



Date: 21-December-2018

Name : Amrit Dilbagh Singh

Address: Sector-7 Plot No 81/8,Indrayani , Pune

Dear Amrit,

This has reference to your Campus Selection with us for a suitable opening in our organization.

1. We are pleased to offer you an appointment as **“Executive –Client Servicing “**. Your tentative date of joining will be **4 Jun 2019** and can be changed, the information of which will be formally communicated to you.
2. Your Annual Compensation shall be **INR 300000/- LPA**. The detailed Compensation Structure is attached herewith as **“Annexure – 1”**.
3. As informed, your place of posting shall be at communicated to you prior to you joining. However, organization reserves the rights to transfer you to and / or utilize your services in any of the company’s offices (Current or Future), work sites or assisted or affiliated Companies located within the country.
4. You will be governed by the Company rules, as amended from time to time. You will be entitled to, leave and other benefits in accordance with such rules applicable from time to time.
5. On the day of joining, you are requested to contact **Mr Nitish Nair** working with us as **Sr. Executive – Talent Acquisition** for completion of your joining formalities and induction.
6. A detailed Letter of Appointment setting out terms and conditions of your appointment shall be issued to you subsequent to your completing the joining formalities.

On the day of joining, please carry all your original documents along with you for physical verification: -

1. Offer Letter
2. Proof of age (birth certificate/ class 10th certificate)
3. Proof of all qualification (10/12/Graduation/Post Graduation)
4. Proof of Permanent Address (Any one – Voter Id Card/ Driving License/ Aadhar Card/ Electricity bill/ Bank statement)
5. Aadhar Card
6. Identity Proof (Any One -Passport/ Permanent Driving license/ Voter ID)
7. PAN Card
8. Relieving letter/ Experience letter/ Letter of Appointment along with Resignation Letter from all previous employers
9. Latest salary slip / Bank statement reflecting Salary credit from Employer (if applicable)
10. 4 recent passport size photographs

Your offer has been made based on the information furnished by you. However, if there is any discrepancy found during the antecedent check conducted by the Company or in the copies of the documents/certificates given by you as a proof in support of the above, the company reserves the right to revoke the offer & your appointment thereafter at any time.

Please Note –It is mandatory to get all the original documents verified within 4 weeks from your Date of joining. In case of failure, your employment will be terminated with immediate effect.

You are requested to sign below in token of your acceptance of the terms and conditions of this letter of intent and return the duplicate copy duly signed by you to us.

Should you have any queries please feel free to contact **Nitish** @ campusconnect@indiamart.com.

We are very excited about you joining us & we look forward to have you with IndiaMART Intermesh Ltd.

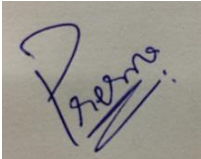
Annexure - 1

Name: Amrit Dilbagh Singh
Designation: Executive- Client Servicing

Salary - Break up		
Component	Monthly (Rs)	Annual (Rs)
Basic	15010	180120
HRA	7505	90060
Executive Allowance	1635	0
Bonus	850	10200
CTC	25000	300000

For Indiamart InterMesh Ltd.

Yours Sincerely



Prerna Hajela
Senior Manager -Human Resources

March 6th, 2019

Ms. Ankita Joshi

Karan Goldcoast, Flat No- A-1001, 10th Floor,
Pune-Bangalore Highway, Bavdhan, Pune,
Maharashtra, Pin Code- 411021

Dear Ankita,

With reference to your application and subsequent interview, we are pleased to offer you a position with **Synechron Technologies Pvt. Ltd.** as **Associate - Finance** on the following terms and conditions:

1. Your remuneration, while posted in India, will be Rs. **5,50,000 (Five Lakhs Fifty Thousand Only)** cost to the company, as per the attached Annexure, subject to Income Tax deductible at source.
2. You are requested to join us on or before **April 29th, 2019**.
3. In case there is any kind of Joining Bonus/Notice Buyouts the candidate/ employee has to serve a minimum period of one year with Synechron Technologies Pvt. Ltd., else they will have to reimburse the entire amount to Synechron Technologies Pvt. Ltd.
4. During your employment with the Company, you will be governed by the service rules and regulations of the company in force or as introduced or amended from time to time.
5. During your employment with the Company, you will be liable to be transferred to any of the offices, whether existing or to be set up, anywhere in India or abroad, on the same terms and conditions of employment at the sole discretion of the management.
6. In case of relocation for Joining, Company would be liable for all relocation expenses as per the bills provided for the same. This would include expenses incurred for moving yourself, family and household goods subject to an upper cap as per the policy of the organization. The candidate/employee has to serve a minimum period of one year with Synechron Technologies Pvt.Ltd., else they will have to reimburse the entire amount to Synechron Technologies Pvt. Ltd.
7. The company may terminate your services with two months' notice from the Company or with compensation equivalent to two months' salary.

India - Pune Office
Synechron Technologies
CEDAR Building, Ascendas IT Park,
Rajiv Gandhi Infotech Park,
Hinjewadi Phase III, Pune 411057
CIN: U72200PN2001PTC016029

USA - New York Office
Synechron, Inc.
15 Maiden Lane, Suite 1100
New York, NY 10038

t: +91 20 4290 1000
f: +91 20 4290 1010

t: +1 212 619 5200
f: +1 212 619 5210

info@synechron.com
www.synechron.com

8. In the case where you want to discontinue your employment, you will have to give two months clear notice in writing to the Company of your intentions to do so.
9. You may be required to sign a Service Agreement with the company if you are sent for any specialized training that may be required to upgrade your skills and knowledge in order to take up required responsibilities and assignments. You agree to pay Synechron all costs and expenses incurred for sponsoring specific training in the specialized areas, technologies and skills in case you leave the company within a period of one year after the completion of the specialized training. However regular training provided on technical skills would not be forming part of specialized training. As a process employee will be clearly communicated before undertaking the specialized skilled, technology training, for which the recovery would be applicable on employee not serving the organization for the specified period of employment as per the organization policy.
10. Your scope of work will be communicated to you after your joining wherein you shall be deemed to be under the Resource Management Group till further Project Allocation is communicated. You will be under training period till your final project allocation.
11. As discussed, our offer is contingent on your signing and agreeing to abide by the terms of our company's Confidentiality Agreement. In brief, the Agreement requires that you hold in trust and not disclose to any party, directly or indirectly, during your employment with our company and thereafter, any confidential information relating to, among other items, research, development, trade secrets, employee and / or customer prospect lists, or the business affairs of our company and any of its clients.
12. You have been engaged on the presumption that the particulars furnished by you in your application and resume are correct. In case the said particulars are found to be incorrect or that you have concealed or withheld some other relevant facts, your appointment with the company shall stand terminated / cancelled without any notice.
13. The retirement age is 58.
14. Please sign the duplicate copy of this letter on each page, to be returned to us as your acceptance of this offer and the terms/conditions detailed in this letter. Please note that no commitments other than what is mentioned in this letter & its annexure will be applicable to you or entertained by us.

You are advised to go through the contents of this letter of offer and annexure before signing the duplicate copy.

We take pleasure in welcoming you to Synechron Technologies Pvt. Ltd. and sincerely hope that your period of service with us will be long, pleasant and of mutual benefit.

Sincerely,

For **SYNECHRON TECHNOLOGIES PVT. LTD.**

Renuka Bagdare
Manager - Recruitment

Agreed and accepted:

I have read, understood and agree with the terms stated in this letter. My signature below constitutes an acceptance of this offer of employment

Signature (**Ankita Joshi**)

Date: _____

March 6th, 2019

Annexure to Letter of Offer

Name: Ms. Ankita Joshi

Designation: Associate - Finance

FIXED SALARY	Per Month (Rs.)	Annual (Rs.)
Basic salary	18,333	2,20,000
House Rent Allowance	7,333	88,000
Leave Travel Allowance	1,528	18,333
Statutory Bonus	1,000	12,000
Professional Allowance	15,439	1,85,267
Company's Contribution to Provident Fund	2,200	26,400
CTC as per Appointment Letter	45,833	5,50,000

Other benefits:

1. Synechron provides a Group Term Life insurance cover of Rs.30 Lakhs.
2. Synechron provides a Group Personal Accident insurance cover of Rs.10 Lakhs.
3. Synechron provides a Group Mediciam Policy for all the employees and this is a co-pay policy wherein 50% premium is borne by the employer.

For **SYNECHRON TECHNOLOGIES PVT. LTD.**

Renuka Bagdare
Manager - Recruitment



REF: ESD/HR/APP/2019

01st March, 2019

To,
Mr. Shantanu Gaikwad ✓
A2-9, Sector 26, Shubham Park,
Pradhikaran, Nigadi,
Pune-411044

Subject: Appointment Letter.

With reference to the discussion, we are pleased to inform you that you have been appointed for employment in **Energgia SKYi Developers** ✓ as 'Executive-Sales' ✓ with effect from **01st March, 2019** on the following terms and conditions, or any other terms and conditions made applicable from time to time. **Cost To Company will be Rupees Two Lakhs Fifty Eight Thousand Per Annum Only (Rs. 2, 58,000 per annum)** inclusive of all statutory contributions as per the attached salary annexure.

1. While joining, you are required to submit 4 photographs, testimonials and certificates along with the originals in supports of your qualifications and experience, failing which you will not be permitted to join duty.

2. You will be on Probation for a period of Six month from the date of appointment. At the end of the Probation period, the company may but it is not bound to, confirm your services. If your services are found unsatisfactory, it is not obligatory to take you on probationary period.

During the Probation period, you will be eligible for an incremental of **1.75** days of leave per month.

3. Termination of Service

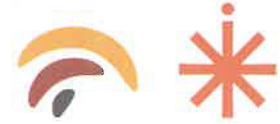
a) Your services are liable to be terminated, in case you are not able to perform as per the standard and expectation of the company.

b) In case of absence from work for more than 5 consecutive days without intimation in writing to the company, your services are liable to be terminated post non-responsiveness to the Memos sent by the Company.

c) If you are absent without leave or remain absent beyond the period of leave originally granted or subsequently extended you shall be considered as having voluntarily terminated your employment without any notice unless you return to work and give an explanation to the satisfaction of the company regarding such absence within 3 days of the commencement of such absence.



- d) Your services are liable to be terminated on account of any of the misconduct shown like, consistent insubordination, gross negligence of duty, usage of unparliamentarily language, consistent absence during working hours and unprofessional conduct in office.
- e) If in the opinion of the Management, you are found to be guilty of breach of any of the above clauses, other rules and regulations, dishonesty or placing personal consideration above the Company's interest in any business dealing or involvement in any unlawful acts under any statute and if you suppress any information from the Company or give false information to the Company, the Management can terminate you from the services forthwith.
- f) You are also liable to be terminated from the services of the Company due to confidentiality breach
- g) You will not be entitled to any internal company benefits including leave encashment if you have been warned on your non performance at work/attendance/confidentiality breach verbally and/or in writing and your final exit is due to non-performance at work/attendance/confidentiality breach irrespective of who initiates the exit.
- h) If you desire to leave the company during training period, it will be necessary for you to give **one months' notice** to the company. The Company may also terminate your services during your training period by giving you **one month's notice** or a **notice period as per management discretion**.
- i) The Company may on confirmation terminate your services by giving you **one month's notice** or salary in lieu of the notice period not served.
4. Your services are transferable at short notice to any branch, office, works, sister concern etc belonging to the company in India. In the event of your transfer, the terms and conditions of the employments outlined herein shall continue to apply. However you shall be required to adhere to the rules and regulations as prevalent in the new place of posting.
5. Although you're normal work will consist of the duties assigned to you in the capacity as mentioned above. You may at any time be called upon to discharge any other duties which in the opinion of the company are within your capacity and ability to discharge and you will forthwith undertake to discharge those duties with diligence care. You being appointed in the responsible / key functions, you may have to put extra number of hours to fulfill the needs of your responsibility, considering this for overtime will be difficult, this has been assumed and thus incorporated in your Cost to company itself.
6. During the employment you will be subject to the standing orders and / or services regulations applicable from time to time to the establishment where you are required to work. Your other service conditions will be the same as for the employees in your category in the organization.
7. You will not be eligible for additional lunch, dinner allowances during working hours, since it has already been paid considering all the future aspects in this regards.
8. During the continuation of your employment and thereafter for the minimum period of five years you will not divulge to any person, firm or Company whatsoever (other than to the directors of the Company or their representatives), your salary, increments and emoluments, as also confidential



information of any descriptions acquired by you while in our service concerning the business, practices or affairs of the Company or any of its associates or branches, their customers and suppliers. Your obligation to keep such information confidential shall survive even on termination or cancellation of this employment.

9. Upon termination of your employment, you will return to the company all company assets, papers, documents and any other articles or copies belonging to the company which may at that time be in your possession.

10. You will not during the continuance of your employment undertake to carry on either alone or in partnership, nor be directly or indirectly employed or concerned with as principal, agent, clerk, assistant, servant or otherwise in any other business or trade or profession whatsoever. You will devote your whole time and attention to your duties with us.

11. The Management shall have the sole rights to change your working hours as per the exigencies of work, similarly your weekly off's shall also be flexible and shall be subject to change as per exigencies of work.

12. You shall always endeavor to upgrade your skills, knowledge, expertise, from time to time and shall not refuse to undergo any training or program undertaken by company or as directed by the company for improvement or up-gradation of skills, services performance or such other things necessary for the growth of the company

13. In the event of the company sending you to any specialized training in India or abroad by incurring huge expenses. You shall be required to sign an agreement to serve a company for the minimum stipulated period, upon completion of training. Failing which you shall be liable to pay entire amount of expenses incurred by the company in this behalf, in addition you shall be liable to pay liquidated damages as may be prescribed in the agreement.

14. You will be permitted to retire from the company's services at the age of 58 years.

15. In case of any change in your address during the course of your employment it shall be your duty to intimate the same in writing within three days from such a change and shall also get the change so effected in the official records. All the correspondence, communications by the company hereinafter shall be made either personally at workplace or at the residential address given by you, at one of the places at the discretion and convenience of the company, should you change your residence, you shall forthwith inform the address in writing to the company.

16. The letter of appointment is being issued to you on the clear understanding that there is nothing on your past record which would have prevented the organization from offering you employment. However, if it is found at any time hereinafter that your past record is objectionable or if any declaration given by you or statement made by you to the organization is false or if you have willfully suppressed any material information, in such a case you will be liable to be removed from the services of the organization forthwith, without any notice.



17. Please return the duplicate copy of this letter duly signed, indicating the date of joining, if the terms and conditions are agreeable to you. We take this opportunity to welcome you and hope that your association with us will prove to be of mutual benefits.

For, Energgia SKYi Developers,

Amit Jagtap



DECLARATION

I have carefully read the terms and conditions of training and employment. I have understood the same and accept them entirely. My date of joining will be 1st March, 2019

Signature of the candidate
[Mr. Shantanu Gaikwad]



01st March, 2019

SALARY ANNEXURE

Mr. Shantanu Gaikwad Executive - Sales					
Earnings	Per Month	Annual	Deduction	Per Month	Annual
Basic	15000	192000	Profession Tax	200	2500
HRA	3000	36000	PF Employee Contribution	0	0
Education Allowance	400	4800	ESIC Employee Contribution	0	0
Medical Allowance	1250	15000			
Conveyance Allowance	850	10200			
Other Allowance	0	0			
Total Gross Salary	21500	258000	Total Net Take Home	21300	255500
PF Employer Contribution	0	0			
ESIC Employer Contribution	0	0			
Total Offered CTC	21500	258000			

For, Energgia SKYi Developers,

Received & Accepted

Amit Jagtap



Mr. Shantanu Gaikwad



REF: ESD/HR/APP/2019

01st March, 2019

To,
Mr. Shantanu Gaikwad ✓
A2-9, Sector 26, Shubham Park,
Pradhikaran, Nigadi,
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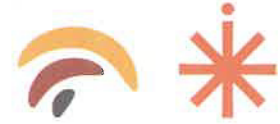
a) Your services are liable to be terminated, in case you are not able to perform as per the standard and expectation of the company.

b) In case of absence from work for more than 5 consecutive days without intimation in writing to the company, your services are liable to be terminated post non-responsiveness to the Memos sent by the Company.

c) If you are absent without leave or remain absent beyond the period of leave originally granted or subsequently extended you shall be considered as having voluntarily terminated your employment without any notice unless you return to work and give an explanation to the satisfaction of the company regarding such absence within 3 days of the commencement of such absence.



- d) Your services are liable to be terminated on account of any of the misconduct shown like, consistent insubordination, gross negligence of duty, usage of unparliamentarily language, consistent absence during working hours and unprofessional conduct in office.
- e) If in the opinion of the Management, you are found to be guilty of breach of any of the above clauses, other rules and regulations, dishonesty or placing personal consideration above the Company's interest in any business dealing or involvement in any unlawful acts under any statute and if you suppress any information from the Company or give false information to the Company, the Management can terminate you from the services forthwith.
- f) You are also liable to be terminated from the services of the Company due to confidentiality breach
- g) You will not be entitled to any internal company benefits including leave encashment if you have been warned on your non performance at work/attendance/confidentiality breach verbally and/or in writing and your final exit is due to non-performance at work/attendance/confidentiality breach irrespective of who initiates the exit.
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4. Your services are transferable at short notice to any branch, office, works, sister concern etc belonging to the company in India. In the event of your transfer, the terms and conditions of the employments outlined herein shall continue to apply. However you shall be required to adhere to the rules and regulations as prevalent in the new place of posting.
5. Although you're normal work will consist of the duties assigned to you in the capacity as mentioned above. You may at any time be called upon to discharge any other duties which in the opinion of the company are within your capacity and ability to discharge and you will forthwith undertake to discharge those duties with diligence care. You being appointed in the responsible / key functions, you may have to put extra number of hours to fulfill the needs of your responsibility, considering this for overtime will be difficult, this has been assumed and thus incorporated in your Cost to company itself.
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information of any descriptions acquired by you while in our service concerning the business, practices or affairs of the Company or any of its associates or branches, their customers and suppliers. Your obligation to keep such information confidential shall survive even on termination or cancellation of this employment.

9. Upon termination of your employment, you will return to the company all company assets, papers, documents and any other articles or copies belonging to the company which may at that time be in your possession.

10. You will not during the continuance of your employment undertake to carry on either alone or in partnership, nor be directly or indirectly employed or concerned with as principal, agent, clerk, assistant, servant or otherwise in any other business or trade or profession whatsoever. You will devote your whole time and attention to your duties with us.

11. The Management shall have the sole rights to change your working hours as per the exigencies of work, similarly your weekly off's shall also be flexible and shall be subject to change as per exigencies of work.

12. You shall always endeavor to upgrade your skills, knowledge, expertise, from time to time and shall not refuse to undergo any training or program undertaken by company or as directed by the company for improvement or up-gradation of skills, services performance or such other things necessary for the growth of the company

13. In the event of the company sending you to any specialized training in India or abroad by incurring huge expenses. You shall be required to sign an agreement to serve a company for the minimum stipulated period, upon completion of training. Failing which you shall be liable to pay entire amount of expenses incurred by the company in this behalf, in addition you shall be liable to pay liquidated damages as may be prescribed in the agreement.

14. You will be permitted to retire from the company's services at the age of 58 years.

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16. The letter of appointment is being issued to you on the clear understanding that there is nothing on your past record which would have prevented the organization from offering you employment. However, if it is found at any time hereinafter that your past record is objectionable or if any declaration given by you or statement made by you to the organization is false or if you have willfully suppressed any material information, in such a case you will be liable to be removed from the services of the organization forthwith, without any notice.



17. Please return the duplicate copy of this letter duly signed, indicating the date of joining, if the terms and conditions are agreeable to you. We take this opportunity to welcome you and hope that your association with us will prove to be of mutual benefits.

For, Energgia SKYi Developers,

Amit Jagtap



DECLARATION

I have carefully read the terms and conditions of training and employment. I have understood the same and accept them entirely. My date of joining will be 1st March, 2019

Signature of the candidate
[Mr. Shantanu Gaikwad]



01st March, 2019

SALARY ANNEXURE

Mr. Shantanu Gaikwad Executive - Sales					
Earnings	Per Month	Annual	Deduction	Per Month	Annual
Basic	15000	192000	Profession Tax	200	2500
HRA	3000	36000	PF Employee Contribution	0	0
Education Allowance	400	4800	ESIC Employee Contribution	0	0
Medical Allowance	1250	15000			
Conveyance Allowance	850	10200			
Other Allowance	0	0			
Total Gross Salary	21500	258000	Total Net Take Home	21300	255500
PF Employer Contribution	0	0			
ESIC Employer Contribution	0	0			
Total Offered CTC	21500	258000			

For, Energgia SKYi Developers,

Received & Accepted

Amit Jagtap



Mr. Shantanu Gaikwad

Strictly Private and Confidential

LETTER OF APPOINTMENT

NAME : Ms. KOMAL CHITTE
DATE OF BIRTH / AGE : 15th DECEMBER 1995
FATHER'S NAME : MR. RAJU DASHRATH CHITTE
JOB DESCRIPTION : EXECUTIVE – PROJECTS & SALES SUPPORT
DATE ISSUED : MAY 24, 2019

Your contract based service consultancy with the Company will commence on 1ST JUNE, 2019 on the terms and conditions contained herein.

1. Job Title and Office

Your job description is EXECUTIVE – PROJECTS & SALES SUPPORT. Your primary place of work will be at Klingelberg India Pvt Ltd, Om Chambers, Office No. 501, T29/31, Telco Road, Near Toyota Showroom, MIDC Bhosari, Pune -411026. However, your services are liable to be transferred, at the sole discretion of the Company, from one location to another. In case of such a transfer, you will be governed by the rules and regulations applicable to the assigned department or the establishment where you are posted. In addition, you will work at, and travel to, such locations as may be necessary for the proper discharge and fulfillment of your duties.

2. Duties :

- (a) You will, diligently and faithfully, during the normal working hours (as mentioned in paragraph 5 hereof), devote all of your time, energy and attention to and exert best efforts exclusively in the performance of your duties so as to promote the activities of the Company only and no other company, entity or person and shall work honestly, faithfully, diligently and efficiently to the utmost of your power and skill.
- (b) You will comply with all applicable laws and regulations and with all policies and standards of the Company, as may be amended from time to time in the performance of any and all duties as are assigned to you.

KLINGELBERG INDIA PRIVATE LIMITED

Registered Office:
Om Chambers, Office No. 501,
T29/31, Telco Road,
Near Toyota Showroom, MIDC Bhosari,
Pune -411026
Mobile: + 91 (0) 9004116255
E-Mail: lalit.sananse@klingelberg.com

**Blade Grinding & Measurement
Technology Centre:**
A-73, H Block, M.I.D.C., Pimpri,
Pune 411018, India.
Phone: +91 9028002650.
E-Mail: shantanand.patil@klingelberg.com

GST No: 27AAECK1993K1Z3
PAN: AAECK1993K
CIN: U29220PN2011FTC138251
Website: www.klingelberg.com

- (c) You will diligently and faithfully carry out the instructions given by the senior officials of the Company and perform any and all duties as are assigned to you.
- (d) You will always act in the best interests of the Company and will not take any action that could in any way cause the Company to incur any liability or disability or result in non-compliance by the Company of the applicable laws and regulations.
- (e) As EXECUTIVE – PROJECTS & SALES SUPPORT, you will have responsibilities as mentioned herein below:
- Meticulous & precise Salesforce data management to ensure complete & correct data is entered about ACCOUNTS & OPPORTUNITIES.
 - Regular update of OPPORTUNITIES in the Salesforce after consulting respective Sales Engineers/Leads.
 - Communication (written & verbal) with all Sales Engineers/Leads for seeking information about new ACCOUNTS, OPPORTUNITIES & updates about existing OPPORTUNITIES.
 - Communication (written & verbal) with our principles in Germany & Switzerland for updates/information exchange about Machine Sales Projects.
 - Preparation AND/OR review of quotations.
 - Preparation AND/OR review of invoices, order confirmations and imports shipping documents.
 - Releasing of purchase orders to suppliers
 - Coordination with logistics agencies to handle dispatch related activities.
 - Review/Preparation of Import / Export documents.
 - Coordination with company CHA for import / export of materials.
 - Adherence to discipline and implementation of work flow, standard processes and quality checks, as outlined by superiors.
 - Payment follow up with the customers.

3. Remuneration

- (a) You will be paid monthly stipend of Rs. 15,000.00 subject to deduction of tax at source and other taxes as may be applicable from time to time.
- (b) You will not disclose the remuneration received by you to any other employee of the Company or to the employees of any of the companies in the Klingelberg Group except and to the extent required by the Human Resources Department of the Company.

4. Probationary Period and Confirmation

Probation period – 12 months, confirmation will be processed after review of 12 months performance.

KLINGELNBERG INDIA PRIVATE LIMITED

Registered Office:
Om Chambers, Office No. 501,
T29/31, Telco Road,
Near Toyota Showroom, MIDC Bhosari,
Pune -411026
Mobile: + 91 (0) 9004116255
E-Mail: lalit.sananse@klingelberg.com

**Blade Grinding & Measurement
Technology Centre:**
A-73, H Block, M.I.D.C., Pimpri,
Pune 411018, India.
Phone: +91 9028002650.
E-Mail: shantanand.patil@klingelberg.com

GST No: 27AAECK1993K1Z3
PAN: AAECK1993K
CIN: U29220PN2011FTC138251
Website: www.klingelberg.com

5. Normal Working Hours

Your normal hours of work will be 48 hours per week and 9 hours per day including a 30 min lunch break, i.e. 9.00 a.m. to 6.00 p.m. during which you will be required to carry out your duties. Every 2nd and 4th Saturdays of a month is considered a non-working day.

6. Annual Holidays / Leave

Annual Holidays as per company policies are applicable but no Privilege Leave are allocated during probation period.

7. Absence Due to Sickness or Injury

- (a) On your first day of absence, you must notify your immediate superior in the Company by 10 a.m. or before you are due to commence work, to give the reason for, and the expected period of absence. This message may be verbal or another person on your behalf may give it. If it is a written statement, it must show evidence that it was sent on the first day of absence.
- (b) For periods of sickness, which require you to remain absent from work for a period is extending from 1 day, including Saturday and/or Sunday, you must complete a self-certification form. This should be sent to the Company to arrive normally by the 3rd day of your sickness.
- (c) For periods of sickness, which require you to remain absent from work for three days or more, including Saturday and/or Sunday, you must provide a doctor's certificate covering all days of absence. In addition, medical certificates must be provided to the Company thereafter on a weekly basis.

Failure to provide proper notification of absence is a disciplinary offence and appropriate disciplinary action may be initiated by the Company.

8. Retirement

You are required to retire from the employment of the Company immediately within next week on day you attain your age of sixty (60) years.

9. Period of Notice Given by Employee to Employer

During the probationary period you may terminate this Contract by giving at least two (2) month's notice or salary in lieu thereof. After the successful completion of the probationary period, you may terminate this Contract by giving at least three (3) calendar months' notice in writing or salary in lieu thereof.

KLINGELBERG INDIA PRIVATE LIMITED

Registered Office:
Om Chambers, Office No. 501,
T29/31, Telco Road,
Near Toyota Showroom, MIDC Bhosari,
Pune -411026
Mobile: + 91 (0) 9004116255
E-Mail: lalit.sananse@klingelberg.com

**Blade Grinding & Measurement
Technology Centre:**
A-73, H Block, M.I.D.C., Pimpri,
Pune 411018, India.
Phone: +91 9028002650.
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10. Period of Notice Given by Employer to Employee

During the period your engagement with Klingelberg India Pvt Ltd, the agreement may be terminated immediately without giving any notice to that effect.

Notwithstanding anything stated herein, the Company reserves the right to dismiss, without notice or salary in lieu thereof, in the case of misconduct by yourself.

11. Hand over of Company property

Upon termination of your employment, you will immediately surrender to the Company, all files, books, magazines, reports, documents, manuals, audio and video tapes, laptops, and discs, all kinds of storage devices and any other knowledge data bases or compilations of the Company's confidential or proprietary information in any form entrusted to you in the course of your employment. You will also surrender any physical property that belongs to the Company and is in your possessions. You will not delete and/or destroy in any manner whatsoever any data in your possession at any time before or during the time of hand over of the Company's property.

12. Exclusivity of Service

You are required to devote your full time, attention and abilities to your job duties during working hours and to act in the best interest of the Company at all times.

You must not, without the prior written express consent of the Company, be in any way directly or indirectly engaged or concerned in any other business or undertaking including for the Competitors of the Company, where this is, or is likely to be, in conflict with the interests of the Company or where this may adversely affect the efficient discharge of your duties.

In the event the Company learns that you, whilst still in the engagement of the Company, are working for the Competitors of the Company contrary to the provisions of this Agreement, the Company shall be entitled to terminate this Letter of Appointment forthwith without being Obligated to issue any notice in that behalf and shall also be entitled to the liquidated damages mentioned in Paragraph 14 below.

13. Confidentiality, Non-competition and Non-solicitation

(a) You appreciate that in the course of your association you may produce, have access to or obtain confidential information provided by the Company to you and/or developed, prepared or amended by you during the course of your employment with the Company, and also relating to the Company / Klingelberg Group's business and matters, including the client's information made available to the Company. Sometimes such information will be expressly marked as "Confidential" but you acknowledge that information of the type set out in this clause is confidential by its very nature. You agree to respect the confidence entrusted to you by not disclosing or using such and other clearly confidential information in any way likely to be in conflict with the interests of the Company / its overseas parent company / group

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companies, without the Company's permission. This duty of confidentiality shall subsist during the course of your employment and shall survive the termination of your employment for any reason whatsoever. Additionally, you shall not introduce into the Company the confidential information of others, including previous employers.

- (b) You will not reproduce, store in a retrieval system or transmit in any form or by any means including but not limited to electronic, mechanical, photocopying, recording, scanning or otherwise any copyrighted or otherwise confidential 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 after your separation.
- (c) Disclosure of any plans, projections or other information pertaining to the Company, Klingelberg Group or any of their respective clients to a competitor or other third party which are confidential or proprietary to the Company, its parent company or group companies or any of their respective affiliates or use of same for personal benefit will result in serious disciplinary action up to and including discharge / dismissal.
- (d) All the information, whether or not in writing, of a private, secret or confidential nature concerning the Company's business, business relationships, research and development, or financial affairs, shall always remain the exclusive property of the Company and all files, letters, memoranda, reports, records, data, sketches, drawings, program listings, or other written, photographic or tangible material containing such information, which shall come into your custody or possession during the course of your employment, shall be exclusive property of the Company, to be used by you only in the performance of your duties.
- (e) You agree not to solicit or hire, directly or indirectly, Company's employees during the term of your employment.

14. DAMAGES ON BREACH OF PARAGRAPH 12 AND 13

In the event the Company learns that you have made breach of any of the provisions of paragraphs 12 and 13 of this Agreement mentioned hereinabove, without prejudice to the other rights and remedies that the Company has against you in Law or contract, the Company shall be entitled to the following:

- (i) Liquidated damages for an amount of Rs. 6,00,00,00/- (Rupees Sixty Lakhs Only) as compensation for the breach of any of these terms and losses caused to the Company in addition to any indirect or consequential loss of profit or business for this breach;
- (ii) Subject to the applicable laws, the Company shall be entitled to retain / adjust all or any part of the remuneration as prescribed in paragraph 3 above or any other monies due under this Letter of Appointment.

15. Gifts

You may not receive or solicit gifts directly due to or resulting from your employment with the Company.

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16. Intellectual Property Rights

16.1 Disclosure and assignment of inventions. You agree to promptly inform and to disclose to the Company all inventions which you invent (either alone or with others) while in the employment of the Company, if the inventions:

- (a) Relate to the present or anticipated business of the Company;
- (b) Relate to any actual or demonstrably anticipated research or development work of the Company;
- (c) Result from any work performed by you for the Company; or
- (d) Were invented utilizing the Company's equipment, supplies, facilities, time, or Confidential Information and Trade Secrets.

ALL OF THE ABOVE DESCRIBED INVENTIONS ARE HEREBY ASSIGNED BY YOU TO THE COMPANY, AND ARE THE EXCLUSIVE PROPERTY OF THE COMPANY. IT IS HEREBY AGREED THAT NO SEPARATE AGREEMENT, DEED, DOCUMENT OR WRITING SHALL BE REQUIRED TO BE EXECUTED BY YOU IN FAVOUR OF THE COMPANY AND THE OWNERSHIP OF ALL THE INVENTIONS ARE DEEMED TO BE HEREBY ASSIGNED BY YOU TO THE COMPANY IN PERPETUITY. ALL OF THE ABOVE DESCRIBED INVENTIONS THAT CONTAIN COPYRIGHTABLE SUBJECT MATTER ARE EXPLICITLY CONSIDERED BY YOU AND THE COMPANY TO BE WORKS MADE FOR HIRE TO THE EXTENT PERMITTED BY LAW AND THE COPYRIGHT THEREIN VEST IN THE COMPANY EXCLUSIVELY. YOU AGREE NOT TO CONTEST THE RIGHT OF THE COMPANY TO SUCH INVENTIONS IN ANY MANNER WHATSOEVER.

16.2 You shall assist the Company in obtaining patents or copyrights on any inventions or in any works created by you in favour of the Company, as and when required by the Company from the competent authorities. You also agree to sign all documents, and do all things necessary to obtain such patents or copyrights, to assign them to the Company, and to protect them against infringement by other parties. The obligations of this paragraph are continuing and survive the termination of your employment with the Company.

16.3 You agree to disclose to the Company, in confidence, (i) all inventions of any kind which you invent while employed with the Company, and (ii) all patent applications filed by you within one (1) year after termination of employment with the Company, whether voluntary or otherwise. You agree that any patent application filed by you within one (1) year after termination of employment with the Company shall be presumed to relate to an invention that you invented during employment at the Company, unless you can prove otherwise.

17. Amendments

The Company may make amendments to these conditions and to the documents and procedures mentioned in them from time to time.

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18. Former or Conflicting Agreements

You represent and warrant that:

- a) The performance of your duties (during the course of your employment with the Company) in terms hereof will not violate or result in the breach of any agreement to keep in confidence proprietary information acquired by you prior to your employment with the Company;
- b) there is no other contract, written or oral, between you and any other person, firm, partnership, organization, corporation or entity that is in conflict with the terms of this appointment letter or concerning proprietary information or assignment of ideas;
- c) during your employment with the Company, you will not disclose to the Company, Klingelberg Group or any of their respective customers or use, or induce the Company, Klingelberg Group or any of their respective customers to use, any proprietary information or trade secrets of others; and
- d) After the cessation of your employment with the Company for any reason whatsoever you will not enter into any agreement that conflicts any of your obligations under this appointment letter and you will inform all your subsequent employers of your obligations under this appointment letter.

19. Miscellaneous Provisions

- a) Governing law: This letter shall be governed by and construed in accordance with the laws of India.
- b) Severability: If any provision of this letter, or application thereof to any person, place or circumstance, shall be held by a court of competent jurisdiction to be void or unenforceable, such provisions shall be enforced to the greatest extent permitted by law and the remaining provisions of this appointment letter shall remain valid and in full force and effect.

You agree to submit to the Company, copies of the following documents:

1. Relieving letter from the previous employer;
2. The statement of full and final settlement of your dues issued by your earlier employer;
3. Experience certificate from previous employer. Latest academic degree certificate along with any professional certifications that you may have;
4. Copy of passport (if available);
5. In case you don't possess passport then proof of permanent address;
6. Copy of PAN card or copy of acknowledgment of form submitted for application of PAN if PAN has not been allotted;
7. Copy of driving license;
8. Salary proof (Copy of salary slip or bank statement reflecting salary transfer); and
9. One color passport size photograph.

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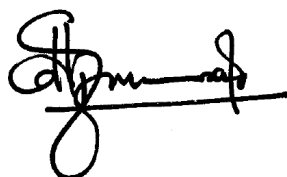
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Additionally, you also agree to keep the Company indemnified against all costs, damages or losses incurred by the Company, directly or indirectly, as a consequence of any legal action initiated by your previous employer against the Company for any reason whatsoever.

Please indicate your acceptance of the terms of this appointment letter by signing and returning the duplicate copy thereof.

Yours sincerely,



For and on behalf of

KLINGELNBERG INDIA PRIVATE LIMITED

ACCEPTANCE

I HAVE READ THIS APPOINTMENT LETTER CAREFULLY AND HAVE UNDERSTOOD ITS TERMS. I HEREBY ACCEPT YOUR OFFER OF EMPLOYMENT ON THE TERMS AND CONDITIONS SET OUT ABOVE. I UNDERSTAND THAT MY ACCEPTANCE OF THE APPOINTMENT LETTER ON THE TERMS SPECIFIED SHALL FORM A CONTRACT OF EMPLOYMENT BETWEEN **KLINGELNBERG INDIA PRIVATE LIMITED** AND MYSELF. I ALSO UNDERSTAND THAT, THIS CONTRACT OF EMPLOYMENT SHALL BECOME VOID, IN CASE, ANY OF THE INFORMATION/S/DOCUMENT/S FURNISHED BY ME IN MY APPLICATION/ CV/ REFERENCES OR AT MY INTERVIEW IS/ ARE FOUND TO BE INACCURATE OR FALSE.

Signed

Date

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Appointment Letter

14th January, 2019

To,
Ms. Vijayalaxmi Vilas Hegade
Bapu Nivas,
Dattawadi, Akurdi,
Pune 411035
No: 9767375873
Email ID: - vijayalaxmivhegade@gmail.com

Dear Vijayalaxmi,

We refer to the discussions you had with us regarding your employment with our Company. We are pleased to offer you the position of **HR Recruiter– Talent Acquisition and HR Support** on the following terms and conditions.

Role & Responsibilities :

- ⇒ You shall carry the responsibility of End to end recruitment, employee on-boarding / engagement, Client acquisition and processes handling, Client Relationship Management etc.
- ⇒ During your first quarter of the tenure you are expected to meet 15 Closures for considering revision in your salary.

Your association shall come into effect from the date of your joining which shall not be later than 14th January **2019**

iPlace India Pvt. Ltd.

Office 601|2|3|5|6|7

Sixth Floor

World Trade Center

Kharadi, Pune 411014

CIN# U72200PN2000PTC014589

Date: *December 17, 2018*

Dear Prithvij Nene,

We are pleased to appoint you as an Associate Recruiter at iPlace India Private Limited. Your joining date will be *December 17, 2018*. Your work schedule will be Monday to Friday, *5.30AM-2.30PM*. Your salary breakdown is:

Heads	Per Month	Per Annum
Base Salary	17,000	204,000
Basic	6,800	81,600
HRA	3,400	40,800
Mobile Reimbursement	1,000	12,000
Books & Periodicals	1,000	12,000
LTA	566	6,797
Special Allowance	1,884	22,603
Meals Allowance	1,100	13,200
Medical Reimbursement	1,250	15,000
PF Employer Contribution	816	9,792
ESIC Employer Contribution	950	11,400
Gratuity	340	4,080
Cab Reimbursement**	3,000	36,000
Cost to Company	22,106	265,272
Deductions		
Cab deduction**	0	0
Professional Tax	200	2500
ESIC Employee Contribution	272	3264
ESIC Employer Contribution	950	11400
PF Employee Contribution	816	9792
PF Employer Contribution	816	9792
Gratuity	340	4080
Income Tax	As per investments	
Total Deductions	3,394	40,828
Net Salary	18,712	224,544

This Appointment Letter supersedes any previous communication, oral or written. All policies mentioned in the Human Resources manual are applicable from date of joining. Employee's responsibilities and work hours may be modified at the sole discretion of iPlace as dictated by iPlace's business needs. Your Employment Agreement will be provided to you once you have completed all onboarding documentation and processes.

Yours Sincerely,

Balakrishnan Sekhar

Balakrishnan Sekhar
Lead – Human Resources

I, Prithvij Nene understand that this is not an Employment Agreement, and understand that this offer will be rescinded if I do not join on the date of joining mentioned on this Appointment Letter.

Signature: _____

APPOINTMENT LETTER

Date: 15 March 2019

Avinash Gaikwad
Pune

Dear Avinash,

Xtensible Software Technologies Pvt. Ltd. is pleased to offer you employment with us on the following terms and conditions.

1. DESIGNATION: You will be designated as the “**Business Development Executive**”, to contribute in the areas of development, maintenance, testing, documentation of software and software applications and servicing of software and software applications. The Company produces software products and applications of international standards for international clients. During your tenure with the Company, you are expected to discharge your duties with sincerity. The Company may, at its discretion, assign other duties to you, which in the opinion of the Company, are in your capacity to discharge, and you will undertake to carry out the same.

2. DATE OF JOINING: You will join us from **01 April 2019**.

3. DOCUMENTS: You shall produce at the time of starting employment the following documents to the Company.

- Copies of your educational certificates,
- Copy of the relieving letter from the last employer,
- Work experience details (supporting details),
- Form 16 or a salary certificate from the last employer,
- Copy of your passport (First and Last page),
- Copy OF PAN (Permanent Account Number) card,
- Local and Permanent proof of address

4. SALARY: Your total compensation is **2,40,000.00/- (Two Lacks Forty Thousand Only)**. All payments to you under the terms of employment are subject to deduction at source under the Income Tax Act. The Company will also be entitled to deduct any dues payable by you to the Company.

5. LEAVE: Your leave entitlement shall be subject to rules of the Company as applicable to employees in your cadre.

6. PROBATION: You will be on probation for a period of 6 months from the date of your joining. Your services can be terminated without any notice during the probation period, without assigning any reason thereof. For the first year, you are entitled to 10 days of leave only, subject to approval by your Reporting Manager.

7. CONFIRMATION: Your confirmation in the Company will depend solely upon your satisfactory performance during the probation period. Company however, retains the discretion to extend or reduce the probation period. On confirmation of your services you will be entitled to all the benefits of a confirmed employee and will follow the regular performance appraisal and salary appraisal cycles.

8. LOCATION: For the present, your services are required at Pune. As and when the necessity arises, the Company has the right to transfer your services to any other place.

9. APPRAISALS: The Company conducts performance appraisals annually for every employee. Increments are decided upon after the annual appraisal, and are based solely on performance.

10. TRAVEL ABROAD: The Company, at its discretion may send you overseas for meetings, project requirement gathering etc. As this involves serious commitments to our client's objectives, the Company would require you to sign a Travel Agreement committing to continued employment with the Company for a stipulated period of time.

Occasionally, clients would also ask for particular verifications to be carried out and separate confidentiality agreements to be signed by individual employees travelling to their offices. These and similar conditions would have to be complied with by all those employees intending to travel abroad.

11. HELMETS COMPULSORY: Helmets are compulsory at Xtensible for both the rider and the pillion rider.

12. SEPARATION:

- You have committed to work at Xtensible for 1 year. If you resign within 1 year from your joining date, you would be expected to pay Xtensible a sum of Rs. 50,000 only towards ending your commitment to Xtensible and serve a notice period of 3 months.

- You can leave the service of the Company by giving a resignation and serving 3 months of notice in full. Your resignation will not be treated as valid if you are on leave at the time of resigning, and no leave will be granted once your resignation is submitted.
- In case of absconding without notice, the company has the right to take legal action against you and you shall be liable to appear in court on your own behalf for the loss suffered by the company.
- The Company can terminate your services by giving one month's notice in Writing or by paying one month's salary in lieu of such notice, without assigning any reason for such termination.
- Upon resignation or termination of your employment, you will return to the Company all documents, books, electronic media and/or any other articles of the Company and/or copies of the same and you shall not undertake or cause any action or deed which might in any way affect the Company's reputation, business interests or standing.

13. EXCLUSIVE EMPLOYMENT: During the period of your employment with the Company, you will devote your available time and attention to your duties with us. You will not take up any other employment or assignment or any office, in any business, trade or profession, honorary or for any consideration, in cash or in kind, directly or indirectly, without the prior written permission of the Company.

14. CONFIDENTIALITY: During and after your employment with us, you will maintain confidentiality and will not divulge to any person or company, information of any kind acquired by you while in our service, concerning process of development, business practices or affairs of the Company or its clients, associates and suppliers. You will be required to maintain utmost secrecy in respect of project documents, commercial offers, design documents, project cost & estimation, technology, software package licenses, the Company's policies, Company's patents & trademarks and the Company's human assets profile. Any of our technical or other important information which might come into your possession during the continuance of your service with us shall not be disclosed, divulged or made public by you even after separation from the Company. You will not (except in the normal course of the Company's business) publish any article or statement, deliver any lecture or broadcast or make any communication to the press, Including magazine publication, or on the Internet, relating to the Company's products or to any matter with which the Company may be concerned, unless you have previously applied to and obtained the written permission from the Company.

15. PROTECTION OF COMMERCIAL INTERESTS: During your tenure with The Company and for a period of 12 months after separation:

- You will not take up employment or a contract with any of our clients or consultants, directly or indirectly, without the explicit permission of the Company in writing.
- You shall not, either for your own account, or as a representative for any third party, encourage any employee of the Company to become employed by or contract with any of our clients or consultants.
- You will not directly or indirectly divert business from any existing or prospective client or consultant, away from the Company.

16. RIGHT OF OWNERSHIP: Any document, design, development drawing, code, product or service, produced or developed, by you or any other employee, associate or consultant of the Company, is exclusively the property of the Company. You will not transfer, copy, download, use and/or forward any such property to consult or assist any outside development work, other than as specified by the Company.

17. TERMINATION: Your services can be terminated by the Company, without any notice if;

- The documents required to be submitted to the Company as stated in this appointment letter are not submitted at the time of joining or within a period of time thereafter as deemed reasonable by the Company.
- The information and particulars furnished by you in your application (including bio-data), at the time of your interview and subsequent discussions, is false or misleading, or if they do not disclose material facts
- You are in breach of the clauses of Exclusive Employment, Confidentiality, Protection of Commercial Interests and Right of Ownership, Helmet Rule as stated in this appointment letter. Breach of these clauses would not only result in termination of your services, without notice and without any settlement, but further, the Company reserves the right to pursue legal proceedings against you.
- You are absent from work for a continuous period of 5 business days without prior approval of your superior (including overstay on leave/training).
- Your conduct, in the opinion of the Company, is found to be dishonest immoral, unethical or the cause of serious embarrassment to the reputation of the Company
- A court finds you guilty of criminal offence or any law breaking activity.

18. SETTLEMENT OF DISPUTES: If, at any time, the terms of this appointment letter cause a dispute between the Company and you, the first approach should be to attempt an amicable reconciliation through e-mail and face-to-face discussion.

If a settlement is not reached, you can call for mediation by any of the non-executive directors of the Company. The Director will hear your arguments and that of the Company and recommend a settlement of the dispute. If the recommended settlement is not acceptable to either party, they may proceed for a legal settlement in a court of law in the jurisdiction of Pune.

Please return the duplicate copy of this letter duly signed by you confirming your acceptance, if you agree to the above terms and conditions.

We take the opportunity to welcome you to be a part of the **Xtensible Software Technologies** team and wish you every success in your assignment with us.

With regards,

HR Department
Xtensible Software Technologies Pvt.Ltd.

Date:

I accept the above terms and conditions.

SIGNATURE

Avinash Gaikwad
NAME

DATE OF JOINING: 01 April 2019

Compensation Breakup			
Components	As a %	Per Month	Per Annum
Basic	40% of CTC	6,800.00	81,600.00
House Rent Allowance	40% of Basic	2,720.00	32,640.00
Conveyance Allowance	Flat	1,600.00	19,200.00
Children Education Allowance	Flat	200.00	2,400.00
Other Allowance		4,864.00	58,368.00
Gross Salary		16,184.00	1,94,208.00
PF (Employer Contribution)	12% of Basic	816.00	9,792.00
Gratuity	4.81% of Basic	-	-
Gross CTC		17,000.00	2,04,000.00
Performance Incentive	15% of final CTC	3,000.00	36,000.00
Cost To Company		20,000.00	2,40,000.00
Deductions			
PF (Employee Contribution)	12% of Basic	816.00	9,792.00
Profession Tax	As per Govt Rule	200.00	2,500.00
Sub Total		1,016.00	12,292.00
Take Home		18,168.00	2,17,916.00
** Payable after one year and figure indicated is the maximum amount. Actual pay-out will depend on the individual and company's performance.			
All matters relating to compensation are STRICTLY CONFIDENTIAL and any breach of this may result in immediate termination of services.			
1) Deductions of Provident Fund, Professional Tax, Income Tax etc. will vary based on Salary Scale & shall be as per the relevant laws / rules in force. 2) Rate of TDS is subject to Declaration & Submission of relevant information and documents by employee.			

Ref No: 00012667/A31/7004

Date: 26.09.2019

Rohan Ravi Pillai
Nilayam Housing Society, Flat No. 8
Tapovan Mandir Road, Opposite Waghere Pa

Pune 411017
Maharashtra

Dear Rohan Ravi,

We are pleased to offer you a position of "Associate Operations" with AXA Business Services Pvt Ltd (the "Company"). This offer is valid till **30 September , 2019** and you will be required to join on or before the date mentioned. Your total employment Cost to Company will be **Rs. 325000.00/-** per annum, effective from your date of joining the Company. The details are provided in the annexure.

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

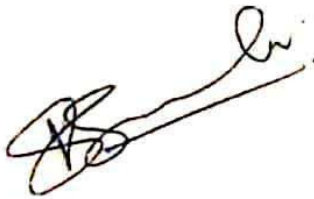
You will be governed by all the rules and regulations of the company in force and as applicable from time to time. As per company policies in case your work entitles you to travel on-site you are required to sign an undertaking for one year.

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

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

Yours sincerely,

For AXA Business Services Pvt. Ltd.



Shyamala Jayakumar
Head Talent Acquisition

AXA Business Services Pvt. Ltd.

CIN : U67200KA1995PTC018761

- Regd. Office : 1st & 2nd Floor, MFAR Manyata Tech Park, Phase IV, Rachenahalli Village, Nagavara, Bangalore - 560045, India.
- 2nd Floor, Novel Tech Park, 46/4, Garvethavi Palya, Bengaluru - 560 068, India. Tel : (080) 4183 0000 Fax : (080) 4183 4300
- Marvel Edge, Block C & D, 1st to 4th Floor, Survey No 207/1A*33A, Lohegaon, Viman Nagar, Pune 411 014, India Tel: (020) 66076000/9000 Fax: (020) 6605 2630/1
- SP Infocity, Incubator No 1, Survey No 209, Pune - Saswad Road, Phursungi, Pune - 412 308, India Tel: 020 60604555

Website : www.axa-bss.com



Letter of Intent-Final Placement

Date: November 22, 2018

Dear Chetan Promod Kurkure,

We are pleased to make an offer to you with IndiaMART InterMESH Ltd. as follows:

Position - Executive – Client Servicing

CTC -3,00,000/- LPA

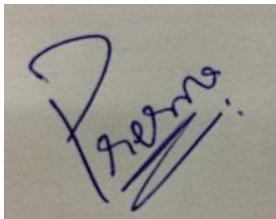
Location – Pan India

An offer letter will be issued to you post successful completion of your documentation.

In order to facilitate the above, you are required to submit the documents listed in the Annexure.

Kindly sign and return a copy of this letter as a token of your acceptance.

Yours Sincerely



Prerna Hajela
Senior Manager -Human Resources

Documents required for issuing the offer letter

We request you to send the below listed documents at vidhi.gupta@indiamart.com as they are mandatory for our records and are necessary for the completion of joining formalities so that we can issue the offer letter to you.

1. PAN Card (*Please apply if you do not possess one and share acknowledgement with us*)
2. Aadhar Card (*Please apply if you do not possess one and share acknowledgement with us*)
3. Valid Driving License and 2-Wheeler RC
4. 10th Marksheet
5. 12th Marksheet
6. All semester wise marksheet for Graduation (*in case of any backlog, please share all marksheets*)
7. All semester wise marksheet for Post-Graduation
8. No Objection Certificate from College/Institute or Provisional Degree

Should you have any queries, please feel free to contact Ms. Vidhi Gupta @ 7290045285.

I accept the terms conditions of this offer

(Candidate's Signature)

Name and Date

Date: 5th July 2019

To,

**Ms. Delma Joseph,
Nandanwan Society, Morewasti,
Chikhali-Pune-411062**

Dear Ms. Delma,

Sub: Offer letter for the position of "Trainee Human Resources"

With reference to your application and subsequent interview with us, we are pleased to appoint you as "**Trainee Human Resources**" in HR Department at Sparkline Equipments (P) Ltd.

You will be located at "**Pune**" currently but, during the course of the service, you shall be liable to be posted / transferred anywhere to serve any of the Company's Projects or any other establishment in India, at the sole discretion of the Management.

A) Reporting Relationship

- ❖ Reporting to: You will be reporting to the Mr. Vikas Ranaware.

B) Compensation

- ❖ You will be on Probation Period for 6 Months.
- ❖ Your total compensation (cost to company) will be **Rs.250485/-PA**. This salary will be structured in a tax efficient basis and includes PF, HRA and other benefits.
- ❖ Your compensation is based on your qualifications, skill sets and overall experience. Therefore, the compensation payable to you by the Company is unique and personal and any comparison of the same with those of others will be of no relevance

C) Terms and Conditions

- ❖ Further to your confirmation, in case of you leaving Job you are required to serve a notice period of **60** days. In this case you will be eligible for that period's pay as well as for the experience certificate else should pay **two months'** notice pay basic salary in lieu of the same to get eligible for any of these.
- ❖ In case, your services are found unsatisfactory or found any kind of misconduct at your end your services will be terminated with 90 days notice or by payment of salary /wages of **60** days in notice.
- ❖ The Company shall be entitled to terminate your employment without notice or compensation in the following event(s):
 - Willful violation of the Company rules.
 - On the grounds of discipline, misconduct, fraud, theft, attitude.
 - Unauthorized absence from duty.

Sparkline Equipments Pvt. Ltd.

Registered Office

Plot No. 38, F-II Block, MIDC Pimpri,
Pune - 411 018, Maharashtra, India.

Manufacturing Unit

Plot No. 32/2, F-II Block, MIDC Pimpri,
Pune - 411 018, Maharashtra, India.

Email sales@sparkline.co.in
Website www.sparklineequip.com
Phone +91-9028043234/35
Toll Free 18002661677

- Imprisonment or censure by a court of law
- ❖ You will retire from the services of the company at the age of 58 years.

D) Confidentiality

- ❖ During the course of your employment and anytime thereafter, You will maintain utmost secrecy of the affairs or works of the company and you will not disclose/divulge or communicate any of the company's trade secret, matters, process, machinery and Information related to the plant to any person(s) and / or organization.

E) Transfer


- ❖ During the tenure of your service, you are liable to be transferred from one department to another, from one place /location to another place/location ,anywhere in India ,whether or not such office/plant /site exists at the time of your appointment .Your refusal for such transfer will be Considered as unwillingness to serve the company and In such case, the management will be free to terminate your services by giving you one month's notice or One month's salary/wages in lieu of notice.

F) Non Solicitation/Non Compete

- ❖ You will not engage yourself in any other business or employment, part-time or full time, with or without remuneration, without prior written permission of the management during the course of your employment with the company.
- ❖ You shall not, directly or indirectly, or through any third party, solicit business from, any client of the Company or client's group/associate companies/firms for a period of one year after the date of termination of your employment with the Company.
- ❖ You shall not, directly or indirectly, perform services or take up employment with any competitor of the Company for a period of one year after the date of termination of your employment with the Company.

We at **Sparkline Equipments (P) Ltd** have the privilege to have you with us, and wish you a very successful career with us. We reaffirm our complete confidence in your abilities to find professional and personal satisfaction here. Please sign and return a copy of this offer letter in acceptance of the terms and conditions.

Best wishes for a long, happy and rewarding career with **Sparkline Equipments (P) Ltd.**


**Authorized Signatory
For Sparkline Equipments Pvt. Ltd.**

Sparkline Equipments Pvt. Ltd.

Registered Office

Plot No. 38, F-II Block, MIDC Pimpri,
Pune - 411 018, Maharashtra, India.

Manufacturing Unit

Plot No. 32/2, F-II Block, MIDC Pimpri,
Pune - 411 018, Maharashtra, India.

Email sales@sparkline.co.in
Website www.sparklineequip.com
Phone +91-9028043234/35
Toll Free 18002661677

Date-5th-July-2019

Name- Delma Joseph

Designation-Trainee Human Resources

Location-Pune

Proposed Date of Joining-05-July-2019

Particulars	Per Month	Yearly
Basic+DA	11500	138000
HRA	1495	17940
Conveyance	500	6000
Medical All	500	6000
Educational All	200	2400
Washing All	167	2004
News paper All	100	1200
Other	4038	48456
Gross	18500	222000
Employer PF	1495	17940
ESIC (Employer Contribution)	879	10545
Total Annual Fixed Salary		250485
CTC (Cost to Company)		250485

Note:- Increment is based on individual performance as per KRA grade awarded to you and company's performance & will be paid annually.
The increment amount will be solely at the discretion of management.TDS will be deducted as per government Norms.
Incentive will be paid as per variable pay scheme in force at the time of disbursement after completion of probation period.


Authorized Signatory

Sparkline Equipments Pvt. Ltd.

Agreed & Accepted By

Sparkline Equipments Pvt. Ltd.

Registered Office

Plot No. 38, F-II Block, MIDC Pimpri,
Pune - 411 018, Maharashtra, India.

Manufacturing Unit

Plot No. 32/2, F-II Block, MIDC Pimpri,
Pune - 411 018, Maharashtra, India.

Email sales@sparkline.co.in
Website www.sparklineequip.com
Phone +91-9028043234/35
Toll Free 18002661677

Ms. Sajai Gangadhar Kolhe

Samarth Niwas, Near Ganesh Temple
Shivaji Nagar, Basmat Road,
Parbhani-431401

Offer Letter

Dear Sajai,

Based on the interview and discussions you had with us, we are pleased to offer you an employment in our **METEOR Program** under **Financial Markets Vertical**. Details of the terms & conditions of offer are as under:

1. You will be designated as **Analyst** and your initial place of posting will be **Pune**.
2. You will be required to work for five days a week and have two days of leave at any time during the week – your manager will inform you about the same.
3. Your initial shift timing will be **1 pm to 10 pm which is subject to change basis the roster for the Program / Process you are assigned to** – your manager will inform you about the same.
4. Your date of commencement of employment will be on or before **March 28, 2019**.
5. Your Cost to the Company will be **INR 217,440** (As per the enclosed Annexure).
6. Deductions applicable: Professional Tax / Income Tax / Transport (As applicable).
7. eClerx offers subsidized transport to employees. Should you wish to avail the same, an amount of **INR 1400** will be deductible from your net monthly salary every month.
8. Your employment would be subject to the Terms & Conditions, mentioned in your appointment letter, which will be issued to you on your joining.
9. You will be on probation for a period of three months from the date of joining. Upon successfully completing the probationary period, your employment is terminable with **30 days'** notice, with notice being provided by either you or the company.
10. During the probation period, you may need to undergo specific / designated trainings as a part of your employment.
11. Successful completion of these training and probation period is critical for confirmation of your employment.
12. Some of the specialized trainings will require a commitment of significant investment by eClerx as well as the employee. In such cases, you will be required to enter into a retention agreement with us. The details of such developments will be made available to you before the commencement of any such training.

13. You are hereby informed that you will have to undergo drug tests pursuant of policies and procedures established by or as may be deemed fit, from time to time, by the Company / client(s) for whose processes you will be working for (i.e. if any).By signing this offer letter, you give irrevocable consent to the Company / its affiliates / officers and employees / Company's client(s), their affiliated companies, agents and officers etc., to conduct / arrange to conduct such test(s) and also release the aforesaid persons/entities of any claims, which you may have in this regard.You may be required to undergo tests for substance abuse as and when deemed necessary by the organisation. Should the reports of such testing be positive, the organisation withholds the right to initiate suitable action, including termination of services, against you.
14. You may need to undergo specific / designated trainings as a part of your employment. Such trainings are aimed to present an opportunity to expand your knowledge base, enhance your domain and product know-how, and equip you for effective execution of all your job responsibilities. Some of the specialized trainings will require a commitment of significant investment by eClerx as well as the employee. In such cases, you will be required to enter into a retention agreement with us. The details of such developments will be made available to you before the commencement of any such training
15. The offer is made to you subject to the following pre-conditions without fulfilling which your offer may be treated as null and void:
You will be required to submit, the following set of documents within five working days from the date of this letter being issued to you.
- a. Four passport size color photographs.
 - b. One set of photocopies of all certificates and mark sheets along with the originals for verification.
 - c. One photocopy of appointment letter and last three months' salary slips from the current employer along with originals for verification (Applicable if currently employed).
 - d. One photocopy of appointment letter and experience certificate / relieving letter from all the previous employers along with originals for verification (Applicable if worked with more than one organization).
 - e. One photocopy of Pan Card. If Pan Card not available, candidate must apply for it and bring the acknowledgement copy.
 - f. One photocopy of passport / driving license etc. for photo ID.
 - g. One photocopy of telephone bill / ration card, gas connection bill, etc. for proof of address.
 - h. One photocopy of experience certificate / relieving letter from the current employer along with originals for verification (Applicable if currently employed) within three working days from the date of joining.
16. In the initial recruitment process you were advised that this position is considered 'critical' and, therefore, your appointment is contingent upon successful completion of a background check, documents submitted by you are sent for necessary verification and authentication to the background verification agency.
17. Your offer of Employment will not be valid if you are unable to provide your Post Graduation/ Graduation final year Marksheet & Degree Certificate beyond (June) of this (2019).

You will be required to report on the said date or you are required to inform the HR at least 15 days before the agreed joining date, failing this, the offer shall stand withdrawn automatically, without any further intimation to you.

On the day of your joining, you are requested to meet with Ms. Arti Singh from Human Resources team for all joining formalities at our Pune office at 9:00 a.m. (Address: Block No-01, 5th Floor, Quadron business Park, Rajiv Gandhi Infotech Park, Hinjewadi, Phase II, Pune) email: Arti.singh@eclerx.com; contact number: +91-20-40277370)

Terms of your employment are governed by eClerx and eClerx reserves the right to make changes to your work location, shift and business vertical based on requirements of the organisation.

Kindly sign a copy of this letter as a token of your acceptance of this offer.

We welcome you to the eClerx family and wish you a successful career with us.

Yours Truly,

Accepted By

For eClerx Services Ltd



Andrews Simon
Associate Principal – Human Resources

Sajai Gangadhar Kolhe

Annexure I**Name:** Sajai Gangadhar Kolhe**Designation:** Analyst**Program :** METEOR**Date of Joining:** March 28, 2019

SALARY OFFER BREAK-UP	Amount (INR)
Basic Pay	7,550
Conveyance Allowance	1,600
Medical Allowance	1,250
Other Allowance	3,082
Monthly Fixed Compensation	13,482
Retiral Fund	1,618
Monthly Total Compensation	15,100
Annual Total Compensation	181,200
Performance Bonus (Upto)	36,240
Cost To Company	217,440
Gratuity	4,358
Total Cost To Company	221,798

Since you have opted not to participate in the Employee's Provident Fund Scheme, the Retiral Fund amount mentioned in your salary will be paid as part of Monthly Fixed Compensation

Other Benefits:

1. You will be entitled to earned leaves equivalent to 24 working days per year. At the end of the financial year, 50% of your leave entitlement will be carry forwarded to the next financial year while encashing the rest subject to a maximum limit of 12 leaves.
2. All increments and bonus payouts will be prorated basis the date of joining or standard salary changes as per company policy which are contingent on your performance and subject to you being on active payroll of the company, on the date of actual payout. Any Employee serving notice period will not be eligible to receive the increments & bonus pay-outs..
3. From the annual bonus, a fixed bi-monthly bonus of 2% would be paid to you every two months, post confirmation of your services with the Company. The balance 8% of your annual bonus would be paid basis your performance as evaluated at the end of the financial year. Non-payment of the bi-monthly bonus, if any, may be on account of performance gap, disciplinary action, or client escalation.
4. You will be entitled to gratuity as per the provisions of the Payment of Gratuity Act 1972 and the amendments made thereafter.
5. A comprehensive Hospitalization Benefit will be available for you, including pre-existing disease cover. The limit of coverage is Rs.100,000.
6. If you are required to work in the night shift, you will also be entitled to receive a night shift allowance calculated basis the number of nights worked during the month, subject to the terms and conditions laid out in the Company's

policy.

7. Language Allowance, if any, will be withdrawn if your role changes for any reason whatsoever, and the new role does not require you to use your language proficiency.
8. In the event of your voluntary separation from the company within a period of 12 months from your date of relocation / transfer to any of the Company's offices in India (if any), you shall be liable to pay to the Company, all the expense incurred towards movement of household goods, relocation allowance, accommodation cost and all other expenses related to your relocation/transfer.

For any further queries, request you to get in touch with your recruiter or drop an email to below mentioned POC's:

Mumbai and Pune Location - candidateexperience_eclerx@eclerx.com or contact, Shreya Sharma (8879691073) or Pooja Sinha (8879267713)

Chandigarh Location - Recruitment_Managers@eclerx.com or contact, Anjali Singh (8558896846)

I have read and understood all the above mentioned points and accept the offer.



Offered By: Andrews Simon
Designation: Associate Principal – Human Resources

Accepted by: _____

Date: _____

Mr. Mangesh Ashruba Tambare

Plot No.1057, Near Hanuman Mandir, Murtijpaur,
N-2, Mhada Colony, Cidco ,
Aurangabad 431001

Offer Letter

Dear Mangesh,

Based on the interview and discussions you had with us, we are pleased to offer you an employment in our **IIS Program** under **Shared Services Vertical**. Details of the terms & conditions of offer are as under:

1. You will be designated as **Senior Analyst** and your initial place of posting will be **Pune**.
2. You will be required to work for five days a week and have two days of leave at any time during the week – your manager will inform you about the same.
3. Your initial shift timing will be **10:30 am to 7:30 pm which is subject to change basis the roster for the Program / Process you are assigned to** – your manager will inform you about the same.
4. Your date of commencement of employment will be on or before **August 27, 2019**.
5. Your Cost to the Company will be **INR 316,800** (As per the enclosed Annexure).
6. Deductions applicable: PF / Professional Tax / Income Tax / Transport (As applicable).
7. eClerx offers subsidized transport to employees. Should you wish to avail the same, an amount of **INR 1400** will be deductible from your net monthly salary every month.
8. Your employment would be subject to the Terms & Conditions, mentioned in your appointment letter, which will be issued to you on your joining.
9. You will be on probation for a period of three months from the date of joining. Upon successfully completing the probationary period, your employment is terminable with **60 Days** notice , with notice being provided by either you or the company.
10. During the probation period, you may need to undergo specific / designated trainings as a part of your employment.
11. Successful completion of these training and probation period is critical for confirmation of your employment.
12. Some of the specialized trainings will require a commitment of significant investment by eClerx as well as the employee. In such cases, you will be required to enter into a retention agreement with us. The details of such developments will be made available to you before the commencement of any such training.

13. You are hereby informed that on the day of joining you will have to undergo drug tests pursuant of policies and procedures established by or as may be deemed fit, from time to time, by the Company / client(s) for whose processes you will be working for (i.e. if any). By signing this offer letter, you give irrevocable consent to the Company / its affiliates / officers and employees / Company's client(s), their affiliated companies, agents and officers etc., to conduct / arrange to conduct such test(s) and also release the aforesaid persons/entities of any claims, which you may have in this regard. You may be required to undergo tests for substance abuse as and when deemed necessary by the organisation. Should the reports of such testing be positive, the organisation withholds the right to initiate suitable action, including termination of services, against you.
14. You may need to undergo specific / designated trainings as a part of your employment. Such trainings are aimed to present an opportunity to expand your knowledge base, enhance your domain and product know-how, and equip you for effective execution of all your job responsibilities. Some of the specialized trainings will require a commitment of significant investment by eClerx as well as the employee. In such cases, you will be required to enter into a retention agreement with us. The details of such developments will be made available to you before the commencement of any such training.
15. The offer is made to you subject to the following pre-conditions without fulfilling which your offer may be treated as null and void:
You will be required to submit, the following set of documents within five working days from the date of this letter being issued to you.
 - a. Four passport size color photographs.
 - b. One set of photocopies of all certificates and mark sheets along with the originals for verification.
 - c. One photocopy of appointment letter and last three months' salary slips from the current employer along with originals for verification (Applicable if currently employed).
 - d. One photocopy of appointment letter and experience certificate / relieving letter from all the previous employers along with originals for verification (Applicable if worked with more than one organization).
 - e. One photocopy of Pan Card. If Pan Card not available, candidate must apply for it and bring the acknowledgement copy.
 - f. One photocopy of passport / driving license etc. for photo ID.
 - g. One photocopy of telephone bill / ration card, gas connection bill, etc. for proof of address.
 - h. One photocopy of experience certificate / relieving letter from the current employer along with originals for verification (Applicable if currently employed) within three working days from the date of joining.
16. In the initial recruitment process you were advised that this position is considered 'critical' and, therefore, your appointment is contingent upon successful completion of a background check, documents submitted by you are sent for necessary verification and authentication to the background verification agency.
17. Your offer of employment will not be valid if you are unable to provide resignation acceptance/reliving letter of your current employment on or before your date of joining.

You will be required to report on the said date or you are required to inform the HR at least 15 days before the agreed joining date, failing this, the offer shall stand withdrawn automatically, without any further intimation to you.

On the day of your joining, you are requested to meet with Ms. Arti Singh from Human Resources team for all joining formalities at our Pune office at 9:00 a.m. (Address: Block No-01, 5th Floor, Quadron business Park, Rajiv Gandhi Infotech Park, Hinjewadi, Phase II, Pune) email: Arti.singh@eclerx.com; contact number: +91-20-40277370)

Terms of your employment are governed by eClerx and eClerx reserves the right to make changes to your work location, shift and business vertical based on requirements of the organisation.

Kindly sign a copy of this letter as a token of your acceptance of this offer.

We welcome you to the eClerx family and wish you a successful career with us.

Yours Truly,

Accepted By

For eClerx Services Ltd



Andrews Simon

Associate Principal – Human Resources

Mangesh Ashruba Tambare

Annexure I**Name:** Mangesh Ashruba Tambare**Designation:** Senior Analyst**Program :** IIS**Date of Joining:** August 27, 2019

SALARY OFFER BREAK-UP	Amount (INR)
Basic Pay	11,000
Conveyance Allowance	1,600
Medical Allowance	1,250
Other Allowance	6,350
Monthly Fixed Compensation	20,200
Retiral Fund	1,800
Monthly Total Compensation	22,000
Annual Total Compensation	264,000
Performance Bonus (Upto)	52,800
Cost To Company	316,800
Gratuity	6,349
Total Cost To Company	323,149

Since you are enrolled under the Employees' Provident Fund Scheme, the Retiral Fund amount will be deposited in your PF account as Employer's contribution. Your personal contribution to PF will be deducted from your Monthly Fixed Compensation

Other Benefits:

1. You will be entitled to earned leaves equivalent to 24 working days per year. At the end of the financial year, 50% of your leave entitlement will be carry forwarded to the next financial year while encashing the rest subject to a maximum limit of 12 leaves.
2. All increments and bonus payouts will be prorated basis the date of joining or standard salary changes as per company policy which are contingent on your performance and subject to you being on active payroll of the company, on the date of actual payout. Any Employee serving notice period will not be eligible to receive the increments & bonus pay-outs.
3. From the annual bonus, a fixed bi-monthly bonus of 2% would be paid to you every two months, post confirmation of your services with the Company. The balance 8% of your annual bonus would be paid basis your performance as evaluated at the end of the financial year. Non-payment of the bi-monthly bonus, if any, may be on account of performance gap, disciplinary action, or client escalation.
4. You will be entitled to gratuity as per the provisions of the Payment of Gratuity Act 1972 and the amendments made thereafter.
5. A comprehensive Hospitalization Benefit will be available for you, including pre-existing disease cover. The limit of

coverage is Rs.100,000.

6. If you are required to work in the night shift, you will also be entitled to receive a night shift allowance calculated basis the number of nights worked during the month, subject to the terms and conditions laid out in the Company's policy.
7. Language Allowance, if any, will be withdrawn if your role changes for any reason whatsoever, and the new role does not require you to use your language proficiency.
8. In the event of your voluntary separation from the company within a period of 12 months from your date of relocation / transfer to any of the Company's offices in India (if any), you shall be liable to pay to the Company, all the expense incurred towards movement of household goods, relocation allowance, accommodation cost and all other expenses related to your relocation/transfer.

For any further queries, request you to get in touch with your recruiter or drop an email to below mentioned POC's:

Mumbai and Pune Location - candidateexperience_eclerx@eclerx.com or contact, Shreya Sharma (8879691073).

Chandigarh Location - Recruitment_Managers@eclerx.com or contact, Anjali Singh (8558896846)

I have read and understood all the above mentioned points and accept the offer.



Offered By: Andrews Simon
Designation: Associate Principal – Human Resources

Accepted by: _____

Date: _____

Ms. Bhagyashri Dani

A-7, Amruta Palace, Old Santosh Nagar, July Solapur
Vijapur Road, Indiranagar,
Solapur, 413004

Offer Letter

Dear **Bhagyashri**,

Based on the interview and discussions you had with us, we are pleased to offer you an employment in our **Financial Markets Vertical**. Details of the terms & conditions of offer are as under:

1. You will be designated as **Analyst** and your initial place of posting will be **Pune**.
2. You will be required to work for five days a week and have two days of leave at any time during the week. Your weekly leaves as well as your shift timings will be conveyed to you by your manager, basis the roster for the program / process you are assigned to.
3. Your date of commencement of employment will be on or before **October 03, 2019**.
4. Your Cost to the Company will be **INR 217,440** (As per the enclosed Annexure).
5. Deductions applicable: Professional Tax / Income Tax / Transport (As applicable).
6. eClerx offers subsidized transport to employees. Should you wish to avail the same, an amount of **INR 1400** will be deductible from your net monthly salary every month.
7. Your employment would be subject to the Terms & Conditions, mentioned in your appointment letter, which will be issued to you on your joining.
8. You will be on probation for a period of three months from the date of joining. Upon successfully completing the probationary period, your employment is terminable with **30 days'** notice, with notice being provided by either you or the company.
9. During the probation period, you may need to undergo specific / designated trainings as a part of your employment.
10. Successful completion of these training and probation period is critical for confirmation of your employment.
11. Some of the specialized trainings will require a commitment of significant investment by eClerx as well as the employee. In such cases, you will be required to enter into a retention agreement with us. The details of such developments will be made available to you before the commencement of any such training.

12. You are hereby informed that on the day of joining you will have to undergo drug tests pursuant of policies and

procedures established by or as may be deemed fit, from time to time, by the Company / client(s) for whose processes you will be working for (i.e. if any). By signing this offer letter, you give irrevocable consent to the Company / its affiliates / officers and employees / Company's client(s), their affiliated companies, agents and officers etc., to conduct / arrange to conduct such test(s) and also release the aforesaid persons/entities of any claims, which you may have in this regard. You may be required to undergo tests for substance abuse as and when deemed necessary by the organisation. Should the reports of such testing be positive, the organisation withholds the right to initiate suitable action, including termination of services, against you.

13. You may need to undergo specific / designated trainings as a part of your employment. Such trainings are aimed to present an opportunity to expand your knowledge base, enhance your domain and product know-how, and equip you for effective execution of all your job responsibilities. Some of the specialized trainings will require a commitment of significant investment by eClerx as well as the employee. In such cases, you will be required to enter into a retention agreement with us. The details of such developments will be made available to you before the commencement of any such training
14. The offer is made to you subject to the following pre-conditions without fulfilling which your offer may be treated as null and void:
You will be required to submit, the following set of documents within five working days from the date of this letter being issued to you.
 - a. Four passport size color photographs.
 - b. One set of photocopies of all certificates and mark sheets along with the originals for verification.
 - c. One photocopy of appointment letter and last three months' salary slips from the current employer along with originals for verification (Applicable if currently employed).
 - d. One photocopy of appointment letter and experience certificate / relieving letter from all the previous employers along with originals for verification (Applicable if worked with more than one organization).
 - e. One photocopy of Pan Card. If Pan Card not available, candidate must apply for it and bring the acknowledgement copy.
 - f. One photocopy of passport / driving license etc. for photo ID.
 - g. One photocopy of telephone bill / ration card, gas connection bill, etc. for proof of address.
 - h. One photocopy of experience certificate / relieving letter from the current employer along with originals for verification (Applicable if currently employed) within three working days from the date of joining.
15. In the initial recruitment process you were advised that this position is considered 'critical' and, therefore, your appointment is contingent upon successful completion of a background check, documents submitted by you are sent for necessary verification and authentication to the background verification agency.
16. Your offer of employment will not be valid if you are unable to provide affidavit of your name change on or before your DOJ.

You will be required to report on the said date or you are required to inform the HR at least 15 days before the agreed joining date, failing this, the offer shall stand withdrawn automatically, without any further intimation to you.

On the day of your joining, you are requested to meet with Ms. Arti Singh from Human Resources team for all joining formalities at our Pune office at 9:00 a.m. (Address: Block 01, Lower Ground Floor, Embassy Quadron Business Park Limited, Hinjewadi Phase-II, Pune, Maharashtra 411057) email: Arti.singh@eclerx.com; contact number: +91-20-40277370)

Confidential

Bhagyashri Dani

Terms of your employment are governed by eClerx and eClerx reserves the right to make changes to your work location, shift and business vertical based on requirements of the organisation.

Kindly sign a copy of this letter as a token of your acceptance of this offer.

We welcome you to the eClerx family and wish you a successful career with us.

Yours Truly,
By

Accepted

For eClerx Services Ltd



Andrews Simon
Associate Principal – Human Resources

Bhagyashri Dani

Annexure I**Name:** Bhagyashri Dani**Designation:** Analyst**Date of Joining:** October 03, 2019

SALARY OFFER BREAK-UP	Amount (INR)
Basic Pay	7,550
HRA	378
Other Allowance	5,595
Monthly Fixed Compensation	13,523
Retiral Fund	1,577
Monthly Total Compensation	15,100
Annual Total Compensation	181,200
Performance Bonus (Upto)	36,240
Cost To Company	217,440
Gratuity	4,358
Total Cost To Company	221,798

Since you have opted not to participate in the Employee's Provident Fund Scheme, the Retiral Fund amount mentioned in your salary will be paid as part of Monthly Fixed Compensation

Other Benefits:

1. You will be entitled to earned leaves equivalent to 24 working days per year. At the end of the financial year, 50% of your leave entitlement will be carry forwarded to the next financial year while encashing the rest subject to a maximum limit of 12 leaves.
2. All increments and bonus payouts will be prorated basis the date of joining or standard salary changes as per company policy which are contingent on your performance and subject to you being on active payroll of the company, on the date of actual payout. Any Employee serving notice period will not be eligible to receive the increments & bonus pay-outs..
3. From the annual bonus, a fixed bi-monthly bonus of 60% would be paid to you every two months, post confirmation of your services with the Company. The balance 40% of your annual bonus would be paid basis your performance as evaluated at the end of the financial year. Non-payment of the bi-monthly bonus, if any, may be on account of performance gap, disciplinary action, or client escalation.
4. You will be entitled to gratuity as per the provisions of the Payment of Gratuity Act 1972 and the amendments made thereafter.
5. A comprehensive Hospitalization Benefit will be available for you, including pre-existing disease cover. The limit of coverage is Rs.100,000.
6. If you are required to work in the night shift, you will also be entitled to receive a night shift allowance calculated basis the number of nights worked during the month, subject to the terms and conditions laid out in the Company's policy.
7. Language Allowance, if any, will be withdrawn if your role changes for any reason whatsoever, and the new role does not require you to use your language proficiency.

8. In the event of your voluntary separation from the company within a period of 12 months from your date of relocation / transfer to any of the Company's offices in India (if any), you shall be liable to pay to the Company, all the expense incurred towards movement of household goods, relocation allowance, accommodation cost and all other expenses related to your relocation/transfer.

For any further queries, request you to get in touch with your recruiter or drop an email to below mentioned POC's:

Mumbai and Pune Location - candidateexperience_eclerx@eclerx.com or contact, Shreya Sharma (8879691073).

Chandigarh Location - Recruitment_Managers@eclerx.com or contact, Anjali Singh (8558896846)

I have read and understood all the above mentioned points and accept the offer.



Offered By: Andrews Simon
Designation: Associate Principal – Human Resources

Accepted by: _____

Date: _____



Date: October 1, 2019

Ms. Diksha Patil

A-7, Amruta Palace, Old Santosh Nagar, July Solapur
Vijapur Road, Indiranagar,
Solapur, 413004

Offer Letter

Dear Diksha,

Based on the interview and discussions you had with us, we are pleased to offer you an employment in our **Financial Markets Vertical**. Details of the terms & conditions of offer are as under:

1. You will be designated as **Analyst** and your initial place of posting will be **Pune**.
2. You will be required to work for five days a week and have two days of leave at any time during the week. Your weekly leaves as well as your shift timings will be conveyed to you by your manager, basis the roster for the program / process you are assigned to.
3. Your date of commencement of employment will be on or before **October 03, 2019**.
4. Your Cost to the Company will be **INR 217,440** (As per the enclosed Annexure).
5. Deductions applicable: Professional Tax / Income Tax / Transport (As applicable).
6. eClerx offers subsidized transport to employees. Should you wish to avail the same, an amount of **INR 1400** will be deductible from your net monthly salary every month.
7. Your employment would be subject to the Terms & Conditions, mentioned in your appointment letter, which will be issued to you on your joining.
8. You will be on probation for a period of three months from the date of joining. Upon successfully completing the probationary period, your employment is terminable with **30 days'** notice, with notice being provided by either you or the company.
9. During the probation period, you may need to undergo specific / designated trainings as a part of your employment.
10. Successful completion of these training and probation period is critical for confirmation of your employment.
11. Some of the specialized trainings will require a commitment of significant investment by eClerx as well as the employee. In such cases, you will be required to enter into a retention agreement with us. The details of such developments will be made available to you before the commencement of any such training.

12. You are hereby informed that on the day of joining you will have to undergo drug tests pursuant of policies and

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E-mail ID: contact@eclerx.com | www.eClerx.com

Office Address:
eClerx Services Ltd.,
Block No 1, 5th Floor, Quadron Business Park Limited,
Rajiv Gandhi Infotech Park, Plot No: 28, Hinjewadi Phase II,
Pune – 411 057, Maharashtra, India.
Ph: +91 20 4027 7990
www.eClerx.com

13. You are hereby informed that you will have to undergo drug tests pursuant of policies and procedures established by or as may be deemed fit, from time to time, by the Company / client(s) for whose processes you will be working for (i.e. if any). By signing this offer letter, you give irrevocable consent to the Company / its affiliates / officers and employees / Company's client(s), their affiliated companies, agents and officers etc., to conduct / arrange to conduct such test(s) and also release the aforesaid persons/entities of any claims, which you may have in this regard. You may be required to undergo tests for substance abuse as and when deemed necessary by the organisation. Should the reports of such testing be positive, the organisation withholds the right to initiate suitable action, including termination of services, against you.
14. You may need to undergo specific / designated trainings as a part of your employment. Such trainings are aimed to present an opportunity to expand your knowledge base, enhance your domain and product know-how, and equip you for effective execution of all your job responsibilities. Some of the specialized trainings will require a commitment of significant investment by eClerx as well as the employee. In such cases, you will be required to enter into a retention agreement with us. The details of such developments will be made available to you before the commencement of any such training
15. The offer is made to you subject to the following pre-conditions without fulfilling which your offer may be treated as null and void:
You will be required to submit, the following set of documents within five working days from the date of this letter being issued to you.
 - a. Four passport size color photographs.
 - b. One set of photocopies of all certificates and mark sheets along with the originals for verification.
 - c. One photocopy of appointment letter and last three months' salary slips from the current employer along with originals for verification (Applicable if currently employed).
 - d. One photocopy of appointment letter and experience certificate / relieving letter from all the previous employers along with originals for verification (Applicable if worked with more than one organization).
 - e. One photocopy of Pan Card. If Pan Card not available, candidate must apply for it and bring the acknowledgement copy.
 - f. One photocopy of passport / driving license etc. for photo ID.
 - g. One photocopy of telephone bill / ration card, gas connection bill, etc. for proof of address.
 - h. One photocopy of experience certificate / relieving letter from the current employer along with originals for verification (Applicable if currently employed) within three working days from the date of joining.
16. In the initial recruitment process you were advised that this position is considered 'critical' and, therefore, your appointment is contingent upon successful completion of a background check, documents submitted by you are sent for necessary verification and authentication to the background verification agency.
17. Your offer of Employment will not be valid if you are unable to provide your Post Graduation/ Graduation final year Marksheet & Degree Certificate beyond (June) of this (2019).

You will be required to report on the said date or you are required to inform the HR at least 15 days before the agreed joining date, failing this, the offer shall stand withdrawn automatically, without any further intimation to you.

On the day of your joining, you are requested to meet with Ms. Arti Singh from Human Resources team for all joining formalities at our Pune office at 9:00 a.m. (Address: Block No-01, 5th Floor, Quadron business Park, Rajiv Gandhi Infotech Park, Hinjewadi, Phase II, Pune) email: Arti.singh@eclerx.com; contact number: +91-20-40277370)

Terms of your employment are governed by eClerx and eClerx reserves the right to make changes to your work location, shift and business vertical based on requirements of the organisation.

Kindly sign a copy of this letter as a token of your acceptance of this offer.

We welcome you to the eClerx family and wish you a successful career with us.

Yours Truly,

Accepted By

For eClerx Services Ltd



Andrews Simon
Associate Principal – Human Resources

Diksha Patil

Annexure I

Name: Diksha Patil

Designation: Analyst

Program : METEOR

Date of Joining: March 28, 2019

SALARY OFFER BREAK-UP	Amount (INR)
Basic Pay	7,550
Conveyance Allowance	1,600
Medical Allowance	1,250
Other Allowance	3,082
Monthly Fixed Compensation	13,482
Retiral Fund	1,618
Monthly Total Compensation	15,100
Annual Total Compensation	181,200
Performance Bonus (Upto)	36,240
Cost To Company	217,440
Gratuity	4,358
Total Cost To Company	221,798

Since you have opted not to participate in the Employee's Provident Fund Scheme, the Retiral Fund amount mentioned in your salary will be paid as part of Monthly Fixed Compensation

Other Benefits:

1. You will be entitled to earned leaves equivalent to 24 working days per year. At the end of the financial year, 50% of your leave entitlement will be carry forwarded to the next financial year while encashing the rest subject to a maximum limit of 12 leaves.
2. All increments and bonus payouts will be prorated basis the date of joining or standard salary changes as per company policy which are contingent on your performance and subject to you being on active payroll of the company, on the date of actual payout. Any Employee serving notice period will not be eligible to receive the increments & bonus pay-outs..
3. From the annual bonus, a fixed bi-monthly bonus of 2% would be paid to you every two months, post confirmation of your services with the Company. The balance 8% of your annual bonus would be paid basis your performance as evaluated at the end of the financial year. Non-payment of the bi-monthly bonus, if any, may be on account of performance gap, disciplinary action, or client escalation.
4. You will be entitled to gratuity as per the provisions of the Payment of Gratuity Act 1972 and the amendments made thereafter.
5. A comprehensive Hospitalization Benefit will be available for you, including pre-existing disease cover. The limit of coverage is Rs.100,000.
6. If you are required to work in the night shift, you will also be entitled to receive a night shift allowance calculated basis the number of nights worked during the month, subject to the terms and conditions laid out in the Company's

- policy.
7. Language Allowance, if any, will be withdrawn if your role changes for any reason whatsoever, and the new role does not require you to use your language proficiency.
 8. In the event of your voluntary separation from the company within a period of 12 months from your date of relocation / transfer to any of the Company's offices in India (if any), you shall be liable to pay to the Company, all the expense incurred towards movement of household goods, relocation allowance, accommodation cost and all other expenses related to your relocation/transfer.

For any further queries, request you to get in touch with your recruiter or drop an email to below mentioned POC's:

Mumbai and Pune Location - candidateexperience_eclerx@eclerx.com or contact, Shreya Sharma (8879691073) or Pooja Sinha (8879267713)

Chandigarh Location - Recruitment_Managers@eclerx.com or contact, Anjali Singh (8558896846)

I have read and understood all the above mentioned points and accept the offer.



Offered By: Andrews Simon
Designation: Associate Principal – Human Resources

Accepted by: _____

Date: _____



Date: May 31, 2019

Ms. Diksha Patil

Servery No 8/1, Sec- 24, Flat - 105,
Pride Residency Nigdi Pradhikaran
411044

Offer Letter

Dear **Diksha**,

Dear **Vishakha**,

Based on the interview and discussions you had with us, we are pleased to offer you an employment in our **DOMAN Program** under **Financial Markets Vertical**. Details of the terms & conditions of offer are as under:

1. You will be designated as **Senior Analyst** and your initial place of posting will be **Pune**.
2. You will be required to work for five days a week and have two days of leave at any time during the week – your manager will inform you about the same.
3. Your initial shift timing will be **6:30 am to 3:30 pm which is subject to change basis the roster for the Program / Process you are assigned to** – your manager will inform you about the same.
4. Your date of commencement of employment will be on or before **June 04, 2019**.
5. Your Cost to the Company will be **INR 288,691** (As per the enclosed Annexure).
6. Deductions applicable: PF / Professional Tax / Income Tax / Transport (As applicable).
7. eClerx offers subsidized transport to employees. Should you wish to avail the same, an amount of **INR 1400** will be deductible from your net monthly salary every month.
8. Your employment would be subject to the Terms & Conditions, mentioned in your appointment letter, which will be issued to you on your joining.
9. You will be on probation for a period of three months from the date of joining. Upon successfully completing the probationary period, your employment is terminable with **60** notice, with notice being provided by either you or the company.
10. During the probation period, you may need to undergo specific / designated trainings as a part of your employment.
11. Successful completion of these training and probation period is critical for confirmation of your employment.
12. Some of the specialized trainings will require a commitment of significant investment by eClerx as well as the employee. In such cases, you will be required to enter into a retention agreement with us. The details of such developments will be made available to you before the commencement of any such training.

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www.eClerx.com

13. You are hereby informed that you will have to undergo drug tests pursuant of policies and procedures established by or as may be deemed fit, from time to time, by the Company / client(s) for whose processes you will be working for (i.e. if any). By signing this offer letter, you give irrevocable consent to the Company / its affiliates / officers and employees / Company's client(s), their affiliated companies, agents and officers etc., to conduct / arrange to conduct such test(s) and also release the aforesaid persons/entities of any claims, which you may have in this regard. You may be required to undergo tests for substance abuse as and when deemed necessary by the organisation. Should the reports of such testing be positive, the organisation withholds the right to initiate suitable action, including termination of services, against you.
14. You may need to undergo specific / designated trainings as a part of your employment. Such trainings are aimed to present an opportunity to expand your knowledge base, enhance your domain and product know-how, and equip you for effective execution of all your job responsibilities. Some of the specialized trainings will require a commitment of significant investment by eClerx as well as the employee. In such cases, you will be required to enter into a retention agreement with us. The details of such developments will be made available to you before the commencement of any such training
15. The offer is made to you subject to the following pre-conditions without fulfilling which your offer may be treated as null and void:
You will be required to submit, the following set of documents within five working days from the date of this letter being issued to you.
 - a. Four passport size color photographs.
 - b. One set of photocopies of all certificates and mark sheets along with the originals for verification.
 - c. One photocopy of appointment letter and last three months' salary slips from the current employer along with originals for verification (Applicable if currently employed).
 - d. One photocopy of appointment letter and experience certificate / relieving letter from all the previous employers along with originals for verification (Applicable if worked with more than one organization).
 - e. One photocopy of Pan Card. If Pan Card not available, candidate must apply for it and bring the acknowledgement copy.
 - f. One photocopy of passport / driving license etc. for photo ID.
 - g. One photocopy of telephone bill / ration card, gas connection bill, etc. for proof of address.
 - h. One photocopy of experience certificate / relieving letter from the current employer along with originals for verification (Applicable if currently employed) within three working days from the date of joining.
16. In the initial recruitment process you were advised that this position is considered 'critical' and, therefore, your appointment is contingent upon successful completion of a background check, documents submitted by you are sent for necessary verification and authentication to the background verification agency.
17. Your offer of Employment will not be valid if you are unable to provide your Post Graduation/ Graduation final year Marksheet & Degree Certificate beyond (June) of this (2019).

You will be required to report on the said date or you are required to inform the HR at least 15 days before the agreed joining date, failing this, the offer shall stand withdrawn automatically, without any further intimation to you.

On the day of your joining, you are requested to meet with Ms. Arti Singh from Human Resources team for all joining formalities at our Pune office at 9:00 a.m. (Address: Block No-01, 5th Floor, Quadron business Park, Rajiv Gandhi Infotech Park, Hinjewadi, Phase II, Pune) email: Arti.singh@eclerx.com; contact number: +91-20-40277370)

Terms of your employment are governed by eClerx and eClerx reserves the right to make changes to your work location, shift and business vertical based on requirements of the organisation.

Kindly sign a copy of this letter as a token of your acceptance of this offer.

We welcome you to the eClerx family and wish you a successful career with us.

Yours Truly,

Accepted By

For eClerx Services Ltd



Andrews Simon
Associate Principal – Human Resources

Geethu Nair

Annexure I

Name: Geethu Nair**Designation:** Senior Analyst**Program :** DOMAN**Date of Joining:** June 04, 2019

SALARY OFFER BREAK-UP	Amount (INR)
Basic Pay	10,024
Conveyance Allowance	1,600
Medical Allowance	1,250
Other Allowance	5,374
Monthly Fixed Compensation	18,248
Retiral Fund	1,800
Monthly Total Compensation	20,048
Annual Total Compensation	240,576
Performance Bonus (Upto)	48,115
Cost To Company	288,691
Gratuity	5,786
Total Cost To Company	294,477

Since you are enrolled under the Employees' Provident Fund Scheme, the Retiral Fund amount will be deposited in your PF account as Employer's contribution. Your personal contribution to PF will be deducted from your Monthly Fixed Compensation

Other Benefits:

1. You will be entitled to earned leaves equivalent to 24 working days per year. At the end of the financial year, 50% of your leave entitlement will be carry forwarded to the next financial year while encashing the rest subject to a maximum limit of 12 leaves.
2. All increments and bonus payouts will be prorated basis the date of joining or standard salary changes as per company policy which are contingent on your performance and subject to you being on active payroll of the company, on the date of actual payout. Any Employee serving notice period will not be eligible to receive the increments & bonus pay-outs.
3. From the annual bonus, a fixed bi-monthly bonus of 2% would be paid to you every two months, post confirmation of your services with the Company. The balance 8% of your annual bonus would be paid basis your performance as evaluated at the end of the financial year. Non-payment of the bi-monthly bonus, if any, may be on account of performance gap, disciplinary action, or client escalation.
4. You will be entitled to gratuity as per the provisions of the Payment of Gratuity Act 1972 and the amendments

- policy.
7. Language Allowance, if any, will be withdrawn if your role changes for any reason whatsoever, and the new role does not require you to use your language proficiency.
 8. In the event of your voluntary separation from the company within a period of 12 months from your date of relocation / transfer to any of the Company's offices in India (if any), you shall be liable to pay to the Company, all the expense incurred towards movement of household goods, relocation allowance, accommodation cost and all other expenses related to your relocation/transfer.

For any further queries, request you to get in touch with your recruiter or drop an email to below mentioned POC's:

Mumbai and Pune Location - candidateexperience_eclerx@eclerx.com or contact, Shreya Sharma (8879691073) or Pooja Sinha (8879267713)

Chandigarh Location - Recruitment_Managers@eclerx.com or contact, Anjali Singh (8558896846)

I have read and understood all the above mentioned points and accept the offer.



Offered By: Andrews Simon
Designation: Associate Principal – Human Resources

Accepted by: _____

Date: _____



Date: September 9, 2019

Ms. Nirmala Choudhary

Ratnaprabha Apartment Mohan Nagar Society Baner
Pune,
411045

Offer Letter

Dear Nirmala,

Based on the interview and discussions you had with us, we are pleased to offer you an employment in our **DOMAN Program** under **Financial Markets Vertical**. Details of the terms & conditions of offer are as under:

1. You will be designated as **Analyst** and your initial place of posting will be **Pune**.
2. You will be required to work for five days a week and have two days of leave at any time during the week – your manager will inform you about the same.
3. Your initial shift timing will be **1:30 pm to 10:30 pm which is subject to change basis the roster for the Program / Process you are assigned to** – your manager will inform you about the same.
4. Your date of commencement of employment will be on or before **September 12, 2019**.
5. Your Cost to the Company will be **INR 217,440** (As per the enclosed Annexure).
6. Deductions applicable: Professional Tax / Income Tax / Transport (As applicable).
7. eClerx offers subsidized transport to employees. Should you wish to avail the same, an amount of **INR 1400** will be deductible from your net monthly salary every month.
8. Your employment would be subject to the Terms & Conditions, mentioned in your appointment letter, which will be issued to you on your joining.
9. You will be on probation for a period of three months from the date of joining. Upon successfully completing the probationary period, your employment is terminable with **60 days'** notice, with notice being provided by either you or the company.
10. During the probation period, you may need to undergo specific / designated trainings as a part of your employment.
11. Successful completion of these training and probation period is critical for confirmation of your employment.
12. Some of the specialized trainings will require a commitment of significant investment by eClerx as well as the employee. In such cases, you will be required to enter into a retention agreement with us. The details of such developments will be made available to you before the commencement of any such training.

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13. You are hereby informed that you will have to undergo drug tests pursuant of policies and procedures established by or as may be deemed fit, from time to time, by the Company / client(s) for whose processes you will be working for (i.e. if any). By signing this offer letter, you give irrevocable consent to the Company / its affiliates / officers and employees / Company's client(s), their affiliated companies, agents and officers etc., to conduct / arrange to conduct such test(s) and also release the aforesaid persons/entities of any claims, which you may have in this regard. You may be required to undergo tests for substance abuse as and when deemed necessary by the organisation. Should the reports of such testing be positive, the organisation withholds the right to initiate suitable action, including termination of services, against you.
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15. The offer is made to you subject to the following pre-conditions without fulfilling which your offer may be treated as null and void:
You will be required to submit, the following set of documents within five working days from the date of this letter being issued to you.
 - a. Four passport size color photographs.
 - b. One set of photocopies of all certificates and mark sheets along with the originals for verification.
 - c. One photocopy of appointment letter and last three months' salary slips from the current employer along with originals for verification (Applicable if currently employed).
 - d. One photocopy of appointment letter and experience certificate / relieving letter from all the previous employers along with originals for verification (Applicable if worked with more than one organization).
 - e. One photocopy of Pan Card. If Pan Card not available, candidate must apply for it and bring the acknowledgement copy.
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 - h. One photocopy of experience certificate / relieving letter from the current employer along with originals for verification (Applicable if currently employed) within three working days from the date of joining.
16. In the initial recruitment process you were advised that this position is considered 'critical' and, therefore, your appointment is contingent upon successful completion of a background check, documents submitted by you are sent for necessary verification and authentication to the background verification agency.
17. Your offer of Employment will not be valid if you are unable to provide your Post Graduation/ Graduation final year Marksheet & Degree Certificate beyond (June) of this (2019).

You will be required to report on the said date or you are required to inform the HR at least 15 days before the agreed joining date, failing this, the offer shall stand withdrawn automatically, without any further intimation to you.

On the day of your joining, you are requested to meet with Ms. Arti Singh from Human Resources team for all joining formalities at our Pune office at 9:00 a.m. (Address: Block No-01, 5th Floor, Quadron business Park, Rajiv Gandhi Infotech Park, Hinjewadi, Phase II, Pune) email: Arti.singh@eclerx.com; contact number: +91-20-40277370)

Terms of your employment are governed by eClerx and eClerx reserves the right to make changes to your work location, shift and business vertical based on requirements of the organisation.

Kindly sign a copy of this letter as a token of your acceptance of this offer.

We welcome you to the eClerx family and wish you a successful career with us.

Yours Truly,

Accepted By

For eClerx Services Ltd



Andrews Simon
Associate Principal – Human Resources

Nirmala Choudhary

Annexure I**Name:** Nirmala Chaoudhary**Designation:** Analyst**Program :** METEOR**Date of Joining:** March 28, 2019

SALARY OFFER BREAK-UP	Amount (INR)
Basic Pay	7,550
Conveyance Allowance	1,600
Medical Allowance	1,250
Other Allowance	3,082
Monthly Fixed Compensation	13,482
Retiral Fund	1,618
Monthly Total Compensation	15,100
Annual Total Compensation	181,200
Performance Bonus (Upto)	36,240
Cost To Company	217,440
Gratuity	4,358
Total Cost To Company	221,798

Since you have opted not to participate in the Employee's Provident Fund Scheme, the Retiral Fund amount mentioned in your salary will be paid as part of Monthly Fixed Compensation

Other Benefits:

1. You will be entitled to earned leaves equivalent to 24 working days per year. At the end of the financial year, 50% of your leave entitlement will be carry forwarded to the next financial year while encashing the rest subject to a maximum limit of 12 leaves.
2. All increments and bonus payouts will be prorated basis the date of joining or standard salary changes as per company policy which are contingent on your performance and subject to you being on active payroll of the company, on the date of actual payout. Any Employee serving notice period will not be eligible to receive the increments & bonus pay-outs..
3. From the annual bonus, a fixed bi-monthly bonus of 2% would be paid to you every two months, post confirmation of your services with the Company. The balance 8% of your annual bonus would be paid basis your performance as evaluated at the end of the financial year. Non-payment of the bi-monthly bonus, if any, may be on account of performance gap, disciplinary action, or client escalation.
4. You will be entitled to gratuity as per the provisions of the Payment of Gratuity Act 1972 and the amendments made thereafter.
5. A comprehensive Hospitalization Benefit will be available for you, including pre-existing disease cover. The limit of coverage is Rs.100,000.
6. If you are required to work in the night shift, you will also be entitled to receive a night shift allowance calculated basis the number of nights worked during the month, subject to the terms and conditions laid out in the Company's

- policy.
7. Language Allowance, if any, will be withdrawn if your role changes for any reason whatsoever, and the new role does not require you to use your language proficiency.
 8. In the event of your voluntary separation from the company within a period of 12 months from your date of relocation / transfer to any of the Company's offices in India (if any), you shall be liable to pay to the Company, all the expense incurred towards movement of household goods, relocation allowance, accommodation cost and all other expenses related to your relocation/transfer.

For any further queries, request you to get in touch with your recruiter or drop an email to below mentioned POC's:

Mumbai and Pune Location - candidateexperience_eclerx@eclerx.com or contact, Shreya Sharma (8879691073) or Pooja Sinha (8879267713)

Chandigarh Location - Recruitment_Managers@eclerx.com or contact, Anjali Singh (8558896846)

I have read and understood all the above mentioned points and accept the offer.



Offered By: Andrews Simon
Designation: Associate Principal – Human Resources

Accepted by: _____

Date: _____



Date: March 27, 2019

Ms. Sangita Bandgar

Samarth Niwas, Near Ganesh Temple
Shivaji Nagar, Basmat Road,
Parbhani-431401

Offer Letter

Dear Sangita,

Based on the interview and discussions you had with us, we are pleased to offer you an employment in our **METEOR Program** under **Financial Markets Vertical**. Details of the terms & conditions of offer are as under:

1. You will be designated as **Analyst** and your initial place of posting will be **Pune**.
2. You will be required to work for five days a week and have two days of leave at any time during the week – your manager will inform you about the same.
3. Your initial shift timing will be **1 pm to 10 pm which is subject to change basis the roster for the Program / Process you are assigned to** – your manager will inform you about the same.
4. Your date of commencement of employment will be on or before **March 28, 2019**.
5. Your Cost to the Company will be **INR 217,440** (As per the enclosed Annexure).
6. Deductions applicable: Professional Tax / Income Tax / Transport (As applicable).
7. eClerx offers subsidized transport to employees. Should you wish to avail the same, an amount of **INR 1400** will be deductible from your net monthly salary every month.
8. Your employment would be subject to the Terms & Conditions, mentioned in your appointment letter, which will be issued to you on your joining.
9. You will be on probation for a period of three months from the date of joining. Upon successfully completing the probationary period, your employment is terminable with **30 days'** notice, with notice being provided by either you or the company.
10. During the probation period, you may need to undergo specific / designated trainings as a part of your employment.
11. Successful completion of these training and probation period is critical for confirmation of your employment.
12. Some of the specialized trainings will require a commitment of significant investment by eClerx as well as the employee. In such cases, you will be required to enter into a retention agreement with us. The details of such developments will be made available to you before the commencement of any such training.

Registered Office:
eClerx Services Ltd.,
[CIN: L72200MH2000PLC125319]
Sonawala Building, 1st Floor, 29 Bank Street, Fort,
Mumbai – 400 023, Maharashtra, India.
Ph: +91 22 6614 8301 | Fax: +91 22 6614 8655
E-mail ID: contact@eclerx.com | www.eClerx.com

Office Address:
eClerx Services Ltd.,
Block No 1, 5th Floor, Quadron Business Park Limited,
Rajiv Gandhi Infotech Park, Plot No: 28, Hinjewadi Phase II,
Pune – 411 057, Maharashtra, India.
Ph: +91 20 4027 7990
www.eClerx.com

13. You are hereby informed that you will have to undergo drug tests pursuant of policies and procedures established by or as may be deemed fit, from time to time, by the Company / client(s) for whose processes you will be working for (i.e. if any). By signing this offer letter, you give irrevocable consent to the Company / its affiliates / officers and employees / Company's client(s), their affiliated companies, agents and officers etc., to conduct / arrange to conduct such test(s) and also release the aforesaid persons/entities of any claims, which you may have in this regard. You may be required to undergo tests for substance abuse as and when deemed necessary by the organisation. Should the reports of such testing be positive, the organisation withholds the right to initiate suitable action, including termination of services, against you.
14. You may need to undergo specific / designated trainings as a part of your employment. Such trainings are aimed to present an opportunity to expand your knowledge base, enhance your domain and product know-how, and equip you for effective execution of all your job responsibilities. Some of the specialized trainings will require a commitment of significant investment by eClerx as well as the employee. In such cases, you will be required to enter into a retention agreement with us. The details of such developments will be made available to you before the commencement of any such training
15. The offer is made to you subject to the following pre-conditions without fulfilling which your offer may be treated as null and void:
You will be required to submit, the following set of documents within five working days from the date of this letter being issued to you.
 - a. Four passport size color photographs.
 - b. One set of photocopies of all certificates and mark sheets along with the originals for verification.
 - c. One photocopy of appointment letter and last three months' salary slips from the current employer along with originals for verification (Applicable if currently employed).
 - d. One photocopy of appointment letter and experience certificate / relieving letter from all the previous employers along with originals for verification (Applicable if worked with more than one organization).
 - e. One photocopy of Pan Card. If Pan Card not available, candidate must apply for it and bring the acknowledgement copy.
 - f. One photocopy of passport / driving license etc. for photo ID.
 - g. One photocopy of telephone bill / ration card, gas connection bill, etc. for proof of address.
 - h. One photocopy of experience certificate / relieving letter from the current employer along with originals for verification (Applicable if currently employed) within three working days from the date of joining.
16. In the initial recruitment process you were advised that this position is considered 'critical' and, therefore, your appointment is contingent upon successful completion of a background check, documents submitted by you are sent for necessary verification and authentication to the background verification agency.
17. Your offer of Employment will not be valid if you are unable to provide your Post Graduation/ Graduation final year Marksheet & Degree Certificate beyond (June) of this (2019).

You will be required to report on the said date or you are required to inform the HR at least 15 days before the agreed joining date, failing this, the offer shall stand withdrawn automatically, without any further intimation to you.

On the day of your joining, you are requested to meet with Ms. Arti Singh from Human Resources team for all joining formalities at our Pune office at 9:00 a.m. (Address: Block No-01, 5th Floor, Quadron business Park, Rajiv Gandhi Infotech Park, Hinjewadi, Phase II, Pune) email: Arti.singh@eclerx.com; contact number: +91-20-40277370)

Terms of your employment are governed by eClerx and eClerx reserves the right to make changes to your work location, shift and business vertical based on requirements of the organisation.

Kindly sign a copy of this letter as a token of your acceptance of this offer.

We welcome you to the eClerx family and wish you a successful career with us.

Yours Truly,

Accepted By

For eClerx Services Ltd



Andrews Simon
Associate Principal – Human Resources

Sangita Bandgar

Annexure I

Name: Sangita Bandgar

Designation: Analyst

Program : METEOR

Date of Joining: March 28, 2019

SALARY OFFER BREAK-UP	Amount (INR)
Basic Pay	7,550
Conveyance Allowance	1,600
Medical Allowance	1,250
Other Allowance	3,082
Monthly Fixed Compensation	13,482
Retiral Fund	1,618
Monthly Total Compensation	15,100
Annual Total Compensation	181,200
Performance Bonus (Upto)	36,240
Cost To Company	217,440
Gratuity	4,358
Total Cost To Company	221,798

Since you have opted not to participate in the Employee's Provident Fund Scheme, the Retiral Fund amount mentioned in your salary will be paid as part of Monthly Fixed Compensation

Other Benefits:

1. You will be entitled to earned leaves equivalent to 24 working days per year. At the end of the financial year, 50% of your leave entitlement will be carry forwarded to the next financial year while encashing the rest subject to a maximum limit of 12 leaves.
2. All increments and bonus payouts will be prorated basis the date of joining or standard salary changes as per company policy which are contingent on your performance and subject to you being on active payroll of the company, on the date of actual payout. Any Employee serving notice period will not be eligible to receive the increments & bonus pay-outs..
3. From the annual bonus, a fixed bi-monthly bonus of 2% would be paid to you every two months, post confirmation of your services with the Company. The balance 8% of your annual bonus would be paid basis your performance as evaluated at the end of the financial year. Non-payment of the bi-monthly bonus, if any, may be on account of performance gap, disciplinary action, or client escalation.
4. You will be entitled to gratuity as per the provisions of the Payment of Gratuity Act 1972 and the amendments made thereafter.
5. A comprehensive Hospitalization Benefit will be available for you, including pre-existing disease cover. The limit of coverage is Rs.100,000.
6. If you are required to work in the night shift, you will also be entitled to receive a night shift allowance calculated basis the number of nights worked during the month, subject to the terms and conditions laid out in the Company's

- policy.
7. Language Allowance, if any, will be withdrawn if your role changes for any reason whatsoever, and the new role does not require you to use your language proficiency.
 8. In the event of your voluntary separation from the company within a period of 12 months from your date of relocation / transfer to any of the Company's offices in India (if any), you shall be liable to pay to the Company, all the expense incurred towards movement of household goods, relocation allowance, accommodation cost and all other expenses related to your relocation/transfer.

For any further queries, request you to get in touch with your recruiter or drop an email to below mentioned POC's:

Mumbai and Pune Location - candidateexperience_eclerx@eclerx.com or contact, Shreya Sharma (8879691073) or Pooja Sinha (8879267713)

Chandigarh Location - Recruitment_Managers@eclerx.com or contact, Anjali Singh (8558896846)

I have read and understood all the above mentioned points and accept the offer.



Offered By: Andrews Simon
Designation: Associate Principal – Human Resources

Accepted by: _____

Date: _____

Ms. Vishakha Suresh Kalbhor

Servery No 8/1, Sec- 24, Flat - 105,
Pride Residency Nigdi Pradhikaran
411044

Offer Letter

Dear Vishakha,

Based on the interview and discussions you had with us, we are pleased to offer you an employment in our **DOMAN Program** under **Financial Markets Vertical**. Details of the terms & conditions of offer are as under:

1. You will be designated as **Senior Analyst** and your initial place of posting will be **Pune**.
2. You will be required to work for five days a week and have two days of leave at any time during the week – your manager will inform you about the same.
3. Your initial shift timing will be **6:30 am to 3:30 pm which is subject to change basis the roster for the Program / Process you are assigned to** – your manager will inform you about the same.
4. Your date of commencement of employment will be on or before **June 04, 2019**.
5. Your Cost to the Company will be **INR 288,691** (As per the enclosed Annexure).
6. Deductions applicable: PF / Professional Tax / Income Tax / Transport (As applicable).
7. eClerx offers subsidized transport to employees. Should you wish to avail the same, an amount of **INR 1400** will be deductible from your net monthly salary every month.
8. Your employment would be subject to the Terms & Conditions, mentioned in your appointment letter, which will be issued to you on your joining.
9. You will be on probation for a period of three months from the date of joining. Upon successfully completing the probationary period, your employment is terminable with **60** notice, with notice being provided by either you or the company.
10. During the probation period, you may need to undergo specific / designated trainings as a part of your employment.
11. Successful completion of these training and probation period is critical for confirmation of your employment.
12. Some of the specialized trainings will require a commitment of significant investment by eClerx as well as the employee. In such cases, you will be required to enter into a retention agreement with us. The details of such developments will be made available to you before the commencement of any such training.

13. You are hereby informed that on the day of joining you will have to undergo drug tests pursuant of policies and procedures established by or as may be deemed fit, from time to time, by the Company / client(s) for whose processes you will be working for (i.e. if any). By signing this offer letter, you give irrevocable consent to the Company / its affiliates / officers and employees / Company's client(s), their affiliated companies, agents and officers etc., to conduct / arrange to conduct such test(s) and also release the aforesaid persons/entities of any claims, which you may have in this regard. You may be required to undergo tests for substance abuse as and when deemed necessary by the organisation. Should the reports of such testing be positive, the organisation withholds the right to initiate suitable action, including termination of services, against you.
14. You may need to undergo specific / designated trainings as a part of your employment. Such trainings are aimed to present an opportunity to expand your knowledge base, enhance your domain and product know-how, and equip you for effective execution of all your job responsibilities. Some of the specialized trainings will require a commitment of significant investment by eClerx as well as the employee. In such cases, you will be required to enter into a retention agreement with us. The details of such developments will be made available to you before the commencement of any such training.
15. The offer is made to you subject to the following pre-conditions without fulfilling which your offer may be treated as null and void:
You will be required to submit, the following set of documents within five working days from the date of this letter being issued to you.
 - a. Four passport size color photographs.
 - b. One set of photocopies of all certificates and mark sheets along with the originals for verification.
 - c. One photocopy of appointment letter and last three months' salary slips from the current employer along with originals for verification (Applicable if currently employed).
 - d. One photocopy of appointment letter and experience certificate / relieving letter from all the previous employers along with originals for verification (Applicable if worked with more than one organization).
 - e. One photocopy of Pan Card. If Pan Card not available, candidate must apply for it and bring the acknowledgement copy.
 - f. One photocopy of passport / driving license etc. for photo ID.
 - g. One photocopy of telephone bill / ration card, gas connection bill, etc. for proof of address.
 - h. One photocopy of experience certificate / relieving letter from the current employer along with originals for verification (Applicable if currently employed) within three working days from the date of joining.
16. In the initial recruitment process you were advised that this position is considered 'critical' and, therefore, your appointment is contingent upon successful completion of a background check, documents submitted by you are sent for necessary verification and authentication to the background verification agency.
17. Your offer of employment will not be valid if you are unable to provide resignation acceptance/reliving letter of your current employment on or before your date of joining.

You will be required to report on the said date or you are required to inform the HR at least 15 days before the agreed joining date, failing this, the offer shall stand withdrawn automatically, without any further intimation to you.

On the day of your joining, you are requested to meet with Ms. Arti Singh from Human Resources team for all joining formalities at our Pune office at 9:00 a.m. (Address: Block No-01, 5th Floor, Quadron business Park, Rajiv Gandhi Infotech Park, Hinjewadi, Phase II, Pune) email: Arti.singh@eclerx.com; contact number: +91-20-40277370)

Terms of your employment are governed by eClerx and eClerx reserves the right to make changes to your work location, shift and business vertical based on requirements of the organisation.

Kindly sign a copy of this letter as a token of your acceptance of this offer.

We welcome you to the eClerx family and wish you a successful career with us.

Yours Truly,

Accepted By

For eClerx Services Ltd



Andrews Simon
Associate Principal – Human Resources

Vishakha Suresh Kalbhor

Annexure I**Name:** Vishakha Suresh Kalbhor**Designation:** Senior Analyst**Program :** DOMAN**Date of Joining:** June 04, 2019

SALARY OFFER BREAK-UP	Amount (INR)
Basic Pay	10,024
Conveyance Allowance	1,600
Medical Allowance	1,250
Other Allowance	5,374
Monthly Fixed Compensation	18,248
Retiral Fund	1,800
Monthly Total Compensation	20,048
Annual Total Compensation	240,576
Performance Bonus (Upto)	48,115
Cost To Company	288,691
Gratuity	5,786
Total Cost To Company	294,477

Since you are enrolled under the Employees' Provident Fund Scheme, the Retiral Fund amount will be deposited in your PF account as Employer's contribution. Your personal contribution to PF will be deducted from your Monthly Fixed Compensation

Other Benefits:

1. You will be entitled to earned leaves equivalent to 24 working days per year. At the end of the financial year, 50% of your leave entitlement will be carry forwarded to the next financial year while encashing the rest subject to a maximum limit of 12 leaves.
2. All increments and bonus payouts will be prorated basis the date of joining or standard salary changes as per company policy which are contingent on your performance and subject to you being on active payroll of the company, on the date of actual payout. Any Employee serving notice period will not be eligible to receive the increments & bonus pay-outs.
3. From the annual bonus, a fixed bi-monthly bonus of 2% would be paid to you every two months, post confirmation of your services with the Company. The balance 8% of your annual bonus would be paid basis your performance as evaluated at the end of the financial year. Non-payment of the bi-monthly bonus, if any, may be on account of performance gap, disciplinary action, or client escalation.
4. You will be entitled to gratuity as per the provisions of the Payment of Gratuity Act 1972 and the amendments

made thereafter.

5. A comprehensive Hospitalization Benefit will be available for you, including pre-existing disease cover. The limit of coverage is Rs.100,000.
6. If you are required to work in the night shift, you will also be entitled to receive a night shift allowance calculated basis the number of nights worked during the month, subject to the terms and conditions laid out in the Company's policy.
7. Language Allowance, if any, will be withdrawn if your role changes for any reason whatsoever, and the new role does not require you to use your language proficiency.
8. In the event of your voluntary separation from the company within a period of 12 months from your date of relocation / transfer to any of the Company's offices in India (if any), you shall be liable to pay to the Company, all the expense incurred towards movement of household goods, relocation allowance, accommodation cost and all other expenses related to your relocation/transfer.

For any further queries, request you to get in touch with your recruiter or drop an email to below mentioned POC's:

Mumbai and Pune Location - candidateexperience_eclerx@eclerx.com or contact, Shreya Sharma (8879691073) or Pooja Sinha (8879267713)

Chandigarh Location - Recruitment_Managers@eclerx.com or contact, Anjali Singh (8558896846)

I have read and understood all the above mentioned points and accept the offer.



Offered By: Andrews Simon
Designation: Associate Principal – Human Resources

Accepted by: _____

Date: _____

Ms. Pratiksha Mahesh Bhamare

D101, PARMAR PARK, SECTOR NO.26,
NIGDI PRADHIKARAN PIMPRI
CHINCHWAD, 411019

Offer Letter

Dear Pratiksha,

Based on the interview and discussions you had with us, we are pleased to offer you an employment in our **DOMAN Program** under **Financial Markets Vertical**. Details of the terms & conditions of offer are as under:

1. You will be designated as **Analyst** and your initial place of posting will be **Pune**.
2. You will be required to work for five days a week and have two days of leave at any time during the week – your manager will inform you about the same.
3. Your initial shift timing will be **1 pm to 10 pm which is subject to change basis the roster for the Program / Process you are assigned to** – your manager will inform you about the same.
4. Your date of commencement of employment will be on or before **September 12, 2019**.
5. Your Cost to the Company will be **INR 217,440** (As per the enclosed Annexure).
6. Deductions applicable: Professional Tax / Income Tax / Transport (As applicable).
7. eClerx offers subsidized transport to employees. Should you wish to avail the same, an amount of **INR 1400** will be deductible from your net monthly salary every month.
8. Your employment would be subject to the Terms & Conditions, mentioned in your appointment letter, which will be issued to you on your joining.
9. You will be on probation for a period of three months from the date of joining. Upon successfully completing the probationary period, your employment is terminable with **60 days'** notice, with notice being provided by either you or the company.
10. During the probation period, you may need to undergo specific / designated trainings as a part of your employment.
11. Successful completion of these training and probation period is critical for confirmation of your employment.
12. Some of the specialized trainings will require a commitment of significant investment by eClerx as well as the employee. In such cases, you will be required to enter into a retention agreement with us. The details of such developments will be made available to you before the commencement of any such training.

13. You are hereby informed that on the day of joining you will have to undergo drug tests pursuant of policies and procedures established by or as may be deemed fit, from time to time, by the Company / client(s) for whose processes you will be working for (i.e. if any). By signing this offer letter, you give irrevocable consent to the Company / its affiliates / officers and employees / Company's client(s), their affiliated companies, agents and officers etc., to conduct / arrange to conduct such test(s) and also release the aforesaid persons/entities of any claims, which you may have in this regard. You may be required to undergo tests for substance abuse as and when deemed necessary by the organisation. Should the reports of such testing be positive, the organisation withholds the right to initiate suitable action, including termination of services, against you.
14. You may need to undergo specific / designated trainings as a part of your employment. Such trainings are aimed to present an opportunity to expand your knowledge base, enhance your domain and product know-how, and equip you for effective execution of all your job responsibilities. Some of the specialized trainings will require a commitment of significant investment by eClerx as well as the employee. In such cases, you will be required to enter into a retention agreement with us. The details of such developments will be made available to you before the commencement of any such training
15. The offer is made to you subject to the following pre-conditions without fulfilling which your offer may be treated as null and void:
You will be required to submit, the following set of documents within five working days from the date of this letter being issued to you.
- a. Four passport size color photographs.
 - b. One set of photocopies of all certificates and mark sheets along with the originals for verification.
 - c. One photocopy of appointment letter and last three months' salary slips from the current employer along with originals for verification (Applicable if currently employed).
 - d. One photocopy of appointment letter and experience certificate / relieving letter from all the previous employers along with originals for verification (Applicable if worked with more than one organization).
 - e. One photocopy of Pan Card. If Pan Card not available, candidate must apply for it and bring the acknowledgement copy.
 - f. One photocopy of passport / driving license etc. for photo ID.
 - g. One photocopy of telephone bill / ration card, gas connection bill, etc. for proof of address.
 - h. One photocopy of experience certificate / relieving letter from the current employer along with originals for verification (Applicable if currently employed) within three working days from the date of joining.
16. In the initial recruitment process you were advised that this position is considered 'critical' and, therefore, your appointment is contingent upon successful completion of a background check, documents submitted by you are sent for necessary verification and authentication to the background verification agency.

You will be required to report on the said date or you are required to inform the HR at least 15 days before the agreed joining date, failing this, the offer shall stand withdrawn automatically, without any further intimation to you.

On the day of your joining, you are requested to meet with Ms. Arti Singh from Human Resources team for all joining formalities at our Pune office at 9:00 a.m. (Address: Block No-01, 5th Floor, Quadron business Park, Rajiv Gandhi Infotech Park, Hinjewadi, Phase II, Pune) email: Arti.singh@eclerx.com; contact number: +91-20-40277370)

Terms of your employment are governed by eClerx and eClerx reserves the right to make changes to your work location, shift and business vertical based on requirements of the organisation.

Kindly sign a copy of this letter as a token of your acceptance of this offer.

We welcome you to the eClerx family and wish you a successful career with us.

Yours Truly,

Accepted By

For eClerx Services Ltd



Andrews Simon
Associate Principal – Human Resources

Pratiksha Mahesh Bhamare

Annexure I

Name: Pratiksha Mahesh Bhamare
Designation: Analyst
Program : DOMAN
Date of Joining: September 12, 2019

SALARY OFFER BREAK-UP	Amount (INR)
Basic Pay	7,550
Conveyance Allowance	1,600
Medical Allowance	1,250
Other Allowance	3,082
Monthly Fixed Compensation	13,482
Retiral Fund	1,618
Monthly Total Compensation	15,100
Annual Total Compensation	181,200
Performance Bonus (Upto)	36,240
Cost To Company	217,440
Gratuity	4,358
Total Cost To Company	221,798

Since you have opted not to participate in the Employee's Provident Fund Scheme, the Retiral Fund amount mentioned in your salary will be paid as part of Monthly Fixed Compensation

Other Benefits:

1. You will be entitled to earned leaves equivalent to 24 working days per year. At the end of the financial year, 50% of your leave entitlement will be carry forwarded to the next financial year while encashing the rest subject to a maximum limit of 12 leaves.
2. All increments and bonus payouts will be prorated basis the date of joining or standard salary changes as per company policy which are contingent on your performance and subject to you being on active payroll of the company, on the date of actual payout. Any Employee serving notice period will not be eligible to receive the increments & bonus pay-outs..
3. From the annual bonus, a fixed bi-monthly bonus of 2% would be paid to you every two months, post confirmation of your services with the Company. The balance 8% of your annual bonus would be paid basis your performance as evaluated at the end of the financial year. Non-payment of the bi-monthly bonus, if any, may be on account of performance gap, disciplinary action, or client escalation.
4. You will be entitled to gratuity as per the provisions of the Payment of Gratuity Act 1972 and the amendments made thereafter.
5. A comprehensive Hospitalization Benefit will be available for you, including pre-existing disease cover. The limit of

coverage is Rs.100,000.

6. If you are required to work in the night shift, you will also be entitled to receive a night shift allowance calculated basis the number of nights worked during the month, subject to the terms and conditions laid out in the Company's policy.
7. Language Allowance, if any, will be withdrawn if your role changes for any reason whatsoever, and the new role does not require you to use your language proficiency.
8. In the event of your voluntary separation from the company within a period of 12 months from your date of relocation / transfer to any of the Company's offices in India (if any), you shall be liable to pay to the Company, all the expense incurred towards movement of household goods, relocation allowance, accommodation cost and all other expenses related to your relocation/transfer.

For any further queries, request you to get in touch with your recruiter or drop an email to below mentioned POC's:

Mumbai and Pune Location - candidateexperience_eclerx@eclerx.com or contact, Shreya Sharma (8879691073).

Chandigarh Location - Recruitment_Managers@eclerx.com or contact, Anjali Singh (8558896846)

I have read and understood all the above mentioned points and accept the offer.



**Offered By: Andrews Simon
Designation: Associate Principal – Human Resources**

Accepted by: _____

Date: _____

eClerx

Offer Letter

June 20, 2019

Ms. Revati Madan Pawar

A1/304 Waghare Empire

Near City International School ,Morwadi

Pimpri Pune - 411018

Dear Revati,

Congratulations!

We are extremely pleased to extend you a warm welcome to the eClerx family as an **Analyst** under the Apprenticeship Program (hereinafter referred to as "**Program**"). Your designation under the Program would be an **Analyst**. We wish you a successful and professionally enriching experience with us.

Please find attached the additional terms and conditions under the Apprentice Program which is to be treated an integral part of your Apprenticeship Contract (hereinafter referred to as "**Contract**"). Please return a duly signed duplicate copy of this letter for our records

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

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

With best regards,



Srividya Ramnath
Program Manager - Human Resources

Registered Office:
eClerx Services Ltd.,
[CIN: L72200MH2000PLC125319]
Sonawala Building, 1st Floor, 29 Bank Street, Fort,
Mumbai – 400 023, Maharashtra, India.
Ph: +91 22 6614 8301 | Fax: +91 22 6614 8655
E-mail ID: contact@eclerx.com | www.eClerx.com

Office Address:
eClerx Services Ltd.,
Building # 14, 4th Floor, K Raheja Mindspace, Plot # 3, TTC-Industrial Area,
Thane Belapur Road, Airoli, Navi Mumbai – 400 708, Maharashtra, India.
Ph: +91 22 6114 1555
www.eClerx.com

June 20, 2019

Dear Revati Madan Pawar,

Further to your Contract dated June 20, 2019, we are pleased to appoint you as **Analyst** under the Apprenticeship program (hereinafter referred to as "Program"). Your training with us will commence on **June 20, 2019** and will continue until **Dec 20, 2019**"

Apart from the other policies binding upon you during your tenure with the company, the general terms and conditions under the Program are as follows:

1 Work Location

1. Your initial work location will be **Pune**. Though you have been engaged for a specific position and location, the Company reserves the right to transfer you, with reasonable notice, to any other location, department, establishment, or branch of the Company / group / affiliates as the Company may deem fit including new locations to be set up in future. You shall be bound by the policies, rules and regulations of the office at the location you are posted in at any given point in time.
2. In the event of your voluntary resignation/termination of the Program with the Company from your date of relocation / transfer within a stipulated time period as mandated by the relevant transfer policy, if applicable; you shall be liable to pay to the Company, all the expense incurred towards movement of your household goods, relocation allowance, accommodation cost and all other expenses related to your relocation/transfer including cost incurred by Company on account of your training.

2 Background Verification

1. Your appointment as an Analyst under the Program is contingent on successful verification of all documents and information provided by you as a part of your joining process.
2. The Company reserves the right to end the said Program with you with immediate effect and without any liability(s) should the results of your background investigation come out as negative. HR team will contact you as soon as there is any insufficiency / discrepancy identified in your background check process.
3. You may be required to undergo tests for substance abuse as and when deemed necessary by the organisation. If the reports of such testing are found to be positive, the organisation withholds the right to initiate suitable action against you, including immediate termination of services.
4. Your offer of Employment will not be valid if you are unable to provide your Post Graduation final year Marksheet & Degree Certificate on or before (September 2019).

3 Remuneration, Benefits & Privileges

Please refer to Annexure I for details on your Remuneration and benefits applicable during your training period.

4 Training

4.1 The period from **June 20, 2019** to **Dec 20, 2019** as stated in this Contract constitutes your training period, the successful completion of which would determine the completion of your duration under this program

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

4.3 There will be multiple assessments conducted at periodic intervals during your training period. In the event of you being unsuccessful on assessment parameters as defined by the company during or after the training period, the company reserves the right to terminate your Contract under the Program with immediate effect with a 15 days' notice period. Without prejudice to clause no. 4.1 and 4.2 as mentioned above, the Company may, during the period of training, terminate the Contract without any notice or payment in lieu of notice should you be found guilty of violation of any of the Companies' policies or breach of code of conduct which may not be conducive to the Company or its reputation.

4.4 After the completion of the aforementioned training period, the Company at its sole discretion and depending on business requirements, may absorb you on its regular roll depending upon your assessment parameters and on the job performance. The compensation structure that will be applicable in the event you are absorbed on the regular rolls of the company will be as per Annexure 2.

5 Domain based specialised Training

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

5.2 Further to the above clause, you may be required to enter into a service agreement with the company on successful completion of your training period and being absorbed as a Permanent Employee. The details of such Agreement would be conveyed to you during, as applicable.

6 Leaves

6.1 For the period of 6 months during your Training Period under the Program, you would be eligible for 2 leaves per month. All leaves applied for will need to be approved by the reporting manager well in advance. Any unapproved leave will be treated as loss of pay and repetition of such instances will attract action in line with the leave policy. The leave process shall be guided under Leave policy of the company.

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

7 Separation

7.1 The Contract can be terminated by the Company, by giving you a notice of 15 days or payment in lieu of notice period. Payment in lieu of shortfall of notice period will be equivalent to monthly total fixed stipend earned for an equivalent period of time.

In case you decide to terminate your Contract with the Company, you would be required to serve the notice period of 15 days, upon your resignation. The Company may waive off the notice period requirement, at its own prerogative and require you to compensate for the shortfall of the notice period

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

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

- a. Negligence or misconduct by you in complying with your duties, responsibilities, obligations and / or covenants or undertakings, which are either incapable of remedy or otherwise not remedied by you within 30 (thirty) days of a written notice being serviced on you by the Company stating the breach; or
- b. You becoming unable, for any reason whatsoever including the imposition of any court order, to efficiently perform your duties hereunder for 60 (sixty) working days in aggregate in any period of 12 (twelve) consecutive months; or
- c. You becoming of unsound mind; or
- d. You are convicted of a criminal offence; or
- e. You becoming bankrupt or compound with all your creditors or enter into any deed of arrangement with all your creditors; or
- f. You commit any breach of any of your duties or obligations under the Apprenticeship Contract; or
- g. You refuse or neglect to comply with any lawful and reasonable orders or directions given to you by the Company; or
- h. You are guilty of any misconduct whether or not in the performance of your duties or commit any act which in the opinion of the Company is likely to bring the Company or any of its officers or other employees into disrepute whether or not such act is directly related to the affairs of the Company; or
- i. You becoming prohibited by law or any order from any regulatory body or government authority from being an employee of the Company; or

- j. You are unable to achieve and maintain a satisfactory level of performance and produce the desired results in your performance which are the requirements for meeting your job responsibilities; or
- k. Causing damage to company's property; or
- l. Going on or abetting a strike in contravention of any law for the time being in force; or
- m. Committing theft, fraud or dishonesty; or
- n. You being found guilty of any unlawful activity including but not limited to threatening of employees, security breaches, harassment including sexual harassment, etc.
- o. For violation of the company Code of Conduct and Company Ethics which goes against the ethos of the company

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

7.3 In the event of continued absence of 3 consecutive working days from work without prior sanction of leave or on remaining absent beyond the period of leave originally granted or subsequently extended, you shall lose lien on your appointment and your name will be struck off from the roll of the company treating you to have abandoned your employment as you do not have interest in the Program offered by the Company.

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

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

8. Hours under the Program

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

9. Conflict of Interest

9.1 During the tenure of your period under the Program with the company you are expected to devote your whole time and attention to the company's affairs and refrain from directly or indirectly engaging in any other business. You will not take up any other work for remuneration (part time or otherwise) or work in advisory capacity or be interested directly or indirectly in any trade or business, during your employment

with the Company. This restriction applies whether or not the other activity is of a similar nature to or competes in any material respect with any of the businesses of the Company.

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

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

10. Non-Disclosure

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

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

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

11.1 During your tenure with the Company and for a period of 12 months thereafter immediately following the termination of your contract/end of the Program with the Company for any reason, you shall not –

- a. Undertake and ensure that directly or indirectly solicit, induce, recruit or encourage any of the Company's employees to leave their employment with the Company.
- b. Take away any clients or customers of the Company or attempt to solicit, induce, recruit, encourage or take away clients or customers of the Company.
- c. Join the services or be associated with any former employee of the Company who is undertaking any activity competing with the business of the Company.

12. Jurisdiction

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

13. Applicable Company rules and regulations

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

14. Change in Terms and Conditions of your Apprenticeship Contract

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

Your apprentice appointment is contingent upon successful completion of background check, documents submitted by you will be sent for necessary verification and authentication to the background verification agency.

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

Yours faithfully,

For eClerx Services Limited,

A handwritten signature in black ink, appearing to read 'Srividya', with a horizontal line underneath and a small flourish at the end.

Srividya Ramnath
Program Manager – Human Resources

ANNEXURE I

Stipend and Benefits applicable during the period of the Apprenticeship Contract

1. Stipend:

Your stipend will be Rs. 15,100 per month for the duration of your training. This stipend is comprehensive and all-inclusive and hence it shall be deemed to include all the liabilities of the Company.

The company will deduct taxes or statutory payments from the stipend, as prescribed by the law of this country from time to time

2. Performance Bonus

2.1 You will be eligible for a performance bonus maximum of Rs. 10,872 (for the period of your training)

2.2 This bonus is payable provided you clear the midterm internal assessment to be conducted at the end of three months from your training start date. The parameters for this assessment will be dependent on the work area you are assigned to.

2.3 The payment of this bonus will be as per the Bi-Monthly Bonus Payout Policy at eClerx.

2.4 In the event of you deciding to leave the organisation before the completion of your training period, this bonus, if paid, will be recovered from your final settlement.

3. Benefits

3.1 Group Medical Insurance

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

3.2 Group Personal Accident Insurance

- a. You are covered for an amount of INR 300,000 under the Group Personal Accident Insurance Policy.

The policy covers disablement (temporary and permanent both) and death caused due to accidents

3.3 Transport

eClerx offers subsidized transport to all its employees basis the local transport policy. Should you wish to avail, an amount of INR 700 will be deductible from your fixed stipend every month

ANNEXURE II

Salary Structure applicable on Absorption into the rolls on successful completion of the training period

Name: Revati Madan Pawar
Designation: Analyst
Program: LEO
Date of Joining: June 20,2019

SALARY OFFER BREAK-UP	Amount (INR)
Basic Pay	7,550
Conveyance Allowance	1,600
Medical Allowance	1,250
Other Allowance	3,082
Monthly Fixed Compensation	13,482
Retiral Fund	1,618
Monthly Total Compensation	15,100
Annual Total Compensation	181,200
Performance Bonus (Up to)	36,240
Cost To Company	217,440
Gratuity	4,358
Total Cost To Company	221,798

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

4.1 Group Medical Insurance

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

4.2 Group Personal Accident Insurance

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

4.3 Night Shift Allowance

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

4.4 Language Allowance

- a. In case you're hired for a role that requires proficiency on a foreign language, you shall be eligible to be paid a Language Allowance along with your monthly salary

- b. The same will be withdrawn if your role changes for any reason whatsoever, and the new role does not require you to use your language proficiency

4.5 Transport

- a. eClerx offers subsidized transport to all its employees basis the local transport policy
- b. Should you wish to avail, an amount of INR 700 will be deductible from your fixed stipend every month

Other Notes:

1. Taxation

- a. You shall be solely responsible for paying any taxes, direct or indirect, state or local, whether payable in India or elsewhere, which may result from your stipend
- b. The Company shall be entitled to deduct from your stipend, income tax, other taxes and levies, which it is liable to deduct at source.

2. Gratuity

On being absorbed as an employee on the rolls of the company after the successful completion of your apprenticeship training, your tenure as apprentice would be counted towards gratuity entitlement for the purposes of the Payment of Gratuity Act 1972 and the amendments made thereafter. Gratuity is payable for the duration you were on training period at eClerx.

3. Performance Bonus

- a. The performance bonus mentioned in the aforementioned table includes complete liability of the company on bonus payments to you including those required by statute.
- b. Bonus pay out is contingent on your performance and will be prorated basis the date of joining or changes in stipend as per company policy

For eClerx Services Limited,



Srividya Ramnath
Program Manager – Human Resources

Accepted by:

(Name and Signature)

Date:

Mr. Swapnil Sudesh Totewar

Survey no 134/2, Jogendarsingh Nagar,
Gurudwara Walekarwadi, Chinchwad,
Pune-411033

Offer Letter

Dear Swapnil,

Based on the interview and discussions you had with us, we are pleased to offer you an employment in our **METEOR Program** under **Financial Markets Vertical**. Details of the terms & conditions of offer are as under:

1. You will be designated as **Analyst** and your initial place of posting will be **Pune**.
2. You will be required to work for five days a week and have two days of leave at any time during the week – your manager will inform you about the same.
3. Your initial shift timing will be **7:30 pm to 4:30 am which is subject to change basis the roster for the Program / Process you are assigned to** – your manager will inform you about the same.
4. Your date of commencement of employment will be on or before **May 14, 2019**.
5. Your Cost to the Company will be **INR 217,440** (As per the enclosed Annexure).
6. Deductions applicable: Professional Tax / Income Tax / Transport (As applicable).
7. eClerx offers subsidized transport to employees. Should you wish to avail the same, an amount of **INR 1400** will be deductible from your net monthly salary every month.
8. Your employment would be subject to the Terms & Conditions, mentioned in your appointment letter, which will be issued to you on your joining.
9. You will be on probation for a period of three months from the date of joining. Upon successfully completing the probationary period, your employment is terminable with **30 days'** notice, with notice being provided by either you or the company.
10. During the probation period, you may need to undergo specific / designated trainings as a part of your employment.
11. Successful completion of these training and probation period is critical for confirmation of your employment.
12. Some of the specialized trainings will require a commitment of significant investment by eClerx as well as the employee. In such cases, you will be required to enter into a retention agreement with us. The details of such developments will be made available to you before the commencement of any such training.

13. You are hereby informed that on the day of joining you will have to undergo drug tests pursuant of policies and procedures established by or as may be deemed fit, from time to time, by the Company / client(s) for whose processes you will be working for (i.e. if any). By signing this offer letter, you give irrevocable consent to the Company / its affiliates / officers and employees / Company's client(s), their affiliated companies, agents and officers etc., to conduct / arrange to conduct such test(s) and also release the aforesaid persons/entities of any claims, which you may have in this regard. You may be required to undergo tests for substance abuse as and when deemed necessary by the organisation. Should the reports of such testing be positive, the organisation withholds the right to initiate suitable action, including termination of services, against you.
14. You may need to undergo specific / designated trainings as a part of your employment. Such trainings are aimed to present an opportunity to expand your knowledge base, enhance your domain and product know-how, and equip you for effective execution of all your job responsibilities. Some of the specialized trainings will require a commitment of significant investment by eClerx as well as the employee. In such cases, you will be required to enter into a retention agreement with us. The details of such developments will be made available to you before the commencement of any such training
15. The offer is made to you subject to the following pre-conditions without fulfilling which your offer may be treated as null and void:
You will be required to submit, the following set of documents within five working days from the date of this letter being issued to you.
- a. Four passport size color photographs.
 - b. One set of photocopies of all certificates and mark sheets along with the originals for verification.
 - c. One photocopy of appointment letter and last three months' salary slips from the current employer along with originals for verification (Applicable if currently employed).
 - d. One photocopy of appointment letter and experience certificate / relieving letter from all the previous employers along with originals for verification (Applicable if worked with more than one organization).
 - e. One photocopy of Pan Card. If Pan Card not available, candidate must apply for it and bring the acknowledgement copy.
 - f. One photocopy of passport / driving license etc. for photo ID.
 - g. One photocopy of telephone bill / ration card, gas connection bill, etc. for proof of address.
 - h. One photocopy of experience certificate / relieving letter from the current employer along with originals for verification (Applicable if currently employed) within three working days from the date of joining.
16. In the initial recruitment process you were advised that this position is considered 'critical' and, therefore, your appointment is contingent upon successful completion of a background check, documents submitted by you are sent for necessary verification and authentication to the background verification agency.

You will be required to report on the said date or you are required to inform the HR at least 15 days before the agreed joining date, failing this, the offer shall stand withdrawn automatically, without any further intimation to you.

On the day of your joining, you are requested to meet with Ms. Arti Singh from Human Resources team for all joining formalities at our Pune office at 9:00 a.m. (Address: Block No-01, 5th Floor, Quadron business Park, Rajiv Gandhi Infotech Park, Hinjewadi, Phase II, Pune) email: Arti.singh@eclerx.com; contact number: +91-20-40277370)

Terms of your employment are governed by eClerx and eClerx reserves the right to make changes to your work location, shift and business vertical based on requirements of the organisation.

Kindly sign a copy of this letter as a token of your acceptance of this offer.

We welcome you to the eClerx family and wish you a successful career with us.

Yours Truly,

Accepted By

For eClerx Services Ltd



Andrews Simon
Associate Principal – Human Resources

Swapnil Sudesh Totewar

Annexure I**Name:** Swapnil Sudesh Totewar**Designation:** Analyst**Program :** METEOR**Date of Joining:** May 14, 2019

SALARY OFFER BREAK-UP	Amount (INR)
Basic Pay	7,550
Conveyance Allowance	1,600
Medical Allowance	1,250
Other Allowance	3,082
Monthly Fixed Compensation	13,482
Retiral Fund	1,618
Monthly Total Compensation	15,100
Annual Total Compensation	181,200
Performance Bonus (Upto)	36,240
Cost To Company	217,440
Gratuity	4,358
Total Cost To Company	221,798

Since you have opted not to participate in the Employee's Provident Fund Scheme, the Retiral Fund amount mentioned in your salary will be paid as part of Monthly Fixed Compensation

Other Benefits:

1. You will be entitled to earned leaves equivalent to 24 working days per year. At the end of the financial year, 50% of your leave entitlement will be carry forwarded to the next financial year while encashing the rest subject to a maximum limit of 12 leaves.
2. All increments and bonus payouts will be prorated basis the date of joining or standard salary changes as per company policy which are contingent on your performance and subject to you being on active payroll of the company, on the date of actual payout. Any Employee serving notice period will not be eligible to receive the increments & bonus pay-outs..
3. From the annual bonus, a fixed bi-monthly bonus of 2% would be paid to you every two months, post confirmation of your services with the Company. The balance 8% of your annual bonus would be paid basis your performance as evaluated at the end of the financial year. Non-payment of the bi-monthly bonus, if any, may be on account of performance gap, disciplinary action, or client escalation.
4. You will be entitled to gratuity as per the provisions of the Payment of Gratuity Act 1972 and the amendments made thereafter.
5. A comprehensive Hospitalization Benefit will be available for you, including pre-existing disease cover. The limit of coverage is Rs.100,000.
6. If you are required to work in the night shift, you will also be entitled to receive a night shift allowance calculated

basis the number of nights worked during the month, subject to the terms and conditions laid out in the Company's policy.

7. Language Allowance, if any, will be withdrawn if your role changes for any reason whatsoever, and the new role does not require you to use your language proficiency.
8. In the event of your voluntary separation from the company within a period of 12 months from your date of relocation / transfer to any of the Company's offices in India (if any), you shall be liable to pay to the Company, all the expense incurred towards movement of household goods, relocation allowance, accommodation cost and all other expenses related to your relocation/transfer.

For any further queries, request you to get in touch with your recruiter or drop an email to below mentioned POC's:

Mumbai and Pune Location - candidateexperience_eclerx@eclerx.com or contact, Shreya Sharma (8879691073) or Pooja Sinha (8879267713)

Chandigarh Location - Recruitment_Managers@eclerx.com or contact, Anjali Singh (8558896846)

I have read and understood all the above mentioned points and accept the offer.



Offered By: Andrews Simon
Designation: Associate Principal – Human Resources

Accepted by: _____

Date: _____

EFL/HR/M2/2018

Date: 6 December 2018

Mr. Nikhil Dalavi
Sr No. 11/6, Vikas Colony No.4,
Landewadi, Bhosari, Pune - 411039

Dear Mr. Nikhil,

Further to your interviews with our panel, we are pleased to inform that you have been selected and offered for the following position:

- Designation & Band **Management Trainee, M2**
- Department **Sales**
- Date of Appointment **21st January, 2019**
- Location of Job **Pune - Chakan**

You shall be entitled to the compensation as mentioned under **Annexure-I**, attached herewith.

Your appointment will be subject to Positive feedback on Reference check & Medical report.

Please sign and return the duplicate of this letter as a token of acceptance of the offer, on the terms and conditions mentioned above as well as in the Annexure I, to HR department as soon as possible.

We welcome you to our organization and look forward to have a long, happy and mutually beneficial association with you in Electronica Finance Ltd.

Yours Sincerely,


Ashwini Shivram
Head – Human Resources & CSR

Annexure-I

Electronica Finance Ltd.

Date: 6-Dec-18
Name: Nikhil Dalavi
Designation & Band: Management Trainee, M2
Department: Sales
Location: Pune - Chakan

Particulars	Compensation (Monthly)	Compensation (Yearly)
Basic	9800	117600
HRA	3920	47040
Statutory Bonus	1185	14220
Educational Allowance	200	2400
Medical Allowance	0	0
Car Allowance	0	0
Special Allowance	7944	95328
Gross Monthly Salary	23049	276588
Employer PF contribution	1176	14112
Statutory Bonus Interim	775	9300
Monthly CTC (Fixed)	25000	300000
Deductions		
PF	1176	14112
PT	200	2400
Net Sal	21673	260076
Variable Pay	As per company policy	As per company policy
Total CTC	25000	300000

- *Income tax is applicable on Total Net Salary
- *Mobile /Conveyance Expenses will be as per Company Policy
- *Mediclaime of worth **Rs. 200000/-** for (You, your spouse, two children & parents)
(60% Mediclaime premium will be borne by the company & 40% by the Employees/annum)
- *Group term life insurance sum assured for **Rs.1000000/-**
- * Accidental Insurance sum assured for **Rs.1000000/-**.
- ** Variable pay will be paid as per your and company's performance.
- *Employees will be eligible for appraisal who has joined before 30-Sep of respective financial year subject to confirmation, performance & completion of your Post-Graduation.
- *Your appointment will be subject to positive feedback on reference check and medical report.

Electronica Finance Limited

128/A, Kailashchandra, Paud Road, Kothrud, Pune 411038, Maharashtra (India)

+91 20 6729 0700 1800 233 9718 www.efl.co.in

CIN of EFL : U65910PN1990PLC057017



Checklist of documents/information to be furnished on the date of joining

1. Self-Attested photocopies of all degrees/certificates in support of the educational /professional qualifications declared by you starting from Xth (SSC).
2. Birth date Proof – Self Attested photocopy of Birth Certificate or Pan Card or Driving License or Passport or Voter I. Card or School Leaving Certificate.
3. Identity Proof – Self attested photocopy of Driving license or Passport Copy.
4. Photocopy of PAN card.
5. Relieving letter of previous employers.
6. Last Pay slips (If not submitted before).
7. 3 Passport size Photographs in Navy blue background.
8. Medical Fitness Certificate

You are requested to carry the originals of the documents for verification at the time of joining.

Electronica Finance Limited

128/A, Kailashchandra, Paud Road, Kothrud, Pune 411038, Maharashtra (India)

☎ +91 20 6729 0700 ☎ 1800 233 9718 🌐 www.efl.co.in

CIN of EFL : U65910PN1990PLC057017





25-Mar-2019

Mr. Mayur Thakare
Chandwad

Dear **Mr. Mayur Thakare**,

Further to our offer and your acceptance thereof, we have pleasure in appointing you as **Team Leader I** at **Nashik** effective **01-Apr-2019**.

Your annual total base pay will be **INR 257,251 (Rupees Two Lakhs Fifty Seven Thousand Two Hundred Fifty One Only)**. Your compensation is mentioned in the attached Annexure-I.

Your Employment shall be "at will," meaning that either you or the Company shall be entitled to terminate your Employment at any time and in a manner specified below for any reason, with or without Cause. Any contrary representations that may have been made to you shall be superseded by this Agreement. This Agreement shall constitute the full and complete agreement between you and the Company on the "at-will" nature of your Employment, which may only be changed in an express written agreement signed by you and a duly authorized officer of the Company.

Your employment may be terminated at the instance of either party only by giving to the other party 1 calendar months' prior written notice provided that the Company may if it shall so choose pay 1 months' prior written notice or salary in lieu thereof.

This offer of appointment is subject to positive feedback on your reference checks and conditional upon successful background checks (which may include criminal checks, verification of previous employment, education verification, credit check and appropriate identification verification) being conducted either by Flipkart or an appropriate third party, and the results of such background checks being favorable in Flipkart's reasonable opinion. If this condition is not satisfied, then this offer of appointment will be void or will become void, on notice by Flipkart. If the terms & conditions are acceptable to you, kindly send us an acceptance mail at the earliest and confirm your date of joining.

You may be required to work from Monday to Friday or Monday to Saturday as per company policy applicable to your area of function, for such hours as are necessary to suit the Company's requirements and for the proper discharge of the Employee's duties. You may also be required to attend duties on Public Holidays as per the exigencies of work. However, the maximum number of working hours per week shall not exceed the provisions of the applicable law. In the event that you are required to work for more than 48 hours in a week, you shall be informed of the same by your immediate supervisor.

You represent and warrant to the Company that you are under no obligations or commitments, whether contractual or otherwise, that are materially inconsistent with your obligations under this Agreement. In connection with your Employment, you shall not use or disclose any trade secrets or other proprietary information or intellectual property in which you or any other person has any right, title or interest and your Employment will not infringe or violate the rights of any other person. You represent and warrant to the

Company that you have returned all property and confidential information belonging to any prior employer, other than confidential information that has become generally known to the public or within the relevant trade industry.

InstaKart Services Private Limited

Brigade Manae Court, First Floor, No.111, Industrial Layout, Koramangala, Bangalore – 560095, Karnataka, India.

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You shall serve the Company in India in connection with the business either of the Company or one of the Associated Companies as the Company may at any time or from time to time direct. ("Associated Companies" shall mean and include any and every Company in which at least 25% in the aggregate of the Ordinary Share Capital is for the time being held by or in the beneficial ownership of the Company and/or any of its associated companies)

You shall not have any claim whatever against the Company or any of its Associated Companies for any extra service, unless for such payment (if any) as may have been expressly agreed to in writing prior to such services being rendered.

During the employment period, if you are required to travel or stay outside your location specified above, you shall be entitled to reimbursement of reasonable expenses as per the travel policy of the Company, applicable from time to time.

You shall not, during the continuance of this engagement, be engaged, concerned, or interested directly or indirectly, in any other occupation, business or employment whatever without the previous consent in writing of the Company, but shall devote your time, attention and abilities exclusively to the performance of your duties hereunder and shall in all respects obey and conform to the Company's orders and regulations, and well and faithfully serve the Company, and use best endeavors to promote the interests hereof, and of the business in which you shall for the time being be engaged. During such time as you may be engaged in connection with the business of any of the Associated Companies you shall at all times readily conform to obey and execute all lawful orders which may be issued to you by such Associated Company.

You shall not, unless directed by the company, either during the continuance of this engagement or thereafter disclose, divulge, or communicate to any person or persons whatsoever any information of a secret or confidential character relating to the trade or business of the Company or of the Associated Companies or to the strategies, plans, methods, process, appliances, machinery or plant used by them, or by any of them or to any activities or experiments made by them, or any of them, or by any persons in their employ, or relating to the prices paid or charged by, or the customers or suppliers of the Company or its Associated Companies.

All Intellectual Property rights in any work or material developed/co developed/conceptualized directly or indirectly by you during the course of your employment shall be considered 'Works made for Hire' under the Intellectual Property laws and shall belong to and be the property of the Company and you confirm and accept that you shall not be entitled to claim any rights over any such Intellectual Property. If required by the Company, during or after the Employment Period, you shall assign and transfer in favour of the Company or, at the request of the Company, in favour of any of its subsidiary, affiliate or customers, all Intellectual Property rights in such works or materials and shall execute such deeds and documents, as the Company may require, to effectually vest in the Company, any of its subsidiary, affiliate or customers as the Company may require, any and all Intellectual Property rights and benefits in such works or materials. In performance of your duties and responsibilities you shall not use or infringe any intellectual Property or rights of the Company or of any other third party/s.

You shall, at the request and cost of the Company, take all necessary steps to procure the granting of Letters of Patent in India and similar protection abroad in the Joint names of the Company and yourself in respect of such invention, and upon such Letters of Patent and/or similar protection being granted, shall, at the request and cost of the Company, execute all assignments, licenses, and other documents required by the Company to deal with the said Letters of Patent and/or similar protection in such manner as the Company may think fit. Should the Company so desire the said invention shall not be made the subject of Letters of Patent or similar protection, but shall be worked by the Company, and all or any of its Associated Companies as a secret process, and in such case you undertake not to disclose, divulge or communicate any information relating to such invention to any other person or persons whatsoever.

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All the provisions hereinbefore contained regarding any invention or patent shall apply to any design which during the continuance of this Agreement, you shall become entitled to register, the registration thereof being deemed to be equivalent to the grant of Letters of Patent, and any other necessary changes being made.

If at any time hereafter it shall be agreed between the Company and yourself that an alteration shall be made in your salary, duties or place of employment, such alteration shall not affect the other terms of this Agreement, except as may be expressly agreed on.

You shall not do or indulge in any of the following, without the prior written consent of the Company:

(a) **Compete:** During the Employment Period and for a period of at least 6 (Six) months after the Employment Period, you shall not directly or indirectly carry on, assist, engage in, be concerned or participate in any business/activity (whether directly or indirectly, as a partner, shareholder, principal, agent, director, affiliate, employee, consultant or in any other capacity or manner whatsoever) which is similar to the business of the Company nor engage in any activity that conflicts with your obligations to the Company;

(b) **Solicit Business:** During the Employment Period and for a period of at least two (2) years after the Employment Period, you shall not solicit, endeavor to solicit, influence or attempt to influence any client, existing or prospective customers or other person, directly or indirectly, to purchase his product in lieu of Company's products and/or services, to any person, firm, corporation, institution or other entity in competition with the business of the Company;

(c) **Solicit Personnel:** During the Employment Period and for a period of at least two (2) years after the Employment Period, you shall not solicit or attempt to influence any person employed or engaged by the Company (whether as an employee, consultant, advisor or in any other manner) to terminate or otherwise cease such employment or engagement with the Company or become the employee of or directly or indirectly offer services in any form or manner to himself or any person or entity which is a competitor of the Company.

You acknowledge and agree that the compensation stated in Annexure I of this appointment letter is sufficient consideration for you to agree to non-compete and non-solicitation

You will not borrow or accept any money, gift, reward or compensation for your personal gains from or otherwise place yourself under pecuniary obligation to any person/client with whom, you may be having official dealings.

You acknowledge and agree that violation of the covenants and obligations with respect to non-compete and non-solicitation as set forth above will cause the Company, irreparable injury. Therefore, you agree that the Company shall be entitled to an interim injunction, restraining order or such other equitable relief as a court of competent jurisdiction may deem necessary or appropriate to restrain you from committing any violation of the covenants and obligations. These injunctive remedies are cumulative and are in addition to any other rights and remedies that the Company may have against you as provided under laws.

You will have access to the employee portal which will have Company's Code of Conduct, Privacy Policy Guide, IT Usage Policy, Safety and Environment policy and other policies of the company. You are required to go through the same and understand them. You agree to abide by the principles set out in the document, breach of which, can have serious consequences including dismissal from service.

If you are at any time found to be guilty of misconduct, commit any breach of this Agreement, or refuse or willfully neglect to perform to the satisfaction of the Company or any of the Associated Companies in connection with whose business you may be engaged all or any of the duties devolving upon you under this Agreement, the Company may at once, without any previous notice, terminate your appointment. Unless in

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case of earlier termination of this appointment due to a plausible cause, you shall retire on your 60th birthday or the day immediately preceding such date, if your birthday does not fall on a working day.

This Agreement and all of your rights and obligations hereunder are personal to you and may not be transferred or assigned by you at any time. The Company may assign its rights under this agreement to any entity that assumes the Company's obligations hereunder in connection with any sale or transfer of all or a substantial portion of the Company's assets to such entity.

No provision of this Agreement shall be modified, waived or discharged unless the modification, waiver or discharge is agreed to in writing and signed by you and by an authorized officer of the Company (other than you). Notwithstanding the above, in the event of a change in role, grades, promotions or other changes made in your employment and informed to you by the authorised officer of the Company, the applicable policies to such change in role, grades, promotion or other employment changes (for e.g. Notice Policy, Reimbursement Policy) shall apply to you from the effective date of such change. To that extent, such change in applicable policies will be considered an amendment of this Agreement and your continued employment will be constituted as agreement to applicable policies from time to time.

No waiver by either party of any breach of, or of compliance with, any condition or provision of this Agreement by the other party shall be considered a waiver of any other condition or provision or of the same condition or provision at another time.

InstaKart Services Private Limited

Brigade Manea Court, First Floor, No.111, Industrial Layout, Koramangala, Bangalore – 560095, Karnataka, India.

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If you agree to these terms and conditions, may we request you to sign the copy of this letter in token of your acceptance.

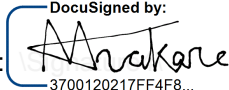
Yours sincerely,

For InstaKart Services Private Limited

DocuSigned by:
Sameera Banu Chowdry
FED9686EC49E4D0...

Sameera Banu Chowdry
Senior Manager - People Operations

I accept the above terms and conditions and shall abide by them.

Signature : 
DocuSigned by:
Mayur Thakare
3700120217FF4F8...

Name : **Mayur Thakare**

"This is an electronically generated document, hence will not be printed on letter head material."

InstaKart Services Private Limited
Brigade Manea Court, First Floor, No.111, Industrial Layout, Koramangala, Bangalore – 560095, Karnataka, India.
CIN : U74900KA2015PTC080778 Ph : 080 - 67988250 www.ekartcourier.com



Annexure I: Your Rewards Summary

Name : Mr. Mayur Thakare
City : Chandwad

Compensation Structure	INR Annually (in Lakhs)
Total Base Pay (A)	257,251
Basic Salary	180,000
House Rent Allowance	44,965
Provident Fund (Employer's Contribution)	21,600
ESIC-Employer Contribution	10,686
Total Cash Compensation (C = A+B)	257,251
Benefits Cost (D)	35,658
Insurance Cost	27,000
Gratuity	8,658
Cost To Company (E = C + D)	292,909
Your Rewards (E + G)	292,909

Note:

- USD to INR conversion rate taken for the above computation: 1 USD = INR 65
- Employer's Contribution to Provident Fund (maximum 12% on 1,80,000/- of Basic Salary per annum)
- Gratuity is at 4.81% of your Basic Salary and its payable on separation, subject to completion of 5 years of service in the company with the prevailing acts.
- Performance bonus is paid as per the terms and conditions of the company bonus plan.
- Any tax liability arising out of these allowances, perquisites and reimbursements will be borne by the employees.

Certificate Of Completion

Envelope Id: 5C94DFA02B774C7C9B81264F51BEA681	Status: Completed
Subject: Congratulations Mr. Mayur Thakare - Offer from InstaKart Services Private Limited	
Source Envelope:	
Document Pages: 6	Signatures: 2
Certificate Pages: 5	Initials: 0
AutoNav: Enabled	Envelope Originator:
Envelopeld Stamping: Enabled	Flipster Support
Time Zone: (UTC+05:30) Chennai, Kolkata, Mumbai, New Delhi	FLIPKART INTERNET PVT LTD, Vaishnavi Summit, No 6/B, 7th main, 80 ft road, Koramangala Bengaluru, Bengaluru 560034 flipster.support@flipkart.com IP Address: 34.213.28.149

Record Tracking

Status: Original 03-25-2019 15:24	Holder: Flipster Support flipster.support@flipkart.com	Location: DocuSign
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Signer Events

Sameera Banu Chowdry
sameera.banu@flipkart.com
Security Level: Email, Account Authentication (None)

Signature

DocuSigned by:

FED9686EC49E4D0...
Signature Adoption: Pre-selected Style
Using IP Address: 115.110.204.45

Timestamp

Sent: 03-25-2019 | 15:24
Viewed: 03-26-2019 | 10:52
Signed: 03-26-2019 | 10:52

Electronic Record and Signature Disclosure:
Accepted: 10-01-2018 | 18:10
ID: 95ca0059-e4c2-415f-ae20-606b5dd0ca6e

Mayur
mayurt071@gmail.com
Security Level: Email, Account Authentication (None)

DocuSigned by:

3700120217FF4F8...
Signature Adoption: Drawn on Device
Using IP Address: 157.33.249.174
Signed using mobile

Sent: 03-26-2019 | 10:52
Viewed: 03-26-2019 | 12:35
Signed: 03-27-2019 | 15:08

Electronic Record and Signature Disclosure:
Accepted: 03-26-2019 | 12:35
ID: d4312b24-7df5-4a7e-a80e-306f525f5008

In Person Signer Events	Signature	Timestamp
Editor Delivery Events	Status	Timestamp
Agent Delivery Events	Status	Timestamp
Intermediary Delivery Events	Status	Timestamp
Certified Delivery Events	Status	Timestamp
Carbon Copy Events	Status	Timestamp

amol.patare@flipkart.com
amol.patare@flipkart.com
Security Level: Email, Account Authentication (None)

COPIED

Sent: 03-26-2019 | 10:52

Electronic Record and Signature Disclosure:
Not Offered via DocuSign

Carbon Copy Events	Status	Timestamp
<p>Santosh.S. Vayal santosh.sv@flipkart.com Security Level: Email, Account Authentication (None)</p> <p>Electronic Record and Signature Disclosure: Not Offered via DocuSign</p>	COPIED	Sent: 03-26-2019 10:52
<p>Offer Confirmation offerconfirmation@flipkart.com Security Level: Email, Account Authentication (None)</p> <p>Electronic Record and Signature Disclosure: Not Offered via DocuSign</p>	COPIED	Sent: 03-27-2019 15:08
<p>Recruiter amol.patare@flipkart.com Security Level: Email, Account Authentication (None)</p> <p>Electronic Record and Signature Disclosure: Not Offered via DocuSign</p>	COPIED	Sent: 03-27-2019 15:08
<p>Arun Arunkumar.n@flipkart.com Security Level: Email, Account Authentication (None)</p> <p>Electronic Record and Signature Disclosure: Not Offered via DocuSign</p>	COPIED	Sent: 03-27-2019 15:08

Notary Events	Signature	Timestamp
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Envelope Summary Events	Status	Timestamps
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Envelope Sent	Hashed/Encrypted	03-27-2019 15:08
Certified Delivered	Security Checked	03-27-2019 15:08
Signing Complete	Security Checked	03-27-2019 15:08
Completed	Security Checked	03-27-2019 15:08

Payment Events	Status	Timestamps
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Electronic Record and Signature Disclosure
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ELECTRONIC RECORD AND SIGNATURE DISCLOSURE

From time to time, Test Test (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through the DocuSign, Inc. (DocuSign) electronic signing system. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to these terms and conditions, please confirm your agreement by clicking the 'I agree' button at the bottom of this document.

Getting paper copies

At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. You will have the ability to download and print documents we send to you through the DocuSign system during and immediately after signing session and, if you elect to create a DocuSign signer account, you may access them for a limited period of time (usually 30 days) after such documents are first sent to you. After such time, if you wish for us to send you paper copies of any such documents from our office to you, you will be charged a \$0.00 per-page fee. You may request delivery of such paper copies from us by following the procedure described below.

Withdrawing your consent

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

Consequences of changing your mind

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. To indicate to us that you are changing your mind, you must withdraw your consent using the DocuSign 'Withdraw Consent' form on the signing page of a DocuSign envelope instead of signing it. This will indicate to us that you have withdrawn your consent to receive required notices and disclosures electronically from us and you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

All notices and disclosures will be sent to you electronically

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures

electronically from us.

How to contact Test Test:

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: flipster.support@flipkart.com

To advise Test Test of your new e-mail address

To let us know of a change in your e-mail address where we should send notices and disclosures electronically to you, you must send an email message to us at flipster.support@flipkart.com and in the body of such request you must state: your previous e-mail address, your new e-mail address. We do not require any other information from you to change your email address..

In addition, you must notify DocuSign, Inc. to arrange for your new email address to be reflected in your DocuSign account by following the process for changing e-mail in the DocuSign system.

To request paper copies from Test Test

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an e-mail to flipster.support@flipkart.com and in the body of such request you must state your e-mail address, full name, US Postal address, and telephone number. We will bill you for any fees at that time, if any.

To withdraw your consent with Test Test

To inform us that you no longer want to receive future notices and disclosures in electronic format you may:

- i. decline to sign a document from within your DocuSign session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;
- ii. send us an e-mail to flipster.support@flipkart.com and in the body of such request you must state your e-mail, full name, US Postal Address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

Required hardware and software

Operating Systems:	Windows® 2000, Windows® XP, Windows Vista®; Mac OS® X
Browsers:	Final release versions of Internet Explorer® 6.0 or above (Windows only); Mozilla Firefox 2.0 or above (Windows and Mac); Safari™ 3.0 or above (Mac only)
PDF Reader:	Acrobat® or similar software may be required to view and print PDF files
Screen Resolution:	800 x 600 minimum
Enabled Security Settings:	Allow per session cookies

** These minimum requirements are subject to change. If these requirements change, you will be asked to re-accept the disclosure. Pre-release (e.g. beta) versions of operating systems and browsers are not supported.

Acknowledging your access and consent to receive materials electronically

To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please verify that you were able to read this electronic disclosure and that you also were able to print on paper or electronically save this page for your future reference and access or that you were able to e-mail this disclosure and consent to an address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format on the terms and conditions described above, please let us know by clicking the 'I agree' button below.

By checking the 'I agree' box, I confirm that:

- I can access and read this Electronic CONSENT TO ELECTRONIC RECEIPT OF ELECTRONIC RECORD AND SIGNATURE DISCLOSURES document; and
- I can print on paper the disclosure or save or send the disclosure to a place where I can print it, for future reference and access; and
- Until or unless I notify Test Test as described above, I consent to receive from exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to me by Test Test during the course of my relationship with you.

Fwd: Offer Letter-Penna Cement !!

Swapnil Sonkamble <swapnilsonkamble@gmail.com>
Reply-To: swapnilsonkamble@gmail.com
To: "placement.sbpatil" <placement.sbpatil@gmail.com>

6 March 2019 at 17:56

Thanks & Regards,

Prof.Swapnil Sonkamble
Assistant Professor / Training & Placement officer,
PCET's S.B.Patil Institute of Management,
Pradhikaran, Nigdi, Pune:44.
Mobile:8308810721

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

From: **omkar Nangare** <nangareom@gmail.com>
Date: Tue, Mar 5, 2019 at 7:36 PM
Subject: Re: Offer Letter-Penna Cement !!
To: <swapnilsonkamble@gmail.com>

On Tue 5 Mar, 2019, 5:02 PM R Srujana <srujana.r@pennacement.com> wrote:

Dear Mr.Omkar,

Congratulations!!

This is with reference to the discussions you had with us, we have the pleasure to confirm our decision to appoint you as "**Trainee- Technical Cell**" for **Maharashtra** State with a **CTC of Rs.3.00 Lakhs** per annum, based at **Ahmednagar** Office.

Please find attached the Offer Letter , your appointment letter with elaborating terms and conditions will be given to you at the time of joining.

You are required to bring along one set of xerox copies in support of your date of birth, Qualification & two passport size color photographs.

In case of any clarification, please contact undersigned.



Penna Cement Industries Limited.

| Hyderabad |Phone No. 040-44565413|

Extn: 413 Email: srujana.r@pennacement.com |

URL: www.pennacement.com

Disclaimer:

The contents of this E-mail (including the contents of the enclosure(s) or attachment(s) if any) are privileged and confidential material of Penna Cement Industries Limited and should not be disclosed to, used by or copied in any manner by anyone other than the intended addressee(s). In case you are not the desired addressee, you should delete this message and/or re-direct it to the sender. The views expressed in this E-mail message (including the enclosure(s) or attachment(s) if any) are those of the individual sender, except where the sender expressly, and with authority, states them to be the views of Penna Cement Industries Limited. This e-mail message including attachment(s), if any, is believed to be free of any virus. However, it is the responsibility of the recipient to ensure that it is virus free and Penna Cement Industries Limited is not responsible for any loss or damage arising in any way from its use



Gallagher Service Center LLP

LLPIN : AAI - 5010

Registered with Limited Liability

(Formerly known as Gallagher Operations Support Services Private Limited up to February 07, 2017)

Date: 04/07/2019

Mr./Ms. Kajal Rawat

Dear Kajal,

We have pleasure in appointing you as **Process Associate**, in our organization. While you will be initially based at our **Pune Office**, the Company reserves the right to transfer your services or place you in any other capacity or location that it may decide from time to time.

1. **Date of joining**

Your appointment is effective from the date of joining which shall be as early as but not later than 10-July-2019.

2. **Salary**

Your gross compensation will be **Rs.2,17,705/- (Rupees Two Lakhs Seventeen Thousand Seven Hundred and Five Only)** per annum, on a **cost to company (CTC)** basis. The breakdown of the CTC will be as specified under various line items as set out in Schedule A. Statutory deductions such as Income Tax, Profession Tax, and Employee Provident Fund would be deducted in line with the prescriptions of the respective Acts. Your compensation is strictly confidential and may not be shared with anyone.

3. **Salary review**

Your salary will be reviewed annually (**January/July**) subsequent to successful completion of probation. Your increment in the grade is discretionary and will be subject to and on the basis of effective performance and results during the year.

4. **Incentive**

You can earn an incentive after three months from your date of joining; you can earn an incentive up to 4% of your Fixed emoluments, i.e. maximum of **Rs.7,885/- p.a.**, which is a part of your total emoluments as mentioned in the annexure and this shall be linked to your performance and shall be governed by the Company rules and policy.

5. **Leave**

You will be entitled to leave as per the rules as made applicable to your cadre from time to time. In the first three months from the Date of Joining, you are not eligible for any leave. Violation of leave policy can lead to termination as per Company Policy.

6. **Retirement**

The retirement age is 58 years.

7. **Probation & Confirmation:**

You will be on probation for 6 months from the date of commencement of your services. The Company may at its discretion, extend such probationary period subject to your performance. During the Probation Period, your services are terminable by **15/30/60 days'** notice by either party.

Letter of Apprenticeship

Following your successful interviews with us at the Campus drive held last week, we are pleased to offer you apprenticeship with our Organization in our Technical Resourcing & Delivery Unit.

Terms of your engagement with us during and after successful completion of apprenticeship:

1. Your apprenticeship will involve training for a period of 30 days extendable to 60 & finally 90 days.
2. The training would be completed in 30 calendar days from date of commencement.
3. You will be tested periodically at the completion of every module. Upon successful completion of training and formal approval by your trainer and confirmed in writing by Delivery head you will be offered full time employment on the payroll of the company.
4. Should you not complete the training satisfactorily, your training will continue for the 2nd month. You will be tested again for successful completion of the program and absorbed onto the payroll of the company. If not then you continue with the training program in the 3rd month and will need to successfully complete your training by the 3rd month to be offered a permanent position with the company.
5. Your training program will be deemed complete upon confirmation in writing by the Delivery Head.
6. Upon successful completion of the training program you will be offered a permanent position. This will be confirmed to you in writing by the HR Dept. You will then be covered by terms and conditions as well as be entitled to all benefits applicable to all full time employees of the company.
7. Your probation period after employment will be 6 months counted from date of joining and commencement of the Apprenticeship / training program.
8. Your Date of joining the Apprentice / training program is: **7th January 2019**.

Compensation Plan:

1. During the training period you will receive a fixed sum of **Rs. 10,000.00** per month to cover your out-of-pocket expenses.
2. Upon successful completion of the training program as per guidelines above, you will be absorbed into our permanent payroll and will receive a monthly salary (CTC) of **Rs. 16,666.66** per month.
3. Your performance will be reviewed by your Reporting Head and Delivery Head after completion of Six-month' probation period. Thereafter you will receive appraisal.
4. As a permanent employee all Taxations and deductions will be applicable to you as per applicable government laws in place.
5. You will be reporting at the reception with the documents as per annexure on date of Joining.

Please acknowledge your acceptance of the above by email confirmation within 24 hours of receipt of the mail along with a scanned signed copy of this document.

For Growel Softech Pvt. Ltd.

Agreed & Accepted By

Sign: _____

Name:



YOKOHAMA INDIA PRIVATE LIMITED

(CIN U25190DL2007FTC161588)

Plot No. 1, Sector 4B, Bahadurgarh Industrial Estate, HSIIDC Bahadurgarh,
District - Jhajjar, Haryana - 124507 Tel.: +91-1276-662200, Fax: +91-1276-662000
E-mail : info@yokohama-india.com Web-site : www.yokohama-india.com

YIN/ HR/ Offer Letter/ 2019-20/P1

Date: 22/1/2019

Mr. Shubham Nilkanth Sarode
Manjula Niwas, near nachiket balashram
Gurudhwara colony Akurdi
Pune-4110035
Mob: 9923780764

Subject: Letter of Intent.

Dear Mr. Shubham Nilkanth,

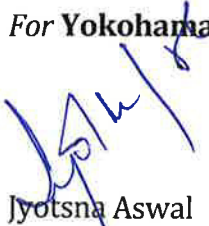
This has reference to our recent meetings in respect of your proposed employment; we are in-principle agreeable to appoint you for the post of **Sales Trainee-Sales, (Grade-MT)** under the **Sales & Marketing** department based out of **Aurangabad** in our Organisation. Your salary will be as per details attached base on the Company's rule. You are requested to join the duties latest by **1/2/2019**.

You are also requested to submit all the certificates regarding your Educational Qualifications, two passport size photographs, proof of current salary drawn and relieving certificate from your Prior employer at the time of joining. In case you fail to join the duties within the stipulated time, this letter of intent will be stand withdrawn.

Upon your joining the Company will issue you an appointment letter.

Kindly sign at the designated place below to convey your acceptance of the offer.

For **Yokohama India Pvt. Ltd.**


Jyotsna Aswal
General Manager – HR & GA.

Accepted

.....
(Shubham Nilkanth Sarode)

Offered Salaries, Benefits & Perks

Employee Name: Shubham Nilkanth Sarode
 Designation: Sales Trainee
 Based at: Aurangabad
 Date of Joining: 1/2/2019

Grade: MT
 Department: Sales & Marketing
 Section: Sales

CTC Details for FY 2018-19

Description	Monthly Amount	Annual Amount
Basic Salary	9,750	117,000
House Rent Allowance	4,875	58,500
Special Allowance	1,967	23,604
Standard Deduction	3,333	39,996
Child Education Allowance	200	2,400
Reimbursement for Washing	-	-
Reimbursement for Uniform	-	-
Reimbursement for Residential telephone	-	-
Gross Salary (A)	20,125	241,500

EPF Employer Contribution	1,170	14,040
ESIC Employer Contribution	352.00	4,224.00
Labour Welfare Employer Contribution	20	240
Total Remuneration (B)	1,542	18,504
Total CTC (A+B)	21,667	260,004
In words:- Rupees Two lakh Sixty Thousand Four Only		

Remark:

1. For Reimbursement against, LTC, Uniform, Books and periodicals & Washing; - Provide Original bills by 15th Feb. 2019 for claiming Tax exemption.
2. Submit Investment declaration Details on or before your joining.

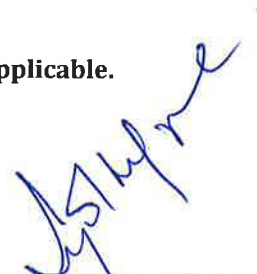
Other Benefits

- Bonus as per YIN Policy (One Month CTC)
- Medical Insurance as per YIN policy
- Gratuity as per Provisions of Law
- **Income Tax & other Statutory Deduction will be done as applicable.**

For Yokohama India Private Limited



Deepak Kumar Sharma
 Joint Manager - HR & GA



Jyotsna Aswal
 General Manager - HR & GA



YOKOHAMA INDIA PRIVATE LIMITED

(CIN U25190DL2007FTC161588)

Plot No. 1, Sector 4B, Bahadurgarh Industrial Estate, HSIIDC Bahadurgarh,
District - Jhajjar, Haryana - 124507 Tel.: +91-1276-662200, Fax: +91-1276-662000
E-mail : info@yokohama-india.com Web-site : www.yokohama-india.com

YIN/ HR/ Offer Letter/ 2019-20/P2

Date: 22/1/2019

Mr. Swapnil Suryakant Divekar
Sr no 69/5, Rajnigandha Housing Society
Walherkarwadi Chinchwad
Pune-411033
Mob: 8983439231

Subject: Letter of Intent.

Dear Mr. Swapnil Suryakant Divekar,

This has reference to our recent meetings in respect of your proposed employment; we are in-principle agreeable to appoint you for the post of **Sales Trainee-Sales, (Grade-MT)** under the **Sales & Marketing** department based out of **Pune** in our Organisation. Your salary will be as per details attached base on the Company's rule. You are requested to join the duties latest by **1/2/2019**.

You are also requested to submit all the certificates regarding your Educational Qualifications, two passport size photographs, proof of current salary drawn and relieving certificate from your Prior employer at the time of joining. In case you fail to join the duties within the stipulated time, this letter of intent will be stand withdrawn.

Upon your joining the Company will issue you an appointment letter.

Kindly sign at the designated place below to convey your acceptance of the offer.

For Yokohama India Pvt. Ltd.

Jyotsna Aswal
General Manager - HR & GA.

Accepted

.....

(Swapnil Suryakant Divvekar)

Offered Salaries, Benefits & Perks

Employee Name: Swapnil Suryakant Divekar
 Designation: Sales Trainee
 Based at: Pune
 Date of Joining: 1/2/2019

Grade: MT
 Department: Sales & Marketing
 Section: Sales

CTC Details for FY 2018-19

Description	Monthly Amount	Annual Amount
Basic Salary	9,750	117,000
House Rent Allowance	4,875	58,500
Special Allowance	1,967	23,604
Standard Deduction	3,333	39,996
Child Education Allowance	200	2,400
Reimbursement for Washing	-	-
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Gross Salary (A)	20,125	241,500

EPF Employer Contribution	1,170	14,040
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Labour Welfare Employer Contribution	20	240
Total Remuneration (B)	1,542	18,504
Total CTC (A+B)	21,667	260,004
In words:- Rupees Two lakh Sixty Thousand Four Only		


Remark:


1. For Reimbursement against, LTC, Uniform, Books and periodicals & Washing; - Provide Original bills by 15th Feb. 2019 for claiming Tax exemption.
2. Submit Investment declaration Details on or before your joining.

Other Benefits

- Bonus as per YIN Policy (One Month CTC)
- Medical Insurance as per YIN policy
- Gratuity as per Provisions of Law
- **Income Tax & other Statutory Deduction will be done as applicable.**

For Yokohama India Private Limited


 Deepak Kumar Sharma
 Joint Manager - HR & GA


 Jyotsna Aswal
 General Manager - HR & GA



Arihant Adroit InfoSystems Pvt. Ltd.

Phone: +91 7420077950

www.aaisglobal.com

Date: 11-February-2019

Mayuresh Sonawane

Phone: +91- 7276728495

E- Mail: mayureshsonawane07@gmail.com

Sub: OFFER LETTER

Dear Mayuresh,

With reference to the interviews that you had with us, it gives us immense pleasure to inform you that we have found you suitable as below.

You shall be designated as “**Asst. Manager Business Development**” under the **Sales** stream and will form a part of the Career **Band B1** in the organization.

Based on the feedback and Arihant Adroit InfoSystems norms, your total experience has been taken as 24 months.

Your annual gross CTC shall be **INR 3, 90,000** per year.

The break-up of the gross salary is as below.

Component	Annual	Monthly	Remarks
Basic	182040	15170	The major salary component which all other elements are linked to.
ABP (Arihant Benefit Plan)	99515	8293	Allows Employee to choose benefit basket. For certain components employee may avail of tax exemptions as per prevailing tax laws.
i) Leave Travel Allowance			Declared by employee with bills
ii) House Rent Allowance			Declared by employee with bills
iii) Petrol Allowance			Declared by employee with bills
iv) Flat Allowance			Remaining ABP. Taxable amount is treated as a monthly allowance.
Sales Travel Allowance	24000	2000	Traveling allowance for Pune & Pune Suburbs.
Night Shift Allowance	57600	4800	Night Shift Allowance applicable on Working day basis.
PF (Co's Contribution)	21845	1820	12% of Basic Pay.
Medical/Insurance Benefits	5000	417	Premium towards Medical insurance benefits
APLC	-	-	Annual Performance Linked Compensation
Grand-Total	390000	32500	Total CTC (Cost to Company)

15-11-2019

Mayur Chandrakant Palhade
Pune

Subject: LETTER OF OFFER

Dear Mayur,

We thank you for your interest in discussing an opportunity to be part of **Just Dial Ltd.**

Based on the discussions with you, we are pleased to offer you to the position of **Certified Internet Consultant**. You will be on probation for a period of six months from your date of joining which will be on or before **20-11-2019**.

The annual compensation calculated on Cost to Company will be **INR 300000/-**.

Your place of posting will be **Pune**.

As a part of your joining formalities, a complete verification of your identity documents and your background would be done. On successful submission and verification of your documents and background checks, you shall be issued a Letter of Appointment from the company.

In case any of the verifications turns out to be negative at any point of time, your appointment with the organization shall be terminated with immediate effect.

You are requested to sign a copy of this letter as a token of acceptance.

We look forward to your joining the **JUST DIAL** Team and wish you a long and fulfilling career with the organization.

For Just Dial Limited



Madhulika Singh

Regional Head - Human Resources

Annexure:-

Annexure - Just Dial Ltd Compensation Structure		
Employee Name	Mayur Chandrakant Palhade	
Department	Sales	
Grade	G12	
Designation	Certified Internet Consultant	
Effective Date	20-11-2019	
CTC	300000/- per annum	
Pay structure	Monthly	Annual
Fixed Components		
Basic	10500	126000
House Rent Allowance (HRA)	5250	63000
Attire Allowance	3020	36240
Field Allowance	2471	29652
Salary (C1)	21241	254892
Statutory Components		
Employer PF Contribution	1260	15120
Employer ESIC Contribution	0	0
Benifits(c2)	1260	15120
Reimbursements		
Sodexo	0	0
Conveyance Reimbursement	0	0
Fuel Reimbursement	0	0
Reimbursements(c3)	0	0
Statutory Bonus	2500	30000
CTC (Total C1+C2+C3 + Statutory Bonus)(a)	25001	300012
Deductions		
Employee PF Contribution	1260	15120
Employee ESIC Contribution	0	0
Total Deductions (b)	1260	15120
Net Take Home {a - b - C2}	22481	269772
Total CTC	25001	300012

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

Yours sincerely,

For Just Dial Limited

Madhulika Singh

Regional Head - Human Resources

Ref : MMFSL/Nov-2018/AM/C201811158718/HRD

Date: 14-Nov-2018

Tel: +91 22 66526000
Fax: +91 22 2498170/71

Mr. Swapnil Jadhav

Ganitai Niwas,
Sector No. 4, Santnagar,
Moshi, Pune,412105

Dear Mr. Swapnil Jadhav,

SUB:Offer Letter

We refer to your application and subsequent interviews for the **PORTFOLIO MANAGER-COMMERCIAL VEHICLE LOANS** position in our Company.

Further to the interview, we are pleased to offer you an employment as **PORTFOLIO MANAGER-COMMERCIAL VEHICLE LOANS** in Grade **L80** at our **TEMBHURNI** Office location.

You will be on Probation for a period of SIX months.

1. During this period, you will be entitled to the following:

Components	Amount (in INR)
Basic	130800
HRA	65400
Personal Allowance	117535
Annual Gross	313735
Annual Benefits	
Provident Fund	15696
Gratuity	6289
Superannuation-Optional	13080
Gross Fixed Annual CTC	348800
Performance Pay (PP)	87200
TOTAL CTC	436000

* Note: The Performance Pay/Incentive of **Rs.7267 per month** (Rs.87200 per annum) for a period of 3months from the Date of Joining, after which you will be governed by the RBMI policy of the company applicable to your role as per company policy.

** Allowance as per policies currently in force and subject to change based on individual and company's performance

***The Superannuation benefit is optional. If an employee chooses not to join the scheme, the superannuation amount will be paid in monthly salary & will be taxable as per prevailing tax rate. The employee has an option to join the scheme later through a separate declaration. Once the employee has joined the scheme it's irrevocable

**** ESIC would be deducted as per applicable statutory laws

S.M

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2. During the probation period you shall be entitled for leave as per leave policy of the company
3. You will be placed at our **TEMBHURNI** Office and report to the concerned Manager.
4. The Management shall have the right to transfer your service and you will have to work as per the instructions / directions of the Management of the company in any of its divisions / branches / offices / group companies situated in India.

In addition to these:

1. Cover of personal accident insurance against death and disablement resulting from accidents to a maximum amount of **Rs. 10 lakhs** subject to satisfactory compliance of rules of insurance company in this regard. This will be effective from the date of payment of premium against this policy.
2. The Employee, spouse, children and two dependents will be covered under Group Mediclaim policy to a maximum amount of **Rs. 3.50 lakhs**.
3. A detailed appointment letter will be issued to you after your joining the Company.
4. We would appreciate if you can kindly join us on or before **November 16, 2018** .
5. Please sign the duplicate copy of this letter as token of acceptance of the above
6. The above offer of appointment is subject to submission & verification of following documents:
 - Copies of your testimonials.
 - Reference letters – 2 Nos.
 - Reference Check .
 - Passport Size Photographs – 3 Nos
 - Relieving letter from Previous / last Employer.
 - Medical Fitness Certificate
 - Date of Birth Certificate
 - Salary Certificate
 - Address Proof

Wish you all the Best!!

FOR MAHINDRA & MAHINDRA FINANCIAL SERVICES LTD.



S.M. **AUTHORISED SIGNATORY**