

12-Jan-2023

To,
Ms. Shreya Diwate
Survey No. 43/3B/3 Flat no 203 B-Wing,
Anujai Residency,
Pimple Nilakh,
Pune,
Maharashtra- 411027

Sub: Offer of Employment

Dear Shreya,

Welcome to Synoptek!

We are delighted to offer you the position of **Technical Consultant** with Synoptek India Pvt. Ltd ("SYNOPTEK"). We are confident that you will find your association with us to be very exciting, fruitful and one that fosters your growth as well as the company's prospects.

The following are the terms of our offer:

- 1) **Date of Joining:** We look forward to you joining our team on or before **20-Feb-2023**
- 2) **Location:** Your place of posting will be **Pune, India**.
- 3) **Compensation & Benefits:**
 - a. **Total CTC** - Your total annual remuneration (CTC) will be **INR 1,450,000 (Rupees Fourteen Lakhs Fifty Thousands Only)**. Details of your CTC break-up are enumerated in the **Salary Annexure-I** below.
 - b. **Obligatory Deductions** - Deduction of Income Tax, other tax contributions or any other lawful contributions or any scheme framed and made applicable to the Company shall be made from the salary payable to you either retrospective or prospective.
- 4) **Leaves:** You will be eligible for Earned Leaves as per current leave policy. The right to Earned leave will accrue pro-rata during each calendar month of employment. We want you to have a great work life balance and spend quality time with your family and friends and pursue your personal interests.
- 5) **Notice Period:** Your employment with the Company may be terminated after giving a notice of 1 (one) month during initial Six Months from your date of joining and 2 (two) months' or equivalent salary after initial Six Months from your date of joining.
- 6) **Reference Check & Background Verification:** The Company may, at its discretion conduct background checks prior to or after your expected joining date to validate your identity, the address provided by you, your education details and details of your prior work experience if any, and to conduct any

Synoptek India Pvt. Ltd.

Regd. Office: Mondeal Heights, Wing B, 1st Floor, SG Road, Ahmedabad – 380015, India

+91-79-66824700 india@synoptek.com www.synoptek.com

CIN: U72200GJ1997PTC043461



Synoptek, LLC

19520 Jamboree Road, Suite 110
Irvine, CA 92612, USA

+1-949-241-8600

criminal checks. You expressly consent to the Company conducting such background checks. In this connection, you are required to furnish the documents listed here further in **Annexure – 2**. When a background check raises any concerns regarding any of the details furnished by you and the Company feels the need to further validate such facts, the Company may at its sole discretion, ask you for further information, to substantiate the details that you have earlier provided to the Company, before initiating appropriate action. In case of any discrepancy found company may decide to hold your joining or terminate if you have already joined.

- 7) A detailed Letter of Appointment with the details of the annexures, clauses, as well as terms and conditions will be shared to you on the date of joining.

We request you to acknowledge this offer by sending us the signed copy of this offer letter and an acknowledged copy of the resignation letter from your current employer within 7 (seven) days from the receipt of this Offer Letter.

We look forward to a long and enriching association with you. Wish you all the best and a successful career at SYNOPTEK.

Yours Sincerely,

Mohit Gupta

Mohit Gupta
Director – Human Resource, India

Acceptance & Declaration

I have read and understood all the terms and conditions of employment contained in the Offer Letter and have sought clarifications wherever required. I now hereby give my unqualified acceptance to the Offer Letter as well as each of the terms and conditions. I agree to keep the same confidential.

I agree that the terms of this Letter as well as all the information disclosed to me in the course of my employment with the Company are strictly confidential and shall not be disclosed to any third party, used, copied, published, or otherwise exploited unless expressly authorized by the Company in writing. The terms of this Letter shall remain confidential.

I am aware that Company is free to change the Terms of Employment from time to time, as per organizational policy.

I declare that I do not have any non-compete obligation which shall conflict with Synoptek India Pvt. Ltd.

I signify my acceptance of the Offer Letter as well as the terms of **"Annexure 1 to 4"** hereto by signing this Offer herein below.

Name: _____

Date: _____

Signature: _____

Synoptek India Pvt. Ltd.

Regd. Office: Mondeal Heights, Wing B, 1st Floor, SG Road, Ahmedabad – 380015, India

+91-79-66824700 india@synoptek.com www.synoptek.com

CIN: U72200GJ1997PTC043461



Synoptek, LLC

19520 Jamboree Road, Suite 110
Irvine, CA 92612, USA

+1-949-241-8600

Salary Annexure - I

CTC break-up, as per the company policy, would be as under:

Name	Shreya Diwate	
Designation	Technical Consultant	
Particulars	Amount	
	Monthly	Yearly
A: Components payable Monthly:		
Basic		
Flexi Package	60420	725040
Sub Total - A	50668	608020
B: Statutory Benefits		
Bonus		
Employer's Contribution to Provident Fund	5040	60480
Gratuity (component payable upon leaving the company-refer notes)	1800	21600
Sub Total - B	2905	34860
Total Cost to Company	9745	116940
	120833	1450000
Notes 1. Gratuity is payable as per provisions of 'Payment of Gratuity Act' 2. The employer shall deduct statutory contributions & taxes from employee compensation. The opinion of company in terms of deduction will be final 3. Flexi Package - List of this is shown below for details refer HR Manual for policies pertaining to this component 4. Flexi package will have following components: a. Meal Card – INR 1100/- or INR 2100/- pm b. Car Running & Maintenance – INR 1800/- pm c. Drivers Salary – INR 900/- pm d. Professional Upgrade – up to INR 5000/- pm e. Telephone Reimbursement – up to INR 5000/- pm f. LTA up to 20% of Basic g. HRA - Up to 40% of Basic h. Children education allowance - INR 100 per month per school going child i. NPS - 5% or 10% of Basic Salary j. After opting the flexible allowance, the balancing figure will add as special allowance.		

Insurance Benefits: All our employees and their dependents (Spouse and up to 2 kids to the age of 23) are covered under group Medclaim. Employees are also covered under Group Term life policy. Sum insured is determined by organization and can be changed on time-to-time basis.

Mohit Gupta

Synoptek India Pvt. Ltd.

Regd. Office: Mondeal Heights, Wing B, 1st Floor, SG Road, Ahmedabad – 380015, India

+91-79-66824700 india@synoptek.com www.synoptek.com

CIN: U72200GJ1997PTC043461



Synoptek, LLC

19520 Jamboree Road, Suite 110
Irvine, CA 92612, USA

+1-949-241-8600



KRIGGER

CONGRATULATIONS ON YOUR SELECTION...!!!

Mr. Rohan Mangesh Pardeshi

Congratulations on your selection as a Business Associate in our company. Your start date will be from 25th September 2023.

Krigger Organization is one of India's leading Direct Marketing Company. We provide cost effective brand positioning, client representation, customer acquisition and business promotions services to our clients. In the walk of growth so far and our long-term vision for future expansion, we seek Business Associate whom we can train on the different aspects of business management.

This training will include the following topics:

- Level 1: Marketing and sales (Revenue generation)
- Level 2: Human Resources (Training and developing people)
- Level 3: Administration and Leadership Responsibilities.
- Level 4: Office Management and Back office operations.

As per our conversation, your potential earnings will be :-

- CTC – 8.4 Lac per annum.

Ensure that there is a 15 days termination notice when you wish to leave your employment with our company.

We encourage an open environment conducive to active learning and participation.

We look forward to work with you on the programs and campaigns we have discussed as above.

SUCHITA RAHANGDALE,
HR MANAGER.
KRIGGER ORGANISATION.



Godrej & Boyce Mfg. Co. Ltd.
 Regd. Office: Pirojshanagar,
 Vikhroli, Mumbai 400 079, India
 Tel: +91-22-6796 1700 / 1800
 info@godrej.com
 www.godrej.com
 CIN U28993MH1932PLC001828

Corporate Personnel & Administration Dept.
 Ref: HK/P&A/CAMPUS-NPAT'2023/CN-505

30th August 2023

Dear Arya Deshmukh,

Greetings from Godrej!

We are delighted to have you coming on board on 4th September 2023.

We are sure that you are keenly looking forward to what's in store for you upon your joining us.

To make your transition in Godrej smooth, we have planned a comprehensive Corporate Orientation Program for a period of ten days at our Vikhroli Establishment.

Your portfolio / assignment and the place of posting will be shared with you upon completion of the Corporate Orientation Program and Divisional Induction Program, if any.

To enrich you with knowledge, learning, skills and experience during the traineeship, you will be undergoing a structured Training Program comprising of learning inputs in a phased manner:

Phase I (At the time of Joining): - Corporate Orientation Program, followed by:

- Technical Training Program (or)
- Sales, Service and Marketing Training Program (and)
- On-The-Job Training, as applicable.

Phase II (Mid-Year): - Developmental Program(s)

- Technical Training Program (or)
- Sales, Service and Marketing Training Program (and)
- On-The-Job Training, as applicable.

Phase III (Upon completion of the Training): - Organization Level Development Programs (Common for all) followed by:

- Advanced Programme of Technical Training Program (or)
- Sales, Service and Marketing Training Program (and)
- On-The-Job Training, as applicable.

When you take up the assignment, we have earmarked for you, you will have a 'buddy' to help and guide you in the initial days. Please feel free to speak to / write to us for any information that you may need:

Ms. Rachna Bhuse (rachna@godrej.com, Mobile: 9821490425)
 Ms. Sameeta Khambe (sameetak@godrej.com, Tel.: +91-22-6796 1431)
 Ms. Miloni Vashi (miloni@godrej.com, Contact No. +91-22-6796 1423)

We look forward to you becoming part of the exciting growth journey at Godrej!

H. Kaur

Harpreet Kaur
 Senior Vice President & Head-
 Corporate Personnel & Administration
 Encl.: Offer Letter

Godrej



Godrej & Boyce Mfg. Co. Ltd.
Regd. Office: Pirojshanagar,
Vikhroli, Mumbai 400 079, India
Tel: +91-22-6796 1700 / 1800
info@godrej.com
www.godrej.com
CIN U28993MH1932PLC001828

Corporate Personnel & Administration Dept.

Ref: HK/P&A/CAMPUS-NPAT'2023/CN-505

30th August 2023

Mr. Arya Samir Deshmukh
7-B, Gangotari Colony
Near Tapovan Gate, Camp
Amravati - 444602
Mob: 8669023986

TR CAT: C-302

OFFER LETTER

Dear Mr. Arya Deshmukh,

With reference to your application and the subsequent interview you had with us, we are pleased to confirm your selection as **Post Graduate Trainee** in **Godrej Appliances**. The terms & conditions are as given below:

1. Place of Posting & Period of Training:

Your initial place of posting will be at our **Ahmedabad Branch**. The training period will be for a period of twelve (12) months from your date of joining, i.e., **with effect from 4th September 2023**.

2. Remuneration:

The enclosed Summary of Remuneration gives the details of remuneration as applicable to you according to the current rules of the Company. Your remuneration is personal and confidential and you are expected to maintain confidentiality in this regard.

3. Leave Entitlement:

You will be eligible for leave as per the Leave Rules of the Organisation applicable to Company Trainees and the same is subject to change from time to time.

4. General terms & conditions:

- a) Although it is not mandatory and / or obligatory on the part of the Company to offer you employment upon completion of the training period, you will be considered for any suitable opening that may arise / exists at that point in time, subject to your overall performance, attitude, conduct, attendance & punctuality besides meeting the requisite selection criteria.

In case you are considered for absorption on the regular rolls of the Company upon successful completion of the training period, you will be appointed as **'Deputy Manager'** in **'Operational Job / Responsibility Band**. The fixed Cost to Company will be **Rs.8.25 Lakhs** per annum plus potential to earn variable pay-outs.

- b) As a part of the terms and conditions mentioned in this Offer Letter, you will be required to sign a Service Agreement for a period of two years (one year as a Trainee and one year subject to being absorbed in regular employment upon successful completion of the training period).

We are enclosing the soft copy of the Service Agreement which you are required to prepare on a **Stamp Paper of value Rs.200/-** and submit the duly filled-in and signed (by you and the guarantor) Agreement on your date of joining. Please note that it is mandatory to carry the Service Agreement on your date of joining along with the Offer acceptance copy.

Contd....(2)

Godrej



Godrej & Boyce Mfg. Co. Ltd.
Regd. Office: Pirojshanagar,
Vikhroli, Mumbai 400 079, India
Tel: +91-22-6796 1700 / 1800
info@godrej.com
www.godrej.com
CIN U28993MH1932PLC001828

(2)

Mr. Arya Samir Deshmukh, Amravati - 444602.

- c) During the training period, you will not be eligible for any Variable Pay (viz., Performance Pay, Sales / Service Incentives etc.).
- d) Your selection as a trainee is subject to you being found medically fit by the Company's Medical Officer or by a Medical Practitioner of Company's choice.
- e) While your initial place of training / posting will be at our Vikhroli Establishment, you are liable to be transferred to any of the Company's Establishments / Upcountry Manufacturing Plants / Project Site Office within the territory of India during your training period and/or thereafter and the same will not have any impact on your Consolidated Monthly salary/stipend. You will be adhering to six days per week work schedule. The salary/stipend disbursement is on the 10th day of every month.
- f) The Management shall decide your Function (Profile), Division and the Place of Posting as per the business need and exigencies, and the same shall be communicated to you during the Corporate Orientation Program. The Management's decision in this regard shall be final and binding on you.
- g) If and when it is required to impart training to you on a non-working day, you will be required to report for training on such days for which you will be given compensatory off. Similarly, as and when required, you may be called upon to report in second shifts when specific / special training opportunities are available.
- h) If you wish to resign from the traineeship of the Company, the notice period is one month during the training period, and you will be permitted to do so subject to your fulfilling the terms & conditions as per the Service Agreement signed by you. The Company reserves the right not to accept the notice period depending upon business needs and requirements. In case you leave the traineeship without fulfilling the terms & conditions as applicable to you, the Management reserves the right to initiate appropriate proceedings as per law.
- i) Your traineeship can be terminated by the Company at any time by giving you one month notice. Upon successful completion of the training and after absorption in regular employment, the notice period is three months on either side.
- j) The Company reserves the right to terminate your traineeship / employment at any time without notice or payment in lieu thereof if you are found guilty of absence from duty without prior intimation and/or permission for a continuous period of seven days or more, insubordination, non-performance, low productivity, disclosing confidential data or information pertaining to the Company, bonafide loss of confidence, misappropriation of Company's funds, causing damage to the property of the Company, non-compliance of Company rules & regulations besides omission / commission of any act on your part which may be prejudicial to the interest of the Organization.

In case you need further information about the pre-joining / joining process, please contact Mr. S G Kannan (Mobile 9820506928, Email id: sgkannan@godrej.com) or Ms. Aliamma (Mobile 9867066396 Email id: aliamma@godrej.com).

Contd.... (3)



Godrej

Godrej & Boyce Mfg. Co. Ltd.
Regd. Office: Pirojshanagar,
Vikhroli, Mumbai 400 079, India
Tel: +91-22-6796 1700 / 1800
info@godrej.com
www.godrej.com
CIN U28993MH1932PLC001828

(3)

Mr. Arya Samir Deshmukh, Amravati - 444602.

5. Qualification Clause (Declaration of Final Year / Semester Results):

If your selection is being made prior to the declaration of the final semester results of the examination for which you have recently appeared, you are required to inform the Company about the results immediately upon declaration of the same by the University / Institute. You shall submit a copy of the mark sheet / certificate issued by the Institute / University as documentary evidence and produce the original for verification. In case, you do not pass the said degree / diploma examination, your selection / appointment will be deemed to be automatically terminated without notice or payment in lieu of notice with effect from the date of the declaration of the result at the discretion of the Management. Further, if you are unable to submit the official documentary evidence in support of you having secured a final pass in the aforesaid examination prior to the completion of the training period, your appointment will automatically stand terminated without notice at the end of the training period at the discretion of the Management.

6. Submission of False Documents:

If at any time in future, the documents submitted by you pertaining to your date of birth, residence, family details, educational qualification and/or external work experience etc are found to be false / incorrect, the Company reserves the right to terminate your appointment forthwith besides initiating necessary legal proceedings against you as per law.

7. Code of Conduct:

You will be bound by the Company's Code of Business Conduct & Ethics as applicable from time to time and will be required to sign the 'Code of Business Conduct & Ethics upon your joining the Company. In addition, you will be required to sign an 'Employee Non-Disclosure & Confidentiality Agreement' upon your joining the Organization, which aims to protect the intellectual proprietary rights and business information of the Company and its clients / business associates.

8. Conflict of Interest:

You are expected to carry out your duties and responsibilities diligently, and shall always, safeguard the interest of the Company. During your traineeship / employment in our Company, you are required to devote yourself exclusively to the services of the Company and you shall not undertake yourself directly or indirectly with any business, duties or outside work, either part time or full time, without the prior express permission of the Management. The Company regards conflict of interest as a severe offence, which may lead to strict disciplinary action, including termination of your traineeship / employment without notice.

9. Indemnity:

You shall indemnify the Company against any loss / damage, proceedings which the Company may suffer due to any wrongful acts, negligence and/or gross dereliction of duties on your part. Such indemnity shall not prejudice the right of the Company to terminate your traineeship / employment on such count or the right of the Company to seek other remedies which the Company may have to make good the loss / damage suffered.

10. The Company reserves the right to add to, amend or vary the forgoing terms and conditions as and when found necessary.

The formal Letter of Appointment will be issued to you upon completion of the Corporate Orientation Program.

Contd....(4)

Godrej



Godrej & Boyce Mfg. Co. Ltd.
Regd. Office: Pirojshanagar,
Vikhroli, Mumbai 400 079, India
Tel: +91-22-6796 1700 / 1800
info@godrej.com
www.godrej.com
CIN U28993MH1932PLC001828

(4)

Mr. Arya Samir Deshmukh, Amravati - 444602.

Please report for the Corporate Orientation Program commencing on **Monday, 4th September 2023** at **8.45 a.m.** at the following venue:

Godrej & Boyce Mfg. Co. Ltd.
Room No.317, Plant 13 Annexe, 3rd Floor
Pirojshanagar, Vikhroli East, Mumbai 400 079.

Please bring the following with you, when you report for the Corporate Orientation Program:

- All certificates and marksheet in original pertaining to your educational qualification, along with one set of photocopies (S.S.C. or School Leaving Certificate to be submitted as documentary evidence for date of birth).
- Three passport size photographs (in professional attire)
- Photocopy of PAN Card and Aadhar Card.
- Letter from your present/last employer confirming that you have been relieved from their service (only if applicable).
- Original Service Agreement (made on a stamp paper of value Rs.200/-) duly signed by you and your guarantor in all the pages.
- Copy of Final Vaccination Certificate, if not submitted earlier.

Any dispute, differences or disagreement arising out of the terms & conditions of this Offer Letter & the Service Agreement entered by you with the Company shall be referred to a Sole Arbitrator nominated by the Company under the provisions of Arbitration & Conciliation Act, 1996, whose decision shall be final and binding. The language of the Arbitration shall be English and the location of the same shall be in Vikhroli, Mumbai.

Please email us a scanned copy of last page (i.e., Page no. 4) of the offer letter with your signature as a token of your acceptance of its terms & conditions, within two days of receipt of this email.

We look forward to your joining Team Godrej for a bright and prosperous career with us.

Yours truly,

For Godrej & Boyce Mfg. Co. Ltd.



Harpreet Kaur
Senior Vice President & Head-
Corporate Personnel & Administration

Encl.: As above

I have gone through the terms and conditions of the aforesaid Offer Letter and the Service Agreement. I hereby agree to abide by the same. I will report for the Corporate Orientation Program on _____.

Signature: _____ Date: _____ Mobile Number: _____



Letter of Appointment

Date: 1 February 2023

To,
Ms Pallavi Vilas Shirodkar
Employee Code: 0300
Grade: D2

Dear,

Sub: Letter of Appointment

We are pleased to appoint you in our organization as Support Specialist. You will be based in our Pune office.

You will be paid gross emoluments as detailed in Annexure – A.

Your employment with us will be governed by the Terms & Conditions as detailed in Annexure – B.

Your offer has been made based on information furnished by you. However if there is a discrepancy in the copies of documents or certificates given by you as a proof of above we retain the right to review our offer of employment.

Employment as per this offer is subject to your being medically fit.

Please sign and return duplicate copy of this letter in token of your acceptance.

We congratulate you on your appointment and wish you a long and successful career with us. We are confident that your contribution will take us further in our journey towards becoming world leaders. We assure you of our support for your professional development and growth.

Yours truly,
For ACCELIRATE SOFTECH PVT LTD

Gabriela A. Enriquez

GABRIELA ENRIQUEZ

Encl.: As above



Annexure – A

Salary structures can be bifurcated as under:

CTC Components	Annual	Monthly
Basic	300,000	25,000
Housing Rent Allowance	120,000	10,000
Books & Periodicals	6,000	500
Telephone and Interest Reimbursement	10,000	833
Fuel & Vehicle Reimbursement	48,000	4,000
Meals Reimbursement	26,400	2,200
Special Allowance	203,577	16,965
Total Base Pay	713,977	59,498
Employer's PF Contribution	21,600	1,800
Gratuity	14,423	1,202
Total Retirals	36,023	3,002
Fixed Annual CTC	750,000	62,500



Annexure – B

1. **Personal Particulars:**
You will keep us informed of any change in your residential address, your family status or any other relevant particulars. You would also let us know the name and address of your legal heir/nominee.
2. **Nature of Work:**
You will work at high standard of initiative, creativeness, efficiency and economy in the organization. The nature of work and responsibilities will be assigned and explained to you by your senior from time to time.
3. **Working Hours:**
The regular working hours of the company are from 12PM to 9PM including 30 minutes for lunch break and 15 minutes for tea break.
4. **Assignment, Transfer and Deputation:**
Though you have been engaged to a specific position, the company reserves the right to send you on deputation/transfer/assignment to any of the company's branch offices in India or abroad, whether existing at the time of your appointment or to be set up in the future.
5. **Training:**
You will hold yourself in readiness for any training at any place whenever required. Such training would be imparted to you at the company's expense. Kindly note that refusal to participate in a training programme without any extraneous circumstances would lead to automatic termination of your employment.
6. **Intellectual Property Right:**
If during the period of your employment with us you achieve any invention, process improvement, operational improvement, or other process/method likely to result in more efficient operation of any of the activities of the company, the company shall be entitled to use, utilize and exploit such improvement and you shall assign all rights thereof to the company for the purpose of seeking any patent rights or for any other purpose. The company shall have the sole ownership rights of all the intellectual property rights that you may create during the tenure of association with the company including but not limited to the creative concept that you may develop during your association with the company.
7. **Secrecy/Confidentiality:**
You will not during the course of your employment with the company or at any time there after divulge or disclose to any person whomsoever, make any use whatsoever for your own purpose or for any other purpose other than that of the company, of any information or knowledge obtained by you during your employment as to the business or affairs of the company including development, process reports and reporting system and you will during the course of your employment hereunder also use your best endeavour to prevent any other person from doing so.
8. **Restrain:**
 - i. **Access to Information:**
Information is available on need to know basis for specific groups and the network file server of the company is segregated to allow individual sectors information access for projects and units. Access to this is authorized through access privileges approved by unit mentors or project mentors.
 - ii. **Restriction on Personal Use:**



Use of company resources for personal use is strictly restricted. This includes usage of computer resources, information, internet service, and working time of the company for any personal use.

9. Leave:

You will be entitled to leave as per law in force and as laid down in the Standing Orders of the company. The company follows strict time schedule and late comings are discouraged, unless otherwise notified by you in advance. Late marks will be accorded to you for every late entry with one day of absence counted for every three late marks.

10. Security:

Security is an important aspect of our communication and office infrastructure. Communication security is maintained by controlling physical access to computer system, disabling all working stations, floppy disk drives and companywide awareness about the need for protection of intellectual property and sensitive customer information.

11. Termination of Service:

- i. Either party can terminate this employment by serving a notice of two months on the other, save and accept that the company may at its option pay salary in lieu of the notice period to terminate employment with immediate effect.
- ii. Unauthorized absence or absence without permission from duty for a continuous period of 7 days would make you loose your lien on employment. In such case your employment shall automatically come to an end without any notice of termination or notice pay.
- iii. You will be governed by the laid down code of conduct of the company and if there is any breach of the same or non conformance of contractual obligation or with the terms and conditions laid down in this agreement, your service can be terminated without any notice; notwithstanding any other terms and conditions stipulated herein the company reserves the right to invoke other legal remedies as it deems fit to protect its legitimate interest.

12. Standing Orders:

You will abide by the Standing Orders, rules & regulations and service conditions that may be in force or application to the organization or are framed from time to time by the company.

13. Appointment in Good Faith:

It must be specifically understood that this offer is made based on your proficiency in technical/professional skills you have declared to possess as per your application for employment and your ability to handle any assignment/job independently. In case at a later date any of your statements/particulars furnished are found to be false or misleading or your performance is not up to the mark or falls short of the minimum standard set by the company, the company shall have the right to terminate your services forthwith without giving any notice notwithstanding any other terms and conditions stipulated therein.

The above terms and conditions are based on the company's policy, procedures and other rules currently applicable in India and are subject to amendments and adjustments from time to time. In all matter including those not specifically covered here such as traveling, retirement, etc. you will be governed by the rules of the company as shall be in force from time to time.



Dear Pratik Vilas Vadje,

We are pleased to offer you a position of **Relationship Manager**, at **L1 Level** as per the following terms and conditions.

1. Place of Posting: Mumbai Thane. Your final location would be confirmed at the time of joining. The Company has pan India operations and hence your posting is transferable. Your scope of work will include but not limited to all the functions related to **Sales, Business Development, Credit and Collections** for the company.

2. Working hours: Working hours are from 09:30 AM to 06:00 PM, 6 days per week. However, if the exigency of work demands, you should be prepared for longer work hours to ensure timely completion of assigned tasks.

3. Probation: You will be on probation for a period of six months from the date of joining. Upon successful completion of probation your appointment will be confirmed. Your probation may be extended depending on your performance.

4. Compensation Package:

4.1. Salary: As per the structure mentioned below:

Particulars (p.a.)	Amt (Rs.)
Basic Salary	Rs. 180,000
House Rent Allowance	Rs. 90,000
Leave & Travel Allowance	Rs. 20,000
Flexible Allowance	Rs. 67,200
Other Allowances	Rs. 71,200
Provident Fund	Rs. 21,600
Gross Salary	Rs. 450,000
Incentives	Rs. 150,000
CTC *	Rs. 600,000

*Insurance is a company paid benefit which is over and above your CTC

4.2. Allowances:

4.2.1. The Flexible Allowance can be availed either through salary or in the form of reimbursement of food , fuel , communication through Sodexo multi benefit card (At present this is Rs. 67,200 p.a.)

4.2.2. Official travel will be reimbursed subject to the policies of the company governing the same.

4.3. Other Benefits:

4.3.1. You will be entitled to Privilege Leave (PL) of 21 Days per annum, however no such leave is allowed within the first 6 months of joining

4.3.2. You will be entitled to an Incentive which will depend on your performance against targets planned for specific periods and other rules governing the same. (At present performance based incentives for Relationship Manager are pegged at Rs. 150,000 /- p.a.)



4.3.3. You will be covered under the group medical and accident insurance policies of the company

5. General:

5.1 You are expected to devote your whole time, attention and ability to the interest of the company and show total commitment to its goals.

5.2 You will have to maintain absolute secrecy and confidentiality in regard to all the documents and information pertaining to the company and its customers, which you come across in course of your duty.

5.3 You will not engage yourself, in any business of your own or any other business/employment.

5.4 You are expected to treat these terms of employment confidential.

5.5 Breach of any of the above conditions will render you liable for termination of your employment without notice.

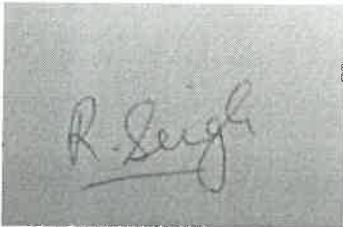
5.6 Any dispute between you and the company concerning or relating to or arising out of this offer shall be subject to the jurisdiction of and be determined by the court of the competent jurisdiction in Mumbai only.

6. **Notice Period:** Either party shall be entitled to terminate the said employment by giving **2 Months** notice or in-lieu of such notice, a sum equal to the gross salary (excluding Employer's Provident Fund) for the notice period at management's discretion.

7. Your **Date of Joining** shall be **September 1, 2023**.

8. **Acceptance:** Kindly sign the duplicate copy of this letter or send us an email to confirm your acceptance.

For Home First Finance Company India Ltd.



(Authorised Signatory)

I have read the contents of the above offer and accept the same. I will join on _____.

Date: _____

(Signature):



Date : 29 Aug, 2023

To,
SATYAM NAGENDRA DHANGAR
56/2 CHINTAMANI PARK,
KAGAL,
KOHLAPUR-416216

Subject : Offer Letter for the post of UNIT MANAGER (Deputy Assistant Manager - Sales).

Dear **SATYAM NAGENDRA DHANGAR,**

This has reference to your final round of interview undergone with our company on **24 Aug, 2023**. As you have successfully gone through the screening process of the company, let me have the pleasure of extending the below offer of employment to you on behalf of **NJ INDIAINVEST PVT. LTD.**. We are pleased to offer you the position of **UNIT MANAGER (Deputy Assistant Manager - Sales)** at **Kolhapur**.

1. Your terms and conditions of appointment shall be governed by all organizational policies applicable to employees as amended from time to time and your roles and responsibilities shall be as determined and assigned to you by your superior(s), as per the requirements of the Company. You shall also be responsible to look after the work of the other functions assigned to you from your superiors as per the need of the organisation.
2. You shall be required to duly furnish details as required by the Company from time to time.
3. You hereby represent to the Company that your employment with the Company in terms of herein shall not be in conflict with any of your obligations towards any of your previous employers or other engagements.
4. You will be placed at **M7 Grade & JUNIOR MANAGEMENT** Cadre. We are offering you annual Cost to Company ("CTC") worth **Rs. 5,78,200/-**, of which the Fixed component shall be **Rs. 3,46,920/-** (P.A.) and the variable component shall be upto **Rs. 2,31,280/-** (P.A.) including annual performance incentive (Subject to performance), all the perks and other benefits. All pre-approved business development expenses will be reimbursed to you as per the defined limit on presentation of relevant supporting documents subject to approval by authorities. The detailed break-up of the CTC structure is attached herewith as Annexure – 1.
5. All statutory deductions will be made from your Annual CTC as per the Applicable laws, rules, guidelines issued by any Governmental, regulatory and/or Local authorities from time to time. All eligible employees will be considered annually for increment on Fixed monthly CTC.



6. Your appointment is subject to probation of minimum period of Six (6) months from the date of joining, as mentioned in Appointment Letter. However, the Company on its discretion can shorten or extend the said period as it deems fit. You shall not be entitled for any benefit such as paid leave, promotion or Increments, performance incentives, etc. during the probation period.
7. You shall keep the confidentiality of any knowledge or information you may acquire in the course of your employment with the Company relating to machinery used, technical know-how, sales, accounts, statistics, control systems, office processes, Agency operations, Taxation and other Statutory Authorities etc. You shall not share any trade secrets, organization methods and systems, internal policies and procedures to anyone. You shall not share or disclose any data and/or information of the company and/or its group entities to any one in any form. This confidential obligation shall be effective throughout your employment and even for period of 3 years after termination from employment.
8. All intellectual property rights, in tangible or electronic form made available to you or developed by you in the course of your employment shall be exclusively owned by the Company, even after termination of your employment.
9. On termination / resignation, you agree to handover all the properties of the Company and its group entities, lying with you without any demur or protest and you shall be bound to provide certificate in this behalf if required by the Company. Further, you shall discontinue using directly or indirectly any name, brand, logo etc. of the Company or its group entities and cease representing yourself having association with the Company.
10. You shall devote your full time and dedication to serving the organization and shall not undertake, employ or engage yourself into any other economic activity without written permission of the Head – Human Resources or any other person as authorised.
11. You shall not be allowed to carry on or get engaged into any business or profession which the company or its group entities are engaged into or that of a similar nature, directly or indirectly through any of your close relatives, without prior written permission of Head – Human Resources or any other person as authorised.
12. In any case, you are found guilty of any act or omission of misconduct, breach of organizational policies, act subversive of discipline, or found unsuitable for the above post, the Company reserves the rights to terminate your employment without giving any notice or money in lieu of notice. Independently company can terminate you by giving one month notice or salary in lieu of notice.
13. In case of resignation from your end, you shall be required to serve a prior written notice as per the below table or pay a CTC in lieu of such notice period. Notwithstanding, you shall not be considered for separation formalities unless you have handed over the properties and belongings to the Company in compliance of the terms tabled below:



**STOCK BROKING | DEPOSITORY SERVICES | NPS
FINANCIAL PRODUCT DISTRIBUTION: MUTUAL FUNDS | LOANS | PMS | REAL ESTATE**

NJ India Invest Private Limited, Registered & Corporate Office: Block No. 901 & 902,
6th Floor, B Tower, Udhna Udyognagar Sangh Commercial Complex, Central Road No.10, Udhna, Surat - 394 210, Gujarat.
Phone: 0261 4025901 | E-mail: email@njgroup.in | Website: www.njwealth.in | CIN: U67120GJ2000PTC037674



Employee Separation Preference Matrix			
Latest Cadre of Employee	Notice Period	Hand Over Period	In lieu of Notice Period
Support Staff & Officer	30 days	07 days	1 Month CTC
Junior Management	30 days	15 days	2 Month CTC
Managerial & Above	90 days	30 days	3 Months CTC

14. Before leaving the organization you agree to clear all your dues, liabilities and hand over all the assets of the company that you were using when you were on duty. If you fail to serve the notice period as mentioned herein, the company reserves rights to adjust the same against your full and final settlement.
15. The Company ensures to protect the confidentiality and privacy of all details of employees and will not be shared with anyone except under applicable laws.
16. You shall be subject to retirement from the employment of the Company on your attaining Sixty (60) years of age or any such age as prescribed under the applicable laws as amended from time to time. In support of your age, you will be required to produce a Birth Certificate or any other acceptable proof.
17. You agree and acknowledge that the Company reserves rights to transfer your place of reporting at any time to any branch or office on temporarily or permanent basis including new branch or office open later on.
18. The extant organizational policies, service rules and regulations of the Company in force from time to time shall govern your employment with the Company. You agree to abide at all times, by all instructions, guidelines, orders, rules and regulations issued by the Company. Policies, rules and regulation are available in Employee Manual.
19. Courts at Surat shall have exclusive jurisdiction to try any suit or dispute arising out of this offer or touching any matter regarding your employment hereunder.
20. You agree to furnish below details and certificates before your joining our Company :
 - [a] Service clearance certificate or relieving letter from your previous employer, if any.
 - [b] Last salary slip
 - [c] One recent passport size photo.
 - [d] Any other documents specifically demanded by Human Resource department.



You abide to provide all the documents, details, information to the Company, before the joining and during the course of employment, if any. All the information and documents provided by you are certified true and correct, else strict actions may be taken, including termination of services.

This Offer Letter is issued in digital format. You will have to E-sign this document as a token of your acceptance of all the terms & conditions contained in the Offer Letter. Failing which, it will be presumed without any further reference to you that you have not accepted the Offer and our Offer shall automatically stand withdrawn.

A candidate joining kit will be digitally generated for your candidate joining portal after your accept the offer letter. The details will be auto filled in from the personal information which you have entered in portal. You need to authorize candidate joining kit by doing E-sign on it. Your joining date will be determined only after we receive the requisite documents.

For and on behalf of,
NJ INDIAINVEST PVT. LTD.

*Digitally Signed by:
Name: DHAVAL BHASKARBHAI DESAI
Date: Thu Aug 31 12:21:33 IST 2023*



DHAVAL BHASKARBHAI DESAI

Head - Human Resource

I have taken due care of reading all the above mentioned terms and conditions and I accept all the rules and regulations of the company as mentioned in this Offer Letter. And I agree to abide by them all. I hereby confirm and declare that all the necessary documents submitted by me at the time of joining the organization are true and best to my knowledge and nothing material has been concealed therefrom. In case of any failure to comply with above, I understand that I will held responsible, and will co-operate with the Company to hold any disciplinary action taken in this regard. I also provide you the confirmation of my joining from below mentioned date:

SATYAM NAGENDRA DHANGAR

This letter is digitally signed and does not require physical signature.



Job Description		
Function	Sales	
Sub-Function	NJFN	
Micro-Function	--	
Job Title / Designation	Deputy Assistant Manager	
Name of Employee	SATYAM NAGENDRA DHANGAR	
SN.	Nature of work	Primary Role / KRA
1	DOER	Identify, meet the potential leads who want to be an entrepreneur and explain to them about the business opportunities and convince them to start the Financial Products Distribution business and become a Financial Products Distributor / Partner.
2	DOER	Providing financial products training to Distributors for Business Development.
3	DOER	Plan activities and strategies for business development for distributors.
4	DOER	Educate the partners about product portfolio, services offers and also evaluate them on sales performance, recommend improvements.
5	DOER	Develop positive working relationships with partners to build business.
6	DOER	1) Products: Mutual Funds, Insurance, Loan Against Security (LAS), Bonds etc.
7	DOER	2) Business targets: Recruitment of Financial Products Distributor, Product sales etc.



Annexure - 1

Fix Cost to Company Structure				
No.	Earnings & Deductions	Monthly	Annual	% Share
1	Basic	14710.00	176520.00	
2	House Rent Allowance (HRA)	8866.72	106400.64	60.28
3	Leave Travel Allowance (LTA)	0.00	0.00	0.00
4	City Compensatory Allowance (CCA)	0.00	0.00	0.00
5	St. Bonus	2862.00	34344.00	20.00
6	Gross Salary (Sum of 1 to 5)	26438.72	317264.64	
7	Employer's PF Contribution 12% of Basic	1765.20	21182.40	12.00
8	Gratuity provision 4.8% of Basic	706.08	8472.96	4.80
9	Employer's Contribution to ESI 3.25% of Gross	0.00	0.00	0.00
10	Actual Salary for month (Sum of 7 to 9)	28910.00	346920.00	
11	Deductions of items 7+8+9	2471.28	29655.36	
12	Employee's PF Contribution 12% of Basic	1765.20	21182.40	12.00
13	Employee's contribution to ESI 0.75% of Gross	0.00	0.00	0.75
14	Professional Tax	0.00	0.00	
15	TDS (Aprox)	0.00	0.00	
16	Net Take away Home Figure [Total of 10 - (Sum of 11 to 15)]	24673.52	296082.24	

Variable Cost to Company Structure				
No.	Reimbursements & Incentives	Monthly	Annual	
17	Performance Incentive (Depending on Performance)	-	231280.00	
18	Total Variable Cost to Company	-	231280.00	

19	Grand Total : Fix + Variable Cost to Company (Sum of 10 & 18)	-	578200.00	
----	--	---	------------------	--

We are offering you annual Cost to Company ("CTC") worth Rs. 578200/- of which the Fixed component shall be Rs. 346920/- and the annual variable component shall be upto Rs. 231280/- including annual Performance incentive (Subject to Performance), all the perks and other benefits.

- ▶ Employee will be eligible for performance incentive in a particular year subject to he / she gets confirmed on or before 31st March of the respective financial year.
- ▶ You will be eligible for Performance Incentives up to 8 monthly CTC subject to performance. For the first FY performance incentive will be calculated on a monthly proportionate basis from your date of joining.
- ▶ The TDS figures mentioned in point No. 15 is calculated considering Old Tax Regime. It may change depending upon your income slab and investment declaration made.
- ▶ You will be entitled for Mediclaim Policy covering Self, Spouse & kids (max. 2), if not covered in ESIC.
- ▶ You will also be entitled for a Life Insurance cover of Rs. 15,00,000/- & Personal Accident cover of Rs. 10,00,000/-.
- ▶ You shall be entitled for Conveyance Allowance (Local) of Rs. 3.5/- per KM for whatever travelling you do for business development.
- ▶ Company may provide a Sim Card (If Eligible) and no handset for business communications. Company shall bear bill amounting up to Rs. 1500/-, if more will be adjusted from your salary. Ownership of the Sim card will be of company.

SATYAM NAGENDRA DHANGAR



FINANCIAL SERVICES | INFORMATION TECHNOLOGY | EDUCATION | REAL ESTATE | INTERIOR | WELLNESS | CHARITABLE TRUST

NJ India Invest Private Limited, Registered & Corporate Office: Block No. 901 & 902, 6th Floor, B Tower, Udhna Udyognagar Sangh Commercial Complex, Central Road No.10, Udhna, Surat - 394 210, Gujarat. Phone: 0261 4025901 E-mail: email@njgroup.in Website: www.njgroup.in
CIN: U67120GJ2000PTC037674

Date: January 4, 2023

Dear Pravin Nanasaheb Kakade,

We are pleased to offer you a position of **Relationship Manager**, at **L1 Level** as per the following terms and conditions.

1. Place of Posting: Nashik Dindori. Your final location would be confirmed at the time of joining. The Company has pan India operations and hence your posting is transferable. Your scope of work will include but not limited to all the functions related to **Sales, Business Development, Credit and Collections** for the company.

2. Working hours: Working hours are from 09:30 AM to 06:00 PM, 6 days per week. However, if the exigency of work demands, you should be prepared for longer work hours to ensure timely completion of assigned tasks.

3. Probation: You will be on probation for a period of six months from the date of joining. Upon successful completion of probation your appointment will be confirmed. Your probation may be extended depending on your performance.

4. Compensation Package:

4.1. Salary: As per the structure mentioned below:

Particulars (p.a.)	Amt (Rs.)
Basic Salary	Rs. 180,000
House Rent Allowance	Rs. 90,000
Leave & Travel Allowance	Rs. 20,000
Flexible Allowance	Rs. 67,200
Other Allowances	Rs. 71,200
Provident Fund	Rs. 21,600
Gross Salary	Rs. 450,000
Incentives	Rs. 150,000
CTC *	Rs. 600,000

*Insurance is a company paid benefit which is over and above your CTC

4.2. Allowances:

4.2.1. The Flexible Allowance can be availed either through salary or in the form of reimbursement of food , fuel , communication through Sodexo multi benefit card (At present this is **Rs. 67,200 p.a.**)

4.2.2. Official travel will be reimbursed subject to the policies of the company governing the same.

4.3. Other Benefits:

4.3.1. You will be entitled to Privilege Leave (PL) of 21 Days per annum, however no such leave is allowed within the first 6 months of joining

4.3.2. You will be entitled to an Incentive which will depend on your performance against targets planned for specific periods and other rules governing the same. (At present performance based incentives for Relationship Manager are pegged at **Rs. 150,000 /- p.a.**)



4.3.3. You will be covered under the group medical and accident insurance policies of the company

5. General:

5.1 You are expected to devote your whole time, attention and ability to the interest of the company and show total commitment to its goals.

5.2 You will have to maintain absolute secrecy and confidentiality in regard to all the documents and information pertaining to the company and its customers, which you come across in course of your duty.

5.3 You will not engage yourself, in any business of your own or any other business/employment.

5.4 You are expected to treat these terms of employment confidential.

5.5 Breach of any of the above conditions will render you liable for termination of your employment without notice.

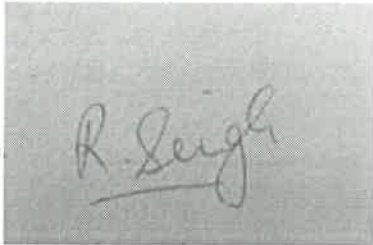
5.6 Any dispute between you and the company concerning or relating to or arising out of this offer shall be subject to the jurisdiction of and be determined by the court of the competent jurisdiction in Mumbai only.

6. **Notice Period:** Either party shall be entitled to terminate the said employment by giving **2 Months** notice or in-lieu of such notice, a sum equal to the gross salary (excluding Employer's Provident Fund) for the notice period at management's discretion.

7. Your **Date of Joining** shall be **April 1, 2023.**

8. **Acceptance:** Kindly sign the duplicate copy of this letter or send us an email to confirm your acceptance.

For Home First Finance Company India Ltd.



(Authorised Signatory)

I have read the contents of the above offer and accept the same. I will join on _____.

Date: _____

(Signature):





John Bean Technologies India Private Limited
GAT No.255, Chikhali Moshi Road
Borhadewadi, Moshi, Pune 412105
Tal. Haveli, Dist. Pune
Maharashtra, India

28 July, 2022

To,
Atharva Nandalal Pisal,
Pune.

Dear Atharva,

OFFER OF EMPLOYMENT

We are pleased to offer you the full-time position of **Buyer, Aerotech** at **John Bean Technologies India Private Limited**, on the following terms and conditions:

WORKING HOURS / DAYS

You are required to work on a normal 40-hour week, working hours **2.00 pm to 10.00 pm India time, Monday to Friday, in order to work more closely with teams in the US and Europe.**

Due to the nature of the position, you understand and agree to be available for work as is required by the business, not restricted to any daily, weekly or any other maximum work time or maximum amount of work hours.

PROBATION

You will serve a probationary period of **six (6) months**. During this time, either party will determine whether the respective expectations are met.

REMUNERATION

Your consolidated Total Cash is **INR 543,478.00**. It consists of fixed & flexible components as guaranteed salary. Target Bonus is variable, closely connected to the performance, NOT guaranteed. The details of your Total Cash with components are in the Form 601 (see the enclosure).

The annual salary fixed component consists of:

- Base Pay

The annual salary flexible component consists of:



- House Rent Allowance
- Leave Travel Allowance
- Books & Periodic Allowance
- Uniform Allowance
- Telephone Allowance
- Supplementary Allowance

All flexible allowances will be capped as applicable by Company Policy.

We will deduct the applicable taxes in accordance with the prevailing tax rules in India, at source.

BONUS

You will be eligible to participate in the Company's local management incentive scheme. Your target incentive will be **8% of your Total Cash**. The incentive may vary from zero to twice the target amount, based on business and personal performance. Incentive eligibility within a specific calendar year requires that you are confirmed and employed by JBT through 31st December of that specific calendar year **as well as at the time of bonus payout**. Participation in any plan and the amount of any bonus payable under any plan is entirely at the discretion of Management.

ANNUAL WAGE INCREMENT

Your salary will typically be reviewed annually on 1st April of each year, your first review would be in April 2023 according to the **India Salary Structure**. Any increment at the Company's discretion is based on the policy of 'PAY FOR PERFORMANCE' applicable to all employees.

PROVIDENT FUND

12% (as prescribed by the local government) of the Employee's base salary will be deducted every month towards the contribution of the provident fund. The Company will contribute towards the provident fund by matching the same percentage from the Employee's base salary. The provident fund account will be maintained with the local government.

TAXES AND SOCIAL SECURITY

Your salary is subject to withholding tax, Provident Fund contributions, and other deductions or contributions as may be required by law.

TERMINATION OF SERVICE

Two (2) weeks' written notice or two (2) weeks' pay in lieu of notice is required for termination of service by either party during the probationary period.

One (1) month's written notice or one (1) month's pay in lieu of notice is required for termination of service by either party upon successful completion of the probationary period.



You also undertake that should you resign on your own accord, you shall not join any of JBT's direct competitors within one (1) year of your departure.

JBT EMPLOYEE HANDBOOK AND OTHER INSTRUCTIONS

You will be covered by all the benefits such as insurance, leaves, educational assistance schemes, etc. which together with Company policies, practices and regulations are embodied in the Employee Handbook. A copy of this Handbook will be given to you for your retention. Any other updates / amendments / agreements requiring your acknowledgement should be made easily available for you at the Human Resources Office. You are expected to read and understand the entire contents of any such documents.

RETURN OF COMPANY PROPERTIES

Upon cessation of employment, you shall return all properties belonging to the Company which were created during the course of work such as patented / copyrighted materials or items issued such as uniforms, equipment, tools, stationery or other document / information, either printed or stored in CDs or other removable media.

COMMITMENT TO ETHICS POLICIES & PROCEDURES AND ONE JBT GUIDE TO ETHICAL CONDUCT AND JBT CONFIDENTIAL INFORMATION AND INVENTIONS AGREEMENT

As a representative of the Company, you are expected to behave professionally while in the employment of our esteemed organisation. You are expected to read, acknowledge and comply with the requirements outlined in the JBT Commitment to Ethics Guidelines and One JBT Guide to Ethical Conduct & JBT Confidential Information and Inventions Agreement.

INTERNATIONAL INDUCTION TRAINING

During the period of your employment and subject to your job requirements, at any time, if you accept and receive specialised international induction training are expected to remain employed by Company for at least two (2) years (after completing the training), unless your employment is terminated earlier by the Company. If you voluntarily resign from your employment during the period of training or during this two year period, you will be required to repay to Company all international induction training expenses incurred by the Company, on your behalf, as well as all expenses associated with your international induction training (airfare, hotel, meals and the cost of the actual training).

BACKGROUND ASSESSMENTS

In accordance with JBT Corporation policy on employee background assessments, we wish to let you know that this Offer of Employment is contingent upon you clearing assessments of your education, past employment, criminal history and (if applicable) professional qualification(s). The Company will engage a competent consultant to conduct these background assessments in a professional and legal manner. In this regard, you are required to provide your consent to the Company to commence the verification process. In the event that the background assessments result in any adverse finding, the Company reserves the



right to withdraw this Offer of Employment during the hiring stage or discontinue your employment if the assessment report (containing adverse findings) is available only after you have joined the Company.

APPROVAL FOR OTHER EMPLOYMENT

You shall not be employed or engaged in any other business whilst in the employment of JBT which will result in your inability to fully devote attention to your current job, conflict of interest to JBT or in any way affect the image of JBT negatively unless prior written approval from the management is obtained.

It would be appreciated if you will confirm your acceptance of this offer and its terms of employment by returning the duplicate copy of this letter duly signed in the appropriate space below.

Yours sincerely,

DocuSigned by:
R R Taneja
7144276E55084CC...

Rajeev Taneja
Director, Global Sourcing, Southeast Asia & Australia

Daisy Dai

Daisy Dai
HR Director, Asia Pacific

DocuSigned by:
Sunil Dangwal
DC31C960070C4C3...

Sunil Dangwal
Director

I, _____, Identification No. _____ have read the above conditions and fully accepted them. My date of commencement is expected to be _____. I will follow JBT HR instructions for on boarding arrangement.

Signature: _____

Date: _____



Tele Mil - 2491411/2024

REGD BY POST/ ACK DUE
Mukhyalaya Topkhana School
Headquarters
School of Artillery
PIN : 908804
C/O 56 APO

10 Nov 2022

7401/ADM/04


Kanase Shivani Mohan
At Post - Shenoli
Tal - Karad
Dist - Satara
PIN - 415108

RECRUITMENT FOR THE POST OF : LDC

1. Reference recruitment notification published in Employment News dated 25 Dec 2021 and written test & skill test conducted in Arty Centre, NRC for the post of LDC.
2. You are hereby provisionally selected for the post of LDC, subject to your fulfilling all terms & conditions of recruitment, verification of the certificates produced by you. If during subsequent verification is proved that any of the certificates are false, the appointment will be terminated forthwith.
3. You are hereby advised to report to Headquarters School of Artillery, Devlali (in the Administrative Branch (Civ)) at 0900 hrs on 07 Dec 2022 with the following documents in original alongwith one self-attested photocopy of each :-
 - (a) School leaving Certificate/ Birth Proof Certificate, Identity Proof, Educational qualification certificates, ITI Certificate if applicable etc.
 - (b) Caste Certificates
 - (c) Six colour passport size photographs.
4. In case of failure to report on due date your non-reporting will be considered as your unwillingness for the job, unless you give reasons with proof of missing the date. A draft reply from your side to this Establishment is enclosed for your guidance on the subject of non reporting on due date. It should be forwarded by you by registered/ speed post well on time to reach this Headquarter, preferably by 14 Dec 2022. You may suggest any date but not later than 20 Dec 2022 and report accordingly. Your selection will be deemed to be cancelled in case you do not respond timely, and the next person in order of merit will be selected.
5. Identity certificate (pg 5 of police verification form) in triplicate, attached with this letter will also be submitted, duly signed (with office seal) by any one of the authorities listed in Ser (i) to (viii) therein. Only pg 5 has been forwarded which will be attached to the police verification form after you report to this Headquarters.

Enclosures : As above




(Rajiv Anand)
Col
Offg Adm Offr
For Dy Comdt & CI
Appointing Authority

Appointment Letter

2 messages

Srinivasan <srinivasan@datalogicsindia.com>

18 July 2023 at 11:47

To: viniketmore28@gmail.com

Cc: Hamsa <hamsa@datalogicsindia.com>, Diwakar <diwakar@datalogicsindia.com>, Mumtaz <mumtaz@datalogicsindia.com>, Abhay Prahaladhan <abhay@datalogicsindia.com>, sakeena fathima <sakeena@datalogicsindia.com>, Jerry <jerry@datalogicsindia.com>, placement.sbpatil@gmail.com

Congratulations Mr. Viniket Vinod More!!

We are pleased to inform that you have been appointed as 'B2B Specialist- Apple' in Datalogics India Pvt. Ltd., effective from 01 August 2023.

1. **Intern Period:** Intern period is for 3 months

2. **Training Branch:** Mumbai branch, after the internship completion your place of work / branch will be changed to Pune branch.

3. **Stipend:** The stipend offered is Rs: 20,000 per month (Consolidated). During training period you will be assessed by seniors on your performance for confirmation, then will be absorbed by team for further training and improvement also the salary revision will happen which is UPTO Rs.40,000/- based on performance and successful completion of 3 months internship.

4. **Working Hours:** Monday to Friday- 9:30 am to 6:00 pm
Saturday- 9:30 am to 4:00 pm
Sunday: Holiday

5. **Job confirmation and Salary revision :** Job Confirmation will be given after 3 months where you will be eligible for all the company benefits like PF, ESI, Gratuity etc. subject to legal clearance from the date of joining and performance assessment as per advise and recommendation from your Managers.

6. **Trail Period :** You will be under the Trail period for first week from the date of Joining which means if you quit the job within this first week you will be not paid for that week.

6. **Notice Period Clause:** If the employee desire to leave the company during probation, he/she need to serve the notice period of 1 month. The company reserves the right to pay or recover salary in lieu of notice period. Company can terminate the employee if the performance is not upto the expectation during the intern.

7. DUTIES TO BE PERFORMED.

- You will be Responsible for generating Business (sales of Apple /Samsung /Microsoft products and other related IT products) in the Industry Vertical / Territory assigned to by your Team head
- Responsible for Enterprise Corporate vertical accounts consisting of SME, Creative, Govt., IT, ITES, Manufacturing, Pharma, Media ,Telecom, Insurance & Banking Customers .
- Field visits to Corporate offices/SEZ /IT Parks /Industrial Development Corporations to generate leads in your region
- Study, plan, strategies and pitch sales calls with the decision makers and influencers in the identified accounts to Promote Apple Product / Apple based solutions / other IT related Products.
- Build strong, influential, collaborative business relationship with corporate companies in the specified location of work.
- Analyse and report business results and trends on a weekly or daily basis.
- Report to the Business Manager of details relating to market feedback on a daily and weekly basis.
- Properly escalate unresolved issues to appropriate internal teams in your region
- Talk to Existing clients through a series of actions, either via phone, email or chat.
- Taking ownership of customer issues reported and seeing problems through to resolution
- Provide prompt and accurate feedback to customers on sales and billing related documents and get the confirmation by mail from the customer.
- Maintain professional relationships with Corporate clients and with internal Team members.
- Keeping Company information Confidence and securely and not sharing it outside.



- Updating your knowledge on time to time.

8. TERMS AND CONDITIONS

8.1. Aggregate Percentage Requirements

- a). Your appointment under probation as well as confirmation will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 60% or above in the first attempt in each of your Standard X, Standard XII, Diploma (if applicable), Graduation and Post-Graduation examination which includes successful completion of your final semester/year without any pending arrears/back logs during the entire course duration. As per the DLIPL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility and the decision of DLIPL is final.
- b). As communicated to you through various forums during the recruitment process, your appointment is subject to completion of your course within the stipulated time as specified by your University/Institute and as per DLIPL selection guidelines.
- c). It is mandatory to declare the gaps/arrears/backlogs, if any, during your academics and work experience. The management reserves the right to withdraw/revoke the offer/appointment at any time at its sole discretion in case any discrepancy or false information is found in the details submitted by you.
- d). You will be required to undergo classroom and on the job training during which period you will be appraised for satisfactory performance during/after, which DLIPL would normally confirms you.
- h). If your performance is found unsatisfactory, the company may afford you opportunities to assist you and enable you to improve your performance. If your performance is still found unsatisfactory, DLIPL may terminate your employment .**
- i). If you remain unauthorizedly absent for a consecutive period of 3 days, you shall be deemed to have abandoned your employment and your name will automatically stand discontinued from the list of employees without any further intimation/separate communication to you and you lose all your gained eligibility in DLIPL.**

9. Career Development Programs:

a). Training:

You will be subjected to undergo periodic classroom training, OJT (on the job training), Seminars, workshops on Technical Skills, Product Knowledge & process guidelines by Principal Organizations like Apple, Vector works Etc.,

b). Skill Development:

Soft skill development, Personality development, English Language learning and presentation skills will be offered to you time to time based on the requirement of your profile needed for company / customer benefits with the consultation of Datalogics Management team. Similar programs offered by outside Agencies such as MMA, British Library Etc., will be recommended by DL Management. In case Employees who require additional skill developments, the employee shall spend his/her personal money to attend such courses upon company approval and the same amount or a part will be reimbursed will be decided by DL management.

c). Certification Programs:

Employees who are selected for certain Streams such as Service Technicians, Pre-Sales Engineers, Education Consultants will receive regular certification programs offered by Principals and the total cost involved will be borne by the Company. Professional Certification Programs such as ACMT,..... that are charged by Principal companies will have to be paid by the employee in advance directly to the examiner in full before appearing for the tests. Upon successful passing of such exams/tests, the amount spent by the employee towards the exam will be reimbursed in full upon submitting the pass certificate.

d). Special Incentive Programs:

Employees who have completed 1 year and after proof of satisfactory performance by the management, he/she will be eligible to receive a Quarterly/yearly performance incentive payable at the end of every quarter. The same will be reviewed on completion of your first Anniversary with the company. This Pay/Allowance shall be treated as productivity bonus in lieu of statutory profit bonus. Performance Pay will be effective upon successful completion of the Initial Learning Programme.

10. Leave policies

Leave is a provision to stay away from work for genuine reasons with prior approval of the authority. Sick leave shall be granted for a casual purpose or on medical grounds. For sick leave, medical certificate is mandatory.



As per statutory norms, you will be eligible for 18 days casual leave per year (one day for every 20 days). For the days of permitted leave taken by you, the salary will be deducted and will be reimbursed during the end of the financial year in April.

Sundays, restricted holiday, public and festival holidays whether intervening prefixed or suffixed shall not be counted as casual leave. For example if you take leave on Saturday and present on Monday, it will be considered as one day leave and Sunday is paid leave. But if you take leave from Saturday to Monday, it will be considered as 3 days continuous leave.

11. Conveyance & Travel Allowance

a). Employees who are designated as Field employees and are carrying out work on the field will be eligible for a conveyance allowance to a maximum limit of Rs. 2,250/- per month or actual expenses incurred on travel by public transport. Field Employees who are assigned work on the field and use their personal vehicles will be eligible to a maximum limit of Rs.2,250/- per month for petrol & maintenance. In either case the Field employees are eligible for reimbursement of conveyance allowance on monthly basis subject to production of fuel bills, transport tickets, cab receipt etc., along with printed claim form to the accounts department within 10 days of the following month. DLIPL shall reimburse the claimed allowance along with the salary of the subsequent month. No other incidental expenses can be claimed. No conveyance or allowance will be paid for employees designated to work in one office/customer location directly from their residence.

b). However the above restriction to local limits shall not in any way impair those expenses relating to travel, boarding & lodging in out stations as per company rules and the incurred expenditures will be paid to employees for travel to any other designated location for events/training or relocation.

12. Lunch Allowance

You will be eligible for subsidised lunch if you are located at HQ and the same will be charged at Rs.300/- per day and the employee may opt to avail this offer by intimating at the beginning of every month (if moved from other branch to HQ for training / job, temporarily for few days).

13. Confidentiality Agreement:

Upon signing / acknowledging this offer letter, you are bound to protect the intellectual property rights and business information of DLIPL and its clients.

Upon accepting this offer, the employee confirms that he/she will not join any industry competitor in India after resigning from DLIPL. If DLIPL believes that employer is doing so will forfeit all the company benefits including relieving order.

14. Working Hours

You may be required to work in shifts and/or in extended working hours as permitted by Law. You may be required to work beyond your existing working hours depending upon the business requirements/exigencies from time to time.

15. Mobility

DLIPL reserves the right to transfer you at any of its offices, work sites, or associated or affiliated companies in India or outside India, on the terms and conditions as applicable to you at the time of transfer.

16. Compensation Structure/Salary components

The compensation structure/salary components are subject to change as per DLIPL's compensation policy from time to time at its sole discretion.

17. Increments and Promotions

Your performance and contribution to DLIPL will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on DLIPL's Compensation and Promotion policy.

18. Alternative Occupation/Employment

Either during the period of your internship / training period or during the period of your employment as a confirmed employee of DLIPL, you are not permitted to undertake any other employment, business, assume any public or private office, honorary or remunerative, without the prior written permission of DLIPL.

19. TERMS and CONDITIONS



The above terms and conditions are specific to India and there can be changes to the said terms and conditions in case of deputation on international assignments.

When you are relieving from the service from DLIPL, you must return all the data, office belongings like laptop, iPhone, iPad, ID cards, business cards and documents to your team leads. Any of the official mail or data should not be shared through personal email ID.

20. DLIPL Code of Conduct

You are required to sign the DLIPL Code of Conduct and follow the same in your day-to-day conduct as an associate of DLIPL.

21. Notice Period

DLIPL shall give one month's notice or payment in lieu thereof if the traineeship is discontinued/terminated upon the expiry of one year. No notice or payment in lieu thereof shall be payable by DLIPL when the traineeship is discontinued/terminated on account of any misconduct, either during the period of traineeship or upon expiry of the traineeship. During your tenure with DLIPL, either you or DLIPL can terminate the appointment by giving 30-calendar days written notice or 1 month's basic salary in lieu of the notice. You will be liable to pay DLIPL one month salary in case you fail to serve DLIPL for a minimum period of 1 years.

If you are covered under Deputation Agreement/International Assignment Agreement, either you or DLIPL can terminate the traineeship/appointment by giving 90-calendar days written notice as set out in the Separation Policy of DLIPL. DLIPL reserves the right if it is in the interest of the business and current assignment, to ask you to complete your notice period.

22. Retirement

You will retire from the services of DLIPL on reaching your 60th birthday as per the proof of age submitted by you at the time of joining.

23. Pre-employment Medical Certificate

You are required to submit a Medical Certificate of Fitness (in the format prescribed by DLIPL), which needs to be verified by a registered medical practitioner having a minimum qualification of MBBS to the Induction Coordinator.

24. Employment of Non Indian Citizens

In case, you are not a citizen of India, this offer is subject to your obtaining a work permit and/or any other permissions and/or documentation as prescribed by the Government of India from time to time.

25. Back ground Check

Your association with DLIPL will be subject to a background check in line with DLIPL's background check policy. A specially appointed agency will conduct internal and external background checks. Normally, such checks are completed within one month of joining. If the background check reveals unfavourable results, you will be liable to disciplinary action including termination of traineeship/service without notice.

26. Submission of Documents

At the time of your joining, photocopy of the following documents should be submitted. Please carry the original copies for verification.

- Permanent Account Number (PAN) Card*

You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary.

- Standard X and XII mark sheets

- Degree certificate and mark sheets for all semesters*
- Original SSLC OR 12th Marksheet hardcopy to be submitted *

- Post graduate degree certificate and mark sheets for all semesters (if you are a Postgraduate)*

- Birth Certificate/Proof of Age

- Work permit and/or any other documentation as prescribed by Government of India

- Passport

- Aadhar card*

- 2 colour passport size photographs

- Medical Certificate

- An affidavit / notarised undertaking stating:

*There is no criminal offence registered/pending against you

*There is no disciplinary case pending against you in the university

*If you were employed, a formal release letter from your previous employer



The original documents will be returned to you after verification.

27. Rules and Regulations of the Company

The policies, rules, regulations, practices, processes and procedures of DLIPL as applicable to you and the changes will govern your appointment therein from time to time.

28. Compliance to all clauses

You should fulfil all the terms and conditions mentioned in this letter of offer. Failure to fulfil one or more of the terms and conditions and/or failure to clear one or more tests successfully would entitle DLIPL to withdraw this offer letter any time at its sole discretion.

29. Dress code

Dress code policies are designed to provide a consistent and pleasant appearance to our customers, prospects and colleagues. Our appearance shall reflect on ourselves and the company. Detailed dress code policies are available with our HR Department.

Please acknowledge joining confirmation by emailing the documents, looking forward to having you employed in our global team. Congratulations once again, and we eagerly await your response.

Thanks & Regards,
Srinivasan V
| HRD Trainer |

Datalogics India Pvt. Ltd.,
Ph : +91 9600111937
email:srinivasan@datalogicsindia.com

 DL Logo.pdf
42K

Srinivasan <srinivasan@datalogicsindia.com> 18 July 2023 at 12:34
To: Ekta Pingale <ektapingale2000@gmail.com>
Cc: Hamsa <hamsa@datalogicsindia.com>, Diwakar <diwakar@datalogicsindia.com>, Mumtaz <mumtaz@datalogicsindia.com>, Abhay Prahaladhan <abhay@datalogicsindia.com>, sakeena fathima <sakeena@datalogicsindia.com>, Jerry <jerry@datalogicsindia.com>, placement.sbpatil@gmail.com

Congratulations Miss. Ekta Sanjay Pingale!!
[Quoted text hidden]

Datalogics India Pvt. Ltd.,
Ph : +91 9600111937
email:srinivasan@datalogicsindia.com

 DL Logo.pdf
42K



Fwd: Appointment Letter

1 message

Ekta Pingale <ektapingale2000@gmail.com>
To: Swapnil Sonkamble <swapnilsonkamble@gmail.com>

Thu, Oct 12, 2023 at 12:04 PM

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

From: Srinivasan <srinivasan@datalogicsindia.com>
Date: Tue, Jul 18, 2023, 12:35 PM
Subject: Appointment Letter
To: Ekta Pingale <ektapingale2000@gmail.com>
Cc: Hamsa <hamsa@datalogicsindia.com>, Diwakar <diwakar@datalogicsindia.com>, Mumtaz <mumtaz@datalogicsindia.com>, Abhay Prahaladhan <abhay@datalogicsindia.com>, sakeena fathima <sakeena@datalogicsindia.com>, Jerry <jerry@datalogicsindia.com>, <placement.sbpatil@gmail.com>

Congratulations Miss. Ekta Sanjay Pingale!!

We are pleased to inform that you have been appointed as 'B2B Specialist- Apple' in Datalogics India Pvt. Ltd., effective from 01 August 2023.

1. **Intern Period:** Intern period is for 3 months.

2. **Training Branch:** Mumbai branch, after the internship completion your place of work / branch will be changed to Pune branch.

3. **Stipend:**The stipend offered is Rs: 20,000 per month (Consolidated). During training period you will be assessed by seniors on your performance for confirmation, then will be absorbed by team for further training and improvement also the salary revision will happen which is **UPTO** Rs.40,000/- based on performance and successful completion of 3 months internship.

4. **Working Hours:** Monday to Friday- 9:30 am to 6:00 pm
Saturday- 9:30 am to 4:00 pm
Sunday: Holiday

5. **Job confirmation and Salary revision :** Job Confirmation will be given after 3 months where you will be eligible for all the company benefits like PF, ESI, Gratuity etc. subject to legal clearance from the date of joining and performance assessment as per advise and recommendation from your Managers.

6. **Trail Period :** You will be under the Trail period for first week from the date of Joining which means if you quit the job within this first week you will be not paid for that week.

6. **Notice Period Clause:** If the employee desire to leave the company during probation, he/she need to serve the notice period of 1 month. The company reserves the right to pay or recover salary in lieu of notice period. Company can terminate the employee if the performance is not upto the expectation during the intern.

7. DUTIES TO BE PERFORMED.

- You will be Responsible for generating Business (sales of Apple /Samsung /Microsoft products and other related IT products) in the Industry Vertical / Territory assigned to by your Team head
- Responsible for Enterprise Corporate vertical accounts consisting of SME, Creative, Govt., IT, ITES, Manufacturing, Pharma, Media ,Telecom, Insurance & Banking Customers .
- Field visits to Corporate offices/SEZ /IT Parks /Industrial Development Corporations to generate leads in your region
- Study, plan, strategies and pitch sales calls with the decision makers and influencers in the identified accounts to Promote Apple Product / Apple based solutions / other IT related Products.
- Build strong, influential, collaborative business relationship with corporate companies in the specified location of work.
- Analyse and report business results and trends on a weekly or daily basis



- Report to the Business Manager of details relating to market feedback on a daily and weekly basis.
- Properly escalate unresolved issues to appropriate internal teams in your region
- Talk to Existing clients through a series of actions, either via phone, email or chat.
- Taking ownership of customer issues reported and seeing problems through to resolution
- Provide prompt and accurate feedback to customers on sales and billing related documents and get the confirmation by mail from the customer.
- Maintain professional relationships with Corporate clients and with internal Team members.
- Keeping Company information Confidential and securely and not sharing it outside.
- Updating your knowledge on time to time.

8. TERMS AND CONDITIONS

8.1. Aggregate Percentage Requirements

a). Your appointment under probation as well as confirmation will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 60% or above in the first attempt in each of your Standard X, Standard XII, Diploma (if applicable), Graduation and Post-Graduation examination which includes successful completion of your final semester/year without any pending arrears/back logs during the entire course duration. As per the DL IPL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility and the decision of DL IPL is final.

b). As communicated to you through various forums during the recruitment process, your appointment is subject to completion of your course within the stipulated time as specified by your University/Institute and as per DL IPL selection guidelines.

c). It is mandatory to declare the gaps/arrears/backlogs, if any, during your academics and work experience. The management reserves the right to withdraw/ revoke the offer/appointment at any time at its sole discretion in case any discrepancy or false information is found in the details submitted by you.

d). You will be required to undergo classroom and on the job training during which period you will be appraised for satisfactory performance during/after, which DL IPL would normally confirm you.

h). If your performance is found unsatisfactory, the company may afford you opportunities to assist you and enable you to improve your performance. If your performance is still found unsatisfactory, DL IPL may terminate your employment.

i). If you remain unauthorizedly absent for a consecutive period of 3 days, you shall be deemed to have abandoned your employment and your name will automatically stand discontinued from the list of employees without any further intimation/separate communication to you and you lose all your gained eligibility in DL IPL.

9. Career Development Programs:

a). Training:

You will be subjected to undergo periodic classroom training, OJT (on the job training), Seminars, workshops on Technical Skills, Product Knowledge & process guidelines by Principal Organizations like Apple, Vector works Etc.,

b). Skill Development:

Soft skill development, Personality development, English Language learning and presentation skills will be offered to you time to time based on the requirement of your profile needed for company / customer benefits with the consultation of Datalogics Management team. Similar programs offered by outside Agencies such as MMA, British Library Etc., will be recommended by DL Management. In case Employees who require additional skill developments, the employee shall spend his/her personal money to attend such courses upon company approval and the same amount or a part will be reimbursed will be decided by DL management.

c). Certification Programs:

Employees who are selected for certain Streams such as Service Technicians, Pre-Sales Engineers, Education Consultants will receive regular certification programs offered by Principals and the total cost involved will be borne by the Company. Professional Certification Programs such as ACMT,..... that are charged by Principal companies will have to be paid by the employee in advance directly to the examiner in full before appearing for the tests. Upon successful passing of such exams/tests, the amount spent by the employee towards the exam will be reimbursed in full upon submitting the pass certificate.

d). Special Incentive Programs:

Employees who have completed 1 year and after proof of satisfactory performance by the management, he/she will be eligible to receive a Quarterly/yearly performance incentive payable at the end of every quarter. The same will be reviewed on completion of your first Anniversary with the company. This Pay Allowance shall be treated as productivity



bonus in lieu of statutory profit bonus. Performance Pay will be effective upon successful completion of the Initial Learning Programme.

10. Leave policies

Leave is a provision to stay away from work for genuine reasons with prior approval of the authorities. It may be granted for a casual purpose or on medical grounds. For sick leave, medical certificate is mandatory.

As per statutory norms, you will be eligible for 18 days casual leave per year (one day for every 20 days). For the days of permitted leave taken by you, the salary will be deducted and will be reimbursed during the end of the financial year in April.

Sundays, restricted holiday, public and festival holidays whether intervening prefixed or suffixed shall not be counted as casual leave. For example if you take leave on Saturday and present on Monday, it will be considered as one day leave and Sunday is paid leave. But if you take leave from Saturday to Monday, it will be considered as 3 days continuous leave.

11. Conveyance & Travel Allowance

a). Employees who are designated as Field employees and are carrying out work on the field will be eligible for a conveyance allowance to a maximum limit of Rs. 2,250/- per month or actual expenses incurred on travel by public transport. Field Employees who are assigned work on the field and use their personal vehicles will be eligible to a maximum limit of Rs.2,250/- per month for petrol & maintenance. In either case the Field employees are eligible for reimbursement of conveyance allowance on monthly basis subject to production of fuel bills, transport tickets, cab receipt etc., along with printed claim form to the accounts department within 10 days of the following month. DLIPL shall reimburse the claimed allowance along with the salary of the subsequent month. No other incidental expenses can be claimed. No conveyance or allowance will be paid for employees designated to work in one office/customer location directly from their residence.

b). However the above restriction to local limits shall not in any way impair those expenses relating to travel, boarding & lodging in out stations as per company rules and the incurred expenditures will be paid to employees for travel to any other designated location for events/training or relocation.

12. Lunch Allowance

You will be eligible for subsidised lunch if you are located at HQ and the same will be charged at Rs.300/- per day and the employee may opt to avail this offer by intimating at the beginning of every month (if moved from other branch to HQ for training / job, temporarily for few days).

13. Confidentiality Agreement:

Upon signing / acknowledging this offer letter, you are bound to protect the intellectual property rights and business information of DLIPL and its clients.

Upon accepting this offer, the employee confirms that he/she will not join any industry competitor in India after resigning from DLIPL. If DLIPL believes that employer is doing so will forfeit all the company benefits including relieving order.

14. Working Hours

You may be required to work in shifts and/or in extended working hours as permitted by Law. You may be required to work beyond your existing working hours depending upon the business requirements/exigencies from time to time.

15. Mobility

DLIPL reserves the right to transfer you at any of its offices, work sites, or associated or affiliated companies in India or outside India, on the terms and conditions as applicable to you at the time of transfer.

16. Compensation Structure/Salary components

The compensation structure/salary components are subject to change as per DLIPL's compensation policy from time to time at its sole discretion.

17. Increments and Promotions

Your performance and contribution to DLIPL will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on DLIPL's Compensation and Promotion policy.



18. Alternative Occupation/Employment

Either during the period of your internship / training period or during the period of your employment as a confirmed employee of DLIPL, you are not permitted to undertake any other employment, business, assume any public or private office, honorary or remunerative, without the prior written permission of DLIPL.

19. TERMS and CONDITIONS

The above terms and conditions are specific to India and there can be changes to the said terms and conditions in case of deputation on international assignments.

When you are relieving from the service from DLIPL, you must return all the data, office belongings like laptop, iPhone, iPad, ID cards, business cards and documents to your team leads. Any of the official mail or data should not be shared through personal email ID.

20. DLIPL Code of Conduct

You are required to sign the DLIPL Code of Conduct and follow the same in your day-to-day conduct as an associate of DLIPL.

21. Notice Period

DLIPL shall give one month's notice or payment in lieu thereof if the traineeship is discontinued/terminated upon the expiry of one year. No notice or payment in lieu thereof shall be payable by DLIPL when the traineeship is discontinued/terminated on account of any misconduct, either during the period of traineeship or upon expiry of the traineeship. During your tenure with DLIPL, either you or DLIPL can terminate the appointment by giving 30-calendar days written notice or 1 month's basic salary in lieu of the notice. You will be liable to pay DLIPL one month salary in case you fail to serve DLIPL for a minimum period of 1 years.

If you are covered under Deputation Agreement/International Assignment Agreement, either you or DLIPL can terminate the traineeship/appointment by giving 90-calendar days written notice as set out in the Separation Policy of DLIPL. DLIPL reserves the right if it is in the interest of the business and current assignment, to ask you to complete your notice period.

22. Retirement

You will retire from the services of DLIPL on reaching your 60th birthday as per the proof of age submitted by you at the time of joining.

23. Pre-employment Medical Certificate

You are required to submit a Medical Certificate of Fitness (in the format prescribed by DLIPL), which needs to be verified by a registered medical practitioner having a minimum qualification of MBBS to the Induction Coordinator.

24. Employment of Non Indian Citizens

In case, you are not a citizen of India, this offer is subject to your obtaining a work permit and/or any other permissions and/or documentation as prescribed by the Government of India from time to time.

25. Back ground Check

Your association with DLIPL will be subject to a background check in line with DLIPL's background check policy. A specially appointed agency will conduct internal and external background checks. Normally, such checks are completed within one month of joining. If the background check reveals unfavourable results, you will be liable to disciplinary action including termination of traineeship/service without notice.

26. Submission of Documents

At the time of your joining, photocopy of the following documents should be submitted. Please carry the original copies for verification.

- Permanent Account Number (PAN) Card*

You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary.

- Standard X and XII mark sheets

- Degree certificate and mark sheets for all semesters*
- Original SSLC OR 12th Marksheet hardcopy to be submitted *

- Post graduate degree certificate and mark sheets for all semesters (if you are aPostgraduate)*

- Birth Certificate/Proof of Age

- Work permit and/or any other documentation as prescribed by Government of India

- Passport

- Aadhar card*



- 2 colour passport size photographs
 - Medical Certificate
 - An affidavit / notarised undertaking stating:
 - *There is no criminal offence registered/pending against you
 - *There is no disciplinary case pending against you in the university
 - *If you were employed, a formal release letter from your previous employer
- The original documents will be returned to you after verification.

27. Rules and Regulations of the Company

The policies, rules, regulations, practices, processes and procedures of DLIPL as applicable to you and the changes will govern your appointment therein from time to time.

28. Compliance to all clauses

You should fulfil all the terms and conditions mentioned in this letter of offer. Failure to fulfil one or more of the terms and conditions and/or failure to clear one or more tests successfully would entitle DLIPL to withdraw this offer letter any time at its sole discretion.

29. Dress code

Dress code policies are designed to provide a consistent and pleasant appearance to our customers, prospects and colleagues. Our appearance shall reflect on ourselves and the company. Detailed dress code policies are available with our HR Department.

Please acknowledge joining confirmation by emailing the documents, looking forward to having you employed in our global team. Congratulations once again, and we eagerly await your response.

Thanks & Regards,
Srinivasan V
| HRD Trainer |

Datalogics India Pvt Ltd.,
Ph : +91 9600111937
email:srinivasan@datalogicsindia.com

 DL Logo.pdf
42K



January 30, 2023
Dear Manasi Bhalgat

This has reference to your application and the subsequent interviews you had with us. We are pleased to offer you the position of **Assistant Manager**, at Grade **M1** in our organization at **Pune**.

Your annual compensation in terms of fixed cost to company will be INR. 450,000/- (Four Lakh Fifty Thousand). A detailed appointment letter will be issued to you, subsequent to acceptance of this offer.

Name	Manasi Bhalgat
Designation	Assistant Manager
Role	Relationship Officer - 811 Digital Sales
Function	Relationship Officer - 811 Digital Sales - Digital Banking Kotak 811-Regional sales
State	Maharashtra
With effect from	28-Feb-23

Compensation Structure					
	Components	P.M.	P.A.	Frequency	Remarks
a. Basic	Basic Salary	15,000	180,000	Monthly	Minimum 40% of Fixed Pay excluding Section d (Insurances Premiums) & Additional HRA (If any).
b. Housing	House Rent Allowance	7,500	90,000	Monthly	Upto 50% of Basic Salary
c. Allowances and Benefits	Fitness Allowance	1,000	12,000	Monthly	Amount paid per month under Health and Fitness related Benefit. You can enter your fitness goals by visiting on Kotak's site: Health to the power infinity
	Statutory Bonus	3,000	36,000	Monthly	Payable as per Payment of Bonus Act
	Professional Allowance	7,649	91,792	Monthly	Paid out as a supplementary allowance
d. Insurances Premiums	Mediclaim		7,750	Annual	This denotes average Premium for covering you and dependents (partner and 2 children) for 4 Lakhs family floater. Additional cover of 2Lakhs for employees post completion of 5 years. You will be covered by default, coverage of the dependents as per your declaration. Policy is renewed in April every year.

Kotak Mahindra Bank Ltd.
CIN: L65110MH1985PLC038137

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



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

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

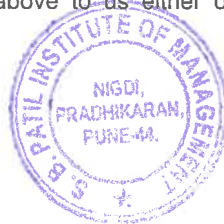


					More details in Kotak Mediclaim Policy. Voluntary top-up and parents policies cover premium is paid by you. Employee will be eligible for Mediclaim policy on completion of 6 months.
	Kotak Term Life + GPA		2,200	Annual	This denotes average premium for the grade calculated as per Term Life cover for the grade. Life Insurance Policy: 1.5 times of CTC or grade-wise limit whichever is higher. Group Personal Accident Policy (GPA): 3L or 1 time CTC, whichever is higher Refer Term Life Insurance Policy & Group Personal Accident Policy.
e. Retirals	Contribution to Gratuity Fund		8,658	Annual	This amount is 4.81% of Basic Salary. However gratuity is payable after 5 years of continuous service as per The Payment for Gratuity Act. As per current gratuity policy of the company, exgratia is paid on pro-rata basis at the time of separation even if length of service is less than 5 years.
	Contribution to Provident Fund		21,600	Annual	Company's contribution towards PF @12% of Basic
f. Total Fixed Pay (a+b+c+d+e)	Total Fixed Pay	34,149	450,000		
Other Benefits					
Role Based Allowances/ Benefits	<ul style="list-style-type: none"> - Shift Allowance - for employees working in shift as per Shift Working policy - Remote Working Allowance - for the roles as per Remote working Policy - Corporate Mobile SIM - for the roles as per Mobile Policy - Corporate Credit Card - In case your role and grades defined as per Corporate Credit Card policy - Laptop/ Desktop - as per the role eligibility and company policy. 				
Potential Variable Pay	As per the variable pay policy applicable for your role.				
Other Benefits	- Emergency Loan - Refer to Emergency loan policy for eligibility amount and other details.				

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

Kotak Mahindra Bank Ltd.
CIN: L65110MH1985PLC038137

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



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

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



Kotak Mahindra Bank

Appointment Letter you should initiate your resignation with your current employer.

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

Yours sincerely,

For Kotak Mahindra Bank Ltd,

Rakesh Tanwar
Associate Vice President
Human Resources



Kotak Mahindra Bank Ltd.
CIN: L65110MH1985PLC038137

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

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

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



January 27, 2023

Dear Chetna More

This has reference to your application and the subsequent interviews you had with us. We are pleased to offer you the position of **Assistant Manager**, at Grade **M1** in our organization at **Pune**.

Your annual compensation in terms of fixed cost to company will be INR. 450,000/- (Four Lakh Fifty Thousand). A detailed appointment letter will be issued to you, subsequent to acceptance of this offer.

Name	Chetna More
Designation	Assistant Manager
Role	Premier Acquisition Manager-Business Banking
Function	Premier Acquisition Manager - Business Banking-RL Sales-Sales
State	Maharashtra
With effect from	27-Feb-23

Compensation Structure					
	Components	P.M.	P.A.	Frequency	Remarks
a. Basic	Basic Salary	15,000	180,000	Monthly	Minimum 40% of Fixed Pay excluding Section d (Insurances Premiums) & Additional HRA (If any).
b. Housing	House Rent Allowance	7,500	90,000	Monthly	Upto 50% of Basic Salary
c. Allowances and Benefits	Fitness Allowance	1,000	12,000	Monthly	Amount paid per month under Health and Fitness related Benefit. You can enter your fitness goals by visiting on Kotak's site: Health to the power infinity
	Statutory Bonus	3,000	36,000	Monthly	Payable as per Payment of Bonus Act
	Professional Allowance	7,649	91,792	Monthly	Paid out as a supplementary allowance
d. Insurances Premiums	Medicclaim		7,750	Annual	This denotes average Premium for covering you and dependents (partner and 2 children) for 4 Lakhs family floater. Additional cover of 2Lakhs for employees post completion of 5 years. You will be covered by default, coverage of the dependents as per your declaration. Policy is renewed in April every year.

Kotak Mahindra Bank Ltd.
CIN: L65110MH1985PLC038137

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



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

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

					More details in Kotak Medclaim Policy. Voluntary top-up and parents policies cover premium is paid by you. Employee will be eligible for Medclaim policy on completion of 6 months.
	Kotak Term Life + GPA		2,200	Annual	This denotes average premium for the grade calculated as per Term Life cover for the grade. Life Insurance Policy: 1.5 times of CTC or grade-wise limit whichever is higher. Group Personal Accident Policy (GPA): 3L or 1 time CTC, whichever is higher Refer Term Life Insurance Policy & Group Personal Accident Policy.
e. Retirals	Contribution to Gratuity Fund		8,658	Annual	This amount is 4.81% of Basic Salary. However gratuity is payable after 5 years of continuous service as per The Payment for Gratuity Act. As per current gratuity policy of the company, exgratia is paid on pro-rata basis at the time of separation even if length of service is less than 5 years.
	Contribution to Provident Fund		21,600	Annual	Company's contribution towards PF @12% of Basic
f. Total Fixed Pay (a+b+c+d+e)	Total Fixed Pay	34,149	450,000		
Other Benefits					
Role Based Allowances/ Benefits	<ul style="list-style-type: none"> - Shift Allowance - for employees working in shift as per Shift Working policy - Remote Working Allowance - for the roles as per Remote working Policy - Corporate Mobile SIM - for the roles as per Mobile Policy - Corporate Credit Card - In case your role and grades defined as per Corporate Credit Card policy - Laptop/ Desktop - as per the role eligibility and company policy. 				
Potential Variable Pay	As per the variable pay policy applicable for your role.				
Other Benefits	- Emergency Loan - Refer to Emergency loan policy for eligibility amount and other details.				

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

Kotak Mahindra Bank Ltd.

CIN: L65110MH1985PLC038137

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



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

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



Kotak Mahindra Bank

Appointment Letter you should initiate your resignation with your current employer.

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

Yours sincerely,

For Kotak Mahindra Bank Ltd,

Rakesh Tanwar
Associate Vice President
Human Resources

Kotak Mahindra Bank Ltd.
CIN: L65110MH1985PLC038137

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



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

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



January 29, 2023

Dear Abhishek Padmane

This has reference to your application and the subsequent interviews you had with us. We are pleased to offer you the position of **Assistant Manager**, at Grade **M1** in our organization at **Pune**.

Your annual compensation in terms of fixed cost to company will be INR. 450,000/- (Four Lakh Fifty Thousand). A detailed appointment letter will be issued to you, subsequent to acceptance of this offer.

Name	Abhishek Padmane
Designation	Assistant Manager
Role	Relationship Officer - 811 Digital Sales
Function	Relationship Officer - 811 Digital Sales - Digital Banking Kotak 811-Regional sales
State	Maharashtra
With effect from	28-Feb-23

Compensation Structure					
	Components	P.M.	P.A.	Frequency	Remarks
a. Basic	Basic Salary	15,000	180,000	Monthly	Minimum 40% of Fixed Pay excluding Section d (Insurances Premiums) & Additional HRA (If any).
b. Housing	House Rent Allowance	7,500	90,000	Monthly	Upto 50% of Basic Salary
c. Allowances and Benefits	Fitness Allowance	1,000	12,000	Monthly	Amount paid per month under Health and Fitness related Benefit. You can enter your fitness goals by visiting on Kotak's site: Health to the power infinity
	Statutory Bonus	3,000	36,000	Monthly	Payable as per Payment of Bonus Act
	Professional Allowance	7,649	91,792	Monthly	Paid out as a supplementary allowance
d. Insurances Premiums	Mediclaim		7,750	Annual	This denotes average Premium for covering you and dependents (partner and 2 children) for 4 Lakhs family floater. Additional cover of 2Lakhs for employees post completion of 5 years. You will be covered by default, coverage of the dependents as per your declaration. Policy is renewed in April every year.

Kotak Mahindra Bank Ltd.

CIN: L65110MH1985PLC038137

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



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

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



					More details in Kotak Mediclaim Policy. Voluntary top-up and parents policies cover premium is paid by you. Employee will be eligible for Mediclaim policy on completion of 6 months.
	Kotak Term Life + GPA		2,200	Annual	This denotes average premium for the grade calculated as per Term Life cover for the grade. Life Insurance Policy: 1.5 times of CTC or grade-wise limit whichever is higher. Group Personal Accident Policy (GPA): 3L or 1 time CTC, whichever is higher Refer Term Life Insurance Policy & Group Personal Accident Policy.
e. Retirals	Contribution to Gratuity Fund		8,658	Annual	This amount is 4.81% of Basic Salary. However gratuity is payable after 5 years of continuous service as per The Payment for Gratuity Act. As per current gratuity policy of the company, exgratia is paid on pro-rata basis at the time of separation even if length of service is less than 5 years.
	Contribution to Provident Fund		21,600	Annual	Company's contribution towards PF @12% of Basic
f. Total Fixed Pay (a+b+c+d+e)	Total Fixed Pay	34,149	450,000		
Other Benefits					
Role Based Allowances/ Benefits	<ul style="list-style-type: none"> - Shift Allowance - for employees working in shift as per Shift Working policy - Remote Working Allowance - for the roles as per Remote working Policy - Corporate Mobile SIM - for the roles as per Mobile Policy - Corporate Credit Card - In case your role and grades defined as per Corporate Credit Card policy - Laptop/ Desktop - as per the role eligibility and company policy. 				
Potential Variable Pay	As per the variable pay policy applicable for your role.				
Other Benefits	- Emergency Loan - Refer to Emergency loan policy for eligibility amount and other details.				

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

Kotak Mahindra Bank Ltd.
CIN: L65110MH1985PLC038137

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



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

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



Kotak Mahindra Bank

Appointment Letter you should initiate your resignation with your current employer.

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

Yours sincerely,

For Kotak Mahindra Bank Ltd,

**Rakesh Tanwar
Associate Vice President
Human Resources**



Kotak Mahindra Bank Ltd.
CIN: L65110MH1985PLC038137

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

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

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

January 12, 2023

Omkar Mahadev Dhavale
House No K2/920, Dangatwasti, Vikasnagar, Kiwale, Dehuroad
Vitthal Nagar, Dehu Road Cantt, Pune - 412101
Maharashtra

Offer Letter

Dear Omkar,

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

With reference to our discussions with you, we are pleased to offer you the position of **Account Manager at Grade 1** in our Company. You shall receive the mode and address of reporting closer to the date of joining, i.e., **March 06, 2023**. You shall be a part of the **Broker Acquisition** department. You shall be governed by the terms and conditions of this Offer Letter contained hereinafter.

1. Compensation

You shall be paid compensation as per the details mentioned in Schedule 1 of this Offer Letter with effect from the date of your joining.

2. Place of Work

Your base location shall be **Pune**, however depending on the business needs of the Company, you may be required to undertake a periodic visit to the Company's other locations within or outside India. The Company may transfer you to other office locations on a temporary or permanent basis whether within or outside India at its discretion as it may consider necessary from time to time.

3. Roles and Responsibilities

The management may change your role and responsibility for work, at its discretion as it may consider necessary from time to time. If necessary, you may need to work for stretch hours as may be needed for you to perform your duties effectively and otherwise in accordance with the Company's policies in that behalf and you shall not be entitled to receive any additional remuneration for work done outside your normal hours of work.

4. Rules, Policies, Procedures and Code of Conduct

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



5. Exclusivity

During the term of your employment, you shall devote full working time, attention and energy to the performance of the duties assigned to you. You shall not, whether directly or indirectly, be employed, engaged or interested in any manner whatsoever in any trade, business or profession other than the business of the Company or accept any appointment to any office whether for gain or otherwise. For the purpose of this clause, an employee holding 2% or more than 2% shareholding in another company will be deemed to be 'interested' in any trade, business or profession other than the business of the Company.

6. Benefits

The Company shall provide all applicable statutory benefits and may provide additional benefits in accordance with Company Policies. You are eligible to participate in Company-sponsored benefits and be a member of any employee benefit plans or discretionary incentive plans that the Company may establish and are generally available to other employees of the Company, including Medical Insurance coverage, Life Insurance and Employee Stock Option/Purchase Plan as per the policies of the Company.

7. Leaves

Your leave entitlement shall be as per the policy(ies) of the Company formulated from time to time.

8. Notice Period and Termination

- 8.1 Your employment / services will be governed by Company's rules and regulations applicable from time to time. If the Company is not satisfied with your performance on any account, the Company reserves the right to terminate your employment with a notice of one month or by paying proportionate gross salary (excluding variable pay) in lieu of any short notice. The Company also reserves the right to terminate your employment without cause, with a notice of one month or by paying proportionate gross salary (excluding variable pay) in lieu of any short notice.
- 8.2 If you wish to terminate your employment with the Company, you shall be required to serve a notice of minimum one month in advance. The Company may consider a request by you, at its sole discretion, for waiver of the above notice period, in full or in part, the Company shall reserve the right to make proportionate deductions in lieu of the unserved notice period from the full and final settlement amount payable to you. The Company shall always reserve the right to curtail, at its sole discretion, the required notice period upon resignation from you, in which case the Employment will be deemed terminated by you as of the date specified by the Company. In such an event the Company shall not be liable for any payment to you beyond the deemed date of termination.
- 8.3 Notwithstanding anything contained in this Offer Letter, the Company may terminate your employment with immediate effect, at any time without notice or payment in lieu thereof or any compensation whatsoever for Cause. For the purpose of this Offer Letter, "Cause" shall mean any one or more of the following:
- (a) any breach of integrity, act of dishonesty, embezzlement, breach of statutory duties, breach of confidentiality obligations, pilferage and theft, attending work under the influence of alcohol, drugs or
 - (b) other intoxicating substances, breach of the Company rules and policies, disobedience of reasonable orders from superiors, causing actual or threatening physical harm or damage to Company property or any misconduct by you or in case of breach of the terms, conditions or stipulations contained in this Offer Letter;
 - (c) you being convicted of any criminal offence or committing fraud against, or the misappropriation of material property belonging to the Company;
 - (d) your absence without leave for a period of 7 days;



- (e) you become insolvent or restrained under any contract or arrangement or is under any legal disability from performing his/her obligations;
- (f) any material violation of the Company's policies;
- (g) On negative verification report of past experiences / educational qualification provided by you at the time of appointment.

8.4 Consequences

Upon termination, the Company shall pay the amounts accrued to the Employee after making deductions to the extent such sums are due to be paid to the Employee by the Company. Upon termination, for any reason whatsoever, the Employee shall:

- (a) automatically vacate all offices held by him as a result of his employment with the Company; and
- (b) immediately hand over back to the Company all papers, documents, security pass and/or identity card, company sponsored credit and other property belonging to the Company, including any premises and/or car(s) and hereby undertake not to make or retain copies in any form or replica of any such documentary items.

9. Confidential Information

- 9.1 You hereby recognize that you are being hired in a position of trust and confidence with the Company and will in the course of your employment with the Company, be exposed to various items of secret and Confidential Information that are proprietary to the Company. You hereby covenant to hold any such information in trust for the Company and undertake not to disclose such information to any third party. Upon the request of the Company, at any time and for any reason, you shall immediately deliver to the Company all materials (including all soft and hard copies in your possession) which contain or relate to Confidential Information.
- 9.2 You shall, at all times, during the term of your employment hold the Confidential Information in trust and shall not in any manner disclose or report the Confidential Information directly or indirectly, except as directed by the Company and in pursuance of your employment or as required by law (but only after you have provided the Company with reasonable notice and opportunity, to the extent permitted by the circumstances, to take action against any legally required disclosure).
- 9.3 You shall not duplicate, reverse engineer, modify, or otherwise reproduce any Confidential Information. You shall also not corrupt or destroy any Confidential Information unless expressly authorised by the Company.
- 9.4 You acknowledge that damages alone would not be an adequate remedy for any breach of the confidentiality and, accordingly, without prejudice to any and all other rights or remedies that the Company and/or its customers may have against you, the Company and/or its customers, as the case may be, shall be entitled;
- 9.5 Without proof of special damage, to the remedies of temporary or permanent injunction, specific performance and other equitable relief for any threatened or actual breach of confidentiality by you.

10. Intellectual Properties

- 10.1 You acknowledge that ownership of, and all right, title, and interest in the Intellectual Properties shall at all-time vest in the Company. You expressly agree that all Intellectual Properties created by you during the course of your employment shall be under a contract of service and shall belong to the Company only.
- 10.2 You shall, whenever requested so to do by the Company whether during or after the termination of your employment hereunder, at the cost of the Company execute and sign any and all applications, assignments and other instruments which the Company may deem necessary or advisable in order to apply for and to obtain letters, patent, design, registration or other forms of protection for the aforesaid improvements, inventions and discoveries in such countries as the Company may direct and to vest in the Company the whole, right, title and interest therein.



- 10.3 You may have access to third party intellectual property that has been acquired by the Company by licenses or otherwise in the course of your employment in the Company. Any unauthorised reproduction, transmitting, publishing, adapting, storing, copying, modifying, distributing, displaying, reformatting, editing, excerpting, hosting, broadcasting, routing or any other misuse of the third party intellectual property by you is strictly prohibited and will constitute grounds for immediate termination of employment.
- 10.4 You shall execute and comply with the proprietary information and inventions agreement with the Company, which prohibits unauthorized use or disclosure of Company's inventions and proprietary information.

11. Non-compete and Non-solicitation

11.1 Non-Compete

You hereby acknowledge and agree that the nature of the Company's business is such that if you were to become employed by, or substantially involved in, the business of a competitor of the Company during the Term or within 1 year of the termination of your employment, such employment or involvement would present a risk of actual disclosure of the Company's trade secrets and Confidential Information. Thus, in order to, both, ensure that the goodwill related to the business of the Company is protected, and to avoid misappropriation of the Company's trade secrets and Confidential Information, you shall not directly or indirectly, compete with the Company or accept employment with or render services to: any Person, including any customer of Company, which is engaged in the Business of Company, while employed with the Company and for a one (1) year period following termination of your employment with Company.

11.2 Non-Solicitation

You hereby covenants with the Company that for the compensation payable to you under this Offer Letter, the sufficiency of which is acknowledged, during the Term and 1 year thereafter, that you shall not either directly or indirectly solicit, induce, recruit, interview, attempt to hire or encourage any individuals to leave the Company's (or any of its Affiliates) employment or employ for any reason or interfere in any other manner with the employment relationships at the time existing between the Company (or any of its Affiliates) and its current or prospective employees.

- 11.3 You hereby covenant with the Company that for the compensation payable to you under this Offer Letter, which you agree is sufficient in all circumstances, in order to protect the goodwill related to the business of the Company, a post-termination employment restriction in the manner set out above is reasonable and necessary.

12. Miscellaneous

12.1 Joining Documents

You would be required to submit the documents as per Schedule 2 at the time of joining.

12.2 Assignment

You shall not be entitled to assign your roles and responsibilities with the Company to any other person.

12.3 Non-waiver

No delay, failure or omission on the part of the Company to exercise any of its powers, rights or remedies by the Company will operate as a waiver by the Company nor will any single or partial exercise of any such powers, rights or remedies preclude any further exercise of them.



12.4 Additional Remedies

Notwithstanding anything contained in this Offer Letter, you acknowledge that in addition to any remedy available to the Company, whether provided herein or conferred by statute, civil law, common law, custom, trade, or usage, the Company shall be entitled to obtain an injunction against you from a civil court of competent jurisdiction. You acknowledge that the terms and conditions contained in this document are reasonable in all the circumstances of your employment, and you agree that they are necessary for the protection and maintenance of the Company and its business. You unconditionally agree that, in case of a breach by you of any of the terms of this Offer Letter, the Company is entitled to

- (a) seek an order for specific performance, injunctive and other equitable reliefs available under law against you; and/or
- (b) recover unliquidated damages and penalties from you which may include, to the extent permitted by law, withholding the monies payable to you.

12.5 Severability

If any provision of this Offer Letter is held by a court of competent jurisdiction to be illegal, invalid or unenforceable, the remaining provisions shall remain in full force and effect. Any invalid or unenforceable provision of this Agreement shall be replaced with a provision which is valid and enforceable and most nearly reflects the original intent of the invalid or unenforceable provision.

12.6 Indemnity

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

12.7 Amendment

No modification or amendment of this Offer Letter and no waiver of any of the terms or conditions hereof shall be valid or binding unless made in writing and duly executed by both the Company and you.

12.8 Employee's Representations and Warranties

You confirm that you have carefully read and fully understood all the provisions of this Offer Letter. You represent to the Company that you

- (a) are familiar with the foregoing covenants not to compete and not to solicit and the reasons thereof, and
- (b) are fully aware of your obligations under this Offer Letter including, without limitation, the reasonableness of the length of time, scope and geographic coverage of these covenants. You hereby further confirm and agree that by accepting the terms of this Offer Letter, you declare that you have not been arrested, or convicted of, or cautioned for, or charged but not yet tried with any offence or crime, even though subject of a pardon, amnesty, or other similar legal action and there is no lawsuit, arbitration, administrative or other proceeding or governmental investigation pending or, to the best of your knowledge, threatened against you and that you have not been the subject of any adverse court judgment which threatens your solvency or substantially compromises your financial security.



12.9 Jurisdiction and Dispute Resolution

This Offer Letter shall be governed by and construed in accordance with the laws of India and shall be under the exclusive jurisdiction of the Court of Delhi. Any dispute shall be finally settled through arbitration conducted in New Delhi in accordance with the Arbitration and Conciliation Act, 1996. A sole arbitrator shall be appointed jointly by the parties within 30 days of either Party requesting the other to suggest or approve a sole arbitrator. If the parties fail to agree on a sole arbitrator within the 30days period above mentioned, then any of the parties may request the Court of Delhi to appoint the arbitrator.

12.10 Entire Agreement

This appointment letter and its Schedules, constitutes the entire understanding relating to terms of employment between you and the Company and supersedes all prior appointments, agreements, statements or representations, written or oral between the Parties.

12.11 Background Verification Check

The offer described above is subject to satisfactory completion of background verification as the Company may consider necessary. As part of this process we may ask you for some information / documents and non-submission of such information / documents from your side might affect the results of this verification. The Company may withdraw this offer in case your background verification report is found to be unsatisfactory.

We look forward to having you contribute to our business growth and wish you all the best in your new assignment. Please return us a signed copy of this Offer Letter as a token of your acceptance to the above offer on or before **January 16, 2023** as this date represents the expiration of this offer.

For **Locon Solutions Pvt Ltd**



Rohit Hasteer
Chief Human Resource Officer

Omkar Mahadev Dhavale



Schedule 1 - Compensation

Components	Amount	
	Monthly	Annual
Basic Salary	15,000	1,80,000
House Rent Allowance	7,500	90,000
Transport Allowance	1,600	19,200
Other Allowance	8,434	1,01,204
Provident Fund (Employer Contribution)	1,800	21,600
Employee Life & Personal Accident Insurance	83	996
Employee Health Insurance	1,000	12,000
Total CTC	35,417	4,25,000

- (a) All Amount represented in Indian Rupees. Taxes as applicable would be borne by the employee.
- (b) Your salary is strictly confidential and you should not disclose it to anyone without prior permission of the Company in writing. All entitlements would be in accordance with the Company policies that may change from time to time.
- (c) You shall also be a part of Company's Incentive Scheme subject to the terms & conditions of the scheme and any amendments as may be made from time to time.

For Locon Solutions Pvt Ltd



Rohit Hasteer
Chief Human Resource Officer

Omkar Mahadev Dhavale



January 12, 2023

Anjum Samiahmad Shaikh
D/O Samiahmad Amin Shaikh, Building No 36/2, Durga Darshan, Near SPM School
Scheme No 12, Sector No 21, Yamunanagar, Nigdi, P C N T, Pune - 411044
Maharashtra

Offer Letter

Dear Anjum,

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

With reference to our discussions with you, we are pleased to offer you the position of **Account Manager at Grade 1** in our Company. You shall receive the mode and address of reporting closer to the date of joining, i.e., **March 06, 2023**. You shall be a part of the **Broker Acquisition** department. You shall be governed by the terms and conditions of this Offer Letter contained hereinafter.

1. Compensation

You shall be paid compensation as per the details mentioned in Schedule 1 of this Offer Letter with effect from the date of your joining.

2. Place of Work

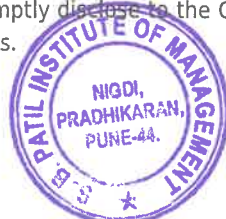
Your base location shall be **Pune**, however depending on the business needs of the Company, you may be required to undertake a periodic visit to the Company's other locations within or outside India. The Company may transfer you to other office locations on a temporary or permanent basis whether within or outside India at its discretion as it may consider necessary from time to time.

3. Roles and Responsibilities

The management may change your role and responsibility for work, at its discretion as it may consider necessary from time to time. If necessary, you may need to work for stretch hours as may be needed for you to perform your duties effectively and otherwise in accordance with the Company's policies in that behalf and you shall not be entitled to receive any additional remuneration for work done outside your normal hours of work.

4. Rules, Policies, Procedures and Code of Conduct

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



- (e) you become insolvent or restrained under any contract or arrangement or is under any legal disability from performing his/her obligations;
- (f) any material violation of the Company's policies;
- (g) On negative verification report of past experiences / educational qualification provided by you at the time of appointment.

8.4 Consequences

Upon termination, the Company shall pay the amounts accrued to the Employee after making deductions to the extent such sums are due to be paid to the Employee by the Company. Upon termination, for any reason whatsoever, the Employee shall:

- (a) automatically vacate all offices held by him as a result of his employment with the Company; and
- (b) immediately hand over back to the Company all papers, documents, security pass and/or identity card, company sponsored credit and other property belonging to the Company, including any premises and/or car(s) and hereby undertake not to make or retain copies in any form or replica of any such documentary items.

9. Confidential Information

- 9.1 You hereby recognize that you are being hired in a position of trust and confidence with the Company and will in the course of your employment with the Company, be exposed to various items of secret and Confidential Information that are proprietary to the Company. You hereby covenant to hold any such information in trust for the Company and undertake not to disclose such information to any third party. Upon the request of the Company, at any time and for any reason, you shall immediately deliver to the Company all materials (including all soft and hard copies in your possession) which contain or relate to Confidential Information.
- 9.2 You shall, at all times, during the term of your employment hold the Confidential Information in trust and shall not in any manner disclose or report the Confidential Information directly or indirectly, except as directed by the Company and in pursuance of your employment or as required by law (but only after you have provided the Company with reasonable notice and opportunity, to the extent permitted by the circumstances, to take action against any legally required disclosure).
- 9.3 You shall not duplicate, reverse engineer, modify, or otherwise reproduce any Confidential Information. You shall also not corrupt or destroy any Confidential Information unless expressly authorised by the Company.
- 9.4 You acknowledge that damages alone would not be an adequate remedy for any breach of the confidentiality and, accordingly, without prejudice to any and all other rights or remedies that the Company and/or its customers may have against you, the Company and/or its customers, as the case may be, shall be entitled;
- 9.5 Without proof of special damage, to the remedies of temporary or permanent injunction, specific performance and other equitable relief for any threatened or actual breach of confidentiality by you.

10. Intellectual Properties

- 10.1 You acknowledge that ownership of, and all right, title, and interest in the Intellectual Properties shall at all-time vest in the Company. You expressly agree that all Intellectual Properties created by you during the course of your employment shall be under a contract of service and shall belong to the Company only.
- 10.2 You shall, whenever requested so to do by the Company whether during or after the termination of your employment hereunder, at the cost of the Company execute and sign any and all applications, assignments and other instruments which the Company may deem necessary or advisable in order to apply for and to obtain letters, patent, design, registration or other forms of protection for the aforesaid improvements, inventions and discoveries in such countries as the Company may direct and to vest in the Company the whole, right, title and interest therein.



12.4 Additional Remedies

Notwithstanding anything contained in this Offer Letter, you acknowledge that in addition to any remedy available to the Company, whether provided herein or conferred by statute, civil law, common law, custom, trade, or usage, the Company shall be entitled to obtain an injunction against you from a civil court of competent jurisdiction. You acknowledge that the terms and conditions contained in this document are reasonable in all the circumstances of your employment, and you agree that they are necessary for the protection and maintenance of the Company and its business. You unconditionally agree that, in case of a breach by you of any of the terms of this Offer Letter, the Company is entitled to

- (a) seek an order for specific performance, injunctive and other equitable reliefs available under law against you; and/or
- (b) recover unliquidated damages and penalties from you which may include, to the extent permitted by law, withholding the monies payable to you.

12.5 Severability

If any provision of this Offer Letter is held by a court of competent jurisdiction to be illegal, invalid or unenforceable, the remaining provisions shall remain in full force and effect. Any invalid or unenforceable provision of this Agreement shall be replaced with a provision which is valid and enforceable and most nearly reflects the original intent of the invalid or unenforceable provision.

12.6 Indemnity

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

12.7 Amendment

No modification or amendment of this Offer Letter and no waiver of any of the terms or conditions hereof shall be valid or binding unless made in writing and duly executed by both the Company and you.

12.8 Employee's Representations and Warranties

You confirm that you have carefully read and fully understood all the provisions of this Offer Letter. You represent to the Company that you

- (a) are familiar with the foregoing covenants not to compete and not to solicit and the reasons thereof, and
- (b) are fully aware of your obligations under this Offer Letter including, without limitation, the reasonableness of the length of time, scope and geographic coverage of these covenants. You hereby further confirm and agree that by accepting the terms of this Offer Letter, you declare that you have not been arrested, or convicted of, or cautioned for, or charged but not yet tried with any offence or crime, even though subject of a pardon, amnesty, or other similar legal action and there is no lawsuit, arbitration, administrative or other proceeding or governmental investigation pending or, to the best of your knowledge, threatened against you and that you have not been the subject of any adverse court judgment which threatens your solvency or substantially compromises your financial security.

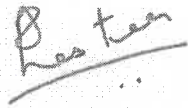


Schedule 1 - Compensation

Components	Amount	
	Monthly	Annual
Basic Salary	15,000	1,80,000
House Rent Allowance	7,500	90,000
Transport Allowance	1,600	19,200
Other Allowance	8,434	1,01,204
Provident Fund (Employer Contribution)	1,800	21,600
Employee Life & Personal Accident Insurance	83	996
Employee Health Insurance	1,000	12,000
Total CTC	35,417	4,25,000

- (a) All Amount represented in Indian Rupees. Taxes as applicable would be borne by the employee.
- (b) Your salary is strictly confidential and you should not disclose it to anyone without prior permission of the Company in writing. All entitlements would be in accordance with the Company policies that may change from time to time.
- (c) You shall also be a part of Company's Incentive Scheme subject to the terms & conditions of the scheme and any amendments as may be made from time to time.

For Locon Solutions Pvt Ltd



Rohit Hasteer
Chief Human Resource Officer

Anjum Samiahmad Shaikh

Page 7 of 8



Fwd: Larsen & Toubro Infotech Ltd : Salary Structure

pratiksha savarkar <savarkarp22@gmail.com>
To: placement.sbpatil@gmail.com

5 September 2022 at 15:39

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

From: **Amruta Kore** <Amruta.Kore@Intinfotech.com>
Date: Mon, 5 Sep 2022 at 1:14 PM
Subject: Larsen & Toubro Infotech Ltd : Salary Structure
To: pratiksha savarkar <savarkarp22@gmail.com>
Cc: Parth Nautiyal <Parth.Nautiyal@Intinfotech.com>, Arjun Kamath <Arjun.Kamath@Intinfotech.com>, Karunamayee Samal <karunamayee@gryphonacademy.co.in>

Dear Pratiksha,

Congratulations on being shortlisted at LTI for the Retainer role. This is a 12 Month contract with the tentative start date of **7th September 2022** with the Joining Location as **Shivajinagar, Pune.**

The grade would be **Z1 cadre**, and the designation would be **Junior Consultant** . The offered Salary is **INR 3.3 LPA/-**

Kindly revert with your Offer Acceptance on the same for us to release the official offer letter.

Kindly apply on below link and complete your application before 4 PM today.

<https://career5.successfactors.eu/sfcareer/jobreqcareerpvt?jobId=1108567&company=larsentoub&st=9DBC87F6FDE7FBCD35F5BA5DD74B23AE58A7A6E7>

While applying kindly ensure that your name is exactly as per your name on Aadhar Card (Case, Space, etc.). Any difference in the name will not allow the system to proceed with the next steps.

Also Kindly ensure that all fields are filled (detailed address with Pin code, Date of birth, supportive questions, etc.)

PN – This is not an Offer letter. Please do not resign on basis of this salary card/ offer of intent

Best Regards,

Amruta Kore

Corporate HR

Leadership Hiring Team

Contact: +91 6641 6262



LTI  Larsen & Toubro
Group Company

Larsen & Toubro Infotech Ltd.

**KV Staffing - Offer**

Harshita Singh <bdm@kvstaffing.com>

24 January 2023 at 13:23

Reply-To: bdm@kvstaffing.com

To: sayalich99@gmail.com

Cc: amol@kvstaffing.com, Kishor <kishor@kvstaffing.com>, placement.sbpatil@gmail.com

Dear Sayali,

Greetings from KV Staffing Services.!

Thanks for your time and efforts exploring career opportunities with **KV STAFFING SERVICES**.We are happy to inform you that your credentials are in line with our expectations and we are pleased to inform you that you are selected for employment with us as **Business Development Executive**.You are offered with **CTC of Rs. 4,00,000 per annum with Incentives included. There will be probation period of 60 days.**You are requested to join from **1st February 2023 at 9:30 AM.**

Your Willingness to Join KV can be expressed by Confirming Acceptance of this Offer indicating the Date of Joining by Sending Confirmation Email or physical presence at office, to process the appointment letter and other joining formalities.

P.S: Furnish copies of below mentioned documents, along with the originals for verification at the time of joining.

- Std X Certificate and mark sheet
- Std XII Certificate and mark sheet
- Degree Certificate and Semester-wise / Year-wise mark sheets
- Master's Degree Certificate and Semester-wise / Year-wise mark sheets
- Diploma /PG Diploma Certificate
- Any other Certificates with supporting documents, if any
- Your latest salary slip / Salary Certificate
- Passport sized colour photographs with white background
- Cancelled bank account cheque or passbook
- **Valid government ID proof for your current / permanent address (PAN Card & Aadhar Card).**

Thank You

Regards,

Harshita Singh
Lead - Human ResourceKV Staffing Services
Phone No: 8956240434
E-mail: bdm@kvstaffing.com

Date : 03-Jul-2023

OFFER LETTER

Mr. Kunal Arun Shirsat

flat no. 401, Arun Viva Apartment, near Mhaske vasti, Ravet
City : Pimpri Chinchwad, District : Pune (Maharashtra) - 411044

Further to your application and subsequent interview you had with us, we are pleased to offer you the position of **Assistant Manager - Retail Sales** at **Pimple Saudagar T3**. Your services are liable to be transferred to any other branches and your timings may vary at the discretion of the management.

As discussed, you shall be paid consolidated CTC of **Rs. 400000** per annum. Enclosed is the Salary Annexure.

At Suburban, we follow six days a week work schedule and there would be defined work hours as per the roster. You agree to meet expectation on maintaining discipline in working days and timings.

Employee will be required to give a mandatory notice period of **1.5 month(s)** for separation, in case non-completion of notice period, organization will not provide full and final settlement, experience or relieving letter.

You are expected to perform all the job roles and KRAs' assigned to you by your manager.

Your appointment shall be effective on or before **04-Jul-2023**. Kindly note that before your joining date, the company requires the following photocopies to be submitted for verification:

1. Copy of your resignation letter and acceptance.
2. Proof of last salary drawn.
3. All educational certificates.
4. 2 copies of your photographs (passport size).
5. Aadhar & Pan Card
6. Residence Proof

You are requested to send us the copy of this offer letter duly signed as your acceptance of the offer made by the Company.

The appointment letter with other related documentation will be issued at the time of your joining.

We look forward to a long and mutually beneficial association with you.

Yours faithfully,
For Suburban Diagnostics India Private Limited



Mr. Arun Banerjee
President - HR

I **Kunal Arun Shirsat** hereby accept the offer of employment:

Date _____ Signature _____



Effective Date	04-Jul-2023		
Employee Name	Kunal Arun Shirsat		
Designation	Assistant Manager		
Location	Pimple Saudagar T3		
Band	JMC 1		
	Salary Heads	Per Month	Per Annum
1	FIXED PAY		
	Basic	10,856	130,272
	Dearness Allowance	2,444	29,328
	HRA	6,650	79,800
	BONUS	1,552	18,624
	Special Allowance	8,283	99,396
	Gross Pay	29,785	357,420
2	STATUTORY PAY		
	Company Contribution to PF	1,800	21,600
#	Gratuity	640	7,680
##	Statutory Bonus	1,108	13,296
	Total	33,333	399,996

***Personal Accidental Coverage** : You will be insured up to Rs.10 lakh (in case of an accidental demise or permanent disability, your family shall get the sum assured).

***In-hand salary**: Subject to income tax deduction.

*Annual Variable pay is computed basis the individual and company performance, and payable to employee provided they are on rolls of company on last date of the financial year for which the variable pay is due

*Gratuity payout governed by payment of gratuity act



KV Staffing - Offer

Harshita Singh <bdm@kvstaffing.com>

1 June 2023 at 10:12

Reply-To: bdm@kvstaffing.com

To: kshitijadethe09@gmail.com

Cc: Kishor <kishor@kvstaffing.com>, Amol Naik <amol@kvstaffing.com>, Rohit patole <account@kvstaffing.com>, placement.sbpatil@gmail.com

Dear Kshitija,

Greetings from KV Staffing Services.!

Thanks for your time and efforts exploring career opportunities with **KV STAFFING SERVICES.**

We are happy to inform you that your credentials are in line with our expectations and we are pleased to inform you that you are selected for employment with us as **HR Recruiter.**

You are offered with **CTC of Rs. 4,00,000 per annum with Incentives included.** There will be probation period of 60 days.

You are requested to join from **2nd June 2023 at 9:30 AM.**

Your Willingness to Join KV can be expressed by Confirming Acceptance of this Offer indicating the Date of Joining by Sending Confirmation Email or physical presence at office, to process the appointment letter and other joining formalities.

P.S: Furnish copies of below mentioned documents, along with the originals for verification at the time of joining.

- Std X Certificate and mark sheet
- Std XII Certificate and mark sheet
- Degree Certificate and Semester-wise / Year-wise mark sheets
- Master's Degree Certificate and Semester-wise / Year-wise mark sheets
- Diploma /PG Diploma Certificate
- Any other Certificates with supporting documents, if any
- Your latest salary slip / Salary Certificate
- Passport sized colour photographs with white background
- Cancelled bank account cheque or passbook
- **Valid government ID proof for your current / permanent address (PAN Card & Aadhar Card).**

Thank You

Regards,

Harshita Singh
Lead - Human Resource

KV Staffing Services
Phone No: 8956240434
E-mail: bdm@kvstaffing.com





IndiaMART InterMESH Ltd.
 Assotech Business Crestera, Plot No.22,
 Tower 2, Floor No.6, Sector - 135, Noida, UP
 Call Us: +91 - 9696969696
 E: customercare@indiamart.com
 Website: www.indiamart.com

05th oct 2023

Plot n 6 kankdhar
 h so, bajaj nagar,
 Wadgaon Kolhati,
 Aurangabad,
 Maharashtra -
 431136

Dear Akash,

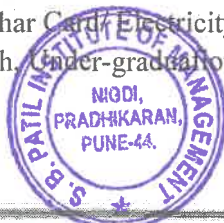
Akash Pade

Congratulations!! We are delighted to make you an offer with IndiaMART Internesh Ltd.

Designation	Executive
Date of joining	09th oct 2023
CTC on offer	INR 4,00,008/-
Base Location	Pune/chinchwad

We are pleased to offer you an appointment as "Executive". You shall be reporting to work at 9.00 am on the day of joining. This job requires you to work from the office on all working days as per your working location.

- Your Annual Compensation shall be INR 4,00,008 (Four Lakh eight rupees only). The detailed Compensation Structure is attached herewith as "Annexure - I".
- As informed, your place of posting shall be at **Pune/chinchwad**. However, organization reserve the rights to transfer you to and / or utilize your services in any of the company's offices (Current or Future), worksites or assisted or affiliated Companies located within the country.
- 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.
- On the day of joining, you are requested to contact Sanjeev Kumar working with us. He could be contacted @8874738627
- 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.
- You are requested to carry the below documents for physical verification on your joining day:**
 - PAN Card
 - Aadhar Card
 - Voter Id Card/ Driving License/ Aadhar Card/ Electricity bill/ Bank statement)
 - Proof of all qualifications – 10th, 12th, Under-graduation, Post-graduation (if applicable)





IndiaMART InterMESH Ltd.
Assotech Business Cresterra, Plot No. 22,
Tower 2, Floor No.6, Sector - 135, Noida, UP
Call Us: +91 - 9696969696
E: customercare@indiamart.com
Website: www.indiamart.com

The below documents will be physically verified with the original documents once we resume work from office:

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

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

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.

A reference check will be made to the references shared by you. If the call turns out to be negative or if calls are unanswered leading to unsuccessful reference check during your 1st week of induction, it will be at the discretion of the organization to decide on your candidature which can even go up to termination/revoking offer.

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 Mr. Sanjeev.

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

Sincerely yours,
For IndiaMART InterMesh Ltd.

Madhup Agarwal
National Head - Corporate





IndiaMART InterMESH Ltd.
Assotech Business Cresterra, Plot No 22
Tower 2, Floor No.6, Sector - 135, Noida, UP
Call Us: +91 - 9696969696
E: customercare@indiamart.com
Website: www.indiamart.com

Annexure - I

Name: Akash *Pedra*
Designation: Executive

Salary - Break up		
Component	Monthly (Rs)	Annual (Rs)
Basic	21,001	252,012
HRA	10,501	126,012
Executive Allowance	32	384
EPF	1,800	21,600
Total CTC	33,334	400,008
Deductions	-	-
EPF	3,600	43,200
Take Home Salary	29,734	356,808

For IndiaMART InterMesh Ltd.

[Signature]
Madhup Agarwal
National Head - Corporate



Ref: 3DSINDIALAB/HRD/2022-23/6040

01-Sep-23

Ms. Snehal Pandurang Bavalekar
Pune**Contact No: 9373380828**
PAN No: FRCPB9361R**Dear Snehal,****Subject: Employment Letter**

We ("the Company") are pleased to offer you the position **Procurement Analyst (CLG NE3)** subject to the following:

- (1) This is only a provisional offer and is made on the basis of Company's current business requirements. In the event of any change in Company's business requirements, the Company, in its sole discretion, may withdraw/cancel this offer.
- (2) This offer is subject to your successful completion of **MBA.** program and production of the relevant final certificates in support of the same. In the event you fail to successfully complete the **MBA.** program this offer shall automatically stand withdrawn.
- (3) You are required to join the Company from **11-Sep-23.** If you accept this offer and fail to join the Company by the date mentioned above or any other date approved by the Company in writing, this offer shall automatically stand cancelled.
- (4) Upon joining, Company will invest considerable amount of time and money to provide extensive specialized technical, professional and other trainings and experience in certain software applications and methodologies, including trade secrets and the Company's proprietary information to you in order to make you a productive employee. In order to protect Company's investment in such specialized extensive training and experience, you will be required to execute an undertaking on the date of joining, a format of which is enclosed herewith as Annexure C.
- (5) This offer is being made in good faith on the basis of the information and documents provided by you during the recruitment process. The Company reserves the right to conduct background checks, directly or indirectly, to verify such information and documents. If any discrepancies are found in such information or documents or if the results of such background check are found to be unsatisfactory, as determined by the Company, in its sole discretion, the Company may withdraw/cancel this offer.
- (6) You will initially be based at the Company's office at **Dassault Systemes Solutions Lab Pvt. Ltd. (Formerly Known as 3D PLM Software Solutions Pvt Ltd.) Red Fort Bldg, Plot No. 4, Phase 1, Pune Infotech Park, M.I.D.C, Hinjawadi, Pune – 411057** unless communicated otherwise by the Company prior to your joining.
- (7) Upon joining, your compensation will be as described in Annexure A

Dassault Systemes Solutions Lab Private Limited (Formerly known as 3D PLM Software Solutions Pvt. Ltd.)
Regd. Office: Plot No. 15B | Pune Infotech Park | M.I.D.C. | Phase-1, Hinjewadi | Taluka Mulshi | Pune MH 411 057 |
India | Tel. no.: +91 (20) 6793 6600 | Fax no.: +91 (20) 6675 0827
CIN: U72900PN2001PTC190769 | www.3ds.com





- (8) Your employment will be governed by the terms and conditions detailed in Annexure B hereto.
- (9) You shall keep the contents of this offer and any Annexure hereto confidential.
- (10) This offer shall automatically stand withdrawn if we do not receive your acceptance within 7 (seven) calendar days from the date hereof.

Please acknowledge your acceptance of our offer by signing and returning the duplicate copy of this letter.

You are requested to report at the following address by **09:30 AM** on the date of joining mentioned above. Please ask for **Shivani Patade or Kiran Kumthekar** to complete the joining formalities. Please bring along the documents listed in Schedule 1 to Annexure B.

Address:

**Dassault Systemes Solutions Lab Pvt. Ltd. (Formerly Known as 3D PLM Software Solutions Pvt Ltd.)
Red Fort Bldg, Plot No. 4, Phase 1, Pune Infotech Park,
M.I.D.C, Hinjawadi, Pune – 4110570**

We understand that you may have queries during your joining period. We would encourage you to contact **Manmeet (on Email ID: ManmeetKaur.ARORA@3ds.com/ Tel: 7770015259)**.

We welcome you into the Dassault Systemes family and look forward to your valued contribution in taking the Company to greater heights. We are sure that our working environment will be conducive to helping you grow professionally as well as personally.

With warm regards,
For **Dassault Systemes Solutions Lab Private Limited,**

Monisha Sharma
INDIA Talent Acquisition & Sourcing Senior Manager

I have read and understood the terms of this Employment letter and all Annexure thereto. I accept this employment letter and my tentative date of joining is 11-09-2023.

Name: Snehal Bavalekar

Date: 01-09-2023

Signature: 

Dassault Systemes Solutions Lab Private Limited (Formerly known as 3D PLM Software Solutions Pvt. Ltd.)
Regd. Office: Plot No. 15B | Pune Infotech Park | M.I.D.C. | Phase-1, Hinjewadi | Taluka Mulshi | Pune MH 411 057 |
India | Tel. no.: +91 (20) 8793 6600 | Fax no.: +91 (20) 6675 0827
CIN: U72900PN2001PTC190769 | www.3ds.com





ANNEXURE A

Name: Ms. Snehal Pandurang Bavalekar

Designation: Procurement Analyst

CLG: NE3

Location: Pune

Compensation Components:

A. Basic Salary	Monthly	Annually
Basic	15,100	181,200
Sub Total A	15,100	181,200
B. Allowances		
House Rent Allowance	1,510	18,120
Flexible Benefits	8,123	97,480
Statutory Bonus	3,600	43,200
Superannuation Contribution	-	-
Sub Total B	13,234	158,800
Total (A+B)	28,333	340,000
C. Variable Compensation		
Variable Pay	-	-
Sub Total C	-	-
On Target Earning -OTE (A+B+C)	28,333	340,000
D. Benefits		
PF Contribution	1,812	21,744
Gratuity (As Per Act)	726	8,716
Medical & Personal Accident Insurance	417	5,000
Sub Total D	2,955	35,460
CTC (A+B+C+D)	31,288	375,460

For Dassault Systemes Solutions Lab Private Limited,

Monisha Sharma

INDIA Talent Acquisition & Sourcing Senior Manager

Dassault Systemes Solutions Lab Private Limited (Formerly known as 3D PLM Software Solutions Pvt. Ltd.)
Regd. Office: Plot No. 15B | Pune Infotech Park | M.J.D.C. | Phase-1, Hinjewadi | Taluka Mulshi | Pune MH 411 057 |
India | Tel. no.: +91 (20) 6793 6600 | Fax no.: +91 (20) 6675 0827
CIN: U72900PN2001PTC190769 | www.3ds.com





Ref: 3DSINDIALAB/HRD/2022-23/6041

01-Sep-23

Mr. Pratik Sunil Londhe
Pune

Contact No: 9021543276/ 9881417580
PAN No: BJMPL4143F

Dear Pratik,

Subject: Employment Letter

We ("the Company") are pleased to offer you the position **Billing & Revenue Accounting Analyst (CLG NE3)** subject to the following:

- (1) This is only a provisional offer and is made on the basis of Company's current business requirements. In the event of any change in Company's business requirements, the Company, in its sole discretion, may withdraw/cancel this offer.
- (2) This offer is subject to your successful completion of **MBA** program and production of the relevant final certificates in support of the same. In the event you fail to successfully complete the **MBA** program this offer shall automatically stand withdrawn.
- (3) You are required to join the Company from **11-Sep-23**. If you accept this offer and fail to join the Company by the date mentioned above or any other date approved by the Company in writing, this offer shall automatically stand cancelled.
- (4) Upon joining, Company will invest considerable amount of time and money to provide extensive specialized technical, professional and other trainings and experience in certain software applications and methodologies, including trade secrets and the Company's proprietary information to you in order to make you a productive employee. In order to protect Company's investment in such specialized extensive training and experience, you will be required to execute an undertaking on the date of joining, a format of which is enclosed herewith as Annexure C.
- (5) This offer is being made in good faith on the basis of the information and documents provided by you during the recruitment process. The Company reserves the right to conduct background checks, directly or indirectly, to verify such information and documents. If any discrepancies are found in such information or documents or if the results of such background check are found to be unsatisfactory, as determined by the Company, in its sole discretion, the Company may withdraw/cancel this offer.
- (6) You will initially be based at the Company's office at **Dassault Systemes Solutions Lab Pvt. Ltd. (Formerly Known as 3D PLM Software Solutions Pvt Ltd.) Red Fort Bldg, Plot No. 4, Phase 1, Pune Infotech Park, M.I.D.C, Hinjawadi, Pune - 411057** unless communicated otherwise by the Company prior to your joining.
- (7) Upon joining, your compensation will be as described in Annexure A.





- (8) Your employment will be governed by the terms and conditions detailed in Annexure B hereto.
- (9) You shall keep the contents of this offer and any Annexure hereto confidential.
- (10) This offer shall automatically stand withdrawn if we do not receive your acceptance within 7 (seven) calendar days from the date hereof.

Please acknowledge your acceptance of our offer by signing and returning the duplicate copy of this letter.

You are requested to report at the following address by **09:30 AM** on the date of joining mentioned above. Please ask for Shivani Patade or Kiran Kumthekar to complete the joining formalities. Please bring along the documents listed in Schedule 1 to Annexure B.

Address:

Dassault Systemes Solutions Lab Pvt. Ltd. (Formerly Known as 3D PLM Software Solutions Pvt Ltd.)
Red Fort Bldg, Plot No. 4, Phase 1, Pune Infotech Park,
M.I.D.C, Hinjawadi, Pune – 4110570

We understand that you may have queries during your joining period. We would encourage you to contact **Manmeet** (on Email ID: ManmeetKaur.ARORA@3ds.com/ Tel: 7770015259).

We welcome you into the Dassault Systemes family and look forward to your valued contribution in taking the Company to greater heights. We are sure that our working environment will be conducive to helping you grow professionally as well as personally.

With warm regards,
For Dassault Systemes Solutions Lab Private Limited,

Monisha Sharma
INDIA Talent Acquisition & Sourcing Senior Manager

I have read and understood the terms of this Employment letter and all Annexure thereto. I accept this employment letter and my tentative date of joining is 11/09/2023 _____

Name: Pratik Londhe

Date: 04/09/2023

Signature: _____





Letter of Intent to engage as Apprentice

23/02/2023

Dear Mr. Akshay Kale

We are pleased to inform that you are shortlisted to be engaged as an Apprentice under National Apprenticeship Promotion Scheme (NAPS) for the first spell of On-Job training (OJT) at our establishment DTDC Express Limited at Mumbai as part of your Degree Apprenticeship Programme run by your **S.B.PATIL INSTITUTE OF MANEGEMENT**. The contract tenure of your apprenticeship engagement will be for 15 months starting from July-2022.

During this apprenticeship tenure you will be provided a Stipend of Rs.30,000/- per month for the next 12 consecutive months Rs.35,000/-in the next 3 consecutive months after that The establishment is not responsible to provide any other than the stipend which involves local travel, boarding, lodging and migratory expenses. While you are engaged as an apprentice you will be bound by the establishment policies and procedures.

The formal contract will be issued post to the submission of your educational credentials and other relevant documents at the time of joining and will remain applicable only after the successful registration and generation of contract in the NAPS Portal.

Thanking You.

For DTDC Express Limited

M. Sinha

Authorized Signatory
Manish Kumar Sinha
AGM HR-West Zone

I am Akshay Sanjay Kale here by accept the offer and willing to join your organization as Apprentice Trainee.

Akshay
Signature

Date 23/02/2023

DTDC Express Limited

CORPORATE OFFICE: DTDC HOUSE, No. 3, Victoria Road, Bangaturu - 560 047 Tel.: 080 25365032 / 39 Fax: 080 25514461 CIN No.: U85110KA1990PLC011089
REGIONAL OFFICE: #79/1, Talera Nagar, Gate No - 2, Of Dynamic Logistic Ltd, Dighi (Pune) Alandi Road, Near Magazine Chowk, Dighi, Pune - 411 015. Tel: 020-67484400

www.dtdc.in





40

KR MOTORS

Authorised Dealer :
TVS Motor Company Ltd.

1327, Kh/2, Y.P. Powar Nagar Chowk,
Shivaji Udyamnagar, Kolhapur - 416 012.
Ph.: (0231) 2695555, 2694455. (Workshop)
E-mail : krtvsmotors@gmail.com

20/05/2022

Mr. ANIKET SHANKAR ANUSE
A/P VATHAR TARF UDGAON
416112

Dear Mr. Aniket

Congratulations! We are pleased to confirm that you have been selected to work for KR MOTORS . We are delighted to make you the following job offer.

The position we are offering you is that of HR MANAGER at a monthly salary of 30000/- + Incentive with an annual cost to company Rs.3,60,000/- CTC. This position reports to MD Sir . Your working hours will be from [10AM to 7PM], Monday to Saturday.

We would like you to start work on [01/06/2022] at [10AM]. Please report to PERSONAL MANAGER Of MD SIR, for documentation and orientation. If this date is not acceptable, please contact me immediately.

Please sign the enclosed copy of this letter and return it to me by 25/05/2022 to indicate your acceptance of this offer.

We are confident you will be able to make a significant contribution to the success of our [KR MOTORS] and look forward to working with you.

Sincerely,



KR MOTORS

KOLHAPUR



Kotak Life Insurance Offer Letter**Date: 10th February, 2023.**

From,
Kotak Life
Corporate Office
Mumbai

To Shubham Raskar,

Dear Shubham,

Congratulations on being selected as **Management Trainee** with Kotak Life through the Management Trainee program at **L3 grade**. You will join the program in the month of June 2023.

It is an exciting time to join Kotak Life when we are strengthening our capabilities to increase customer focus, digitization as well as digitalization. The Management Trainees will hence play an integral role in this journey.

Kotak Life stands for *Hum Hain Hamesha*. We mean it when we say we care for our employees. Our focus is to provide you with long-term career opportunities within the organization and within the Kotak Group. We are proud to inform you that 4 of our Executive Committee leaders out of 7 had joined Kotak Group as Management Trainees. It is time for you to begin your leadership journey with us as a Management Trainee.

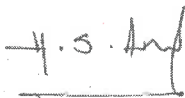
We look forward to your **#CareersforLife**.

Your fixed compensation will be Rs. 3.5 per annum

Your offer and appointment letter will be shared with you upon your acceptance of this provisional offer.

Yours truly,

Kotak Mahindra Life Insurance Company Ltd.



Authorized Signatory



Kotak Life Insurance Offer Letter

Date: 10th February, 2023.

From,
Kotak Life
Corporate Office
Mumbai

To Chinmay Gosavi,

Dear Chinmay,

Congratulations on being selected as **Management Trainee** with Kotak Life through the Management Trainee program at **L3 grade**. You will join the program in the month of June 2023.

It is an exciting time to join Kotak Life when we are strengthening our capabilities to increase customer focus, digitization as well as digitalization. The Management Trainees will hence play an integral role in this journey.

Kotak Life stands for *Hum Hain Hamesha*. We mean it when we say we care for our employees. Our focus is to provide you with long-term career opportunities within the organization and within the Kotak Group. We are proud to inform you that 4 of our Executive Committee leaders out of 7 had joined Kotak Group as Management Trainees. It is time for you to begin your leadership journey with us as a Management Trainee.

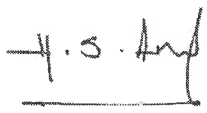
We look forward to your **#CareersforLife**.

Your fixed compensation will be Rs. 3.5 per annum

Your offer and appointment letter will be shared with you upon your acceptance of this provisional offer.

Yours truly,

Kotak Mahindra Life Insurance Company Ltd.



Authorized Signatory



Kotak Life Insurance Offer Letter

Date: 10th February, 2023.

From,
Kotak Life
Corporate Office
Mumbai

To Shubham Raskar,

Dear Shubham,

Congratulations on being selected as **Management Trainee** with Kotak Life through the Management Trainee program at **L3 grade**. You will join the program in the month of June 2023.

It is an exciting time to join Kotak Life when we are strengthening our capabilities to increase customer focus, digitization as well as digitalization. The Management Trainees will hence play an integral role in this journey.

Kotak Life stands for *Hum Hain Hamesha*. We mean it when we say we care for our employees. Our focus is to provide you with long-term career opportunities within the organization and within the Kotak Group. We are proud to inform you that 4 of our Executive Committee leaders out of 7 had joined Kotak Group as Management Trainees. It is time for you to begin your leadership journey with us as a Management Trainee.

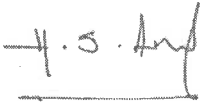
We look forward to your **#CareersforLife**.

Your fixed compensation will be Rs. 3.5 per annum

Your offer and appointment letter will be shared with you upon your acceptance of this provisional offer.

Yours truly,

Kotak Mahindra Life Insurance Company Ltd.



Authorized Signatory





47

Clean Harbors India LLP
10th Floor, The Skyview Tower 20,
Raidurgam (V), Serilingampally (M),
RR (D), Hyderabad - 500081, Telangana, India.
Contact Number: +91 40 6829 0000
Mail ID: contact.CHI@cleanharbors.com
CIN: AAK-8400 GSTIN: 36AAMFC9044J2ZI

Strictly Confidential

September 06, 2023

CHIOFR/22#1100

Ajinkya Dnyaneshwar Kumbhar
ajinkyakumbhar135@gmail.com
Kumbhar Galli, A/P Manjarde Tal Tasgaon
Manjarde
Sangli - 416312
Maharastra, India

Sub: Offer of employment with Clean Harbors India

Dear Ajinkya:

With reference to your application and subsequent interviews with us, we are pleased to offer you employment with Clean Harbors India (CH India or Clean Harbors India) with the following details.

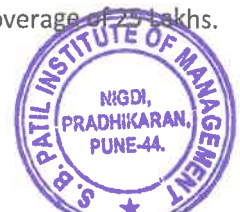
Offer Details:

1. **Position** : Junior Associate
2. **Band** : A
3. **Start Date** : September 25, 2023
4. **Reporting Time** : 2:00 PM (only on the day of joining)
5. **Reporting address** : 7th Floor, Smartworks Coworking Spaces Private Limited, M-Agile, Pan Card Club Road, Baner, Pune - 411045, Maharashtra, India
6. **Probationary Period** : Three (3) Months
7. **Job Location** : Pune
8. **Annual Compensation** : ₹350,004 (For breakup of compensation, please refer Annexure A)
9. **Reporting Manager** : Santu Das

Other Benefits:

- a) **Leaves and Holidays:** You will be entitled for ten (10) days of declared and approved national or festival holidays, eighteen (18) days of Privilege Leave, twelve (12) days of General Leave and five (5) days of Discretionary Leave every calendar year (Jan to Dec) and pro-rated based on your date of joining.
- b) **Medical Insurance:** You and your family comprising of 5 dependents (Spouse, 2 Children and Parents or In-laws) will be entitled to company provided medical insurance floater coverage of 6 Lakhs.
- c) **Accidental and Term Life Insurance:** You will be entitled to Group Accidental Insurance and Group Term Life Insurance coverage of 3 times of your annual compensation with a minimum coverage of 25 Lakhs.

"People and Technology Creating a Safer, Cleaner Environment"





- d) **Provident fund:** Company will contribute PF, as per the provisions of Employees' Provident Fund and Miscellaneous Act, 1952, as applicable.
- e) **Other benefits:** You will be eligible for the other benefits as provided by the company, subject to change and revisions from time to time.

We would appreciate you joining on **September 25, 2023** . Any change to your start date shall be communicated in writing by either side and is subject to the approval of the undersigned.

This offer of employment is made based on the information provided by you in your application and discussions during the interview process. The offer is liable for change or cancelation if any of the information provided by you is found to be false at a later stage. The decision of the management shall be final and binding.

This offer and the commencement of your employment is contingent on the following (unless expressly waived by CH India in writing):

1. Submission of the following documents:
 - i) Copies of Offer & Relieving letter from all previous employer (If any)
 - ii) Copies of all your educational qualifications
 - iii) Address/ID proof
 - iv) PAN Card Copy
 - v) AADHAAR number
 - vi) Passport front and back pages
 - vii) Latest passport photo with white background only
 - viii) Any other documents advised by management.
2. Valid termination of any pre-existing employment before the start date; (If any)
3. Executing an employment agreement on the start date
4. Successful completion of a background investigation conducted by CH India

If you fail in the above investigation, or do not cooperate or provide assistance in undergoing such investigation, this conditional offer will immediately be withdrawn without any claim against, or liability to CH India.

You hereby consent to Clean Harbors India collecting, processing and handling information including sensitive personal information for legal, personnel, administrative and management purposes, including for the purpose of conducting background checks or other future investigations.




"People and Technology Creating a Safer, Cleaner Environment"



This letter shall be governed by the laws of India. The courts at Hyderabad shall have the exclusive jurisdiction over all disputes or claims between you and CH India under this letter.

Please sign and return a copy of this offer letter confirming your acceptance within three days of receiving this letter. This letter is meant to be an offer of employment and does not in itself give rise to an employer-employee relationship between you and Clean Harbors India. Any employer-employee relationship is only meant to arise upon execution of the employment contract that will be provided to you at the time of joining. Upon execution of the employment agreement, this letter shall form a part of the terms of your employment and shall be read together with the appointment letter.


for Clean Harbors India
S V Rama Krishna
Senior Vice President – Human Resources

Agreed and Executed
Ajinkya Dnyaneshwar Kumbhar






APPENDIX- A

ANNEXURE 1 - SALARY STRUCTURE		
Name	Ajinkya Dnyaneshwar Kumbhar	
Designation	Junior Associate	
Band	A	
Date of Joining	September 25, 2023	
Component	Amount Per Month	Amount Per Annum
Fixed Components		
Basic	14,583	174,996
HRA	5,833	69,996
Special Allowance	5,451	65,412
Flexi Kitty Components		
LTA	1,000	12,000
Phone & internet	500	6,000
Meal Voucher		
Total Gross Salary	27,367	328,404
Employer PF	1,800	21,600
Retiral Benefits	1,800	21,600
Total Compensation	29,167	350,004

*You shall also be entitled to receive gratuity in accordance with the provisions of the Payment of Gratuity Act, 1972, should you exit from CH India after completing 5 years or more of continuous service.


for Clean Harbors India
S V V Rama Krishna
Senior Vice President – Human Resources

Agreed and Executed
Ajinkya Dnyaneshwar Kumbhar





49

Clean Harbors India LLP
10th Floor, The Skyview Tower 20,
Raidurgam (V), Serilingampally (M),
RR (D), Hyderabad - 500081, Telangana, India.
Contact Number: +91 40 6829 0000
Mail ID: contact.CHI@cleanharbors.com
CIN: AAK-8400 GSTIN: 36AAMFC9044J2ZI

Strictly Confidential

September 02, 2023

CHIOFR/22#1049

Khushali Hitesh Sapariya

khushalisapariya0810@gmail.com

93/B/2, Rao Colony, Behind Bhandari Hospital

Talegaon Dabhade

Pune - 410506

Maharashtra, India

Sub: Offer of employment with Clean Harbors India

Dear Khushali:

With reference to your application and subsequent interviews with us, we are pleased to offer you employment with Clean Harbors India (**CH India** or **Clean Harbors India**) with the following details.

Offer Details:

1. **Position** : Junior Associate
2. **Band** : A
3. **Start Date** : September 11, 2023
4. **Reporting Time** : 2:00 PM (only on the day of joining)
5. **Reporting address** : 7th Floor, Smartworks Coworking Spaces Private Limited, M-Agile, Pan Card Club Road, Baner, Pune - 411045, Maharashtra, India
6. **Probationary Period** : Three (3) Months
7. **Job Location** : Pune
8. **Annual Compensation** : ₹350,004 (For breakup of compensation, please refer Annexure A)
9. **Reporting Manager** : Santu Das

Other Benefits:

- a) **Leaves and Holidays:** You will be entitled for ten (10) days of declared and approved national or festival holidays, eighteen (18) days of Privilege Leave, twelve (12) days of General Leave and five (5) days of Discretionary Leave every calendar year (Jan to Dec) and pro-rated based on your date of joining.
- b) **Medical Insurance:** You and your family comprising of 5 dependents (Spouse, 2 Children and Parents or In-laws) will be entitled to company provided medical insurance floater coverage of 6 Lakhs.
- c) **Accidental and Term Life Insurance:** You will be entitled to Group Accidental Insurance and Group Term Life Insurance coverage of 3 times of your annual compensation with a minimum coverage of 25 Lakhs.

"People and Technology Creating a Safer, Cleaner Environment"





- d) **Provident fund:** Company will contribute PF, as per the provisions of Employees' Provident Fund and Miscellaneous Act, 1952, as applicable.
- e) **Other benefits:** You will be eligible for the other benefits as provided by the company, subject to change and revisions from time to time.

We would appreciate you joining on **September 11, 2023** . Any change to your start date shall be communicated in writing by either side and is subject to the approval of the undersigned.

This offer of employment is made based on the information provided by you in your application and discussions during the interview process. The offer is liable for change or cancelation if any of the information provided by you is found to be false at a later stage. The decision of the management shall be final and binding.

This offer and the commencement of your employment is contingent on the following (unless expressly waived by CH India in writing):

1. Submission of the following documents:
 - i) Copies of Offer & Relieving letter from all previous employer (If any)
 - ii) Copies of all your educational qualifications
 - iii) Address/ID proof
 - iv) PAN Card Copy
 - v) AADHAAR number
 - vi) Passport front and back pages
 - vii) Latest passport photo with white background only
 - viii) Any other documents advised by management
2. Valid termination of any pre-existing employment before the start date; (If any)
3. Executing an employment agreement on the start date
4. Successful completion of a background investigation conducted by CH India

If you fail in the above investigation, or do not cooperate or provide assistance in undergoing such investigation, this conditional offer will immediately be withdrawn without any claim against, or liability to CH India.


You hereby consent to Clean Harbors India collecting, processing and handling information including sensitive personal information for legal, personnel, administrative and management purposes, including for the purpose of conducting background checks or other future investigations.





This letter shall be governed by the laws of India. The courts at Hyderabad shall have the exclusive jurisdiction over all disputes or claims between you and CH India under this letter.

Please sign and return a copy of this offer letter confirming your acceptance within three days of receiving this letter. This letter is meant to be an offer of employment and does not in itself give rise to an employer-employee relationship between you and Clean Harbors India. Any employer-employee relationship is only meant to arise upon execution of the employment contract that will be provided to you at the time of joining. Upon execution of the employment agreement, this letter shall form a part of the terms of your employment and shall be read together with the appointment letter.


for Clean Harbors India
S V V Rama Krishna

Senior Vice President – Human Resources

Agreed and Executed
Khushali Hitesh Sapariya






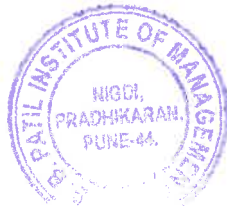
APPENDIX- A

ANNEXURE 1 - SALARY STRUCTURE		
Name	Khushali Hitesh Sapariya	
Designation	Junior Associate	
Band	A	
Date of Joining	September 11, 2023	
Component	Amount Per Month	Amount Per Annum
Fixed Components		
Basic	14,583	174,996
HRA	5,833	69,996
Special Allowance	5,451	65,412
Flexi Kitty Components		
LTA	1,000	12,000
Phone & internet	500	6,000
Meal Voucher		
Total Gross Salary	27,367	328,404
Employer PF	1,800	21,600
Retiral Benefits	1,800	21,600
Total Compensation	29,167	350,004

*You shall also be entitled to receive gratuity in accordance with the provisions of the Payment of Gratuity Act, 1972, should you exit from CH India after completing 5 years or more of continuous service.


for Clean Harbors India
S V Rama Krishna
Senior Vice President – Human Resources

Agreed and Executed
Khushali Hitesh Sapariya





50

Clean Harbors India LLP
10th Floor, The Skyview Tower 20,
Raidurgam (V), Serilingampally (M),
RR (D), Hyderabad - 500081, Telangana, India.
Contact Number: +91 40 6829 0000
Mail ID: contact.CHI@cleanharbors.com
CIN: AAK-8400 GSTIN: 36AAMFC9044J2ZI

Strictly Confidential

September 02, 2023

CHIOFR/22#1047

Jyoti Naresh Sharma

jyotisharma6911@gmail.com

Kaveri A, Flat No: 3, Sector No: 26, Siddhivinayak Nagari

Pradhikaran, Nigdi, Pune, P.C.N.T

Pune - 411044

Maharastra, India

Sub: Offer of employment with Clean Harbors India

Dear Jyoti:

With reference to your application and subsequent interviews with us, we are pleased to offer you employment with Clean Harbors India (**CH India** or **Clean Harbors India**) with the following details.

Offer Details:

1. **Position** : Junior Associate
2. **Band** : A
3. **Start Date** : September 11, 2023
4. **Reporting Time** : 2:00 PM (only on the day of joining)
5. **Reporting address** : 7th Floor, Smartworks Coworking Spaces Private Limited, M-Agile, Pan Card Club Road, Baner, Pune - 411045, Maharashtra, India
6. **Probationary Period** : Three (3) Months
7. **Job Location** : Pune
8. **Annual Compensation** : ₹350,004 (For breakup of compensation, please refer Annexure A)
9. **Reporting Manager** : Santu Das

Other Benefits:

- a) **Leaves and Holidays:** You will be entitled for ten (10) days of declared and approved national or festival holidays, eighteen (18) days of Privilege Leave, twelve (12) days of General Leave and five (5) days of Discretionary Leave every calendar year (Jan to Dec) and pro-rated based on your date of joining.
- b) **Medical Insurance:** You and your family comprising of 5 dependents (Spouse, 2 Children and Parents or In-laws) will be entitled to company provided medical insurance floater coverage of 6 Lakhs.
- c) **Accidental and Term Life Insurance:** You will be entitled to Group Accidental Insurance and Group Term Life Insurance coverage of 3 times of your annual compensation with a minimum coverage of 25 Lakhs.

"People and Technology Creating a Safer, Cleaner Environment"





- d) **Provident fund:** Company will contribute PF, as per the provisions of Employees' Provident Fund and Miscellaneous Act, 1952, as applicable.
- e) **Other benefits:** You will be eligible for the other benefits as provided by the company, subject to change and revisions from time to time.

We would appreciate you joining on **September 11, 2023** . Any change to your start date shall be communicated in writing by either side and is subject to the approval of the undersigned.

This offer of employment is made based on the information provided by you in your application and discussions during the interview process. The offer is liable for change or cancelation if any of the information provided by you is found to be false at a later stage. The decision of the management shall be final and binding.

This offer and the commencement of your employment is contingent on the following (unless expressly waived by CH India in writing):

1. Submission of the following documents:
 - i) Copies of Offer & Relieving letter from all previous employer (If any)
 - ii) Copies of all your educational qualifications
 - iii) Address/ID proof
 - iv) PAN Card Copy
 - v) AADHAAR number
 - vi) Passport front and back pages
 - vii) Latest passport photo with white background only
 - viii) Any other documents advised by management
2. Valid termination of any pre-existing employment before the start date; (If any)
3. Executing an employment agreement on the start date
4. Successful completion of a background investigation conducted by CH India

If you fail in the above investigation, or do not cooperate or provide assistance in undergoing such investigation, this conditional offer will immediately be withdrawn without any claim against, or liability to CH India.

You hereby consent to Clean Harbors India collecting, processing and handling information including sensitive personal information for legal, personnel, administrative and management purposes, including for the purpose of conducting background checks or other future investigations.





This letter shall be governed by the laws of India. The courts at Hyderabad shall have the exclusive jurisdiction over all disputes or claims between you and CH India under this letter.

Please sign and return a copy of this offer letter confirming your acceptance within three days of receiving this letter. This letter is meant to be an offer of employment and does not in itself give rise to an employer-employee relationship between you and Clean Harbors India. Any employer-employee relationship is only meant to arise upon execution of the employment contract that will be provided to you at the time of joining. Upon execution of the employment agreement, this letter shall form a part of the terms of your employment and shall be read together with the appointment letter.


for Clean Harbors India
S V Rama Krishna
Senior Vice President – Human Resources

Agreed and Executed
Jyoti Naresh Sharma





APPENDIX- A

ANNEXURE 1 - SALARY STRUCTURE		
Name	Jyoti Naresh Sharma	
Designation	Junior Associate	
Band	A	
Date of Joining	September 11, 2023	
Component	Amount Per Month	Amount Per Annum
Fixed Components		
Basic	14,583	174,996
HRA	5,833	69,996
Special Allowance	5,451	65,412
Flexi Kitty Components		
LTA	1,000	12,000
Phone & internet	500	6,000
Meal Voucher		
Total Gross Salary	27,367	328,404
Employer PF	1,800	21,600
Retiral Benefits	1,800	21,600
Total Compensation	29,167	350,004

*You shall also be entitled to receive gratuity in accordance with the provisions of the Payment of Gratuity Act, 1972, should you exit from CH India after completing 5 years or more of continuous service.


for Clean Harbors India
S V Rama Krishna
Senior Vice President – Human Resources

Agreed and Executed
Jyoti Naresh Sharma





Mindpool Technologies Ltd,
 Awfis Space, 3rd & 4th, GK Mall, Above Pantaloons,
 Near Konkane Chowk, Pimple Saudager,
 Pune-411027

To

Mr. Aniket Suresh Kumbhar,

Sub.: Appointment Letter for the position of "Facility Executive (Soft Services)".

Dear Mr. Aniket Suresh Kumbhar,

We are pleased to appoint you in our organization as "Facility Executive (Soft Services)" (Grade: MP6) (Employee Code: MPR0771) at Pune with effect from 01 Oct,2022 on the following terms and conditions.

Kindly note that the word "Client" in the terms & conditions given below refers to Allscripts India LLP..

1.Compensation, Performance Appraisal and Applicable Taxes:

1.1 Compensation:

- a) Your Cost to Company (CTC) would be **Rs. 4,08,456** Per Annum. Please find attached CTC break-up for details (Annexure 1).
- b) Your remuneration will be subjected to various deductions/contributions towards Income Tax, Professional Tax, PF, LWF etc. as applicable. Compensation will be governed by the rules of the Company on the subject, as applicable and/or amended hereafter.

1.2 Performance Appraisal:

The management of the client company shall have exclusive right to evaluate your performance at any time during the term of your contract employment.

1.3 Applicable Taxes:

The Company will be entitled to deduct any tax which may be applicable depending on your place of posting and for which Company is required to deduct and deposit the same with concerned statutory authority. You shall be provided with the documentary evidence of taxes such deducted.

2.Designation, Reporting Responsibilities & Timings:

2.1 Designation & Reporting: You will be designated as "Facility Executive (Soft Services)" and your duties and responsibilities will include any agreed work assigned by the management of Allscripts India LLP.. You will report to your assigned reporting manager at Allscripts India LLP.. Your work in the client's office -will be subject to the rules and regulations of the client office as laid down in relation to conduct, discipline and such other matters.

2.2 Office Timings, Working Days, Working Hours & Overtime Payment: You will be required to adhere to the working conditions including the office timings, working days, working hours & overtime payment as per the applicable regulations at the client's workplace.

3. Posting & Transfer:

Your initial posting will be at "Pune". However, your services are liable to be transferred, at the sole discretion of client's Management, in such other capacity as the company may determine, to any department/section, location, associate, sister concern or subsidiary, at any place in India or abroad, whether existing today or which may come up in future. In such a case, you will be governed by the terms and conditions of the service applicable at the new placement location. Your shifts, deputation may also get changed & may require official tours also depending upon the future business requirement.



4. Term of Contract:

This letter of contractual employment shall be valid till from the date of your reporting for the work or date of Company's agreement with its customer for whom your services have been availed of comes to an end, whichever is earlier. In event of any need for extending the term of this agreement, same shall be conveyed to you in writing.

5. Leaves:

The leaves shall be applicable as per standard leave policy mentioned in the Employee Policy available on Portal.

6. Reimbursement of Expenses:

You will be reimbursed for expenses as may be incurred by you in order to discharge your duties under the instruction from your reporting manager/Customer **Allscripts India LLP**. However, such expenses must have been incurred by you with prior written approval of your reporting Manager or any other person authorized by the management of the Customer's Company in absence of your reporting manager.

7. Attendance:

Staff is required to punch the attendance in machine/portal/app. Employee deputed at Client location shall follow the attendance rule of the Client & send attendance (approved by Client) every fortnight/monthly to HR & Accounts Department. Noncompliance of the attendance rule will be considered absent for the day & regular absenteeism for more than 1 Week may lead to the termination of the employment. For full details please check out the Employee Policy manual available on Portal.

8. Confidentiality:

You shall observe utmost confidentiality and secrecy of all information received by you or entrusted to you in the course of your contract employment and you shall at all times, whether during or after the termination of your employment, act with utmost fidelity and shall not disclose or divulge such information to any third party or make use of such information for your own benefit in any manner whatsoever.

9. Infringement of Intellectual Property Rights (IPR's):

During the term of this contract employment, you will never infringe or attempt to infringe any Intellectual Proprietary Rights of the Company or its Customer/s. You will ensure and protect IPRs of Company, its Customer and Customer's Clients. Any product, design, artwork, object, drawing, software, work developed by you during the term of this Contract Employment shall deem to be pertaining to the Customer and the Customer shall have the exclusive right of usage on such development/s.

10. Retirement:

Your age mentioned in the Matriculation / Higher Secondary / School Leaving Certificate will be deemed to be conclusive proof of your Date of Birth. Accordingly, you will automatically retire from the services of the company on attaining the age of Superannuation which currently is 60 Yrs. Year completion will be considered as per Calendar Year completion.

11. Full time Employment:

Your position as a contractor is subjected to a full-time employment with the Client and shall responsible to the business and interests of the Client. You will devote your whole time and attention to the assigned duties. You shall not engage directly or indirectly, with or without monetary consideration in any other employment or activity, which the management may in its sole discretion consider contrary or inconsistent with your duties and obligations and which the management feels that are pre-judicial to its interests. The contractor may not engage in any trade or business which may directly or indirectly be detrimental to the bonafide interest of the client. You will also not seek membership of any local or public bodies without first obtaining specific permission from the Management.

12. Maternity & Other Statutory Benefits:

a) All the maternity benefits or other Statutory Details/Process (Prevention of Sexual Harassment, Grievance Redressal Process etc) or Amendments are explained in person or through notice boards or through electronic media by the Company. All the amendments in future will also be shared through Notice Boards or through electronic media.

13. Background Verification:

a) Your appointment at Mindpool Technologies Ltd. is subject to the satisfactory completion of your background reference check

which includes verification of your past employment.



details based on the documents / information furnished by you and verification of all other documents submitted by you as a reference for your educational qualifications or any other credentials.

b) In case, you are unable to furnish necessary documents / information required for completing your background reference check or in case you furnish any misleading information or false documents, Mindpool Technologies Ltd. reserves the right to terminate your Offer /Appointment irrespective of anything to the contrary in the Company Policies. If the Background check report comes negative then the Salary will not be paid & Appointment will be considered null & void.

14. Other Terms and condition:

a) You will be on the payroll of Mindpool Technologies Ltd. and for all other purposes considered as employees of Mindpool Technologies Ltd.

b) During the course of your work as a contract employee at **Allscripts India LLP.** it will be necessary for you to successfully complete all the mandatory trainings and adhere by the policies of **Allscripts India LLP.** **Allscripts India LLP.** reserves the right to terminate the services of an associate if he fails to comply with any of the policies including mandatory trainings prescribed for such resources.

c) You will be responsible for the safe - keeping and returning in good condition all property of the client which may be in your use, custody, care or charges authorized in the course of your duties. The company shall have the right to deduct equivalent amount of all such things from your dues, and take such other action as be deemed proper in the event of your failure to account for such property to the company's satisfaction.

d) Your designation, shifts, deputation, nature of duties (tour job/ office job), place of posting, assignment of duties, job content, salary structure etc. are liable to change from time to time at the discretion of the client.

e) You shall **not**, at any given time disclose your salary / increment / employment information to any third party.

f) You shall not, during the period of your association, undertake or carry on either alone or in partnership nor be directly or indirectly be employed in or concerned with as Principal agent, clerk and consultant or otherwise in any other business trade or professional whatsoever.

g) You shall not, during the course of your association with Mindpool Technologies Ltd. engage or participate directly or indirectly in any competitive business of the company.

h) Address provided in your official communication will be deemed to be your correct address. In case of any change you would inform the company within 24 hours in writing of such a change. Any communication sent to you at your latest known address will amount to a due notice to you.

i) You are permitted to enter office premises and move around in connection with discharging your work during the allocated period. This freedom to enter and move around should not be construed for any other purposes.

j) You shall refrain from engaging in any in unlawful/immoral activities and avoid actions that are detrimental to the repute of the client or the company. If at any time you are involved in any legal/administrative/quasi-judicial proceedings, you shall immediately inform the company the details thereof

k) You shall indemnify, defend and hold harmless to the company and its officers, directors, agents, employees and agents from and against all damages, losses and causes of action including without limitation to the property or bodily injury to the extent caused by (a) its breach of any terms and conditions of this contract or (b) its negligence or willful acts or (c) its non-compliance of any applicable law, rule or regulation or (d) its infringement of any right of third party.

Service Rules

a) Last date of the employment will be considered the date on which Client's Project ends.

b) The Company reserves the right to, at its sole discretion, substitute the notice period by paying you salary in lieu of the notice period. Notwithstanding anything in this letter Company reserves the right in case of your resignation, to release you at any time during the notice period and in such event, you will be entitled to remuneration till the date of your release by the Company.

c) For abundant caution, it is hereby clarified that you cannot waive the notice period requirement. In the event you wish to terminate your employment with the Company, and that your termination/resignation letter by whatever name it is called) will be accepted by the Company only on your satisfying the mandatory **30 days'** notice period. Further, till such time as the Company accepts your resignation letter, you will be deemed to be an employee of the Company and the terms and conditions of your employment will still continue to bind you. You agree to indemnify and keep the Company indemnified against all the costs, charges, expenses, losses and damages suffered by the Company as a result of your failure to serve the mandatory notice period of **30 days.**



- d) The Company shall have the right to terminate your employment immediately without notice or payment in lieu of notice if:
- i) You neglect, refuse, fail to perform any of your duties for any reason(s) or comply with the Company policies and code of conduct; or
- ii) You are guilty of any misconduct whether or not in the performance of your duties (including but not limited to being an un-discharged insolvent, being convicted by any criminal court, being involved in fraudulent acts, etc.) commit any act which in the opinion of the Company is likely to bring the Company any disrepute whether or not such act is directly related to the affairs of the Company; or
- iii) You commit any breach of any of your duties or obligations under this agreement or the policies of the Company.
- iv) There is a discrepancy in the copies of the documents/certificates given by you as a proof in support of the information provided by you. In the event of termination mentioned above, you shall not be entitled to any benefits whatsoever.
- e) It is understood and acknowledged that all the obligations of Secrecy, Protection on Interest, Arbitration hereof, including those contained in the NDA/PIPA shall survive the termination of this
- f) Employment and will continue to be binding on and enforceable against you and you will be liable for any breach thereof.
- g) You will not be entitled to take any alternative employment unless you are relieved by the Company.
- h) TREATMENT OF SPECIAL PAYMENTS: The company reserves the right to recover the amount towards joining bonus/sign-on bonus/previous company's notice period buyout/special performance linked retention bonus/relocation expenses, (if applicable), in case you are terminated, or you voluntarily resign from the services within 12 months from the date of joining.
- i) Upon termination of employment, you will immediately hand over to the Company all correspondence, specifications, formulae, books, documents, market data, cost data, affects or records belonging to the Company or relating to its business and shall not retain or make copies of these items. Upon termination of employment, you will also return all company property/asset, which may be in your possession.
- j) Your services shall be liable to be terminated by the Company, if you are found to be medically unfit or if you remain absent due to continued ill health or if you are indulged in act of insubordination, interference, corrupt practices, any misconduct, breach of trust, non-compliance with the administrative orders or any provision of rules or if it has been found that the declaration of information including that given in seeking employment furnished by you found false and/or misleading and/or it has been found that you had willfully suppressed any information to the company, or if you are declared insolvent or convicted of any offence involving any moral turpitude or found suspected of fraud or misappropriation of money or other assets of the company or due to your lack of performance.
- k) In case of breach of the conditions, you shall be liable, in addition to termination of services to pay damages to the extent of loss suffered by the company. In case of default, the company shall be entitled to withhold and appropriate your salary and other monetary benefits due to you till such times as the said amount is fully recovered. In spite of such appropriation if any amount remains to be recovered, the same shall be payable by you to the company.
- l) Mindpool Technologies Ltd. reserves the right to modify, alter the Company's policies and reserves the right to vary or modify any or all of the above terms and conditions which shall be binding on you in lieu thereof, from time to time.
- m) You will be governed by the Code of Conduct, discipline, rules and regulations as laid down by the Company, the same can be modified and updated from time to time, and these will be deemed to form an integral part of this contract of employment.

15. Notes for CTC Break-up:

- **Bonus/Ex Gratia:** Above mentioned amount is Per Annum, but monthly amount will be paid in the Salary.
- **Gratuity:** Gratuity amount is payable as per law only.
- **ESIC (if eligible):** It is a medical benefit deduction which employee gets through govt only.
- **Income Tax/TDS:** It will be deducted from monthly salary as per Slab/Investment declaration.
- **Labour Welfare Fund:** Amount will be deducted as per State Act.
- **Profession Tax:** Amount will be deducted as per State Act. For Maharashtra, in February month Rs.300/- will be deducted as PT.
- **Transport:** Transportation facility will not be provided by Mindpool Technologies.
- **Group Mediclaim Policy:** You will be provided with Group Mediclaim Insurance for Self.
- **Group Accident Policy:** You will be covered under Group Accident Insurance Policy.



Annexure-1: CTC Structure

Salary Component	Amount (Rs)	
	Per Month	Per Annum
A) Gross Payments		
Basic and DA	16,000	192,000
House Rent Allowance	3,200	38,400
Special Allowance	11,480	137,760
Total (A)	30,680	368,160
B) Employer Contribution Total in CTC		
Provident Fund	1,950	23,400
ESIC/Group Insurance (Accident/Medicaid)	75	900
Bonus Paid Monthly	1,333	15,996
Total (B)	3,358	40,296
Total CTC (A + B)	34,038	408,456
C) Deduction Head		
Profession Tax	200	2,400
Provident Fund	1,800	21,600
Total (C)	2,000	24,000
D) Net Payment		
Net Take Home	30,013	360,156
Total (D)	30,013	360,156

Appointment letter has only brief details so please go through all the policies in Employee Policy Manual available on Portal. If the terms and condition are acceptable, please take the print of this letter & submit acknowledged copy to HRD on receipt of the appointment letter.

We wish you all the best & looking forward for your long-term association with us.

For Mindpool Technologies Ltd.

Acceptance by Employee

Geetanjali Nagwade

Geetanjali Nagwade
HR-Department

Aniket Suresh Kumbhar
Signature of Employee





53

Clean Harbors India LLP
10th Floor, The Skyview Tower 20,
Raidurgam (V), Serilingampally (M),
RR (D), Hyderabad - 500081, Telangana, India.
Contact Number: +91 40 6829 0000
Mail ID: contact.CHI@cleanharbors.com
CIN: AAK-8400 GSTIN: 36AAMFC9044J2ZI

Strictly Confidential

September 06, 2023

CHIOFR/22#1105

Mandar Manoj Chavan
mandar12mr@gmail.com
136, Shaniwar Peth
Mulik Galli, Karad
Satara - 415110
Maharashtra, India

Sub: Offer of employment with Clean Harbors India

Dear Mandar:

With reference to your application and subsequent interviews with us, we are pleased to offer you employment with Clean Harbors India (**CH India** or **Clean Harbors India**) with the following details.

Offer Details:

1. **Position** : Junior Associate
2. **Band** : A
3. **Start Date** : September 25, 2023
4. **Reporting Time** : 2:00 PM (only on the day of joining)
5. **Reporting address** : 7th Floor, Smartworks Coworking Spaces Private Limited, M-Agile, Pan Card Club Road, Baner, Pune - 411045, Maharashtra, India
6. **Probationary Period** : Three (3) Months
7. **Job Location** : Pune
8. **Annual Compensation** : ₹350,004 (For breakup of compensation, please refer Annexure A)
9. **Reporting Manager** : Santu Das

Other Benefits:

- a) **Leaves and Holidays:** You will be entitled for ten (10) days of declared and approved national or festival holidays, eighteen (18) days of Privilege Leave, twelve (12) days of General Leave and five (5) days of Discretionary Leave every calendar year (Jan to Dec) and pro-rated based on your date of joining.
- b) **Medical Insurance:** You and your family comprising of 5 dependents (Spouse, 2 Children and Parents or In-laws) will be entitled to company provided medical insurance floater coverage of 6 Lakhs.
- c) **Accidental and Term Life Insurance:** You will be entitled to Group Accidental Insurance and Group Term Life Insurance coverage of 3 times of your annual compensation with a minimum coverage of 25 Lakhs.

"People and Technology Creating a Safer, Cleaner Environment"





- d) **Provident fund:** Company will contribute PF, as per the provisions of Employees' Provident Fund and Miscellaneous Act, 1952, as applicable.
- e) **Other benefits:** You will be eligible for the other benefits as provided by the company, subject to change and revisions from time to time.

We would appreciate you joining on **September 25, 2023** . Any change to your start date shall be communicated in writing by either side and is subject to the approval of the undersigned.

This offer of employment is made based on the information provided by you in your application and discussions during the interview process. The offer is liable for change or cancelation if any of the information provided by you is found to be false at a later stage. The decision of the management shall be final and binding.

This offer and the commencement of your employment is contingent on the following (unless expressly waived by CH India in writing):

1. Submission of the following documents:
 - i) Copies of Offer & Relieving letter from all previous employer (If any)
 - ii) Copies of all your educational qualifications
 - iii) Address/ID proof
 - iv) PAN Card Copy
 - v) AADHAAR number
 - vi) Passport front and back pages
 - vii) Latest passport photo with white background only
 - viii) Any other documents advised by management.
2. Valid termination of any pre-existing employment before the start date; (If any)
3. Executing an employment agreement on the start date
4. Successful completion of a background investigation conducted by CH India

If you fail in the above investigation, or do not cooperate or provide assistance in undergoing such investigation, this conditional offer will immediately be withdrawn without any claim against, or liability to CH India.


You hereby consent to Clean Harbors India collecting, processing and handling information including sensitive personal information for legal, personnel, administrative and management purposes, including for the purpose of conducting background checks or other future investigations.





This letter shall be governed by the laws of India. The courts at Hyderabad shall have the exclusive jurisdiction over all disputes or claims between you and CH India under this letter.

Please sign and return a copy of this offer letter confirming your acceptance within three days of receiving this letter. This letter is meant to be an offer of employment and does not in itself give rise to an employer-employee relationship between you and Clean Harbors India. Any employer-employee relationship is only meant to arise upon execution of the employment contract that will be provided to you at the time of joining. Upon execution of the employment agreement, this letter shall form a part of the terms of your employment and shall be read together with the appointment letter.


for Clean Harbors India
S V V Rama Krishna

Senior Vice President – Human Resources



Agreed and Executed
Mandar Manoj Chavan







APPENDIX- A

ANNEXURE 1 - SALARY STRUCTURE		
Name	Mandar Manoj Chavan	
Designation	Junior Associate	
Band	A	
Date of Joining	September 25, 2023	
Component	Amount Per Month	Amount Per Annum
Fixed Components		
Basic	14,583	174,996
HRA	5,833	69,996
Special Allowance	5,451	65,412
Flexi Kitty Components		
LTA	1,000	12,000
Phone & internet	500	6,000
Meal Voucher		
Total Gross Salary	27,367	328,404
Employer PF	1,800	21,600
Retiral Benefits	1,800	21,600
Total Compensation	29,167	350,004

*You shall also be entitled to receive gratuity in accordance with the provisions of the Payment of Gratuity Act, 1972, should you exit from CH India after completing 5 years or more of continuous service.


for Clean Harbors India
S V V Rama Krishna
Senior Vice President – Human Resources


Agreed and Executed
Mandar Manoj Chavan





Date: 01 Apr 2022

Mr Harishchandra Vilas Pawar
C/O Vilas Pawar SharadnagarAkurdiPune

CityPune 411035

Employee No: 2400406
Dear Mr Harishchandra Vilas Pawar

Appointment Letter

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

1. Your contract will commence from 01 Apr 2022 and expire on 31 Jul 2022 during which you will render services to our Client at their premises subject to the terms and conditions of the engagement letter executed by you on 01 Apr 2022 and in accordance to the instructions received by you from us or any other authorized person and will be bound by our rules and regulations.
2. You hereby agree to be liable for the following terms and conditions:
 - i. Fully perform the services, in a professional manner, at the Client's location until the completion of the term of the work assignment.
 - ii. During the term of the work assignment, render services exclusively to the Client and such performance shall not be inconsistent with any obligation you may have to other third parties.
 - iii. Not engage in any conduct which is detrimental to the interest of the Client or TeamLease.
 - iv. Not receive any payments of any nature directly or indirectly from the Client unless agreed to by TeamLease.
 - v. Neither directly nor indirectly offers you for employment with the Client or its affiliates during the period of the work assignment without prior permission of TeamLease.
 - vi. Extend all cooperation to the Client's employees, consultants, representatives, etc, and do all such things as may be necessary and comply with all terms of the Appointment letter so as to effectively undertake the work.
 - vii. Report and be present at the designated location during the working hours mentioned herein and abide by the rules and regulations as required by the Client.
 - viii. Comply with the safety, health and other rules and regulations of TeamLease and the TeamLease Client that you have been made aware of.
 - ix. During the course of your contract, you can be transferred to a location within the territory of India as and when required by TeamLease for executing the services provided herein.
3. Should you be selected to perform the Work Assignment, the nature of your relationship with TeamLease will be that of a Contract of Service for a fixed period. By executing this letter of engagement neither do we offer you employment with TeamLease nor do you become an employee of TeamLease. Upon expiry or termination of the Work Assignment, your employment with TeamLease shall stand terminated forthwith.
4. Except for expiry of a Work Assignment due to completion/expiry of the same or in respect of a Work Assignment of one week or a lesser period of time, either party may terminate this Work Assignment Letter by issuing 15 days notice in writing or payment thereof.
5. Termination of this letter of engagement shall not affect the obligations of the parties that have been incurred prior to such termination and TeamLease shall promptly settle all your dues after making the applicable deductions.
6. You agree to defend, indemnify and hold TeamLease or the Client harmless from any and all claims, damages, liability, attorneys fees and expenses on account of your failure to satisfy any of your obligations under this work assignment letter or for misconduct or for violation of any law or creation of any legal liability by you.
7. Any dispute between you and TeamLease shall be referred to a sole arbitrator appointed by TeamLease. The arbitration shall be conducted in English language, in accordance with the Arbitration and Conciliation Act 1996, at Bangalore, Karnataka, India. This Engagement Letter shall be governed by the laws of India.
8. Details of your salary breakup will be as per the Annexure attached herein. You hereby authorize TeamLease to

**This is a system generated document. Any unauthorized use, disclosure, dissemination, or copying of this document is strictly prohibited and may be punishable.

Doc ID: TL/D20198D3607

TeamLease Services Limited., CIN No. L74140KA2000PLC118395
Registered Address: BMTc Commercial Complex, 6th Floor, 80 Feet Road, Koramangala, Bangalore - 560095
Ph : (91-80) 33002345, Fax : (91-80) 33243001 www.teamlease.com



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

9. The salary payout will be made latest by 9th of the following month.
10. You will be entitled to an employer's contribution of Provident fund to the extent of 12% of your basic salary and applicable ESI contribution. You will also be covered under Medical and Accident Insurance and will be entitled to all other statutory benefits whichever is applicable during the contract period. It is hereby clarified that if you fail to submit the ESIC, PF, Gratuity nomination forms together with any other document as required under the applicable labour legislations, TeamLease shall not incur any liability with regards to any Claims under the said applicable labour legislations.
11. In addition to the terms contained herein, your relationship with TeamLease may be subject to such other additional terms and conditions as may be communicated to you from time to time in writing by TeamLease and you hereby agree to have read and clearly understood the terms of employment provided in the Service Rules, which is attached herein.
12. During your employment with TeamLease, if we find any irregularity or insufficiency in the documents submitted by you, this Appointment Letter would stand cancelled/revoked.
13. The nature of your relationship with TeamLease will be that of contract of service from 01 Apr 2022 to 31 Jul 2022. Upon expiry or termination of the work Assignment, your employment with TeamLease shall stand terminated forthwith.

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

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

ENDORSEMENT

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

For TEAMLEASE SERVICES LIMITED

Accepted and Agreed



(Authorized Signatory)

Signature and date:

Name: HARISHCHANDRA VIJAS BAIKAP



This is a system generated document. Any unauthorized use, disclosure, dissemination, or copying of this document is strictly prohibited and may be unlawful.

Doc ID: TL/D20198D3607

Salary Annexure

Employee No: 2400406

Particulars	Amount
Basic	13500
House Rent Allowance	5400
Employer PF Contribution	1800
Insurance	63
Other Allowance	6726
Employee Compensation	54
Total Amount	27543
Amount In Words(Rs)	Twenty Seven Thousand Five Hundred Forty Three Rupees

Net Pay Annexure

EARNINGS	Amount
Basic	13500
House Rent Allowance	5400
Other Allowance	6726
Gross Earnings	25626
DEDUCTIONS *	Amount
Employee PF	1800
Professional Tax	200
Total Deduction	2000
Net Salary	23626

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

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

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

Mandatory Training Programme - Prevention of Sexual Harassment at Work Place - The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act 2013 (Act)

In accordance with the provisions of the above Act and the Policy of the Company to create awareness on prevention of sexual harassment at workplace, we urge you to undergo an online training programme, on the subject matter.

Please note that undergoing online training is mandatory for this engagement.

The link to undergo the programme and complete the evaluation is given below.

Link : <https://connect.teamlease.com/Learning>

The training programme shall be conducted on a regular basis every year. Please complete the training programme within 15 days of receipt of this letter, after which it shall be treated as a deemed confirmation that you have understood your responsibilities in ensuring a safe workplace.





Stantec ResourceNet India Pvt. Ltd.
Office No. 701, 702, Amer Tech Park
Survey No 31 & Survey No 33,
Ratnawadi, Pune 411045, India

CIN: U22206MH2008PCT0177379
Telephone: (+9120) 43109000
GST No: 27AAT05M4228P1-23
Email: hr@stantec.com

Private and Confidential

4th August 2023

Vishakha Pramod Nirkhe
Survey no-35/03/01, Near Church,
Dattawadi, Akurdi, Pune-35.

Ph: +91 7040625074
E-mail: vishm0303@gmail.com

Sub: Appointment as Project Accounting Admin

Dear Vishakha,

Congratulations. On behalf of Stantec ResourceNet India, we are delighted to extend this offer of employment as **Project Accounting Admin** on the terms and conditions mentioned below. We trust that your knowledge, skills and experience will be among our most valuable assets.

- (1) **Date of Joining** - Your employment with Stantec will commence on **21st August 2023**.
- (2) **Salary** - Your annual CTC is Rs. **320,000/-** with base salary of Rs. **274,742/-**. The detailed break up of your CTC is attached.
- (3) You will be on a standard probation period of 6 months.
- (4) A detailed appointment letter along with terms & conditions will be issued on joining.
- (5) Your next salary review will be in January 2024.

This offer has been made on the basis of information you provided in your application and during the interviewing process.

We wish to welcome you to the Stantec family and look forward to your contributions towards *Building a Better World*. If you have any questions or comments, please feel free to contact us at sarang.upte@stantec.com.

Yours faithfully,



Nilesh Sant
HR Manager - India

Note:

By signing your acceptance to this offer, you agree to the following:

- 1. You will join on **21st August 2023**.
- 2. You must have your passport ready at the earliest & submit a copy of the same as soon as possible, but definitely within a month of joining.
- 3. You will submit a copy of your receipted resignation from your current employment within a week of this offer.
- 4. You will submit a relieving letter or letter of acceptance of your resignation issued by your current employer at the time of joining.

I have read and understood the contents of this letter and am pleased to accept this position with Stantec.

Signature: Date : 07/08/2023

Name : Vishakha Nirkhe Place : Akurdi



Annual CTC (Cost to Company), break up.

Particulars	Monthly	Annual
Basic Salary	15,000	180,000
House Rent Allowance	6,000	72,000
Flexi Pay	1,895	22,742
Total Base Pay	22,895	274,742
Ex-Gratia (Paid Monthly)	1,250	15,000
PF (12% of Basic) Company Contribution	1,800	21,600
Gratuity (@ 4.81%)	722	8,658
Annual CTC	26,667	320,000



Nilesh Sant
HR Manager - India

I accept.

Signature: 

Date: 07/08/2023





Stantec ResourceNet (India) Pvt. Ltd.
Office No 701, 702, Amar Tech Park,
Survey No 31 & Survey No 33,
Balewadi, Pune 411045, India

CIN: U72200PN2008PTC131379
Telephone: (+9120) 63109000
GST No.: 27AAF0M4225P1Z3
StantecIndia@stantec.com

Private and Confidential

14th August 2023

Anjali Moreshwar Pardikar
Keshav City Road, In front of Shani Mandir,
Kunghatkar Layout, Sindhli Meghe Wardha 442001.

Ph.: +91 7620849961
E-mail: anjalipardikar31116@gmail.com

Sub: Appointment as Project Accounting Admin

Dear Anjali,

Congratulations. On behalf of Stantec ResourceNet India, we are delighted to extend this offer of employment as **Project Accounting Admin** on the terms and conditions mentioned below. We trust that your knowledge, skills and experience will be among our most valuable assets.

- (1) **Date of Joining** - Your employment with Stantec will commence on **21st August 2023**.
- (2) **Salary** – Your annual CTC is Rs. **320,000** /- with base salary of Rs. **274,742** /-. The detailed break up of your CTC is attached.
- (3) You will be on a standard probation period of 6 months.
- (4) A detailed appointment letter along with terms & conditions will be issued on joining.
- (5) Your next salary review will be in January 2024.

This offer has been made on the basis of information you provided in your application and during the interviewing process.

We wish to welcome you to the Stantec family and look forward to your contributions towards *Building a Better World*. If you have any questions or comments, please feel free to contact us at sarang.apte@stantec.com.

Yours faithfully,

Nilesh Sant
HR Manager - India

Note:

By signing your acceptance to this offer, you agree to the following:

- 1. You will join on **21st August 2023**.
- 2. You must have your passport ready at the earliest & submit a copy of the same as soon as possible, but definitely within a month of joining.
- 3. You will submit a copy of your receipted resignation from your current employment within a week of this offer.
- 4. You will submit a relieving letter or letter of acceptance of your resignation issued by your current employer at the time of joining.

I have read and understood the contents of this letter and am pleased to accept this position with Stantec.

Signature: _____ Date : _____

Name : _____ Place : _____



Annual CTC (Cost to Company), break up.

Particulars	Monthly	Annual
Basic Salary	15,000	180,000
House Rent Allowance	6,000	72,000
Flexi Pay	1,895	22,742
Total Base Pay	22,895	274,742
Ex-Gratia (Paid Monthly)	1,250	15,000
PF (12% of Basic) Company Contribution	1,800	21,600
Gratuity (@ 4.81%)	722	8,658
Annual CTC	26,667	320,000



Nilesh Sant
HR Manager - India



I accept.

Signature: _____

Date:



Stantec ResourceNet (India) Pvt. Ltd.
Office No 701, 702, Amar Tech Park,
Survey No 31 & Survey No 33,
Balewadi, Pune 411045, India

CIN: U72200PN2008PTC131379
Telephone: (+9120) 63109000
GST No.: 27AAF0M4225P1Z3
StantecIndia@stantec.com

Private and Confidential

14th August 2023

Aarti Dhanraj Patil
B1-41 "Vinayak" Rajanigandha Housing society,
Walhekarwadi, chinchwad, Pune. 411033.

Ph.: +91 7720965271
E-mail: aartidpatil0701@gmail.com

Sub: Appointment as Project Accounting Admin

Dear Aarti,

Congratulations. On behalf of Stantec ResourceNet India, we are delighted to extend this offer of employment as **Project Accounting Admin** on the terms and conditions mentioned below. We trust that your knowledge, skills and experience will be among our most valuable assets.

- (1) **Date of Joining** - Your employment with Stantec will commence on **21st August 2023**.
- (2) **Salary** - Your annual CTC is Rs. **320,000** /- with base salary of Rs. **274,742** /-. The detailed break up of your CTC is attached.
- (3) You will be on a standard probation period of 6 months.
- (4) A detailed appointment letter along with terms & conditions will be issued on joining.
- (5) Your next salary review will be in January 2024.

This offer has been made on the basis of information you provided in your application and during the interviewing process.

We wish to welcome you to the Stantec family and look forward to your contributions towards *Building a Better World*. If you have any questions or comments, please feel free to contact us at sarang.apte@stantec.com.

Yours faithfully,

Nilesh Sant
HR Manager - India

Note:

By signing your acceptance to this offer, you agree to the following:

1. You will join on **21st August 2023**.
2. You must have your passport ready at the earliest & submit a copy of the same as soon as possible, but definitely within a month of joining.
3. You will submit a copy of your receipted resignation from your current employment within a week of this offer.
4. You will submit a relieving letter or letter of acceptance of your resignation issued by your current employer at the time of joining.

I have read and understood the contents of this letter and am pleased to accept this position with Stantec.

Signature: _____ Date : _____

Name : _____ Place : _____

Design with community in mind



Annual CTC (Cost to Company), break up.

Particulars	Monthly	Annual
Basic Salary	15,000	180,000
House Rent Allowance	6,000	72,000
Flexi Pay	1,895	22,742
Total Base Pay	22,895	274,742
Ex-Gratia (Paid Monthly)	1,250	15,000
PF (12% of Basic) Company Contribution	1,800	21,600
Gratuity (@ 4.81%)	722	8,658
Annual CTC	26,667	320,000



Nilesh Sant
HR Manager - India

I accept.

Signature: _____

Date:





Stantec ResourceNet (India) Pvt. Ltd.
Office No 701, 702, Amar Tech Park,
Survey No 31 & Survey No 33,
Balewadi, Pune 411045, India

CIN: U72200PN2006PTC131379
Telephone: (+9120) 63109000
GST No.: 27AAF04225P1Z3
StantecIndia@stantec.com

Private and Confidential

9th August 2023

Shubham Dipak Shimpi
2304, Ganpati mandir Jayvant Chouk Nandurbar,
Nandur, Maharashtra, 425412.

Ph.: +91 9075738223
E-mail: shubhamshimpi38@gmail.com

Sub: Appointment as Project Accounting Admin

Dear Shubham,

Congratulations. On behalf of Stantec ResourceNet India, we are delighted to extend this offer of employment as **Project Accounting Admin** on the terms and conditions mentioned below. We trust that your knowledge, skills and experience will be among our most valuable assets.

- (1) **Date of Joining** - Your employment with Stantec will commence on **21st August 2023**.
- (2) **Salary** - Your annual CTC is Rs. **320,000** /- with base salary of Rs. **274,742** /-. The detailed break up of your CTC is attached.
- (3) You will be on a standard probation period of 6 months.
- (4) A detailed appointment letter along with terms & conditions will be issued on joining.
- (5) Your next salary review will be in January 2024.

This offer has been made on the basis of information you provided in your application and during the interviewing process.

We wish to welcome you to the Stantec family and look forward to your contributions towards *Building a Better World*. If you have any questions or comments, please feel free to contact us at sarang.apte@stantec.com.

Yours faithfully,

Nilesh Sant
HR Manager - India

Note:

By signing your acceptance to this offer, you agree to the following:

1. You will join on **21st August 2023**.
2. You must have your passport ready at the earliest & submit a copy of the same as soon as possible, but definitely within a month of joining.
3. You will submit a copy of your receipted resignation from your current employment within a week of this offer.
4. You will submit a relieving letter or letter of acceptance of your resignation issued by your current employer at the time of joining.

I have read and understood the contents of this letter and am pleased to accept this position with Stantec.

Signature: _____ Date : _____

Name : _____ Place : _____

Design with community in mind



Annual CTC (Cost to Company), break up.

Particulars	Monthly	Annual
Basic Salary	15,000	180,000
House Rent Allowance	6,000	72,000
Flexi Pay	1,895	22,742
Total Base Pay	22,895	274,742
Ex-Gratia (Paid Monthly)	1,250	15,000
PF (12% of Basic) Company Contribution	1,800	21,600
Gratuity (@ 4.81%)	722	8,658
Annual CTC	26,667	320,000



Nilesh Sant
HR Manager - India

I accept.

Signature: _____

Date:





Date: Apr 14, 2023
Offer No : QS3058085

SHREELAKSHMI PILLAI
AJMERA , ATUL CO.OP SOCIETY, O SECTOR, FLAT NO. O/B-4/2/001, PIMPRI-PUNE
411018N
PUNE
MAHARASHTRA

FIXED TERM EMPLOYMENT CONTRACT

Dear **SHREELAKSHMI PILLAI**

We are pleased to offer you employment at QUESS Corp Limited for a fixed period of employment as per the following terms:

DEPUTATION:

You are deputed to Client under this Contract. The terms of employment is exclusively with QUESS, the employee shall never be deemed to be the employee of the client, where you have been deputed under this Contract.

You will with effect from APR 17, 2023 be deputed by QUESS, to work at client's office / premises at any of their locations.

During the course of your contract, you can be transferred to a location within the territory of india as and required by Quess for rendering the services under this contract

TENURE:

The term of your Contract shall be valid from APR 17, 2023 to MAR 13, 2024.

COTERMINOUS:

Notwithstanding the Tenure of this Contract, in the event of the project / work / deputation for

Quess Confidential
This is a system generated letter

Offer No : QS3058085

Page 1

QUESS Corp Ltd

3/3/2, Bellandur Gate, Sarjapur Road, Bangalore - 560103, Karnataka, India
<http://www.quesscopy.com> | Toll Free No: 1800-572-3333



TO CHECK IF YOUR OFFER LETTER IS GENUINE
Open the camera on your smart phone and scan.



which you are being employed terminates before your Contract end period, this Contract shall be coterminous with the project / work.

LOCATION:

You are required to work at client's location at PUNE.

POSITION:

You are appointed as ASSOCIATE.

REMUNERATION:

The details of your salary break up with components are as per the enclosure attached herewith.

EXTENSION:

Unless otherwise notified to you in writing this contract of employment would be valid MAR 13, 2024 from the date of you joining QUESS. This contract may be considered for an extension depending on the client and QUESS's requirements. The extension of contract period would be considered on fresh terms as agreed between you and QUESS through a separate mutually executed contract of employment. QUESS shall inform you in writing of the extension requirements.

WORKING HOURS:

You will follow the working hours of the client where you will be deputed. You may have to work on shifts, based on the client's requirement. Your attendance will be maintained by the Reporting Officer of the client, which needs to be mandatorily sent to the contact person at QUESS within the cut-off date as mutually agreed for pay-roll processing.

TERMINATION & SUSPENSION:



Quess Confidential
This is a system generated letter

Offer No : QS3058085

Page 2

QUESS Corp Ltd
3/3/2, Bellandur Gate, Sarjapur Road, Bangalore - 560103, Karnataka, India
<http://www.quesscopy.com> | Toll Free No: 1800-572-3333



TO CHECK IF YOUR OFFER LETTER IS GENUINE.
Open the camera on your smart phone and scan.



At the time of termination of the employment either due to termination by either you or the Company or upon the lapse of the term of employment, if there are any dues owing from you to the Company, the same may be adjusted against any monies due to you by the Company on account of salary including bonus or any other payment owned to you under the terms of your employment.

During the tenure of your Contract, any deviation or misconduct in any form that were noticed by the company or if there are any breach of internal policies or any regulation that was mutually agreed to be complied with, QUESS or principal employer has the rights and authority to suspend your services until you are notified to resume work in writing. QUESS reserves all such right to withheld full or a portion of your salary during such suspension period.

NOTICE PERIOD:

In the eventuality if you wish to separate from the organization you will need to give 15 day's notice in writing. The Contract can be terminated at the discretion of QUESS subject to 15 day's notice.

However due to breach of code of conduct, misbehavior or indiscipline etc, then in such cases, QUESS will have / reserve rights to terminate immediately without giving notice period.

INDEMNITY:

You shall be responsible for protecting any property of the Client entrusted to you in the due discharge of your duties and you shall indemnify the client if there is a loss of any kind to the said property.

CODE OF CONDUCT:

You shall not engage in any act subversive of discipline in the course of your duty/ies for the Client either within the Client's organization or outside it, and if you were at any time found indulging in such act/s, the Company shall reserve the right to initiate disciplinary action as is deemed fit against you.



Quess Confidential
This is a system generated letter

Offer No : QS3058085

Page 3

QUESS Corp Ltd

3/3/2, Bellandur Gate, Sarjapur Road, Bangalore - 560103, Karnataka, India
<http://www.quesscorp.com> | Toll Free No: 1800-572-3333



TO CHECK IF YOUR OFFER LETTER IS GENUINE.

Open the camera on your smart phone and scan.

HOLIDAYS:

You will be entitled to paid holidays in a year as notified by the company from time to time.

ADDRESS FOR COMMUNICATION:

The address of communication for the purpose of service of notice and other official communication to the company shall be the registered address of the company. The address of communication and service of notice and other official communication is the address set out as above and your present residential address namely. In the event there is a change in your address, you shall inform the same in writing to the Management and that shall be the address last furnished by you, shall be deemed to be sufficient for communication and shall be deemed to be effective on you.

BACKGROUND VERIFICATION:

The company reserves the right to have your back ground verified directly or through an outside agency. If on such verification it is found that you have furnished wrong information or concealed any material information your services are liable to be terminated.

ABSENTEEISM:

You should be regular and punctual in your attendance. If you remain absent for 5 consecutive working days or more without sanction of leave or prior permission or if you over stay sanctioned leave beyond 5 consecutive working days or more it shall be deemed that you have voluntarily abandonment your employment with the company and your services are liable to be terminated accordingly.

RULES AND REGULATIONS:

You shall be bound by the Rules & Regulations framed by the company from time to time in relation to conduct, discipline and other service conditions which will be deemed as Rules, Regulation and order and shall form part and parcel of this letter of appointment.



Quess Confidential
This is a system generated letter

Offer No : QS3058085

Page 4

QUESS Corp Ltd

3/3/2, Bellandur Gate, Sarjapur Road, Bangalore - 560103, Karnataka, India
<http://www.quesscorp.com> | Toll Free No: 1800-572-3333



TO CHECK IF YOUR OFFER LETTER IS GENUINE.
Open the camera on your smart phone and scan.



OTHER TERMS OF CONTRACT:

In addition to the terms of appointment mentioned above, you are also governed by the standard employment rules of QUESS (as per Associate Manual). The combined rules and procedures as contained in this letter will constitute the standard employment rules and you are required to read both of them in conjunction.

JURISDICTION:

Notwithstanding the place of working or placement or the normal or usual residence of the employee concerned or the place where this instrument is signed or executed this Contract shall only subject to the jurisdiction of the High Court of Judicature of Karnataka at Bangalore and its subordinate Courts.

DEEMED CANCELLATION OF CONTRACT:

The Contract stands cancelled and revoked if you do not report to duty within 3 days from the date of joining & your act will be construed as deemed and implied rejection of the offer of employment from your side; hence no obligation would arise on the part of the company in lieu of such Employment Contract issued.

HEALTH AND SAFETY:

You are expected to follow the General Safety Rules, as well as specific safety rules for specific work locations or job tasks. You are responsible for ensuring your own personal health and safety, and that of others in the workplace. Complying with any reasonable directions (such as safe work procedures, wearing personal protective equipment) given by management for health and safety. Because Quess take safety matters seriously, failure to follow the rules could result in discipline up to and including termination based on the severity of the rule violation. If you need training to safely perform any of your job tasks, please notify your supervisor or the Safety Coordinator.

ID CARD:



Quess Confidential
This is a system generated letter

Offer No : QS3058085

Page 5

QUESS Corp Ltd

3/3/2, Bellandur Gate, Sarjapur Road, Bangalore - 560103, Karnataka, India
<http://www.quesscorp.com> | Toll Free No: 1800-572-3333



TO CHECK IF YOUR OFFER LETTER IS GENUINE.
Open the camera on your smart phone and scan.

Basis requirement, You will be issued ID Card at the time of joining. Displaying your ID Card is mandatory during your duty hours. At the time of Exit, You will be required to submit the ID Card to our COE Centre (Address Given Below). In case, you fail to submit your ID Card, you will be liable to pay back Rs.50/- and it will be recovered from your Full & Final Settlement.

Quess Corp Limited
COE (Centre Of Experience)
8th Floor, A-19,31 Raghukul Tower,
Sirsi Road, Khatipura (T-Point)
Jaipur, Rajasthan 302021

Note:

1. It is Employee responsibility to submit the card to COE Centre and also share the Courier Receipt over email idcards@quesscorp.com with subject line OMS ID/Employee ID.
2. In case Employee notify that He / She has lost the Card then they have to mandatorily notify it in written (Email / Letter) to idcards@quesscorp.com

You shall report to work on Apr 17 2023 at the clients place.

You are requested to bring the following documents at the time of joining:

1. Educational Certificates
2. Experience Letter / Relieving letter
3. Latest month pay slip
4. Photo ID proof
5. Address Proof
6. 5 passport size photographs
7. PAN card
8. UAN Card
9. Aadhaar Card

Here's wishing you the very best in your assignment with us and as a token of your understanding



Quess Confidential
This is a system generated letter

Offer No : QS3058085

Page 6

QUESS Corp Ltd
3/3/2, Bellandur Gate, Sarjapur Road, Bangalore - 560103, Karnataka, India
<http://www.quesscorp.com> | Toll Free No: 1800-572-3333



TO CHECK IF YOUR OFFER LETTER IS GENUINE.
Open the camera on your smart phone and scan.

and accepting of the standard terms of employment, you are requested to sign the duplicate copy of this letter and return to us within a day.

With warm regards,

For **QUESS Corp Limited.**



Tej Hans Raj Singh
Deputy CEO

I have read and understood the above mentioned terms and conditions of the Contract. I voluntarily accept the same. I shall abide to the terms and conditions mentioned therein and any amendments from time to time.

All the above mentioned terms and conditions will come in force from your date of joining, in case of no acceptance received before the first salary it would be deemed as acknowledged and accepted by you on receipt of your first salary.

Name:.....

Signature:.....

Place:.....

Date:.....



Quess Confidential
This is a system generated letter

Offer No : QS3058085

Page 7

QUESS Corp Ltd

3/3/2, Bellandur Gate, Sarjapur Road, Bangalore - 560103, Karnataka, India
<http://www.uesscorp.com> | Toll Free No: 1800-572-3333



TO CHECK IF YOUR OFFER LETTER IS GENUINE.
Open the camera on your smart phone and scan.



Compensation Sheet

Offer No: **QS3058085** Associate Name: **SHREELAKSHMI PILLAI**
Designation: **ASSOCIATE** Location: **PUNE**

Pay Heads	Rs. Monthly Pay	Rs. Annual Pay
Basic	11632	139584
Dearness Allowance	2106	25272
House Rent Allowance	687	8244
Other Allowance	12575	150900
Gross Salary	27000	324000

Employer's Contribution		
Employer Provident Fund	1950	23400
Insurance	240	2880
Workman Compensation	33	396
Total Contribution	2223	26676
Cost to Company: (CTC)	29223	350676

Deduction: (Subjected to change)		
Provident Fund	1800	21600
Professional Tax	200	2400
Total Deduction	2000	24000
Net Take Home	25000	300000

Dear Associate,

Please download the WorQ App on your mobile for a host of benefits

- Access all your HR Documents (PaySlip, Offer Letter, PF/ESIC/Insurance Nos, Form 16)
- Get Digital ID Card
- Get Easy Access to Quess helpline



Quess Confidential
This is a system generated letter

Offer No : QS3058085

Page 8

QUESS Corp Ltd

3/3/2, Bellandur Gate, Sarjapur Road, Bangalore - 560103, Karnataka, India
<http://www.quescorp.com> | Toll Free No: 1800-572-3333



TO CHECK IF YOUR OFFER LETTER IS GENUINE.
Open the camera on your smart phone and scan.

Fwd: Offer Letter for Gaurav Patil

1 message

shyam shelke <shyamshelke0@gmail.com>

12 October 2023 at 15:28

To: "S B Patil Inst.of Management. Placement" <placement.sbpatil@gmail.com>

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

From: **GAURAV PATIL** <gaurav.patil8451@gmail.com>

Date: Thu, Oct 12, 2023 at 11:42 AM

Subject: Fwd: Offer Letter for Gaurav Patil

To: shyam shelke <shyamshelke0@gmail.com>

This is my offer letter mail

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

From: **Square Yards** <offers@squareyards.com>

Date: Mon, Jul 3, 2023, 12:31 PM

Subject: Offer Letter for Gaurav Patil

To: <gaurav.patil8451@gmail.com>

Cc: <suhas.paithankar@squareyards.co.in>, <anisha.shetty@squareyards.co.in>, <paramjeet.singh01@squareyards.co.in>

Dear **Gaurav Patil**,

Congratulations!!

With reference to your application and subsequent interviews with us, we are pleased to offer you the position of **Associate Investment Manager** in our Company. Your beginning annual remuneration will be **INR 280,000/- (Enclosed: CTC break-up)**.

In addition you will be eligible to participate in:

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

Your joining location will be

Pune- (Amar Paradigm Baner)

Reporting Date & Time:

04-Jul-2023, 9:30 AM

Venue Detail:

315 Work Avenue, 4th floor, Amar Paradigm, Sr No. 110/11/3,
Baner - Mahalunge Rd, Opp Chroma, Baner, Pune, Maharashtra
411045

Contact Person:

Anisha Sarvotham Shetty

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

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

1. Highest Education Certificate and Mark sheets (10th, 12th, Graduation, PG)
2. Photo Id Proof - Passport / Driving License / Voter's ID
3. PAN card



4. Aadhar Card
5. 4 Passport size Photographs (in White Background)
6. Cancelled Cheque
7. CV (Resume)
8. Resignation Acceptance from your previous organization
9. EPF Number or UAN No.
10. Bank Statement

Should you need any clarification prior to joining, please feel free to get in touch with Anisha Sarvotham Shetty, Tel: 9921516384 Email: anisha.shetty@squareyards.co.in

We look forward to a mutually rewarding partnership.

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

Regards,

Human Resources
Square Yards Consulting Pvt. Ltd.

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

Accept

 CTC Breakup.pdf
73K



Gaurav Patil

	Yearly CTC	Monthly CTC
CTC	280,000	23,334
Earning		
Basic	182,000	15,167
HRA	76,400	6,367
Statutory Benefits		
PF (Employer Part)	21,600	1,800
Monthly Gross	258,400	21,534
PF (Employee Part)	21,600	1,800
P TAX	2,400	200
PA Cover	180	15
Medicclaim	4,800	400
Net Pay	229,420	19,119

*In the event of mutual separation, your notice period would be 0 days till you're on probation & 15 days after confirmation.

