35 PM

To: Sarvesh Tambe <sarvesh@harjai.com>

Subject: Re: HARJAI COMPUTERS | HR OPERATIONS | CAMPUS DRIVE | OFFER | THAKUR RAMNARAYAN COLLEGE

Hello sarvesh sir,

I am in acceptance of the offer. Looking forward for long and successful career with Harjai computers.

[Quoted text hidden]

Nishant Hegde <nishanth294002@gmail.com>

Tue, Jan 31, 2023 at 9:21 PM

To: Sarvesh Tambe <sarvesh@harjai.com>

Cc: Sanika Khanolkar <sanika@harjai.com>, Placement TRCAC <placement@trcac.org.in>

I accept this offer.

[Quoted text hidden]

Sarvesh Tambe <sarvesh@harjai.com>

Wed, Feb 1, 2023 at 9:41 AM

To: Nishant Hegde <nishanth294002@gmail.com>

Cc: Sanika Khanolkar <sanika@harjai.com>, Placement TRCAC <placement@trcac.org.in>

Dear Nishant,

Greetings !!!

We look forward to have you onboard,

Sarvesh Tambe

Assistant Manager -HR

Harjai Computers Pvt. Ltd.

Maharashtra's Best Employer Brand 2021

India|USA

303 Advent Atria, Chincholi Bunder Road,

Malad (W), Mumbai-64.

Tel : (+91-22-) 40556315 | Mobile : +91 7506790197

sarvesh@harjai.com | www.harjai.com

US: 13234 Telecom Drive, Tampa, FL 33637, USA.

info@hcplglobal.com | www.hcplglobal.com

We don't make Careers, We make Lives

From: Nishant Hegde <nishanth294002@gmail.com>

Sent: Tuesday, January 31, 2023 9:21 PM

To: Sarvesh Tambe <sarvesh@harjai.com>

Cc: Sanika Khanolkar <sanika@harjai.com>; Placement TRCAC <placement@trcac.org.in>

Subject: Re: HARJAI COMPUTERS | HR OPERATIONS | CAMPUS DRIVE | OFFER | THAKUR RAMNARAYAN COLLEGE

[Quoted text hidden]

Kajal Mourya <kajalmourya782@gmail.com>

Wed, Feb 1, 2023 at 10:03 AM

To: Sarvesh Tambe <sarvesh@harjai.com>

Cc: Sanika Khanolkar <sanika@harjai.com>, Placement TRCAC <placement@trcac.org.in>

I accept the offer.

On Tue, 31 Jan, 2023, 6:12 pm Sarvesh Tambe, <sarvesh@harjai.com> wrote:

[Quoted text hidden]

Sarvesh Tambe <sarvesh@harjai.com>
To: Kajal Mourya <kajalmourya782@gmail.com>
Cc: Sanika Khanolkar <sanika@harjai.com>, Placement TRCAC <placement@trcac.org.in>

Wed, Feb 1, 2023 at 10:07 AM

Dear Kajal,

Greetings !!!

We look forward to have you onboard,

Sarvesh Tambe

Assistant Manager -HR
Harjai Computers Pvt. Ltd.

Maharashtra's Best Employer Brand 2021

India|USA
303 Advent Atria, Chincholi Bunder Road,
Malad (W), Mumbai-64.
Tel : (+91-22-) 40556315 | Mobile : +91 7506790197
sarvesh@harjai.com | www.harjai.com

US: 13234 Telecom Drive, Tampa, FL 33637, USA.
info@hcplglobal.com | www.hcplglobal.com
We don't make Careers, We make Lives

From: Kajal Mourya <kajalmourya782@gmail.com>
Sent: Wednesday, February 1, 2023 10:03 AM
To: Sarvesh Tambe <sarvesh@harjai.com>
Cc: Sanika Khanolkar <sanika@harjai.com>; Placement TRCAC <placement@trcac.org.in>
Subject: Re: HARJAI COMPUTERS | HR OPERATIONS | CAMPUS DRIVE | OFFER | THAKUR RAMNARAYAN COLLEGE

[Quoted text hidden]

Soni Vishwakarma <vishwakarmasoni358@gmail.com>
To: Sarvesh Tambe <sarvesh@harjai.com>
Cc: Sanika Khanolkar <sanika@harjai.com>, Placement TRCAC <placement@trcac.org.in>

Wed, Feb 1, 2023 at 10:07 AM

I accept the offer.

[Quoted text hidden]

Kajal Mourya <kajalmourya782@gmail.com>
To: Sarvesh Tambe <sarvesh@harjai.com>
Cc: Sanika Khanolkar <sanika@harjai.com>, Placement TRCAC <placement@trcac.org.in>

Wed, Feb 1, 2023 at 10:10 AM

I accept the offer.

[Quoted text hidden]

Sarvesh Tambe <sarvesh@harjai.com>

Wed, Feb 1, 2023 at 10:11 AM

To: Soni Vishwakarma <vishwakarmasoni358@gmail.com>

Cc: Sanika Khanolkar <sanika@harjai.com>, Placement TRCAC <placement@trcac.org.in>

Dear Soni,

Greetings !!!

We look forward to have you onboard,

Sarvesh Tambe

Assistant Manager -HR

Harjai Computers Pvt. Ltd.

Maharashtra's Best Employer Brand 2021

India|USA

303 Advent Atria, Chincholi Bunder Road,

Malad (W), Mumbai-64.

Tel : (+91-22-) 40556315 | Mobile : +91 7506790197

sarvesh@harjai.com | www.harjai.com

US: 13234 Telecom Drive, Tampa, FL 33637, USA.

info@hcplglobal.com | www.hcplglobal.com

We don't make Careers, We make Lives

From: Soni Vishwakarma <vishwakarmasoni358@gmail.com>

Sent: Wednesday, February 1, 2023 10:07 AM

To: Sarvesh Tambe <sarvesh@harjai.com>

Cc: Sanika Khanolkar <sanika@harjai.com>; Placement TRCAC <placement@trcac.org.in>

Subject: Re: HARJAI COMPUTERS | HR OPERATIONS | CAMPUS DRIVE | OFFER | THAKUR RAMNARAYAN COLLEGE

[Quoted text hidden]

Nishant Hegde <nishanth294002@gmail.com>

Wed, Feb 1, 2023 at 10:22 AM

To: Sarvesh Tambe <sarvesh@harjai.com>

Cc: Sanika Khanolkar <sanika@harjai.com>, Placement TRCAC <placement@trcac.org.in>

Thank you for your response.

[Quoted text hidden]

Soni Vishwakarma <vishwakarmasoni358@gmail.com>

Wed, Feb 1, 2023 at 10:25 AM

To: Sarvesh Tambe <sarvesh@harjai.com>

Cc: Sanika Khanolkar <sanika@harjai.com>, Placement TRCAC <placement@trcac.org.in>

Thank you for your response.

[Quoted text hidden]

036 Sharvari Salunke <sharvarisalunke16@gmail.com>

Wed, Feb 1, 2023 at 11:31 AM

To: Sarvesh Tambe <sarvesh@harjai.com>

Cc: Sanika Khanolkar <sanika@harjai.com>, Placement TRCAC <placement@trcac.org.in>

I accept the offer.

On Tue, 31 Jan, 2023, 6:12 pm Sarvesh Tambe, <sarvesh@harjai.com> wrote:

[Quoted text hidden]

080 Archana Dubey <darchana102@gmail.com>

Wed, Feb 1, 2023 at 4:07 PM

To: Sarvesh Tambe <sarvesh@harjai.com>

Cc: Sanika Khanolkar <sanika@harjai.com>, Placement TRCAC <placement@trcac.org.in>

Okay,

I Accept the given offer.

[Quoted text hidden]

Dhansay Affana <dhansay.affana@gmail.com>

Wed, Feb 1, 2023 at 7:23 PM

To: Sarvesh Tambe <sarvesh@harjai.com>

Cc: Sanika Khanolkar <sanika@harjai.com>, Placement TRCAC <placement@trcac.org.in>

I accept this offer.

[Quoted text hidden]

Kshitij Patil <kshitijpatil1833@gmail.com>

Thu, Feb 2, 2023 at 6:10 PM

To: Sarvesh Tambe <sarvesh@harjai.com>

Cc: Placement TRCAC <placement@trcac.org.in>, Sanika Khanolkar <sanika@harjai.com>

Thank you so much for the opportunity,

I accept the offer.

[Quoted text hidden]

Jhanvi Panchal <panchaljhanvi09@gmail.com>

Thu, Feb 2, 2023 at 6:24 PM

To: Sarvesh Tambe <sarvesh@harjai.com>

Cc: Placement TRCAC <placement@trcac.org.in>, Sanika Khanolkar <sanika@harjai.com>

I accept this offer.

Thank you so much for the opportunity!

[Quoted text hidden]

Shraddha Singh <shraddhalilysingh@gmail.com>

Thu, Feb 2, 2023 at 6:38 PM

To: Sarvesh Tambe <sarvesh@harjai.com>

Cc: Sanika Khanolkar <sanika@harjai.com>, Placement TRCAC <placement@trcac.org.in>

Dear Sarvesh ,

Greetings of the day !!!

Thank you for your offer of Junior Executive – Talent Acquisition at Harjai Computers. I am delighted to formally accept the offer, and I am very much looking forward to joining the team.

I can confirm that my starting date of employment will be 13th February 2023. If there is any additional information you need prior to this date, please let me know.

Once again, thank you very much for the opportunity, and I look forward to working with you.

Kind regards,

Shraddha Singh.

Contact: +91 8080606070

On Tue, 31 Jan, 2023, 6:12 pm Sarvesh Tambe, <sarvesh@harjai.com> wrote:

[Quoted text hidden]

Sarvesh Tambe <sarvesh@harjai.com>
To: "jaiswalvanshika96@gmail.com" <jaiswalvanshika96@gmail.com>
Cc: Sanika Khanolkar <sanika@harjai.com>, Placement TRCAC <placement@trcac.org.in>

Sat, Feb 4, 2023 at 6:19 PM

[Quoted text hidden]

vanshika Jaiswal <jaiswalvanshika96@gmail.com>
To: Sarvesh Tambe <sarvesh@harjai.com>
Cc: Sanika Khanolkar <sanika@harjai.com>, Placement TRCAC <placement@trcac.org.in>

Sat, Feb 4, 2023 at 6:21 PM

I accept the offer.

[Quoted text hidden]

Placement TRCAC <placement@trcac.org.in>
To: "nairs@tnsif.org" <nairs@tnsif.org>

Mon, Feb 13, 2023 at 10:38 PM

[Quoted text hidden]

Placement TRCAC <placement@trcac.org.in>
To: nairs@tnsif.org

Mon, Feb 13, 2023 at 11:48 PM

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

From: **Kajal Mourya** <kajalmourya782@gmail.com>

Date: Wed, Feb 1, 2023, 10:03 AM

Subject: Re: HARJAI COMPUTERS | HR OPERATIONS | CAMPUS DRIVE | OFFER | THAKUR RAMNARAYAN COLLEGE

To: Sarvesh Tambe <sarvesh@harjai.com>

[Quoted text hidden]

[Quoted text hidden]

Placement TRCAC <placement@trcac.org.in>
To: nairs@tnsif.org

Mon, Feb 13, 2023 at 11:49 PM

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

From: **Soni Vishwakarma** <vishwakarmasoni358@gmail.com>

Date: Wed, Feb 1, 2023, 10:07 AM

Subject: Re: HARJAI COMPUTERS | HR OPERATIONS | CAMPUS DRIVE | OFFER | THAKUR RAMNARAYAN COLLEGE

To: Sarvesh Tambe <sarvesh@harjai.com>

Cc: Sanika Khanolkar <sanika@harjai.com>, Placement TRCAC <placement@trcac.org.in>

[Quoted text hidden]



Graduate Campus Drive, Physical || Thakur College, Mumbai #Business#

Placement TRCAC <placement@trcac.org.in>

Wed, Dec 28, 2022 at 7:05 PM

To: Vinayak Gawas /EXT/HR/ICICILOMBARD/VASHI <vinayak.gawas@ext.icicilombard.com>

Dear Team,

Please find the required information for on-boarding.

Name of the Candidate	Email Address	Contact No.	Gender	Earliest Expected Date	Days of leaves required for exams (incase leave needed)	Students Hometown
Anjali Singh	singhanjali0894@gmail.com	7039793576	Female	May, 2023	Students will be joining after exam so no exam leave needed	U.P.
Aniket Yadav	anikety432@gmail.com	8104705046	Male	May, 2023		U.P.

- Best Regards,
Ms. Daksha Choudhary
Co-Chairperson | Training Head | Placement and Higher Education

Email ID - placement@trcac.org.in
Handphone - 8097234012.

Website - www.trcac.org.in



Thakur Educational Trust's (Regd.)

**THAKUR RAMNARAYAN
COLLEGE OF ARTS & COMMERCE**

ISO 21001:2018 Certified



Thakur Ramnarayan Educational Campus, S.V. Road, Dahisar (East), Mumbai - 400 068
Tel: 022 2828 1200 | Fax: 022 2828 1300 | www.trcac.org.in

[Quoted text hidden]



Fwd: Graduate Campus Placement Drive | ICICI Lombard #Business#

1 message

placement tcsc <placement@tcsc.edu.in>
To: Placement TRCAC <placement@trcac.org.in>

Fri, Dec 2, 2022 at 12:23 PM

Kindly Process

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

From: **Vinayak Gawas /EXT/HR/ICICILOMBARD/VASHI** <vinayak.gawas@ext.icicilombard.com>

Date: Wed, Nov 30, 2022 at 7:49 PM

Subject: Graduate Campus Placement Drive | ICICI Lombard #Business#

To:

Cc: Praveenkumar Tiwari /HR/ICICILOMBARD/VASHI <praveenkumar.tiwari@icicilombard.com>, Nandani Kumari /EXT/HR/ICICILOMBARD/DLI <nandani.kumari@ext.icicilombard.com>

Dear Colleagues,

It was a pleasure connecting with you today over the call. We would be pleased to engage with for the campus hiring.

ICICI Lombard General Insurance Company Limited is one of the leading private sector general insurance companies in India. We would like to participate in campus drive at your institute at which would give a rewarding career to the students (Final Year of BA, Bcom, Bsci, BBA, BCA..)

Request you to refer below details & share your acknowledgement to take the plan ahead, I will share Job Description & Communication posters with you, In turn you can share with all the students post your acknowledgement.

After completion of selection process we will engage with students via classroom & online training between January & February to keep them engaged & motivated this will help to build students confidence to take up the roles & responsibility , total duration of training will be **24 hours** including Offline & virtual mode.

CTC Detail:

Compensation	Fix Pay	Bonus	Performance Incentive
1 st Year of joining	250000 LPA	50000	Up to 250000 LPA
2 nd Year of Joining	3000000 LPA	0	Up to 250000 LPA

Thanks & Regards,

Vinayak Gawas

HR Team

ICICI Lombard GIC Ltd.

Ph.No: +91 87795 67202

"Please note that this email and message, including any attachments, is intended solely for the individual (s) or entity (ies) to whom it is addressed and may contain information that is private, confidential and privileged. In case you are not the intended recipient, request you to notify the sender by reply mail and delete this email, including any copies or attachments from your system. Any unauthorized dissemination, disclosure, copy and/or use of the contents of this communication, including the attachment, to anyone is strictly prohibited and punishable by law.

Opinions, conclusions and statements of intent expressed in this e-mail are of the sender and ICICI Lombard General Insurance Company Limited (Company) does not accept liability for the views expressed in this email unless confirmed by an authorized representative of the Company independently of this communication. E-mail transmission cannot be guaranteed to be secure or error-free as information could be intercepted, corrupted, lost, destroyed, incomplete or contain viruses and the Company accepts no liability for any damage caused by the limitations of the e-mail transmission."

--
Dr. Girish Tere
Coordinator, Training & Placement Cell (TPC) &
Professor, Dept. of Computer Science,
Thakur College of Science and Commerce

Email: placement@tsc.edu.in
Mobile: +91 9920319945
College Tel Nos: 022 28870627, 022 28462565
College Fax: 022 28868822

<https://www.tsc.edu.in/page/placements-tpc-contact-us/>



Placement TRCAC <placement@trcac.org.in>

List of Documents required

2 messages

Shilpa Pallikadavath <shilpa.pallikadavath@idfy.com>
 To: shahdeep788@gmail.com
 Cc: placement@trcac.org.in, placement tcsc <placement@tcsc.edu.in>

Wed, May 10, 2023 at 12:54 PM

Hi Deep,

We are glad to inform you that you have been selected for proceeding ahead with the offer discussions. I request you please send me the following documents.

1. PAN card copy (ID proof)
2. Aadhar Card (Address proof)

Regards,



Shilpa Pallikadavath
 TA Specialist

+91-8369067486

[IDfy.com](https://www.idfy.com) | [LinkedIn](#) | [Instagram](#)

Corporate / Registered Office : IDfy, 8th Floor, Skyline Icon, Andheri – Kurla Road, Chimatpada, Marol, Andheri East, Mumbai MH 400059 IN

[Website](#) | [LinkedIn](#) | [Instagram](#) | [Blog](#) | [Contact Us](#) | [Map](#) | [Join us!](#)

CIN U74900MH2011PTC291275

This message (including any attachments hereto) is confidential and is intended solely for the addressee. If you are not the intended recipient, you are hereby notified that any disclosure, copying, distribution or taking any action in reliance on the contents of this information is strictly prohibited and may be unlawful. If you have received this message in error, you are requested to delete it from your system and to contact the sender by replying to this message immediately. Baldor Technologies Private Limited is not liable for the improper transmission of this message nor for any damage sustained as a result of this message.

Deep Shah <shahdeep788@gmail.com>
 To: Shilpa Pallikadavath <shilpa.pallikadavath@idfy.com>
 Cc: placement@trcac.org.in, placement tcsc <placement@tcsc.edu.in>

Wed, May 10, 2023 at 7:30 PM

Hi Shilpa Ma'am,

Thank you for offering me the position of process executive at IDfy. I am very excited about this opportunity and would like to formally accept the offer.

I appreciate the time and effort that you and your team have taken to consider my application and to provide me with the details of the offer. I am looking forward to working with your company and contributing to its success.

PFA of the documents you asked for and if there are any additional steps or paperwork required, please let me know and I will be happy to provide them.

Please let me know the joining date.

Thank you again for this wonderful opportunity, and I look forward to starting my new role at IDfy.

Sincerely,

Deep Shah

[Quoted text hidden]

2 attachments



IMG-20230130-WA0003.jpg
53K



IMG-20230130-WA0002.jpg
79K



Fwd: Campus Placement - Graduate Trainee

Sumana Pandit <Sumana.Pandit@jmfl.com>

Mon, May 8, 2023 at 5:25 PM

To: Placement TRCAC <placement@trcac.org.in>

Cc: Sanskriti Saxena <Sanskriti.Saxena@jmfl.com>, Terence Raphael <Terence.Raphael@jmfl.com>

Hi Daksha,

Please note Kshitij Patil is selected, kindly share the below listed required documents of the candidate for further process,

Request you to send the following documents:

- Aadhar Card
- Pan Card
- 10th Marksheet/Certificate
- 12th Marksheet/ Certificate
- Graduation/Post graduation all Marksheets/ Certificate
- Updated CV
- Passport Size Photo

Best Regards,

Sumana Pandit

Manager | Human Resources

JM Financial Products Limited

Corporate Identity Number: U67190MH2007PTC174287

4th floor Suashish IT Park, Plot No. 68E, off Datta Pada Road, Opp. Tata Steel, Borivali (East) Mumbai - 400 066

Phone: Direct :912245057159 | Board :

Cell : 9833130412 |

E-Mail: Sumana.Pandit@jmfl.com

URL: www.jmfinancialarc.com



Disclaimer: This email is solely for the addressee(s) and may contain confidential information. If you have received this email in error, please destroy and notify sender immediately. Sender does not intend to waive confidentiality or privilege. If you have received this email in error and / or are not the intended recipient, you are notified that reading, using, copying, printing, forwarding or distributing of this

email is strictly prohibited. You are therefore advised to immediately delete this email communication including any attachments permanently from all your systems wherein this email may be received or stored intentionally and/or inadvertently.

From: Placement TRCAC <placement@trcac.org.in>

Sent: 08 May 2023 16:47

To: Sumana Pandit <Sumana.Pandit@jmfl.com>

[Quoted text hidden]

[Quoted text hidden]



Offer Letter

Role: **MERN Stack Developer Intern**

Location: Mumbai

Date: 30th August 2022

Dear Husien Vora,

Further to our discussions, we are pleased to offer you the Position of a **MERN Stack Developer Intern** in our organization. This offer takes effect from the date of joining on **5th September 2022**.

We would request you to report at the following address:

Office no 4, Ak Estate, SV Road, Goregaon (West), Mumbai, India – 400062.

Stipend during internship will be **Rs.5000/-** for **6 Months** and on successful completion of the Internship, the candidate will be converted into a full-time employee with us. The candidate will be given a CTC between **2,00,000/- to 3,00,000/- LPA**, which will also depend on how well the candidate performs during the internship.

Note:

-Taxes will be deducted as applicable.

The structure of your compensation plan may be altered/changed from time to time in line with the Compensation policy and practices of the Organization.

You will abide by the rules and regulations of the Firm as may be in force from time to time and if any violation made would be subjected to the Disciplinary action.

The Company reserves the right to determine the type of & range of work you may be subsequently called upon to perform and the place where you may be posted. Your appointment is subject to reporting on the client's office (on-site) which may also be altered and changed on Company's discretion.

Leave Policy: As per the Firm's policy, every employee on completion of the probation period of 6 months will be eligible for paid leaves on a pro – rata basis for the FY.

- Prior notice should be served for all the leaves taken
- Sick leaves taken should be informed on the same day before 9.00 am.
- Any leaves taken on a Friday or Monday will lead to deductions in the salary for the following or preceding Saturdays and Sundays as well.
- Any leaves required for 2 days should be served with 15 days prior notice.
- Any leaves required for more than 2 days should be served with 30 days prior notice.
- Any un-approved leaves if taken shall lead to termination.



Notice Period Policy: As per the Firm's policy, every employee shall serve a notice period of 3 months prior to the date of resigning. In case you fail to serve the required notice period he/she will have to forthwith & pay a sum equivalent to the remaining notice duration of his/her salary.

Your appointment is subject to satisfactory reference checks and clearance from any secrecy/service agreements that you may have executed, which could have a bearing on your working with us.

This letter of offer is based on the information furnished in your application for employment and during the interviews you had with us. If at any time in the future, it comes to light that any of this information is incorrect or any relevant information has been withheld, then your employer is liable to be terminated without notice.

This offer is valid till **30th August 2022**. If you do not confirm the acceptance, AIAB Ventures Pvt Ltd. has the right to withdraw the offer.

We welcome you to our organization and look forward to your contribution to the growth of the organization and yourself.

On the date of joining, please bring the following documents for verification and submission:

- Original and copies of Educational Certificates and Mark Sheets.
- Relieving letter & Experience Certificate from previous Employer[s] (if any).
- Salary Certificate from the previous employer (if any).
- Original & copy of your ID Proof, Address Proof, PAN Card.
- Two Passport Size Photographs.

Kindly sign and return to us the duplicate copy of this letter as your Acceptance along with the Employee agreement duly signed.

Wish you all the best!

Yours Sincerely,

AIAB Ventures Pvt Ltd



Placement TRCAC <placement@trcac.org.in>

Fwd: Regarding candidates selected from campus placement drive

Chomal,Vishakha <vchomal@phillipcapital.in>
 To: Placement TRCAC <placement@trcac.org.in>
 Cc: "Bagri, Varun" <vbagri@phillipcapital.in>

Thu, Apr 27, 2023 at 7:22 AM

Dear team,

This is to inform you below candidates are selected at PhillipCapital India Pvt. Ltd. from campus placement drive-

Himanshi Jain
 Job location- Andheri

Amisha Singh
 Job location- Lower Parel

The offer letter will be provided by this weekend. Joining date for both the candidates is 2nd May, 2023.

Thanks & Regards,
 Vishakha.

DISCLAIMER: *****

***** This email has been sent by PhillipCapital (India) Pvt. Ltd. / Phillip Commodities India Pvt. Ltd. / Phillip (India) Pvt. Ltd. / Phillip Centralized Services India Pvt. Ltd. / Phillip Finance & Investment Services India Pvt. Ltd. / Phillip Ventures IFSC Pvt. Ltd. (PhillipCapital) a member of Phillip Capital group. This message may contain financial product advice. Any such advice does not take into account your particular financial objectives, situation or needs. Opinions, conclusions and other information expressed in this email are not given or endorsed by us unless otherwise indicated. We do not warrant the correctness of any information herein or the appropriateness of any transaction. The contents of this electronic communication and any attachments are for informational purposes only and under no circumstances should they be construed as an offer to sell or a solicitation to buy any futures contract, option, security, commodity, or derivative including foreign exchange. Risk of loss in trading/investment can be substantial and even more than the amount / margin given by you. You should carefully consider whether trading/investment is appropriate for you in light of your experience, objectives, financial resources and other relevant circumstances. PhillipCapital and any of its employees, directors, associates, group entities, affiliates shall not be liable for losses, if any, incurred by you. You are further cautioned that trading/investments in financial markets are subject to market risks and are advised to seek independent third party trading/investment advice outside PhillipCapital/group/associates/affiliates/directors/employees before and during your trading/investment. There is no guarantee/assurance as to returns or profits or capital protection or appreciation. PhillipCapital and any of its employees, directors, associates, group entities, affiliates is not inducing you for trading/investing in the financial market(s). Trading/Investment decision is your sole responsibility. The integrity and security of e-mail communication cannot be guaranteed via the public Internet as information can be intercepted, corrupted, lost, destroyed, arrive late or contain viruses. PhillipCapital hereby disclaims any liability for the correct and complete transmission of information contained in e-mail messages or for any delay in its receipt. If verification of the content of any e-mail communication is required, please request a hard copy version of the e-mail from the original sender. Any views or opinions expressed in e-mail are solely those of the author and do not necessarily represent those of PhillipCapital/group/associates/affiliates/directors. While PhillipCapital endeavours to check all incoming and outgoing messages for the presence of computer viruses, neither PhillipCapital nor the sender will accept any responsibility for viruses or malicious code embedded in e-mail messages and it is the recipient's responsibility to scan or otherwise check the content of e-mail messages for the presence of the same. PhillipCapital accepts no liability for the contents/attachments of this e-mail, or for the consequences of any actions taken on the basis of the information provided, unless information is subsequently confirmed in writing and signed either by a Director who is on the Board of Directors of the company or Head of Compliance or Head of Finance of PhillipCapital. This email and any attachments are intended solely for the personal and confidential use of the recipient of this electronic communication. If you are not the intended recipient, you are hereby notified that any use, dissemination, distribution or copying of this communication is strictly prohibited and you are requested to return this message to the sender immediately and delete all copies of email and attachments from your system. All electronic communication may be reviewed by authorized personnel and may be provided to regulatory authorities or others with a legal right to access such information. At various times, PhillipCapital/group/associates/affiliates/directors/employees may have positions in and effect transactions in securities or other financial instruments referred to herein. Opinions expressed herein are statements only of the date indicated and are not given or endorsed by PhillipCapital unless otherwise indicated

either by the Director on the Board or Head of Compliance or Head of Finance of PhillipCapital. Due to the electronic nature of electronic communication, there is a risk that the information contained in this message may be modified. Consequently, PhillipCapital cannot guarantee that messages or attachments are virus free, do not contain malicious code or are compatible with your electronic systems and PhillipCapital does not accept liability in respect of viruses, malicious code or any related problems that you may experience. Trading in futures, securities, commodities, options or other derivatives, foreign exchange and OTC products entails significant risks, which must be understood prior to trading and may not be appropriate for all investors. Please contact your Relationship Manager for more information on these risks. Past performance of actual trades or strategies cited herein is not necessarily indicative of future performance. Privacy policy would be available upon request. GENERAL ADVICE WARNING: Please note that any advice given by PhillipCapital's staff is deemed to be GENERAL advice, as the information or advice given does not take into account your particular objectives, financial situation or needs and PhillipCapital will not be held responsible for any losses on such advice. Therefore at all times you should consider the appropriateness of the advice before you act further. For Detailed Disclaimer: Please visit our website www.phillipcapital.in

Date: 23-Mar-2023

Name: Pragati Shetty

Location: Mumbai

Dear Pragati,

Sub: Letter of Intent

Congratulations!

This is to inform you that **Kotak Mahindra Bank Ltd (“Bank”)** and **EXPERTRONS TECHNOLOGIES PRIVATE LIMITED (“ETPL”)** have jointly entered into an agreement, where ETPL will conduct a **Post Graduate Certification Program - BFSI (PGCP – BFSI)** (hereinafter referred to as “**Certificate Course**”) and Kotak Mahindra Bank Ltd will issue Letter of Appointment to you, post successful completion of the certificate course.

With reference to your application and subsequent interview, we are pleased to select you for the Certificate Course.

1. Location, Grade, Role & Remuneration:

- a. On successful completion of the Certificate Course, you will be offered employment with Bank in grade **M1** as Corporate Account Manager-NTB at Total Annual Fixed Pay **350000**. You will initially posted at Mumbai on joining. The location of the reporting office will be communicated to you through Letter of Appointment.
- b. On completion of 12 Months from the date of joining in the Bank’s employment and subject to your confirmation in the services, you will be paid Rs20,000/- (Rupees Twenty Thousand only) as joining bonus.
- c. You will be issued a separate Letter of Appointment to this effect, which shall contain your break up of compensation package, probation period, location of posting and terms and conditions of your employment with Bank.

2. Course details:

- a. The Virtual training shall be for a period of 3 Weeks/ 100 hours and will have periodical assessment throughout the Certificate Course. On successful completion of the Certificate Course, ETPL will award you a Certificate and you will be on boarded on the rolls of Kotak Mahindra Bank Ltd.
 - b. The Certificate Course is scheduled to commence from 11th April 2023. The details of the course including the brochure and the course details shall be sent to you separately by ETPL.
 - c. Course Fees 36,000/- (Rupees Thirty Six Thousnad Only) plus GST as applicable shall be paid to ETPL prior to joining the course.
3. You are required to submit self-attested copies of your KYC, Mark Sheets/ Certificate of 10th, 12th Standard and Graduation & or Post graduation to the Bank. In the event the Bank finds that the certificates produced by you are forged, fabricated or not genuine, the Bank shall take appropriate action in the matter as it deems fit including cancelling your appointment for the Certificate Course or terminating your services with the Bank, as the case may be.
4. Post joining Bank you will be required to undergo various skill-based training programs as defined by your respective business from time to time.

Kotak Mahindra Bank Limited

CIN L65110MH1985PLC038137
Kotak Infiniti, Building No. 21,
Zone 4, 2nd Floor, Infinity Park
Off Western Express Highway
General A KMarg,
Malad (E), Mumbai - 400097
India.

T +91 22 66056825
F +91 22 67259071
www.kotak.com

Registered Office:
27 BKC, C 27, G Block,
Bandra Kurla Complex,
Bandra (E), Mumbai - 400 051
India.

5. During the employment with the Bank, you will be governed by the terms and conditions framed by the Bank as outlined in the Appointment Letter.
6. The scope of this letter and terms mentioned above are limited to the Certificate Course you are selected for, your employment with the Bank will commence upon issuance of the Appointment Letter.

On conformity with the above-mentioned terms and conditions, please intimate your acceptance to us by returning a copy of this letter, duly signed by you, within 3 days of receipt of this letter. In case no confirmation is received from you within the above mentioned period, this letter stands withdrawn.

Yours Sincerely,

For Kotak Mahindra Bank Limited



Digitally signed
by Manoj
Phadnis
Date:
2023.03.24
12:31:42 +05:30

Authorized Signatory

I hereby declare that having carefully considered the Letter of Intent, I accept the above Letter of Intent made to me and I shall join the Certificate Course as per the prescribed schedule. All other terms and conditions mentioned in the above offer are acceptable to me.

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

Signature of the Candidate

Kotak Mahindra Bank Limited

CIN L65110MH1985PLC038137
Kotak Infiniti, Building No. 21,
Zone 4, 2nd Floor, Infinity Park
Off Western Express Highway
General A K Marg,
Malad (E), Mumbai - 400097
India.

T +91 22 66056825
F +91 22 67259071
www.kotak.com

Registered Office:
27 BKC, C 27, G Block,
Bandra Kurla Complex,
Bandra (E), Mumbai - 400 051
India.

Date: 23-Mar-2023

Name: Shifa Hussain

Location: Mumbai

Dear Shifa,

Sub: Letter of Intent

Congratulations!

This is to inform you that **Kotak Mahindra Bank Ltd (“Bank”)** and **EXPERTRONS TECHNOLOGIES PRIVATE LIMITED (“ETPL”)** have jointly entered into an agreement, where ETPL will conduct a **Post Graduate Certification Program - BFSI (PGCP – BFSI)** (hereinafter referred to as **“Certificate Course”**) and Kotak Mahindra Bank Ltd will issue Letter of Appointment to you, post successful completion of the certificate course.

With reference to your application and subsequent interview, we are pleased to select you for the Certificate Course.

1. Location, Grade, Role & Remuneration:

- a. On successful completion of the Certificate Course, you will be offered employment with Bank in grade **M1** as Corporate Account Manager-NTB at Total Annual Fixed Pay **350000**. You will initially posted at Mumbai on joining. The location of the reporting office will be communicated to you through Letter of Appointment.
- b. On completion of 12 Months from the date of joining in the Bank’s employment and subject to your confirmation in the services, you will be paid Rs20,000/- (Rupees Twenty Thousand only) as joining bonus.
- c. You will be issued a separate Letter of Appointment to this effect, which shall contain your break up of compensation package, probation period, location of posting and terms and conditions of your employment with Bank.

2. Course details:

- a. The Virtual training shall be for a period of 3 Weeks/ 100 hours and will have periodical assessment throughout the Certificate Course. On successful completion of the Certificate Course, ETPL will award you a Certificate and you will be on boarded on the rolls of Kotak Mahindra Bank Ltd.
 - b. The Certificate Course is scheduled to commence from 11th April 2023. The details of the course including the brochure and the course details shall be sent to you separately by ETPL.
 - c. Course Fees 36,000/- (Rupees Thirty Six Thousnad Only) plus GST as applicable shall be paid to ETPL prior to joining the course.
3. You are required to submit self-attested copies of your KYC, Mark Sheets/ Certificate of 10th, 12th Standard and Graduation & or Post graduation to the Bank. In the event the Bank finds that the certificates produced by you are forged, fabricated or not genuine, the Bank shall take appropriate action in the matter as it deems fit including cancelling your appointment for the Certificate Course or terminating your services with the Bank, as the case may be.
4. Post joining Bank you will be required to undergo various skill-based training programs as defined by your respective business from time to time.

Kotak Mahindra Bank Limited

CIN L65110MH1985PLC038137
Kotak Infiniti, Building No. 21,
Zone 4, 2nd Floor, Infinity Park
Off Western Express Highway
General A KMarg,
Malad (E), Mumbai - 400097
India.

T +91 22 66056825
F +91 22 67259071
www.kotak.com

Registered Office:
27 BKC, C 27, G Block,
Bandra Kurla Complex,
Bandra (E), Mumbai - 400 051
India.

5. During the employment with the Bank, you will be governed by the terms and conditions framed by the Bank as outlined in the Appointment Letter.
6. The scope of this letter and terms mentioned above are limited to the Certificate Course you are selected for, your employment with the Bank will commence upon issuance of the Appointment Letter.

On conformity with the above-mentioned terms and conditions, please intimate your acceptance to us by returning a copy of this letter, duly signed by you, within 3 days of receipt of this letter. In case no confirmation is received from you within the above mentioned period, this letter stands withdrawn.

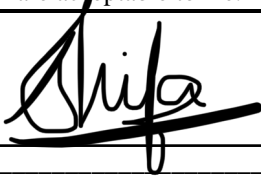
Yours Sincerely,
For Kotak Mahindra Bank Limited



Digitally signed
by Manoj
Phadnis
Date:
2023.03.24
12:23:20 +05:30

Authorized Signatory

I hereby declare that having carefully considered the Letter of Intent, I accept the above Letter of Intent made to me and I shall join the Certificate Course as per the prescribed schedule. All other terms and conditions mentioned in the above offer are acceptable to me.



Signature of the Candidate

Kotak Mahindra Bank Limited

CIN L65110MH1985PLC038137
Kotak Infiniti, Building No. 21,
Zone 4, 2nd Floor, Infinity Park
Off Western Express Highway
General A K Marg,
Malad (E), Mumbai - 400097
India.

T +91 22 66056825
F +91 22 67259071
www.kotak.com

Registered Office:
27 BKC, C 27, G Block,
Bandra Kurla Complex,
Bandra (E), Mumbai - 400 051
India.

Date: 23-Mar-2023

Name: Piya Makwana

Location: Mumbai

Dear Piya,

Sub: Letter of Intent

Congratulations!

This is to inform you that **Kotak Mahindra Bank Ltd (“Bank”)** and **EXPERTRONS TECHNOLOGIES PRIVATE LIMITED (“ETPL”)** have jointly entered into an agreement, where ETPL will conduct a **Post Graduate Certification Program - BFSI (PGCP – BFSI)** (hereinafter referred to as “**Certificate Course**”) and Kotak Mahindra Bank Ltd will issue Letter of Appointment to you, post successful completion of the certificate course.

With reference to your application and subsequent interview, we are pleased to select you for the Certificate Course.

1. Location, Grade, Role & Remuneration:

- a. On successful completion of the Certificate Course, you will be offered employment with Bank in grade **M1** as Corporate Account Manager-NTB at Total Annual Fixed Pay **350000**. You will initially posted at Mumbai on joining. The location of the reporting office will be communicated to you through Letter of Appointment.
- b. On completion of 12 Months from the date of joining in the Bank’s employment and subject to your confirmation in the services, you will be paid Rs20,000/- (Rupees Twenty Thousand only) as joining bonus.
- c. You will be issued a separate Letter of Appointment to this effect, which shall contain your break up of compensation package, probation period, location of posting and terms and conditions of your employment with Bank.

2. Course details:

- a. The Virtual training shall be for a period of 3 Weeks/ 100 hours and will have periodical assessment throughout the Certificate Course. On successful completion of the Certificate Course, ETPL will award you a Certificate and you will be on boarded on the rolls of Kotak Mahindra Bank Ltd.
 - b. The Certificate Course is scheduled to commence from 11th April 2023. The details of the course including the brochure and the course details shall be sent to you separately by ETPL.
 - c. Course Fees 36,000/- (Rupees Thirty Six Thousnad Only) plus GST as applicable shall be paid to ETPL prior to joining the course.
3. You are required to submit self-attested copies of your KYC, Mark Sheets/ Certificate of 10th, 12th Standard and Graduation & or Post graduation to the Bank. In the event the Bank finds that the certificates produced by you are forged, fabricated or not genuine, the Bank shall take appropriate action in the matter as it deems fit including cancelling your appointment for the Certificate Course or terminating your services with the Bank, as the case may be.
4. Post joining Bank you will be required to undergo various skill-based training programs as defined by your respective business from time to time.

Kotak Mahindra Bank Limited

CIN L65110MH1985PLC038137
Kotak Infiniti, Building No. 21,
Zone 4, 2nd Floor, Infinity Park
Off Western Express Highway
General A KMarg,
Malad (E), Mumbai - 400097
India.

T +91 22 66056825
F +91 22 67259071
www.kotak.com

Registered Office:
27 BKC, C 27, G Block,
Bandra Kurla Complex,
Bandra (E), Mumbai - 400 051
India.

5. During the employment with the Bank, you will be governed by the terms and conditions framed by the Bank as outlined in the Appointment Letter.
6. The scope of this letter and terms mentioned above are limited to the Certificate Course you are selected for, your employment with the Bank will commence upon issuance of the Appointment Letter.

On conformity with the above-mentioned terms and conditions, please intimate your acceptance to us by returning a copy of this letter, duly signed by you, within 3 days of receipt of this letter. In case no confirmation is received from you within the above mentioned period, this letter stands withdrawn.

Yours Sincerely,
For Kotak Mahindra Bank Limited



Digitally signed
by Manoj
Phadnis
Date:
2023.03.24
12:41:48 +05:30

Authorized Signatory

I hereby declare that having carefully considered the Letter of Intent, I accept the above Letter of Intent made to me and I shall join the Certificate Course as per the prescribed schedule. All other terms and conditions mentioned in the above offer are acceptable to me.

Signature of the Candidate

Kotak Mahindra Bank Limited

CIN L65110MH1985PLC038137
Kotak Infiniti, Building No. 21,
Zone 4, 2nd Floor, Infinity Park
Off Western Express Highway
General A K Marg,
Malad (E), Mumbai - 400097
India.

T +91 22 66056825
F +91 22 67259071
www.kotak.com

Registered Office:
27 BKC, C 27, G Block,
Bandra Kurla Complex,
Bandra (E), Mumbai - 400 051
India.



Fwd: Training and Placement Report - TNS India Foundation

Daksha Choudhary <daksha.choudhary@trcac.org.in>
To: placement@trcac.org.in

Sat, Apr 8, 2023 at 8:04 AM

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

From: **Sowmya Nair** <nairs@tnsif.org>
Date: Fri, Apr 7, 2023 at 5:13 PM
Subject: Training and Placement Report - TNS India Foundation
To: <daksha.choudhary@trcac.org.in>
Cc: Sneha Ratnani <sratnani@tnsif.org>

Hello ma'am,

Hope this email finds you well.

I am sharing with you the training and placement report by TNS India Foundation for the batch from the 2022-23 academic year.

Please feel free to reach out for any queries or support required.

--

Thanks & Warm Regards

Sowmya Nair

Program Specialist | TNS India Foundation

nairs@tnsif.org | Mob: +91 8999677762

Address: 302, Wellington Business Park-2, Andheri Kurla Road, Andheri (East), Mumbai – 400 069



Training and Placement Report Thakur Ramnarayan College.pdf

139K

Report to Thakur Ramnarayan College

Principal and Head Coordinator

Subject: Training and Placement Report 2022-2023

Stream	Batch size	Date started	Date complete	Placed Number	Trainer
BCom/BAF/ BMS	39	10-Oct-2022	22-Nov-2022	34	Sowmya N

Summary of training:

The students have completed 80-100 hours program including Personal effectiveness, Communication Readiness, Career Readiness and Work Readiness. Training was delivered through online class. The students have also undergone individual counselling during the program, post training, pre-placement and also post placements.

Summary of placements:

Total **Placed students** through TNS India Foundation is **30**.

Self-Placed students - 4

Student Name	Company Name	Designation	CTC
Ragini Sanjay Vishwakarma	Rekrut India (Au Finance) - Customer care executive	Virtual relationship manager	250000
Ashutosh Sumhambhu Sharma	Rekrut India (Au Finance) - Customer care executive	Virtual relationship manager	250000
Subhash Jayantilal Bhanushali	BNM Business Solutions	Business Development Executive	250000
Anchal Ashok Vishwakarma	Catalyst	Customer service associate	180000
Prachi Girishchandra Upadhyay	Rekrut India (Au Finance) - Customer care executive	Virtual relationship manager	250000
Anjali Ajay Singh	ICICI Prudential	Financial service consultant	280000
Vishwakarma Soni Narsingh	HARJAI COMPUTERS	Junior Executive – Talent Acquisition	236912
Rupa Umashankar Gupta	HARJAI COMPUTERS	Junior Executive – Talent Acquisition	236912

Gudiya Mantu Choubey	Catalyst	Customer service associate	156000
Sejal Jeetendra Joshi	Catalyst	Customer service associate	168000
Prity Niraj Yadav	Rekrut India (Au Finance) - Customer care executive	Virtual relationship manager	250000
Ekra Vasim Khan	Rekrut India (Au Finance) - Customer care executive	Virtual relationship manager	250000
Anchal Pramod Dubey	Rekrut India (Au Finance) - Customer care executive	Virtual relationship manager	250000
Soni Umeshchand Phoolvasidevi Nishad	Rekrut India (Au Finance) - Customer care executive	Virtual relationship manager	250000
Vineet Jagannath Poojary	Motilal Oswal Financial Services	Advisory	250000
Aachal Chandrabhuvan Vishwakarma	Rekrut India (Au Finance) - Customer care executive	Virtual relationship manager	250000
Priya Sanjay Gupta	Rekrut India (Au Finance) - Customer care executive	Virtual relationship manager	250000
Afrin Ahmed Ali Shaikh	Ebixcash / Epicenter - Customer service/ Sales	Executive	180000
Amaan Siddiqui Moizurrehman	Rekrut India (Au Finance) - Customer care executive	Virtual relationship manager	250000
Aditya Raju Soni	Toothsi	Inside Sales Specialist	300000
Mourya Kajal Jitendra	HARJAI COMPUTERS	Junior Executive – Talent Acquisition	236912
Kailash Bhojaram Limnavat	Rekrut India (Au Finance) - Customer care executive	Virtual relationship manager	250000
Rajeev Phuleshwar Sahu	Rekrut India (Au Finance) - Customer care executive	Virtual relationship manager	250000
Manoj Indersingh Uniyal	ICICI Prudential - Financial Consultant	Financial Service Consultant	280000
Ankit Suresh Gupta	Rekrut India (Au Finance) - Customer care executive	Virtual relationship manager	250000
Khushi Arun Gupta	Motilal Oswal Financial Services	Advisory	250000
Jainil Bharat Panchal	Motilal Oswal Financial Services	Advisory	250000
Nishant Subhas Hegde	HARJAI COMPUTERS	Junior Executive – Talent Acquisition	236912
Victor Moses Nadar	ICICI Prudential - Financial Consultant	Financial Service Consultant	280000
Ruchir Tushar Bhatt	ICICI Prudential	Financial Service Consultant	280000

Yash Pritesh Panchal	Rekrut India (Au Finance) - Customer care executive	Virtual relationship manager	250000
Kajol Jitendra Mistry	Rekrut India (Au Finance) - Customer care executive	Virtual relationship manager	250000
Anchal Pandey Uttam Pandey	Rekrut India (Au Finance) - Customer care executive	Virtual relationship manager	250000
Shilpa Harinarayan Nishad	Rekrut India (Au Finance) - Customer care executive	Virtual relationship manager	250000
Total - 34			

Please note – Remaining students are continuing to receive updates about vacancies and undergoing placement process.

Report By

Sowmya Nair
Program Specialist - Trainer
TNS India Foundation

A.Y. 2021 - 22

Proof of Offer Letters



PROVISIONAL OFFER LETTER

College Name: Thakur Ramnarayan College of Arts and Commerce

Date: 16-12-2021

Dear Rishabh Rakesh Jain (BSc. - IT.)

Congratulations!!!

With reference to the Interview, you had with us, we are pleased to inform that you have been shortlisted as an "Associate". Your employment with us will be established on clearing further rounds of interview which would be conducted online/remotely or at our Airoli facility (4th ,5th ,6th Floor, K-10, Liberty Tower, Reliable Plaza IT Park, MIDC, Kalwa Industrial Estate Thane Belapur Road Airoli, Navi Mumbai - 400708). The offer letter would be shared to your registered email ID upon successfully completing your further interviews.

We at Sutherland are privileged to have you with us and we look forward to launching your career on a successful note.

You will have to furnish the following documents during the hiring/onboarding process

- 1 Passport size photographs.
- 10th,12th, and UG/PG education certificates – (whichever completed).
- E-Aadhar card- Mandatory for address proof.
- Pan Card- Mandatory to open bank account.
- In addition, you can also submit Ration card, Driving license/Passport, Voter ID for address proof.
- Offer letter / Relieving letter / Last 3 consecutive months pay slips (Applicable only for experienced candidates).

Yours sincerely,

Talent Acquisition
Sutherland

This is digitally generated soft copy hence signature is not required

4th ,5th ,6th Floor, K-10, Liberty Tower, Reliable Plaza IT Park, MIDC, Kalwa Industrial Estate
Thane Belapur Road Airoli , Navi Mumbai - 400708

To,
Khushali Gaikwad
Re-Letter of Appointment

This has reference to your application for the internship opportunity and the subsequent discussions you have had with us. We are pleased to offer you the position of Intern –**Graphic designing** with effect 3rd May from 2021.

You will not be paid any compensation.


You will be reporting to Ms. Tejasvini Pise and will support her in her responsibilities and all the work which she assigns and delegates to you .As part of your engagement, you shall be required to work with the team Marketing for the SuccessR initiative.

Except in the proper performance of your duties or as required in law, you undertake that you will not, during or after your employment, disclose or otherwise make use of (and shall use your best endeavors to prevent the publication or disclosure of) any trade secrets or other confidential information of or relating to the Company or any associated entities or any user of the Company's services or any company, organization or business with which the Company is involved in any kind of business venture or partnership or any information concerning the business of the Company or any associated entity or in respect of which the Company owes an obligation of confidence to any third-party.

You here by authorize the Company to deduct from your salary/stipend or any other sum due to you, any sums which you may owe the Company including, without limitation, any over payments or loans made to you by the Company. This is without prejudice to any other remedies that the Company may have against you in respect of such sums.

Please sign on the all pages of this letter to confirm your acceptance of the appointment and the terms and conditions set therein. You're required to send us the scanned copy of the signed letter by 20th April 2021. We look forward to working with you.

yours faithfully,



Name
Date:
AcquisitionDept



TejasviniPise
Founder & Head of Talent

Date: 19/04/2021



PROVISIONAL OFFER LETTER

College Name: Thakur Ramnarayan College of Arts and Commerce

Date: 16-12-2021

Dear Fahad Ashraf Khan (BSc. - IT.)

Congratulations!!!

With reference to the Interview, you had with us, we are pleased to inform that you have been shortlisted as an "Associate". Your employment with us will be established on clearing further rounds of interview which would be conducted online/remotely or at our Airoli facility (4th ,5th ,6th Floor, K-10, Liberty Tower, Reliable Plaza IT Park, MIDC, Kalwa Industrial Estate Thane Belapur Road Airoli, Navi Mumbai - 400708). The offer letter would be shared to your registered email ID upon successfully completing your further interviews.

We at Sutherland are privileged to have you with us and we look forward to launching your career on a successful note.

You will have to furnish the following documents during the hiring/onboarding process

- 1 Passport size photographs.
- 10th,12th, and UG/PG education certificates – (whichever completed).
- E-Aadhar card- Mandatory for address proof.
- Pan Card- Mandatory to open bank account.
- In addition, you can also submit Ration card, Driving license/Passport, Voter ID for address proof.
- Offer letter / Relieving letter / Last 3 consecutive months pay slips (Applicable only for experienced candidates).

Yours sincerely,

**Talent Acquisition
Sutherland**

This is digitally generated soft copy hence signature is not required

4th ,5th ,6th Floor, K-10, Liberty Tower, Reliable Plaza IT Park, MIDC, Kalwa Industrial Estate
Thane Belapur Road Airoli , Navi Mumbai - 400708



PROVISIONAL OFFER LETTER

College Name: Thakur Ramnarayan College of Arts and Commerce

Date: 16-12-2021

Dear Harshit Sunil Singh (BSc. - IT.)

Congratulations!!!

With reference to the Interview, you had with us, we are pleased to inform that you have been shortlisted as an "Associate". Your employment with us will be established on clearing further rounds of interview which would be conducted online/remotely or at our Airoli facility (4th ,5th ,6th Floor, K-10, Liberty Tower, Reliable Plaza IT Park, MIDC, Kalwa Industrial Estate Thane Belapur Road Airoli, Navi Mumbai - 400708). The offer letter would be shared to your registered email ID upon successfully completing your further interviews.

We at Sutherland are privileged to have you with us and we look forward to launching your career on a successful note.

You will have to furnish the following documents during the hiring/onboarding process

- 1 Passport size photographs.
- 10th,12th, and UG/PG education certificates – (whichever completed).
- E-Aadhar card- Mandatory for address proof.
- Pan Card- Mandatory to open bank account.
- In addition, you can also submit Ration card, Driving license/Passport, Voter ID for address proof.
- Offer letter / Relieving letter / Last 3 consecutive months pay slips (Applicable only for experienced candidates).

Yours sincerely,

Talent Acquisition
Sutherland

This is digitally generated soft copy hence signature is not required

4th ,5th ,6th Floor, K-10, Liberty Tower, Reliable Plaza IT Park, MIDC, Kalwa Industrial Estate
Thane Belapur Road Airoli , Navi Mumbai - 400708



PROVISIONAL OFFER LETTER

College Name: Thakur Ramnarayan College of Arts and Commerce

Date: 16-12-2021

Dear Rishikesh Ashok Sharma (BSc. - IT.)

Congratulations!!!

With reference to the Interview, you had with us, we are pleased to inform that you have been shortlisted as an "Associate". Your employment with us will be established on clearing further rounds of interview which would be conducted online/remotely or at our Airoli facility (4th ,5th ,6th Floor, K-10, Liberty Tower, Reliable Plaza IT Park, MIDC, Kalwa Industrial Estate Thane Belapur Road Airoli, Navi Mumbai - 400708). The offer letter would be shared to your registered email ID upon successfully completing your further interviews.

We at Sutherland are privileged to have you with us and we look forward to launching your career on a successful note.

You will have to furnish the following documents during the hiring/onboarding process

- 1 Passport size photographs.
- 10th,12th, and UG/PG education certificates – (whichever completed).
- E-Aadhar card- Mandatory for address proof.
- Pan Card- Mandatory to open bank account.
- In addition, you can also submit Ration card, Driving license/Passport, Voter ID for address proof.
- Offer letter / Relieving letter / Last 3 consecutive months pay slips (Applicable only for experienced candidates).

Yours sincerely,

Talent Acquisition
Sutherland

This is digitally generated soft copy hence signature is not required

4th ,5th ,6th Floor, K-10, Liberty Tower, Reliable Plaza IT Park, MIDC, Kalwa Industrial Estate
Thane Belapur Road Airoli , Navi Mumbai - 400708



PROVISIONAL OFFER LETTER

College Name: Thakur Ramnarayan College of Arts and Commerce

Date: 16-12-2021

Dear Saakshi Sunil Kudtarkar (BMS)

Congratulations!!!

With reference to the Interview, you had with us, we are pleased to inform that you have been shortlisted as an "Associate". Your employment with us will be established on clearing further rounds of interview which would be conducted online/remotely or at our Airoli facility (4th ,5th ,6th Floor, K-10, Liberty Tower, Reliable Plaza IT Park, MIDC, Kalwa Industrial Estate Thane Belapur Road Airoli, Navi Mumbai - 400708). The offer letter would be shared to your registered email ID upon successfully completing your further interviews.

We at Sutherland are privileged to have you with us and we look forward to launching your career on a successful note.

You will have to furnish the following documents during the hiring/onboarding process

- 1 Passport size photographs.
- 10th,12th, and UG/PG education certificates – (whichever completed).
- E-Aadhar card- Mandatory for address proof.
- Pan Card- Mandatory to open bank account.
- In addition, you can also submit Ration card, Driving license/Passport, Voter ID for address proof.
- Offer letter / Relieving letter / Last 3 consecutive months pay slips (Applicable only for experienced candidates).

Yours sincerely,

Talent Acquisition
Sutherland

This is digitally generated soft copy hence signature is not required

4th ,5th ,6th Floor, K-10, Liberty Tower, Reliable Plaza IT Park, MIDC, Kalwa Industrial Estate
Thane Belapur Road Airoli , Navi Mumbai - 400708



PROVISIONAL OFFER LETTER

College Name: Thakur Ramnarayan College of Arts and Commerce

Date: 16-12-2021

Dear Komal Vikram Kamboj (BMS)

Congratulations!!!

With reference to the Interview, you had with us, we are pleased to inform that you have been shortlisted as an "Associate". Your employment with us will be established on clearing further rounds of interview which would be conducted online/remotely or at our Airoli facility (4th ,5th ,6th Floor, K-10, Liberty Tower, Reliable Plaza IT Park, MIDC, Kalwa Industrial Estate Thane Belapur Road Airoli, Navi Mumbai - 400708). The offer letter would be shared to your registered email ID upon successfully completing your further interviews.

We at Sutherland are privileged to have you with us and we look forward to launching your career on a successful note.

You will have to furnish the following documents during the hiring/onboarding process

- 1 Passport size photographs.
- 10th,12th, and UG/PG education certificates – (whichever completed).
- E-Aadhar card- Mandatory for address proof.
- Pan Card- Mandatory to open bank account.
- In addition, you can also submit Ration card, Driving license/Passport, Voter ID for address proof.
- Offer letter / Relieving letter / Last 3 consecutive months pay slips (Applicable only for experienced candidates).

Yours sincerely,

**Talent Acquisition
Sutherland**

This is digitally generated soft copy hence signature is not required

4th ,5th ,6th Floor, K-10, Liberty Tower, Reliable Plaza IT Park, MIDC, Kalwa Industrial Estate
Thane Belapur Road Airoli , Navi Mumbai - 400708



PROVISIONAL OFFER LETTER

College Name: Thakur Ramnarayan College of Arts and Commerce

Date: 16-12-2021

Dear Aryan Narendra Bhardwaj (BMS)

Congratulations!!!

With reference to the Interview, you had with us, we are pleased to inform that you have been shortlisted as an “Associate”. Your employment with us will be established on clearing further rounds of interview which would be conducted online/remotely or at our Airoli facility (4th ,5th ,6th Floor, K-10, Liberty Tower, Reliable Plaza IT Park, MIDC, Kalwa Industrial Estate Thane Belapur Road Airoli, Navi Mumbai - 400708). The offer letter would be shared to your registered email ID upon successfully completing your further interviews.

We at Sutherland are privileged to have you with us and we look forward to launching your career on a successful note.

You will have to furnish the following documents during the hiring/onboarding process

- 1 Passport size photographs.
- 10th,12th, and UG/PG education certificates – (whichever completed).
- E-Aadhar card- Mandatory for address proof.
- Pan Card- Mandatory to open bank account.
- In addition, you can also submit Ration card, Driving license/Passport, Voter ID for address proof.
- Offer letter / Relieving letter / Last 3 consecutive months pay slips (Applicable only for experienced candidates).

Yours sincerely,

Talent Acquisition
Sutherland

This is digitally generated soft copy hence signature is not required

4th ,5th ,6th Floor, K-10, Liberty Tower, Reliable Plaza IT Park, MIDC, Kalwa Industrial Estate
Thane Belapur Road Airoli , Navi Mumbai - 400708



PROVISIONAL OFFER LETTER

College Name: Thakur Ramnarayan College of Arts and Commerce

Date: 02-01-2022

Dear Prajakta Gopal Maktham (BMS.)

Congratulations!!!

With reference to the Interview, you had with us, we are pleased to inform that you have been shortlisted as an "Associate". Your employment with us will be established on clearing further rounds of interview which would be conducted online/remotely or at our Airoli facility (4th ,5th ,6th Floor, K-10, Liberty Tower, Reliable Plaza IT Park, MIDC, Kalwa Industrial Estate Thane Belapur Road Airoli , Navi Mumbai - 400708). The offer letter would be shared to your registered email ID upon successfully completing your further interviews.

We at Sutherland are privileged to have you with us and we look forward to launching your career on a successful note.

You will have to furnish the following documents during the hiring/onboarding process

- 1 Passport size photographs.
- 10th,12th, and UG/PG education certificates – (whichever completed).
- E-Aadhar card- Mandatory for address proof.
- Pan Card- Mandatory to open bank account.
- In addition, you can also submit Ration card, Driving license/Passport, Voter ID for address proof.
- Offer letter / Relieving letter / Last 3 consecutive months pay slips (Applicable only for experienced candidates).

Yours sincerely,

Talent Acquisition
Sutherland

This is digitally generated soft copy hence signature is not required

4th ,5th ,6th Floor, K-10, Liberty Tower, Reliable Plaza IT Park, MIDC, Kalwa Industrial Estate
Thane Belapur Road Airoli, Navi Mumbai - 400708



PROVISIONAL OFFER LETTER

College Name: Thakur Ramnarayan College of Arts and Commerce

Date: 02-01-2022

Dear Neha Rajesh Jaiswal (BSc.)

Congratulations!!!

With reference to the Interview, you had with us, we are pleased to inform that you have been shortlisted as an "Associate". Your employment with us will be established on clearing further rounds of interview which would be conducted online/remotely or at our Airoli facility (4th ,5th ,6th Floor, K-10, Liberty Tower, Reliable Plaza IT Park, MIDC, Kalwa Industrial Estate Thane Belapur Road Airoli , Navi Mumbai - 400708). The offer letter would be shared to your registered email ID upon successfully completing your further interviews.

We at Sutherland are privileged to have you with us and we look forward to launching your career on a successful note.

You will have to furnish the following documents during the hiring/onboarding process

- 1 Passport size photographs.
- 10th,12th, and UG/PG education certificates – (whichever completed).
- E-Aadhar card- Mandatory for address proof.
- Pan Card- Mandatory to open bank account.
- In addition, you can also submit Ration card, Driving license/Passport, Voter ID for address proof.
- Offer letter / Relieving letter / Last 3 consecutive months pay slips (Applicable only for experienced candidates).

Yours sincerely,

Talent Acquisition
Sutherland

This is digitally generated soft copy hence signature is not required

4th ,5th ,6th Floor, K-10, Liberty Tower, Reliable Plaza IT Park, MIDC, Kalwa Industrial Estate
Thane Belapur Road Airoli, Navi Mumbai - 400708



PROVISIONAL OFFER LETTER

College Name: Thakur Ramnarayan College of Arts and Commerce

Date: 02-01-2022

Dear Ashish Suresh Chand Yadav (BSc.)

Congratulations!!!

With reference to the Interview, you had with us, we are pleased to inform that you have been shortlisted as an "Associate". Your employment with us will be established on clearing further rounds of interview which would be conducted online/remotely or at our Airoli facility (4th ,5th ,6th Floor, K-10, Liberty Tower, Reliable Plaza IT Park, MIDC, Kalwa Industrial Estate Thane Belapur Road Airoli , Navi Mumbai - 400708). The offer letter would be shared to your registered email ID upon successfully completing your further interviews.

We at Sutherland are privileged to have you with us and we look forward to launching your career on a successful note.

You will have to furnish the following documents during the hiring/onboarding process

- 1 Passport size photographs.
- 10th,12th, and UG/PG education certificates – (whichever completed).
- E-Aadhar card- Mandatory for address proof.
- Pan Card- Mandatory to open bank account.
- In addition, you can also submit Ration card, Driving license/Passport, Voter ID for address proof.
- Offer letter / Relieving letter / Last 3 consecutive months pay slips (Applicable only for experienced candidates).

Yours sincerely,

Talent Acquisition
Sutherland

This is digitally generated soft copy hence signature is not required

4th ,5th ,6th Floor, K-10, Liberty Tower, Reliable Plaza IT Park, MIDC, Kalwa Industrial Estate
Thane Belapur Road Airoli, Navi Mumbai - 400708



PROVISIONAL OFFER LETTER

College Name: Thakur Ramnarayan College of Arts and Commerce

Date: 02-01-2022

Dear Shahin Akaram Ali Siddiki (BSc.)

Congratulations!!!

With reference to the Interview, you had with us, we are pleased to inform that you have been shortlisted as an "Associate". Your employment with us will be established on clearing further rounds of interview which would be conducted online/remotely or at our Airoli facility (4th ,5th ,6th Floor, K-10, Liberty Tower, Reliable Plaza IT Park, MIDC, Kalwa Industrial Estate Thane Belapur Road Airoli , Navi Mumbai - 400708). The offer letter would be shared to your registered email ID upon successfully completing your further interviews.

We at Sutherland are privileged to have you with us and we look forward to launching your career on a successful note.

You will have to furnish the following documents during the hiring/onboarding process

- 1 Passport size photographs.
- 10th,12th, and UG/PG education certificates – (whichever completed).
- E-Aadhar card- Mandatory for address proof.
- Pan Card- Mandatory to open bank account.
- In addition, you can also submit Ration card, Driving license/Passport, Voter ID for address proof.
- Offer letter / Relieving letter / Last 3 consecutive months pay slips (Applicable only for experienced candidates).

Yours sincerely,

Talent Acquisition
Sutherland

This is digitally generated soft copy hence signature is not required

4th ,5th ,6th Floor, K-10, Liberty Tower, Reliable Plaza IT Park, MIDC, Kalwa Industrial Estate
Thane Belapur Road Airoli, Navi Mumbai - 400708



PROVISIONAL OFFER LETTER

College Name: Thakur Ramnarayan College of Arts and Commerce

Date: 16-12-2021

Dear Firdous Abdul Hamid Shaikh (BSc. - IT.)

Congratulations!!!

With reference to the Interview, you had with us, we are pleased to inform that you have been shortlisted as an "Associate". Your employment with us will be established on clearing further rounds of interview which would be conducted online/remotely or at our Airoli facility (4th ,5th ,6th Floor, K-10, Liberty Tower, Reliable Plaza IT Park, MIDC, Kalwa Industrial Estate Thane Belapur Road Airoli, Navi Mumbai - 400708). The offer letter would be shared to your registered email ID upon successfully completing your further interviews.

We at Sutherland are privileged to have you with us and we look forward to launching your career on a successful note.

You will have to furnish the following documents during the hiring/onboarding process

- 1 Passport size photographs.
- 10th,12th, and UG/PG education certificates – (whichever completed).
- E-Aadhar card- Mandatory for address proof.
- Pan Card- Mandatory to open bank account.
- In addition, you can also submit Ration card, Driving license/Passport, Voter ID for address proof.
- Offer letter / Relieving letter / Last 3 consecutive months pay slips (Applicable only for experienced candidates).

Yours sincerely,

Talent Acquisition
Sutherland

This is digitally generated soft copy hence signature is not required

4th ,5th ,6th Floor, K-10, Liberty Tower, Reliable Plaza IT Park, MIDC, Kalwa Industrial Estate
Thane Belapur Road Airoli , Navi Mumbai - 400708



PROVISIONAL OFFER LETTER

College Name: Thakur Ramnarayan College of Arts and Commerce

Date: 16-12-2021

Dear Vishruti Mohan Pandey (BSc. - IT.)

Congratulations!!!

With reference to the Interview, you had with us, we are pleased to inform that you have been shortlisted as an "Associate". Your employment with us will be established on clearing further rounds of interview which would be conducted online/remotely or at our Airoli facility (4th ,5th ,6th Floor, K-10, Liberty Tower, Reliable Plaza IT Park, MIDC, Kalwa Industrial Estate Thane Belapur Road Airoli, Navi Mumbai - 400708). The offer letter would be shared to your registered email ID upon successfully completing your further interviews.

We at Sutherland are privileged to have you with us and we look forward to launching your career on a successful note.

You will have to furnish the following documents during the hiring/onboarding process

- 1 Passport size photographs.
- 10th,12th, and UG/PG education certificates – (whichever completed).
- E-Aadhar card- Mandatory for address proof.
- Pan Card- Mandatory to open bank account.
- In addition, you can also submit Ration card, Driving license/Passport, Voter ID for address proof.
- Offer letter / Relieving letter / Last 3 consecutive months pay slips (Applicable only for experienced candidates).

Yours sincerely,

Talent Acquisition
Sutherland

This is digitally generated soft copy hence signature is not required

4th ,5th ,6th Floor, K-10, Liberty Tower, Reliable Plaza IT Park, MIDC, Kalwa Industrial Estate
Thane Belapur Road Airoli , Navi Mumbai - 400708

A.Y. 2020 - 21

Proof of Offer Letters

Date: 3rd February 2021

Private and Confidential

Place: Mumbai

To: Mr. Abhishek Bhamavijayan,

Offer Letter

Dear Abhishek,

As per our discussion, we are pleased to offer you the position of Assistant Manager Business Development in our Mumbai Office at Brand Advertising Research & Consulting Pvt. Ltd., 214, Orbit Premises, Mindspace, Malad West, Mumbai- 400064.

The following would be the joining terms and conditions:

1). Salary

a). We will offer you an all inclusive salary of INR Rs. 15,000/- for three months and post two months your all inclusive salary package will be INR 2,40,000/- per annum. This package is subject to deductions duly prescribed by the GOI rules and regulations under various departments. This remuneration is what is commonly known as Cost to Company (CTC).

2). Date of Joining

a). You will be required to join your duties on 3rd February 2021. In case of any change by either you or the organization, a written communication will be expected or issued for further action.

3). Documents to be submitted

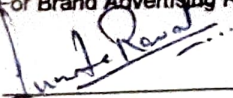
- a). Original attested copies of Educational certificates and marksheets starting from class 10th (High School) onwards.
- b). 2 recent passport size color photographs.
- c). Relieving letter from previous employer.
- d). Permanent and Current Address Proof.
- e). Last 3-months Salary Slip from previous employer.
- f). Form 16 of current financial year for tax calculation.
- g). Copy of Pancard.
- h). Copy Aadhar Card

4). This offer is valid subject to verification of documents and information as provided by you. In case of any discrepancy whatsoever the offer will be revoked and terminated at the discretion of the company.

Thanking you.

Yours Sincerely ,

For Brand Advertising Research & Consulting Pvt. Ltd.



Sunita Rawat
Vice President

I confirm and agree on the offer and aforesaid terms and conditions mentioned herein.

Name:

Date:

Place:

Date: February 23, 2021

Ref: LTI/HR/Campus/NE1/2021

Name: Moafiq Siddiqui

College: Thakur Ramnarayan College of Arts and Commerce

OFFER OF EMPLOYMENT

Dear Moafiq Siddiqui,

Welcome to LTI (hereinafter referred as the "Company"). Congratulations on successfully completing our initial selection process and being selected as **Associate Trainee**.

During the initial training period of 12 months, your CTC including all benefits will be **Rs.2,63,037/-** as per the details mentioned in '**Annexure-1**'.

You will also be issued a detailed 'Letter of Appointment' at the time of your joining LTI subject to you meeting the eligibility criteria as mentioned in '**Annexure-2**'.

The date of commencement of training and venue for reporting will be intimated to you in advance.

During the training period, you will be continuously appraised and your confirmation is subjected to your performance during this period.

As a part of your transition from campus to corporate world, you may be engaged in various learning and development programs prior to your joining LTI. You are therefore requested to actively participate in such programs and add maximum value to your professional and personal growth.

TERMS AND CONDITIONS

1. **Increments and Promotions**

Your performance and contribution to LTI will be an important consideration for your salary increments, promotions and your career progressions which is subject to Company's policy and guidelines in force.

2. **Overseas Deputation/International Assignment**

It would be to your advantage to possess a valid passport and driving license. In case you do not already have one, you are required to apply for the same at your own expense.

Based on the business requirements and your performance, you may be given an International Assignment subjected to the guidelines defined by the Company.

3. **Documents**

Your offer is subject to you submitting all the mandatory documents at the time of joining, the details of which will be intimated to you prior to your joining LTI. You may also need to submit other such documents as Company deems fit from time to time.

4. Background Verification

As a part of background verification, we need your acknowledgement and authorization to undertake necessary background verification through internal or external agencies. These are including but not limited to your current / previous employment history (if applicable), educational / professional credentials/medical background and other background checks. If any discrepancy is discovered after you have joined the Company or during background verification, you are liable to be terminated, apart from other legal action being initiated against you.

5. Service Agreement

You will be required to execute a service agreement at the time of joining to serve LTI for a minimum period of 2 years, failing which, you (and your surety) jointly or severally will be liable to pay LTI an amount of Rs.2,00,000.

6. Letter Acceptance

If the above stated terms and conditions are acceptable to you, kindly upload an acknowledged scanned soft copy of this 'Offer of Employment' on the **CampBuzz Portal** (<https://campbuzz.ltinfoltech.com>) and register your credentials therein within seven(7) days from the date of this letter. If you do not register your credentials within the above period, the aforesaid offer automatically stands cancelled.

Post registration on the CampBuzz portal, if you do not join on the date intimated to you, the aforesaid offer will be cancelled at the discretion of LTI.

Your employment will be governed by the rules, regulations and policies of the Company in effect.

The terms and conditions mentioned above are subject to changes at any time at sole discretion of the Company and as per business demands without prior notice.

According to the standard practice of our Company, you will treat the above terms of this letter as strictly confidential.

We welcome you to the LTI family and look forward to a long and fruitful association with you.

Yours faithfully,

For Larsen & Toubro Infotech Ltd.



Nikhil Govekar
Associate Director -
Campus Recruitment,
Learning & OD

I have read the letter and accept the same.

Signature and Date

ANNEXURE-1

Name : Moafiq Siddiqui		Date : February 23, 2021
Salary Grade : AT1		
Components	Rs. p.a.	Rs. p.m.
Basic		15,000
Bouquet of Benefits		3,000
A. Base Salary (PA)	216,000	18,000
Annual Incentive	10,000	
B. Total Variable (PA)	10,000	
C. Total Target Cash (A+B)	226,000	
Provident Fund (PF)	21,600	1,800
Gratuity	8,664	722
Mediclaime Premium	6,773	
D. Retirals & Other Benefits	37,037	
Cost to Company (CTC) C+D	263,037	

Medical Insurance Premium:

The Group Medclaim Policy of Company covers Employee, Spouse & upto 2 dependent children (below 25 yrs of age) for maximum amount of Rs. 3,00,000/- p.a.

Employees will not be eligible for any other assistance towards domiciliary treatment other than the medical allowances.

Notes:

- 1) Basic will be reckoned for PF, Gratuity (If applicable) and Leave Encashment as per rules.
- 2) H.R.A. will be deducted for accommodation (if any) provided by the Company.
- 3) You are covered under the ESIC Act and there will be statutory deductions as per the ESI Policy.
- 4) The Company can set off or make appropriate adjustment from Bouquet of Benefits towards bonus payable, if any, subsequent to the amendments of payment of Bonus Act.
- 5) The PF amount shown is the Employer's contribution. An equal amount will be deducted as Employee's contribution.
- 6) The eligibility for payment of Gratuity is a minimum of five years of service in the Company.
- 7) The Annual Incentive(AI) will be payable after confirmation. Those rated at the lower end of the performance band as per company policy, will not be eligible for the same.
- 8) Any or all of the above allowances may be altered / withdrawn at the sole discretion of the management and the payment of allowances will be governed by the rules and regulations of the Company as may be applicable from time to time. For all salary components refer to the respective policy documents.

- Following are the components applicable to you under **Bouquet of Benefits (BOB)**.

Components	Limits	Remarks
House Rent Allowance (PM)	10% - 50% of basic	Mandatory
Medical Allowance (PM)	Rs. 1,250/-	Optional
Conveyance Allowance (PM)	Rs. 1,600/-	Optional
Meal Allowance (PM)	Rs. 1,100/- OR Rs. 2,200/-	Optional

*Balance amount under BoB will be paid as Adhoc Allowance per month and will be fully taxable.

-You are required to declare your options under BoB in the SSC Portal.The guidelines relating to BoB are available under HR Policies.

- Income Tax will be deducted at source wherever applicable as per Income Tax Rules.

- Any or all of the above allowances may be altered / withdrawn at the sole discretion of the management and the payment of allowances will be governed by the rules and regulations of the Company as may be applicable from time to time.

ANNEXURE-2

Eligibility Criteria for Non-Engineering Candidates - Year 2021 Batch	
Qualification	BSC,BCA,BCS
Branches:	Computer Science/Information Technology/Information Science and Electronics
Age Criteria: As on 1st July of Passing year (2021)	Less than 23 years
Academic Gap:	Academic gap allowed <u>only after the completion</u> of the entire course i.e after SSC/after HSC or Diploma. No year drop allowed.
Course must complete in:	3 years
SSC, HSC , Diploma (if applicable) Percentages / CGPA:	50% & Above OR Equivalent CGPA NOTE: <ul style="list-style-type: none"> • SSC /HSC should have cleared in <u>FIRST ATTEMPT</u> only. • Re-exam (Supplementary or Improvement exams) given soon after the Main exam will NOT be considered. • For candidates pursuing HSC and Diploma(both),marks scored in the Diploma course will be taken into consideration.
Diploma(if applicable),Graduation Percentages/CGPA:	Aggregate of 60% & Above <u>OR</u> Equivalent CGPA <ul style="list-style-type: none"> • For the interview process, an aggregate of 60% & above <u>till the results of the last conducted examination</u> will be considered. • Aggsregate of 60% & above or equivalent CGPA <u>must be obtained</u> after declaration of final semester results • Includes aggregate of all semesters AND all appeared subjects (irrespective of the University rule) • Conversion from CGPA into Percentage must be calculated as per your respective University norms • Provisional/Passing Certificate must state First class
Re-attempts/ATKTs /Backlogs/Arrears: (Diploma, Graduation)	<ul style="list-style-type: none"> • Not more than 2 active/live backlogs allowed during the interview process • All backlogs (if any) must be cleared <u>with the final semester exams</u> • All final semester subjects must be attempted and cleared in the First Attempt (No Re-attempts/ATKTs/Backlogs/Arrears allowed in the final semester of any course) • No Re-attempts/ATKTs/Backlogs/Arrears allowed in the final semester of any course • Any pending Re-attempts/ATKTs/Backlogs/Arrears in the current course (obtained after the interview process) must be attempted and cleared <u>with the final semester examinations</u>
Nature of Course:	All Full Time courses Only
Year of Passing:	2021 SUMMER pass outs Only
Citizenship:	Resident Indian Citizens Only
Your College/Institution MUST be:	UGC / AICTE / State Board Approved ONLY
Pre-Employment Verification:	Not been involved in any court proceedings and/or convicted for any offence
Pre-Employment Medical Certificate:	Submitting a Medical Certificate of Fitness(in the format prescribed by LTI) at time of joining, which needs to be verified by a registered medical practitioner having a minimum qualification of MBBS
Service Agreement:	Signing a Service Agreement for a period of 2 years starting from the date of joining
Training phase:	The period of training (classroom/virtual) and the subsequent technology tracks assigned for training are purely subjected to the business requirement. Non-performance during training/on the job phase is subjected to separation from the organization

Self Declaration :

1. I hereby declare that I meet ALL the eligibility criteria exactly as stated above and agree to abide by all the terms of employment.
2. I am aware that I may be subjected to immediate action by the company at any time during or after the Interview/Selection/Joining if found hiding any information/producing incorrect information or not meeting all the criteria mentioned above.
3. I am flexible to work at any LTI Development Center/ Customer Site/ Partner premise as per business requirement.
4. I am flexible to work in any technology/domain/workshift assigned to me based on the business requirement.
5. I confirm that I have NOT appeared for any LTI interview process anywhere in the past 6 months from the date of my interview process.
(If found so, LTI may take immediate action and cancel the candidature at ANY stage)

Candidate Signature: _____

Name: _____

Institution Name: _____

Mobile No: _____

Date of interview process: _____

Date: February 23, 2021

Ref: LTI/HR/Campus/NE1/2021

Name: Pratiksh Shetty

College: Thakur Ramnarayan College of Arts and Commerce

OFFER OF EMPLOYMENT

Dear Pratiksh Shetty,

Welcome to LTI (hereinafter referred as the "Company"). Congratulations on successfully completing our initial selection process and being selected as **Associate Trainee**.

During the initial training period of 12 months, your CTC including all benefits will be **Rs.2,63,037/-** as per the details mentioned in '**Annexure-1**'.

You will also be issued a detailed 'Letter of Appointment' at the time of your joining LTI subject to you meeting the eligibility criteria as mentioned in '**Annexure-2**'.

The date of commencement of training and venue for reporting will be intimated to you in advance.

During the training period, you will be continuously appraised and your confirmation is subjected to your performance during this period.

As a part of your transition from campus to corporate world, you may be engaged in various learning and development programs prior to your joining LTI. You are therefore requested to actively participate in such programs and add maximum value to your professional and personal growth.

TERMS AND CONDITIONS

1. **Increments and Promotions**

Your performance and contribution to LTI will be an important consideration for your salary increments, promotions and your career progressions which is subject to Company's policy and guidelines in force.

2. **Overseas Deputation/International Assignment**

It would be to your advantage to possess a valid passport and driving license. In case you do not already have one, you are required to apply for the same at your own expense.

Based on the business requirements and your performance, you may be given an International Assignment subjected to the guidelines defined by the Company.

3. **Documents**

Your offer is subject to you submitting all the mandatory documents at the time of joining, the details of which will be intimated to you prior to your joining LTI. You may also need to submit other such documents as Company deems fit from time to time.

4. Background Verification

As a part of background verification, we need your acknowledgement and authorization to undertake necessary background verification through internal or external agencies. These are including but not limited to your current / previous employment history (if applicable), educational / professional credentials/medical background and other background checks. If any discrepancy is discovered after you have joined the Company or during background verification, you are liable to be terminated, apart from other legal action being initiated against you.

5. Service Agreement

You will be required to execute a service agreement at the time of joining to serve LTI for a minimum period of 2 years, failing which, you (and your surety) jointly or severally will be liable to pay LTI an amount of Rs.2,00,000.

6. Letter Acceptance

If the above stated terms and conditions are acceptable to you, kindly upload an acknowledged scanned soft copy of this 'Offer of Employment' on the **CampBuzz Portal** (<https://campbuzz.ltinfortech.com>) and register your credentials therein within seven(7) days from the date of this letter. If you do not register your credentials within the above period, the aforesaid offer automatically stands cancelled.

Post registration on the CampBuzz portal, if you do not join on the date intimated to you, the aforesaid offer will be cancelled at the discretion of LTI.

Your employment will be governed by the rules, regulations and policies of the Company in effect.

The terms and conditions mentioned above are subject to changes at any time at sole discretion of the Company and as per business demands without prior notice.

According to the standard practice of our Company, you will treat the above terms of this letter as strictly confidential.

We welcome you to the LTI family and look forward to a long and fruitful association with you.

Yours faithfully,

For Larsen & Toubro Infotech Ltd.



Nikhil Govekar
Associate Director -
Campus Recruitment,
Learning & OD

I have read the letter and accept the same.

Signature and Date

ANNEXURE-1

Name : Pratiksh Shetty		Date : February 23, 2021
Salary Grade : AT1		
Components	Rs. p.a.	Rs. p.m.
Basic		15,000
Bouquet of Benefits		3,000
A. Base Salary (PA)	216,000	18,000
Annual Incentive	10,000	
B. Total Variable (PA)	10,000	
C. Total Target Cash (A+B)	226,000	
Provident Fund (PF)	21,600	1,800
Gratuity	8,664	722
Mediclaime Premium	6,773	
D. Retirals & Other Benefits	37,037	
Cost to Company (CTC) C+D	263,037	

Medical Insurance Premium:

The Group Medclaim Policy of Company covers Employee, Spouse & upto 2 dependent children (below 25 yrs of age) for maximum amount of Rs. 3,00,000/- p.a.

Employees will not be eligible for any other assistance towards domiciliary treatment other than the medical allowances.

Notes:

- 1) Basic will be reckoned for PF, Gratuity (If applicable) and Leave Encashment as per rules.
- 2) H.R.A. will be deducted for accommodation (if any) provided by the Company.
- 3) You are covered under the ESIC Act and there will be statutory deductions as per the ESI Policy.
- 4) The Company can set off or make appropriate adjustment from Bouquet of Benefits towards bonus payable, if any, subsequent to the amendments of payment of Bonus Act.
- 5) The PF amount shown is the Employer's contribution. An equal amount will be deducted as Employee's contribution.
- 6) The eligibility for payment of Gratuity is a minimum of five years of service in the Company.
- 7) The Annual Incentive(AI) will be payable after confirmation. Those rated at the lower end of the performance band as per company policy, will not be eligible for the same.
- 8) Any or all of the above allowances may be altered / withdrawn at the sole discretion of the management and the payment of allowances will be governed by the rules and regulations of the Company as may be applicable from time to time. For all salary components refer to the respective policy documents.

- Following are the components applicable to you under **Bouquet of Benefits (BOB)**.

Components	Limits	Remarks
House Rent Allowance (PM)	10% - 50% of basic	Mandatory
Medical Allowance (PM)	Rs. 1,250/-	Optional
Conveyance Allowance (PM)	Rs. 1,600/-	Optional
Meal Allowance (PM)	Rs. 1,100/- OR Rs. 2,200/-	Optional

*Balance amount under BoB will be paid as Adhoc Allowance per month and will be fully taxable.

-You are required to declare your options under BoB in the SSC Portal.The guidelines relating to BoB are available under HR Policies.

- Income Tax will be deducted at source wherever applicable as per Income Tax Rules.

- Any or all of the above allowances may be altered / withdrawn at the sole discretion of the management and the payment of allowances will be governed by the rules and regulations of the Company as may be applicable from time to time.

ANNEXURE-2

Eligibility Criteria for Non-Engineering Candidates - Year 2021 Batch	
Qualification	BSC,BCA,BCS
Branches:	Computer Science/Information Technology/Information Science and Electronics
Age Criteria: As on 1st July of Passing year (2021)	Less than 23 years
Academic Gap:	Academic gap allowed <u>only after the completion</u> of the entire course i.e after SSC/after HSC or Diploma. No year drop allowed.
Course must complete in:	3 years
SSC, HSC , Diploma (if applicable) Percentages / CGPA:	50% & Above OR Equivalent CGPA NOTE: <ul style="list-style-type: none"> • SSC /HSC should have cleared in <u>FIRST ATTEMPT</u> only. • Re-exam (Supplementary or Improvement exams) given soon after the Main exam will NOT be considered. • For candidates pursuing HSC and Diploma(both),marks scored in the Diploma course will be taken into consideration.
Diploma(if applicable),Graduation Percentages/CGPA:	Aggregate of 60% & Above <u>OR</u> Equivalent CGPA
	<ul style="list-style-type: none"> • For the interview process, an aggregate of 60% & above <u>till the results of the last conducted examination</u> will be considered. • Aggsregate of 60% & above or equivalent CGPA <u>must be obtained</u> after declaration of final semester results
	<ul style="list-style-type: none"> • Includes aggregate of all semesters AND all appeared subjects (irrespective of the University rule)
	<ul style="list-style-type: none"> • Conversion from CGPA into Percentage must be calculated as per your respective University norms
	<ul style="list-style-type: none"> • Provisional/Passing Certificate must state First class
Re-attempts/ATKTs /Backlogs/Arrears: (Diploma, Graduation)	<ul style="list-style-type: none"> • Not more than 2 active/live backlogs allowed during the interview process • All backlogs (if any) must be cleared <u>with the final semester exams</u> • All final semester subjects must be attempted and cleared in the First Attempt (No Re-attempts/ATKTs/Backlogs/Arrears allowed in the final semester of any course) • No Re-attempts/ATKTs/Backlogs/Arrears allowed in the final semester of any course • Any pending Re-attempts/ATKTs/Backlogs/Arrears in the current course (obtained after the interview process) must be attempted and cleared <u>with the final semester examinations</u>
Nature of Course:	All Full Time courses Only
Year of Passing:	2021 SUMMER pass outs Only
Citizenship:	Resident Indian Citizens Only
Your College/Institution MUST be:	UGC / AICTE / State Board Approved ONLY
Pre-Employment Verification:	Not been involved in any court proceedings and/or convicted for any offence
Pre-Employment Medical Certificate:	Submitting a Medical Certificate of Fitness(in the format prescribed by LTI) at time of joining, which needs to be verified by a registered medical practitioner having a minimum qualification of MBBS
Service Agreement:	Signing a Service Agreement for a period of 2 years starting from the date of joining
Training phase:	The period of training (classroom/virtual) and the subsequent technology tracks assigned for training are purely subjected to the business requirement. Non-performance during training/on the job phase is subjected to separation from the organization

Self Declaration :

1. I hereby declare that I meet ALL the eligibility criteria exactly as stated above and agree to abide by all the terms of employment.
2. I am aware that I may be subjected to immediate action by the company at any time during or after the Interview/Selection/Joining if found hiding any information/producing incorrect information or not meeting all the criteria mentioned above.
3. I am flexible to work at any LTI Development Center/ Customer Site/ Partner premise as per business requirement.
4. I am flexible to work in any technology/domain/workshift assigned to me based on the business requirement.
5. I confirm that I have NOT appeared for any LTI interview process anywhere in the past 6 months from the date of my interview process.
(If found so, LTI may take immediate action and cancel the candidature at ANY stage)

Candidate Signature: _____

Name: _____

Institution Name: _____

Mobile No: _____

Date of interview process: _____

Date: February 23, 2021

Ref: LTI/HR/Campus/NE1/2021

Name: Atul Pradeep Singh

College: Thakur Ramnarayan College of Arts and Commerce

OFFER OF EMPLOYMENT

Dear Atul Pradeep Singh,

Welcome to LTI (hereinafter referred as the "Company"). Congratulations on successfully completing our initial selection process and being selected as **Associate Trainee**.

During the initial training period of 12 months, your CTC including all benefits will be **Rs.2,63,037/-** as per the details mentioned in '**Annexure-1**'.

You will also be issued a detailed 'Letter of Appointment' at the time of your joining LTI subject to you meeting the eligibility criteria as mentioned in '**Annexure-2**'.

The date of commencement of training and venue for reporting will be intimated to you in advance.

During the training period, you will be continuously appraised and your confirmation is subjected to your performance during this period.

As a part of your transition from campus to corporate world, you may be engaged in various learning and development programs prior to your joining LTI. You are therefore requested to actively participate in such programs and add maximum value to your professional and personal growth.

TERMS AND CONDITIONS

1. **Increments and Promotions**

Your performance and contribution to LTI will be an important consideration for your salary increments, promotions and your career progressions which is subject to Company's policy and guidelines in force.

2. **Overseas Deputation/International Assignment**

It would be to your advantage to possess a valid passport and driving license. In case you do not already have one, you are required to apply for the same at your own expense.

Based on the business requirements and your performance, you may be given an International Assignment subjected to the guidelines defined by the Company.

3. **Documents**

Your offer is subject to you submitting all the mandatory documents at the time of joining, the details of which will be intimated to you prior to your joining LTI. You may also need to submit other such documents as Company deems fit from time to time.

4. Background Verification

As a part of background verification, we need your acknowledgement and authorization to undertake necessary background verification through internal or external agencies. These are including but not limited to your current / previous employment history (if applicable), educational / professional credentials/medical background and other background checks. If any discrepancy is discovered after you have joined the Company or during background verification, you are liable to be terminated, apart from other legal action being initiated against you.

5. Service Agreement

You will be required to execute a service agreement at the time of joining to serve LTI for a minimum period of 2 years, failing which, you (and your surety) jointly or severally will be liable to pay LTI an amount of Rs.2,00,000.

6. Letter Acceptance

If the above stated terms and conditions are acceptable to you, kindly upload an acknowledged scanned soft copy of this 'Offer of Employment' on the **CampBuzz Portal** (<https://campbuzz.ltinfortech.com>) and register your credentials therein within seven(7) days from the date of this letter. If you do not register your credentials within the above period, the aforesaid offer automatically stands cancelled.

Post registration on the CampBuzz portal, if you do not join on the date intimated to you, the aforesaid offer will be cancelled at the discretion of LTI.

Your employment will be governed by the rules, regulations and policies of the Company in effect.

The terms and conditions mentioned above are subject to changes at any time at sole discretion of the Company and as per business demands without prior notice.

According to the standard practice of our Company, you will treat the above terms of this letter as strictly confidential.

We welcome you to the LTI family and look forward to a long and fruitful association with you.

Yours faithfully,

For Larsen & Toubro Infotech Ltd.



Nikhil Govekar
Associate Director -
Campus Recruitment,
Learning & OD

I have read the letter and accept the same.

Signature and Date

ANNEXURE-1

Name : Atul Pradeep Singh		Date : February 23, 2021
Salary Grade : AT1		
Components	Rs. p.a.	Rs. p.m.
Basic		15,000
Bouquet of Benefits		3,000
A. Base Salary (PA)	216,000	18,000
Annual Incentive	10,000	
B. Total Variable (PA)	10,000	
C. Total Target Cash (A+B)	226,000	
Provident Fund (PF)	21,600	1,800
Gratuity	8,664	722
Mediclaime Premium	6,773	
D. Retirals & Other Benefits	37,037	
Cost to Company (CTC) C+D	263,037	

Medical Insurance Premium:

The Group Medclaim Policy of Company covers Employee, Spouse & upto 2 dependent children (below 25 yrs of age) for maximum amount of Rs. 3,00,000/- p.a.

Employees will not be eligible for any other assistance towards domiciliary treatment other than the medical allowances.

Notes:

- 1) Basic will be reckoned for PF, Gratuity (If applicable) and Leave Encashment as per rules.
- 2) H.R.A. will be deducted for accommodation (if any) provided by the Company.
- 3) You are covered under the ESIC Act and there will be statutory deductions as per the ESI Policy.
- 4) The Company can set off or make appropriate adjustment from Bouquet of Benefits towards bonus payable, if any, subsequent to the amendments of payment of Bonus Act.
- 5) The PF amount shown is the Employer's contribution. An equal amount will be deducted as Employee's contribution.
- 6) The eligibility for payment of Gratuity is a minimum of five years of service in the Company.
- 7) The Annual Incentive(AI) will be payable after confirmation. Those rated at the lower end of the performance band as per company policy, will not be eligible for the same.
- 8) Any or all of the above allowances may be altered / withdrawn at the sole discretion of the management and the payment of allowances will be governed by the rules and regulations of the Company as may be applicable from time to time. For all salary components refer to the respective policy documents.

- Following are the components applicable to you under **Bouquet of Benefits (BOB)**.

Components	Limits	Remarks
House Rent Allowance (PM)	10% - 50% of basic	Mandatory
Medical Allowance (PM)	Rs. 1,250/-	Optional
Conveyance Allowance (PM)	Rs. 1,600/-	Optional
Meal Allowance (PM)	Rs. 1,100/- OR Rs. 2,200/-	Optional

*Balance amount under BoB will be paid as Adhoc Allowance per month and will be fully taxable.

-You are required to declare your options under BoB in the SSC Portal.The guidelines relating to BoB are available under HR Policies.

- Income Tax will be deducted at source wherever applicable as per Income Tax Rules.

- Any or all of the above allowances may be altered / withdrawn at the sole discretion of the management and the payment of allowances will be governed by the rules and regulations of the Company as may be applicable from time to time.

ANNEXURE-2

Eligibility Criteria for Non-Engineering Candidates - Year 2021 Batch	
Qualification	BSC,BCA,BCS
Branches:	Computer Science/Information Technology/Information Science and Electronics
Age Criteria: As on 1st July of Passing year (2021)	Less than 23 years
Academic Gap:	Academic gap allowed <u>only after the completion</u> of the entire course i.e after SSC/after HSC or Diploma. No year drop allowed.
Course must complete in:	3 years
SSC, HSC , Diploma (if applicable) Percentages / CGPA:	50% & Above OR Equivalent CGPA NOTE: <ul style="list-style-type: none"> • SSC /HSC should have cleared in <u>FIRST ATTEMPT</u> only. • Re-exam (Supplementary or Improvement exams) given soon after the Main exam will NOT be considered. • For candidates pursuing HSC and Diploma(both),marks scored in the Diploma course will be taken into consideration.
Diploma(if applicable),Graduation Percentages/CGPA:	Aggregate of 60% & Above <u>OR</u> Equivalent CGPA <ul style="list-style-type: none"> • For the interview process, an aggregate of 60% & above <u>till the results of the last conducted examination</u> will be considered. • Aggsregate of 60% & above or equivalent CGPA <u>must be obtained</u> after declaration of final semester results • Includes aggregate of all semesters AND all appeared subjects (irrespective of the University rule) • Conversion from CGPA into Percentage must be calculated as per your respective University norms • Provisional/Passing Certificate must state First class
Re-attempts/ATKTs /Backlogs/Arrears: (Diploma, Graduation)	<ul style="list-style-type: none"> • Not more than 2 active/live backlogs allowed during the interview process • All backlogs (if any) must be cleared <u>with the final semester exams</u> • All final semester subjects must be attempted and cleared in the First Attempt (No Re-attempts/ATKTs/Backlogs/Arrears allowed in the final semester of any course) • No Re-attempts/ATKTs/Backlogs/Arrears allowed in the final semester of any course • Any pending Re-attempts/ATKTs/Backlogs/Arrears in the current course (obtained after the interview process) must be attempted and cleared <u>with the final semester examinations</u>
Nature of Course:	All Full Time courses Only
Year of Passing:	2021 SUMMER pass outs Only
Citizenship:	Resident Indian Citizens Only
Your College/Institution MUST be:	UGC / AICTE / State Board Approved ONLY
Pre-Employment Verification:	Not been involved in any court proceedings and/or convicted for any offence
Pre-Employment Medical Certificate:	Submitting a Medical Certificate of Fitness(in the format prescribed by LTI) at time of joining, which needs to be verified by a registered medical practitioner having a minimum qualification of MBBS
Service Agreement:	Signing a Service Agreement for a period of 2 years starting from the date of joining
Training phase:	The period of training (classroom/virtual) and the subsequent technology tracks assigned for training are purely subjected to the business requirement. Non-performance during training/on the job phase is subjected to separation from the organization

Self Declaration :

1. I hereby declare that I meet ALL the eligibility criteria exactly as stated above and agree to abide by all the terms of employment.
2. I am aware that I may be subjected to immediate action by the company at any time during or after the Interview/Selection/Joining if found hiding any information/producing incorrect information or not meeting all the criteria mentioned above.
3. I am flexible to work at any LTI Development Center/ Customer Site/ Partner premise as per business requirement.
4. I am flexible to work in any technology/domain/workshift assigned to me based on the business requirement.
5. I confirm that I have NOT appeared for any LTI interview process anywhere in the past 6 months from the date of my interview process.
(If found so, LTI may take immediate action and cancel the candidature at ANY stage)

Candidate Signature: _____

Name: _____

Institution Name: _____

Mobile No: _____

Date of interview process: _____

Date: February 23, 2021

Ref: LTI/HR/Campus/NE1/2021

Name: Akash Shambhu Baranwal

College: Thakur Ramnarayan College of Arts and Commerce

OFFER OF EMPLOYMENT

Dear Akash Shambhu Baranwal,

Welcome to LTI (hereinafter referred as the "Company"). Congratulations on successfully completing our initial selection process and being selected as **Associate Trainee**.

During the initial training period of 12 months, your CTC including all benefits will be **Rs.2,63,037/-** as per the details mentioned in '**Annexure-1**'.

You will also be issued a detailed 'Letter of Appointment' at the time of your joining LTI subject to you meeting the eligibility criteria as mentioned in '**Annexure-2**'.

The date of commencement of training and venue for reporting will be intimated to you in advance.

During the training period, you will be continuously appraised and your confirmation is subjected to your performance during this period.

As a part of your transition from campus to corporate world, you may be engaged in various learning and development programs prior to your joining LTI. You are therefore requested to actively participate in such programs and add maximum value to your professional and personal growth.

TERMS AND CONDITIONS

1. **Increments and Promotions**

Your performance and contribution to LTI will be an important consideration for your salary increments, promotions and your career progressions which is subject to Company's policy and guidelines in force.

2. **Overseas Deputation/International Assignment**

It would be to your advantage to possess a valid passport and driving license. In case you do not already have one, you are required to apply for the same at your own expense.

Based on the business requirements and your performance, you may be given an International Assignment subjected to the guidelines defined by the Company.

3. **Documents**

Your offer is subject to you submitting all the mandatory documents at the time of joining, the details of which will be intimated to you prior to your joining LTI. You may also need to submit other such documents as Company deems fit from time to time.

4. Background Verification

As a part of background verification, we need your acknowledgement and authorization to undertake necessary background verification through internal or external agencies. These are including but not limited to your current / previous employment history (if applicable), educational / professional credentials/medical background and other background checks. If any discrepancy is discovered after you have joined the Company or during background verification, you are liable to be terminated, apart from other legal action being initiated against you.

5. Service Agreement

You will be required to execute a service agreement at the time of joining to serve LTI for a minimum period of 2 years, failing which, you (and your surety) jointly or severally will be liable to pay LTI an amount of Rs.2,00,000.

6. Letter Acceptance

If the above stated terms and conditions are acceptable to you, kindly upload an acknowledged scanned soft copy of this 'Offer of Employment' on the **CampBuzz Portal** (<https://campbuzz.ltinfoltech.com>) and register your credentials therein within seven(7) days from the date of this letter. If you do not register your credentials within the above period, the aforesaid offer automatically stands cancelled.

Post registration on the CampBuzz portal, if you do not join on the date intimated to you, the aforesaid offer will be cancelled at the discretion of LTI.

Your employment will be governed by the rules, regulations and policies of the Company in effect.

The terms and conditions mentioned above are subject to changes at any time at sole discretion of the Company and as per business demands without prior notice.

According to the standard practice of our Company, you will treat the above terms of this letter as strictly confidential.

We welcome you to the LTI family and look forward to a long and fruitful association with you.

Yours faithfully,

For Larsen & Toubro Infotech Ltd.



Nikhil Govekar
Associate Director -
Campus Recruitment,
Learning & OD

I have read the letter and accept the same.

Signature and Date

ANNEXURE-1

Name : Akash Shambhu Baranwal			Date : February 23, 2021		
Salary Grade : AT1					
Components	Rs. p.a.	Rs. p.m.			
Basic		15,000			
Bouquet of Benefits		3,000			
A. Base Salary (PA)	216,000	18,000			
Annual Incentive	10,000				
B. Total Variable (PA)	10,000				
C. Total Target Cash (A+B)	226,000				
Provident Fund (PF)	21,600	1,800			
Gratuity	8,664	722			
Mediclaime Premium	6,773				
D. Retirals & Other Benefits	37,037				
Cost to Company (CTC) C+D	263,037				

Medical Insurance Premium:

The Group Mediclaim Policy of Company covers Employee, Spouse & upto 2 dependent children (below 25 yrs of age) for maximum amount of Rs. 3,00,000/- p.a.

Employees will not be eligible for any other assistance towards domiciliary treatment other than the medical allowances.

Notes:

- 1) Basic will be reckoned for PF, Gratuity (If applicable) and Leave Encashment as per rules.
- 2) H.R.A. will be deducted for accommodation (if any) provided by the Company.
- 3) You are covered under the ESIC Act and there will be statutory deductions as per the ESI Policy.
- 4) The Company can set off or make appropriate adjustment from Bouquet of Benefits towards bonus payable, if any, subsequent to the amendments of payment of Bonus Act.
- 5) The PF amount shown is the Employer's contribution. An equal amount will be deducted as Employee's contribution.
- 6) The eligibility for payment of Gratuity is a minimum of five years of service in the Company.
- 7) The Annual Incentive(AI) will be payable after confirmation. Those rated at the lower end of the performance band as per company policy, will not be eligible for the same.
- 8) Any or all of the above allowances may be altered / withdrawn at the sole discretion of the management and the payment of allowances will be governed by the rules and regulations of the Company as may be applicable from time to time. For all salary components refer to the respective policy documents.

- Following are the components applicable to you under **Bouquet of Benefits (BOB)**.

Components	Limits	Remarks
House Rent Allowance (PM)	10% - 50% of basic	Mandatory
Medical Allowance (PM)	Rs. 1,250/-	Optional
Conveyance Allowance (PM)	Rs. 1,600/-	Optional
Meal Allowance (PM)	Rs. 1,100/- OR Rs. 2,200/-	Optional

*Balance amount under BoB will be paid as Adhoc Allowance per month and will be fully taxable.

-You are required to declare your options under BoB in the SSC Portal.The guidelines relating to BoB are available under HR Policies.

- Income Tax will be deducted at source wherever applicable as per Income Tax Rules.

- Any or all of the above allowances may be altered / withdrawn at the sole discretion of the management and the payment of allowances will be governed by the rules and regulations of the Company as may be applicable from time to time.

ANNEXURE-2

Eligibility Criteria for Non-Engineering Candidates - Year 2021 Batch	
Qualification	BSC,BCA,BCS
Branches:	Computer Science/Information Technology/Information Science and Electronics
Age Criteria: As on 1st July of Passing year (2021)	Less than 23 years
Academic Gap:	Academic gap allowed <u>only after the completion</u> of the entire course i.e after SSC/after HSC or Diploma. No year drop allowed.
Course must complete in:	3 years
SSC, HSC , Diploma (if applicable) Percentages / CGPA:	50% & Above OR Equivalent CGPA
Diploma(if applicable),Graduation Percentages/CGPA:	NOTE: <ul style="list-style-type: none"> • SSC /HSC should have cleared in <u>FIRST ATTEMPT</u> only. • Re-exam (Supplementary or Improvement exams) given soon after the Main exam will NOT be considered. • For candidates pursuing HSC and Diploma(both),marks scored in the Diploma course will be taken into consideration.
	Aggregate of 60% & Above <u>OR</u> Equivalent CGPA
	<ul style="list-style-type: none"> • For the interview process, an aggregate of 60% & above <u>till the results of the last conducted examination</u> will be considered. • Aggsregate of 60% & above or equivalent CGPA <u>must be obtained</u> after declaration of final semester results
	<ul style="list-style-type: none"> • Includes aggregate of all semesters AND all appeared subjects (irrespective of the University rule)
	<ul style="list-style-type: none"> • Conversion from CGPA into Percentage must be calculated as per your respective University norms • Provisional/Passing Certificate must state First class
Re-attempts/ATKTs /Backlogs/Arrears: (Diploma, Graduation)	<ul style="list-style-type: none"> • Not more than 2 active/live backlogs allowed during the interview process • All backlogs (if any) must be cleared <u>with the final semester exams</u> • All final semester subjects must be attempted and cleared in the First Attempt (No Re-attempts/ATKTs/Backlogs/Arrears allowed in the final semester of any course) • No Re-attempts/ATKTs/Backlogs/Arrears allowed in the final semester of any course • Any pending Re-attempts/ATKTs/Backlogs/Arrears in the current course (obtained after the interview process) must be attempted and cleared <u>with the final semester examinations</u>
Nature of Course:	All Full Time courses Only
Year of Passing:	2021 SUMMER pass outs Only
Citizenship:	Resident Indian Citizens Only
Your College/Institution MUST be:	UGC / AICTE / State Board Approved ONLY
Pre-Employment Verification:	Not been involved in any court proceedings and/or convicted for any offence
Pre-Employment Medical Certificate:	Submitting a Medical Certificate of Fitness(in the format prescribed by LTI) at time of joining, which needs to be verified by a registered medical practitioner having a minimum qualification of MBBS
Service Agreement:	Signing a Service Agreement for a period of 2 years starting from the date of joining
Training phase:	The period of training (classroom/virtual) and the subsequent technology tracks assigned for training are purely subjected to the business requirement. Non-performance during training/on the job phase is subjected to separation from the organization

Self Declaration :

1. I hereby declare that I meet ALL the eligibility criteria exactly as stated above and agree to abide by all the terms of employment.
2. I am aware that I may be subjected to immediate action by the company at any time during or after the Interview/Selection/Joining if found hiding any information/producing incorrect information or not meeting all the criteria mentioned above.
3. I am flexible to work at any LTI Development Center/ Customer Site/ Partner premise as per business requirement.
4. I am flexible to work in any technology/domain/workshift assigned to me based on the business requirement.
5. I confirm that I have NOT appeared for any LTI interview process anywhere in the past 6 months from the date of my interview process.
(If found so, LTI may take immediate action and cancel the candidature at ANY stage)

Candidate Signature: _____

Name: _____

Institution Name: _____

Mobile No: _____

Date of interview process: _____

Date: February 23, 2021

Ref: LTI/HR/Campus/NE1/2021

Name: Bipin Shivkumar Yadav

College: Thakur Ramnarayan College of Arts and Commerce

OFFER OF EMPLOYMENT

Dear Bipin Shivkumar Yadav,

Welcome to LTI (hereinafter referred as the "Company"). Congratulations on successfully completing our initial selection process and being selected as **Associate Trainee**.

During the initial training period of 12 months, your CTC including all benefits will be **Rs.2,63,037/-** as per the details mentioned in '**Annexure-1**'.

You will also be issued a detailed 'Letter of Appointment' at the time of your joining LTI subject to you meeting the eligibility criteria as mentioned in '**Annexure-2**'.

The date of commencement of training and venue for reporting will be intimated to you in advance.

During the training period, you will be continuously appraised and your confirmation is subjected to your performance during this period.

As a part of your transition from campus to corporate world, you may be engaged in various learning and development programs prior to your joining LTI. You are therefore requested to actively participate in such programs and add maximum value to your professional and personal growth.

TERMS AND CONDITIONS

1. **Increments and Promotions**

Your performance and contribution to LTI will be an important consideration for your salary increments, promotions and your career progressions which is subject to Company's policy and guidelines in force.

2. **Overseas Deputation/International Assignment**

It would be to your advantage to possess a valid passport and driving license. In case you do not already have one, you are required to apply for the same at your own expense.

Based on the business requirements and your performance, you may be given an International Assignment subjected to the guidelines defined by the Company.

3. **Documents**

Your offer is subject to you submitting all the mandatory documents at the time of joining, the details of which will be intimated to you prior to your joining LTI. You may also need to submit other such documents as Company deems fit from time to time.

4. Background Verification

As a part of background verification, we need your acknowledgement and authorization to undertake necessary background verification through internal or external agencies. These are including but not limited to your current / previous employment history (if applicable), educational / professional credentials/medical background and other background checks. If any discrepancy is discovered after you have joined the Company or during background verification, you are liable to be terminated, apart from other legal action being initiated against you.

5. Service Agreement

You will be required to execute a service agreement at the time of joining to serve LTI for a minimum period of 2 years, failing which, you (and your surety) jointly or severally will be liable to pay LTI an amount of Rs.2,00,000.

6. Letter Acceptance

If the above stated terms and conditions are acceptable to you, kindly upload an acknowledged scanned soft copy of this 'Offer of Employment' on the **CampBuzz Portal** (<https://campbuzz.ltinfoltech.com>) and register your credentials therein within seven(7) days from the date of this letter. If you do not register your credentials within the above period, the aforesaid offer automatically stands cancelled.

Post registration on the CampBuzz portal, if you do not join on the date intimated to you, the aforesaid offer will be cancelled at the discretion of LTI.

Your employment will be governed by the rules, regulations and policies of the Company in effect.

The terms and conditions mentioned above are subject to changes at any time at sole discretion of the Company and as per business demands without prior notice.

According to the standard practice of our Company, you will treat the above terms of this letter as strictly confidential.

We welcome you to the LTI family and look forward to a long and fruitful association with you.

Yours faithfully,

For Larsen & Toubro Infotech Ltd.



Nikhil Govekar
Associate Director -
Campus Recruitment,
Learning & OD

I have read the letter and accept the same.

Signature and Date

ANNEXURE-1

Name : Bipin Shivkumar Yadav		Date : February 23, 2021
Salary Grade : AT1		
Components	Rs. p.a.	Rs. p.m.
Basic		15,000
Bouquet of Benefits		3,000
A. Base Salary (PA)	216,000	18,000
Annual Incentive	10,000	
B. Total Variable (PA)	10,000	
C. Total Target Cash (A+B)	226,000	
Provident Fund (PF)	21,600	1,800
Gratuity	8,664	722
Mediclaime Premium	6,773	
D. Retirals & Other Benefits	37,037	
Cost to Company (CTC) C+D	263,037	

Medical Insurance Premium:

The Group Medclaim Policy of Company covers Employee, Spouse & upto 2 dependent children (below 25 yrs of age) for maximum amount of Rs. 3,00,000/- p.a.

Employees will not be eligible for any other assistance towards domiciliary treatment other than the medical allowances.

Notes:

- 1) Basic will be reckoned for PF, Gratuity (If applicable) and Leave Encashment as per rules.
- 2) H.R.A. will be deducted for accommodation (if any) provided by the Company.
- 3) You are covered under the ESIC Act and there will be statutory deductions as per the ESI Policy.
- 4) The Company can set off or make appropriate adjustment from Bouquet of Benefits towards bonus payable, if any, subsequent to the amendments of payment of Bonus Act.
- 5) The PF amount shown is the Employer's contribution. An equal amount will be deducted as Employee's contribution.
- 6) The eligibility for payment of Gratuity is a minimum of five years of service in the Company.
- 7) The Annual Incentive(AI) will be payable after confirmation. Those rated at the lower end of the performance band as per company policy, will not be eligible for the same.
- 8) Any or all of the above allowances may be altered / withdrawn at the sole discretion of the management and the payment of allowances will be governed by the rules and regulations of the Company as may be applicable from time to time. For all salary components refer to the respective policy documents.

- Following are the components applicable to you under **Bouquet of Benefits (BOB)**.

Components	Limits	Remarks
House Rent Allowance (PM)	10% - 50% of basic	Mandatory
Medical Allowance (PM)	Rs. 1,250/-	Optional
Conveyance Allowance (PM)	Rs. 1,600/-	Optional
Meal Allowance (PM)	Rs. 1,100/- OR Rs. 2,200/-	Optional

*Balance amount under BoB will be paid as Adhoc Allowance per month and will be fully taxable.

-You are required to declare your options under BoB in the SSC Portal.The guidelines relating to BoB are available under HR Policies.

- Income Tax will be deducted at source wherever applicable as per Income Tax Rules.

- Any or all of the above allowances may be altered / withdrawn at the sole discretion of the management and the payment of allowances will be governed by the rules and regulations of the Company as may be applicable from time to time.

ANNEXURE-2

Eligibility Criteria for Non-Engineering Candidates - Year 2021 Batch	
Qualification	BSC,BCA,BCS
Branches:	Computer Science/Information Technology/Information Science and Electronics
Age Criteria: As on 1st July of Passing year (2021)	Less than 23 years
Academic Gap:	Academic gap allowed <u>only after the completion</u> of the entire course i.e after SSC/after HSC or Diploma. No year drop allowed.
Course must complete in:	3 years
SSC, HSC , Diploma (if applicable) Percentages / CGPA:	50% & Above OR Equivalent CGPA NOTE: <ul style="list-style-type: none"> • SSC /HSC should have cleared in <u>FIRST ATTEMPT</u> only. • Re-exam (Supplementary or Improvement exams) given soon after the Main exam will NOT be considered. • For candidates pursuing HSC and Diploma(both),marks scored in the Diploma course will be taken into consideration.
Diploma(if applicable),Graduation Percentages/CGPA:	Aggregate of 60% & Above <u>OR</u> Equivalent CGPA <ul style="list-style-type: none"> • For the interview process, an aggregate of 60% & above <u>till the results of the last conducted examination</u> will be considered. • Aggsregate of 60% & above or equivalent CGPA <u>must be obtained</u> after declaration of final semester results • Includes aggregate of all semesters AND all appeared subjects (irrespective of the University rule) • Conversion from CGPA into Percentage must be calculated as per your respective University norms • Provisional/Passing Certificate must state First class
Re-attempts/ATKTs /Backlogs/Arrears: (Diploma, Graduation)	<ul style="list-style-type: none"> • Not more than 2 active/live backlogs allowed during the interview process • All backlogs (if any) must be cleared <u>with the final semester exams</u> • All final semester subjects must be attempted and cleared in the First Attempt (No Re-attempts/ATKTs/Backlogs/Arrears allowed in the final semester of any course) • No Re-attempts/ATKTs/Backlogs/Arrears allowed in the final semester of any course • Any pending Re-attempts/ATKTs/Backlogs/Arrears in the current course (obtained after the interview process) must be attempted and cleared <u>with the final semester examinations</u>
Nature of Course:	All Full Time courses Only
Year of Passing:	2021 SUMMER pass outs Only
Citizenship:	Resident Indian Citizens Only
Your College/Institution MUST be:	UGC / AICTE / State Board Approved ONLY
Pre-Employment Verification:	Not been involved in any court proceedings and/or convicted for any offence
Pre-Employment Medical Certificate:	Submitting a Medical Certificate of Fitness(in the format prescribed by LTI) at time of joining, which needs to be verified by a registered medical practitioner having a minimum qualification of MBBS
Service Agreement:	Signing a Service Agreement for a period of 2 years starting from the date of joining
Training phase:	The period of training (classroom/virtual) and the subsequent technology tracks assigned for training are purely subjected to the business requirement. Non-performance during training/on the job phase is subjected to separation from the organization

Self Declaration :

1. I hereby declare that I meet ALL the eligibility criteria exactly as stated above and agree to abide by all the terms of employment.
2. I am aware that I may be subjected to immediate action by the company at any time during or after the Interview/Selection/Joining if found hiding any information/producing incorrect information or not meeting all the criteria mentioned above.
3. I am flexible to work at any LTI Development Center/ Customer Site/ Partner premise as per business requirement.
4. I am flexible to work in any technology/domain/workshift assigned to me based on the business requirement.
5. I confirm that I have NOT appeared for any LTI interview process anywhere in the past 6 months from the date of my interview process.
(If found so, LTI may take immediate action and cancel the candidature at ANY stage)

Candidate Signature: _____

Name: _____

Institution Name: _____

Mobile No: _____

Date of interview process: _____



CAREERS



Submit & Print



July 28, 2021

Welcome to Wipro's Work Integrated Learning Program ("WILP")**Work Integrated Learning Programme
Wipro Limited, Dodda Kannelli
Sarjapur Road, Bengaluru - 560 035.
Phone: (080) 28440011/12, Fax: (080) 28440256**

Dear Rithik Singh,

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

Welcome to WILP!

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

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



Offer Letter

Name: Darshit Mahendra Oza

Date: Wednesday, September 29, 2021

Dear Mr. **Darshit Mahendra Oza**,

We are glad to inform you that you have been selected for the position of **Business Development Trainee - Sales** in our organization with the Business Development Team for a **period of 6 weeks**, with an opportunity to be offered a permanent position of Business Development Associate at the end of the training period, based upon the following terms and conditions.

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

1. Employment Details:

Department: Business Development (51000000)
Designation: Business Development Trainee - Sales
Reporting Manager: Aishvary . (TNL201611035)
Reporting Time: 9:30 AM
Joining Location: Byjus Mumbai - 7th Floor, A&B Wing, Marwah Centre, Krishanlal Marwah Marg, Sakinaka Andheri East, Mumbai-400072, Maharashtra
OJT Training Location: Byjus - Mumbai
Role Location: Mumbai

2. Date of Joining: Your appointment becomes effective from the date of joining the services of the Company, which date shall be no later than **Tuesday, October 5, 2021**. Your work location after conversion to the role of Business Development Associate would be **Mumbai** or any other location as may be assigned by the Company. The Company reserves the right to transfer you to any location, as the Company may deem fit, from time to time.

3. Term: The term of this Agreement would be for a period of 1.5 months (approximately), commencing from your date of joining. This Agreement will automatically expire upon the completion of this term unless terminated earlier as per the provisions of Clause 12 of this Agreement.

4. Extension of Agreement: In case of a business requirement, this agreement may be extended by another 2 weeks (over above the 1.5 months) as mentioned in Clause 3. You shall be intimated by suitable means, as the Company deems fit. The decision of the Company, in this matter shall be final.

5. Background Check: The Company may, at its discretion, conduct background verification, prior to or at any time after commencement of this Agreement, to verify, including but not limited to, your professional certifications, designations or licenses, educational background, identity, proof of age, address, past work experience (if any) and criminal records. You hereby provide your express consent to the Company for conducting such background checks. This Agreement is subject to validation of any information provided by you to the Company and to the satisfactory outcome of the pre-employment screening activities (including background verification and criminal history check).

6. Offer of Permanent Position: It shall not be obligatory on the part of the Company to offer a permanent position to you on expiry of this

Agreement. This offer of employment will be subject to the satisfactory performance during training and also subject to production of necessary documents including educational and professional certificates and may be rescinded in the event such necessary documents are not provided to the Company. Upon satisfying the above conditions, conversion to the role of BDA will be done with a compensation of 10LPA (7LPA fixed + 3LPA variable) for the role of BDA - Direct Sales. However, the Company may at its sole discretion and its business requirements may decide not to extend an offer of employment. Moreover, if the Company finds that you have achieved your training target through improper means resulting in the reduction of your achieved revenue, the Company will have the right to terminate your employment even after the permanent position has been offered.

7. Cost to the Company: Your compensation is INR 25000 per month. You are also eligible for a performance pay up to INR 2,00,000/- based on your individual targets and performance numbers during your training period.

8. Deductions: The Company shall be entitled to deduct from the above remuneration payable to you, the following contractual, statutory and compulsory deductions:

- (a) Provident Fund;
- (b) Income tax deducted at source at the rates applicable;
- (c) Employment / professional taxes;
- (d) Dues to Company including loans and advances; or
- (e) Any other applicable statutory deductions

The income tax liability with regards to your salary and perks will be your liability, and will be governed by the applicable tax laws of the country as applicable from time to time.

9. Expense Reimbursement: In addition to the aforementioned salary, you shall be paid the expenses incurred by you on behalf of the Company or its clients as authorized, in connection with the duties executed by you, and upon presenting supporting vouchers/documents. The Expense Policy applicable to you will be shared with you on joining.

10. Company Policies: You will be governed by the Company's policies, regulations and procedures on the office timings, anti-sexual harassment, leave, travel, transfers, misconduct, etc., presently in force or as introduced/amended from time to time. You are eligible for leave as per the Company's leave policy, which can be viewed under 'Policies' tab in your 'Employee Service Platform Account' and/or the 'Employee's Handbook' provided to you.

11. Leaves: You will be entitled to get 1 casual leave/sick leave per month. Employees whose date of joining service falls between 1st to the 15th of a month are entitled to get the leave credit for that month. Employees whose date of joining service falls between 16th to the end of the month are not entitled for the leave credit for that month.

12. Absence from duty: When an employee takes off from duty without prior leave approval or proper intimation under certain unavoidable circumstances, then those day/days will be treated as absence from duty. The days of absence will be treated under loss of pay. The employee has to report to his / her department head on rejoining duty from absence and provide valid reasons for absence in writing before taking up work again. If an employee is absent from duty for more than 2* days (including paid and unpaid leaves / consecutive or cumulative), training will be discontinued without any notice.

*(*In case, where this agreement is extended, as per Clause 4 of this agreement, need to be read as 3 days, with no change to terms and conditions of Clause 12.)*

13. Termination: Subject to Clause 3, your services may be terminated in the following manner:

a) The Company will be entitled to terminate your services by giving you 48 hours' notice in writing, or by payment of 48 hours' salary in lieu of such notice. In the event you desire to leave the services of the Company, you will be required to give the Company 48 hours' notice in writing or 48 hours' salary in lieu of such notice.

b) In the event of termination on disciplinary grounds including but not limited to embezzlement, fraud, gross negligence, willful misconduct, or a material violation of Company policies or you are found to be absconding from the services of the Company or for any other reasons causing grievous loss / damage / disrepute to the Company / associates, your termination will be immediate and without any notice or compensation.

c) In the event of your resignation from the services of the Company, you will be required to give the Company 48 hours' written notice. The notice period has to be served in full, unless otherwise agreed by the Company in writing. In case of failure to give the above notice period, the Company shall have the right to deduct the salary in lieu of the notice period and you will not be eligible to be hired by the Company in

future. You shall, on ceasing to be an employee of the Company for any reason and in addition to the obligations under the Non-Disclosure and Confidential Information Agreement, forthwith return all Company properties, movable and immovable, including all Company information and data in any form, files, reports, memoranda, software, credit cards, door and file keys, computer access codes, laptops, desktops, and such other property which you received or in possession or prepared in connection with your employment with the Company.

14. Confidential Information: As an employee, you may come in to possession of information confidential to the Company and agree to keep confidential, Company's proprietary and confidential information obtained at any time during the period of your employment in the Company. Confidential information includes, and is not limited to; course materials, videos, financial documents and other relevant documents. You shall not disclose such Confidential Information to any person. You shall not make any copies of the Confidential Information. You shall not disclose, reproduce or use any Confidential Information for any purpose except solely in connection with your performance in company. Your obligations with respect to confidentiality shall be more fully detailed under the Non-Disclosure and Confidential Information Agreement executed by you with the Company and you shall at all times be bound by the provisions laid therein.

15. Intellectual Property Rights: All the intellectual property rights in the material developed by you, class material and related documents shall at all times remain the property of the Company. You shall provide all assistance and execute all deeds and documents required to vest the intellectual property rights with the Company. In the event any of the intellectual property rights are not assignable under applicable laws, you shall provide exclusive, transferable, assignable, royalty-free right in such intellectual property in perpetuity to the Company. You shall not assert any right, title and interest over such intellectual property rights.

16. Indemnity: You hereby agree to indemnify and keep indemnified and hold the Company harmless from and against any loss, claim, damage, costs, taxes, duties, additions, penalties, interest thereon or expenses of any kind, including reasonable attorney's fees, incurred/sustained or caused to be incurred/sustained by the Company on account of:

- a. Any act or omission by you;
- b. Contravention of any of the terms, conditions, covenants of this letter or the Non-Disclosure and Confidential Information Agreement;
- c. Any representation or warranty or information furnished to the Company found to be false;
- d. Violation/non-compliance with any laws/rules/regulations while rendering the services; and/or
- e. Failure to adhere to the standards/specifications/policies of the Company.

17. General Provisions:

a. You are required to devote your entire time, attention and effort to the furtherance of the business of the Company and to continually develop your professional skills in the interest of the Company and yourself. You shall not, during your employment with the Company, directly or indirectly engage yourself in or devote any time or attention to any part-time employment or business or position of monetary interest, other than that of the Company. Further, you shall not divulge, communicate or pass any information in any form, related to any aspect of the Company to anyone outside the Company.

b. You shall endeavor to uphold the good image of the Company and shall not by your conduct adversely affect the reputation of the Company and bring disrepute to the Company, in any manner whatsoever. You shall not conduct yourself in any manner amounting to breach of confidence reposed in you or inconsistent with the position of responsibility occupied by you. You shall at all times deal with the Company's money, material and documents with utmost honesty and professional ethics.

c. Your individual remuneration is purely a matter between yourself and the Company and has been arrived at on the basis of our specific background and professional merit. The Company expects that you maintain this information and any future changes to your remuneration, as strictly personal and confidential.

d. During the course of your employment, if you, at any time render yourself incompetent to perform your duties or if you should misconduct yourself or be disobedient, intemperate, irregular in attendance, commit breach of the terms of your employment or of any of the stipulations herein contained, the Company shall without prejudice to any of its rights under the terms herein contained, be entitled to terminate your employment forthwith without notice or payment in lieu of notice and deduct from your salary or other emoluments, if any, then due to you, including the amount of any damage that the Company may have sustained.

e. You will keep the Company informed of any change in your residential address, your family status or any other personal particulars relevant to your employment, as and when the change occurs.

f. You are required to sign a 'Non-Disclosure and Confidential Information Agreement' with the Company, prior to joining the services of the Company. Your employment with the Company shall be contingent upon you executing the said agreement.

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

h. The Company will deduct taxes as appropriate and consistent with applicable tax laws and regulations. You will be responsible for your tax liabilities under all applicable tax laws and regulations.

i. This letter constitutes the complete understanding between you and the Company regarding the terms of your employment with the Company. This supersedes any and all other agreements, either written or oral, between you and the Company regarding your employment. Any modification of this letter will be effective only if it is in writing, signed by both parties.

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

The terms of your employment contract detailed above are strictly confidential and should be treated as privileged information between yourself and the Company. You are expected to maintain such information appropriately.

You are requested to signify your acceptance of the terms and conditions by signing and returning to us the duplicate copy of this letter.

We look forward to you joining us at the earliest. We are certain that you will find challenge, satisfaction and opportunity in your association with the Company.

You are requested to carry the below mentioned documents on your joining date

1. 10th Mark sheet
2. 12th Mark sheet
3. Graduation/Post Graduation Mark sheet–All semester mark sheet
4. Graduation/Post Graduation–Provisional Certificate/Course Completion Certificate
5. Resume
6. BYJU'S Offer Letter
7. Pan Card
8. Aadhaar Card
9. Voter ID/Passport/Driving License
10. Cancelled Cheque/Bank Statement/Bank Passbook
11. Passport Size Photograph
12. All current & previous companies relieving/experience letter(Only for experienced candidate)
13. Current/Last company's last three months' pay slips (Only for experienced candidate)

Yours sincerely,

Think & Learn Pvt. Ltd.

Accept Job Offer by signing below

Human Resource

Signature:

This is system generated offer letter and does not require authorized signature.

LETTER OF OFFER

Ms Kareena Bhagat
Thakur Ramnarayan College of Arts & Commerce

14th April,21

Dear Kareena,

With reference to your application in our company and the subsequent decision we had, we are pleased to offer you an appointment in our company on following terms and conditions.

You will be designated for “**Full Time – Sales & Marketing**” for **TalentServe** and your place of work will be **Mumbai**.

Your Reporting will be to Head Office Mumbai.

CTC	1.8 Lacs per annum
Probation Period	3 Months
Gross Monthly Salary	15K per month

You will get the Letter of Confirmation post successful completion of your Probation Period.

We are confident and expect that you would play a significant role in the overall success of the venture and wish you the most enjoyable, learned packed and truly meaning professional experience with **TalentServe**.

Congratulations and Welcome to the Team!



Samiksha
HRD Department
For, TalentServe India Pvt. Ltd.

B-206, Hinal Heritage S.V.P.
Road, Chamunda Circle,
Borivali West, Mumbai
Maharashtra - 400092

LETTER OF OFFER

Mr Ayan pandey
Thakur Ramnarayan College of Arts & Commerce

14th April,21

Dear Ayan,

With reference to your application in our company and the subsequent decision we had, we are pleased to offer you an appointment in our company on following terms and conditions.

You will be designated for “**Full Time – Sales & Marketing**” for **TalentServe** and your place of work will be **Mumbai**.

Your Reporting will be to Head Office Mumbai.

CTC	1.8 Lacs per annum
Probation Period	3 Months
Gross Monthly Salary	15K per month

You will get the Letter of Confirmation post successful completion of your Probation Period.

We are confident and expect that you would play a significant role in the overall success of the venture and wish you the most enjoyable, learned packed and truly meaning professional experience with **TalentServe**.

Congratulations and Welcome to the Team!



Samiksha
HRD Department
For, TalentServe India Pvt. Ltd.

B-206, Hinal Heritage S.V.P.
Road, Chamunda Circle,
Borivali West, Mumbai
Maharashtra - 400092

Private & Confidential

25 Oct 2021

Shinay Ranvijay Singh

A-19-02 Shree Arti Chs Ltd Behind Royal College Shanti Dham, Mira Road(East) Mira-Hayander

Thane

Maharashtra

401107

India

Dear Shinay,

Congratulations, subsequent to the interview process we are pleased that you are considering joining BA Continuum India Pvt. Ltd. (herein after referred to as "**Company**") at our **Mumbai office**. This letter confirms the terms of our offer with respect to your planned employment. You will be designated as **Team Member** at **Band 8**. Your Annual Compensation (CTC) will be Rs **300000** - (Rupees **Three Lakh Only**) as more specifically stated in Annexure I attached to this offer.

Other Terms & Conditions

Your start date will be **17 Nov 2021 ("Date of Joining")**. The Company however reserves the right, at its absolute discretion, to extend the Date of Joining if it considers it necessary. You shall be notified in advance if the Date of Joining is being extended and the new Date of Joining will be informed accordingly. In case you do not join the services of BA Continuum India Pvt. Ltd. by **17 Nov 2021** this offer of appointment will stand cancelled and withdrawn without any further communication. Your appointment stands effective from the date you report in for work, which under no circumstances shall be later than Date of Joining. Any request for change in date unless communicated and accepted in writing will not be effective.

Any benefit plan applicable to your band, in accordance with Company policies, will apply to you as per your actual Date of Joining the services of the company, notwithstanding the date of joining as mentioned in the offer letter.

The Company reserves the right to change or modify the manner, composition or mode of delivering compensation in its full discretion. For the first ninety (90) days of your services/employment you will be deemed to be on probation. Subject to successful background verification as stated in clause below, your confirmation in employment shall be contingent on you producing your Degree/Graduation Certificate/ Provisional degree certificate or such other educational documents as may be requested by the Company, within forty five (45) days of Date of Joining. On failure to comply with the said requirement, you hereby agree and acknowledge that the Company shall have the right to terminate your services with immediate effect or as deemed fit by the Company. Notwithstanding the above, during the probation period and the extended probation period, either party may terminate this contract by giving one (1) weeks' notice in writing or salary in lieu thereof, at the sole discretion of the Company. Within sixty (60) days of completion of the ninety (90) days if you have not received a notification stating otherwise including, without limitation, extension of probation period from HR your employment is deemed to be confirmed. After the expiry of the probation period or the extended probation period (if the same has been extended) either party is entitled to terminate the contract by giving sixty (60) days' notice. Whereas the Company reserves the right to request service of notice or pay salary in lieu of, your notice period waiver or payment in lieu will be at the sole discretion of the Company, but in no event will be less than the minimum period required by applicable law.

The condition of this offer are:

1. Your background check, including credit, and employment reference is satisfactory to the Company and the Company is able to verify, to its satisfaction, the personal and sensitive information (including but not limited to biometric data, such as fingerprints) you have provided or would be required to provide during the course of your application in your resume, Candidate Information Sheet that you will be signing at the time of execution of this offer letter ("CIS Form") and such other information as may be requested by the Company. Any personal references and any negative report received by the Company from any person including your existing or earlier employer shall be confidential and solely for the Company's use, and you undertake not to request for a copy thereof or base a claim of any nature against any person including the Company with regard to such report or satisfaction reached by the Company;
2. Where required, you are able to provide evidence of your right to work and remain in India, in accordance with legal requirements, or being issued with the relevant work visa, work permits, residence cards, licences, registrations or memberships;
3. Where required, you provide original documentary evidence of your previous employment, academic and professional qualifications as part of the background screening process;
4. You make full and frank written disclosure of all directorships and other positions of office that you currently hold;
5. You commence employment with Company on a date acceptable to Company and further that you are not subject to any restrictions arising from your current (or any previous) employment which may adversely impact on your activities for the Company;
6. You meet any further requirements as stated in this offer letter; and
7. You warrant and represent to the Company that all information, statements and documents made or provided to the Company for the purposes of any job application or any part of the recruitment process, including any application form or resume, are not misleading, false, incomplete or inaccurate for any reason, whether by way of any omission or otherwise.

Objections to the collection, use, storage, transfer or other processing of personal and sensitive information or withdrawal of consent may affect your employment with the Company as sharing of such information with the regulatory authorities both in India and other jurisdictions of operations can be an essential prerequisite of your job requirement.

We reserve the right to withdraw this offer as appropriate if any of the above conditions are not met, or if accepted, to rescind any agreement by reason of you failing to meet a condition precedent of employment, or to terminate your employment at our option.

By accepting this offer you acknowledge that you have been directed by the Company to comply with any continuing lawful and enforceable obligations that you may have to any former employer. You should make your line manager and HR representative aware of these obligations at the time of accepting this offer. This will include any post termination restrictions on your activities in relation to clients or employees of any former employer and any confidentiality obligations regarding trade secrets or other proprietary information belonging to your previous employer(s). Additionally, you should provide to the Company any correspondence from your former employer which you receive following your resignation, such as a relieving letter, which summarises the obligations by which your former employer believes you to be bound. In particular you agree not to bring to the Company any documents or other Information in any format, will not download, email, copy or otherwise send to yourself or anyone at the Company any documents or information in any format from your former employer(s) or other parties to whom you owe a duty of confidentiality; will not disclose any confidential, proprietary or trade secret information of any former employer or its clients, and will not use, disclose or act on such information in performing your duties for the Company. If, in the Company's opinion, such obligations to your former employer would mean you could not carry out your role with the Company then we may rescind or revoke this offer of employment.

By accepting this offer, you are agreeable to keep yourself in reasonable readiness to move to whatever place of occupation, the Company desires you to undertake.

Your employment is transferable or, you may be sent on deputation or on secondment, to any location in India or abroad either within the Company or to any of its associate or sister concerns or its subsidiary whether existing today or which may come up in future at any time at the sole discretion of the Company.

In case you are entitled to 'Relocation' and/or 'Notice pay out' benefit as per Company policy, the Company reserves the right to recover the entire amount spent, should you voluntarily terminate your employment or your employment is terminated by the Company (on disciplinary grounds), anytime within twelve (12) months from your start date at the new location. The amount recoverable from you by the Company will be based on actual amount spent by the Company or paid by the Company pursuant to your claims. The Company may at its sole discretion, if it thinks so fit to do, waive any portion of or the entire amount recoverable from you. The amount recoverable from you by the Company will be based on actual amount spent by the Company or claimed by you from the Company, on such relocation and/or Notice Payout.

Your employment with the Company is at all-time contingent upon your adherence to the Company's policies and procedures applicable to all employees generally, and/or applicable to your position or within the Company, and as amended from time to time.

This Agreement is governed by and construed in accordance with Indian law and the parties submit to the exclusive jurisdiction of the Indian courts.

Representations & Warranties

1. By signing this letter, you are representing to the Company that your acceptance of this offer and agreeing to employment with the Company under these terms will not conflict with, violate or constitute a breach of any employment or other agreement to which you are a party and that you are not required to obtain the consent of any person, firm, corporation or other entity in order to accept this offer of employment.
2. You further warrant and represent that you are not subject to any restrictive covenants or other continuing obligations that in any way restrict your ability to engage in or solicit any business of any type engaged in by the Company, or participate in recruiting or staffing efforts on behalf of the Company.
3. You further represent and agree that you will not knowingly use or otherwise disclose any confidential, business and proprietary or trade secret information obtained as a result of any prior employment in connection with the performance of your job duties for the Company, unless specifically authorized to do so by someone with the appropriate authority from the applicable place of former employment, and that this provision should be regarded as this Company's instruction for you not to do so. You represent that you have provided the Company with full and accurate documentation of your last drawn compensation. To the fullest extent permitted by law, you agree to keep the terms of this letter confidential, and agree not to share them with anyone except with your immediate family, personal, financial and legal advisors.

This letter supersedes any prior oral or written understanding regarding the terms and conditions of your employment with the Company and any changes to such terms must be in writing and signed by you and an authorized representative of the Company.

Assuming that you accept and agree to the terms of this letter, during the period which begins immediately after you sign and date this letter, and ends upon your actual commencement date, you acknowledge and agree that your employment with the Company will not yet have begun (the "**Interim Period**"). You further acknowledge and agree that your employment with the Company will begin on the commencement date when you start work for the Company. During the

described Interim Period, this letter remains subject to rescission / revocation by the Company, in its sole discretion upon discovery of conduct or behavior by you which would constitute a breach of the representations and warranties set out in this letter; or such other behavior or conduct as is plainly and materially injurious to the Company, its business interests or its reputation.

During the Interim Period the Company will conduct verification of the information provided by you in your resume, CIS Form etc., in connection with your employment application and for employment purpose. By executing the CIS Form you give your consent regarding such verification being conducted by the Company. In the event the Company consents to your employment commencing ahead of the satisfactory completion of the required background check(s), your continued employment will be conditional on the satisfactory completion of such background screening procedures. If the Company requires additional documentation in support of your background check you will be given a maximum of thirty (30) days from the Date of Joining to provide any such documentation. Consequently, in the event that you fail to provide any documentation within thirty (30) days, or the Company is not satisfied with the documentation, or the results of your pre- employment screening, Company will be entitled to withdraw or rescind this offer by reason of you failing to meet a condition precedent of employment, or to terminate your employment at its option. Your employment will cease without any entitlement to notice or pay in lieu of notice. In the event of withdrawal or termination, no further entitlements (including any sign-on incentives) will be payable and you will be required to repay any sign-on payments already made.

We believe that you are capable of making an outstanding contribution and we can offer you a challenging and rewarding career with the Company. Please review this letter and return the signed copy of this letter as your acceptance of the terms and conditions contained herein. If you have any questions or if there is any way I can help you further, please do not hesitate to call.

Sincerely,

For BA Continuum India Pvt. Ltd.

Jiten Kapoor
Senior Vice President

Date: **25 Oct 2021**

Accepted and Agreed:

Shinay Ranvijay Singh

Date: _____

City: _____

Annexure I: Compensation Details

Date of Offer: 25 Oct 2021

Name: Shinay Ranvijay Singh

Job Title: Team Member

Band: 8

Annual Compensation

Annual Compensation Components (All figures are in Rs, per annum)

Basic Salary: 105000

House Rent Allowance: 52500

LTA: 15000

Advanced Statutory Bonus: 21600

Employer's Contribution to Provident Fund: 21600

Gratuity (as per payment of Gratuity Act)*: 5051

BA Continuum Allowance: 79249

Total Annual Compensation (CTC): 300000

Statutory Deductions:

1. Pursuant to applicable laws, rules, regulations notifications, ordinances and policies notified or promulgated and modifications thereof in effect from time to time and in accordance with Company Policies your compensation shall be subjected to necessary deductions towards provident fund contribution.
2. Basis the eligibility criteria for your coverage under Employees' State Insurance Act, 1948 ("ESIC") and in line with the statutory requirements and amendments thereto from time to time, your salary will be subjected to necessary deductions towards employee's contribution to ESIC. The Company will make the necessary employer's contribution accordingly.

General Terms:

1. The design of compensation structure is subject to revision by the Company at any time, in line with the changing operating environment and applicable laws, rules and regulations. Therefore, compensation, statutory entitlements or contributions may undergo change. The company determines the amount of each compensation component in its sole discretion subject to the same being not in violation of any prevailing statues of the land.
2. Upon joining the Company, you will also be enrolled in the hospitalization insurance scheme as applicable to employees at your level. In addition, you will be entitled to any other benefits, as per prevailing Company's policies.
3. Taxes at source will be deducted as per provisions of Income Tax Act, 1961.

* The Gratuity amount mentioned in the CTC is an indicative figure and used only for calculation purposes and the company will pay the Gratuity amount as per the norms laid out in The Payment of Gratuity Act, 1972.



Expertrons

EXPERTRONS TECHNOLOGIES PRIVATE LIMITED

Date: - 24 September , 2021.

Private & Confidential

To,
Krupa Shailesh Joshi,

Subject: Offer Letter with Expertrons

Dear Krupa Shailesh Joshi,

We are pleased to offer you a **Placement Coordinator** at Expertrons. Your date of joining would be **27 September 2021.**

We will be offering you this position at an emolument of (**Rs. 276000, Two Lakhs Seventy Six Thousand**) per annum, which includes a Fixed Monthly Component of **Rs. 18000**, Fixed Quarterly Component of **Rs. 0** and Monthly Variable Component of **Rs. 5000** consolidated as mentioned in Annexure A. The organization currently adheres to a six months probation period. During this time you should evaluate the position to make certain it satisfies your job expectations and needs while management evaluates your suitability for the position.

We believe that our team is our biggest strength and we take pride in hiring **ONLY** the best and the brightest. We are confident that you would play a significant role in the overall success of the venture and wish you the most enjoyable, learning packed and truly meaningful job experience with **Expertrons.**

Your appointment will be governed by the terms and conditions presented in **Annexure A.**
For our records, you are requested to share the following documents

- Photocopy of Certificate of your last educational qualification
- Photocopy of the appointment letter and Salary slip/compensation slip
- Photocopy of relieving letter or work experience certificate
- Photocopy of Identity, address proof
- Expertrons Offer Letter with your Signature

We look forward to you joining us. Please do not hesitate to call us for any information you may need. Also, please sign the duplicate of this offer as your acceptance and forward the same to us.



Expertrons

EXPERTRONS TECHNOLOGIES PRIVATE LIMITED

Annexure A

You shall be governed by the following terms and conditions of service during your job with Expertrons, and those may be amended from time to time.

- 1. You are being hired as a **Placement Coordinator** .*
- 2. Your date of joining is **27 September 2021**. If you are unable to join on the mentioned date, the offer will stand null and void. During this time you are expected to devote your time and efforts solely to Expertrons work. You are also required to let your mentor know about forthcoming events (if there are any) in advance so that your work can be planned accordingly.*
- 3. You will be entitled to receive a cumulative Fixed Quarterly component after completion for the entire quarter. The disbursement will be based on the financial year quarter or you completing the quarter, whichever is later.*
- 4. You will be entitled to receive the Variable component on the basis of your monthly performance evaluated on the performance rating or monthly achievement.*
- 5. All the work that you will produce at or in relation to Expertrons will be the intellectual property of Expertrons. You are not allowed to store, copy, sell, share, and distribute it to a third party under any circumstances. Similarly, you are expected to refrain from talking about your work in public domains (both online such as blogging, social networking sites and offline among your friends, college, etc.) without prior discussion and approval with your mentor.*
- 6. We take data privacy and security very seriously and to maintain the confidentiality of any students, customers, clients, and companies' data and contact details that you may get access to during your job tenure will be your responsibility. Expertrons operate on the zero-tolerance principle with regard to any breach of data security guidelines. At the completion of the tenure, you are expected to hand over all Expertrons work/data stored on your Personal Computer to your mentor and delete the same from your machine.*
- 7. During the appointment period, you shall not engage yourselves directly or indirectly or in any capacity in any other organization. In the event of a breach of this condition, this appointment is liable to be terminated forthwith by the company. In addition, you shall be liable to pay liquidated damages to the Company of an extent estimated by the Company.*
- 8. Confidentiality and Invention Assignment:** Your employment is conditioned upon your execution of Confidentiality and Invention Assignment Agreements and agreement to abide by the terms and conditions of those Agreements. Failure to abide by the terms of the Agreements may result in your dismissal, and you are subject to their terms even after the termination of your employment.*
- 9. Non-Solicitation of Customers:** You agree that during the term of your employment and for a further period of 24 (twenty-four) calendar months after separation from the Company, for whatever reasons, you shall not directly or indirectly, irrespective of whether the relationship between the*



Expertrons

EXPERTRONS TECHNOLOGIES PRIVATE LIMITED

Company and a customer was originally established in whole or in part through your efforts; (i) solicit any Restricted Business from any customer; (ii) persuade any existing or prospective customer to cease doing Restricted Business with the Company; (iii) reduce the amount of Restricted Business which any customer has customarily done or might propose doing with the Company.

10. Non-Solicitation and Non-Hire of Company Employees: You agree that during the term of your employment and a further period of 24 (twenty-four) calendar months after separation from the Company, for whatever reasons, you shall not either directly or indirectly solicit or entice away or endeavor to solicit or to entice away or assist any other person to solicit or hire or entice away from the Company, any Company-employee.

11. Confidentiality & Non-Compete and Non-Solicitation: You certify not to share your salary or any company details along with not joining any competitor as an employee or contractor or solicit any employee from the company to join a company.

12. Term: The Company may terminate your employment for a cause with immediate effect at any time. No salary or allowances will be paid for any period if you are terminated for the following cause.

(i) In the reasonable judgment of the Company, any material breach of the terms of employment by you;

(ii) In the reasonable judgment of the Company, any gross negligence in the performance of your duties, intentional non-performance or mis-performance of such duties, or refusal to abide by the orders of superiors or refusal to comply with lawful directives of the Company or the Company's policies and procedures;

(iii) Any willful dishonesty, fraud, or misconduct by you with respect to the business or affairs of the Company, that in the reasonable judgment of the Company may materially and adversely affects the operations or reputation of the Company;

(iv) Your conviction by court of law in any crime involving moral turpitude; or

(v) Your abuse of alcohol or drugs (legal or illegal) that, in the Company's reasonable judgment, materially impairs your ability to perform your duties.

(vi) If you remain absent from work without authorization or reasonable explanation, for more than seven consecutive days, it will be presumed as gross misconduct and have abandoned your responsibilities.

13. The Company reserves the right to withdraw the offer of appointment or terminate your employment with the Company with or without notice, without any compensation in case it is found that the information/details/documentation provided by you in connection with your employment are found to be false, incorrect or forged.

14. Under normal circumstances, either the company or you may terminate this association by providing a **notice of 30 days** without assigning any reason. However, the company may terminate this agreement forthwith under situations of in-disciplinary behaviors or performance or any clause defined in clause 12. If you fail to serve notice as mentioned above, you will not be entitled for any salary or FNF



Expertrons

EXPERTRONS TECHNOLOGIES PRIVATE LIMITED

15. *If you resign within 1 month of the employment, you will not be entitled to any salary or relieving letter. If you resign within 6 months from your date of joining, you will not be entitled for any FNF dues.*

16. *You are expected to conduct yourself with the utmost professionalism in dealing with your mentor, team members, colleagues, clients, and customers and treat everyone with due respect. Any kind of unauthorized use of company name or defamation of company by any means, during or post-employment will attract a legal proceeding and the company can demand compensation of Rs. 5,00,000/- for such action.*

17. *Expertrons is a start-up and we love people who like to go beyond the normal call of duty and can think out of the box. Surprise us with your passion, intelligence, creativity, and hard work – and expect appreciation & rewards to Follow.*

18. *Expect constant and continuous objective feedback from your mentor and other team members and we encourage you to ask for and provide feedback at every possible opportunity. It's your right to receive and give feedback – this is the ONLY way we all can continuously push ourselves to do better.*

19. *Have fun at what you do and do the right thing – both the principles are the core of what Expertrons stands for and we expect you to imbibe them in your day-to-day actions and continuously challenge us if we are falling short of expectations on either of them.*

20. *You need to do a shift of 9 hrs from Monday to Saturday i.e 10.00 am to 7.00 pm*

21. *You will be a part of a 3 weeks training program called OJT which is a cumulative assessment of your revenue generated, efforts put-in as well as overall productivity achieved over 3 weeks starting from your date of joining to assess your capabilities and appropriateness for employment. Your employment will be confirmed subject to successfully clearing the Mock Test followed by the OJT Target.*

22. *Your OJT target will be **3 Placements** for **21** starting from your date of joining.*

23. *The salary cycle is from the 26th of the current month to the 25th of the preceding month thus the disbursement will happen on or before the 7th of the preceding month.*

24. *All the employees are entitled to the salary disbursement according to the following circumstances:*

Case A: If you join on or before the 20th of the month, then your salary disbursement is subject to the following scenarios:

Case 1: If you clear your OJT before the 25th of the month, then your salary will be disbursed in the normal salary cycle.

Case 2: If you clear your OJT between the 26th to 10th of the month, then your salary will be disbursed on the 15th of the first month.



Expertrons

EXPERTRONS TECHNOLOGIES PRIVATE LIMITED

Case 3: If you clear your OJT post 10th then your salary will be disbursed in the next salary cycle.

Case B: If you join on or before the 20th of the month, and you do not clear the OJT period then your Full and settlement will be disbursed within 45 days from your last working day.

25. The detailed breakup of your CTC will be shared in the Appointment Letter which will be given to you after you successfully clear your OJT period. You are expected to keep your salary package strictly confidential and not to share or discuss any information regarding the salary with anyone in the Company.

26. Laptop Policy: You will be required to carry your own devices (laptops, tablets, phones as per your job requirements).

27. Preceding, during and succeeding the period of employment, (i) you agree that you will not disparage or criticize the Company or its Affiliates, or their respective businesses, management, directors, business practices, or equity holders (the "Company Entities") and that you will not otherwise do or say anything that could disrupt the good morale, or otherwise harm the interests or reputations, of the Company Entities and (ii) you agree that you will not disparage or criticize the product, services or the offerings of the company on any public forum, blogs, social network etc. In case of breach of this clause, the company will be liable to take legal action against you.

*28. You need to report office, **Address:** Pinnacle Business Park, 4th Floor, F4-9A, Mahakali Caves Road, Andheri East, Mumbai, Maharashtra 400093*

I have negotiated, agreed, read, and understood all the terms and conditions of this job letter as well as Annexure hereto and affix my signature in complete acceptance of the terms of the letter.

Congratulations!

Warm Regards,

Ankita Ramdhare
HR Team

Date:

Signature:

Place:

Name:

SSL/TA/OFF/2021-2022/4656

Date: 05-Oct-2021

Ms. Maitry Sirdendu Pandey

203 , Tarang 4b , Asha nagar , Thakur complex , kandivali east

Mumbai

400101

Letter of Employment

Dear Maitry,

With reference to the interview you had with us, we are pleased to appoint you in our organization as **Officer - CAG** (in **Officer** Grade) for **Client Advisory Group** Department on following terms and conditions:

Commencement:

You are required to join our organization on or before **11-Oct-2021**

Location:

You will be initially posted at our office in **Mumbai (MAFATLAL)** till further instructions.

Remuneration:

Your annual total cost to company will be **Rs. 325,008 /-p.a. (Rupees Three Lakh Twenty Five thousand and Eight Only)**.

A detailed break up of your compensation has been attached herewith in the affixed Annexure.

Important note:-

- a) Your remuneration is a confidential matter between you and the Company, and the Company shall view any breach of confidentiality with utmost seriousness, warranting initiation of disciplinary action against you including termination of service.
- b) The Company shall deduct taxes and other statutory dues as may be applicable from time to time from the remuneration payable to you.
- c) The Company shall also be entitled to deduct any sum as may be recoverable from you from time to time as per Company's policies from time to time.

Signature with date

Corporate Identity Number (CIN): U65999MH2005PLC155485 | Website: www.sbismart.com

SEBI Registration No.: Stock Broker: INZ000200032 | DP Registration No.: IN-DP-314-2017

Research Analyst : INH000000602 | Portfolio Manager: INP000004912 | IRDA : CA0103

A wholly owned subsidiary of SBI Capital Markets Limited

Medical Test:

On acceptance of this offer, you have to undergo a pre-employment medical test (only if your age is 35 & above as on date of joining), arrangements for which will be made by the company. The expenses incurred for the medical tests will be reimbursed on submission of receipts/bill. Any suppressed statement declared in self-declaration will be viewed seriously by the Management, which will lead to termination of services without notice.

Duties & Responsibilities:

Your duties and responsibilities will be communicated to you by your reporting manager.

The Company shall have the authority to determine and may change from time to time the portfolio of your duties and responsibilities in the Company, which you shall diligently perform.

You shall perform, observe and conform to such duties, directions and instructions given to you by your superiors in connection with the business of the Company / Group Company diligently and faithfully.

Background Checks:

The Company shall conduct a background verification of all records / references provided by you. Your employment in this company shall be subject to your background check, records being clear and free from any ambiguity. Company reserves the right to call upon you to furnish additional documentation or supporting information in this regard, as and when considered necessary.

Insurance Coverage:

You will be covered under Employee State Insurance Coverage (only if your gross salary is equal or below Rs.21,000/- monthly) or Group Medclaim Policy and Company's Term Life Insurance Scheme as per the terms & conditions prescribe in the respective Policy.

Leave Policy:

You shall be entitled for leaves in accordance with the Company Leave Policy.

Probation:

You shall be on probation for a period of six months from the date of joining. During this period your services may be terminated at any time by giving **15 days** notice in writing or by paying **15 days** gross salary in lieu thereof.

Any Loss of Pay during the probation period will result in extension of probation period by the number of days of such absence. On satisfactory completion of the aforesaid probation period, your appointment may be confirmed in writing subject to approval of the Management. However, your aforesaid probation period may be extended at the discretion of the company in the event your performance/conduct is below acceptable standards.

Transfer:

An employee can be transferred to any Department, Office or Establishment forming part of our organization or to any of our Group companies / Subsidiaries in India or abroad, depending upon the requirements of business or as may be deemed fit by the management.

Signature with date

Corporate Identity Number (CIN): U65999MH2005PLC155485 | Website: www.sbismart.com
SEBI Registration No.: Stock Broker: INZ000200032 | DP Registration No.: IN-DP-314-2017
Research Analyst : INH000000602 | Portfolio Manager: INP000004912 | IRDA : CA0103

A wholly owned subsidiary of SBI Capital Markets Limited

Deputation:

You will not be entitled to claim or stake any claim including claim for employment, permanent or temporary in the group company where you will be deputed during your services (within India or Abroad).

Separation:

During the probation period either party can terminate the services by giving **15 days** notice or gross salary in lieu thereof at the company's discretion. After confirmation either party can terminate the services by giving **30 days** notice (as applicable) or gross salary in lieu thereof at the company discretion.

An employee on probation can resign subject to the approval by the competent authority, after giving **15 days** notice in writing or by paying **15 days** gross salary in lieu thereof.

A confirmed employee shall be under an obligation to give a notice of **30 days**, in writing or **30 days** gross salary in lieu thereof, as the case may be. The aforesaid notice period of **30 days**, as the case may be, can be reduced / waived off by the company at its sole discretion.

Termination:

- a. The Company reserves the right to terminate your employment without notice or payment in lieu of notice on grounds of non-performance or in case you are guilty of misconduct or negligence in your duties, or in case you have undertaken outside employment for remuneration without prior permission of the Company.
- b. **Reasons for Termination of employment shall include, but not limited to:**
 - i. Insubordination or disobedience, whether alone or in combination with others, to any lawful and reasonable order of a superior;
 - ii. Theft, fraud, or dishonesty in connection with the Company or SBI business or property;
 - iii. Taking or giving bribes or any illegal gratification;
 - iv. Remaining on unauthorized absence without intimation continuously for a period exceeding 7 days;
 - v. Repeated late attendance;
 - vi. Repeated breach of any law applicable to the establishment;
 - vii. Riotous or disorderly behavior during working hours at the establishments of the Company/SBI or any act subversive of discipline;
 - viii. Repeated negligence or neglect of work;
 - ix. Unauthorized disclosure of information regarding the affairs of the company, SBI or any of its customers or any other person connected with the business of the company or SBI which is confidential or the disclosure of which is likely to be prejudicial to the interests of the company or SBI.
 - x. Damage or attempt to cause damage to the property of the company or SBI or any of its customers
 - xi. Violation of Insider Trading Code defined by the Company
 - xii. Misbehavior towards customers and employees of the company or SBI on official business related activities.
 - xiii. Making a false statement in any document pertaining to or in connection with his employment in Company;
 - xiv. Conviction by criminal Court of Law for an offence involving moral turpitude;
 - xv. Sexual harassment or intimidation of employees.

Signature with date

Corporate Identity Number (CIN): U65999MH2005PLC155485 | Website: www.sbismart.com
SEBI Registration No.: Stock Broker: INZ000200032 | DP Registration No.: IN-DP-314-2017
Research Analyst : INH000000602 | Portfolio Manager: INP000004912 | IRDA : CA0103

A wholly owned subsidiary of SBI Capital Markets Limited

- c. If, at any time in our opinion, which is final in this matter, you are insolvent or found guilty of dishonesty, disobedience, disorderly behavior, negligence, indiscipline, absence from duty without permission or of any other conduct considered by us detrimental to our interests, or of violation of one or more terms of this letter, your services may be terminated without notice.

Company Property:

- a. You shall be responsible for protecting the property of the Company entrusted to you in the due discharge of your duties and shall indemnify the Company when there is a loss of any kind to the said property.
- b. Before cessation of your employment, you shall immediately surrender to the company all files, books, magazines, reports, documents, manuals, audio and videotapes, floppies & discs and any other knowledge database entrusted to you in the course of your employment.
- c. You shall be responsible for the safekeeping and return, in good condition and order, of all the Company property(s), documents, brochures, books, presentations, reports etc. which may be in your use, custody or charge.

Confidentiality:

- a. You shall not, either during or after your employment with us, divulge or utilize any confidential information belonging to the Company that may have come to your knowledge and you shall, both during and after your employment, take all reasonable precautions to keep all such information confidential.
- b. You shall not reproduce, store in a retrieval system or transmit in any form or by any means-electronic, mechanical, photocopying, recording, scanning or otherwise - any copyrighted material which is the property of the company for your own benefit or for the benefit of any third party either during the course of your employment or on your separation.

Exclusion of Other Occupations:

You shall not, without our prior written permission carry on any business, or enter into any business transaction for any part of your time, in any capacity or are employed by, any other firm, company or person. You will devote your whole time and attention to your duties to promote the interests of the Company.

Prohibition on Unauthorized Dealing:

You shall not enter into any commitments or dealings on behalf of the company for which you have no express authority nor alter or be a party to any alteration of any principle or policy of the Company or exceed the authority or discretion vested in you without the previous sanction of the Company or those in authority over you.

Letter of Authority:

In case any Letter of Authority or Power of Attorney is issued to you or in your favour, you shall undertake to return the same on demand or on termination of your service.

Signature with date

Corporate Identity Number (CIN): U65999MH2005PLC155485 | Website: www.sbismart.com
SEBI Registration No.: Stock Broker: INZ000200032 | DP Registration No.: IN-DP-314-2017
Research Analyst : INH000000602 | Portfolio Manager: INP000004912 | IRDA : CA0103

A wholly owned subsidiary of SBI Capital Markets Limited

Retirement:

You shall retire from your service with the Company on attaining the age of sixty years

Disputes:

Any dispute(s) between you and the Company of whatsoever nature will be subject to the appropriate courts in Mumbai Jurisdiction only.

Employee Poaching:

For one year after you leave SBICAP Securities Limited, you will not hire any SBICAP Securities Limited employee or induce any SBICAP Securities Limited employee to work for a competitor, which is operating in any region where SBICAP Securities Limited does business.

Change in the Personal Details:

You shall intimate the Company about any change of your residential address (permanent and / or current), qualification and other personal details within five days from the date of Change of such details. Your residential address records with the company will be treated as official address and will be used for all official communications with you. In case of non-intimation of change in your residential address to the company, any correspondence to your last known address will be treated as deemed service.

Any other terms and conditions contained herein shall be read along with the instructions, guidelines, policies, etc. and amendments thereof as presently applicable to you and as may be amended from time to time and as may be made applicable to you by the Company subsequently during the course of your employment.

Please signify your acceptance of these terms and conditions of employment by signing the duplicate copy of this letter and returning the same to us for our company's records.

We welcome you as a member of our organization and look forward to many years of fruitful association.

Yours faithfully,



Sumit Ghosh
Head - Human Capital

Accepted

Maitry Sirdendu Pandey

Signature with date

List of Mandatory Documents to be submitted at the time of joining	
1	Aadhar Card
2	PAN Card
3	Address Proof & ID Proof (Any one from the list) <ul style="list-style-type: none"> ❖ Passport ❖ Driving License ❖ Voter ID Card ❖ Ration Card ❖ Aadhar Card ❖ Rent Agreement <i>(Will also be required if communicating address is on rental basis)</i>
4	Qualification Certificate and Mark sheets : <ul style="list-style-type: none"> ❖ SSC ❖ HSC ❖ Graduation ❖ Post-Graduation <i>(If Applicable)</i>
5	Employment Details : <ul style="list-style-type: none"> a) <u>Previous employment:</u> <ul style="list-style-type: none"> ❖ Resignation Acceptance & Relieving Letter ❖ Pay Slip of last three Months b) <u>Past to Previous employment:</u> <ul style="list-style-type: none"> ❖ Relieving/Experience Letter ❖ Appointment letter or Salary Slip

- ❖ All the above mentioned documents to be submitted on the joining date by the Candidate.
- ❖ Relieving letter of the previous employer to be submitted within 45 days from joining the Organisation.
- ❖ Salary will be put on hold, if the documents are not submitted within the stipulated time.
- ❖ All the documents to be mandatorily self-attested by the employee before submission.

Signature with date

Corporate Identity Number (CIN): U65999MH2005PLC155485 | Website: www.sbismart.com
 SEBI Registration No.: Stock Broker: INZ000200032 | DP Registration No.: IN-DP-314-2017
 Research Analyst : INH000000602 | Portfolio Manager: INP000004912 | IRDA : CA0103

A wholly owned subsidiary of SBI Capital Markets Limited



Salary Offer		
Name	Maitry Sirdendu Pandey	
Department	Client Advisory Group	
Grade	Officer	
Designation	Officer - CAG	
Location	Mumbai (MAFATLAL)	
Remuneration Details		
	MONTHLY (Rs.)	ANNUAL (Rs.)
A. SALARY		
a) Basic	10,833	129,996
b) HRA	5,417	65,004
c) Executive Allowance	7,513	90,156
Total	23,763	285,156
B. OTHER ALLOWANCES		
b) Leave Travel Allowance	0	0
c) Telephone Allowance	1,000	12,000
d) Fuel Allowance	0	0
e) Driver's Allowance	0	0
Total	1,000	12,000
GROSS SALARY *	24,763	297,156
C. STATUTORY BENEFITS		
a) Provident Fund (Employer's Contribution)	1,800	21,600
b) Gratuity #	521	6,252
Total	2,321	27,852
TOTAL CTC (A+B+C)	27,084	325,008
Your Net Take Home would be subject to the following deduction from the Gross Salary *		
i) EPF Deduction	ii) ESIC Deduction	
iii) Group Mediclaim Insurance Premium (for dependants)		
iv) Group Term Life Insurance Premium (for self)	v) Income Tax As applicable	
vi) Professional tax as offered in State		
# Gratuity Payable as per Payment of Gratuity Act 1972		

Signature with date

Corporate Identity Number (CIN): U65999MH2005PLC155485 | Website: www.sbismart.com
SEBI Registration No.: Stock Broker: INZ000200032 | DP Registration No.: IN-DP-314-2017
Research Analyst : INH000000602 | Portfolio Manager: INP000004912 | IRDA : CA0103

A wholly owned subsidiary of SBI Capital Markets Limited

OFFER LETTER

To,

Date: - 08/11/2021.

AKANKSHA BIRAMNE,

A-1/401 Misquitta Nagar
Dahisar East
Mumbai - 400068
Mobile: - 8087323069

Dear Akanksha Biramne,

Subsequent to the meetings between **Gratitude India Manpower Consultants Pvt. Ltd (Asia & Africa)** and you, we are pleased to make an offer of employment on the following terms and conditions:

Your Date of joining will be 08th of November 2021 as a HR Recruiter.

As per Company regulations you are required to furnish, before joining, documentary proof of your identity, last-drawn salary, educational qualifications and work testimonials and also that you are free from any other contractual restrictions preventing you from accepting this offer or starting work on the above mentioned date.

1. Remuneration :

- a. You will be paid a consolidated salary of **Rs. 18,000/- CTC per month, Rs. 17,665/- in hand**. You have to achieve your monthly target of **6 Successful Payment Hires**. You are also eligible for earning your incentives i.e. Rs 2000/- per point after crossing the given number of target.
- b. Salaries will be paid on the 10th of every month. For candidates with a date of joining after the 15th of any month, salaries will be released in the next salary cycle along with the next month's salary.
- c. Your Full and Final Settlement (FNF) will be done within 45 day.

Terms And Conditions:

During period company can terminate this employment contract by giving 1 day notice and if the employee decides to quit then he will need to serve 30 days' notice period. The management reserves the right to waive off the notice period. Your probation period can be extended at the discretion of the management. The management has the right to forfeit any dues of yours if you leave the organization without giving a written communication or if you commit any thing which is unethical and which intends to harm the Company. In the event that you fail to submit one month's notice period you shall not be liable for any Pending Incentives along with your one month's salary and Incentives account shall be closed. In the event of your resignation, Management may decide to waive off the notice period at its own discretion and relieve you immediately without assigning any reasons.

While in the employment of the company, you are in no way allowed to be employed by any other company on a *temporary or part time* basis of offer your services *with or without* pay to any person, legal entity or public authority or to be occupied in your own business without the prior consent of the company.

You confirm that you have disclosed fully to the company all your business interests whether or not they are similar to or in conflict with the business or activities of the company. You agree to disclose fully to the company any such interests or circumstances which may arise during your employment.

You will not except in case of accident or serious illness certified by the competent medical authority, absent yourself from duties without having first obtained permission from the company's authorized officers.

After confirmation, either side may terminate your services by giving **30 days'** notice in *writing or payment* of salary in lieu thereof. The company may, however, immediately terminate your services without any compensation (including incentives) or notice if:

- (a) You commit any breach of your duties and responsibilities under this contract.
- (b) You are dismissed on grounds of misconduct or non-performance, which contravene the express or implied conditions of your employment.
- (c) Not Worked on Saturday and Sunday.
- (d) For any breach of confidentiality pertaining to the company of its business.

- (e) You are absent for a continuous period of 3 days without prior approval of your superior (including overstay of leave).
- (f) You abscond or attempt abscond from work.

Additionally,

- b. You will retire on attaining the age of **58 years**. An extension may however, be given at the discretion of the management. You may be retired earlier if found *medically unfit*.
- c. All promotions & demotions, increments & decrements will be at the sole discretion of the Management of the company, depending upon your performance.
- d. You will be governed by the rules, regulations, by-laws, instructions & procedures prescribed by the company from time to time.

2. **Confidentiality:**

- i. The position held by you is of a strictly confidential nature. You shall not disclose to any unauthorized person, either during or after your employment with the company, any information about the interest or business of the company or any affiliated companies.
- ii. You will maintain secrecy and will not disclose to third persons any of the trade secrets or other confidential information of the company or its affiliated companies, including but not limited to, proprietary data, clients, method of operations, etc.
- iii. You will take all appropriate measures necessary to keep such trade secrets and confidential information from being disclosed to, or received by third parties. Such trade secrets, client details & methods of operation etc., at all times, remain the property of the company.
- iv. Upon termination of your employment with the company, you shall return to the company all the assets and property of the company (including any Leased properties), documents, files, books, papers, memos, or any other property of the company in your possession or under your control. The terms of this offer are strictly confidential between you and the company.

3. Leave & Attendance:

- i. You will be entitled to 12 (twelve) days' leave per annum (after completing your probation period)
- ii. *No leave encashment would be permitted.*
- iii. *No leaves are allowed for the first 6 months unless it has been pre-approved by your Interviewer at the time of Interview. Leaves taken in the 1st 6 months will be calculated 1:1 i.e. one day salary would be deducted for every single leave.*
- iv. *Leaves taken on Monday or Friday 2 days salary will be deducted in your probation period.*
- v. In the event of an emergency, a mail has to be marked to your Superior along with a CC to hr@gratitudeindia.com. Only after the Approval of your leave will you be allowed to take it. SMSes/ WhatsApp texts sent to Superiors are not considered as Approved Leaves and will be considered as uninformed leave. An employee is considered to be "absconding" if he takes any uninformed leave in the first 2 months of joining, and may be terminated.
- vi. Late comings are dealt with strictly and you are not allowed to come late to office unless pre-approved by your superior.

Kindly sign and return a copy of this letter duly countersigned by you on EACH PAGE in acceptance of the terms and conditions set out herein.

I Akanksha Biramne accept the terms and conditions of this letter.

Signature:

Date: 08/11/2021




Kirti Soni
HR Lead

Gratitude India Manpower Consultants Pvt. Ltd.



Offer Letter

Role: Business Development Executive

Location: Mumbai

Date: 27th October 2021

Dear Vaishnavi Poojari,

Further to our discussions, we are pleased to offer you the Position of a **Business Development Executive** in our organization. This offer takes effect from the date of joining **15th November 2021**.

We would request you to report at the following address:

Office no 4, Ak Estate, SV Road, Goregaon (West), Mumbai, India – 400062.

Your CTC will be 3,30,000/- p.a. furthered bifurcated into fixed and variable as mentioned below

Fixed – 2,40,000/- p.a.

Variable – 90,000/- p.a

Note:

- Taxes will be deducted as applicable.

The structure of your compensation plan may be altered / changed from time to time in line with the Compensation policy and practices of the Organization.

You will abide by the rules and regulations of the Firm as may be in force from time to time and if any violation made would be subjected to the Disciplinary action.

The Company reserves the right to determine type of & range of work you may be subsequently called upon to perform and the place where you may be posted. Your appointment is subject to reporting on client's office (on site) which may also be altered and changed on Company's discretion.

Leave Policy: As per the Firm's policy every employee on completion of the probation period of 6 months will be eligible for paid leaves on a pro – rata basis for the FY.

Prior notice should be served for all the leaves taken

- Sick leaves taken should be informed on the same day before 9.00 am.
- Any leaves taken on a Friday or Monday will lead to deductions in the salary for the following or preceding Saturdays and Sundays as well.
- Any leaves required for 2 days should be served with a 15 days prior notice.
- Any leaves required for more than 2 days should be served with a 30 days prior notice.
- Any un-approved leaves if taken shall lead to termination.

Notice Period Policy: As per Firm's policy, every employee shall serve a notice period of 3 months prior to the date of resigning. In case if you fail to serve the required notice period he / she will have to forthwith & pay a sum equivalent to the remaining notice duration of his/her salary.

Your appointment is subject to satisfactory reference checks and clearance from any secrecy/service agreements that you may have executed, which could have a bearing on your working with us.

This letter of offer is based on the information furnished in your application for employment and during the interviews you had with us. If, at any time in future, it comes to light that any of this information is incorrect or any relevant information has been withheld, then your employment is liable to be terminated without notice.

This offer is valid till **27th October 2021**. If you do not confirm the acceptance, AIAB Ventures Pvt Ltd. has the right to withdraw the offer.

We welcome you to our organization and look forward to your contribution to the growth of the organization and yourself.

On the date of joining, please bring the following documents for verification and submission:

1. Original and copies of Educational Certificates and Mark Sheets.
2. Relieving letter & Experience Certificate from previous Employer[s] (if any).
3. Salary Certificate from previous Employer (if any).
4. Original & copy of your ID Proof, Address Proof, PAN Card.
5. Two Passport Size Photographs.

Kindly sign and return to us the duplicate copy of this letter as your Acceptance along with the Employee agreement duly signed.

Wish you all the best!



Yours Sincerely,
AIAB Ventures Pvt Ltd

Your monthly Salary Structure will be as follows-

Basic	6,000
Travel Allowance	1,600
HRA	3,000
Leave Encashment	0
Conveyance	0
Employer contribution	1,800
Other Allowance	5,600
Gross Salary	16,200
Prof Tax	200
Employee Contribution	1,800
Total Monthly Salary (+Incentives)	20,000



05/03/2021

ESHA SHAILENDRA UPADHYAY

A/301, Sai Jash Apt.,
Nallasopara - Vasai Link Road,
Nallasopara (East),
Maharashtra - 401209.

Ms. Esha,

This is with reference to your application and subsequent interview with us, we are pleased to offer you the position of 'Market research analyst' as per the terms and conditions discussed with you, on a monthly stipend of Rs. 3,000/- (Rupees Three Thousand only).

This position is scheduled to begin 01/03/2021 and will be a Three-month paid internship opportunity ending on 31/05/2021.

We look forward towards a mutually beneficial and fruitful association with you.

Welcome to our team!

SINCERELY,
NILESH SHARMA
Growth Hacker

I, ESHA UPADHYAY , accept the above offer and will begin the internship position on 5th of March 2021.

(ESHA UPADHYAY)



Warp and Woof

Innovate | Accelerate | Elevate

05/03/2021

SAKSHI SUBHASH WARE

544/B15 Swastik C.H.S,
Sec no. 5, Charkop,
Kandivali (West),
Mumbai - 400067.

Ms. Sakshi,

This is with reference to your application and subsequent interview with us, we are pleased to offer you the position of 'Market research analyst' as per the terms and conditions discussed with you, on a monthly stipend of Rs. 5,000/- (Rupees Five Thousand only).

This position is scheduled to begin 01/03/2021 and will be a Three-month paid internship opportunity ending on 31/05/2021.

We look forward towards a mutually beneficial and fruitful association with you.

Welcome to our team!

SINCERELY,
NILESH SHARMA
Growth Hacker

I, SAKSHI WARE , accept the above offer and will begin the internship position on 5th of March 2021.

(SAKSHI WARE)