



G.N.I.E.T., Nagpur

Metric No. 5.2.1

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

**GURU NANAK INSTITUTE OF ENGINEERING
& TECHNOLOGY, Nagpur**

Self-Study Report



Guru Nanak Educational Society's
**GURU NANAK INSTITUTE
 OF ENGINEERING & TECHNOLOGY**

APPROVED BY AICTE, DTE & AFFILIATED TO RTM NAGPUR UNIVERSITY, NAGPUR

Dahegaon, Opp IOC Petrol pump, Kalmeshwar Road, Nagpur- 441501 Ph. 07118 661400
 Website: www.gniet.ac.in E-mail: gnietnagpur@gmail.com



CRITERIA 5

Student Support and Progression

5.2.1 List of placement of outgoing students during the last five years .

TO WHOMSOEVER IT MAY BE CONCERNED

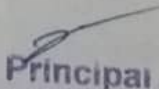
This is to certify that the list of placement of outgoing students during the last five years is given below. The copy of appointment letters of students placed in each year is attached.

Year	Name of student who has been placed	Program graduated from	Year of graduation	Name of the employer with contact details	Pay package at appointment (In INR per annum)	
2022-23	Silky Pandey	CSE	2023	INTELLIPAAT	9LPA	
	Anuj Thakur	CSE	2023		9LPA	
	Rugwed Tembhare	EE	2023	Extra Marks Education Pvt Ltd	4.5 LPA	
	Anuj Thakur	CSE	2023		4.5 LPA	
	Silky Pandey	CSE	2023		4.5 LPA	
	Suvendhu Shah	CSE	2023	Altius	1.68 TO 2.04 LPA	
	Mahesh Musale	EE	2023	AUOTCAL	2.10 LPA	
	Ravindra Hole	EE	2023		2.10 LPA	
	Shubham Rajapadwe	EE	2023		2.10 LPA	
	Manoj Katre	EE	2023		2.10 LPA	
	Sagar Nimkar	CSE	2023		Dhoot Transmission Pvt Ltd	1.89 LPA
	Nirbhay Bhoyar	CSE	2023			1.89 LPA
	Darshana Nasare	CSE	2023			1.89 LPA
	Suvendhu Shah	CSE	2023	1.89 LPA		
	Sejal Bhagat	CSE	2023	1.89 LPA		
	Pravin Uike	CSE	2023	1.89 LPA		
	Kartikeya Thakur	CSE	2023	1.89 LPA		
	Punam Budhe	CSE	2023	1.89 LPA		
	Sarvan Gour	EE	2023	1.89 LPA		
	Mahesh Musale	EE	2023	1.89 LPA		

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Trupati Chouragade	CSE	2023		1.89 LPA
Gayatri Gawande	CSE	2023		1.89 LPA
Karishma Ghonge	CSE	2023		1.89 LPA
Rughwed Tembhare	EE	2023	HCL	3.25 LPA
Anuj Thakur	CSE	2023	Hexaware Technology	3 LPA
Vaishnavi Madankar	CSE	2023		Selected for free training
Rohit Thakre	CSE	2023	Kiran Academy	
Silky Pandey	CSE	2023	Pie infocom	4.5 LPA
Arshiya Khan	CSE	2023	Planet Spark	6.50 LPA
Anuj Thakur	CSE	2023		
Rugwed Tembhare	EE	2023		
Suwendu Shah	CSE	2023		
Sagar Nimkar	CSE	2023	Qspiders	Selected for free training
Aharva Wankar	CSE	2023		
Abrar Khan	CSE	2023		
Rohit Thakre	CSE	2023		
Pallavi Satao	CSE	2023		
Tarun Hingwe	CSE	2023		4 to 6LPA
Sejal Bhagat	CSE	2023		4 to 6LPA
Rugwed Tembhare	EE	2023		4 to 6LPA
Darshana Nasare	CSE	2023	Teachnook	4 to 6LPA
Kartikeya Thakur	CSE	2023		4 to 6LPA
Bhawana Ikhari	CSE	2023		4 to 6LPA
Poornima Katwe	CSE	2023		4 to 6LPA
Vaishnavi Madankar	EE	2023		4 to 6LPA
Sarvan Gour	EE	2023	Academor	4 TO 6.5 LPA
Pallavi Meshram	CSE	2023		4 TO 6.5 LPA
Rohit Thakre	CSE	2023		4 TO 6.5 LPA
Ganesh Ashokrao burile	EE	2023	CP tech it solutions Pvt Ltd	9.6
Swapnil kanire	CSE	2023	Trust systems software	3 lpa
Kalyan ambatwar	EE	2023	Thales reliance defence system	4.8 LPA
Pallavi deoraaji ghonge	EE	2023	CEAT TYRES.pvt.ltd	3.7
Mayuri Tukaramji Shrungare	CSE	2023	Gurunanak institute of engineering and technology nagpur	15000
Swati wakode	MBA	2023	Northern trust	NA
Rahul Manohar Verma	EE	2023	Green engineers	12000


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2021-
22

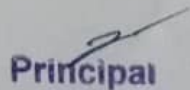
Prachi Gaupale	CSE	2022	Dhoot Transmission Pvt. Ltd. Aurangabad, 7507763764	1.68 Per Annum
Reshma R Gajbhiye	CSE	2022		
Taiksha Naresh Bagde	CSE	2022		
Bharti Ishwarkar	CSE	2022		
Rutika Watkar	CSE	2022		
Prajakta Waghmare	ETC	2022		
Pranali Khachane	ETC	2022		
Nandkumarkhod	EE	2022		
Sahil Dhurve	CSE	2022	Capgemini	4 Per Annum
Vidhi Makanwar	CSE	2022	Infosys	3.6 Per Annum
Mrunal Dubbalwar	CSE	2022		
Mrunal Dubbalwar	CSE	2022	Infocepts	3.62 Per Annum
Divya Meshram	CSE	2022		
Yogesh dhuware	CSE	2022		
Piyush Vishwakarma	CSE	2022	TCS	3.36 Per Annum
Paras Kohale	CSE	2022		
Nikita Naidu	CSE	2022		
Renuka Mahendra	CSE	2022		
Kanheri Rahul Kamble	EE	2022	Extramarks Education	6 Per Annum
Sumit Kathe	EE	2022	Wipro	3.6 Per Annum
				3.5LPA+5 Performance Incentive
Prachi Dhongade	EE	2022	Pratically	
Kanheri Rahul Kamble	EE	2022	Teachnook	4 Per Annum
Sahil Dhurve	CSE	2022	Capgemini	4 LPA
Rutika Hemant Manwatkar	CSE	2022	Psk Technologies Pvt.Ltd	1.5LPA
Yogesh dhuware	CSE	2022	Hel technologies Ltd	3.25
Anchal Bageshwar	ETC	2022	Internacia India Marketing pvt ltd	15000
Sahil Dhurve	CSE	2022	Capgemini	4LPA
Mrunal Dubbalwar	CSE	2022	Infocepts Technology	3.62
Lokesh mankar	EE	2022	Solar industries	6.35
			Flash veven machining and technology Pvt Ltd Pune	3 laes
Sonali Chalakh	EE	2022		
Divya Meshram	CSE	2022	InfoCepts	3.69
Ankit Komalwar	EE	2022	Mahindra and Mahindra	3.5L

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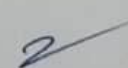


2020-21

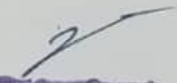
Shila deotale 8208622240	ETC	2021	Dtpl,Aurangabad	3lpa		
Satyamkumar Tete9011591792	EE	2021	QLC IndiaPune	400000		
Mohnit Dhansingh Dubey	CSE	2021	Aavas finance ltd	2.1L		
Yashasvi Khobragade	EE	2021	TCS	4.8L		
Mangesh Manoj Sonwane	CSE	2021	Perficient pvt ltd	5.5 lac per annum		
Bhalchandra Gangadhar Bhojar	EE	2021	Eureka Forbes Ltd	3.5 lpa		
Lakhan Guglot	EE	2021	Selectsys private limited	3 lac		
Pankaj Tiwari	EE	2021	Bps electricals	22000		
Sharmila Bablu Bhoumik	EE	2021	Nexzu mobility limited	2.7		
Hempushpa Sureshkumar Padoti	EE	2021	Hexaware	15k		
Arti Prasad	EE	2021	Samsidh International School	20000		
Tejal Shridhar raut	EE	2021	Nexzu mobility ltd	2.75		
Pankaj ingle	EE	2021	City union bank	30000		
Abhijit Naitam(7775985350)	EE	2021	Dhoot Transmission Pvt. Ltd. Aurangabad, HR Mr. Hukum Singh 7507763764	1.5 Per Annum		
Pratik Pande(7218233902)	EE	2021				
Priyanka Harangaokar(9284038592)	EE	2021				
Vaishali Ghakare(8999629458)	EE	2021				
Mayuri Bhojar(7507774889)	EE	2021				
Achal Thakur(7744991707)	EE	2021				
Amol Patil(8459657305)	EE	2021				
Monitai Uikey(7887415637)	EE	2021				
Ajay Walde(9518956151)	EE	2021				
Priyanka Borkar(9834139684)	EE	2021				
Harshal Atram(9850350114)	EE	2021				
Vaibhav Tondare(9175490059)	EE	2021				
Prachi Dhongade(9518962348)	EE	2021				
Nagma Sheikh (7391834476)	MBA	2021			Royals Webtech Pvt.Ltd.(8788447944)	1.68 Laes CTC
Manish sable(9975217131)	MBA	2021			Valethi Technologies LLP (0712-2222619)	3.00Laes CTC


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2020-21	Deepali Gedam(7304617531)	MBA	2021	Innovation Engineering & constructions ltd.(7798388880)	2.40 Lacs CTC
	Shubham Kamdi(7420013908)	MBA	2021	Accenture (8061180002)	10.00 Lacs
	Dipika Sahare	CSE	2021	Dhoot Transmission Pvt. Ltd. Aurangabad, HR Mr. Hukum Singh 7507763764	1.5 Per Annum
	Arati .V.Khokale	CSE	2021		
	Akash Nagalwade	CSE	2021		
	Awadhoot P. Bhawar	CSE	2021		
	Kiran Sahare	CSE	2021		
	Sakshi Atkar	CSE	2021		
	Antara Patil	CSE	2021		
	Shrutika Bidwan	CSE	2021		
Sarang U. Takit	CSE	2021			
Vibhali Mohatkar	CSE	2021			
Chetna Madavi	CSE	2021			
Shila A. Deotale	ETC	2021			
2019-20	Jeewan S Bawane8208123914	EE	2020	Shree mahalaxmi jagdamba sansthan koradi	1.8 lakh
	Neha Sontakke	MBA	2020	Career Point Computer Institute	1.12 lakh
	Bharti Dongre		2020	Tata Consultancy Services	2.00 lakh
	Ms. Deepti Shende	ETC	2020	CAP Gemini technology and Services	1.12 lakh
	Ms. Harshali Sanjayji Jivtode	ETC	2020	ActioHX Pvt. Ltd.	2.00 lakh
	Ms. Lina Ganesh Bajirao	ETC	2020	CAP Gemini technology and Services	4 Per Annum
	Ms. Nisha Ramesh Tople	ETC	2020	TATA Elxsi limited	2.00 lakh
	Ms. Prajakta Ninave	ETC	2020	CAP Gemini technology and Services	4 Per Annum
	Mr. Akash Arun Badnag	ETC	2020	Hexaware mihan	1.12 lakh
	Ms. Komal Arvind Ambaskar	ETC	2020	TCS, bangluru	2.00 lakh
	Mr. Niraj Choudhary	ETC	2020	Center Link Technology	1.12 lakh
	Ms. Payal Prabhakar Dhongadi	ETC	2020	Vensys Pvt. Ltd.	1.12 lakh


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2018-19	Ashmita Gulab Tembhurne8308577964	EE	2019	Ascent business solution,Nagpur	3.12 lac
	Suraj Surdas Bhotmange	MBA	2019	The Maharashtra State Co-op Bank Ltd.,Nagpur	3.00 lac
	Ms. Ashika Surendra Chawhan	ETC	2019	KC Overseas Education Pvt. Ltd. Nagpur	1.12 lakh
	Ms. Meenakshi Rajesh Sharma	ETC	2019	Axis Bank, Raipur	30000
	Ms. Payal Rajesh Ninawe	ETC	2019	J K Power guard, Nagpur	1.12 lakh
	Ms. Ravina Ravi Fulkar	ETC	2019	Yashodha H.S. School	1.12 lakh


Principal
 Guru Nanak Institute of Engineering &
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Date: 22nd September, 2022

To,

Silky Pandey

Subject: Internship Offer Letter

Dear Silky Pandey,

In reference to your application, we would like to congratulate you on being selected for an internship with the IntelliPaat Software Solutions Pvt. Ltd. Your work is scheduled to start on **26th September, 2022** for a period of 6 months. During this period, you will get paid **Rs. 22,000/month** (Rupees Twenty-Two Thousand Only) and you will be working as a '**Business Development Trainee**'. The technical platform and job role will be shared with you by your manager on the day of your joining.

Note:

- Number of working days is 6 days a week.
- Your first month's salary will be dispersed along with your **4th** month's salary.
- During this Internship, you are eligible to get up to **Rs 200,000/-** as an incentive based on your performance.
- During your internship, you are expected to be disciplined and sincere towards your job responsibility.
- Based on your performance, the Pre-Placement Offer will be released before the completion of your internship at IntelliPaat.
- The company reserves the right to pay or recover salary in lieu of the notice period (if applicable) or to relieve you before the expiry of the notice period. All payments and recoveries made under this clause will be based on Gross Salary
- You need to serve **30** days of notice period without fail, or else the management of IntelliPaat can hold your salary/ experience letter / relieving letter/ any background verification in the future.
- Minimum working duration must be 9 hours including a one-hour lunch/dinner break.
- After the successful completion of 6 Months Internship period total CTC would be **Rs 900,000 INR**.
- No examination preparatory leaves will be provided during this period
- If the college/university exams are pending then you are allowed to take leaves for exams and for applying for the same you need to get the letter from your TPO with examination dates and get it approved by your manager.

Again, congratulations and we look forward to working with you.

Yours truly,

For IntelliPaat Software Solutions Private Limited



Dewaker Singh Bisht
Director - Human Resources

IntelliPaat Software Solutions Pvt. Ltd.

AMR Tech Park 3, Ground Floor, Tower B, Bommanahalli, Hosur Road, Bengaluru, Karnataka-560068


Principal
Guru Nanak Institute of Engineering &
Technology Nagpur- 441501

Date: 22nd September, 2022

To,

Anuj Thakur

Subject: Internship Offer Letter

Dear Anuj Thakur,

In reference to your application, we would like to congratulate you on being selected for an internship with the IntelliPaat Software Solutions Pvt. Ltd. Your work is scheduled to start on **26th September, 2022** for a period of **6 months**. During this period, you will get paid **Rs. 22,000/month** (Rupees Twenty-Two Thousand Only) and you will be working as a '**Business Development Trainee**'. The technical platform and job role will be shared with you by your manager on the day of your joining.

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- Based on your performance, the Pre-Placement Offer will be released before the completion of your internship at IntelliPaat.
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Yours truly,


For IntelliPaat Software Solutions Private Limited



Dewaker Singh Bisht
Director - Human Resources

IntelliPaat Software Solutions Pvt. Ltd.

AMR Tech Park 3, Ground Floor, Tower B, Bommanahalli, Hosur Road, Bengaluru, Karnataka-560068


Principal
Guru Nanak Institute of Engineering &
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Date: 12th October, 2022

Dear Rugwed,

Subject : Offer letter of employment as **Business Development Executive**.

With reference to your application and subsequent interview with us, we are pleased to offer you the position of **Business Development Executive**. Your cost to company (CTC) will be **Rs. 400,080** (Rupees Four Lakh Eighty Only) Per Annum and other terms of service shall be as per the discussion you had with us. The compensation details are as follows -

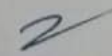
Components	Per Annum	Per Month
Basic Salary	200,040	16,670
HRA	100,020	8,335
Special Allowances	61,752	5,146
Employer's Contribution to EPF	21,600	1,800
Statutory Bonus	16,668	1,389
Total CTC Per Annum	400,080	33,340

We would expect you to join as early as possible but not later than **17-Oct-2022** at the office located at **Nagpur, Maharashtra** beyond which the offer would stand withdrawn, unless a new date is mutually agreed upon, and confirmed in writing.

You are being offered the above position on the basis of authenticity of the information, preliminary documents (if any) provided/submitted by you about your education, experience etc. This offer letter (including the appointment, if made) can be withdrawn/terminated at any point in time (without any legal liability on the Company), if the information provided by you is/are found to be untrue/false.

Your services are transferable, with reasonable notice, to any location in India or overseas where the company conducts its businesses, or to any subsidiary, associate or group company whether now existing or yet to be formed. Such transfer / deputation will be according to the rules of the company in force at that time.

During the term of your employment, should you desire to leave the services of the Company, you will have to give to the Company **one month**' notice or salary in lieu thereof. Similarly, the Company shall be entitled to terminate your employment at any time by giving you **one month**' notice or salary in lieu thereof. However, the Company may terminate your employment with immediate effect by a notice in writing (without payment of salary) in the event of your misconduct, negligence, fraud, breach of terms of employment or Company policy, criminal conviction and prolonged unauthorized absence.


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Extramarks Education India Private Limited
9th Floor, Urmila Business Park, A-95B,
Sector 136, Noida, Gautam Budh Nagar,
Uttar Pradesh 201304

You agree, acknowledge, and authorize the Company to carry out necessary verification, background check on you (which may be carried out by a third party) from your institution, college, previous employer etc. Should the Company receive any negative feedback during such verification, background check, the Company shall be well within its right to withdraw/terminate this offer letter (including your appointment, if made) without any legal liability on the Company.

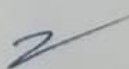
We are confident you will find this new opportunity both challenging and rewarding. We are excited to have you on board and wish you a great career ahead!

Sincerely,

HR Department

I have been explained the terms and conditions of my employment and I have understood the same and accept them entirely. I shall join service on or before **17-Oct-2022**.

Accepted


Principal
Guru Nanak Institute of Engineering &
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Annexure - Pre-Joining Documentation

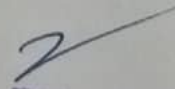
Before your date of joining, kindly upload the below mentioned documents in the link given below -

1. Offer letter acceptance*
2. Copies of Educational Certificates – Class 10th & Class 12th and Other Certificates (if any)
3. Copy of Graduation Certificate
4. Aadhar Card
5. PAN Card
6. Form 11 & Form 2
7. Bank Account Details
8. Clearance from the previous employer
9. Passport size Photograph (in .jpeg)
10. Last Payslip received from the previous employer
11. Address Proof
12. Reference sheet form
13. Adherence to Anti-Corruption Policy

The URL for the link is: <https://careers.extramarks.com/index/filldetail/refId/Nzk5NDk1NTY=>

You would also need to upload a scanned copy of this letter with your acceptance.

Please feel free to reach out incase of any doubts or queries.


Principal
Guru Nanak Institute of Engineering &
Technology Nagpur- 441501

Date: 12th October, 2022

Dear Anuj,

Subject : Offer letter of employment as **Business Development Executive**.

With reference to your application and subsequent interview with us, we are pleased to offer you the position of **Business Development Executive**. Your cost to company (CTC) will be **Rs. 450,000** (Rupees Four Lakh Fifty Thousand Only) Per Annum and other terms of service shall be as per the discussion you had with us. The compensation details are as follows -

Components	Per Annum	Per Month
Basic Salary	225,000	18,750
HRA	112,500	9,375
Special Allowances	72,156	6,013
Employer's Contribution to EPF	21,600	1,800
Statutory Bonus	18,744	1,562
Total CTC Per Annum	450,000	37,500

We would expect you to join as early as possible but not later than **17-Oct-2022** at the office located at **Indore, Madhya Pradesh** beyond which the offer would stand withdrawn, unless a new date is mutually agreed upon, and confirmed in writing.

You are being offered the above position on the basis of authenticity of the information, preliminary documents (if any) provided/submitted by you about your education, experience etc. This offer letter (including the appointment, if made) can be withdrawn/terminated at any point in time (without any legal liability on the Company), if the information provided by you is/are found to be untrue/false.

Your services are transferable, with reasonable notice, to any location in India or overseas where the company conducts its businesses, or to any subsidiary, associate or group company whether now existing or yet to be formed. Such transfer / deputation will be according to the rules of the company in force at that time.

During the term of your employment, should you desire to leave the services of the Company, you will have to give to the Company **one month**' notice or salary in lieu thereof. Similarly, the Company shall be entitled to terminate your employment at any time by giving you **one month**' notice or salary in lieu thereof. However, the Company may terminate your employment with immediate effect by a notice in writing (without payment of salary) in the event of your misconduct, negligence, fraud, breach of terms of employment or Company policy, criminal conviction and prolonged unauthorized absence.



Extramarks Education India Private Limited
9th Floor, Urmila Business Park, A-95B,
Sector 136, Noida, Gautam Budh Nagar,
Uttar Pradesh 201304

You agree, acknowledge, and authorize the Company to carry out necessary verification, background check on you (which may be carried out by a third party) from your institution, college, previous employer etc. Should the Company receive any negative feedback during such verification, background check, the Company shall be well within its right to withdraw/terminate this offer letter (including your appointment, if made) without any legal liability on the Company.


We are confident you will find this new opportunity both challenging and rewarding. We are excited to have you on board and wish you a great career ahead!

Sincerely,

HR Department

I have been explained the terms and conditions of my employment and I have understood the same and accept them entirely. I shall join service on or before **17-Oct-2022**.

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3. Copy of Graduation Certificate
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5. PAN Card
6. Form 11 & Form 2
7. Bank Account Details
8. Clearance from the previous employer
9. Passport size Photograph (in .jpeg)
10. Last Payslip received from the previous employer
11. Address Proof
12. Reference sheet form
13. Adherence to Anti-Corruption Policy

The URL for the link is: <https://careers.extramarks.com/index/filldetail/refId/MzI5MDExMzk>

You would also need to upload a scanned copy of this letter with your acceptance.

Please feel free to reach out incase of any doubts or queries.

2
Principal
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Technology Nagpur- 441501



Extramarks Education India Private Limited
9th Floor, Urmila Business Park, A-95B,
Sector 136, Noida, Gautam Budh Nagar,
Uttar Pradesh 201304

Date: 12th October, 2022

Dear Swapnil,

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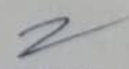
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HRA	112,500	9,375
Special Allowances	72,156	6,013
Employer's Contribution to EPF	21,600	1,800
Statutory Bonus	18,744	1,562
Total CTC Per Annum	450,000	37,500

We would expect you to join as early as possible but not later than **17-Oct-2022** at the office located at **Mumbai, Maharashtra** beyond which the offer would stand withdrawn, unless a new date is mutually agreed upon, and confirmed in writing.

You are being offered the above position on the basis of authenticity of the information, preliminary documents (if any) provided/submitted by you about your education, experience etc. This offer letter (including the appointment, if made) can be withdrawn/terminated at any point in time (without any legal liability on the Company), if the information provided by you is/are found to be untrue/false.

Your services are transferable, with reasonable notice, to any location in India or overseas where the company conducts its businesses, or to any subsidiary, associate or group company whether now existing or yet to be formed. Such transfer / deputation will be according to the rules of the company in force at that time.

During the term of your employment, should you desire to leave the services of the Company, you will have to give to the Company **one month**' notice or salary in lieu thereof. Similarly, the Company shall be entitled to terminate your employment at any time by giving you **one month**' notice or salary in lieu thereof. However, the Company may terminate your employment with immediate effect by a notice in writing (without payment of salary) in the event of your misconduct, negligence, fraud, breach of terms of employment or Company policy, criminal conviction and prolonged unauthorized absence.


Principal

Extramarks Institute of Engineering &
Technology Nagpur- 441501

Registered Office: 506, Surya Kiran Building, 19 KG Marg, Connaught Place, New Delhi -110001
Ph. : +91-120-3635930 | CIN : UB0900DL2015FTC283323 | www.extramarks.com



Extramarks Education India Private Limited
9th Floor, Urmila Business Park, A-95B,
Sector 136, Noida, Gautam Budh Nagar,
Uttar Pradesh 201304

You agree, acknowledge, and authorize the Company to carry out necessary verification, background check on you (which may be carried out by a third party) from your institution, college, previous employer etc. Should the Company receive any negative feedback during such verification, background check, the Company shall be well within its right to withdraw/terminate this offer letter (including your appointment, if made) without any legal liability on the Company.

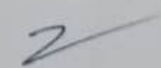
We are confident you will find this new opportunity both challenging and rewarding. We are excited to have you on board and wish you a great career ahead!

Sincerely,

HR Department

I have been explained the terms and conditions of my employment and I have understood the same and accept them entirely. I shall join service on or before **17-Oct-2022**.

Accepted


Principal

Om Manak Institute of Engineering &
Technology Nagpur- 441501



Annexure - Pre-Joining Documentation

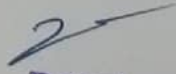
Before your date of joining, kindly upload the below mentioned documents in the link given below -

1. Offer letter acceptance*
2. Copies of Educational Certificates – Class 10th & Class 12th and Other Certificates (if any)
3. Copy of Graduation Certificate
4. Aadhar Card
5. PAN Card
6. Form 11 & Form 2
7. Bank Account Details
8. Clearance from the previous employer
9. Passport size Photograph (in .jpeg)
10. Last Payslip received from the previous employer
11. Address Proof
12. Reference sheet form
13. Adherence to Anti-Corruption Policy

The URL for the link is: <https://careers.extramarks.com/index/filldetail/refId/MzQxNjA2ODk=>

You would also need to upload a scanned copy of this letter with your acceptance.

Please feel free to reach out incase of any doubts or queries.


Principal
Guru Nanak Institute of Engineering &
Technology Nagpur- 441501

- Calibration
- Validation
- Education
- Testing

Date :15/02/2023

To:
Mr Mahesh Musale

OFFER OF EMPLOYMENT

Dear Mr Mahesh

Congratulations!

With reference to your application for employment and the subsequent interview you had with us, we are pleased to offer you an employment in our organization as **Calibration Engineer in Lab Department**. You will be located at **Vasai**. You are requested to report at **09:20 A.m.** Join duty on **20/02/2023**.

As **Calibration Engineer** your starting remuneration will be Rs. **14,000/- (Fourteen Thousand Only)** Gross (Plus Room accommodation and travelling allowance). Rs. 1000/- will be deducted from your monthly salary as retention deposit for 24 months and same will returned to you only after completion of 2 years of service in Autocal Solutions Pvt. Ltd.

A formal letter of appointment and service rules, detailing the applicable terms and conditions of your employment will be issued to you on your joining.

Pursuant to this letter on or before commencement of your employment, please submit all the documents mentioned in given checklist to the company in original with a set of Photo copies. The original shall be returned to you after verification.

Please note that 1 month prior notice will be required from your side while leaving the organization.

We look forward to providing you with a highly rewarding and enjoyable career opportunity with our organization.

Yours faithfully,

For **AUTOCAL SOLUTIONS PVT. LTD.**

Jyoti Tank
Jyoti Tank 16/02/2023
HR Officer

[Signature]
16/02/23
CEO / M.D. / Director

[Signature]
Principal

Guru Nanak Institute of Engineering &
Technology Nagpur- 441501

Reg. Off.:- Unit No. 4, 5, 10 & 11 Ruby Ind. Estate PCS LTD., Navghar, Vasai Rd. (East) (WR) Dist. Palghar - 401 210
T: +91-250-2393247, 2392288-89, 2393502-05, 6450591 • Fax. 91-250-2393420 E-mail : ppk@autocal.net

Website : www.autocal.net • Blog : http://autocalteam.blogspot.com • CIN : U72200MH.2008PTC178116



AUTOCAL SOLUTIONS PVT.LTD.

SALARY STRUCTURE

Format No.: HEUF-04
Issue No. & Date: 01, 11/09/2021
Revision No. & Date: 00,-
Page No.: 1 of 1

EMPLOYEE CODE		
DATE OF JOINING	20/02/2023	
EMPLOYEE NAME	Mahesh Musale	
DESIGNATION	Calibration Engineer	
DEPARTMENT	Lab	
GENDER(M/F)	M	
LOCATION	Vasai	
GROSS SALARY	14,000	
PARTICULARS	AMOUNT	
BASIC WAGES + SPECIAL ALLOWANCE	9,500	
HOUSE RENT ALLOWANCE (HRA)	950	
HARMONIOUS INDUSTRIAL RELATION ALLOWANCE (HIRA)	1,600	
OTHER ALLOWANCE	-	
FIXED CITY ALLOWANCE	1,950	
SITE/FOOD ALLOWANCE	-	
MEDICAL ALLOWANCE	14,000	
GROSS SALARY		
EMPLOYEE'S CONTRIBUTION [DEDUCTIONS]	1,566	
EMPLOYEES'S PROVIDENT FUND [12%]	105	
EMPLOYEE'S ESIC [0.75% ON GROSS]	200	
PROFESSIONAL TAX [As Per PT Slab]	-	
TAX DEDUCTED AT SOURCE (TDS)	1,000	
Retention (Rs.1000/- p.m. will be deducted as Retention deposit for 24 Months & will be returned after completion of 2 Yrs)	2,871	
TOTAL OF EMPLOYEE'S DEDUCTION MONTHLY	11,129	
NET SALARY [Take Home]		
EMPLOYER'S CONTRIBUTION	1,582	
EMPLOYER'S PROVIDENT FUND [12% PF+1% Admin Charges]	455	
EMPLOYER'S ESIC [3.25% ON GROSS]	-	
GRATUITY (4.81% on basic After 5 years as per Gratuity Act.)	583	
*BONUS [8.33% on 7000 As per Bonus Act]	894	
**LEAVES (PL,CL)	3,514	
TOTAL OF EMPLOYER'S CONTRIBUTION MONTHLY	17,514	
CTC MONTHLY	2,10,168	
CTC ANNUALLY		
*Bonus - As per Bonus Act 1965, Basic wages less than or equal to Rs.7000/- Contribution- 8.33 % of 7000/- Basic wages more than 21000/- not applicable for Bonus.		
*Leaves - The Leaves will apply after confirmation of service in writing. Year for the purpose of leave will be Calender year [01-Jan to 31-Dec]. Encashment of balance PL will be on Basic wages.		
*Note : 1) Changes in any government statutory and further increments will be adjusted towards CTC.		
PRIVILEGE LEAVE [PL+SPL] CAN BE ACCUMULATED FOR 30 DAYS		
CASUAL LEAVE [CL] WILL BE ALLOWED FOR MIN 1/2 DAY MAX 2 DAY [NOT JOINTLY]		
 Jyoti Tank (HR-Officer) Prepared By	 Pankaj Bhoose (Director) Approved By	Receiver Signature

Principal
Guru Nanak Institute of Engineering & Technology
Mumbai-441501

Date :15/02/2023

To:
Mr Ravindra Vinayak Hole
At.Post – Mohpa,
Tah. - Kalmeshwar
Dist. Nagpur – 441 502

OFFER OF EMPLOYMENT

Dear Mr Ravindra

Congratulations!

With reference to your application for employment and the subsequent interview you had with us, we are pleased to offer you an employment in our organization as **Calibration Engineer in Lab Department**. You will be located at **Vasai**. You are requested to report at **09:20 A.m.** Join duty on **20/02/2023**.

As **Calibration Engineer** your starting remuneration will be Rs. **14,000/- (Fourteen Thousand Only)** Gross (Plus Room accommodation and travelling allowance). Rs. 1000/- will be deducted from your monthly salary as retention deposit for 24 months and same will returned to you only after completion of 2 years of service in Autocal Solutions Pvt. Ltd.

A formal letter of appointment and service rules, detailing the applicable terms and conditions of your employment will be issued to you on your joining.

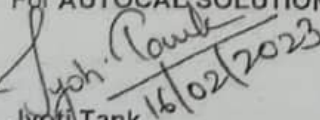
Pursuant to this letter on or before commencement of your employment, please submit all the documents mentioned in given checklist to the company in original with a set of Photo copies. The original shall be returned to you after verification.

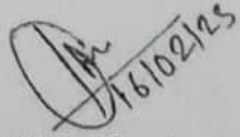
Please note that 1 month prior notice will be required from your side while leaving the organization.

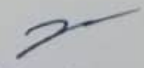
We look forward to providing you with a highly rewarding and enjoyable career opportunity with our organization.

Yours faithfully,

For **AUTOCAL SOLUTIONS PVT. LTD.**


Jyoti Tank
HR Officer
16/02/2023


CEO / M.D. / Director
16/02/23


Principal

Guru Nanak Institute of Engineering &
Technology, Nagpur - 441504

Reg. Off.:- Unit No. 4, 5, 10 & 11 Ruby Ind. Estate PCS LTD., Navghar, Vasai Rd. (East) (WR) Dist. Palghar - 401 210

T: +91-250-2393247, 2392288-89, 2393502-05, 6450591 • Fax: 91-250-2393420 E-mail : ppk@autocal.net

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**AUTOCAL SOLUTIONS PVT.LTD.****SALARY STRUCTURE**Format No.: HR/F-04
Issue No. & Date: 01, 11/09/2021
Revision No. & Date: 00, -
Page No.: 1 of 1

EMPLOYEE CODE		
DATE OF JOINING	20/02/2023	
EMPLOYEE NAME	Ravindra Vinayak Hole	
DESIGNATION	Calibration Engineer	
DEPARTMENT	Lab	
GENDER(M/F)	M	
LOCATION	Vasai	
GROSS SALARY	14,000	
PARTICULARS	AMOUNT	
BASIC WAGES + SPECIAL ALLOWANCE	9,500	
HOUSE RENT ALLOWANCE (HRA)	950	
HARMONIOUS INDUSTRIAL RELATION ALLOWANCE (HIRA)	1,600	
OTHER ALLOWANCE		
FIXED CITY ALLOWANCE	-	
SITE/FOOD ALLOWANCE	1,950	
MEDICAL ALLOWANCE	-	
GROSS SALARY	14,000	
EMPLOYEE'S CONTRIBUTION [DEDUCTIONS]		
EMPLOYEES'S PROVIDENT FUND [12%]	1,566	
EMPLOYEE'S ESIC [0.75% ON GROSS]	105	
PROFESSIONAL TAX [As Per PT Slab]	200	
TAX DEDUCTED AT SOURCE (TDS)	-	
Retention (Rs. 1000/- p.m. will be deducted as Retention deposit for 24 Months & will be returned after completion of 2 Yrs)	1,000	
TOTAL OF EMPLOYEE'S DEDUCTION MONTHLY	2,871	
NET SALARY [Take Home]	11,129	
EMPLOYER'S CONTRIBUTION		
EMPLOYER'S PROVIDENT FUND [12% PF+1% Admin Charges]	1,582	
EMPLOYER'S ESIC [3.25% ON GROSS]	455	
GRATUITY (4.81% on basic After 5 years as per Gratuity Act.)	-	
*BONUS [8.33% on 7000 As per Bonus Act]	583	
**LEAVES (PL,CL)	894	
TOTAL OF EMPLOYER'S CONTRIBUTION MONTHLY	3,514	
CTC MONTHLY	17,514	
CTC ANNUALLY	2,10,168	
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*Leaves - The Leaves will apply after confirmation of service in writing. Year for the purpose of leave will be Calender year [01-Jan to 31-Dec]. Encashment of balance PL will be on Basic wages.		
*Note : 1) Changes in any government statutory and further increments will be adjusted towards CTC.		
PRIVILEGE LEAVE [PL+SPL] CAN BE ACCUMULATED FOR 30 DAYS		
CASUAL LEAVE [CL] WILL BE ALLOWED FOR MIN 1/2 DAY MAX 2 DAY [NOT JOINTLY]		
 Jyoti Tank (HR-Officer) Prepared By	 Pankaj Bhoze (Director) Approved By	Receiver Signature

Principal
Guru Nanak Institute of Engineering &
Technology Nanpur-441501

- Calibration
- Validation
- Education
- Testing

Date: 15/02/2023

To:
Mr Shubham Rajepwad
At Post - Talegaon,
Tal. Umri, Dist. Nanded
Maharashtra.

OFFER OF EMPLOYMENT

Dear Mr Shubham

Congratulations!

With reference to your application for employment and the subsequent interview you had with us, we are pleased to offer you an employment in our organization as **Calibration Engineer in Lab Department**. You will be located at **Vasai**. You are requested to report at 09:20 A.m. Join duty on 20/02/2023.

As **Calibration Engineer** your starting remuneration will be Rs. 14,000/- (Fourteen Thousand Only) Gross (Plus Room accommodation and travelling allowance). Rs. 1000/- will be deducted from your monthly salary as retention deposit for 24 months and same will be returned to you only after completion of 2 years of service in Autocal Solutions Pvt. Ltd.

A formal letter of appointment and service rules, detailing the applicable terms and conditions of your employment will be issued to you on your joining.

Pursuant to this letter on or before commencement of your employment, please submit all the documents mentioned in given checklist to the company in original with a set of Photo copies. The original shall be returned to you after verification.

Please note that 1 month prior notice will be required from your side while leaving the organization.

We look forward to providing you with a highly rewarding and enjoyable career opportunity with our organization.

Yours faithfully,

For **AUTOCAL SOLUTIONS PVT. LTD.**

Jyoti Jank
16/02/2023
HR Officer

CEO / M.D. / Director

16/02/23

Principal
Guru Nanak Institute of Engineering & Technology
Nagpur-441501

**AUTOCAL SOLUTIONS PVT.LTD.****SALARY STRUCTURE**

Format No.: HR/F-04
Issue No. & Date: 01, 11/09/2021
Revision No. & Date: 00, -
Page No.: 1 of 1

EMPLOYEE CODE		
DATE OF JOINING	20/02/2023	
EMPLOYEE NAME	Shubham Rajopwad	
DESIGNATION	Calibration Engineer	
DEPARTMENT	Lab	
GENDER(M/F)	M	
LOCATION	Vasai	
GROSS SALARY	14,000	
PARTICULARS	AMOUNT	
BASIC WAGES + SPECIAL ALLOWANCE	9,500	
HOUSE RENT ALLOWANCE (HRA)	950	
HARMONIOUS INDUSTRIAL RELATION ALLOWANCE (HIRA)	1,600	
OTHER ALLOWANCE		
FIXED CITY ALLOWANCE	-	
SITE/FOOD ALLOWANCE	1,950	
MEDICAL ALLOWANCE	-	
GROSS SALARY	14,000	
EMPLOYEE'S CONTRIBUTION [DEDUCTIONS]		
EMPLOYEES'S PROVIDENT FUND [12%]	1,566	
EMPLOYEE'S ESIC [0.75% ON GROSS]	105	
PROFESSIONAL TAX [As Per PT Slab]	200	
TAX DEDUCTED AT SOURCE (TDS)	-	
Retention (Rs.1000/- p.m. will be deducted as Retention deposit for 24 Months & will be returned after completion of 2 Yrs)	1,000	
TOTAL OF EMPLOYEE'S DEDUCTION MONTHLY	2,871	
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EMPLOYER'S ESIC [3.25% ON GROSS]	455	
GRATUITY (4.81% on basic After 5 years as per Gratuity Act.)	-	
*BONUS [8.33% on 7000 As per Bonus Act]	583	
**LEAVES (PL,CL)	894	
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CASUAL LEAVE [CL] WILL BE ALLOWED FOR MIN 1/2 DAY MAX 2 DAY [NOT JOINTLY]		
 Jyoti Tank (HR-Officer) Prepared By	 Pankaj Bhoose (Director) Approved by	Receiver Signature

Principal
Suru Nanak Institute of Engineering &
Technology Nagpur- 441501



- Calibration
- Validation
- Education
- Testing

Date :15/02/2023

To:
Mr Manojkumar U Katre
Khaparde Sai Colony Kudwa,
Tah / Dist. Gondiya – 441 614

OFFER OF EMPLOYMENT

Dear Mr Manojkumar

Congratulations!

With reference to your application for employment and the subsequent interview you had with us, we are pleased to offer you an employment in our organization as **Calibration Engineer in Lab Department**. You will be located at **Vasai**. You are requested to report at **09:20 A.m.** Join duty on **20/02/2023**.

As **Calibration Engineer** your starting remuneration will be **Rs. 14,000/- (Fourteen Thousand Only)** Gross (Plus Room accommodation and travelling allowance).
Rs. 1000/- will be deducted from your monthly salary as retention deposit for 24 months and same will be returned to you only after completion of 2 years of service in Autocal Solutions Pvt. Ltd.

A formal letter of appointment and service rules, detailing the applicable terms and conditions of your employment will be issued to you on your joining.

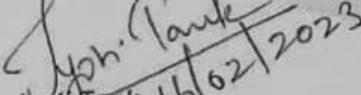
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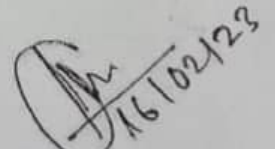
Please note that 1 month prior notice will be required from your side while leaving the organization.


We look forward to providing you with a highly rewarding and enjoyable career opportunity with our organization.

Yours faithfully,

For **AUTOCAL SOLUTIONS PVT. LTD.**


Jyoti Tank
HR Officer
16/02/2023


CEO / M.D. / Director
16/02/23


Principal
Guru Nanak Institute of Engineering &
Technology Nagpur-441501

Reg. Off.: Unit No. 4, 5, 10 & 11 Ruby Ind. Estate PCS LTD., Navghar, Vasai Rd. (East) (WR) Dist. Palghar - 401 210
Format No.: HR/P/03

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AUTOCAL SOLUTIONS PVT.LTD.

SALARY STRUCTURE

Format No.: HR/F-04
Issue No. & Date: 01, 11/09/2021
Revision No. & Date: 00, -
Page No.: 1 of 1

EMPLOYEE CODE		
DATE OF JOINING	20/02/2023	
EMPLOYEE NAME	Manojkumar Katre	
DESIGNATION	Calibration Engineer	
DEPARTMENT	Lab	
GENDER(M/F)	M	
LOCATION	Vasai	
GROSS SALARY	14,000	
PARTICULARS	AMOUNT	
BASIC WAGES + SPECIAL ALLOWANCE	9,500	
HOUSE RENT ALLOWANCE (HRA)	950	
HARMONIOUS INDUSTRIAL RELATION ALLOWANCE (HIRA)	1,600	
OTHER ALLOWANCE	-	
FIXED CITY ALLOWANCE	1,950	
SITE/FOOD ALLOWANCE	-	
MEDICAL ALLOWANCE	14,000	
GROSS SALARY		
EMPLOYEE'S CONTRIBUTION (DEDUCTIONS)	1,566	
EMPLOYEES'S PROVIDENT FUND [12%]	105	
EMPLOYEE'S ESIC [0.75% ON GROSS]	200	
PROFESSIONAL TAX [As Per PT Slab]	-	
TAX DEDUCTED AT SOURCE (TDS)		
Retention (Rs.1000/- p.m. will be deducted as Retention deposit for 24 Months & will be returned after completion of 2 Yrs)	1,000	
TOTAL OF EMPLOYEE'S DEDUCTION MONTHLY	2,871	
NET SALARY [Take Home]	11,129	
EMPLOYER'S CONTRIBUTION		
EMPLOYER'S PROVIDENT FUND [12% PF+1% Admin Charges]	1,582	
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*BONUS (8.33% on 7000 As per Bonus Act)	583	
**LEAVES (PL,CL)	894	
TOTAL OF EMPLOYER'S CONTRIBUTION MONTHLY	3,514	
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PRIVILEGE LEAVE [PL+SPL] CAN BE ACCUMULATED FOR 30 DAYS		
CASUAL LEAVE [CL] WILL BE ALLOWED FOR MIN 1/2 DAY MAX 2 DAY [NOT JOINTLY]		
 Pankaj Tank (HR-Officer) Prepared By	 Pankaj Bhoose (Director) Approved By	Receiver Signature

Principal
Guru Nanak Institute of Engineering &
Technology Nagpur- 441501





Dhoot Transmission Pvt Ltd

OFFER LETTER

TO.

Date : 29/06/2023.

Mr/Miss :- SAGAR P. NIMKAR

Sub :- Offer for the post of "GET".

Dear

With the reference to your application and the subsequent personal discussion we had with you on 13-Mar-2023, We DHOOT TRANSMISSION PVT LTD. Do hereby pleased to offer you the employment for the post of "GET."As per terms & conditions discussed and mutually agreed during personal discussion.

1. You shall be paid wages / salary & allowances as under: - stipend of (Per Day 26 + 2 leave) & overtime extra per month.

CATEGORY	P.DAY (26 Daye's)	2 Leave	4.SUNDAY (Working)	Total 26.D+2.Leave+4. Sunday= 30.Days	CANTEENDEDICATION PER.DAY.	IN HAND (30.Days)	Canteen Facility + Bus Facility& In Hand Pay Expenses.
Get BE & B.Tec	403:84*26 = 10500	403:84*2 -Live = 807:68	10500+807:68 = 11307:68	403:84*4 = 1615:36	11307:68+1615:36=12923:04	12923:04-600= 12323:04	12323:04+600+900= 13823:04

2. If you have full attendance for 2 months onwards from 1st date of joining in your salary. 2000 will be increased in total salary from the third month of that employee. So the total salary will be (CTC) Rs.15823.
3. You are required to work at our Aurangabad plant (Corporate Level), or at any other place as informed to you from time to time .your services are liable to be transferred from one shift to another (with one day's notices), where the company has undertaken its work .

At the time of joining, report to HR- Department for completing the joining formalities. Please bring all the original doc for verification at above mentioned factory address as well as copy of the following documents, as applicable.

- 1) Certificate in proof of age & certificate in respect of educational qualification.
- 2) Resent passport size photograph(5-copies)
- 3) Identity proof Xerox copy (driving license / election card / pass port)
- 4) Pan card & Andhra card – copy mandatory (original for verification)
- 5) Medical fitness certificate.
- 6) Address proof Xerox copy of (Election card / Pass port / Driving license/ Adhar card) Form -16 from last employer (not applicable to fresher)

You are requested to join on or before It is **26-Jun-2023**.Detailed appointment letter will be issued to you immediately after your joining.

Please counter sing a copy of this letter as token of your acceptance and return the same to us. Contact No- Aute sir. -9623200898.8380828447.

Principal

Suru Nanak Institute of Engineering & Technology
Nagpur-441501
Maharashtra

From:- Dhoot Transmission Pvt Ltd. Chetgaon MIDC Farola Chatrapati Sambhaji Nagar, Maharashtra
Harmonising Safety.....Building Future





Dhoot Transmission Pvt Ltd

OFFER LETTER

TO.

Date : 29/06/2023.

Mr/Miss :- NIRBHAY BHOYAR.

Sub :- Offer for the post of "GET".

Dear

With the reference to your application and the subsequent personal discussion we had with you on 13-Mar- 2023, We DHOOT TRANSMISSION PVT LTD. Do hereby pleased to offer you the employment for the post of "GET."As per terms & conditions discussed and mutually agreed during personal discussion.

1. You shall be paid wages / salary & allowances as under: - stipend of (Per Day 26 + 2 leave) & overtime extra per month.

CATEGORY	P.DAY (26 Daye's)	2 Leave	4.SUNDAY (Working)	Total 26.D+2.Leave+4. Sunday= 30.Days	CANTEEN FACILITY PER.DAY.	IN HAND (30.Days)	Canteen Facility + Bus Facility & In Hand Pay Expenses.
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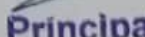
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- Form -16 from last employer (not applicable to fresher)

You are requested to join on or before It is **26-Jun-2023**.Detailed appointment letter will be issued to you immediately after your joining.

Please counter sing a copy of this letter as token of your acceptance and return the same to us.
Contact No- Aute sir. -9623200898.8380828447.


Principal

Guru Nanak Institute of Engineering &

Technology Nagpur- 441501

From:- Dhoot Transmission Pvt Ltd, Chetgaon MIDC Farola Chatrapati Sambhaji Nagar, Maharashtra
Harnessing Safety.....Building Future





Dhoot Transmission Pvt Ltd

OFFER LETTER

TO.

Date : 29/06/2023.

Mr/Miss :- DARSHANA S. NASARE.

Sub :- Offer for the post of "GET".

Dear

With the reference to your application and the subsequent personal discussion we had with you on 13-Mar-2023, We DHOOT TRANSMISSION PVT LTD. Do hereby pleased to offer you the employment for the post of "GET." As per terms & conditions discussed and mutually agreed during personal discussion.

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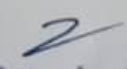
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Principal

From:- Dhoot Transmission Pvt Ltd. Chetgaon MIDC Farola Chatrapati Sambhaji Nagar, Maharashtra
Harassing Safety.....Building Fut
Guru Nanak Institute of Engineering & Technology Nagpur- 441501





Dhoot Transmission Pvt Ltd

OFFER LETTER

TO.

Date : 29/06/2023.

Mr/Miss :- SUVHENDU DIPENDU.

Sub :- Offer for the post of "GET".

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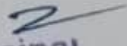
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Principal
 Guru Nanak Institute of Engineering &
 Technology Nagaur- 441501

From:- Dhoot Transmission Pvt Ltd. Chetgaon MIDC Farola Chatrapati Sambhaji Nagar. Maharashtra
 Harnessing Safety.....Building Feet





Dhoot Transmission Pvt Ltd

OFFER LETTER

TO.

Date : 29/06/2023.

Mr/Miss :- SEJAL G. BHAGAT.

Sub :- Offer for the post of "GET".

Dear

With the reference to your application and the subsequent personal discussion we had with you on 13-Mar-2023, We DHOOT TRANSMISSION PVT LTD. Do hereby pleased to offer you the employment for the post of "GET."As per terms & conditions discussed and mutually agreed during personal discussion.

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Contact No- Aute sir. -9623200898.8380828447.

From:- Dhoot Transmission Pvt Ltd, Chetgaon MIDC Farola Chatrapati Sambhaji Nagar, Maharashtra
Harnessing Safety.....Building Future

Principal

Suru Nanak Institute of Engineering & Technology Nagpur- 441501





Dhoot Transmission Pvt Ltd

OFFER LETTER

TO.

Date : 29/06/2023.

Mr/Miss :- PRAVIN UIKE.

Sub :- Offer for the post of "GET".

Dear

With the reference to your application and the subsequent personal discussion we had with you on 13-Mar- 2023, We DHOOT TRANSMISSION PVT LTD. Do hereby pleased to offer you the employment for the post of "GET."As per terms & conditions discussed and mutually agreed during personal discussion.

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Principal
Guru Nanak Institute of Engineering & Technology

From:- Dhoot Transmission Pvt Ltd. Chetgaon MIDC Farola Chatrapati Sambhajl Nagar. Maharashtra
Harnessing Safety.....Building Fut





Dhoot Transmission Pvt Ltd

OFFER LETTER

TO.

Date : 29/06/2023.

Mr/Miss :- KARTIKEYA S. THAKUR.

Sub :- Offer for the post of "GET".

Dear

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From:- Dhoot Transmission Pvt Ltd. Chetgaon MIDC Farola Chatrapati Sambhaji Nagar, Maharashtra
Harnessing Safety.....Building Fut

Principal
Surya Menak Institute of Engineering & Technology
Nagpur- 441001



Dhoot Transmission Pvt Ltd

OFFER LETTER

TO.

Date : 29/06/2023.

Mr/Miss :- PUNAM N. BUDHE.

Sub :- Offer for the post of "GET".

Dear

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Principal

Guru Nanak Institute of Engineering & Technology Nagpur- 441501

From:- Dhoot Transmission Pvt Ltd. Chetgaon MIDC Farola Chatrapati Sambhaji Nagar. Maharashtra
Harnessing Safety.....Building Future





Dhoot Transmission Pvt Ltd

OFFER LETTER

TO.

Date : 29/06/2023.

Mr/Miss :- SARVAN N. GOUR.

Sub :- Offer for the post of "GET".

Dear

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Principal

Guru Nanak Institute of Engineering & Technology, Nagpur, Maharashtra

From:- Dhoot Transmission Pvt Ltd. Chetgaon MIDC Farola Chatrapati Sambhaji Nagar, Maharashtra
Harnessing Safety.....Building Future





Dhoot Transmission Pvt Ltd

OFFER LETTER

Date : 29/06/2023.

TO.

Mr/Miss :- MAHESH MUSALE..

Sub :- Offer for the post of "GET".

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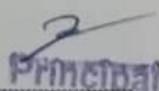
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From:- Dhoot Transmission Pvt Ltd. Chetgaon MIDC Farola Chatrapati Sambhaji Nagar, Maharashtra
Harnessing Safety.....Building Fut


Principal
Guru Nanak Institute of Engineering & Technology Nagpur- 441501





Dhoot Transmission Pvt Ltd

OFFER LETTER

Date : 29/06/2023.

TO.

Mr/Miss :- **GAYATRI G.GAWANDE.**

Sub :- Offer for the post of "GET".

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Principal
Sri Manak Institute of Engineering & Technology
Chetgaon MIDC Farola Chatrapati Sambhaji Nagar, Maharashtra - 441501

From:- Dhoot Transmission Pvt Ltd. Chetgaon MIDC Farola Chatrapati Sambhaji Nagar, Maharashtra
Harnessing Safety.....Building Feet





Dhoot Transmission Pvt Ltd

OFFER LETTER

Date : 29/06/2023.

TO.

Mr/Miss :- **KARISHMA GHONGE.**

Sub :- Offer for the post of "GET".

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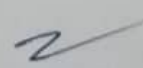
2. If you have full attendance for 2 months onwards from 1st date of joining in your salary. 2000 will be increased in total salary from the third month of that employee. So the total salary will be (CTC) Rs.15823.
3. You are required to work at our Aurangabad plant (Corporate Level), or at any other place as informed to you from time to time .your services are liable to be transferred from one shift to another (with one day's notices), where the company has undertaken its work .

At the time of joining, report to HR- Department for completing the joining formalities. Please bring all the original doc for verification at above mentioned factory address as well as copy of the following documents, as applicable.

- 1) Certificate in proof of age & certificate in respect of educational qualification.
 - 2) Resent passport size photograph(5-copies)
 - 3) Identity proof Xerox copy (driving license / election card / pass port)
 - 4) Pan card & Andhra card – copy mandatory (original for verification)
 - 5) Medical fitness certificate.
 - 6) Address proof Xerox copy of (Election card / Pass port / Driving license/ Adhar card)
- Form -16 from last employer (not applicable to fresher)

You are requested to join on or before It is **26-Jun-2023**.Detailed appointment letter will be issued to you immediately after your joining.

Please counter sing a copy of this letter as token of your acceptance and return the same to us.
Contact No- Aute sir. -9623200898.8380828447.


Principal

Guru Nanak Institute of Engineering & Technology, Nagpur- 441501

From:- Dhoot Transmission Pvt Ltd, Chetgaon MIDC Farola Chatrapati Sambhaji Nagar, Maharashtra
Harnessing Safety.....Building Feet



OL No: AM1650

Date : 13 March 2023

Dear **Vaishnavi Raju Madankar**,

Our hiring team was positively excited to get to know you over the interview call. It is our pleasure to offer you a position with **ACADEMOR** as an **Academic Counsellor** and you will be reporting to the office on **24 March 2023**.

We believe you will be an excellent addition to our team and are very much looking forward to having you onboard.

The following confirms our arrangements regarding your employment with ACADEMOR:

Date of Joining : 24 March 2023Training Period : **24 March 2023 to 2 April 2023**On the Job Training Start Date: **3 April 2023**On the Job Training End Date: **2 October 2023**

Your Location of Training is **Bangalore** and here is the breakdown of your stipend & incentives.

Stipend: **INR 15000** Per MonthIncentives : **INR 10000**Target: **200000** INR per month.

You will be eligible for a Pre - Placement Offer of **4 to 6.5 LPA** after completion of **On the Job Training Period**.

I have read and understood the terms and conditions and I accept this offer, as set forth above, with Academor, and will report on **24 March 2023**.

SIGNATURE: _____

DATE: _____

(Candidate's Signature)

Training Policy

- Acceptance of this offer shows that you agree and are ready to perform the given responsibilities with due care and diligence; and in compliance with the management norms.
- The acceptance of this offer also shows your enthusiasm to work on a 9 hour shift from 11 am to 8pm (including breaks). You will be entitled to one day weekly off.
- At any time if you wish to discontinue the training due to personal reasons , you will have to follow the company's resignation procedures.
 - Resignation procedure includes:- 1 month of notice period. In case, you won't be able to serve the notice period you would be required to pay a compensation equal to 1 month stipend and you can be relieved from the company.
- All your information will be safe and confidential with Academor. Similarly, all the information acquired during the course of your employment shall remain confidential and you shall refrain from using it for your own purpose or from disclosing it to any third party.
- Upon conclusion of your employment, you will immediately return all of its property, equipment and documents including electronically stored information.
- You will have to cooperate with and follow all policies and practices of Academor for both yours and Academor's development.
- Post successful completion of the Training tenure, you will be prone to exciting pre-placement offers from Academor.
- The stipend cycle will start along with your OJT.

Please indicate your acceptance of this offer by signing below.

We at Academor extend a warm welcome to you and look forward to a mutually beneficial experience.

SIGNATURE: _____
(Candidate's Signature)

DATE: _____

ANNEXURE

Sl. No	Particulars
1.	Professional / Educational Certificates and Mark Sheets towards: <ul style="list-style-type: none">• 10th standard or equivalent examination.• 12th standard or equivalent• Graduation• Post-graduation / Doctorate Other relevant educational or skill certifications
2.	Any one original certificate (10 th /12 th or Degree Consolidated) for employment documentation.
3.	COLOUR SCANNED COPY OF YOUR PHOTOGRAPHS
4.	PAN Card, Voter ID or Driving Licence Scanned Copy.
5.	Bank Account Details: Bank Name, Your Name as per Bank records, Account Number, IFSC Code.
6.	Mandatory fully covid vaccinated report

Please bring one original document either education certificates / mark sheets (10th or 12th) or Government issued ID Card (Driving Licence/ PAN Card) for verification.

SIGNATURE: _____
(Candidate's Signature)

DATE: _____

OL No: AM1651

Date : 13 March 2023

Dear **Pallavi meshram**,

Our hiring team was positively excited to get to know you over the interview call. It is our pleasure to offer you a position with **ACADEMOR** as an **Academic Counsellor** and you will be reporting to the office on **24 March 2023**.

We believe you will be an excellent addition to our team and are very much looking forward to having you onboard.

The following confirms our arrangements regarding your employment with ACADEMOR:

Date of Joining : 24 March 2023Training Period : **24 March 2023 to 2 April 2023**On the Job Training Start Date: **3 April 2023**On the Job Training End Date: **2 October 2023**

Your Location of Training is **Bangalore** and here is the breakdown of your stipend & incentives.

Stipend: **INR 15000** Per MonthIncentives : **INR 10000**Target: **200000** INR per month.

You will be eligible for a Pre - Placement Offer of **4 to 6.5 LPA** after completion of **On the Job Training Period**.

I have read and understood the terms and conditions and I accept this offer, as set forth above, with Academor, and will report on **24 March 2023**.

SIGNATURE: _____

DATE: _____

(Candidate's Signature)

ANNEXURE

Sl. No	Particulars
1.	Professional / Educational Certificates and Mark Sheets towards: <ul style="list-style-type: none">• 10th standard or equivalent examination.• 12th standard or equivalent• Graduation• Post-graduation / Doctorate Other relevant educational or skill certifications
2.	Any one original certificate (10 th /12 th or Degree Consolidated) for employment documentation.
3.	COLOUR SCANNED COPY OF YOUR PHOTOGRAPHS
4.	PAN Card, Voter ID or Driving Licence Scanned Copy.
5.	Bank Account Details: Bank Name, Your Name as per Bank records, Account Number, IFSC Code.
6.	Mandatory fully covid vaccinated report

Please bring one original document either education certificates / mark sheets (10th or 12th) or Government issued ID Card (Driving Licence/ PAN Card) for verification.

SIGNATURE: _____
(Candidate's Signature)

DATE: _____

Training Policy

- Acceptance of this offer shows that you agree and are ready to perform the given responsibilities with due care and diligence; and in compliance with the management norms.
- The acceptance of this offer also shows your enthusiasm to work on a 9 hour shift from 11 am to 8pm (including breaks). You will be entitled to one day weekly off.
- At any time if you wish to discontinue the training due to personal reasons , you will have to follow the company's resignation procedures.
 - Resignation procedure includes:- 1 month of notice period. In case, you won't be able to serve the notice period you would be required to pay a compensation equal to 1 month stipend and you can be relieved from the company.
- All your information will be safe and confidential with Academor. Similarly, all the information acquired during the course of your employment shall remain confidential and you shall refrain from using it for your own purpose or from disclosing it to any third party.
- Upon conclusion of your employment, you will immediately return all of its property, equipment and documents including electronically stored information.
- You will have to cooperate with and follow all policies and practices of Academor for both yours and Academor's development.
- Post successful completion of the Training tenure, you will be prone to exciting pre-placement offers from Academor.
- The stipend cycle will start along with your OJT.

Please indicate your acceptance of this offer by signing below.

We at Academor extend a warm welcome to you and look forward to a mutually beneficial experience.

SIGNATURE: _____

DATE: _____

(Candidate's Signature)

OL No: AM1652

Date : 13 March 2023

Dear **Rohit Thakre**,

Our hiring team was positively excited to get to know you over the interview call. It is our pleasure to offer you a position with **ACADEMOR** as an **Academic Counsellor** and you will be reporting to the office on **24 March 2023**.

We believe you will be an excellent addition to our team and are very much looking forward to having you onboard.

The following confirms our arrangements regarding your employment with **ACADEMOR**:

Date of Joining : 24 March 2023

Training Period : **24 March 2023 to 2 April 2023**

On the Job Training Start Date: **3 April 2023**

On the Job Training End Date: **2 October 2023**

Your Location of Training is **Bangalore** and here is the breakdown of your stipend & incentives.

Stipend: **INR 15000** Per Month

Incentives : **INR 10000**

Target: **200000** INR per month.

You will be eligible for a Pre - Placement Offer of **4 to 6.5 LPA** after completion of **On the Job Training Period**.

I have read and understood the terms and conditions and I accept this offer, as set forth above, with **Academor**, and will report on **24 March 2023**.

SIGNATURE: _____

(Candidate's Signature)

DATE: _____

ANNEXURE

Sl. No	Particulars
1.	Professional / Educational Certificates and Mark Sheets towards: <ul style="list-style-type: none">• 10th standard or equivalent examination.• 12th standard or equivalent• Graduation• Post-graduation / Doctorate Other relevant educational or skill certifications
2.	Any one original certificate (10 th /12 th or Degree Consolidated) for employment documentation.
3.	COLOUR SCANNED COPY OF YOUR PHOTOGRAPHS
4.	PAN Card, Voter ID or Driving Licence Scanned Copy.
5.	Bank Account Details: Bank Name, Your Name as per Bank records, Account Number, IFSC Code.
6.	Mandatory fully covid vaccinated report

Please bring one original document either education certificates / mark sheets (10th or 12th) or Government issued ID Card (Driving Licence/ PAN Card) for verification.

SIGNATURE: _____
(Candidate's Signature)

DATE: _____

Training Policy

- Acceptance of this offer shows that you agree and are ready to perform the given responsibilities with due care and diligence; and in compliance with the management norms.
- The acceptance of this offer also shows your enthusiasm to work on a 9 hour shift from 11 am to 8pm (including breaks). You will be entitled to one day weekly off.
- At any time if you wish to discontinue the training due to personal reasons , you will have to follow the company's resignation procedures.
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- All your information will be safe and confidential with Academor. Similarly, all the information acquired during the course of your employment shall remain confidential and you shall refrain from using it for your own purpose or from disclosing it to any third party.
- Upon conclusion of your employment, you will immediately return all of its property, equipment and documents including electronically stored information.
- You will have to cooperate with and follow all policies and practices of Academor for both yours and Academor's development.
- Post successful completion of the Training tenure, you will be prone to exciting pre-placement offers from Academor.
- The stipend cycle will start along with your OJT.

Please indicate your acceptance of this offer by signing below.

We at Academor extend a warm welcome to you and look forward to a mutually beneficial experience.

SIGNATURE: _____
(Candidate's Signature)

DATE: _____



Dhoot Transmission Pvt Ltd

OFFER LETTER

TO.

Date : 29/06/2023.

Mr/Miss :- VISHAL S. DOYE.

Sub :- Offer for the post of "GET".

Dear

With the reference to your application and the subsequent personal discussion we had with you on 13-Mar-2023, We DHOOT TRANSMISSION PVT LTD. Do hereby pleased to offer you the employment for the post of "GET." As per terms & conditions discussed and mutually agreed during personal discussion.

1. You shall be paid wages / salary & allowances as under: - stipend of (Per Day 26 + 2 leave) & overtime extra per month.

CATEG ORY	P.DAY (26 Day's)	2 Leave	4.SUNDAY (Working)	Total 26.D+2.Leave+4. Sunday= 30.Days	CANTEEN EDC ATION PER.DAY.	IN HAND (30.Days)	Canteen Facility + Bus Facility & In Hand Pay Expenses.
Get BE & B.Tec	403:84*26 = 10500	403:84*2 -Live = 807:68	10500+807: 68 = 11307:68	403:84*4 = 1615:36	11307:68+1615 :36=12923:04	12923:04- 600= 12323:04	12323:04+600+900= 13823:04

2. If you have full attendance for 2 months onwards from 1st date of joining in your salary. 2000 will be increased in total salary from the third month of that employee. So the total salary will be (CTC) Rs.15823.
3. You are required to work at our Aurangabad plant (Corporate Level), or at any other place as informed to you from time to time .your services are liable to be transferred from one shift to another (with one day's notices), where the company has undertaken its work .

At the time of joining, report to HR- Department for completing the joining formalities. Please bring all the original doc for verification at above mentioned factory address as well as copy of the following documents, as applicable.

- 1) Certificate in proof of age & certificate in respect of educational qualification.
- 2) Resent passport size photograph(5-copies)
- 3) Identity proof Xerox copy (driving license / election card / pass port)
- 4) Pan card & Andhra card – copy mandatory (original for verification)
- 5) Medical fitness certificate.
- 6) Address proof Xerox copy of (Election card / Pass port / Driving license/ Adhar card)
Form -16 from last employer (not applicable to fresher)

You are requested to join on or before It is **26-Jun-2023**. Detailed appointment letter will be issued to you immediately after your joining.

Please counter sing a copy of this letter as token of your acceptance and return the same to us.
Contact No- Aute sir. -9623200898.8380828447.

Principal

Guru Nanak Institute of Engineering &

Technology

From:- Dhoot Transmission Pvt Ltd, Chetgaon MIDC Farola Chatrapati Sambhaji Nagar, Maharashtra
Harnessing Safety.....Building Future





Dhoot Transmission Pvt Ltd

OFFER LETTER

TO.

Date : 29/06/2023.

Mr/Miss :- TANMAY R.DESHMUKH.

Sub :- Offer for the post of "GET".

Dear

With the reference to your application and the subsequent personal discussion we had with you on 13-Mar- 2023, We DHOOT TRANSMISSION PVT LTD. Do hereby pleased to offer you the employment for the post of "GET."As per terms & conditions discussed and mutually agreed during personal discussion.

1. You shall be paid wages / salary & allowances as under: - stipend of (Per Day 26 + 2 leave) & overtime extra per month.

CATEGORY	P.DAY (26 Day's)	2 Leave	4.SUNDAY (Working)	Total 26.D+2.Leave+4.Sunday= 30.Days	CANTEEN DEEDC ATION PER.DAY.	IN HAND (30.Days)	Canteen Facility + Bus Facility & In Hand Pay Expenses.
Get BE & B.Tec	403:84*26 = 10500	403:84*2 -Live = 807:68	10500+807:68 = 11307:68	403:84*4 = 1615:36	11307:68+1615:36=12923:04	12923:04-600= 12323:04	12323:04+600+900= 13823:04

2. If you have full attendance for 2 months onwards from 1st date of joining in your salary. 2000 will be increased in total salary from the third month of that employee. So the total salary will be (CTC) Rs.15823.
3. You are required to work at our Aurangabad plant (Corporate Level), or at any other place as informed to you from time to time .your services are liable to be transferred from one shift to another (with one day's notices), where the company has undertaken its work .

At the time of joining, report to HR- Department for completing the joining formalities. Please bring all the original doc for verification at above mentioned factory address as well as copy of the following documents, as applicable.

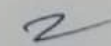
- 1) Certificate in proof of age & certificate in respect of educational qualification.
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- 4) Pan card & Andhra card – copy mandatory (original for verification)
- 5) Medical fitness certificate.
- 6) Address proof Xerox copy of (Election card / Pass port / Driving license/ Adhar card)

Form -16 from last employer (not applicable to fresher)

You are requested to join on or before It is **26-Jun-2023**.Detailed appointment latter will be issued to you immediately after your joining.

Please counter sing a copy of this letter as token of your acceptance and return the same to us.

Contact No- Aute sir. -9623200898.8380828447.


Principal

From:- Dhoot Transmission Pvt Ltd. Chetgaon MIDC Farola Chatrapati Sambhaji Nagar, Maharashtra 431501
Guru Nanak Institute of Engineering & Technology
Harassing Safety.....Building Future





Dhoot Transmission Pvt Ltd

OFFER LETTER

TO.

Date : 29/06/2023.

Mr/Miss :- PARVAT M. RATHOD.

Sub :- Offer for the post of "GET".

Dear

With the reference to your application and the subsequent personal discussion we had with you on 13-Mar-2023, We DHOOT TRANSMISSION PVT LTD. Do hereby pleased to offer you the employment for the post of "GET." As per terms & conditions discussed and mutually agreed during personal discussion.

1. You shall be paid wages / salary & allowances as under: - stipend of (Per Day 26 + 2 leave) & overtime extra per month.

CATEGORY	P.DAY (26 Day's)	2 Leave	4.SUNDAY (Working)	Total 26.D+2.Leave+4.Sunday= 30.Days	CANTEEN DEEDCATION PER.DAY.	IN HAND (30.Days)	Canteen Facility + Bus Facility & In Hand Pay Expenses.
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2. If you have full attendance for 2 months onwards from 1st date of joining in your salary. 2000 will be increased in total salary from the third month of that employee. So the total salary will be (CTC) Rs.15823.
3. You are required to work at our Aurangabad plant (Corporate Level), or at any other place as informed to you from time to time .your services are liable to be transferred from one shift to another (with one day's notices), where the company has undertaken its work .

At the time of joining, report to HR- Department for completing the joining formalities. Please bring all the original doc for verification at above mentioned factory address as well as copy of the following documents, as applicable.

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- 5) Medical fitness certificate.
- 6) Address proof Xerox copy of (Election card / Pass port / Driving license/ Adhar card)

Form -16 from last employer (not applicable to fresher)

You are requested to join on or before It is **26-Jun-2023**. Detailed appointment letter will be issued to you immediately after your joining.

Please counter sing a copy of this letter as token of your acceptance and return the same to us. Contact No- Aute sir. -9623200898.8380828447.

Principal

From:- Dhoot Transmission Pvt Ltd. Chetgaon MIDC Farola Chatrapati Sambhaji Nagar, Maharashtra
Harassing Safety.....Building Fut





Dhoot Transmission Pvt Ltd

OFFER LETTER

Date : 29/06/2023.

TO.

Mr/Miss :- M.SALMAN.

Sub :- Offer for the post of "GET".

Dear

With the reference to your application and the subsequent personal discussion we had with you on 13-Mar-2023, We DHOOT TRANSMISSION PVT LTD. Do hereby pleased to offer you the employment for the post of "GET." As per terms & conditions discussed and mutually agreed during personal discussion.

1. You shall be paid wages / salary & allowances as under: - stipend of (Per Day 26 + 2 leave) & overtime extra per month.

CATEGORY	P.DAY (26 Daye's)	2 Leave	4.SUNDAY (Working)	Total 26.D+2.Leave+4. Sunday= 30.Days	CANTEENDEDC ATION PER.DAY.	IN HAND (30.Days)	Canteen Facility + Bus Facility& In Hand Pay Expences.
Get BE & B.Tec	403:84*26 = 10500	403:84*2 -Live = 807:68	10500+807:68 = 11307:68	403:84*4 = 1615:36	11307:68+1615 :36=12923:04	12923:04-600= 12323:04	12323:04+600+900= 13823:04

2. If you have full attendance for 2 months onwards from 1st date of joining in your salary. 2000 will be increased in total salary from the third month of that employee. So the total salary will be (CTC) Rs.15823.
3. You are required to work at our Aurangabad plant (Corporate Level), or at any other place as informed to you from time to time .your services are liable to be transferred from one shift to another (with one day's notices), where the company has undertaken its work .

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- 5) Medical fitness certificate.
- 6) Address proof Xerox copy of (Election card / Pass port / Driving license/ Adhar card)

Form -16 from last employer (not applicable to fresher)

You are requested to join on or before It is 26-Jun-2023.Detailed appointment latter will be issued to you immediately after your joining.

Please counter sing a copy of this letter as token of your acceptance and return the same to us.
Contact No- Aute sir. -9623200898.8380828447.

Principal

Guru Nanak Institute of Engineering & Technology
Nagar, Maharashtra - 441501

From:- Dhoot Transmission Pvt Ltd. Chetgaon MIDC Farola Chatrapati Sambhaji Nagar, Maharashtra
Harassing Safety.....Building Fut





Dhoot Transmission Pvt Ltd

OFFER LETTER

Date : 29/06/2023.

TO.

Mr/Miss :- MALIKA SHEIKH.

Sub :- Offer for the post of "GET".

Dear

With the reference to your application and the subsequent personal discussion we had with you on 13-Mar- 2023, We DHOOT TRANSMISSION PVT LTD. Do hereby pleased to offer you the employment for the post of "GET."As per terms & conditions discussed and mutually agreed during personal discussion.

1. You shall be paid wages / salary & allowances as under: - stipend of (Per Day 26 + 2 leave) & overtime extra per month.

CATEGORY	P.DAY (26 Daye's)	2 Leave	4.SUNDAY (Working)	Total 26.D+2.Leave+4. Sunday= 30.Days	CANTEEN DEEDC ATION PER.DAY.	IN HAND (30.Days)	Canteen Facility + Bus Facility & In Hand Pay Expences.
Get BE & B.Tec	403:84*26 = 10500	403:84*2 -Live = 807:68	10500+807:68 = 11307:68	403:84*4 = 1615:36	11307:68+1615 :36=12923:04	12923:04-600= 12323:04	12323:04+600+900= 13823:04

2. If you have full attendance for 2 months onwards from 1st date of joining in your salary. 2000 will be increased in total salary from the third month of that employee. So the total salary will be (CTC) Rs.15823.

3. You are required to work at our Aurangabad plant (Corporate Level), or at any other place as informed to you from time to time .your services are liable to be transferred from one shift to another (with one day's notices), where the company has undertaken its work .

At the time of joining, report to HR- Department for completing the joining formalities. Please bring all the original doc for verification at above mentioned factory address as well as copy of the following documents, as applicable.

- 1) Certificate in proof of age & certificate in respect of educational qualification.
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- 5) Medical fitness certificate.
- 6) Address proof Xerox copy of (Election card / Pass port / Driving license/ Adhar card)

Form -16 from last employer (not applicable to fresher)

You are requested to join on or before It is **26-Jun-2023**.Detailed appointment letter will be issued to you immediately after your joining.

Please counter sing a copy of this letter as token of your acceptance and return the same to us.
Contact No- Aute sir. -9623200898.8380828447.


Principal

From:- Dhoot Transmission Pvt Ltd. Chetgaon MIDC Farola Chatrapati Sambhaji Nagar, Maharashtra
Harnessing Safety.....Building Feet
Guru Nanak Institute of Engineering & Technology Nagpur- 441501





Dhoot Transmission Pvt Ltd

OFFER LETTER

Date : 29/06/2023.

TO.

Mr/Miss :- DIVYA S. KOHALE.

Sub :- Offer for the post of "GET".

Dear

With the reference to your application and the subsequent personal discussion we had with you on **13-Mar-2023**, We DHOOT TRANSMISSION PVT LTD. Do hereby pleased to offer you the employment for the post of "GET." As per terms & conditions discussed and mutually agreed during personal discussion.

1. You shall be paid wages / salary & allowances as under: - stipend of (Per Day 26 + 2 leave) & overtime extra per month.

CATEGORY	P.DAY (26 Daye's)	2 Leave	4.SUNDAY (Working)	Total 26.D+2.Leave+4.Sunday= 30.Days	CANTEEN DEEDC ATION PER.DAY.	IN HAND (30.Days)	Canteen Facility + Bus Facility & In Hand Pay Expenses.
Get BE & B.Tec	403:84*26 = 10500	403:84*2 -Live = 807:68	10500+807:68 = 11307:68	403:84*4 = 1615:36	11307:68+1615:36=12923:04	12923:04-600= 12323:04	12323:04+600+900= 13823:04

2. If you have full attendance for 2 months onwards from 1st date of joining in your salary. 2000 will be increased in total salary from the third month of that employee. So the total salary will be (CTC) Rs.15823.

3. You are required to work at our Aurangabad plant (Corporate Level), or at any other place as informed to you from time to time .your services are liable to be transferred from one shift to another (with one day's notices), where the company has undertaken its work .

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Form -16 from last employer (not applicable to fresher)

You are requested to join on or before It is **26-Jun-2023**. Detailed appointment latter will be issued to you immediately after your joining.

Please counter sing a copy of this letter as token of your acceptance and return the same to us.
Contact No- Aute sir. -9623200898.8380828447.

Principal

Guru Nanak Institute of Engineering & Technology, Mumbai-441501

From:- Dhoot Transmission Pvt Ltd. Chetgaon MIDC Farola Chatrapati Sambhaji Nagar. Maharashtra
Harassing Safety.....Building Future





Dhoot Transmission Pvt Ltd

OFFER LETTER

Date : 29/06/2023.

TO.

Mr/Miss :- KETAN THAKARE.

Sub :- Offer for the post of "GET".

Dear

With the reference to your application and the subsequent personal discussion we had with you on 13-Mar-2023, We DHOOT TRANSMISSION PVT LTD. Do hereby pleased to offer you the employment for the post of "GET." As per terms & conditions discussed and mutually agreed during personal discussion.

1. You shall be paid wages / salary & allowances as under: - stipend of (Per Day 26 + 2 leave) & overtime extra per month.

CATEGORY	P.DAY (26 Day's)	2 Leave	4.SUNDAY (Working)	Total 26.D+2.Leave+4.Sunday= 30.Days	CANTEEN DEEDC ATION PER.DAY.	IN HAND (30.Days)	Canteen Facility + Bus Facility & In Hand Pay Expenses.
Get BE & B.Tec	403:84*26 = 10500	403:84*2 -Live = 807:68	10500+807:68 = 11307:68	403:84*4 = 1615:36	11307:68+1615:36=12923:04	12923:04-600= 12323:04	12323:04+600+900= 13823:04

2. If you have full attendance for 2 months onwards from 1st date of joining in your salary. 2000 will be increased in total salary from the third month of that employee. So the total salary will be (CTC) Rs.15823.
3. You are required to work at our Aurangabad plant (Corporate Level), or at any other place as informed to you from time to time .your services are liable to be transferred from one shift to another (with one day's notices), where the company has undertaken its work .

At the time of joining, report to HR- Department for completing the joining formalities. Please bring all the original doc for verification at above mentioned factory address as well as copy of the following documents, as applicable.

- 1) Certificate in proof of age & certificate in respect of educational qualification.
- 2) Resent passport size photograph(5-copies)
- 3) Identity proof Xerox copy (driving license / election card / pass port)
- 4) Pan card & Andhra card – copy mandatory (original for verification)
- 5) Medical fitness certificate.
- 6) Address proof Xerox copy of (Election card / Pass port / Driving license/ Adhar card)

Form -16 from last employer (not applicable to fresher)

You are requested to join on or before It is **26-Jun-2023**. Detailed appointment letter will be issued to you immediately after your joining.

Please counter sing a copy of this letter as token of your acceptance and return the same to us.
Contact No- Aute sir. -9623200898.8380828447.

Principal
Department of Engineering &
Technology
K. J. Somaiya Institute of Engineering &
Technology
Vikhroli, Mumbai - 401504

From:- Dhoot Transmission Pvt Ltd. Chetgaon MIDC Farola Chatrapati Sambhaji Nagar, Maharashtra
Harnessing Safety.....Building Feet



July 15, 2022

To,

I

Divya Meshram

Vakilpeth, Amiket Complex, Near Moti vihar, Hanunman nagar Nagpur

Subject - InfoCepts India Offer Letter

Dear Divya Meshram,

Congratulations! InfoCepts is pleased to offer you the role of Associate Analyst-Analytics & Data Management - Global Pool.

We believe you will be an excellent addition to our team and are very much looking forward to having you onboard.

This letter clarifies and confirms the terms of your employment with InfoCepts.

We are offering you a full time role at Nagpur at an annual package of INR 362,000.00. This will include allowances as per the terms and conditions set out herein.

Upon your acceptance of this offer, your start date will be August 16, 2022 and you would report to Swaroop Gandewar

I

Please refer to:

- Annexure 1 for Compensation along with Benefits
- Annexure 2 for Documents at time of joining
- Annexure 3 for Terms of Employment
- Annexure 4 for Privacy Consent

The attached Terms of Employment will govern your employment with the Company. You are required to read and understand these Terms of Employment as a part of accepting this Offer.

InfoCepts Technologies Pvt. Ltd (Unit-03)
2nd Floor, C-Wing (South Block)
Central Facility Building

InfoCepts Technologies Pvt. Ltd
(CIN: U72900MH2004PTC147168)
Registered Office: 11/1 IT Park,
Pune, Maharashtra, India

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+1 301 769 6212
+91 712 664 9845

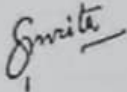

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This offer is valid till **July 15, 2022**, in case where there is no acknowledgement, the offer will be considered invalid. We look forward to having you join us on no later than **August 16, 2022**.

Please feel free to contact Krutika Shashank Joshi at krutika.joshi@infocepts.com/9767763254, for any further clarification on the terms and condition of this letter. We look forward to welcoming you to our team!

Best regards,

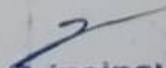


Smrita Dubey
Chief People Officer

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Annexure 1

Compensation along with Benefits

Name: Dhyo Meshram
Band & Grade: Band 1 : Grade 1

Sr no.	Particulars	Annual (in INR)	Monthly (in INR)
Basic Salary			
1	Basic Pay + Dearness Allowance	156,000.00	13,000.00
	Total - Basic Salary (A)	156,000.00	
Bouquet of Allowances*			
1	Allowances	179,776.00	14,981.00
	Total - Allowances (B)	179,776.00	
Statutory Contributions (Retirals) **			
1	Employer's Contribution to PF	18,720.00	
2	Gratuity	7,504.00	
	Total - Retirals (C)	26,224.00	
Total Cost To The Company (A+B+C)		362,000.00	
Summary - Indicative Gross Pay-out (basis above)			
	Gross Salary	335,776.00	27,981.00

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* Bouquet of Allowance will include HRA, LTA, Sodexo, Children Education Allowance, Children Hostel Allowance and any other allowance. The components are subject to, governed in accordance with Indian statutes, rules, and ordinance prevailing from time to time, and would be taxable depending upon the Tax rules in force from time to time. As part of Bouquet of Allowance, employees can claim reimbursement of expenses towards LTA, Fuel and Driver Allowance (as applicable). Such reimbursement will be limited as per Company's prevalent policies and in accordance with appropriate Income Tax rules. Any unclaimed amount, if any will be paid out as "Residual Allowance" and will be taxable. More details in this respect are available on the Flexi Benefit Portal on InfoCepts.

** Applicable taxes, PF contributions, and any local levies that may be in force will be deducted from your salary. The contribution with regards to administration charges and EDLI towards Provident Fund will be borne by InfoCepts over and above of the above-mentioned compensation.

Principal

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महोदय गुणेश्वर देवदास

ABC

11/1

11/1/2024

11/1/2024

11/1/2024



Annexure 2

Documents at time of joining

S. No.	PARTICULARS
1	Personal Data Sheet - <i>Format attached in the email</i>
2	New Employee Introduction Sheet - <i>Format attached in the email</i>
3	Resume
4	PAN Card
5	Aadhaar Card
6	Passport
7	Driving License
8	Local Address Proof - Electricity Bill
9	10 th & 12 th Mark sheet
10	Mark sheets of all college/ university/ institute
11	Degree Course Completion Certificate Of All College /University / Institute Qualifications or Provisional Certificate
12	Experience / Relieving letter / Resignation Acceptance from previous organizations
13	Last three months' Salary Slips (if applicable)
14	Bank Account proof (<i>only if you have ICICI account</i>)
15	One Passport Size Photograph (<i>preferably with white background</i>)
16	Non-Disclosure Agreement (<i>Format attached in the email</i>)
17	Provident Fund - PF Nomination and PF Declaration (<i>Format attached in the email</i>)

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Annexure 3
Terms of Employment

1. Taxes:

You are required to pay your own taxes, duties, and statutory dues as per applicable laws. However, if applicable, the company may deduct Income Tax at source and any other statutory taxes and duties from your earnings.

2. Rules and Regulations:

You will be bound by the rules and regulations contained in the InfoCepts Employee Handbook, and other rules, regulations, guidelines, policies and procedures introduced and modified by InfoCepts from time to time.

3. Background Verification:

Your appointment is conditional upon satisfactory reference and background checks (education, employment history and other details furnished by you in your application). It is also contingent upon your ability to work for the Company without restriction (e.g. non-compete obligations or other restrictive clauses with any previous employer). In case any information given by you is found false or incorrect at any point in time of your employment, the appointment will be deemed void ab initio and liable for termination without any notice or salary in lieu of notice.

4. Medical / Drug test

The Company may require you to submit to a legally recognized drug or alcohol test at the Company's expense if (i) the Company has reasonable grounds to believe the you are under the influence of alcohol or drugs; (ii) in accordance with the contract with customers; (iii) random drug testing by the Company; or (iv) on any other reasonable ground. If you refuse to take a drug or alcohol test upon request, such rejection may result in a disciplinary action.

5. Contingency Terms and Conditions:

This appointment is subject to the following:

- 5.1. Satisfactory verification of the particulars given by you in your application form / CV
- 5.2. Submission of satisfactory proof of your academic credentials including completion of degree (with an average scoring of 60% or an equivalent under other patterns of scoring, if any, throughout the course), previous employment details and any other information submitted by you.
- 5.3. Satisfactory completion of a pre-employment background screening, which may consist of verification of education, reference check and previous employment history.

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Technology Nagpur- 441501

6. Hours of Work:

You shall work the hours or work shifts as required by us lawfully under this appointment, and you shall not be entitled to receive any additional remuneration other than that provided under this appointment.

7. Service Agreement:

You will be required to execute an agreement with the company to complete the training and serve the company for a minimum period of 2 years from the date of joining, the terms and conditions of the said agreement being part and parcel of this letter of appointment.

8. Confidentiality, Non-Competition and Other Obligations:-

8.1. You are required to be just and faithful to the company in all matters and shall not at any time divulge to any person and shall use your best endeavors to prevent the publication or disclosure of any trade secret or any process or any information whether written, visual or oral concerning or in respect of the company or its clients and partners to any person or entity without prior written consent of the company.

8.2. Further you will not give to any one, by word of mouth or otherwise any particulars or details of the company's policy, technical knowhow, security arrangements, administrative matters, trade secrets, details of clients, business associations, financial arrangements, transactions etc., of the company or its clients and partners which you acquire during the course of your employment at any time, while in employment or afterwards.

8.3. During the period of your services with our company, you will not work directly or indirectly for any other person, firm or company either with or without remuneration. Nor will you be involved in any other trade, business or enterprise in any capacity.

8.4. You understand that an associate joining InfoCepts' Clients after conclusion of associate's employment at InfoCepts will cause irreparable harm to the current or prospective revenue stream of InfoCepts. Therefore, during your employment with InfoCepts and up to one year thereafter, you agree not to get into any commercial/non-commercial engagement and provide any services to any of Clients without taking written approval from InfoCepts. You shall also report to InfoCepts about any solicitation for employment received from any Client. The term "Client" means and includes InfoCepts' clients, InfoCepts' clients' clients and when an associate is in discussions with prospective clients or opportunities in discussions, such prospective clients or opportunities. The term "Client" shall include not only the specific divisions or units but the whole corporate entities as well.

8.5. You will notify us of your permanent and present addresses. You will also notify us in writing of any changes to your permanent and present address(es) within 7 days from the date of such change. In case you do not notify us, any communication or notice sent to your address of record will be deemed served upon you.

InfoCepts Technologies Pvt. Ltd (Unit-III)
2nd Floor, C-Wing (South Block)
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9. Misconduct

9.1. If at any time during your employment you are found guilty of any act of misconduct or any willful breach or continuous negligence of the terms of your employment, the company may without any notice or payment in lieu of any notice put an end to your services and terminate your employment. You shall be liable for all losses, damages to the company as contemplated in this letter of appointment and in the agreement executed separately.

9.2. Your services are liable to be suspended in case you are charged with any offence, either criminal or otherwise for fraud, cheating, misrepresentation or any offence as per applicable law of land. If the charges are proved against you, your services will be liable to be dismissed notwithstanding any clause of this appointment letter.

10. Disciplinary Actions

The terms of these terms and conditions governing your employment are extremely important for the efficient and orderly operations. When an associate's work or conduct does not meet acceptable standards or there is a breach of any condition of this offer letter, disciplinary action may be initiated by InfoCepts which may include warning letter, reprimand, withholding experience certificate or reference clearance, suspension, demotion, withholding career progression, termination from employment etc. The location of these provisions in this offer letter and the order of the terms should in no way be construed to dilute the importance of any term. If you need clarification or understanding of any terms or sections of this offer letter or other documents, policies, code of conduct etc. please reach out to your BPHR and get the points clarified. Ignorance of rules or lack of clarity is not an acceptable excuse for violation.

11. Notice Period & Termination:

11.1. Unless otherwise terminated as per the other clause(s) of this appointment letter, either party can terminate services by giving Three (3) months' notice or payment in lieu thereof. However, acceptance of such notice pay from Employee will be at the sole discretion of the Company. Company reserves the right to accept your resignation with effect from such date as it may deem fit. In cases where Employee is obligated under any other agreements or commitments with respect to the minimum duration to be served, Employee cannot exercise the right to terminate his service without completing such minimum tenure of service.

11.2. Your services are liable to be suspended in case you are charged with any offence, either criminal or otherwise for fraud, cheating, misrepresentation or any offence as per applicable law of land. If the charges are proved against you, your services will be liable to be dismissed.

11.3. The company reserves the right to terminate your services at any time during your training or employment, for any reason not prohibited by law, with or without prior notice. However, payment in lieu of such notice will be made as applicable.

11.4. If at any time during your employment you are found guilty of any act of misconduct or any willful breach or continuous negligence of the terms of your employment, the Company may without any notice or payment in lieu of any notice put an end to your services and terminate your employment. You shall be liable for all losses, damages to the Company as contemplated in this letter of appointment and in the agreement executed separately.

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1. Data Agreement

This agreement is made between the undersigned individuals, partners, proprietors and directors of the company and the organization for the purpose of the subject matter of this agreement.

2. Existing Law and Jurisdiction

The laws of India shall govern all disputes arising out of or in connection with this agreement and the jurisdiction of the courts of law shall be deemed to be conferred on the courts of law in India.



Principal
Guru Nanak Institute of Engineering &
Technology Nagpur- 441501

Signature of the undersigned
Name of the undersigned
Address of the undersigned

Signature of the undersigned
Name of the undersigned
Address of the undersigned

Signature of the undersigned
Name of the undersigned
Address of the undersigned

Annexure 4

Privacy Consent

Privacy Consent Form
as under

Information Technology (Reasonable Security Practices and Procedures and Sensitive Personal Data or Information) Rules 2011 ("India Privacy Rules")


I hereby give my consent to InfoCepts Technologies Pvt. Ltd. ("ITPL") for obtaining, storing, processing or sharing my personal data, including the background verification reports and drug test reports, with third party(ies) including but not limited to different departments within ITPL and other companies under common management, client, vendors, service providers under the India Privacy Rules, in its regular course of business.

Further, I acknowledge that my personal records/data can be disclosed by ITPL under any business requirement, contractual requirement, on request by government agency, court of law, investigation, for legal liability prescribed under the prevailing law in India, etc. However, at any point during the course of my employment with the organization I can withdraw this consent by providing valid reason/s. In this case the organization will have the option not to proceed with the purpose for which the said information was sought.

Full Name: Divya Meshram

Signature:

Date: July 15, 2022


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Guru Nanak Institute of Engineering &
Technology Nagpur- 441501

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Offer electronically accepted by: Meshram, Divya
Offer electronically accepted on: Jul 15, 2022 4:46 PM
Offer electronically accepted from: 152.57.46.34

Infosys
Navigate your next
December 15, 2022

HRD/3T/1003638750/22-23

Ms. Mrunal Harish Dubbalwar
Telephone Exchange Square
Juni Mangalwari
Nagpur-440008
India

Ph: +91-9518570878

Dear Mrunal,

Welcome to Infosys!

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

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

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

Warm regards,

RICHARD LOBO
EVP and Head Human Resources - Infosys Limited

Digitally signed by RICHARD LOBO
Date: 2022.12.15 11:51:11 IST
Reason: Digital Signature
Location: Bangalore

INFOSYS LIMITED
CIN: L85110KA1931PLC013115
44, Infosys Avenue
Electronics City, Hosur Road
Bangalore 560 100, India
T 91 80 2852 0261
F 91 80 2852 0362
askus@infosys.com
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Company Confidential - This communication is confidential between you and Infosys Limited

ANNEXURE - II
(Compensation post successful completion of six months)

COMPENSATION DETAILS
(All figures in INR per month)

NAME	Ms. Mrunal Harish Dubhalwar		
ROLE	Systems Engineer		
ROLE DESIGNATION	Systems Engineer Trainee		
1. MONTHLY COMPONENTS			
BASIC SALARY			15,000
BASKET OF ALLOWANCES			4,472
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)			2,850
MONTHLY GROSS SALARY			22,322

2. ANNUAL COMPONENT			
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)			150

3. RETIRAL BENEFITS			
PROVIDENT FUND - 12% of Basic Salary			1,800
GRATUITY - 4.81% of Basic Salary*			722
FIXED GROSS SALARY (1+2+3)			25,000

4. INCENTIVE COMPONENTS			
	At an indicative Payout of 5%	At indicative Payout of 10%	At indicative Payout of 20%
TRAINING PERFORMANCE LINKED INCENTIVE (TPI)	1,250	2,500	5,000
TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 5% of FGS)			26,250
TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 10% of FGS)			27,500
TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 20% of FGS)			30,000

OTHER BENEFITS				
Scheme	Eligible Amount In INR	Interest	Monthly Instalments	Margin Money (To be borne by the employee)
SALARY LOAN (subject to submission of Trainee Agreement)	12000 (without security)	Nil	12	Nil

All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance is subject to the fulfilment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan / loan allowance policy at that time

*The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act

December 15, 2022

HRID/1003638750/22-23

Ms. Mrunal Harish Dubhalwar
Telephone Exchange Square
Juni Mangalwari
Nagpur-440008
India

Ph: +91-9518570878

Dear Mrunal,

Congratulations! We are delighted to make you an offer as **Systems Engineer Trainee** and your role is **Systems Engineer**.

Here are the terms and conditions of our offer:

Definition

The following terms shall have the following meanings for the purpose of this Offer of Employment ("Offer Letter" hereinafter).

"Affiliates" means any entity that controls, is controlled by, or is under common control with the Company.

"Company" refers to Infosys Limited.

"Control" means possessing, directly or indirectly, the power to direct or cause the direction of the management, policies or operations of an entity, whether through ownership of voting securities, by contract or otherwise.

"Training" shall mean and include all the training that shall be imparted to you on joining the Company.

Joining

Your scheduled date of joining the employment of the Company will be **30-Jan-2023**.

Location

Your location for employment is **MYSORE, India**.

You may be asked to relocate to any of our units, departments or the offices of our Affiliates and/or the offices of our customers, depending on business requirements. In such an event, your remuneration and other benefits shall be determined in accordance with the relevant Policies of the Company in that work location.

Please be advised that you, by accepting this Offer Letter, hereby give your irrevocable consent to the above.


Principal

**Guru Nanak Institute of Engineering &
Technology Nagpur- 441501**

Training

You recognize and accept that at the time of appointment as Systems Engineer Trainee, except exposure to academic knowledge, you have received no formal, effective, technical or practical training to independently function as a Systems Engineer Trainee who is commercially viable to the Company. You further recognize and accept that prior to and at the time of joining the Company, you have not been exposed to and, therefore, have not acquired any management or communication skills, which are essential for performance of duties by you which meet the current business needs, parameters, standards and efficiency levels required by the Company.

Therefore, you would need to undergo the Training program at the Company. The Training program may consist of classroom/virtual training and/or on-the-job training. The duration of the Training will be based on the business requirements of the Company.

Terms and Conditions during Training

You are aware that the Company would be expending substantial sums of money and incurring costs, expenses, man hours etc. in the process of selecting and appointing you as Systems Engineer Trainee and thereafter imparting Training to you.

You further accept, agree and admit that the nature, quality, intensity and content of Training to be imparted by the Company is not available or imparted by any other company of a similar nature. The Training is designed to satisfy the exclusive requirements of the Company.

You admit and recognize that the technical and management Training involves substantial Training costs, man hours, resource utilization and is the result of the Company's pro-active policies in encouraging leadership qualities.

You recognize and accept that the Company would suffer substantial financial loss, inconvenience, loss of resources, man hours, etc., in the event you fail to complete the Training and/or leave the Company during the Probation period.

You, therefore, agrees that in the event of you leaving the Company before completion of the Probation period with the Company for any reason whatsoever, you shall be liable to pay to the Company compensation /damages amounting to Rs. [1,00,000]/- (Rupees One Lakh).

You accept, agree and admit that the aforementioned amount is a genuine, fair and reasonable estimate of the damages, loss and expenses that the Company would suffer on providing you the Training and/or if you leave the Company during the Probation period.

You acknowledge that the failure to complete the Training successfully or leaving the Company within the Probation Period shall mean and include:

- a) Failure to complete the Training and/or the Probation Period by being absent for any reason(s) whatsoever from the Company;
- b) Leaving the Company for the purpose of higher studies, research, alternate employment, alternate Training or any other purpose during the Probation period.
- c) Dismissal by the Company for any act of misconduct, indiscipline, absence, refusal to obey orders, breach of internal policies of the Company or unsatisfactory response from you during the Probation period.

Please be advised that you, by accepting this Offer Letter, hereby give your irrevocable consent to the above.

Probation and Confirmation

You will be on training / probation for a period of 18 (Eighteen) months from the date of joining the Company. On successful completion of your training / probation, you will be confirmed as a permanent employee. Your confirmation is also subject to your submitting the documents required by the Company, details of which are enclosed in the Information Sheet in Annexure - IV.

Leave

You are entitled to earned Leave, right from your date of joining. You will be eligible for 15 (Fifteen) working days of earned leave annually, for the first two years of your tenure with the Company. On completion of two years of service, subject to your confirmation as a permanent employee you will be eligible for 20 (Twenty) working days of leave annually.

Leave is credited on a quarterly basis. The leave eligibility shall begin in the quarter of your joining the Company, on a pro-rata basis. Leave year is the calendar year and not the fiscal year.

An illustration with other relevant information have been given in the Information Sheet. The Company's Policies also provide for Maternity, Paternity and Bereavement Leave. Further details will be provided to you at the time of joining.

Increments and Promotions

Your growth and increase in salary will depend solely on your performance and contribution to the Company. Salary increases are normally given on an annual basis.

Transfer

Your services can be transferred to any of our units / departments situated anywhere in India or abroad. At such time compensation applicable to a specific location will be payable to you.


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Technology Next Page 3 of 10

Compensation and Benefits

Salary

Your total gross salary during the first six months from the date of joining will be INR 25,000 per month and Total Gross Salary post successful completion of six months will be INR 30,000 per month. The break-up of your salary has been provided in the Compensation Details sheet in Annexure - I and Annexure - II.

The effective date of the revised salary will be the 1st of the month succeeding the month in you have completed 6 months.

Performance-linked Incentive

You will be eligible for a Performance-linked Incentive (PI) upon successful completion of six months from the Date of Joining, to a maximum of 20% of your Fixed Gross Salary, based on your performance during the six months period.

The details of this scheme will be communicated on your joining. Please refer to the Compensation Details sheet for more details.

Ex - Gratia / Bonus

You will be eligible for an Ex - Gratia/ Bonus payout which is calculated at 20% of the Basic Salary as mentioned in the Compensation Details sheet at Annexure - I and Annexure - II of this letter. The mode of payment for Financial Year 2021 - 22 will be as follows:

95% of the bonus amount mentioned in the Compensation Details sheet will be paid out on a monthly basis. The balance amount will be paid out in the end of the financial year.

Basket of Allowances (BOA)

The Basket of Allowances will be paid to you as part of your salary every month.

You will have the flexibility of choosing the components and amounts under such components as per the options provided to you on the Company Intranet, based on your preferences and income tax plans.

2
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National Pension Scheme

We offer all our India based employees the option to contribute towards the National Pension Scheme. This is an optional retirement benefit introduced by the Government of India for all its citizens. It enables accumulation of retirement corpus during active employment with add-on tax breaks. Please refer to the Information Sheet at Annexure - IV for more details.

Insurance

You will be eligible to participate in a Group Health Insurance Scheme. You may choose to enhance the coverage with other participatory optional health insurance plans (Platinum, Gold and Silver). You will be covered by default under the Standard Plan which provides you and your family (your spouse and two children up to the age of 22 years) with a cover of INR 500,000 per annum.

You will be covered under the Group Life Insurance Scheme, managed by Infosys Welfare Trust which provides you with a total Life Insurance cover of INR 62,00,000 of which INR 32,00,000 is covered towards natural death, and INR 30,00,000 towards an accidental death. All employees become members of Infosys Welfare Trust, by one-time payment of INR 250 and fixed monthly contribution of INR 250.

The details of the Scheme would be available to you when you join the Company.

Passport & Driving License

It would be to your advantage to have a valid passport and a four-wheeler driving license at the time of joining the Company. Our offer to you is subject to your having a valid passport or producing a proof of having applied for the same.

Notice Period

During the probation period, if your performance is found to be unsatisfactory or if it does not meet the prescribed criteria, your training/employment can be terminated by the Company with one-month notice or salary thereof. On confirmation, you will be required to give three month's notice or salary thereof in case you decide to leave our services, subject to the Company's discretion. Where circumstances make it necessary, the Company will have the discretion to relieve you only at the end of the three months' notice period. Similarly, the Company can terminate your services by giving three months notice or salary thereof.

In the event you do not successfully complete your training, or you are involved in an act that constitutes misconduct, your training/employment can be terminated by the Company with immediate effect without notice.

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Page 5 of 10

Background Checks

The Company may, at its discretion conduct background checks prior to or after your expected joining date to validate your identity, the address provided by you, your education details and details of your prior work experience if any, and to conduct any criminal checks. You expressly consent to the Company conducting such background checks. In this connection, you are required to furnish the documents listed in Offer Annexure for India.

If you fail to submit the necessary documents as required by the Company within the specified time period or if the Company is not satisfied, with the outcome of the background checks, the Company, in its sole discretion, reserves the right to withdraw this offer without notice and compensation or to take any appropriate action against you, including, but not limited to termination of your employment.

When a background check raises any concerns regarding any of the details furnished by you and the Company feels the need to further validate such facts, the Company may at its sole discretion, ask you for further information, to substantiate the details that you have earlier provided to the Company, before initiating appropriate action.

Please note that Infosys requires you to furnish a copy of your passport at the time of joining. If you are unable to do so, the Company will initiate a criminal background check.

Other Terms and Conditions

You agree not to undertake employment, whether full-time or part-time, as the Director / Partner / Member / Employee of any other organization / entity engaged in any form of business activity without the consent of Infosys. The consent may be given subject to any terms and conditions that the Company may think fit and may be withdrawn at any time at the discretion of the Company.

Our offer to you as a **Systems Engineer** is conditional upon your having fully completed your graduation/post-graduation, without any active backlog papers and with a pass percentage not lesser than as specified in our campus recruitment program 2021-22. These eligibility criteria for the Role of a Systems Engineer, has already been clearly communicated to you and your college during the selection process. You will also have completed all studies, course requirements and examinations required for the award of the educational qualification recorded by you in your application for employment with Infosys.

You will produce all marks sheets and other relevant documents, at least till the penultimate semester. All these proofs will need to be submitted on the day of joining. Further, you should have been declared as passed by the relevant examination authority. The determination of the adequacy or authenticity of all or any of the proofs and any condonation of delay in submission of the same will be at the Company's discretion.

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ANNEXURE - I
(Compensation during the first six months from the Date of Joining)

COMPENSATION DETAILS
(All figures in INR per month)

NAME	Ms. Mrunal Harish Dubbalwar		
ROLE	Systems Engineer		
ROLE DESIGNATION	Systems Engineer Trainee		
1. MONTHLY COMPONENTS			
BASIC SALARY			15,000
BASKET OF ALLOWANCES			4,478
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)			2,850
MONTHLY GROSS SALARY			22,328

2. ANNUAL COMPONENT

BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)			150
--	--	--	-----

3. RETIRAL BENEFITS

PROVIDENT FUND - 12% of Basic Salary			1,800
GRATUITY - 4.81% of Basic Salary*			722
FIXED GROSS SALARY (1+2+3)			25,000
TOTAL GROSS SALARY			25,000

OTHER BENEFITS

Scheme	Eligible Amount In INR	Interest	Monthly Instalments	Margin Money (To be borne by the employee)
SALARY LOAN (subject to submission of Trainee Agreement)	12000 (without security)	Nil	12	Nil

All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance is subject to the fulfilment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan / loan allowance policy at that time

*The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act

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July 15, 2022

To,

Mrunal Dubbalwar
Near Shiv mandir juni mangalwari mataghare mohalla Bagadganj Nagpur

Subject - InfoCepts India Offer Letter

Dear Mrunal Dubbalwar,

Congratulations! InfoCepts is pleased to offer you the role of Associate Analyst-Analytics & Data Management - Global Pool.

We believe you will be an excellent addition to our team and are very much looking forward to having you onboard.

This letter clarifies and confirms the terms of your employment with InfoCepts.

We are offering you a full time role at Nagpur at an annual package of INR 362,000.00. This will include allowances as per the terms and conditions set out herein.

Upon your acceptance of this offer, your start date will be August 16, 2022 and you would report to Swaroop Gandewar

Please refer to:

- Annexure 1 for Compensation along with Benefits
- Annexure 2 for Documents at time of joining
- Annexure 3 for Terms of Employment
- Annexure 4 for Privacy Consent

The attached Terms of Employment will govern your employment with the Company. You are required to read and understand these Terms of Employment as a part of accepting this Offer.

InfoCepts Technologies Pvt. Ltd (Unit-III)
0100
2nd Floor, C-Wing (South Block)
6212
Central Facility Building
9845
MIHAN Nagpur - 441108, Maharashtra, India
www.infocepts.com

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+1 301,769

+01 712 664

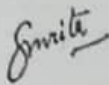
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Technology Nagpur- 441501

This offer is valid till **July 15, 2022**, in case where there is no acknowledgement, the offer will be considered invalid. We look forward to having you join us on no later than **August 16, 2022**.

Please feel free to contact Krutika Shashank Joshi at krutika.joshi@infocepts.com/9767763254, for any further clarification on the terms and condition of this letter.
We look forward to welcoming you to our team!

Best regards,



Smrita Dubey
Chief People Officer

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MIDHAN Nagpur - 441108, Maharashtra, India
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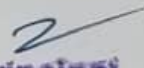
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+91 712 604



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Annexure 1

Compensation along with Benefits

Name: Mrunal Dubbalwar			
Band & Grade: Band 1: Grade 1			
Sr no.	Particulars	Annual (In INR)	Monthly (In INR)
Basic Salary			
1	Basic Pay + Dearness Allowance	156,000.00	13,000.00
	Total - Basic Salary (A)	156,000.00	
Bouquet of Allowances*			
1	Allowances	179,776.00	14,981.00
	Total - Allowances (B)	179,776.00	
Statutory Contributions (Retirals) **			
1	Employer's Contribution to PF	18,720.00	
2	Gratuity	7,504.00	
	Total - Retirals (C)	26,224.00	
Total Cost To The Company (A+B+C)		362,000.00	
Summary - Indicative Gross Pay-out (basis above)			
	Gross Salary	335,776.00	27,981.00

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INFOCEPTS

Annexure 3

Statement of Use of Books


S. No.	Sl. No.	Author's Name	Title of the Book	Year of Publication	Number of Copies	Number of Copies Available	Number of Copies Issued	Number of Copies Returned	Remarks
1	1	Author's Name	Title of the Book	Year of Publication	Number of Copies	Number of Copies Available	Number of Copies Issued	Number of Copies Returned	Remarks
2	2	Author's Name	Title of the Book	Year of Publication	Number of Copies	Number of Copies Available	Number of Copies Issued	Number of Copies Returned	Remarks
3	3	Author's Name	Title of the Book	Year of Publication	Number of Copies	Number of Copies Available	Number of Copies Issued	Number of Copies Returned	Remarks
4	4	Author's Name	Title of the Book	Year of Publication	Number of Copies	Number of Copies Available	Number of Copies Issued	Number of Copies Returned	Remarks
5	5	Author's Name	Title of the Book	Year of Publication	Number of Copies	Number of Copies Available	Number of Copies Issued	Number of Copies Returned	Remarks
6	6	Author's Name	Title of the Book	Year of Publication	Number of Copies	Number of Copies Available	Number of Copies Issued	Number of Copies Returned	Remarks
7	7	Author's Name	Title of the Book	Year of Publication	Number of Copies	Number of Copies Available	Number of Copies Issued	Number of Copies Returned	Remarks
8	8	Author's Name	Title of the Book	Year of Publication	Number of Copies	Number of Copies Available	Number of Copies Issued	Number of Copies Returned	Remarks
9	9	Author's Name	Title of the Book	Year of Publication	Number of Copies	Number of Copies Available	Number of Copies Issued	Number of Copies Returned	Remarks
10	10	Author's Name	Title of the Book	Year of Publication	Number of Copies	Number of Copies Available	Number of Copies Issued	Number of Copies Returned	Remarks
11	11	Author's Name	Title of the Book	Year of Publication	Number of Copies	Number of Copies Available	Number of Copies Issued	Number of Copies Returned	Remarks
12	12	Author's Name	Title of the Book	Year of Publication	Number of Copies	Number of Copies Available	Number of Copies Issued	Number of Copies Returned	Remarks
13	13	Author's Name	Title of the Book	Year of Publication	Number of Copies	Number of Copies Available	Number of Copies Issued	Number of Copies Returned	Remarks
14	14	Author's Name	Title of the Book	Year of Publication	Number of Copies	Number of Copies Available	Number of Copies Issued	Number of Copies Returned	Remarks
15	15	Author's Name	Title of the Book	Year of Publication	Number of Copies	Number of Copies Available	Number of Copies Issued	Number of Copies Returned	Remarks

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Annexure 4

Privacy Consent
Privacy Consent Form
 as under

Information Technology (Reasonable Security Practices and Procedures and Sensitive Personal Data or Information) Rules 2011 ("India Privacy Rules")

I hereby give my consent to InfoCepts Technologies Pvt. Ltd. ("ITPL") for obtaining, storing, processing or sharing my personal data, including the background verification reports and drug test reports, with third party(ies) including but not limited to different departments within ITPL and other companies under common management, client, vendors, service providers under the India Privacy Rules, in its regular course of business.

Further, I acknowledge that my personal records/data can be disclosed by ITPL under any business requirement, contractual requirement, on request by government agency, court of law, investigation, for legal liability prescribed under the prevailing law in India, etc. However, at any point during the course of my employment with the organization I can withdraw this consent by providing valid reason/s. In this case the organization will have the option not to proceed with the purpose for which the said information was sought.

Full Name: Mrunal Dubbalwar

Signature:

Date: July 15, 2022

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 2nd Floor, C-Wing (South Block)
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 MHAN Nagpur - 441106, Maharashtra, India

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Offer electronically accepted by: Dubbalwar, Mrunal
 Offer electronically accepted on: Jul 15, 2022 5:15 PM
 Offer electronically accepted from: 157.33.0.13

INFOCEPTS

Appendix B Terms of Employment

1. Terms

These terms and conditions apply to all employees of the Company. They are subject to change without notice and may be amended from time to time.

2. Status and Registration

You will be treated as an employee of the Company for all purposes. You will be required to register with the relevant government authorities and maintain the necessary records.

3. Background Verification

Your employment is conditional upon satisfactory reference and background checks. You warrant that you have provided accurate information and that you are not under any legal restraint or disqualification from employment.

4. Alcohol / Drug Use

The Company may require you to submit to a legally mandated drug or alcohol test at the Company's expense if it has reasonable cause to believe that your use of alcohol or drugs is in violation of the Company's policies and procedures. Any violation may result in disciplinary action.

5. Contingency Terms and Conditions

The employment is subject to the following:

1. The employee will be employed on a full-time basis.
2. The employee will be employed on a probationary basis for a period of three months. During this period, the employee's performance will be monitored and the employee may be terminated without notice.
3. The employee's knowledge of a particular matter is not a condition of employment.

1. Name of the employee	2. Designation	3. Date of joining
4. Address of the employee	5. Contact number	6. Signature of the employee
7. Date of signing	8. Signature of the employer	9. Stamp of the employer

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6. Hours of Work

You shall work the hours or work shifts as required by us lawfully under this appointment, and you shall not be entitled to receive any additional remuneration other than that provided under this appointment.

7. Service Agreement

You will be required to execute an agreement with the company to complete the training and serve the company for a minimum period of 2 years from the date of joining, the terms and conditions of the said agreement being part and parcel of this letter of appointment.

8. Confidentiality, Non-Competition and Other Obligations:-

8.1. You are required to be just and faithful to the company in all matters and shall not at any time divulge to any person and shall use your best endeavors to prevent the publication or disclosure of any trade secret or any process or any information whether written, visual or oral concerning or in respect of the company or its clients and partners to any person or entity without prior written consent of the company.

8.2. Further you will not give to any one, by word of mouth or otherwise any particulars or details of the company's policy, technical knowhow, security arrangements, administrative matters, trade secrets, details of clients, business associations, financial arrangements, transactions etc., of the company or its clients and partners which you acquire during the course of your employment at any time, while in employment or afterwards.

8.3. During the period of your services with our company, you will not work directly or indirectly for any other person, firm or company either with or without remuneration. Nor will you be involved in any other trade, business or enterprise in any capacity.

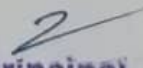
8.4. You understand that an associate joining InfoCepts' Clients after conclusion of associate's employment at InfoCepts will cause irreparable harm to the current or prospective revenue stream of InfoCepts. Therefore, during your employment with InfoCepts and up to one year thereafter, you agree not to get into any commercial/non-commercial engagement and provide any services to any of Clients without taking written approval from InfoCepts. You shall also report to InfoCepts about any solicitation for employment received from any Client. The term "Client" means and includes InfoCepts' clients, InfoCepts' clients' clients and when an associate is in discussions with prospective clients or opportunities in discussions, such prospective clients or opportunities. The term "Client" shall include not only the specific divisions or units but the whole corporate entities as well.

8.5. You will notify us of your permanent and present addresses. You will also notify us in writing of any changes to your permanent and present address(es) within 7 days from the date of such change. In case you do not notify us, any communication or notice sent to your address of record will be deemed served upon you.

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9. Misconduct

9.1. If at any time during your employment you are found guilty of any act of misconduct or any willful breach or continuous negligence of the terms of your employment, the company may without any notice or payment in lieu of any notice put an end to your services and terminate your employment. You shall be liable for all losses, damages to the company as contemplated in this letter of appointment and in the agreement executed separately.

9.2. Your services are liable to be suspended in case you are charged with any offence, either criminal or otherwise for fraud, cheating, misrepresentation or any offence as per applicable law of land. If the charges are proved against you, your services will be liable to be dismissed notwithstanding any clause of this appointment letter.

10. Disciplinary Actions

The terms of these terms and conditions governing your employment are extremely important for the efficient and orderly operations. When an associate's work or conduct does not meet acceptable standards or there is a breach of any condition of this offer letter, disciplinary action may be initiated by InfoCepts which may include warning letter, reprimand, withholding experience certificate or reference clearance, suspension, demotion, withholding career progression, termination from employment etc. The location of these provisions in this offer letter and the order of the terms should in no way be construed to dilute the importance of any term. If you need clarification or understanding of any terms or sections of this offer letter or other documents, policies, code of conduct etc. please reach out to your BPHR and get the points clarified. Ignorance of rules or lack of clarity is not an acceptable excuse for violation.

11. Notice Period & Termination

11.1. Unless otherwise terminated as per the other clause(s) of this appointment letter, either party can terminate services by giving Three (3) months' notice or payment in lieu thereof. However, acceptance of such notice pay from Employee will be at the sole discretion of the Company. Company reserves the right to accept your resignation with effect from such date as it may deem fit. In cases where Employee is obligated under any other agreements or commitments with respect to the minimum duration to be served, Employee cannot exercise the right to terminate his service without completing such minimum tenure of service.

11.2. Your services are liable to be suspended in case you are charged with any offence, either criminal or otherwise for fraud, cheating, misrepresentation or any offence as per applicable law of land. If the charges are proved against you, your services will be liable to be dismissed.

11.3. The company reserves the right to terminate your services at any time during your training or employment, for any reason not prohibited by law, with or without prior notice. However, payment in lieu of such notice will be made as applicable.

11.4. If at any time during your employment you are found guilty of any act of misconduct or any willful breach or continuous negligence of the terms of your employment, the Company may without any notice or payment in lieu of any notice put an end to your services and terminate your employment. You shall be liable for all losses, damages to the Company as contemplated in this letter of appointment and in the agreement executed separately.

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MHAN Nagpur - 441108, Maharashtra, India

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Technology Nagpur- 441501

OFFER and APPOINTMENT LETTER

Offer Release Date: November 28, 2023

Dear Anshu Sharma,
House No. 444h, Near Sadar
Mata Mata mandir, Sadar,, Nagpur,
Maharashtra, India, 440001
Document ID# - 385b4230-bb86-45da-a917-e6a15d4008c2

Dear Anshu Sharma,

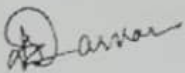
Congratulations! With reference to your application and subsequent discussions with us, we are pleased to inform you that you have been selected for employment with HCL Technologies Ltd. as **Analyst** at **E1**.

We take this opportunity to thank & appreciate your decision to join HCLTech. You are requested to report on **December 14, 2023**.

You are requested to accept the offer within 07 days and mail the confirmation of acceptance to recruiters' email id **gati_vyas@hcl.com**, failing which the offer will stand null and void.

Welcome onboard! We look forward to a mutually fruitful association.

HCL Technologies Limited,

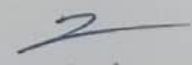


Debasis Sarkar
Sr. VP, Head-Global Rewards

This is system generated Letter/Contract. Agreeing to the Offer and its terms and conditions in the workflow is as good as signing of physical contract/letter on mutual agreement between us. It has all legal binding as per the law, if mutual trust is breached at any point of time.

HCL Technologies Ltd.
Technology Hub, Special Economic Zone
Plot No. 3A, Sector 126, NOIDA - 201304, UP, India
t: +91 0120 6120 25000 f: +91 0120 4680330

Corporate Identity Number: L74140DL1991PLC046369
Registered Office:
806 Siddharth 06, Nehru Place, New Delhi - 110009, India


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Engineering & Technology
Nagpur - 441501
HCL

12. Entire Agreement:

This Agreement constitutes the complete understanding between the Parties and supersedes all prior agreements and representations, written or oral, concerning the subject matter of this Agreement.

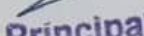
13. Governing Law and Jurisdiction:

The laws of Nagpur, India shall govern all questions concerning the construction, validity and interpretation of this Agreement and all matters arising out of or relating to this Agreement.

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July 14, 2022

To,

Yogesh Dhuware
Pajikan Toli Bajpai Ward Saraswati School Gondia

Subject - InfoCepts India Offer Letter

Dear Yogesh Dhuware,

Congratulations! InfoCepts is pleased to offer you the role of **Associate Analyst-Cloud & Data Engineering - Global Pool**. We believe you will be an excellent addition to our team and are very much looking forward to having you onboard.

This letter clarifies and confirms the terms of your employment with InfoCepts.

We are offering you a full time role at **Nagpur** at an annual package of **INR 362,000.00**. This will include allowances as per the terms and conditions set out herein.

Upon your acceptance of this offer, your start date will be **August 16, 2022** and you would report to Swaroop Gandewar -

Please refer to:

- Annexure 1 for Compensation along with Benefits
- Annexure 2 for Documents at time of joining
- Annexure 3 for Terms of Employment
- Annexure 4 for Privacy Consent

The attached Terms of Employment will govern your employment with the Company. You are required to read and understand these Terms of Employment as a part of accepting this Offer.

InfoCepts Technologies Pvt. Ltd (Unit-III)
2nd Floor, C-Wing (South Block)
Central Facility Building
MIHAN Nagpur - 441108, Maharashtra, India

InfoCepts Technologies Pvt. Ltd.
(CIN U72900MH2004PTC147168)
Registered Office: 11/1 IT Park,
Parsudi, Nagpur - 440022, Maharashtra, India

+91 712 666 0100
+1 301 769 6212
+91 712 664 9845
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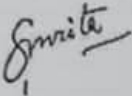

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This offer is valid till July 14, 2022, in case where there is no acknowledgement, the offer will be considered invalid. We look forward to having you join us on no later than August 16, 2022.

Please feel free to contact Hrishikesh Deopujari at hrishikesh.deopujari@infocepts.com/9823166717, for any further clarification on the terms and condition of this letter. We look forward to welcoming you to our team!

Best regards,




Smrita Dubey
Chief People Officer

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[Faint handwritten text in Marathi, likely a reply or acknowledgment, is visible at the bottom of the page.]

Annexure 1

Compensation along with Benefits

Name: Yogesh Dhuware			
Band & Grade: Band 1 : Grade 1			
Sr no.	Particulars	Annual (in INR)	Monthly (in INR)
Basic Salary			
1	Basic Pay + Dearness Allowance	156,000.00	13,000.00
	Total - Basic Salary (A)	156,000.00	
Daquet of Allowances*			
1	Allowances	179,776.00	14,981.00
	Total - Allowances (B)	179,776.00	
Statutory Contributions (Retirals)**			
1	Employer's Contribution to PF	18,720.00	
2	Gratuity	7,504.00	
	Total - Retirals (C)	26,224.00	
	Total Cost To The Company (A+B+C)	362,000.00	
Summary - Indicative Gross Pay-out (basis above)			
	Gross Salary	335,776.00	27,981.00

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* Budget of Allowance will include HRA, LTA, Sodean, Children Education Allowance, Children Hostel Allowance and any other allowance. The components are subject to government in accordance with Indian statutes, rules, and ordinance prevailing from time to time, and would be taxable depending upon the Tax rules in force from time to time. As part of Budget of Allowance, employees can claim reimbursement of expenses towards LTA, Fuel and Driver Allowance (as applicable). Such reimbursement will be limited as per Company's prevailing policies and in accordance with appropriate income Tax rules. Any unclaimed amount, if any will be paid out as "Residual Allowance" and will be taxable. More details in this respect are available on the Flexi Benefit Portal on InfoCepts.

** Applicable taxes, PF contributions, and any local levies that may be in force will be deducted from your salary. The contribution with regards to administration charges and EOLI towards Provident Fund will be borne by InfoCepts over and above of the above-mentioned compensation.

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महोदय बंगलोर इंजिनियरिंग कॉलेज
एच.ए.सी. १३११
बंगलूर
महोदय बंगलोर इंजिनियरिंग कॉलेज
एच.ए.सी. १३११
बंगलूर

Annexure 2

Documents at time of joining

S. No.	PARTICULARS
1	Personal Data Sheet - <i>Format attached in the email</i>
2	New Employee Introduction Sheet - <i>Format attached in the email</i>
3	Resume
4	PAN Card
5	Aadhaar Card
6	Passport
7	Driving License
8	Local Address Proof - Electricity Bill
9	10 th & 12 th Mark sheet
10	Mark sheets of all college/ university/ institute
11	Degree Course Completion Certificate Of All College /University / Institute Qualifications or Provisional Certificate
12	Experience / Relieving letter / Resignation Acceptance from previous organizations
13	Last three months' Salary Slips (if applicable)
14	Bank Account proof (<i>only if you have ICICI account</i>)
15	One Passport Size Photograph (<i>preferably with white background</i>)
16	Non-Disclosure Agreement (<i>Format attached in the email</i>)
17	Provident Fund - PF Nomination and PF Declaration (<i>Format attached in the email</i>)

InfoCepts Technologies Pvt. Ltd (Unit-16)
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Handwritten notes in Hindi, including the word 'प्रमाण' (Proof) and other illegible text.

Annexure 3
Terms of Employment

1. Taxes:

You are required to pay your own taxes, duties, and statutory dues as per applicable laws. However, if applicable, the company may deduct Income Tax at source and any other statutory taxes and duties from your earnings.

2. Rules and Regulations:

You will be bound by the rules and regulations contained in the InfoCepts Employee Handbook, and other rules, regulations, guidelines, policies and procedures introduced and modified by InfoCepts from time to time.

3. Background Verification:

Your appointment is conditional upon satisfactory reference and background checks (education, employment history and other details furnished by you in your application). It is also contingent upon your ability to work for the Company without restriction (e.g. non-compete obligations or other restrictive clauses with any previous employer). In case any information given by you is found false or incorrect at any point in time of your employment, the appointment will be deemed void ab initio and liable for termination without any notice or salary in lieu of notice.

4. Medical / Drug test:

The Company may require you to submit to a legally recognized drug or alcohol test at the Company's expense if (i) the Company has reasonable grounds to believe the you are under the influence of alcohol or drugs; (ii) in accordance with the contract with customers; (iii) random drug testing by the Company; or (iv) on any other reasonable ground. If you refuse to take a drug or alcohol test upon request, such rejection may result in a disciplinary action.

5. Contingency Terms and Conditions:

This appointment is subject to the following:

- 5.1. Satisfactory verification of the particulars given by you in your application form / CV
- 5.2. Submission of satisfactory proof of your academic credentials including completion of degree (with an average scoring of 60% or an equivalent under other patterns of scoring, if any, throughout the course), previous employment details and any other information submitted by you.
- 5.3. Satisfactory completion of a pre-employment background screening, which may consist of verification of education, reference check and previous employment history.

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[Handwritten signatures and notes in blue ink, including the name 'Guru Nanak Institute of Engineering & Technology Nagpur']

6. Hours of Work:

You shall work the hours or work shifts as required by us lawfully under this appointment, and you shall not be entitled to receive any additional remuneration other than that provided under this appointment.

7. Service Agreement:

You will be required to execute an agreement with the company to complete the training and serve the company for a minimum period of 2 years from the date of joining, the terms and conditions of the said agreement being part and parcel of this letter of appointment.

B. Confidentiality, Non-Competition and Other Obligations:-

B.1. You are required to be just and faithful to the company in all matters and shall not at any time divulge to any person and shall use your best endeavors to prevent the publication or disclosure of any trade secret or any process or any information whether written, visual or oral concerning or in respect of the company or its clients and partners to any person or entity without prior written consent of the company.

B.2. Further you will not give to any one, by word of mouth or otherwise any particulars or details of the company's policy, technical knowhow, security arrangements, administrative matters, trade secrets, details of clients, business associations, financial arrangements, transactions etc., of the company or its clients and partners which you acquire during the course of your employment at any time, while in employment or afterwards.

B.3. During the period of your services with our company, you will not work directly or indirectly for any other person, firm or company either with or without remuneration. Nor will you be involved in any other trade, business or enterprise in any capacity.

B.4. You understand that an associate joining InfoCepts' Clients after conclusion of associate's employment at InfoCepts will cause irreparable harm to the current or prospective revenue stream of InfoCepts. Therefore, during your employment with InfoCepts and up to one year thereafter, you agree not to get into any commercial/non-commercial engagement and provide any services to any of Clients without taking written approval from InfoCepts. You shall also report to InfoCepts about any solicitation for employment received from any Client. The term "Client" means and includes InfoCepts' clients, InfoCepts' clients' clients and when an associate is in discussions with prospective clients or opportunities in discussions, such prospective clients or opportunities. The term "Client" shall include not only the specific divisions or units but the whole corporate entities as well.

B.5. You will notify us of your permanent and present addresses. You will also notify us in writing of any changes to your permanent and present address(es) within 7 days from the date of such change. In case you do not notify us, any communication or notice sent to your address of record will be deemed served upon you.

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9. Misconduct

9.1 If at any time during your employment you are found guilty of any act of misconduct or any willful breach or continuous negligence of the terms of your employment, the company may without any notice or payment in lieu of any notice put an end to your services and terminate your employment. You shall be liable for all losses, damages to the company as contemplated in this letter of appointment and in the agreement executed separately.

9.2 Your services are liable to be suspended in case you are charged with any offence, either criminal or otherwise for fraud, cheating, misrepresentation or any offence as per applicable law of land. If the charges are proved against you, your services will be liable to be dismissed notwithstanding any clause of this appointment letter.

10. Disciplinary Actions

The terms of these terms and conditions governing your employment are extremely important for the efficient and orderly operations. When an associate's work or conduct does not meet acceptable standards or there is a breach of any condition of this offer letter, disciplinary action may be initiated by InfoCepts which may include warning letter, reprimand, withholding experience certificate or reference clearance, suspension, demotion, withholding career progression, termination from employment etc. The location of these provisions in this offer letter and the order of the terms should in no way be construed to dilute the importance of any term. If you need clarification or understanding of any terms or sections of this offer letter or other documents, policies, code of conduct etc. please reach out to your BPHR and get the points clarified. Ignorance of rules or lack of clarity is not an acceptable excuse for violation.

11. Notice Period & Termination:

11.1 Unless otherwise terminated as per the other clause(s) of this appointment letter, either party can terminate services by giving Three (3) months' notice or payment in lieu thereof. However, acceptance of such notice pay from Employee will be at the sole discretion of the Company. Company reserves the right to accept your resignation with effect from such date as it may deem fit. In cases where Employee is obligated under any other agreements or commitments with respect to the minimum duration to be served, Employee cannot exercise the right to terminate his service without completing such minimum tenure of service.

11.2 Your services are liable to be suspended in case you are charged with any offence, either criminal or otherwise for fraud, cheating, misrepresentation or any offence as per applicable law of land. If the charges are proved against you, your services will be liable to be dismissed.


11.3 The company reserves the right to terminate your services at any time during your training or employment, for any reason not prohibited by law, with or without prior notice. However, payment in lieu of such notice will be made as applicable.

11.4 If at any time during your employment you are found guilty of any act of misconduct or any willful breach or continuous negligence of the terms of your employment, the Company may without any notice or payment in lieu of any notice put an end to your services and terminate your employment. You shall be liable for all losses, damages to the Company as contemplated in this letter of appointment and in the agreement executed separately.

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12. Entire Agreement:

This Agreement constitutes the complete understanding between the Parties and supersedes all prior agreements and representations, written or oral, concerning the subject matter of this Agreement

13. Governing Law and Jurisdiction:

The laws of Nagpur, India shall govern all questions concerning the construction, validity and interpretation of this Agreement and all matters arising out of or relating to this Agreement

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+1 301 769 6212
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[Faint handwritten text, possibly a signature or date]



WINSPARK INNOVATIONS LEARNING PVT LTD.
1108-1109, 11th floor, JMD Megapolis, Sohna Road, Gurgaon
<http://www.planetspark.in>

Offer Letter

Date: 09/02/2023

To Arshiya Khan

Employee Code: PS15231

Dear Arshiya

Sub: Offer Letter

We are pleased to appoint you in our organization as a **Business Development Counsellor** with effect from **21st February 2023**. You will be based out of PlanetSpark office at Planet Spark Tower A, 1st floor, Unitech Cyber Park, Sector 39, Gurugram, Haryana 122002. You will be working from office from day one of joining.

You will be paid gross emoluments and incentives as detailed in Annexure – A when 1 Lac revenue reflects in the sales dashboard against your name.

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.

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 sparking the joy of learning in every child in India. We assure you of our support for your professional development and growth.

Yours truly,

For WINSPARK INNOVATIONS LEARNING PRIVATE LIMITED.

AUTHORIZED SIGNATORY

Encl.: As above


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Annexure – A

Emoluments can be bifurcated as under:

	Monthly	Yearly
Basic Pay	15600	187200
House Rent Allowance	7800	93600
Medical Allowance	2000	24000
Supplementary Allowance	7000	84000
Gross Salary	32400	388800
*Performance Linked Incentive based on Individual Target	20000	240000
Employer PF Contribution	1800	21600
Total CTC		6,50,400

Your overall training period is for 4 weeks. you would receive a training gross of **INR 21,428 (PF will be deducted)** per month which can be extended if needed. During this period the below mentioned targets has to be achieved to get the License to sell and move into the core sales team.

Region	Targets
Domestic	Rs 100000
UAE	\$1500
USA	\$1500

The trainee will be eligible to receive the Training gross only if they have 90% of daily Attendance in office and should have completed one whole month in the system.

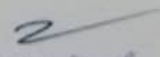
Annexure – B

1. **Personal Particulars:**

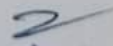
You will keep us informed of any change in your residential address, your family status or any other relevant particulars. You would also let us know the name and address of your legal heir/nominee.

2. **Probation**

You will be in probation period of one month from the date of joining. The probation can be discontinued anytime if target is not achieved during training and salary will be processed as FNF after 90 days.


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3. **Nature of Work:**
You will work at high standard of initiative, creativeness, efficiency and economy in the organization. The nature of work and responsibilities within **Business Development Counsellor** will be assigned and explained to you from time to time.
4. **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.
5. **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 and utilize 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.
6. **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.
7. **Annual Leave:**
You will be entitled to 4 annual leaves for every completed quarter at the company and 7 annual medical leave. These are applicable for permanent employees
8. **Termination of Service:**
Either party can terminate this employment by serving a notice of 3 days on the other. The Full and Final settlement will be processed after 90 days from the last working date.
9. **Appointment in Good Faith:**
It must be specifically understood that this offer is made based on your proficiency on technical/professional skills you have declared to possess as per your application for employment and your ability to handle any assignment/job independently.


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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.

Sincerely,
For and on behalf of WINSPARK INNOVATIONS LEARNING PVT LTD



"I hereby accept this offer and I Confirm that I have signed out of the placement process"

Signature

Date


Principal
Guru Nanak Institute of Engineering &
Technology Nagpur- 441501

presents you our Letter Of Intent

➤ Inbox



Capgemini via Sup... Jan 24



to me ▾



Capgemini

READY TO MAKE YOUR DREAMS COME TRUE?

GET THE FUTURE YOU WANT




-  **Most Ethical Company - Eight times in a row**
-  **We're highly-rated on Glassdoor**
-  **Capgemini Research Institute ranked #1**
-  **Our gender balance initiatives**
-  **Our global client stories**

Dear Sahil Vikas Dhurve,

At Capgemini, we work with the world's leading brands to enhance and transform the way they do business. We do this with passion. And we do this by applying the human touch to business and technology. In fact, passionate people are Capgemini's ace of spades.

During our interaction with you, we found you to be equally passionate about what you do. We are pleased to announce you have successfully cleared our initial selection process and been shortlisted for a suitable position with us. This decision is purely based on your merit and performance during your interactions with us.

As the next step in taking your candidature ahead, please go to **Job Profile**  **Principal** **Guru Nanak Institute of Engineering & Technology** **Noida** to complete the process of accepting the Letter of Intent.



Most Ethical Company - Eight times in a row



We're highly-rated on Glassdoor



Copgemini Research Institute ranked #1



Our gender balance initiatives



Our global client stories

Dear Sahil Vikas Dhurve,

At Copgemini, we work with the world's leading brands to enhance and transform the way they do business. We do this with passion. And we do this by applying the human touch to business and technology. In fact, passionate people are Copgemini's ace of spades.

During our interaction with you, we found you to be equally passionate about what you do. We are pleased to announce you have successfully cleared our initial selection process and been shortlisted for a suitable position with us. This decision is purely based on your merit and performance during your interactions with us.

As the next step in taking your candidature ahead, please go to **Job Profile Tab** and complete the process of accepting the Letter of Intent.

We request you to ensure that you complete all the pre requisite information as well as update all the required documents asked during the course of this process before Jan 31, 2022 11:59 PM IST.

To ensure ease of process, please find below list of documents that would be needed to complete the process

- Passport size photo
- SSC & HSC Certificate
- Graduation Marksheets
- Graduation Degree Certificate/Provisional Degree* (If applicable)
- Government ID Proof (Aadhar Card/ Driving License/ Passport/ Voter ID)
- Diploma Marksheets (if applicable)
- Diploma Certificate (if applicable)
- Post-graduation Marksheets* (if applicable)
- Post-graduation Certificate* (if applicable)

*Please note that if you have completed your diploma/graduation/post-graduation it is mandatory to upload all semester marksheets and degree certificate

Note the following points while completing the process :

- Marksheets should be scanned and uploaded semester/year wise only
- Kindly ensure all documents are clearly scanned and uploaded in PDF/JPEG/JPG/PNG format only
- Maximum file size limit is 4MB
- The file nomenclature should be (FirstName LastName DocumentName)

Kindly Refer to below examples for document nomenclature:

Example 1: Rahul Singh is currently in 7th semester Engineering from ABC college. The documents Rahul would upload be as follows : [Click here to see the Example](#)

Example 2: Arnab Chakraborty is currently in 7th semester Engineering from ABC college. He has joined ABC college via lateral entry in 2nd year having done Diploma after SSC. The documents Arnab would upload be as follows : [Click here to see the Example](#)

Example 3: Aditya Sharma is currently in 4th semester MCA from ABC college. The documents Aditya would upload be as follows : [Click here to see the Example](#)

Example 4: Tanvi Sharma has completed her Graduation from ABC college. The documents Tanvi would upload be as follows : [Click here to see the Example](#)

Do reach out to us on [freshmail@copgemini.com](#) in case of any queries.

Thank you for interviewing with Copgemini. We invite you to explore an exciting career journey with us and look forward to having you onboard soon!

Love your career. Ace your career at Copgemini!

University Hiring & Relations Team

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APPOINTMENT LETTER

Date: 30 Oct 2021

Dear Ms Aprajita Pradip Gondane
Ref: Fashnear Technologies Pvt Ltd

Offer ID: NAG30102021241639
Employee ID: 202170091

We are pleased to appoint you as a Sales Officer with our client Fashnear Technologies Pvt Ltd located at Nagpur. You have to complete Joining Formalities within 10 days from your joining.

In addition to this:

- Your assignment with us will be from **27 Oct 2021** as per terms mentioned in the Letter of Engagement. Your employment is governed by the contractual agreement between Innovsource Services Private Limited and Fashnear Technologies Pvt Ltd for which your services have been engaged.
- Your CTC details would be:

GROSS SALARY		STATUTORY BENEFITS	
Basic + DA	Rs. 13062/-	PF Employer	Rs. 1567/-
HRA	Rs. 6271/-	PF Admin	Rs. 65/-
Bonus	Rs. 1088/-	ESIC Employer	Rs. 664/-
Other Allowances	Rs. 0/-	EDLI Employer	Rs. 65/-
GROSS SALARY TOTAL	Rs. 20421/-	STATUTORY TOTAL	Rs. 2361/-
PF Employee	Rs. 1567/-		
ESIC Employee	Rs. 154/-		
Professional Tax	Rs. 200/-		
NET SALARY	Rs. 18500/-	COST TO COMPANY (Gross + Statutory Benefits)	Rs. 22782/-

The net salary is subject to Income Tax

Your salary is payable only through electronic payment mode such as EFT/NEFT/RTGS/ECS or account payable cheque for which you have to provide relevant information at the time of joining. One month grace period shall be provided to you on reasonable ground.

- In addition to the Monthly Salary, you will not be entitled to any other perquisites/ allowances unless given to you in writing. Your coverage under ESIC scheme, Provident Fund scheme, and Bonus Act where applicable will be as per the government regulations. Salary would be receivable on or before 10th of the subsequent month, subject to receipt of corresponding payments from our Client where you will be deployed. Any discrepancy in the salary received needs to be reported to our nearest branch within 7 days of receipt of salary after which, it will be considered as correct and further claims will not be entertained. Gratuity will be payable as per Payment of Gratuity Act, 1972. TDS will be deducted at Higher rate as per Income Tax Act, in case PAN number along with proof is not provided to nearest Innov Branch within 7 days of joining. Any unclaimed salary within 3 years from when it is due, will be paid to Labour Welfare Fund as per Labour Welfare Fund Act. You will be entitled to leave as per the practice followed by the client.
- Your coverage under ESIC scheme is subject to adherence of rules & regulation of it. It is mandatory for you to submit Aadhar Card (UID) including your family within one month from the date of issuance of ESIC number, if you fail to submit the Aadhar Card (UID) within stipulated period in that case you will not be eligible to take benefits of ESIC coverage and in that Circumstances Company shall not be held responsible.


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5. You are eligible under Provident Fund scheme subject to adherence of rules & regulation of it. It is also mandatory for you to submit Aadhar Card (UID), PAN Card & Bank A/c. No. with IFSC Code (collectively referred as 'KYC') within one month from your date of joining, if you fail to submit the KYC within stipulated period in that case as per PF norms you will not be able to withdraw or transfer or to take any benefits of PF and in that circumstances company shall not be held responsible or liable.
6. You will act within the framework of organizational structure and policies and directions as may be laid down by the management from time to time. During the tenure of your employment with us, you will not undertake any other employment or business activities, work or public office of payment or otherwise except with the written permission of the Management. If you are found involved in any act which in the opinion of the Company is detrimental to the interest of their business interest, Management shall be at liberty to dispense with your services immediately and without any notice or compensation. At all time during the tenure of this Contract of employment you will be bound by any Rules & Regulations enforced by the management from time to time in relation to the conduct, discipline, leave, holidays or any other matters relating to service conditions.
7. This is as per the terms laid out in the Letter of Engagement. You shall at no point of time stake any claim or right to claim employment, damage, loss or compensation of any sort whatsoever against our clients. Your continuance in employment is subject to your remaining physically and mentally fit. As and when required, the Management may require you to submit yourself to medical examination by a physician of the choice of the management.
8. This letter is being sent to you in duplicate, Please return two copies of the same, duly signed as the token of acceptance this Contract of employment with the above terms and conditions.

Yours faithfully,

Acceptance

For Innovsource Services Private Limited

I have received the Work Assignment Letter and agree to the terms and conditions contained thereto

Ms Aprajita Pradip Gondane

Authorised Signatory Authorised Signatory

(Signature & Date)

2
Principal
Guru Nank Institute of Engineering &
Technology Nagpur- 441501

Letter of Engagement with our Clients/Business Partners

Date: 30 Oct 2021

Dear Ms Aprajita Pradip Gondane

Offer ID: NAG30102021241639

Employee ID: 202170091

1. Innovsource Services Private Limited (also known as "Innov") is involved in the business of providing services to manage key business processes of our Clients/ Business Partners. Based on your interaction with us, we wish to confirm your registration with us for the purpose of selection to perform any service ("Appointment Letter") that may be required by our Clients/ Business Partners ("Customer").
2. It is understood that mere registration with Innov does not guarantee you any Work and is subject to selection by Innov and/or its Customers. Innov may offer to engage you to perform specific Appointment Letters from time to time for any of its Customers at a specified location and you may choose to accept such offer at your discretion.
3. The terms of this letter ("Engagement Letter") shall govern your relationship with Innov now and in the future. Each Appointment Letter will be governed by the terms of this letter and the specific Appointment Letter. In the event of any inconsistency, the terms of the relevant Appointment Letter shall govern.
4. Execution of any Appointment Letter by you shall be a full and complete acceptance by you to perform the services. Upon acceptance, you shall;
 - I. fully perform the services, in a professional manner, at the Customer's location till the completion of the term of the Appointment Letter;
 - II. during the term of the Appointment Letter, render services exclusively to the Customer and such performance shall not be inconsistent with any obligation you may have to other third parties;
 - III. not engage in any conduct detrimental to the interests of the Customer or Innov;
 - IV. not receive any payments of any nature directly from the Customer unless agreed to by Innov;
 - V. not, either directly or indirectly, offer yourself for employment with the Customer, its agencies or its affiliates during the period of the Appointment Letter without the prior permission of Innov;
 - VI. comply with the safety, health, environment and other rules and regulations of the Customer provided that you have been made aware of the same;
 - VII. report and be present at the Customer's designated location during the working hours mentioned in the applicable Appointment Letter;
 - VIII. extend all co-operation to the Customer's employees, consultants, representatives, etc., and do all such things as may be necessary and comply with all terms of the applicable Appointment Letter so as to effectively undertake the Appointment Letter.
5. At the end of each Record Period, as mentioned in the Appointment Letter, or at the completion of the Appointment Letter, whichever is applicable, you will deliver to the Customer, a Time Sheet (or any other format/ register as required by the Customer) containing the number of hours worked in any given day at the Customer's location and such other details as may be prescribed by Innov and produce the same to Innov upon request.
6. As consideration for the services performed during any Appointment Letter, Innov will pay you remuneration, as per the Appointment Letter. Innov will be entitled to make deductions as per applicable law or in respect of any amounts


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due to Innov or the Customer from you. You will be reimbursed any approved expenses subject to your submitting original bills/ declarations as required by Innov and/or the Customer.

7. Any intellectual property that results from work performed by the Individual under any Appointment Letter shall be the property of the Customer and the Individual agrees to assign/ transfer to the Customer, the worldwide, perpetual and entire right, title, and interest in all intellectual properties including all rights to obtain, register, perfect, and enforce patents, copyrights, and other intellectual property protection under any laws and conventions.
8. All proprietary information/ material of the Customer that is made known to you during the term of the Appointment Letter shall be received in confidence and you shall not disclose or, except in performing the services, use any such proprietary information/ material. You agree that all information, correspondence, documents, materials or items provided to you by the Customer or Innov are provided to you in trust and on lapse/ termination of the Appointment Letter, you shall promptly return all such material to the Customer or Innov, as the case may be.
9. You agree that this Letter of Engagement creates no obligation on the part of either party unless you are selected for a particular Appointment Letter and you execute the relevant Appointment Letter. By executing this Letter of Engagement, neither do we offer you employment with Innov nor do you become an employee of Innov. The terms of this Letter of Engagement shall however govern any Appointment Letters that you undertake to perform.
10. Should you be selected to perform the Appointment Letter, the nature of your relationship with Innov will be that of Employment/ Contract of Service for a period mentioned in the Appointment Letter. Upon lapse or termination of the Work Assignment, your employment with Innov shall stand terminated forthwith.
11. Except for a lapse of a Work Assignment due to completion, if either Party wishes to terminate the Work Assignment during its existence, the terminating Party shall provide notice a Notice of 30 Days which would be calculated on gross wages. In case you fail to give the above notice, the salary in lieu of notice will be recovered from you.

This is as per the terms laid out in the Letter of Engagement. You shall at no point of time stake any claim or right to claim employment, damage, loss or compensation of any sort whatsoever against our clients. Your continuance in employment is subject to your remaining physically and mentally fit.
12. It is mandatory to you to submit Aadhar Card (UID), PAN Card, Bank Account Details and IFSC code (collectively referred to as 'KYC documents') within 7 days of joining or till first pay month for the purposes of statutory & compliance. If you fail to submit the same within the stipulated period, the amount of Rs.500/- per month will be deducted from your salary for non - compliance of KYC for first 3 months, thereafter Rs.750/- per month will be deducted from your salary. On the receipt of KYC documents, the company shall refund you the amount deducted in your subsequent salary. Please note that, as per PF norms you shall not be able to transfer or withdraw Provident Fund (PF) contribution, till the updating of KYC documents.
13. Your continuance in employment is subject to your remaining physically and mentally fit. Further, as and when required, the Management may require you to submit yourself to medical examination by a physician of the choice of the management.
14. In case there is no Appointment Letter subsisting, either party may terminate this Letter of Engagement forthwith by sending notice in writing. If a Work Assignment is subsisting, this Letter of Engagement can be terminated only co-terminus with the relevant Work Assignment as per the notice period required for termination of the Work Assignment as above.
15. Termination of this Letter of Engagement shall not affect the obligations of the parties that have been incurred prior to termination and Innov will promptly settle all your dues after making applicable deductions. Further, obligations relating to confidentiality and intellectual property shall continue after termination/ expiry of this Letter of Engagement or the Work Assignment.

2
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Technology Nagpur-431004

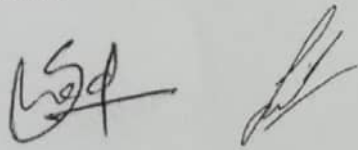
16. You agree to defend, indemnify and hold Innov or the Customer harmless from any and all claims, damages, liability, attorneys' fees and expenses on account of your failure to satisfy any of your obligations under this Letter of Engagement or under the Work Assignment Letter or for misconduct, violation of any law or creation of any legal liability by you.
17. To create and maintain safe work environment, free from sexual harassment & discrimination for all employees the company has policy for prevention of sexual harassment (posh), you can reach us through email: posh@innov.in for necessary assistance.
18. Any dispute between the Individual and Innov shall be referred to a sole arbitrator to be selected from a list of arbitrators nominated by Innov. The arbitration shall be conducted in English language, in accordance with the Arbitration and Conciliation Act, 1996, at Mumbai, India. This engagement letter shall be governed in all respects by the laws of India.
19. In addition to the terms contained herein, your relationship with Innov may be subject to such other additional terms and conditions as may be communicated to you from time to time in writing by Innov.

You can reach us through (1) Call on Toll Free No. 1800-22-4456 (2) Email to ar@innov.in or (3) WhatsApp on 9930346641.

We request you to please sign a duplicate copy of this letter and return the same to us, indicating your acceptance of the terms mentioned herein. By signing this letter you confirm that you have read, fully understood and accepted the terms of this letter.

Warm regards,

Yours faithfully,
For Innovsource Services Private Limited



Authorised Signatory Authorised Signatory

Acceptance

I have received the Work Assignment Letter and agree to the terms and conditions contained thereto

Ms Aprajita Pradip Gondane

(Signature & Date)

2
Principal
Guru Nanak Institute of Engineering & Technology
Bhopal



Offer : BUSINESS PROCESS SERVICES

Ref : TCSL/1669504/Kolkata/BPS/BPA

Date : 28-Nov-2021

Ms. Kishori Dayaram Dharmik
Patansongi
Nagpur, Maharashtra, India

Dear Ms. Kishori Dayaram Dharmik,

Sub: Letter of Offer and Terms of Employment

We thank you for exploring career opportunities with **Tata Consultancy Services Ltd.(TCSL)**. You have successfully completed our initial selection process and we are pleased to make you an offer of employment.

We are suitably impressed with your credentials and feel that your working with us will be mutually beneficial and rewarding. **We are pleased to inform you that you have been selected for the position of Process Associate in Grade BPO1 and your present posting will be at Nagpur. Your Gross Salary / Annual Compensation Package including all benefits will be Rs. 3,05,005/- per annum. Annexure 1 provides a break-up of the compensation package.**

Kindly confirm your acceptance of this offer by proposing your date of joining and signing Annexure 2.

Your failure to accept the offer of the company within 7 days may lead to a presumption that you are not interested in working in the company and the offer will stand revoked automatically at the sole discretion of the company.

On joining and successful completion of joining formalities, you will be issued a Letter of Appointment by the company. Joining formalities include a submission of a PAN Card and non-submission of the same will delay your joining duty. The offer of employment is also subject to the individual being eligible and legally permissible to work such as having a valid work permit or not being disqualified from being appointed by any law.

If the requirements of the joining formalities including submission of PAN Card are not complied with by you within 30 days of your date of joining, this offer of employment would stand revoke at the sole discretion of the company. Your offer is subject to a positive background check.

2
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Technology Nagpur-441501

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TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited
Infospace Bldg, Unitech Bldch Structures Ltd, ITITE S SEZ, Block A, 5th, 6th, & 7th Floor
Tower A1, Tower A2 & Tower A3, Plot No - D11, D12, D13 & D13-1, Arcon Area-1
New Town, Kolkata-700156, Ph: +91 632 6036 2000 & Fax: +91 33 6026 2121
E-mail: corporate.office@tcs.com, Website: http://www.tcs.com
Registered Office: 9th Floor, Nirmal Building, Nariman Point, Mumbai-400 021
Corporate Identification No. (CIN): L22218MH1995PLC004701





COMPENSATION AND BENEFITS

The details of your compensation and benefits are given below:

FIXED COMPENSATION

Basic Salary:

Your Basic Salary will be **Rs. 12,794/-** per month.

Bouquet of Benefits (BoB)

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

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

1. House Rent Allowance

Your HRA will be **Rs. 4,478/-** per month.

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

2. Leave Travel Allowance

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

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

3. Food Card

You will be eligible for a Food Card. It can be set up to a maximum of **Rs. 3,000/-** per month for tax exemption. It can be used to purchase food items at all domestic VISA enabled restaurants and fast food restaurants including TCS cafeterias.

Night Shift Allowance

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

Employee assigned to night shifts on client request in the BPO department, would be eligible for a Night Shift Allowance of **Rs. 200/-** per shift. In order to avail this allowance the associate must work between 11.30p.m. and 6.30 a.m. IST excluding break. All approved claims will be paid post tax deduction along with monthly salary.

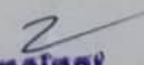
Performance Pay

Monthly Performance Pay

You will receive a monthly performance pay of **Rs. 2,400/-**. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.

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TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited
Infospace 19th, Unitech Hi-tech Structures Ltd., FITE S SEZ, Block-A, 5th, 6th & 7th Floor
Tower A1, Tower A2 & Tower A3, Plot No - D11, D12, D13 & D131, Action Area-1
New Town, Kolkata-700156, Ph.: +91 932 0636 2000 & Fax: +91 33 6626 2121
E-mail: corporate.offices@tcs.com, Website: http://www.tcs.com
Registered Office: 9th Floor, Normal Building, Nariman Point, Mumbai-400 021
Corporate Identification No. (CIN): L22219MH1995PLC084781


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Technology





Monthly performance pay is also linked to your allocation status and will undergo a change in case you are unallocated for a period of one month or more.

CITY ALLOWANCE

You will be eligible for a City Allowance of **Rs. 170/-** per month. This allowance is fully taxable, is specific to India and linked to your base branch. It is subject to review and will be discontinued while on international assignments.

OTHER BENEFITS

1. Health Insurance Scheme

TCSL brings the benefit of health insurance cover to you and your dependents under the company's Health Insurance Scheme (HIS). You are automatically covered under a default HIS Plan. You will be eligible for Domiciliary and Hospitalization covers as per the default plan applicable. These benefits are extended on payment of applicable premium as per the scheme. You have the flexibility to choose a plan which is higher than the existing default plan, by paying the applicable additional premium plus Service Tax.

- Domiciliary Cover: This is a provision to cover the cost incurred towards any domiciliary treatment up to a specified limit for each insured person per annum.
- Base Cover: This is a provision to cover the cost incurred on hospitalization treatments up to a specified limit for each insured person per annum.
- Floater Cover: This benefit covers the hospitalization expenses incurred over and above the basic hospitalization cover limit. This is a family floater cover for you and your enrolled dependents.

The total premium is split between Base Cover and Floater Cover Premium as per the default plan applicable.

i. Base Cover Premium: Towards Domiciliary and Base cover for self, spouse and up to three children is entirely borne by TCSL, provided these members are explicitly enrolled by you under the scheme. Additionally, if you wish to cover dependent parents/parents-in-law or remaining children, the applicable premium per insured person is to be borne by you.

ii. Floater Cover Premium: Towards Floater cover is to be borne by you.

*Note: The above Health Insurance Scheme is subject to revision. The policy changes if any, in future, will prevail. For further details, please refer to the policy document.

2. Maternity Benefits:

Women employees are eligible to avail maternity leave of twenty six weeks. Adopting or commissioning mother may avail maternity leave for twelve weeks. For more details on the benefits and eligibility, once you join, please refer to TCS India Policy- Maternity Leave.

3. Compensation Benefits under ESI Act / Employees' Compensation Act*:

If you are covered under Employees State Insurance Act (ESI Act), 1948 you are entitled to claim the benefits in the event of accidental injury resulting into death or disablement arising out of and in the course of employment, from Employees' State Insurance Corporation.


If you are out of the purview of ESI Act, you will be eligible for compensation benefit in the event of death / disablement arising out of and in the course of employment as per the benefits under the Company's Afterlife Benefit Policy / Personal accident insurance scheme, whichever is applicable. For more details on this, refer TCS India policy - Afterlife Benefits and TCS India policy - Health Insurance after joining the organization.

* Inclusion or exclusion of an employee under 'Employee State Insurance Corporation' is as defined as per the ESIC Act.

4. Professional Memberships

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TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited
Innopace Bldg, Unit-10 to 13, Structure 13a, 1/101 & 102, Block-A, 5th, 6th & 7th Floor
Tower A1, Tower A2 & Tower A3, Plot No - D11, D12, D13 & D13A, Action Area 1
New Town, Kolkata 700156, Ph: +91 93 9836 2000 & Fax: +91 33 6626 2121
E-mail: corporate.offices@tcs.com, Website: http://www.tcs.com
Registered Office: 9th Floor, Nivali Building, Nariman Point, Mumbai 400 021
Corporate Identification No. (CIN): L22119MH1995PL1004791


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Juru Nanak Institute of Engineering &
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You will be eligible for reimbursement of expenses towards professional membership as per TCSL's policy.

5. Tata Sons & Consultancy Services Employees' Welfare Trust (TWT):

You will become a member of the TWT, on completion of continuous service of one year from the date of joining TCSL and a nominal annual membership fee of **Rs. 250/-** will be borne by you. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service

SOCIAL SECURITY / RETIRALS BENEFITS

1. Provident Fund:

You will be a member of the Provident Fund as per the provisions of "The Employees Provident Fund and Miscellaneous Provisions Act, 1952", and TCSL will contribute 12% of your basic salary every month towards Provident Fund, as per the provisions of the said Act.

You are required to provide your Universal Account Number (UAN), if any, issued by your previous employer or your PF and/or Pension account number with previous employer on the Declaration Form (Form 9) at the time of joining TCSL so as to link your UAN with TCS PF / Pension account or generate new UAN if not allotted to you earlier.

2. Employees' Pension Scheme:

Your enrolment under the Employees' Pension Scheme will be based on the details you provide under the Declaration Form (Form 9) at the time of joining TCSL.

3. Gratuity:

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

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

TERMS OF EMPLOYMENT

1. Relevant Experience:

Of your total experience, **2.42** years are considered to be relevant to the company's business.

2. Probation Period:

You will be on probation for 3 Months.

If your services are found to be satisfactory during the period of probation, your confirmation will be communicated to you in writing upon successful completion of your probation period.

3. Working Hours:

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

4. Transport:

TCS BPS provides company transport facility within a pre-defined radius for each location as defined in the company transport policy. TCS employees living beyond these boundaries would be required to make their own arrangements and the routes are predetermined and not permitted to be varied under any circumstances. The company will make appropriate provisions for those working in night shift as permitted by law/ policy.

5. Leave :



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

6. Mobility :

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

7. Increments and Promotions:

Your merit, performance and contribution to the company will be the primary considerations for annual salary increments and your potential to perform and availability of suitable positions will be considered for promotions. Salary increments and promotions will not be direct and will be based on the company's Compensation and Promotion policy. Increments shall depend on several factors like company's performance, your individual performance, track record and contribution to the company, attendance, behavior and conduct during the period under review as per the Company's policy as may be applicable from time to time.

BPO Z associates will be eligible for promotion and career progression subject to successful completion of graduation as per BPS Policy.

8. Alternate Employment:

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

9. Confidentiality, Data and Intellectual Property Protection :

As part of the joining formalities, you are required to sign a Confidentiality, Data and IP Protection Terms, which aims to protect the intellectual property rights and business information of TCSL and its clients. The detailed Confidentiality, Data and IP Protection related terms and conditions are set out in Annexure 2.

10. Work in SBWS™ mode:

TCS' Secure Borderless Workspaces™ (SBWS™) is a transformative operating model framework that allows seamless deployment of virtual workspaces in a secure manner that enables flexible working options aligned to its business objectives. You may be required to work either from TCS offices/TCS Client offices or from home (remote working) as per the requirements of the project or group you are assigned to work with and as communicated to you by the Unit HR or your supervisor. You are required to abide by the Policy and / or Guidelines issued by TCS from time to time while operating within this framework. For more details, please refer the Policy / Guideline document on Remote Working.

It is essential that you understand the applicable Policy and / or the Guidelines of such flexible working and ensure adherence to TCS Security Policies/Protocols and Confidentiality obligations at all times.

11. International Deputation Agreement:

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

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

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



12. TATA Code of Conduct:

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

13. Retirement:

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

14. Medical Tests:

You are required to undergo a pre-employment medical check-up and obtain a fitness certificate from the company's doctor. This is a pre-condition for employment. Please collect the medical check-up authorization letter from the company HR executive, at the time of submitting your written acceptance of this offer. To verify your identification, we request you to carry a photograph and a photo identification document issued by government like passport, PAN card, Election Card, Driving License etc. If you are a campus recruit, you may produce your current educational institute's photo identification card in the absence of government photo identification document.

Retention of reasonable medical fitness is also a condition of employment. . The opinion of the doctor appointed by the company shall be final and binding on both parties. The company also reserves the right to get yourself examined by a doctor at any time during your employment to ascertain your medical fitness. Your failure, refusal or inability to appear for such medical examination will result in the determination of your employment contract without any notice or notice pay in lieu of notice.

Your services are liable to be terminated / determined on account of your continued ill health or if you are found to be medically unfit for the job as may be certified by the company's doctor.

15. Notice Period:

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

Upon your confirmation, this contract of employment may be terminated by TCSL by giving you 90 days notice or payment in lieu thereof.

It is understood, agreed and made abundantly clear herein that you shall have to necessarily work during the notice period given by TCSL under this clause, unless you are otherwise relieved by TCSL by giving you payment in lieu of notice.

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

16. Background Check:

Your employment will be subject to a background check in line with the company's background check policy. A specially appointed agency will conduct internal and external background checks. Normally, such checks are completed within one month of joining.

The offer of employment is subject to the condition that the person concerned has not been guilty or convicted for any criminal offence in the past.

If the background check reveals unfavourable results, you will be liable to disciplinary action including termination of service without notice.

17. Submission of Documents:

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



- Standard X and XII Mark sheets equivalent
- Degree certificate and mark sheets for all semesters
- Postgraduate degree certificate and mark sheets for all semesters (if you are a Post-graduate)
- Birth Certificate / Proof of Age
- Experience certificate from your previous employer(s) indicating the following :
 - Period of employment
 - Technology areas you worked on
 - Certificates for any training provided by your previous employers in various technologies
- Release letter from your current employer indicating the date of release
- Passport
- 6 photographs - passport size
- A photocopy of your Permanent Account Number (PAN) Card
- An affidavit / notarised undertaking that there is no criminal offence registered/pending against you

Your original documents will be returned to you after verification

18. Letter of Appointment:

You will be issued a letter of appointment at the time of your joining and completing joining formalities as per the company's policy.

19. Processing of Personal Data

Your personal data collected and developed during recruitment process will be processed in accordance with the TCS Data Privacy Policy. The personal data referred therein are details related to contact, family, education, personal identifiers issued by government, social profile, background references, previous employment and experience, medical history, skillset, proficiency and certifications, job profile and your career aspirations.

It will be processed for various organizational purposes such as recruitment, onboarding, background check, project assignment, performance management, job rotation, career development including at leadership level, diversity and inclusion initiatives, global mobility, wellness program, statutory and legal requirements and specific organizational initiatives in force during your tenure in TCS.

After you join TCS, there would be more sets of Personal Information (PI) attributes processed for various legitimate purposes. All of it will be processed with compliance to applicable laws and the TCS Data Privacy Policy. In some scenarios of your PI processing, you will be provided with appropriate notice and/or explicit consent might be obtained from time to time.

For the purposes mentioned above, your required PI may be shared with specific vendor organizations who provide services to TCS, e.g. background check, health insurance, counselling, travel, transport and visa, payroll services, associate engagement activities, and financial and taxation services. As TCS is a global company, your PI may be shared with entities outside India, limited for the purposes mentioned above and/or in this offer letter.

In case of overseas deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.

20. Terms and Conditions:


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

21. Employment in India:

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 for permanent employment with TCSL.

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TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited
Infospace Bldg, Initech Hi-Tech Structures Ltd., IT-113 SEZ, Block-A, 5th, 6th & 7th Floor
Tower A1, Tower A2 & Tower A3, Plot No - D11, D12, D13 & D14/1, Action Area-1
New Town, Kolkata-700156, Ph.: +91 933 5636 2000 & Fax: +91 33 4636 2121
E-mail: corporate.office@tcs.com, Website: http://www.tcs.com
Registered Office: 9th Floor, Nirmal Building, Nariman Point, Mumbai 400 021
Corporate Identification No. (CIN): L22210MH1995PLC064781


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Technology Near



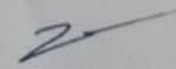


22. Rules and Regulations of the Company:

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of the company as applicable to you and the changes therein from time to time.

23. Compliance to all clauses

You will be required to fulfill all the terms and conditions mentioned in this letter of offer. Any failure to fulfill any term and /or condition would entitle TCS in withdrawing this offer letter at its sole discretion.


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Withdrawal of Offer

If you fail to accept the offer from TCSL within 7 days, it will be construed that you are not interested in the employment and this offer will be automatically withdrawn. Post acceptance of TCSL offer letter if you fail to join on the date provided in the TCSL joining letter, the offer will stand automatically terminated at the sole discretion of TCSL

We look forward to having you in our global team.

Yours Sincerely,

For Tata Consultancy Services Ltd..

Girish Nandimath
Global Head Talent Acquisition & AIP

Encl: Annexure 1: Benefits Gross Salary Sheet
Annexure 2: Confidentiality, Data and Intellectual Property Protection Terms

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Technology Nagpur- 441501

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TCSL/1669504

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited
Infospace Bldg, Unitech Hi-tech Structures Ltd., ITITE S SEC2, Block A, 5th, 6th, & 7th Floor
Tower A1, Tower A2 & Tower A3, Plot No - 0811, 0812, 0813 & 0831, Action Area-1
New Town, Kolkata-700156, Ph.: +91 832 6626 2000 & Fax: +91 33 6636 2121
E-mail: corporate.office@tcs.com, Website: http://www.tcs.com
Registered Office: 9th Floor, Nandal Building, Nariman Point, Mumbai 400 021
Corporate Identification No. (CIN): L22210MB1995PLC004721

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GROSS SALARY SHEET

Annexure 1

Name	Ms. Kishori Dharmik		
Designation	Process Associate		
Grade	BPO1	Relevant Experience (In Years)	2.42

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

Component Category	Monthly	Annual
1) Fixed Compensation		1,53,528
Basic Salary	12,794	86,929
Bouquet of Benefits #	7,244	
2) Performance Pay		28,800
Monthly Performance Pay	2,400	2,040
3) City Allowance	170	
4) Annual Components/Retirals		7,900
Health Insurance	NA	18,423
Provident Fund (at 12% of Basic Salary)	1,535	7,385
Gratuity Fund (at 4.81% of Basic Salary)	615	33,708
Total of Annual Components & Retirals	2,151	24,759
TOTAL GROSS	24,759	3,05,005

Refer to Table 2 for TCSL defined Structure

Table 2: TCSL defined structure for BoB (All Components in Rs)

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

Component Category	Monthly	Annual
House Rent Allowance	4,478	53,735
Leave Travel Allowance	1,066	12,794
Food Card	1,700	20,400
GROSS BOUQUET OF BENEFITS	7,244	86,929


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Nagpur-441501

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Tata Consultancy Services Limited
Infospace Bldg, Unitech Hi-tech Structures Ltd., ITITE 5 SEZ, Block-A, 5th, 6th, & 7th Floor
Tower A1, Tower A2 & Tower A3, Plot No - D11, D12, D13 & D13/1, Action Area-1
New Town, Sakinaka-700156, Ph: +91 033 6636 2600 & Fax: +91 33 6636 2121
E-mail: corporate.offices@tcs.com, Website: http://www.tcs.com
Registered Office: 9th Floor, Nivaldi Building, Narayan Point, Mumbai 400 021
Corporate Identification No. (CIN): 122210&01505PLC084781

10



Confidentiality, Data and Intellectual Property Protection Terms

Annexure 2

1. Confidential Information

"Confidential Information" shall mean all Inventions and Know-how, information and material of TCS and its subsidiaries as applicable (Collectively termed as 'TCS') (including for avoidance of doubt any Confidential Information of its Clients) that comes into the possession or know of the Associate and shall include the following:

- (a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising out of the Associate's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,
- (b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS)
- (c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,
- (d) Customer and prospective customer lists, and
- (e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate.

2. Associate's Obligations

Associate agrees to treat the Confidential Information as strictly confidential and a trade secret of TCS. Associate agrees not to use, or cause to be used, or disclose or divulge or part with directly or indirectly any Confidential Information for the benefit of or to any third parties except for or on behalf of or as directed or authorized by TCS or to a person having a valid contract with TCS. Upon termination of employment, the Associate agrees to surrender to TCS all Confidential Information that he or she may then possess or have under his or her control.

3. Intellectual Property Rights

Associate agrees and confirms that all intellectual property rights in the Confidential Information shall at all times vest in and remain with or belong to TCS and Associate shall have no right title or claim of any nature whatsoever in the Confidential Information. Associate shall promptly disclose to an authorized officer of TCS all inventions, ideas, innovations, discoveries, improvements, suggestions, or reports and enhancements made, created, developed, conceived or devised by him or her arising out of his or her engagement with TCS, including in the course of provision of services to the Clients of TCS and Associate hereby agrees and confirms that all such intellectual property rights shall at all times vest in and remain vested in TCS and agrees to transfer and assign to TCS any interests Associate may have in such intellectual property rights including any interest in and to any domestic or foreign patent rights, trademarks, trade names copyrights and trade secret rights therein and any renewals thereof. On request of TCS, Associate shall execute from time to time, during or after the termination of his or her employment, such further instruments, including without limitations, applications for letters of patent, trademarks, trade names and copyrights or assignments thereof, as may be deemed necessary or desirable by TCS to perfect the title of TCS in the intellectual property rights and to effectuate the provisions hereof. All expenses of filing or prosecuting any application for patents, trademarks, trade names, or copyrights shall be borne solely by TCS, but Associate shall co-ordinate in filing and / or



prosecuting any such applications. Associate hereby expressly waives any "artist's rights" or "moral rights", which Associate might otherwise have in such intellectual property rights.

4. Prior knowledge

Associate acknowledges that prior to his or her appointment by TCS, he or she had no knowledge of the Confidential Information of TCS and that such Confidential Information is of a confidential and secret character and is vital to the continued success of TCS's business. Associate further acknowledges that he or she is associated with TCS in a capacity in which he or she will become acquainted with all or part of such Confidential Information. In order to safeguard the legitimate interests of TCS in such Confidential Information, it is necessary for TCS to protect such Confidential Information by holding it secret and confidential.

5. Use of third party material

Associate expressly agrees that Associate shall not in the course of his or her association with TCS and while working on the premises or facilities of TCS or its Clients or in connection with the development of any intellectual property rights or work for or on behalf of TCS;

(a) Use any third party material or intellectual property rights except those intellectual property rights provided by TCS or expressly authorized by TCS or without having proper authorization or license or approval of the respective owner of such intellectual property rights.

(b) Participate in any activity for creation (including conception, design, development, testing, implementation, support or marketing) of any Intellectual Property for or on behalf of TCS or its affiliates if Associate has been exposed, directly or indirectly, to any Third Party IP which is in the same subject area (such as research area, technology or application area) as, or which is same or similar to, the Intellectual Property or any portion thereof, to be so created, unless;

- i) Associate has expressly declared to TCS in a prescribed form whether such exposure was owing to publically available information or under and subject to any agreement; AND
- ii) TCS has expressly confirmed to the Associate that TCS has proper authorization or license or approval of the respective owner of such Third Party IP to use the same in Intellectual Property or portion thereof to be created and authorized in writing Associate's participation in such activity.

(c) Knowingly access, make reference to or use any Third Party IP (except as permitted under Section 5(a), directly or indirectly, during the period of association with the creation (conception, design, development, testing, implementation, support or marketing) of TCS Intellectual Property or portion thereof, which is in the same subject area of TCS Intellectual Property or which is same or similar to such TCS Intellectual Property or portion thereof being created. In case, Associate access or is exposed to any such Third Party IP during such association, Associate shall promptly bring it to the notice of TCS IP asset owner or TCS project manager in writing and immediately cease to participate in any such activity.

6. Security policies and Guidelines.

6.1 Associate agrees to abide by and be bound by any and all policies, documents, guidelines and processes including IP, Information Security and Confidentiality of TCS in force from time to time whether expressly endorsed or not.

6.2 Associate acknowledge and agree that in the course of, and as a result of his/her engagement with TCS, Associate will have access to, obtain or come across personal data or information of other TCS Associates or Clients, including without limitation, sensitive personal data or information (collectively "Personal Data and Information") within the meaning of the applicable Indian Law and Rules or any other applicable Law, directive or regulation anywhere in the world. In respect of any such Personal Data and Information accessed, obtained, acquired or processed by Associate for and on behalf of TCS, its affiliates or Clients, Associate undertake that he/she will:

(a) Process the Personal Data and Information only on behalf of TCS, its Affiliates or Clients, as the case may be, and only on and in accordance with instructions received from the data controller from time to time;

(b) Abide by such technical and organizational measures necessary to prevent the accidental or unlawful destruction or accidental loss, alteration, un-authorized disclosure or access to the Personal Data and Information;

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TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited
Indospace Bldg, Unitech Hi-Tech Structures 1st, 2nd, 3rd, 4th, 5th, 6th, & 7th Floor
Tower A1, Tower A2 & Tower A3, Plot No - D/11, D/12, D/13 & D/14, Action Area-1
New Town, Kolkata-700156, Ph: +91 033 6636 2000 & Fax: +91 22 6636 2124
E-mail: corporate.office@tcsa.com, Website: http://www.tcsa.com
Registered Office: 9th Floor, Nival Building, Nariman Point, Mumbai 400 021
Corporate Identification No. (CIN): L22108MH1995PLC084781

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Suru Nanak Institute of Engineering & Technology Nagpur-441501





- (c) Promptly (and in any event within 24 hours of awareness) bring to notice of TCS or its Affiliates, as the case may be, of any actual or suspected incident of unauthorized or accidental disclosure of, or access to, the Personal Data and Information or other breach of this section (a "Security Breach");
- (d) Promptly provide TCS with all information in Associate's notice, possession or control concerning any Security Breach and not make any public announcement regarding a Security Breach without TCS' prior written consent;
- (e) Not do, or omit to do, anything, which would cause TCS or any of its employees, officers or agents to be in breach of its obligations under any privacy or data protection policy, regulation or legislation;
- (f) Upon expiry or termination of Associate's engagement with TCS, return all copies of the Personal Data and Information to TCS in Associate's possession or control; and
- (g) Promptly bring to TCS' notice of any request received from a data subject to have access to his/her Personal Data and Information or of any other communication relating to the access, use or processing of any Personal Data and Information (including any notice from the regulatory body) and fully co-operate and assist TCS in relation to any such request or communication.

6.3 Associate expressly consent that TCS and/or its affiliates may collect, use, transfer, retain or otherwise process Associate's Personal Data and Information in connection with his/her engagement with TCS, in accordance with the then / current TCS policies and procedures and applicable privacy and data protection legislation. TCS may use third party services or sub-contractors to collect or otherwise process Associate's Personal Data and Information for which TCS shall remain responsible for such third party services provider or sub-contractor's compliance with TCS' obligations hereunder.

7. Working in SBWS™ Framework:

Associate may be required to work in TCS offices or its Client's premises or from home (remote working) as per the directions of supervisor and / or the provisions of the applicable policy.

Associate understands that working in this hybrid environment may have higher confidentiality and information security risks. Associate acknowledges that when working remotely the Associate:

- a) will work only in a private, secured work area in compliance with the guidelines issued and amended from time to time.
- b) will comply with and work in a manner consistent with TCS Data Privacy and Security Policies/Protocols.
- c) will bring to the notice of HR of the Unit to any circumstances that prevent Associate from working in a manner consistent with TCS data privacy and security policies/ protocols.
- d) will inform the HR of the Unit if the Associate shares a home with any family member or an individual who is employed by a competitor of TCS or TCS client the Associate is assigned to, or if any other circumstances at home exist which implicates the TCS Code of Conduct Conflict of Interest provision.
- e) will ensure utmost care and adhere to Confidentiality, IP Protection / Non-Disclosure obligations.
- f) will be using the Company allotted laptop or similar authorized computing device (together called "official asset") only to connect to TCS network/customer network through authorized means (or the Customer provided laptop to access the customer network if so, mandated by the Customer).
- g) will not allow anybody to share the official asset being used.

8. Restriction on Associate's Rights

Associate agrees that he or she shall not make, have made, replicate, reproduce, use, sell, incorporate or otherwise exploit, for his or her own use or for any other purpose, any of the Confidential Information including intellectual properties of TCS that is or may be revealed to him or her by TCS or which may in the course of his or her employment with TCS come into his or her possession or knowledge unless specifically authorized to do so in writing by TCS.

9. No License

TCS and Associate agree that no license under any patent or copyright now existing or hereafter obtained

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TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited
Infospace Bldg, Umesh to Tech Structures Ltd, 11/12E & 12Z, Block A, 5th, 6th, & 7th Floor
Tower A1, Tower A2 & Tower A3, Plot No - D/11, D/12, D/13 & D/14, Action Area 1
New Town, Kolkata 700150, India. +91 033 6636 2000 & Fax: +91 33 6636 2121
E-mail: corporate.office@tcs.com, Website: http://www.tcs.com
Registered Office: 901 Floor, Narval Building, Nariman Point, Mumbai 400 021
Corporate Identification No. (CIN): L22210MH1955PLC604701

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Nagpur-479001





by TCS is granted, agreed to be granted, or implied by the terms of this Agreement, or by the disclosure to Associate of the Confidential Information.

10. Equitable Rights

Associate acknowledges that any Confidential Information that comes into the possession and / or knowledge of Associate is of a unique, highly confidential and proprietary nature. It is further acknowledged by Associate that the disclosure, distribution, dissemination and / or release by Associate of the Confidential Information without the prior written consent of TCS or any breach of the Confidentiality, Data and IP Protection Terms by Associate will cause TCS to suffer severe, immediate and irreparable damage and that upon any such breach or any threat thereof, TCS shall without prejudice to any other remedies available to it, be entitled to appropriate equitable relief including the relief of specific performance and injunctive relief, in addition to whatever remedies it might have at law.

11. General

- (a) The provisions hereof shall be interpreted, determined and enforced in accordance with the laws of India.
- (b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or any claim or liability of any party, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1996 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.
- (c) If any provision hereof shall be found by a judicial tribunal to be contrary to governing law, it shall be deemed null and void without annulling or rendering invalid the remainder of the Agreement and if the invalid portion is such that the remainder cannot be sustained without it, the Parties herein shall find a suitable replacement to the invalid portion that shall be legally valid.
- (d) This Confidentiality, Data and IP Protection Terms along with other documents executed by Associate or referenced in any such documents constitutes the entire understanding between the parties and supersedes all prior agreements and understandings pertaining to the subject matter thereof. No delay of omission of either Party in exercising or enforcing any of their rights or remedies hereunder shall constitute a waiver thereof.
- (e) This Confidentiality, Data and IP Protection Terms may not be amended except in writing signed by authorized representatives of both parties.
- (f) The obligations of Associate in terms of this Confidentiality, Data and IP Protection Terms shall continue during the term of or in the course of the employment of the Associate with TCS and shall continue thereafter in perpetuity.

Please complete and return these documents to the TCSL HR executive, within 7 days of receiving this offer.

This is to confirm that I have received the Letter of Offer on _____.
I hereby accept this Offer and intend to join service on _____.

Name: Ms. Kishori Dharmik
Address:

Signature:
Date:

2

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Guru Nanak Institute of Engineering &
Technology Nagpur-441511



BLOOMBRAIN LEARNING SOLUTIONS
F-14, Okhla Phase-1, Okhla Industrial Estate,
New Delhi-110020

Date: 07.12.2021

Dear

Manish Dhawale ,

Subject: Offer Letter

With reference to your application and subsequent interview, we are pleased to offer you the position of **(Business Development Executive)** in **Bloombrain Learning Solutions India Pvt. Ltd.** (hereinafter referred to as the "Company").

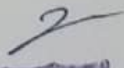
Your initial place of posting will be in Delhi. Your services are liable to be transferred anywhere in India, in any office of the Company within India.

Your CTC will be 4 LPA.

Your appointment and the validity of this Letter is subject to the authenticity of the documents i.e., application, resume, testimonials, references, previous employment details (if applicable) and any other information furnished by you. Any adverse finding at a later stage would entitle the Company to terminate you forthwith and without any notice and/ or compensation in lieu thereof.

T&Cs

- 1) Initially you will undergo theoretical training for 6 days. Activation of your employment will be subjected to the evaluation done after the training process.
- 2) While on job training you will be evaluated based on your performance related to KRA set by the company and revenue.
- 3) First 3 months will be on-job training period where the salary will be **Rs 15,000. SALARY WILL BE REVISED AFTER THREE MONTHS** basis performance and internal criteria set by the company.
- 4) First salary will be credited after 30 days from date of activation.
- 5) After 1st salary, the salary cycle will be 8th of every month.
- 6) Attendance will be monitored based on the completion of **KRAs & targets**, in case KRAs are not achieved absent for that day will be marked you will be marked **LOP (Loss of Pay)**.
- 7) If an employee is terminated /resigns/absconds before sales cycle, he/she won't be liable for any settlement amount in F n F.
- 8) Management can terminate any candidature during training/first 30 days of activation for any breach of rules, indiscipline, and lackluster. In such a case the company will not be liable for any payment to the employee . This rule only applies to worst-case scenarios that can't be compromised.


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Nagpur-441114



9) An employee will get his FNF done only after 60 days of his last working day in the company.

As the first step to joining, we would require you to kindly upload the following documents.

- Copies of Educational Certificates.
- Passport size photographs.
- Address Proof.
- Clearance from the previous employer
- Identification Proof PAN Card/Driving License/Voter ID/Passport Copy)
- Bank Account details
- Confidentiality of information Document
- Discipline Policy

**We are confident you will find this new opportunity both challenging and rewarding.
We are excited to have you onboard and wish you a great career ahead!**

Manali

**Sincerely,
Manal Sah
HR Department**

I have been explained the terms and conditions of my employment and I have understood the same and accept them entirely. I shall join service on (10.12.2021).

Accepted

Sincerely,

(Manish Dhawale)

2
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Technology Nagpur-441101

NEXT GEN TMI
Marketing Intelligence PTE

Letter of Appointment

Date: 31st Jan .2022

Name: Prajakta Ramtekeshika

Dear Prajakta

Appointment as Associate Sales Lead Generation

We refer to your recent interview for the above position and are pleased to advise that we are offering you the position with our Company effective from 31st Jan .2022

Terms and conditions

1. Reporting

You will report to your immediate supervisor on the said date. You are required to comply with the company's rules and regulations at all given times and should always act in a manner that protects the company's interest.

2. Allocated Place of Work

Permanent Work from home

3. SALARY

Your salary will be Rs.30000 per month.

4. PROBATIONARY PERIOD

Your appointment will be subject to a probationary period of 3 months. An official Confirmation of your appointment will be notified to you in writing.

5. WORKING HOURS

Your working hours will be as follows:

Mon - Fri: 8:30pm - 5:30am

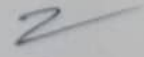
Saturday & Sunday off

Break: 4 break of 15 mins each, 10:30pm, 12:30am, 2:30am, 4:30am

6. You will be responsible for carrying out your work as assigned to you to the entire Satisfaction of the Management

7. You will be punctual and regular in your duties and will not absent yourself without prior permission of the Management.

8. Additional Rs.1000 each month for use of equipment such as Internet, Computer, and Mobile.


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Nagpur-441501



Next Gen TMI TargetMarketingIntelligence
Email: accounts@nextgentmi.com

Address: 30 Cecil Street #19-08 Prudential Tower
Website: www.nextgentmi.com

9. Annual Leave

You are entitled for 12 days of paid leave per year.

10. You will be paid INR for the Commission scheme as follows

Bonuses For Leads Beyond Quota

5 Leads in a month = 3000 Bonus

10 Leads in a month = 5000 Bonus

15 Leads in a month = 7000 Bonus

20 Leads in a month = 9000 Bonus

25 Leads in a month = 10000 Bonus

30 Leads in a month = 11000 Bonus

35 Leads in a month = 12000 Bonus

40 Leads in a month = 13000 Bonus

45 Leads in a month = 14000 Bonus

50 Leads in a month = 15000 Bonus

55 Leads in a month = 18000 Bonus

60 Leads in a month = 20000 Bonus

Details and scope of your project will be provided to you on your first day of training at the company. Your training period with our organization will deal with important and sensitive information, records and other matters of the company.

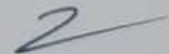
Congratulations on your appointment and welcome to **Next GenTMI**. We look forward to years of fruitful cooperation and success. We wish you the best of luck in your new post.

Best Regards,

Trevor Chatten

CEO

TMI Corp.



Principal

Guru Nanak Institute of Engineering &
Technology Nagpur- 441501



Next Gen TMI TargetMarketingIntelligence
Email: accounts@nextgentmi.com

Address: 30 Cecil Street #19-08 Prudential Tower
Website: www.nextgentmi.com

2
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Technology Nagpur- 441501



17-Jan-2022

Pranjal Wanjari

151 Kapil Nagar

Nari Road Nagpur Maharashtra 440026

India

Letter of offer

Dear Pranjal,

With reference to your application and the subsequent interview you had with us, we are pleased to inform you that you have been selected as **Associate - Ops** in **WNS Global Services Pvt. Ltd.**, based at our **Pune-Phursungi** office. The key components of your offer are as detailed below :-

Career band: Your career band would be **Professional**.

Role band: You would be placed in role band **A**.

Title: The title that you would be using both internally and externally would be **Associate - Ops**.

Compensation: Your Total Gross Pay will be **INR 2,61,914 (Indian Rupees Two Lakh, Sixty One Thousand, Nine Hundred And Fourteen Only)** per annum which is inclusive of Fixed Pay and Variable Pay/ Performance Incentive. The detailed break-up of your compensation is given in the Annexure II for your reference.

Joining Date: You are expected to join us by **17-Jan-2022**.

Place of work: Your place of work will be **Pune-Phursungi**. However, your services are transferable, and you may be assigned after reasonable notice, to any location in India or abroad where the Company or any one of its associates or customers conducts business. While on transfer you will be governed by the rules, regulations and conditions of service of that location.

AUSTRALIA
COSTA RICA
INDIA
THE PHILIPPINES
ROMANIA
SRI LANKA
UAE
UK
USA


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Guru Nanak Institute of Engineering &
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For WNS Global Services Pvt. Ltd.

Accepted and Agreed

Adil Nargolwala

Adil S Nargolwala
Corporate SVP - HR
Head Talent Acquisition Group

Candidate's Name & Signature

1. TERMS & CONDITIONS:

- a. The terms of this offer shall be kept strictly confidential. You shall execute all other documents as may be required to give effect to this offer.
- b. You will be required to sign a standard employment agreement on your date of joining.
- c. You shall be required to submit a set of certified true copies of the documents and information as set forth in Annexure I of this appointment letter.
- d. The Company's business involves operating round the clock on all day. Therefore the work may involve shift working including working in night shifts and availing staggered weekly offs. You are expected to attend the work as assigned to you by your superiors.
- e. You will be on probation for six months from the date of joining; however probation may be extended by the Company at its sole discretion. During the probation period, the Company may terminate this contract at any time without cause upon not less than 60 (Sixty) days prior written notice to you and/or compensation in lieu thereof. However, the Company may with "cause" immediately terminate this contract, if you are found to be in material breach of any of the terms of your employment and the Company Policy. You may voluntarily terminate your employment for any reason upon providing prior written notice to the Company, the period of which shall be 60 (Sixty) days prior written notice. It is mandatory for you to serve the notice period and it is your responsibility to complete your handover during the notice period before resigning from the organization / Company. If you chose not to serve the notice period the Company reserves the right to recover compensation in lieu of notice period from you in addition to the compensation towards all expenses incurred with regard to any training and development, special education, up skilling or on the job training provided to you in the course of your employment with the Company in addition to losses and damages actually sustained by the Company. The forgoing term is a condition precedent to your acceptance of this offer letter.
- f. Effect of inability to clear the proficiency / competency training / thresholds: You may be required to undergo voice & accent, pre-process and process trainings as a prerequisite to your gainful engagement as may be prescribed under relevant competency / proficiency parameters. At the end of these trainings, a performance assessment will be conducted and the results will be declared as per the established norms depending on the type/nature of the training. The company invests significant amount of efforts and costs on such trainings and you will appreciate that in case one is not able meet the required norms during training or clear the afore-said assessment tests, the Company will not be able to engage your services productively. In such eventuality, the Company reserves right to terminate employment by providing two weeks' notice and or pay in lieu thereof.
- g. Post confirmation, your services may be terminated by either party, giving notice in writing as mentioned in clause 1 (e) and non-service of Notice Period shall result in the same consequences as enumerated in Clause 1 (e) hereinabove.
- h. You will be entitled to twenty one working days leave per annum subject to prior approval by the Company. Carry-forward / accumulation of leave will be governed as per the existing Company policy on the subject.
- i. You will be provided necessary training / special education / on the job skill enhancement / interactive programs / up skilling programs / guidance required to discharge your duties effectively at the cost, efforts and time of the Company. In consideration of such training or skill enhancement programs, you shall serve the

For WNS Global Services Pvt. Ltd.

Adil Nargolwala

Adil S Nargolwala
Corporate SVP - HR
Head Talent Acquisition Group

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Technology Nagpur-441101

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Candidate's Name & Signature

Company for a minimum period of six months from the date of your joining, failing which, the Company reserves the right to recover the losses suffered for imparting such training or skill enhancement programs from you.

- j. Deployment / Redeployment: The Company reserves the right to deploy / redeploy you in any of the available roles as may be deemed appropriate. Since different roles require different competency profiles, exact match can be a challenge at times, despite best intentions and efforts of the Company. In such eventuality, you are obligated to cooperate in the deployment / redeployment process by accepting role that is offered to you.
- k. You will automatically retire from the services of the Company on completing the age of 58 years.
- l. Notice to terminate in electronic form such as SMS or personal email shall not be accepted as adequate notice of termination for the purposes of this agreement. Notice to terminate this contract has to be addressed in writing to the Company in the form and manner as may be prescribed in the Company Policy.
- m. WNS reserves the right to terminate your employment with immediate effect on grounds of breach of policy including but not limited to Infosec / physical security, misconduct or where your performance has been found to be unsatisfactory.

2. OTHER CONDITIONS:

- a. Medical fitness: Your appointment / employment is subject to you being medically fit for employment.
- b. Reference Checks / Background and testimonials verification: Your appointment is also subject to a satisfactory reference / background check and testimonial verification. The Company shall, at its discretion conduct background / reference check and testimonial verification either before joining the company or within a reasonable and practicable time frame after joining. This offer and your continued employment is conditional upon the result of such checks. In case the results of the same checks are negative or unsatisfactory for any reason whatsoever, your offer / employment will be treated as null and void ab initio. In such eventuality, you may be immediately relieved from the employment without giving any notice and or pay in lieu thereof or any other remuneration (including incentives) for the period of engagement up to aforesaid date of relieving.
- c. Effect of Substance Abuse: The Company, at its sole discretion, may conduct from time to time screening for substance abuse during the course of employment. If the results of such screening are found to be positive, employment is liable to be terminated without giving any notice or pay in lieu off.
- d. All terms and conditions will be governed by the Company's policies as stated from time to time and the Company may in its sole discretion as it deems fit revoke or change such policies. It shall be your duty to peruse and understand all the terms and conditions enumerated in Company's Policy as well as the repercussions of the breach thereof and not being aware of the same shall not be a defense, which shall be either available to you or accepted by the Company.

Please sign the copy of this letter as a token of your acceptance. Please initial each page in acceptance of the terms and conditions set out herein.

Yours faithfully,

For WNS Global Services Pvt. Ltd.

Adil Nargolwala

Adil S Nargolwala
Corporate SVP - HR
Head Talent Acquisition Group

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Annexure I

1. You need to furnish the following Documents at the time of joining WNS.
NOTE: Joining will not happen without these documents.

A	Original copy of WNS offer letter
B	DATE OF BIRTH PROOF: Mandatory is Aadhar Card. If no Aadhar Card or incomplete details on Aadhar card then the following will apply:- (Any ONE of the following: Birth Certificate, Xth, XIIth Mark Sheet with DOB details on it, Passport, PAN Card, Driving License, School/College Leaving Certificate) - 1 copy
C	PHOTO ID : Aadhar OR PAN Card in the absence of both then the following will apply :- (ONE of the following: Voters ID, Driving License, Passport, or Bank Passbook with photograph, Bankers verification, NSR (National Skills Registry) ID card, Hall Tickets not more than 1 yrs. including current year up to eg.2006 for 2008, Defense dependant ID Card - 1 copy
D	PERMANENT ADDRESS PROOF : (ONE of the following: Passport, Driving License, Voter's ID, Nationalized Bank Passbook with photograph and address, Electricity Bill - latest of Self or Parents, Ration Card, LIC & Insurance documents, Mobile Bill, Telephone Landline Bill - latest of Self or Parents, or Current lease deed - with you or your parents / spouse as lessee or co-lessee) - 1 copy . The information for address needs to be verifiable during BGV and hence the same needs to be the latest permanent address proof.
E	EDUCATION QUALIFICATION PROOF : (mark sheets & degree are important) (as applicable: Xth, XIIth, Graduation, Post-Graduation Certificate, Copy of Diploma, others)
F	PASSPORT SIZE PHOTOGRAPHS : 5 copies (with Red Background ONLY)
G	PAN NUMBER : Photocopy of PAN Card. If you do not possess a PAN card then an application for one will have to be made and a copy of the application receipt will have to be submitted.
H	Professional Relieving or Experience Letter from previous employer (last 2 employments) or Accepted Resignation Letter from previous employer.
I	Salary Slip / Salary certificate from previous employer (last 2 employments). Bank statement if no salary slip from the Company.
J	Employee ID Proof : (photocopy of salary slips, appraisal letter which contains the employee id proof)
K	Marriage Certificate (if applicable) OR Marriage Affidavit with Couple Photo
L	Self declaration Medical Fitness form : Medical Fitness form needs to be duly filled and stamped by a Doctor.

For WNS Global Services Pvt. Ltd.

Adil Nargolwala

Adil S Nargolwala
 Corporate SVP - HR
 Head Talent Acquisition Group

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Principal
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Candidate's Name & Signature

NOTE:

- The same document may be used as proof for more than one of the above requirements.
- Original copies to be brought along with copies for the purpose of verification.

2. In addition to the documents mentioned above, you are requested to provide the following documents and information on your date of joining.

Documents.....

1. Updated Resume.
2. Marriage Certificate (if applicable).
3. Self declaration Medical Fitness form.
4. ESIC (Employee State Insurance Corporation) enrollment would be as per the applicable as per government regulation. In case if your stack up contains ESIC component, please carry the following documents:
 - a. Your 3 post card size (4X7) photographs (copies of the same photograph) OR
 - b. If you would like your family covered - Family group photograph of immediate family (4X7, 3 copies of the same photograph), only members in the photo will be covered. Photos should be clear and have only your immediate dependent family members which include parents, siblings, spouse and children.

Information.....

1. Names and date of birth of family members you would want to mention as nominees for the Provident Fund Scheme (parents / siblings / spouse / children)
2. Your blood group.
3. Your family doctor's name, address, telephone and registration number.
4. National Social Security Number (NSSF) if allocated.

For WNS Global Services Pvt. Ltd.

Adil Nargolwala

Adil S Nargolwala
Corporate SVP - HR
Head Talent Acquisition Group

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Technology Nagpur-441501

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Candidate's Name & Signature

Annexure II			
Name	:	Pranjal Wanjari	
Title	:	Associate - Ops	
Role Band	:	A	
BU/EU	:	Insurance	
Compensation Component	Ref	Amount(INR) Per Month	Amount(INR) Per Annum
Basic Salary		8,363	1,00,350
House Rent Allowance		4,181	50,175
City Compensatory Allowance		1,815	21,775
Sub Total - I	A	14,358	1,72,300
Bonus / Incentive (4)	(a)	2,457	29,486
Company's contribution to Provident Fund (1)		1,221	14,655
Company's contribution to ESI (3)		547	6,558
Sub Total - II	B	4,225	50,700
Total Fixed Pay	C = A + B	18,583	2,23,000
Bonus / Incentive at Maximum Level (4)	(b)	5,700	68,400
Gross Pay (CTC) at Minimum Level	D = C	18,583	2,23,000
Gross Pay (CTC) at Maximum Level	E = D + (b) - (a)	21,826	2,61,914
BENEFITS			
Gratuity payable As per Payment of Gratuity Act, 1972			
Note:			
1) Company's contribution to Provident Fund (PF): In cases where PF wages is above the statutory maximum limit of INR 15,000/- p.m., you have an option to choose the deduction of 12% on actual PF wages. In such situation, various component of the compensation will be adjusted to accommodate your request. PF wages considered for this calculation will be as per Employee Provident Fund and Miscellaneous Provisions Act, 1952.			
2) The Company provides following discretionary Insurance benefits: a) Mediclaim Benefit: For Self or Family Floater, as per Company policy b) Personal Accident Insurance: For Employee, as per Company Policy c) Life Insurance: For Employee, as per Company Policy d) Parents can also be covered individually or through a Floater at an annual premium as per the company policy. You would have to enroll and pay the sum separately through payroll. Note: The company reserves the right to make appropriate changes to the insurance plan as and when necessary.			
3) Company's contribution towards ESI Scheme will be as per Employees State Insurance Act, 1948 and is currently 3.25% of the monthly salary.			
4) You will be eligible to participate in the Company's Bonus / Incentive scheme applicable to your process. The Bonus / Incentive at maximum level is inclusive of Bonus / Incentive included in the Total Fixed Pay. The Bonus / Incentive will be paid basis the requirements of Payment of Bonus Act, 1965, your performance and BU/Company performance.			

For WNS Global Services Pvt. Ltd.

Adil Nargolwala

Adil S Nargolwala
Corporate SVP - HR
Head Talent Acquisition Group

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Technology Nagpur- 441501

Accepted and Agreed

Candidate's Name & Signature

Jan 18, 2022

REF/PAY/1801202217

Siddhant Bhimrao Gote
96-D, Block-B2,
Sector-71,
Noida-201301

Subject: Letter of Offer/Appointment

Dear Siddhant Bhimrao Gote,

This has reference to your application and subsequent interviews you had with us.

We are pleased to appoint you as **Executive - Marathi Language - Operations** w.e.f. **Jan 18, 2022** on the following terms and conditions:

1. You will be based at A-37, Sector-60, Noida, However, the company has absolute right to transfer without any additional benefits, your services to any other place, in India or abroad, where company has its interest. You will be required to work in any slot across 24 hrs. The company would determine these slots from time to time. If any slot is not acceptable to you, this offer/appointment will stand cancelled and withdrawn automatically without any further reference to you.
2. Your employment will be subject to mandatory six-month probation, on completion of which your services shall be deemed confirmed unless otherwise conveyed by the company. No written communication stating confirmation of your services shall be furnished. The notice period will be of one month or salary in lieu thereof, on either side. However, the company reserves the right, not to accept payment in lieu of notice and at its sole discretion enforce the notice period. However, the acceptance of the notice period of less than one month is at the sole discretion of the management.
3. Absence for a continuous period of seven days without prior approval of your supervisor (including overstay of leave / training) would be treated an abandonment of service and can lead to your service being terminated. Resigning from the services with or without notice period; prior to completing eighteen months of tenure/employment with the organization, in such an eventuality the company reserves right to recover from you all the expenses incurred in regard to any training and development, special education, up skilling or the job training provided to you in the course of your employment with the company upto Rs 25000, (Rupees Twenty Five Thousand only) in addition to notice pay.
4. Details of your compensation are enclosed in the Annexure. Please note that the salary structure of the company may be altered/ modified from time to time. Further, salary, allowances and all other payments/ benefits will be governed by the company rules as well as statutory provisions in force from time to time and subject to deductions of appropriate taxes at source. Management has a right to change these rules by putting notice on intranet. Ignorance of such notices will not be considered as an excuse for not following them or their applicability on you.
5. You are hereby appointed under the Skilled category and the remuneration would be in accordance with the specified rules under the minimum wages act 1948.
6. Retirement from the services of the company will be on your attaining the age of 58 years.
7. Your services shall be subject to comply with the policies of the company and rules of employment from time to time as promulgated by the company, and shall comply with the lawful directions of the management from time to time in that regard.
8. You will qualify/ be eligible for appraisal on completion of twelve months from the date of joining. The first appraisal shall fall due in appraisal cycle (April or October), post completion of twelve months from the date of joining and thereafter it will continue every year in the same month.
9. You shall not, either during the continuance of your employment with the company or at any point of time thereafter discuss, divulge or communicate by word of mouth or otherwise to any person or persons, firm or corporation without written authorization of the company management, any confidential information of the company. 'Confidential Information' means proprietary information of the company, including (without limiting the generality of the foregoing), technical data, trade secrets or know-how, including but not limited to, research, product plans, products, services, customer lists and customers (including but not limited to users or potential users of the company's products on whom you may call or with whom you may become acquainted during the terms of your employment), market, software developments, inventions, processes, formulae, technology, designs, drawings, engineering, hardware configuration information, marketing, finance or any other information disclosed to you by the company, either directly or indirectly in writing, orally or by drawings or inspections of parts or equipment. You will also be responsible for the protection and furtherance of the company's best interest at all times, including after you cease to be on the company's role.
10. If the company is not able to open office due to government restrictions or you are not able to come for work due to any such government restrictions in your area, the company will not be liable to pay you salary for that period.
11. You shall not, during the continuance of your employment with us, be engaged, concerned or interested directly or indirectly, in any other occupation, business or employment whatever, whether honorary or with remuneration.

Accepted and Agreed(Signature)

Siddhant Bhimrao Gote
T199917

Principal

Suru Nanak Institute of Engineering & Technology

12. This offer of employment is based on the information furnished in your application for employment. If, at any time in future, it comes to light that any of this information is incorrect or any relevant information has been withheld then your employment is liable to be terminated without any notice.
13. If you shall at any time be guilty of misconduct, commit any breach of this contract of employment or refuse or willfully neglect to perform to the satisfaction of the company, all or any of the duties devolving upon you under this contract of employment, the company may at once, without any previous notice, terminate the contract of your employment. If you are terminated or asked to resign from the services of the company (on grounds of misconduct/non-performance), the company under such circumstances will not be liable to pay any compensation/salary. On the contrary the company reserves the right to initiate recovery proceedings against you for irrespective of the damages caused or the loss occurred to the company.
14. Additionally, you shall be eligible for Medical and Accidental insurance benefit programme along with other employees benefit programme run by the company on time to time basis at the expenses of the Company, which shall be applicable post 30 days of your joining. Any eventuality before the applicability of the insurance benefit programme, the company shall have no responsibility whatsoever.
15. Notice to terminate this agreement shall be accepted by the company only when it is issued in a form wherein your identity is ascertainable (such as hard copy letter with your signatures). Notice of termination in electronic form where such identity cannot be ascertained such as SMS or personal e- mail shall not be accepted as adequate notice of termination for the purpose of this agreement.
16. Matters not covered herein shall be in accordance with the company's rules and regulations and company's decision shall be final and binding.
17. If and when you will be sent abroad for training or other purposes, you will be required to enter into a Service Agreement with the company and the terms and conditions mentioned therein will be binding on you.
18. This appointment letter is binding with subject to subsequent reference check of your credentials mentioned in your bio-data and application form and verification of various medical tests.
Also you are advised to submit following documents:
 - a. Proof of Age & Proof of Address
 - b. Certificates pertaining to your professional/ educational qualifications.
 - c. Copies of previous appointment letters and relieving letters/ experience certificates.
19. You will not during your employment with the company (in terms of this letter except so far as may be proper in the ordinary course of business and for the interest of the company) or at any time thereafter, divulge or make known any information in any way whatsoever relating to the company or its business/or of its customer and/or any other information, secret processes or data and material which may come to your knowledge during the course of your employment. You will always maintain secrecy regarding any technical information / technical data or any other information / data related to sales and marketing gained or acquired or imported to you in the course of your employment through SAP R/3 system, official source of the Company. Company reserves the right to track back activities on IT infra allocated to you, during course of your employment or thereafter and take appropriate legal recourse against you in case of breach of above agreement. Immediately on joining the organization, you will be required to sign "Employee Non-Disclosure Agreement" and would also be bound with the conditions mentioned therein.
20. Notwithstanding anything contained hereinbefore, it is made clear that after the cessation of the present contract, whether by virtue of resignation, termination or otherwise of the employer-employee relationship, you shall not approach, discuss, divulge, contact, contract in any form, whether express or implied, any of the Clients of the Company, their employees, managers, executors, agents, contactors, etc. of the said Client of the Company for any reason whatsoever including any of your grievances. If found otherwise, it shall be treated as not limited to the commission of criminal breach of trust and you shall render yourself liable for civil and/or criminal action and the Company shall be free without further intimation to you, to launch against you, criminal prosecution, as well as claim of damages, as may be deemed fit by the company and the same shall be done at your sole peril.
21. If the terms and conditions offered herein are acceptable to you, please return the acceptance copy duly signed.

We welcome you to iEnergizer.

With regards,
For iEnergizer IT Services Pvt. Limited



Authorized Signatory

I have read, understood & hereby accept the appointment on the terms and conditions of employment set out in this letter and by my signature hereto, I bind myself to abide by them.

Candidate's Name _____

Signature _____

Date: ____/____/____


Principal
Guru Nanak Institute of Engineering &
Technology Nagpur- 441501

Compensation Statement

REF/PAY/18012022/7

Name : Siddhant Bhimrao Gote
 Designation : Executive - Marathi Language - Operations
 Department : Operations
 Employee ID : T199917
 Effective Date : Jan 18, 2022

As iEnergizer employee, you are currently eligible for the following, towards compensation, perquisites and benefits. The summary below helps you to understand the key elements there of :

Monthly Salary Breakup (CTC):		Monthly Contribution / Deductions:	
(A) Fixed Components	Amount	(D) Employee's Deduction towards :	Amount
Basic	15593	PF Contribution 12% (if applicable)	0
HRA	0	ESI Contribution 0.75% (if applicable)	117
Special Allowance	0	Labour Welfare Fund Employee Share	0
Interim Allowance	2350	Professional Tax (PT)	0
Total (A)	17943	Total (D)	117
(B) Opportunity to Earn Components*		(E) Employer's Contribution towards	Amount
Performance Linked Incentive (PLI)*	0	PF Contribution 12% (if applicable)	0
Attendance Incentive**	0	ESI Contribution 3.25% (if applicable)	507
Retention Bonus#	0	Labour Welfare Fund Employer Share	0
Total (B)	0	Total (E)	507
(C) Others Benefits			
PF 12% (Employer's Contribution), if applicable	0		
ESI 3.25% (Employer's Contribution), if applicable	507		
Labour Welfare Fund Employer Share	0		
Medical Insurance***	0		
Accidental Insurance****	50		
Professional Tax (PT)	0		
Total (C)	557		
(CTC : A+B +C)	18500		

The PLI & Attn. Incentive component are paid separately as per the process guidelines

Note:

- TDS: The salary will be paid subject to tax, which may be deducted as per the provisions of the Income Tax Act, 1961.
- GST: The amount of any deduction from the salary other than the statutory deductions will be inclusive of Goods & Service Tax (GST) amount wherever it is applicable as per the prevailing rates.
- Bonus: The payment is made to cover any payment due under the provisions of Payment of Bonus Act 1965.
- **Attendance Incentive: Attendance Incentive shall be only payable if there is No LWP / No NCNS in the month. Attendance Incentive will be applicable post certification from the 1st of approaching month.
- *PLI: PLI is Performance Linked Incentive; this is an average incentive amount payable in process. Incentives are payable only on meeting pre-defined criteria of the process and these are subject to change on monthly basis at the discretion of management, further detailing shall be done in process / operations after joining.
- Headset: The deduction to be made of Rs.2000/- against head set in two equal installments from first two consecutive month's salary. It shall be refundable at time of leaving.
- ***Medical Insurance: There shall be Medical Insurance of Rs.250000/- per annum only for self (if applicable).
- ****Accidental Insurance: There shall be an Accidental Insurance of Rs.1000000/- only for self.
- Term Insurance: There shall be an Term Insurance of - Rs.1000000/- only for self.
- No salary shall be payable during training period and cannot be claimed at any point of time during or after tenure.
- Salary shall be payable from the day post successful training certification & assessment by client & trainers.
- Salary shall not be paid in case of Non Certification.
- #Retention Bonus: Retention Bonus shall be payable after completion of one year from the date of joining.
- Gratuity shall be paid on the exit after rendering continuous service for not less than five years.

For iEnergizer IT Services Pvt. Limited

Authorized Signatory

Candidate's Name _____

Signature _____

Date: ___/___/___

Principal
 Guru Nanak Institute of Engineering &
 Technology Nagpur-441101



Offer Letter

Name: Swapnil Sureah Khaparde
Date: Wednesday, January 26, 2022

Dear Mr. Swapnil Sureah Khaparde ,

With reference to your application and subsequent discussions you had with us, we are pleased to offer you an appointment with Think and Learn Private Limited ("Company"), on the following terms and conditions:

1. Date of Joining & Work Location: Your appointment becomes effective from the date of joining the services of the Company, which date shall be no later than **Tuesday, February 1, 2022**. Your work location would be **IBC Knowledge Park, Bangalore** or any other location as may be assigned by the Company. The Company reserves the right to transfer you to any location, as the Company may deem fit, from time to time.

2. Term: The term of this Agreement would be for a period of 4 weeks (approximately), commencing from your date of joining. This Agreement will automatically expire upon the completion of this term unless terminated earlier as per the provisions of Clause 12 of this Agreement.

3. Extension of Agreement: In case of a business requirement, this agreement may be extended by another 2 weeks (over above 4 weeks) as mentioned in Clause 2. You shall be intimated by suitable means, as the Company deems fit. The decision of the Company, in this matter, shall be final.

4. Background Check: The Company may, at its discretion, conduct background verification, prior to or at any time after commencement of this Agreement, to verify, including but not limited to, your professional certifications, designations or licenses, educational background, identity, proof of age, address, past work experience (if any) and criminal records. You hereby provide your express consent to the Company for conducting such background checks. This Agreement is subject to validation of any information provided by you to the Company and to the satisfactory outcome of the pre-employment screening activities (including background verification and criminal history check).


5. Offer of Permanent Position: It shall not be obligatory on the part of the Company to offer a permanent position to you on expiry of this Agreement. This offer of employment will be subject to the satisfactory performance during training and also subject to production of necessary documents including educational and professional certificates and may be rescinded in the event such necessary documents are not provided to the Company. Upon satisfying the above conditions, conversion to the role of PSA will be done with a compensation of 4.75 LPA (3.75 LPA fixed + 1 LPA variable paid as an incentive) for the role of PSA. However, the Company may at its sole discretion and its business requirements may decide not to extend an offer of employment. Moreover, if the Company finds that you have achieved your training target through improper means resulting in the reduction of your achieved revenue, the Company will have the right to terminate your employment even after the permanent position has been offered.

6. Department, Designation, and Reporting Manager:

Department: Business Development
Designation: Trainee - Pre Sales
Reporting Manager: Akshay T Shankar (TNL21816139)
Role Location: IBC Knowledge Park, Bangalore
PST Training Location: Byjus - Bangalore

The training will be conducted out of the PST Training Location. Upon successful completion of the training and post your conversion, you will be posted in the Role Location.

Page 1 of 4


Principal
Guru Nanak Institute of Engineering &
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7. Cost to the Company: Your compensation is INR 25000 per month.

8. Deductions: The Company shall be entitled to deduct from the above remuneration payable to you, the following contractual, statutory, and compulsory deductions:

- (a) Provident Fund;
- (b) Income tax deducted at source at the rates applicable;
- (c) Employment / professional taxes;
- (d) Dues to Company including loans and advances; or
- (e) Any other applicable statutory deductions

The income tax liability with regards to your salary and perks will be your liability and will be governed by the applicable tax laws of the country as applicable from time to time.

9. Company Policies: You will be governed by the Company's policies, regulations, and procedures on the office timings, anti-sexual harassment, leave, travel, transfers, misconduct, etc., presently in force or as introduced/amended from time to time. You are eligible for leave as per the Company's leave policy, which can be viewed under 'Policies' tab in your 'Employee Service Platform Account' and/or the 'Employee's Handbook' provided to you.

10. Leaves: You will be entitled to get 1 casual leave/sick leave for this 4-weeks tenure. (**In case, where this agreement is extended, as per Clause 3 of this agreement, need to be read as 1.5 days, with no change to terms and conditions of Clause 12.)

11. Absence from duty: When an employee takes off from duty without prior leave approval or proper intimation under certain unavoidable circumstances, then those day/days will be treated as absence from duty. The days of absence will be treated under loss of pay. The employee has to report to his / her department head on rejoining duty from absence and provide valid reasons for absence in writing before taking up work again. If an employee is absent from duty for more than 2* days (including paid and unpaid leaves / consecutive or cumulative), training will be discontinued without any notice.

*(*In case, where this agreement is extended, as per Clause 3 of this agreement, needs to be read as 3 days, with no change to terms and conditions of Clause 12.)*

12. Termination: Subject to Clause 3, your services may be terminated in the following manner:

- a) The Company will be entitled to terminate your services by giving you 48 hours' notice in writing, or by payment of 48 hours' salary in lieu of such notice. In the event you desire to leave the services of the Company, you will be required to give the Company 48 hours' notice in writing or 48 hours' salary in lieu of such notice.
- b) In the event of termination on disciplinary grounds including but not limited to embezzlement, fraud, gross negligence, willful misconduct, or a material violation of Company policies or you are found to be absconding from the services of the Company or for any other reasons causing grievous loss/damage / disrepute to the Company/associates, your termination will be immediate and without any notice or compensation.
- c) In the event of your resignation from the services of the Company, you will be required to give the Company 48 hours' written notice. The notice period has to be served in full, unless otherwise agreed by the Company in writing. In case of failure to give the above notice period, the Company shall have the right to deduct the salary in lieu of the notice period and you will not be eligible to be hired by the Company in future. You shall, on ceasing to be an employee of the Company for any reason and in addition to the obligations under the Non-Disclosure and Confidential Information Agreement, forthwith return all Company properties, movable and immovable, including all Company information and data in any form, files, reports, memoranda, software, credit cards, door and file keys, computer access codes, laptops, desktops, and such other property which you received or in possession or prepared in connection with your employment with the Company.

13. Confidential Information: As an employee, you may come into possession of information confidential to the Company and agree to keep confidential, Company's proprietary and confidential information obtained at any time during the period of your employment in the Company. Confidential information includes, and is not limited to; course materials, videos, financial documents, and other relevant documents. You shall not disclose such Confidential Information to any person. You shall not make any copies of the Confidential Information. You shall not disclose, reproduce or use any Confidential Information for any purpose except solely in connection with your performance in the company. Your obligations with respect to confidentiality shall be more fully detailed under the Non-Disclosure and Confidential Information Agreement executed by you with the Company and you shall at all times be bound by the provisions laid therein.

14. Intellectual Property Rights: All the intellectual property rights in the material developed by you, class material and related documents shall at all times remain the property of the Company. You shall provide all assistance and execute all deeds and documents required to vest the intellectual property rights with the Company. In the event any of the intellectual property rights are not assignable under applicable laws, you shall provide exclusive, transferable, assignable, royalty-free rights in such intellectual property in perpetuity to the Company. You shall not assert any right, title and interest over such intellectual property rights.

15. Indemnity: You hereby agree to indemnify and keep indemnified and hold the Company harmless from and against any loss, claim, damage, costs, taxes, duties, additions, penalties, interest thereon or expenses of any kind, including reasonable attorney's fees, incurred/sustained or caused to be incurred/sustained by the Company on account of:

- a. Any act or omission by you;
- b. Contravention of any of the terms, conditions, covenants of this letter or the Non-Disclosure and Confidential Information Agreement;
- c. Any representation or warranty or information furnished to the Company found to be false;
- d. Violation/non-compliance with any laws/rules/regulations while rendering the services; and/or
- e. Failure to adhere to the standards/specifications/policies of the Company.

16. General Provisions:

a. You are required to devote your entire time, attention and effort to the furtherance of the business of the Company and to continually develop your professional skills in the interest of the Company and yourself. You shall not, during your employment with the Company, directly or indirectly engage yourself in or devote any time or attention to any part-time employment or business or position of monetary interest, other than that of the Company. Further, you shall not divulge, communicate or pass any information in any form, related to any aspect of the Company to anyone outside the Company.

b. You shall endeavor to uphold the good image of the Company and shall not by your conduct adversely affect the reputation of the Company and bring disrepute to the Company, in any manner whatsoever. You shall not conduct yourself in any manner amounting to breach of confidence reposed in you or inconsistent with the position of responsibility occupied by you. You shall at all times deal with the Company's money, material and documents with utmost honesty and professional ethics.

c. Your individual remuneration is purely a matter between yourself and the Company and has been arrived at on the basis of our specific background and professional merit. The Company expects that you maintain this information and any future changes to your remuneration, as strictly personal and confidential.

d. During the course of your employment, if you, at any time render yourself incompetent to perform your duties or if you should misconduct yourself or be disobedient, intemperate, irregular in attendance, commit breach of the terms of your employment or of any of the stipulations herein contained, the Company shall without prejudice to any of its rights under the terms herein contained, be entitled to terminate your employment forthwith without notice or payment in lieu of notice and deduct from your salary or other emoluments, if any, then due to you, including the amount of any damage that the Company may have sustained.

e. You will keep the Company informed of any change in your residential address, your family status or any other personal particulars relevant to your employment, as and when the change occurs.

f. You are required to sign a 'Non-Disclosure and Confidential Information Agreement' with the Company, prior to joining the services of the Company. Your employment with the Company shall be contingent upon you executing the said agreement.

g. You will be subject to the Company's rules and regulations for the time being in force and as varied from time to time.

h. The Company will deduct taxes as appropriate and consistent with applicable tax laws and regulations. You will be responsible for your tax liabilities under all applicable tax laws and regulations.

i. This letter constitutes the complete understanding between you and the Company regarding the terms of your employment with the Company. This supersedes any and all other agreements, either written or oral, between you and the Company regarding your employment. Any modification of this letter will be effective only if it is in writing, signed by both parties.

j. All disputes arising herein shall be governed by the laws of India and the jurisdiction to entertain and try such dispute shall vest exclusively in the courts of Bangalore, Karnataka

The terms of your employment contract detailed above are strictly confidential and should be treated as privileged information between yourself and the Company. You are expected to maintain such information appropriately.

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You are requested to signify your acceptance of the terms and conditions by signing and returning to us the duplicate copy of this letter.

We look forward to you joining us at the earliest. We are certain that you will find challenge, satisfaction, and opportunity in your association with the Company.

You are requested to carry the below-mentioned documents on your joining date

1. 10th Mark sheet
2. 12th Mark sheet
3. Graduation/Post Graduation Mark sheet--All semester mark sheet
4. Graduation/Post Graduation--Provisional Certificate/Course Completion Certificate
5. Resume
6. BYJU'S Offer Letter
7. Pan Card
8. Aadhaar Card
9. Voter ID/Passport/Driving License
10. Cancelled Cheque/Bank Statement/Bank Passbook
11. Passport Size Photograph
12. All current & previous companies relieving/experience letters (Only for experienced candidates)
13. Current/Last company's last three months' pay slips (Only for experienced candidates)

Yours sincerely,

Think & Learn Pvt. Ltd.

Accept Job Offer by signing below

Human Resource

Signature:

This is system generated offer letter and does not require authorized signature.


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Technology Nagpur- 441501

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Date: 20-May-21

Ref: 796419 /1866687 /FTC

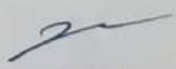
Ms MRINALI Sunil Mandale
155, SATYASAI
SOCIETY DUTTAWADI AMRAVATI ROAD NAGPUR MAHARASHTRA(NAGPUR, MAHARASHTRA) - 440023
Phone No: 8421255787

Subject - Offer of Appointment

Dear MRINALI,

It is our pleasure to welcome you to Tech Mahindra Limited.

1. With reference to our discussions, we are pleased to offer you appointment a Fixed Term Contract with our Organization at **KOLKATA** for a period with effect from **20-May-21** to **19-Nov-21** on the terms and conditions as specified in this Letter.
2. Your "Annual Total Cash Compensation" will be **Rs. 172200**. Please refer **Annexure-A** for details on the compensation and statutory deductions.
3. Your remuneration package is strictly confidential between you and here after, referred as The Company and should not be discussed with anyone nor divulged to anyone in any manner whatsoever.
4. Your employment with us will be governed by terms and conditions as specified in **Annexure-B**.
5. The term of your employment shall commence with effect from your date of joining which shall be on **20-May-21**, and is effective till **19-Nov-21**. The Offer stands withdrawn thereafter, unless the date is extended and communicated to you in writing.
6. On the date of joining, you are requested to report to **Nijwm Narzary** at **10:30 AM** to complete the joining formalities at **Tech Mahindra Limited, DLF 2, Tower B & Tower C, Premises No. 11/F, 1st Floor and 3rd /4th Floor, New Town, Rajarhat, Opp. Gitanjali Park, Kolkata - 700156**. At the time of joining, you are expected to carry originals of the documents as per **Annexure - D** and submit the copies of the same to the HR Team.
7. Please note that this Offer is subject to your being given a clear background check either at the time of reporting/joining or thereafter depending upon our receipt of the background check report from the agency.
8. Kindly acknowledge acceptance of this Offer of Appointment by signing and returning the 'acceptance copy' to **Nijwm Narzary** latest by **20-May-21**.
9. For any clarification / further Information on-


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- Employment terms and conditions, please get in touch with **BD00514253@TechMahindra.com)**

For Tech Mahindra Limited



Mukul Sah
Group Function Head (Support) – Human Resource

Enc: Annexure-A (Salary Structure), Annexure-B (Important / Indicative Terms & Conditions of Employment), Annexure-C (Medical Self declaration), Annexure-D (Check List of Documents), Annexure-E (Confidentiality Agreement), Annexure F – Intellectual property Assignment, Annexure-G – General Covenant, Annexure H -(Code of Conduct and Ethics).

Accepted

Date:

Signature of Candidate:



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Annexure A		
Name: Ms MRINALI Sunil Mandale		
Designation: Associate Customer Support		
Band: U1		
Total Cost to the Company - TCTC (Per Annum)		172,200
Total Compensation (per Annum)		169,229
Fixed Salary (per Annum)		143,845
Performance Incentive * (per Annum)		25,384
	Per Month (Rs)	Per Annum (Rs)
(A) Components of Salary		
Basic (30% of Fixed Salary)	2,397	28,769
House Rent Allowance (50% of Basic)	1,199	14,385
Statutory Bonus	479	5,754
Personal Pay	6,589	79,067
WFH Allowance (Internet Allowance)*	600	7,200
Performance Incentive*	2,115	25,384
Total (A) in Rs.	13,380	160,559
(B) Retirals and Benefits		
Provident Fund (Employer's Contribution @ 12% of Basic Salary)	288	3,452
ESI (Employer's Contribution @ 3.25% of Total A)	435	5,218
Total (B) in Rs	723	8,670
Employee Contribution: (C)		
Provident Fund (Employee's Contribution @12% of Basic Pay)	288	3,452
ESI (Employee's Contribution @ 0.75% of Total A)	100	1,204
Total (C) in Rs	388	4,656
Take Home (A - C)	12,992	155,902
Insurance Premiums (towards GTLI and GPAI)		2,971
Additional Benefits : In addition to the above, you will also be eligible for the below-mentioned benefits -		
i) * WFH allowance (Internet allowance) applicable ONLY for work from home model		
ii) * Performance Incentive would be payable to you from your Go Live date in subsequent month salary as per company Policy.		
iii) Insurance		
a) Group Term Life Insurance Coverage: You would be covered under the existing Group Term Life Insurance scheme of the company applicable to the employees in your respective grades as per the company policy and the same will be paid to the respective nominated beneficiary on the unfortunate death of the employee.		

b) Group Personal Accident Insurance (GPAI) coverage: You would be enrolled under the Company's GPAI scheme with a cover of upto Rs. 5 lakhs payable in case of permanent disablement arising out of any unfortunate event of an accident.

iv) *Payment of Bonus : The provisions of Payment of Bonus Act, 1965, as amended from time to time are currently applicable to you.

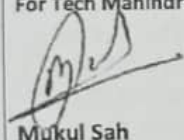
Notes:

a) The Performance Incentive will not be payable if you have resigned and are serving notice period or are not on the company rolls on the date of disbursement.

b) Performance Incentive would be subject to Tax deduction as per Income Tax Act.

c) The Company reserves the right to amend, modify, rescind / reinstate the above mentioned schemes partly or completely at any point of time.

With Best Wishes,
For Tech Mahindra Ltd.



Mukul Sah
Group Function Head (Support) – Human Resource

Accepted by :

Location :

Date :

Annexure – B

1) Employment Agreement

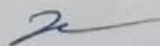
a) Code of Conduct

During the period of your employment, you will work honestly, faithfully, diligently and efficiently for the growth of The Company.

b) Secrecy

You are expected to maintain utmost secrecy with regard to the affairs of The Company and shall keep confidential any information, whether written or oral, which relates to internal controls, computer or data processing programs, algorithms, electronic data processing applications, routines, subroutines, techniques or systems, or information concerning the business or financial affairs and methods of operation or proposed methods of operation, accounts, transactions, proposed transactions, security procedures, trade secrets, know-how, or inventions of Tech Mahindra Limited, or its Affiliate, or any client, agent, contractor or vendor. You shall not disclose the identities and other related information of any of its clients.

Breach of this provision shall be treated as a gross violation of the terms herein and your services are liable to be


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terminated.

c) **Employee data** – By accepting this Offer and furnishing your personal data to the Company, You are according your irrevocable consent to Company to possess, deal with or handle Your sensitive personal data either by itself or through any third party agency during the term of your employment with the Company subject however to the terms of the Privacy Policy of the Company. You are aware that your personal data is confidential in nature and Company shall process the same in the course of its business, in terms of its privacy policy with due and reasonable care.

d) **Conflict of Interest**

Your position with The Company calls for whole time employment and you will devote yourself exclusively to the business of The Company. You will not take up any other work for remuneration (part time or otherwise) or work on advisory capacity or be interested directly or indirectly (except as shareholder or debenture holder) in any other trade or business, during your employment with The Company, without written permission from The Company. Contravention of this will lead to termination of your services from The Company without any notice, with or without any liability on the part of The Company for payment of any compensation in lieu of such notice as per the procedure mentioned in Section 3.

e) **Non-Solicitation / Non-Compete**

You acknowledge that you have signed Covenant against Disclosure and Covenant Not to Compete/Non-Solicitation ("Covenant"), which is incorporated into this Agreement by reference and is made a part of this Agreement and that it constitutes an integral part of the terms of your employment. In the Covenant, you have agreed that for a period of twelve months following termination of your employment for any reason whatsoever you also confirm and agree that these restrictions are reasonable and are legitimately required to protect the business interest of the Tech Mahindra Ltd.

- (i) You will not solicit business and/or sell services/products or build business relationship with customers, you were directly or indirectly involved with, during your tenure in Tech Mahindra Ltd
- (ii) You will not interfere with its business relations, including but not limited to soliciting or providing services to any of Tech Mahindra's clients (except as directed by Tech Mahindra Ltd), directly or indirectly.
- (iii) You will not be employed by a client of Tech Mahindra Ltd for which you performed services while employed by Tech Mahindra.
- (iv) You will not solicit or induce Tech Mahindra Ltd associates to join a client or to compete with Tech Mahindra Ltd.
- (v) You undertake not to solicit or induce or endeavor to solicit or induce any consultant, supplier or service provider to cease to deal with the Company and shall not interfere in any way with any relationship between a consultant, a supplier or a service provider and the Company.

f) **Exclusivity of Services, Publications, Gifts/Anti-bribery**

You shall devote all work efforts exclusively to The Company and the furtherance of its interests. Any engagement in additional activities for remuneration or any direct or indirect participation in other enterprises of any kind requires the prior written consent of The Company. The Company's consent shall not be required for ordinary acquisitions of shares or other participation for investment purposes. Membership in the board of directors or supervisory board of other enterprises shall be subject to The Company's prior written consent. Any publications and lectures by you on topics relating to The Company's business or interests shall be subject to The Company's prior written consent.

You agree, to not accept or demand loans, rewards or other benefits, or promises thereof, from The Company's clients or other persons with whom the Associate has official or business contacts in the context of the Associate's activities for The Company, without The Company's prior written consent.

You hereby covenant and undertake that you will:

- Not engage in any actions that are, or could be seen to be, bribery of foreign public officials as described in the OECD Convention on Combating Bribery of Foreign Public Officials in International Business Transactions, the Foreign Corrupt Practices Act of the United States of America (the "FCPA"), the Anti-Terrorism, Crime and Security Act 2001 and Bribery Act, 2010 of the United Kingdom of Great Britain and Northern Ireland; and
- Comply with all United Kingdom, United States, German and other Applicable Law prohibiting bribery and in doing so will provide nothing of value to any government official.
- Not directly or indirectly offer or have offered or give or given or agree or agreed to give or given to any person any gift, success fee, rebate or consideration of any kind whatsoever including speed or facilitation money or indulge in any activity as an inducement or reward for influencing or carrying out any act and specifically in relation to any business opportunity or a customer including for the purposes of collection or for showing any favour or disfavour to any person or persons in relation to such performance.
- You hereby agree not to involve in receiving any gift/bribery during your tenure with the Company. You shall abide and follow the Company's anti-bribery policy which is hereby incorporated for reference. This Company policy shall be amended from time to time.

g) Confidentiality / Non-Disclosure

- a) You must return to The Company, upon request, and in any event, upon termination of your employment, all documents and tangible items which belong to The Company or which refer to any confidential information and which are in your possession or under your control.
- b) You must, if requested by The Company, delete all confidential information from any reusable material and destroy all other documents and tangible items which contain or refer to any confidential information and which are in your possession or under your control.

- c) All software, systems, ideas, concepts, designs, documentation or any other material produced by you, during the period of your assignment to the Tech Mahindra will either be Intellectual Property of the Tech Mahindra or that of its customers. You will not have any rights to such material as described above.

You shall execute / sign the Confidentiality Agreement as and when required by Tech Mahindra Limited or the Client.

h) Non-Disparagement Obligations

You covenant and agree that, during the term of your employment and anytime thereafter, neither you nor any of your legal heirs or any person acting on your/their behalf, will in any way publicly disparage, bring into disrepute, defame, libel, slander or otherwise criticize the Company, its subsidiaries, affiliates, successors, assigns, officers, directors (including any former directors/ officers of the Company or its subsidiaries), employees, shareholders, agents, attorneys or representatives, or any of their clients, customers, partners, other service providers, or any of their products or services, in any manner that would damage the business or reputation of the Company or any of its clients, customers, partners, other service providers. Any violation of this section shall necessitate an investigation and appropriate disciplinary action including termination from the services and/ or appropriate legal action.

2. Assignments/Transfer/Deputation

Though you have been engaged for a specific position, The Company reserves the right to send you on training/deputation/secondment/transfer/assignments to sister companies, associate companies, clients' locations or third parties whether in India or abroad. In such case, the terms and conditions of service applicable to the new assignment will govern you.

You shall, only at the request of The Company, enter into a direct agreement or undertaking with any customer to whom you may be assigned/seconded/deputed accepting restrictions as such customer may reasonably require for the protection of its legitimate interests.

3. Termination of Employment

- (a) Either party can terminate this employment by serving a notice of **30 days** on the other. The Company may at its absolute discretion make a payment representing salary (basic) in lieu of notice of termination. However, for cause like misconduct, gross negligence, willful insubordination or disobedience, misbehavior or non-performance, Tech Mahindra Limited, may terminate your services with immediate notice. The Company shall have the right to place you under suspension on subsistence allowance and benefits as applicable pending any investigation into potential dishonesty, gross misconduct, misappropriation, gross negligence, fraud or other circumstances, which expressly provides for termination of your employment which if proved, would entitle The Company to dismiss your services summarily.
- (b) In the event of your serving on The Company a notice of termination of employment by submitting a resignation letter, your release will be governed by the relevant policies in force at that point in time, subject

to satisfactory handing over of your duties, responsibilities, Company documents, Company assets, etc. to the relevant parties.

- (c) In case of Associates who are governed by any other service agreement(s) for serving a minimum stipulated period, the associate will need to mandatorily fulfill requirements of **Clause 3(a)** along with applicable exit policy clauses under stipulated service period agreed to and provided therein.
- (d) Unauthorized absence or absence without permission from duty for a continuous period of 7 working days would make you lose your lien on employment. In such case your employment shall automatically come to an end without any notice of termination.
- (e) You will be governed by The Company's laid down Code of Conduct and if there is any breach of the same or non-performance of contractual obligation or the terms and conditions laid down in this agreement, your service could be terminated as per the procedure mentioned in **Clause 3(a)** herein above. The Company further reserves the right to invoke other legal remedies as it deems fit to protect its legitimate interests.
- (f) Reference check will be made from your previous employers and other references as may be deemed appropriate. In case there is any adverse report against you which may be detrimental to the interests of The Company or if the information furnished by you is not true, The Company reserves the right to terminate your services as per the procedure mentioned in **Clause 3(a)** herein above on the grounds of misrepresentation of facts.
- (g) In addition to The Company's right to carry the above verifications, you shall fill in and sign the Criminal Disclosure Declaration Form. In the event you have been accused, charged and/or convicted for any criminal offence, at any time whether prior or subsequent to your joining The Company, you shall make full disclosure of the same and furnish all necessary documents in support thereof. In the event you have been accused, charged and/or convicted for any criminal offence, your joining shall be subject to specific written confirmation from The Company. The Company at its sole discretion reserves the right to terminate your employment as mentioned in **Clause 3(a)** or take appropriate disciplinary action against you or revoke this Offer Letter. In the event of suppression of any facts, The Company shall be entitled to take such other action at any time as it may deem fit.
- (h) The Company reserves the right to carry out banned/ illegal drugs/narcotic substance screening tests on you at any point of time during your tenure. You understand and acknowledge that this is a requirement and you have no objections whatsoever if such checks, banned/ illegal drugs/narcotic substance screening tests and verifications are carried out by The Company or a third party agency engaged by The Company. Arising out of such verification or check or otherwise, if it is detected that the information furnished by you in your application is mis-stated or is unstated or document submitted by you are not correct or banned/ illegal drugs/narcotic substance screening tests, results are positive, The Company shall, at its sole discretion be entitled to fore with terminate your employment as per the procedure mentioned in **Clause 3(a)** herein above and/or revoke your appointment with The Company, without further reference in the matter.

4. Statement of Facts

- (a) It must be specifically understood that this offer is made based on your proficiency on Technical/Professional skills you have declared to possess as per the application, and on the ability to handle any assignment/job independently anywhere in India or overseas. 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 standards 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 herein.
- (b) You confirm and represent that there exists no personal circumstances which are likely to affect your liability to discharge your obligations in the course of your employment. You further undertake to notify, your line manager and HR Manager immediately of any material change in personal circumstances that may have impact on the status of your employment including, but not limited to, criminal convictions and/or cases pending, health issues, right to work in the country where work is to be performed etc.

5. Company Policies

You are required to comply with all the policies of the Company including but not limited to the Code of Ethical Business Conduct, the Policy on Prevention of Sexual Harassment and such other policies, as communicated to the associates of Tech Mahindra from time to time. In case of any violation or failure to comply with such Company Policy/policies, the Employee shall be subjected to the disciplinary action as per company policy. These policies are available on Tech Mahindra's intranet. You are requested to visit the site at frequent intervals to get all updates / changes. By signing a copy of this letter, you are consenting that you will visit the intranet site and get familiar with Tech Mahindra's policies. Tech Mahindra reserves the right to interpret, change, suspend or terminate any of its benefits, policy plans or programs in accordance with its needs from time to time.

6. Personal Indebtedness

Tech Mahindra Limited shall not be responsible for personal indebtedness or other liabilities incurred by you, during/prior to your employment with Tech Mahindra Limited. You understand and accept that you shall have no authority to pledge the credit of Tech Mahindra Limited to any person or entity without Tech Mahindra Limited's prior written authorization.

7. Restraints

Access to Information

Information is available on need to know basis for specified groups. The network file server is segregated to allow individual sectors for projects and units. Access to these are authorized through access privileges approved by unit Mentors or Project Mentors.

Authorization

Only those authorized by a specific power of attorney may sign legal documents, representing The Company.

Smoking

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We owe and assure a smoke free environment for our Associates. Barring some areas, the entire office premises including conference rooms, lobbies, is declared as "No-Smoking Zone".

Passwords

Access to our network, development environment and MS-Exchange is through individual's password. For security reasons it is essential to maintain confidentiality of the same.

Unauthorized Software

You shall not install, download, copy and duplicate any unauthorized or unlicensed software, programs, games, attachments on to your computer systems.

Security

Security is an important aspect of our communication and office infrastructure. We have security personnel deployed on all the floors who take care of the security. Those of you who wish to work late or early hours are requested to produce their identity cards to the Security personnel on demand. If there is a need to take some of the equipment's/infrastructure out of the office premises for any reason the associate shall obtain the gate pass from the security staff after the authorization from your mentor.

The communication security is maintained by controlling physical access to computer systems, disabling all workstation floppy disk drives, and a Company-wide awareness about the need for protection of intellectual property and sensitive customer information. For some projects, The Company uses sophisticated data encryption devices. Your work table and storage space is lockable. Please ensure they are locked when unattended. Duplicate keys are maintained with Security. One can take a duplicate key after signing for it for one's own or team member's table or storage.

(a) Destroying Papers & Material

Any official communication, which is confidential in nature, shall be destroyed through paper shredder after the purpose is served.

(b) Use of Company Resources

(i) You shall use The Company's resources only for official purposes as per the applicable Company policy.

(ii) The Company shall have the right to access the files, folders and data stored in the official laptop provided to you by the Company and to keep track on individual users activity and logs stored in the official laptop. Further the Company may also monitor the emails and email traffic in your official mail id provided by the Company as measure to ensure compliance with Company's policies and network security. You also authorize the Company representative to access all the data and information stored under your mail id during and after employment with the Company and this access is provided under the applicable data

privacy laws. You also expressly waive any other rights as may be available under the applicable Data Privacy laws against the Company for providing such access.

(iii) You shall access only those web sites, which are relevant to your work at hand.

(iv) You shall not use any company resource for hacking or other unethical / illegal activities.

(v) You shall not circulate or distribute offensive/pornographic material through e-mail or in any other manner.

8. Overseas Service Agreement

As The Company will be spending substantial amount of time and money for your deputation /secondment abroad, you may be required to sign a deputation agreement with The Company and may also be required to execute a Surety Bond on such terms, as The Company may deem appropriate. (This agreement will consist, inter alia, of issues like (i) your commitment to complete the project (ii) your returning to India after completion of the project and serving The Company for a stipulated period).

9. Intellectual Property Rights

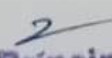
You agree to disclose any invention, development, process, plan, design, formula, specification, program or other matter of work whatsoever (collectively "the Inventions") created, developed or discovered by you, either alone or in concert, in the course of your employment and the same shall be the absolute property of The Company. Any Intellectual Property Rights and rights to inventions arising out of your activities hereunder, or if ownership rights cannot be transferred under applicable law, any exploitation rights relating thereto, shall be transferred to The Company in accordance with applicable law. You shall, as and when requested by The Company (at Company's cost and expense), assist The Company in perfecting the Intellectual Property Rights in any manner The Company deems fit. You shall execute/sign the Intellectual Property Rights Assignment document as and when required by Tech Mahindra Limited or the Client.

10. Jurisdiction

Even though The Company may depute you overseas for on-site work or to any other location in India, the jurisdiction concerning any dispute arising out of your employment will be in the courts in **Mumbai** only.

11. Retirement

Your services with the Company will come to an end immediately upon your attaining the age of retirement as per the then prevailing policy of the Company. For the purpose of determining this, the age recorded with The Company shall be considered as final and conclusive.


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Termination of employment may also be initiated earlier by either party by serving prior written notice on the other, as per the notice period stipulated in this letter.

12. General

The above terms and conditions including those in Annexure - A (Salary break up) are based on Company policies, procedures and other rules currently applicable in India as well as Overseas and are subject to amendments and adjustments from time to time. In all services matters, including those not specifically covered here such as Traveling, Leave, Working Hours, Retirement, Code of Conduct, etc. you will be governed by the rules of The Company as shall be in force from time to time. However, entitlements will be extended/prorated for the duration of the contract.

13. You shall be present in the office during normal working hours as specified in the policies or during hours expressly designated for you in writing. Depending on organizational requirement or project contingencies your working hours / work days may be modified/ altered from time to time. The Company does not encourage overtime work and accordingly does not have a policy for payment of overtime.
14. You shall provide details regarding the utilization of your time by entering the same into Tech Mahindra Limited's electronic timesheet system on a daily basis. In case you are attached to any project where the client may have requirement of recording specific time-efforts, you shall comply with such requirement also, in addition to Tech Mahindra Limited's timesheet system.
15. This offer is purely based on the information / documents provided by you and by accepting the offer, you specifically authorize The Company or any external agency through Tech Mahindra Limited to verify your educational, employment antecedents, your conduct and any other background checks prior to your joining The Company or thereafter. You shall extend your co-operation (if asked for) during such verification without any protest or demur.

This is to certify that I have gone through and understood all the terms and conditions mentioned in Annexure - B and I hereby accept and agree to abide by them. I am also required to fill the EMPLOYMENT VERIFICATION FORM, complete in all respects and bring it along with all the other documents / testimonials as required (Annexure D) at the time of joining.

Name in full :
Signature :
Address :
Date :

2

Principal
Suru Nanak Institute of Engineering &
Technology Nagpur

Tech Mahindra

Tech Mahindra Limited
A - G, Sector - 64, Noida,
UP - 201 301

Tel: +91 12 0400 5000
+91 12 0400 5001
Fax: +91 12 0423 1926

techmahindra.com

Registered Office:
Gateway Building, Apollo Bunder
Mumbai 400 001, India
CIN L64200MH1986PLC041370

Place :

2

Principal
Guru Nanak Institute of Engineering &
Technology Nagpur



Annexure- C - Medical Declaration

MEDICAL DECLARATION FORM			
Applicant ID <i>(To be filled by HR)</i>		Associate ID <i>(To be filled by HR)</i>	
First Name:	<input style="width: 100%;" type="text"/>	Last Name:	<input style="width: 100%;" type="text"/>
Gender: Male / Female	<input style="width: 50%;" type="text"/>	Date of birth (DD/MM/YYYY)	<input style="width: 50%;" type="text"/>
		Blood Group	<input style="width: 50%;" type="text"/>

Candidate's Medical History:

Candidate's Medical Details	Yes	No	Please provide the details
Do you have any defect or problem of vision?			
Can you readily distinguish between the pigmentary colors?			
Do you suffer from a degree of deafness which would prevent your hearing of normal conversation?			
Do you have any physical deformity / handicap?			
Do you have any congenital disorder / abnormality?			
Have you ever been diagnosed to have any Psychiatric ailment including Depression, Anxiety Neurosis, Phobic Disorders, Schizophrenia, Manic Depressive Psychosis or any other Psychiatric illness?			
Have you ever been diagnosed with an alcohol or drug abuse problem? If yes, are you on treatment for the same?			
Have you ever been disqualified on medical grounds from any previous employment opportunity?			

Have you ever been suffering from any Medical condition that may require you to take Medical Leave over the next 12 months?			
Have you had any form of critical illness or operation in the last two years?			
Have you ever been diagnosed to have Cancer, Tumor, Cyst or any similar type of growth?			

Have you ever suffered/are you suffering from any of the following? (Please tick whichever applicable)

<input type="checkbox"/>	Heart Attack	<input type="checkbox"/>	Diabetes
<input type="checkbox"/>	High Blood Pressure	<input type="checkbox"/>	Stroke
<input type="checkbox"/>	Night Blindness	<input type="checkbox"/>	Valve Disorders
<input type="checkbox"/>	Asthma	<input type="checkbox"/>	Slipped disc
Any other major disease/illness that you may be willing to disclose			

2

Principal
Guru Nanak Institute of Engineering &
Technology, Meerut - 201 001

Candidate's Declaration:

I declare that, to the best of my knowledge, the answers to the questions in this form are correct and that I am not suffering from any disease/illness that I have not revealed.

Signature:

Name:

Date:

(DD/MM/YY)

Annexure – D – Checklist of the Documents

At the time of joining, you are requested to bring the following documents in **original (For Verification only)**, along with 1 copy of each.

- (a) Certificates' supporting your educational qualifications along with marks sheets
- Xth Certificate & mark sheets
 - XIIth Certificate & mark sheets
 - Degree Certificate & Semester/year-wise mark sheets
 - Master's Certificate & Semester/year-wise mark sheets
 - Diploma/PG Diploma Certificate & Transcripts
 - Any other Certificate with supporting documents – if any
- (b) Your relieving letter from your present organization
- (c) Service Certificate from the last employer as well as all previous employers.
- (d) Acceptance copy of Tech Mahindra Limited's offer of appointment duly signed.
- (e) Two passport-sized color photographs with white background.
- (f) Valid Passport
Please submit copy of the valid Passport (inclusive of all blank pages). In case you have applied for it, please submit the proof of Passport Office submission ticket. Upon receipt of Passport from Passport Office, please submit the documents to HR.
- (g) PAN Card and Proof of PAN Number
You MUST carry and provide your PAN Card copy. Please note that it is mandatory to provide the PAN number for processing of your payroll and no payments on account of salaries can be made without a PAN Number. If applied for please submit a copy of the acknowledgement as issued by the Income Tax authorities.
- (h) Aadhaar Card
You MUST carry and provide your Aadhaar Card copy. Please note that it is mandatory to provide your Aadhaar card number for processing KYC in EPFO portal. If applied for, please submit a copy of the acknowledgement as issued by the authorities.

Your offer has been made based on the information furnished by you. However, if there is a discrepancy in the copies of the documents/certificates given by you as a proof in support of the above, The Company reserves the right to revoke the offer.

Annexure E - Confidentiality Agreement

I understand that during my employment with Tech Mahindra Limited., I will have access to information for its customers, suppliers, vendors and licensors, any or all of which are referred to in this agreement "Tech Mahindra Limited. I also understand that this information, whether technical or non-technical is commercially valuable. It is referred to in this agreement as "confidential information".

A few examples of confidential information are given below. However these examples do not list all of the types of confidential information which I may develop or to which I may have access:

- 1) Information of a business nature such as marketing, underwriting, associate customer and claimant data, sales, and list of customers, including future developments and planning concerning them.
- 2) Computers /software programs and associated documentation and material which are propriety to Tech Mahindra Limited or which Tech Mahindra Limited. is under an obligation to prevent this disclosure.
- 3) Information from Tech Mahindra Limited's vendor and supplier which is confidential, propriety or copyrighted.
- 4) I hereby agree that :
 - The confidential information shall remain the sole and exclusive propriety of Tech Mahindra Limited and I shall regard it as confidential and secret information.
 - The confidential information is the property considered to be the trade secrets of Tech Mahindra Limited because it involves processes and compilation of information which are secret, confidential, and not generally known to the public and which are the products of expenditure of time, effort, money, and /or creative skills of Tech Mahindra Limited.
 - The use of confidential information is furnished to me during my employment on a confidential and secret basis for a sole and exclusive use and pursuing my employment duties at Tech Mahindra Limited.
 - I will not, during and after my employment at Tech Mahindra Limited., publish, disclosed, or otherwise divulge the confidential information to any person not specifically authorized by Tech Mahindra Limited. to receive such information.
 - I will not copy and confidential information for any purpose except with the express consent of the Tech Mahindra Limited. Officials or the expressed written authorization of the third party owner.
 - Upon termination of my employment with Tech Mahindra Limited., or at any other time at Tech Mahindra Limited. request, I agree to return promptly to Tech Mahindra Limited., all confidential information, including but not limited to all manuals, letters, notes, notebooks, reports, formulae, computer programs and associated documentation and material, memoranda, customer list and all other materials and all copies of them relating in any way to Tech Mahindra Limited which in any way were obtained by me during my employment at Tech Mahindra Limited .which are in my possession or under my control. I further agree that I will not make or retain any copies of the above mentioned information and will so represent to Tech Mahindra Limited. upon termination of my employment.
 - This confidentiality agreement will continue to be in effect after the termination of my employment with Tech Mahindra Limited.

- IF any provision of this agreement is declared invalid or unenforceable with respect to a particular occurrence or circumstance or otherwise, that will not affect the validity, enforceability, or applicability of any other provision of this agreement.

Name:

Signature:

Date :

2

Principal

Guru Nanak Institute of Engineering &
Technology

Annexure - F - Intellectual Property Assignment

Associate Name:

Associate ID:

Date:

In consideration of my employment with Tech Mahindra Limited and in view of the confidential nature of employment by reason of which I will obtain and have obtained special knowledge of Tech Mahindra Limited and business, its necessities and plans and the information of its customer, I hereby agree as follows:

(a) Intellectual Property Assignment

I hereby assign, to Tech Mahindra Limited or its successor, designees or assigns, any and all rights in any design, invention, discovery, or other intellectual property (including without limitation, right to apply for and obtain a patent) which I may create, develop or assist in creating or developing during my employment which design, inventions, discovery and other intellectual property relate to services provided/ to be provided or products or systems manufactured or developed or licensed or sold by Tech Mahindra Limited whenever made by me and for any work made and/or created or cause to made and/or created in the course of my employment whether on the customer project or otherwise.

Tech Mahindra Limited shall be the first owner of the copyrights therein and for work made and/or created or cause to made and/or created in the course of my employment. If by virtue of any law or any judgment, Tech Mahindra Limited is not the first owner, then I hereby assign, exclusively and irrevocably, the same, wholly and generally, forever throughout the world, without any obligation of payment of royalty or any other sum of money or benefit(s), the whole of the copyright(s) in all such work(s) and further waive all my moral rights wholly in favour of Tech Mahindra Limited I also agree to sign on demand, whether during the employment or any time thereafter, any papers and do any acts which may be deemed necessary or desirable by Tech Mahindra Limited to secure to Tech Mahindra Limited., its successors, designees, or assign, any right relating to such design, invention, discovery, copyright or intellectual property and improvement including patents in India or any other foreign country.

(b) Restrictions after Termination

I further agree upon termination of my employment to surrender to Tech Mahindra Limited all software programs, data (whether in hard copy form or in electronic form), notebooks, designs, drawings, blueprints, writings, manuals, price books, any business or market information, business and technical brochures, service models and techniques and other documents and materials (including all copies) then in my possession or control, which relate in any way to the business, research, development, sales, sales promotions, marketing or customer's information or other activities of Tech Mahindra Limited The obligations stated under this Agreement shall survive the termination or discontinuation of my employment with Tech Mahindra Limited.

WITNESSED

ACCEPTED

Annexure – G

Agreement – General Covenant Against Disclosure and Covenant Not to Compete / Non- Solicitation

In consideration of my employment "Tech Mahindra Limited", and in consideration of the wages or salary to be paid to me, and regardless of the duration of my employment, I enter into the following agreements:

1. I agree to perform competently, diligently, reliably, and to the best of my ability all duties required of me from time to time by Tech Mahindra Limited I shall not directly or indirectly, either as an associate, employer, consultant, agent, principal, partner, stockholder, corporate officer, director or in any other individual or representative capacity, engage or participate in any business that is in competition in any manner whatsoever with the business of Tech Mahindra Limited during the term of my employment with Tech Mahindra Limited either within or outside of business hours.

2. I acknowledge and agree that I am bound by all of the terms and conditions of my Service Agreement in addition to the terms and conditions of this agreement.

3. **Actions Required on Termination:** Upon termination of my employment at Tech Mahindra Limited whether voluntary or involuntary (or at any other time upon the request of Tech Mahindra Limited.), I shall return to Tech Mahindra Limited all of its property of which I have had custody, including all handbooks, manuals, notebooks, supplies, credit cards, keys, disks, tapes, records, statistics, data and Confidential Information (defined herein) for which I have acquired by virtue of my employment, regardless of form or media.

4. **Covenant Against Disclosure:** I understand that it may be desirable and necessary for Tech Mahindra Limited or any of its suppliers, licensors, licensees or customers to disclose to me information which may include, by way of illustration and not by way of limitation, technical information, designs, drawings, processes, systems, procedures, formulae, test data, improvements, price lists, financial data, code books, invoices, financial statements and other financial information, computer programs, disks, printouts, sketches, customer and prospect contacts, customer and prospect lists, names, addresses or any other compilation of information written or unwritten (both individually and collectively referred to herein as "Confidential Information") during the course of my employment.

Because I will have access to and become familiar with such Confidential Information, I hereby agree to accept and retain such Confidential Information in confidence and agree, at all times during or after the termination of my employment, not to, directly or indirectly, disclose, reveal, use, copyright or patent such Confidential Information, without the prior written consent of an authorized officer Tech

Mahindra Limited I also agree to keep the contractual relationships of Tech Mahindra Limited with its suppliers, licensors, licensees, customers, contractors, and subcontractors confidential, including the names, addresses, or special requirements of Tech Mahindra Limited's customers. This Section 4 is intended to apply to all materials, which I may compile, as well as to all materials furnished to me by anyone else in connection with my employment.

a. Because it may not be clear to Associate which information is Confidential Information, in order to minimize the possibility of inadvertent disclosure, Associate agrees to consult with Tech Mahindra Limited before making any disclosure of information covered by this Agreement.

b. Associate may disclose information if such disclosure is directly pursuant to a valid and existing order of a court, or a governmental body or agency, within India; provided, however, that prior to such disclosure, the Associate (i) notifies Tech Mahindra Limited in writing of the prospective order, or proceeding giving rise to such order, and (ii) Tech Mahindra Limited has had the opportunity to prevent or limit such disclosure.

c. In the event of a breach or threatened breach of this Section 4 by Associate, Tech Mahindra Limited shall be entitled, in addition to all other remedies otherwise available to Tech Mahindra Limited to and Associate hereby consents to the issuance thereof forthwith in any court of competent jurisdiction without proof of specific damages. Associate waives any requirement for a bond in connection with any temporary or pendente lite injunctive relief.

d. In the event that Tech Mahindra Limited shall enforce any part of this Agreement through legal proceedings and obtains any judgment or order in such proceedings, Associate agrees to pay to Tech Mahindra Limited any costs and attorneys' fees reasonably incurred by Tech Mahindra Limited in connection with obtaining such judgment or order.

If any court should hold any part of the covenants set forth herein to be unreasonable, or otherwise unenforceable, the parties expressly agree that the covenants set forth herein shall be enforced to the extent that would otherwise be deemed reasonable or enforceable. In the event of any breach by Associate, the Non-Compete Period shall be extended on a per diem basis for the period that Associate is in breach.

5. Ownership of Work Product: Tech Mahindra Limited shall be the sole owner of all of my work product. For this purpose, "work product" means all inventions, improvements, discoveries, documentation, programming and technology (including all associated intellectual property rights) that I may create (alone or with others, at work or elsewhere, during or after the normal workday) relating to the work I do, the business of Tech Mahindra Limited or any research or development conducted by Tech Mahindra Limited I agree to assign, disclose and deliver to Tech Mahindra Limited as Tech Mahindra Limited's property, all right and evidence I may have or acquire with respect to any and all work product, and I agree to take such further actions and sign such further instruments as Tech Mahindra Limited may request from time to time to protect and defend its ownership of any and all work product. I understand

that disclosure of my suggestions and ideas is encouraged.

6. Partial Restriction on Post-Termination Competition: Background. Tech Mahindra Limited expects to invest considerable time, effort and capital in enhancing the value and desirability of my skills. Both this investment and my compensation reflect Tech Mahindra Limited's expectation of receiving a considerable return from the exclusive use of my services and know-how in the future, free from any danger that Tech Mahindra Limited's customers or competitors may attempt to cause me to leave Tech Mahindra Limited and wrongfully gain the benefit of Tech Mahindra Limited's investment. The partial restraint set forth in this Section 6 does not, and cannot, provide complete protection for Tech Mahindra Limited's investment, development efforts, product, strategy, proprietary and Confidential Information, but Tech Mahindra Limited believes that in combination with the other provisions of this Agreement, it is the most fair and reasonable measure to protect Tech Mahindra Limited's interest, giving due regard to both my interests and the interests of Tech Mahindra Limited.

7. Covenant Not To Compete. I hereby covenant and agree as a part of and ancillary to this Agreement that for the 12 months period following the termination of my employment with Tech Mahindra Limited (irrespective of the reason for or such termination),

(a) I will not solicit, or attempt to solicit, or cause any third party to solicit, directly or indirectly, any customer of Tech Mahindra Limited for the purpose of selling or licensing products or services that are then competitive with the products and services that are then available to that customer from Tech Mahindra Limited provided, however, that this restriction shall apply only to customers of Tech Mahindra Limited with whom I actually have material contact (meaning direct interaction, such as through sales calls, presentations or other business dealings) in the course of performing my employment duties for Tech Mahindra Limited within the two year period preceding the date my employment with Tech Mahindra Limited ends. It is understood that this restriction is necessary to avoid possible compromise of Confidential Information and business interest.

(b) I will not (1) seek or obtain employment of any kind by any means, directly or indirectly, as either associate, agent or consultant, with any customer of Tech Mahindra Limited's for which I am providing services on behalf of Tech Mahindra Limited that are competitive with the products and services available to the client from Tech Mahindra Limited provided however, that this restriction shall apply only to employment to perform the same or substantially similar services that I am performing for the client as a Tech Mahindra Limited associate; or (2) induce or solicit any associate of Tech Mahindra Limited to seek or obtain such employment with a customer of Tech Mahindra Limited This restriction applies to my acceptance of any employment by a customer through general advertising or third party recruitment;

I accept and agree that the above covenants (a) and (b) are reasonable restrictions imposed with an objective to protect Tech Mahindra Limited's legitimate business interests and proprietary and confidential information.

Given the compensation and benefits provided to me, I agree that the restriction as to time and scope contained herein are reasonable and necessary to protect Tech Mahindra Limited's business interests and proprietary information. I have sufficient skills to find alternative, commensurate employment that would not violate the terms of this undertaking. I acknowledge that adherence to this undertaking shall not deprive me of the ability to earn a living or support my dependents.

8. Compliance Not Contingent Upon Additional Consideration: I understand and acknowledge that the wages, compensation, benefits training and experience that Tech Mahindra Limited provides to me shall be full and sufficient consideration for the promises contained in this Agreement. I have not been promised, and shall not claim, any additional or special payment or compliance with the covenants and agreements herein.

9. Damages and Remedies: I acknowledge and agree that if I violate this Agreement, Tech Mahindra Limited may take legal action against me as follows: (1) Tech Mahindra Limited may take legal action in the court specified below in Paragraph 14 for the liquidated damages specified in Paragraph 6 above and (2) a violation of this Agreement is likely to cause severe and irreparable injury to the business, good will, client relations and proprietary information of Tech Mahindra Limited, an injury that is not adequately compensable by money damages alone. Accordingly, in the event of a breach (or threatened or attempted breach) of this Agreement, Tech Mahindra Limited shall, in addition to any other rights and remedies, be entitled to immediate, appropriate injunctive relief, or a decree of specific performance of this Agreement, without the necessity of showing any irreparable injury or special damages, in any court of competent jurisdiction.

10. Severability: Each paragraph and provision of this Agreement is severable from the contract and if one provision is declared invalid, the remaining provisions shall nevertheless remain in full force and effect. Further, the invalid provision or part shall remain enforceable to the extent permitted by law.

11. Entire Agreement: This Agreement reflects the full and complete agreement between myself and Tech Mahindra Limited on the subjects covered herein and supersedes and replaces all prior negotiations or agreements, whether written or oral. This Agreement shall only be modified, altered or replaced by a subsequent writing, signed by myself and an authorized officer of Tech Mahindra Limited.

12. Binding Effect: This Agreement shall inure to the benefit of, and be binding upon, my heirs, executors, administrators and personal representatives as well as the subsidiaries and affiliates of Tech Mahindra Limited. (Together with their successors and assigns).

13. Choice of Law: This Agreement will be governed and controlled in all respects by the laws of India.

14. Choice of Forum: The parties submit to the jurisdiction and venue of India with respect to any action arising, directly or indirectly, out of this Agreement or the performance or breach of this Agreement. The parties stipulate that the venues referenced in this Agreement are convenient.

In the event of any violation of the terms of this clause, I agree that I shall be liable to Tech Mahindra Limited. For liquidated damages in the amount of the gross salary earned by me during the preceding one year from the date of such breach. I acknowledge and agree that said amount constitutes liquidated damages and not a penalty, and that the amount is a reasonable and fair estimate of the actual damages that Tech Mahindra Limited. Would incur upon such breach.

Following the expiration of the one year period described herein, I shall continue to be obligated under the Covenant Against Disclosure in Section 4 so long as such Confidential Information remains proprietary or protectable as confidential or trade secret information.

Executed this _____ day of _____, 20__

Signature

Name of Candidate

For and on Behalf Of
Tech Mahindra Limited



Mukul Sah
Group Function Head (Support) – Human Resource

2
Principal
Guru Nanak Institute of Engineering &
Technology Noida - 201301

Annexure - H

PROOF OF ACCEPTANCE OF
Code of Ethical Business Conduct (CEBC)
And
Statement of Policies and Procedures for Preventing Insider Trading

To
Tech Mahindra Ltd.
Date of Joining: _____
Dear Sir/Madam,

I _____ Associate Id No _____

(Associate) of Tech Mahindra Ltd, do hereby state to have read and accepted that Tech Mahindra Code of Ethical Business Conduct (CEBC) and Statement of policies and Procedures for Preventing Insider Trading. In Company website (www.techmahindra.com >> Investors >> Overview), I have read and fully understood the above stated code of conduct and Ethics for directors and Associates and Statement of Policies and Procedures for preventing Insider Trading and shall abide by the policies, procedures and Principles contained therein.
I understand that any misinterpretation and /or false understanding given herein may attract penalties as laid down under the policy.
Authorized Signatory (HR) Signature of the Associate
Name:



Dhoot Transmission

OFFER LETTER

Date: 12/06/2022.

TO,
Mr. & Miss:- Prachi Jaypal Gaupale

Sub: - Offer for the post of "Graduate Engineer Trainee"

Dear

With the reference to your application and the subsequent personal discussion we had with you on 27-Apr- 2022, We DHOOT TRANSMISSION PVT LTD. Do hereby pleased to offer you the employment for the post of "Graduate Engineer Trainee" as per terms & conditions discussed and mutually agreed during personal discussion.

1. You shall be paid wages / salary & allowances as under: - stipend of (Per Day 26 + 2 live) & overtime extra per month.

CATEGORY	PER DAY (26 Days)	2 Leave	4.SUNDEY (Working)	Total 26.D+2.Leave+4.Sunday= 30.Days	CANTEEN DEDCATION PER.DAY.	IN HAND (30.Days)	Canteen Facility + Bus Facility & In Hand Pay Expense.
GET B.E OR B-TEC APP	403:84* 26 = 10500	403:84*2 = 807:68	403:84*4= 1615:36	10500+807:68+1615:36 = 12923:04	20. Rup. P.Day*30= 600	12923:04	600+900+12923:04 =14423:04
Get Diploma	365:38* 26 = 9500	365:38*2 = 730:76	365:38*04 = 1461:52	9500+730:76+ 1461:52= 11692:28	20. Rup. P.Day*30= 600	11695:28	600+900+11695:28 =13195:28

2. You are required to work at our Aurangabad plant (103), or at any other place as informed to you from time to time .yourservices are liable to be transferred from one shift to another (with one day's notices), where the company has undertaken its work .

At the time of joining, report to HR- Department for completing the joining formalities. Please bring all the original doc for verification at above mentioned factory address as well as copy of the following documents, as applicable.

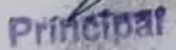
- 1) Certificate in proof of age & certificate in respect of educational qualification.
- 2) Resent passport size photograph(5-copies)
- 3) Identity proof Xerox copy (driving license / election card / pass port)
- 4) Pan card & Adhere card – copy mandatory (original for verification)
- 5) Medical fitness certificate.
- 6) Address proof Xerox copy of (electricity bill / election card / pass port / driving license/ Adhere card)

Form -16 from last employer (not applicable to fresher).

You are requested to join on or before 20-Jun-2022.Detailed appointment letter will be issued to you immediately after your joining.

Please counter sing a copy of this letter as token of your acceptance and return the same to us.
Contact No- Aute sir. -9623200898. 8380828447.

From.
Dhoot Transmission Pvt Ltd Aurangabad
Chittagong MIDC Farola Aurangabad.
Harmonizing Safety.....Building Future


Principal
Guni Narsinh College of Engineering & Technology
Aurangabad - 431501



OFFER LETTER

Date: 12/06/2022.

Mr. & Miss:- Reshma R Gajbhiye

Sub:- Offer for the post of "Graduate Engineer Trainee"

Dear

With the reference to your application and the subsequent personal discussion we had with you on 27-Apr- 2022, We DHOOT TRANSMISSION PVT LTD. Do hereby pleased to offer you the employment for the post of "Graduate Engineer Trainee" as per terms & conditions discussed and mutually agreed during personal discussion.

1. You shall be paid wages / salary & allowances as under: - stipend of (Per Day 26 + 2 live) & overtime extra per month.

CATEGORY	PER DAY (26 Days)	2 Leave	4.SUNDEY (Working)	Total 26.D+2.Leave+4. Sunday= 30.Days	CANTEEN DEDCATION PER.DAY.	IN HAND (30.Days)	Canteen Facility + Bus Facility & In Hand Pay Expense.
GET B.E OR B-TEC APP	403:84* 26 = 10500	403:84*2 = 807:68	403:84*4= 1615:36	10500+807:68+1615: 36 = 12923:04	20. Rup. P.Day*30= 600	12923:04	500+900+12923:04 =14423:04
Get Diploma	365:38* 26 = 9500	365:38*2 = 730:76	365:38*04 = 1461:52	9500+730:76+ 1461:52= 11692:28	20. Rup. P.Day*30= 600	11695:28	500+900+11695:28 =13195:28

2. You are required to work at our Aurangabad plant (103), or at any other place as informed to you from time to time .your services are liable to be transferred from one shift to another (with one day's notices), where the company has undertaken its work .

At the time of joining, report to HR- Department for completing the joining formalities. Please bring all the original doc for verification at above mentioned factory address as well as copy of the following documents, as applicable.

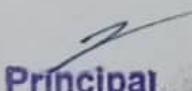
- 1) Certificate in proof of age & certificate in respect of educational qualification.
- 2) Resent passport size photograph(5-copies)
- 3) Identity proof Xerox copy (driving license / election card / pass port)
- 4) Pan card & Adhere card – copy mandatory (original for verification)
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Form -16 from last employer (not applicable to fresher).

You are requested to join on or before 20-Jun-2022.Detailed appointment latter will be issued to you immediately after your joining.

Please counter sing a copy of this letter as token of your acceptance and return the same to us.

Contact No- Aute sir. -9623200898. 8380828447.


Principal
Guru Nanak Institute of Engineering &
Technology Nagpur- 441501

From.
Dhoot Transmission Pvt Ltd Aurangabad
Chittagong MIDC Farola Aurangabad.
Harnessing Safety.....Building Futures



Dhoot Transmission

OFFER LETTER

To,
Mr. & Miss:- Taiksha Naresh Bagde

Date: 12/06/2022.

Sub: - Offer for the post of "Graduate Engineer Trainee"

Dear

With the reference to your application and the subsequent personal discussion we had with you on 27-Apr- 2022, We DHOOT TRANSMISSION PVT LTD. Do hereby pleased to offer you the employment for the post of "Graduate Engineer Trainee" as per terms & conditions discussed and mutually agreed during personal discussion.

1. You shall be paid wages / salary & allowances as under: - stipend of (Per Day 26 + 2 live) & overtime extra per month.

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Form -16 from last employer (not applicable to fresher).

You are requested to join on or before 20-Jun-2022. Detailed appointment letter will be issued to you immediately after your joining.

Please counter sing a copy of this letter as token of your acceptance and return the same to us.
Contact No- Aute sir. -9623200898. 8380828447.

From.

Dhoot Transmission Pvt Ltd Aurangabad
Chittagong MIDC Farola Aurangabad.

Harnessing Safety.....Building Future

Principal

Guru Nanak Institute of Engineering &
Technology Nagpur- 441501





Dhoot Transmission

OFFER LETTER

TO,
Mr. & Miss:- Bharti Ishwarkar

Date: 12/06/2022.

Sub: - Offer for the post of "Graduate Engineer Trainee"

Dear

With the reference to your application and the subsequent personal discussion we had with you on 27-Apr- 2022, We DHOOT TRANSMISSION PVT LTD. Do hereby pleased to offer you the employment for the post of "Graduate Engineer Trainee" as per terms & conditions discussed and mutually agreed during personal discussion.

1. You shall be paid wages / salary & allowances as under: - stipend of (Per Day 26 + 2 live) & overtime extra per month.

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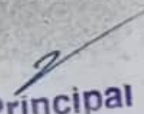
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Principal
Guru Nanak Institute of Engineering &
Technology Nagpur- 441501

From,
Dhoot Transmission Pvt Ltd Aurangabad
Chittagong MIDC Farola Aurangabad.
Harmony Safety... Building Future





Dhoot Transmission

OFFER LETTER

Date: 12/06/2022.

TO,

Mr. & Miss:- Rutika Watkar

Sub: - Offer for the post of "Graduate Engineer Trainee"

Dear

With the reference to your application and the subsequent personal discussion we had with you on 27-Apr- 2022, We DHOOT TRANSMISSION PVT LTD. Do hereby pleased to offer you the employment for the post of "Graduate Engineer Trainee" as per terms & conditions discussed and mutually agreed during personal discussion.

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From.

Dhoot Transmission Pvt Ltd Aurangabad
Chittagong MIDC Farola Aurangabad.

Ensuring Safety..... Building Future


Principal

Guru Nanak Institute of Engineering &
Technology





Dhoot Transmission

OFFER LETTER

TO,
Mr. & Miss:- Prajka Waghmare

Date: 12/06/2022.

Sub: - Offer for the post of "Graduate Engineer Trainee"

Dear

With the reference to your application and the subsequent personal discussion we had with you on 27-Apr- 2022, We DHOOT TRANSMISSION PVT LTD. Do hereby pleased to offer you the employment for the post of "Graduate Engineer Trainee" as per terms & conditions discussed and mutually agreed during personal discussion.

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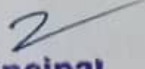
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Principal

Guru Nanak institute of Engineering &
Technology Nagpur- 441501

From.
Dhoot Transmission Pvt Ltd Aurangabad
Chittagong MIDC Farola Aurangabad.
Harmonising Safety.....Building Future





Dhoot Transmission

OFFER LETTER

Date: 12/06/2022.

To,
Mr. & Miss:- Pranali Khachane

Sub:- Offer for the post of "Graduate Engineer Trainee"

Dear

With the reference to your application and the subsequent personal discussion we had with you on 27-Apr- 2022, We DHOOT TRANSMISSION PVT LTD. Do hereby pleased to offer you the employment for the post of "Graduate Engineer Trainee" as per terms & conditions discussed and mutually agreed during personal discussion.

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From.
 Dhoot Transmission Pvt Ltd Aurangabad
 Chittagong MIDC Farola Aurangabad.
 Harnessing Safety.....Building Future


Principal
 Guru Nanak Institute of Engineering &
 Technology Nagpur- 441501



Dhoot Transmission

OFFER LETTER

Date: 12/06/2022.

To,
Mr. & Miss:- Nandkumar Kohad

Sub:- Offer for the post of "Graduate Engineer Trainee"

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Dhoot Transmission Pvt Ltd Aurangabad
Chittagong MIDC Farola Aurangabad.

Harnessing Safety.....Building Future

Principal

Guru Nanak Institute of Engineering &
Technology





entercoms

Connect | Reveal | Transform
CONFIDENTIAL

September 23, 2019

Marshall Jivtode

Offer of Employment

Dear Marshall,


We are pleased that you are considering joining us at Entercoms Solutions Pvt. Ltd, a wholly owned subsidiary of Entercoms inc. The purpose of this letter is to set forth our offer of employment to you.

The terms of your employment are as follows:


- 1. Date of Joining:** Your date of joining will be **September 23, 2019**.
- 2. Role:** You will work as **Technical Support Engineer** and will be a part of **Customer Operations Team**.
- 3. Duties:** In addition to the normal responsibilities/duties associated with the above position, the Company may also assign you other duties as deemed fit and proper.
- 4. Income Tax:** All components of your remuneration (outlined in Annexure 1) will be subject to deduction of income tax as per the provisions of Income Tax Act, 1961.
- 5. Separation:**
 - 5.1 Your services may be terminated by either party, giving notice in writing for 30 days. Company is not bound to give any reason thereof. The Company reserves the right not to accept salary in lieu of notice.
 - 5.2 Further, the Company may at its discretion relieve you from such date as it may deem fit even before the expiry of the notice period with or without compensating for the un-expired period and is not bound to give any reason thereof.
 - 5.3 The Company reserves the right to terminate your employment without notice on grounds of breach of Company Terms, misconduct or unsatisfactory performance.
- 6. Probation:** The first three (3) months of employment shall be considered a probationary period.
- 7. Validity:**
 - 7.1 The Company reserves the right to withdraw the offer made to you, before your acceptance, without providing any reasons to you.
 - 7.2 The Company also reserves the right to withdraw the offer made to you even after the acceptance of such offer by you, if the Company becomes aware of any material information that may have been concealed or misrepresented by you at the time the offer was made by the Company.

This letter constitutes our entire offer of employment and supersedes any and all prior oral and written representations or agreements made by anyone employed by, or associated with, the Company. The terms of this offer, if accepted, will become your terms of employment and can only be added to or modified by a written document signed by the Director.

With warm regards,


Rinku Basu
Vice President - Human Resource
Entercoms Solutions Private Limited

Kindly return a copy of this letter duly countersigned by you on each page in acceptance of this offer.


Principal
Guru Nanak Institute of
Engineering & Technology
Nagpur - 441501



Entercoms Solutions Private Limited
Unit No. 301 & 302, NSD IT Park, S. No. 127/2B, 111 Road, Aundh, Pune 411007, Maharashtra, India
Phone +91 20 6648 8000 • Fax +91 20 6648 8282 • Email contact@entercoms.com
CIN No. U64202PN2004PTL154566 • GST No. 27AABCE3692G1ZL • www.entercoms.com



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